

# Burlington Parks & Recreation Advisory Board

**TUESDAY, April 2, 2019 at 5:30PM**

**@ Parks Shop Building**

**951-A South Section Street**

**Agenda:**

<b>CALL TO ORDER</b>	Keith Chaplin
<b>APPROVAL OF MINUTES</b>	Keith Chaplin
<b>OPEN COMMENT</b>	Keith Chaplin
<b>OLD BUSINESS</b>	Keith Chaplin
• PROS Plan – Community Outreach Event	Jennifer Berner
• Spring/Summer Recreation Guide	Jennifer Berner
<b>NEW BUSINESS</b>	Keith Chaplin
• Tour of Parks Shop and Equipment	Jim Rabenstein
• Turf Maintenance & Summer Park Projects	Jim Rabenstein
<b>ADJOURN</b>	Keith Chaplin

**Next Scheduled Meeting:**

Tuesday, May 7, 2019

**Enclosures:**

: Tuesday 03/05/2019 Meeting Minutes

CITY OF BURLINGTON  
**PARKS & RECREATION ADVISORY BOARD**  
Tuesday, March 5, 2019 Meeting Minutes

***Board Representatives in Attendance***

**Board Members:** Bill Black, Keith Chaplin, Ronda DeGloria, Adrian Santangelo

**City Council Members:** Joe DeGloria and James Stavig

**City Staff:** Jennifer Berner, Shelley Johnstone, Christi Kinney and Jim Rabenstein

***MEETING CALLED TO ORDER*** by Chairperson Keith Chaplin at 5:30PM.

***MINUTES:*** Ronda DeGloria raises a motion to accept the minutes of the 01/07/2019 board meeting as written, with a second by Bill Black. All in favor; motion carried.

***OPEN COMMENT***

**Downtown Businesses Meeting.** Christi Kinney mentions that she recently attended a “Revitalize Downtown Hub City” meeting hosted by Burlington Chamber of Commerce. The meeting invited local businesses and community members to share their ideas for rejuvenating the downtown core. Christi felt galvanized by the conversations and encourages any board members with interest to attend the next meeting scheduled for Wednesday, March 27, 6:30-8:00PM. Representatives from the City will attend the next meeting which will focus on “The Process” needed for action.

**Quick Updates for Jennifer Berner:**

●**PROS Plan:** The second community workshop will be held at Burlington’s Community/Senior Center and is scheduled for Wednesday, April 17 beginning at 6:30PM. This workshop will focus on how people connect and how they access the city’s parks & trails. Jennifer plans to hit on all forms of advertisement available including printed media, radio ads and social media. She hopes to draw more of the Hispanic population to this next workshop. She says the library’s Juan Farias has been especially helpful in linking her with resources.

●**Skagit River Park Irrigation:** Jennifer along with Jim Rabenstein and two of the City’s engineers recently met with RH2 Engineering. The RH2 consultants have pulled together information about the options available to the city for water sources. While all the options come with limitations, the best boiled down to four: (1) Skagit PUD; (2) an interruptible water right from the Skagit River; (3) reclaimed water from the Wastewater Treatment Plant; and (4) a water right available for a well on the Nagatani property (now owned by Jones Manufacturing).

As an interruptible water right, the option to access to Skagit River would be limited to times when its flow allowed it. The Wastewater option would cost \$16-\$20 million dollars to implement and would still be an interruptible source since it is linked to river flow. Skagit PUD as a public utility would be a reliable, year-round source of water, but also the most expensive since rates will continue to go up over time. Jones Manufacturing has said they will sell their property’s water rights to the City for \$100,000. Their water rights expire at the end of this summer. They are willing to move the rights into a trust in order to allow time for negotiations. If an agreement can be struck, Jennifer feels that a combination of the property’s water rights and water rights to pull from the Skagit River may be good options, but ultimately the choice will be based on which option or options will give the City the best return on investment.

**National Fitness Campaign.** Jennifer Berner says she and Jim Rabenstein have been approached by representatives of the National Fitness Campaign. The organization was founded in 1979 and its mission is to bring free fitness to parks across the nation with the installation of their outdoor fitness courts. The compact, streamlined courts cost approximately \$60,000 to install, but the organization may cover up to \$30,000 of that cost. Jennifer plays a short video for the board. She feels the fitness court would bring a needed facet to Burlington's parks, and it mirrors the feedback being heard in PROS surveys. Keith Chaplin recalls that outdoor fitness stations were also a popular topic during the neighborhood meetings conducted for Maiben Park's renovation a few years ago. Jennifer believes this would be a positive addition for citizens with a wide variety of uses including Recreation programs and classes. She feels this is a conversation to explore further with board members and would like to consider 2020 as a potential project year.

