

# KEY PENINSULA METROPOLITAN PARK DISTRICT

## *d.b.a.* KEY PEN PARKS

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### Board Meeting Minutes

Monday, January 12, 2009

**The public meeting was called to order at 7:35 PM in the Volunteer Park Annex/Office Building by President Elmer Anderson.**

**Commissioners Present:** Elmer Anderson, Bill Trandum, Greg Anglemyer, Kip Clinton. Vice Commissioner Bruce Nicholson arrived at 7:43 pm. Also present for KPP were Scott Gallacher, Executive Director, Administrative Assistant Laura Armstrong and Recreation Coordinator Chad Harvell.

**Citizens Present:** Rick Sorrels, Barbara Rowland, Ed Robison, Greg Van Overbeke (President KPLL) and Jan Wilson.

**Approval of Agenda:** The agenda was approved 4/0

#### **Second Nominations of Officers for the 2009 Calendar Year As Required by KPP By-Laws:**

Elmer Anderson was nominated for President, Greg Anglemyer was nominated for Vice President and Kip Clinton was nominated for Clerk. No new nominations were noted; it was moved, seconded and passed 4/0 to accept these nominations as the officers for 2009.

**Citizen Comments:** None

#### Special Presentations by Citizens: New Business

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#### Business Meeting

**1. Minutes:** A correction of the December 8, 2008 meeting minutes will be made to clarify Commissioner Nicholson's absence for the December meeting as an excused absence due to illness. The corrected minutes were approved 4/0.

**2. Financial Report:** The December 31, 2008 Pierce Co. Budget and Finance balance was \$296,301. This total does not include the Monthly Zoo Trek Deposit of \$9589.65; a reduction of \$11376.14 from 2007. Total Zoo Trek tax collection for 2008 were \$128,698.40; showing a decrease of \$8040.30 from 2007. Real & Personal Property tax for December 2008 was \$4289.00. The total annual Real & Personal Property tax collections for 2008 were \$571,398. The Venture Bank balance as of 12/31/08 was \$2680.78. December expenses were \$76206.98. Major Expenses were Site Survey of Volunteer Park \$7360.00, Installation of a new Vault restroom at Home Park \$16,743.95, 39.5 additional yards of Concrete for Home Park Project \$11,895.78 and two payments on Minter Creek property of \$2000.00 each. Commissioners questioned why the credit card was used for the dental benefit. Executive Director Gallacher said that this dental program requires a 3 to 6 month prepayment if a credit card is NOT used but bills on a monthly basis with a credit card. Vice President Anglemyer asked why there were additional Home Park concrete expenses. Executive Director Gallacher said that there was additional work done beyond the original scope of work and final billing was not received until December, 2008. Staff was requested to provide a total cost breakdown for Home Park capital improvements for future reference.

#### **3. Staff Report (see attached report)**

**a. Home Park:** Staff is looking to purchase a message center to be placed at Home Park as an information source for citizens, Estimated cost is \$750.00. A Grant was awarded to Home Park in the amount of \$1000.00 for a split rail fence, removal of invasive species and the planting of native plants.

**b. Volunteer Park:** The Concession stand's current concessionaire has decided not to renew the contract for 2009, an ad will be placed in the Gateway and the KP News as well as being advertised on the web site for a new concessionaire. Staff is also looking at options for 2009 should they be unsuccessful in obtaining a new tenant. Greg VanOverbeke suggested that staff contact a group called "Young Life" whom currently runs the concession stand for Gig Harbor Little League. It was suggested that staff also check with Camp Seymour and Barbara Rowland asked who ran the concession stand for the "Friday night skate" at the Civic Center. Staff will follow up on all suggestions. There is still no decision made by the 2009 fair committee regarding if the fair will be held or not.

**c. Taylor Bay:** A Grant for removal of invasive species and the planting of native plants was funded in the amount of \$1700.00

**d. DNR 360/Maple Hollow:** DNR sent Trust Land Transfer Lease documents to staff. A copy was sent to legal counsel for review for areas of concern within the lease. Staff will also e-mail a copy to all commissioners.

