



**Community Services Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room**

Subject	Meeting Agenda	Date	October 10, 2018
Recorder	Mary McCluskey	Start Time	4:00 pm
Committee Chair	Connie Lord	End Time	5:00 pm
Committee Members	Abby Garland, Connie Lord, Ken Thomas		
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	
B.	Agenda and Extended Agenda Review	
C.	Approval of Minutes: 9/12/2018	
2.	Agenda Items:	
A.	ADA Playground Project (Poulsbo-NK Rotary Club)	
B.	Special Events: New Year's Eve wedding	
C.	Bike Share Program	
D.	Kitsap PFD Proposal	
3.	Department Head Reports	
A.	Park Project Updates	
4.	Mayor/Council Member Reports	

Reviewed by Mayor Erickson

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	Sept. 12, 2018
Committee Chair	Ken Thomas	Time Started	4:00 pm
Council Present	Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Council member Gary Nystul; Nikole Coleman, Planning Dept.		
Key Points Discussed			
No.	Topic	Highlights	
1.	Administrative:		
A.	Questions & Concerns of the Committee	Connie said that the plaque dedication for Herb Armstrong on Sunday went well.	
B.	Agenda and Extended Agenda Review	Ken said that he recently received a proposal from Bill Effinger regarding Affordable Housing. Does the committee want to consider his proposal – a housing task force plan? Connie felt that it is too big for this committee. This is almost an idea to replace Housing Kitsap. But where should it go? The Mayor wants to address affordable housing, but the City does not have the kind of money to fund something like this. A citizen committee may not be the way to go. This is not appropriate to this committee. The Mayor has been approached about securing a bike share program. This will be put on a future agenda.	
C.	Approval of Minutes: 8/08/2018	M/S/A CK/KT	
2.	Agenda Items:		
A.	Special Events: Poulsbo Community Orchestra; Community Blood Drive	Community Blood Drive: After some discussion the committee agreed that the bloodmobile should be parked along the back side of the Waterfront Park restrooms, and near a crosswalk. CSC recommends approval CL/KT Poulsbo Community Orchestra BBQ buffet fundraiser: CSC recommends approval of this event CL/KT.	
B.	Lodging Tax Advisory Committee recommendations – 2019	Councilmember Gary Nystul gave a review of the LTAC recommendations for 2019. A change from previous years is that the Poulsbo Marketing Coalition has disbanded, so organizations have applied separately. Organizations talked about spending more advertising money in the shoulder season. He gave a brief summary of each application. He also reminded the committee that if the full Council wants to make just one change, the whole set of recommendations must be thrown out. CSC recommends the LTAC allocation list to the full Council as presented CL/KT	
C.	Urban Paths of Poulsbo – Update	Mary reported that City functional plans are typically reviewed every 6 years. The Urban Paths of Poulsbo Trails Plan was originally passed in May 2012, so this year is the year for an	

		<p>update. The Parks and Recreation Commission (PRC) led the review. They reviewed 5 past City surveys that included questions about trails. Trails always score high, so they did not feel that it would be necessary to do another one. All of these surveys are on the city website, and included surveys from the 2007 and 2015 Comp Plan reviews, 2009 Trails Committee study, 2015 PROS update, and the 2017 skate park project.</p> <p>The main tasks that the PRC undertook included: a review and update of the trails inventory and future priorities; a review of trail priorities that involved many successes, and held a community open house where about a dozen members of the public attended.</p> <p>Nikole added that the redline version of the plan shows where outdated language was removed, and language to modernize it was inserted. This plan is more succinct. The existing facilities map shows proposed trails that staff knows are in the pipeline. Helen did a great job on the maps.</p> <p>After some discussion, it was decided that a memo and the draft plan be sent to the full Council a couple of weeks in advance so they have time to review it. The CSC would like to see it approved via a resolution, and then make a final approval during the Comprehensive Plan amendment process in 2019. Ken said that he appreciates the thorough job that the PRC did on the plan. CSC recommends the UPP Plan update move forward. CK/KT</p>
D.	Budget Review – continued	<p>Mary reviewed the Parks and Recreation budget, as the others were done last month. Things are going well and staff is talking about new programs and maybe one new special event in 2019. Mary talked about a bike event she witnessed in Vancouver called City Ride. Streets were blocked off so that families could ride without cars in the way. Becky suggested doing it around the NKHS/PMS block, as there is good parking at the high school. Maybe coordinate with North Point Church. The committee also talked about staff transition within the Parks and Recreation Dept over the next two years.</p>
3.	Department Head Reports	None
A.	Park Project Updates	None
4.	Mayor/Council Member Reports	The Mayor said that she has suggested a Haunted House in the parking garage.

