

# Burlington Parks & Recreation Advisory Board

Monday, May 7, 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

- First Quarter Report to Council
- PROS Plan Update
- Park Naming Policy

Keith Chaplin

Jennifer Berner

Jennifer Berner

NEW BUSINESS

- Summer Pop-Up Program
- Berry Dairy Days Status

Jennifer Berner

Jennifer Berner/Shelley Johnstone

ADJOURN

Next Meeting: Monday, June 4, 2018

### Enclosures:

- 04/02/2018 Meeting Minutes
- PROS Plan Update Agenda Bill
- PROS Plan Scope of Work
- Park Naming Policy Draft

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CITY OF BURLINGTON  
**PARKS and RECREATION ADVISORY BOARD**  
Monday, 04/02/2018 Meeting Minutes

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***Board Representatives in Attendance***

**Board Members:** Bill Black and Keith Chaplin

**City Council Members:** Chris Loving and James Stavig

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

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***MEETING CALLED TO ORDER*** by Chairperson Keith Chaplin at 5:31PM.

***MINUTES:*** Shelley Johnstone recognizes an error she made while drafting the minutes of the March 5, 2018 board meeting. Although listed as attending, Christi Kinney was not present at the meeting.

***Chris Loving motions to accept the minutes of the March 5, 2018 board meeting with the above mentioned correction. Bill Black seconds the motion. All are in favor; motion is passed.***

***OPEN COMMENT***

***OLD BUSINESS***

**Co-sponsorship Process Review.** Jennifer Berner revisits the topic raised at the board's March 5 meeting about a new program that would give the City a transparent mechanism for co-sponsoring special events that meet certain criteria. She shares preliminary drafts of an application form and guidelines for the proposed program that were first introduced at that March meeting. Groups or individuals wishing to host special events or projects in Burlington would submit application during an annual open period. Applications will be evaluated by a review committee and ranked for award by predetermined criteria. Three primary benefits of the program to awarded organizers of co-sponsored activities are zero or reduced fees typically associated with facility use and staff support, use of City-owned equipment and marketing/advertising support. The City would benefit from a clearly defined, transparent process for supporting activities that in turn support its community. Jennifer adds that City Administration and Legal have reviewed the proposed program and are in support of it.

***James Stavig motions to recommend the Co-sponsorship Grant Program to council; Chris Loving seconds the motion. All are in favor; motion is passed.***

**PROS Plan.** Jennifer Berner reports that 5 firms submitted letters of interest in response to the Statement of Qualifications request released in early March. She was then able to learn more about the interested firms work experience from the Municipal Research and Services Center (MRSC) website. The top 3 candidates will be interviewed next week. Joining Jennifer on the interview committee will be Parks Supervisor Jim Rabenstein, board member Jeff Ottesen and Brad Johnson, the City's Planning Supervisor.

**SRP Baseball Fields and Dirt.** Having no better alternative, Jim Rabenstein reports that baseball dirt has finally been ordered at over \$100.00 per yard compared to the roughly \$40 paid in years past. Recent soil samples of the new dirt confirm that the newly delivered dirt is of lesser quality than the dirt used in the past. He will continue to pursue other sources for future orders. B-E Little League hosted a very successful field-day at the

ballfields with assistance from one of the crew members. Jim says the wet weather of late has been a challenging factor in progress for installation of the 2 new scoreboards donated to B-E Little League by local IBEW electrical union, however the crew have the conduit in and mostly backfilled. The scoreboards are nearly ready to install, awaiting delivery of 2 40' steel beams. He expects installation to be complete by mid-April. If there are any funds left from B-E Little League's Lodging Tax Grant, Jim says there are a number of other ballfield improvements that the dollars could be spent on.

### **NEW BUSINESS**

**New Receptionist – Kerri Laird.** Parks and Recreation will expand their business hours in the near future to 8:00 a.m. – 7:00 p.m. Monday – Thursday and 8:00 a.m – 5:00 p.m. on Fridays. Kerri Laird began work with the department today, April 2 and once fully trained will cover the late afternoon/evening shift Monday through Thursday. Shelley Johnstone spent time in training with Kerri today and says she was impressed with how quickly Kerri seemed to grasp the day-one training material and by the good questions she asked. Kerri's training schedule will have her in the office during regular business hours throughout April then moving to the later shift in early May.

**Summer Seasonal Jobs.** Jennifer Berner reports that the application period has closed for the summer seasonal positions. The HR manager is reviewing applications now with an interview process to begin shortly after that is complete. First round of new hires will hopefully begin work in early May. Two seasonals will join the Parks Crew for the summer, a Camp Lead and Camp Assistant will take care of the recreation day-camp programs, 3 "Rec 2" positions that will help run the summer events and special programs and several "Rec 1" positions that assist in a variety of program related tasks.

**1<sup>st</sup> Quarter Report to City Council.** Jennifer Berner shares a preliminary draft of the board's first report to council that she and Keith Chaplin composed. The report covers topics addressed by the board during the first 3 months of 2018. The report will be presented at the first city council meeting in April.

**Naming of Parks.** Jennifer Berner presents a draft of a park naming policy that she would like to discuss with the board at the May meeting. The policy would help clarify how names are chosen for city parks and would hopefully help to eliminate naming ambiguity. She sights the multiple names bestowed on the facility at Railroad Park as an example. The draft policy outlines purpose, objective, criteria and a naming process which is dependent on how the park property was acquired. She emphasizes that this policy is a first draft and that she looks forward to discussing it in more detail with the board at the next meeting.

**ADJOURNMENT: Bill Black motions to adjourn; James Stavig seconds the motion. All are in favor. Meeting is adjourned at 5:46PM.**

**NEXT MEETING: Monday, May 7, 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.*