

# Burlington Parks & Recreation Advisory Board

Monday, June 4, 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

- PROS Plan Update

Jennifer Berner

NEW BUSINESS

- Recreation Program Update
- Athletic Field User Group Update
- Turf Maintenance Update
- Memorial Day at Cemetery

Christi Kinney

Jim Rabenstein

Jim Rabenstein

Jim Rabenstein

ADJOURN

*Next Regularly Scheduled Meeting:*

Monday, July 2, 2018

### Enclosures:

- 05/07/2018 Meeting Minutes
- Athletic Field User Group policies

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CITY OF BURLINGTON  
**PARKS and RECREATION ADVISORY BOARD**  
Monday, 05/07/2018 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 James Stavig

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

**Guest:** Tonya Bieche

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

***MINUTES: Jim Stavig motions to accept the minutes of the April 2, 2018 board meeting as written. Chris Loving seconds the motion. All are in favor; motion is passed.***

***OPEN COMMENT***

**Disc Golf Course.** Keith Chaplin asks if there is any new info from Skagit Valley Disc Golf Club. Jennifer Berner shares that she and Jim Rabenstein met with the group early in the year. There were a few changes to the proposed layout that the Club needed to map out. Next, the Club will determine what funds they have available to support the project. The overall project cost is estimated at approximately \$8,000.00.

**Whitmarsh Rental House.** Ronda DeGloria asks about the status of the rental house. Jim Rabenstein answers that the City must prepare a 'Request for Proposal' for a property manager. It is a task that is on the list to accomplish in the not too distant future.

**Community Gardens.** James Stavig asks how the gardens are doing this year. Shelley Johnstone shares that interest in recent years has grown tremendously. Plots numbering up to 6 seemed to suffice for many years. To accommodate interest, that number has grown to 16 which is the maximum that the garden's current location can hold. Word about our 'good dirt' has evidently spread! Gardeners pay a \$50 fee per plot to reserve the growing season. Returning gardeners have until December 31 to submit application for the following season if they wish to retain the same plot.

***OLD BUSINESS***

**First Quarter Report to Council.** The board's first quarterly report was made to council at their April 12 meeting. Keith Chaplin said it was well received and that council seemed to appreciate being informed.

**PROS Plan.** Jennifer Berner reports that 2 very strong candidates emerged from the 3 firms interviewed: Beckwith Consulting (La Conner) and BERK Consulting (Seattle). It was clear to the interview panel that either firm would produce great results for the City. Ultimately, it was felt that BERK's highly collaborative approach would create a Plan that best captured Burlington's unique characteristics. Jennifer liked that BERK will create a product using color schemes and catch phrases that will be easily recognized by the public through the year long process of Plan development. BERK's landscape architect was another distinguishing strength of the firm. The architect's enthusiastic and intuitive manner will be a significant asset to the extensive project. Jim Rabenstein adds that a comment made during the interview by the firm was particularly notable to him. The comment intimated that BERK recognizes where their strengths lay and therefore pursue only those projects that their talents can best serve.

BERK has signed the contract for consulting services. Jennifer will now look to schedule the first of two kick-

off meetings; the first being focused in house with just staff to review BERK's proposed timeline. Jennifer adds that there will be great deal of interaction with the community throughout the next year as well as the advisory board. It is anticipated that the completed PROS Plan will be submitted to the State in January 2020.

**Park Naming Policy.** Jennifer Berner shares copy of the draft policy given to board members at the April meeting. The draft identifies the purpose and the objectives of the proposed naming policy. It also identifies criteria as names for parks are considered as well as the advisory board's role in selection. The policy establishes a process for temporary naming, permanent naming and park renaming.

Jeff Ottesen inquires whether a sub-facility within a park may be named differently. Jennifer answers yes, potentially, although she sees that aligning more with a sponsorship package. The development of a sponsorship package is underway and will likely be ready for the board's review in the fall. One of the aspects of the sponsorship package is as a mechanism for raising funds to build or renovate facilities.

