

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PENINSULA METRO PARKS

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

Board Meeting Minutes

Monday, June 7, 2005

The meeting was called to order at 7:30PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Paula DeMoss, President KPMPD.

Commissioners Present: Paula DeMoss, Caril Ridley, Ross Bischoff; Kip Clinton arrived at 7:40PM; Jerry Schick arrived at 7:45PM. Also present for KPMPD was Scott Gallacher, Park Director.

Citizens Present: Ron Cleveland, Fred Ramsdell, Shelley Rajkovich.

Minutes: The minutes of May 3, 2005 and May 16, 2005, were deferred until June 20, 2005.

Financial Report: The May deposit to KPMPD's County Budget and Finance fund was \$8685.89. May's expenses are \$17,543.77. The breakdown is as follows: salaries and wages \$6593.67; supplies \$897.62; utilities \$1101.82 (\$781.95 of which is Field 1 lights which will be reimbursed by LL); water test \$18.00; training session \$59.00; capital improvements \$7873.66 (finish water system repairs, light fixtures, security gates); equipment purchase \$1000.00 (Kubota utility vehicle downpayment). The end balance in KPMPD's fund is \$38,925.17. KPMPD deposited \$3565.00 in its Venture Bank account. Venture Bank said they would credit back the \$8.00/month 2005 bank charges. It was moved, seconded and passed 5/0 to approve the voucher transmittal letters (and the associate expenditures) of May 16, 24, 31 and June 6, 2005.

Park Director's Report: See attached report. Attorney Terry Vannerberg is creating an employee handbook and policy recommendations for KPMPD. Scott is trying to get together with Chuck West regarding the Skate Park idea. Scott is representing the park district with the KP Group (LIC, CC, KPMPD, KP Com. Services). They still want Scott to chair the group; KPMPD thinks Scott's 1st responsibility is to the park district and our employee should not chair another (possibly competing) group. Scott said their focus is on the north DNR 360 acres; they wish to go after federal grants to develop it. Again, should KPMPD receive the north DNR 360 KPMPD will create a committee and hold public hearings about the uses for that potential facility. Because KPMPD is so new, Kubota required a cosigner for the contract; Kip volunteered to cosign the contract (the credit history will go to KPMPD). Kubota wanted a larger downpayment; Scott suggested an additional \$400.00 making a total downpayment of \$1400.00. It was moved, seconded and passed 5/0 to increase the downpayment for the Kubota utility vehicle by \$400.00 resulting in a total downpayment of \$1400.00 on a 36 month contract with monthly payments of \$323.64. Scott expects the Kubota utility vehicle to arrived near the end of June and the contract will be signed upon delivery. Jerry and Scott looked at the Toro mower being surplus by Pierce County; it is very good for our purposes. There was discussion about letting it go to auction and trying to get it a lower price, but it was decided that after all auction costs are considered KPMPD would not realize any savings. It was moved, seconded and passed 5/0 to have Scott purchase the specific Toro mower in question from Pierce County for \$6000.00+\$528.00 tax for a total of \$6528.00. Scott retook his pesticide application test on June 7; **HE PASSED!! Congratulations Scott!** The second water test was OK; the problem was a sampling error. Windermere Real Estate of Key Center has volunteered to paint the park building(s); sage green with a cream trim were selected for the colors. KPMPD will purchase the paint and equipment. Peninsula Iron Works is resetting the KPSCF north road gate due to the gate posts shifting. Scott stopped in Allyn to look at the 50 gal. concrete trash containers; they are \$300.00 each. Ron Cleveland will donate used 50 gal. water containers from the Renaissance Fair for KPMPD to convert to garbage cans; he can only use them one season for potable water at

the Renaissance Fair. **Thanks Ron!** Scott suggests purchasing one concrete trash container for use at the picnic shelter. There was no further discussion about this. The Ravenswood Equestrian Center Jousting School is ongoing on the westernmost undeveloped fields; everyone was encouraged to observe it and the layout for possible future uses. They have the area rented through the rest of the week.

