

Burlington Parks & Recreation Advisory Board

Monday, July 9, 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-Draft Community Survey

Jennifer Berner

NEW BUSINESS

Keith Chaplin

- Facility Monitor Scheduling
- 2nd Quarter Council Report

Jen Berner/Shelley Johnstone

Jennifer Berner/Keith Chaplin

ADJOURN

Next Scheduled Meeting: Monday, August 6, 2018

Enclosures:

06/04/2018 Meeting Minutes

DRAFT PROS Plan Community Survey

2nd Quarter Council Report

CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Monday, June 4, 2018 Meeting Minutes

Board Representatives in Attendance

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

City Council Members: James Stavig

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

Citizen Guest: Tonya Bieche

MEETING CALLED TO ORDER by Chairperson Keith Chaplin at 5:33PM.

MINUTES: Jeff Ottesen motions to accept the minutes of the ~~05/07~~2018 board meeting as written; Ronda DeGloria seconds the motion. All are in favor; motion is carried.

OPEN COMMENT

New Business Representative. Board members welcome Adrian Santangelo as their newest representative. Adrian will fill the board's long vacant Business Representative position. He and his wife are owners of Interpreting Technology on Fairhaven Avenue.

Firecracker Soccer Tournament. Jennifer Berner shares that she was notified by the tournament director today that the Firecracker has closed registration with 248 teams. This is 22 more teams than 2017. 2018's field layout will be largely the same as 2017's with the addition of a field or two at the Dike District playfield area to help accommodate the extra games.

Volunteer Groups. Jim Rabenstein shares that Parks has benefitted recently from a few volunteer groups. Team Corp is a group that volunteers annually at Jack Doyle Memorial Park and does an outstanding job at helping to keep the park groomed. A group of 8th graders from Lucille Umbarger School lent a helping hand at Maiben Park with weeding, raking and spreading bark. Jim shares photos taken during the cleanup events. He says employees from Burlington's Sims Honda have volunteered to spruce up Alpha Park this month. They've also indicated plans to donate a new picnic table to the park. Jennifer Berner mentions that part of the department's workplan for 2019 is to develop an Adopt-a-Park stewardship program to encourage volunteerism.

Donated Scoreboard for Baseball Fields. Jim Rabenstein offers a quick progress report on work with the scoreboard. He said the wet April weather caused a number of delays in this project that turned out to be more extensive than originally thought. The scoreboard is not operational yet, but it is finally up, conduit has been laid and they are now waiting to coordinate availability with the City's electrician who is currently engrossed with the major renovation project at Cherry Street. Jim makes particular note of crewmember Paul Tingley whose experience and expertise benefitted this project tremendously.

OLD BUSINESS

PROS Plan Update. Jennifer Berner reports that a kick-off meeting was held with BERK representatives on May 23. City Administrator, Bryan Harrison and Brad Johnson, the City's Senior Planner were in attendance along with department staff. The meeting began with a lively round table discussion about the project's objectives, timeline, roles and data needs, and concluded with a driving tour of the park system. Jennifer says she was

most impressed with the preparations BERK had made for this initial meeting which affirmed for her that the right consultant had been selected. A brainstorming question posed by BERK during the meeting that Jennifer would like to also ask of board members is 'What one word best describes Burlington to you'. Trains, commerce, friendly, history, quaint, old & new and hub are the words that were shared.

An integral part of the project will be community outreach. Jennifer shares copy of 5 possible logos created by BERK. Selected logo(s) would be used to help brand outreach correspondence during the project. She asks each board member to notate which of the logos they find most appealing. An event schedule for the summer and fall months was shared with BERK which may serve as prime opportunities for them to engage with community members. Stakeholder groups will also be part of the project's early steps. Schools/students, senior citizens and the Latino population are some of the target groups mentioned. A bilingual survey and flyers, community meetings and presentations to city council & the advisory board are also planned.

NEW BUSINESS

Recreation Program Update. Christi Kinney reports on current happenings in Recreation:

Online registration for summer recreation programs began on March 24 and has proven to be a success both for staff and for participants. Stats indicate that 65% of registrations received since the online system was launched in December were from new participants.