After a period of discussion, ***a motion to recommend the Park Naming Policy to council is made by Jeff Ottesen and seconded by Ronda DeGloria. All are in favor; motion is carried.***

### **NEW BUSINESS**

**Summer Pop-Up Program.** Jennifer Berner shares an update about a new program that began as a small endeavor. The Pop-Up program will travel to different parks and other locations in Burlington to offer free activities to different niches within the community. She has been working alongside Recreation Coordinator Christi Kinney to develop the program that will consist of a wide variety of kid and family friendly activities offered 1 to 2 times a week in July and August at various times of the day. Jennifer says the idea of the travelling recreation program has resonated strongly and the interest in partnership has exploded with other community agencies. She and Christi were able to add a few dates to the original schedule, but have now reached the threshold of what they can successfully manage this year. Along with other city departments such as Police, Fire and Library, a few of the partnerships the Pop-Up program will receive support from are Skagit Children's Museum, Skagit Housing Authority, United General, St. Charles Catholic Church and B-ESD's bilingual program coordinator, Luis Lopez. Jennifer says it has been energizing to watch the program develop.

**Berry Dairy Days Status.** Jennifer Berner reports that she and Jim Rabenstein attended a recent meeting with other festival organizers. It appears plans are all on target; no major changes were made from last year's festival. One slight change to make note of is the free movie night. The movie will be shown on Saturday night instead of Friday as its start time last year post-fireworks was so late that only a small number of spectators lingered until the end. A Saturday showing will allow the movie to start by 9:45PM. A new addition to the Saturday festival is free children's activities in Maiben Park hosted by Central Valley Assembly of God. The activities will mirror Kiwanis' Salmon BBQ sales times a 11:30AM-6:00PM and will include an inflatable slide as well as face painting, balloon animals, ring toss and more. Burlington Chamber of Commerce plans to incorporate farm tours as another new feature to highlight Burlington's deep agricultural roots.

**ADJOURNMENT: A motion is made by Ronda DeGloria to adjourn the board meeting at 6:30PM and is seconded by Jeff Ottesen. All are in favor; motion is carried.**

**NEXT MEETING: Monday, June 4, 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*

## **1.0 INTRODUCTION**

- 1.1 Recognizing that the Burlington Parks and Recreation Department is a public entity with a mission to provide the public access to quality facilities and services, recreational use of the City's athletic fields will receive priority over select or premier organizations, in general. Recreational use shall be defined as programming which is open to all interested participants, not try-out based and is focused on fitness, health and fun.
- 1.2 The City of Burlington Parks and Recreation Department facilitates the scheduling of all City-owned outdoor athletic field venues in the community for organized public use. City parks exist to serve a wide variety of uses and priorities. City owned athletic field venues are designed to meet a wide range of community recreation interests beyond organized athletic competition. In order to effectively and efficiently scheduled these community assets to the greatest extent possible while balancing competing uses, priorities and insuring their long term sustainability, outdoor athletic use and reservation policies are necessary.
- 1.3 All organized outdoor athletic field usage on City-owned property will be scheduled through the City of Burlington. Organized outdoor athletic field usage will refer to all athletic field use that is arranged, monitored, and/or run by an organization or its representatives for purposes of athletic fitness, conditioning, training, practice or competition.
- 1.4 The Burlington Park Code (BMC 2.72.040) shall govern all use of City owned parks and facilities.
- 1.5 Parks and Recreation Department policy goals:
  - 1.5.1 Maximize the use of all park venues, while preserving park assets.
  - 1.5.2 Insure all user groups are given a chance to use parks and city athletic fields.
  - 1.5.3 Administer a system of prioritization for field allocation that is rational and transparent.
  - 1.5.4 Collect fees to help offset the cost of maintaining and scheduling city parks and athletic fields.
  - 1.5.5 Protect the rights of neighbors of city parks and athletic fields.
  - 1.5.6 Allow passive, drop-in use of fields for families, neighbors and unorganized play.

