

# Burlington Parks & Recreation Advisory Board

**Monday, October 1, 2018 at 5:30PM**  
@ Burlington Parks and Recreation Center  
900 E. Fairhaven Avenue  
(Use South Entrance off Washington Avenue)

## **Agenda:**

<b>CALL TO ORDER</b>	Keith Chaplin
<b>APPROVAL OF MINUTES</b>	Keith Chaplin
<b>OPEN COMMENT</b>	Keith Chaplin
<b>OLD BUSINESS</b>	Keith Chaplin
<ul style="list-style-type: none"><li>Pumpkin Pitch/Harvest Festival</li></ul>	Christi Kinney
<b>NEW BUSINESS</b>	Keith Chaplin
<ul style="list-style-type: none"><li>Skagit River Park Use Fees &amp; Policy</li></ul>	Jennifer Berner/Jim Rabenstein
<ul style="list-style-type: none"><li>Facility Rental Revisions</li></ul>	Jennifer Berner/Shelley Johnstone
<b>ADJOURN</b>	Keith Chaplin

Next Scheduled Meeting: Monday, November 5, 2018

## **Enclosures:**

09/10/2018 Meeting Minutes

CITY OF BURLINGTON  
**PARKS & RECREATION ADVISORY BOARD**  
Monday, July 9, 2018 Meeting Minutes

***Board Representatives in Attendance***

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

**City Council Members:** Chris Loving

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

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

***MINUTES:*** Chris Loving raises a motion to accept the minutes of the 07/09/2018 board meeting as written. Adrian Santangelo seconds the motion. All are in favor; motion is carried.

***OPEN COMMENT***

**Rain Finally.** Keith Chaplin observes that we finally got a good dose of rain last week. Jim Rabenstein explains that so much of what Parks does is weather dependent. He and his crew have been waiting for rain opportunity to continue with the fertilizer & seed phase of turf management. Friday's rain, unfortunately, coincided with the beginning of youth soccer, youth football, two ultimate Frisbee tournaments and men's soccer league, so no opportunity for application. The good news is that showers are predicted for the coming week, so his crew should be able to get the application completed.

***OLD BUSINESS***

**PROS Plan Update.** Jennifer Berner offers a progress report on development of the PROS Plan. To date, 213 completed community surveys have been received, which is already beyond the hopeful benchmark established at the survey's launch. She and staff have been focused on getting the word spread. Jennifer has presented on the survey at all Burlington service clubs asking their members to take the survey and then forward to others & forward; a mass email push was sent to Parks and Recreation's and also the Library's 3000+ mailing list at the launch of the survey with another scheduled this week; information has been personally handed out the large Back to School Fair and Senior Day in the Park events, the same will be done at the upcoming Pumpkin Pitch event. The survey is available in an online digital format as well as in hardcopy format at various spots throughout the city. Jennifer comments that response from Burlington's Hispanic population is low, so she will reach out again to her liaison with hopes of gaining more feedback from that sector of the community. The survey is just one form of public outreach in the Plan's development. The outreach campaign will also include community meetings and focus groups. The survey will close at the end of September. The PROS Plan end product is expected to be complete by the end of 2019.

Jennifer and Jim Rabenstein recently toured the park system with BERK's landscape architect with a particular focus on the lack of ADA accessibility in Burlington parks as well as remedies for that inadequacy. BERK will provide concept drawings developed from that discussion as well as survey results that can be shared with focus groups and at community meetings.

**Co-Sponsorship Grant Process.** Shelley Johnstone speaks to the inaugural launch of the city's new Co-Sponsorship Grant program's application period. As a refresher for board members, she explains this is the new program approved by council and adopted by the city last spring. The grant provides a transparent mechanism for the selection of community special events that the city, using clearly defined criteria, can elect

to co-sponsor. For awarded grant recipients, their events would receive access to city owned equipment and supplies; inclusion in the city's marketing outreach; and also the waiving of most, if not all, fees associated with hosting a special event at a city facility. For interested 2019 event organizers, the grant application period is open September 10 – October 8 for 2018. Organizers of 6 of the special events that already take place in Burlington annually have been invited to apply; those 6 are events meeting the "open free of charge to the public" grant stipulation. Adrian Santangelo asks if the application will be available in an editable digital .pdf format. Shelley answers that sadly no, not yet. Purchasing software that allows the creation of quality fillable digital forms has been on her wish list for many years; it is thankfully included with the department's 2019 budget requests. Adrian has a few no-cost suggestions and will share the info with Shelley after the meeting.

