BURLINGTON PARKS RECREATION WATERFRONT

PARKS & RECREATION COMMISSION
Minutes
September 1, 2020

Commission Present: Barlow, Todd, Traverse, Hurley, Johnson, Farrell and Lantieri

Staff Present: Wight, Allen and Putzier

The meeting was convened at 5:32 p.m. by Wight

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

Appointment of Chair and Vice Chair to the Commission
Wight opened the floor to nominations for one year terms for both the Chair and Vice Chair of the commission.

Todd nominated Traverse to serve as Chair of the Commission, Traverse accepted the nomination, Barlow second, motion carried.

Barlow nominated Todd to serve as Vice Chair of the Commission, Todd accepted the nomination, Hurley second, motion carried.

Approval of Consent Agenda
Wright handed over the gavel to Traverse who read the consent agenda and motions into the record and the items were moved for approval by Farrell, second by Barlow, motion carried.

Wight added an informational point on the waiver for sound, stating that pending receiving all of the information to the department from the applicant the approval would move forward with the commission approval.

Volunteer of the Year Award
Allen, Events Planner, BPRW introduced herself to the Commission and stated that Mae Leclair and Kathy Knauer formerly worked for BPRW and have done several events for the department, are amazing, scavenge all kinds of amazing props, all hand painted and done without pay or recognition, do because they love to do and Allen is very grateful and could not do without them, Hopes to continue to do with them into the future. Came up with a new plan for this year. They have designed and created all props. Allen also showed a photo of the recipients with award plaques and really appreciated all that they have done for the department.

Cindi added nice words of adding relationships and how they disappear after the event is all set and done very gracious and Putzier also stated what a positive impact the two have had on the events presented by the department.

Traverse asked how the department solicited for Volunteer of the Year award and Allen explained it was an internal award that Wight solicits from the staff and then all vote on to choose an individual or

organization, depending on who was nominated. Nominations are chosen from staff aspect to the department.

Traverse suggested putting the pictures out more and letting others see more and felt putting in the North Ave News or some other resource would be a good place to promote. Allen will send information to Wood, the department marketing person.

Geocache Policy
Wight explained had a request in the past to do this in the parks and brought back as it had not received approval. Department reached out to other parks and spoke with State Parks and created document based on others, created a form that would allow us to know what is out in the parks and asked if any had questions.

Todd felt the permit was very clear and concise and would like ammo boxes to be recognizable and Barlow asked if any had registered as of yet and Wight said not currently, said not opposed to it but just did not have a system in place to address at that time.

Johnson asked if a plan to market information out for other groups now, and options to register with the department. Wight said she would be working on that with the Geocache world and would get more information. Wight is going to follow-up with members that do this and see the best way to get the word out.

Motion to approve the policy by Farrell, second by Johnson, motion carried.

Public Forum (Time Certain 6:00PM)
Public forum opened at 6:00 p.m. by Traverse.

Frank Romary spoke on the Geocaching and said that he was approved for 5 years at Leddy Park and he has one grandfathered from 2009, was told 3 year grandfathering and likes looking for ones that have not been found for 3 or 5 years. Does not like the policy that you would have to remove in 3 years.

Traverse wanted to know if you can renew the cache and Wight said you can extend if the City knows who is placing, would not have an issue, would evaluate. Todd clarified that it would be on the person who has the geocache to extend and not on the department to reach out to the individual.

Evan Litwin, lives in Ward 4, and is the Administrator of a Facebook group of 840 people and monitors, saw a lot of uptake in conflict with neighbors and dog walking, people afraid or uncomfortable on trails and spaces where not supposed to be off-leash. Saw opportunity for increased ability to like and support the effort to expand beach access, feels need a space to cool off dogs, need to be aware of, only a few appropriate for dog activity, would not support North Beach as area, feels reasonable request of the department. Also ask for more areas that are better for mobility, not speaking of just for dogs. Stated that Northshore was not very accessible, but others are. Would like to expand to something that is not in enclosed traditional crowded areas.

Chris Muzzy, felt the proposal for beach fires and Off Leash Dog Ordinance was a solution to a problem, spoke about fires and does not feel should be promoted.

Sarah Carpenter, Councilor spoke regarding policy and thanked and was supportive of proposal and feels important to be open as broadly as possible. Only a few families have private access, supportive of provisions. Particularly of the changing of hours at Leddy Park.

Public forum closed at 6:15 p.m.

Park Closing Hours
Wight stated that the change in time would put Leddy at the same time as other parks with exception of skating times adding in Waterfront Park to stay open later, same as Pease lot and downtown for dinner and other activities. The other change was the name of South Park to Callahan Park, which it is referred to currently. Wight said the next steps after approval from the commission would be approval from the City Council.

Barlow asked about enforcement and if the Police were committed to enforcing the close time and Wight said Police were looking to be able to crack down at the later times but would not likely have someone on site every night, it rather gives the authority. Also stated looking into gates to see what options are. Barlow also added it would be helpful if it were closed to keep out a lot of camping in the southeast corner.

Wight wanted to make clear, with the exception of City Hall Park, no limit as to time you can be in a park, you are allowed in a park to just sit in at a late hour.

Todd liked the plan, suggested having an outreach campaign with signs etc. to explain the changes particularly to Leddy Park.

