

Burlington Parks & Recreation Advisory Board

Monday, January 7, 2019 at 5:30PM

@ Parks & Recreation Center

900 E. Fairhaven Avenue

Agenda:

CALL TO ORDER

Keith Chaplin

APPROVAL OF MINUTES

Keith Chaplin

OPEN COMMENT

Keith Chaplin

OLD BUSINESS

Keith Chaplin

- PROS Plan Update

Jennifer Berner

NEW BUSINESS

Keith Chaplin

- Proposed CIP for 2019
- Election of Officers

Jennifer Berner/Jim Rabenstein

Keith Chaplin

ADJOURN

Keith Chaplin

Next Scheduled Meeting:

5:30PM, Monday, February 4 , 2019

Enclosures:

PROS Plan Update Agenda Bill

PROS Plan Update PowerPoint

2019 CIP

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Monday, December 3, 2018 Meeting Minutes

Board Representatives in Attendance

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

City Council Members: James Stavig

City Staff: Shelley Johnstone and Jim Rabenstein

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:36PM.

MINUTES: With a quorum now available, Ronda DeGloria motions to accept the minutes of the October 2, 2018 meeting. Jeff Ottesen seconds the motion. All are in favor, motion is carried. A quorum was not available at the November 5, 2018 board meeting; no formal business was conducted.

OPEN COMMENT

Announcement from Jeff Ottesen. Jeff shares that he has accepted a temporary position with the Department of Transportation in Anchorage that begins in January and is expected to wrap up by June 2019. He will be unable to attend board meetings during that time and wonders if a leave of absence is acceptable or if it would be best for him to resign his board position. The board's preference is to excuse his temporary absence versus losing his valued input altogether. Shelley Johnstone will ask Jennifer Berner to contact Jeff at her earliest convenience to talk through the City's protocol for the extended absence.

OLD BUSINESS

PROS Plan Update. In Jennifer Berner's absence, Jim Rabenstein reports on PROS Plan progress. Good feedback was received during the Community Open House hosted at City Hall on November 5. A similar presentation was made during Allen School's Family Night event on November 7 which helped to garner more feedback from the Hispanic sector of the community. Improved trail systems within & through the city, improved park facilities & playgrounds were topics that topped the list of wants at both forums. Keith Chaplin shares a comment made by BERK during the Open House stating that in their experience the addition of trails to a park system is one of the most beneficial improvements that can be made while also being one of the easiest and least expensive. Jennifer Berner has enclosed in board members' agenda packets a copy of a Power Point presentation which summarizes the results of the two outreach events. Jennifer also enclosed a list of thought provoking questions regarding levels of service for Parks & Recreation's programming and the vision for tomorrow. She would like board members to contemplate the material for discussion at the January board meeting.

NEW BUSINESS

Proposed CIP for 2019. Capital projects submitted for the 2019 calendar year are: Skagit River Park Irrigation Research & Design; PROS Plan Completion; Skagit River Park Master Plan; Maiben Park Master Plan; Parks Shop Remodel Design; Disc Golf Course Construction; and Park Equipment Purchases. Equipment currently earmarked for purchase are a new utility trailer, WAM mower and a replacement pick-up truck. The trailer in use now are circa 1960. The pick-up will replace a 2002 Parks truck that is no longer economical to maintain. Ronda DeGloria mentions that she is glad to see that construction of the Disc Golf Course is still slated. If the proposed CIP is approved by council, the city will contribute \$6,000 to the project leaving the approximate \$2,000 balance for the Skagit Valley Disc Golf Club to pay.

Parks Foundation Donations. With their disbanding, the Burlington Parks Foundation has made a sizeable donation to the city's Parks & Recreation Department. Jim Rabenstein reports that he has purchased several pieces of park equipment on behalf of the Foundation:

- (4) new durable picnic tables similar in the style the department will be transitioning to throughout all of its parks. (1) was placed in Walnut Pond to replace the one stolen earlier in the year; (3) were placed in Boerner Park. The tables cost approximately \$1600.00 each.
- (2) new benches at Boerner Park. The benches were approximately \$1200 each.
- Playground woodchips at Boerner Park valued at approximately \$3000.
- \$699 towards an outdoor garbage bin valued at \$988.

