



**PARKS & RECREATION COMMISSION  
Minutes  
December 14, 2021  
Parks and Recreation Commission**

**Commission Present:** Traverse, Hurley, Duke, Lantieri, Johnson and Farrell

**Staff Present:** Wight, Roach, Sauve, Madalinski, Moreau, Kaeding, Kaplan and Putzier

The meeting was convened at 5:33 p.m. by Traverse

**Approval of Agenda**

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

**Approval of Consent Agenda**

Traverse asked to waive the reading of the consent agenda and motions into the record for approval.

Approval of consent agenda by Farrell, second by Johnson, motion carried.

**Encampments in Parks**

Traverse introduced Lacey-Ann Smith, BPD and Deryk Roach, BPRW. Roach began with stating that Smith was the expert and under the management with Police Department. Roach explained he had sent out a draft form of policy and procedures and how organized organizationally, group that shares where encampments are jurisdictionally within the city. Ultimately the Mayor has the say as to how and what the City reacts to and also members of Attorney's office, DPW, Parks, and others. Stated how information is collected and monitored, is generally received from staff within the department working in the field and documented by c click fix. Approximately 20-40 sites monitored annually as well as who is there, are they being sought with any outreach workers, what priority, is the encampment active or abandoned, if receiving assistance, be it medical or community services. Smith coordinates getting the outreach needed if not receiving and also makes aware to the appropriate services of needs.

Smith explained that Parks will notify of who is out and where, she will contact liaisons and get fact finding and how long can give persons, don't try to rush people unless a real need, if a clean site is being lived in versus dirty or unsafe depends on the speed in which addressed. Degree of triage as to how, when and the typical process is to provide notice and once notice, several days to a week or more before going out and pick up items if needed. Pickup would be herself and Paul Morris, store everything that is dry and non-perishable. If go out and someone is there and they move then done. Property is stored for 30 days then a letter is left on site so people know how to retrieve belongings. Pretty clear when a site is abandoned, if unsure would leave notice. Police are not involved unless it becomes a trespass situation. Smith also explained the outreach and how working with individuals is much easier than the enforcement piece particularly when it is a larger group and not making a relationship and getting an understanding and explaining the process.

Farrell asked if a spreadsheet is kept with information and monitoring and Roach said the documentation is difficult and would require to continue to maintain and virtually impossible and do not do but do have the c click fix to look back on and all other means that are done by email and other messaging gets resolved and followed. When the public calls in it is a bit more difficult, more about



verifying information, continuous and fluid, not as helpful. Roach also said he has a file on his desktop that he keeps track as it comes to attention. Had multiple meetings at sites because of the changing of individuals coming and going at different times of the day. Roach said probably average 7-8 times a week talking to others about the sites and individuals. Also has a very big effect on the City facilities with use and misuse, same people outside are going and doing same inside.

Traverse thanked for coming and opened to other Commissioners if they had questions. Roach viewed as a community issue and how the community wants to help the City process and very complex. Said Burlington as a whole had to help understand how to be a compassionate City and straddle the line of good City and creating a camp and more tightly managing, Roach said he did not have the answers.

Hurley said she appreciated all the work that had been done.

Lantieri said what he felt interesting was the flexibility to shift in severity can lead to unfairness, and asked if there was any will or appetite to codify or to keep as flexible policy. Smith said some Councilors would like to have it voted on to be a law to some degree, and that was seen because of the Judge's ruling, said policy has no legal standing, has to go through all groups to be no longer a draft. Some Councilors would like to see that be a reality. Smith also stated what made the Sears Lane encampment very difficult was not the size, it is 4<sup>th</sup> generation of campers, when working within parks, it is camper and City with no other parties involved. In the Sears Lane there was a 3<sup>rd</sup> entity of protesters and that shifted a lot, from personal and human to human contact, versus the City, media, protestors and all the other things that make significantly more difficult. Smith felt needed to be addressed for a long time and don't have the spectrum as to what it means to be homeless and how to meet needs with dignity and respect.

Traverse said during the pandemic a site was setup at North Beach Campground and at Sears Lane and inquired if it was possible to move back to North Beach and also asked when the site was at North Beach if and what challenges and issues were presented and if it could happen again. Roach said the way the infrastructure is set up is for seasonal use. All utilities are very shallow and not meant to be used year round, very shallow meant a lot of frozen pipes, a lot of issues with electric, water, sewage, not meant to support that use, risk having an even bigger problem, about 50 problems due to infrastructure issues, not many with personal violations. Big fees for rental of campers but looking more for a facility and don't have that available.

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

Public Forum was opened at 6:05pm

Thomas DeSisto, speaking about Pomeroy Park tot lot, wanted to thank everyone on staff at BPRW and initial interface was with D. Roach who was very clear and helpful. The whole planning team was very helpful and professional. Several months ago and for several years had a 2-5 year old play area, several months ago removed for safety reasons, has a 2 year old that was using and had major impact on families using and asked for something to replace the structure that is comparable and important to the neighborhood who have very small yards, lots of children live in apartments and multi-family structures. Noticed there are many day cares that use the space as well. Asked to prioritize the structure with something safe and playable.

Andy Simon, talk about the Pine Street Barge Canal and a petition circulating for two weeks, currently 404 signers, asking City of Burlington work immediately in conserving for human and non-human to



make a park accessible to all. Stated he had presented petition to Conservation Board, City Council and Planning after tonight and would like to request that Parks consider putting on agenda to discuss further either January or February and would like to talk about the history of the superfund site and the toxins and long history of the canal. Would like to hear thoughts about how to do development in Burlington, and hopes to talk about responsibility for this land, humans and residents created and how to work together to come up with strategies to remediate and how the site can become win win win for people private and the earth. Petition speaks specifically to private parcels but would like to also speak to the 11 acres owned by the City of Burlington.

Susan Ogden, PFP project to create public safety and educate campaign for the Bike Path, recently relocated to Burlington, promoting a safer bike path with speed limits and to remind all to use signals, she is on the path as cyclist and walker and 8 out of 10 don't use signals and etiquette. Request to approve a campaign and engage stakeholders to raise consciousness and awareness to avoid accidents and keep safe.

Ruby Perry, spoke to the barge canal petition and would like to admit that the petition is asking to think differently but also about citizens of democracy. The barge canal is something that can help bring together as a City, to see a working landscape, healing itself, regenerating soils and water, an opportunity to work in partnership, and would like to be the forefront in the area, explore ways to remediate and learn to take care of the mess that was left behind. Felt the barge canal was a good place to learn together. Stated don't expect the City to own but rather the citizens to own and to work with nature and want to further that work.

Jordan advocating for tot lot at Pomeroy, said he used for a few months and noticed immediately when gone, space felt very empty, not much for daughter to engage with and very hopeful for this lot being prioritized, loved the neighborhood and has been a resident for quite some time. Supports the lot for his family.

Karl Lukhaup and family in favor of the tot lot on Pomeroy, would love to see lighting and stated that some are using the park as a dog park and not in favor of that happening for use.

Chris Rousseau, would like to have lights at the Skate Park, frequents the park and travels a lot and has not found one as nice as Burlington, but many have lights for after hours and since more northern felt strange that don't have. Stated has 3 children and after dinner it is too dark and will have to choose with helping for dinner or go and skate. School kids in general get out of school and it is dark at 4pm and did not know of any other park that is used as much, even in the colder weather it is shoveled. Feels if no lights will go skate downtown or other places. Felt a lot of other kids at the park and it will get dangerous, longer window would help spread out the larger groups using at one time.