Johnson asked about the timeframe for changes, Wight said need to do resolution to City Council and then after that would go into effect after approval.

Traverse asked if ice was taken up every summer and was told no by Wight only for a few weeks in May and Putzier confirmed, only for a short time. Traverse felt during busy times etc. that it would be difficult to figure out who is there for skating late at night versus for other activities and Wight said did not feel it would be much of an issue in colder months as the issues of big concern are mainly in the summer months.

Motion to approve the policy as presented by Todd, second by Barlow, motion carried.

Revision and Update of the Off Leash Dog Ordinance, Rules and History
Wight stated this came up to the Commission and that Justin St. James had reviewed as well as Kim and she had done more research and some changes happened, if changes to appendix D is a resolution to City Council not an ordinance change, might be on consent agenda. Wight said she goes into appendix D often and asked if would/could be policy and helpful for everyone to know what those rules are, this can go through City Council resolution rather than Ordinance Committee, change, this one is keeping the detail in the appendix as to where the areas and rules are. Wight explained that previously when trying to change it was moving to the Ordinance Committee, this time it would go to City Council for a resolution. It is in the appendix but technically not valid, old resolutions state was a pilot and unless further action it went away and in 2002 asked for extension, while listed not really no action or record, needs to get wrapped up.

Barlow asked if currently non fenced areas are not actually available for off leash dogs, Wight said what was in red is to be added but technicality it was not really valid anymore because it never got approved by Council. Wight looked at original pilot, did research, and added, while Leddy Park was there in beginning, separated out Oakledge as 1 and 2, added summer/winter time to Schmanska and added Roosevelt Park, based on 2011-13 work group and work originally done in 2000.

Barlow would like to do more outreach before moving forward as he believes that many do not understand Appendix D and feel that the only area dogs are currently allowed off leash is in fenced in areas.

Todd explained there was extensive engagement and years from all different community elements, interested in what other commissioners think, feels not new and would feel comfortable approving today. Felt on the agenda a few times in the last year, likes the idea of more accessible areas for dogs to play, also asked where commission falls in future revisions or changes.

Wight said once in appendix D would have to go through process again and do resolution to City Council to change, Wight stated this is to clarify where we don't want to have dogs also and to be more specific.

Farrell felt working off a fair amount of input already and hesitant to ask for more at this point particularly as input can be given at the City Council level.

Johnson said being able to have options in a more timely manner may be better at this time as well as being clear as to where is appropriate, does not feel going back to the beginning is beneficial.

Hurley could see both sides and did not have a strong opinion.

Barlow said he is more about having a process and not opposed to the change but more about the public process, suggested a lighter conversation just to make aware. Not comfortable moving as this is.

Todd asked what would be some of the ways to take the temperature of the community and how that would look and how it could happen.

Wight said that the one challenge is that the only people that come to NPA meetings are the people against it, seems like if you are against a particular item you will take the time to make the meeting, Farrell agreed, and said the one value is that you can try and head it off and was not sure what new would come out from what has already been heard.

Barlow suggested announce after approved at commission level and tell it would be going to the City Council in a resolution. Wight said yes as it would also go to PACC for approval and that would be another opportunity for input.

Harley suggested using the Front Porch Forum as a platform as well instead of NPA and Wight suggested using Front Porch Forum to do a survey and not back and forth conversation.

Traverse asked to frame the questions for public comment that would generate more of a mix , agrees something needs to happen, agrees working group put in a lot of time on this also, sensitive issue for a

DR

lot of people, in favor of concept. Explained a point raised last year and recognized the value in incorporating in appendix rather than internal policy, one in reading the language not sure what it means, multiple ways to read it, likes the idea of keeping a policy and the specifics, would prefer to have the department make rules and have something done on policy. Thanked Wight for moving forward. Wight said learned over summer the ability around enforcement chapter 22 and appendix D, whatever is done will need to include in appendix D what you want to have enforced otherwise it does not have as much strength, need to make sure still have the ability to enforce.

Traverse suggested having the City Attorney come to explain better to the commission.

Putzier read an email into the record from Noelle Cleveland who was in favor or more off-leash areas.

Beach Fires and Off-Leash Areas
Wight said she had given a memo to all ahead of time and the first piece of the memo was around the dogs and the second were all issues regarding beaches. Currently dogs are not allowed at Leddy and Northshore and it is known that dogs are at both locations all the time. Wight asked if at some point do we accept people are going to the beach with dogs and having no success, but do have success at North Beach and Texaco, recognizing the lifeguards at North Beach and more people.

Wight stated beach fires were a big challenge and not a new issue, Fire department sent list and the spike for calls was off the charts. Beach Manager said in a place he formerly worked they issued permits for fires in specific locations.

Farrell and Todd in favor of approaching in this way, likes designated areas and also liked the idea of revenue potential and broadening if appropriate for each beach, also liked the dog piece.

Barlow asked about cleaning up after a fire and asked if designated areas would have some type of structure and would there be any responsibility to permitted to clean up and how/where would they get the wood from. Wight said you would not be able to permit them to a certain point, others have built structures and part of the cleanup is associated with the permit and the fee that would be paid.

Johnson would like the infrastructure to be in a way that would contain and have in different areas of town. Help make the process easy as possible.

