

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PENINSULA METRO PARKS

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

Board Meeting Minutes

Tuesday, July 5, 2005

The meeting was called to order at 7:35PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Jerry Schick, Vice President KPMPD.

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

Citizens Present: Shelley Rajkovich, potential concessionaire, Karl Anderson.

Minutes: The minutes of June 20, 2005, were approved 4/0.

Financial Report: The balance in KPMPD's fund is \$44,763.12. The Venture Bank balance is \$2749.13; as approved by the board, \$10,913.76 was transferred from the Venture Bank depository account to KPMPD's county fund. Scott has some payments from LL and John Bischoff, concessionaire, which have not yet been deposited. The June deposit from the Zoo/Trek sales tax was \$10,698.92. June expenses were \$15,774.73: \$3529.13 salaries and wages; \$779.28 personnel benefits (KPMPD's share of FICA and Medicare); \$1379.97 miscellaneous supplies; \$148.19 diesel fuel; \$299.00 Wild Waves tickets; \$577.70 small equipment and tools; \$126.00 water tests; \$369.39 telephone and internet access; \$1025.81 utilities; \$288.62 motion picture rental; and \$7251.64 large equipment (Kubota Utility Vehicle payment and lightly used Toro lawn mower from Pierce Co. Parks). Scott was directed to contact WGEP about insurance for the Kubota and the Toro lawn mower. It was moved, seconded and passed 4/0 to increase payments for the Kubota Utility Vehicle to \$400.00 per month. The transmittal letters for the expenses to date have been unanimously approved by KPMPD's Board of Commissioners.

Park Director's Report: See attached report. The KP Group is trying to get a line item grant from the federal government. The Kubota Utility Vehicle was delivered on June 29 and has already increased worker efficiency. The Toro mulching lawn mower has also increased efficiency by cutting grass in almost half the time previously required. KPMPD will keep the old Ransom lawn mower and use it to cut rough areas like Home Park, RC picnic area, Agrivision and the upper western field. All of the gates have at least one coat of paint. Scott has a plaque and certificate to present to Windermere Real Estate for their **VOLUNTEER EFFORTS** at KPSCF. Only one person applied for the seasonal worker position; Scott has sent the information to the State Patrol for a background check. Scott plans on asking Peninsula Light Co. to locate the buried electrical lines so they can be mapped for future reference (improving parking lot and sign lighting).

Communications Report/Good of the Order: Karl Anderson brought to the Board's attention that Caril Ridley rode, with permission, one of the jousting school's horses without signing a "hold harmless" waiver. Paula apologized on behalf of KPMPD for the oversight. Karl also said that Ron Cleveland of the Renaissance Fair has hired James Zoppe's troupe to perform for the first two weekend of the Renaissance Fair.

Old Business

1. Land Acquisition Committee: No new information about the Pierce Co. Public Works land or the DNR 360.

2. Home Park and Rocky Creek: Terry Lee will talk to PALS for KPMPD about permits and permit issues. If KPMP can piggyback the permit through Pierce Co. Parks, some of the requirements and associated costs may be reduced. Marty Marcus will take the potted plants the

Friends of Home Park have at HP back to his house until they can be planted this winter. Eric and Scott are scheduled to work at Rocky Creek next Thursday.

3. Little League: LL's spring season is over except for All Stars. They cancelled Fall Ball because of too few signups. Scott will bill them for June. He will also send out billing for the field signs.

4. Adult Softball: There have been 8 teams signed for Adult Softball.

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. KPMPD will hold an out-of-district retreat on Monday July 18, 2005, to discuss the budget, core values, operation procedures, operating policies and goals. The location will be Leonard K's Restaurant in Allyn. The retreat is not open to the public and no action, as defined by the Open Public Meetings Act, will be taken. Everyone agreed that KPMPD should pay retreat expenses.

6. Caril Ridley's Report on Other Park Related Issues: No report.

7. New Programs: Movie Night at Volunteer Park is scheduled for Friday, July 8 at dark (9PM). The movie will be "Shark Tales". Pen Light put up a banner for it in Key Center. Jerry said that KPMPD has a large tent (big enough to need tent jacks), but it requires a permit to erect. Unfortunately the weather does not look favorable at this time.

