

BREMERTON PARKS & RECREATION COMMISSION
REGULAR BUSINESS MEETING

Minutes of June 25, 2019

Commissioner's Present: Tim Baker, Ben Burnette, Pat Watson, Maggie Williams and Elizabeth Wrenn

Staff Present: Jeff Elevado, Department of Parks & Recreation Director
Colette Berna, Parks Preservation & Development Manager
Steve Mutek, Park Operations Manager

I. Meeting Called to Order at 5:32 p.m. by Chair Baker

II. Approval of Minutes:

A motion was made to approve the minutes of the May 21, 2019 meeting.
Burnette/Williams (M/S/U)

III. Public Comment: N/A

IV. Business Items:

1) Forestry Management Plan Review & Discussion

Director Elevado shared the Urban Forest Management Plans (UFMP) that were recently completed by Sound Urban Forestry for six city parks (Forest Ridge, Stephenson, Madrona Trails, NAD, NAD Marine, and portion of Evergreen Rotary) which was funded by a 15k Dept. of Natural Resources grant. The reports for each park identified hazard trees that have a target (near a home, well-used trail, etc.) that need to be pruned or removed. **Mr. Mutek** shared potential tree removal costs (over 4k for one tree) and challenges associated with access based on past experience at Stephenson Canyon. **Director Elevado** shared that the hazard trees are being prioritized based on highest liability and cost estimates for pruning/removal are being sought so that adequate funding can be budgeted to mitigate these risks. The UFMP's will be shared with the City's Tree Committee at their upcoming quarterly meeting.

2) PROS Plan – Review of Updated Plan Goals & Objectives

Ms. Berna shared a working draft of Chapter 3 (Goals and Objectives) and invited Commissioner's feedback. **Commissioner Watson** provided comments and noted that several of the bullet points could be listed under more than one main goal. **Director Elevado** shared that while one of the goals is to provide recreation opportunities for low-income families and seniors, adult recreation programs need to pay for themselves. The topic of "senior discount" was discussed and whether recreation programs should instead be priced on a sliding scale based on income/need.

The issue of connectivity between parks (which was a high priority in the community survey) was discussed and maps of sidewalks and bike lanes from the City's Non-Motorized Transportation Plan will be included in the appendix of the PROS Plan. **Director Elevado** shared that recently a Leadership Kitsap group produced a brochure with a map of the Bridge-to-Bridge trail and that the Lions Club offered to fund signage to highlight the twelve features (identified on Leadership Kitsap brochure) along this route. **Commissioner Wrenn** inquired if the Parks and Recreation Department has ever had a marketing position (response was no) and **Director Elevado** answered her question that an individual would not need to be a city resident in order to volunteer to assist with this effort. **Chair Baker** inquired about the status of the Warren Ave. Bridge re-design to

make it safer for cyclists and pedestrians. The need for wayfinding signage throughout the city to help people find parks and other public amenities was discussed.

V. Staff Reports:

- 1) **Mr. Mutek** shared that maintenance staff are extremely busy so when they are short staffed (due to vacation, unscheduled injury, etc.) it makes it even more difficult to get everything done. Completing weekday maintenance at all park facilities is challenging and weekends have been very hectic with special events, tournaments and the park shelters have been booked solid. **Director Elevado** shared that when comparing the number of our maintenance staff and park facilities we maintain with other jurisdictions our size we are understaffed by about half.
- 2) **Special Events – Director Elevado** provided latest update on upcoming Bridge Blast event which will include carnival rides on the lawn at Evergreen Rotary Park. The event organizer is required to provide insurance and sign a performa contract so that any damage incurred to the park (lawn, irrigation, sidewalk, etc.) will need to be repaired in short order by them. The irrigation has been shut off since last week to help dry out the grass.
- 3) **Ms. Berna** shared that the four RCO state grant contracts (two for Warren Ave. Playfield and two for Kitsap Lake Park) are moving forward and are expected to be ready to take to City Council in July. A Request for Qualifications (RFQ) was advertised for engineering services for Warren Ave. Playfield and received no responses. Parametrix, who developed the construction documents for Manette Park which has similar elements (playfield lighting, restroom, retaining walls, shelter, playground), was contacted and a contract negotiated to perform the work for 75k which will be approved by City Council on July 3rd. The goal is to complete Warren Ave. Playfield bid documents by the end of the year and start construction early next year. Construction documents for Kitsap Lake Park will begin next year with construction occurring in 2021. **Commissioner Burnette** asked how much money is needed from the community to match the grants and staff responded that a donor brick program will be launched with the goal to raise 25k from the community.
- 4) **Director Elevado** shared that he went to a meeting called by property owners along Kitsap Lake and was attended by the Mayor, Public Works Director, and Water Resources staff. Residents that attended the meeting are interested in forming a Lake Management Taxing District to fund treatment to address the algae and e-coli problems which has caused closures 30-40% of the time. The city has secured grants to fund a Kitsap Lake Management Treatment Plan and filter the stormwater outfalls to help with this effort.

Budget time is coming up and we will be sharing more information at upcoming meetings. It will include a proposal to increase part-time seasonal staff from 17 weeks to 22-24 weeks

VI. Commissioner's Comments:

Commissioner Wrenn shared that she is moving outside the city limits so unfortunately will no longer be able to serve on the Commission. **Director Elevado** thanked her for her time on the Commission.

She asked how NAD Park is funded by the Soroptimist and staff recalled they were a partner group similar to the Lions Club for Lions Park to help fund some of the initial development of the

park. She was curious if the Soroptimist were still involved and if so, whether the park name could be changed to Soroptimist Park to avoid the slang associated with NAD Park.

Commissioner Watson asked if the summer playground (free lunch) program has started. Director Elevado shared it will start after the 4th of July and Cynthia Engelgau is the point-of-contact.

VII. Adjournment: Chair Baker adjourned the meeting at 7:00 pm.