



KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

August 8, 2022

7:00 PM Study Session

7:30 PM – Regular Meeting

Meeting Room, Key Peninsula Fire District 16 – Station 47 (Home)
1921 Key Peninsula Hwy NW, Home WA 98349

Public Comment is available in person or via Zoom by calling (253) 253 215 8782 with
Meeting ID: 824 1777 4052 Passcode: 048762

Hybrid Meeting may be available but not guaranteed due to technology
<https://us06web.zoom.us/j/82417774052?pwd=RzB2Vm9pdDN1NmVRbCs5TjZhZ3hPd09>

Members of the Board of Park Commissioners
Mark Michel, President

Linda Parry, Vice President
Kip Clinton, Clerk

Shawn Jensen, Member-at-Large
Ed Robison, Member-at-Large

Study Session – 7:00 PM

1. Community Presentation
 - a. Key Peninsula Parks & Recreation Foundation

Regular Meeting – 7:30 PM

1. Call to Order

2. Roll Call

- Position 1 - Linda Parry
- Position 2 - Shawn Jensen
- Position 3 - Mark Michel
- Position 4 – Ed Robison
- Position 5 – Kip Clinton

	Present	Excused	Comment
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3. Pledge of Allegiance

4. Approval of Agenda

5. Special Presentations

6. Public Comments: *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.

7. Approval of the Minutes

- a. Regular Meeting of June 13, 2022

8. Financial Report

July 2022 Financial Report

Total expenditures \$139,826.69

- Accounts Payable \$45,125.44 Check # 2139 -
- Payroll/Benefits \$59,509.78 EFT's
- Pierce County Claim \$35,000 EFT's
- Petty Cash \$1.65 Cash
- Bank service fees \$189.82 EFT's

Total Revenue \$37,203.90

- Other Revenues \$7,382.02
- Zoo Trek \$22,759.70
- Property Tax \$4,355.13
- Investment \$2,707.05
- Leasehold Excise \$
- Timber Excise Tax \$
- Sale of Tax Title Property \$0

9. Executive Director's Report

10. Board Committee and Advisory Council Reports

- a. Land and Improvements Committee
- b. Key Peninsula Park and Recreation Foundation Report
- c. Trail Update

11. Board President's Report

12. Unfinished Business

- a. Direction on Sportsman's Club Property

13. New Business

- a. Direction on Agreement for Climbing Pole Removal
- b. Direction on Proposed Fee Schedule for Key Peninsula Little League

14. Other minor matters

15. Good of Order/Comments by Board Members

16. Next Regular Meeting September 12, 2022

17. Adjournment



Meeting: August 8, 2022

Item # Study Session

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 8, 2022

Subject: Study Session

Background

Key Pen Parks and the Key Peninsula Parks and Recreation Foundation are two separate entities, with two separate governing bodies. However, we are linked with a joint desire to provide quality parks for the community. While Key Pen Parks cannot make a motion or formal decision on any Key Peninsula Parks and Recreation Foundation business meeting topic, the Foundation has asked to present to the Board on their challenges and possible solutions.



Meeting: August 8, 2022

Item # 7

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 8, 2022

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from the Regular Meeting on June 13, 2022.

Recommended Action: Approve meeting minutes.

Attachment 1: Minutes from the June 13, 2022 Regular Meeting



Meeting: August 8, 2022

Item # 8a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Via: Laura Armstrong, Fiscal Specialist

Date: August 8, 2022

Subject: Approval of Finances

Background

This report includes a summary of the financial information from July 2022 for Board approval.

July 2022 Financial Report

Total expenditures \$139,826.69

• Accounts Payable	\$45,125.44	Check # 2139 -
• <u>Payroll/Benefits</u>	\$59,509.78	EFT's
• <u>Pierce County Claim</u>	\$35,000	EFT's
• <u>Petty Cash</u>	\$1.65	Cash
• <u>Bank service fees</u>	\$189.82	EFT's

Total Revenue \$37,203.90

• Other Revenues	\$7,382.02
• Zoo Trek	\$22,759.70
• Property Tax	\$4,355.13
• Investment	\$2,707.05
• Leasehold Excise	\$
• Timber Excise Tax	\$
• Sale of Tax Title Property	\$0

TREASURER'S REPORT

Fund Totals

Key Peninsula Metro Parks District

07/01/2022 To: 07/31/2022

Time: 10:50:41 Date: 08/05/2022

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	4,889,512.23	37,203.90	139,826.69	4,786,889.44	5,448.08	0.00	0.00	4,792,337.52
	<u>4,889,512.23</u>	<u>37,203.90</u>	<u>139,826.69</u>	4,786,889.44	<u>5,448.08</u>	<u>0.00</u>	<u>0.00</u>	4,792,337.52

TREASURER'S REPORT

Account Totals

Key Peninsula Metro Parks District

07/01/2022 To: 07/31/2022

Time: 10:50:41 Date: 08/05/2022

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	3,026.00	7,382.02	7,515.12	2,892.90	0.00	0.00	2,892.90
2 First Citizens Payroll	23,763.30	80,116.07	59,513.78	44,365.59	0.00	0.00	44,365.59
3 Pierce County	4,837,939.25	37,151.18	181,932.47	4,693,157.96	0.00	0.00	4,693,157.96
4 Petty Cash	166.28	0.00	1.65	164.63	0.00	0.00	164.63
5 First Citizens AP	24,617.40	66,816.40	45,125.44	46,308.36	0.00	5,448.08	51,756.44
Total Cash:	4,889,512.23	191,465.67	294,088.46	4,786,889.44	0.00	5,448.08	4,792,337.52
	4,889,512.23	191,465.67	294,088.46	4,786,889.44	0.00	5,448.08	4,792,337.52

TREASURER'S REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District

07/01/2022 To: 07/31/2022

As Of: 07/31/2022 Date: 08/05/2022

Time: 10:50:41 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	568	06/17/2022	Claims	5	2123	Merry Makers	1,255.75	Rental of classic 30 obstacle course, camelot castle bounce house, airbrush artist, balloon twister and portable power for July family fun fest event
2022	687	07/08/2022	Claims	5	2151	Victoria Storwick	77.25	Refund on rental of Gateway Park Pavilion on 7-3-2022. Even with reservation conformation letter in hand, people using pavilion for an non-reservation party would not leave.
2022	710	07/15/2022	Claims	5	2156	Hemley's Handy Kans	877.50	QTY:8 portable toilet rentals for Summer Family Fun Fest event
2022	734	07/22/2022	Claims	5	2161	AMI Graphics	204.05	Shipping charge for road banner and cinema banner
2022	737	07/22/2022	Claims	5	2164	Enduris Washington	29.00	Property insurance
2022	738	07/22/2022	Claims	5	2165	Glen Cove Repair LLC	62.60	Oil change and filter change for 2015 Chevy Silverado 2500 HD
2022	739	07/22/2022	Claims	5	2166	Veronica L Grandt	97.70	Employee mileage reimbursement for Grandt, Veronica for June 2022
2022	740	07/22/2022	Claims	5	2167	Kohler Heating & A/C	237.60	A/C / heat unit Diagnostic service.
2022	741	07/22/2022	Claims	5	2168	Purdy Topsoil and Gravel LLC	254.66	Gravel for Rain Garden at Gateway Park
2022	742	07/22/2022	Claims	5	2169	Jenn Rosendahl	60.00	Refund for Makers Market vendor unable to participate in the event.
2022	756	07/29/2022	Claims	5	2172	Canon Financial Services, INX	121.11	Rental contract for Canon C5535I printer and Canon fax board
2022	757	07/29/2022	Claims	5	2173	Cascade Recreation, INC	241.70	Pendulum shackles, purchased in 08-01-2021, invoice was never sent. Note: see paper trail attached with invoice.
2022	758	07/29/2022	Claims	5	2174	EPIC Business Essentials	1,064.48	Office supplies, printer paper, pens, laminator sheet, account was set up in 2016 as tax-exempt, this has been corrected and sales tax has been added from past orders
2022	759	07/29/2022	Claims	5	2175	Timothy J Gleason	100.00	Boot reimbursement per employee handbook for Gleason
2022	760	07/29/2022	Claims	5	2176	Peninsula Light Company	275.05	Electric bill for Gateway WSDOT, Gateway Event/Sep, Gateway Park restrooms, Gateway Park home/shop/ 5 car
2022	761	07/29/2022	Claims	5	2177	ATTN: Accounts Receivable ULINE	489.63	10 Plastic pails, 10 Graduated mixing pails, 10 trash picker grips, 4 box of latex gloves.

