

Burlington Parks & Recreation Advisory Board

Monday, February 6, 2017 at 5:30PM

@ Burlington Parks and Recreation Center

900 E. Fairhaven Avenue

(Use South Entrance off Washington Avenue)

Agenda:

CALL TO ORDER

Keith Chaplin

APPROVAL OF MINUTES

Keith Chaplin

OPEN COMMENT

Keith Chaplin

OLD BUSINESS

1. BPR Walk-thru

Christi Kinney

2. Los Aztecas Soccer League, Update

Shelley Johnstone

3. Maiben Renovation Project – Cost Estimate &
Phasing

Bryan Harrison

NEW BUSINESS

4. Election of Officers

Keith Chaplin

5. Update – New Director

Bryan Harrison

Next Meeting: Monday, 03/06/2017 @ 5:30PM

Enclosures

:01/09/17 Meeting Minutes

Updates for February 6, 2017 Meeting

OLD BUSINESS

BPR Walk-thru. Christi Kinney will start the meeting by offering board members a tour of the Parks and Rec building and offering insight into long overdue updates needed.

Maiben Renovation Project-Cost Estimate & Phasing. Board members will be asked to review the most recent numbers coming from landscape architect, Bob Droll and to develop a recommendation for City Council.

Los Aztecas Soccer League, Update. Notice has been given to the City that the league will disband. Shelley Johnstone will have more information to share.

NEW BUSINESS

Election of Officers. Board members will be asked to select chair and vice-chair persons for 2017.

Update – New Director. Jennifer Berner has accepted the role of the City's new Parks and Recreation Director. Her start date is scheduled for Wednesday, February 15. She comes to Burlington from the City of Mukilteo where she served as the Recreation and Cultural Services Director since 2007. Jennifer has worked in the Parks and Recreation field since 1997.

NEXT MEETING: Monday, March 6, 2017 @ 5:30PM.

CITY OF BURLINGTON
PARKS and RECREATION ADVISORY BOARD
Monday, January 9, 2017 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria and Jeff Ottesen.

City Council Members: Tonya Bieche.

City Staff: Craig Bloodgood, Bryan Harrison, Brittany Johnson, Shelley Johnstone and Christi Kinney.

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:31PM.

MINUTES: Ronda DeGloria motions to accept the minutes of the 12/05/2016 board meeting as written; Bill Black seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Parks Foundation Meeting. Christi Kinney invites board members with interest to join Burlington's Parks Foundation at their board meeting on Tuesday, January 10 at 4:00PM at the Parks and Recreation Center. They are in a restructuring mode and will be discussing goals for 2017 and recruitment of new members. Among its undertakings, the Foundation administers a scholarship fund for Burlington's recreation programs.

Summer Nights Concerts. Bill Black shares that he has been contacted with request for a dance floor to be setup in conjunction with the concert series. Christi Kinney says there are a few areas that could be considered, perhaps even a cement pad poured. She'll make some enquiries and pursue the idea with Public Works.

OLD BUSINESS

Director Interview Panels. Brittany Johnson reports that a total of 16 applications were received. There were 8 that exceeded the requested qualifications. Phone interviews with the top 5 candidates will be conducted on January 10. An open house reception with all finalists will then be hosted on January 18 for a meet and greet opportunity with staff and community members. Formal interviews will take place throughout the day on January 19 with 3 panels consisting of an assortment of city staff and community members. The intention is to have the top candidate selected by day's end. Brittany asks that board members submit to her their requests for interview questions or suggestions for panelists no later than January 12.

Maiben Park Renovation Project – Updated Cost Estimate: Bryan Harrison shares copy of a diagram depicting a series of upgrades to Maiben Park which are reflective of renovation conversations to-date: a new restroom building which provides a central hub for the park with covered canopy areas, picnic tables and 4 uni-gender single stall washrooms; separate age appropriate play areas delineated by hardscapes designed for kids ages 2-5 years and 5-12 years and an area for adult fitness stations; a new waterpark splash pad to complement B-E Kiwanis' existing waterpark; an expanded parking area; enlargement of the existing tennis court to regulation size with stripings for 4 pickle ball courts; a reconditioned "old Camp Fire lodge" at 219 S. Skagit Street for potential meeting space; refurbishment of the open field area in the park's northeast corner with the addition of a small covered picnic shelter in the park's northeast corner; and the creation of a 2'-3' lawn berm running along the north side of the park. Bob is still working on final numbers for the overall project cost which is estimated to be over \$2,400,000. Knowing that the playground will be an integral feature of the rejuvenated

park, Bob has supplied a cost projection for the playground component and estimates for each play apparatus which can be supplied to community members who have expressed interest in supporting the project.

Christi Kinney recommends communicating cost estimates to the local service clubs since some may have interest in contributing to certain pieces of the project and their fundraising efforts would need to begin well in advance. Keith Chaplin suggests recognition plaques or signage of some kind for the businesses and groups that donate to Maiben's restoration. An estimate with firmer numbers for the entire project is expected from Bob Droll before the end of January. The estimate will be an item for discussion at the board's February meeting with the intent being to develop a recommendation for council.

