

CITY OF BURLINGTON
PARKS ADVISORY BOARD
Meeting Minutes for Monday, October 5th, 2009

Board Members Present: Vicki Aslett, Sonia De los Rios and Don Erickson

City Council Members Present: Helen M. Doyle, Chris Loving and Ted Montgomery

Parks & Recreation Staff: Park & Recreation Director Loren Cavanaugh, Parks Supervisor Craig Bloodgood, Recreation Coordinator Christi Kinney and Parks & Recreation Secretary Shelley Johnstone

MEETING CALLED TO ORDER by board member Vicki Aslett at 5:32pm.

APPROVAL OF MINUTES: A motion is made by Chris Loving to accept the minutes of the August 3rd, 2009 board meeting. The motion is seconded by Don Erickson. All agreed. Motion carried.

NEW BUSINESS:

Recreation Quarterly Report: Christi Kinney presents the 3rd quarter revenue report to board members. Her report has been broken down into three separate program categories: sport camps run by contracted coaches, classes run by contracted instructors and programs run by Recreation staff.

Contracted youth sport programs offered were: soccer camps with *Challenger Sports*, multi-sport camps with *Skyhawks*, a new *Lacrosse* camp with Coach Greg Hill and the ever popular *Jr. Golf Camp* with Colonel Betz and his crew. Contracted classes included two youth programs: *Basic Cartooning* with Max Elam, *I'm Peer Proof* which is one class in a series of *Kids Self Reliance Classes* instructed by Camp Fire USA and two adult programs: *Hatha Yoga* with Sherry Thostenson every Thursday evening and a new *Historical City Walk* program hosted by Burlington local and City Councilor Edie Edmundson. Youth summer programs hosted by Recreation staff consisted of: (9) week-long camps with varying themes, day-trip departures to the *Birch Bay Waterslides*, to *Deception Pass & Rosario Beach* and to *3-2-1 Bounce* in Everett. This was also the City of Burlington's first year as the lead organization for the *All Comers Track Meets*.

A few items of note from Christi: The contracted youth camps coached by Challenger Sports and Skyhawks continue to be a rewarding partnership for her. The City supplies the facilities for the camps and the companies handle nearly everything else. They cut a check to the City once the programs are complete. The programs are very low maintenance for her and kids love them! The response to the Historical City Walks was a nice surprise. When first proposed by Edie Edmundson, neither she nor Christi knew if the program would find an audience. Christi reports that the Walks did very well with over 65 participants. Christi feels that the *All Comers Track Meets* were a tremendous success, especially considering the late start she had in coordinating the event. The event attracted not only local participants, but also those from neighboring localities including King, Snohomish, Island and Whatcom counties. Skagit County's former Recreation Coordinator, Lauren Woodmansee was contracted to help direct the meets. Her presence along with returning staff and volunteers from past years helped the event move seamlessly from a County organized event into the City's management. Christi reports that the majority of the summer camps run by Recreation staff did very well. She points out two that did not: the *Life Long Sports Camp* and the *Deception Pass/Rosario Beach Day Trip*. While turn out for both of the programs was strong, unexpected transportation costs cut into revenue produced by the programs. Washington State's Child Passenger Safety Law which restricts children under the age of (13) to the back seat of vehicles due to the risk of air bag injury resulted in altering initial plans for program transportation. An extra City vehicle was used for the *Deception Pass* trip which required an extra staff person to drive it - an expense not in the program's original budget. A B-ESD school bus hired for the *Life Long Sports* camp wound up being more expensive than originally quoted. Chris Loving suggests looking into SKAT or Chinook Charters also when the need arises again. After all expenses, including staff wages are considered, Christi's reports show that the 3rd quarter programs produced \$8689 in net revenue for the City. Christi also shares that the *CATCH Kids Club - After School Program* that had been scheduled to begin on September 15th has been cancelled. A minimum of (8) participants was needed in order for the program to be viable; only (5) enrolled. The program was primarily funded by a grant received by United General Hospital. Equipment for the program's activities that had been supplied by the CATCH grant will be donated by the hospital to the Boys and Girls Clubs of Sedro-Woolley and Mount Vernon.

Parks and Cemetery Quarterly Report: Craig Bloodgood starts his quarterly report with comments on the *Harvest Festival's Pumpkin Pitch* competition. The *Pitch* was hosted on Saturday, September 26th at Skagit River Park. He believes this is the annual event's 7th year and he considers it the best yet. He and the crew have been able to fine tune their preparation for the competition and what use to take two weeks for setup now takes about 4 days. Parking and traffic flow on event day had been quite a challenge in past years, but the City's Code Enforcement Officer, Robin Blair along with help from Burlington Kiwanis Club volunteers have ironed out most of the past's traffic hurdles. Dike District #12 has allowed use of their adjacent property for general parking for the last (3) years which has been a tremendous aid with traffic control. Various City departments lend a helping hand with setup of the Harvest Festival events. Seventeen City staff worked on event day to coordinate the Pitch's "pit row", traffic flow, crowd control, pitch/hurl measurements and other event aspects. Christi Kinney comments that the advent of the City wide "festival budget" a few years ago was very helpful in relieving operating budget concerns faced by all department heads when contemplating staff wages for the City's special events. She says that she was pleased with event turnout; estimated attendance was approximately 6000. Craig and Christi recently attended wrap up meetings for the event and will be collaborating on improvements for next year based on feedback received at the meetings. Christi states she will have a Pumpkin Pitch report ready for a presentation at a City Council meeting once all revenue and expense receipts have been posted. Helen M. Doyle asks whether the Burlington Chamber of Commerce advertises the Harvest Festival event outside of the local area. Chris Loving comments that he recently read information about the festival in a Seattle newspaper. Christi says that it was most likely a press release and that she would like to see more emphasis placed on advertisement outside the county with next year's festival. Helen adds that she would like to see more booths at future festivals, both food and retail.

