



Department of Public Works
Street & Park and Water Departments
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**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, OCTOBER 18, 2012
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Ruth DeLay, Tom Follis, Peter Turke, Jon Schultz, Alderman Bob Prailes, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Clay Brandt, Ruth Delay, Tom Follis, Jon Schultz, DPW Supervisor Dan Jensen, and Chairman Darrel Eisenhardt. **Excused:** Chairman Peter Turke and Alderman Bob Prailes.

Approval of September 20, 2012 Minutes: Chairman Eisenhardt entertained a motion for approval of the September 20, 2012 Minutes. Motion to approve made by Commissioner Brandt. Seconded by Commissioner DeLay. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: None

DPW Supervisor Report: Dan Jensen, DPW Supervisor reported the following: The water in all parks is shut down except for Brannen field, which will be done next week.

Bushnell Park has soccer through the end of October, at which time one more application of fertilizer will be placed on the soccer field. Bathrooms are shut down, but there are portables.

Mr. Jensen stated Park Board Projects for 2013 should be selected as the budget will be finalized in November. The Park Board members were provided with a listing of previous projects, and were asked to prioritize for the November Park Board meeting.

The Park Board policy book still needs updating.

Mr. Jensen submitted to the DNR an Urban Forestry Grant for \$36,000 to get funding to help the City of Burlington establish a tree inventory, develop an Emerald Ash Borer Emergency Action Plan and to provide training to staff. The DNR will provide a grant which matches 50% of the cost of the inventory.

This information will be put on a geographic information system (GIS). The City will pay \$10,700 to Kapur and Associates for the establishment of the data base.

New Business: Steve DeQuaker, Treasurer was present to explain revenues and expenditures to the Park Board members. He reviewed the various projects and showed invoices paid to contractors and grant monies that had been or would be received back to the City of Burlington.

Mr. DeQuaker also reported \$9300 was put into Park Development Funds, which came from the agreement between City and County for maintaining Bushnell Park. The contract is for \$10,000, less any reservation fees. This year there were 14 reservations at \$50.00 each, subtracting \$700.00 from the \$10,000, leaving \$9300 for deposit.

Mr. DeQuaker will be attending the Park Board meetings quarterly to explain the various Park Board Account actions. All Park Board Commissioners thanked Mr. DeQuaker for attending and felt the new format he was providing was great and better explained the debits and credits of the funds.

The Commissioners thanked Mr. DeQuaker for attending and explaining the various debits and credits.

Discussion regarding November and December 2013 Park Board Meetings: The Commissioners discussed the dates for the Park Board Meetings in November and December in association to the holidays. Commissioner Brandt stated he would not be at the November Park Board meeting due to a conflict. No other Commissioner had any issues with the November meeting date.

After some discussion, it was determined there would be a Park Board Meeting in November, but December's meeting would be cancelled.

Old Business: Review and Update Park Board Policy Book: The Commissioners discussed the Park Board Policy book and the need to get it updated. Deb Rintamaki offered to make the necessary changes and bring the changes back to the Park Board for review at the November meeting. All were in agreement to have her make the necessary changes.

Other Items: Bill Milatz, Troy Ketterhagen and Scott Behenke were present to review the use of Congress and Bushnell baseball fields for 2012, and to thank the DPW Crews for a wonderful job. Mr. Milatz stated the fields were always groomed and ready to go, and any issues that came up were immediately taken care of by Aaron DeGrave, Park Foreman, Joe Phillips, or James Regner. Mr. Milatz also stated the seasonal crew also did a great job at the direction of Aaron DeGrave.

Mr. Ketterhagen and Mr. Behenke representing the Board of Directors, in addition to Mr. Milatz were requesting the use of Congress and Bushnell fields for the 2012 season on Monday and Thursday nights. Mr. Milatz stated that 90% of the games are played in Burlington and there are seven teams.

Mr. Milatz asked if the fees were going to remain \$25.00. Chairman Eisenhardt stated the Park Board would have to discuss the fees, as they have remained the same going back before 2000.

The Park Board was in agreement the fee structure needed to be analyzed, but the fields could be reserved for 2013. Mr. Behenke asked if he should continue to contact Aaron DeGrave, Park Foreman with schedules and concerns, and Mr. Jensen stated unless it was something that involved increased costs to the City that he should continue to contact Aaron DeGrave. If there was something that involved a monetary cost, Mr. Behenke should contact Dan Jensen, DPW Supervisor.

Dan Jensen, DPW Supervisor, stated he would do a cost analysis of field prep, material, electric, water and labor costs to come up with an effective actual cost to maintaining the fields. Mr. Jensen stressed the City did want to make money from increased costs, but it was something that needed to be looked at. Chairman Eisenhardt stated the Park Board would be looking at the costs at the November meeting.

Mr. Behenke stated if possible they would like to have electric power run to allow them to use pitching machines. Dan Jensen, DPW Supervisor will need to obtain costs to have the electric installed and it could possibly to be done by DPW crew.

There being no other items for discussion, Chairman Eisenhardt entertained a motion for adjournment. Motion to adjourn made Commissioner Brandt. Seconded by Commissioner Schultz. All voted aye, and Chairman Eisenhardt adjourned the meeting at 8:03 P.M.

Minutes respectfully submitted by:

**Deb Rintamaki
Department of Public Works**