

Burlington Parks & Recreation Advisory Board
MEETING AGENDA

Monday, 11/08/2021, 6:00PM

[Virtual Zoom Meeting](#)

Dial in: 1-253-215-8782

Log in: <https://tinyurl.com/vvpyzbtb>

Meeting ID: 859 9970 0682

Passcode: 241233

CALL TO ORDER	Darla Chafe
APPROVAL OF MINUTES (10/12/2021)	Darla Chafe
OPEN COMMENT	Darla Chafe
OLD BUSINESS	Darla Chafe
1. Dog Park: Concept Plan	Jim Rabenstein
NEW BUSINESS	Darla Chafe
2. REET Fund Balance & Timeline	Sarah Ward
3. Parks Report	Jim Rabenstein
4. Rec Report	Sarah Ward
5. December Board Meeting	Sarah Ward
ADJOURN	Darla Chafe

Next Scheduled Meeting:
Tuesday, December 14, 2021

Enclosures:

: 10/12/2021 Meeting Minutes

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Tuesday, 10/12/2021 Meeting Minutes
(The board meeting is conducted via Zoom due to COVID restrictions)

Representatives in Attendance

Board Members: Marylynn Baker, Bill Black, Craig Bloodgood, Darla Chafe, Rob Norman, and Elizabeth Turman

City Council Members: Keith Chaplin, Chris Loving, and James Stavig

City Staff: Sarah Ward, Jim Rabenstein, and Shelley Johnstone

Guest: Cori Peck

MEETING CALLED TO ORDER by **Parks & Recreation Director Sarah Ward** at 6:03PM.

MINUTES: A motion to approve the minutes of the 09/14/2021 meeting as written is made by **Rob Norman/Marylynn Baker**. All in favor; motion is carried.

OPEN COMMENT

Soccer Fields. **Keith Chaplin** and **Elizabeth Turman-Bryant** offer kudos to the Parks crew for the condition of Skagit River Park's playfields. They are in great shape, noticeably better than the home fields in use by some of the other youth soccer leagues.

Inclusive Playground. **Keith Chaplin** reports that at the recent city council retreat, the addition of an inclusive playground was listed as one of their top priorities. **Sarah Ward** will begin work later this year on an RCO grant application that could help with funding of the playground. She expects to begin maternity leave in early December, but will continue to work on the grant as she does not want to miss the window of opportunity for the grant cycle which opens only every other year.

OLD BUSINESS

NEW BUSINESS

November Meeting Date. **Sarah Ward** shares that a conflict has arisen with the board's regular November meeting date on November 9. City council's meeting date has been moved to the 9th because the regular meeting falls on the Veterans Day holiday. Monday, November 8 has been suggested as an alternative meeting date for the Parks & Recreation board.

Darla Chafe/Elizabeth Turman-Bryant motion to move the board's next meeting date to Monday, November 8 at 6:00pm. All are in favor, motion is carried.

Parks Report. **Jim Rabenstein** reports on a few projects underway for Parks.

Dog Park. **Jim** and **City Administrator Greg Young** have been working with restroom building vendors and like a proposal supplied by CXT Concrete buildings. The restroom which is a drop-in style building with a single unigender ADA stall has a base price of approximately \$75,000. CXT offers a menu of add-ons that the City can use to customize their preferences. HBB Architects has not yet completed the concept plan of the dog park, but it should be forthcoming very soon. Once the plan is ready, Jim plans to host a neighborhood meeting to gain the public's input regarding the dog park.

Pump Track. Jim reports that after much research, they are focused on an asphalt track versus a dirt track. Research with other agencies indicated dirt tracks require daily maintenance which is an unrealistic commitment for the department's current staffing levels. The *baseprice* for an asphalt track is \$250,000. While that price tag is considerably more than the dirt track, Jim believes the durability and lower maintenance requirements will balance out the difference easily. One downside is that it may potentially be late spring of 2022 before a contractor would be available to break ground on the track. **Keith Chaplin** expresses concern over the higher price point for a park amenity he has not heard much about from the general public. **James Stavig** queries about the liability risk for the city. **Jim** responds that all projects currently in the works, the Dog Park, the inclusive playground, and a BMX track were mentioned in the PROS Plan process as interests from the public. He adds the State's "Recreation Immunity Act" offers liability protection for agencies as long as a fee is not charged to use the amenity. **Sarah Ward** explains that funding is available in the Parks' capital REET account which is money that can only be used for park improvements and must be spent within a specific timeframe.

Park Signs. Jim reports, unfortunately, there is no change on the delivery timeline. Delivery is still delayed due to a world-wide plastics shortage which he has been able to verify through other companies. Delivery is still anticipated within the next 30-60 days. In response to a question raised by **Darla Chafe**, **Sarah Ward** answers that funds designated for the signs will not expire, they will rollover into 2022.

Lodging Tax Grant. Jim reports that the Skagit River Park grant request was awarded in full at \$102,000. The grant includes funds for a top dresser which will greatly improve turf maintenance efficiency and, by extension, playfield availability for tournaments and large events. **Bill Black** asks whether the department was ever able to purchase a roller. **Jim** answers no, not yet. He is still on the hunt for one big enough and heavy enough for Parks' purposes. **Rob Norman** asks **Jim** to send him information about what he is looking for in a roller. **Rob** has access to surplus equipment through his work and offers to be on the lookout.

September 18 Windstorm. Jim reports several trees were lost during the recent windstorm. Whitmarsh fields, Skagit River Park, and Walnut Pond were especially affected. Cleanup is time consuming; the crew is not quite finished yet.

Playfields Closed for Season. Jim says youth football and soccer leagues are still underway. The last tournament of the season will take place on the weekend of November 6-7. The playfields will close after November 14 until March 1 for a much needed recovery period. In response to a question from **Chris Loving**, **Jim** answers that the trench for PUD water access is being dug at the south end of the playfields; they are currently waiting on a vault.

Rec Report/Harvest Festival. **Sarah Ward** describes this year's Harvest Festival as "COVID successful". It was a highly altered event from its normal format. It featured live music from the Troy Fair Band, a few food vendors, and a fireworks show. Crowd size grew to 500 at the most, which felt just right considering the pandemic. Planning continues for the November 13 Veterans Day Parade. Youth soccer will conclude their regular season on October 30. **Sarah** says a lot of positive feedback has been received about the league from coaches and parents. **Elizabeth Turman-Bryant** comments that she feels the absence of the league last year has made parents appreciate it all the more.

NEXT MEETING: MONDAY, 11/08/2021, 6:00PM via Zoom.

ADJOURNMENT: Chairperson Darla Chafe adjourns the board meeting at 6:55PM.

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary