

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday, June, 8 2009**

**The public meeting was called to order at 7:32 PM in the Volunteer Park Annex/Office Building by President Elmer Anderson.**

**Commissioners Present:** President Elmer Anderson, Greg Anglemeyer, Bill Trandum, Bruce Nicholson. Kip Clinton arrived at 7:48pm. Also present for Key Pen Parks were Scott Gallacher, Executive Park Director and Administrative Assistant Laura Armstrong.

**Citizens Present:** Rick Sorrels, Barbara Rowland, Ed Robison and Kyle Chapman.

**Approval of Agenda:** The agenda was approved as is.

**Citizen Comments:** Mr. Sorrels comment that the candidate list for the Key Peninsula is now out.

**Special Presentations by Citizens: New Business**

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**Business Meeting**

**1. Minutes:** Commissioner Trandum moved to approve the minutes; Commissioner Anglemeyer seconded the motion. The minutes were approved 4/0.

**2. Financial Report:** The May, 31 2009, Pierce Co. Budget and Finance balance was \$407,465.97. The Zoo Trek deposit was \$9571.62; a reduction of \$1880.39 from the same time period in 2008. Total Zoo Trek collections to date are \$46979.00. Real and Personal property tax collections were \$55,435.48. 2008 delinquent property tax collections were \$1915.91. Total 2009 Real and Personal property tax collections to date are \$300,272.00. The Venture Bank balance shows \$4,098.78 as of May 31, 2009. May's expenses were \$151,224.72. Major expenses in addition to payroll expenses were: \$116,583.35 payoff of Minter Creek property; and \$10,000.00 to Little League for YAF grant 07-1958. President Anderson announced that Minter Creek property was paid off on May 19, 2009.

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

**a. Home Park:** The Adult swing has been installed and staff is in the process of purchasing a bench with the donated funds from the Key Peninsula Sportsman Club.

**b. Volunteer Park:** The YAF Field 1 drainage and irrigations project is set to start June 15, 2009. The Slope protection wall for the backside of field 1 is scheduled to start June 18, 2009. Staff has tentatively set up a Disc Golf work party date of June 27, 2009, but they are still uncertain of the start time. Staff will e-mail the commissioners when a time and date has been set. The equipment to install the course has already been delivered to Key Pen Parks.

**c. Transfer Station:** Staff sent a letter to Steve Wamback asking for a meeting and has had no response to date. Commissioners instructed staff to e-mail Mr. Wamback to follow up.

**d. Dutcher Cove:** Is set to close on June 30 for the tidelands. Staff is working on grants for the uplands.

**e. Staff:** Key Pen Parks is listed as a location for a summer internship program to Assist Young people ages 14-25 in gaining valuable work experience. This is a part time, 20 hour work week, position that will take place from July – August in which the program, not the park, will pay the wages.

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

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

**b. Program Guide Committee (Commissioner Nicholson, Chair):** Staff stated that the program guide is up and running. They have not had any requests from the public for listings. The commissioners wanted to make sure that the website address was being advertised to the public. Staff explained that Key Pen Park's new website address is listed on all ads for programs and events whenever an ad is placed in the local news papers. Commissioner Anglemyer wanted to know if all the local businesses that currently have a web site, has a link on their site to ours. Executive director Gallacher stated that he knew of a few sites that did have our link but has not checked other sites. Commissioner Anglemyer suggested sending out e-mails to local businesses and letting them know we have placed a link on Key Pen Parks website and asking if they would place us on there's. Commissioner Nicholson asked if staff currently has a mailing list consisting of local Key Peninsula area businesses and organizations. Staff stated they did not but would look into it. Commissioner Trandum felt that this might be something the commissioners should do and recommended turning the task over to Commissioner Nicholson who is the chairman of the program guide.

**c. Land and Improvement Committee (Commissioner Trandum):** Commissioner Trandum wanted to know if the draft document regarding a system for considering and documenting land and land improvements that he had presented at the May park board meeting needed any formal action to adopt as policy. The commissioners felt that since they would like the public to follow this system when making suggestions of land or land improvements the process should be made a policy. The committee will be established by resolution tonight and then the operation policy can be adopted.

**d. Trails Committee (Commissioner Clinton):** Will be discussed under new business.

**5. Board President's Report:** President Anderson commented on the closure of the Minter Creek property on May 19<sup>th</sup> of 2009 for the one parcel and they will still continue to work on the other parcel. He stated that Key Pen Parks is now the owner of Minter Creek Park and he wanted to congratulate everyone.

**6. Unfinished Business/Volunteer Park Expansion:** Discussed in staff report.

**7. Unfinished Business/R 2009-07 (District By-Laws):** Commissioner Trandum moved to "adopt the revised by-laws with the changes that were articulated by Scott". The motion was seconded by Commissioner Clinton; the vote passed 5/0. Commissioner Trandum moved "to approve the resolution." Commissioner Clinton seconded the motion and the vote passed 5/0.

**8. Unfinished Business/Establish a Payroll Account at Venture Bank:** Staff has given all the information to Commissioner Trandum and he will be working on this issue.

