

KEY PENINSULA METROPOLITAN PARK DISTRICT

***D.b.a. KEY PEN PARKS***

**P.O. Box 70, Lakebay, WA. 98349**

**253-884-9240 and answers@keypenparks.com**

**Board Meeting Minutes**

**Monday November 14, 2016**

The regular meeting was preceded by a 7:00 PM study session. Executive Director Gallacher reviewed staff reports at this time. Executive Director Gallacher said that the bid opening day for Gateway Park Phase 1 development was moved to November 29, 2016 due to PenMet Parks having their project bid due Friday, November 25, 2016. Executive Director Gallacher discussed the Volunteer Light Project at length, regarding delays due to equipment and weather issues, as well as a change order to adjust the completion date to December 9, 2016 and to deduct \$15,000.00 from the contract based upon PenLight Company's assistance.

**The public meeting was called to order at 7:30 PM in the Volunteer Park Office by President Michel.**

**Commissioners Present:** John Kelly, Kip Clinton, Ed Robison, Shawn Jensen and Mark Michel. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Veronica Grandt Office/Recreation Assistant.

**Citizens present:** Stan Moffett, Claudia (Sami) Jensen, Cindy Worden, Bobbie Worden and Enrique Orellone.

**Pledge of Allegiance:** Recited.

**1. Approval of Agenda:** President Michel asked if there were any objections or corrections to the agenda; Commissioner Clinton requested that the topic of the Volunteer Park Concession Stand be added to the agenda as new business, the agenda was approved as amended.

**2. Special Presentations:** None.

**3. Citizens Comments:** Cindy Worden of the Key Peninsula Community Council and KP Youth Council introduced herself, Bobbie Worden and Enrique Orellone. They were at the meeting to observe how businesses conduct their meetings.

**4. Approval of Minutes:** President Michel asked if there were any objections or corrections to the October 10, 2016 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The October 2016 BIAS Financial balance was \$2,421,322.11. The Zoo Trek October deposit was \$13,453.44. Total Zoo Trek collections to date were \$128,312.19. October's Real and Personal Property Tax and delinquent property tax collections were \$312,870.602. Total 2016 Real and Personal Property Tax collections to date were \$886,357.11. BIAS Expenditures for October 2016 were \$49,354.53. Commissioner Michel asked if there were any corrections or objections to the October financial report, hearing none, the financials were accepted as submitted.

**6. Staff Report:** Mostly covered in study session.

**7. Board Committee and Advisory Council Reports**

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison stated that the contract for work on Phase 1 of Gateway Park is out for bid on Tuesday, the 22<sup>nd</sup> of November.

**b. Key Peninsula Park and Recreation Foundation Report (Commissioner Michel):** Executive Director Gallacher stated that the Key Peninsula Parks and Recreation Foundation would have a meeting this coming Wednesday, November 16, 2016 and that they received a grant from Angel Guild in the amount of \$6,000.00 to pay for one of the zip lines at Gateway Park. They had initially asked for \$8,000.00 and will resubmit for another \$2,000.00. The Foundation is requesting a total of \$16,000.00 in grants from Angel Guild for the cost of the zip lines for Gateway Park for the 2016\2017 calendar years.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel stated that work is being done on new trails. There was a work party scheduled on the previous Saturday, but due to the party leader's illness it was rescheduled. The BuDu race is tentatively scheduled for February 12<sup>th</sup> or 28<sup>th</sup> of 2017.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly stated that the All Hallows Eve event went well. He filled in for a while at the s'mores station for his niece and her friend. Commissioner Kelly stated that there was a crush for the gate onto the field for the candy hunt and that there needed to be some changes for next year.

**8. Board Presidents Report:** Commissioner Michel stated that in 2017 Key Pen Parks will be very busy. He thanked everyone for their participation and hard work.

**9. Unfinished Business/Gateway Park Master Plan Update:** Executive Director Gallacher stated that the Gateway Park bid document has been issued and is currently awaiting bids. Matt Woodward, Maintenance Supervisor for Key Pen Parks will be the onsite person at Gateway Park for project development.

**10. 2017 Preliminary Budget Hearing:** Executive Director Gallacher started the budget hearing at 7:44 p.m. and stated that questions from the public were welcome. Director Gallacher stated that Key Pen Parks anticipated having a request of revenues of \$1.2 million dollars for property tax collection with that for our next year's levies. Executive Director Gallacher stated the he had corrected the resolution to reflect the price deflector being less than 1%. Citizen Stan Moffett requested a copy of Key Pen Parks budget and Commissioner Clinton supplied a copy for him. The 2017 preliminary budget hearing closed at 7:47 pm.

**11. New Business/Resolution R2016-13 Substantial need to levy up to 1%:** Commissioner Clinton made a motion to "approve Resolution R2016-13 Substantial need to levy up to 1%". Commissioner Kelly seconded. The motion was passed 5/0.

**12. New Business/ Resolution R2016-14 Adopting the regular property tax levy for collection:** Commissioner Clinton made a motion to "approve Resolution R 2016-14 Adopting the regular property tax levy for collection". Commissioner Robison. The motion was passed 5/0.

**13. New Business/ Resolution R2016-15 Adopting the 2017 annual budget at fund level for calendar year 2017:** Commissioner Robison made a motion to "approve Resolution R 2016-15 Adopting the 2017 annual budget at fund level for calendar year 2017 as currently drafted". Commissioner Clinton seconded. The motion was passed 5/0.

**14. New Business/ Caretaker for Gateway Park:** Commissioner Michel stated that the caretaker contract expires December 31, 2016 and that the caretaker would like to continue on and enter into another contract with Key Pen Parks for 2017. Executive Director Gallacher stated that with the Gateway Park development coming up that there would be extra duties for the caretaker and suggested a 6 month contract, followed by a month-to-month rental.

**15. New Business/Volunteer Park Concession Stand:** Commissioner Robison made a motion to "authorize Executive Director Gallacher to negotiate with Rachel Velez about operating the concession stand this year to reach terms that are agreeable and enter into a contract". Commissioner Clinton seconded. The motion was passed 5/0.

**16. Other minor matters:** Commissioner Robison asked if Executive Director Gallacher had heard any new information from Pierce County regarding the proposed trail layout on the transfer station property next to Volunteer Park. Executive Director Gallacher said he will send out the info he has to Pierce County and wait for a response. Commissioner Michel also asked Executive Director about a tax title property that Key Pen Parks had bid on. Executive Director Gallacher stated that the park did not receive the property as it went for a higher price.

**17. Commissioners Comments/Good of the Order:** Commissioner Clinton asked if the KP Little League contracts would be done in December or January. Executive Director Gallacher answered with January. Commissioner Clinton also asked about the Key Pen Parks recreation grants. Executive Director Gallacher said they were updated and would be out soon and there will be a notice in the KP Newspaper. Executive Director Gallacher also stated that the Farm Tour was changed to a contract for services.

**18. Meeting Adjourned:** The public meeting of November 14, 2016, was adjourned at 8:08 PM. The December meeting will be held at 7:30 PM on December 12, 2016 and may be preceded by a 6:30 PM

study session. Key Pen Parks reserves the fourth Monday of each month for special 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 Veronica Grandt, Office/Rec 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 Office/Rec Assistant's attention and corrected at the time the Board addresses and approves the minutes.***