TREASURER'S REPORT

Outstanding Vouchers

07/01/2022 To: 07/31/2022

As Of: 07/31/2022 Date: 08/05/2022

Time: 10:50:41 Page: 4

Key Peninsula Metro Parks District

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							5,448.08	

Fund	Claims	Payroll	Total
001 General Fund	5,448.08	0.00	5,448.08
	5,448.08	0.00	5,448.08

TREASURER'S REPORT

Signature Page

Key Peninsula Metro Parks District

07/01/2022 To: 07/31/2022

Time: 10:50:41 Date: 08/05/2022

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We the undersigned officer for the Key Peninsula Metropolitan Park District, have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
Commissioner / Date Fiscal Specialist / Date

July 2022 Expenditures

Key Peninsula Metro Parks District

Time: 10:36:54 Date: 08/05/2022

07/01/2022 To: 07/31/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Department of Revenue	730	07/20/2022	Claims	5	1,470.18	2nd quarter leasehold tax for Snack Shack, Taylor Bay and Gateway House.
220702001 AMI Graphics	675	07/08/2022	Claims	5	2,326.32	Vinal banner for Family Fun Fest and Cinema Under the Stars
220702002 CenturyLink	676	07/08/2022	Claims	5	137.52	Internet and phone for Gateway Park
220702003 Correctional Industries Accounting	677	07/08/2022	Claims	5	53.53	Employee uniforms
220702004 D.M. Recycling Co	678	07/08/2022	Claims	5	197.00	Recycle service for Gateway Park
220702005 Gleason Timothy J	679	07/08/2022	Claims	5	81.32	Mileage reimbursement for June 2022 for Gleason, Timothy
220702006 Hemley's Handy Kans	680	07/08/2022	Claims	5	232.50	Portable toilet rental for 360 Trails, Key Central Forest, Taylor Bay Park
220702007 Murreys Disposal Company	681	07/08/2022	Claims	5	720.14	Garbage service for Gateway Park and Volunteer Park
220702008 Occupational Medical Clinic of Tacoma	682	07/08/2022	Claims	5	198.00	Pre-employment physical, audio and drug screen for White, Devin
220702009 PCRCO, LLC	683	07/08/2022	Claims	5	68.98	Gateway Park overflow trash
220702010 Peninsula Light Company	684	07/08/2022	Claims	5	1,091.51	Electric bill for Volunteer Park, Home Park, Taylor Bay Park.
220702011 Purdy Topsoil and Gravel LLC	685	07/08/2022	Claims	5	254.66	1.5" Drain rock for Gateway Park rain garden
220702012 Society for Human Resource Management	686	07/08/2022	Claims	5	229.00	Membership Renewal for 9-2022 to 8-31-2023
220702013 Storwick Victoria	687	07/08/2022	Claims	5	77.25	Refund on rental of Gateway Park Pavilion on 7-3-2022. Even with reservation conformation letter in hand, people using pavilion for an non-reservation party would not leave.
220702014 Verizon Wireless	688	07/08/2022	Claims	5	435.11	Cellphones for all employees
220704001 PEBB Health Insurance	691	07/08/2022	Payroll	5	11,196.30	
220705001 All Play Systems	708	07/15/2022	Claims	5	2,033.00	Gateway Park zipline replacement parts
220705002 Glen Cove Repair LLC	709	07/15/2022	Claims	5	62.60	Oil and Filter change for 2005 Chevy Silverado 2500 HD
220705003 Hemley's Handy Kans	710	07/15/2022	Claims	5	877.50	QTY:8 portable toilet rentals for Summer Family Fun Fest event
220705004 Madrona Law Group PLLC	711	07/15/2022	Claims	5	350.00	Professional services provided.
220705005 Perkosky Tracey L	712	07/15/2022	Claims	5	154.43	Mileage reimbursement for Perkosky, Tracey June 2022
220705006 US Bank	713	07/15/2022	Claims	5	17,132.75	U.S. bank statement 7-6-2022
220705007 Verizon Wireless	714	07/15/2022	Claims	5	61.06	Monthly phone plan for employee phone
220709001 AMI Graphics	734	07/22/2022	Claims	5	204.05	Shipping charge for road banner and cinema banner
220709002 Astound	735	07/22/2022	Claims	5	173.39	Internet and phone for Volunteer Park
220709003 Copiers Northwest	736	07/22/2022	Claims	5	125.30	Cost of extra copies as per contract for Cannon copier.
220709004 Enduris Washington	737	07/22/2022	Claims	5	29.00	Property insurance
220709005 Glen Cove Repair LLC	738	07/22/2022	Claims	5	62.60	Oil change and filter change for 2015 Chevy Silverado 2500 HD
220709006 Grandt Veronica L	739	07/22/2022	Claims	5	97.70	Employee mileage reimbursement for Grandt, Veronica for June 2022
220709007 Kohler Heating & A/C	740	07/22/2022	Claims	5	237.60	A/C / heat unit Diagnostic service.
220709008 Purdy Topsoil and Gravel LLC	741	07/22/2022	Claims	5	254.66	Gravel for Rain Garden at Gateway Park
220709009 Rosendahl Jenn	742	07/22/2022	Claims	5	60.00	Refund for Makers Market vendor unable to participate in the event.

July 2022 Expenditures

Key Peninsula Metro Parks District

Time: 10:36:54 Date: 08/05/2022

07/01/2022 To: 07/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
220709010 United Rentals	743	07/22/2022	Claims	5	1,737.03	Rental of Scissor lift for Volunteer Park admin building paint and repair
220709011 WA water service company	744	07/22/2022	Claims	5	411.48	Gateway park and Splash pad usage
220711001 Canon Financial Services, INX	756	07/29/2022	Claims	5	121.11	Rental contract for Canon C5535I printer and Canon fax board
220711002 Cascade Recreation, INC	757	07/29/2022	Claims	5	241.70	Pendulum shackles, purchased in 08-01-2021, invoice was never sent. Note: see paper trail attached with invoice.
220711003 EPIC Business Essentials	758	07/29/2022	Claims	5	1,064.48	Office supplies, printer paper, pens, laminator sheet, account was set up in 2016 as tax-exempt, this has been corrected and sales tax has been added from past orders
220711004 Gleason Timothy J	759	07/29/2022	Claims	5	100.00	Boot reimbursement per employee handbook for Gleason
220711005 Peninsula Light Company	760	07/29/2022	Claims	5	275.05	Electric bill for Gateway WSDOT, Gateway Event/Sep, Gateway Park restrooms, Gateway Park home/shop/ 5 car
220711006 ULINE ATTN: Accounts Receivable	761	07/29/2022	Claims	5	489.63	10 Plastic pails, 10 Graduated mixing pails, 10 trash picker grips, 4 box of latex gloves.
Total Checks:					45,125.44	

July 2022 Payroll Expenditures

Key Peninsula Metro Parks District

Time: 10:33:59 Date: 08/05/2022

07/01/2022 To: 07/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT EFTPS	689	07/08/2022	Payroll	2	5,468.56	
EFT WA State Department of Retirement	690	07/08/2022	Payroll	2	7,137.69	
EFT Employee Paycheck	650	07/11/2022	Payroll	2	2,181.84	
EFT Employee Paycheck	651	07/11/2022	Payroll	2	1,616.58	
EFT Employee Paycheck	652	07/11/2022	Payroll	2	1,230.42	
EFT Employee Paycheck	653	07/11/2022	Payroll	2	1,519.48	
EFT Employee Paycheck	654	07/11/2022	Payroll	2	1,538.92	
EFT Employee Paycheck	655	07/11/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	656	07/11/2022	Payroll	2	118.21	
EFT Employee Paycheck	657	07/11/2022	Payroll	2	1,357.39	
EFT Employee Paycheck	658	07/11/2022	Payroll	2	118.21	
EFT Employee Paycheck	659	07/11/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	660	07/11/2022	Payroll	2	1,458.04	
EFT Employee Paycheck	661	07/11/2022	Payroll	2	681.37	
EFT WA State Dept. of Licensing	694	07/11/2022	Claims	2	13.00	Driving report for Seasonal employee application (Jensen)
EFT Department of Labor & Industries	715	07/15/2022	Payroll	2	4,526.36	
EFT EFTPS	731	07/20/2022	Payroll	2	5,448.14	
EFT ESD-PFLMA	732	07/20/2022	Payroll	2	547.57	
EFT Employment Security Department	733	07/20/2022	Payroll	2	1,930.73	
EFT Department of Licensing	749	07/20/2022	Claims	2	13.00	Driving record for possible seasonal staff. (Quick)
EFT Employee Paycheck	720	07/25/2022	Payroll	2	2,181.83	
EFT Employee Paycheck	721	07/25/2022	Payroll	2	1,616.58	
EFT Employee Paycheck	722	07/25/2022	Payroll	2	1,197.75	
EFT Employee Paycheck	723	07/25/2022	Payroll	2	1,480.53	
EFT Employee Paycheck	724	07/25/2022	Payroll	2	1,683.29	
EFT Employee Paycheck	725	07/25/2022	Payroll	2	2,451.18	
EFT Employee Paycheck	726	07/25/2022	Payroll	2	1,269.84	
EFT Employee Paycheck	727	07/25/2022	Payroll	2	2,685.13	
EFT Employee Paycheck	728	07/25/2022	Payroll	2	1,319.90	
EFT Employee Paycheck	729	07/25/2022	Payroll	2	991.43	
EFT United Concordia	748	07/25/2022	Payroll	2	590.50	
Total Checks:					59,509.78	

July 2022 Petty Cash Expenditures

Key Peninsula Metro Parks District

Time: 10:38:36 Date: 08/05/2022

07/01/2022 To: 07/31/2022

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Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Grandt Veronica L	693	07/11/2022	Claims	4	1.65	Reimbursement for changing cash to M.O. for scan deposit.
Total Checks:					1.65	

VOUCHER APPROVALS

Key Peninsula Metro Parks District

Time: 11:08:24 Date: 08/05/2022

07/01/2022 To: 07/31/2022

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT Pierce County Budget and Finance	783	07/29/2022	Claims	3	35,000.00	Principal due for GO Bond.
Total Checks:					<u>35,000.00</u>	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District

Time: 10:55:03 Date: 08/05/2022

07/01/2022 To: 07/31/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
750	07/25/2022	07/31/2022	2		Ser Chge		First Citizens	4.00	Bank service fees.
	576 80 49 003	Banking Fees		001	General Fund			4.00	Bank service fees.
766	07/29/2022	07/31/2022	1		Ser Chge		First Citizens	76.00	Bank service fees.
	576 80 49 003	Banking Fees		001	General Fund			76.00	Bank service fees.
767	07/29/2022	07/31/2022	1		Ser Chge		Merch Bankcard service	109.82	Credit card processing fees
	576 80 49 003	Banking Fees		001	General Fund			109.82	Credit card processing fees

Records Printed: 3

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	189.82
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund	0.00	0.00	0.00	0.00	189.82	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	189.82	0.00	0.00	0.00