### **OLD BUSINESS**

**Disc Golf Course.** Jennifer Berner says there is \$6,000 in the 2019 budget to put towards the creation of an 18-hole disc golf course in Burlington. She and Jim Rabenstein will meet with Quentin Sutter and Zane Sather of Skagit Valley Disc Golf Club on Friday, March 22 to discuss moving forward with the project. The Club had at one time indicated they would be able to provide the remaining \$2,000 of the \$8,000 estimated project cost. Their contribution would either be realized by donation of money and/or equipment. Jim Rabenstein comments that the city's recent purchase of a new mower may allow for a little more freedom in the layout of the course since it was previously designed to work within the limitations of different mower deck dimensions. Ronda DeGloria asks whether the baskets are fixed or movable. Jennifer answers that they could be either, those details are still being talked through with the Club and the Dike District. The initial layout of the course will likely be easily adjustable with simple tee boxes to allow for fine-tuning.

**Field Use Policy Completed.** The digital version of the new policy was emailed to board members the week prior to the meeting. Jennifer Berner shares hardcopies with those present. She says that the new policy is complete, but is, in actuality, still a work in progress. This policy has been developed over the past year largely from feedback received from current field user groups, research with other municipalities as well as the department's experiences with past practices. Jennifer says it looks good and seems comprehensive on paper, but it is realized that there will no doubt be adjustments needed after this first year of implementation. Jim Rabenstein says only one application was received with the launch of the policy's new "allocation (reservation) process", but he understands it will take some time for the different field user groups to get accustomed to the process.

Joe DeGloria makes note that the phrase "High Risk Activity" is used several times throughout the document. He asks what criterion is used to determine this subjective term. Jennifer answers that WCIA, the city's insurer helps to clarify the criteria. When Joe asks how the new fees were set, Jim responds that it was a long process and claimed the vast majority of the conversation with the field user group. Jennifer says they looked for comparisons with agencies with similar field use types, then measured those findings with the City's past practices. This resulted in minor increases, and a new more practical format: a per hour fee instead of per game. Jim explains how the "Rain-out" policy works when asked by Keith Chaplin. Joe mentions that he appreciates the general theme infused within the new policy of the field users' role in respecting and protecting the playfield assets.

## **NEW BUSINESS**

**YMCA Pool Use.** Jennifer Berner reports that a few perks come to city residents in exchange for the funds approved by council in support of the new YMCA in Mount Vernon. The City will pay a total of \$50,000 over the span of 5 years and in return city residents will have free and exclusive use of the Y's pool on the third Saturday of each month from 6:00-8:00PM during those years. The multi-faceted pool includes a lap pool, a lazy river, a kids' aquatic play zone and a recreation zone. Resident's free use will also include the locker room area and Jacuzzi. The opening date for the Y has been pushed back to sometime in April.

**Park Equipment & Projects 2019.** Jim Rabenstein shares a long and rather exciting list of new equipment & supplies slated for purchase in 2019 as well as a summary of projects to be tackled in 2019. A copy of the full list is attached hereto. A few notables:

From CIP funds: A new WAM mower whose adjustable deck will allow for more flexibility with mowing is currently at the John Deere dealership, but will be delivered soon. The new ¾-ton pickup ordered from the State contract to replace the Parks' 2002 truck will be delivered by June 19. Two new, properly weighted tilt trailers will be purchased to replace the current 1960's classics used now.

Lodging Tax funds: A portable digital/electronic sign that will be used to support tournaments and events is on order. Sandbags designed to efficiently anchor soccer goals have been delivered. Fertilizer, seed, topdressing sand and new aerating tines are on the list too. Bill Black asks whether a roller is on the list. Jim answers no, not this year, but hopefully next year. Bill mentions that he knows of a person who has a machine shop in west Mount Vernon across from Smileys that builds them and does a nice job for a reasonable price.

When Jim mentions the purchase of new electric door locks at Whitmarsh restrooms, Keith Chaplin asks whether problems are continuing with homeless people timing the bathrooms' locking systems in order to have overnight shelter. Jennifer Berner answers that yes, it is still a widespread problem that begs larger and deeper conversation.