**e. Rocky Creek:** No report.

**f. Minter Creek:** No report.

**g. Meetings:** Executive Director Gallacher attended the following meetings during December and January, HWY 302 Advisory committee Meeting on Dec. 9, HWY 302 Meeting on Jan. 9, HWY 302 Advisory Agency Meeting on Jan. 12, and the HWY 302 Public Meeting on Jan. 12. Upcoming meetings and events include Puget Sound Regional Director of State Parks on Joemma Beach on Jan. 13, Forever Green Board meeting on Jan. 14, Field 1 committee on Jan. 14, Park Appreciation Day meeting in Tacoma on Jan. 15, Legislative Day in Olympia on Jan. 22, and State Auditor's office staff for small cities/agencies on Jan. 26.

#### **4. Board Committee and Advisory Council Reports:**

**a. Home Park Playground Committee (Commissioner Anderson, Chair):** No report.

**b. Program Guide Committee (Commissioner Nicholson, Chair):** Commissioner Nicholson asked if the web site was up and running. Staff advised him that it was up and running but still had a few items to be tweaked. A section for the program guide has not been established. Commissioner Nicholson will call Susan Reed to discuss details on getting things set up.

**5. Board President's Report:** No report.

**6. Unfinished Business/Resolution 2009-01 Establishing the Key Pen Parks and Recreation Foundation:** Resolution 2009-01 was deferred because the Commissioners felt that the support documents were not ready. They were concerned about conflicting/confusing language; Clerk Clinton requested a clause be added to the Articles of Incorporation regarding forest/upland habitat protection similar to the tideland/riparian habitat protection clause

**7. Unfinished Business/Resolution 2009-02 establishing an Adopt-A-Park Policy:** R 2009-02 establishing Adopt-A-Park Policy was moved, seconded and passed 5/0.

**8. Unfinished Business/Volunteer Park Score Board:** No Report

**9. Unfinished Business/Volunteer Park Expansion (Key Center Transfer Station Property):** Executive Director Gallacher had Parametrix draft a letter to Pierce County Public Works and Utilities Environmental Services regarding a conceptual plan for the section of the Key Center Transfer Station Property that is being considered for transferred to Key Pen Parks. President Anderson asked what the next step was; staff responded that with the Commissioners' approval of the letter he would send the letter out to Mr. Wambach to start the process. Commissioner Clinton moved to approve the letter and concept plan, there was a second made on the motion; Commissioner Nicholson requested more detail due to his absence from the last meeting. Executive Director Gallacher explained that this was just a conceptual plan requested by Pierce County to show our intent for use of the land if it were turned over to the park district.

Commissioner Nicholson wanted to know if it was based on the land survey done by Aspen Survey Co. Executive Director Gallacher stated that it has nothing to do with the survey, which was done on Volunteer Park; this letter was for the Transfer Station Property only. He also stated that the survey which had been done for the transfer station property was for the dump property's boundary lines and that the County had provided us with a copy of that survey. Commissioner Nicholson asked about the section of the letter that talked about new ball fields, soccer/baseball fields; he wanted to know if this was just a concept. Executive Director Gallacher stated that it was all concepts, saying "It is something we could put there that they may or may not allow us to do". He wanted to incorporate both active recreation and passive recreation in the letter. The motion passed 5/0.

**10. Unfinished Business/Key Peninsula Historical Society:** Staff has had no update from the Historical Society.

**11. Unfinished Business/District By-Laws Review/Update:** Deferred to Feb. 9 study session.

**12. New Business/Key Peninsula Little League 2009 contracts (Field use, Tournament, Container and Batting Cage:** Corrections have been made to the dates; basically these contracts are the same as 2008 with dates current for 2009's session. Greg VanOverbeke, KPLL President, stated that he was not sure if Little League will be able to run a Tournament this year due to lack of volunteer help; they should know in a month or two. He wanted to know what would happen if he did not sign the Tournament Contract at this time tonight. Executive Director Gallacher stated that the challenge would be scheduling. Executive Director Gallacher suggested deferring the Tournament Contract; he and Greg VanOverbeke will meet to discuss options. Greg VanOverbeke's other concern was that the Batting Cage Contract did not include the pitching machine shed. He wanted to know if the contract should have a provision in it stating it was approved to build. Executive Director Gallacher informed him that the Key Pen Parks Board approved the shed last year. It was discussed among the Commissioners that since there is no shed at this point the Batting Cage Contract can be amended when it is built. Greg VanOverbeke stated he would rather it be documented along with the batting cage. Contracts for the Tournament and Batting Cage will be deferred till next meeting. There was a motion to approve the Storage Container Contract and the Non-Tournament Field Use Contract. It was seconded and passed 5/0