Seeing nobody further from the public, Public Forum was closed at 6:32 pm

### **Penny for Parks Community Requests**

Madalinski thanked all the people that spoke and participated, had 6 separate project requests, have \$40,000 funded for this fiscal year, screened one out, roller rink with concrete pad. Recommendation is to fund 3 of the 6 requests and moving 2 into future capital plan and one request that did not feel had quite the adequate effects.

\$10,000- Resurfacing Roosevelt Tennis Court, aligns \$10,000, can hire court resurfacing company



\$25,000- allocated to the tot lot at Pomeroy Park, had 39 signatures to replace, hearing from manufacturers that it is taking some time to get the pieces but hope to have for the coming season, also a lot of removing the fence and hedges but working on plan

\$3,000 for Campaign on etiquette and rules for the Bike Path/Greenway, talked about doing a PSA and other different things, not a guarantee but hopeful

Long-term capital- plan to move about \$25,000 for skate park lighting, very expensive, under skate park have to hire environmental consultant, and many others and additional costs will add and would be well above what could fund.

North Shore Natural Area Southern Staircase Replacement; prioritize on long-term capital planning list due to H&S concerns

Schmanska Park Playground Accessibility & Park Safety; add notes to Schmanska Park playground replacement on capital list requesting accessible rubberized surfacing be installed at this playground

Lantieri asked if there are savings below the budget, if those funds would be rolled over or put in general fund if under anticipated, Madalinski stated have a contingency but ideally come in on budget or under and recommend any remaining be put in emergent needs, which goes towards things that come up that were not planned for such as burst pipe and sometimes put toward benches or picnic tables, fencing, more flexible line to support maintenance teams as well as communities.

Sauve said in terms of funds going back to general funds, it would always stay in PFP funds and would go back into that account, never general fund.

Roosevelt Park Resurfacing;

Traverse said in the past few years a group had been looking into the Roosevelt courts and asked if the group had been approached regarding the project. Sauve stated this was part of the comprehensive plan when constructed not an observation of boundary and how effects connections to community and the edge of the park, will be looking at that, have official survey and will look at the park as a whole. Madalinski said with resurfacing it is best practice and it will make best surface for use.

Lantieri asked how tight to the letter do the funds need to be, can the funds be a bit flexible or specifically for resurfacing, could you use for nets if needed. Madalinski said probably not that specific but it very much toward the actual court would likely fall under the purview.

Pomeroy Tot Lot;

Traverse felt awesome, his daycare used the park on occasion and thanked for bringing forward.

Bike Path/Greenway Etiquette Campaign;

Lantieri asked if any extra money could round out the campaign and Madalinski stated he did not have the numbers currently and if to do internally it is more a matter of staff time not so much funds, not sure if hired out, probably more than \$3000, did not have hard numbers. Spoke of social media, Facebook and broader video campaign.

Farrell said he felt great timing given what many had previously said about speed limits and etiquette on the Greenway, felt a great direction to go.



Lantieri asked if it could be pulled in with wayfinding and Madalinski said he had a conversation earlier and said it is possible and some money aside for updating some signage on wayfinding, more map signage for amenities.

Duke felt a good idea and asked if would do a community type engagement with other entities to involve others to get the word out and Madalinski said a good idea and would like to get others involved, would be helpful and potentially work on some concepts to have an idea of what would look like and could find ways to improve.

#### Skate Park Lights

Lantieri asked by shifting over to long-term timeline wanted to know about how long and what the process would be and Madalinski said very hard to have a firm commitment as you never know what will happen with funding and what other emergencies will come up, just insures on radar and projects that are planned to be tackled and trying to find funds is often tough. Sauve also stated very high price tag if on list would not be much else that could be done. Not impossible but hard with lots of playgrounds that need to be replaced and attention to add another item to an existing site.

Traverse said seen request similar and in reviewing a request for lighting asked if a temporary situation had ever been looked into, either for this project or others, Madalinski said yes periodically, personally spent time taking care of Calahan rink and looked into and not a lot of good cost effective good lighting. Stated if you don't light adequately you can create a worse situation and need to create good illumination. Temporary and generators tend to have a pretty high ticket cost per unit, still pretty costly, to get the level needed would be large investment and then diesel fuel through the night, along with noise and emissions. Do look to add when possible, such as at Leddy, got a good price and staff put in the actual fixtures.

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

#### **Standing Item: Report from Commission on Volunteer Hours**

Farrell had an extra hour with Foundation, at pocket park 2 hours, total 3, Lantieri extra 2, Duke had additional 1 hour, Traverse had additional 2 hours.

#### **Director's Items**

Wight mentioned opening at Oakledge December 16<sup>th</sup>, 3:15pm at Austin Drive entrance and then Flynn, said the Red Hot Chili Dippers might attend, Saturday at 1pm the Gift at Leddy, Park Foundation will support Redstone Cottage with funding, looking for family match, coming back in January with signage and if changing speed will need to vote to repeal and go with safe speeds language, showed the signage of what staff had been working on for greenway signage rules and etiquette.

Lantieri asked if standing item could be added to agenda for Volunteer Opportunities

#### **Commissioner's Items**

Farrell stated the Champlain Street Pocket Park information gathering went well, most would like some lighting and for passersby a lot of interest in keeping as a playground and things for kids would be really important, most common was sprucing up and cleaning. Lantieri said spoke with many people in a short amount of time general consensus was for lighting on programming and cleaning up for children's space.



Wight said going through files and in 1995 Director brought forward to sell that piece of property and the community fought to keep.

### **Adjournment**

Motion to adjourn at 7:21pm

## **HARBOR COMMISSION MINUTES**

The meeting was convened at 7:21pm by Traverse

### **Approval of Agenda**

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

### **Park Field Fees**

Moreau stated been at least 7 years since increased hoped to have more investment done before increased but still below others and want to continue to give access to all.

Farrell felt very modest and no reason not to support.

Moreau also added that she was open to answering any questions regarding the new Park Rangers positions and gave some information on the progress to date about the new jobs that were added as well as the supervisor and what the positions will provide to the division, particularly some decrease in bad behavior and increased education.

Farrell asked if there was an ideal profile and Kaeding said anyone with park experience, would like to see someone that has been in the department and a lot is talking with people and talking skills will be high on the list, past park, state or federal. Moreau said for education made broad, history background could be very good, traditional park background, non-profit. The position would reflect the mission of the department.

Moreau also stated would like to have a future conversation regarding the bond failure and the waterfront is lacking representation, feels Boathouse is functioning year to year and will fail soon, at current rate rusting out should have failed 5 years ago. Without bond or capital support and at crossroad as to what to do. Stated needs investment as will not be able to operate waterfront and campground without investment. Encouraged all to be engaged and raise level of awareness of the Boathouse failing and not operating, said need to get creative and other opportunities, working on grant currently. Asked if an opportunity to get more money from PFP or another bond what the Commission support would be.

Hurley asked if Moreau had talked to the State or Federal regarding new bill, Wight said bridges are what is the focus and it is very specific, nothing that she has seen yet that would relate to waterfront or beaches, the overpass might qualify for funding and a lot also requires a match and currently don't have a match either for some of the funding. North Beach, since new money, might not require a match.



Farrell said that Leahy is currently asking for requests and suggested reaching out and explore options with that department.

Hurley suggested Northern Boarder Regional Commission is another source to look into for funding.