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 10:40:10 Date: 08/05/2022

07/01/2022 To: 07/31/2022

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
667	07/06/2022	Tr Rec	1766	1438	1	General Customer	60.00	Rental of Gateway pavilion on 7-12-2022 from 5-7pm for (Hegg)
668	07/06/2022	Tr Rec	1767	1439	1	General Customer	50.00	Rental of Home Park Shelter on 7-9-2022 from 12-3pm for (Henderson)
669	07/06/2022	Tr Rec	1768	1440	1	Peninsula Light Company	2,500.00	Sponsor for Spring fun day \$1500.00and Summer fun day \$1000.00.
670	07/06/2022	Tr Rec	1769	1441	1	Tracey L Perkosky	1,198.12	Rent, electric, and leasehold tax for July 2022 Gateway House.
671	07/06/2022	Tr Rec	1770	1442	1	The Snack Shack	591.36	Rent, electric and leasehold tax for concession building July 2022.
672	07/06/2022	Tr Rec	1771	1443	1	Kyle Armstrong	400.00	Rent, electric and leasehold tax for Taylor Bay Caretaker July 2022. (Check 1 of 2)
673	07/06/2022	Tr Rec	1772	1444	1	Kyle Armstrong	364.20	Rent, electric and leasehold tax for Taylor Bay Caretaker July 2022. (Check 2 of 2)
674	07/06/2022	Tr Rec	1773	1445	1	US Bank	625.27	Quarterly WSCA credit card rebate program.
692	07/11/2022	Tr Rec	1774	1446	1	General Customer	30.00	Vendor fee for Summer fun fest event. (Shantel Raychel)
697	07/14/2022	Tr Rec	1775	1447	1	General Customer	87.55	Rental of Gateway Park Pavilion on 8-28-2022 from 1-4pm for (Oliver)
698	07/14/2022	Tr Rec	1776	1448	1	General Customer	30.90	Vendor for Summer fun Fest (Hernandez)
699	07/15/2022	Tr Rec	1777	1449	1	General Customer	87.55	Rental of Gateway Park Pavilion on 7-10-2022 from 10 - 1pm for (Olson),
700	07/15/2022	Tr Rec	1778	1450	1	General Customer	30.90	Vendor for Summer fun fest event (Bertully)
701	07/15/2022	Tr Rec	1779	1451	1	General Customer	15.45	Gateway Park pavilion extra hour added to (Smith) rental 7-16-2022
702	07/15/2022	Tr Rec	1780	1452	1	General Customer	61.80	Rental of Gateway Park Pavilion on 8-15-2022 from 1-4 pm for (Vallembois)
703	07/15/2022	Tr Rec	1781	1453	1	General Customer	77.25	Rental of Gateway Park Pavilion on 8-6-2022 from 10-2 pm for (Edwards)
704	07/15/2022	Tr Rec	1782	1454	1	General Customer	87.55	Rental of Gateway Park Pavilion on 7-8-2022 from 12-2 pm for (Scarlet)
705	07/15/2022	Tr Rec	1783	1455	1	General Customer	46.35	Vendor fee for Summer Fun Fest event (Novick)
706	07/15/2022	Tr Rec	1784	1456	1	General Customer	61.80	Rental of Gateway Park Pavilion on 8-21-2022 from 12-2 pm for (Wellman)
707	07/15/2022	Tr Rec	1785	1457	1	General Customer	103.00	Rental of Gateway Park Pavilion on 7-31-2022 from 2-4 pm for (Mataya)

RECEIPT REGISTER

Key Peninsula Metro Parks District

Time: 10:40:10 Date: 08/05/2022

07/01/2022 To: 07/31/2022

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Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
745	07/22/2022	Tr Rec	1786	1458	1	General Customer	50.00	Rental Home Park shelter on 8-20-2022 from 1 - 4pm for (Kiney)
746	07/22/2022	Tr Rec	1787	1459	1	General Customer	103.00	Rental Gateway Pavilion on 7-27-2022 from 12-2pm for (Johnson)
747	07/22/2022	Tr Rec	1788	1460	1	General Customer	45.32	Rental Gateway Pavilion on 7-21-2022 from 5-7pm for (Charles)
751	07/28/2022	Tr Rec	1789	1461	1	General Customer	185.40	Rental of Gateway Park Pavilion on 8-21-2022 from 3-7pm for (Thomas)
752	07/28/2022	Tr Rec	1790	1462	1	General Customer	139.05	Rental of Gateway Park Pavilion on 9-10-2022 from 12-4pm for (Hohnhorst)
753	07/28/2022	Tr Rec	1791	1463	1	General Customer	46.35	Rental of Gateway Park Pavilion on 8-28-2022 from 11-1pm for (Burton)
754	07/28/2022	Tr Rec	1792	1464	1	General Customer	51.50	Rental of Home Park shelter on 8-14-2022 from 1-4pm for (Eckley)
755	07/29/2022	Tr Rec	1793	1465	1	General Customer	144.20	Rental of Gateway Park pavilion on 8-14-2022 from 1:30-4:30pm for (Pacheco)
768	07/29/2022	Tr Rec	1794		3	Pierce County Budget and Finan	4,355.13	Property tax of \$3,366.26 and delinquent tax of \$988.87.
769	07/29/2022	Tr Rec	1795		3	Pierce County Budget and Finan	22,759.70	Zoo Trek
770	07/29/2022	Tr Rec	1796		3	Pierce County Budget and Finan	2,707.05	Investment Interest
771	07/29/2022	Tr Rec	1797	1466	1	General Customer	108.15	Rental of Gateway Park pavilion on 8-27-2022 from 4-7pm for (Roberts)
							<hr/>	
310 Taxes							27,114.83	
340 Park Fees							135.00	
360 Long Terms							9,954.07	
001 General Fund							<hr/> 37,203.90	
							<hr/> 37,203.90	

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
311 10 00 000 Taxes, Real & Person	5,240.30	32,886.27	95,001.67	562,715.90	114,026.15	8,402.34	4,355.13	0.00	0.00	0.00	0.00	0.00	822,627.76	1,461,536.00	56%
313 17 00 000 Taxes, Zoo Trek Excis	22,379.30	24,652.65	20,534.92	20,690.34	24,386.43	23,388.24	22,759.70	0.00	0.00	0.00	0.00	0.00	158,791.58	185,000.00	86%
317 20 00 000 Taxes, Leasehold Exc	0.00	62.69	2.75	0.00	60.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.98	1,000.00	13%
317 40 00 000 Taxes, Forest Excise T	0.00	0.00	0.00	0.00	2,425.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,425.54	2,500.00	97%
310 Taxes	27,619.60	57,601.61	115,539.34	583,406.24	140,898.66	31,790.58	27,114.83	0.00	0.00	0.00	0.00	0.00	983,970.86	1,650,036.00	60%
334 02 70 000 Recreation Conserva	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0%
392 00 00 000 Premiums on Bonds	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	57,964.05	0.00	0.00	0.00	0.00	0.00	0.00	57,964.05	50,000.00	116%
347 60 00 003 Program Fees, Progi	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
340 Park Fees	0.00	525.00	1,195.09	285.00	255.00	270.00	135.00	0.00	0.00	0.00	0.00	0.00	2,665.09	2,000.00	133%
361 11 00 000 Investment Interest	147.53	158.01	366.72	645.21	1,149.88	1,615.99	2,707.05	0.00	0.00	0.00	0.00	0.00	6,790.39	2,000.00	340%
362 40 00 003 S&F Rentals, Campin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	0%
362 40 00 004 S&F Rentals, 360 Fiel	1,370.00	680.00	1,640.00	5,520.40	2,560.00	2,375.00	1,374.00	0.00	0.00	0.00	0.00	0.00	15,519.40	13,000.00	119%
362 40 00 005 S&F Rentals, Home F	0.00	0.00	0.00	150.00	100.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	400.00	200.00	200%
362 40 00 006 S&F Rentals, Volunte	0.00	0.00	100.00	1,085.00	0.00	95.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280.00	4,000.00	32%
362 50 00 001 S&F Rentals, Conces:	365.68	365.68	591.36	591.36	1,045.14	591.36	591.36	0.00	0.00	0.00	0.00	0.00	4,141.94	10,800.00	38%
362 50 00 002 S&F Rentals, Gatewa	1,263.91	1,347.93	1,300.30	1,280.38	1,266.43	1,238.85	1,198.12	0.00	0.00	0.00	0.00	0.00	8,895.92	15,618.00	57%
362 50 00 003 S&F Rentals, Storage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0%
362 50 00 004 S&F Rentals, Little Le	4,463.41	110.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,073.41	2,000.00	254%
362 50 00 005 S&F Rental, Taylor Be	814.20	1,550.40	0.00	764.20	764.20	814.20	764.20	0.00	0.00	0.00	0.00	0.00	5,471.40	9,171.00	60%
367 00 00 000 Contributions & Dor	500.00	2,000.00	1,250.00	1,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	7,750.00	10,000.00	78%
369 91 00 000 Other Revenue	50.85	4,730.30	439.54	339.27	90.45	82.20	669.34	0.00	0.00	0.00	0.00	0.00	6,401.95	2,000.00	320%
382 10 00 000 Refundable Deposits	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0%
360 Long Terms	8,975.58	10,942.32	6,187.92	12,375.82	6,976.10	6,812.60	9,954.07	0.00	0.00	0.00	0.00	0.00	62,224.41	69,089.00	90%
FUND REVENUES:	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	0.00	0.00	0.00	0.00	0.00	1,106,824.41	1,771,125.00	62%
576 80 10 001 Commissioner Wage	512.04	256.02	128.01	768.06	768.06	128.01	256.02	0.00	0.00	0.00	0.00	0.00	2,816.22	7,500.00	38%
576 80 10 002 Administrative Wage	21,298.67	20,274.22	20,521.14	23,023.25	21,325.46	23,114.60	22,694.07	0.00	0.00	0.00	0.00	0.00	152,251.41	263,000.00	58%
576 80 10 003 Park Operations Waç	14,646.74	14,351.20	14,755.85	18,616.40	12,290.56	20,765.47	22,413.92	0.00	0.00	0.00	0.00	0.00	117,840.14	278,000.00	42%
576 80 10 004 Park Operations - Ter	0.00	0.00	0.00	0.00	2,505.12	1,335.45	0.00	0.00	0.00	0.00	0.00	0.00	3,840.57	58,500.00	7%
576 80 20 001 Commissioner Perso	53.94	19.60	9.80	67.63	58.74	9.80	36.08	0.00	0.00	0.00	0.00	0.00	255.59	600.00	43%
576 80 20 002 Administrative Benef	7,092.00	5,135.69	8,391.93	9,064.67	7,481.48	7,365.48	9,165.59	0.00	0.00	0.00	0.00	0.00	53,696.84	98,000.00	55%
576 80 20 003 Park Operations Ben	8,429.95	4,863.04	5,003.77	9,621.54	4,201.49	5,331.71	16,370.99	0.00	0.00	0.00	0.00	0.00	53,822.49	155,000.00	35%
576 80 20 004 Park Operations - Ter	0.00	0.00	0.00	0.00	301.15	386.31	435.10	0.00	0.00	0.00	0.00	0.00	1,122.56	16,500.00	7%
576 80 20 006 Uniforms/Safety Gea	0.00	24.82	0.00	708.97	135.82	1,195.89	153.53	0.00	0.00	0.00	0.00	0.00	2,219.03	3,500.00	63%
576 80 31 001 Office Supplies	142.51	348.61	317.32	392.67	844.13	757.74	1,328.34	0.00	0.00	0.00	0.00	0.00	4,131.32	3,700.00	112%
576 80 31 002 Maintenance Supplie	463.87	3,548.61	2,895.35	2,774.11	4,054.81	3,661.15	10,617.09	0.00	0.00	0.00	0.00	0.00	28,014.99	60,000.00	47%
576 80 31 003 Equipment Maintene	56.11	69.98	353.71	0.00	0.00	345.63	847.77	0.00	0.00	0.00	0.00	0.00	1,673.20	3,200.00	52%
576 80 31 004 Vehicle Maintenance	0.00	0.00	0.00	0.00	0.00	53.90	0.00	0.00	0.00	0.00	0.00	0.00	53.90	1,500.00	4%
576 80 31 130 Supplies, Special Eve	0.00	0.00	263.61	1,423.59	271.40	539.78	0.00	0.00	0.00	0.00	0.00	0.00	2,498.38	3,000.00	83%

