

KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS
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Board Meeting Minutes
Monday, September 9, 2019

The Regular Meeting of Monday, September 9, 2019, was preceded by a 7:00 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park project updates. He showed pictures of fabric shade structures for possible placement around the splash pad and said staff will begin installation of posts for the dog park. He also said that on September 11, 2019 there will be an invitation-only stakeholders meeting to discuss Key Pen Parks Comprehensive Plan survey results.

The public meeting was called to order at 7:30 PM in Volunteer Park by Vice President Ed Robison.

Commissioners Present: Ed Robison, John Kelly, Kip Clinton and Shawn Jensen. Mark Michel had an excused absence. Staff present for Key Pen Parks: Executive Director Scott Gallacher and Christina Hallock, Marketing & Grants.

Citizens present: Bruce Cook, Sami Jensen, Judy Mills, Lisa Mills, Matthew Mills, Linda Weeks, and Kim Wiley.

1. Approval of Agenda: Vice President Robison asked if there were any additions or corrections to the agenda; hearing none, the agenda was adopted as written.

2. Special Presentations: In honor of former parks Commissioner Don Mills, who passed away in June 2019, the current Board of Commissioners presented his wife, Judy Mills, with a framed proclamation thanking both Don Mills and Judy and their family for their great service to Key Pen Parks and the Key Peninsula community as a whole over the years.

3. Citizens Comments: Sami Jensen thanked and congratulated the Board of Commissioners for a great splash pad groundbreaking ceremony that took place earlier in the day.

4. Approval of Minutes: Vice President Robison said there were a number of corrections to the financial numbers in the July 8, 2019 meeting minutes. Vice President Robison asked if there were any objections to adopting the corrected July 8, 2019 meeting minutes; hearing none, the corrected meeting minutes were approved as submitted. There were also corrections to the August 12, 2019, meeting minutes. Vice President Robison asked if there were any objections to adopting the corrected August 12, 2019 and the August 26, 2019 meeting minutes.

Commissioner Clinton clarified that board meetings are not held in the Volunteer Park Annex, as stated in the August 12, 2019 meeting minutes. The meetings are currently being held in the concession building. The board decided to change the meeting location mentioned in the minutes from the August 12, 2019 meeting and moving forward to simply state that meetings are held “at Volunteer Park.” The August 12, 2019 and the August 26, 2019 meeting minutes were adopted as corrected.

5. Financial Report: Financial Report: The August 2019 BIAS Financial balance was \$2,656,766.59. The Zoo Trek August deposit was \$16,741.13. Total 2019 Zoo Trek collections to date were \$122,189.62. The August Real and Personal Property Tax deposit was \$8,148.74 and total 2019 Real and Personal Property Tax collections to date were \$774,356.16. BIAS Expenditures for August 2019 were \$132,878.92. Vice President Robison asked if there were

any corrections or objections to the August 12, 2019 financial report. Hearing none, the financial report was adopted as submitted.

6. Staff Report: Covered in study session.

a. Land and Improvement Committee (Commissioner Robison): Commissioner Robison stated the groundbreaking for the Gateway Park Phase 3 Splash Pad project took place earlier that afternoon and construction is due to start on September 17, 2019. He said the contractors are local to the Key Peninsula and they are excited to be working on a project in their own community.

b. Key Peninsula Parks and Recreation Foundation Report: Executive Director Gallacher said the Foundation continues to work toward raising funds for Phase 3 construction at Gateway Park.

c. Trail Updates (Commissioner Michel): No update.

d. Recreation Committee (Commissioner Kelly): Commissioner Kelly said he is very encouraged by the public comments on the recent comprehensive plan community survey. He feels the recreational opportunities the district citizens stated they would like to see are inexpensively achievable. He would like the board to keep an open mind to develop more recreational opportunities, especially at Gateway Park.

7. Board Presidents Report President Michel: No report.

8. Unfinished Business/Gateway Park Phase 3 (Splash Pad, Performance Stage, Amphitheater): Vice President Robison said the contract has been awarded and the groundbreaking ceremony has been held and construction will begin next week. There is no update in regard to the status of the amphitheater. He welcomed feedback from other board members and those in attendance at the meeting if anyone has good ideas to share with him on the amphitheater design.

9. Unfinished Business/Cramer/McCracken Property: Executive Director Gallacher said Key Pen Parks has entered into sale agreement contingent upon the appraisal and the negotiated price from the appraisal. The sale is scheduled to close in March and by that time it is hoped funds to complete the purchase will be secured through the Pierce County Conservation Futures Opportunity Fund.

10. Unfinished Business/Seasonal Wage Scale: After some discussion, it was suggested that the Board of Commissioners should omit the seasonal employee wage matrix and allow the Executive Director the authority to offer seasonal employees wages based on individual skills and qualifications. The board would then address this subject again at the end of the year when they do the annual human resources update. After further discussion, it was decided to table the discussion at this time and the HR Committee will draft a proposed rewording of the wage scale policy to be presented to the board for consideration at a future meeting to go from the seasonal wage matrix to a discretionary seasonal pay scale.

11. New Business/Key Pen Parks Comprehensive Plan Survey Results: There will be a Comprehensive Plan public input open house from 6:30 to 8:30 pm on Wednesday, October 9, 2019 at Key Peninsula Middle School.

12. New Business/2020 Budget Priorities: Executive Gallagher distributed a preliminary 2020 budget to the Board of Commissioners. Vice President Robison asked if any of the board members had particular budget item that they would like to address. Commissioner Kelley would like to see the budget for recreational programs increase from \$500 to \$5,000 so some quality youth recreational programs can be offered in partnership with other local agencies and the park district can subsidize part of the cost of those programs in an effort to boost participation.

13. Other minor matters: None.

14. Commissioners Comments/Good of the Order: Commissioner Clinton said she was happy that the splash pad construction is finally underway. Vice President Robison reminded board members and citizens in attendance to invite their Key Peninsula friends and family to the Comprehensive Plan public input open house so that Key Pen Parks can gather additional information from local citizens concerning the future direction of Key Pen Parks.

15. Meeting Adjourned: The public meeting of September 9, 2019, was adjourned at 8:25 PM. The next regular meeting will be held on Monday, October 14, 2019 at 7:30 PM at Volunteer Park. The meeting may be preceded by a 7:00 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 Christina Hallock, Marketing & Grants, and Commissioner Kip Clinton, Board Clerk.

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 Support/Event Coordinator's attention and corrected at the time the Board addresses and approves the minutes.