Motion to approve marina fees as recommended online by Hurley, second by Lantieri, motion carried.

Wight showed a comparison of usage at the marina and campground from 2018 and 2021. The marina did not make up the difference from Canadian usage, however the campground made it up with a little increase in all other users and none from Canada.

### **Adjournment**

Motion to adjourn at 7:51pm by Traverse

DRAFT



**PARKS & RECREATION AND HARBOR COMMISSION**

**January 11, 2022, 5:30PM**

**645 Pine Street, Front Conference Room**

**ZOOM LINK**

**<https://us02web.zoom.us/j/86266186984>**

**Webinar ID: 862 6618 6984**

**Phone 301-715-8592**

**PARKS COMMISSION AGENDA**

- I. Approval of Agenda
- II. Consent Agenda
  - A. Action Item: Approval of Minutes of December 14, 2021 Meeting (attachment)  
\*waive the reading, approve the minutes and place them on file
- III. Discussion Item: (20 min.) Report from Save Open Space Burlington, Andy Simon and Ruby Perry (verbal)
- IV. Public Forum: (Time Certain 6:00PM)
- V. Information Item: (15 min.) Permits, Meghan O'Daniel, Customer Service, Community Garden Administration, BPRW (verbal)
- VI. Action Item: (20 min.) Parking Fees, Erin Moreau, Waterfront Superintendent/Harbor Master, BPRW (attachment)
- VII. Information Item: (10 min.) City Bond Update, Cindi Wight, Director, BPRW (verbal)
- VIII. Discussion Item: (15 min.) BPRW Dedicated Funds, Cindi Wight, Director, BPRW (verbal)
- IX. STANDING ITEMS:
  - A. Report from Commission on Volunteer Hours (verbal)
  - B. Report on PACC Dog Force
  - C. Report on Parks Foundation
- X. Director's Items
- XI. Commissioner's Items
- XII. Adjournment

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

|                                     | FY20            |                      | FY21            |                      | FY22            |                     | FY23 estimate if fully funded |                     | Allowed rate                                |
|-------------------------------------|-----------------|----------------------|-----------------|----------------------|-----------------|---------------------|-------------------------------|---------------------|---------------------------------------------|
|                                     | Budget Tax Rate | Budgeted Amount      | Budget Tax Rate | Budgeted Amount      | Budget Tax Rate | Budgeted Amount     | Budget Tax Rate               | Projected Taxes     |                                             |
| <b>Grand List / \$100</b>           |                 | <b>\$ 37,480,267</b> |                 | <b>\$ 37,818,422</b> |                 | <b>\$53,335,271</b> |                               | <b>\$56,138,035</b> |                                             |
| <b>Tax Rate Item</b>                |                 |                      |                 |                      |                 |                     |                               |                     |                                             |
| Greenbelt (portion of street tax)   | 0.0040          | 149,823              | 0.0040          | 149,823              | 0.0028          | 150,000             | 0.0050                        | 280,690             | 1/2 Cent - Street tax is a total of 5 cents |
| Penny for Parks                     | 0.0100          | 376,446              | 0.0100          | 376,446              | 0.0071          | 376,446             | 0.0100                        | 561,380             | 1 cent                                      |
| Open Space/Conservation Legacy Fund | 0.0054          | 202,261              | 0.0053          | 202,261              | 0.0038          | 204,081             | 0.0100                        | 561,380             | 1 cent                                      |
| Bike Path Maintenance Fund          | 0.0050          | 187,279              | 0.0050          | 187,279              | 0.0035          | 188,000             | 0.0050                        | 280,690             | 1/2 Cent                                    |

Historical signs found in the old North Beach barn. Staff installed in the new Leddy Maintenance building

## SUMMARY OF OPPORTUNITIES

### Monthly Parks Commission update – January 2022

#### Department accomplishments and notable staffing developments since the last report?

- ❑ January Work Anniversaries – Max Madalinski (5 years)
- ❑ Our new Leddy Customer Service staff member, Scott Hannigan will start in January. Scott comes with extensive rink experience and the staff is excited to have him join the team.
- ❑ There are three positions currently posted and accepting applications – Lead Urban Park Ranger, Recreation Manager and Maintenance Specialist. The Event Planner position we anticipate posting in late January and the open Recreation Specialist position will get posted as soon as we bring on a new Recreation Manager.



#### COVID-19

- Masks required for everyone for youth programs
- Masks required to walk in the door at all public facilities
- Adult programs that check vaccination status can go without masks if all participants are vaccinated (example, pickleball)
- Staff are required to have a mask on at all times indoors when in the presence of others (public or staff)
- No restrictions on remote work at this time if work may be done remotely

#### Major upcoming events: <http://enjoyburlington.com/events/>

- We had a successful and busy holiday season with the Pomerleau Holiday Party, The Gift skating show, the Holiday Light competition, the Senior Holiday Dinner and Highlight at the Waterfront. The next event will be the Penguin Plunge at the Waterfront on March 12th. Our BPRW team stepped up to support Gary with our Event Planner position empty along with two other Recreation positions. We look forward to Kid's Day in May and to filling the Recreation positions!

#### Recreation Facilities Division Update

- Scott Hannigan will join the Leddy team as our Customer Service Associate on January 18. Scott stood out among 19 qualified applicants with his extensive rink and customer service background. We look forward



to working with Scott who will also provide needed support to the Waterfront division! Thanks to Tess Weafer, our Arena Recreation Coordinator, for assuming many administrative tasks during this position vacancy.

Our next session of skating lessons begins January 8, with over 120 skaters enrolled in 7 classes. Our fourday mini session of classes over December school break saw 23 skaters participating.

- January is perhaps the busiest month of the year at the arena. In addition to all of our regular user groups, public skating, and youth hockey we will host 20 plus birthday parties and family rentals, 13 high school hockey games and 7 Lumberjacks junior hockey games. New Year's Eve was extremely busy at the rink with a 12-hour hockey tournament on the studio rink and heavily attended public skating in addition to high school practices on the Olympic rink. Kudos to our maintenance staff – Bob LaPointe, Stan Bajuk, Josh Cushing and Dustin Dupont who keep our rink running smoothly and on time!
- In addition to weekly Covid booster clinics at Miller and CORE, Leddy will host a testing site in the parking lot on Sunday, January 9<sup>th</sup> from 2-6pm for 200 individuals who will be tested on site.

### **Miller Center**

- January programming at the Miller Center includes itty bitty basketball, table tennis, line dancing, ASL, free walking program, four levels of Soccer Sparks, women's basketball league, women's indoor soccer, softball pitching clinics and nine sessions of pickleball each week.
- The Vermont National Guard, in partnership with Vermont Department of Health, will continue to offer both free Covid immunizations and booster shots at the Miller Center every Wednesday from 8am-2pm at least through January. Shots are available by appointment and for limited walk-in visitors.
- January user groups include Champlain Valley Baptist Church, Vermont Dodgeball, Burlington School District Student Support Services, Me2 Orchestra, Revolution Basketball, Ward 4/7 NPA, VT Chargers Power Soccer, Winooski Recreation & Parks indoor soccer and a private pickleball group, in addition to various family and private rentals.

