

**BREMERTON PARKS & RECREATION COMMISSION**  
**REGULAR BUSINESS MEETING**

Minutes of March 28, 2023

Hybrid Meeting: In person at Sheridan Park Community Center w/ option to “zoom in”.

**Commissioner’s Present:** Ben Burnette, Tim Baker, Paul Dutky, Katherine Weigel, Jim McDonald, Greg Dawson.

**Staff Present:** Jeff Elevado, Director of Parks and Recreation  
Steve Mutek, Park Operation Manager  
Colette Berna, Park Preservation & Development Manager

- I. **Meeting Called to Order** at 5:31 p.m. by Chair Burnette
- II. **Approval of Minutes:** A motion was made to approve meetings held on February 28<sup>th</sup>. McDonald/Dawson (M/S/U)
- III. **Public Comment:** N/A
- IV. **Business Items:**
  1. **Parks & Recreation 2023 Budget Overview – Director Elevado** provided budget information for Commissioners to review and ask questions. Budget is broken down by category (e.g., Recreation, Park Maintenance, Administration, etc.) to track costs. Parks & Recreation budget had 24.99 FTE in 2022 which included full- and part-time staff. A slight increase (.34 FTE) to the 2023 budget was added to include another Parks Laborer position. Total personnel increase of 115k includes this new position and increases in minimum wage and cost of living. Approximately 48k increase in supplies and services is comprised of Equipment Reserve & Replacement (36k), utility/stormwater fees, and cost of goods. Other mandated charges include telecommunication and Information Technology. Total 2022 expenditures were approximately 3.3M; roughly 180k was underspent due to unfilled positions, summer playground program grant (25k), and lack of applicants for seasonal help. In the supplies and services category, operating supplies were underspent in some areas but overspent on fuel (due to cost increase). **Director Elevado** clarified that the Parks & Recreation budget is subsidized by the General Fund and summarized labor study conducted several years ago that concluded the Parks & Recreation department needed 9 additional FTE’s (2 Admin and 7 Laborers). **Commissioner McDonald** noted that P&R budget hasn’t changed much since 2009 (while on Council) and doesn’t reflect economic boom since recession. He later noted that Parks gets charged with a big sewer/stormwater charge and suggested a special water rate to reflect that city parks use a lot of water but not much sewer. **Director Elevado** agreed stormwater fee is high (especially since water infiltrates into grass) and has been in discussions with Public Works. Overall revenue in 2022 (from burials and recreation/senior center programs) was up about 63k but the anticipated projection was conservative.
  2. **BMC 12.10 – Municipal Tree Discussion – Director Elevado** provided Municipal Tree Ordinance, acknowledged that it is outdated, and that city staff have been working on getting it updated. He confirmed that Parks & Recreation is responsible for park trees and that trees within the right-of-way are typically removed (if needed) by the Street department. He noted that the tree inventory is now saved on a GIS database to keep track of maintenance/pruning and an Urban Forest Management Plan was done recently to identify hazardous trees within forested parks. He shared that the city has been a longstanding Tree City USA member and that the Arbor Day celebration this year will be held at Lions Parks.

3. **Pendergast Regional Park Trail Presentation (Commissioner Dutky) – Commissioner Dutky** shared slideshow illustrating potential for a perimeter trail at Pendergast that also connects to surrounding areas via existing sewer line easement and through private property (e.g., Buckingham Properties, West Hills LLC, Wright Creek Business Park). He proposed that Washington Trails Association volunteers build the trails within the forest and suggested that the remaining perimeter trail be designated and then developed over time with a compacted gravel surface. He shared photos of adjacent undeveloped property that is slated for residential development, includes a wetland, and currently has encampments. Commissioners expressed appreciation for presentation.

#### V. **Staff Reports & Updates:**

- 1) **Staffing - Director Elevado** shared that the Parks Maintenance division is currently down two employees (lost two laborers) which is creating challenges going into busy season as hiring/training process takes time.
- 2) **Kitsap Lake Park Renovation Project – Ms. Berna** shared that Biological Assessment was submitted to Army Corps of Engineers and National Marine Fisheries Services. Still awaiting response and working on grant extensions to accommodate anticipated 2-year delay due to permitting.
- 3) **Haddon Park Renovation Project – Ms. Berna** shared that additional cultural resource fieldwork resulted in more discovery of domestic and industrial debris from 1940's. Archeologist felt debris provided important information on what was happening at that time and recommended that landfill area be listed on the National Register of Historic Places. The revised report recommended reducing disturbance to 12" deep, along with an Inadvertent Discovery Protocol so that if deposits are encountered, they're properly documented and protected from further disturbance. Geotech borings scheduled next month will provide info to proceed with the construction documents. While project has missed preferred bidding window (1<sup>st</sup> quarter tends to be most competitive), it's still on track to go out to bid this year.
- 4) **Pendergast Regional Park Field Improvements – Ms. Berna** shared that staff provided comments to the 30% design; consultant is finalizing drawings and cost estimate.
- 5) **Lions Park Court Resurfacing Project - Director Elevado** shared that the court resurfacing contract was approved and that to do the work, 4-5 days of dry weather with temperatures exceeding 50 degrees is needed.
- 6) **Kiwanis Park Playground Accessibility Upgrade – Ms. Berna** shared that the purchase agreement for play equipment and safety surfacing will be taken to Council on April 5th. Project is funded by Kiwanis Club donation and grants and staff are working with the Bremerton Parks Foundation to apply for an additional 8-10k. **Director Elevado** shared renderings of playground along with solar system seek-and-find.

#### VI. **Commissioner's Comments:**

**Commissioner Dutky** asked for clarity on how to word a motion and asked to give presentation on Sheridan Park.

**Commissioner McDonald** shared that Kitsap County passed ordinance that any new construction needs to install EV charging stations, and Governor's goal to phase out gas engines in 12 years. He asked that Commission discuss what parks might be appropriate for charging stations. He also shared examples of how San Diego has installed sculptures in planters which Arts Commission might want to consider for planters on boardwalk.

**Commissioner Dawson** shared appreciation for volunteers and that Madrona Trail stewardship volunteers have offered to help remove invasive ivy at Sheridan Park on April 29th.

**VII. Adjournment: Chair Burnette** adjourned meeting at 8:13 pm.