

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

P.O. Box 70, Lakebay, WA. 98349

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Board Meeting Minutes

Monday April 9, 2012

The regular meeting was preceded by a study session/staff report: The study session started at 7:00 PM. Staff report was covered during study session.

The public meeting was called to order at 7:31 PM in the Volunteer Park Annex/Office Building by President Greg Anglemyer.

Commissioners Present: Greg Anglemyer, Mark Michel, Kip Clinton, and Ed Robison. Bill Trandum excused absent; on vacation. Staff present for Key Pen Parks: Executive Director Scott Gallacher, Administrative Assistant Laura Armstrong and Maintenance Supervisor Matt Woodward.

Citizens Present: Oliver Coldeen.

Pledge of Allegiance: Recited.

Approval of Agenda: Commissioner Anglemyer asked if there were any objections or changes to the agenda. Commissioner Robison wanted to add the topic "Volunteer Outreach" under new business. Commissioner Anglemyer asked if there were any additional changes. Hearing none, the amended agenda was approved.

Special Presentations: none

Board President: none

Citizen Comments: none

Business Meeting

1. Minutes: Commissioner Anglemyer asked if there were any corrections or objections to the March 12th, 2012 meeting minutes, hearing none, the March 12th, 2012 meeting minutes were accepted as written.

2. Financial Report: The March 31, 2012, Pierce Co. Budget and Finance balance was \$1,011,906.84. The Zoo Trek deposit was \$7,987.28, a decrease of \$191.06 from the same time period in 2011. Total Zoo Trek collections to date are \$28,293.00. Real and personal property tax collections were \$30,737.35 and 2011 delinquent property tax was \$3,304.70. Total 2012 real and personal property tax collections to date are \$41,982.00. Total delinquent property tax collected for 2011 was \$9,527.00. The First Citizens Bank balance shows \$2,285.17 as of March 31, 2012. March's expenses totaled \$34,976.07.

3. Staff Report: The staff report was covered during the study session.

4. Board Committee and Advisory Council Reports: none

a. Land and Improvement Committee (Commissioner Trandum): none

b. Key Peninsula Park and Recreation Foundation Report (Commissioner Trandum):

5. Board President's Report: none

6. Unfinished Business/Draft Resolution R2012-01 Requesting Pierce County Council to support the use of Park impact fees for development of a trail from Key Center to 84th St KPN to enhance public use and safety of the corridor: Chuck West stated at the March 12th park board meeting that he would try to obtain additional information to present to the commissioner. Chuck West was unable to attend the meeting. Executive Director Gallacher will contact Mr. West regarding attending the May 14th meeting; tabled until May 14th 2012 park board meeting.

7. Unfinished New Business/Key Pen Parks Naming Policy and Policy: Executive Director Gallacher presented the Commissioners with a list of items and their cost for their review. These items will be used as standard items that the public can purchase as donations under these

policies; such as benches, water fountains, concrete picnic tables, and trail sections. The commissioners will review this list before the next meeting and will inform Executive Director Gallacher of any items to add or changes they deemed necessary. Commissioner Clinton asked that the word "Naming" throughout the naming policy be changed to "Donor Recognition." It was agreed to change the name on the draft policy from Naming Policy to Donor Recognition Policy. Further discussions on this topic were tabled until May 14th 2012 park board meeting.

8. New Business/State Hwy 302 and future trail planning: The commissioner discussed the upcoming State's plans for the Key Peninsulas 302 project on improving road safety for pedestrians and bicyclists. The consensus among the commissioners was to notify the State Planning Committee about possible plans for access improvement (possible turn lane) onto the Anderson property. The commissions would also like to see the State include some type of walkway system along the 302 area where road improvements plans are currently being scheduled.

9. New Business/Updated Concessionaire Lease from September 2012 to December 2013: The current concessioner (Murph's BBQ,) whose lease will expire August 2012, has asked for a lease extension; making the new lease a two year lease expiring on September of 2013. The concessioner has plans to keep the concession stand open all year round with set days and hours. Executive Director Gallacher has worked on the increased cost of utility charges based on previous years electric service fees and had included this change on the new contract; he will present the current concessioner with the new lease for review.

10. New Business/Proration of future property tax collection: Executive Director Gallacher discussed information on property tax proration that could affect the Park District's future fund entitlements. This information is based on the \$5.90 pre \$1000 of assessed value limit per Article VII section 1, State Constitution that requires all taxation to be uniform. Executive Director wanted the commissions to be aware of all possible effects this can have on the Park District. Executive Director Gallacher felt that by bringing this information to the commissioners now; it will allow them time to prepare covering this topic for the 2013's budget meetings that will be held later this year.

11. New Business/Purchase of John Deere Gator via State of Washington contracting program: Executive Director Gallacher and Maintenance Supervisor Matt Woodward had researched the purchase of a new John Deere Gator and was asking the commissioner for a motion to purchase the chosen model; to be paid in full not financed. Commissioner Robison made a motion "that we buy it" Commissioner Clinton seconded the motion and the motion was passed 4/0.

12. New Business/Annual review of Executive Director: Commissioner Michel made a motion "to approve the annual review and to improve the step increase as per the 2012 budget" Commissioner Robison seconded the motion and the motion was passed 4/0.

13. New Business/ Volunteer Outreach: Commissioner Robison asked for an update on the setup for increasing volunteer outreach for projects. Executive Director Gallacher informed the commissioners that since the 4 months that she has started her position, Recreation Coordinator Jessica Smeall had been working on making contacts throughout the Key Peninsula. Other areas covered are: the website volunteer section has been updated with upcoming projects as well as working on a list of general projects that groups can choose from, increased volunteer awareness in e-newsletters, face book, at organization meetings, and news papers, the adopt a park program has been updated on our website. The Recreation Coordinator has been adding articles in the news letter to recognize groups or individuals for their service as volunteers. The Executive Director and Maintenance Supervisor will work on a list of items; relating to each park, that volunteers or groups (such as scouts, high school seniors or clubs) can choose to work on.

14 Executive Session/ Property Negotiations; 15 minutes action expected: The executive session started at 8:54PM. The regular meeting resumed at 9:09PM, parking lot and surrounding area was checked, no citizens remained in the area. Commissioner Clinton made a motion "that

we accept the most recent appraisal as a valid appraisal” Commissioner Michel seconded the motion and the motion was passed 3/1/0 with Commissioner Anglemyer rescued.

15. Approval of other minor matters: none

16. Commissioners Comments/Good of the Order: Commissioner Clinton gave an update on the Farm Tour stating that they were revising their brochures (instead of asking for sponsors they will be charging for ad’s that will be placed on the back side of the brochure), adding additional sites for the public to visit during the Farm Tour, as well as involving the horse farms in the area.

17. Meeting Adjourned: The regular public meeting of April 9, 2012 was adjourned at 9:17PM. The regular May meeting will be on May 14, 2012 at 7:30PM and may 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.

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.