

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

Location	Poulsbo City Hall, 3rd floor conference Rm	Date	Dec. 10, 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; Kylie Purves, Risk Manager; Nicole Stephens, City Clerk		

Key Points Discussed

No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 11/12/2014	M/S/A LBM/CL
2.	Agenda Items:	
A.	2015 Special Event Process and Review	A notice was sent to organizations that have gotten a special event in the past year, with the hope that the City could get feedback on the new and improved application. Kylie pointed out that the new application is more of a check list. Linda asked if there would be two versions of the application – one for small events and one like this draft application for larger events. Special event applications would be approved via an administrative decision – similar to business licenses and park use applications. They won't need to go to CSC, but a report that lists upcoming special events would be distributed periodically. Often times the event may not need city services, but it is important that the city know about them in advance. There was some discussion about fees; the Clerk's office will come back in January with recommended fees after researching other cities. Some events may not have a fee. The City does not want to discourage small events. There was discussion about paint on the sidewalks and roads, often used for foot races. The CSC would like to have clear requirements, and have a list of approved products.

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		<p>For safety reasons, some kind of road marking is necessary. Mary will do some additional research on products and bring back recommendations for the January CSC meeting.</p> <p>There was additional discussion on amplified sound, which must end by 10 pm or by council approval. The section about serving alcohol needs to be clarified, as beer gardens may be approved by Council.</p>
B.	Special Event Application: Water Walk	The committee recommended approval with the stipulation that the participants park away from Anderson Parkway. Encourage them to use the City Hall parking so that shoppers can use the parking.
C.	Poulsbo's Fish Park-project update	Mary reported that the 2011 grant through the Recreation and Conservation Office has now been completed. She is doing the final reports and accounting for the grant. She needs to request \$25,000 in additional Park Reserve funds to cover some of the acquisition expenditures not covered by the RCO grant. The grant reached its "bottom line" and did not reimburse for all anticipated expenditures. CSC recommended approval; this will be on the consent agenda 12/17/2014. The unbudgeted park reserves sits at about \$85,000 at the end of 2014.
3.	Department Head Reports	None.
4.	Council member liaison reports	Becky reported that a large community birthday party is being planned for May 2, 2015 to celebrate 170 years of service for Bill Austin and Ardis Morrow. A group wants to build a statue in their honor, possibly at MIW Waterfront Park.

Minutes respectfully submitted by Mary McCluskey