

Burlington Parks & Recreation Advisory Board
MEETING AGENDA

Tuesday, 09/12/2023, 6:00PM

Meeting Location: Burlington Parks & Rec Building, 900 E. Fairhaven Avenue
Use NORTH ENTRANCE off Fairhaven Avenue

Agenda Item	Presenter	Time Allotted	Action
<u>CALL TO ORDER</u>			
<ul style="list-style-type: none">Roll Call <i>(Elizabeth Turman-Bryant absent)</i>	Marylynn Baker	6:00-6:05PM	Motion
<ul style="list-style-type: none">Approval of Minutes (08/08/23)	Marylynn Baker	6:05-6:10PM	Motion
<u>NEW BUSINESS</u>			
<u>UNFINISHED BUSINESS</u>			
<ul style="list-style-type: none">Boerner Survey Results	Marylynn Baker	6:10-6:25PM	Information
<u>STAFF REPORTS</u>			
<ul style="list-style-type: none">Recreation Report	Marylynn Baker	6:25-6:35PM	Information
<ul style="list-style-type: none">Parks Report	Marylynn Baker	6:35-6:45PM	Information
<u>OPEN COMMENT</u>	Marylynn Baker	6:45-6:55PM	
<u>ADJOURNMENT</u>	Marylynn Baker	6:55PM	

Next Scheduled Meeting: Tuesday, October 10, 2023 6:00PM

ENCLOSURES:

: 08/08/23 Meeting Minutes

(This page left intentionally blank)

CITY OF BURLINGTON
PARKS & RECREATION ADVISORY BOARD
Tuesday, 08/08/2023 Meeting Minutes
(The board meeting is conducted in-person)

Representatives in Attendance

Board Members: Marylynn Baker, Jennifer Eddleman, Karly Gruendle, Elizabeth Turman-Bryant, and Mike Yeoman

City Councilors: Anna Chotzen, James Stavig, and Jamie Weiss

City Staff: Public Works Director Marv Pulst, Library & Rec Director Sarah Ward, Josh Lott, Parks Crewmember and Shelley Johnstone, Admin Specialist

Guest:

MEETING CALLED TO ORDER by Chairperson Elizabeth Turman-Bryant at 6:03PM

MINUTES

Motion is made by Marylynn Baker/Mike Yeoman to approve the July 11, 2023 meeting minutes as presented. All are in favor; motion is carried.

UNFINISHED BUSINESS

2024-2029 CIP Priorities. Marv Pulst shares the “Board Worksheet – Version 2” with board members. This worksheet reflects results of the board’s discussion at their July 11 meeting concerning capital project priorities. While there are ultimately no changes that the board elects to make to the priorities as they are presented, further discussion is had concerning the process of moving projects forward. Key points of discussion:

Jamie Weiss would like to see a more streamlined, efficient process in 2024 for updating the CIP and for tracking project progress. He expresses frustration in being unable to answer questions asked by his constituents about what feels like lack of progress with Maiben Park improvements. **Jamie** questions the wisdom behind the Request for Qualifications (RFQ) step which seeks services from professionals skilled in design consultation versus seeking designs/bids simultaneously. Having all consultants/stakeholders involved in a project at the table at the same time seems an efficient means of time management.

Anna Chotzen would find an estimated timeline illustrating key project milestones a valuable aid in making informed decisions about CIP priorities. Other board members express interest in the same. **Marv** agrees to construct timelines giving an overview of project milestones which will ideally serve to apprise members of expectations. He invites board members to contact him with questions at any time, no need to wait for board meetings.

Jamie suggests reallocating the \$100,000 earmarked for Maiben park design services in 2025 to 2024 with interest in hastening project progress. Marv explains that at present, 2025 seems a reasonable expectation for the pace of coordinating design services.

James Stavig comments that he is satisfied with the CIP recommendations for the 2024-2029 time period as presented. He raises a motion to make formal recommendation to council reflecting the priorities as

listed in the “Board Worksheet – Version 2” (attached herein). Mike Yeoman seconds the motion. All present are in favor; motion is carried.

NEW BUSINESS

STAFF REPORTS

RFQ/SOQ Updates.

Maiben Park SOQ: **Marv Pulst** reports that he and City Administrator **Greg Young** have met with MxM Architects and have recently honed a scope of work that will ultimately support design work for the various elements of Maiben Park’s improvements; \$22,500 is the quote from MxM for that service.

