

# KEY PENINSULA METROPOLITAN PARK DISTRICT

## *d.b.a.* KEY PENINSULA METRO PARKS

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### Board Meeting Minutes

Monday, September 10, 2007

**The public meeting was preceded by a 6:30PM study session.** The Key Peninsula Comprehensive Parks Plan Capital Improvements Element was discussed. Rick Sorrels reminded the Commissioners that they can't develop what they don't have. President Caril Ridley advocated a partnership with the Longbranch Improvement Club and the KP Civic Center regarding children's playgrounds. Executive Director Scott Gallacher stated that the Rocky Creek lease expires in 2008; he was instructed to add it to the 2008 list regarding a gate, trail rebuilding and a bridge. Commissioner Ross Bischoff said that KPMPD should not forget boat launches (partnering with Pierce County and other agencies) and especially the long discussed Home Boat Launch Parking Lot.

**The public meeting was called to order at 7:35PM in the Volunteer Park Annex Building by President Caril Ridley.**

**Commissioners Present:** Caril Ridley, Ross Bischoff, Elmer Anderson, Greg Anglemyer; Kip Clinton arrived at 7:00PM. Also present for KPMPD was Scott Gallacher, Executive Park Director.

**Citizens Present:** Bob Hicks, Marty Marcus, Rick Sorrels, Barbara Roland.

**Approval of Agenda:** The agenda was approved 5/0.

**Citizen Comments:** Rick Sorrels reported on the actions of the Pierce County Council's Community Development Committee regarding the geoduck and dock/bulkhead issues. He said that they made no significant changes to the KP Community Plan and that it will come before the full Council on October 16, 2007. He stated that Larry Seaquist has started a group call "Vision 2010" and they are exploring funding for it through the state legislature. They have been discussing parks on the KP, among other issues, but have not contacted the Park District. Rick told them to talk to the Park District and he encouraged the Commissioners to get involved. Mike Kruger from Pierce County is in the group. Scott will forward information to the Commissioners. Rick Sorrels also suggested, as a Skate Park maintenance issue, that staff regularly sweep in and around the Skate Park entrance, as well as the parking lot.

**Good of the Order:** No comments.

### Special Presentations by Committees or Citizens: New Business

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#### Staff Report (See Attached Report)

- 1. Home Park:** The picnic shelter site plan was finally approved and KPMPD expects a permit presently. Scott spoke with George Robison about scheduling site development.
- 2. Volunteer Park:** The Mud Bowl softball tournament is coming up Sept. 15—16. The Glennons have been closing the gates at dark because of challenges with youths after hours. Commissioner Greg Anglemyer asked Scott if the Sheriff's Department could do more patrolling. Scott said that the skate park has been continually busy since it opened; staff's impressions are that the problems are from "out-of-the-area" youths. The Skate Park was 'tagged'; Tag-n-Ator was purchased to remove the vandalism. Director Gallacher said that it still needs to be made ADA compliant; he will speak to Chuck West about the Zech and Adi West Memorial Fund

providing funding. The existing power meter intended for the Skate Park and security lighting is not up to code according to Peninsula Light. Scott is discussing the issue with Pen Light and Birch Electric. It was suggested that the Skate Park Rule sign needs to be made larger and placed lower. Placement of bike racks outside the facility was discussed. The pop machine was vandalized over Labor Day and has been removed for the winter. Scott has begun working on the 2008 concession lease; he recommends that rent be increased because of electricity and other capital expenses.

**3. Rocky Creek:** Scott received a letter stating the lease expires in 2008; should KPMPD wish to renew the lease a letter of intent must be submitted at least 30 days prior to termination of the existing lease.

**4. KP Little League:** See "7. Grants".

**5. DNR Trust Land Transfer Properties:** Scott reported that the entire stand of trees is to be removed except for a buffer around the property. Scott requested that DNR use selective cutting leaving 30 to 50 trees per acre, however the parcel may be clear cut due to the root rot. President Caril Ridley requested that Scott ask DNR to replant after the logging. A neighboring citizen would like to form a group to patrol the property, remove trash and create new trails; Scott will talk to DNR about this. Commissioner Greg Anglemyer asked if there are any restrictions regarding use of the property; Scott replied the only restriction is that it be used for "recreation". He also said that IAC (now called ROC) usually doesn't fund buildings unless they are for recreational support (maintenance and operations). Barbara Roland said that Americorp could replant trees once KPMPD controls the property. Marty Marcus reminded the Board that the Key Peninsula was essentially clear-cut in the early 1900s, but forests recover if left alone long enough. Scott walked Maple Hollow with an official from the State Recreation Office with the intent of applying for future development grants.

**6. Programs:** Summer Co-ed Softball just finished and Fall registration has just begun. Registrations for the Indoor Soccer Skills Program has just started; Scott is researching other locations and times because of scheduling conflicts at the previous venue.