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January To July

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
576 80 31 140 Supplies, Special Eve	0.00	0.00	0.00	1,261.79	289.70	51.58	3,530.92	0.00	0.00	0.00	0.00	0.00	5,133.99	14,000.00	37%
576 80 31 150 Supplies - Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	184.21	0.00	0.00	0.00	0.00	0.00	184.21	7,500.00	2%
576 80 32 000 Park Operations Fuel	899.84	863.77	1,227.48	1,248.00	1,430.49	1,562.17	1,905.00	0.00	0.00	0.00	0.00	0.00	9,136.75	9,000.00	102%
576 80 35 000 Small Tools & Equipr	1,662.11	2,426.75	593.30	6,093.96	384.62	359.84	703.78	0.00	0.00	0.00	0.00	0.00	12,224.36	9,500.00	129%
576 80 41 000 Professional Services	5,206.00	40.00	0.00	38.99	418.20	548.99	10.79	0.00	0.00	0.00	0.00	0.00	6,262.97	6,500.00	96%
576 80 41 001 Professional Services	0.00	0.00	72.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.50	20,000.00	0%
576 80 41 002 Professional Services	19,479.63	1,102.95	232.20	1,509.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,324.08	23,100.00	97%
576 80 41 004 Professional Services	606.00	1,840.00	2,883.00	354.00	1,192.00	1,410.00	350.00	0.00	0.00	0.00	0.00	0.00	8,635.00	9,500.00	91%
576 80 41 005 Professional Services	266.00	497.81	1,310.03	2,964.88	344.50	1,297.25	548.00	0.00	0.00	0.00	0.00	0.00	7,228.47	7,500.00	96%
576 80 41 007 Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
576 80 41 008 Professional Services	0.00	0.00	0.00	3,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,240.00	6,500.00	50%
576 80 41 009 Election Costs	0.00	8,911.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,911.00	12,000.00	74%
576 80 42 001 Communications, Ph	703.70	740.68	723.12	695.49	796.36	777.22	808.73	0.00	0.00	0.00	0.00	0.00	5,245.30	9,450.00	56%
576 80 43 001 Travel, Commissione	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0%
576 80 43 002 Travel, Staff	0.00	130.18	433.41	637.02	657.67	370.30	343.95	0.00	0.00	0.00	0.00	0.00	2,572.53	15,000.00	17%
576 80 44 001 Taxes And Operation	0.00	0.00	316.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.34	1,100.00	29%
576 80 45 000 Equipment Rental\ L	1,329.11	276.11	1,672.27	395.80	607.14	1,080.60	3,093.44	0.00	0.00	0.00	0.00	0.00	8,454.47	8,000.00	106%
576 80 46 000 Insurance, General Li	0.00	0.00	0.00	0.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	0.00	29.00	40,250.00	0%
576 80 47 000 Utility Services, For A	2,673.18	2,014.23	7,051.20	2,987.22	3,047.54	2,822.85	2,764.16	0.00	0.00	0.00	0.00	0.00	23,360.38	35,700.00	65%
576 80 47 001 Utility Services, For	0.00	0.00	0.00	213.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	213.84	1,000.00	21%
576 80 48 000 Repairs & Maintenan	1,828.95	602.42	408.13	7,321.87	253.81	589.57	362.80	0.00	0.00	0.00	0.00	0.00	11,367.55	27,100.00	42%
576 80 49 001 Licenses & Permits	141.00	1,905.00	0.00	0.00	0.00	151.25	288.75	0.00	0.00	0.00	0.00	0.00	2,486.00	4,500.00	55%
576 80 49 002 Dues & Subscription	370.00	487.65	375.46	1,663.12	716.33	1,206.98	803.30	0.00	0.00	0.00	0.00	0.00	5,622.84	5,000.00	112%
576 80 49 003 Banking Fees	84.00	92.56	118.15	154.05	168.91	184.15	189.82	0.00	0.00	0.00	0.00	0.00	991.64	1,500.00	66%
576 80 49 004 Other Expenses	0.00	220.00	607.00	180.00	0.00	0.00	163.25	0.00	0.00	0.00	0.00	0.00	1,170.25	4,000.00	29%
576 80 49 006 Training, Staff	0.00	935.00	860.00	450.00	146.02	850.00	669.80	0.00	0.00	0.00	0.00	0.00	3,910.82	6,000.00	65%
576 Parks	87,945.35	71,977.90	71,524.08	97,870.22	64,691.51	78,253.67	101,068.20	0.00	0.00	0.00	0.00	0.00	573,330.93	1,241,200.00	46%
589 00 00 999 Payroll Liability Acco	-1,356.60	-1,063.13	-965.98	-913.27	-1,050.24	-1,643.00	-691.69	0.00	0.00	0.00	0.00	0.00	-7,683.91	0.00	0%
589 30 00 000 Other Non-Expendit	1,444.50	0.00	0.00	0.00	1,470.18	0.00	1,470.18	0.00	0.00	0.00	0.00	0.00	4,384.86	4,900.00	89%
580 Non-Expenditures	87.90	-1,063.13	-965.98	-913.27	419.94	-1,643.00	778.49	0.00	0.00	0.00	0.00	0.00	-3,299.05	4,900.00	67%
591 76 70 000 G.O. Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	100%
592 76 83 000 G.O. Bond Interest	0.00	0.00	0.00	0.00	0.00	11,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11,200.00	21,525.00	52%
591	0.00	0.00	0.00	0.00	0.00	11,200.00	35,000.00	0.00	0.00	0.00	0.00	0.00	46,200.00	56,525.00	82%
592 76 84 000 Debt Issuance Cost	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0.00	0.00	0.00	0.00	0.00	3,044.67	0.00	0%
594 76 62 001 Capital Improvemen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0%
594 76 62 020 Capital Improvemen	0.00	0.00	533.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.18	275,000.00	0%
594 76 63 001 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0%
594 76 64 001 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	28,549.30	2,980.00	0.00	0.00	0.00	0.00	0.00	31,529.30	78,500.00	40%
594 76 64 002 Capital Equipment -	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0%
594 Capital Expenditures	0.00	0.00	533.18	0.00	0.00	31,593.97	2,980.00	0.00	0.00	0.00	0.00	0.00	35,107.15	468,500.00	7%

2022 CASH FLOW - YEAR TO DATE

Key Peninsula Metro Parks District

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January To July

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001 General Fund	January	February	March	April	May	June	July	August	September	October	November	December	Total	Budgeted Amt	%
FUND EXPENDITURES:	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	0.00	0.00	0.00	0.00	0.00	651,339.03	1,771,125.00	37%
FUND GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	0.00	0.00	0.00	0.00	0.00	455,485.38		
FUND NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	455,485.38	455,485.38	455,485.38	455,485.38	455,485.38			

2022 FUND TOTALS

Key Peninsula Metro Parks District

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January To July

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REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	0.00	0.00	0.00	0.00	0.00	1,106,824.41	1,771,125.00	62%
	36,595.18	69,068.93	122,922.35	596,067.06	148,129.76	96,837.23	37,203.90	0.00	0.00	0.00	0.00	0.00	1,106,824.41	1,771,125.00	62%
EXPENDITURES	January	February	March	April	May	June	July	August	September	October	November	December	Total	Bud Amt	%
001 General Fund	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	0.00	0.00	0.00	0.00	0.00	651,339.03	1,771,125.00	37%
	88,033.25	70,914.77	71,091.28	96,956.95	65,111.45	119,404.64	139,826.69	0.00	0.00	0.00	0.00	0.00	651,339.03	1,771,125.00	37%
GAIN/LOSS:	-51,438.07	-1,845.84	51,831.07	499,110.11	83,018.31	-22,567.41	-102,622.79	0.00	0.00	0.00	0.00	0.00	455,485.38		
NET POSITION:	-51,438.07	-53,283.91	-1,452.84	497,657.27	580,675.58	558,108.17	455,485.38	455,485.38	455,485.38	455,485.38	455,485.38	455,485.38			



