

Maintenance staff report for February 2015

Taylor Bay

- Checking property for garbage or misuse.
- Checking shoreline for debris and erosion.

Home Park

- Clean restroom, remove garbage and checking of play equipment.

Maple Hollow

- Maintaining restroom and garbage.
- Clearing trails of debris.

Volunteer Park

- Cleaning of hardscapes, keeping drains clear.
- Set up and take down of concession stand for meeting.
- Ball field preparations for the season start. Added new material to infields.
- New finish on bathroom floors.
- Mowing of grass started early this year.
- Received new lights to retro fit parking lot lights to efficient LED fixtures.

Rocky Creek

- Trash pickup. Regular dumping of garbage at this site.
- Trail maintenance.

Minter Creek

- Checked for garbage or misuse.

360 Trails

- Checked trails and roadway for branches and debris.
- Garbage removal.
- Trail maintenance.
- Building new trails.
- Installing trail signs and new trail information kiosks posts.

480 Forest

- Checking for tree safety and keeping roads clear.

Gateway

- Digging of test holes for soils inspections.

Equipment

- Maintenance on trucks.
- Maintenance on mowers and gas powered equipment.

KEY PENINSULA METROPOLITAN PARK DISTRICT
d.b.a. KEY PEN PARKS
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Board Special Meeting Minutes
Monday February 2, 2015

The regular meeting was preceded by a 6:30 PM. Topics included presentation from Bob Droll regarding Gateway Park Conceptual Master Plan. He said WSDOT agreed that, based upon daily expected usage and daily Hwy. 302 usage, they would not require Hwy. 302 to be widened or a turn lane added, KPP could modify and use both existing entrances, but large events would require additional special measures. The commissioners gave input upon the synthesized plan designated Plan D. Bob Droll gave estimated costs of a covered metal 100' x 200' dirt/sand floored arena of \$750,000 to \$1,000,000 with contracted site work; estimated open air arena with contractors building it is \$275,000. The overall 2015 estimated build out of the presented plan is about \$9,000,000. Phase I is to develop the western entrance with regular and trailer parking, an arena and some sort of toilet facility (vault toilet or sanicans). There was discussion about the building the project in 3 phases; the project will be built from west to east with the SE corner of the property near the existing barn to be used as a "borrow" pit for some Phase I work and Phase II work. This avoids completely closing the park during construction and moving heavy loads across developed areas.

The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Mark Michel.

Commissioners Present: Ed Robison, Kip Clinton, John Kelly, Mark Michel and Bill Trandum. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong, and Marketing Specialist/Recreation Coordinator Christina Hallock.

Citizens present: Dawn Rickey, Stan Moffett, Don Campbell, Bob Droll, Claudia Jensen, Shawn Jensen, Brandy Ellzey, Allen Ellzey, Judy Mills, and Don Mills.

Pledge of Allegiance: Recited.

Approval of Agenda: No approval needed since this is a special meeting, special meeting agendas cannot be amended.

Special Presentations/ Historical Society 2014 Report and 2015 Proposed contract for service project: Don and Judy Mills presented the KP Historical Society's report regarding the 2014 contract (history of Gateway Park property with an extension to farming on the KP). They mentioned a historically relevant 2 story house that the KPHS has been given with the condition that it be relocated. The new 2015 contract between KPP and KPHS is to research the history of the Taylor Bay Property.

Citizen's comments: none.

Business Meeting

1. Minutes: President Michel asked if there were any objections or correction to the January 12, 2015 meeting minutes; two typo corrections were noted and the amended meeting minutes were approved as modified.

2. Financial Report: The January 2015 Pierce Co. Budget and Finance balance was not available due to the early park board meeting. The Zoo Trek January deposit was not available at this time. Total Zoo Trek collections to date were not available at this time. January Real and Personal Property Tax collections were not available at this time and delinquent property taxes from 2014 was not available at this time. Total 2015 Real and Personal Property Tax collections to date were not available at this time. Total delinquent property tax collected for 2014, collected in 2015, was not available at this time. The First Citizens Bank balance showed \$938.80 as of January 31, 2015. Expenditures for January 2015 were \$51,962.16. Commissioner Michel asked

if there were any corrections or objections to the December financial report, hearing none.
“Commissioner Robison made a motion “to accept the Financial Report as written”.
Commissioner Clinton seconded the motion and the motion was passed 5/0.

