

# Burlington Parks & Recreation Advisory Board

**Monday, January 8, 2018 at 5:30PM**  
@ Burlington Parks and Recreation Center  
900 E. Fairhaven Avenue  
(Use South Entrance off Washington Avenue)

**Agenda:**

**CALL TO ORDER**

**KEITH CHAPLIN**

**APPROVAL OF MINUTES**

**KEITH CHAPLIN**

**OPEN COMMENT**

**KEITH CHAPLIN**

**OLD BUSINESS**

**KEITH CHAPLIN**

1. Ordinance Revision Update
2. Quarterly Report to Council Form Review

**JENNIFER BERNER**

**JENNIFER BERNER**

**NEW BUSINESS**

**KEITH CHAPLIN**

3. Review of 2018 Staff Work Plan
4. Parks / Cemetery Report
5. Recreation Report
6. Admin and CIP Report

**JENNIFER BERNER**

**JIM RABENSTEIN**

**CHRISTI KINNEY**

**JENNIFER BERNER**

**ADJOURN**

Next Meeting: Monday, February 5, 2018

**Enclosures:**

11/06/17 Meeting Minutes

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CITY OF BURLINGTON  
**PARKS & RECREATION ADVISORY BOARD**  
Monday, 11/06/2017 Meeting Minutes

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***Board Representatives in Attendance***

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

**City Council Members:**

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

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***MEETING CALLED TO ORDER*** by Chairperson Keith Chaplin at 5:35PM.

***MINUTES:*** Jim Iversen motions to accept the minutes of the 10/02/2017 board meeting as written; Bill Black seconds the motion. All are in favor; motion is carried.

***OPEN COMMENT***

**Veterans Day Parade.** Jennifer Berner shares a reminder that the parade will take place this coming Saturday, November 11. The parade begins at 11:00AM at Fairhaven Avenue's intersection with Walnut Street and proceeds east to Skagit Street. Naval Base Whidbey was unable to make a flyover available, however the Heritage Flight Museum may be able to provide the service instead.

**Parks Utility I New Hire.** Jim Rabenstein reports that a candidate has been selected and offered the position. Micah Small, formerly with the Buildings and Grounds Department, has accepted the position. Micah's official start date with the Parks crew has not yet been firmed up, but aiming for sometime in November.

***OLD BUSINESS***

**Revisit CIP.** Keith Chaplin suggests reopening the topic of the CIP priorities list. It was realized after the October meeting that the vote on the motion to *move replacement of Rotary Park's playground from its 2021 placeholder to 2018* introduced by council member Tonya Bieche was handled incorrectly. Per BMC section 2.72.030 and 2.72.033, council members appointed to the board shall be considered ex-officio nonvoting members when a quorum is available.

Working from the CIP List provided by Jennifer Berner at the October 2<sup>nd</sup> meeting, board members conclude they would prefer to allow the process of public outreach and development of the Parks and Recreation Open Space Plan to take place before recommending specific projects to council.

**Jeff Ottesen raises the motion previously made by council member Bieche for revote, seconded by Ronda DeGloria. The motion to move replacement of Rotary Park's playground from its 2021 placeholder to 2018 ends with 0 board members in agreement; 5 board members opposed.**

**Jim Iversen motions to recommend the CIP List as printed. Jeff Ottesen seconds the motion. All members are in favor; motion is approved.**

**Review of Ordinance Revisions.** Jennifer Berner provides a handout highlighting two areas of the BMC concerning the advisory board. Jennifer asks board members to clarify their wishes regarding the qualifications for its student representative position as outlined in section 2.72.030. The board briefly discusses the implications of requiring the student to attend B-EHS versus requiring the student to simply reside within the B-ESD service area. A slight change is suggested to the wording of section 2.72.030 that

satisfies the interests of the advisory board.

**Jeff Ottesen motions to change the sentence addressing the student representative's qualifications to read "...one member shall be a Burlington-Edison High School student or a high school student residing within the Burlington-Edison School District." Jim Iversen seconds the motion. All members are in favor; motion is passed.**

### **NEW BUSINESS**

**Annual Report to Council.** BMC section 2.72.036 addresses annual progress reports provided to City Council from the advisory board. Jennifer asks board members to identify their preferred method and timing of the report. Discussion is held about the advantages and disadvantages of presenting the report at various times of the year and also whether a printed report or live presentation would be best. At the close of discussion, board members agree on the following approach:

1. a live presentation to council annually at mid-year, July or August, prior to the start of budget talks;
2. a written quarterly report attached as an information item to council's agenda packet that summarizes the board's recent accomplishments, current goals and future strategies.

Jennifer will bring a sample document to the next board meeting that the board may consider using for the quarterly reports.

**December and January Board Meetings.** With the holiday season approaching, Jennifer Berner suggests pinpointing the board's availability and preference for meeting dates. It is ultimately decided to cancel the December meeting and to postpone the regularly scheduled January meeting to the second Monday of the month, January 8<sup>th</sup>.

**ADJOURNMENT: Jim Iversen motions to adjourn the board meeting; Ronda DeGloria seconds the motion. Meeting is adjourned at 6:20PM.**

**NEXT MEETING: Monday, January 8, 2018 @ 5:30PM.** Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue. (Be sure to use the SOUTH ENTRANCE off Washington Avenue.)

*Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.*