

Burlington Parks Advisory Board

Tuesday, September 6, 2016 at 5:30PM

Parks and Recreation Building at 900 E. Fairhaven Avenue

Parks Conference Room

(Use South Entrance off Washington Avenue)

Agenda:

CALL TO ORDER

Keith Chaplin

APPROVAL OF MINUTES

Keith Chaplin

OPEN COMMENT

Keith Chaplin

OLD BUSINESS

1. Parks & Recreation Director Position
2. Parks & Recreation Budget Categories
3. 2017 Capital Budget Priorities
4. Updates to City Parks Ordinance 2.72

Bryan Harrison

Bryan Harrison

Keith Chaplin

Keith Chaplin

NEW BUSINESS

5. Advisory Board Roles in Other Cities
6. October 3 Agenda, Maiben Neighborhood Meeting

Christi Kinney

Keith Chaplin

Next Meeting: 10/03/16 @ Community Center

Additional Information

Enclosures:

08/08/2016 Meeting Minutes

P&R Director Job Description

Budget Categories Info Packet

Copy of Ordinance 2.72, City Parks

Updates for September 6, 2016 Meeting

OLD BUSINESS

Parks & Recreation Director Position. What changes, if any, would you recommend to the current job description (enclosed)?

Parks & Recreation Budget Categories. Bryan Harrison will offer insight to the various funds the Parks & Recreation department manages or plays a part in. You'll find information enclosed which includes to-date expenditure reports for the funds.

2017 Capital Budget Priorities. What do you feel should be the department's short term capital budget priorities? A board discussion will be held to determine its recommendations.

Updates to City Parks Ordinance 2.72. Discussion will continue regarding changes to the current ordinance that will help to better clarify some of its language regarding the advisory board. A copy of the ordinance is enclosed for your reference.

NEW BUSINESS

Advisory Board Roles in Other Cities. Christi Kinney will have information to share about her research into the roles of other advisory boards in neighbor cities. Discussion will be held regarding the members' views of their role as an advisory board.

October 3 Agenda. The October meeting will begin with a public forum. Bob Droll will be present to update attendees on progress with the Maiben Park concept plan.

CITY OF BURLINGTON
PARKS ADVISORY BOARD

Meeting Minutes for Monday, August 8, 2016

Board Members Present: Bill Black, Keith Chaplin, Jim Iversen, Rachel King, Jeff Ottesen, and Carly Watson

Council Members Present: Tonya Bieche, Chris Loving and Ted Montgomery

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

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

MINUTES: Jim Iversen motions to accept the minutes of the 06/06/2016 board meeting as written; Jeff Ottesen seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Lions Park RV Sewer Dump Station. Bryan Harrison reports that some progress is being made to reopen the dump station at Lions Park. It was closed several weeks ago after discovering that its very old hookup did not have a meter or backflow preventer; application to PUD for hookup had never been made. The cost for proper hookup will run approximately \$6000-\$6500. Bryan says the City is working on coming up with funds to pursue that fix. The dump station is a no fee—donations accepted service managed by Burlington Lions Club.

OLD BUSINESS

July 25 Park Tour & Board Questionnaire: Board members and staff that were able to participate in the tour found it helpful and informative. Keith Chaplin asks that board members return to the next meeting with a list of capital improvement priorities as they see them. Since time ran short to fit in all points of interest during the tour and a few board members were unable to make the tour, Keith suggests scheduling a second tour for any that may be interested.

The board discusses the questionnaire shared by Keith at their June meeting. In an effort to help hone the advisory board's aspirations, the questionnaire asked members to describe their roles as representatives, their vision for the Parks and Recreation department, the things they feel the department does well and suggested areas for improvement. Common themes mentioned by board members were: advocating for the department; developing a healthy park infrastructure while supporting growth; creating recreation opportunities for kids & families; revamping the Parks and Recreation Center; drawing larger tournaments and events to Burlington; defining short, mid & long term goals. A few of the projects that topped their lists for development: Burlington Hill; Skagit River Park playfields; bike friendly roads; Gages Slough city-wide trail. When asked how citizens can find out about the department's services and programs, Christi Kinney offers information regarding a new publication she hopes to launch in 2017. "Tiger Town" newsletter is result of the collaboration between Parks and Recreation, the Burlington Senior Center and the Burlington Library. It is designed to be a quarterly, direct-mail resource containing information regarding the three agencies' programs and services. The publication is similar to ones currently circulated in Anacortes and Sedro-Woolley which have been very successful as a resource beyond email and the internet.