Lantieri said if happening already, would we be guaranteed people would get a permit and how would we manage the enforcement and monitoring piece of the permitting.

Traverse said could be part of discussion in December, fires favor some concern if other people see a fire at night they may not necessarily know it is a permitted activity and may encourage others to do and would like to know what efforts are taken to put the word out about the permit and process and don't make one place the only place.

Wight will bring back to staff, will flush out more and speak more with Fire department about enforcement level and will come back at a later date.

Oakledge Park 50 Years, June 2021

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Wight explained that Oakledge would be turning 50 and had not made any internal plans yet, invited to keep if interested in doing some type of celebration, hope to be under construction for phase II playground, asked if anyone wanted to get involved to contact her. Traverse volunteered to work with Wight.

Barlow stated that the park used to be called Cliffside Park.

Todd suggested maybe what happened in each decade or how many marriages, marathons had occurred in the park.

Johnson suggested reaching out to some of the community members for some stories, Traverse said he would commit his NPA to researching some ideas. Lantieri and Traverse will work on Ward 5 NPA group to come up with something.

Traverse suggested picking a date for the retreat and moving Item XI. Increasing Community Engagement for Commission Meetings to discuss at the retreat, several were in favor and Todd suggested doing a doodle pool to set the retreat date, listing some morning times and afternoon/evening dates.

Increasing Community Engagement for Commission Meetings
Traverse explained this item had been moved from August to September meeting.

Todd asked to have the following specifically addressed at the retreat; Identify areas, such as ethnicity, groups, who to reach out to.

Wight explained that Emma will be doing retreat again and will be able to help with this request.

Date for Commission Retreat
Wight will come back at the next meeting with some choices for a final date and will send out the doodle pool to all commissioners.

Report from Commission on Volunteer Hours
Traverse asked the Commission if they had any additional hours for the month of August, Lantieri had an additional 1 hour, Todd had 1 hour, Hurley had 2 hours and Johnson had 1 hour.

Director's Items
Wight said reports are getting longer, staff are adding to it, highlight September 1, Senior Day, the neighborhood is embracing the park, very nice on asking to get Schmanska barn open, power washed, stained, put new boards on, received a $500 grant, put up little library, hope to have open for public access soon, bikepath out for contract, tomorrow first closure downtown, beginning of realignment process, from college to King and the rail is working on their side, working with VTRANS and bikepath as one contract, staff doing amazing work, asked to have them read the report to get a full sense of what is happening.

Todd asked if the update or blast could go out and Wight said notice does go out but would send to Bikable Burlington and would also post about the bike racks and where they are.

Traverse said that BPRW team continues to do tremendous work under tough times and can't say enough and gave huge kudos to the whole team.

Commissioner's Items
Farrell introduced himself to the new commissioners.
Other commissioners introduced themselves to Nate Lantieri, newest commissioner.

Traverse stated that Burlington has a beach named Texaco beach and would like to find a way to engage the community in finding a new name and Wight agreed also need to find a name for the Blodgett area that has an embankment, natural area, and has no name and would like to also find a name for.

Barlow suggested having a community contest and Wight agreed and they could come to the commission meeting and when get top three then send out to vote on from the community.

Adjournment
Motion to adjourn at 7:48 p.m. by Barlow, second by Farrell, motion carried.

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BURLINGTON
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MEMO

Date: **October 6th, 2020**
To: **BPRW Commission**
From: **Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate**
RE: **Outdoor Play Performance Approval, October 11th, 2020**

Request to hold an event at the Leddy Park Picnic Grove on October 11th, 2020 from 12pm – 4:30pm with the performance happening from 2pm – 3:30pm only.

BarnArts Center for the Arts is requesting to use the Leddy Park Picnic Grove for an outdoor stage reading of the play 'It Can't Happen Here' by Sinclair Lewis. This will be a ticketed event, but they will not begin promoting it until they know whether or not their request has been approved. The only amplified sound will be the actors speaking into microphones connected to a battery powered sound system. The only set-up involved will be the use of cones to mark the "stage" and the audience space as well as a controlled entrance with a table. The event will be limited to 150 attendees and the organizers will make sure that everyone is wearing a mask and following all social distancing guidelines. They will have the contact information of all attendees for contact tracing purposes.

Contact for this event is Linda Treash, Executive Director of BarnArts Center for the Arts.

It is on a day with no conflicting events.

Staff Recommendations:
Approve event.

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MEMO

Date: **October 1st, 2020**
To: **BPRW Commission**
From: **Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate**
RE: **City Hall Park Opening Weekend, October 16 & 17, 2020**

Request to hold an event in the renovated City Hall Park on October 16th and 17th, 2020 to welcome the new park to the community. The park will open to the public at Noon on Friday, October 16 with a Mayor's Office press event and ceremony. Programming then runs until 8:30pm. On Saturday, October 17th, programming begins at 1pm and runs to 8:30pm.

These opening weekend events include multiple live music performances (three per day), with audio reinforcement, tours of the park features, interactive fountain demonstrations, art activities and a film on the BCA Patio each evening. Audio levels will be monitored to not exceed 95dB at the park perimeters. No access to the lawns will be permitted to protect the vegetation. All COVID protocols will be followed with masks required and social distancing monitored and enforced.

