

Burlington Parks & Recreation Advisory Board

Monday, March 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

NEW BUSINESS

Keith Chaplin

Leadership Skagit Project @ 219 S. Skagit Street

Sarah Ward

RCO Grant Opportunity for Maiben Renovation Project

Jennifer Berner

1st Quarter Recreation Report

Christi Kinney

Business Representative Vacancy

Shelley Johnstone

Next Meeting: Monday, 04/03/2017 @ 5:30PM

Enclosures

:02/06/17 Meeting Minutes

Updates for March 6, 2017 Parks & Recreation Advisory Board Meeting

OLD BUSINESS

NEW BUSINESS

Leadership Skagit Project: 219 S. Skagit Street House. The Leadership Skagit team along with representatives from Rotary Club of Burlington and Boys & Girls Club will join the meeting to share their vision for the remodel of the old Camp Fire building at 219 S. Skagit Street.

RCO Grant Opportunity for Maiben Renovation Project. Jennifer Berner will offer insight into RCO grant programs and how they might benefit the project. Discussion on application strategy to follow.

1st Quarter Recreation Report. Christi Kinney will report on recent programs and events, and share Recreation's pursuits for the next quarter.

Update on Business Representative Vacancy. Shelley Johnstone will report on the current status of the vacancy, and any letters of interest received. Discussion will be held regarding the business representative board position and whether replacing it with second citizen at-large position might be more appropriate.

NEXT MEETING: Monday, April 3, 2017 @ 5:30PM
@ Burlington Parks & Recreation Center (South Entrance)

CITY OF BURLINGTON
PARKS and RECREATION ADVISORY BOARD
Monday, February 6, 2017 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Ronda DeGloria, Jim Iversen, Jeff Ottesen and Rachel King

City Council Members: Chris Loving

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

Guests: Jim Rabenstein, Burlington Parks Crewmember; Bob Droll, Landscape Architect

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

MINUTES: Jim Iversen motions to accept the minutes of the 01/11/2017 board meeting as written; Ronda DeGloria seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Old Camp Fire Building – Leadership Skagit. A Leadership Skagit team is considering a remodel on the old Camp Fire building as a possible project that would benefit the Boys & Girls Club. The Rotary Club of Burlington has also joined that conversation. The board would like to know more about it. It is suggested to invite representatives from each of the groups to the March meeting.

Board Vacancy. Ronda DeGloria asks about the board's business representative vacancy. Shelley Johnstone responds that there are no solid leads as of yet. There is an ad currently running in the Burlington Chamber's monthly newsletter as well as the City's website directing interested candidates to submit a letter of interest to Parks and Recreation no later than February 24. A few enquiries have been received, but none have followed up with a letter. Since there has not been tangible interest since the vacancy was initially advertised last November, Keith Chaplin suggests reassessing the need for a business representative position at the next board meeting; perhaps the position would be better served in a second citizen at-large.

OLD BUSINESS

Maiben Renovation Project – Cost Estimate & Phasing. Bob Droll joins the board meeting to offer insight behind his most recent cost projections for Maiben Park's renovation. Board members receive copy of a park diagram reflecting the overall scope of the project, a second diagram reflecting the project in recommended phases, spreadsheets for the overall project cost estimate (\$2,413,100.00) and cost estimates for each of the 5 suggested phases. Also included are spreadsheets for projected annual maintenance costs through each phase and a cost breakdown of the play structure components. Bob explains that the detailed cost breakdowns will aid the City in its pursuit of funding resources, whether that be grants, donations, loans or perhaps assistance through volunteers. He stresses that the cost breakdowns *do not* include inflation projections since that will ultimately depend on the span of time the City elects to accomplish the project within. His order of priority for phasing takes into consideration the complexities of infrastructure that will be needed as the project moves through its phases. Bob's suggested phasing priorities are: (Phase 1- \$872,000) Parking expansion and play areas; (Phase 2- \$607,900) New restroom building & attached shelter; (Phase 3- \$155,200) Old Camp Fire building improvements; (Phase 4- \$290,500) Open Field improvements, including additional picnic shelter; and (Phase 5-\$487,500) Splash pad and new tennis/pickle ball court.

Once the City is ready to enter into the design phase of the project, Bob suggests drafting the project plan as a whole versus a separate design for each phase. The City would be able to utilize it regardless of the manner

it chooses to accomplish the project. If the project moves forward in phases, he highly recommends tackling phase 1 and 2 simultaneously. Not only does it make sense logistically, he feels that the combined components of the two phases, (play areas, expanded parking, restroom building), would have stronger appeal to grant reviewers. Bob strongly urges the City to pursue a geo-tech survey as its next step. Keith Chaplin asks about RCO grant opportunities. Bob explains that the information he has shared with the board tonight is everything they need to pursue grants through the State's Recreation and Conservation Office. Bob offers advice on the best ways to pursue RCO grants should the board be interested in seeking that opportunity.

Bryan Harrison comments that now that the project has been through an appropriate public process, and a scope of work has been developed based on that process, it would now be a suitable time for the board to make its recommendation to council.

Jim Iversen motions to accept the master plan proposal submitted by Bob Droll and to recommend it to city council. Ronda DeGloria seconds the motion. All board members are in favor.

Update on Los Aztecas League: Shelley Johnstone reports that she was recently informed by Los Aztecas' vice-president, Juan Maldonado that the league is disbanding. Juan explained that the league's president is stepping down and he is not able to shoulder the responsibility on his own. Shelley says that there are a number of former Los Aztecas teams that have apparently decided to join a new league, La Nueva Generacion which is seeking similar playing terms at Skagit River Park (weekly Sunday games March through September).

In response to Bill Black's request at the January meeting, Shelley shares a spreadsheet with board members reflecting revenue estimates from playfield users during years 2015 to 2017. Board members briefly discuss the figures. It is suggested to include team counts in future stats, and also associated maintenance costs. Another suggestion is made by Keith Chaplin to break the information into a corresponding calendar format.

NEW BUSINESS

Election of Officers. After a brief discussion, the board is ready to nominate a chair and vice-chair person for 2017. ***Jim Iversen motions for Keith Chaplin to continue on as board chair and for Ronda DeGloria to continue in her role as vice-chair. Jeff Ottesen seconds the motion. All are in favor; motion is carried.***

Update on New Director. Jennifer Berner has been selected as the Parks and Recreation Department's new director. She will begin work with the City on February 15. Jennifer's first stop will be a conversation with Mayor Sexton and Bryan Harrison to discuss expectations and goals. Bryan shares that Jennifer comes to the city as a very experienced director with strong grant managing and master planning abilities. City staff are eager for her arrival.

ADJOURNMENT: ***Jim Iversen motions to adjourn the round-table portion of the board meeting with the BPR building tour to immediately follow. A second comes from Ronda DeGloria. All members are in favor; motion carried.*** (Round- table portion of the meeting is adjourned at 6:56PM. Building tour ultimately concludes at 7:28PM.)

BPR Walk-thru. Christi Kinney offers an informal tour of the Parks and Recreation building built in 1978 which was once home to all City departments. The building is now home to the City's Parks and Recreation business office. The old building has great potential for broader use, but is badly in need of a few improvements before that is viable. The old building is in need of an update before it can viably be opened from broader use. Christi communicates the hope of one day soon being able to expand the recreation programs offered in the building, and also the hope of creating a multi-use facility that would have appeal to other groups seeking a place to gather. Bryan Harrison shares that city council approved 2017 funds for the Public Works Department to retain a consultant to conduct a structural review of the building.

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

Minutes transcribed by Shelley Johnstone, Parks and Recreation Secretary