

CITY OF BURLINGTON
PARKS ADVISORY BOARD
Meeting Minutes for Monday, February 1st, 2010

Board Members Present: Vicki Aslett, Marilyn Houser, Jim Iversen and Todd Power

City Council Members Present: Chris Loving and Joanne Valentine

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

Guests: Helen M. Doyle and Roger Knutzen

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

APPROVAL OF MINUTES: A motion is made by Marilyn Houser to accept the minutes of the December 7th, 2009 board meeting as presented. Motion is seconded by Jim Iversen. All are in favor. Motion is carried.

NEW BUSINESS:

Election of New Officers: Nominations are made to fill the Parks Advisory Board positions of Chairperson and Vice Chairperson for 2010. Jim Iversen nominates Todd Power to once again fill the position of Chairperson. Vicki Aslett nominates Jim Iversen for the position of Vice Chairperson. After a brief discussion among board members, Todd and Jim accept the nominations. Marilyn Houser motions to approve the 2010 nominations; Vicki Aslett seconds the motion. All are in favor. Motion is carried.

Kiwanis BBQ: Loren Cavanaugh introduces Roger Knutzen of the Burlington-Edison Kiwanis Club. Loren explains that the Kiwanis Club has graciously offered to construct at their own expense a BBQ pit at Skagit River Park just east of the restroom/concessions building. He passes a diagram of the proposed layout around to board members. The BBQ pit will be approximately 3'x14' and will be bordered by concrete apron and topped with a metal roof. Loren mentions that they had hoped to add cultured river rock around the pit to compliment the adjacent restroom building, but found that the rock would not be suitable near the extreme heat of the fire pit. Roger adds that they plan to use a dyed-concrete format instead and will try to match the beige hue of the building. Construction will be overseen by Kiwanis and initial plans are to begin work in March, possibly sooner depending on weather conditions. Construction should be complete within a few short weeks, but must ultimately be complete before the Skagit River Cup tournament begins on May 22nd. The BBQ pit will be used by the club primarily for their annual salmon barbeques. It will also be available to the City for other events taking place at the park. Ongoing maintenance will be handled by the Parks Department. Craig Bloodgood comments that he is most impressed with the quality of the plans Kiwanis has proposed. Materials alone are estimated at roughly \$5000.

Helen M. Doyle asks about concerns over vandalism. Craig says that he doesn't expect the BBQ pit to increase vandalism worries greatly. Now that the park gates are locked regularly overnight, vandalism has decreased substantially. Roger asks if there are any permits required before construction begins. Loren says he will double check with Jim Sherwood in the Building Department.

Jim Iversens makes a motion for the Parks Advisory Board to recommend to Council approval of the proposed BBQ pit construction. Marilyn Houser seconds the motion. All are in favor. Motion is carried.

OLD BUSINESS:

2010 Budget Update: Loren Cavanaugh states that the 2010 budget was finalized in December. The Parks & Recreation Department managed to keep all full-time staff, but lost many of the department's part-time seasonal staff. This loss will largely impact the Parks crew as the seasonal staff supplemented their work force during the hectic summer season. Part-time positions that were not eliminated were those such as Facility Monitors or Recreation staff whose wages are covered by rental or program fees.

Loren reports that the appropriated amount for utilities at Skagit River Park was reduced from \$32,500 (in 2009) to \$25,000 for 2010. This is an acute concern when you consider that approximately \$40,000 was actually spent in that utilities line item in 2009 with *only minimal* water usage for irrigation. This reduction will principally affect the playfield watering schedule for 2010. Without adequate water, the playfields will not be sustainable. This is a critical loss that he is not yet certain how to compensate for. Loren offers that he is still pursuing the subject of acquiring water rights. He first applied for water rights with the Department of Ecology nearly 13 years ago and has found it to be a painfully slow process. There are two House Bills proposed before the legislature that may help speed things up if either is approved. However, approval of either one would undoubtedly not be soon enough to help for the 2010 season.

Jim Iversen asks whether the playfields will be fertilized this year. Loren answers that he appropriated for two applications in the 2010 budget, the first of which is earmarked for March. The playfield recovery from the two late fall tournaments in 2009 is progressing slowly, but the November fertilizer application was a beneficial boost.

Update on 2009 Capital Improvement Projects (CIP):

The Rotary Park Parking Lot Project is now complete. The amount held in retainage has been paid to the contractor.

Whitmarsh Restroom Project: The punchlist is now complete. The only task remaining is a maintenance training session between the plumbing contractor and the Parks crew which is scheduled for the morning of February 3rd. The restrooms will remain locked as a standard rule unless use is scheduled on site. The Skagit Valley Horseshoe Club will have a key to the restroom building and N.O.R.A. will as well. A key will be checked out to renters of the covered picnic shelter as needed.

Grafton Museum Update: The Museum Board met on Tuesday, January 19th. The board has decided to make the following recommendations to Council:

- A. Auction the Grafton House. The garage/outbuilding would not be included in the auction. The highest bidder will be responsible for moving or dismantling/removing the house within a designated period of time.
- B. Should the auction be unsuccessful, the house will be torn down. Once the removal of the house is complete, the board would like to see the property developed as a public park per the wishes set forth in the will of Carrie Grafton.

Loren Cavanaugh will seek Council's approval to proceed at their February 11th meeting.

EXPENSE & REVENUE REPORTS

The Finance Department has completed the annual expenditure and revenue reports for 2009. Copies of the reports are presented to board members for review.

Loren points out that both the Parks & Recreation and the Cemetery expenses finished the year under budget. A lengthy discussion is held on how funds are appropriated within the budget. A few questions are raised that Loren will seek clarification on from the Finance Committee.

ADJOURNMENT: A motion is made to adjourn the meeting by Marilyn Houser and is seconded by Jim Iversen. All are in favor. The meeting is adjourned at 6:39pm.

NEXT MEETING: Monday, March 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 Washington Avenue). Current expense & revenue reports will be available for review.

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