

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PEN PARKS

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Board Meeting Minutes

Monday, March 9, 2009

The public meeting was preceded by a 6:30PM study session. President Elmer Anderson, Vice President Greg Anglemyer, Clerk Kip Clinton, Commissioner Bill Trandum and Commissioner Bruce Nicholson were present. Staff present: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong and Recreation Coordinator Chad Harvell. Public present: Don Hoch Puget Sound Regional director (with State Parks) and Rick Sorrels. Executive Director Gallacher reviewed the policies for a study session; study sessions are informational gathering opportunities for the commissioners in which there are no actions taken, any action to be taken will be done so during the regular meeting and no citizens comments will be taken during the study session. Joemma Beach was discussed with Don Hoch speaking on behalf of the State parks. Mr. Hoch stated they are still waiting for the Governor to come up with the final budget, but in the mean time he would like to see Key Pen Parks board members come up with a letter stating whether they are interested or not interested in possibly taken over Joemma Beach and what questions and/or concerns they may have regarding Joemma Beach. Commissioner Anglemyer stated that the one comment he would like to make sure is in the letter is a request that if they cannot make up their minds by the first of September that they will get some kind of open period beyond this date. Commissioner Anglemyer's reason for this request is that any decision has to be based on what happens regarding a funding stand point and based on this information Key Pen Parks may want to go out during the election time and present the folks with two questions. (A) Whether the citizens want Key Pen Parks to do this or not and (B) if they do are they willing to pay some money for it.

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 and Bruce Nicholson. Also present for Key Pen Parks were, Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong and Recreation Coordinator Chad Harvell

Citizens Present: Rick Sorrels, Paul Wright (Disc Golf), Mary and Tom Bontempo (Mando's Disc Golf) and Kyle Chapman.

Approval of Agenda: A motion was made by Commissioner Anglemyer to add an executive session to discuss property and land acquisitions. Commissioner Clinton moved the amended agenda to add an executive session to the end of the agenda as item 13A and Commissioner Anglemyer seconded the motion, the amended agenda was approved 5/0.

Special Presentations by Citizens: New Business : A presentation for Disc Golf was presented by Paul Wright, Mary and Tom Bontempo; topics discussed were equipment needed to start the program, course setup (This was a draft plan Mr. Wright felt might work for Key pen Parks after doing a previous walk around at Volunteer Park) and cost; two cost breakdowns were presented to the commissioners one with a total cost of \$4641.00 for setting up a nine target course and the other for \$5203.66 for setting up and eighteen target course (these prices are for materials only). Samples of discs used for this sport was shown to the commissioners. The commissioners requested a mapped layout of the course for review.

Citizen Comments: From Rick Sorrels, referring back to the study session for Joemma Beach State Park stated that the citizens of the Key Peninsula would not agree to pay more taxes for outsiders to come and use Joemma Beach that Key Pen Parks would have to come up with other money if they wanted to take on Joemma Beach.

Special Presentations by Citizens: Old Business

Business Meeting

1. Minutes: A correction was made to the February 9, 2009 meeting minutes reflection that Commissioner Nicholson had arrived at 7:42 pm and not at 8:15 pm; the corrected February 9th minutes were approved 5/0.

2. Financial Report: The February, 2009 Pierce Co. Budget and Finance balance was \$286,267.54. This total includes the Monthly Zoo Trek Deposit of \$11,470.27 and the Real & Personal Property tax for February 09 of \$8,868.94 and Delinquent year's tax for Real & Personal Property tax of \$2,392.70. The Venture Bank balance as of 2/28/09 was \$2,680.78. February's expenses were \$26,976.79.

3. Staff Report (see staff report)

a. Home Park The BBQ post was installed.

b. Volunteer Park: The park truck has been in the shop for repairs since mid January. Key Pen Parks received three proposals for the concession stand rental, after reviewing all proposals On the Way Deli was selected.

c. DNR 360/Maple Hollow: There has been no response from DNR in regards to comments by our legal counsel or Commissioner Trandum.

d. Training Opportunities: WRPA Annual conference April 28 –May 1, 09, the speaker will be John Crompton; topics include the economics of parks and recreation and how to raise prices of recreational services without making people mad.