## **2.0 GENERAL RULES/SCHEDULING**

### **2.1 Hours of Operation**

- 2.1.1 Sports field rental hours: 9:00 am – 10:00 pm (may vary based on specific site/facility, season or event)
- 2.1.2 A minimum one-hour rental is required per field
- 2.1.3 Rentals on City Holidays are contingent upon staff availability if required

### **2.2 Allocations and Scheduling**

- 2.2.1 Fields are initially allocated during the **Biannual Field Allocation process**. Requests for additional use of fields after the Field Allocation period will be addressed on a first-come, first-served basis.
- 2.2.2 Only an Authorized Agent listed on the City's field rental account will be allowed to book fields for their affiliated organization. Coaches or other individuals must receive permission in writing from their league representative to book fields for the organization, or under the organization's name.
- 2.2.3 Fields shall be assigned based on the **Field Allocation Priority Classification** and the **In-Season Priority Schedule**. If two or more user groups fall equally within the same classification the Athletic Field User Group will attempt first to resolve the conflict. If no resolution is gained, city staff will resolve the scheduling conflict.
- 2.2.4 Tournaments or events that have been occurring on a specific date or weekend for three consecutive years or more will be given priority; the dates and tournament rental request must still be submitted.

- 2.2.5 The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the park.
- 2.2.6 All one-time use, first-come, first-served field reservations and all field prep requests must be submitted and paid for one-week prior to the rental. If any additional services are needed they will be handled on a case-by-case basis.
- 2.2.7 *Submittal of an application does not guarantee that the rental request has been authorized.*

### **2.3 Field Use Permits**

- 2.3.1 Permitted hours of use must include set-up and clean-up time. Users may not access field prior to their permitted rental time, and the field must be vacated at the time specified in the Field Use Permit.
- 2.3.2 Field users must have a copy of their Field Use Permit on hand during each rental and must be prepared to present it to City staff on request; electronic versions are acceptable.
- 2.3.3 Permission for activities/events beyond the scope of normal field use (practices or games) needs to follow the City of Burlington Special Event Permit guidelines.
- 2.3.4 The City reserves the right, on a case by case basis, to add conditions or modifications to the Field Use Permit.
- 2.3.5 The Field Use Permit includes all approved days and times. Not all requests can be granted. Please check your permit carefully prior to scheduling practices and games.
- 2.3.6 *Reservations may not be transferred, assigned or sublet.*

### **2.4 Field Allocation Priority Classification**

- 2.4.1 Field allocations for league and one-time field use will be established based on the following priority classifications:
  - 2.4.1.1 City sponsored or co-sponsored events and programs, including City recreational programs or leagues
  - 2.4.1.2 Resident Recreation Youth Non-Profit
  - 2.4.1.3 Resident Select Youth Non-Profit
  - 2.4.1.4 Resident Adult Leagues
  - 2.4.1.5 Non-Resident Leagues
  - 2.4.1.6 Commercial Groups/For Profit
- 2.4.2 Field allocations for Tournaments and Special Events field use will be established on the following priority classifications:
  - 2.4.2.1 City sponsored or co-sponsored tournaments and events
  - 2.4.2.2 Three (3) or more years of consecutive use tournaments and/or events
  - 2.4.2.3 New or less than three (3) years consecutive use tournaments and/or events
- 2.4.3 Definition of Classifications
  - 2.4.3.1 “Non-Profit” shall be defined as an organization that has obtained a non-profit status and is registered as a non-profit business or corporation with the State of Washington and has maintained good standing with the State of Washington.
  - 2.4.3.2 “Recreation” use shall be defined as programming which is open to all interested participants, not try-out based and is focused on fitness, health and fun.
  - 2.4.3.3 “Select” use shall be defined as programming which is try-out based and does not have open participation of all ability levels.
  - 2.4.3.4 “Commercial” use shall be defined as any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business or organization, non-profit corporations are excluded.
    - Requests which are for uses other than the designated primary uses of a field will be considered based upon field availability, safety and potential impacts.

- 2.4.4 In recognition that there are limited multi-use fields suitable for all sports, the following criteria will be used to establish fair and reliable allocation.
- A. *Historic Use*: Historic use will be a factor in field allocation. 3-years of consistent use will establish historical presence.
  - B. *Safety*: Safety of participants and general park users will be taken into consideration for field allocation. Some sports are compatible to use adjacent fields or split fields, some are not.
  - C. *Field/Facility Condition* – Fields may be closed or subject to limited availability at any time for safety concerns or due to the risk of severe damage to field.
  - D. *Users in Good Standing*: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar and permit conditions are consistently met.