Contact for this event Zach Williamson, Festival & Event Director, Burlington City Arts, working closely with BPRW, DPW, CSM and the Mayor's Office.

It is on a day with no conflicting events.

Staff Recommendations:
Approve event.

REC FACILITIES FEES

ROOM	FEE
MILLER CENTER	
Art Room - hourly	$30
Community Room (includes kitchen) - hourly	$50
Community Room with Kitchen - Daily	$250
Conference Room	FREE
Fitness Room- hourly	$40
Gym - (regular/occasional user) - hourly	$50/$60
Kids Room - hourly	$30
Drop-in Program Daily Fee	$5
Drop-in Program 10 Visit Fee	$40
Drop-in Program 25 Visit Fee	$75
LEDDY ARENA	
Olympic Ice - hourly	$205
Studio Ice - hourly	$100
Studio Ice Broomball/Boot Hockey - hourly	$85
Lounge - hourly	$25
Public Skating adult/student	$5/$4
10 Session Public Skating adult/student	$40/$30
Gold Pass for Public Skating adult/student	$200/$175
Skate Rental	$3
Stick & Puck	$6
10 Session Stick & Puck	$50
Birthday Party	$125
CORE	
Gym - (regular/occasional user) - hourly	$40
Room 217 - hourly	$20
Room 218 - hourly	$20
Room 219 - Multi-Day	$700
CSC Art Room - hourly	$20
CSC Community Room - hourly	$30
CSC Quiet Room - hourly	$20
Family Room - Multi-Day	$700
Youth Center - hourly	$20
Drop-in Program Daily Fee	$5
Drop-in Program 10 Visit Fee	$40
Drop-in Program 25 Visit Fee	$75

Beginning of the survey

In 2000, the City Council passed a resolution allowing off-leash areas in City Parks as a pilot. The pilot was extended in 2002 for an additional year due to its length to get the project off the ground. The pilot included the two fenced dog parks, Waterfront and Starr Farm, plus it had non-fenced areas in other parks.

In 2011, the City requested a task force be created to review the off-leash area rules, make amendments as needed, and formalize the off-leash area rules to no longer be a pilot. At the time, the Director formed a workgroup and worked extensively for two years researching best practices across the country and meeting with Burlington residents to determine what was best for Burlington.

In 2013, the workgroup created a final report, but due to other projects' timing, the recommendations did not make it to Council to be approved and formalized. Since the completion of the report has been seven years, we are surveying residents on the proposed actions to get input before formalizing through Council action.

For purposes of this survey, we will use the term "dog park" to define a space with a fence around it for dogs to be off-leash and "off-leash area" references all areas, including fenced where dogs are allowed to be off-leash.

To see the list of rules for off-leash areas, visit: Appendix D

Summer = mid-May to mid-Oct

Winter = mid-Oct to mid-May

Demographics

Do you live in Burlington? [will use survey logic]

If yes, what Ward do you live in?

If you live outside Burlington, please list the name of your town/city

Age [use standard age brackets]

Do you currently own a dog?

Location preferences

Please indicate on the scale your preferences for the location of an off-leash area for each site.

[1 – not needed 3 – neutral 5 – got to have it]

Starr Farm Dog Park (fenced)

Waterfront Dog Park (fenced)

Calahan Park open space (not athletic fields or near playgrounds) – summer (dawn – 10:00 a.m.) and winter (summer hours plus 3:00 p.m. – dusk)

Leddy Park trails

Leddy Beach – designated off-leash area (south beach entrance to south property line)

North Shore Natural Area – designated off leash area (south stairs to ramp access)

Oakledge Park open space – winter only

Oakledge Park Cove area year-round (water access)

Roosevelt Park open space (not athletic fields or in playground) – summer (dawn – 10:00 a.m.) and winter (summer hours and 3:00 p.m. – 8:00 p.m.)

Schmanska Park open space (not athletic fields or near playground) – summer (dawn – 10:00 a.m. and 8:00 p.m. - dusk) and winter (summer hours plus 3:00 p.m. – dusk)

Do you think it should be a priority to have off leash areas for different areas in Burlington?

Open ended comments

Include comments here on the limited times and limited locations within a park that are specified for some parks.

Please use the box below to add in any additional comments regarding off-leash areas.

BURLINGTON
PARKS
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To: City Council

From: Parks, Recreation and Waterfront Commission

Re: Annual Report for 2019-20

Date: June 18, 2019

Overview of Commission

See Appendix A for the list of Commissioners, meetings, and attendance records.

Mission and Vision of Parks Commission

To support and move forward the BPRW department mission and be the liaison between the City and the public

Issues/Projects Discussed and Outcomes

1. **Issue - Penny for Parks and Transparency**

The Department presented the idea to the Commission of bringing forth all community requests for Penny for Parks and the Department's scoring of the applications. The desire was for the Commission to review the process, ask questions, and then vote on the Department's recommendation.

Outcome – At the December meeting, the Department reviewed the proposals and scoring, and after discussion, the Commission approved the recommendations. For next year, the Department will send all applications in advance to give the Commission more time to read and better understand each application. Also, applicants will be encouraged to come and talk about their application to the Commission.

2. **Issue – Off-leash dog policy and ordinance**

Starting in 1998, the City adopted an off-leash dog ordinance with resolutions in 2000 and 2002. In 2011 the City created a task force to explore off-leash dog areas further. After two years of work, the task force put forth a final report with recommendations. There was no formalization of the advice in 2013.