### **CORE**

- City Council and the Board of Finance approved a three-year sub-lease of Room 219 at the CORE to the Family Room and Vermont Adult Learning. The two organizations collaborated on a proposal for use of space to include English language classes, educational assessment and advising, digital literacy instruction and support, case management and parent support group meetings. We are very excited for these two organizations to offer expanded programming at the CORE in 2022!
- CORE staff is working on potentially relocating senior programming to the first-floor event space until the recent spike in Covid cases subsides. If approved by Champlain Housing Trust, this will ensure that the vulnerable seniors in our programs are segregated by other CORE users, such as City Lake Semester students, Very Merry program participants, pickleball players and visitors to the Family Room and new shared space for Family Room and VT Adult Learning. CHT has continued its closure of the event space to public gatherings.
- January activities at the CORE, in addition to CORE Senior Center programs, include four sessions of pickleball each week, AALV evening open gym for teens three nights a week, Very Merry Theatre practices and Chicago performances January 7-9, Covid vaccine/booster clinics and karate classes.

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### **Park Division Update    Park Administration**

- Developed a communication plan for winter maintenance and recreation opportunities with the marketing and outreach team.
- Continued improving various items for the VueWorks platform, testing and training begins in January. Working with capital committee to further the capital report and comprehensive building needs and project listings for a potential future vote.  
Continuing progress on integration of park GIS/data for asset management
- Completed one session of REIB Training, started session 2. Completed all safety training through February 2022.
- Continue to fill two positions in the Central Facilities Program.
- Continuing processing payment and reconciling accounts for the Sears Lane encampment.

### **Conservation Program**

- The Conservation Team is supporting the planning and programming for MLK Day. This work includes the creation of a cultural asset map, in partnership with REIB and CEDO. The plan is for this to kick off with self-guided cultural tours of spaces such as the Leddy Story Walk, Kieslich Poetry Walk, and various community murals.
- Winter Operations have begun this includes preparing for the ongoing clearing and maintenance of the waterfront bike path, ski trails in the Intervale, and skating at Arthur Park (sea caves).
- Ongoing planning for spring/summer 2022 tree and shrub plantings.
- Planning for the 50th anniversary of Community Gardens is ongoing. A committee of community members and gardeners are working with BPRW staff to plan a season-long celebration for 2022 that will include programs, storytelling and media, as well as a culminating harvest event.
- Support for the celebration and storytelling related to the delayed celebration of 50 year anniversary of Oakledge Park
- Ongoing support and planning for the building of the trail connection from Cambrian Rise and the Burlington Bike Path (through Kieslich Park). Construction planned for summer/fall 2022.
- Scoping and planning around trail work and improvements at Ethan Allen Park
- Ongoing review and planning for capital maintenance improvements along the bike path (soft shoulder repair, stormwater management, and vegetation adaptations).
- Assisted with homeless encampment clean-ups
- Returning Garden Registration and preparation for new gardener registration in February.

### **Cemetery Program**

- Cemetery Commission working on ordinance language pertaining to green burials
- 7 burials and 1 lot sale in December
- Installation complete and held a burial for the newest mausoleum in the New North Outline section

### **Central Facilities Program**



- Updated City compost lists.
- Updating RFPs for City building preventative maintenance contracts.
- Upgrading an expansion tank at 645 Pine.
- Working with LN Consulting to complete as-built drawings of 200 Church Street in preparation for HVAC system design.
- Yearly polishing of City Hall marble floors.
- Improving the security of City Hall server room with door reader installation.
- Improving the security of HR with glass insert and speaker system.
- Having exhaust louvers and sensors tested and repaired in 645 Pine Streets garage.
- Working to help close up old permits on City buildings.

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Start of the elevator modernization project at Fletcher Free Library.  
Continual team training for (REIB) Safety and Racial Equity.

- Assisted with the December Voting Process
- Assisted the library in opening their new branch in the NNE.



Champ was a hit at Highlight! *Waterfront Park*

#### **Park Facilities Program**

- Assisted BCA with the Highlight New Year's Event
- Assisting Central Facilities as they are down a couple of positions
- The Electrician installed new LED lights at the Library for areas with high levels of vandalism

□ 127 Path clean-up



VJ and his wife volunteering at the Pomerleau Party

- Repainting and refinishing park identifications signs and working on installing up to seven new signs.
- Repaired significant damage to a metal railing at Northshore Natural Area □ REIB Training is underway!
- Assisting the larger dept. in snow and ice management
- Assisted with the December Voting Process with CT Office

### **Trees and Greenways Program**

- Completed pruning and removal of potential hazards at North Beach Campground
- Responded to See click fix and Facility Dude requests as needed



127 Path clean-up

- Completed street tree planting plan for spring 2022 and ordered bare-root trees
- Pruned all trees in Branch out Burlington City nursery
- Completed \$32,000 (approximately 1/3), of line clearance contract for Burlington Electric

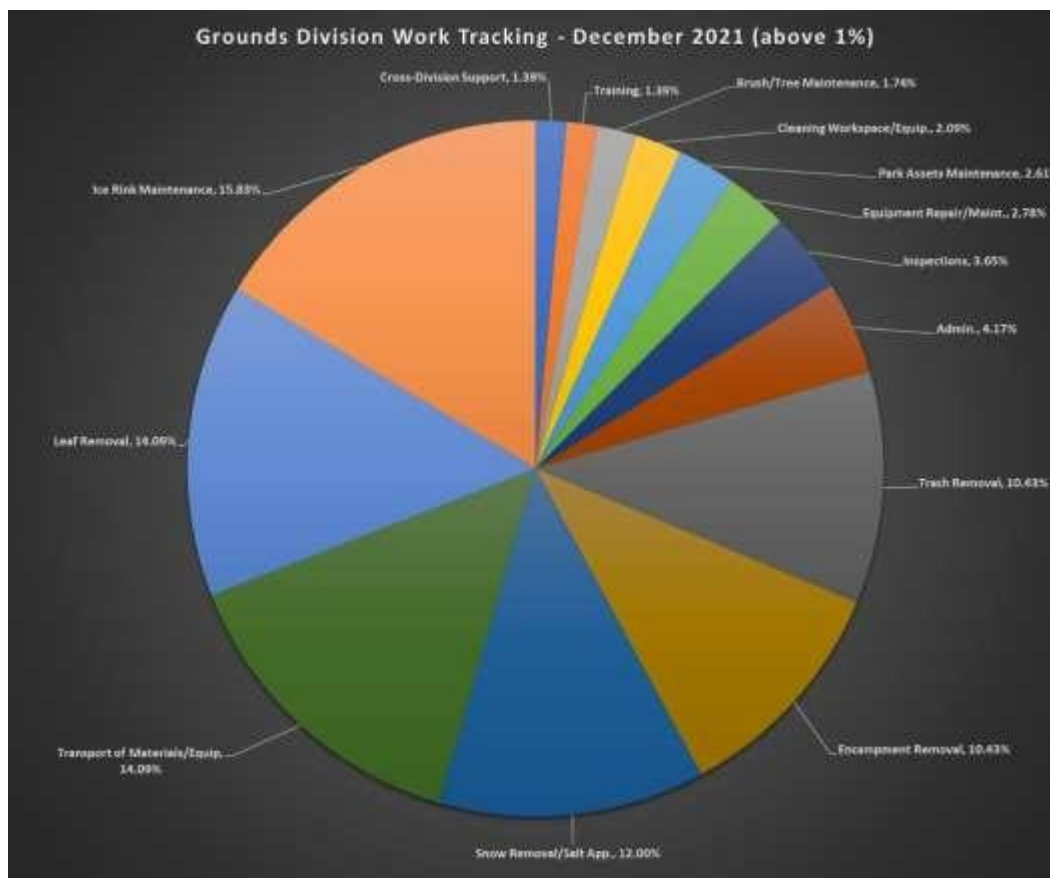
### **Grounds Maintenance Program**

- ☐ Completed full clean-up at Sears Lane Encampment site

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- Initiated second large cleanup of an encampment off of 127 Recreation Path
- Coordinated and assisted neighborhood groups in setting up outdoor rinks in preparation for December break.
- Flooded rinks at Battery, Starr and Roosevelt Park
- Assisted with ice and snow removal through multiple small storms
- Supported the artist market in December and maintained a much higher level of service at City Hall Park



| Activity               | % time | Total Hours |
|------------------------|--------|-------------|
| Cross-Division Support | 1.39%  | 8           |

|                           |       |    |
|---------------------------|-------|----|
| Training                  | 1.39% | 8  |
| Brush/Tree Maintenance    | 1.74% | 10 |
| Cleaning Workspace/Equip. | 2.09% | 12 |

|                              |         |     |
|------------------------------|---------|-----|
| Park Assets Maintenance      | 2.61%   | 15  |
| Equipment Repair/Maint.      | 2.78%   | 16  |
| Inspections                  | 3.65%   | 21  |
| Admin.                       | 4.17%   | 24  |
| Trash Removal                | 10.43%  | 60  |
| Encampment Removal           | 10.43%  | 60  |
| Snow Removal/Salt App.       | 12.00%  | 69  |
| Transport of Materials/Equip | 14.09%  | 81  |
| Leaf Removal                 | 14.09%  | 81  |
| Ice Rink Maintenance         | 15.83%  | 91  |
| Total hours =                | 100.00% | 575 |

## Installing the Calahan Rink



### Planning Division Update

- Projects Progressing
  - Bike Path Realignment: ○ College to King: path reopened to the public until spring. Work to be done in the spring includes: top coat of asphalt, rework of shoulders, landscaping. Major rework including: reconstruction of the exposed aggregate concrete on the pedestrian sections of the ECHO plaza, including in front of ECHO and at the entry of Waterfront Park. Replacement of cover on vault adjacent to the reconstructed path on the southeast corner of College. The path work will require temporary closure of the path in the spring.
  - King to Maple Project – work along the Greenway wrapped up until next Spring – this section of the Greenway will be reopened until Spring when additional work at the intersections of King and Maple (rail-related) might necessitate another period of temporary closure/detour on Battery Street
  - Lavalley Lane shift has occurred- the Greenway has been removed from adjacent to Lavalley Lane and the long-term detour through Perkins Pier is in effect.

- Bike Path @Oakledge: Greenway reopened with fanfare on 12/16!

Oakledge Greenway celebration

Rework of the pavers at the Flynn Avenue 'oval' is anticipated in the spring along with several punch list items such as stump grinding.

- Calahan Park Master Plan: Final draft report anticipated mid-January from the consultants. Waiting on bids for phase 1 of the playground for construction in 2022.
- Champlain Street Park Redesign: Continuing outreach and beginning work on park design by internal parks team.
- Kieslich Park: Working with consultant team at Cambrian rise on finalizing documentation needed to bid out the construction of the connection to the Greenway in 2022.
- Leddy Park Comprehensive Plan: Reviewed 2 complete proposals from consultants on plan development. Award anticipated in January.
- North Beach Pull-Through Design: Our team provided feedback to the designers and rework is aimed to wrap up in mid-January.
- Oakledge for All Universal Access: Anticipating grant agreement in-hand soon for spring bidding. The consultant working on bid documents for the playground.  
Bids out for restroom renovations for construction in 2022. Aiming to release a bid request for the fitness equipment on the new exercise pad.
- Perkins Pier Siting Study: Final plan draft being reviewed by staff. Final plan anticipated end of January.
- Roosevelt Park Comprehensive Plan: Received draft survey for review by BPRW to determine next steps on this project.



- Projects starting soon ○ Leddy Park Pause Place ○ Schifilliti Pathway
- Projects supporting other divisions/ departments:  
(abbreviated) ○ Playground Equipment and Compliance ○  
Survivors of St. Joseph Orphanage Project



### **Waterfront Division Update Marinas & Harbor**

- We are actively working with Vermont Adaptive to apply for ARPA funds for the Perkins Pier project. Projects are fully funded, with no local match, with the potential for rewards between \$500k and \$10m. Applications are due at the end of January. We have met with numerous organizations and agencies who would be interested in the project, are neighbors of the project or organizations that may help with future capital funding. We will be doing the bulk of grant writing this month.
- The Marina Manager is working in conjunction with DPW this winter to streamline the waterfront parking systems. It is our goal to have active parking enforcement in all of our paid lots, unified through Parkmobile throughout all sites. We are also looking into placing kiosks at Perkins Pier for this Summer.
- The marina has selected Dockwa as the new operating platform for the marina. This aligns us with the other two marinas on the harbor, ensuring we have equal footing in reservations. Staff will work with Dockwa to transfer our data and get the program up and running prior to our season.

### **Campground & Beaches**

- We have selected Astra as our new campground software. This will align our campground with other regional campgrounds and aid us in reaching an even broader customer base. Staff will work with Astra to transfer our data and become operational before we open to reservations.
- North Beach released the Beach Concession RFP in November. The RFP is for food services down at the Beach House at North Beach. The RFP closed on December 10<sup>th</sup> and staff will now work on selecting the concessionaire.
- The North Beach Manager will be overseeing the Urban Park Ranger Program and will dedicate significant time this off-season to the creation and start of this program. We successfully had this position regraded and approved by the Board of Finance in November to reflect this position change. The Managers new title is “Waterfront & Park Operations Manager”.
- Exploring adding two UTV type vehicles to the NB fleet, as they are sorely needed to move staff and equipment to all of our beach and park locations. We hope to use extra campground revenue generated to purchase hybrid or electric UTV vehicles. This would enable us to station park and beach attendants over at Leddy Park, which will greatly improve the cleanliness and safety of the park.

### **Events**

- Planning for the 2022 is already underway, as the applications have been sent out to all previous event holders, as well as any new event can now apply.
- We have already received applications for 2022, and are expecting a much fuller roster for next year. We have also been in conversation with a one-time, antique boat show event that is interested in utilizing waterfront spaces for their national event. They may end up requesting use of space beyond Waterfront Park.

- The Events Committee met in December and reviewed all 2022 applications, in order to move them forward. This process is critical in order to satisfy Act 250, as well as our own processes to grant event approval. All events were approved by the Committee and received staff support. Staff will now work with each event producer to finalize their contract.
- Below is the current DRAFT of the event schedule. This is subject to change:

| <b>Date 2022</b>   | <b>Waterfront Park Event</b>       |
|--------------------|------------------------------------|
| December 31 (2021) | Highlight New Year's Eve           |
| March 12           | Special Olympics VT Penguin Plunge |
| May 11             | VIP                                |
| May 14             | Kids Day                           |
| May 22             | OFF/Not Available                  |
| May 28,29          | VCM & Mini                         |
| June 4             | OFF/Not Available                  |
| June 10, 11        | Discover Jazz                      |
| June 19            | Juneteenth                         |
| June 25            | BFWF                               |
| July 3             | Burlington Independence Day Celeb  |
| July 10            | Off/Not Available                  |
| July 22,23         | Vermont's Brewer's Fest            |
| July 28-31         | Maritime Festival                  |
| August 6,7         | LCDB Festival                      |
| August 13          | OFF/Not Available                  |
| August 27          | Available                          |
| September 3        | OFF/Not Available                  |
| September 8-10     | ACBS                               |
| September 18       | Pride Fest                         |
| September 24,25    | GPN                                |
| October 1          | OFF/Not Available                  |
| October 8          | Wedding                            |

### **Urban Park Rangers**

- Both job descriptions, one for the Lead Ranger position and the other for the Ranger position, have been approved by the Board of Finance/City Council.
- At its heart, we look to this position to be educational and engaged with our community about our dynamic park system. We expect this position to help us navigate some of the issues we see in our

parks (fires, fireworks, dogs off-leash), as well as inform and educate our community on the benefits of our waterfront and parks systems. We welcome your feedback on this position.

