

KEY PENINSULA METROPOLITAN PARK DISTRICT

d.b.a. KEY PENINSULA METRO PARKS

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

Board Meeting Minutes

Monday, August 22, 2005

The public meeting was called to order at 7:40PM in the Key Peninsula Sport Center and Fairgrounds (Volunteer Park) Annex by Paula DeMoss, President KPMPD; no study session was held on August 22, 2005.

Commissioners Present: Paula DeMoss, Jerry Schick, Caril Ridley, Kip Clinton; also present for KPMPD was Scott Gallacher, Executive Park Director. Ross Bischoff was absent.

Citizens Present: No citizens were present.

Approval of Agenda: The proposed agenda was amended as follows: the subject of Park Rental Fees was added; discussion of Minutes of August 8, 2005 was deferred to September 12, 2005; the Amended Agenda was approved 4/0.

Special Presentations by Committees or Citizens: New Business

No new special presentations.

Special Presentations by Committees or Citizens: Old Business

1. Land Acquisition Committee: Scott has tried to contact Evertt Challstead regarding status of the DNR 360; Mr. Challstead has not returned Scott's inquiries.

2. Community Plan: The Land Use Element will be important. Caril will be gone for the next month and one half on a working vacation. The Land Use Committee meets on the first Wednesday and third Tuesday of each month.

3. Citizen's Comments: No citizen's comments.

Staff Report

1. Home Park and Rocky Creek: Scott reported that Terry Lee will try to include \$2500.00 for HP in the 2006 Pierce Co. Budget to be used to make the new picnic shelter ADA accessible. Scott is planning to meet with Jan Wolcott, Pierce Co. Park Director (before Jan retires) to get the Pierce Co. Park Department account code for building permits; Pierce Co. Parks is applying for the HP picnic shelter permit for KPMPD and KPMPD needs a letter from the Pierce Co. Park Director (Jan) granting access to Pierce Co. Parks' Planning and Land Services account. Scott's next appointment with PALS for the permit is Sept. 8.

2. Concession Stand: Health Codes require epoxy floor paint for the concession stand because of the food preparation; Scott has gotten a quote for \$3500.00 with only a floor stain. Parker Paint has a two part epoxy paint which is used in aircraft hangers but it is expensive. Based upon the expense of the paint, staff may have to paint the floor. The HVAC will be published in the "legal/bid" sections of the KP News, the Gateway and the News Tribune. Scott reported that Shelley has asked about the equipment status; that has not yet been addressed because staff have been preparing Volunteer Park for the KP Community Fair. Scott is still working on the contract.

3. KP Community Fair: KPMPD purchased hanging flower baskets and flowering plants to spiff up VP. Scott had the KPCF sign a contract regarding the tent; Jerry had some concerns that the tent was stretched over top edge of the tennis court fence; KPMPD may have to check the tent. The only issue KPCF had with KPMPD was that one of the restrooms ran out of toilet paper one time; congratulations are due to Scott and Eric! Phil Bauer, Fred Ramsdell and other KPCF volunteers replaced the steps to Fields 2 & 3 before the Fair; they look great. Scott reported the KPCF did not use all of Field 1's lights; he will bill KPCF after all expenses are calculated.

4. Miscellaneous; The fire marshal came for the follow up inspection; VP passed OK. There will be a Skateway Products demo on Wed. Sept. 24th in Issaquah; Scott intends to go look at their product (prefab small skate park equipment). WGEP is sponsoring a seminar on Risk Management for Playground (and other) Safety in Olympia on Sept. 8; Scott and Jerry will attend. Dennis Taylor of Safe Streets invited Scott, for KPMPD, to attend a seminar on Building Sustainable Communities Through Asset Mapping on Sept. 24; consensus was that Scott should probably go. Washington Recreation and Parks Asso. is having their annual conference at the Puyallup Fairgrounds on Nov. 2 & 3; Scott would like to attend their Facility Maintenance forum on Nov. 2. No decision was made on this issue. The business card magnets missed their ship date; because of this the supplier will reduce the charge by \$40.00 to \$170.00 or KPMPD may cancel the order. It was decided to have the supplier ship the magnets and accept the reduced charge. Scott went to the Renaissance Faire; it was VERY well organized. The area it covers is 20 acres total: 7 acres are parking, 4/5 are camping, the rest is vendor/exhibits. He also said that Ron Cleveland told him that the Health Dept. was a little bit more lenient this year, in Ron's opinion.

