

# Burlington Parks & Recreation Advisory Board

**Monday, March 5, 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**

- Athletic Field User Group Meeting
- Park Board Appointments Update

**Jim Rabenstein**

**Jennifer Berner**

### NEW BUSINESS

- CivicRec Demonstration
- Co-Sponsorship Process for 2019
- PROS Plan update

**Jennifer Berner**

**Jennifer Berner**

**Jennifer Berner**

### ADJOURN

**Keith Chaplin**

Next Meeting: Monday, April 2, 2018

### Enclosures:

02/05/2018 Meeting Minutes

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CITY OF BURLINGTON  
**PARKS and RECREATION ADVISORY BOARD**

Monday, 02/05/2018 Meeting Minutes

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***Board Representatives in Attendance***

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

**City Council Members:** Chris Loving and Edie Edmundson

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

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

***MINUTES:*** Jeff Ottesen motions to accept the minutes of the 01/08/2018 board meeting as written; Bill Black seconds the motion. All are in favor; motion is carried.

***OPEN COMMENT***

**Boerner Playground Area.** Ronda DeGloria enquires about the cordoned off area at Jason Boerner Memorial Park. Jim Rabenstein reports that it is a precautionary measure due to the extensive rain events. There are drainage issues at this park and there is nearly a foot of standing water in some areas. Jim says the crew has had good results with an auger in the past as a temporary measure; time to do it again.

**Vacant Senior Representative Position.** Jennifer Berner shares that Jim Iversen visited her recently to share that he has decided it is time for him to retire as an advisory board member. Jim has served on the board for many years, beginning his first term in 2001. His presence will be missed.

**Daddy Daughter Sweetheart Dance.** Christi Kinney shares briefly that the Sweetheart Dance that took place last Friday, February 3<sup>rd</sup> was a fantastic success. 143 dads and daughters danced the night away while Christi and a small group of volunteers enjoyed the energetic crowd.

***NEW BUSINESS***

**Recreation Matrix 2016 & 2017 and Recreation Inventory.** Christi Kinney reports on a **Recreation Matrix** she has been working on that will help identify the areas of her programming that are well served and what areas need focus. She shares a copy of the matrix spreadsheet with board members. The matrix breaks down Rec programming by age group and by categories (i.e. Arts/Crafts, Sports, Service, Fitness...). It revealed to Christi that her programming in the Outdoor category in all age groups is underprovided and as a result she has reached out to agencies that already offer engaging programs that she can partner with such as Skagit Fisheries Group and Skagit Conservation. The Skagit Audubon Society is another agency she would like to contact in the near future. A program that will launch a little later in the year with a new instructor is a *Parks & Trails Walking Club*, open to all ages. Christi mentions she is also in conversation with another new potential instructor whose specialty is writing family histories from genealogy research.

The **Recreation Inventory** is similar to the matrix, but different in that it inventories programming offered by all area agencies, organizations and businesses. Once complete it will help deduce what gaps exist in the community as a whole and where the City's programming efforts should be directed. Jennifer Berner shares a list of 50+ providers in Skagit Valley that offer a variety of recreation services to the community. She will

forward a brief survey to each in the near future that will help to catalogue those services, and will aid the department in moving forward. Information gained from the matrix and inventory survey will also be advantageous in drafting the PROS Plan. Edie Edmundson recommends contacting Skagit City School also; the 2 room, century old schoolhouse has been refurbished and now serves as an educational center. Board members suggest reaching out to groups that would add cultural diversity to the inventory; local tribes, Tierra Nueva and Latinos in Action are among those mentioned.

**Athletic Field User Group.** Jim Rabenstein shares that he will be reaching out to annual field users soon with hopes of developing a focus group, a “Field User Group”. Each field user would be represented at regular meetings and have an equal voice in developing scheduling priorities and a more structured field use policy. The Group would also have a voice in future field use topics. Jennifer Berner explains that she sees this as an opportunity to create a comprehensive, transparent method in developing policies and procedures that work for all concerned. Jim shares a list of the annual users he will be contacting along with an index of the various policy categories that will be discussed with the representatives over time. Jim and Jennifer will continue to report to the board and share information about progresses made.

**CivicRec/Rec1 Demo.** A presentation to board members illustrating Parks and Recreation’s newest software database has been tabled until the March meeting.

#### **OLD BUSINESS**

**Park Board Appointments.** The advisory board currently has 3 vacant representative positions: senior rep, business rep and student rep. Jennifer Berner reports that she has been speaking with City Administration about current recruitment policy and a plan for moving forward. Recruitment will rest with Administration for all City boards in order to insure an open process and outreach in multiple tiers. Jennifer has helped to develop an application that interested candidates would submit. She will be attending Chamber and Downtown Business Taskforce meetings in the near future and plans to educate those groups & their affiliates about the vacancies. Christi Kinney offers to share her B-EHS contact information with Admin to further the outreach. Keith Chaplin inquires whether there is an age criteria in order to be eligible for the senior representative. Jennifer will double check since she does not recall seeing an age range mentioned.

**ADJOURNMENT: Edie Edmundson motions to adjourn; Ronda DeGloria seconds the motion. All are in favor. Meeting is adjourned at 6:23PM.**

**NEXT MEETING:** Monday, March 5, 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.*