Minutes respectfully submitted by Mary McCluskey



MUNICIPAL PARK USE APPLICATION

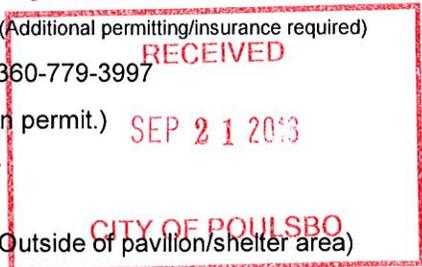
This is an application to conduct a social activity, special event, commercial activity or public service instructional class in a city park per Poulsbo Municipal Code (PMC) 12.32. All applications must be filed at least 30 days prior to the date(s), (90 days for special events) for which the permit is requested.

Park/Facility Requested: Raab Park Picnic Shelter
 Nelson Park Picnic Shelter
 Austin-Kvelstad Pavilion at the Muriel Iverson Williams Waterfront Park
 Other park/facility – please specify _____

Date of Event: 12/31/18 Time Requested: from 6 am/pm to 8 am/pm

Description of activity: wedding in Expected # people: ~150

- BBQ (Raab/Nelson-Must provide fire extinguisher) Tents/Canopies Inflatables (Additional permitting/insurance required)
- Fire Pit (Raab Park / Muriel Iverson Williams Park; Must have permit from Fire Dept) 360-779-3997
- Beer/Wine Use (Raab Park Picnic Shelter only- Must have banquet or special occasion permit.)
- You can purchase these permits at: <http://wa.gov/licensing/special-licenses-and-permits>
- Music (Live / Recorded) Electrical Outlet Use Needed



Please provide a map of locations of: Tents/ Canopies / Inflatables * Tables/ Chairs (Outside of pavilion/shelter area)

Applicant: Mark DeSalvo Address: 18320 MT TOLUVA RD POULSBO WA Phone: 3602651755

Contact Person: Mark DeSalvo Mailing Address: PO Box 2526 Phone: 3602651755

E-Mail: skyriderb1ue@gmail.com, mark.salvo@gmail.com

Insurance / clean-up bond/ cash may be required in accordance with PMC 12.323.110. **Applicant will make provisions for clean-up of all litter, refuse and all other materials, including bins for recyclable items. Please return picnic tables as you found them.**

Non-refundable Application Fee Schedule

- Social Events: Raab or Nelson Parks; or Austin-Kvelstad Pavilion \$40/first 2 hours/\$10 each additional hour
 - Instructional Classes: \$60 per session (Instruction of classes by a person or organization who are requesting part of the park for that class).
 - Special Events: ** \$50 per event (A one-time event where the public is invited to attend).
- ¹ Resident fee discount for applicants who reside within the City limits of Poulsbo **(-\$10 per application)**

Resolution # 2014-08

Please note: Only those special events which are open to the public and which the public may observe / participate in without charge are authorized to be conducted in City Parks (PMC 12.32). Special events which require primarily use of all or any portion of any park and which require a fee to be paid prior to admission to a City park are not permitted. The solicitation of voluntary donations from the public during the course of an authorized event / activity is permitted. Application fees are non refundable.

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option. It is understood that by signing this application form, the SPONSOR / CONTACT PERSON agrees to all conditions of use and will be billed if the park is not cleaned up after use.

Signature of Applicant: _____

Vikings fire

Sunset on 12/31 - 4:27pm
Sunrise 7:57am

KITSAP COUNTY OUTDOOR BURNING PERMIT

DATE ISSUED: 12/31/18 DATE EXPIRES: 1/1/19 DIST/DEPT: 18
 PERMITTEE: Mark DiSalvo PHONE: 265.1755
 BURN LOCATION: Waterfront Park - fire pit
Poulsbo

