

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

Location	Poulsbo City Hall, 3rd floor conf. room	Date	March 11, 2020
Committee Chair	Britt Livdahl	Time Started	4:00 pm
Council Present	Britt Livdahl, Connie Lord, Andrew Phillips	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Alexis Foster, Risk Manager, Chief Dan Schoonmaker, City Clerk Rhiannon Fernandez,		
Key Points Discussed			
No.	Topic	Highlights	
1.	Administrative:		
A.	Committee chair election	Britt Livdahl was elected chair.	
B.	Questions & Concerns of the Committee	<p>Connie: She has heard recent concerns about the special event ordinance that Council recently passed. The Mayor said that she has concerns that city staff gets to make the final call on these special event applications. It troubles her that the council has been eliminated in the decision making process. She feels that the community needs an event coordinator to organize all aspects of the special events. She also has concerns that the pool of volunteers that put on the largest events through the Viking Fest Corporation – may be getting smaller.</p> <p>Rhiannon stated that if staff feels that a permit denial is necessary, they will always consult the mayor first. Denials can only be made for certain reasons.</p> <p>Tonight the city council is to discuss the 3rd of July event, but there has been no application from the applicant. Alexis said that the council should follow the code and wait until the application comes in.</p> <p>Connie said that she misunderstood that recurring events won't need to come to council. She thought that new events must come to council.</p> <p>The Mayor said that staff will give a brief presentation tonight, and will recommend that no decision be made. Once the application comes in, staff will review and recommend. Then it will go to Council. She asked - Is this the process that the Council wants to put in play? City Council must support the code. Viking Fest runs 3 large events. What happens when Kathi retires from events?</p>	

		<p>Becky has concerns that the staff will make the final recommendation as they can be very conservative.</p> <p>Becky doesn't want to eliminate the ability for these events to be hosted in the community.</p>
C.	Agenda and Extended Agenda Review	Andrew requested and all agreed that the CSC will review the special event ordinance at their April 8 meeting, and would like to know how other communities handle the permit process including denials.
D.	Approval of Minutes: 01/08/2020	M/S/A CL/AP
2.	Agenda Items:	
A.	House Bill 2625 – now Senate Bill 2525 review	This bill is now dead. It would have allowed for 1/10 of 1% sales tax for parks. Affordable housing has instead become a focus for a sales tax addition.
B.	Tourism Promotion Area - review	Mary reviewed the Tourism Promotion Area. This is a special assessment area that must be requested by petition via the lodging industry in a city. The City Council would then agree to hold a public hearing to form the TPA, and set an assessment of \$2 - \$5. This assessment must be spent on tourism promotion. An advisory board would also need to be created to make recommendations on how the money should be spent. The petition will come forward from the two local hotels in April or May.
C.	Memorial Bench Policy	Mary reviewed the new Memorial Bench Policy that staff has created. She has had at least two requests in the last few months, and the city really needed to have a process in place. The staff will work with families, and the City has the final say on the bench itself and its placement. The parks and recreation commission and the mayor have reviewed the policy.
D.	Special Event Permit Review	<p>CSC reviewed and discussed four special event applications:</p> <p>April 11, Easter Egg Hunt - no questions or concerns.</p> <p>July 26 Kitsap Invitational Summer Scrimmage - no questions or concerns.</p> <p>June 20 Midsommer Fest - no questions or concerns.</p> <p>June 27 PetsWalk. Connie asked why the Spider box was not needed for this event. Mary said it was because they were only using outlets in the pavilion for music. Andrew pointed out that the insurance questions #6 – was marked NO. It probably should have been a YES. It was asked that page numbers be added to the application.</p>

3.	Department Head Reports	
A.	Park Project Updates	Mary gave the CSC a brief update on the upcoming 2020 park projects: Rotary Morrow Community Park and Poulsbo's Fish Park.
4.	Mayor/Council Member Reports	None

Minutes respectfully submitted by Mary McCluskey