

Burlington Parks & Recreation Advisory Board  
**MEETING AGENDA**

Tuesday, 09/14/2021, 6:00PM

[Virtual Zoom Meeting](#)

Dial in: 1-253-215-8782

Log in: <https://tinyurl.com/129eem5v>

Meeting ID: 859 9970 0682

Passcode: 241233

<b>CALL TO ORDER</b>	Darla Chafe
<b>APPROVAL OF MINUTES (08/10/2021)</b>	Darla Chafe
<b>OPEN COMMENT</b>	Darla Chafe
<b>OLD BUSINESS</b>	Darla Chafe
1. Dog Park Update	Jim Rabenstein
<b>NEW BUSINESS</b>	Darla Chafe
2. Inclusive Playground	Sarah Ward
3. Rec Report	Sarah Ward
4. Donation/Memorial Policy (tentative)	Sarah Ward
<b>ADJOURN</b>	Darla Chafe

Next Scheduled Meeting:  
Tuesday 10/12/2021 @ 6:00p.m.

**Enclosures:**

: 08/10/2021 Meeting Minutes

: Draft of Donation/Memorial Policy

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CITY OF BURLINGTON  
**PARKS & RECREATION ADVISORY BOARD**  
Tuesday, 08/10/2021 Meeting Minutes  
(The board meeting is conducted via Zoom due to COVID restrictions)

***Representatives in Attendance***

**Board Members:** Marylynn Baker, Bill Black, Craig Bloodgood, and Darla Chafe

**City Council Members:** Keith Chaplin and Chris Loving

**City Staff:** Parks & Recreation Director Sarah Ward, Parks Supervisor Jim Rabenstein, and Parks & Recreation Secretary Shelley Johnstone

**MEETING CALLED TO ORDER** by **Parks & Recreation Director Sarah Ward** at 6:02PM.

**MINUTES:** A motion to approve the minutes of the 06/08/2021 meeting as written is made by **Marylynn Baker/Bill Black**. All in favor; motion is carried.

**OPEN COMMENT**

**OLD BUSINESS**

**Updates:**

**Dog Park.** **Jim Rabenstein** reports that he recently met onsite at Jack & Helen Doyle Memorial Park with **City Administrator Greg Young**. It was determined that much of the engineering for the dog park could be handled in-house resulting in a considerable cost-savings to the City. **HBB Landscape Architects** will still be retained to assist with concept design and public engagement. **Jim** says he has been in conversation with **Lisser & Associates** to proceed with a property survey of the park. **Keith Chaplin** comments that if **Lisser** is unavailable to proceed promptly with the survey, he has worked with **Northline Surveying** and has been pleased with their service. **Bill Black** asks where parking will likely be. **Jim** answers that parking will be altered so that pets aren't exiting vehicles directly into the line of traffic. One suggestion has been to change the current pull-in parking to back-in parking.

**SRP Irrigation.** **Jim Rabenstein** reports that the ability to finally have access to PUD's temporary water meter for irrigation on the West Fields has worked wonders. Crew ramped up the daily water cannon pulls and were able to improve playfield conditions greatly just in time for the recent tournament. **Assistant City Engineer Brian Dempsey** is working with PUD for the installation of a permanent 4" line which should be in place well ahead of next summer. **City Administrator Greg Young** will host a workshop for council members on August 26 which will detail options for irrigation resources and the apparatuses used for application. **Keith Chaplin** mentions he is particularly interested to see pricing for acquiring interruptible water rights.

**Fee Schedule Proposed Changes.** **Shelley Johnstone** shares that the proposed changes presented to board members last month will go before council at the August 12 meeting with one change. Three options will be presented to council members for the updates to Field Lining Fees. The three options are based on the City's hard costs with either little to no markup, +10%, or + 20%. **Jim Rabenstein** explains the 20% option is what has been used historically and puts the fee on plane with what is charged for the service by neighboring venues. It also offers a sort of buffer for the uncommon occasion where a higher paid crew member must handle the lining.

**Darla Chafe** asks whether a fourth pricing option reflecting the higher staff wage would be worthwhile. At the present time, **Shelley** feels it is not needed but it is a subject that could be revisited in the future as needed. Groups using the City's playfields have the option of handling field lining on their own in which case no fee would be charged.

## **NEW BUSINESS**

**Rec Report. Sarah Ward** reports the July Challenger Soccer camp was well attended with 40 participants. Sarah says a friend reported that it her child enjoyed a fantastic experience during the camp. Skyhawks Sports Camps have gone very well and have also been well attended with 3 of the 10 camps being sold out. With the Sprig Nature Camp, a new camp offered for toddler ages, children got to experience making mud pies, building tent forts, catching bugs, and other fun outdoor play. Plans for fall programming include two returning favorites, Decoy Carving and DSLR Photography classes. The Thursday Walkers program will be discontinued due to staffing constraints and cost feasibility. The B-E Youth Soccer program will host 357 players on 38 teams this year. Coaches are still needed for the U6 & U7 divisions, so **Sarah** asks board members to spread the word. The Veterans Day Parade will take place on Saturday, November 13. The application period is now open for parade participants. The annual Harvest Festival will look quite different in 2021. Festival activities will be a collaborated effort between Parks & Rec, the library, and the chamber. It will span the week of September 20-26 and will include decorating contests, zucchini race car kits, pumpkin themed books, and will culminate with live music, fireworks, and a "PupKin Run". Lastly, Sarah shares that Abby Early, the department's Recreation Specialist, will be moving from the area and her last day with the City will be August 26. Parks & Recreation currently has 3 vacant positions in its business office.

