

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday, September 14, 2009**

**The public meeting was preceded by a 6:30PM study session on the Volunteer Park Master Plan.** Present at the study session were Elmer Anderson, Greg Anglemyer, Bill Trandum, Scott Gallacher, Laura Armstrong, Bruce Dees and Sylvia Tinio. Bruce Dee presented an informative update to the commissioners on the progress and the overall view of that process for developing a Volunteer Park master plan.

**The public meeting was called to order at 7:34 PM in the Volunteer Park Annex/Office Building by President Elmer Anderson.**

**Commissioners Present:** President Elmer Anderson, Vic president Greg Anglemyer, Bill Trandum and Bruce Nicholson. Commissioner Clinton excused; absent due to work related commitments. Also present for Key Pen Parks were Executive Director Scott Gallacher, and Administrative Assistant Laura Armstrong.

**Citizens Present:** Rick Sorrels, Barbara Rowland, Ed Robison and Kyle Chapman, Judy Mills, Don Mills and Joyce Niemann, George Robison

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

**Special Presentations by Citizens: New Business:**

**Special Presentations by Citizens: Old Business: Key Peninsula Historical Society 2009**

**Exhibit.** The Key Peninsula Historical Society wanted to thank Key Pen Parks for their support of the baseball exhibit for 2009. The Society members wanted to know if the park board commissioners had any ideas for 2010 exhibits. An exhibit on the Home colony, whales in the bay area around the Key Peninsula, past and present parks on the Key Peninsula and fishing around the Key Peninsula were among topics ideas discussed. Commissioners recommended that The Historical Society come up with a list of about 5 different topics that they would like to use over the next few years and presented it to the park board before the October meeting.

**Citizen Comments:** Don Mills asked; what it would take to put the Civic Center back into the hands of the park. Staff stated that the Civic Center would have to initiate the discussion and the process. They would then have to supply Key Pen Parks with supporting documents so that the park could determine what would be needed and the cost to make sure the building is in compliance with ADA regulations. Executive Director Gallacher stated that this would be a very long process. Rick Sorrels stated that in August the fire lid lift levy failed and they are putting the same dollar amount and the same levy and the same reason for the levy on the November ballot. He thinks the fire commissioners and the pro committee members feel people just don't know the facts. The pro committee will be holding two public forms to change the public's mind. The first will be on October 1, and the second one will be on the 15<sup>th</sup> of October.

**Business Meeting**

**1. Minutes:** Commissioner Trandum moved to approve the August 10<sup>th</sup> minutes as submitted; Commissioner Anglemyer seconded the motion. The minutes were approved 4/0.

**2. Financial Report:** The August 31 2009, Pierce Co. Budget and Finance balance was \$348,829.33. The Zoo Trek deposit was \$9,840.85; a reduction of \$1803.88 from the same time period in 2008. Total Zoo Trek collections to date are \$73942.00. Real and Personal property tax collections were \$2,601.70. 2008 delinquent property tax collections were \$432.42. Total 2009 Real and Personal property tax collections to date are \$308,509.00. Total Delinquent property tax collected in 2009 was \$13,541.00. The Venture Bank balance shows \$6,771.63 as of

August 31, 2009. Augusts' expenses were \$53,348.44. Major expenses in addition to 3 payroll periods expenses under August were: Appraisal for 2 parcels of undeveloped land at Minter Creek \$4000.00, Septic service for Maple Hollow and Home Park \$1695.72, Stone blocks for retaining wall at Volunteer Park.

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

**a. Disc Golf:** Staff announced that the disc golf course is playable but there are still some minor corrections being made to the tees. A work party is currently being set up for October 3 or 4. Staff is in the process of getting a sign saying that the disc golf is now open. Commissioner Trandum stated that he would like to see course maps made up and Commissioner Anglemyer stated that the park should have signs made up marking each hole; he felt that the park might try to get community business to sponsor each hole. He also suggested putting a page on Key Pen Parks web site with disc golf information and felt that it should contain links to other disc golf web sites. There was talk about doing a grand opening sometime next year; no date has been set at this time.

**b. NRPA Conference:** Executive Director Gallacher and Recreation Coordinator Harvell will be attending the conference this year. Harvell has been selected as the young professional scholarship winner for 2009. Commissioner Anglemyer made a request that if staff sees any seminars on alternative programs for youth that staff tries to attend.

**c. Programs:** Commissioner Trandum requested that the Recreation Coordinator send a short monthly report to each of the commissioners with a brief description of what programs and events are going on in each upcoming month.

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

**a. Land and Improvement Committee (Commissioner Trandum):** Commissioner Trandum presented a form for a sponsorship program for park Facilities. Commissioner Anglemyer wanted to add the wording to include not just for a specific park but for facility projects at specific properties that the public could take on. Commissioner Trandum felt that people come to meetings with request for projects such as equestrian or dog parks but that is as far as it goes. This program will allow people to become a sponsor or Sponsors for that property or project. The sponsor will be responsible for getting information such as cost, funding, and other information needed to evaluate if the project will be a fit with Key Pen Parks. Sponsors will work with the park commissioner and staff and attend park meetings as a way to keep commissioners informed on the progress of the project. Commissioner Anglemyer felt that there needed to be a set time to review the list of sponsors to keep it current. Commissioner Anderson commented that the requirements might scare people off from taken on a project. Commissioner Trandum stated that if a person wanted to really get the project done they will be serious enough to put the time, effort and energy to see it through to the end. Commissioner Trandum will make any wording changes needed to the sponsorship program document.

