

Burlington Parks & Recreation Advisory Board

Monday, October 3 at 6:00PM

Burlington Community Center

Community Hall Room

1011 Greenleaf Avenue

Agenda:

CALL TO ORDER	Keith Chaplin
APPROVAL OF MINUTES	Keith Chaplin
OPEN COMMENT	Keith Chaplin
NEW BUSINESS	
Maiben Park Renovation - Concept Plan Update	Bob Droll
Improvement Plans for Parks & Recreation Building	Christi Kinney
OLD BUSINESS	
New Pea Patch Sign	Christi Kinney/Rachel King
Update on Parks & Recreation Director Recruitment	Bryan Harrison

Next Meeting: Monday, 11/07/16 5:30PM

Enclosures:

09/06/16 Meeting Minutes

Updates for October 3, 2016 Board Meeting

NEW BUSINESS

Maiben Park Renovation - Concept Plan Update

Invitation has been made to the public to join the board meeting for discussion regarding improvements to Maiben Park. Landscape Architect, Bob Droll will offer updates made to the conceptual plan based on suggestions made at the May neighborhood meeting.

Improvement Plans for Parks & Recreation Building

Discussion about the possibility of remodel has begun. Christi will share info on its early stages.

New Pea Patch Sign

Christi & Rachel will report on what they've learned since the last board meeting regarding donated labor and material for a new sign at the community gardens.

Update on Parks & Recreation Director Recruitment

Bryan will update the board on changes made to the job description for the position and a timeline for recruitment.

CITY OF BURLINGTON
PARKS ADVISORY BOARD

Tuesday, September 6, 2016 Meeting Minutes

Board Members Present: Keith Chaplin, Ronda DeGloria, Jim Iversen, and Rachel King

Council Members Present: None.

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

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:37PM.

MINUTES: Jim Iversen motions to accept the minutes of the 08/08/2016 board meeting as presented; Ronda DeGloria seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

Lions Park RV Sewer Dump Station. Bryan Harrison reports that the dump station at Lions Park has been reopened. A PUD meter and backflow preventer have been installed.

Restroom Auto-Locks. In effort to find a better way to manage gatekeeping duties at the city's parks, Craig Bloodgood is exploring the cost for installing automatic locks at the restroom buildings in Maiben & Skagit River Parks and also the public restrooms located near the Whitmarsh covered shelter. A gatekeeper typically takes care of locking (at sunset) and unlocking (at 7:00AM) the restrooms along with the gates at the playfields. Auto locks at the restroom buildings would minimize an ongoing staffing hurdle. Craig says they plan to leave the playfield gates unlocked around the clock for the time being with increased patrol by police. Brittany Johnson mentions that she is checking with Chinook Enterprises about the possibility of personnel to assist with light cleaning duties at the restrooms. Chinook is a local organization that specializes in placing people with disabilities with employers.

Baron Property Donation. Christi Kinney mentions a recent informal event that took place to commemorate the donation of property from the estate of Mayer I. Baron. Mr. Baron's widow, Del and two daughters, Wendy and Camille, joined city staff on August 23 in recognition of their father's generous donation which had recently been finalized. The Baron property is 7.2 acres located along Stevens Road at its intersection with S. Goldenrod Road. Its proximity to Gages Slough and the trailhead of the Tammi Wilson Memorial Trail will offer an opportunity for the city to continue its pursuit of a city-wide walking/biking trail along the slough.

Parks Crew Member Injured. Craig Bloodgood shares that the newest addition to the Parks staff, Josh Lott was injured on Labor Day weekend after the fishing boat he was traveling in hit a sand bar and ejected him from the boat. Josh was medevacked to Harbor View Hospital where he has undergone surgery for his broken hip. His prognosis is good for full recovery; however, it will be after a lengthy absence from work.

Water Fountain on Order. Craig Bloodgood shares that a water fountain is finally on order to replace the broken one at Skagit River Park and should be delivered by the end of September. The B-E Kiwanis Club stepped in to cover the cost of \$4185. He would like to invite them to a council meeting to formally recognize their generosity. Bryan Harrison suggests perhaps inviting the club and council members to the park once the fountain is installed for an informal ceremony to recognize the club and to express our gratitude for their assistance.

