

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

Location	Poulsbo City Hall, 3rd floor conference room	Date	December 11, 2019
Committee Chair	Ken Thomas	Time Started	4:00 pm
Council Present	Connie Lord, Gary McVey, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Debra Vaughan, Play For All; Kati Diehl, Clerks Dept, Mike Lund, Public Works		
Key Points Discussed			
No.	Topic	Highlights	
1.	Administrative:		
A.	Questions & Concerns of the Committee	Ken recognized that this is the first meeting for Council member Gary McVey. In regard to the November 13 CSC meeting minutes, Gary asked if there would be further discussion on overtime during special events for city departments. Kati responded that there would be two points of discussion at the January 8 Council meeting. One on new fees and one on City policy regarding special events overtime for city departments. Connie reiterated that these costs are not appropriate as a lodging tax request, but needs to be included in the project budget.	
B.	Agenda and Extended Agenda Review	Ken added item D-Special Event Ordinance Update. Connie asked if there would be a "Bill Lockard" proclamation. Becky agreed that it was appropriate but will wait a short time – maybe do it in conjunction with Arbor Day 2020. Connie and Gary will be the CSC at the January meeting, as the committee assignments won't be complete until the evening Council meeting.	
C.	Minutes of 11/13/2019	M/S/A CL/KT	
2.	Agenda Items:		
A.	Special Events: Santa/Fire Engine	Special event application presented as "information only."	
B.	ILA with Poulsbo-NK Rotary Club – Play for All	Ken reviewed some history on the Play for All project. The Rotary Club came to the city to request a partnership: the Rotary Club would plan and fundraise for the project that would go into a city park, and then the city would assume the maintenance. Council agreed to the concept 1/9/2019. Mike agreed that sometimes community	

		<p>projects take a lot of work and maintenance, but feels that this one is needed and they are glad to plan for the maintenance. The Mayor said again what a wonderful job the committee has done and that it is a great amenity for the community. Gary said that he is supportive but wants all to remember that there will be ongoing maintenance. How does the city decide whether a project can be maintained at current staffing levels? He would appreciate a conversation regarding maintenance and all agreed. The ILA recognizes that the city will do maintenance, but in the future it should possibly state something under the "whereas" section that both sides recognize that maintenance will be required. There was some discussion on the ongoing needs of a Splash Park, and the mayor said that she feels the only place for the Splash Park is at the PERC as it could work concurrently with a possible aquatic center.</p> <p>CSC recommended approval of the ILA (CL/GM). Becky also added that she is pleased that Elsa Watson is involved with the fundraising. The ILA will go on the Jan. 8 City Council agenda.</p>
C.	Highway 305 Greenway (Mitigation Property)	<p>The Mayor gave an update on the turnover of the WSDOT property to the City. There is one small parcel that they are reluctant to turn over, as they say that it was not a part of the original project. The Mayor feels that this parcel is a part of the project and would be a good connection point for the City. She still expects a 2020 turnover.</p>
D.	Special Event Ordinance Update	<p>Kati reviewed the memo from Rhiannon Fernandez on the Special Event Ordinance Update. There will be two separate discussions at the January 8 Council meeting: (1) Fees and (2) Policies regarding City department overtime. She asked that committee members review the documents and let them know by Dec. 20 if there are any recommended changes to the ordinance. This entire process was reviewed and updated after a request from WCIA. This has also allowed the city to update some things including the removal of special events from the business licensing section and putting it into its own section. The city is repealing Chapter 5.32 Carnivals, Circuses, Traveling Shows. These items will be treated as special events as needed. The application admin fee will go from \$25 to \$75 for events that put in their paperwork</p>

		<p>90 days or more in advance. There will be an expedited fee of \$50 for events who put in their paperwork between 45-90 days; less than 45 days special events will not be accepted due to the short timeframe. After some discussion, the CSC would like to add a section regarding exceptions or a "special opportunity" surfaces. They recommend that the Mayor and CSC can grant a special exemption to an event or special activity once all insurance binders and legal requirements are met.</p> <p>Kati asked for clarification on the Penalty section. Would they like to see a criminal or civil penalty? They agreed that a civil penalty is more appropriate.</p> <p>Connie also spoke on the section regarding the Revocation of Permits. The "event" does not belong to the city; only the permit belongs to the city.</p>
3.	Department Head Reports	
A.	Park Project Updates	<p>Mary reported that the environmental permits for Poulsbo's Fish Park were submitted 12/5/2019. She is still planning on a Spring-Summer construction project.</p> <p>Mike reported that a staff committee interviewed three consultants for the Environmental Assessment of the current Public Works site. The recommendation is for Perteeet to do the work. Public Works committee will review the recommendation tonight.</p>
4.	Mayor/Council Member Reports	None

Minutes respectfully submitted by Mary McCluskey