Regular Meeting: August 8, 2022

Item # 9

To: Board of Park Commissioners
From: Tracey Perkosky, Executive Director
Date: August 8, 2022
Subject: Executive Director's Report

It has been an incredibly busy month for staff! Maintenance has completed many, many hours of work on 360 Trails, Key Central Forest, Maple Hollow and Rocky Creek Conservation Area. For 360 Trails, staff has finished the multi-use trails (yellow on the trail map) and are moving into the joint mountain bike-pedestrian (orange) trails during August beginning in the southwest corner of the park. With most of the trails lacking names – a trail naming discussion will come to the Board shortly – staff has been using a highlighter system to track trail work. This is the current work completed at 360 Trails as of August 1st:



The trails at Rocky Creek are approximately 70% complete and Maple Hollow is approximately 80% complete for brush cutback. Key Central Forest has had some brush cutting back but needs review by the Parks and Facilities Manager to create a map for future work. Trails remain a primary focus to cut back the brush.

A minor repair of a concrete expansion joint was needed at the Splash Pad. Staff was able to replace the expansion pieces and cover it with a sealant. Staff will be reaching out to the contractor about any warranty work or suggestions on why this work failed so quickly after the project was completed. The caution tape will remain in place a few days while the sealant cures.



An abandoned vehicle with the hood open, front-end damage and no tires was reported by a neighbor at the emergency access to 360 Trails off 144th St. Upon investigation of the vehicle and prior to requesting a tow removal, staff discovered a woman inside the car along with two small dogs and contacted the Sheriff. The Sheriff informed us that the occupant was a neighbor checking out the vehicle but was not the owner, and further verification of the auto showed that it was not reported stolen. As such the Sheriff released the vehicle to Key Pen Parks and we called for a tow. It was removed on August 5th.

A field turf management project is underway at Volunteer Park. The fields will be aerated, seeded and fertilized. This process will be repeated in the autumn as well to build strong turf which will last through the sports seasons. The aerator has power train operation and attaches to our tractor – it was borrowed from the City of Mercer Island via a relationship from the Parks and Facilities Manager. This equipment does a better job than the spikes with bricks used previously and vibrates a bit in the ground to help loosen things up for the next steps. The sprinkler heads were also readjusted for better coverage of the fields. As of the writing of this report, the aeration is complete, and the seed/fertilizer will be completed next week.

Two new seasonal employees joined the team in the last week, one a 6 month seasonal working 20 hours a week and a second a 3 month seasonal position working 40 hours a week.

Home Park has been the topic of some social media conversation regarding homeless/drug users in the park. The District as requested additional patrols by law enforcement, plus staff checks the park at least twice a day. Only one check a day was made during the high heat. Thus far no needles have been found and staff continues to monitor it. Staff encourages park users to call the Sheriff if they are being harassed by other park users or witness illegal drug activity.

The Rocky Creek Conservation Area agreement is still in progress with Pierce County on the full agreement versus a month-to-month continuance. In my last communication with the County in late July, it was under review by the Finance Department. The process truly does take a year on an extension, despite a positive working relationship and this was delayed in its start by the Covid-19 pandemic. The timeline remains “soon” for completion.

The Executive Director also met with Pierce County this month to review Real Estate Excise Tax (REET 2) funding and Park Impact Fees (PIF). The allocations from REET 2 will continue with some changes to the reporting process. The PIF are new to the funding sharing model, with an anticipated allocation of \$324,000 over the next two years. The District would have 6 years to use them, based on our Capital Facilities Plan (version currently listed in the Comprehensive Plan). Funds may be carried over as long as they are expended within the designated time period. PIF can only be used for regional parks, which are Key Central Forest and 360 Trails/Gateway Park. Funds may be used for construction or planning. The current plan is for Key Pen Parks and Pen Met Parks to receive allocations based on population however that may change. The recalculated percentages show Key Pen Parks now has 31% of the population up from 30%, so a small increase in both funding sources is expected. Additional details to come, as this was the first of several meetings.

The County has responded with additional questions regarding the potential disc golf holes. Once those are clarified, we will begin a public engagement process on the plan.

Home Park is in the process of being adopted by the Key Peninsula Lions Club. We have received a verbal commitment and are awaiting the paperwork. It is also the location of our next volunteer work



party on August 13th from 9:00 AM to 12:00 PM. We are hoping to finish the work begun last month with painting, sanding, moving wood chips and more! On August 27th, we will host a volunteer work party at 360 Trails.

Cinema Under the Stars starts in August featuring a movie every Friday night, beginning at Gateway Park and the alternating with Volunteer Park. We will be showing both Wreck It Ralph movies, Ghostbusters Afterlife and Wonder Park. Activities begin at 7:30 PM with the movie at dusk. While it is only August, the event coordinator is already planning for All Hallows Eve in October!

The Executive Director participated with a booth at the Art Walk and the park offerings were well received! About 25 people signed up for the newsletter and most of the movie flyers were given away. Most of the families had not heard about the movies in the park, so we will be brainstorming on how to get the word out a little better. She also met with two individuals from the Palmer Lake HOA who are interested in installing a playground on their communal property to provide some history/information on our playgrounds, maintenance needs, etc.

Staff has submitted their budget requests to the Director and the draft budget process is underway to be shared with the Board as part of the formal budget process. The dog park survey is closed, however the results will not be ready for the Board meeting due to the time needed for the Logging Show questions. It will be on the September agenda. It has been an incredibly busy month and as a result the Master Plan RFQ has not been released and the small works roster project for the crawl space/vermin removal has also not been released. These will be priority projects especially with the prospect of PIF funds for the District.



Meeting: August 8, 2022

Item # 12 a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 8, 2022

Subject: Direction on Sportsman's Club

Background

During the Covid pandemic, the Sportsman's Club approached Key Pen Parks about a possible donation of the land to the District as they consider dissolving the club. The Board directed the Executive Director to research the options.

The primary challenge to this property is that there are 12 mobile/manufactured homes on the property. The homes are occupied and owner owned with a land lease, as in a typical mobile home park. The land and resulting infrastructure such as septic, wells, etc. are maintained by the landowner (Club). The land is zoned commercial. In my conversations with the Club's representatives, the homeowners are concerned that they will not be able to afford the maintenance/upkeep/taxes on the property as the club membership dwindles. In addition, it is my understanding that many are low-income living on fixed (Social Security) incomes, therefore raising the land rent may not be possible. I was told that many of the residents do not want loud events, large groups of people coming into the area as they are concerned about theft and crime.

The Club desires that the homeowners be able to stay in their mobile/manufactured homes until they decide to leave either to another location or are deceased. Per the representative, many of the homeowners wish to bequeath their homes to their next of kin. The Park District cannot require a donation of the home (willing seller provisions) and would have to pay fair market value, relocation expenses, etc. to any homeowner (next of kin).

The Park District is not set up to be a mobile home park owner and I'm not sure if we are permitted to do that long-term. Moreover, the item which has taken the longest to determine possible donation options is if this area would require to be dissolved under the State's mobile home rules. After discussions with Pierce County which occurred over several months, it was believed that if the District accepted the donation that it would be subject to the mobile home park closure process and was referred to the State. After several communications with the State, it was also their belief that the District would be subject to the rule governing mobile home parks even though this is not zoned as such due to how long ago the zoning was determined. <https://apps.leg.wa.gov/rcw/default.aspx?cite=59.20&full=true>

After much collaboration with professional colleagues, only a few possible suggestions come to mind. The District leases the recreational land from the Club thereby providing a revenue stream for taxes and/or repairs to the mobile home area. The Club would have to hire a caretaker/handyman or other similar person to do the work related to the mobile home area. The District could provide the maintenance to the recreational area. There would be a clause in the lease that when Club had properly dissolved the mobile home park area, that the land would then be donated to the Park District.



The Club could perform a boundary line adjustment (BLA) and carve out only the land needed for the mobile home area, the remainder would be donated to the Park District. This would leave the space rent to pay for only a small area and presumably lower taxes. However, this would leave the final residents vulnerable in that one or two houses space rent would likely not cover the taxes, major repairs or a caretaker/handyman.

Certainly, the District could accept the donation as-is after verifying that this is an acceptable use of taxpayer dollars, but the current staff is not able take on additional duties regarding this specialized area and a property management company would be needed for the mobile home section and additional staff for maintenance and rental of the club house (once brought up to standards) would need to be added to the budget.

While Key Pen Parks was the first choice of the Club, due to the amount of time it has taken to complete the initial research on the property, the lawyer for the Club informed us that the Club will be talking with other entities. If Key Pen Parks is seriously interested in the property, the Club is looking for a definitive timeline and a suggestion for the donation such as the lease, full acceptance, etc.

Recommendation: Provide direction on continuing process and if there is a preferred option.



Meeting: August 8, 2022

Item # 13a

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 8, 2022

Subject: Direction on Agreement on Climbing Pole Removal

Background

During the June 13th Board of Park Commissioner meeting, Mr. John Jaggi, a member of KP Logging Show Committee, mentioned that he installed the climbing poles in Gateway Park and wished to remove them due to liability reasons. Mr. Jaggi indicated that he would reach out to the District about this matter. There was no further contact from Mr. Jaggi about this matter, however a notice was posted on Facebook by the Logging Show indicating that the poles “would be coming down this week” and re-erected at the new location in Port Orchard.