3. Staff Report: Executive Director Gallacher stated that the next Gateway Public Meeting will be on March 4, 2015 at 6:30 PM. He said work being done at 360 Trails in April includes a single-post kiosk, trail signs, flail mower, and updating the trail map. KPLL starts tryouts this week. Key Fest dates have been moved up to June 19 through June 21. Update on Key Central Forest: Executive Director Gallacher received a letter from DNR with regards to them moving forward with timber sales on and near the proposed new western access (KPP’s Wright-Bliss Rd. property); Executive Director Gallacher has concerns about Pierce County PALS restrictions regarding DNR Forest Practice Permit, he will look into it. Two grant applications have been received; one from the Red Barn and one from the KP Farm Tour. WRPA Legislative Day is on February 25, 2015. The Key Peninsula Business Association Dinner is February 9, 2015. Administrative Assistant Laura Armstrong will be out of the office, going to financial software training in the next couple of weeks, and Executive Director Gallacher will be on vacation from February 16, 2015 through February 20, 2015.

4. Board Committee and Advisory Council Reports:

a. Land and Improvement Committee (Commissioner Robison): Gateway Master Plan next meeting will be on March 4, 2015 at 6:30 PM at Minter Creek Elementary School.

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum): Commissioner Trandum stated that he will be attending the next Foundation meeting on February 9, 2015.

c. Trail Updates (Commissioner Michel): Commissioner Michel has been talking with persons representing the equestrian community on the Key Peninsula regarding extending the northern trails at 360 Trails for equestrian use; they are categorized equestrian/hiking trails.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly has been doing research on what kind of recreation programs other park districts offer, concluding that today’s youth wants more than the average park sports, they want “extreme sports” like a rock climbing wall. He noted that we do offer the skate park at Volunteer Park. Dodge ball is also a popular program that Commissioner Kelly would like to see Recreation Coordinator Christina Hallock look into implementing this summer.

5. Board Presidents Report: No report.

6. Unfinished Business/ Gateway Park Conceptual Master Plan update: The consultant will work on drafting the phases for Gateway Park Conceptual Master Plan to present to the Board of Commissioners for review. Commissioner Clinton stated that she would really like to see a good reader-board sign in the southeast corner of the Gateway Park Conceptual Master Plan. Citizen Comment. Claudia Jensen asked if this park’s playground will have room to expand in the future or if it will be too big and compacted in to expand later; also will this playground be Handicap Accessible? Consultant Bob Droll answered that it will be handicap accessible, and that the playground area is going to be a large area; not quite a half-acre but close. This will provide ample room for whatever the park decides to build there. Commissioner Kelly stated that he wants to make sure that the playground area is set into Phase I of the Master Plan and work is done to build it for the kids before a quarter of a million dollars is spent on starting work on building the equestrian arena for the equestrian crowd. It was stated that Phase I will be the construction of the driveways, vault bathrooms and some parking; this is enough for Pierce Co. PALS to designate it an “official” park and allow open public access to the property. (new sentence) Phase II will include the construction of the level grassy open multipurpose field, playground, possible spray park, picnic shelter, plumbed restroom and parking in the center of the park. Phase III will be a headquarters/public building, soccer field and parking in the SE area of the park. Kip can you please add to this if you feel more information is needed?

7. New Business/Inter-local agreement with Kitsap County for 2015 Horseshoe Lake:
Commissioner Clinton made a motion “to approve the Inter-local agreement between Key Pen Parks and the Kitsap County 2015 summer operation of Horseshoe Lake into September.” Commissioner Trandum seconded the motion and the motion was passed 5/0.

8. Other minor matters: Commissioner Clinton stated that she will be attending the next Community Council Meeting.

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

10. Meeting Adjourned: The special public meeting of February 2, 2015, was adjourned at 8:23pm. The regular February meeting will not be held on February 9, 2015, due to lack of a quorum (most of the Board will be attending the Key Peninsula Business Association dinner); Commissioner Clinton, as Clerk, will be at Volunteer Park on February 9, 2015, at 7:30 PM to call to order and adjourn a pro forma meeting. The March Meeting will be held on March 9, 2015 and will be preceded by a 6:30pm 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: Laura Armstrong, Administrative Assistant, and Karen Armstrong, Office Assistant/Rec Support.

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 Administrative Assistant’s attention and corrected at the time the Board addresses and approves the minutes.