

Burlington Parks & Recreation Advisory Board

Tuesday, January 7, 2020 at 5:30PM

**@ Parks & Rec Center
900 E. Fairhaven Avenue**

Agenda:

CALL TO ORDER	Jennifer Berner
APPROVAL OF MINUTES (11/05/19 Meeting)	Jennifer Berner
OPEN COMMENT	Jennifer Berner
OLD BUSINESS	Jennifer Berner
NEW BUSINESS	Jennifer Berner
• Election of Park Board Chair	Jennifer Berner
• Open Park Board Positions	Shelley Johnstone/Jennifer Berner
• Parks & Recreation Dept. 2020 Work Plan	Jennifer Berner/Jim Rabenstein
ADJOURN	Jennifer Berner

Next Scheduled Meeting:

Tuesday, February 4, 2020 at 5:30PM

Enclosures:

: Tuesday 11/05/2019 Meeting Minutes

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Tuesday, November 5, 2019 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black, Keith Chaplin, Jeff Ottesen

City Council Members: James Stavig

City Staff: Jennifer Berner, Shelley Johnstone, and Jim Rabenstein

Guests:

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:32PM.

MINUTES: Bill Black/Jeff Ottesen motion to accept the minutes of the 10/01/2019 board meeting as written. All in favor; motion carried.

OPEN COMMENT

OCTOBER 23 PLANNING COMMISSION MEETING. Keith Chaplin comments that he found the PROS Plan presentation during the Planning Commission's October 23 meeting very informative. He says there was useful dialogue about the Plan's impact fee rate study considering Burlington's fees have not changed in quite some time. He had hoped to see more Parks & Recreation Advisory Board members in attendance, but some share they were not aware of the meeting. Jennifer Berner says she will be covering most of the information shared during the Commission's October 23 meeting at the advisory board's meeting tonight. She strongly encourages board members to attend the Commission's November 20 meeting which will include a public hearing for the Plan. Jennifer is seeking the Planning Commission's and the advisory board's recommendation to council, assuming all questions/concerns have been addressed at the November 20 meeting. The November 20 meeting begins at 5:30PM in City Hall's council chambers.

OLD BUSINESS

REVIEW OF PROS PLAN DRAFT. Jennifer Berner shares hardcopy of the PROS Plan draft as well as hardcopy of BERK Consultant's PowerPoint report presented during the October 23 meeting. She says this will be the city's first PROS Plan. The completed Plan will provide a clear vision for the city's park system and its management. The Plan also will provide the city with data to prudently update its impact fee rates. Jennifer walks those board members present through the components of the Plan. Service gaps, levels of service, funding sources, anticipated population growth and age distribution are among the key components that are evaluated. The draft plan includes 9 conceptual park diagrams which were created based on feedback received during the community outreach phase of the project. Jennifer together with BERK Consultants will collect and ultimately incorporate the additional components requested by Planning Commission members during the course of the October 23 meeting: (1) provide examples from other cities regarding maintenance expenses, (2) provide a graph that will incorporate all the different impact fees so that comparisons can be viewed, and (3) add a goal objective regarding the balancing of active and passive recreation opportunities.

The PROS Plan's clearly identified goals will support the city's Comprehensive Plan. Jennifer says the city's Planning Manager, Brad Johnson advocates for including the city's Urban Growth Area (UGA) when considering demand and need, anticipated population growth and age distribution. Jeff Ottesen comments that he would like to see age distribution statistics that reflect percentages of each gender's age group as it

applies to the city's *total* population. The draft Plan currently reflects statistics only as they apply *within* a specific gender.

Service gaps that were identified by the Plan show up primarily west of I-5 and also near the city's northern limits. Development of Burlington Hill may help to fill the northern gap, and interlocal partnerships may help to fill other gaps **Jennifer** says. Improving the city's trail connectors is another avenue to pursue, trails being a popular feature that surfaced during the Plan's outreach phase. Although options for developing the park system west of I-5 are limited, **Jeff Ottesen** mentions that he is aware of property on Pulver Road next to the slough that may have potential for bridging the gap. **Jennifer** says she will talk with Public Works about that possibility.

If all goes as hoped during the Planning Commission's November 20 meeting and public hearing, **Jennifer** plans to present the PROS Plan to city council on December 12. She wants them to have ample opportunity to ask questions and to go through the Plan judiciously before she brings it back to them in January for approval. She is targeting their January 9 meeting for the second public hearing and council's final review. Once approved by council, **Jennifer** says the city can move forward with submitting to the State's Recreation and Conservation Office (RCO) for certification. Certification will open the doors to substantial grant opportunities through the RCO. **Jennifer** mentions that she has a call into RCO's grant manager assigned to Burlington to update them on the city's progress.

Jennifer says she has covered just the surface of the information included with the Plan. She encourages board members to peruse the Plan carefully and to please let her know of any questions that arise. **Jennifer** urges board members to attend the November 20 Planning Commission meeting as it will be considered a joint meeting with the Parks and Recreation Advisory Board; a quorum will be needed should a recommendation to council be called for.

NEW BUSINESS

Capital Improvement Plan (CIP) Review. Due to time constraints, this item is tabled until the December meeting. In the meantime, Jennifer Berner sends copy of the current CIP home with those present.

ADJOURN: James Stavig/Jeff Ottesen motion to adjourn the meeting; all are in favor. Meeting is adjourned at 7:05PM.

NEXT MEETING: Special Joint Meeting with Planning Commission: **Wednesday November 20, 2019**
5:30PM at Council Chambers in City Hall, 833 S. Spruce Street
(First Public Hearing for PROS Plan)

Next regularly scheduled meeting: ~~Tuesday, December 3, 2019~~ **Tuesday, January 7, 2020**
5:30PM at the Parks & Recreation Center, 900 E. Fairhaven Avenue

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.