Parks Ordinance 2.72.010 – 2.72.050. Board members received copy of the current ordinance with their agenda packets. Given the current balance of new and established members, and the recent changes in the department's leadership, Bryan Harrison suggests this is an ideal time for the board to revisit the language of the ordinance governing it and to contemplate the scope of its role as an advisory board. Members have identified a few particular areas to address, but feel that further discussion is needed in order to produce a well-reasoned recommendation to the mayor and council.

Several areas of the ordinance are specifically mentioned as topics for discussion at the next meeting: (#1) Improving eligibility descriptors in section 2.72.030 regarding the youth representative. This section currently reads: “member shall be a high school student living within the Burlington-Edison School District” (BESD). Further along in the section, eligibility criteria is stated as “youth representative shall be a student from Burlington-Edison High School” (BEHS). Rewording would open eligibility to students who may be home schooled or perhaps reside out of the district but attend BEHS (i.e. “youth representative shall be a high school student representing Burlington-Edison High School.”). (#2) Clarify section 2.72.032 which describes the advisory board’s “Functions, Powers and Duties”; they feel the section is too vague as it currently reads. (#3) Better define the board’s role in establishing priorities for the budget and their role in its overall development. (#4) Establish procedures for presentation of an annual report to council. Also, outlining a protocol that will be consistent and impartial for recruitment of all representative positions is a policy item that the board wishes to discuss further.

NEW BUSINESS

Parks & Recreation Budget. The budget call for 2017 has been announced. Departments will begin meeting with the Finance Director the week of August 15. Bryan Harrison says regardless of the level of involvement the board wishes to have in the budget process, he feels a key part of their function in its advisory capacity will be to help council envision a plan for Parks and Recreation so that council will be able to make informed decisions about departmental budget requests. The board could help the department clearly define (#1) what’s needed and (#2) what’s wanted in both the parks and the recreation realms, and ultimately priorities in both regards.

Next Maiben Park Neighborhood Meeting. Keith Chaplin suggests holding the board’s October 3 meeting at the Community Center and including a public forum to discuss updates to Maiben Park’s improvements. Shelley Johnstone will call to confirm the attendance of Bob Droll, the consulting architect on the project.

September Board Meeting. Given the many topics board members are deliberating, Keith Chaplin suggests also meeting in September. Board members decide to meet on Tuesday, September 6 to avoid the holiday on the 5th. In the future, he would like the board to meet during each month of the year instead of skipping the months of January, July and September due to holidays. This would align with section 2.72.034 of the ordinance. The board can choose to alter the regular meeting date if it would be interrupted by holiday. Board members are in agreement. Bryan Harrison reminds the board that a public notice must be advertised in the newspaper if a regularly scheduled board meeting date is changed.

Parks and Recreation Director Position. Bryan Harrison shares that the department and Administration feel allowing a period of assessment is needed before filling the now vacant position. They would like to determine how that position might best be tailored to suit the department’s ambitions. They hope to begin moving forward this fall with decisions on the recruitment process and refining the job description. He adds that they will look to the advisory board and to the staff to help them develop what would be considered the principal qualifications and skills needed in a director. Bryan suggests reaching out to current leaders in the Parks and Recreation field to gain their insight into what qualities they feel are most important for success in their role.

09/06/2016 Agenda Requests. Discussion topics suggested for the September meeting are (1) Establishing budget priorities, (2) Examination of the sections within the City Parks ordinance concerning the Parks and Recreation Advisory Board: 2.72.030 through 2.72.050, and (3) Contemplation of the director position, its scope and essential traits of the person filling it.

ADJOURNMENT: Jim Iversen motions to adjourn the board meeting; Bill Black seconds the motion. All are in favor; meeting is concluded at 6:57PM.

NEXT MEETING: Tuesday, September 6, 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 all other entrances are locked by 4:30PM.