Staff and the Executive Director then had email communications with the Logging Show Committee indicating that an agreement/insurance was needed for the work. Ms. Stephanie Brooks via email made several statements about “making it happen” and getting it done fast. Ms. Brooks indicated via email that Key Peninsula Community Services (KPCS) would be the contracted entity. Work began in earnest to craft that agreement and before it was discovered that Ms. Brooks had mistakenly given the wrong information and that Fell Rite Timber Co (owned by Mr. Jaggi) would be the contract holder. Mistakes happen, however, this then delayed the contract a bit as it needed to be re-written. The contract was then sent to District legal counsel for review, at which point a 3-party agreement was suggested between Key Pen Parks, KPCS, and Fell Rite Timber Company. Ms. Brooks, Mr. Jaggi and others were notified via email of this change and a revised timeline.

Mr. Jaggi, with an apology via email as he was out working, then replied that he was not willing to sign any agreement. “As the owner of fell rite timber. It is in the best interest for the company not to sign any agreement that has to do with the removal of the climbing poles. We had a verbal agreement with Scott [Scott Gallacher, former Executive Director], that we held possession of the poles. Or the parks department could purchase them.” (Full email is Attachment 2.) At that point, communication ceased pending the direction of the Board.

Discussion

The District is not seeking to prevent Mr. Jaggi from removing the poles without clarifying the ownership issue, however staff, legal counsel and our risk provider are seeking a basic agreement with the parties to provide hold harmless, indemnification and insurance to the District.

The District’s legal counsel stated that a request to remove the poles using cranes/other equipment without a contract/insurance based on an old verbal agreement is unreasonable. She recommends that



the District refuse to allow removal without at least a basic agreement indemnifying the District for any damages and requiring insurance. Counsel believes that it is a very reasonable request and easy for them to do if they would like the poles back. In the alternative, the Board could decide to purchase the poles from Mr. Jaggi, but she does not think the District is under any obligation to do so. She also suggests reaching out to the insurance company to see whether they would be okay with removal without insurance and a contract.

Legal counsel also clarified that items that are physically attached/installed on real property (fixtures) are usually converted into part of the real property.

Following suggestion to reach out to the insurance company, the Executive Director reached out to the District's risk provider for additional clarification. In a conversation with the Director of Risk Management, Enduris recommended an agreement including a hold harmless, indemnification and insurance. I expect to have more information to share during the Board meeting regarding their advice.

In seeking an alternative solution, I suggested a contract/insurance between Key Pen Parks and KPCS who could then use any subcontractor (e.g. Mr. Jaggi) to do the work. Legal counsel believed that might be a possibility and am waiting for additional information from our insurance provider.

Note that the Director/staff is not questioning the professionalism of Mr. Jaggi as referenced in his email, we are simply doing our best to make recommendations which protect the interests of the District and the taxpayers just as he does not feel that an agreement is in the best interests of his company.

Recommendation: Provide direction on how to proceed with climbing pole removal and the creation of an agreement.

Attachment 1: Email from Stephanie Brooks

Attachment 2: Email from John Jaggi

From: [Stephanie Brooks](#)
To: [Tracey Perkosky](#)
Cc: [Mark Michel](#)
Subject: Re: Logging Show Committee Request
Date: Tuesday, August 2, 2022 3:05:00 PM

Oh gosh I'm sorry if I wrote down wrong name.
Kpcs for tent
Fellrite timber co for poles

And sorry it's so hard to nail them down for the removal with their equipment jobs sometime take longer due to mechanical issues and such so we really appreciate helping about them short notice and doing it while the park is closed

Stephanie

> On Aug 2, 2022, at 3:01 PM, Tracey Perkosky <tracey@keypenparks.com> wrote:

>

> Hi Stephanie,

>

> That sounds great on the flyers! Anytime between 8:00 AM and 4:30 PM on the 17th for flyer drop off at the office will work for us.

>

> Just a quick confirmation before I send off the agreement for the pole removal to our attorney for review so that I can respond to your other email on the removal timing -- in your email below you mentioned to me that KPCS was the contract signer for both the pole removal and the tent usage. With the KPCS agreement, it was my understanding that Fell Rite Timber was to be the sub-contractor for KPCS. Veronica mentioned to me that the two of you spoke earlier today and now Fell Rite Timber is the primary contractor for the pole removal. Please confirm via email (my apologies) who is the primary contract holder, KPCS or Fell Rite Timber? Once I get this information from you, I can forward the agreement to our attorney and then get back to you on your other email regarding the timing.

>

> Thanks,

> Tracey

>

> Tracey Perkosky

> Executive Director

> Key Pen Parks

>

> tracey@keypenparks.com

> (253) 514-0876

>

> Key Pen Parks...the key to your next adventure!

>

> -----Original Message-----

> From: Stephanie Brooks <beepjeep72@icloud.com>

> Sent: Monday, August 1, 2022 4:38 PM

> To: Tracey Perkosky <tracey@keypenparks.com>

> Cc: Mark Michel <mmichel@keypenparks.com>

> Subject: Re: Logging Show Committee Request

>

> That would be perfect Tracey!! Thank you so much I'll figure out signage and get something up there that we'd before!

>

>
>
> Kpcs will be the signer on the agreement, I also let veronica know.
>
> I sent message about poles waiting for rely. We had let mark know when they spoke last.
>
> But they know not to show up Wednesday
>
> We'll figure out a date and time. I'll know more when they call back
>
> Stephanie
>
>> On Aug 1, 2022, at 3:27 PM, Tracey Perkosky <tracey@keypenparks.com> wrote:
>>
>> Hi Stephanie,
>>
>> We could post some signs on the fence posts advertising the new location. Would that work for you? The colorful 11x17 ones gather a lot of attention from park goers so I think it would be helpful and folks would see them. If you get them to us by the Wednesday before the event, we can hang them up for you. Otherwise, a car sign would be next best but I cannot guarantee that someone will steal/deface the sign or vehicle if left overnight.
>>
>> Also, I saw on Facebook that the Festival group plans to come and remove the posts from Gateway Park. The Facebook post was the first we had heard about it. We will need a contract and insurance due to safety issues and also some time to plan to be able to secure the area from the public during the work. Do you know what date is being suggested (we have a turf project coming up so we will need to plan around that)? Whose contact information should I put on the agreement? Any insights are helpful.
>>
>> Tracey
>>
>> Tracey Perkosky
>> Executive Director
>> Key Pen Parks
>>
>> tracey@keypenparks.com
>> (253) 514-0876
>>
>> Key Pen Parks...the key to your next adventure!
>>
>> -----Original Message-----
>> From: Stephanie Brooks <beepjeep72@icloud.com>
>> Sent: Sunday, July 31, 2022 10:00 PM
>> To: Tracey Perkosky <tracey@keypenparks.com>; Mark Michel <mmichel@keypenparks.com>
>> Subject: Logging Show Committee Request
>>
>> Hello Tracey and Mark
>>
>> So I'm reaching out with an unconventional request.
>>
>> In lieu of the Logging Show moving after 6 years I am expecting that there will be a lot of folks that don't hear about the change and show up expecting the show. I am wondering if there's anyway for that day or a few days prior to event we could have a sign or banner on a vehicle stating the new location. I also don't want to bog your staff down receiving Facebook messages or questions the day of.
>>
>>
>> Please let me know if you have questions concerns or anything I can assist with.
>>
>> Thank you for your consideration

>>

>> Stephanie

From: [John Jaggi](#)
To: [Stephanie Brooks](#)
Cc: [Tracey Perkosky](#); [Veronica Grandt](#); [Mark Michel](#); [Dan Wehmeier](#)
Subject: Re: Removal of poles at Gateway Park
Date: Wednesday, August 3, 2022 5:52:46 PM

Sorry for the delay I'm working out of town. As the owner of fell rite timber. It is in the best interest for the company to not sign any agreement that has to do with the removal of the climbing poles. We had a verbal agreement with Scott, that we held possession of the poles. Or the parks department could purchase them. With all do respect . I installed those poles with a crane and several other pieces of equipment. All this was done with no contract Tracy. But the parks department was there being a part of it. And also being very professional. See you at the next meeting. Have a good evening

On Tue, Aug 2, 2022, 5:20 PM Stephanie Brooks <beepjeep72@icloud.com> wrote:

I have attached John to this email thread so he can see what is needed. I will also make sure to message him.

His work number is 2537227898
253-227-7898

Stephanie

On Aug 2, 2022, at 4:13 PM, Tracey Perkosky <tracey@keypenparks.com> wrote:

Hi Stephanie,

Thank you for that additional information on the contract. We are working as fast we can on this. I have forwarded the contract with Fell Rite to our attorney for review and as soon as I get it back, I will forward it to John for signature. Can you send to us his phone number and email for the agreement?

We will also need proper insurance documentation prior to work beginning. I understand that time is of the essence – that the event is a few weeks away -- so I have asked our attorney to expedite her review.

As for the timing of the pole removal, after speaking with our maintenance manager, we can work with 1-2 business days' notice, however, staff will have to be on-site for supervision, bollard access, and to ensure the area is properly secured for safety. Our small staff is already working at maximum capacity to

keep the parks/trails in good shape and extending their workday/overtime is not possible. Plus, the public does use the park outside of posted hours. As a result, the pole removal will need to be done between approximately 7:00 AM and 3:30 PM Monday through Friday. I can appreciate that John wishes to fit this in between his other work projects, and I'm hopeful that the one business day notice is helpful for him, but I hope that he can understand why we need to have staff on site. One day's notice will allow us to cordon off the area from the public and then re-arrange work schedules to have staff monitor the site so that the public does not enter the area.

Let me know if you have any questions or concerns.

Thanks,

Tracey

Tracey Perkosky

Executive Director

Key Pen Parks

tracey@keypenparks.com

(253) 514-0876

Key Pen Parks...the key to your next adventure!