Communications Report/Good of the Order: Hugh MacMillan had knee replacement surgery last week and is in the hospital recovering; **GET WELL SOON!! You are greatly missed!!** Windermere Real Estate will be painting the buildings on May 17; we thank them for their support. Scott will be moving his family into their new Glencove house on May 18; good luck Scott.

Citizen's Comments: No citizen comments which were not pertinent to other agenda topics.

Old Business

1. **Land Acquisition Committee:** See "New Business; 1. Ron Cleveland/Renaissance Fair". It should be noted that Ed Taylor is the designated KPMPD contact person re. the north DNR 360 and Fred Ramsdell is the designated KPMPD contact person re. the 70+/- public works acres. See also "Park Director's Report; KP Group".
2. **Home Park and Rocky Creek:** Scott visited RC briefly; he repaired the gate after the cable was cut and removed. He suggests a split rail fence around the picnic area there. The 'Friends of Rocky Creek' seem to have become defunct; KPMPD will need to develop a new basis of **Key Peninsula Park Volunteers** (High School Senior Projects?/Scouts/4-H/FFA/church groups/anyone else) to assist the 5 working park directors and our two employees in maintenance of our natural area parks and trails. At Home Park the picnic shelter permits are going through the Pierce County Planning and Land Services process. KPMPD will pay PALS for doing the wetland permit inspection which is required before any further earth moving is done on site. KPMPD is treating this as a learning experience for future projects. **Thanks to Fred Ramsdell for mowing the grass at HP!**
3. **Little League:** LL was billed \$781.95 for April light use and \$1515.00 for May field rental. Their spring season will end mid June and Fall season will begin in July; they already have 85 young people signed up for Fall baseball. Scott will bill LL for May light use when KPMPD receives the statement from Pen Light.
4. **Adult Softball:** Scott is thinking about banners to promote Softball; the response to the newspaper announcement has been low. He wants to put a banner at 118th and Hwy302 (Serendipity/Ravensara/Old Collins Grocery Store) and at the new Wauna Fire Station if permission of the landowners is given. He also wants to place flyers on area bulletin boards to generate interest.
5. **Policies and Operational Procedures:** KPMPD meeting dates will be changing to the second and fourth Mondays of each month commencing Monday July 25, 2005. The location will continue to be the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex building and the meeting time will remain 7:30PM.
6. **Caril Ridley's Report on Other Park Related Issues:** Caril is trying to encourage the KP Community Plan Committee to consider including/encouraging trail easements along section/property line and riparian zone with the use of tax credits (similar to "Current Use Assessment/Open Space or Timberland" does now). Jerry asked Caril if she could get KPMPD a large orthographic map of the Key Peninsula showing roads, property lines and (if possible) topographic lines. This map would be the property of KPMPD and remain at the KPSCF Annex meeting room for reference purposes. Caril has already requested maps of the existing KPMPD facilities and the north DNR 360; the Pierce County cartographic division had not yet completed these maps.

7. New Programs: Everett Parks will donate use of its LCD projector this once for Movie Night at the Park. KPMPD will have to rent a screen; the public will be encouraged to bring lawn chairs or blankets to sit on the grass. If Movie Night at the Park is well received, KPMPD may look into the purchase of the required equipment in the future. Scott was instructed to try to rent "The Incredible" or "Shark Tale" or "Shrek" or something similar. It is too late to do it this year, but Eric Clement suggested to Scott that a good old fashioned 4th of July Community Picnic would be a fun thing to do at Volunteer Park. Everyone thought this is an excellent idea.

8. KP Community Fair: No report. All KPMPD Board members are encouraged to check out the KPCF web site for design purposes.