**Rush Cup Tournament. Jim Rabenstein** reports that 264 teams attended the 2021 event. This is a record setting number made even more remarkable by the fact that there were no participating Canadian teams, as would be typical, due to the continued border closure. **Jim** says that this August tournament was more on par with experiences remembered from non-COVID years; it conveyed a festive atmosphere and included overnights, vendor sales, and team activities. There were no noteworthy concerns experienced, all aspects of the event weekend seemed to fall perfectly into place.

**ADJOURNMENT: Chairperson Darla Chafe** adjourns the board meeting at 6:50PM.

**NEXT MEETING: September 14, 2021, 6:00PM**

Minutes transcribed by Shelley Johnstone, Parks & Recreation Secretary

## **DRAFT - City of Burlington Donation and Memorial Policy**

### **Purpose:**

Establish guidelines and standards for the acceptance of all donations by the City of Burlington Parks and Recreation Department. In practice, the most frequent donations relate to the installation and care of donated parks and recreation improvements, either as a result of a cash or in-kind donation. The City desires to encourage donations while at the same time manage aesthetic impacts and address on-going maintenance costs. In addition, donations and memorials can provide an important source of funding to add amenities to parks and recreation facilities, which would otherwise be unfunded due to limited resources.

### **General Guidelines for Donations:**

1. The Finance Department shall be responsible to ensure that all donations are properly accounted for and used for City designated purposes.
2. In the event a donor desires a specified use or purpose, the City will make every effort, where feasible, to accommodate the wishes of the donor.
3. If a donation will require future costs (maintenance) the department accepting the donation will be required to detail related future costs associated with the acceptance of the donation and submit information to the City Administrator and Mayor with the donation request.

### **General Guidelines for Parks and Recreation Donations and Memorials:**

The Department Director or designee is authorized to accept, on behalf of the City, donations and memorials of park benches, bicycle racks, picnic tables, drinking fountains, flags, and other types of parks, trails and recreation accessories. These donations will be subject to the guidelines below.

1. Only City Council may accept donations of real property, including buildings or land, on behalf of the City. The Parks and Recreation Board should first review proposed donations of real property and make recommendations to the City Council.
2. The guidelines established by this policy will apply to all donations made after the adoption of this resolution. Donations made prior to the adoption of this policy will be subject to this policy only as specifically provided for in this policy.
3. The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donations or memorials and their acknowledgement should reflect the character of the park or facility and are high quality in relation to style, appearance, durability and ease of maintenance. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use. City staff will review and approve all acknowledgements to ensure that they fit within in a park's master plan and are appropriate for a park setting and do not contain references to inappropriate, illegal or obscene subjects.

4. The City and community has an interest in ensuring that popular destinations and locations in the City not become saturated with donations and memorials, detracting from their aesthetic quality. The Parks and Recreation Board and City staff will identify parks and recreation facilities that are open for donations and memorials and may designate parks and facilities closed for donations and memorials.
5. The community has an interest in ensuring that all park elements remain in good repair. Additionally, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must match the existing elements, be of high quality to ensure a long life, be resistant to the elements, wear-and-tear, and to acts of vandalism. All donations must consider the long-term maintenance and operation costs of the items being donated. When accepting cash for the construction of specific amenities, the initial cost should include the cost of maintaining the amenity. In general, the City will acquire, install and maintain park elements to ensure consistency and compliance with City regulations. The Mayor or designee may approve the installation of elements by outside groups, with City supervision, in unique circumstances.
6. The City has an interest in ensuring that the initial donor covers the full-cost for the purchase, installation and maintenance during the expected life cycle of donated park elements. The City has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of current City facilities. The City will assess, at the time of the donation, a charge sufficient to cover any anticipated on-going maintenance of donated park elements during their expected life-cycle.
7. The types of park elements which are donated to the City typically have a limited life span, due to the nature of materials used and the effects of wear and tear from public use and exposure to the elements. It is appropriate to limit acknowledgement for the initial donation to the expected life-span of the improvement. Unless otherwise noted, acknowledgement of donations and memorials will be granted for ten years. If current information is on file, the initial donor will be informed and given an opportunity to fund the refurbishment of the original donation at the expiration of the initial ten year period.
8. Any existing donation and memorials will remain in place until the donation or memorial is damaged or in need of replacement. If current information is on file, the initial donor will be informed and given the opportunity to fund the refurbishment of the original donation.
9. Upon acceptance by the City, all donations or memorials and their associated acknowledgement are City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the initial donor will be informed and give the opportunity to take further action at the expiration of the original life cycle.

10. Proposal for permanent monuments, public art or sculptures should represent community values. All donated art must be accompanied by an appraisal and documentation about the artist and the work. The Parks and Recreation Board in conjunction with the Parks and Recreation Director and Parks Supervisor will approve public art, sculptures or monuments. Approval will take into consideration appropriate location, existing master plans, quality, scale and character of the art.
11. Any existing donations and memorials will remain in place until the donation or memorial is damaged or in need of replacement. If current information is on file, the initial donor will be informed and given the opportunity to fund the refurbishment of the original donation.
12. In general, upright monuments or monuments resembling those typically found in cemeteries may not be installed in City parks/facilities. Exceptions to this policy are the Greenhills Memorial Cemetery and monuments installed by the City commemorating the history and/or dedication of a park facility.
13. The City reserves the right to remove or relocate donations and memorials and their associated acknowledgement, when they interfere with safety, maintenance or construction activities. In event of removal or relocation, the City will notify the donor if current information is on file. In certain situations, such as safety or emergency situations, the notifications may be made after the action taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.
14. The City may provide short-term sponsorship opportunities for amenities of limited duration, including but not limited to, hanging flower baskets.
15. City staff will maintain a list of park element donations for a minimum of ten years up to the expected life span of the park element.