

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

Location	Poulsbo City Hall, 3rd floor conference rm	Date	Oct. 8, 2014
Committee Chair	Connie Lord	Time Started	4:00 pm
Council Present	Linda Berry Maraist, Connie Lord	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Kylie Purves, Risk Manager; Tammy Mattson, HDPA		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	This meeting was not recorded due to equipment issues.
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Connie invited the CSC to attend FAC to discuss the refund policy for Parks and Recreation, sometime after the first of the year.
C.	Approval of Minutes: 9/10/2014	The minutes were corrected to say that the committee was only rejecting projects #4 and #9. M/S/A as corrected (LBM/CL). The committee also had discussion on presenting the LTAC recommendations at the council meeting that night.
2.	Agenda Items:	
A.	Special Event Application: Downtown Trick-or-Treating	The CSC recommended approval of the event pending the HDPA insurance certificate of insurance. LBM/CL
B.	Little Valley Ballfield RFP	Becky and Mary presented a draft RFP for management of the Little Valley Ballfield. It was agreed that the City could narrow down the number of proposals to consider; and that the council could reject any or all proposals. The City and Parks and Rec Commission will review and reduce the number of proposals before making a recommendation. A contract with details will then be negotiated. The business plan must show public benefit and have ample insurance. Mary has put together a list of potential organizations, and she will send out emails to these groups. CSC recommends moving forward with the RFP process. CL/LBM.
C.	Special Event Process	Kylie presented some history on the Special Event process in the City, and asked that CSC assist in revamping the process. The city began using the current application in 2010. There was discussion about the process, and that

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		some policy questions need to be answered by Council: What is the definition of a special event? Which events are automatically covered by the City? Which are not covered? What events does the Council want to regulate? How to enforce? There will need to be an appeal process. There could be a tier of events with smaller events being approved administratively. What activities would automatically make an application go to Council? Outdoor music, alcohol, serving food (health inspections), multiple vendors, street markings, etc. Kylie will pull some policy questions together for the November CSC meeting.
D.	Park Projects - update	None
3.	Department Head Reports	None
4.	Council member liaison reports	None

Minutes respectfully submitted by Mary McCluskey