ALL OUTDOOR FIRES

- A responsible person capable of extinguishing the fire must attend it at all times.
- A shovel and a garden hose connected to a water source and/or a bucket filled with at least 5 gallons of water must be on site.
- The pile must be situated at least 25' from any combustibles.
- The person responsible for the fire must check current outdoor burning information (see phone numbers below) before igniting the fire. An outdoor fire may not be ignited and must be extinguished if an air quality or fire danger burn ban is declared that applies to the type of burning being conducted.
- The fire must be extinguished immediately if: Any emission from the fire is detrimental to the health, safety or welfare of any person; if it causes damage to property or business; or if it causes a nuisance.
- Permission from the landowner or owner's designated representative must be obtained before igniting an outdoor fire.
- Only one pile at a time may be burned and each pile must be extinguished before another is ignited.
- This permit may be revoked at any time due to high winds or any other condition that constitutes a fire hazard.
- This permit must be kept on site at all times when burning is being conducted.

**RECREATIONAL
OUTDOOR FIRES**

- No permit required.
- Permissible countywide.
- Burn pile must be less than 3'L x 3'W x 2'H in a designated fire pit that is situated 25' away from any structures.
- Burn ONLY dry seasoned firewood or charcoal.

**SMALL RESIDENTIAL
OUTDOOR FIRES**

- Permissible only outside "no burn" zones. See maps on reverse.
- Permit is required and valid through the last day of the calendar year.
- Burn pile must not be larger than 4'L x 4'W x 3'H.
- The burn pile must be 10 times the diameter of the pile from any structure.
- No fire will be ignited before sunrise, and no material will be added to the fire after sunset.
- The fire may NOT contain materials hauled from another property.
- Burn only natural vegetation such as leaves, clippings or prunings.

**LARGE RESIDENTIAL
OUTDOOR FIRES**

- Permissible only outside "no burn" zones. See maps on reverse.
- Permit is required and valid for 14 days.
- Burn pile must not be larger than 10'L x 10'W x 7'H.
- The burn pile must be 10 times the diameter of the pile (to a maximum of 50 feet) from any structure.
- No fire will be ignited before sunrise, and no material will be added to the fire after sunset.
- The fire may NOT contain materials hauled from another property.
- Burn only natural vegetation such as leaves, clippings or prunings.

**SPECIAL
OUTDOOR FIRES**

- Must be applied for in person at the fire agency serving the area where the fire is planned.
- Special conditions related to the approved special outdoor fire must be attached to this permit.

TO CHECK ON THE STATUS OF BURN BANS:

Bainbridge Island (206)842-7686 North Kitsap (360)297-4888 Central Kitsap (360)447-3555 South Kitsap (360)871-2425
 Puget Sound Clean Air Agency (800)595-4341

By signing this application the permittee agrees to comply with the conditions listed herein, the provisions of WAC 173-425, RCW 70.94 and other applicable county or municipal codes regarding outdoor burning and acknowledges responsibility for any claims arising from activities performed under this burning permit.

PERMITTEE SIGNATURE: [Signature]
 FIRE DIST/DEPT SIGNATURE: _____ EMPL NUMBER: _____

SUBJECT TO CANCELLATION

Last revised 11/30/09

COPIES: White: Applicant Yellow: Fire Department



(620) 412-8866

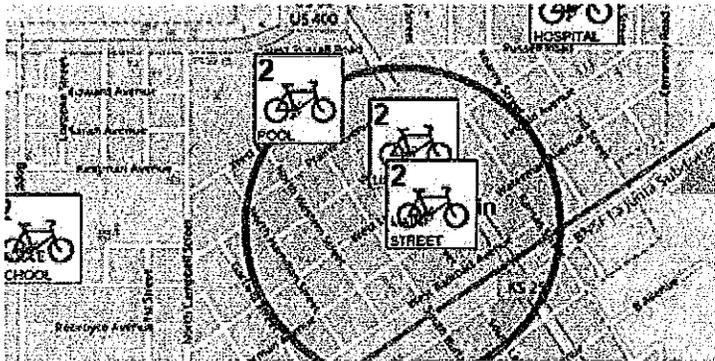


BIKESHARE



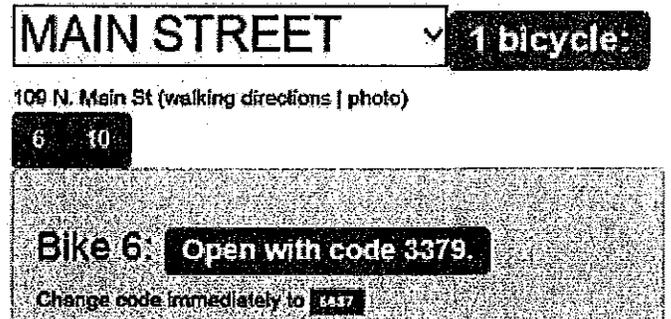
WWW.BIKESHAREMAPS.COM

Choose Location



Using the Map of your Location, simply click on a rack location closest to you or pick one on the way to your destination.