## **NEW BUSINESS**

**2019 Budget.** Jennifer Berner shares that budget time is upon us, still in its very early stages. She reports on the big concept ideas that will be included with 2019 budget requests.

*Parks & Recreation Guide.* Jennifer is proposing an 8-16 page booklet that would be published seasonally – fall, winter and also spring/summer. The booklet would highlight information about Burlington's parks, recreation programs and community events. It would include the improved maps developed through the PROS Plan process and could also include some of the great photos of the city & its facilities taken by the professional photographer hired earlier in the year. The booklet would be distributed in the Skagit Valley Herald and Argus newspapers. Funds that had been set aside in previous years for advertising in the Herald's seasonal Recreation Guide would be put towards the new booklet. The library director has expressed interest, so there may be the possibility of collaboration.

*New hire for Recreation.* Successful growth in department programming along with plans for further expansion compels the request for a part-time assistant to the Recreation Coordinator. Jennifer explains that there are currently 4 on-call staff positions that are tasked with periodically assisting in the running of events and programs throughout the year. She is proposing that instead of the on-call positions, an assistant working a consistent weekly schedule would be of more benefit. Salary allotted for those 4 on-call positions would offset the majority of the salary needed to fund a 20-hour per week assistant.

*Indoor Playground & Pop-up Programs.* Jennifer shares that she is requesting funds to expand the Pop-up Program that was so well received in its inaugural 2018 year. She is also asking for support for a new program designed to benefit a sector of the community that has expressed the need. In cooperation with Central Valley Assembly of God, she would like to implement an indoor playground program in the church's large indoor gymnasium. The program would offer parents a safe, indoor facility where their young children could be active and socially interactive during the cold and wet winter months. A variety of play equipment such as tricycles, hoola hoops, musical toys would be available for the children. Partnerships with civic and social organizations like United General and W.I.C. would provide information and resources that parents may not otherwise be aware of.

On the Parks side of the budget, Jim Rabenstein explains that he tried to remain status quo where possible realizing that there was a significant boost to 2018's budget. The budget estimated for turf maintenance was actually lower since some components of it are not annual needs. He boosted slightly the budget for equipment as he found what had been allotted in 2018 was not adequate enough to keep up with the needs of the department's aging equipment. Good signage is lacking in Burlington's parks; funds will be requested to make overdue improvements. Ronda DeGloria asks whether there are still updates to the city's parks code in

the works. Jennifer answers yes and that updated code along with improvements to signage will be a positive resource for police patrols.

When asked by Keith Chaplin about the State's 2020 grant cycle, Jennifer explains that the completed PROS Plan will be a key component of application. An updated master plan for Skagit River Park will also be essential. The board can expect more information as she begins work on the CIP.

**Skagit River Park Irrigation.** Funds were approved in the 2018 budget to put forth a Statement of Qualifications (SOQ) request from qualified firms to offer consulting services regarding irrigation alternatives at Skagit River Park (SRP). Jennifer Berner shares a copy of the SOQ with board members. The top 3 out of 5 applicants were selected for interview: Gray & Osborne Engineering; RH2 Engineering; and Coffman Engineering. Each of the 3 will have an hour to make their presentation during interviews taking place the first week of October. The selected firm will be tasked with 4 main focuses: assessing available water rights; determining SRP's total water demand, compiling a cost analysis and design for irrigation systems; and design of connection to existing PUD water system.

**ADJOURNMENT: Adrian Santangelo motions to adjourn the September 10, 2018 board meeting; Jeff Ottesen seconds the motion. All are in favor; meeting is concluded at 6:37PM.**

**NEXT MEETING: Monday, October 1, 2018 at 5:30PM** Meeting location is in the Parks and Recreation Center located at 900 E. Fairhaven Avenue.

*Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary.*