- We have secured office space at Leddy Arena for the two FT positions. Work is ongoing to acquire all necessary equipment for this position. The office is currently under renovation with new flooring to be installed, window replacement, re-wired and re-painted.
- The Lead Urban Ranger position is currently posted and open to applications.

## Recreation Division Update

- We have finalized our indoor Covid-Our policy for Burlington School facilities will officials and recent uptick in staff are preparing abide by protocols



### "The Gift" Ice Skating Show

19 policies for this winter season. youth will mirror those of the District. Youth programming in all require all participants, coaches, spectators to be masked. With the Covid-19 cases in our region our to adjust programs as needed to set forth by the State of Vermont

and the City of Burlington. The Burlington School District is still not allowing adult programming in their facilities. We are offering a reduced number of adult athletics at the Robert Miller Center.

## Leddy Arena Programs

- **Leddy Arena staff partnered with the Champlain Valley Skating Association to present a fantastic Holiday figure skating performance "The Gift" on Saturday, December 18<sup>th</sup>.**
- **Freestyle Ice (on-going until May):** Meant for practice/instruction with a coach. Mornings Monday-Friday □  
**Adult Skating Clinics (on-going until May):** Tuesday & Wednesday Mornings. Figures Clinic/Advanced Skating
- **Public Skate (on-going until May):** Drop-in only. Monday-Thursdays 9:00am-10:30am
- **Stick and Puck (on-going until May):** Drop-in only. M/T/TH 10:45am-12:15pm



- **Lessons** ○ Itty Bitty Lessons, Level 1-6, Super Sk8 and Adult **Miller/CORE Programs**
- Winter Programs taking place at the Miller Community & Recreation Center or the ONE Community Center included:
  - American Sign Language ○ Ethiopian Cooking with Mulu Tewelde ○ Senior Adult Tax Assistance ○ North End Yoga ○ Yoga for Adults ○ Very Merry Theatre for Adults ○ Virtual Fitness Class ○ Women's Self Defense
  - Out & About Trips

## CORE Adult Center

- The



The CORE Adult Center performed on stage with support from VMT and demonstrated cardio drumming for an open community event @ CORE.

Core Adult Center has finalized an agreement with the



Heineberg Senior Center to utilize the Burlington Senior Mini Bus for trips and outings. CORE Adult Center participants attended SIX trips this December to destinations throughout Vermont

- CORE Adult Center staff continue to offer a daily lunch program for Burlington seniors. Transportation to our Congregate Meal site is provided by SSTA through a statewide grant administered by Green Mountain Transit and United Way of Northwestern VT.
- Offerings at the CORE Adult Center:
  - Chair Yoga, Bone Builders, International Cooking and Cooking with Mulu, Acrylics, Reminiscing, Book Club, Bingo, Theatre Class, Nature Crafts, Seed Saving, and a daily social hour

## Department Events

- Our department partnered with the Pomerleau Family and nine local family serving agencies to provide a modified Pomerleau Holiday Party on Sunday, December 12<sup>th</sup> at the Burlington Hilton. Every half hour beginning at 10:30 AM and ending at 2:00 PM families visited the Hilton for:

- Family Photo
- Gift bag with gifts for every child
- Ornament wrapping station for kids to give parents a gift
- BPRW Pomerleau Scholarship "Gift Certificate" station (\$50 scholarships toward BPRW programming) - Holiday Meal "To Go" Station for families to take turkey dinner home with them.

\* One hundred and seventy-five Burlington residents attended this modified event.

- Our department offered a modified Senior Holiday Dinner on Thursday, December 16<sup>th</sup>. Burlington senior adults picked up their "To Go" meals and gift bags at the Miller Center or had their meal and gift bag delivered to their door by Recreation Division staff. We distributed over 70 meals and gift bags.
- BPRW partnered with the Burlington Electric Department to promote our annual Holiday Lights contest. We had over 130 people vote on the best holiday light displays throughout Burlington. We crowned three champions from South End, Center City and New North End neighborhoods. Winners received holiday goodie bags and lawn signs proclaiming their homes as Burlington Holiday Lights winners. Photos of the winning properties are attached to this report.

### Athletics

- BPRW Youth Basketball began on December 4<sup>th</sup>. We are Club, Champlain Elementary, CP Smith
- Our Melanie Davidian started on Sunday, teams playing in the
- Youth indoor soccer run through February.



Getting in the holiday spirit!

utilizing the Burlington Boys & Girls School, Hunt School, Flynn & IAA for games and practices. Women's Basketball League will be November 21<sup>st</sup>. We have seven league this winter.

programs also began in January and

### Admin Division Update

- Submitted a prioritized bond vote.
- Finalized registration campground
- Starting process for for 2022
- Anticipating recipients in midFebruary
- Anticipating a challenging FY23 budget prep season
- Requesting Act 250 waiver for four weekends in a row at Waterfront in June 2022 to accommodate Juneteenth
- Working with Attorney's office on updating city ordinance to allow income from the perpetual care fund for the maintenance of buildings and roads as allowed under state statute



project list for a potential March

software for marina and

approval by BOF/CC of marina fees

announcement of VOREC grant

- Organized three training opportunities from January – March for staff with Porter Knight of Productivity Vermont. Classes include Email Best Practices, Mental Focus in the Workplace, and Organizing Best Practices.
- Cindi attending Northern New England Park and Recreation Conference in January and participating in DPW-organized project management training opportunities.
- Winter hobby continues for going through old park files weekend mornings. The work will make our historical files more accessible and is a fascinating look through old park history.



#### Commission notes

- Special Commission meeting Wednesday, March 2<sup>nd</sup> for the Burlington Parks History presentation by historian Muriel More @ 5:30 PM – 645 Pine and virtual

## MEMO

Date: January 7, 2022  
To: Parks Commission  
From: Cindi Wight, Director  
Erin Moreau, Waterfront Superintendent and Harbormaster  
Subject: Parking fees

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### **Recommendations to Parks Commission:**

Approve the 2022 parking fees for BRPW controlled lots.

### **OVERVIEW**

All parking fees require approval annually from the Parks Commission and the City Council. Once we receive Commission approval, we will move to the Parks, Arts and Culture Committee for feedback and support. The final step is approval from City Council.

### **COST Recovery Goals related to parking**

Category – Enterprise

Our cost recovery goals for Enterprise range from 100-150%

Enterprise categories have a commercial service or contract, similar to a private operation and include specialized services. Generally more tourist-focused.

The cost recovery *Enterprise* category requires the least subsidy from the taxpayers because it serves a unique group of users. Our enterprise groups (marina, parking and campground) cover approximately 150% of expenses. It includes indirect costs but not capital expenses, typically covered through bonds or Penny for Parks (small projects).