From: Stephanie Brooks <beepjeep72@icloud.com>
Sent: Tuesday, August 2, 2022 10:00 AM
To: Veronica Grandt <veronica@keypenparks.com>; Tracey Perkosky <tracey@keypenparks.com>
Subject: Re: Removal of poles at Gateway Park

Hello ladies

So I wanted to reach out and see how we can make this happen as soon and smooth as possible for all parties.

So with the type of work that needs to be done it would be in everyone's interest for this to happen before or after the park is open for guests.

If we are trying to limit safety issues that's the best route. With volunteers having to work around their work schedules. It's not always possible to schedule a week out. Those poles are needed and are about 10-15k with the labor so I'm hoping the parks department can help work around schedules.

Those poles are nearing the end of their

" safe" life and they need to come out so the parks department isn't liable.

I'm sure a day or twos notice would be given but a week won't be possible. The only thing needed would be to have the gate open and shut other than that no assistance would be needed from park staff.

We hope something can be worked out Soon so we can make this happen quick and painless.

Stephanie

On Aug 2, 2022, at 9:49 AM, Veronica Grandt
<veronica@keypenparks.com> wrote:

Hi Stephanie,

I'm working on it as we speak. I will need to know which one of the loggers will be signing the Agreement though. It shouldn't be you, as you will not be the one taking them down.

Thank you!

Veronica Grandt, Event Coordinator

Key Pen Parks

5514 Key Peninsula Hwy NW

Lakebay, WA 98349

253-884-9240 ext. 22

253-225-9250 Cell

www.keypenparks.com

From: Stephanie Brooks <beepjeep72@icloud.com>

Sent: Tuesday, August 2, 2022 9:31 AM

To: Veronica Grandt <veronica@keypenparks.com>

Cc: Mark Michel <mmichel@keypenparks.com>

Subject: Re: Removal of poles at Gateway Park

Good morning

Please get paperwork done up asap.

Mark we may not have a weeks notice. Dealing. With large cranes we need to act quickly and in between paying jobs. This job should be done before

Or after the park is open for

Safety.

How can we make

This

Happen

Thanks

Stephanie

On Aug 1, 2022, at 3:45 PM, Stephanie Brooks
<beepjeep72@icloud.com> wrote:

Stephanie

On Aug 1, 2022, at 3:29 PM, Veronica
Grandt <veronica@keypenparks.com>
wrote:

Hi Stephanie,

Tracey has pointed out to me, a Facebook post regarding the removal of the poles used for previous logging shows. Do you happen to know when they are planning to come remove them? I need to get an agreement ready for them to sign and they will need to give a week's notice before they do it. The one-week notice is to alert the public and post signs keeping people out of that area, and the Agreement will include the need for insurance. Please find out who will sign the agreement for me?

Thank you!

Veronica Grandt, Event Coordinator

Key Pen Parks

5514 Key Peninsula Hwy NW

Lakebay, WA 98349

253-884-9240 ext. 22

253-225-9250 Cell

www.keypenparks.com



Meeting: August 8, 2022

Item # 13b

To: Board of Park Commissioners

From: Tracey Perkosky, Executive Director

Date: August 8, 2022

Subject: Direction on Proposed Fee Schedule for Key Peninsula Little League Field Usage

Background

In February 2021, a Master Fee Schedule (Attachment 1) was adopted by the Board of Park Commissioners. This listed a per practice and per game fee for field usage as well as a separate statement that Key Peninsula Little League (KPLL) fees were under a separate agreement.

The contract (Attachment 2) was drawn up by staff but approved by the Executive Director regarding the fees to be paid. While staff had stated that the fee schedule was being followed, I did not verify the contract against the fee schedule regarding the special arrangement for KPLL fees of a flat rate plus Consumer Price Index (CPI). Typically, fees are based on a cost allocation process and distributed equitably across user groups. As such the per game/practice fee which are standard practice did not seem out of the ordinary to me. Regardless, I take full responsibility for the error and have implemented internal procedures so that similar errors do not happen again. Once this was identified, it was the intention of staff to reduce the fees to be in line with Board of Park Commissioners directed policy.

I would like to acknowledge the work of Commissioner Jensen in providing some background which helped identify this issue.

Discussion

On August 3, the KPLL Board sent out an email (Attachment 3) proposing a "...return to our previous contracts. These consisted of a flat rate fee that was paid to the Key Pen Parks at Volunteer Park from February 1st through June 30th of the respective year." KPLL is proposing \$4,250 for 2023, \$4,500 for 2024 (5.3% increase), and \$4,500 for 2025 (no increase).

Using the summary of field fees paid by Little League (Attachment 4), there have been several revisions to field fees. It should be noted that in 2017 and earlier, KPLL was required to provide 150 volunteer hours annually to the District. This requirement was dropped in 2018. In 2008/2009, KPLL paid approximately the same amount they are requesting today \$4,260/\$4,200 for field fees and the cost kept rising slightly through the 2019 season when the fees were dropped to \$3,750. There is a note in the February 2019 agenda packet that there was declining enrollment and a note of 54 kids registered through 2/2019. It is unknown to Key Pen Parks what the final enrollment was. There were no notes in the minutes on the discussion of the fee reduction, however it was approved. There was no 2020 season due to Covid-19 but in 2021 the fees were increased by CPI (2.1%). By revising the 2022 agreement to be the flat fee plus CPI per the adopted fee schedule the cost will be \$ \$4,134.24 which includes 9.1% CPI (February 2022).

Staff recommends continuing the CPI increase as costs are rising including field chalk/paint, grass seed, fertilizer, staff costs for maintenance, and more. Alternatively, a base fee as suggested by KPLL and then



an additional fee based on a set threshold for registrations could be used. For example, if registrations continue to increase over the next three years, then Key Pen Parks receives additional field use fees.

Staff further recommends that the agreement with Little League be non-exclusive, meaning that KPLL receives first use of the field but agrees to provide a timely list of all practices and games. This will allow the District to rent out fields to other organizations/events during this time period when the fields are not needed by KPLL such as that which currently exists with Shockwave Baseball. It also assists with shelter rentals as staff notifies prospective renters if, for example, there are multiple baseball games going on which might impact their gathering. It also allows Key Pen Parks to schedule its own events. A complete and timely field schedule also permits the maintenance team to work on the fields.

The Board may also wish to provide direction on an overall policy on determining which organization(s) and criteria allow a youth sports organization or other organization to request a reduction from adopted Master Fee Schedule to satisfy the auditor's review of policies.

Recommendation: Provide direction on fee schedule for KPLL with a resolution to be brought forward at a future meeting. Consider providing direction on a policy outlining how fee reductions are determined.

Attachment 1: Resolution for Master Fee Schedule

Attachment 2: 2022 KPLL Contract

Attachment 3: Email from KPLL Board

Attachment 4: History of KPLL Fees

Key Peninsula Metropolitan Park District
Dba Key Pen Parks



Resolution No R 2021-01

**A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE KEY
PENINSULA METROPOLITAN PARK DISTRICT REVISING FEES AND
UPDATING THE MASTER FEE SCHEDULE**

WHEREAS it is the practice of Key Pen Parks to periodically review the Master Fee Schedule to ensure recovery of certain District costs from fees and charges on the use of various facilities and services; and

WHEREAS the Executive Director shall periodically cause a review of the fees and recommend adjustments to the Board of Park Commissioners.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of Key Pen Parks hereby adopts the Master Fee Schedule included herein as Attachment "A" and that this resolution supersedes any previously adopted fee resolutions or documents; clerical errors and omissions excepted.

PASSED AND ADOPTED by the Board of Park Commissioners of Key Pen Parks at a Regular Meeting held via Zoom due to the Covid-19 public health restrictions held this 8th day of February 2021.

Attest:


Key Pen Parks
Board of Park Commissioners
Pierce County, Washington



Edward Robison, President



Shawn Jensen, Vice-President



Kip Clinton, Clerk



Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Attachment "A"
MASTER FEE SCHEDULE

	Resident & Non-Profit	Non-Resident & For Profit
Field Rentals		
a. Youth Sports (practice)	\$10/hour	\$15/hour
b. Adult Sports (practice)	\$10/hour	\$15/hour
c. Youth Game (field groom & prep)	\$30/game	\$40/game
d. Adult Game	\$30/game	\$40/game
e. Gateway Grassy Field (practice)	\$12.50/hour	\$16/hour

Tournaments (Field preps are included at start of day and prior to championship game)

a. Three-day Rental (Fields 1, 2, & 3; max 46 games)	\$725	\$775
b. Three-day Rental (Fields 1 & 2; max 40 games)	\$625	\$675
c. Two-day Rental (Fields 1, 2, & 3; max 40 games)	\$625	\$675
d. Two-day Rental (Fields 1 & 2; max 33 games)	\$525	\$575
e. One-day Rental (Fields 1, 2, & 3; max 26 games)	\$425	\$475
f. One-day Rental (Fields 1 & 2; max 23 games)	\$375	\$425
g. Single Field Rental (max 8 games)	\$125	\$175
h. Additional Games	\$15/game	\$20/game
i. Additional Field Prep	\$15/game	\$20/game

Field Lighting (If multiple user groups use lights in given month, rate will be prorated to a per hour cost between user groups.)

a. Field 1	\$400/month	\$450/month
b. Field 2	\$350/month	\$400/month
c. Field 3	\$350/month	\$400/month
d. Soccer	\$400/month	\$450/month

Pavilion (2 hour min/4 hour max)

a. Volunteer Park	\$25/2 hours	\$35/2 hours
b. Home Park	\$25/2 hours	\$35/2 hours
c. Gateway (Full)	\$75/2 hours	\$100/2 hours
d. Gateway (Half)	\$45/2 hours	\$60/ 2 hours
e. Additional Hour (Volunteer & Home)	\$12/hour	\$15/hour
f. Additional Hour (Gateway Full)	\$30/hour	\$40/hour
g. Additional Hour (Gateway Half)	\$15/hour	\$25/hour

Dry Camping (Only available with field/facility rental at Gateway, Volunteer, Maple Hollow)

a. Tent/RV (per pad)	\$20/first night
b. Tent/RV (per pad)	\$15/add'l night
c. Tournament Team Fee (Youth Only)	\$90/night

Key Peninsula Metropolitan Park District
 Dba Key Pen Parks



Gateway Park/360 Trails:

a. Staging area (Field)	\$25/hour (\$450/max)	\$50/hour (\$900/max)
b. Parking area (summer only)	\$25/hour (\$450 max)	\$50/hour (\$900/max)
c. Overflow area (Barn)	\$20/hour (\$300 max)	\$40/hour (\$600 max)
d. Meadow (360 Trails)	\$350/day	\$450/day
e. Trails (360 Trails)	\$650/day	\$750/day

Volunteer Park

a. Upper Grassy Field	\$350/day	\$450/day
b. Fields 1-3 for non-athletic use	\$450/day	\$550/day

Facility Clean-up:

If facilities are not returned in original condition or with excessive trash, \$45/hour charge for staff time for clean-up or repairs will be assessed. Staff time plus dump fees for excessive trash.

