

## 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 12, 2020</b>
<b>Committee Chair</b>	Britt Livdahl	<b>Time Started</b>	4:00 pm
<b>Council Present</b>	Britt Livdahl, Connie Lord, Andrew Phillips	<b>Time ended</b>	5:00 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson; Deanna Kingery, HR; Kathi Foresee and Irene Moyer, Poulsbo Chamber of Commerce; Anita Albala, HDPa		

### Key Points Discussed

No.	Topic	Highlights
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	None
C.	Minutes of 07/08/2020	MSA AP/CL
<b>2.</b>	<b>Agenda Items:</b>	
A.	Election of Committee chair	Andrew Phillips was elected the next chairperson.
B.	Special Event Permit review	<p>Downtown Car Show (Sept 12): Anita Albala reported that the HDPa will be cancelling the event due to the pandemic.</p> <p>Poulsbo Beer Run (Oct 3): This event has added another stop on the run - the Parlour Shop on Viking. This event is Phase 4 dependent.</p> <p>Poulsbo Half Marathon (Oct. 12): They have revised the route and will not be crossing Highway 305. They have requested an officer at Hostmark/Fjord from 8-12p.</p> <p>Downtown Trick or Treat (Oct. 31). Anita reported that they will wait and see on this event. Phase 4 dependent.</p>
C.	2021-2022 Parks and Recreation Budget	<p>Mary reported that she has completed the narratives that she is responsible for, but has not yet filled in numbers for recreation programs.</p> <p>Becky started the conversation about budget cutbacks. She said that the staff at parks and recreation has been staying busy with a variety of tasks. She presented this information to the Finance Committee last week. She said that the department is bleeding funds and it is unsustainable. She stated that this department is the crown jewel of the city, but</p>

there is no way to gather people together at this time. Not during Phase 2. Many of the programs in the building are for preschoolers, and we cannot get together at this time. She is advocating for laying off two receptionists and two preschool teachers. She would like to close the building and list it for sale. Repairs are needed, and the land is valuable. The real estate market is hot. Due to the contract agreement with the County in 2009, funds from the sale of the property must go back into recreation. These funds could go towards the PERC or parks and rec programs. There is no school district facility usage at this time. We must plan for a lengthy pandemic and wants to keep the core of the program alive.

Connie said that the PERC is still a long ways out, and she stated that the city would need to rent additional facilities to hold classes once programs resume. May be a gamble to give up the building right away. Could the building be re-purposed to bring in revenues. There is a potential for tenants. She asked for a thorough analysis on the numbers.

Becky added that heating, maintenance and janitorial are costly. Remaining staff members can move into City Hall. The building is too expensive right now.

Britt added that she doesn't like the idea of selling the building during an emergency. This would be better to when we know that the PERC is real.

Becky added that the City will honor the leases of the two tenants.

Becky had asked staff to research turning the building into a daycare earlier in the pandemic. It was determined that while the City would be exempt from state licensing, we would still need to bring the building up to par. Water, bathrooms, sinks, ADA, etc. It would be cost prohibitive.

Mary added that layoff notices to 4 part time staff members has been made, effective the end of the month.

Connie said that she would like to see a financial analysis, and what would it cost to bring staff to city hall.

Becky said that these changes are fundamental and

		<p>will go on for a long time. The City will have a rec program – this is not cutting the program, but re-purposing.</p> <p>Becky can put a plan together, but wanted to be sure that the Council wants to see a plan. All concurred.</p> <p>Mary reviewed funds 124 (park impact fees) and 302 (park projects). She stated that the general fund transfer for 2021-2022 is unknown at this time. She reviewed successful projects during the last biennium. New projects recommended for 2021-2022 include: Muriel Iverson Waterfront Park (south end renovation), swings at Forest Rock Hills Park, dog run at Betty Iverson Kiwanis Park, Play for All at Raab Park, and volunteer supplies for Poulsbo’s Fish Park.</p>
D.	Summer Faire	<p>Mayor Erickson reported that 8 businesses have applied to be a part of Summer Faire: Green Light Diner, Slippery Pig, Sons of Norway, That a Some Pizza, State 42, Burrata Bistro and Paella Bar, and Western Red Brewery have been permitted. It has been a complicated process and staff has worked hard on this to complete applications. Becky will be asking the Port of Poulsbo to allow free parking at their satellite lot.</p> <p>Connie asked that staff clarify the issue of trailer parking on 3<sup>rd</sup> Avenue.</p>
3.	<b>Department Head Reports</b>	
A.	Park Project Updates	<p>Mary reported that there were 6 2021 LTAC applications totaling \$175,000.</p> <p>Mary also reported that the Poulsbo Fish Park project is slated to begin the week of August 24.</p>
4.	Mayor/Council Member Reports	None

Minutes respectfully submitted by Mary McCluskey