As a side note for consideration, Bryan mentions that Boys & Girls Club would like to use Maiben's shelter and the old 219 S. Skagit Street building again for their Summer Breeze program. A Leadership Skagit team is looking into giving the tired old building a face lift in the near future which could open up its use more broadly for the Boys & Girls Club and other interested groups. Keith suggests hosting a contest to give the old building a proper name.

NEW BUSINESS

Los Aztecas League Request for Fee Reduction. The board resumes a conversation that began at the December meeting when league representatives requested assistance with what they feel is a crisis situation for their league. They face diminishing membership and feel rising field use costs are the primary driver behind it. Limited revenue is hindering their efforts in creating opportunities for women and at-risk youth within the league. Shelley Johnstone indicates that the fee structure associated with field use has not been changed since 2010, and the prior fee change took place 10 or more years before 2010. She adds that any fluctuation in the league's expenses is directly linked to the amount of fields and services they use. League expenses did run higher in 2015 due to a brawl that took place early in the league's season that year. Burlington Police required a security officer for the remainder of the games that year at the league's expense.

Craig Bloodgood has researched maintenance expenses at Skagit River Park to help determine whether reducing field use fees can be considered. While he has a few more pieces of information to gather, his current numbers are indicating annual expenses in the neighborhood of \$65,000 for just big ticket items such as irrigation/utilities, fuel and labor. This does not include incidental supplies for the equipment used at the playfields or the provisions at restrooms. After conducting an informal fee survey with agencies offering similar sports complexes, Shelley has found that the fees charged by the City are not extraordinary, falling in a similar price range. The manner in which the fees are charged varies greatly, however: some agencies charge by the hour versus per game; some dividing usage into peak hours versus non-peak; and others charging the same rate for all sport types unlike the City's more sport specific fee structure. She will put together revenue numbers for board members.

Bryan Harrison suggests a benefactor for Los Aztecas could help them investigate grant or fundraising opportunities. Christi Kinney recommends introducing the league to the Leadership Skagit organization for possible assistance. Keith Chaplin offers to draft a letter on behalf of the board identifying areas that the league might be able to tap into for assistance. If reducing field use fees is an option, Shelley says that developing a contract with the league offering reduced fees in exchange for a league-run regional tournament in Burlington may be worth exploring. The idea being that reduced field use fees would be counterbalanced by the additional revenue brought into the Burlington economy by visiting teams.

Parks and Cemetery 4th Quarter Report: Craig Bloodgood reports on tasks that kept the Parks crew busy during 2016's last quarter.

Routine tasks included:

- ~ Mowing, spraying, weeding, pruning
- ~ Regular readerboard updates

- ~ Setting goals for fall soccer leagues
- ~ Winterizing facilities, equipment and irrigation lines
- ~ Boat ramp cleanup after high water

Other tasks included:

- ~ Repairs to light panel at Rotary Park
- ~ Install of new drinking fountain at Skagit River Park
- ~ Surveillance camera signs installed at Maiben and Skagit River Parks
- ~ Replaced ballasts at Skagit River Park restrooms
- ~ Repairs to Whitmarsh rental house after renters departed
- ~ Cleanup at Walnut Pond and removal of hedgerow to improve line of sight
- ~ Assisted Streets' crew with laying the new driveway on the north side of Community Center
- ~ Working on facelift for Maiben Park restrooms which includes converting the separate men and women units into two single unisex 'family' style units

Craig says the amount of work at the cemetery slows down considerably during the late fall and winter months. Crew winterized water lines, performed funerals and set headstones. Craig is waiting to hear whether he can proceed with a survey for a potential new urn garden site.

Christi Kinney asks whether the lights of the Fairhaven Avenue readerboard will be changed in the near future. Craig answers that the City's electrician on staff will be working on it soon. He and Christi express the need for a more time-efficient electronic readerboard. They understand that the City's zoning code prohibits digital signage, but they wonder if there is possibly a type of digital signage that would still meet current zoning code, yet conserve on the Parks crew time in updating its information.

Schedule BPR Walk-thru. Board members will tour the Parks and Recreation building and the 219 S. Skagit Street building at the next board meeting. Christi Kinney shares a memorandum from the City's Public Works Director, Marv Pulst that details his recommendations for overdue improvements of the Parks and Rec building. Christi adds that there are also a number security related issues that have come to light after a recent "Active Shooter" training provided to City staff. The training helped staff to identify problem areas that could be improved upon to increase safety and decrease the opportunity for intrusion.

ADJOURNMENT: Ronda DeGloria and Bill Black motion and second to adjourn the board meeting. All are in favor; meeting is concluded at 7:02PM.

NEXT MEETING: Monday, February 6, 2017 at 5:30PM at Burlington Parks and Recreation Center.

Minutes transcribed by Shelley Johnstone, Parks and Recreation Secretary