The primary outcome of the task force was to make the ordinance broader and then have an operations policy that is approved by the Parks Commission.

Outcome - At the September meeting, the Commission voted in favor of the separation of policy from the ordinance. At the June meeting, the Director updated the Commission that the project is still moving forward but slowly. Once the ordinance is updated, the Commission will host public meetings for input on the adoption of the policy.

3. **Project - Street Banner Program**

The Department brought forward a three-tiered pricing program for the street banners program at the October meeting with a finalized version at the November meeting. The design of the three-tier model makes the banner program more affordable for small non-profit events and shift higher costs to larger events with substantial budgets.

Outcome – The Parks Commission provided constructive feedback at the October meeting with a suggestion of a survey to current users to determine budgets and event size. The Department brought forward the results to the November meeting, and pricing was set for three tiers.

4. **Project – Burlington Bike Park**

The Burlington Bike Park community group brought forth their project to the Commission for the second time with the desire for a vote of support from the Commission. The project was one of the topics at a public meeting as part of multiple Leddy projects, and there was community support for the Bike Park to be located at Leddy Park.

Outcome – The Commission voted unanimously to support the Bike Park location at Leddy Park.

5. **Project – Leddy Park pavilion**

A Leddy pavilion was a topic at two public forums. The Director noted this was also a suggested addition to Leddy at the Leddy public meeting and multiple staff have also made the request

Outcome – The Leddy pavilion was added to the 5-year plan. The original timing was the design in FY21 with construction in FY22. Due to the upheaval of capital projects due to COVID, there is a one-year delay.

6. **Issue – Geo Cache Policy**

Based on a comment by a community member, the Department developed a draft geo cache policy for the Commission to approve. The policy welcomed geocaches on most public parkland but required prior approval.

Outcome – A draft policy was presented but a final policy was not and this item will be brought forward to a future meeting for a final resolution.

7. **Project - BTV Stat**

The Department continued to present its BTV Stat presentations over the fiscal year with reports from Waterfront, Recreation, Planning, and the Parks Trees program. Due to COVID, not all 2019/20 presentations came in front of the Commission.

Outcome – New Commissioners gained a greater understanding of the work the Department is doing and the Commission as a whole shared interest in continuing to share BTV Stat presentations with Commission. Also, it highlighted the desire for the Commission to encourage more of the public to attend meetings as they are informative.

8. **Project – Summer Volunteer Celebration**

The Department brought forth the idea of a summer volunteer celebration that is hosted by the Parks Commission. The idea was a simple event at North Beach during the summer, where parking would be free for volunteers. The Commission would hold their business meeting and then follow with an ice cream social for all volunteers. The Volunteer of the Year and the Coach of the Year would be recognized at the event.

Outcome - The Commission voted in support of the event, and the first one has been postponed until 2021 due to the current pandemic.

9. **Project – Parks Commission Retreat**

With a relatively new Commission and a relatively new Director, the Commission welcomed the suggestion of the Director to hold a Commission retreat led by a facilitator. The agenda topics included:1) Open meeting laws; 2) Role of the Commission related to Charter and ordinance; 3) Being an effective Commission; 4) Community engagement; and 5) Review of department goals with discussion.

Outcome – The Retreat was held in January with positive feedback. There is a desire to hold the Retreat annually in early fall with the addition of setting goals for the Commission. The suggestion was made to have the topics of Open Meeting laws and Roles of the Commission be held one on one with any new Commission member and the Director and not a primary agenda item for future retreats.

10. **Issue – Meeting Schedule**

The Commission discussed at the Retreat and after BTV Stat presentations that they wished more community members would attend Parks Commission meetings. There was a discussion on publicizing meetings through social media and a desire to have the meetings in more locations around the City.

Outcome – The Commission voted to approve the 2020 meeting calendar with 9 unique locations around the City. Due to COVID, the meetings were all moved on-line, and the topic will move forward to FY21 for continued discussion.

Challenges/Difficulties and Best Approach to Resolve

1. **Challenge** - Increased community participation in Parks Commission meetings

   Best Approach to Resolve - Record meetings and make available to the public; when in-person meetings start up again, hold them in multiple locations around the City; and, utilize social media to publicize the agenda in advance to encourage participation.

Ongoing Work FY20 to FY21

1. **Project – Geo Cache Policy**

   As noted in #7 above the final geocache policy will be brought back to the Commission in FY21

2. **Project – Dog Ordinance/Rules**

   As noted in #1 above, the Commission is expecting to hold a public meeting regarding the off-leash dog policy in FY21

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Ben Traverse, Vice-Chair

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Andrea Todd

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Fauna Hurley

_____

Mark Barlow

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Alex Farrell

* Warren Vinson Pearce was chair through the May meeting but then moved to North Carolina the end of May. Kaitlin Healy served her three year term but did not renew for a second three year term due to work obligations and to provide an opportunity for others to participate on the Commission.

Appendix A

PARKS AND RECREATION COMMISSION
MEETING ATTENDANCE RECORD JULY – JUNE 2020

Date	**Commissioners Present**
07/02/19	NO MEETING
08/06/19	Bossange, Pierce, Healy, Farrell, Todd, Traverse and Harris
09/10/19	Pierce, Healy, Farrell, Todd and Traverse
10/01/19	Pierce, Hurley, Todd and Traverse
11/05/19	Pierce, Farrell, Todd, Traverse and Barlow
12/03/19	Healy, Farrell, Hurley, Todd, Traverse, Barlow and Harris
01/07/20	Pierce, Hurley, Todd, Barlow and Harris
02/04/20	Pierce, Healy, Hurley, Todd, Traverse and Barlow
03/10/20	Pierce, Farrell, Todd and Barlow
04/07/20	NO MEETING
05/20/20	Pierce, Healy, Farrell, Todd, Traverse and Barlow
06/02/20	Healy, Farrell, Todd, Traverse and Barlow

BURLINGTON PARKS RECREATION WATERFRONT

PARKS & RECREATION AND HARBOR COMMISSION
Tuesday, October 6, 2020, 5:30PM
Remote Meeting via Zoom

To Join the Meeting on a Computer
Link: https://us02web.zoom.us/j/89073250828

To Join the Meeting on a Phone
Number: 1-301-715-8592 **Meeting ID:** 890 7325 0828

AGENDA

I. Approval of Agenda

II. Consent Agenda

A. Action Item: Approval of Minutes of September 1, 2020 Meeting (attachment)
*waive the reading, approve the minutes and place them on file

B. Action Item: Request for Event at Leddy Park Picnic Grove, Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate, BPRW (attachment)
*waive the reading, accept the communication, approve the request for special event and place on file

C. Action Item: Request for Event at City Hall Park, Meghan O'Daniel, Community Garden Outreach Coordinator & Customer Service Associate, BPRW (attachment)
*waive the reading, accept the communication, approve the request for special event and place on file

III. Information Item: (10 min.) Old East End Neighborhood Coalition, Introduction, Cindi Wight, Director, BPRW (verbal)

IV. Information Item: (15 min.) GIS Update, Max Madalinski, Associate Parks Project Coordinator, BPRW (verbal)

V. Public Forum: (Time Certain 6:00PM)
Please see page 2 of the Agenda packet for details on how to participate in the public forum for this meeting.

VI. Action Item: (10 min.) Finalize Commission Retreat, Cindi Wight, Director, BPRW (verbal)

VII. Discussion Item: (10 min.) Fees and Rates, Cindi Wight, Director, BPRW (attachment)

VIII. Information Item: (10 min.) Bike Path Update, Jon Adams-Kollitz, , Parks Project Coordinator, BPRW (verbal)

IX. Discussion Item: (15 min.) Off-Leash Dog Area, Survey Questions and Continued Policy and Rules, Cindi Wight, Director, BPRW (attachment)

X. Discussion Item: (10 min.) Upcoming Scheduled Topics, Cindi Wight, Director, BPRW (verbal)

XI. Discussion/Action Item: (10 min.) Special Commission Meeting –City Hall Park Tour (verbal)

XII. Action Item: (5 min.) Commission Annual Report Approval, Cindi Wight, Director, BPRW (attachment)

XIII. STANDING ITEMS:
   A. Report from Commission on Volunteer Hours (verbal)

XIV. Director's Items (attachment)

XV. Commissioner's Items

XVI. Adjournment

Agenda available in alternative media forms for people with disabilities. For disability access information, call (802) 864-0123

BURLINGTON
PARKS
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Guidance for Participating in a Virtual Parks Commission Meeting

As social distancing measures to preserve public health and safety continue to be required to prevent the spread of COVID-19, are recommended as a standard practice, the Office of Parks, Recreation & Waterfront will be supporting the Parks Commission to conduct their meetings on-line via Zoom. Here is information about how to join a virtual meeting, and what to expect while participating.

General Guidance for Public Participation

Please remember that in this digital meeting environment, meetings are open to the public and anyone may be watching or listening even if you cannot see them. Meetings will be recorded, and both the recording and chat content of the meeting will be maintained as a public record.

Please ensure your display photo and screen name are professional, such as using your first and last name. Please test your audio and video prior to the start of a meeting, and familiarize yourself with how to join a meeting by your chosen method. And finally, please be patient with us. Technology doesn't always work as planned, and we are all learning how to hold a successful virtual meeting!

How to Join a Virtual Meeting

Zoom allows participation via either computer or telephone. Each agenda for a meeting that will be conducted virtually will include details about how to join via either of these options, including a web address, phone number, Meeting ID, and password.

If you participate via computer, you have the option of seeing Commissioner videos and any presentation materials that may be shared. If you use either a standard phone or cell phone to call in, you will only hear the audio portion of the meeting. If you join via a smartphone, you may have the option to download the Zoom app, which will enable you to see and hear the meeting.

How to Participate in a Virtual Meeting

During meetings, only Parks Commission members and limited staff members will be viewed on video. Members of the public attending a meeting will be muted, except when invited to speak during public forum or a public hearing. Whether members of the public can speak at other times during the meeting is the discretion of the Chair.

