

Village Green Metropolitan Park District (VGMPD)

Date: 15 November 2022

- 1. Location of Meeting:** Via Zoom & Village Green Community Center
- 2. Type Meeting:** Budget & Regular Meeting Monthly Meeting
- 3. Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:33 p.m.
- 4. Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm), Pat Pearson (Comm), Jason Manges (Comm via Zoom), Bob Netzel (Comm), Carol Geissler (VG) via zoom, Marcy Kispert (VG, Program Coordinator/Manager VGCC) . Excused absence: Tracy Darlene Harris (Comm/Clerk)
- 5. Guests:** Joel Schwarcz (Resident)
- 6. Approval of Agenda:** Dated 11-15-2022
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Bob Netzel (Comm/Clerk)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 7. Prior Meeting Minutes Approval:** Dated 10-18-2022
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Bob Netzel (Comm)
 - c. Abstain:
 - d. So Ordered Approval by: Bobbie Moore (Chair/Comm)
- 8. Public Comment:** None
- 9. Report on Events to Date:**
 - a. Finance
 - a). Operating Cash: \$120,875.92 Petty Cash: \$6,201.08 & Investment \$333,489.34
 - b). Bills and Vouchers: Dated 11-03-2022: \$10,060.49, Dated 11-10-2022: \$1,065.32. Processed batches not yet paid (DT Micro - \$200; VGMPD petty cash - \$814.20; & 2 PSE - \$918.79 and \$18.38.) Motion to authorize all payments by Pat Pearson (Comm), Second by Bob Netzel (Comm), So ordered approved by Bobbie Moore (Chair/Comm). Note two additional bills were vouchered and processed (NPCE (\$1,333.07 – console for the lobby monitor; and Isabel Gates instructor fees \$344) but not itemized on the meeting agenda. These will be itemized on December’s agenda.
 - b. Website Update
 1. Minutes of the meeting published on the Website.
 - c. Legal
 1. None
 - d. Correspondence/Information Provided to Public:

1. None
- e. MPD Report for MPD Commissioners
 1. None
- f. Project Architectural Plans – This agenda item can be removed in future.

10. Unfinished Business:

- a. Joel Schwarcz: Update proposal from District: Joel is still in the queue for a permit. Joel is projecting Feb or March for an answer from the county.
- b. MDP-VGF: Beth Berglund: VGF is having the gym floor painted with pickle ball lines on Friday Nov 18. A proposed agreement for the Severe Weather Shelter was reviewed by MPD legal counsel and passed on to Kingston Cares. They will review at their next meeting. December 14 will be an invite only donor appreciation Christmas celebration at 5 pm.
- c. Building Manager Report: Marcy Kispert, Manager's Report dated 11-15-2022. See Attached. Issues with B&GC door – temporary fix in place. Long term fix in progress. Trees threatening the picnic pavilion. Arborist Matt Sherman reviewed the situation. Marcy will check with Enduris to see if this can be covered by insurance. Skyline was onsite for long overdue preventive maintenance for the camera and access systems.
- d. Master Plan/Ground Maintenance: Jason discussed the proposal the MPD has received from Peninsula Environmental for brush clearing, dead tree clearing, etc. Motion to authorize moving forward with Project Scope as follows: Section 2 A. d for \$4200, Section 2 B. e. for \$2800 and Section 2 C d for \$1200, not to exceed \$8200. Motion to approve up to \$8200 for the aforementioned effort by Pat Pearson (Comm), Second by Bob Netzel (Comm), So ordered approved by Bobbie Moore (Chair/Comm).
- e. District participation in state's retirement system: Motion to approve resolution 2022-3, 4, and 6. by Pat Pearson (Comm), Second by Bob Netzel (Comm), So ordered approved by Bobbie Moore (Chair/Comm).
- f. New Phone System: New VOIP phones have arrived. New switch is at NPCE., and they are coordinating installation of hardware by Tyler's group.
- g. 2023 VGMPD Budget: Discussion to amend proposed budget to add line item for employee bonuses of \$500 each. Motion to approve resolution 2022-5 for MPD 2023 budget as amended for employee bonuses, by Pat Pearson (Comm), Second by Bob Netzel (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
- h. Park Security: No report
- i. Pea Patch: No report
- j. Webinar Opportunities: Public Records proposed training.