### **Fee Changes**

We have four changes in parking. 1) Increased seasonal student rate. 2) Increased the daily parking rate (North Beach). 3) Increasing the event/holiday rate. 4) The Perkins lot has moved over to an hourly rate with the removal of the parking booth and is year-round. Increasing the parking fees helps us cover increased costs from staffing to maintenance.

We will continue to encourage a seasonal parking pass that allows pass holders to park at Perkins, North Beach and Oakledge for no additional fee. In addition, as noted on our [website](#), we accept the Green Mountain Passport and residents with limited income may ask for a free parking pass at North Beach.



|                         | Description                         | Old            | New         | % Increase        |
|-------------------------|-------------------------------------|----------------|-------------|-------------------|
| <b>Seasonal Parking</b> | Season Pass Student                 | \$ 25          | \$35        | 40%               |
|                         | Season Pass Resident                | \$ 45          | \$45        | 0%                |
|                         | Season Pass Non-Resident            | \$ 60          | \$60        | 0%                |
|                         | Additional Season Pass Resident     | \$ 15          | \$15        | 0%                |
|                         | Additional Season Pass Non-Resident | \$ 25          | \$25        | 0%                |
|                         | Season Pass for League Participants | \$ 30          | \$30        | 0%                |
|                         | Season Boat Trailer                 | \$ 30          | \$30        | 0%                |
|                         | Monthly Business Parking Pass Res   | \$ 70          | \$70        | 0%                |
|                         | Monthly Business Parking Pass NR    | \$ 70          | \$70        | 0%                |
|                         |                                     |                |             |                   |
|                         |                                     |                |             |                   |
|                         | Description                         | Old            | New         | % Increase        |
| <b>Daily Parking</b>    | Resident                            | \$ 6           | \$8         | 33%               |
|                         | Non-Resident                        | \$ 8           | \$10        | 25%               |
|                         | Car & Trailer                       | \$ 10          | \$10        | No change         |
|                         | Day RV                              | \$ 10          | \$10        | No change         |
|                         | Day Bus                             | \$ 20          | \$20        | No change         |
|                         | Event/Holiday                       | \$ 10          | \$12        | 20%               |
|                         | Commercial Boat Launch              | \$ 20          | \$20        | No change         |
|                         | Day Boat Launch Pass                | \$ 10          | \$10        | No change         |
|                         | Overnight Car & Trailer             | \$ 12          | \$12        | No change         |
|                         | Handicap Car with Trailer           | \$3.00 trailer | \$3 trailer | No change         |
|                         |                                     |                |             |                   |
|                         | Description                         | Off Season     | Peak Season | Change            |
| <b>Kiosks</b>           | Pease Lot                           | \$2/ hour      | \$3/ hour   | No change         |
|                         | Perkins Lot                         | \$2/ hour      | \$3/ hour   | New hourly format |
|                         | Perkins Lot Boat Launch             | \$0            | \$10        | No change         |
|                         | Oakledge Park                       | \$0            | \$2/ hour   | No change         |
|                         | Waterfront Park Launch Ramp         | \$0            | \$10        | No change         |



**PARKS & RECREATION COMMISSION**  
**Minutes**  
**January 11, 2022**  
**Parks and Recreation Commission**

**Commission Present:** Traverse, Duke, Johnson, Todd and Farrell

**Staff Present:** Wight, Kaeding, O'Daniel, Kaplan and Putzier

The meeting was convened at 5:33 p.m. by Traverse

**Approval of Agenda**

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

**Approval of Consent Agenda**

Traverse asked to waive the reading of the consent agenda and motions into the record for approval.

Approval of consent agenda by Farrell, second by Johnson, motion carried.

**Open Space Burlington Report**

Traverse introduced Andy Simon and Ruby Perry, Traverse shared aerial map. Simon started with the barge canal and a punch list and then asked for questions and comments. Spoke about the barge canal as a whole and the eco system and what it needs to function better in terms of public space and in general and then the larger picture and possibilities for the site in the future.

Simon said the way configured parcels configured by yellow lines and blue is the super fund sites and then magenta is contaminated water on the site. Flood control services, storm water, soil stabilization, mediation over toxins have been going on for years, see as primary site for climate emergency to provide those types of services. Lots of work to be done at the site, the City owned site in the middle is covered with junk from previous homeless encampment and others, need cleanup for anything to proceed on the land. Need to be thorough inventory of plant and animals currently on the site. Need to replant with native species and improve access to the site.

Perry gave vision of what have seen, land has contained the toxins and EPA reports have pointed out and feels can do more. Don't have exclusive benefits, see that create safe public access such as boardwalks, maybe research hub with UVM and others and is interest with others and a prime location for such. Could be training site for students as well as citizens, also a naturalist program and school groups. Can improve ecological studies, natural history, industrial legacy, and what the impact has had on wetland and how to do things differently. Have heard that the City is reluctant to own that property and working with many others and based on all caring what happens to that land and what happens to the Lake and storm water. Stated that ask is to find a way to support the project and asking for partners and would like to see the City as a partner and can't do exclusively whether owned or not by the City.

Traverse said this Commission is not privy to acquisitions but more how to be managed and as a sounding board, could not necessarily be in a position to vote or take any action.



Todd stated she was a huge fan of the barge canal during the winter and the beaver wildlife, ecology and fascinated to look at as a public space and to create access. Has experienced with master planning with parks some concrete steps to follow and community input process and then another consultant phase and then propose a vision and asked what there process has been knowing a private group is proposing and what has been done so far and how do they see the public process moving forward.

Perry said they started with a petition with 500 signatures to conserve the land and in those comments a clear strong feeling that people want conserved and that land is important and not talking about a regular park, not doing the same type of study as other parks have had. Simon also stated started with whole land should be part of the whole land and not just a strip, talking about land acquisition, VT River Conservatory, VT Land Trust, VT Lake Champlain Conservancy, also talking to private land owner and was open to conserving as long as he could get asking price. Tried to get a good idea of the history of the land. Been learning about the land mainly and not speaking as explicitly as such. Also has looked into 1992 plan that was proposed to create landfill and remove all contaminates and Burlington residents rose up and ended up deciding to just leave alone. It was decided it needed care and conservation work.

Todd said framework of community benefits come and all get together to come to agreement and wondered if this group would be interested in working under this framework and have the City work with them to go through the Community development agreement. Did not know of an example in Burlington but does know it exists in other bigger City/Towns. Was also wondering how it would connect to other larger projects such as the Southern Connector or Champlain Parkway. Simon said that it was supposed to go straight through but then was found it could not happen because of contaminants.

Traverse asked as moving forward what next steps were and Perry said going to pursue an appraisal of the land and continue to educate on the land. First began with the environmental piece of the land and found a lot of interest of it being an education park to learn from.

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

Public Forum was opened at 6:07pm

Lev/Steve Levy, resident across the street from Callahan Park said he had been having problems with people parking and getting drunk leaving garbage. Asked to have lights turned off by 10pm. trying to resolve, did use c click fix but a gathering site for young adults playing music in cars loudly. Took a sign out last night and pranced around. Since he lives right across from the park would like to see it end. [Stevelev53@gmail.com](mailto:Stevelev53@gmail.com)

Wight said that she would check on the lights as they might be on a timer and he should call the police in case an ordinance is being broken. Even if the police can't show up they might want to document if there is a pattern. Levy said the hockey people started bringing amplified music to the rink and Traverse said they are not supposed to have amplified music in parks unless with permit.