Special Requests:

Additional facilities and/or services may be available upon approval of the Executive Director via the Special Event Permit application process.

Residents of Key Pen Parks, Business owners located within District Limits, and/or Non-Profits may reserve facilities beginning on January 2nd annually; non-residents and/or for-profits may reserve facilities beginning on February 1st annually. This timeline does not apply to individuals or organizations applying for a Special Event Permit.

Key Peninsula Little League Fees are governed by a separate agreement from this fee schedule and may be adjusted annually for CPI.

**KEY PENINSULA METROPOLITAN PARK DISTRICT
&
KEY PENINSULA LITTLE LEAGUE
Field Use Agreement**

THIS AGREEMENT entered this 24th day of February 2022, by and between the Key Peninsula Metropolitan Park District, a Washington municipal corporation formed pursuant to Chapter 35.61 of RCW (hereinafter Key Pen Parks), and the Key Peninsula Little League, (hereinafter “the Organization”).

WHEREAS Key Pen Parks is a municipal corporation organized under the laws of the State of Washington; and

WHEREAS Key Pen Parks is the owner and administrator of the public park facilities known as Volunteer Park, located on the Key Peninsula, within the County of Pierce, in the State of Washington; and

WHEREAS Key Pen Parks agrees to provide the Organization the use of the four (4) multiuse baseball fields (hereinafter “the Fields”), which includes the adjacent foul line and spectator areas.

NOW, THEREFORE, the parties to this Agreement agree as follows:

1. Field Use Schedule. Key Pen Parks grants to the Organization the following use of the Fields, for scheduled games and practices, for the calendar period beginning February 26, 2022, for regular team practices and games to June 30, 2022, weather permitting. Key Pen Parks retains the right to have joint use for park programs or events with proper notice provided.

2. Charges. The Organization, for conducting a youth baseball and fast pitch softball program, including organized games between teams to be chosen by the Organization at the Organization’s sole discretion, agrees to pay Key Pen Parks for charges as follows:

- \$10 per hour per field, for practices. With the practice schedules provided to Key Pen Parks on Feb 23, 2022. This is estimated to cost \$4,125 for practices scheduled from February 26, 2022, to April 15, 2022, and will be invoiced. Per Section 1 of this Agreement.
- The Organization must provide games schedules for all fields 14 days before the first game of the regular season. For scheduled games through the end of the regular season, the fees will be \$30 per game, per field, and will be invoiced. Per Section 1 of this Agreement.
- Tournament fees, if needed will be invoiced separately, and the tournament schedule must be provided 10 days prior to the first tournament game.
- Invoiced amount for field lighting. Per Section 3 of this Agreement.
- \$500.00 (Five hundred dollars) Field Damage Deposit, which is due with the submission of this signed Agreement. Per Section 7 of this Agreement.

notify the Organization of any damage caused by the Organization. The Organization shall have the opportunity to inspect said damage with Key Pen Parks in a timely manner. If the Organization can repair the damage immediately, the Organization will be allowed to fix, or correct problem and no fees will be incurred. If the Organization cannot repair damage, the Organization will be billed at the rate of \$35.00 per man hour for repairs plus materials. In the event the deposit decreases to \$200.00, the Organization will be required to return field maintenance deposit to original amount of \$500.00. Key Pen Parks agrees to provide a field maintenance training class, upon request, to the Organization and their authorized personnel upon commencement of this contract. Any funds remaining in the field maintenance deposit at the end of this contract will be refunded to the Organization.

8. Damage to Park Property. The Organization shall repair or replace immediately, at the Organization's expense, all damage other than normal wear and tear at the discretion of the Key Pen Park's Executive Director or Key Pen Parks staff incurred to the park property including but not limited to fields, parking areas, and related facilities caused by the Organization or its representatives, including players, coaches, and spectators, throughout the terms specified in Section 1 of this Agreement.

9. Field Maintenance. The Organization shall maintain the Fields and appurtenances thereto in a neat, clean, and respectable condition throughout the terms of this Agreement. Immediately following the end of all games and practices, the Organization, or its representatives, including players and coaches, shall be required to remove all garbage and debris left on or about the Fields and adjoining areas, which may have been left by the Organization players, coaches, or spectators.

10. Sponsor Signs. The Organization shall pay Key Pen Parks \$25.00 per year per sign for 4ft x 4ft sponsor signs and \$50.00 per year per sign for 4ft x 8ft sponsor signs placed on outfield fences of Fields 1, 2, and 3. The Organization agrees to maintain and hang signs in a manner that will not damage the outfield fences. Key Pen Parks has the right to require the Organization to move and re-hang signs. Additional sign criteria are needed due to safety hazards occurring with high winds and the signs becoming loose or unbound. They are as follows:

- All signs, future and pre-existing must be vinyl only. No wood or metal signs permitted.
- Signs may be one-side printed only. Key Pen Parks may need to hang signs from fencing for public announcements and would prefer no distractions from them.
- All signs will require location approval by Key Pen Parks due to line-of-sight concerns.

11. List of Games and Practices. The Organization shall provide Key Pen Parks with a of practices and games (including tournament games) for fields 1, 2, 3, and 4. This will allow Key Pen Parks to perform required maintenance on the fields when not in use.0.0

12. Field Satisfaction. The Organization has examined the Fields and is satisfied with the condition thereof, and relying solely upon such examination, accepts the premises in their present condition, except as may be expressly agreed upon by and between the parties herein. The base pegs and pitcher's mounds shall be located by Key Pen Parks to meet Little League Baseball requirements.

18. Single Point of Contact. Both parties shall assign single Point of Contact (POC) who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs. The POCs for this agreement are:

For Key Pen Parks:
Veronica Grandt
Event Coordinator
5514 Key Peninsula Hwy NW
Lakebay, WA 98349
Email: veronica@keypenparks.com
Phone: (253) 884-9240 Cell: 253-225-9250

For Key Peninsula Little League:
Lee Miller
Email: cakeeater175@gmail.com
Phone: (253) 225-9911


This Agreement contains the entire agreement in writing, signed and executed by the parties thereto.



IN WITNESS WHEREOF, Key Pen Parks and the Organization have signed and executed this Agreement on the day and year above written.

Tracey Perkosky, Executive Director
Key Pen Parks

Key Peninsula Little League

(1) 

(1) 

(2) 
(3) 

Appendix A

Key Pen Parks Responsibilities

- Provide access to Musco Lighting App for field lights.
- Mow Grass to a height of 2" - 3"
- Drag Fields 2-3 times a week (weather permitting)
- Remove Trash from Trash cans
- Clean restrooms on a regular basis.
- Paint foul lines
- Install mound(s) per Little League rules on agreed upon Fields.
- Install outfield Fence per Little League rules on Fields 2 @ 200 feet and 3 @ 200 feet.
- Install base plugs for Field #4
- Provide lock code to access supply room.

Key Peninsula Little League Responsibilities

- Chalk Fields on dirt areas only
- Rake areas around 1st, 2nd, 3rd base, pitcher's mound, and home plate to grade and fill in holes after conclusion of game(s) or practices.
- Rake out chalk lines after each game.
- Pick up trash around bleacher area and dugouts.
- Observe any field closed signs.
- Communicate any schedule changes to Point of Contact.
- Remove and reinstall bases when dragging fields on Saturdays or Sundays.

Key Peninsula Little League is not permitted to:

- Add any material on fields to make it playable unless authorized by Key Pen Parks Staff
- Chalk areas not used for game preparation (grass/asphalt)

From: [Key Peninsula Little League](#)
To: [Mark Michel](#); [Linda Parry](#); [Kip Clinton](#); [Ed Robison](#); [Shawn Jensen](#); [Tracey Perkosky](#); [Veronica Grandt](#); [Lee Miller](#)
Subject: Key Peninsula Little League Contract
Date: Wednesday, August 3, 2022 10:49:32 AM

The Key Peninsula Little League board would like to request a return to our previous contracts. These consisted of a flat rate fee that was paid to the Key Pen Parks for the field usage at Volunteer Park from February 1st through June 30th of the respective year.

We are proposing this to also be a 3 year contract with year one (2023) being charged \$4,250 year 2 (2024) \$4,500 (over 5% increase), then staying at \$4,500 for year three (2025).

In order for us to set reasonable registration fees for all our players' families on the Key Peninsula while also making sure we are not incurring costs we were not prepared for at the end of registration, we would like for this contract with Key Pen Parks to be finalized by October 14th, 2022. This will allow us to open our registration in November with accurate budgeting numbers. Thank you for allowing us to use the fields at Volunteer Park each year. The league means a lot to 200 young children on the peninsula and we want to see it grow even more.

Key Peninsula Little League Board