Craig continues with other Parks department happenings during the 3rd quarter. Parks crew stayed busy maintaining the playfields throughout the tournament season. The crew spends a great deal of time moving goals back and forth between the Whitmarsh practice fields and the main playfields for the tournaments since there still aren't enough goals to offer a full complement to the fields Skagit River Park can accommodate. Crew continue to groom the Regent Street/Washington Avenue entrance to Maiben Park. They have added more brick work and plan to add pavers to the corner to make the unofficial park entrance more attractive. The crew is still working on clearing out bramble and overgrowth from the greenbelt between the Whitmarsh practice fields and the dike. Irrigation of the parks was ended for the season in September. Craig mentions that there was a lot of water usage this year because of our unusually hot summer. Board members will see that reflected in utility line items on the expense report.

Craig says that funerals funerals have kept the crew especially busy this quarter. He adds that they recently discovered a problem while working in the Cedar Gardens area of the cemetery, across from the columbarium. When crew began preparing a new grave site in that area, they noticed that the coordinates seemed askew. It was discovered that when a body had been transferred in the early 1990's to a family plot, it was reburied in the wrong location. Subsequent burial sites over the next twenty years were prepared based on coordinates from this mis-labeled site. Craig says that about (16) grave sites have been affected, but, fortunately, correcting the error will be simpler than you might imagine after the course of two decades. Through careful relabeling of the Cedar Garden coordinates, only (1) site will need to be moved.

2009 Capital Improvement Projects (CIP): Loren Cavanaugh offers updates on recent capital projects. He says that the Rotary Park parking lot project is mostly complete except for the growth of hydro-seed. Although there are still a few patchy spots within the grass growth, he feels that is normal for hydro-seed. He reports that a problem was experienced with the new lighting at the parking lot. Ballast that had been ordered for the fixtures was of the wrong rating and wound up blowing a breaker. Correct ballast is on order. The final 5% retainage will be paid to the contractor once that ballast problem is righted.

The Whitmarsh restroom project is underway. A construction fence has been erected to segregate the job site from the covered picnic shelter and horseshoe pits used by renters. The hole for the foundation has been dug, piping has been laid for the plumbing and septic. November 10th is the projected end date for construction. The building will have the same theme as other park structures including river rock wainscot. It will have two unisex bathrooms. This will be the last capital project of the year, except for a few smaller ticket items such as the groomed entrance to Maiben Park.

OLD BUSINESS:

Grafton House Museum: Loren Cavanaugh states that there have been a number of meetings regarding the museum since the last Parks Advisory Board meeting. It was also a topic at a recent neighborhood meeting in City Hall's Council Chambers on Tuesday, September 29th. Loren says the general consensus from that meeting was the museum property should be turned into a pocket park and the building should either be moved or demolished. Loren states that in his opinion, it would be a shame to demolish the building. Considering the expensive price of moving the building, Loren's suggestion would be to sell the structure with a closed bid auction. Talks will continue next at a meeting scheduled on Thursday, October 8th.

EXPENSE & REVENUE REPORTS: Loren Cavanaugh comments on a few items he wishes to bring to the board's attention. He wants to assure board members that he and his staff are doing everything possible to minimize expenses. He brings to the board's attention the operating budget's most recent expense report. Liability insurance and property tax line items are over budget. Appropriated figures for these line items are determined by Finance. Skagit River Park's utility line item is also over budget. Loren cites irrigation of the playfields as the primary factor; however he feels that it was a necessity in order to maintain reasonable playing conditions on the fields. If the playfields continue to deteriorate, the City will lose revenue from tournament organizers who will wind up seeking other venues that are in better shape. Loren states he was already informed that US Club Soccer does not plan to return in 2010 because of the hard ground conditions they found at the playfields during their July '09 tournament. The July games were the first ones this organizer had hosted in Burlington.

He points out that savings in other areas of the operating expenses have kept his department under budget, to date.

ADJOURNMENT: A motion is made to adjourn the meeting by Helen M. Doyle and is seconded by Vicki Aslett. All are in favor. The meeting is adjourned at 6:32pm.

NEXT MEETING: Monday, November 2nd at 5:30pm in the Parks Conference Room. The Parks & Recreation business entrance at Regent Street is locked at 5:00pm. Attendees should use the **South Entrance** of the building (off of Washington Avenue). Current expense & revenue reports will be available for review.

Minutes prepared by Shelley Johnstone, Secretary for Burlington Parks & Recreation.