Christi was delighted with the participation at a new event hosted on June 2 in conjunction with National Trails Day. She had about 15 people join her for this free nature walk event. She especially enjoyed the dialogue of the group throughout their hike and relished the opportunity to get people outside to experience Burlington parks for free.

The first of five All-Comers Track Meets took place on May 30. The Meets will take place each Wednesday evening through June 27. Christi says opening night went smoothly and seemed to be enjoyed by attendees and staff alike. Comparing numbers to previous years, pre-registration was up by approximately 30 and a preliminary estimate on attendance puts this first Meet decidedly ahead of 2017 (at 230) with approximately 320.

Christi shares a hot-off-the-press flyer for another free event, the new summer Pop-Up program. Parks and Recreation's marketing coordinator, Sarah Stoner has been working on a large postcard mailer in collaboration with the library which lists all of the City's free programs and events this summer. Christi shares a sample of the color-coded mailer that will be sent to 98233 and 98232 residents later this week.

Christi will have 9 part-time staff along with an intern from WWU assisting her with the various recreation programs and events through the summer. All attended a training on Friday, June 1 to go over basics such as handling timesheets, incident reports, difficult situations; but, it also served to give staff an opportunity to connect and develop synergy. She and her staff will also participate in a joint training with Mount Vernon Parks and Recreation to collaborate on common challenges faced. They will also participate in training with the local Brigid Collins Center that will help to educate them on recognizing signs of child abuse and the proper channels for reporting.

Berry Dairy Days Fireworks Show will take place on Friday evening, June 15. The local Troy Fair Band has once again agreed to entertain the festival crowd with their music beginning at 7:00PM. Western Display is the pyrotechnic company selected as the fireworks provider; they'll begin their aerial display just after 10:00PM. The free movie, "Jumanji: Welcome to the Jungle", will be offered on Saturday instead of Friday this year with the show beginning at 9:45PM.

Athletic Field User Group Update. Jim Rabenstein reports that the second field user group meeting was recently held. Another copy of the developing policy & procedures manual is shared with board members present. Jim says this second meeting focused primarily on two important points that will be a departure from past field use practices: (1) playfields will be closed mid-November through the end of February annually to allow a period for recovery and (2) field allocation periods will be designated to set scheduling priorities based on the various sports' primary season of play. Jim says there was a good round table discussion that allowed him to explain why these two points are needed and also offered the user group an opportunity to describe how these changes will impact them. He reiterates that the overarching goal in this evolving conversation surrounding the new manual is transparency, allowing the user groups a voice in its development with the end result being an equitable policy for all concerned. The next meeting's topic will focus on field use fees.

Turf Maintenance Update. Jim Rabenstein reports that this past April was one of the wettest on record followed by one of the driest Mays which made performing turf maintenance challenging. His crew did finally manage to get some lime down shortly before a well-timed rain. They also aerated and fertilized all 66 acres of the East and West Playfield lobes. They will top dress and drag after Berry Dairy Days festival. They plan to apply weed killer in the fall and will spot seed areas of heavier use. Jim says he and the crew are learning as they go, getting the 'recipe' figured out. He adds that Bill Black with his extensive knowledge of soil has been a tremendous resource for them.

Memorial Day at Cemetery. Jim Rabenstein reports that preparing the cemetery is an all-consuming undertaking for him and his crew in the weeks leading to Memorial Day. It is tough to balance against regular maintenance responsibilities. They spread 30 yards of bark throughout the cemetery, weeded around every headstone, edged, mowed, placed small U.S. flags on each veteran's grave. Larger U.S. flags were erected for the memorial weekend by local VFW and ROTC groups. Crewmembers staff the cemetery Saturday through Monday of the weekend. Jim says although there were little details that they were not able to complete, they were pleased overall with their accomplishments at the cemetery knowing that their efforts help pay tribute to the veterans laid to rest there.

ADJOURNMENT: James Stavig motions to adjourn the board meeting; Ronda DeGloria seconds the motion. All are in favor; meeting is concluded at 7:06PM.

NEXT MEETING: Monday, July 9, 2018 at 5:30PM Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue. (Be sure to use the SOUTH ENTRANCE as all other entrances will be locked once the business office closes at 4:30PM.)

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.