If you want to speak during public forum, please take the following steps to assist us in making this process run as smoothly as possible:

- Email staff at jputzier@burlingtonvt.gov by 5pm on the day before a meeting to indicate your interest in speaking. You do not need to provide your comments. Staff will enable your microphone as your name is called from a list of interested speakers.
- During a meeting, you can text (802) 922-3381 and a staff will enable your microphone and invite you to speak when your name is called.
- If you are interested in submitting your comments in writing instead of speaking during the meeting, you may do so by 5pm the day before a meeting, they will be forwarded to the Commissioners ahead of the meeting.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the Parks, Recreation &Waterfront department or 711 if you are hearing or speech impaired.

BURLINGTON
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PARKS & RECREATION COMMISSION
Minutes
October 6, 2020

Commission Present: Barlow, Traverse, Hurley, Johnson, Farrell and Lantieri

Staff Present: Wight, Adams-Kollitz, Madalinski and Putzier

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

Approval of Agenda
Motion to approve the agenda by Traverse, second by Lantieri, motion carried.

Approval of Consent Agenda
Traverse read the consent agenda and motions into the record and the items were moved for approval by Farrell, second by Johnson, motion carried.

Old East End Neighborhood Coalition
Wight introduced Jason Stuffle, who volunteers with the coalition and explained how the group is very engaged. Stuffle showed some slides of the painted benches and how they are promoting. The area in which they are focused on is anything east of East Avenue. Explained Schmanska Park, donated in 1942, and showed pictures of the grounds as it is today. Put up little library, cleaned out the sumac trees, put up trash receptacles. Stated that Schmanska previously had one single fixed bench for all courts, playgrounds and open area and thus decided to create benches. Began with looking for funding, got volunteers to donate time, built 5 benches and will be building 5 more. Neighbors and community members painted the benches and took ownership. Had three works days to get all ready for use. Benches also convert from benches to tables, easily moved around. Thanked all the volunteers and donators of funds for their participation in the project.

Lantieri asked what the cost per bench was and was told $1500 covered all materials, approximately $150 per bench and also asked what the name of the unit was called that turned from bench to table and Stuffle said he was not sure but could find out. Asked what kind of relationship the group had with the Ward One NPA and was told very good mix of people and would likely present to that group soon.

Traverse asked if people wanted to get in touch with the group what would be the best way and Stuffle gave their email as well as a site to go to. oldeastendvtv@gmail.com or neighborhoodcoalition

Johnson liked that all was portable and flexible and asked what the average weight was and was told approximately 60 pounds, very manageable.

Wight stated the group did 5 in the spring to see what the department felt and will do 5 in the fall, just to make sure that it was spaced out good and all worked well.

Bike Path Update
Adams-Kollitz began by saying since last spoke from one to three construction and concurrently designing.

Construction in south end just started on northern part of Oakledge Park, will reopen by end of year, small section added in the last week to short segment of bridge going into Lakeside and Proctor, path on Harrison and then closed from Harrison to side of the HULA property, hope to pave by mid-November and open by end of year. Final paving went down yesterday and today in barge canal section, hope to open late October early November, currently between wastewater and barge canal bridge. On either end of projects one is realignment project spurred by Amtrak and from King to College, current detour but will be working on modifications, finishing final design to southern part of Oakledge near gateway and by Austin Drive.

Lantieri asked if other than the railway section, when will full connectivity be reached, and Adams-Kollitz said due to King to College that will be a bit but all others will be done by end of calendar year, southern part of Oakledge and realignment from King to College will need to get finished.

Barlow asked if the path was re-routed on Battery and was told yes currently and not ideal but end up with improvements as was with Pine Street detours.

Adams-Kollitz showed the commission some photos of paving near barge canal and some other project photos.

Traverse asked if Adams-Kollitz expected any potential delays and said currently not anywhere as vulnerable as were last year to bad weather.

Lantieri asked with the changes in the railway, if will still be there and Adams-Kollitz said will likely get an alignment that stays west of the tracks and working on final details of plaza extension at College Street intersection.

Public Forum (Time Certain 6:00PM)
Public forum opened at 6:07 p.m. by Traverse.
Seeing no one from the public, public forum was closed.
Public forum closed at 6:07p.m.

GIS Update
Madalinski explained how park uses GIS and what the initials stand for, Geographic Information Systems, turns into coordinates and maps. The City uses the system called ESRY and anyone can use the website to look up the maps and information, City contracts with them and then can use in various ways. Amenities inventory maps such as bathrooms, benches, bikerack inventory, etc. Have interns typically go to various spaces and take pictures and upload data. Main purpose is to create work plans for crews. Explained that staff are at different levels of technology use so it is a work in progress getting everything entered and using the system on a regular basis, but it is coming along. Used for work scopes and bidding out projects. Can use for trails master planning to show all trails closed, not owned, etc. also use for public construction projects to get out to the public.

Lantieri asked about how used specifically and said for stats to BTV, mainly network analysis and also asked what the next place to see it used and Madalinski said to crowd source more things, would be nice to have lights to talk to the GIS and alert our technician, but feels that is a way off, only slightly have that with Big Belly that is contracted out. This does have an app that is called Survey123 and it takes a point and you can use a form to submit something to go directly to a facility or item, similar to C click fix.

Finalize Commission Retreat
Wight stated that she did the doodle poll and the date that worked for everyone was, Friday, November 6th from 1-3pm on line. Wight asked all to contact her if they had any thoughts or questions to add to the meeting.