**9. Unfinished Business/Community Garden:** Commissioner Anglemyer gave an update stating that he and Executive Director Gallacher attended a meeting with the group ACHIEVE (Initiative strategies to increase physical activity and healthy eating for all county youth and adults). This group is working on a county wide encouragement of community gardens program and has asked Key Pen Parks to indorse their resolution. Commissioner Anglemyer has heard that some counties are offering tax credits to private businesses for allowing use of their land for community gardens. He has talked to Sunny Crest Nursery and they are still interested in allowing the use of some land for this project. The next step would be to work together to come up with a long term lease of 3 to 5 years between Sunny Crest and Key Pen Parks. Commissioner Anglemyer will continue to gather information and is looking at trying to get things started as early as next year.

**10. Unfinished Business/ Equipment "Discussion on Truck".** Executive Director Gallacher had researched various trucks focused primarily on Ford F350 and 450 models with a dump bed for the conduct of district business. Key Pen Parks can purchase from the State of Washington Contract but they will not be able to purchase off of the 2009 state contract as the factories have completed the 2009 model year. The parks options are to locate a 2009 model in dealer stock, bid a 2010 not on state contract and get it in September of 2009 or wait and purchase a 2010 off the State of Washington contract and have it delivered in 2010. Dealer's list prices range from

\$43,448 to \$50,000 not including tax or documentation fees. Municipal lease is for 60 months with a money factor of 0.019891 and the interest rate of 7.45%. Citizen comment made by Kyle Chapman was in regards to looking into going to an auction for a vehicle. Executive Director stated this was a good idea but the problem was auctions required payment up front and the park district does not write their own checks, and vouchers require at least a week process. Commissioners directed Executive Director Gallacher to develop specifications and then obtain bids before the next meeting.

**11. Unfinished Business/ Disc Golf:** Discussed in staff report.

**12. New Business/ Maple Hollow (Certification of Match for Recreation Conservation Office):** This was a property that Executive Director Gallacher had applied for a grant from the State of Washington conservation office. The property was ranked 11<sup>th</sup> out of 22 at the time and was not funded. Recently the number one project dropped out and that opened up \$500,000 in available funds so Maple Hollow went from being the third alternative to first for potential funding. Key Pen Parks will have to meet the match for this grant if it is awarded to them. The program funding goes from 2009 to 2011 giving the park two years of budget time to work with. The document that needs to be signed only states that the park is interested in the funding but does not commit the park to the project. This grant would be for improvements only and cannot be used for land acquisitions. Commissioner Trandum moved to "adopt the certificate of sponsor match for Maple Hollow." The motion was seconded by Commissioner Clinton and the vote passed 4/1 with Commissioner Anglemyer sustaining.

**13. New Business/Road Vacation on Davis Road:** The road to be vacated is the southern terminus of Davis Road between Cornwall and Palmer Lake. The County Council is hearing the proposed road vacation at their next meeting on June 16 at 9:30am. Commissioner Clinton was asking the board to oppose this proposal (2009-44) stating this strip of land is a viable north-south access for future trails here on the Key Peninsula. Commissioner Trandum moved "that we adopt a position in opposition of the vacation of Davis road and authorize the clerk Commissioner Clinton to represent the board in any proceeding there to". Commissioner Anglemyer seconded the motion and the vote passed 5/0.

**14. New Business/Resolution R 2009-08 (Formally approve the Land and Improvement Committee and the Trail Committee):** Commissioner Clinton moved "to approve Resolution 2009-8." Commissioner Trandum seconded the motion and the vote was passed 5/0

**15. New Business/ Trust Land Transfer Leases from DNR on the 360/Horseshoe Lake and Maple Hollow properties:** Commissioner Clinton moved "to table the topic till after the executive session." Commissioner Trandum seconded the motion and the vote was passed 5/0.

**16. Executive Session:** The Executive Session went into session at 8:42pm and ended at 8:55pm.

**17. Re-addressed New Business/ Trust Land Transfer Leases from DNR on the 360/Horseshoe Lake and Maple Hollow properties:** Commissioner Clinton moved to "approve the Trust Land Transfer Leases with DNR for Horseshoe Lake and the Maple Hollow properties". Commissioner Trandum seconded the motion and the vote passed 5/0

**18. New Business/Resolution R 2009-09 (ACHIEVE):** Discussed under community gardens, Commissioner Trandum "moved to approve Resolution 2009-09" ;( in reference to supporting the goals of the Achieve organization), Commissioner Clinton seconded the motion and the vote passed 5/0.

**19. Commissioners Comments/Good of the Order:** A comment about the height of the new adult swing at Home Park being too high was made by President Anderson; Executive Director Gallacher will look into the adjustment of the adult swing. Barbara Rowland thanked the board for installing the adult swing, and The Angel Guild for funding it. She also stated that the Key Peninsula Sportsman's Club has a bench designed with the inscription written to say "Key Peninsula Sportsman Club established April 1947". Rick Sorrels wanted to know if the park was looking at obtaining the 480 acres of DNR land just north of Key Center. Commissioners stated

not at this time. Barbara also requested that another BBQ grill be placed at Home Park. Commissioners directed staff to work on adding another BBQ grill to Home Park.

**20. Meeting Adjourned:** The regular public meeting of June 8, 2009, was adjourned at 9:12 PM. The regular July meeting will be on July 14, 2009 at 7:30PM at Volunteer Park and may be preceded by a 6:30PM study session. 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 the Administrative Assistant's attention and corrected at the time the Board addresses and approves the minutes.***