



**PARKS & RECREATION COMMISSION
Minutes
October 8, 2024
Parks and Recreation Commission**

Commission Present: Boehm, Johnson, Keech, Lantieri and Morrigan

Not Present: Bergmann and Etter

Staff Present: Rogers and Putzier

The meeting was convened at 5:35p.m.

Approval of Agenda

Morrigan would like to amend by removing item 4.4 Host City Commissions-Public Safety Focus and item 5.2 Off-Leash Dog Sub-Committee, second by Boehm, motion carried to amend as proposed.

Motion to approve the agenda as amended by Boehm, second by Keech, motion carried.

Approval of Consent Agenda

Motion to accept consent agenda by Johnson, second by Boehm, motion carried.

Public Forum

Public forum opened at 5:38 pm.

Sauve asked about the issue of having a representative for the 127 Bike Path committee and wanted to confirm it was Lantieri and also reiterated there was no October meeting date as of yet, was informed that Lantieri was on his way to the meeting currently. Sauve said that if she could have an answer either tonight or via email as to the desire to be on committee that would be appreciated.

Public forum was closed at 5:40 pm.

Review Decorum Agreement

Morrigan stated would email to all and asked them to look at the agreement, added since at the beginning of the year would like to review each year to re-evaluate and suggest tweaks. Asked all commissioners to review so it can be discussed at the next meeting with any changes that would be requested.

Recreation Program Update

Rogers stated had a very large wait list for summer programs, majority of specialty camps are in the old north end community center. Filled to 86% capacity and usually shoot for 80%, very high, not a bad thing but need to expand capacity. Most families on wait list in early February or March and registrants have up to two weeks before the start to cancel with a \$25 admin fee, which does not leave much time for other folks who at that point had to line up other plans for the summer. Working on changing that \$25 admin fee as it would give more of a commitment and less of a loss of campers and revenues. Loss of



money when not filling camps at the end due to cancellations. Had Burlington residents register before others and a significant difference, more popular camps fill very quickly and wanted to give Burlington residents a better chance. Due to more residents in programs it has also upped the scholarships significantly and spending more plus the loss of extra money that is received from non-residents and when we received less non-residents that also decreases revenues. Standard contractual agreements are 70/30 percent and will change moving forward. Many camps are contracted specialty camps.

Morrigan asked who contracting with and Rogers said specifically Racquets Edge for Tennis lessons, Lego Mind Camps, Soccer Sparks for soccer camps, etc. Morrigan also asked if Rogers had a number for residents/non-residents needed to make program work financially, Rogers said set the number based on total number within range and speak with contractor and pay only on campers in the program. If doing the camp in house take a loss, don't ever budget for non-residents but consider that a bonus. Budget according to resident fee and do not factor non-resident fee into the equation with the contractor. Morrigan asked if it might make sense to cap the number of residents and non-residents and Rogers said it is possible but it was started this past year to do a larger drive at the beginning of February in one place.

Boehm was very impressed as a parent with what is offered during the 10 week summer and felt very good job and inexpensive.

Lantieri asked if the 1720 number is total registrations and was told yes out of the 2000 and that is net and then asked about the refund breakdown and Rogers was not sure. Also asked about how the remainder of the programs that don't happen in the summer, and was told they would be doing an annual report again after the year finishes.

Public Forum Discussion

Keech stated wanted to speak about public comment and felt no interaction of follow through on items and wanted to discuss ways to make easier. Would like to have a sign in sheet and was explained have had one for some time. He would like to have more than 3 minutes for public to speak, possibly 12 minutes, would like to allow the commissioners to interact with the public and would like to try to answer and help, also would like to assure the commenter a response will be provided within a specific time line and suggested 7 days if possible or if more information or research is needed it could be 30 days. Asked if someone brings a complaint to commissioner how it is handled, would an executive session be necessary or should it happen in front of the public.

Morrigan liked several of the proposals, would like to see City Attorney look at due to the open meeting law to make sure appropriate and following rules of order.

Johnson appreciated and said easy for public comments to get lost and if could make a habit of summarizing at the end of meeting the outlying questions or other items that need to be addressed that would be helpful. Morrigan suggested putting into Commissioners items.

Lantieri felt no response was a little strange when having the public speak and having a process as to how the items are brought into the conversations if the commission has the credence during public forum to amend the agenda to add a discussion and that could be a way for items that warrant further discussion. Also stated don't always have the correct answer/information and have to ask staff and refer to another meeting and also follow up with getting back to public. Lantieri also stated the need to have



delegated before the end of the meeting and Keech reiterated that he would have added that some type of response and recommendation would be made at the end of the meeting for follow-up and response in a timely manner.

Lantieri asked if it is possible to add an item to the meeting agenda the night of and Morrigan stated it does happen but very rarely. Wants to be very aware of people's privacy and not opening up to public criticism.

Will add to next agenda for action.

Host City Commissions-Public Safety Focus

Morrigan removed from the agenda and will put on another meeting agenda

Student Representative

Lantieri said the commission last had a student representative in 2022 and just did not work out for last representative, this is a great opportunity to learn more about behind the scenes and would like to bring back and has reached out to BHS to let them know that we have this available.

Keech asked if high school level and was told yes and the past rep stopped due to scheduling and also asked if voting member and was told yes but not sure at what level.

Lantieri said would add to another agenda for further information and to have a more formal look and Boehm suggested having a specific onboarding system in place if a student was taken on the commission to make sure they are given a good start.

Standing Items:

Park Foundation Update

Lantieri reported that committee met at the beginning of the month, main campaign is parks for all and moving forward, will follow up with Brian Lowe with more information.

Off-Leash Dog Sub-Committee

Morrigan removed from the agenda and will put on another meeting agenda.

Director's Items

Morrigan stated that Wright sent out an attachment to commission and it was also available on Civic Clerk and encouraged all to make sure to read in full.

Commissioner's Items & Volunteer Hours

Morrigan had an additional 5 hours, stated the public safety focus had a community member speak about working on the public safety that we are facing, asked what he could offer, working on a plan to bring in other commissions to work on public safety solutions, feels like a change in the air, was concerned with vigilantly and feels that is changing and how as a commission can come together and accomplishing a lot lately.

Boehm has 2 additional hours, spent time with Wight and staff on Appendix D.



Lantieri had an additional 5 hours, Chaplain Street opening went great and is officially open. Excited for 127 Bikepath work. Also said doing more to move things forward and agrees that the commission as a whole is doing great work

Keech thanked Lantieri for taking over on the 127 Bike path committee, no additional hours, communicating with Wight about the Roosevelt Park Plan, hearing about the combining of the little park and could not get a clear reading on why not offered, wrote Wight and she is trying to speak to those groups, Keech trying to figure out what the issue with moving forward is.

Johnson has garden work day on 29th, and more on dog task force coming up, said Champlain Park looks great and no additional hours.

Adjournment

Motion to adjourn by Boehm, second by Lantieri at 6:36 p.m., the motion carried unanimously.

DR