**13. New Business/Joemma Beach:** Executive Director Gallacher has set up a meeting with the Washington State Parks Puget Sound Regional Director for 9:00am on January 13<sup>th</sup> 2009 in regards to the State's proposal to close down Joemma State Park Beach. This meeting is being set up to retrieve information pertaining to cost, maintenance, projects, existing facilities (Joemma State Park has a double-wide mobile home for the ranger's residence) and budget currently established with Joemma Beach. Commissioner Anderson plans to attend this meeting and Commissioner Anglemyer will try to attend. Commissioner Trandum's concern with possible take over control of Joemma State Park is the maintenance of the pier. Commissioner Nicholson requested information about visitor usage and boat launch usage. Executive Director Gallacher stated one current function of Joemma's staff is pulling the dock in and out and that Key Pen Parks does not own a boat for this function. He also stated that he has seen one e-mail that showed the operational cost for Joemma Beach of \$16,000.00 for a 6 month period not including salary; he has not seen any other documentation beyond that. Staff was requested to e-mail a report to the Commissioners regarding this meeting. The State Parks Department will be holding a public meeting on January 22, 2009 between 7:00 and 8:00 pm at the Civic Center.

**14. New Business/Beyond the Borders Music and Arts Festival Grant Application:** They are asking for a \$1000.00 grant to go towards the event put on for the citizens of the Key Peninsula. Commissioner Anglemyer stated it was a great function and a free event, he feels the park district should get involved with it by putting on some sort of game as well as the grant funding.

Commissioner Trandum moved to approve the \$1000.00 grant; Commissioner Anglemyer requested the motion be amended to include the language "Pursuant to Key Pen Parks grant program stipulations, authorize the \$1000.00 grant to Beyond the Borders for their arts festival 2009". The amended motion was seconded and passed 5/0. President Anderson directed staff to issue a press release and Commissioner Clinton would like staff to make sure any future grants come with an E-copy and that the dollar amount requested be shown on the grant form.

**15. New Business/ Hwy 302 Discussion:** President Anderson explained the reason this was on the agenda was because he had received two letters from citizens asking for the Park Support on an alternative route. The proposal would come across the western part of the DNR 360 Park property. The question to the Board is whether the Board would support this new proposal. Commissioner Trandum suggested the citizens be told they should contact DNR at this time. Key Pen Parks will continue to follow the progress of the 302 study developments.

**16. New Business/ 2009 Legal Service Contract:** This annual contract requires the signature of the Board President; Staff explained that the only changes from last year's were that the rates did go up. It was motioned moved and seconded to renew the contract. The motion passed 5/0

**17. Commissioners Comments/Good of the Order:** Barbara Rowland asked about the cost of a new bench for Home Park; she stated that she has asked for this in the past. As a member of the Key Peninsula Sportsman Club she would like to make a recommendation to them about donating a bench or a picnic table with their plaque on it. Executive Director Gallacher explained that he was looking for the information about the manufacturer of the existing bench so that they would match. He stated that a wood table would run about \$1000.00, and a bench would run about \$500.00. Commissioner Anglemyer suggested that the benches would not have to match and if Barbara wanted to take the amount of \$500.00 for a bench and \$1000.00 for a picnic table to the club that Key Pen Parks should pay any difference. Barbara also asked if there would be any barbeque pits at Home Park. Staff stated that a grill has already been purchased and will be placed near the picnic shelter. Ed Robison has finished a draft design for Field 1. Fence placement was explained and discussed but no decision has been made at this time as to the best placement of outfield fences. It was asked if a time line has been set up for starting the project; Staff stated that Phase 1 (the retaining wall) could be begin in the spring and that the field work would not be started until after Little League's season was finished due to the fact that the field will have to be closed down for 6 weeks.

**18. Meeting Adjourned:** The regular public meeting of January 12, 2009, was adjourned at 9:03 PM. The regular February meeting will be on February 9, 2009 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. KPP reserves the fourth Monday of each month for single 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 Laura Armstrong, Administrative Assistant

***Disclaimer: KPP's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which are brought to Staff's attention and corrected at the time the Board addresses and approves the minutes at the next public meeting.***