

Village Green Metropolitan Park District (VGMPD)

Date: 05 Nov 2019

- 1. Location of Meeting:** Village Green Community Center, Kingston WA 98346
 - 2. Type Meeting:** Special Budget Meeting
 - 3. Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:00 p.m.
 - 4. Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm) Tracy Darlene Harris (Clerk/Comm), Jason Manges (Comm), Pat Pearson (Comm), & Linda Fyfe (Program Coordinator/Manager VGCC)
 - b. Authorized Absence: Bob Warden (Comm)
 - 5. Guests:** Walt Elliott & Don Desnoyer
 - 6. Approval of Agenda.** Dated 11/15/19
 - a. Recommended for approval: Pat Pearson (Comm)
 - b. Second Approval by: Jason Manges (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
 - 7. Budget Review:** A line by line review was completed. Need to adjust for new proposal for lawn maintenance for 2020
 - 8. Financial:** Voucher #11-1 for \$2313.07. Motion to authorize payments by Pat Pearson, Second by Jason Manges (Comm), So ordered approved by Bobbie Moore (Chair/Comm)
 - 9. Open Public Meeting Adjourned by:** Bobbie Moore, (Chair/Comm) 7:15 p.m.
- Summary of Minutes Taken by:** Tracy Darlene Harris, (Comm/Clerk)

Village Green Metropolitan Park District

VOUCHER 11 #1 FOR 11 5 19

Due: November 2019

Sign. RIM

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Brem-Air Disposal Park						
11/01/2019	Bill	✓	11/30/2019	-26	241.51	241.51
Total for Brem-Air Disposal Park					\$241.51	\$241.51
Kitsap County Treasurer						
11/01/2019	Bill	✓	11/11/2019	-7	473.96	473.96
Total for Kitsap County Treasurer					\$473.96	\$473.96
Leonna Small						
11/01/2019	Bill	✓	11/11/2019	-7	468.00	468.00
Total for Leonna Small					\$468.00	\$468.00
McClain Landscaping Services						
11/01/2019	Bill	✓	11/11/2019	-7	970.10	970.10
Total for McClain Landscaping Services					\$970.10	\$970.10
Olympic Printer Resources						
11/01/2019	Bill	✓	11/30/2019	-26	27.14	27.14
Total for Olympic Printer Resources					\$27.14	\$27.14
Port of Kingston						
11/01/2019	Bill	✓	11/11/2019	-7	40.36	40.36
Total for Port of Kingston					\$40.36	\$40.36
Snedegar						
11/01/2019	Bill	✓	11/30/2019	-26	92.00	92.00
Total for R Snedegar					\$92.00	\$92.00
Sprinx						
11/01/2019	Bill	✗	11/30/2019	-26	295.00	295.00
Total for Sprinx					\$295.00	\$295.00
TOTAL					\$2,608.07	\$2,608.07

*Bill not
in time
for reg*

2,313.07

Village Green Metropolitan Park District (VGMPD)

Date: ~~14~~ November 2019

1. **Location of Meeting:** Village Green Community Center, Kingston WA 98346
2. **Type Meeting:** Budget & Regular Monthly Meeting
3. **Meeting Called to Order by:** Bobbie Moore (Chair/Comm) at 6:00 p.m.
4. **Roll-Call:**
 - a. Attendees: Bobbie Moore (Chair/Comm) Tracy Darlene Harris (Clerk/Comm), Jason Manges (Comm), Pat Pearson (Comm), Bob Warden (Comm) & Linda Fyfe (Program Coordinator/Manager VGCC)
5. **Guests:** Don Desnoyer
6. **Approval of Agenda.** Dated 11/19/19
 - a. Recommended for approval: Jason Manges (Comm)
 - b. Second Approval by: Bob Warden (Comm)
 - c. So Ordered Approval by: Bobbie Moore (Chair/Comm)
7. **Prior Meeting Minutes:** Dated 10/15/19 & 11/5/19
 - a. Recommended for approval: Pat Pearson (Comm).
 - b. Second Approval by: Jason Manges (Comm).
 - c. Abstain: Bob Warden (Comm)
 - d. So Ordered Approval by: Bobbie Moore (Chair/Comm)
8. **Public Comment:** None
9. **Report On Events to Date:**
 - a. Finance
 - a). Operating Cash: \$82,875.31, Petty Cash: \$2365.11 & Investment \$308,893.46
 - b). Bills and Vouchers signed: See attached Voucher 1, total \$10,138.00. Motion to authorize payments by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
 - b. Website Update
 1. Minutes of the meeting published on the Website and improvements will be upcoming
 - c. Legal
 1. None
 - d. Correspondence/Information Provided to Public:
 1. None
 - e. MPD Report for MPD Commissioners
 1. None
 - f. Project Architectural Plans