**7. Grants:** Scott met with the State Office of Recreation grant manager and KPLL about a grant for organized sports venues. The proposed projects are improvements to Field #1 (irrigation, fence, retaining wall at north end/right field, drainage and ADA access) and development of the Agrivision area into a Minor Prep/T-Ball Field (irrigation, drainage, ADA access and retaining wall). Estimated costs are \$100,000.00.

**8. Equipment:** Scott has an estimate for purchase of a John Deere Mower suitable to be used at Home Park and as a backup at VP. Using state contracting, estimated cost would be \$8300.00.

**9. Meetings/Training Opportunities:** Scott met with Pen Light and Birch Electric regarding electrical/lighting for VP as part of the Skate Park grant. As previously mentioned he and KPLL had their first meeting with the State Office of Recreation regarding a grant to improve Field 1 and Agrivision. There was also a Taylor Bay meeting and a SR-302/KPMPD meeting on Sept. 6. A court date of Sept. 12 is scheduled as the first hearing regarding the 2006 field vandalism. The Puget Sound Grant Writers are sponsoring a mini-conference Oct. 3; WGEP has a Public Risk Management Seminar Oct. 1—3; WRPA has their mid-year conference in Lynnwood on Nov. 14.

**10. Staff:** Scott would like to discuss hiring an Administrative Assistant.

**11. Other:** Scott is working on updating the web site and hopes to have that completed sometime in September.

**12. Acceptance of Staff Report:** It was moved, seconded and passed 5/0 to accept the Staff Report.

**Business Meeting**

- 1. President's Report:** President Caril Ridley stated that she was energized with the Land Acquisition activity KPMPD is doing!
- 2. Minutes:** It was moved, seconded and approved 5/0 to defer August 13 minutes to the regular October meeting. There was no single topic meeting on August 27; KPMPD and the Trust For Public Land were presenting their arguments for Pierce County Conservation Futures to fund the balance of the purchase price of the Taylor Bay properties.
- 3. Financial Report:** Executive Director Scott Gallacher has begun work on the 2008 Budget which must be approved and submitted to Pierce County before the end of the year. The balance in Pierce Co. Budget and Finance is \$23,672.31 less approximately \$4000.00 in not yet entered vouchers; the most recent Zoo/Trek sales tax deposit had not yet been received. The Venture Bank account has \$10,797.18 in it. Some expenses on the Chase Visa were questioned; they were for cake and punch for the skate park inauguration. Rick Sorrels asked about purchase of a Sound System; Scott said it was used for Movie Night, the Skate Park Opening and will be used for other events. The damage the Fair caused to VP still has to be billed. Rick asked about the damage from last fall's vandalism; the insurance company is going to court on the park district's behalf and Scott will attend the proceedings. It was moved, seconded and passed 5/0 to approve the financial report.
- 4. Financial/Skate Park Costs to Date:** There was discussion about access to the Skate Park. The challenge is to make the entrée difficult for bicyclists but to keep ADA and emergency accessibility. \$83,274.14 has been reimbursed by Pierce County on the Skate Park to date; this covers the concrete and equipment. Charges by Addison Construction are still to be reimbursed; Scott is looking for the billing statement so it can be forwarded to Pierce Co. Budget. Lighting expenses are yet to be determined. Peninsula Light and Birch Electric are working on that. The entrance gate, ramp and signage are additional expenses. The Zech and Adi West Foundation have not contributed funding to the Skate Park project. Approximately \$13,700.00 remain in the Pierce County Council-Maniac grant secured by Terry Lee. Bill Hicks voiced concerns about parking and visibility. Parking should be removed from in front of the Skate Park access; parking rules should be enforced. Barbara Rowland mentioned that Stadium High School "boots" cars and charges to remove the boot; Bob Hicks said that maybe KPLL could do that as a fund raiser during games and practices. Scott was instructed to ask WGEP about "booting" cars and liability. Commissioner Greg Anglemyer mentioned that if KPMPD "donates" reserved parking spaces to KPLL to auction for the season, then they should be part of the solution.
- 5. Financial/Resolution 2007-07 Updating the Venture Bank Account Signatures:** It was moved, seconded and passed 5/0 to remove Paula DeMoss and Jerry Schick from the signature card and to add Commissioner Elmer Anderson (Clerk Kip Clinton remains on the card).
- 6. Other Minor Matters/Correction of Sick Leave Account and Payment for Staff:** A staff person who has been with the District since April 2006 has been out sick for several weeks now. It was brought to Executive Director Scott Gallacher attention that this staff member has been accruing sick leave under KPMPD's Human Resource Policy (accrual begins after 1 year of employment). Scott will rectify this error but he just wanted to let the Board know of the oversight. It was moved, seconded and passed 5/0 to approve the correcting the oversight.
- 7. Unfinished Business/Home Park Permit:** The building permit has not been received by KPMPD although the site plan has been returned. Some trees need to be removed for the project. There was discussion whether there was enough timber for a mixed load of logs; several bids are needed. A clump of trees by the bench and another near 8<sup>th</sup> St. have root rot and must be removed. Also some larger trees along 8<sup>th</sup> St. have to be removed for off-street parking access.

