



**Parks & Recreation and Harbor Commission Meeting
Minutes
March 8, 2016**

Commission Present: Bossange, Kaplan, Hanson and Hurley

Staff Present: Bridges, Rogers, Holbrook, Wood, Cate, Jones and Putzier

The meeting was convened at 5:34 p.m. by Commission Chair Kaplan.

Approval of Agenda

A Motion was made by Hurley to approve the agenda, second by Bossange, motion carried.

Approval of Consent Agenda

Approval of Minutes of February 2, 2016 Meeting

*waive the reading, approve the minutes and place them on file

Motion was made to approve the consent agenda by Bossange, second by Hurley, motion carried.

Staffing Update & Introductions

Bridges introduced Candice Holbrook, Recreation Program Manager, and what a great asset she has been to the team. Rogers added that Holbrook came highly recommended from Oregon, Illinois, she is a NRPA certified Parks & Recreation Professional (CPRP) and comes to the department with lots of experience and energy. She is also participating in two adult programs with the department. The Recreation division is now fully staffed and has a great team in place.

Holbrook thanked for having and invited feedback from the Commission and Kaplan said to contact any Commissioner at any time as well.

Bridges introduced Devin Jones, stated that she is working at the Arena primarily and explained how the position became vacant through retirement of Knauer and Jennings moving up which then created the vacant administration position and how she was discovered through another interview process. Jones was hired as a temporary employee and eventually a full time hire. Bridges stated that Jones really stepped in and did many jobs when working seasonally and is very aligned with UVM sports as well. Cate stated that she and Putzier had interviewed Jones for a different position and saw what a great fit she would be for the department.

Jones said she was very excited to work with the community and thanked the Commission. Bridges added that Jennings was her direct supervisor.

Bridges was very excited to introduce the new hires and happy to say that currently there are no open positions in the department, also added that Deryk Eckhard was hired as a limited service employee with the Tree staff after working seasonally for over 5 years with the department and will introduce him at a later meeting.



Seasonal hiring will begin very soon, next change after that is to hire an additional project manager and will do sooner than originally planned due to the departure of Jen Francis, to give time for training prior to her leaving and to bring up to full staffing level.

Bridges said he had received approval to add this position earlier from CAO and needs approval from Mayor but did not see a significant problem with it happening due to the level of work being produced from the department. Also explained in the middle of doing staff evaluations and will not be leaving that position open for any length of time.

Public Forum (Time Certain 6:00PM, 3 min. per person time limit)

Public forum opened at 6:02 p.m. by Kaplan.

Nobody came forward to speak at public forum

Public forum closed at 6:03 p.m.

Jeff Rockwood Youth Coach of the Year Award

Rogers stated that he would like to table this item as the committee had not yet come to a conclusion at this point on who would be the recipient, they had several good candidates. He will have this item on the April Commission agenda.

Leddy Arena Facility Update

Cate stated that Leddy is open every day with the exception of 4 holidays and a shutdown for five weeks. Explained that Alec Kaeding spent part of the winter at Arena and some at campground which helped facilitate building, biggest user is BAHA, lumberjacks and High School teams. Some of the biggest users have done many improvements to the building, such as new locker rooms, logos on the ice and recently fitness room under the bleachers, which hopefully they will partner with the high school when not using. Couple of big events at the Arena this year are Tier 2 National competition and in October the figure skating Regional Championships. Jennings does programming of classes, ice shows and gearing up for summer camps. Have a very slim staff overall but very efficient and luckily don't get sick often. Staff does maintenance and cleaning of building during shut down. Last year had lots of major issues with the building and the building has many needs for maintenance and is a big focus on the capital budget for repairs. The City has budgeted approximately \$600,000 in capital funding over the next two years to work on some of the issues.

Bridges stated that the improvements are necessary to be replaced for the functionality of Leddy.

Bossange asked about the 10 year Capital Plan. Bridges responded that there are discussions regarding the projects in the pipeline. Projects are judged on merit and need and projects that need bonding go to voters before moving forward. Have a fairly efficient system currently and need to update and improve and will communicate very clearly with user groups well in advance. Have very good positive user groups at the Arena. This facility is a break even facility.

Kaplan asked about the food vendor and how it was working and was told by Cate it was going very well and how the vendor does a lot of different foods and also catered the department Senior Holiday Dinner and is working at the Brrrlington Bash this weekend and feels it has been a good fit. There will be no



parking kiosk at Leddy for the summer again this year as it does not cover the cost of staff and other fees.

Department Marketing Program

Wood stated that she had decided to put an analysis of programs together and put all the programs together with begin date and end dates, all information can be sorted by date and from planning perspective you can look at all the programs and see if any overlapping is happening and other duplicating and made some pivot tables which gives categories to see what we are providing and make sure that we are covering all ages and types of programming. Kaplan asked if it was possible to pull age and where coming from and making sure that have the correct number of programming for the number of categories and was told it has been a work in progress. All programming was color coded by age groups and shows audiences. It would be good to capture drop-in and adult basketball teams.

Hanson stated she saw a big drop in 13 aged children and if factored in and would like to capture what is going on in the area with other organizations and what they are providing for programming. Rogers stated that staff was very cognitive of not duplicating other organizations and what they are offering. Hanson said she would like to know how to get at that information.

Wood said competitive analysis is very difficult, could probably get data from the Burlington School Department and BCA.

Bridges stated that youth are well served could do better on teens and up, very big gap. Working with the library on reinvigorating teen council and working with the schools and getting feedback from the youth as to what they would like to see.

Holbrook stated that she would be working with other organizations to create a youth based created committee that has youth leadership and really looking forward to.

Rogers added that a drop in program was offered during February vacation so the kids could decide what they want to do and organize and it was very successful.

Bridges stated trying to create this to empower but also show what is available and capture everyone and also be able to roll and adjust programming as populations and desires change based on needs as well.

Kaplan asked where the department was with the new signage plan and Bridges said specs are done and is a matter of phasing roll out, new template will be put up at the Skatepark opening in June with new signage and rule signage as the start.

Hanson asked if the department was working with other youth partners in the area and Rogers explained the department has monthly meetings with all the other youth partners on a regular basis.

Bridges stated that working on pulling recreation staff from the school programs and focusing on other programming, starting in fall to work with McClure Sr. Center to help with programming and expand the senior piece of our programming and make sure 3000 meals get delivered; this will help to see who



serving and be better involved. In conversations with Burlington youth football in helping them out, have done so with lacrosse and softball and been a big help with that.

Holbrook said a lot of improvements going forward and looks forward to the changes.

Kaplan asked about the functionality of Rec Trac and was told part of the problem is too many people setting up programs currently and looking into doing differently.

Holbrook stated that a worksheet was created to retrieve all the information necessary to set up the programs and get all the pertinent information so that it is easier to input programs.

Hanson asked about a survey after the program is done and if this still happens and Rogers said currently working on improving this process, summer programs are done as one group and not individually and needs to be standardized and user friendly. All agreed to have a survey go out right after a program occurs.

Director's Items

Bridges stated evaluating Oakledge Park and the concept of using parking kiosks and looking into a way to purchase and or budget, if it is possible to get the kiosks Bridges plans to petition DPW to remove all parking from Flynn Avenue. Need multi- modal access to park and to residents. Make hourly parking in the park also. Need to be more proactive with getting people into the park.

Hanson stated that the DPW Commission was previously against not having parking on Flynn Avenue while the Parks Commission felt it was unsafe and necessary to remove parking and also against having residential parking near a park. Bridges stated he would go through the official process to have this happen.

Bossange asked about having some type of enforcement still remain in the park and Bridges said would still have an employee in the park that would be more available to work within the park and augment as well.

Bridges said the next phase of the bikepath is coming along and anticipate being in the ground in June, will bid in the beginning of April, substantial tree planting will occur. Closed on Burlington College property and own the beach and it is a very big beach, planning to increase service to the beach this year, increasing security and more presence and have a presence at Blanchard Beach as well, purchasing beach comber, will be getting better weather but will not be able to open bathrooms early as weather goes up and down will be open from Mother's Day through to Labor Day and into October in some places. Port-o-lets will be at North Beach in April and trash will be taken out as well. The first Waterfront park event will be held on May 7th, Kids Day.

Hanson asked about the connection to the bikepath and the steps on Flynn Avenue and if they will be improved with the new construction and Bridges said it was all tied into the bikepath project but it is a very difficult location, looking into what options are available.

Commissioner's Items



Hanson requested doing some fence mending with the City Council around the letter that was sent to them on behalf of the Commission regarding the No-Smoking ban in Parks and offered to draft a letter to them. She had heard from Councilors that they were very annoyed and she would like to say to the City Council that the Commission is looking forward to working with them and moving forward. All agreed that would be fine and approved Hanson drafting a letter. Bossange offered to help if desired.

Kaplan stated that she saw the Air Show had confirmed some participants for the event and asked if this meant the show was definitely happening and Bridges confirmed it was definitely going to happen.

Kaplan said she would like to partner on behalf of the State of Vermont with Wood about doing some PSA's around sunscreen and skin cancer, and will start in May. Felt it would be a good partnership with the City of Burlington and State of Vermont.

Bossange noticed the soil pile was gone and wanted to know if it was set in motion to have to move more soil and Bridges said the corrective soil action plan would need fill in northern end of the path and would fill and remove cut portion. Will need to dispose of some soil but can use/move most, using a design to minimize cut volume.

Bossange gave an update on smoking ban and said no more need to be public but has been working with others such as high school students who would like to present at the City Council meeting and present at the PAAC meeting. Also heard that the City Council will be doing a survey in the summer and would like to know what it looks like, who will be doing, how much money it will cost and other questions that still have not been answered. He felt the process will go slower than he preferred.

Adjournment

Motion was made to adjourn at 7:19 p.m. by Bossange, second by Hurley, motion carried.



**PARKS & RECREATION AND HARBOR COMMISSION MEETING
AGENDA
MARCH 8, 2016
645 PINE STREET, FRONT CONFERENCE ROOM
5:30PM**

- I. Approval of Agenda
- II. Consent Agenda
 - A. Action Item: Approval of Minutes of February 2, 2016 Meeting
 - *waive the reading, approve the minutes and place them on file
- III. Information Item: Staffing Update & Introductions (verbal)
- IV. Public Forum (Time Certain 6:00PM, 3 min. per person time limit)
- V. Presentation Item: Jeff Rockwood, Youth Coach of the Year Award (verbal)
- VI. Information Item: Leddy Arena Facility Update (verbal)
- VII. Information Item: Department Marketing Plan (excel presentation)
- VIII. Director's Items
- IX. Commissioner's Items
- X. Adjournment

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