

Burlington Parks & Recreation Advisory Board

MEETING AGENDA

Tuesday, 05/11/2021, 6:00PM

[Virtual Zoom Meeting](#)

Dial in: 1-253-215-8782

Log in: <https://tinyurl.com/129eem5v>

Meeting ID: 859 9970 0682

Passcode: 241233

CALL TO ORDER

Darla Chafe

APPROVAL OF MINUTES (04/13/2021)

Darla Chafe

OPEN COMMENT

Darla Chafe

OLD BUSINESS

Darla Chafe

1. Park Signage Update

Jim Rabenstein

NEW BUSINESS

Darla Chafe

2. REC Report

Sarah Ward

3. Dog Park RFP

Jim Rabenstein

ADJOURN

Darla Chafe

Next Scheduled Meeting:

Tuesday 06/08/2021 @ 6:00p.m.

Enclosures:

: 4/13/2021 Meeting Minutes

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD

Tuesday, 04/13/2021 Meeting Minutes

(The board meeting is conducted via Zoom due to COVID restrictions)

Representatives in Attendance

Board Members Bill Black, Craig Bloodgood, Darla Chafe, and Rob Norman

City Council Members: Keith Chaplin and Chris Loving

City Staff: Interim Parks & Recreation Director Sarah Ward, Parks Supervisor Jim Rabenstein, and Parks & Recreation Secretary Shelley Johnstone

MEETING CALLED TO ORDER by **Chairperson Darla Chafe** at 6:10PM.

MINUTES: A motion to approve the minutes of the 03/09/2021 meeting as written is made by **Craig Bloodgood/Bill Black**. All in favor; motion is carried.

OPEN COMMENT

First Steps Shelter. **Bill Black** asks what Parks' involvement will be with Burlington's new homeless shelter. **Jim Rabenstein** answers that the majority of the work in its construction has fallen to the Streets and Facilities departments. The City is working with the labor union to define expectations for maintenance support once the shelter is open. A number of local agencies have collaborated on the new shelter including Skagit Community Action and Skagit Friendship House. **Keith Chaplin** shares that the Friendship House will run the operations of the shelter once opened. The City received funding for the capital improvements from the County, more than \$400,000. Pads were poured to accommodate 45 individual cabin/shelters. The City of Mount Vernon has purchased 15 cabins, Burlington has purchased 20. The hope is that the remaining 10 will be filled by donation.

Summer Recreation Programs. **Sarah Ward** shares that registration for summer programs will open on May 5. Programs will look very different this year due to limitations stemming from the pandemic, but **Sarah** says she is excited about the alternate plans. Outdoor programs will include Thursday Walkers, Outdoor Book Club in partnership with the library, Pride of the Neighborhood (similar to yard of the month), Nature Immersion and a family friendly Scavenger Hunt. Challenger Sports and Skyhawks will return to offer their week long sports camps. Virtual classes offered will include Photography, Photoshop and a nutrition program.

Whitmarsh Road Concerns. **Rob Norman** expresses concerns about the frequency of speeding cars along Whitmarsh Road. He was recently at the practice fields for youth football practice when a vehicle crashed nearby after losing control. **Rob** feels they were fortunate that bystanders were not injured. He enquires whether there is something that can be done to curtail the problem. **Keith Chaplin** suggests moving the speed trailer there periodically may be helpful. **Jim Rabenstein** says he will share the concern with BPD.

OLD BUSINESS

Dog Park Project. **Jim Rabenstein** says that he will be moving forward with a Request for Proposal (RFP) to develop the dog park at Jack Doyle Memorial Park. Jim says he feels this is not an ideal location, but after extensive research, it is the best option the City has at this time. **Jim** says the RFP process will likely move a little slower than he would like, but he is confident the project can be completed in 2021.

Park Entrance Signs. **Jim Rabenstein** reports that he has ordered 7 signs to start, dark green background and tan lettering. Vacker Signs has indicated they have been experiencing problems with supplies due to a number of factors happening globally. **Jim** says he is prepared to purchase the mounting posts separately if needed. He expects installation to begin in the fall, beginning with Jack & Helen Doyle Memorial Park.

NEW BUSINESS

RCO Grants. **Sarah Ward** reports that she had a great conversation with **Allison Dellwo**, our representative for the State Recreation and Conservation Office (RCO). **Allison** said we are eligible to apply for grants through 2026; the next available cycle being 2022. Sarah and staff will next attend a webinar that will educate them on next steps. **Allison** will be available to offer guidance through each step of the grant application process. **Sarah** says she does not want to downplay the extensiveness of developing the grant request. She has two library staff members with some grant writing experience that may potentially be available to assist. Sarah sees this as a collaborative effort with board members being apprised along the way.

Rotary Park Pump Track. **Jim Rabenstein** shares that a new opportunity has presented itself and the result is the addition of a bike pump track at Rotary Park. He is getting a quick education on its installation. Faber Construction has indicated they have 120-150yds of top soil to donate to the project. **Jim** says he will need to add clay to the soil to make it viable for the pump track. He plans to begin the install in early fall and anticipates this to be a low-cost project. **Rob Norman** and **Darla Chafe** offer points of contact who are experienced in pump tracks that may be of assistance.

Reintroduction of Tournaments. **Jim Rabenstein** reports that he has been given the green light to move forward with tournament scheduling. The events will be simpler versions of what would normally take place – no award ceremonies, no food or merchandise vendors, no overnight camping. Confirmations of the tournaments will be considered tentative until the event date draws nearer so that the circumstances with Covid can be assessed.

Cemetery Expansion. **Jim Rabenstein** reports the cemetery's Urn Garden is now full. There is a hillside on the cemetery grounds that could potentially be developed for a second urn garden. Jim will be working with Public Works and the city administrator to determine logistics and the budget. **Chris Loving** expresses appreciation that City staff will perform most of the work as it will be a cost savings. **Craig Bloodgood** suggests a local vendor that may possibly supply inexpensive stamped ecology blocks for the project.

ADJOURNMENT: **Darla Chafe** adjourns the board meeting at 7:05PM.

NEXT MEETING: **Tuesday, May 11, 2021, 6:00PM**

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary