

CITY OF BURLINGTON  
PARKS ADVISORY BOARD  
Meeting Minutes for Monday, November 2<sup>nd</sup>, 2009

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**Board Members Present:** Don Erickson, Jim Iversen and Todd Power

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

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

**Guest,** Planning Director Margaret Fleek

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**MEETING CALLED TO ORDER** by Chairperson Todd Power at 5:32pm.

**APPROVAL OF MINUTES:** A motion is made by Jim Iversen to accept the minutes of the October 5<sup>th</sup>, 2009 board meeting with the following correction: page-2, the first sentence of the third paragraph under the Parks and Cemetery Quarterly Report should read "Craig says that *funerals* have kept the crew especially busy this quarter." The motion is seconded by Chris Loving. All agreed. Motion carried.

**NEW BUSINESS:**

**Adoption of Property into the Parks Comprehensive Plan:** Margaret Fleek joins the November 2<sup>nd</sup> meeting to present a plan for the development of a Downtown Park area and visitor center. She shares with board members a diagram of the preliminary "Old Town Burlington" improvement plan along with a map of Fairhaven Avenue and its intersections between the blocks of S. Spruce and Anacortes Streets. Also included for board members is a diagram of a preliminary downtown improvement plan that she says has been in the planning stages for several years. Margaret is seeking the Parks Advisory Board's recommendation to City Council to add an exhibit to the Parks Comprehensive Plan that would designate a Downtown Park area. This designation would allow the City to capitalize on available funding opportunities. The Downtown Park area would encompass: #1-the two blocks along Cascade Highway between Anacortes Street (Lions Park) and Cherry Street (Alpha Park), #2-the "old" Fire Hall property and #3-a parking area situated between S. Spruce Street and the west border of Railroad Park. Board member Jim Iversen makes a motion that a recommendation be made to City Council to designate these downtown locations as park area. Helen Doyle seconds the motion. All are in favor, motion carried. Margaret says she plans to present this topic at the November 12<sup>th</sup> City Council meeting.

**Fees Resolution:** Earlier in the year, Mayor Brunz appointed a task force to review and update fee schedules for City departments. These schedules include fees charged for facility rentals, fees associated with field use and fees associated with cemetery services also. Loren Cavanaugh reviews a draft of the resolution with proposed fee updates for the Parks, Recreation and Cemetery departments that will be presented for City Council approval at the November 12<sup>th</sup> meeting. Loren states that the proposed fees are the result of a survey conducted with four "like" municipalities that employ similar services and facilities. A copy of the survey is included with Parks Board packets. The end result of the survey is an average increase of 49% for Parks & Recreation fees, 37% for Cemetery fees. Loren states that it is difficult to project whether the increased fees will parlay into a substantial increase in revenue for 2010.

***OLD BUSINESS:***

***Update on 2009 Capital Improvement Projects (CIP):*** Loren Cavanaugh states that the Rotary Park Parking Lot project is complete except for lighting. When the lights were tested, it was discovered that fixtures with the wrong voltage service had been ordered and installed. The correct fixtures have been delivered and should be installed within the next few days. Dale's Electric is providing labor at no charge to the City and Lighting Group Northwest is paying for the fixtures. The Whitmarsh Restroom Project is nearing completion. The contractor, Myers General is working on the interior of the building currently. Loren is pursuing a resolution to the hindrance of the 1" water meter from the 2" main line that is shared by the Whitmarsh property, the Whitmarsh rental house and Dike District #12 property.

***Grafton House Museum:*** Loren Cavanaugh reports that he has been asked to re-establish a museum board to assist in adeptly navigating the destiny of the Grafton House and property. Loren will have a follow up report at a subsequent meeting. Craig Bloodgood adds that the crew will be delivering (2) picnic tables and an aggregate trash receptacle to the site this week.

***EXPENSE & REVENUE REPORTS:*** No questions or comments posed from those present regarding the reports.

***ADJOURNMENT:*** A motion is made to adjourn the meeting by Jim Iversen and is seconded by Helen M. Doyle. All are in favor. The meeting is adjourned at 6:17pm.

***NEXT MEETING: Monday, December 7th at 5:30pm*** in the Parks Conference Room. There will not be a January 2010 meeting.

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.