

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference rm	Date	Wed., July 9, 2014
Committee Chair	Jim Henry	Time Started	3:30 pm
Council Present	Jim Henry, Linda Berry Maraist, Connie Lord	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Patty Graf-Hoke, VKP		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	None
C.	Selection of new Chairperson	Jim Henry
D.	Approval of Minutes: 6/11/2014	M/S/A JH/LBM
2.	Agenda Items:	
A.	Lodging Tax Projects – mid year report	Mary reported that both grantees have provided a mid-year report of activities (in the packet). The revenues through June 2014 are about \$3k higher than June 2013. The expenses of both grantees are within budget. The demand for rooms at this time of year is high, but not year around. A hotel room in Poulsbo will cost about \$120 per night. Patty handed out some brochures and pamphlets, showing what kind of information Visit Kitsap Peninsula has been distributing using Poulsbo Lodging Tax funds.
B.	Holm Property – Purchase & Sale Agreement	Mary presented the Purchase and Sale agreement for the Holm Property. The appraisal was \$85,000, and the Phase 1 environmental assessment showed no hazardous issues on the site. CSC recommends approval: JH/LBM
C.	DNR Urban Forestry Partnership	The Urban Forestry Restoration Project provides Puget Sound Corps crews to local governments to conduct urban forest maintenance and restoration on public land. Mary was approached to submit a project, and she will be

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		recommending work for Poulsbo's Fish Park. DNR also asked if Poulsbo would be home base for the Olympic/Kitsap Peninsula projects. Poulsbo's project would have the crews for 2-3 months during the October 1-September 30, 2015 year. There would be no cost to the city except for some of Mary's time during the project. The CSC recommended approval: JH/CL.
D.	Little Valley Ballfield Transfer	The county has agreed to turn the Little Valley ball field over to the City of Poulsbo. The Mayor and Mary feel that there are three options for the property: (1) Keep it for Parks and Recreation programs, though few programs would be able to use this small field. (2) Distribute an RFP to non profit organizations, asking for proposals on how their organization could use the property. It would need to be kept for public benefit, and restrictions could be made on how the property would be used. Some ideas such as keeping the property for recreation, education or cultural activities were suggested. Or, (3) Sell the property and use the proceeds for another park project or park property acquisition. Mary added that with any property improvement or development, frontage improvements would also be necessary. Becky will talk to Commissioner Gelder to see if selling the parcel would be appropriate. Mary will take it to the Parks and Recreation Commission for a recommendation.
E.	Possible Property Donation	Mary received a phone call from a property owner off of Bond Road, just south of Highway 305. He is interested in donating 1.47 acres to the city. It does not currently connect to Poulsbo's Fish Park. There is at least one other parcel in-between the park and possible donation site. The two parcels are owned by the same person. Linda asked if the property owner would give a trail easement so that Fish Park could be connected? Is there access from 305? The committee is looking for additional information before making a recommendation.
F.	Morrow Manor Review and Request	Mary reported that \$5,000 was previously budgeted for park design work on the Morrow Manor Park, located at Noll and Mesford Streets. Mary asked the CSC in May for \$3,000 for the next phase; but after completing that part,

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		she is requesting an additional \$7,000 to complete the design process, and come up with one preferred concept design. Using Fischer-Bouma Partnership as the landscape architects, the Parks & Rec Commission hosted a park design charrette on April 28. Two conceptual park designs were then reviewed on June 23. The PRC, Poulsbo Rotary club members and the public have been involved. This final park design will include a hand drawn, phased, color rendered site plan, an image board, tree retention recommendations for the plan, a presentation at the August PRC meeting, budget level cost estimates, and project coordination. Mary recommends that park reserves (302) be used. CSC recommends approval: CL/JH.
G.	Vista Park (Mayor)	The Mayor reported that she is reaching out to Mark Zenger to make improvements to Vista Park. This is the view top area at College Marketplace that snakes up behind Jack in the Box with a nice view of Mt. Rainier and the bay. She would like to see benches and trails wind along the rim of the property.
3.	Department Head Reports	None
4.	Council member liaison reports	Becky reported that the Poulsbo Historical Society is working on a Marine Heritage Museum at the Marine Science Center. The MSC would provide the front classroom and entryway for a marine museum to the PHS/Port in exchange for free rent for the floating classroom at the MSC.

Minutes respectfully submitted by Mary McCluskey