**b. Trails Committee (Commissioner Clinton): No Report**

**5. Board President's Report:** Commissioner Anderson commented on the Home Park anniversary party held on September 12. He felt that although attendance was low it was well presented and there were lots of great comments from the community regarding Home park. Barbara Rowland commented on how nice the new bench sponsored by the Sportsman club looked.

**6. Unfinished Business/Community Garden:** Commissioner Anglemyer is still gathering information and hopes to present this information over the next 30 days during the budget meetings.

**7. Unfinished Business/ 2010 Budget:** Executive Director Gallacher asked the commissioners for some direction on proceeding with the upcoming 2010 budget preparation. He gave the commissioners a list of capital items that were ideas he felt the commissioners might want to consider. He asked that the commissioners review the list and send their feedback to him over the next few weeks. His question to the commissioners was where they feel Key Pen Parks wants to

be on this to be able to determine what dollar amount the budget will need to be. Commissioner Anderson asked at what point and time did the park have to come up with a decision on a position regarding a budget amount. Executive Director Gallacher stated that they have till December 1, 2009. Commissioner Trandum summarized the list given to them by the director by saying that this was a list of different ideas above and beyond the daily operation of the park and that some of these items could be added this year if the money was available to the park. Commissioner Anglemyer felt that the one thing missing from the list that needed to be added for consideration was a master plan for the park district. Executive Director Gallacher gave the commissioners a first rough draft 2010 budget plan for review and would like some input back by the first of October. Executive Directors Gallacher talked about the property taxes going down around the Key Peninsula and stated that in order to maintain the current allotted amount the public's taxes might increase. Barbara Rowland's commented that if the parks raise taxes that the people of the community would be very angry. Commissioner's stated they did not say anything regarding raising taxes and that in the past the park has already taken less than they are allotted. Executive Director Gallacher explained that due to any rise or drop in property values the State automatically adjusts the property taxes to reach the allocated amount the park was approved for.

**8. Unfinished Business/Key Pen Park Foundation:** Executive Director Gallacher stated that the documents have not been submitted at this time and will work on getting them done and submitted.

**9. New Business/ Key Peninsula Lions Club request of memorial for Lt. Col Rhys Woods:** George Robison, president of the Key Peninsula Lions Club, requested that a memorial in the form of a bench be placed at Volunteer Park near the new retaining wall. He also requested that the area be named after Lt. Col Rhys Woods. At this time the commissioners stated that citizens or organizations donating a bench in a person's honor was a practice that Key Pen Parks had already established and felt that there would be no problem with the Lions Club moving forward with that part of the request. For the second request of naming an area of the park, the commissioners felt that no policy had been established and rejected the request at this time. The commissioners instructed Executive Director Gallacher to research information regarding procedure and policies of private parties' requests for naming public land.

**10. New Business/ Grant application from Harvest Fest:** A grant application had been submitted the week before the park board meeting by Harvest Fest committee members. This grant request was in the amount of \$1000.00. The commissioners felt that due to the late submittal of the application, lack of clear information and Harvest Fest's advertisements and sponsorship recognition already being published that the grants policy and procedures process were not followed. This event was being held on October 3 and left no time for commissioners to be able to request any additional information. The grant was rejected 4/0. Harvest Fest will be advised of this decision and will be encouraged to apply next year.

**11. New Business/ State of Washington Recreation Conservation Office; Minter Creek project agreement and Maple Hollow:** Minter Creek was a program that the district was awarded a grant for. The park went forward with the grant with a waiver of retroactivity. This waiver mandated the park to be eligible to receive the funding for the property before the contract was signed. The total project was \$240,000.00 this was a 50/50 match grant. Currently a total of about \$160,000.00 has been spent over the last two years. The closing date for the other 3 acre parcel at Minter Creek is scheduled for the end of September 2009. The next step in fulfilling the requirement is to do a phase 1 environment assessment for the park. Executive Director Gallacher presented the commissioners with a contract that park board had already approved during a past park board meeting that now required a signature. Maple Hollow was offered a grant of \$688,000.00 with a 50/50 match. Deadline for signing this contract is September 30, 2009. Executive Director Gallacher was asking the board if they wanted to proceed with this project. The commissioners were undecided whether or not to commit the money it would need to fulfill the full scope of the project as submitted in the grant proposal. **NOTE;** at 9:25pm a vote was

taken to extend the meeting. Commissioner Nicholson moved to extend the meeting for 15 minutes to 9:45pm. Commissioner Anglemyer seconded the motion. The vote was passed 4/0. The meeting continued with the question could the scope of the project be changed to be able to get some of the work needed at Maple Hollow done. Executive Director Gallacher could not answer this question and would have to address it with the State of Washington Recreation Conservation Office. Executive Director Gallacher has already been looking at alternative methods and cost to achieve some goals for the projects at Maple Hollow. The commissioners directed the Executive Director to contact the State of Washington Recreation Conservation Office and find out if the park can rewrite the scope of work and still receive part of the grant money. This issue was deferred till information can be obtained. A special meeting could be arranged for readdressing the contract if needed after obtaining requested information.

**12. Commissioners Comments/Good of the Order:** Commissioner Anglemyer wanted to encourage everyone to attend the Volunteer Park Master Plan public meetings being held on October 22, and November 19<sup>th</sup> at the Key Center Fire station; the starting time will be at 6:30 pm.

**13. Meeting Adjourned:** The regular public meeting of September 14, 2009, was adjourned at 9:36PM. The regular October meeting will be on October 12, 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.***