Parks & Rec Building SOQ: **Marv** shares that Rolluda Architects of Seattle is the firm selected from five respondents. Their statement of qualifications indicated a strong understanding of the project’s ambition. Next steps will be to refine Rolluda’s scope of work and establish price.

Pickleball Court RFQ: The RFQ period wrapped up on July 31. Two responses were received before that deadline, one from HKP Architects of Mount Vernon and the other from Stantec of Lynnwood. **Marv** hopes to convene a review panel by next week to make selection.

OPEN COMMENT

Boerner Park Pop-Up Event. **Sarah Ward** reports that plans for the outreach event have been firmed up. The event will take place on Friday, August 18 from 6:00-8:00PM at Boerner Park and will include music, food, and games. Recreation, Parks, and Library staff will be on hand to engage with guests and encourage feedback for the survey.

National Night Out Event. **Jamie Weiss** shares that he recently attended Burlington Police’s National Night Out and had a blast. The event takes place across the nation on the first Tuesday each year with the intention of fostering police-community camaraderie.

Leave of Absence. **Elizabeth Turman-Bryant** shares the she will be unable to attend the September-December board meetings. An exceptional opportunity has become available to her family that will have them out of area for an extended period of time. She will meet with staff in the very near future to sort out her absence’s impact to the board.

ADJOURNMENT: Chairperson Elizabeth Turman-Bryant adjourns the board meeting at 7:36PM.

NEXT MEETING: September 12, 2023 at 6:00PM.

Minutes transcribed by Shelley Johnstone, BPR Admin Specialist.

2024 PARKS CIP - BOARD WORKSHEET - JULY 11, 2023

VERSION 2

Modified by Parks Board July 11, 2023

MAIBEN PARK IMPROVEMENTS

FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
	4 pickleball cts. & 2 bathrooms	Design for remaining facilities	Natural playground, splash pad, tennis cts.				
	1,000,000	100,000	800,000				1,900,000
TOTALS	1,000,000	100,000	800,000	-	-	-	1,900,000

ROTARY PARK INCLUSIVE PLAYGROUND

FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
RCO Grant of \$ 500,000	950,000	50,000					1,000,000
TOTALS	950,000	50,000	-	-	-	-	1,000,000

JASON BOERNER PARK IMPROVEMENTS - TBD

FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
	50,000	100,000					150,000
TOTALS	50,000	100,000	-	-	-	-	150,000

SKAGIT RIVER PARK IRRIGATION

FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
Popup irrigation for 4 ballfields & interruptible irrigation from Skagit River for other fields	200,000	100,000	100,000	100,000			500,000
TOTALS	200,000	100,000	100,000	100,000	-	-	500,000

PROS PLAN UPDATE

FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
		30,000					30,000
TOTALS	-	30,000	-	-	-	-	30,000

GRAFTON PARK IMPROVEMENTS							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						28,000	28,000
							-
							-
TOTALS	-	-	-	-	-	28,000	28,000

ROTARY PARK IMPROVEMENTS							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
					200,000	50,000	250,000
							-
							-
TOTALS	-	-	-	-	200,000	50,000	250,000

ALPHA PARK IMPROVEMENTS							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
				50,000			50,000
							-
							-
TOTALS	-	-	-	50,000	-	-	50,000

SKAGIT RIVER PARK STADIUM DESIGN							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						100,000	100,000
							-
							-
TOTALS	-	-	-	-	-	100,000	100,000

SKAGIT RIVER PARK - OVERALL UPGRADE							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						2,000,000	2,000,000
							-
							-
TOTALS	-	-	-	-	-	2,000,000	2,000,000

LIONS PARK IMPROVEMENTS							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						40,000	40,000
							-
							-
TOTALS	-	-	-	-	-	40,000	40,000

BURLINGTON HILL - BUILD TRAIL SYSTEM							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						1	1
							-
							-
TOTALS	-	-	-	-	-	1	1

BOAT RAMP MODIFICATIONS							
FUNDING	2024	2025	2026	2027	2028	2029	TOTAL
						1	1
							-
							-
TOTALS	-	-	-	-	-	1	1

TOTALS FOR EACH YEAR							
	2024	2025	2026	2027	2028	2029	TOTAL
PER YEAR	2,200,000	380,000	900,000	150,000	200,000	2,218,002	6,048,002

NOTE: The below are being considered "FACILITIES" projects and have been removed from the PARKS CIP:

- * Parks operations building (combined Parks and Streets building)
- * Renovation of Parks and Rec building