

Burlington Parks Advisory Board

Monday, March 7, 2016 at 5:30PM

Parks and Recreation Building at 900 E. Fairhaven Avenue
Parks Conference Room

(Use South Entrance off Washington Avenue)

Agenda:

- | | |
|--|-------------------|
| 1. Call To Order | Loren Cavanaugh |
| 2. Approval of Minutes (2-1-16) | Loren Cavanaugh |
| 3. Open Comment | Loren Cavanaugh |
| 4. Old Business | Loren Cavanaugh |
| 5. New Business | Loren Cavanaugh |
| 6. New Members Welcome | Loren Cavanaugh |
| 7. Summer Nights Concert Series Line Up | Loren Cavanaugh |
| 8. Property Donation | Loren Cavanaugh |
| 9. Lodging Tax | Loren Cavanaugh |
| 10. Council Agenda Items | Loren Cavanaugh |
| 11. Playfield Event Calendar (March-April) | Shelley Johnstone |
| 12. Election of Officers | Loren Cavanaugh |
| 13. April 4, 2016 Agenda | Loren Cavanaugh |
| 14. Adjourn | Loren Cavanaugh |

Additional Information

Enclosures:

02/01/2016 Meeting Minutes;
Updates from Loren Cavanaugh;
March & April Playfield Event Calendar;

Updates from Loren for 03/07/16 Meeting

OLD BUSINESS

NEW BUSINESS

New Members Welcome

Please welcome Keith Chaplin and Bill Black as our Citizen Representatives and Jeffrey Ottesen as our At-Large Representative. Keith and Jeffrey will be beginning their first 3-year term and Bill will be serving the last year of a 3-year term.

Summer Nights Concert Series Line Up

The spreadsheet below reflects the current status of all the bands in our Summer Concert Series. The Concert Series starts July 8 and ends August 26.

Summer Nights 2016		contracted	sent contract	received contract
8-Jul	Whiskey Fever	x	x	x
15-Jul	The Sky Colony			
22-Jul	The Naughty Blokes	x	x	x
29-Jul	Gin Gypsy	x	x	x
5-Aug	Chris Eger	x	x	x
12-Aug	Baby Cakes			
19-Aug	The Jody Taylor Band (Classic Country)		x	
26-Aug	Josey Wales			

Property Donation

Marjorie Wade has contacted our office in regards to donating a piece of property owned by the Wade Family Trust. The property is located adjacent to Gages Slough just south of Rio Vista on the west side of the slough. This is a piece that will benefit both Parks and Storm water. All information has been given to administration for research and processing.

Lodging Tax

The Lodging Tax Committee will be holding a workshop on March 8th. They are requesting that non-profit and public agencies develop special events during the occupancy months. Christi and I will be attending with some ideas.

Council Agenda Items

March 10th.

- Council committee assignments for Park and Historical Boards.

March 24th.

- Purchase request for Top Dresser
- Purchase request for Mower
- Approval for Tree Removal at Cemetery

Playfield Event Calendar

Shelley will be updating us on playfield activities for March and April.

Next Meeting: Monday, April 4, 2016 @ 5:30PM

CITY OF BURLINGTON
PARKS ADVISORY BOARD
Meeting Minutes for Monday, February 1, 2016

Board Members Present: Nona Avery, Ronda DeGloria and Carly Watson
Council Members Present: Chris Loving and Ted Montgomery
City Staff Present: Craig Bloodgood, Loren Cavanaugh and Shelley Johnstone
Guests: Keith Chaplin

MEETING CALLED TO ORDER by Parks Director Loren Cavanaugh at 5:33PM.

MINUTES: Chris Loving motions to accept the minutes of the 12/07/2015 board meeting as presented; Ronda DeGloria seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Mr. Keith Chaplin has submitted a letter of interest for one of the vacant citizen representative board positions and has joined tonight's board meeting to introduce himself.

OLD BUSINESS

Parks Board Terms: Council Appointments to Parks & Historical Boards . Loren Cavanaugh explains that he has found the need to seek clarification about council committee appointments with regard to their representation on the Parks and Historical Boards. It was noticed that appointments made for the 2016 committees were not aligned with specifications in the boards' ordinances. Loren will address the topic at the 02/25/2016 city council meeting. Specifically:

Parks Board:

- (1) Loren explains council appointments to the Parks Board should consist of 1 – 3 council members including the alternate. At the mayor's discretion, this combination could be 1 member and 2 alternates or it could be 2 members with 1 alternate. (*Current assignments have appointed 3 council members and 1 alternate for 2016.*)
- (2) City council members appointed to the board are permitted to vote on action items if a quorum is not otherwise present. Appointed council members should be ranked for voting priority either amongst themselves or by the mayor at the time of appointment. Council members voting shall only equal the number of votes needed to make a quorum, (*Current assignments indicate council appointees are non-voting members.*)

Historical Board:

- (1) Council appointments to the Historical Board should consist of 1 member and 1 alternate. (*Currently, 2 city council members have been appointed to the board, but neither has been designated as the alternate.*)
- (2) This board's composition includes a representative from the Parks Board. A council member may serve as the Parks Board representative as long as that same council person is not assigned as the Historical Board's council representative. Terms differ for each of the representatives and would ultimately conflict one another. (*Current assignments indicate one of the two council appointees must also be a member of the Parks Board.*)

Letters of Interest. Keith Chaplin excuses himself for this portion of the meeting. Loren Cavanaugh reports that 7 letters of interest for the 3 board vacancies were received before the January 29 deadline. Board members have received copies of the letters and spend a few minutes in discussion before submitting hand-written votes which rank their choices for each vacancy in order of preference. Loren will tally votes after the close of the meeting and forward the results to board members tomorrow. Loren will discuss the board's recommendations at his meeting with Mayor Sexton next Tuesday the 9th.