OLD BUSINESS

Parks and Recreation Director Position: Bryan Harrison says it is time to move forward with hiring a new director for the Parks and Recreation Department. He introduces Brittany Johnson, the city's Human Resources lead. Together with department staff and the advisory board, Bryan and Brittany will work to refashion the current job description so that it better captures the ideal traits and talents of a new hire. Christi Kinney shares printouts of several recruitment pamphlets from nearby municipalities that can serve as a springboard for ideas in improving the job description. Brittany asks board members to contact her prior to September 23 with their suggested changes to the job description. She will incorporate the new description into a recruitment pamphlet that will be distributed to the appropriate agencies and associations in the Pacific Northwest. Early October is the goal for launching recruitment. Ultimately, she foresees several interview panels which should include representatives from service clubs, city staff and advisory boards with the idea that each panel would create different environments for panelists to evaluate the candidates. Brittany suggests a reception prior to the interview panels that also includes the public. She says a reception has been a helpful tool with past recruitments in gaining insight about the candidates.

2017 Capital Budget Priorities. Bryan Harrison shares a handout containing explanation of the 6 funds that involve the Parks and Recreation Department. Renee Sinclair, the city's Director of Accounting and Budgeting joins the board meeting. Together with Bryan Harrison she offers board members insight into the various funds that impact the department. The fund categories include the department's Operating budgets (001-115, and 116), their Capital/Reserve budget (311), Endowment fund (107), and also the Festival (001-114) and Lodging Tax (197) budgets. The 001-115 fund will include a separate Administrative budget in 2017 extracted from the Parks and the Recreation operating budgets; it will serve to better align the department with the chart of accounts set by Washington State. The Administrative budget will support anything that cannot easily be defined as either a Parks expense or a Recreation expense. Bryan and Renee explain that operating budgets are comprised of ordinary expenses with payroll and facilities as a driver; money for discretionary spending is minimal. The Capital/Reserve budget would be the place for many of the improvement ideas the board has discussed in recent months. Christi Kinney shares that she will be involved with several events next year that have applied for Lodging Tax Grants. The Children's Museum's "Winter Fest" and the Library's "Quidditch Fest" being two of the newer ones. She has also submitted a new grant application for help in funding outdoor movies to be hosted at Skagit River Park next summer and hopes to tie in with the Library's Quidditch Fest in July.

2017 Capital Budget Priorities. Craig Bloodgood and Christi Kinney explain their capital budget requests for 2017. Christi's main request is for \$15,000 to perform a comprehensive community survey with emphasis on recreation opportunities. She feels it will be key in determining Recreation's short and long term goals. Craig describes several projects he hopes to move forward with when funds allow. Priorities include expanding irrigation and continuing improvements to Skagit River Park, furthering plans for Maiben Park's renovation, and upgrading Rotary Park amenities (re-roofing the park shelter, adding a restroom building and replacing the old playground that has recently been removed due to rot). Replacing one of their aged tractors is also on his list which he estimates at a cost near \$45,000. Keith Chaplin mentions that he'd like to see a new sign for the "Pea Patch" at Skagit River Park. Christi suggests contacting B-EHS' welding shop to see if the students could create one for the community garden area. Christi can check into the possibility of donated materials. Rachel King will contact the welding shop to see if they are willing.

Updates to Parks Ordinance 2.72. Running short on time, board members agree to table discussion on ordinance changes until the November meeting.

NEW BUSINESS

Advisory Board Roles in Other Cities. Christi Kinney reports on her findings after checking in with neighboring Parks & Recreation agencies about the roles their advisory boards play. Ultimately, she found that the roles are each handled very differently between the agencies; there is no set template. Bryan Harrison suggests that the Parks Ordinance, once updated, will offer a solid framework for defining the advisory board's preferred role in Burlington. Examining Parks ordinance's in other nearby cities is suggested; Bellingham, Marysville, Arlington are cities mentioned as a good sampling.

10/03/16 Agenda & Maiben Neighborhood Meeting. The October board meeting will include a public forum to discuss Maiben Park's renovation and to share progress made with its conceptual plan since the May neighborhood meeting. Landscape Architect Bob Droll will also attend to expound on some of the suggestions made by attendees of the last meeting. The October meeting will be advertised with direct mailing, and on the city's readerboard, website and utility billing. Christi Kinney will check into getting a few flyers to schools and perhaps getting it mentioned in the school newsletters.

ADJOURNMENT: Jim Iversen motions to adjourn the board meeting; Ronda DeGloria seconds the motion. All are in favor; meeting is concluded at 7:00PM.

NEXT MEETING: Monday, October 3, 2016 at 6:00PM Meeting location is in the Burlington Community Center located at 1011 Greenleaf Avenue. The board meeting will include a public forum regarding Maiben Park and updates to its conceptual plan.