8. KP Community Fair: No report.

9. Concessionaire: Two potential concessionaires were invited to the meeting; only Shelley Rajkovich was present. She had a sample menu and her financial statement from her bank. As requested she got estimates to insulate and sheetrock the concession building; her best bid was \$800.00 to \$900.00 from Greg Improvements. Installation of a HVAC system for kitchen ventilation was recommended; estimated costs are \$5000 to \$6000. Extending an HVAC system to the restrooms for winter heat was discussed. There was discussion about how to refinish the floor to Health Department standards; estimated costs for equipment rental and epoxy paint are \$1500 to \$2000. KPMPD expects to acquire the Health Dept. permit for the building (\$400 to \$500) and the concessionaire will acquire the food/menu permit. Shelley expects to furnish the public area. KPMPD will purchase the nonremovable equipment to be installed in the kitchen (see Executive Park Director's report). Scott recommends KPMPD rent an ice machine instead of purchasing one. Expected KPMPD costs to prepare the concession building are \$9,000 to \$13,000. She will install an alarm system and acquire insurance. Her expected hours of operation will be 6AM to 8PM with delivery service. She will be required to contract telephone and garbage service for her business and she will be billed for electricity used as determined by the Peninsula Light Co. monthly statement. It was moved, seconded and passed 5/0 to offer Shelly Rajkovich a 6 month contract with a monthly rent of \$600.00 with the aforementioned stipulations regarding utilities said contract to be renegotiated every 6 months and to require first and last months rent in advance. Scott was directed to write a contract for the concessionaire; he has several sample concession contracts to adapt to KPMPD's requirements. He suggested a contract start date to be one week prior to opening as determined by Health Department permitting. All parties agreed that this was fair. Shelley wrote KPMPD a check for first and last month rent (\$1200.00) and KPMPD will hold it until the contract is signed. Jerry moved that KPMPD issue a bid request for a HVAC system to heat the concession building, the concession kitchen and the restrooms; the motion was seconded and passed 5/0. Scott was directed to issue a bid request in the legal section of the News Tribune, the Peninsula Gateway and the Key Peninsula News.

10. Web Site: The web site designer suggested a more intuitive domain name than www.keymetro.com. He checked and www.keypeninsulaparks.com or www.keypeninsulaparks.org are available. It was moved, seconded and passed 5/0 to register the three domain names of www.keymetro.com, www.keypeninsulaparks.com and www.keypeninsulaparks.org. All commissioners should decide what they want to see on the web site. Karl Anderson will donate pictures of the Jousting Tournament. There should also be pictures of the KP Community Fair, LL, Adult Softball, HP, RC (trails, creek, map).

New Business/Additions to the Agenda

- 1. Retreat:** See "Policies and Operational Procedures".
- 2. Health Care Insurance:** Scott has looked into the costs of health insurance; his contract promised health insurance as an additional benefit. As everyone knows, health insurance is expensive. Scott said that the plan offered through Costco is the most affordable; another more expensive plan that KPMPD could access is the plan offered through the state. It was moved, seconded and passed 5/0 to contribute \$300.00 per month (one half the price of the Costco medical insurance plan to cover Scott and his family) toward medical insurance for Scott and to revisit this issue every six months; KPMPD will issue a voucher to Health Life Insurance Company for the total amount of \$606.49 with the difference to be deducted from Scott's salary. A future goal, as the park system grows (and income increases?), would be to provide health insurance benefits and a retirement plan for all employees.
- 3. Executive Session**

Meeting Adjourned: The KPMPD meeting of July 5, 2005, was adjourned at 9:40PM. KPMPD's second July meeting will be on Monday July 25, 2005, at the KPSCF Annex at 7:30PM. KPMPD's first August meeting will be on Monday August 8, 2005, at 7:30PM at the KPSCF (Volunteer Park) Annex Building.

Respectfully submitted by Kip Clinton, Clerk KPMPD.

