



**PARKS & RECREATION COMMISSION**  
**Minutes**  
**November 5, 2019**

**Commission Present:** Pierce, Barlow, Todd, Traverse and Farrell

**Staff Present:** Wight, Adams-Kollitz, Suave, Madalinski, Wood and Putzier

The meeting was convened at 5:35 p.m. by Chair Pierce

**Approval of Agenda**

Motion to approve the agenda by Todd, second by Farrell, motion carried.

**Approval of Consent Agenda**

Todd read aloud the consent agenda into the record, motion was made to approve the consent agenda with the included motions by Farrell, second by Traverse, motion carried.

**Planning Team Update**

Sauve introduced herself as the new Planner, then introduces the other members of the team; Madalinski, Adams-Kollitz and Wood. The team gave a power point presentation beginning with Madalinski explaining they would give an update of what the team has been doing for projects, but paired down to 15 projects. The first project was the Arms Forest, close to finish line for design phase, image from second public meeting, well attended, survey will be going until mid-November. Next project was Bike path phase 3a, Adams-Kollitz gave description, as of a week ago at the barge canal area, had a permitting delay and then the lake rose over two feet had to back and stop work. Would like to take Commissioners on a tour to the area. Next project was Calahan courts and lighting, will be taking down specifically basketball courts. Wood spoke about City Hall Park, on schedule, rain garden and catch basin, couple more weeks before winter shut down, will open sidewalks to foot traffic but not College Street side. Lakeview cemetery fence wrapping up, old fence falling apart, got aluminum one, doing expansion as well. Work on the new public maintenance building started this week, southern wall falling, been on capital list since 2007 got funding to move forward, tree crew started clearing and grading, working through November and finishing in the spring. Leddy Park Pause place keeps coming in higher than would like, replace intersection to Leddy and pause place at the bike path with fitness station as well in open grass area. Leddy tennis courts need to be replaced, relatively straight forward construction with all new and additional pickleball lines and new lighting if funds permitting. Stairs at North Shore pause place restored after burned and created fairly destruction proof, spoke to the structure and showed how it looked from above as well, has bike racks and will be other amenities soon. Oakledge for all playground still in progress but waiting on federal grant that would pay for phase two construction as well as bikepath funds still not sure, first phase is modest but great pieces. Perkins Pier siting study to look at facilities and playground to propose changes. Schmanska barn currently can't be used as does not meet fire code and now working on taking the steps to make accessible to get up and running to make a revenue source. Wight explained how the City is obligated to open to the public through monies received from Water fund. Also getting an ADA accessible pathway up to the building. Starr farm dog park fence has money set aside to do the fence just about to a close from public, site observations, public meeting, online survey and looking to finalize exact size of the fence to have approved, trying to satisfy both groups. Way finding for new signage to continue rolling out signage package and replacing.



Lastly Sauve gave details about a recent trip to Montreal and explained how the Planning Team and other City Officials went to Montreal to meet with people that are making a big difference in bike transportation, innovating things they have done is make a map of priority 1 for plowing that have a bike path, second portion was a bike tour, on street bike lanes, planters of facilities and structures, would gain as much to have Montreal folks come to Burlington to see what we have in terms of green infrastructure in our roads. Data sharing was very impressive, volume of traffic is tracked regularly and helps to prove needs, interesting to hear about the similar path they have to our path.

Wight said a takeaway for her was with the Burlington bike path, to continue to prioritize plowing bike paths and connecting with DPW as to where people are accessing to make higher priority, secondly work already started was encouraging more perennials instead of annuals which we have already started.

Todd asked Adams-Kollitz if he saw any similarities from going 10 years ago, felt it was very geared toward lets go learn, was happy to be around the BPRW staff that love to do what they do.

Todd also asked about the closure of the College Street sidewalk for the City Hall Park work and asked if stuff could be moved so the sidewalk could be used and was told no because it would have to be moved in and out difficultly, not permanent and working out of the park and the last part they leave is the north part of the park. Also asked if there was a holiday plan for sprucing up for holidays and was told possibly but not sure what exactly.

Traverse asked about realignment project of Amtrak and Wight responded that it was out of the prevue of BPRW at this point but agreed that the Urban reserve was not the best location.

### **Public Forum (Time Certain 6:00PM)**

Public forum opened at 6:10 p.m. by Commission Chair Pierce.

Seeing nobody from the public the forum was closed.

Public forum closed at 6:10 p.m.

### **Banner Policy Update**

Wood explained that she sent 79 emails and a survey to all banner users and also gave a recap of the program for commissioners that were new or absent at the last commission meeting.

Wood explained the feedback she received was that it is really expensive for some of the very small non-profits, considered doing a tiered pricing, wanted to get a better understanding of marketing budget and got 13 responses, range in budget is vast, put in three categories, dropped lowest to \$350, mid-level would be \$500 and top tier would be \$650. The top tier to her calculations would be 8 people, middle tier would have 9 and the lower level would have 18 with a few internal users and two that would not be charged at all. The impact to the revenue would be significant, new plan will drop to \$17,000, impact of \$1500 in this scenario.

Todd suggested upping the top tier to \$700. Pierce asked how much staff time goes into the process and Wood said only herself and looking to streamline even more by doing twice a year. Todd asked how long



\$500 was the standard and Wood said it has been a while not totally sure, feels should raise the \$500 to at least \$550, bottom level to \$350 and top tier to \$700.

Much discussion occurred over the fees and tiers with back and forth questions on who would be affected and making sure to make affordable for the small non-money making events/community outreach events.

