

Community Services Committee Meeting Minutes

Location	Poulsbo City Hall, 3rd floor conference rm	Date	Nov. 12, 2014
Committee Chair	Jim Henry	Time Started	4:00 pm
Council Present	Jim Henry, Linda Berry Maraist, Connie Lord	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Al Townsend, Police Chief; Bob Wright, Deputy Chief; Kylie Purves, Risk Manager, Deb Booher, Finance		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Linda added an item regarding Water Trail signage.
C.	Approval of Minutes: 10/8/2014	M/S/A: CL/LBM
2.	Agenda Items:	
A.	Special Events: Viking Avenue Tree Lighting	There was discussion about the 11/28/14 event. The CSC Recommended approval. This will be on the consent agenda 11/19/14.
B.	Funding Request – Poulsbo’s Fish Park Phase 3 –Wetland Delineation, Habitat Management Plan and permits	Mary presented a request for additional funding for Fish Park – phase 3. After meeting with the planning department regarding needed permits, she would like to get a jump start on said permits. The first thing that needs to be done is a wetland delineation and habitat management plan; as well as detailed parking lot drawings. The current grant will cover 70% of this work; and 30% will be covered in the next grant. That grant award is not for sure, and she will not know until next year during the legislative process. She is requesting \$5,000 in park reserves to start on this work. Recommend for approval (LBM/CL). Mary will prepare a budget amendment.
C.	Special Events - process	Kylie presented information regarding a revision of the special events process. Current code allows to regulate events on private and public property. Some exemptions include garage sales. Does the

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		<p>city want to continue to try and regulate on private property? Committee members thought that it would be nice to know about private events, but most times staff does not hear about them until after they have occurred.</p> <p>Many times the approval process takes away power (i.e. the insurance certificate hasn't come back but council has already approved the event). It was agreed that some events don't need to go to Council – such as Viking Fest, 3rd of July, Poulsbo Arts Festival. The CSC would like to see the staff approve most events. Council would like to have notice if events involve road closures, outdoor music, or anything outside of the normal routine. There was some discussion as to whether a policy on enforcement was needed. There was additional discussion on staff hours and costs for special events. The PMC allows for the city to pass on the costs to the event organizers. How do we cover police overtime on some events and not others? Kylie would like to invite event organizers to the next CSC meeting to discuss process only.</p>
D.	Water Trail Signage	Linda attended the Water Trails Alliance meeting last week. This group will continue to meet to plan for water trails and signage from Gig Harbor to Pt. Gamble. Some signs have already been made, and Poulsbo will receive two for Oyster Plant Park and American Legion Park.
3.	Department Head Reports	None
4.	Council member liaison reports	None

Minutes respectfully submitted by Mary McCluskey