Business Meeting

1. President's Report: No report.

2. Minutes: The minutes of July 25, 2005 are amended as follows: Under "New Business/Additions to the Agenda, No. 1" the projected cost of the fire station addition is \$670,000.00 and the correct abbreviation for Washington State Dept. of Transportation is WSDOT; "No. 2" the dimensions of the terrace wall are to be 60' long and 12' wide; "No. 4" the charges for a two day tournament without camping are \$550.00 and it was suggested that a three day tournament without camping be \$650.00; "No. 5" the agency Scott was to contact regarding whether KPMPD should register its Resolutions with some state agency is MSRC (Municipal Services and Research Center); "No. 7 New Programs" should read The attendance was low due to the weather. The minutes of July 25, 2005 were approved as amended 4/0. The minutes of August 8 were deferred until the meeting of Sept. 12.

3. Financial Report: There was no financial report prepared at this time. Jerry questioned why KPMPD issued a Voucher to NFPA; he said that the only reason KPMPD was a member is that there was one year free membership included with purchase of the Code Book last year. KPMPD decided to not renew the membership and to void the warrant when Pierce Co. issues it. With this reservation, consensus was to approve the Voucher Letter of August 15, 2005.

4. Approval of Other Minor Business: No subjects addressed under this item.

5. Unfinished Business/Field Rental Contract: Scott has some samples of generic field rental (and similar) contracts; there was discussion about approving a resolution which would give the Park Director to authorization to sign routine preapproved contracts. Kip was instructed to draft such a resolution for the next KPMPD meeting on Sept. 12.

6. Unfinished Business/Park Rental Fees: There was discussion about camping charges and whether KPMPD wished to collect individual camping fees instead of charging blanket tournament camping fees. Because of this decision, the tournament fee schedules will be for field use only. The fee for 3 days all 3 fields will be \$650.00; the fee for 2 days Fields 1 & 2 will be \$550.00. It was decided to charge \$10.00 per unit/site (one tent or RV or trailer with 5 occupants). In tournaments where there will be camping, **IF** the camper pre-registers and prepays, the fee per night per site will be \$8.00 with a possible "bonus" night of Sunday night should the camper opt to stay until Monday morning; the fee is \$10.00 per night with no pre-registration. There was discussion about the light use rate on Field 1; currently it is \$20.00/hour. It was

suggested to increase the light use fee to \$25.00/hour in 2006. Special events such as the jousting school and the KP Community Fair will be addressed on a case by case basis.

7. New Business/Concessionaire: Scott said that Shelley indicated that she wants to operate a concession booth for the LL tournament next weekend. She did not yet have her health department permits and she has no contract with KPMPD yet. Shelley had been invited to address this Board at this meeting (August 22) but she did not attend and sent no representative. The discussion centered around whether the concession contract and monthly payments began if Shelley has a concession at the LL tournament. There was no action taken on this issue.

8. New Business/Temporary Equestrian Arena in the Westernmost Unused Field: Kip suggested that KPMPD allow the local horse community to construct a temporary arena of undetermined size in the unused westernmost field, the structure to be constructed so that it may be removed when a more suitable venue becomes available. Paula will contact Maureen Morlang to find out if she, as a representative of the horse community, would support the project. There was no further discussion of this subject at this time.

9. New Business/Surplus Parking Lot Sweeper: The sweeper brush's center brush bearing will not turn properly. Scott said that staff never uses it to clean the parking lots. It was moved, seconded and passed 4/0 to surplus the parking lot sweeper. Consensus was to otherwise dispose of it if KPMPD cannot sell it.

10. New Business/Field Repair: Field 1 needs a major renovation but that would be very expensive. Scott recommends that KPMPD nail drag Turface soil conditioner into the infield on a regular basis over the next few years to economically improve the fields. Jerry would prefer to till up the top 4" of Field 1 infield and replace it with a new mix of sand and Turface. That would be quite expensive (est. \$15,000.00) and take more time; there is a 4 week time window in October in which to accomplish any field work (between the last tournament and before the really heavy rains start). It was decided to discuss this issue further on Sept. 12.

8. Board Member Comments/Good of the Order: Caril will be gone from Sept. 8 through Oct. 16 on business and vacation and is therefore excused from the next 3 KPMPD meetings.

Meeting Adjourned: The KPMPD meeting of August 22, 2005, was adjourned at 9:35PM. KPMPD's first September meeting will be on Monday September 12, 2005, at 7:30PM at the KPSCF (Volunteer Park) Annex Building and the second September meeting will be Monday Sept. 26, 2005 at 7:30PM.

Respectfully submitted by Kip Clinton, Clerk KPMPD.