Fees and Rates
Wight stated the overview is the role of the Commission, some fees need to be approved by Commission, some by City Council and some by Cemetery Commission. Some are charter changes, some ordinance, Leddy fees are in ordinance with set fees, unique need to send to ordinance committee, need to update and change to have set up not to say how much. Appendix D is the rules for the field uses, parking. The last time fees were changed was in 2014. She showed the excel sheet with commission/council approval necessary for what types of fees, went through the various fees and who needs to approve from Commission and Council and then showed the breakout by Parks, Waterfront, Gardens, Cemetery, Admin, and Rec Facilities. Really wanted to start the discussion at this point and then the next steps would be to come back with a memo and would have a full slate to be approved. Leddy would be separate as it would go before the ordinance committee.

Barlow asked if in this effort and in an effort to understand what the fee structure should be, would the department go out and see what other similar places charge and what the market prices were. Wight said most of that work had happened and other comparisons had been done with comparable.

Off-Leash Dog Area, Survey Questions and Continued Policy and Rules
Wight explained that this subject had gone to the public in 2011 and 13 and put a substantial amount of work into and did not feel should put a lot more into but rather a do a survey. Realizing what was put through, recognizing many people weren't here at that time. Wight then went through the layout of the survey, stating at the beginning of the survey have where do you live, then some demographics, ages, do you own, and went on through the various questions under the following categories; Demographics, Location preferences and then Open ended comments to end with.

Johnson asked about the scale of 1-5 where 1 is not needed and 5 is got to have it and questioned the wording of the not needed versus preferring not to have. Would prefer to have say leashed and Barlow suggested saying strongly support. Thinking of using a scale that would capture the correct sentiment with the correct wording and Wight said she would work on those changes.

Lantieri asked if the question of should it be a priority to have off leash areas was a yes or no and Wight said it would be a yes or no, or that was the intention. Lantieri asked also if the off-leash areas would be fenced in or if just open. Wight explained working with Holly from South Burlington to collaborate with a location as it is a problem for them also and another spot is the Elmwood Cemetery and Pomeroy as they are fenced areas and would we allow in the cemetery. Stated if can't come up with anything in Old North End. Asked if it would be beneficial to add something about a fenced area in the south end at this time. Lantieri suggested just saying in the South end.

Traverse said he likes the areas that are identified in the plan currently as the group did a lot of work and is ok with adding an open ended space, would be some benefit to having a map to the areas in the

survey. The working group proposed a change to the ordinance committee and would be up to the commission to establish and then left to commission. If don't do something to name areas then it may present some hurdles to the areas but like some flexibility to establish some of the boundaries down the line, would like to explore just listing Leddy, Oakledge and Roosevelt and not the specific boundaries within those parks.

Farrell felt if ok with the City Attorney he did not have a problem with the proposal.

Lantieri also was comfortable having flexibility while having something in the ordinances that is broader to specific parks. Wight suggested putting in the ones that are fenced to keep them as they currently are.

Traverse proposed working on with Wight and Attorney St. James and come back to the commission with a proposal.

All agreed to have Wight make the necessary edits to the survey and get it out.

Upcoming Scheduled Topics
Wight said one item in November, Parks team is going to do update, which will include Conservation, Grounds, Facilities and Trees divisions and will be an opportunity for commission to learn more and ask questions. December meeting will include the 5 year capital plan and FY20 projects and based on November both GIS and Bikepath came from last retreat, a few still out there such as the City Hall Park tour. Wight asked all to let her know when interested in a topic for the agenda.

Special Commission Meeting – City Hall Park Tour
Wight originally put out for the 12th and then had a business meeting, can do special meeting need 24 hour notice, don't want a lot of community as it is really intended for the commission and a deeper description of all of the facets of the park including the costs and more specific details.

Wight asked if an early morning meeting could work for all, around 7:30-8:30am, all said yes and Wight said she would confirm a date and send out to all and warn the meeting.

Commission Annual Report Approval
Traverse asked if anyone had any comments or questions regarding the report and all approved and it would be sent around for signatures by Putzier. Farrell made a motion to approve, second by Johnson, motion carried.

Report from Commission on Volunteer Hours
Traverse asked the Commission if they had any additional hours for the month of September, Traverse 1 hour.

Director's Items
Wight said kudo to Recreation team, asked to be aware they have multiple positions vacant and not filling, waiting until mid-October to see how City financing is doing, department is just shy of 2 mil. this year. Down several positions and asked for all to be aware of that when you are out and about, not as many people signing up for programs at Arena, Special Events person will be helping at Leddy, will advocate when able. Wight asked if anyone had any questions for her.

Hurley stated she signed up for the Halloween Howl and was very excited it was happening. Also asked about Battery clean-up and if it is being done now and Wight said you would never know there was anyone even there it is totally clean by staff and some of the protesters came back to help.

Johnson asked if there is a link to sign up for Halloween Howl to volunteer and Wight said they would love to have him and she will send him the email.

Traverse asked when the opening would be and if a notice would be sent and Wight said an invite would go out for the opening ceremony of City Hall Park, which will be October 16 at noon and similarly on Saturday through the evening with events. Would be more like a come, walk through, and go type of event with music.

Commissioner's Items
None

Adjournment
Motion to adjourn at 7:25 p.m. by Traverse.

DR