

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

<b>Location</b>	<b>Poulsbo City Hall, 3<sup>rd</sup> floor conference rm</b>	<b>Date</b>	<b>Sept. 10, 2014</b>
<b>Committee Chair</b>	Jim Henry	<b>Time Started</b>	4:00 pm
<b>Council Present</b>	Jim Henry, Linda Berry Maraist, Connie Lord	<b>Time ended</b>	5:00 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson; Debbie Booher, Finance Director; Tammy Mattson, HDPa; representatives of NKHS ASB		

Key Points Discussed		
No.	Topic	Highlights
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	
B.	Agenda and Extended Agenda Review	There will be no special CSC meeting on Sept. 22.
C.	Approval of Minutes: 8/13/2014	M/S/A (CL/LBM)
<b>2.</b>	<b>Agenda Items:</b>	
A.	Special Events: NK Homecoming Parade, Haunted House and Fishline Veterans 5k Run	The CSC recommended approval of the NKHS Parade and the downtown Haunted House, contingent on receiving Coffee Oasis' insurance binder. They also recommended approval of the Fishline 5k Run on November 8, but would like some clarification on where runners will be crossing Viking Avenue. Joe Schiel of P&R is doing research on spray chalk that can be used by organizations, so not to leave a semi permanent mark on sidewalks and roads.
B.	2015 Lodging Tax Grants*	Mary reviewed the Council's authority regarding the LTAC recommendations. The Council has the ultimate authority to only accept or reject the recommendations in whole and not alter the amounts. There was discussion of each project and what discussion occurred at the September 9 LTAC meeting. Committee members were concerned that the Sons of Norway and NK Soccer Club were not funded at all. Some feel that the Sons of Norway is underutilized. They also commented that they would like to see the Viking Cup soccer tournament come back to Poulsbo. The CSC discussed additional funding for Visit Kitsap, but choose to accept the LTAC recommendations. There was

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		discussion about the City applications covering festival overtime for public works and police. CSC recommended keeping projects #1, 2, 3, 5, 6, 7, and 8. The CSC also recommended disapproval of two projects, and asked that the LTAC to consider these options: use additional reserves and fund #4 and #9 for \$2,000 each. These will be one-time only expenditures. The city reserves policy will still be intact. Mary will bring this to Council on October 1. If the Council agrees, then the LTAC committee will meet again to discuss.
C.	RFP Process – Little Valley Ballfield	Becky distributed the draft request for proposal for management of the ball field. She asked the CSC to read it to see if she is headed in the right direction.
<b>3.</b>	<b>Department Head Reports</b>	None
<b>4.</b>	<b>Council member liaison reports</b>	None

Minutes respectfully submitted by Mary McCluskey

	<i><b>*Lodging Tax Application list</b></i>	<i><b>Request</b></i>	<i><b>Recommendation</b></i>
1	Visit Kitsap Peninsula	\$21,000	\$15,000
2	The Poulsbo Marketing Coalition	\$ 70,000	\$60,000
3	Historic Downtown Poulsbo Association	\$ 26,500	\$18,000
4	Sons of Norway, Poulsbo Lodge	\$18,665.95	\$0
5	City of Poulsbo	\$ 4,500	\$2,000
6	City of Poulsbo	\$2,200	\$2,000
7	City of Poulsbo	\$2,200	\$2,000
8	City of Poulsbo	\$11,550	\$11,000
9	North Kitsap Soccer Club	\$15,000	\$0
	<b>2015 Total:</b>	<b>\$171,615.95</b>	<b>\$110,000.00</b>