

Burlington Parks & Recreation Advisory Board

Tuesday, March 3, 2020 at 5:30PM

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

Agenda:

CALL TO ORDER	Jennifer Berner
APPROVAL OF MINUTES (11/05/19; 02/04/20 Meeting)	Jennifer Berner
OPEN COMMENT	Jennifer Berner
OLD BUSINESS	Jennifer Berner
• PROS Plan Update	Jennifer Berner
• Open Park Board Positions	Shelley Johnstone/Jennifer Berner
NEW BUSINESS	Jennifer Berner
• Election of Park Board Chair	Jennifer Berner
• Parks & Rec Memorial & Donations Policy	Jennifer Berner
• Park Entrance Signs	Jim Rabenstein/Jim Rabenstein
• Spring/Summer Recreation Guide	Jennifer Berner
ADJOURN	Jennifer Berner

Next Scheduled Meeting:

Tuesday, April 7, 2020 at 5:30PM

Enclosures:

- : 11/05/2019; 02/04/2020 Meeting Minutes
- : Draft of Memorial & Donations Policy

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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 (Cancelled)**~~

~~**Tuesday, January 7, 2020 (Cancelled)**~~

Tuesday, February 4, 2020

5:30PM at the Parks & Recreation Center, 900 E. Fairhaven Avenue

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.

CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Tuesday, February 4, 2020 Meeting Minutes

Board Representatives in Attendance

Board Members: Bill Black

City Council Members: Keith Chaplin and James Stavig

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

Guests: Craig Bloodgood, Burlington resident

MEETING CALLED TO ORDER by Director Jennifer Berner at 5:38PM.

MINUTES: A quorum is not available at the 02/04/2020 board meeting. Approval of minutes from the 11/05/2019 meeting will be tabled until a quorum is available at a subsequent meeting.

OPEN COMMENT

OLD BUSINESS

PROS Plan Update. **Jennifer Berner** reports that development of the city's first PROS Plan is nearing the end of its journey. The Plan has been reviewed by the city's Planning Commission, available for two Public Hearings and was presented at council in January. With all questions and concerns addressed, the Plan is slated for council's February 13 meeting for its final review and hopefully approval.

Jennifer and **Jim Rabenstein** recently met with Burlington's RCO grant manager. After a tour of the city's park system, Jennifer and Jim have learned of 3 potential grants that align with upcoming projects. One could help fund a new inclusive playground at Rotary Park, a second could advance the irrigation project at Skagit River Park and a third could support improvements at the city's boat launch. **Jennifer** says the RCO grant application process is lengthy and labor intensive. While it would be wonderful to pursue all 3 this year, it is an unrealistic ambition when the time needed for each is considered. **Jennifer** will be better able to determine which pursuit makes best sense after she has had an opportunity to look more closely at the requirements for each of the grants.

General discussion is held regarding the recent changes to the City Parks ordinance, BMC Chapter 2.72 and placement of the new park signs developed as a result. **Keith Chaplin** comments that he appreciates the upbeat messaging versus the more commonly seen negative/authoritative versions.

NEW BUSINESS

Election of Chairperson. It is agreed to postpone the election of a new chairperson to a time when more board persons are available.

Open Board Positions. There are 5 vacant positions on the 7-member board. The recent vacancies come with the expiration of Ronda DeGloria's third term last December and with resignation notices received recently from Jeff Ottesen and Brigid Froneo after conflicts in their respective schedules were realized which extend to the foreseeable future. **Jennifer Berner** explains the vacancies were initially advertised using routine measures; newspaper notices, web announcements and email pushes. This surprisingly garnered no applications. Parks & Recreation's marketing specialist, **Sarah Stoner** has reworked the ad information and will expand the advertisement's reach to also include the Chamber of Commerce, local service clubs, B-ESD, the

PROS Plan mailing list, the Fairhaven Avenue readerboard and FaceBook. **Bill Black** suggests reaching out to the **Port of Skagit**. **Keith Chaplin** suggests including the Lodging Tax Advisory Committee and offers to post a flyer at his son's school's community bulletin board as well.

2020 Work Plan. **Jennifer Berner** shares copy of the department's 2020 work plan and spends the time to explain each to those present. A few notables amongst the industrious list are: developing interlocal agreements with B-ESD, the Lions and the Horseshoe Clubs, the Parks Shop Remodel and the SRP Irrigation projects, and updating the Parks & Recreation elements of the city's Comp Plan.

ADJOURN: Meeting concluded at 7:02PM

NEXT MEETING: Tuesday, March 3, 2020

5:30PM at the Parks & Recreation Center, 900 E. Fairhaven Avenue

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.