1. No report

10. Unfinished Business:

- a. Building Manager Report: Linda Fyfe (MVGCC) provided an update in the Bldg (See attached).
- b. Tenant Council Meeting Minutes: 11-15-19 attached.
- c. Budget: Motion to approve budget at \$.15 per thousand by Pat Pearson (Comm), Second by Jason Manges (Comm). So ordered approved by Bobbie Moore (Chair/Comm). Resolution 2019-3 motion to approve by Pat Pearson (Comm), Second by Bob Warden (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
Levy Certification dated 11-19-19 \$261,431.00 motion to authorized approved by Jason Mange (Comm), Second by Pat Pearson (Comm). So ordered approved by Bobbie Moore (Chair/Comm).
- d. Master Plan: Exercise Trail signs have been ordered to identify what type of equipment and the benefits of the equipment.
- e. Pea Patch: Bed rental rates will be available early next year.
- f. Fundraising: Ladle of Love is on 11-22-19 and tickets are \$15.00
- g. Rotary Bench: Bench need assemble and concrete will be need to be poured, no estimated date of completion as of today
- h. Public Employee Benefits: Tabled until next meeting.

11. New Business:

Copier: Copier needs to be replaced, Motion to authorize up to \$1000.00 to replace copier by Jason Manges (Comm), Second by Pat Pearson (Comm). So ordered approved by Bobbie Moore (Chair/Comm).

12. Any further public comment: None

13. Next Meeting Schedule: Regular Meeting 17 Dec Nov @ 6:30 p.m. at Village Green Community Center

14. Open Public Meeting Adjourned by: Bobbie Moore, (Chair/Comm) 8:10 p.m.

Summary of Minutes Taken by: Tracy Darlene Harris, (Comm/Clerk)

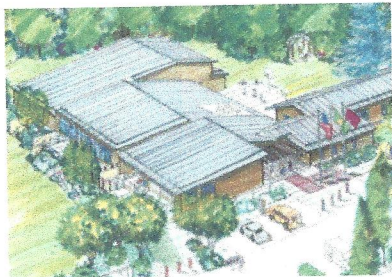
Village Green Metropolitan Park District

VOUCHER #11-2 FOR REGULAR MTG 11 19 19

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
Abdel Artistry & Services						
11/11/2019	Bill		11/21/2019	-3	300.00	300.00
Total for Abdel Artistry & Services					\$300.00	\$300.00
Brem-Air Disposal						
11/01/2019	Bill		11/11/2019	7	231.29	231.29
Total for Brem-Air Disposal					\$231.29	\$231.29
Business Solutions						
11/01/2019	Bill		11/11/2019	7	367.50	367.50
Total for Business Solutions					\$367.50	\$367.50
Centurylink						
11/06/2019	Bill		11/30/2019	-12	286.36	286.36
Total for Centurylink					\$286.36	\$286.36
DT Micro						
11/18/2019	Bill	4724	11/28/2019	-10	306.00	306.00
Total for DT Micro					\$306.00	\$306.00
Kitsap County Public Works						
11/06/2019	Bill		11/16/2019	2	74.28	74.28
Total for Kitsap County Public Works					\$74.28	\$74.28
Olympic Printer Resources						
11/14/2019	Bill		11/29/2019	-11	124.48	124.48
Total for Olympic Printer Resources					\$124.48	\$124.48
PUD #1 of Kitsap County						
11/01/2019	Bill		11/11/2019	7	235.69	235.69
11/01/2019	Bill		11/11/2019	7	3,252.06	3,252.06
11/01/2019	Bill		11/11/2019	7	1,549.97	1,549.97
Total for PUD #1 of Kitsap County					\$5,037.72	\$5,037.72
Puget Sound Energy						
11/11/2019	Bill		12/03/2019	-15	847.12	847.12
Total for Puget Sound Energy					\$847.12	\$847.12
Rec1						
11/01/2019	Bill	193128	11/30/2019	-12	100.00	100.00
Total for Rec1					\$100.00	\$100.00
Sprinx						
11/01/2019	Bill		11/30/2019	-12	295.00	295.00
Total for Sprinx					\$295.00	\$295.00
Superior Linen Service						
11/15/2019	Bill		11/25/2019	-7	252.72	252.72
Total for Superior Linen Service					\$252.72	\$252.72
Village Green Metropolitan Park District						
11/18/2019	Bill		11/28/2019	-10	1,915.53	1,915.53
Total for Village Green Metropolitan Park District					\$1,915.53	\$1,915.53