Seeing nobody further from the public, Public Forum was closed at 6:13 pm

#### **Permits**

O'Daniel introduced herself and began her overview of her role and how she received request for inquiry on permit and then determines if department can accommodate and then finalize internally or externally. Issue three types of permits; general use, filming/photography and tabling permits. She then



gave a breakout of the permits as to how many of each and the General permits are the most with about a little less than a quarter of filming permits and very few tabling permits. Eventually the tabling permit might be combined with the filming permit. She gave a few examples of some of the specific permits that had been issued such as; Baird Block Party, low impact wedding ceremonies, school groups & Camps at various locations, community focused informational sessions, free and open to the public at Roosevelt Park, local organization tabling at Battery & City Hall Park, clothing drives at various locations and library visits to many of our parks. Some pricing coming up will be the tiered permit pricing; 20-39 people, \$25, 40-59 people, \$50, 60-79 people, \$75 and 80-99 people, \$100 and also Programs in the Parks initiative, which is generally smaller but want to capture who is using the parks and to get people into the park, just want to know who is using and how using the park and get outreach to others, \$100 fee annually.

Todd asked in what ways reaching other populations that are more diverse to let them know what is happening in the parks and how the permitting works and was told that O'Daniel is currently working with diverse populations in the garden program and word of mouth as well as on the website and not all done currently but in the works.

Duke asked in the pie chart how many permits that represented and was told by permit and could get for the minutes, felt around 120 total for the year. Also asked how many gatherings are actually getting permits and was told she did not have a true feed on and would in the future with the new Park Rangers coming on board.

Traverse asked if any thought on making a list of approved permits more available, for example if a resident sees a person using amplified music in a park, could they look up to see if they had a permit. O'Daniel said it is possible to make public but to keep in mind some privacy to make sure not all information is public on the actual individuals.

Todd asked about the programs in the parks piece and that sometimes they don't know about or where to go to get that information and requested that communities are asked what they would like to see in the parks and O'Daniel asked for contact and was told Phet.

### **Parking Fees**

Kaeding stated that parking fees have not been adjusted in many years, want to up a bit, more for main holidays, to add more days to use holiday prices. N Beach will be the one using the majority of the fees as Perkins will have kiosks as do others. Mainly daily pass and student pass, holiday pass.

Wight said submitted memo and increase and last night at BOF, CAO indicated that the city is going to look back at department 2019 fees and do a 3% increase. Said today should be more of a discussion and come back in February to take action after budget discussions with the City. Discussed how and what specifics to raise. All information for low income is on our website for those that might not be able to afford. Parking falls into enterprise part of service sustainability strategy as a reminder that if walking or biking free. Kaeding said not a lot of season passes sold after July 1<sup>st</sup>, mainly daily passes.

Traverse explained that some of the fees are within the purview of commission and some are not, how can mix and match to make some of the expectations of the department and most are attainable and as talk about increases always keep in back of mind those that may need a waiver or decrease.



Farrell said he agreed to wait to make any final decisions and Wight added it would be good to get feedback from commission on parking as an area to generate more revenue. At one point the commission had given permission to look at collecting at Leddy again.

Duke stated it had been a while since collected at Leddy, felt the fee is low currently to get a pass and agree to take time to do business analysis and use money to pay for parks and have availability to use low income passes.

O'Daniel stated do issue low income passes and they connect with her to get.

Todd would like to see more increase in parking fees, and a bigger non-resident fee, also would like to have more accessible and can also be charging for them as well and prioritizing and would like to see BHS parking lot become a revenue parking generator. Wight said the school is open to BPRW charging and using the parking area but it is a matter of figuring out what the best way to do, with some type of park mobile or kiosk.

Traverse asked if any data on kiosk versus a parking system and Wight said not kiosk at Perkins at one point during construction had park mobile but do know, not really working would be able to see if kiosk comes in time, the difference with park mobile and kiosk. Kaeding said Oakledge might be a viable option to get that data.

#### **City Bond Update**

Wight said that the bond failed in December came back last night with \$25 m. bond feeling people are interested, concerned about school bond and what else was on for Memorial. Capital committee got down with priority to fire trucks, communication system, some for memorial and additional funds, 3 miles of sidewalk and road 1/3, money set aside \$5 m. for matching infrastructure grants, \$4.5 m. improvements to city buildings, \$2-\$3M. Parks Drudging, water facilities at gardens, trying to focus on revenue producing areas. January 24<sup>th</sup> is when the City Council will need to determine if a bond will go on in March, if not and is the following March then no money for any capital funding.

Traverse said very concerned about the timing and not sure what the bonding is and lack of information and is feeling like short time frame to get information out. Todd agreed that the clearer the message from the City about exactly how the money will be spent, the better the chance for it passing. Messaging and how the money will be spent is going to be very crucial.

#### **BPRW Dedicated Funds**

Wight shared a list of the numbers that pertain to the Parks department and how not all were fully funded in FY22 and determination was not fully funded due to tax increase. Wight showed Greenbelt, get ½ cent in previous years if fully funded \$280,000, PFP up to a cent and historically .05 if correct anticipate \$561,000, mainly park projects that are done and impact fees also play large amount and in FY21 received \$19,000 and to date received 0 money. Will need impact fees to get back to full level of projects need impact fees. Open Space/Conservation Legacy not historically fully funded, can be funded up to a penny but has been slightly half a penny if fully funded significant amount of money, \$560,380, bike path maintenance fund ½ cent would be \$280,690.

Farrell asked what stirred this to fully fund the accounts and would they be fully funded and Wight said this commission asked for full funding of PFP and comment was made to have fully funded and at BOF



meeting when showing FY23 shows fully funding all the various funds. Said as a Commission you may choose to request to have fully funded.

Traverse said that he was at the meeting and was a commitment to fully fund and was not fully funded previously due to COVID and his expectation is to keep it fully funded or he would be happy to advocate for.

**Standing Item:**

**Report from Commission on Volunteer Hours**

Farrell had 1 additional hour, Johnson had 1 additional hour and Traverse had 2 additional hours.

**Report on PACC Dog Force**

Duke said the committee has not met yet.

**Report on Parks Foundation**

Todd asked if inclusion on the Foundation Board was part of inclusion, diversity and Farrell said that has been a big part of the process and felt it was undersold previously.

**Director's Items**

Wight said the Parks Foundation took on the Redstone Cottage as a fundraising campaign, working with housing conservation board, few pieces working on, applying for \$62,000, out to bid in February. Wight told the commission what fees they are responsible for approvals; Leddy Arena Rental fee, Mooring fees and looks for feedback on others.

Wight commended Rogers for putting on Pomerleau Party, Sr. Party, delivering meals and many others that helped him out. Rec Facilities hired new admin person at Leddy, Scott, great skating show in December, The Gift, Conservation team focusing on winter trails, Cemetery Commission is looking at green burials, meeting Thursday and the link is on City Calendar, Park Facilities fixed railing at North Shore and found lots of interesting documents while cleaning out old documents, found documents stating BPRW had responsibility for the railing. Grounds team 127 clean up, planning team kicking off Leddy Park Comprehensive Plan, one step ahead as had public meetings already, Waterfront has new software coming for campground and waterfront.

Todd said she really enjoyed the Perkins Pier process and great to see team and consultants paint the picture.

**Commissioner's Items**

None

**Adjournment**

Motion to adjourn at 7:30pm