

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

<b>Location</b>	<b>Poulsbo City Hall, 3<sup>rd</sup> floor conference room</b>	<b>Date</b>	<b>June 13, 2018</b>
<b>Committee Chair</b>	Connie Lord	<b>Time Started</b>	4:00 pm
<b>Council Present</b>	Connie Lord, Abby Garland, Ken Thomas	<b>Time ended</b>	5:00 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson; Kathi Foresee, Viking Fest. Jannese Hunt, Port of Poulsbo, Dan Sluys, HDP. Citizens Rita Hagwell, Kathy Jeromchek,		

<b>Key Points Discussed</b>		
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
1.	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	Connie asked everyone to introduce themselves. Ken said that he is going to talk with the school superintendent about the youth advisory committee idea this week.
B.	Agenda and Extended Agenda Review	Mary asked that two items be added to the agenda: Kathy Jeromchek request for refund of park reservation fees and change to policy; and Jannese Hunt with the Poulsbo Waterfront Dance.
C.	Approval of Minutes: 5/9/2018	MSA KT/AG
2.	<b>Agenda Items:</b>	
A.	Special Events: Bash By the Bay	Even though this is a repeat event, Mary thought she would run it by the committee due to parking lot closures. There was a question as to why the parking lot/driveway near SONS needs to be closed from 8am-5pm when the event is 12-3pm. Mary will check on that. Otherwise, this special event license can be issued.
B.	Viking Fest De-brief	Kathi said that the weekend went great. The only issues involved power at the pavilion, and that was fixed. The crowd was huge, and there were

## Key Points Discussed

No.	Topic	Highlights
		<p>no hassles at the parade. There was an incident with the carnival bunkhouse that was parked behind Banner Bank. It was blamed on the carnival people, but it was actually others that caused the problems. Connie reminded Kathi that they will probably need an alternative location for the carnival beginning in 2019. Kathi said that they are looking at options. There was also an issue with cars that were still parked in the parking lot and were towed to the Port parking area.</p>
C.	Refund of fees-Kathy Jeromchek.	<p>Mary introduced Kathy Jeromchek, who is requesting a change in policy when it comes to refunding park reservation fees. The Mayor commented that the policy is in place because you are reserving a space at the park shelter that keeps others from making a reservation. The city needs to have some teeth when people use the parks. The parks are in high demand. Kathy asked that there be a time limit on when people can cancel and still get their money back. Becky said that we can't give custom services for each citizen. We must be consistent. There is also staff time involved. Dan Sluys commented that he makes a reservation each January for a camping spot in the summer. He must pay a \$75 non refundable fee just to make the reservation. Connie asked if the reservation form includes the words "non refundable". Mary said that it does. Connie thanked Kathy for coming to the meeting.</p>
D.	Poulsbo Waterfront Dance	<p>Jannese Hunt from the Port of Poulsbo said that a few of them have created a committee to resurrect the street dance concept. It will be held on Saturday, August 25 at the Waterfront Park. The City and HDPa are also involved. They have a \$10k budget. The Port is contributing \$3,000</p>

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		<p>and the City \$3500. Becky has it in her budget, but would like Council concurrence. Businesses are happy that the street won't be closed, and that the pavilion will be used. Donations will be accept for the Sea Discovery Center. CSC recommends approval.</p> <p>Jannese will update the special event application and get it back in right away. The CSC will have a quick meeting on Wednesday, June 20 at 3:45 pm to review the application. It will go on the Council agenda that evening.</p>
E.	Open House – Urban Paths of Poulsbo Plan	The Parks and Recreation Commission will host an Open House for Poulsbo Trails on Monday, June 25 from 5:30-6:45 pm in the Council chambers.
F.	Organizational chart – Poulsbo Parks & Recreation	Mary distributed a copy of the Parks & Recreation organizational chart. Since budget planning will begin this summer, she wanted the CSC to know that she will be bringing forward a request to increase hours for the 20 hr-part time recreation programmer to full time.
3.	<b>Department Head Reports</b>	
A.	Park Project Updates	Mary showed photos of vegetation clearing at Centennial Park. She also showed a design of the Nelson Park "Nature Play" area.
4.	<b>Mayor/Council Member Reports</b>	Becky said that she would like to see a Christmas parade from downtown to Viking Avenue and the tree lighting.

Minutes respectfully submitted by Mary McCluskey