

CITY OF BURLINGTON
PARKS ADVISORY BOARD
Meeting Minutes for Monday, December 7th 2009

Board Members Present: Sonia De Los Rios, Marilyn Houser and Todd Power

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

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

MEETING CALLED TO ORDER by Chairperson Todd Power at 5:31pm.

APPROVAL OF MINUTES: A motion is made by Chris Loving to accept the minutes of the November 2nd, 2009 board meeting as presented. Motion is seconded by Marilyn Houser. All are in favor. Motion is carried.

NEW BUSINESS:

Election of New Officers: Loren Cavanaugh states that two Parks Advisory Board members have reached the end of their terms, Todd Power and Jim Iversen. He spoke with both members in advance of tonight's meeting and they have committed to another term. Todd will begin his second term and Jim will begin his third in 2010.

Helen M. Doyle's departure from Burlington City Council at the end of 2009 will also mark the end of her seat on the Parks Advisory Board as a representative. Helen shares that she still plans to be involved with the board, albeit in a more unofficial capacity for the time being. Our deepest gratitude to you, Helen for your many years of support and guidance as a board member.

A brief discussion is held among board members present regarding election of officers for the new year. Eventually, a motion is made by Marilyn Houser to table the election until the next meeting, February 1st 2010. Sonia De Los Rios seconds the motion. All are in favor. Motion is carried.

OLD BUSINESS:

2010 Budget Update: Loren Cavanaugh states that the 2010 budget has not yet been finalized. He will have more information for the board at the next meeting in February.

Update on 2009 Capital Improvement Projects (CIP):

Rotary Park Parking Lot Project: One light remains a problem. The ballast was replaced, but the contractor found that a fuse in the breaker box had been blown. Loren Cavanaugh states that Dale's Electric had initially indicated that they would have the problem fixed last week and that it should take only about ½-hour. However, when Loren returned from a week long vacation, he found that Dale's had not yet made the repair. Loren plans to keep the retainage until he is satisfied that the lighting issue is fully resolved.

The subject of lighting the park after dark is discussed. Loren states that leaving the lights off after dark has been due to budget cuts he had to make earlier in the year. Chris Loving would like Loren to find a way to light the Sk8 Park at Rotary. It's a popular spot for kids in the community and they are having to use the facility in the dark. Chris suggests leaving just a few lights on, enough to light the park. Loren says that leaving on just a few is a code issue. A "pay-box" similar to those found at tennis courts is another suggestion made.

Whitmarsh Restroom Project: Loren says that the new restrooms near the shelter are nearly complete. He and Craig Bloodgood met Myers General at the restrooms today and a punchlist of approximately 20 minor items was established. The majority of the items on the list will be complete in the very near future. Myers will return to landscape when the weather is better in the spring.

Museum Board Update: Loren Cavanaugh reports that he has been in contact with several people about filling Museum Board vacancies. Out of those contacts, Margie Wilson with the Skagit Valley Genealogical Society and Oscar Lagerlund have committed to joining the board; Jerry Benson is a maybe. There are still three vacancies to fill. Sonia De Los Rios asks how the list of possible board members was conceived. Loren answers that the list is comprised mostly of people with a long family history in the community. Helen M. Doyle has also accepted a position on the Museum Board.

EXPENSE & REVENUE REPORTS: A current expense report (through 11/30/2009) and revenue report (through 11/30/2009) are presented to board members for review. Helen M. Doyle notices that Parks property taxes are over-budget and asks if they had increased. Loren responds that the appropriated amount was under estimated for 2009 by a little more than \$1,000. The same is true of liability insurance by approximately \$4,000. Both of these expenditures were received in mid-January of '09. Loren comments that since that time, he has been trying to compensate for the unexpected \$5,000 overage. Now, at year's end, he believes his department will finish 2009 under-budget. Currently, expenses for the Parks and Recreation budget sits at only a combined 88.76% of the appropriated amount. The Cemetery expenses are right on track for the year at 91.63%.

Helen asks if the Berry Dairy Days Fireworks Show has been included in the 2010 budget. Loren answers that he believes it has been as they expect to receive donations for at least half of its cost. She asks why the Grafton House utilities were so high since the building has been unused. Craig Bloodgood responds that the primary reason is the extremely cold weather in the early winter months of 2009. A small amount of heat is used to keep pipes from freezing. The expense adds up quickly, even with minimal use.

Loren adds that revenue has reached 99.46% of Parks and Recreation's projected amount for 2009. With regard to the line item on the revenue report, Helen asks how often the department receives gifts or pledges. Loren responds that it varies, but most recently: N.O.R.A. has donated a portion of their race event sales to Parks, \$500; Waste Management has pledged \$2000 per year over a 5-year period towards the Jack Doyle Memorial Park wetlands restoration project; the Skagit Valley Horseshoe Club has donated approximately \$20,000 towards the new Whitmarsh restroom building. Cemetery revenue is a bit under the appropriated amount. A major contributing factor is interest paid on investment income; interest rates are extremely low. Helen asks about the Cemetery employee. Loren explains that the amount appropriated in the salaries and wages line item covers one part-time summer employee and one of the full-time Parks crew at 60% of his annual salary.

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

NEXT MEETING: Monday, February 1st at 5:30pm in the Parks Conference Room. The Parks & Recreation business entrance at Regent Street is locked by 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.