NEW BUSINESS

4th Quarter Parks and Cemetery Updates. Parks Supervisor Craig Bloodgood updates the board on tasks that kept his crew busy in the parks and cemetery during the final quarter of 2015. He reports that a great deal of the tasks were routine: Mowing continued into November with the uncharacteristically warm fall weather; spraying for weeds; regularly updates to Readerboard information; cleanup of graffiti as needed; trees pruned along SR-20 and

Alpha Park; cleanup of fallen leaves and removal of tree branches that had dropped during wind storms; winterization of Maiben restrooms, water cannons and irrigation lines; cleanup of Parks Shop for the coming year.

A few notable Parks items addressed during the fourth quarter:

- Craig says vandalism at Maiben Park was at an extreme high in 2015; so much so, the shelter's picnic tables were removed in early October for the remainder of the fall and winter season. The crew have been able to repair some of the damage to the tables. The tables will be returned to the park later in the spring. Crew were also able to repair damage to one of the restroom doors at Maiben after someone broke in and temporarily took up residence. Remnants of drug use continue to be prominent. Crew have taken measures at Maiben and other park facilities to open "lines of sight" throughout the parks.
- Light poles along the new Tammi Wilson Memorial Trail were repaired. Craig says vandals removed screws from the pole's electrical plate covers and pulled out the wiring. They didn't steal the wiring; it was done apparently "just for fun". The crew replaced the plate covers with hardier tamper resistant covers.
- Craig and crew assisted Finance with a full inventory of equipment and tools at the Parks Shop complex. He said it took quite a bit of time, but it's great to have it finished.
- High water on the Skagit River caused closure of the boat launch for a period of time. The crew made rounds to warn the transient population along the river banks of the approaching high water. Craig says most heeded the warning; the Fire Department was called to rescue one person that did not.
- A new memorial bench swing donated by Pat and Larry Edwards in dedication to their parents was installed at Lions Park.

Cemetery notables:

Crew pulled 7 headstones & set 13, dug graves for & staffed 11 funerals. Irrigation lines were winterized for the season. Tree limbs were trimmed back to prevent damage and hazards during windstorms. Craig follows up on a conversation that occurred during last November's board meeting: He says there are 4 dead trees along the cemetery's north property line that need to be removed as soon as possible. Craig is worried that they may cause damage with the next windstorm. (He does not see a fifth tree that needs attending as mentioned in Eager Beaver Tree Service's estimate.) Loren Cavanaugh says he will reintroduce the subject at an upcoming council meeting once he has obtained estimates that include flagging fees.

Council Agenda Items. Loren Cavanaugh will address the subject of city council committee appointments (as previously described on page-1 of the minutes) at council's 02/25/2016 meeting.

Playfield Event Calendar, February & March. Shelley Johnstone reports on Skagit River Park's playfield schedule during February and March. She says February's playfield calendar is empty at the moment, which is typical. **NW United FC** may have a few games later in the month or perhaps March, but nothing scheduled as of yet. **Los Aztecas men's soccer league** is tentatively scheduled to begin on Sunday, March 6. Shelley, Loren and Craig will meet with league organizers this week to firm up the league's needs for the season. **DiscNW** has two ultimate Frisbee tournaments scheduled in March: their annual "Slog in the Bog" games will take place on Saturday, March 12. This is a fairly small, one day event. Another of **DiscNW's** annual tournaments, the "Northwest Challenge" will be hosted on the weekend of March 26-27. This will be the first year the annual games are held at Skagit River Park; organizers say the tournament has outgrown its previous home.

03/07/2016 Agenda Requests. Loren Cavanaugh asks board members to forward requests for agenda items to him at least 1 week prior to the next meeting.

ADJOURNMENT: Nona Avery motions to adjourn the board meeting; Ronda DeGloria seconds the motion. All are in favor; meeting is concluded at 6:36PM.

NEXT MEETING: Monday, 03/07/2016 at 5:30PM

Meeting location is in the Parks and Recreation Conference Room at 900 E. Fairhaven Avenue. Attendees should use the **South Entrance** of the building (off Washington Avenue) as the business entrance at Regent Street is locked by 4:30PM.

Minutes prepared by Shelley Johnstone, Secretary for Burlington Parks & Recreation

Skagit River Park Playfields

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 28	29	Mar 1	2	3	4	5
6	7	8	9	10	11	12
Los Aztecas Men's Socce						Slog in the Bog - Disc N
13	14	15	16	17	18	19
Los Aztecas Men's Socce						
20	21	22	23	24	25	26
Los Aztecas Men's Socce						NW Challenge - Disc NW
27	28	29	30	31	Apr 1	2
NW Challenge - Disc NW Los Aztecas Men's Socce					NWU Micro Program	

Skagit River Park Playfields

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 27 NW Challenge - Disc NI Los Aztecas Men's Socce	28	29	30	31	Apr 1 NWU Micro Program	2
3 Los Aztecas Men's Socce	4	5	6	7	8 NWU Micro Program	9
10 Los Aztecas Men's Socce	11	12 Mini Kickers	13	14	15 NWU Micro Program	16
17 Los Aztecas Men's Socce	18	19 Mini Kickers	20	21	22 NWU Micro Program	23 Spring Reign - Disc NW
24 Spring Reign - Disc NW	25	26 Mini Kickers	27	28	29 NWU Micro Program	30