The total contribution is valued at approximately \$12,500. When asked why the Foundation disbanded, Jim answers that its membership had declined significantly in recent years and long tenured board members were retiring. The Foundation has spent the last year evaluating their prospects and have ultimately decided that dissolving the non-profit incorporation is wisest. Jim believes that efforts will be made to reestablish a Parks Foundation for Burlington in coming years.

Meeting adjourned at 6:33PM by Keith Chaplin.

NEXT MEETING: Monday, January 7, 2019 at 5:30PM Meeting location is at City Hall Council Chambers, 833 S. Spruce Street. *Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.*

PARKS BOARD AGENDA ITEM

P&R Board Date: 01/07/2018

Subject: PROS Plan Update

Staff Member: Jennifer Berner, Parks and Recreation Director

Attachments: PowerPoint – Survey Results, Inventory, Demand, LOS, Visioning _____

SUMMARY

In developing a Parks, Recreation and Open Space (PROS) Plan for the community, it is important to hear from the community. A public online survey was conducted from August 6 through September 30, 2018 and a postcard survey was conducted at two community events (Pop-up Terrace Apartments & Back to School Fair) during August. 124 Postcards were completed and 277 online surveys were completed.

The enclosed PowerPoint summarizes the results and of these two public outreach activities. **Upon review of the postcard and online survey results, contemplate the following question:**

- What surprises you about the results?

BERK has also gathered data to complete a park inventory and determine demands and levels of service for parks and recreation programming. **In reviewing the data collected to date, consider the following questions:**

- What do you think is the biggest facility/park gap the City needs to fill today? Where?
- What types of recreation programming and services (i.e. classes, league sports, special events, and wellness services) would you like Burlington to provide that is does not already offer, or should expand offerings?

As part of the PROS Plan it is essential to develop a community vision for the City's Parks and Recreation Department. **A Vision focuses on tomorrow, what the City wants the system to become.** For example, a vision would focus on Burlington's best desired future for its parks and recreation system. Where a *Mission* focuses on today and what the organization does. **In assisting to develop a "vision" for Burlington's parks and recreation system; consider the following questions:**

- What are your dreams for parks?
- What are your dreams for programs?
- What are your dreams for community events?
- Who would be served that is underserved today?
- Who could be the City's partners?

Staff encourages you to take some time prior to the December 3rd meeting and review the results of the surveys, information on inventory, demand and levels of service, and think about the vision for Burlington's parks and recreation system by answering the proposed questions. We want to hear from you!



NEW BUSINESS

OLD BUSINESS

Public Hearing Required: Yes () No (x)

PARKS BOARD AGENDA ITEM

P&R Board Date: 01/07/2018

Subject: Proposed CIP for 2019

Staff Member: Jennifer Berner, Parks and Recreation Director

Attachments: Parks & Recreation Proposed CIP for 2019

SUMMARY

Capital Facilities Planning (CIP) is a planning tool to help make smart decisions, weight alternatives, identify priorities and make efficient use of public resources. A “capital facility” is things like public utilities, park and recreation facilities, streets and sidewalks, vehicles and equipment, etc.

The CIP is a 6 year planning document that is revisited each year during the budget cycle. The CIP will also become part of the city’s Comprehensive Plan that will address topics such as level of service standards, inventory of equipment and facilities, long term revenue projections and reassess priorities. The PROS Plan process will inform the needed information for the Comprehensive Plan.

For the 2019 CIP staff updated the projects for 2019 to address the greatest needs.

- Skagit River Park Irrigation Research and Design
- PROS Plan Completion
- Skagit River Park Master Plan
- Maiben Park Master Plan
- Parks Shop Remodel Design
- Disc Golf Course Construction
- Parks Equipment purchase – utility trailer, WAM Mower and Pick-up Truck

At the completion of the PROS Plan the upcoming year’s CIP projects will be reassessed.