11. Any further public comment: None

12. Next Meeting Scheduled: Regular Meeting 20 Dec 2022 @ 6:30 p.m. at VG Community Center and also Via Zoom.

13. Open Public Meeting Adjourned by: Bobbie Moore, (Comm/Chair) 7:37 p.m.

Summary of Minutes Taken by: Bob Netzel, (Comm)



Village Green Community Center
 26159 Dulay Road NE, Kingston, WA 98346
www.myvillagegreen.org

MANAGER'S REPORT

presented to the **Village Green Metropolitan Park District Commissioners**
 November 15, 2022

Building Usage Statistics for October 2022

Library	3314
Boys and Girls Club	1543
Events and meetings	<u>1371</u>
	6228

VOLUNTEER HOURS 605

Social Media Statistics

Constant Contact Mailing List **403**
 Village Green Facebook Page **1978 FOLLOWERS**

PROGRAMS

- ❖ Senior Luncheon on September 14th had 22 attendees; October 12th 29 attendees including Michele Laboda and two NKFR members. Senior Luncheon on November 9th 37 attendees!
- ❖ Pickleballers are able to use the gym Monday – Friday 9-2, Saturday 10-12 (hours change when kids have half days or non-school days).
- ❖ Vendor registration for Handmade Holiday Gift Fair December 2022 is full!
- ❖ Kiwanis did a successful Halloween Carnival from 5-7 on October 31st with around 400 people.
- ❖ Working with two new teachers – one doing a “Meditation Sampler” 1st Wednesday of the month starting in November, the other a prenatal/lactation specialist starting in February.
- ❖ Chilling storytelling event evening of October 26th (put on through Arts Committee).
- ❖ There will be a Christmas concert here – Hometown Band – December 11th

MAINTENANCE

- ❖ Chelsea discovered her outer door to BGC does not latch properly and can be pulled open when locked anytime. She also does not have any motion sensors or a working alarm (even though there is a panel on the wall). Brian from Bird Electric will repair her door, install motion sensors and activate her alarm. We are very fortunate someone did not realize this weakness in our security and take advantage.
- ❖ Also, most of the other doors’ security magnets were improperly installed and do not make good connections. Bird Electric will have to do some work to repair those so they are in peak working order.
- ❖ Downed trees blocking the pathway along the fence to the south of the building on 10/13/22. Some brush was cleared by volunteers. Spoke to Matt Sherman with Arbor Dynamics from Indianola to discuss options. His report was multiple alder trees were dying or decaying. One is leaning toward the Picnic Pavilion and should be removed sooner than later because of the obvious signs of decay at the base.

- ❖ EcoLab brought an insert for our presoak machine to accommodate the new shapes.
- ❖ Dishmachine was FINALLY repaired 11/7/22 – one part still broken (float switch). It is on order with EcoLab, but we do not need it to run the machine.
- ❖ BGC HVAC system completely repaired and back up and running 10/20/22.
- ❖ Men’s bathroom sink repaired 10/18/22.
- ❖ Hand sanitizer dispensers have all been emptied of their cartridges. No more leaking. They just need to be removed from the walls.

