

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	May 11, 2016
Committee Chair	Jim Henry	Time Started	4:00 pm
Council Present	Jim Henry, Connie Lord	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Mary Fitz, Viking House; Kathi Foresee, Viking Fest; Gary Nystul, City Council, Mike Lund, Public Works; Troy Grossman, Police; Dave Musgrove, City Council		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Add American Legion Park (G).
C.	Approval of Minutes: 4/13/2016	M/S/A CL/JH
2.	Agenda Items:	
A.	Special Events: Gleason after-hours fire pit use; YMCA Family Fun Day	Recommend approval of both applications as presented. Mary reported that the CF Walk has to use plan B, using Reliance and QuickStep Streets. The CSC is okay with the change as long as the police department approves it.
B.	Viking Fest Review	Kathi did an event review, and said that everything is basically the same as in past years. They have added one new event - the Strongman Competition on Sunday near the Port parking lot. Parade starts at 2pm. Carnival set up late Wednesday. Kick off Friday at 4 pm. They are doing the Message in a Bottle as a way to raise funds for fireworks. Becky commented that Viking Fest has a nice website.
C.	MIW Waterfront Park Restrooms	The City arborist recently did a risk assessment of the two Douglas fir trees in front of the restrooms. He recommended that the one to the north be removed due to structure issues. Mary and Joe W. met with the pre-fab company representative, and he has given her a bid of \$197k for the new, 6 stall building. Connie commented that she would like to see four stalls on each side and/or a family restroom. Mary

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		will get a second bid based on the larger building, and will have Council discuss it as a whole. Mary has a landscape architect working on a site plan for the new building, which will be used for permitting and construction.
D.	Review of LTAC	Per resolution 2013-07, the City Council must approve the LTAC. Micah Kim of GuestHouse Suites has decided not to continue. Gary and Mary have interviewed Mary Fitz of Viking House, and would like to propose adding her to the LTAC. The 2016-2017 LTAC proposal is: Mary Fitz, Terri Douglas (Poulsbo Inn), Steve Swann (Port of Poulsbo), Greg Enright (Cultural Arts Foundation) and Gary Nystul. CSC recommends approval.
E.	Policy regarding Viking Statue	The Mayor received complaints about the KPLU sign that had been recently hung on the Viking. With elections coming up, she proposes that no campaign signs be allowed on the Viking, in parks, or City Hall. CSC concurred. Becky will draft a resolution and bring to Council for approval. The Viking is meant for community spirit – not political advertising.
F.	National Trails Day Event & Kids Fair – June 4	No report.
G.	American Legion Park	Mike and Troy would like to see the back half of the parking lot blocked off with concrete blocks in order to keep lingering individuals out of the area. People will still be able to walk through, and the main gates will remain open. Phase 2 will be additional lighting for the front area.
3.	Department Head Reports	Park Project Updates. None.
	Council / Mayor Comments	The Mayor has been having some email conversation with HDPa regarding sidewalks. They would like the City to clean the sidewalks, but per code, the property owner is responsible for that. The City has 51 miles of sidewalks, and cannot do them all. Dave Musgrove commented that business owners downtown have always done their own sidewalks. Mike said the City can put filters in the drains. Also – the small green trees in the downtown pots will be sold to the City to be planted at the City cemetery.

Minutes respectfully submitted by Mary McCluskey