Farrell suggested striking the wording of non-profit from tier 3 of the proposal.

Barlow asked who reviewed the requests and was told Wood, if any for profit and based on criteria would not be considered, if felt needed a second opinion would come to the commission for approval. Wood said most are the usual big events that happen.

Wood got total number of cars that each area sees on a daily basis, and also compared to Facebook, Seven Days and others for impression, the price is very comparable.

Traverse felt that not every banner is attached to an event and wanted to find a place for service type non-profit activities not tied to an event.

Motion to approve as stated in the recommendation with fees of \$350 for lowest tier, \$550 middle tier and \$700 for top tier by Farrell, second Todd, motion carried.

#### **Penny for Parks Community Request Review Process**

Wight passed around a copy of the application to the commission and the scoring that is used. Staff had asked how open the process was and if the people/public that made request were involved, not just a select group, made Wight question having more inclusion would bring people that have applied over the years and getting commission feedback and if fair, would still have staff do the ranking but would invite candidates and give an opportunity to attend and even offer help with applications.

Todd, Farrell, Pierce liked the sound of the openness of that and Pierce said it would be good to have more grass roots. Wight explained about \$40,000 available for projects because many projects have been prioritized and we do not use all for direct needs and keep that amount aside and would be outside the base amount and ongoing. Trying to do a better job of getting the word out. Also can have staff submit an application for PFP to get projects on a list if desired.

Traverse asked if more than one person wants the same thing if they could file multiple applications for a project if that would help and was told it does happen but weather it makes it really happen faster or not is not necessarily the case. Would recommend having similar parties communicate and get together to propose. Some things are just maintenance.

#### **Geo Cache Policy**

Wight said she made some copies for those that may not have had it with them. Someone had emailed upset at some point the City had put out that you were not allowed or had to contact to do and when that happened considered doing and wondered how the State managed. Some good points that align with our vision, particularly ecological, some places yes but would have some parameters on. Would speak with Land Steward on appropriate places and would want permission from Commission.



Todd supported, Wight said would bring finalized policy to Commission and Pierce asked about places that would be off limits and was told likely wetland areas. Barlow asked if new how many places currently and Wight did not know currently. Todd liked that a policy be in place to make sure everyone stay on track and respectful. Traverse asked how frequently people reach out to get permission or put something up in an appropriate place and have no idea that we have a policy, also how strictly will it be enforced and if we can't figure out who put it there, would our policy be to remove and Wight said might remove and most people are professional. Don't have capacity to check but if found something it would be good to have a policy to remove if necessary.

Wight said would bring back a finalized policy for approval.

### **Tour of Barge Canal Revetment Work**

Wight touched on the current work and asked if people were still interested. Tour would be on a weekday earlier in the day, if interested could put out enough in advance. Would not see an active construction site but value in seeing prior to what it was. Since it went up closed until fall, can't get in that area until July 15th now due to flooding.

Fridays are good for Todd, and Traverse, Pierce can't do the day after thanksgiving and December 6th and will also miss December 3rd meeting. All decided on November 15<sup>th</sup>, 8am for a tour of revetment and also to take a look at what is happening at Perkins Pier. Wight will send out more information to all.

### **Report from Commission on Volunteer Hours**

Putzier asked the Commission if they had any additional hours for the month of October in addition to the commission meeting. Todd had an additional 3 hours, Pierce 1 hour.

### **Director's Items**

Wight explained updates; couple new events, Trunk or Treat at CORE was a really good event, new event at Lakeview Cemetery, Star Gazing, Malt and Vaults, history on gravestones, coffee and cookies, story on prohibition, brewery did tasting, fun for families, hope to do more programming like that, trying to revitalize the cemetery as a park, holiday skating show coming up, holiday senior party, winter bash in February, December 31st skating show, if interested in volunteering for one of the events let BPRW know. Dog park ordinance did go to PAAC, was approved next step to Attorney's office then memo to the City Council to go to Ordinance Committee, focus on ordinance part then circle back to commission for the policy part.

### **Commissioner's Items**

Barlow introduced himself, was appointed last night, had interest in parks was involved in Leddy Park for some time and clean up after events often and trying to encourage stewardship in the park and recently on school board but decided to apply for commission.

All commissioners introduced themselves and said a little about how long they had served.

Todd asked about the Advisory Event Committee meeting date and Putzier said it was December 4th at Pine Street, thanked for beach closure list and would like to resuscitate that question and ways to be creative in remediating and working on moving forward. Would like to have a broader discussion in 2020 on remediation in water areas. Wight suggested having waterfront team come to January meeting to do update and discuss on water issues as well. Wight will contact Moreau and Kaeding.



Traverse inquired about the discussion around the location of Amtrak parking on the waterfront and asked about places managed by BPRW in proximity regarding pollutants and where it can weigh in. Wight suggested at Public forums at City Council would be the appropriate place to share those concerns, explained not our land. Also stated TUEC meeting coming up, regarding this.

Traverse asked if BPRW has had any impact on the location or input on it being located on waterfront, not a good option from parks perspective to have in Urban Reserve, preferred is to have in Union Station, Rail Yard or City Market, ultimately not BPRW place but that of the administration.

Pierce said came to some resolution that could not do anything ultimately, could support and go to City Council and speak in support of but ultimately staff can't take a position on. This particular one will be one taken by City Council.

**Adjournment**

Motion to adjourn at 7:21 p.m. by Todd, second by Farrell, motion carried.

DR