OTHER

- ❖ Fire Marshal returned and we satisfactorily completed our Risk Check with no violations!
- ❖ Room rental rates have been implemented for 2023. Carol and Renee have been contacting groups with Annual Reservations with their new fees. The money for next year has been coming in steadily.
- ❖ New pedestal signs are in place – we have had awesome feedback from groups, who love their new signs, volunteers, and the public. It’s professional and lets people know what is going on in the building each day.
- ❖ Bob setup a Roku in the lobby TV, which gives us a variety of options for display. We can stream a visually pleasing YouTube video for hours with light music, we can easily stream photos (that I can add or delete from anywhere), and we can use YouTube TV to transmit major news or sports events. It keeps the view from becoming stagnant, therefore allowing us to draw attention as necessary.

Report by: Marcy Kispert

Tenant Council Meeting November 1, 2022, 1 – 2 PM

SUMMARY

COUNCIL MEMBERS

Village Green: Marcy Kispert and Carol Geissler
North Kitsap Boys and Girls Club:
Kitsap Regional Library: Bethany Smith, Walt Lowry
Village Green Foundation:

1. ONGOING BUSINESS

Kitchen Use:

- Black Goat Supper Club on Mondays, Argensal (Tue, Wed, Thu), Barbacoa on Fridays, Isabel on Saturdays/Sundays.
- The dishwasher/sanitizer continues to be out of order. The spare part will hopefully be coming this month.

Shower Use:

- Shower users in October was 67.

Gym:

- Pickleballers may use the gym from 9am to 2pm., unless half-day schools or non-school days (if it is raining then no Pickleball during that time), and 10-12pm on Saturdays.

Tech Lab:

- Photo Club 1st and 3rd Mondays; Radio Club Mondays 1st Thursdays.

2. TENANT REPORTS

Library:

- Starting November 14 the KRL will now have new hours. Monday – Thursday from 10am to 6pm., Friday and Saturday from 10am to 5pm

- The November “Library Happenings”: is available and the month’s theme will be the salmon. On Monday the 7th there will be a presentation by Adrian Wolf on “Managing North Kitsap Forests for Climate Resilience”.
- Salmon Storytime for kids as well as Take and Make kits.
- The KRL Inspire booklet for November is also available.

Facilities:

- Walt indicates that they ordered a new refrigerator for the Kingston KRL but delivery is unknown.
- Custodial hours have changed. They all now work from 5pm until 1:30am. After hour events will be notified to the custodians in writing.
- Custodians will be cleaning the building’s windows on the inside of the pane, not the external side.

Boys and Girls Club:

- Their outside club door, where parents drop-off and pick-up their children, does not latch closed. Bird Electric came and did a “short fix” and ordered the necessary parts.
- There is no alarm system or motion detector in the B&GC.
- **Village Green Foundation:**
- Wednesday, December 7, from 5 to 7pm the VG Foundation Donor and Board Member Appreciation event will be in the lobby and Summit Lounge. Appetizers will be catered with wine and beer for approximately 50 guests.
- Chloe, Dr. Jim Moore’s dog’s statue memorial dedication will be on Sunday, December 11 from 4 to 5pm at the front entry and lobby with light refreshments.

MPD:

- One of the faucets in the women’s restroom is still out of order. Parts were ordered 5 weeks ago and now it will be another 4 weeks at least. Marcy asked for an estimate of a traditional faucet with 2 handles for hot and cold water.
- Kitchen dishwasher is still broken. Leasing doesn’t seem to be an option as they require that we also order their detergents, on a monthly basis which we don’t need since these are supplied to us by the custodial services.
- An arborist, Arbor Dynamics Tree Solutions, came out yesterday to look at the trees in the park. There are quite a few more alders that are rotting evidenced by the growth of large mushrooms at the base of the trees, especially one that could fall on the picnic pavilion and must be eliminated first.
- Snow removal: Walt will send Marcy an updated copy of Mike Rose’s report.

VG:

- While Bird Electric worked on the B&GC back door, they informed us that all the inside door alarm latches were installed wrong from the beginning which is why some of them are now failing. They will fix this problem too.

Next Meeting: DECEMBER 6, 2022 – 1st TUESDAY OF EVERY MONTH.