



**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, OCTOBER 17, 2013, 6:30 P.M.
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Ruth DeLay, Jeff Schopp, Peter Turke, Alderman Bob Prailes, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the October 17, 2013 Park Board Meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Jennifer Amborn, Clay Brandt, Ruth DeLay, Jeff Schopp, Peter Turke, DPW Supervisor Dan Jensen and Chairman Darrel Eisenhardt. **Excused:** Alderman Bob Prailes.

Approval September 19, 2013 Minutes: Chairman Eisenhardt entertained a motion to approve the September 19, 2013 Minutes. Motion to approve made by Commissioner Turke. Seconded by Commissioner Amborn. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report, Bob Prailes: None

DPW Supervisor Report, Dan Jensen: Reported the following: The Park Development Fund Balance Sheet.

Baseball 2000 is still in the planning stages for construction of their batting cage and storage building.

BHS requested to use the Bushnell field in the spring of 2014 on April 17th at 4:30 P.M. and April 22nd at 5:30 P.M. Their varsity game is scheduled for use at the high school and they requested to allow the Junior Varsity to play at these times. Chairman Eisenhardt stated that it should not be a conflict, and felt it would be okay to use on the dates presented.

Breezy Hill Nursery is planting 26 trees in the City parkways. A list of the areas and tree types was distributed for review.

A first draft of the Emerald Ash Borer Mitigation Plan has been reviewed and returned back to Wachtel Tree Service for revision.

The conversion at Bushnell Park hardball diamond to softball diamond and soccer practice areas turned out very well. Grass is already growing. The fence was removed, including over 60 steel posts with two to three feet of concrete bases, infield removed, top soil spread, seeded and mulched by DPW staff.

New Business:

Milwaukee Metro League 2014 – Bill Milatz and Scott Behenke

Bil Milatz and Scott Behenke were present and asked Mr. Jensen to tell Aaron DeGrave, Joe Phillips, Jamie Regner and the summer staff what a fantastic job they did all summer grooming the baseball fields. Mr. Milatz stated other communities compliment the fields every time they play in Burlington.

Mr. Behenke stated they had 7 teams last year, and would have 8 teams in 2014. Mr. Behenke asked Mr. Jensen if power could be run to one of the fields at Bushnell to run batting machines. Mr. Jensen asked Mr. Behenke to email the information regarding this to him.

They also stated there is an old storage cabinet at Congress where bases and miscellaneous equipment is kept, which no longer meets the needs of everyone who is using it. They proposed having a larger storage cabinet made, along the stairwell to home plate. Dan Jensen, DPW Supervisor asked Mr. Behenke to email the details of the plan to him for review, along with his request for power at Bushnell.

Bil Milatz stated there still appears to be drainage issues along the 3rd base line at Congress and some of the lights to the right of the power box do not work. Mr. Jensen stated he will check with Aaron DeGrave, Park Foreman regarding the drainage issues. The electrical issues are currently items being budgeted for in 2014, and if the budget is approved, the lighting issues should get resolved.

They also requested the use of the baseball fields at Congress and Bushnell for 2014. Mr. Jensen told them they would be allowed to use them and the cost would be \$50.00, per game.

Banners

Discussion regarding charging a Security Deposit Fee – Dan Jensen

Mr. Jensen presented a form he would like to start using for any group requesting to have a banner hung downtown. The form would require a \$100.00 security deposit to be paid when the banner is dropped off, and returned when the banner is picked up.

The request to hang banners has increased, and most of the time they are not picked up without being called several times to remind them. There is not extra space to store banners at DPW, and if they get their deposit back when they pick up their banner in a timely manner, it would encourage them to do so.

The Park Board discussed that amount of time that would be appropriate to leave the banner before the deposit would be forfeited and they agreed that a two week time limit was more than sufficient time to pick up the banner.