9. Concessionaire: Shelly Rajkovich would like to rent the concession building at KPSCF; her business is called KnuckleSandwich. She has worked previously in the food industry and in retail. She plans to do deli sandwiches, hot dogs, hamburgers, salads, soups, chili, ice cream, cakes and pies. She wishes to remain open ALL YEAR for breakfast and lunch and plans on doing lunch delivery service. She is familiar with the history and the pros and cons of concessionaires at Volunteer Park since she has been a LL parent for some time. Most of KPMPD's equipment is usable with a good cleaning; there is some question about new Health Department holding temperatures and whether KPMPD's existing refrigeration equipment will be cold enough. She would like a larger 3 compartment sink installed because of the soup pots. Roy Danforth (retired electrician), told Scott that the wiring appears to be adequate. Paula thought that KPMPD should purchase any permanently installed equipment and the tenant purchase smaller equipment; also consensus was that KPMPD should purchase and maintain the Health Department license on the concession building to facilitate future rentals. She has a Home Equity Loan to finance setting up a deli. There was discussion about what type of renovation the Concession Building and seating area would require. The kitchen equipment should be professionally cleaned and reinstalled, possibly replace the sink, insulate the building (winter use), sheetrock and paint the ceiling and walls, strip and paint the floor, and provide some sort of winter heat source and summer cooling (kitchen area). KPMPD directed Scott to work with Shelly so she can bring a proposal to KPMPD on June 20, 2005 for building renovation. Scott said that he has several other park districts concession contracts he can base a new contract on. There was discussion about giving a new concessionaire a reduced rental rate initially until the concessionaire's business gets established.

10. KPPRD: KPPRD presented KPMPD with a refund check in the amount of \$7500.00 for overpayment on facilities.

New Business/Additions to the Agenda

1. Ron Cleveland/Renaissance Fair: Ron Cleveland and Scott walked the north 360 acres and Ron told Scott his plans for the site (he gave KPMPD one copy of a draft proposal). Ron has been in touch with DNR independent of KPMPD's Land Acquisition Committee. Ron said that Lori Price of DNR told him that only the appraisal is holding up the Trust Land Transfer. Ron is working on getting his surveyor's certificate and he volunteered to survey the property. He is still working on the \$600,000.00 tourism capital improvement grant from Pierce County. He also said that Terry Lee has somehow reserved \$2,000,000.00 (Conservation Futures????) just in case the state budget amount is not enough. Ron wants the flat land along the north county line across from the golf course as a permanent site for the Renaissance Fair. KPMPD feels that Ron's project may make a desirable tenant, but KPMPD is responsible to all the citizens of the Key Peninsula and, should it be fortunate enough to acquire the north DNR 360 acres, must hold public hearings about uses for that property.

2. Web Site: Caril has had 3 meetings with Russ at Gig Harbor On Line; last weekend she toured the Key Peninsula with him to take digital photos to use in web site development. The

cost to develop a web site for KPMPD is \$500 to \$750. Everyone agrees that KPMPD needs a web site up and running for advertisement and communication purposes. Russ has designed the (Gig Harbor) Peninsula Metro Parks site, the KP Community Fair site, GH LL site, and the Wa. Renaissance Fair site (www.WaRenFair.com); Ron Cleveland recommends him for site development. Jerry said the problem is that the company who hosts and maintains site for Gig Harbor On Line are out of state and the ratio of site/computer is high; a high site/computer ratio can make the site respond slowly to users resulting in end user frustration. Scott suggests that GH On Line design the site with KPMPD owning it, then KPMPD find a more local company to host and maintain the site. It was moved, seconded and passed 5/0 to have Gig Harbor On Line design and build a web site for KPMPD at a cost not to exceed \$500.00 to \$750.00 with KPMPD owning all content and intellectual property related to said web site with KPMPD determining at a later date a company to host and maintain the KPMPD web site. Jerry mentioned that Tacoma Metro uses a company which charges \$55.00/mo. Jerry recommended Scott contact web host Electric Light Wave and Site Crafting, both of which are "local".

Meeting Adjourned: The KPMPD meeting of June 7, 2005, was adjourned at 9:30PM. The next scheduled meeting of KPMPD is Monday June 20, 2005 at the KPSCF Annex at 7:30PM. The following KPMPD meeting will be on Tuesday, July 5, 2005 at 7:30PM at the KPSCF Annex; KPMPD's second July meeting will be on Monday July 25, 2005, at the KPSCF Annex at 7:30PM. KPPRD's first June meeting may be on Monday June 13 at 7:30PM in the KPSCF Annex; KPPRD's second June meeting may be on Monday June 27 at 7:30PM in the KPSCF Annex.

Respectfully submitted by Kip Clinton, Clerk KPMPD.