Rent



After selecting a bike number and pressing the "Rent" button you receive a code to Unlock the Bike.

Unlock



Enter the Code into the easy-to-use U Lock and attach it to the bike in the convenient lock holder.

Ride



Whether you are running errands, commuting to work, or just out for some exercise with the family, always ride safely and obey traffic laws.

FAQs

1. What is the initial cost to get going (bikes, stations, installation, software, permits, parts, tools, etc)?

In the turn-key package, we provide everything you need, including your community's own web-domain such as CommunityBike.com, new bike racks, customization of existing racks for some locations, locks, signage, all user liability forms, rack location agreements & other necessary documentation, extensive Admin training, tech support, as well as a few new bikes to get you started and help to generate excitement while boosting initial use. Once set up, the system is designed to allow for any type of bike (and most bike accessories) to be added very easily and does not require any more technical expertise than using social media. The app not only includes maps of the bike racks in your area but provides pictures and info on which bikes are currently available at that rack. Our exact costs for your community, town, or campus can be provided at no cost with no obligation by simply contacting us and letting us know you are interested. The average community investment is around \$12,000.

2. Who tracks the whereabouts of bikes and re-positions them to docking stations when the distribution gets out of whack?

We will assist you in setting up a Volunteer-Based, Bike Share Committee to oversee the day-to-day issues like this and many others. Included with our program is access to our "Bike Share Operations Manual," an ever evolving guide to questions that have been asked and problems that have been encountered by other users and the answers and solutions that have been provided. If you come across an this comprehensive How-To doesn't cover, we are available for technical and operational assistance.

3. Is there computer monitoring software that keeps track of exactly where the bikes are (GPS)? The system tracks only where the bikes are checked out from and then checked back into. This is ultimately what makes our solution so cost effective, without spending hundreds per bike to track it with GPS and instead, just having users agree to be responsible for the bikes, you can accomplish the same goal while keeping costs low. If GPS enabled bikes are a requirement for your community, we can add this to each bike for around \$150 per bike per month.

4. What is the split of revenue from membership and usage fees between the City and the provider?

We collect fees charged by credit card companies and PayPal and we charge an annual fee of \$100.00 to maintain the exclusive domain name we will provide you with. We provide the first year of technical support for free along with the "Bike Share Operations Manual" to assist you in most common issues. After the first year, we ask that you agree to contact us with any technical service issues you have and allow us to bill you for that at our standard Tech-consultant fee of \$65/ hour. Other than that, there are no other charges or fees or costs of any kind after the initial purchase.

5. Who carries the liability insurance for damage of bikes or injury to riders?

The user agreement places the user as the sole responsible party and by agreeing indemnifies all others. When they ride it is as if they are the owner of the bike, because as a registered member, they are.

6. If a bike goes missing or damaged, who pays for the repair or replacement? Assuming the rider is responsible, who pursues collection in court?

Through donations and rental charges, any damages and replacements can be covered. However, if a community was so inclined they could, through the rights allocated to them through the user agreement file civil charges against the last user of any damaged or non-returned (stolen) bike.

Through the registration process a user is required to provide contact information that is verified through the system, and if a community chooses to charge for rentals, a credit card or PayPal acct is also required.

7. Who checks the bikes daily for tire pressure, brake wear, safety, etc?

No tire pressure or flat tire issues, we are a distributor of Stop-A-Flat Puncture Proof Inner-tubes and all bikes are provided with them. Any additional Stop-A-Flats that are needed can be sourced through us at our dealer price (we do not mark-up on Bike Share Community sales). All other issues are handled by the Bike Share Committee and "Super-Riders", most active users who can be given limited admin privileges.

8. Our town is only 500 people with maybe another 1,000 counting surrounding unincorporated areas and tourists. Is this relatively small number enough to make our community profitable?

