

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	May 13, 2015
Committee Chair	Connie Lord	Time Started	4:00 pm
Council Present	Jim Henry, Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
2.	Questions & Concerns of the Committee	None
3.	Agenda and Extended Agenda Review	Mary added an agenda item regarding the HDPA Lodging Grant.
4.	Approval of Minutes: 4/8/2015	M/S/A JH/KT
5.	Agenda Items:	
A.	Special Events: Step Up and Step Out; Jewel Box Theater – Taming of the Shrew; Memorial Day Ceremony	<p>--Step Up and Step Out is a concert at the pavilion on July 11. They will not be doing rock climbing or serving food at the park as written in their application. No concerns from CSC. Recommended to council (JH/KT)</p> <p>--Three Shakespeare performances by the Jewel Box Theater on July 19, 26, August 2.. No concerns. Recommend to council (KT/JH)</p> <p>--A Memorial Day Ceremony on May 25, hosted by the NK Chapter of the VFW. No concerns. Recommend to Council (JH/KT)</p>
B.	Future use of the PW site	Mary and Becky will meet with Poulsbo Farmers Market board on May 18 to explore the idea of the PFM using the PW site as their home for the market in 2017. There are many things that need to happen with the site, including a survey to dedicate Iverson Rd; a short plat to separate the library from the PW site (engineering has begun this process); an appraisal to determine the fair market value of the

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		property; surplus the property; decide who will own the property (the city's general fund or the PFM); environmental clean up; ADA issues, etc. The project will take several thousands of dollars. The Coffee Oasis lease is up in 2017 and decisions will need to be made on that property as well. Mary suggested additional master planning that would include all properties and uses. Becky will brief the Council tonight to get their level of interest in such a partnership. The CSC was in general agreement to begin the conversation.
C.	Sailing Program Update	Mary gave an update on the Kingston Sailing program and the progress in moving the program to Poulsbo. She presented two documents for review. The first one is an ILA to give the two floats to the Port of Kingston. The second one is the Disposition of Sailboats to Sail Kingston Cove, a new organization beginning a sailing program in Kingston. The CSC recommended approval (KT/JH). This will be on the June 3 Council agenda.
D.	HDPA Lodging Tax grant	Tammy Mattson contacted Mary earlier today with a request. They are working with the Poulsbo Historical Society and the Chamber to provide a Visitor Information Center (VIC) in the downtown area. They would like to redirect some of their 2015 Lodging Tax funds to this project. Staff and the CSC concurred.
	Department Head Reports	Project Updates: Mary reported that the Nelson Park easement trail is nearing completion. The Rotary Club will then be able to begin their work. The 4 Lions Park swings have been ordered, with installation in late June.
	Misc	Becky reported that the WSDOT was going to close 1 lane of the Agate Pass bridge May 16-17; and after hearing about activities this weekend, they will delay until May 30-31. She also said that the pavilion has some rotting posts that will be replaced in the fall. The Forest Rock Hills stormwater pond boundary adjustment and trails project is continuing. Kylie is working on a nuisance ordinance. There are a couple of areas in the city that have had homeless encampments, and property owners need to be made aware of this. One parcel is the 7 th Avenue to 4 th Avenue trail area and another is the Castillo property on Viking Avenue.

Minutes respectfully submitted by Mary McCluskey