**8. Unfinished Business/2008 Budget:** The 2007 Budget was presented for review and as a basis for the 2008 budget. There is an accounting error in the 2007 budget; the Skate Park grant was double entered. Zoo/Trek Sales Tax income has been consistently up 3% to 5% from 2006. Currently KPMPD has \$30,000.00 in reserve. Scott requested the Commissioners work on the 2008 budget at home and bring their suggestions to the Oct. meeting. KPMPD needs to amend the 2007 budget, esp. in regards to the Skate Park, at the October meeting. Scott also gave the Commissioners wage and salary compensation information derived from other public agencies so that they may think about it for 2008.

**9. Unfinished Business/Resolution 2007-08 Authorizing the Pierce County Assessor to Collect a Tax Need in the Amount of \$600,000.00 (est. \$0.28 per \$1000.00 assessed value) and Reserving the Highest Lawful Levy Capacity Available for Future Years (RCW 84.55.092):** Resolution 2007-08 authorizes and requests the Pierce County Assessor to collect \$600,000.00 in property taxes for 2008, an actual current estimate of \$0.26 per \$1000.00. Total possible collection COULD be \$1,144,188.92 (KPMPD only requested a \$600,000.00 collection); KPMPD reserved the right to collect whatever the lawful maximum legal levy maybe in the future under this resolution. It was moved, seconded and passed 5/0 to approve Resolution 2007-08.

**10. Unfinished Business/Taylor Bay:** Commissioner Kip Clinton reported on the August 27 presentation before the Pierce County Conservation Futures Board. To date KPMPD has not received any response from Pierce County Parks and Recreation (which administers the Conservation Futures program). KPMPD has received a \$500,000.00 Salmon Recovery Fund (SRF) grant for purchase of the northern 30+ acres which encompass the creek and its mouth extending just south of the Taylor Bay Bridge. Because of this, the CF funding needs are substantially reduced and would purchase the two Bay front parcels.

**11. Unfinished Business/Park System Comprehensive Plan:** The first draft should be done by the end of October. A single topic meeting will be held on Sept. 24<sup>th</sup> at 7:30pm at the VP Annex to discuss the Park System Comprehensive Plan and a 6:30pm study session is planned before the regular Oct. 8<sup>th</sup> meeting on the same topic. Another single topic meeting may be required on Oct. 22<sup>nd</sup> at 7:30pm in VP. There were discussions about when to begin the public hearings on the plan; it needs to be approved before the end of 2007. Consensus was to hold the first hearing Oct. 30 with two additional hearings on Nov. 7<sup>th</sup> and Nov. 8<sup>th</sup>, 2007. Venues discussed were Minter Elementary or the Key Center Fire Station or Library or the Civic Center or the Longbranch Improvement Club. Suggested time frames were 7pm to 8pm. Scott will research venues.

**12. New Business/Upcoming KPMPD 2007 Meetings:** Sept. 24 will be a single topic Park System Comprehensive Plan meeting; Oct. 8 will be a regular KPMPD meeting; Oct. 22 will be a single topic Park System Comprehensive Plan meeting; the regular Nov. 12 meeting will be moved to Tuesday Nov. 13 because of the Veterans Day Holiday and will include the topic of the 2008 Budget as well as the Park System Comprehensive Plan; a single topic budget meeting will be held on Nov. 26; the final planned meeting for 2007 will be on Dec. 10 at which final votes are planned for the 2008 budget and the Park System Comprehensive Plan.

**13. New Business/KP Business Association Brochure and Advertisement Size:** The KP Business Association is creating a new brochure for 2008. Scott has talked to them about having a listing and ad in the brochure. Consensus was to opt for the enhanced advertising.

**14. Commissioners Comments:** Commissioner Elmer Anderson will be gone on Sept. 24. Commissioner Greg Anglemyer congratulated everyone on securing the SRF grant.

**Meeting Adjourned:** The regular public meeting of September 10, 2007, was adjourned at 10:00PM. The next meeting will be on Monday, September 14, 2007, at 7:30pm in the Annex

building at Volunteer Park; the topic will be Park System Planning. The October meeting will be on Monday, October 8, 2007 at 7:30pm and may be preceded by a 6:30pm study session. KPMPD will be resuming meetings on the fourth Monday of each month to develop a Park System Plan. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Kip Clinton, Clerk KPMPD.

***Disclaimer: KPMPD'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 Clerk's attention and corrected at the time the Board addresses and approves the minutes. The Clerk wishes to apologize to the public and other Commissioners for any errors which may occur in the unofficial minutes; she cannot talk and take notes at the same time.***