**2.5 Availability**

- 2.5.1 The City of Burlington reserves the right to limit the amount of play permitted on sports fields. Weather and project needs can cause the opening and closing dates to fluctuate.
- 2.5.2 The City of Burlington reserves the right to suspend field availability at any time during periods of inclement weather, poor playing conditions, damage, excessive wear, and for necessary field maintenance or improvement projects. Closures can impact a single use, a full day or can last as long as needed.

**2.6 In-Season Priority Schedule**

Scheduling priority shall be assigned to sports during their traditional, in-season time frames.

<u>Usage</u>	<u>March-June</u>	<u>July – Mid-November</u>
Primary User	Baseball/Softball/Ultimate Disc	Soccer/Football/Lacrosse
Secondary User	Soccer/Football/Lacrosse	Baseball/Softball/Ultimate Disc

2.6.1 The league/organization is responsible for requesting fields/sites appropriate for the age, size and type(s) of program(s). Programs which are too large (in dimension or in capacity) for a site are a safety concern. Improper use may result in complete cancellation of a league/event/activity for a season or more.

**2.7 Performance History**

The City reserves the right to limit or revoke field allocations/access based upon an organization’s performance history including: compliance with established rules and policies, field conditions after use, unruly behavior of participants and guests, or overdue or outstanding payment. Requests for field allocations will not be considered if unpaid or overdue balances exist on the user’s account.

**2.8 Insurance**

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate:

- Insured’s name is the same as listed on the field rental application.
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate.
- Name the City of Burlington as “Additional Insured” by endorsement.
- Certificate Holder: City of Burlington  
833 S. Spruce St.  
Burlington WA 98233

**3.0 ANNUAL FIELD ALLOCATION PROCESS**

**3.1 Timeline**

- 3.1.1 Twice a year, the City of Burlington initiates its annual sports field allocation process for user groups interested in renting fields for the approaching season.
- 3.1.2 Fields are closed mid-November – February for rest and renovation.

- 3.1.3** If a league/organization missed the formal deadline an application may be submitted and will be considered after allocations are complete.
- 3.1.4** League and One-Time Use Application Deadlines:
- Field Use March-June Application deadline - first Friday of Dec/Jan?
    - Draft Allocation schedules posted last Friday of January
  - Field use July-Nov Application deadline is first Friday in May
    - Draft Allocation schedules posted first Friday of June
- 3.1.5** Tournament and Special Event Application Deadlines:]
- 3.1.5.1** Tournaments and events may be scheduled one (1) year to the date in advance based on the following priority schedule.
- 1<sup>st</sup> Priority - Any City sponsored or co-sponsored tournament, event
  - 2<sup>nd</sup> Priority - Tournaments/Events, with three (3) years or more of consecutive use and are in good standing with the City.
  - 3<sup>rd</sup> Priority - Any new or less than three (3) consecutive year's tournament/event. A limited number of "new" tournaments and events will be allowed and will follow the following allocation:
    - Up to two (2) new large tournaments or events. (Large is defined as utilizing both the east and west lobes of Skagit River Park playfields.)
    - Up to two (2) new medium tournaments or events. (Medium is defined as utilizing either the east OR west lobe of Skagit River Park playfields.)
    - New small tournaments or events will be handled on a case-by-case basis based on availability, compatibility and historical use.
    - Once the above limits have been met, all other "new" tournaments and events will be considered as part of the in-season priority schedule (refer to section 3.1.4).
- 3.1.6** Field Allocation Applications can be obtained at:
- City of Burlington website: [Burlingtonwa.gov](http://Burlingtonwa.gov)
  - Parks & Recreation Office, 900 E. Fairhaven, Burlington
  - Email to [bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov)
- 3.1.7** **Submittal of a Field Allocation Application does not guarantee that the rental request(s) has been authorized.**
- 3.2** **Grounds for Denial or Cancellation of Permit**
- 3.2.1** The City reserves the right to deny an allocation request to accommodate a City-sponsored/co-sponsored tournament and/or special event.
- 3.2.2** Due to space limitations regarding parking and spectator capacity, some tournaments may not be booked simultaneously.
- 3.2.3** A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Burlington or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- 3.2.4** Permits may be cancelled for failure to adhere to policies outlined in the Policies and Procedures Manual, as presented herein, or as contained in the Burlington Municipal Code.