

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	June 12, 2019
Committee Chair	Abby Garland	Time Started	4:00 pm
Council Present	Connie Lord, Abby Garland, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Debbie Booher, Finance; Mike Lund, Public Works, Gary McVey, Council member elect		

Key Points Discussed

No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	Abby will not be at the July 11 meeting. She asked if the CSC would like to elect the next Chairperson that would begin in July. They agreed and Ken Thomas will be the chair.
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 05/08/2019	Correct the committee chair to Abby Garland. M/S/A as amended CL/KT
2.	Agenda Items:	
A.	Public Works site – project update	Mary reported that Karla and staff have met to discuss how to move forward with the existing Public Works property. Karla has talked with Coffee Oasis, and they are interested in purchasing part of the property if more parking is included. Staff agreed that the first step is to do an environmental assessment. Karla has put together a Request For Proposal to complete Phase 1 and 2 assessments; a hazardous materials abatement and building demo study, and identify required and suggested clean up or remediation actions and cost estimate. A report like this may cost \$50k and take 4-6 months to complete. There was some discussion about the history of the property (military, then retail). Deb is suggesting that revenue stabilization funds be used because it is an operating cost – not a capital improvement. It was agreed that staff would send out the RFP, and then come to

		council with a plan and budget amendment once proposals are received. Recommended by CSC. Abby will report out tonight at the Council meeting.
B.	Rotary Morrow Community Park–RCO grant	Mary explained that the City has been awarded a \$13,000 RCO grant for the Rotary Morrow Community Park. This amount is due to the fact that acquisition projects (this grant is a acquisition/development grant) are awarded a higher percentage of the funds. If accepted, the funds would need to go into an appraisal, review appraisal, closing costs, sign, noxious weed control, and possible wetland assessment. A deed of right with the state would also need to be done. There would not be any funds available for park development. The committee discussed this issue and agreed that it sounds like a lot of staff work for little return at this point. Rotary has begun foundation work for the 4 duplexes. Mary discussed that it is difficult to find private money for public projects; and there aren't too many opportunities for public funds either. She feels that the park could be phased and value-engineered to save some money. Ken wondered if the Rotary Foundation would be interested in being involved. While Mary has talked with them, they are still so involved in the buildings. She will be talking about this with the Park Commission on June 24. The park cannot be built until the buildings are complete in 2020 so there is time to work on the funding piece.
C.	Special Events: Bash at the Bay (June 21); Kitsap Rowing Scrimmage (July 21); Poulsbo Arts Festival (Aug. 16-18); Poulsbo Boat Rendezvous (Sept. 13-15); Poulsbo Half Marathon (Oct. 12)	Becky noted that June 22 will be very busy in Poulsbo. There are 3 events in town – PetsWalk, Midsommarfest and the Power Squadron. All of these events for review this month are repeat events. CSC recommended approval of all 5 events.
3.	Department Head Reports	
A.	Park Project Updates	Mary gave two park projects updates: Poulsbo's Fish Park. The wetland report is still not complete, which means that the Critical Areas Permit is still on hold. At this point, we may be running out of time for a fall 2019 construction project. The positive is that if we go out to bid in January for a spring/summer build, we will probably get better bids. We do hope to build some trails in the fall. The Lions Park whirl replacement is on order and

		should be installed in mid-August.
4.	Mayor/Council Member Reports	<p>The Mayor presented the Event Coordinator idea. She has a verbal commitment from the Port of Poulsbo to match \$30,000 to have a \$60,000 budget for a part time person. She would like to use LTAC funds. This would be a city employee because the City has the regulatory responsibility. She would like to see a master calendar of Poulsbo events. She wants the LTAC to know that the City is supporting the hotels by foregoing sales tax. She sees a big bump in lodging taxes once the new hotel opens. The pie is getting bigger.</p> <p>Mary reported that the LTAC application should be released June 14 and due back August 1.</p> <p>Deb commented that Public Works and Police may apply to help cover overtime on the two largest events. Overtime was very high for Viking Fest.</p> <p>There was additional discussion about HDPAs fees, and that the soon to be built condos in downtown will pay HDPAs dues. These dues haven't been raised in over 22 years.</p> <p>Ken reported that the American Legion Park project starts this weekend. There will be no more parking in that lot.</p>

Minutes respectfully submitted by Mary McCluskey