

Burlington Parks & Recreation Advisory Board
MEETING AGENDA

Tuesday, 01/10/2023, 6:00PM

Attend In-Person

Burlington Parks & Rec Building

900 E. Fairhaven Avenue

(Use NORTH ENTRANCE off Fairhaven)

CALL TO ORDER	Sarah Ward
APPROVAL OF MINUTES (12/13/2022)	Sarah Ward
OPEN COMMENT	Sarah Ward
OLD BUSINESS	Sarah Ward
1. Capital Project Discussion	Marv Pulst
NEW BUSINESS	Sarah Ward
2. Sponsorship Packet	Sarah Ward
3. Recreation Report	Christi Kinney
ADJOURN	Sarah Ward

Next Scheduled Meeting:
Tuesday, February 14, 2023 at 6:00PM

ENCLOSURES:

: 12/13/2022 Board Meeting Minutes

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CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Tuesday, 12/13/2022 Meeting Minutes
(The board meeting is conducted in-person and via Zoom)

Representatives in Attendance

Board Members: Marylynn Baker, Bill Black, Rob Norman, and Elizabeth Turman-Bryant

City Councilors: James Stavig and Jamie Weiss

City Staff: Rec Specialist Kati Klerekoper, Public Works Director Marv Pulst, Parks Supervisor Jim Rabenstein, Rec Director Sarah Ward, and Shelley Johnstone, Admin Specialist

MEETING CALLED TO ORDER by Recreation Director Sarah Ward at 6:04PM.

MINUTES:

Motion to approve the November 8, 2022 meeting minutes was made by James Stavig/Jamie Weiss. All are in favor; motion is carried.

OPEN COMMENT

Maiben Restrooms. **Jim Rabenstein** mentions that the drug test results show that the contaminant level at Maiben's restrooms falls within what is considered acceptable limits. Crew will perform a deep clean over the winter months to ready them for reopening early spring. New doors will be needed to replace those destroyed by vandalism; **Jim** recommends steel doors instead of wood.

Dog Park Restroom. **Jim Rabenstein** shares that the prefabricated restroom for the new dog park has finally arrived. There are minor modifications that are needed before it is fully set. There is a little more concrete work to do at the park as well as the setting of benches, waste stations and other furnishings before the new park will be considered finished. The park will be open to the public once those final steps are complete, but a more official opening will come in the spring. **Sarah Ward** mentions that she envisions an event hosted in collaboration with Mud Bay Burlington and Skagit Humane Society. **Jim** adds that after seeing the pre-fab restroom in person, he would likely recommend a stick-built restroom building for the Rotary Park project. **Marv Pulst** concurs and adds that being more innovative with the design of Maiben Park's restroom building is needed also.

Board Vacancies. **Shelley Johnstone reports** that as of January there will be 3 board vacancies. **Darla Chafe** and **Edie Edmundson** have resigned their positions and **Bill Black's** third term concludes as of December 31. **Marylynn Baker** suggests reaching out to members of the inclusive playground focus group. **Elizabeth Turman-Bryant** and **James Stavig** mention they have people in mind for recruiting. **Kati Klerekoper** offers to create a bilingual flyer to share with board members to perhaps aid in recruitment.

OLD BUSINESS

Rotary Park Playground – Update. **Sarah Ward reports** shares that Rotary Club of Burlington has committed to donating musical components for Rotary Park's new inclusive playground valuing roughly \$23,000. She likens the components to instruments such as a large xylophone, drums, or piano that are built for outdoor play structures.

NEW BUSINESS

Capital Project Discussion. **Marv Pulst** has shared that he intends to be more available to the board in the year ahead to help guide project planning and implementation. Board members have received copy of the proposed 2023-2028 Parks & Recreation Capital Improvement Plan and also an interactive spreadsheet that will assist in prioritization and budgeting. He would like discussion at the January 10 board meeting to result in reconfirmation of park project priorities. This timeline would ideally work well with a council meeting taking place shortly thereafter which council will address setting city-wide capital project priorities for 2023. **Marv** will double check the current & projected fund balances for the 311 capital budget prior to the board's next meeting. He would also like to track down information that was obtained several years ago concerning the Parks & Recreation administrative building and its potential for remodel.

Recreation Report. **Sarah Ward** reports that many good things are happening in Rec. The B-E 5th/6th Grade Boys Basketball League has concluded a successful first season. Registration for the Girls Basketball League is underway with games beginning mid-January. Planning for many of the 2023 summer events is already underway. Bookings for Summer Nights Concert bands have already begun and outreach to secure a fireworks vendor for next summer's Berry Dairy Days festival will launch soon. The department's Marketing Coordinator, **Kati Klerekoper** has recently been promoted to Rec Specialist. **Kati** is just about finished with the newly formed Sponsorship Packet which will eventually land in the hands of potential event sponsors. Lastly, due to an acute staffing shortage, the Finance Department has asked that Rec pause hiring new program instructors temporarily in hopes of lessening the paperwork burden that onboarding creates.

NEXT MEETING: January 10, 2023 at 6:00PM.

ADJOURNMENT: Recreation Director Sarah Ward adjourns the board meeting at 7:06PM.

Minutes transcribed by Shelley Johnstone, BPR Admin Specialist.