We are from Lakin Kansas, a town of about 1500 and we are seeing 15-20 rentals per day here, but we don't charge to rent. The donations in the first year are on track to more than cover our initial total cost. With your community determining the cost per rental and anyone having the ability to donate at any time through your exclusive community site, the profitability is completely up to the community itself.

9. For references, can you cite examples of towns our size using your proposed system successfully?

The best example is our hometown of Lakin, Kansas and our other county neighbors in Deerfield who operate the original, BikeShareMaps.com.

10. Are Grants and other funding assistance opportunities available for Bike Share Programs?

Yes. The funding for programs like this is astounding, contact us and we can help your community get started right away.

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PROJECT PROPOSAL FUNDING PROCESS

In order to provide a reasonable amount of time for project development and planning, for our partners, or prospective partners with new projects, the Kitsap PFD is proposing a three-phase process. To conceive, research, plan and propose projects for funding by the PFD, a process which could take up to three years, depending on project status and timing.

KPFD Project Planning Process: (Expected to be up to a three-year process)

First Phase: Project Concept to Project Feasibility

- A. Concept Review - The Facility Partner (FP) brings a potential project for possible PFD funding to the Executive Director for initial review. He may involve the Board Chair and the Construction Consultant in this initial review.
- B. Feasibility Review – The Facility Partner (FP) and the ED will both perform due diligence to arrive at first estimates of the cost of the project and the possible funding available from the Partners.
 - a. This would also include physical analysis of the site/facility and limitations to determine if the project goal is attainable.
 - b. Outside funding from other organizations may also be considered.
- C. Financial Review – The FP and PFD will determine the maximum extent to which they can provide funding to complete the project as proposed. The PFD requires matching funds and expects that FP would always have some financial participation in the project - to have an investment in the completed project to make it a financial as well as a community service success.
 - a. Completely new projects (other than the three facilities previously invested in by the KPFD) must be \$10 million or larger in scope to qualify.
- D. This analysis and study is expected to be performed by the staff of the respective partners, however, should some expense be necessary for analysis by an outside company or consultant, some funding may be applied for from the PFD.
- E. Timing – depending on the scope of the project, this process may take a few weeks to several months.
 - a. If the project is more “shovel ready” it could move into Phase Two in a few weeks.
 - b. If it is a concept or idea that needs to be “fleshed out”, or a large project, requiring concept drawings and construction estimates, it could take up to a year.



Second Phase: Project Development and Preliminary Plan

- A. Facility Partner submits fully fleshed out preliminary project plan, or one developed from Phase 1, to the PFD Board for approval to proceed with more formal project planning.
- B. Partner should engage a landscape architect for a field project or a building architect for any structure construction to make preliminary plans and calculate a more accurate estimate of the project cost.
- C. A portion of the cost of these consultants or architects may be provided by the PFD, if requested from the PFD Board.
- D. Discussion and planning sessions with these consultants/architects should also include the PFD ED and the Construction Consultant, as required.
- E. When an acceptable project plan is completed, it can be proposed, along with the funding plan, to the PFD Board for consideration of a funding commitment.
- F. With funding approval from the PFD Board, this would reserve PFD resources for that project, pending final submission of the completely funded project plan.
- G. Preparation of a draft Funding ILA for the project will be prepared by the PFD attorney or in conjunction with the FP attorney.
- H. Timing – depending on the size and scope of the project, this process may take several weeks to several months.
 - a. If the project is more “shovel ready” it could move within weeks into Phase Three.
 - b. If it is a large project, requiring architectural or landscape drawings and construction estimates, it could take several months.



Third Phase: Final Project Plan, Funding ILA and Contractor Selection

- A. FP will continue in the process of finalizing the Project Plan, up to and including preparing bid documents for the project.
- B. FP begins submission of all the permits to enable construction to proceed.
- C. When the project contractor has been selected and the final cost is determined, the final presentation to the PFD Board will occur. This is to finalize the funding available to the project from the PFD and any other parties to the project.
- D. The Funding ILA will then be finalized and presented to the PFD Board and Partner(s) for approval by their Boards and signatures.
- E. The PFD will transfer the project funding amount to the appropriate Facility Project Fund – 96966 for KFEC, 96967 for NKREC and 96976 for KCC (or other new funds for new projects) – for the project.
- F. The typical funding process is for reimbursement of invoices for work completed during the duration of the project. (It would be an exception to provide all of the funding before the project has begun.)