

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	January 14, 2015
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; Kati Diehl and Nicole Stephens, Clerks office		

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: 12/10/2014	M/S/A LBM/CL
2.	Agenda Items:	
A.	Special Event Process	Nicole noted that the new application has an option for smaller events to fill out the front page as “informational only” for the city. Kati passed out the fee research she had done for surrounding communities. Linda talked about keeping fees low to enhance economic development. The CSC agreed, and does not want higher fees to discourage events. Connie asked whether the city had ever covered its own costs. Kati and Nicole said no. Kati and Nicole will come back with a sliding scale. Mary also reported that after more research, sidewalk marking product must be chalk.
B.	Trail Signage	Mary distributed draft trail signage that the subcommittee of the Trails committee has created. It is similar to the park signage. There was discussion about putting up trail maps at each site. Mary also distributed the new Chamber map/pamphlet that shows 3 trail areas in the city.
C.	Benches at the pavilion	Mary distributed a photo of the proposed benches for the pavilion. She will present the picture at the next Council meeting. The plan is to have them ordered and installed by May 2.
D.	PROS Plan	Mary distributed a timeline for preparing the update to the PROS.
3.	Department Head Reports	None

Minutes respectfully submitted by Mary McCluskey