4. Board Committee and Advisory Council Reports:

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

b. Program Guide Committee (Commissioner Nicholson, Chair): Executive Director Gallacher set up an online projected presentation for the commissioners to review a sample program guide page set up by Susan Reed. This gave all the commissioners a chance to see the direction the program guide was taken and to be able to give comments on what they liked and what they felt needed to be changed. Commissioner Nicholson wanted to see a link added for Key Peninsula & Local water access areas with a description of how to use the site. After the discussion among the commissioner it was agreed to add this link on the web site under parks/water access without a description and have the site link open to the interactive map of the local water access and clamming areas. A suggestion was made by Commissioner Anglemyer that links should open up to the page that is dedicated to key peninsula's information. Commissioner Anglemyer wanted to see the topic title (Camping & Scouts) changed, it was discussed and agreed to have the topic title as camping related youth organizations. Commissioners talked about what topics should be added to the program guide and what areas it should cover. Commissioner Trandum expressed that he would like to see the guide information kept local for now, and then over a few years look at expanding. Commissioner Anglemyer would like to see a topic under the program guide with links to events happening on the Key Peninsula. Commissioner Nicholson and staff will continue to work with Susan Reed to apply suggestions and changes that are recommended.

5. Board President's Report: NONE

6. Unfinished Business/Resolution 2009-01 Establishing the Key Pen Parks and Recreation Foundation: Resolution 2009-01 was deferred to the April 13th 2009 meeting

7. Unfinished Business/Volunteer Park Score Board: Commissioner Nicholson recommended dropping this project for now since the economy is not very strong; he felt this might not be the best time to ask for donations. It was in agreement by all commissioners to drop this project for now.

8. Unfinished Business/Volunteer Park Expansion (Key Center Transfer Station Property):

A letter was sent out over a week ago and Executive Director Gallacher spoke to Steve Wamback regarding the letter and concept plan for the Transfer station property. Mr. Wamback responded that he liked the letter and the plan, and he was working the process internally with Pierce County staff with the understanding that Key Pen Parks would like to Master Plan. Mr. Wamback will be out of the office for the next two weeks.

9. Unfinished Business/Key Peninsula Historical Society: A draft contract for an art exhibit was presented to the commissioners for review. Staff was asked to remove a few unneeded items such as advisory board and special events; also the contract expiration date needs to be changed from November 30 to October 21, 2009. Staff also added the wording under contract for art exhibit "Baseball Themed Historical Exhibit". Executive Director Gallacher will make these changes and presented it to the Historical Society for review.

10. Unfinished Business/District By-Laws Review/Update: Deferred until April 13th study session.

11. Unfinished Business/Joemma Beach: Commissioners directed Executive Director Gallacher to draft a letter to Don Hoch with Key Pen Park's interests and concerns regarding Joemma Beach.

12. Unfinished Business/ Children's Home Society Request: Commissioners reviewed the grant application submitted at the February 2009 board meeting for approval. Commissioner Anglemyer moved to approve, Commissioner Trandum seconded, and motion was passed 5/0 to grant the Children's home society their 1000.00 grant request.

13. Unfinished Business/Human Resource Policy Update (Establishing a payroll account at Venture Bank and Holiday/Vacation accrual): Executive Director Gallacher has not heard back from Pierce County regarding them doing ACH transfers for direct deposit of payrolls. Commissioner Anglemyer compared our current vacation/holiday and sick policies with other metro and park districts from a spread sheet given to him by Executive Director Gallacher and worked on a proposal for holidays and vacation accrual that included adding Martin Luther King Day to the current holidays Key Pen Parks will be closed on. He recommends increasing sick leave earned from 4 hours a month to 8 hours a month with accumulated allowance of 800 hours. He also recommended vacation time earned be broken down into two categories of manager and staff each with its own time earned increases based on the number of years worked. No resolution or vote was done at this meeting. Commissioner Clinton moved to direct Executive Director Gallacher to amend the human resource policy with the figures present by Commissioner Anglemyer and bring it to the next park board meeting for an official vote. Commissioner Anglemyer seconded motion; motion was passed 5/0

