

KEY PENINSULA METROPOLITAN PARK DISTRICT

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

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**Board Meeting Minutes**

**Monday September 11, 2017**

The regular meeting was preceded by a 6:30 PM study session. Executive Director Gallacher went over staff reports and talked about Gateway Park construction updates. He will be issuing a RFP for the next Gateway Park phase (splash pad, covered stage, natural amphitheater). The 2018 Budget was discussed; Executive Director Gallacher recommended budgeting for a consultant to do the 2018 update of the Key Pen Parks Comprehensive Park System Plan.

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

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

**Citizens present:** Sami Jensen, Stan Moffet, and Bob Green.

**Pledge of Allegiance:** Recited.

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

**2. Special Presentations:** None.

**3. Citizens Comments:** Sami Jensen said thank you for the opportunity to volunteer at Gateway Park on Saturday, September 9<sup>th</sup>. She said there is a lot of excitement about Gateway Park and she has heard many positive comments.

**4. Approval of Minutes:** President Robison asked if there were any objections or corrections to the July 10, 2017 meeting minutes; hearing none, the meeting minutes were approved as submitted.

**5. Financial Report:** The August 2017 BIAS Financial balance was \$1,906,092.13. The Zoo Trek August deposit was \$14,864.14. Total 2017 Zoo Trek collections to date were \$107,847.84. August's Real and Personal Property Tax and delinquent property tax collections were \$10,034.36. Total 2017 Real and Personal Property Tax collections to date were \$681,319.66. BIAS Expenditures for August 2017 were \$188,534.14. There was a cursory discussion of the 2017 Budget; Key Pen Parks is about on budget. President Robison asked if there were any corrections or objections to the August financial report, hearing none, the financials were accepted as submitted.

**6. Staff Report:** Covered in study session.

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

**a. Land and Improvement Committee (Commissioner Robison):** Commissioner Robison said that there will soon be layout planning for a parking lot, restrooms, and a turn-around area for horse trailers at the access to the Key Central Forest off Wright Bliss Rd.

**b. Key Peninsula Park and Recreation Foundation Report:** Executive Director Gallacher stated that the Key Pen Parks Foundation has been meeting weekly to plan the foundation gala for the pre-grand opening night of Gateway Park. He stated that there were 200 postcard invitations mailed out, and all the commissioners received one. Executive Director Gallacher stated that the Key Pen Parks Foundation's focus at the moment, is planning for the pre-opening gala for Gateway Park on September 29, 2017.

**c. Trail Updates (Commissioner Michel):** Commissioner Michel spoke of a young woman who wanted to do some volunteer hours for a Pony Club rating, so she was scheduled to clear back the equestrian trail back in the northern part of 360 Trails. Commissioner Michel stated that he has not been available to check to see how the work was completed. Commissioner Michel said he would be meeting with Courtland Capwell soon to find out what he has been working on.

**d. Recreation Committee (Commissioner Kelly):** Commissioner Kelly had no report, but did ask if there were any plans on where to hold the All Hallows Eve event this year. He also stated that if volunteers were needed, to let him know, as he has a few folks he could call on.

**8. Board Presidents Report:** President Robison stated that there was a large group of people who volunteered at Gateway Park, spreading out the woodchips in the playground area. He stated that there were a lot of kids there, and they were very excited to test out the new playground equipment. He said that there is a lot of excitement for the park to open, and he would like to get started on the next phase of construction.

**9. Unfinished Business/Gateway Park Construction Update:** Executive Director Gallacher stated that there were a few things that needed to be taken care of before the park's opening. Executive Director Gallacher said that the opening of Gateway Park is scheduled for September 30<sup>th</sup>, following a fundraiser event held by the Key Pen Parks Foundation on September 29<sup>th</sup>. He also said that there would be opportunities for volunteer projects at Gateway Park, such as tree planting, sod laying, woodchip spreading, spreading straw in the borrow pit. Commissioner Kelly asked if the concrete re-work was accepted. Executive Director Gallacher stated that the concrete job was not to completion yet, and that there were a few other "fixes" that needed to be made, then it would be inspected. He expects the pavilion to be constructed later in the year after the grand opening. It will be surrounded by temporary construction fence until it is complete.

**10. Unfinished Business/Update Park Rules:** The first topic for rule change/addition was regarding convenience foods in the parks. Commissioner Michel moved to "strike the rule prohibiting convenience foods in parks". Commissioner Clinton seconded. The motion was passed 3for/1abstention, and no vote from President Robison. The second topic for rule change/addition was regarding prohibition of smoking and tobacco products in the parks. Commissioner Michel moved to amend the motion to "incorporate in our rules, smoking, vaping, and all other tobacco use is prohibited". Commissioner Clinton seconded. After asking if anyone would like to add any addition discussion, President Robison temporarily turned his seat to Vice President Michel, so that he could propose an amendment to "allow the use of tobacco products in privately owned vehicles within the parks parking lots". Commissioner Kelly seconded. The amendment to the motion was passed 4/0. Vice President Michel returned the seat to President Robison. The next topic for rule change/addition was manure removal on the horse/pedestrian trails at 360 Trails. Commissioner Michel made a motion to "make the rule state that equestrians utilizing trails at 360 Trails are to remove horse manure from trails, trailhead, and parking areas". Commissioner Jensen seconded. The motion passed 4/0.

**11. New Business/Accepting possible donated real estate:** Executive Director Gallacher stated that the community member who contacted him is working with a different local entity.

**12. New Business/Resolution R2017-05 Tobacco Free Parks:** Commissioner Kelly stated that he thought the Resolution should be tossed. No motion was made however, so President Robison called for a vote on NOT moving forward on the Resolution as written. This action passed 2/1 with 2 abstentions. President Robison then said that commissioners were welcome to draft a new resolution on the basis of what was approved for the rules and propose that at the next board meeting.

**13. New Business/Updating Employee Handbook:** Executive Director Gallacher said the HR Committee met to update the Employee Handbook and also discussed the wage and salary scale for full and part time employees, and seasonal employee holiday pay. Action to be taken at a future date.

**14. Other minor matters:** Commissioner Clinton said the Pierce County Council's Community Development Committee will be addressing conservation futures grants next Monday; Key Pen Parks has applied for a grant through this program to purchase the last piece of its Taylor Bay waterfront park.

**15. Commissioners Comments/Good of the Order:** None.

**16. Meeting Adjourned:** The public meeting of September 11, 2017, was adjourned at 9:03 PM. The October meeting will be held at 7:30 PM on October 9, 2017 at the Volunteer Park Office and 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 Veronica Grandt, Event Coordinator/Office Support and Commissioner Kip Clinton and Commissioner Shawn Jensen.

***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.***