Chairman Eisenhardt entertained a motion to approve using the Banner Security Deposit form, with the time limit of two weeks and the security deposit amount of \$100.00. Motion to approve made by Commissioner Schopp. Seconded by Commissioner Brandt. All voted aye, motion carried.

Chairman Eisenhardt asked if the form could be put on the City of Burlington web site, and Deb Rintamaki will ask City Hall to do so.

Chairman Eisenhardt requested that a space be added on the form to include the persons' email address. Deb Rintamaki will make the necessary changes.

Old Business:

Grant Application Review:

Dan Jensen, DPW Supervisor reviewed the grant application information provided by Schreiber and Anderson for Wehmhoff-Jucker Park Trailhead Development project. Dan Jensen, DPW Supervisor stated Blake from Schreiber and Anderson had gotten back to him to determine what exact costs would be covered, as the Park Board had requested. The Park Board had wondered about the possibility of improving the bathroom facilities at Wehmhoff-Jucker.

Mr. Jensen explained the grant dollars can only be used for items pertaining to the requirements and approvals, which would include up to the door of the restrooms to make it ADA compliant and only items pertaining to the actual trail work. Nothing on or in the building itself would be allowed, and would have to be paid for by either City of Park Board funds.

The Commissioners discussed other options, but came to the conclusion that although they would like to see other things completed, it made sense to at least start with this portion since there was matching grant funds available.

The Park Board Commissioners indicated they would like to proceed with getting a cost estimate to remodel the bathrooms, and asked Dan Jensen, DPW Supervisor if he would contact Tom Stelling and ask him to provide an estimated cost to remodel the bathrooms to make them ADA compliant in addition to improving the exterior appearances.

The contract and design costs for Schreiber and Anderson would be probably between \$10,000 and \$12,000. After a lengthy discussion, Chairman Eisenhardt entertained a motion to approve accepting the Grant Funding for the Park Trail Development at Wehmhoff Jucker Park with a project total of \$90,000, and the Park Board's portion being \$45,000. Motion to approve made by Commissioner Turke. Seconded by Commissioner Amborn. All voted aye, motion carried.

2014 Capital Expenditures: Discussed above.

Burlington Area Garden Club – Sign for Rain Garden: Girl Scout Troop 5007 lead by Fran DeRosier was present to request installing a sign at the Rain Garden in Echo Park. Also present was Stacy Stewart. Each of the girl scouts: Emily, Hanna, Grace and Charley gave a presentation about the importance of rain gardens and the specifications of the sign they would like to install.

Ms. Stewart stated there are 14 Girl Scout Troops from five area schools who have all pitched in with helping in the Rain Garden.

The sign would colored and be 24 X 18, and ½” thick. The sign would be constructed by a company located in Texas that makes them for UW Projects. The cost of the sign would be \$500.00, which the

girls planned on raising by selling candy and nuts. A color rendering of the sign was distributed to the Park Board Members.

The sign would be installed onto a treated post, in cement, then landscape fabric and wood chips would be added so no trimming would be needed. DPW Supervisor, Dan Jensen stated that the DPW crews would provide and install the post.

After some discussion, Chairman Eisenhardt entertained a motion to approve installation of the sign as presented to be installed at Echo Park, near the Rain Garden. Motion to approve made by Commissioner DeLay. Seconded by Commissioner Turke. All voted aye, motion carried.

The Park Board members thanked the girls for their presentations and were impressed by their knowledge of Rain Gardens.

DPW Supervisor Dan Jensen asked Ms. DeRosier to contact him when they have the sign and are ready to have it installed to show him the location they would like to have it installed.

Other Items: Chairman Darrel Eisenhardt presented the Baseball 2000 Summary.

Chairman Eisenhardt brought up for discussion meetings in November and December. The Park Board decided they would have the November 21, 2013 meeting, but cancel the December 19, 2013 meeting.

There being no other items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion made by Commissioner Brandt. Seconded by Commissioner Schopp. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:51 P.M.

Minutes respectfully submitted by:

**Deb Rintamaki
City of Burlington
Department of Public Works**