

**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>August 14, 2019</b>
<b>Committee Chair</b>	Ken Thomas	<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; Ken Park, North Kitsap Herald		

**Key Points Discussed**

<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	Connie asked when the presentations for the Lodging Tax projects would be scheduled. Mary said that she will send out an email after the LTAC's organizational meeting on August 15.
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 07/10/2019	M/S/A AG/CL
	<b>Agenda Items:</b>	
<b>2.</b>	<b>Special Events:</b>	None
A.	2019-2020 Budget Modifications	Mary reminded the CSC that in July they reviewed park projects for 2019-2020. This month Mary is bringing forward some budget modification requests based on what she sees coming up. This includes: (1) additional casual labor request for transcription of minutes for the Tree Board and Parks and Recreation Commission; (2) Increase in taxes and operating assessments/state excise taxes; (3) City Utilities; (4) Repairs & Maintenance on the aging building; and (5) Administration/Misc which includes increased bank fees. The registration software (Rec1) is having a 50% increase to a flat level beginning July 2020. School district facility fees are increasing 10% on 9/1/2019. Mary said that staff has always passed on the direct program costs in the class fee, but the admin/overhead fee has been at 30% for a few years. Prices will definitely be increased in time for the next catalog. Abby suggested a 1% per year so there isn't

		<p>a big hit in one year.</p> <p>Becky said that she is telling all departments no budget increases in 2020 – unless it is non-discretionary. The cash flow is not there in 2019 or 2020. Building starts have slowed for now.</p>
B.	Potential Trails	<p>The Mayor would like to use volunteers to create urban pathways around the city in order to create pedestrian access points. Most of these require recreational easements from private property owners. She hopes to get them done in the next two years. Here are the ideas that she presented:</p> <p>#1-Storm vault in Caldart Heights to 10<sup>th</sup> Avenue. A natural amphitheater.</p> <p>#2 –sewer easement from Lincoln to Caldart that she is calling the Lincoln Pathway.</p> <p>#3 - 7<sup>th</sup> Avenue to 4<sup>th</sup> Avenue and Torval Canyon. Housing Kitsap owns the parcel at the top.</p> <p>#4-Kiwanis Park to 1<sup>st</sup> Avenue.</p> <p>#5-WSDOT mitigation site – The “305 Greenway”. 14 acres next to Kiwanis Park that will allow pedestrians to cross Hwy 305.</p> <p>#6-Vista Pathway in College Marketplace.</p> <p>Mary reminded the Council members that in July she presented a new CIP project for trails (\$50,000).</p>
C.	Public Facilities District – project update	<p>Mary reported that at the PFD’s July 29 meeting the PFD board ranked projects and the PERC ranked #2 of 7. The PFD bond counsel is estimating around \$15m will be available for bonding. The Mayor and staff is hoping that Poulsbo can get money for a feasibility study for the PERC facility. It would involve a stakeholders group discussing if the facility is truly desired in the city, YMCA involvement, the possible creation of a Park District, programming, how to pay for it, and more. This would be a phased project including Planning/Design/Construction</p>
D.	2020 Lodging Tax projects - update	<p>Mary reported that there were 11 requests totaling \$306,700. The first meeting of the LTAC is August 15; with presentations by organizations on Sept. 4.</p>
3.	<b>Department Head Reports</b>	
A.	Park Project Updates	<p>Mary reported that 3 new playgrounds are on order::</p>

		<p>the new whirl at Lions Park, playground replacement at Austurbruin and a log climbing structure at Fish Park.</p> <p>A piling holding the floating dock in place at Oyster Plant Park has snapped off. The floating dock is closed until it is repaired. Mike Lund is working with WDFW and Planning to get the repairs done. Staff needs to outline next steps for Morrow Manor Park.</p>
4.	<b>Mayor/Council Member Reports</b>	<p>Mayor – She hasn’t heard from Mr. Kim regarding Vista Park. The new hotel at College Marketplace will be under construction Spring 2020.</p> <p>The PAL committee met for the first time August 13, and it went well. The group will initially be working on art and landscaping for the Noll Road project. This is a Ad Hoc committee.</p> <p>Ken reported that the American Legion Park Veterans Memorial project is moving forward. There will be a lot of activity at the site in the next week. The dedication ceremony is Sept. 28.</p>

Minutes respectfully submitted by Mary McCluskey