

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	Sept. 9, 2015
Committee Chair	Jim Henry	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:	
A.	Questions & Concerns of the Committee	None.
B.	Agenda and Extended Agenda Review	Mary added- Lodging Tax discussion.
C.	Approval of Minutes: 8/12/2015	MSA CL/JH
2.	Agenda Items:	
A.	Special Event Application: NKHS Homecoming Rally	The annual Homecoming Parade will be held Wednesday, Sept 30 – 6:45 pm. Hostmark and Front Street will be closed for about 15 minutes.
B.	MOU – Evergreen Mtn Bike Alliance	Mary presented the Memorandum of Understand for Construction, Maintenance and Operation of the Poulsbo Pump Track. Connie had some questions on Exhibit A including whether a Porta-Potty will be required (yes); hours the park will be open (dawn to dusk); and who will review the park signage (Mary).
C.	Waterfront Park bathrooms	Mary reported that because the City Council does not want to put Lodging Funds towards city projects, she is looking at funding the bathroom renovation totally from Park Reserves. Becky said that she will be requesting the full transfer in 2016 to accomplish this. Mary is meeting on Friday with someone from Parametrix to begin talking about the project. It would be good to get a start on it now so that construction will be completed after the first of the year. The project must be done by festival season 2016. Mary will come back in October with additional information.

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D.	Lodging Tax	<p>Mary had some follow up questions after the Council's Lodging Tax Workshop on September 2. Since the Council does not want to put Lodging Tax funds towards general fund expenditures, the Police Chief will prepare a Baseline Adjustment Request. An alternative might be to pass the expenses on to each event. Maybe do a shared responsibility in 2016 and ramp it down in 2017. There are 4 events where the City covers the additional police costs: Viking Fest, 3rd of July, PetsWalk and the Street Dance. Mary suggested meeting with all 4 organizations at the October CSC meeting. This will give the organizations plenty of time to work on additional funding.</p> <p>Two other questions that need to be clarified are: (1) should applications go to a committee? Or directly to full council for final review? The CSC recommended sending the projects and LTAC recommendations directly to Council. (2) Should the LTAC create a project "contingency" list to possibly fund projects after the current year carryover is known? The CSC recommended yes – create a contingency list to be reviewed after the past year's carryover is complete.</p>
3.	Department Head Reports	Mary reported that the trail at Nelson Park is complete and Rotary is now working on the stairs.
	Comments	<p>Mayor: The artist is working on the Lindvig Bridge.</p> <p>Connie reported that the Kitsap County Planning Commission is working on an Agriculture document that may adversely affect hobby and cottage farms. These farms contribute a lot of free food to Fishline. She encouraged everyone to mobilize and contact the County regarding this issue.</p>

Minutes respectfully submitted by Mary McCluskey