

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	March 9, 2016
Committee Chair	Jim Henry	Time Started	4:10 pm
Council Present	Jim Henry, Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Tammy Mattson, Tizleys; Brad Haley, Poulsbo Twilight Criterium; Kay Mork, HDPa board; Bill Austin		

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: 2/10/2016	M/S/A CL/JH
2.	Agenda Items:	
A.	Special Event: Poulsbo Twilight Criterium – extended street closure	The Special Event permit for this event has downtown streets closing at 2:30pm on June 11. Sgt. Grossman recently suggested that they will need more time to clear cars and requested an earlier closure. Brad said that this would be a rolling closure to start with side streets at 1:30pm. The first race is at 3:15. They will have 48 barricades that will be moved into intersections affected by the closures. Connie said that this makes sense, and the City should go along with the police recommendation. All concurred. Jim will ask for Council concurrence tonight at the Council meeting. Brad will pass out maps and information about closures to business owners and neighbors on 3 rd , 4 th and 5 th Sts and on the city website.
B.	Banners Over City Streets	There needs to be a process for allowing banners over downtown city streets. These banners are attached to two buildings owned by Marion Sluys and Tom Pelland. The Mayor said that PW Superintendent Mike Lund determined that it would cost about \$400 for city staff to put up and take down one banner. She said that it would be better that the City not be involved. Bill said that a banner costs about \$600. Tammy said that in the past, a form and \$50 went to HDPa. Bill Austin would put the banner up. She suggested that the form and \$50 still be paid, but that the banner must be put up by the requestor, provide a 24 hr phone number

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		because problems inevitably occur, and have insurance. City code states that community announcement banners can be up for a 2 week maximum. Ken asked if a hoist/pulley system would be possible so that ladders or lift trucks are not needed, but Bill said that a good system is very expensive.
C.	"Colored Light" awareness requests	Mary said that the city has been getting requests to install colored light bulbs as an 'awareness' to a cause. Since City Hall does not have places for regular light bulbs, are there any alternative ideas? Flags? After some discussion it was decided that the City does not need to spend time/resources on these issues. Most of the issues are good, but some are getting political. It is best to say no early on. They also do not want to see people decorating the statue with lights. There was concern about liability and theft of personal property.
D.	Poulsbo Farmers Market update	Mary said that things are moving forward with the Poulsbo Farmers Market using the Parks and Recreation Center parking lots from April 2-December 17. Angela at OMW is working on a Facility Use Agreement. It should come to Council April 6.
E.	Waterfront Park restrooms - update	Mary just received the first bid from Romtec, a "design build" company. The design came in at \$80,000. She needs time to review with PW. She is also working with a "pre fab" vendor and hopes to have more info from them soon. She is working towards a September construction time frame.
F.	Cemetery Update	The Mayor said that City cemetery on Caldart is in need of maintenance and refurbishment, and will take some funding to get this done. Roz Heffner has been the cemetery record keeper for many years. The land needs to be mapped to be sure that all plots are accounted for. Bill Austin will do a sign, but other decisions need to be made. The Mayor would like to put together a committee to assess these needs. Irrigation is expensive but would keep it looking nice. Connie commented that this cemetery needs to be taken care of. The name needs to include the word community – maybe the Poulsbo Community Cemetery. The Mayor would like to start the committee in mid June in time to include these ideas in the budget cycle. Ken is willing to be chair. He has experience with another municipal cemetery.
3.	Department Head Reports	<p>Park Project Updates. None.</p> <p>Bill told the committee that he has ordered a bronze plaque for the Guardian Stone sculpture.</p> <p>Becky reported that she is working on a Norsman's Bride statue for the new roundabout on Highway 305 in 2017-2018.</p>

Minutes respectfully submitted by Mary McCluskey