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
TOTAL					\$10,138.00	\$10,138.00



Village Green Community Center

PO Box 1792, 26159 Dulay Road NE
Kingston, WA 98346

www.myvillagegreen.org

MANAGER'S REPORT

presented to the Village Green Metropolitan Park District Commissioners
November 19, 2019

PROGRAMS

Building Usage Statistics for October 2019

Library	4709
Boys and Girls Club	1123
Events/Classes/Meetings	<u>2811</u>

8643

VOLUNTEER HOURS: 440 – number of volunteers: 38

Other Social Media Statistics

Constant Contact Mailing List	505
Facebook Page	1,285 LIKES

PROGRAMS

Programming is going through a bit of an evolution. Some long standing classes such as Hip Hop and Ukulele have come to an end due to lack of commitment of registrants. Others like Zumba Gold have increased their attendance based on a name change to Dance Fitness – the word Zumba seemed to have chased people away.

Our monthly newsletter is published by a company named LPI. They are responsible for selling ads that appear in the newsletter to help pay for the cost of production. A representative from the company spent two weeks in town selling ads for the next year of newsletters, and she was so successful that we might be able to move to 18 pages beginning January. I will be sending out a thank you card for the sponsors of our newsletter. This is an awkward time of year to come up with marketing money, but our sponsors seem to have found it.

Large events that will be happening at the Village Green include our annual Festival of Trees, Community Meals, Ladle of Love, a English musical production of Hansel and Gretel and the return of the Society of Creative Anachronism: the Barony of Dragon's Laire will be hosting their Yule Fest (breakfast, lunch and dinner) again on December

14. This is the renaissance faire society and I very much look forward to hosting them again. They happily paid \$1,500 to rent the kitchen and banquet hall for 12 hours.

December 7 is the Kingston Cove Christmas and we will be hosting the Holiday Craft Fair, once again, at the Village Green. We partnered with the Chamber for advertising, and the KHS Athletic Boosters. KHS is bringing their holiday bazaar to the Village Green this year, as traffic up to the school over the last couple of years had been dwindling. We cut off registrations of vendors when we maxed out in spaces, and allowed for KHS to sell vendor spaces in the gym. The more vendors on site, the more successful the event will be.

[Handwritten: Dec 12/13 Trees (Dec 13 bids)]
We are having a cookie exchange with the volunteers at the December volunteer meeting. We have upwards of 40 volunteers who come every week to man the front desk, greet guests, give tours of the building, maintain our reservations system and work special events. I try to make them feel appreciated everytime I work with them. This little party we will be having is just a small fun way to let them know how much they're appreciated. A couple of month ago, we treated them to an evening at Downpour where Argensal was selling food and the MPD paid for two drinks and dinner for everyone who showed. Unfortunately, we missed some of our key volunteers who had already gone south, and others just couldn't make it, so this did not reach out to everyone.

PROPERTY

The silica based substance for keeping a seal in the concrete flooring has been received by KRL custodians and they are now using it as they mop the floors once a week.

Dials for fans in the gym and caged covers have now been installed by Alan Chessman.

Another Trespass incident occurred at the center on Saturday, November 9. An agitated man was escorted out of the building by Branch Manager, Leigh Ann Winterowd and she was supported by Carol Geissler and front desk staff who called 911. To our knowledge the man has not returned. I followed up on the details of the incident after speaking to both Carol and Leigh Ann and viewed the incident on the CCTV.

KRL has put out an RFP for snow removal. To my understanding, only one service provider responded to the RFP. It is also my understanding that the MPD might have been approached to share the cost of snow removal, but at this time, I am not quite sure.

The Village Green will be closed on Thanksgiving Day and the day after, also on Christmas Eve and Christmas day. In both instances, we will be closing at 5 pm on the evening of the day before. These closure times are in line with the KRL calendar and it will make life easier for all.

Respectfully submitted,

Linda Fyfe