Operating budget: A variety of tools and equipment that will increase efficiency.

**Recreation Guide.** Jennifer Berner shares that the City's first official "Rec Guide" will be published in late March. The 16-page guide was expanded to 24-pages as a result of the many new programs being introduced for the spring & summer sessions. The guide will be direct mailed to all residents in Burlington 3 times yearly and will contain a variety of information. Along with detailed information about upcoming recreation program schedules and program policies, the guide:

- will include general info about city parks and their amenities
- will introduce department staff and acquaint readers with City Council and the Parks & Recreation Advisory Board;
- will publicize City sponsored and co-sponsored special events;
- will share PROS Plan project news;
- will offer "City Highlights" with write ups from other departments.

When asked by Keith Chaplin whether a map would be included, Jennifer answers that the map currently available is not a great one; it's hard to read and outdated. She says that the PROS Plan project will produce a better map which she plans to include in future editions of the guide.

Christi Kinney shares a print out of upcoming recreation programs which includes more pre-school age group offerings and more sports themed camps, two subjects mentioned specifically in the feedback. 'Busy B's

Nature Camp' for the 3-5yr age group will be run by the city's Rec staff and is one of the new offerings offered several times throughout the summer. Christi has contracted with Camp Fire to run a variety of themed camps throughout summer including a 'Drama Camp' held at the VIC's amphitheater and a 'Myths and Legends' camp hosted the very last week of August which has historically been a tough week to program because of limited staffing. She has also contracted with Skyhawks to run a variety of sports themed camps including Flag Football, Indoor Basketball, Track and Field to name just a few.

Christi says the Pop-up Program schedule is wrapped up, and she has bands for the Summer Night Concert series confirmed for all 6 Friday dates beginning July 12. She likes the variety scheduled this year with 3 local bands and 3 from out of the area whose genres include Cajun, Bluegrass, Country, Rock and Blues. The two outdoor movies were bumped to a later summer date which will allow for an earlier start time. The movies will be held at Maiben Park on the last two Wednesdays of August.

Bill Black asks how out of area advertising is handled. While it depends on the program, Christi says that she has found FaceBook ads and events to be a great resource for marketing. Keith asks whether Instagram is used. Christi replies that it is on her radar to look into more because she understands that it is surpassing FaceBook as the best way to reach a variety of age groups. Keith raises the question whether hiring a, or contracting with, a social media manager is worthwhile, perhaps with the assistance of Lodging Tax funds. Jennifer comments that it is definitely worth considering. As a municipality there is an added consideration with regard to public records requirements which can be challenging with social media.

Christi exits early to attend another obligation, but in parting mentions that interviews for the new Rec Lead position take place this Friday. All seasonal positions for the department have just been announced and are open until filled.

**Meeting adjourned at 7:29PM by Keith Chaplin.**

**NEXT MEETING: Tuesday, April 2, 2019 at 5:30PM** Meeting location is at the Parks Shop located at 951-A S. Section Street.

*Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.*

## **PARKS DEPARTMENT EQUIPMENT PURCHASES FOR 2019**

### **CIP DOLLARS**

- WAM Mower (Replace 1997 Woods mower)
- ¾ Ton Pickup Truck (Replace 2002 pickup)
- 2 new mower trailers (Replace trailers from the 1960's)

### **LODGING TAX DOLLARS**

- Portable Electric Sign
- Fertilizer, seed, and topdressing sand for turf maintenance
- Soccer goal sandbags
- Baseball bases
- Baseball dirt
- Material to rebuild pitching mounds
- New tines for aerating
- Electric door lock at Whitmarsh restroom pipe chase
- New camera at south end of SRP

### **BUDGET DOLLARS**

- New line feed welder
- New generator
- New pressure washer and attachment
- New park signs
- New bulk DEF system (55 gal)
- New Dewalt power tools

## **PARKS DEPARTMENT PROJECTS FOR 2019**

- Disc golf course at Whitmarsh
- Expand turf maintenance to other parks (Maiben)
- Install cameras at south end of SRP
- Repair restrooms at SRP
- Install warning track surface at Rotary Baseball Field
- Install new signage in parks
- Re-design parks shop
- Master plan for SRP and Maiben
- Irrigation for SRP