

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS
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253-884-9240 and answers@keypenparks.com
Special Board Meeting Minutes
Monday, August 26, 2019

The Special Board Meeting of Monday, August 26, 2019, was called to order at 6:02 PM at Volunteer Park by President Mark Michel.

Commissioners Present: Ed Robison, John Kelly, Kip Clinton, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Christina Hallock, Marketing & Grants.

Citizens present: Sami Jensen, Linda Weeks, Kim Wiley, Mike Wiley, Darrin Fiskum and Brandon Jones.

1. Special Presentations: None.

2. Citizens Comments: None.

3. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater): Will be discussed later during the meeting in regards to Resolutions R2019-09 and R2019-10 (under item numbers 6 and 7 below).

4. Unfinished Business/Cramer/McCracken Property: The interested party who had made an offer on the property officially withdrew their offer last week. Executive Director Gallacher then contacted and spoke with the real estate agent representing the property owners. Executive Director Gallacher requested that the Board provide a motion to sign a purchase and sale agreement and provide a \$1,000 check for escrow. Key Pen Parks has resumed the appraisal and Executive Director Gallacher expects it to be complete in approximately four weeks.

Commissioner Robison made a motion to “authorize the Executive Director to proceed with making a purchase offer to the owners of the Cramer/McCracken property.” Commissioner Clinton seconded, the motion passed unanimously.

5. New Business/Resolution R2019-08 Updating Key Pen Parks Wage Scale for Employee Handbook: Commissioner Robison made a motion to “adopt Resolution R2019-08 Updating Key Pen Parks Wage Scale for the Employee Handbook as drafted by the consultant and the HR Committee.” Commissioner Kelly stated he would like to propose an amendment to the resolution to “adopt the wage scale for the full time employees, but maintain a \$15 hourly minimum wage for seasonal employees,” which would require restructuring the proposed seasonal wage scale. After some discussion, it was determined that in order to vote on either the original motion to adopt R2019-08 as presented, or the amendment proposed by Commissioner Kelly they would first need to be seconded. Commissioner Clinton seconded the original motion. There was no second for the amendment. President Michel asked if there was any further discussion on the resolution as presented and Commissioner Kelly stated he hopes, if the resolution is voted in, that the full time staff will be satisfied with the approved levels of compensation. The motion passed unanimously.

6. New Business/Resolution R2019-09 Awarding of Gateway Park Phase 3, Splash Pad Bid: Commissioner Kelly made a motion to “approve R2019-09 Awarding Gateway Park Phase 3, Splash Pad Bid”. Commissioner Robison seconded, the motion passed unanimously.

7. New Business/Resolution R2019-10 Authorizing Executive Director to make change orders for Gateway Park Phase 3, Splash Pad.: Commissioner Robison made a motion to “adopt Resolution R2019-10 Authorizing the Executive Director to Make Change Orders for Gateway Park Phase 3, Splash Pad up to the \$10,000 cumulative limit”. Commissioner Clinton seconded, the motion passed unanimously.

8. Other minor matters: A ceremonial groundbreaking for the Gateway Park Splash Pad project is being planned for Monday, September 9, 2019, from 5 to 6 pm at Gateway Park with refreshments and the actual “turning of the dirt happening” at 5:45 pm. The event will take place rain or shine.

9. Commissioners Comments/Good of the Order: None.

10. Meeting Adjourned: The special meeting of August 26, 2019, was adjourned at 6:26 PM. The next regular meeting will be held on Monday, September 9, 2019 at 7:30 PM at Volunteer Park. The meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Christina Hallock, Marketing & Grants, and Commissioner Kip Clinton, Board Clerk.

Disclaimer: Key Pen Park’s minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to the Office Support/Event Coordinator’s attention and corrected at the time the Board addresses and approves the minutes.