14. New Business/ Concession Stand Contract: A revised contract was presented to the Board. Changes include that rent will be at \$25.00 per day up to four hours each day, or \$50.00 per day for four plus hours, or 10% of gross sales, whichever is greater. The enter date for this contract will be March 2009. Executive Director Gallacher stated that he could put in a clause stating that Key Pen Parks has the right to reserve this space when not in use by On the Way Deli. A barrier between the kitchen and open space will need to be installed. Commissioner Anderson thought that we already had this installed. A barrier has not yet been installed and staff was instructed to have the work done and to add the clause that when security barrier is installed Key Pen Parks will have access to this area for use. Currently "On the Way Deli" is working on obtaining permits to be able to open for business. Commissioner Tandrum moved that the Commissioners approve the contract as purposed, "provided there is security facility language place there in to allowing all commissioner access to the building after the security is provided to the buildings common area." Motion was seconded by Commissioner Clinton; motion was approved 5/0.

15. New Business/Resolution R 2009-03 Method of Accounting, Reporting and Type of Budget: A resolution implementing an accounting method for cash bases and the type of budget of annual at fund level, Commissioner Clinton motion to approve Resolution R2009-03, it was seconded by Commissioner Trandum; motion was approved 5/0.

16. New Business/2009 Parks Appreciation Day Proclamation: The parks appreciation day proclamation was read by Executive Director Gallacher, Commissioner Anglemyer moved to approve, seconded by Commissioner Trandum; proclamation was approved 5/0. Park Appreciation day will be on April 18, 2009.

17. Motion needed to continue meeting past 930: A motion was made by Commissioner Clinton to continue the meeting past 9:30pm in order to deal with business remainder of the business on the agenda which includes 13A. Motion was seconded by Commissioner Anglemyer; motion approved 5/0

18. New Business/Establishing a committee for Capital Funds and Acquisitions: Commissioner Anglemyer suggested that due to the number of capital purchases that the park is looking at possibly making and with parks improvements that these items will be looked at as part of the budget process for next year's budget due at the end of the year. He would like to establish a committee at this time with the purpose of exploring those capital property purchases and investments of capital so the park can be well prepared in advance. President Anderson appointed Commissioner Anglemyer and Commissioner Trandum as chairman to this committee.

19. Approval of other minor matters: Key Pen Parks has received a notice from the auditor's office that Key Pen Parks will have two board positions coming opening in fall and the filing date for re-election is from June 1 to June 5. Staff was instructed to place an ad in the paper regarding the open positions and to call the people who applied during the last open position notice. President Anderson recommended doing a one year anniversary party for Home Park's opening.

20. Executive Session/ Land and Property Acquisition (no action to be taken): This executive session was added during the approval of the agenda. It started at 9:33pm lasting 21 minutes ending at 9:54pm.

21. Commissioners Comments/Good of the Order: Commissioner Nicholson commented on the earlier discussion regarding disc golf stating the people who play disc golf are good cliental and not trouble makers and doing this does not seem very expensive but he was not sure if Key Pen Parks should wait to see what happens with the land next door, he feels that having a full course would be great but it can be started with a smaller course and build or moved around, also this sport can be played with any kind of frisbee.

22. Meeting Adjourned: The regular public meeting of March 9, 2009, was adjourned at 9:54 PM. The regular April meeting will be on April 13, 2009 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session (**topics will be: Key Pen Park's foundation and District By- Laws review**). Key Pen Parks 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: 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 Staff's attention and corrected at the time the Board addresses and approves the minutes at the next public meeting.