



Department of Public Works

Street & Park Department
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**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, MARCH 15, 2018 6:30PM**

President Jennifer Amborn called the meeting to order at 6:30 PM.

Roll Call: Present: Commissioners Clay Brandt, Jason Ledbetter, Jeff Schopp, Lisa Wasik Alderman Ruth Dawidziak and President Jennifer Amborn. Also present: Peter Riggs, Director of Public Works and Aaron DeGrave, Park Foreman. Excused: Patricia Hoffman and Student Representative Koleton Mangold.

Approval of February 15, 2018 Park Board Minutes: President Amborn entertained a motion to approve the February 15, 2018 Park Board Minutes. Motion to approve made by Commissioner Wasik. Seconded by Commissioner Schopp. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: None.

Director of Public Works Report:

Director Riggs advised the board he was seeking a proposal from Blake Theisen of Ayres and Associates to assist with writing grants and planning for the projects the board had previously discussed. These projects include the Wagner Park restroom remodel and sidewalk accessibility improvements, canoe/kayak launches, and Riverside Park pavilion replacement. Director Riggs indicated the Council would need to pass a resolution to authorize the application for grant funds prior to any submittals.

New Business:

A. Discussion regarding the donation of flowers/flower bed and continued maintenance at the City of Burlington Riverfront signage area.

Brittany Barrios of Elite Improvements addressed the Park Board and described a proposal to donate plant material and maintenance for the landscape bed located at the corner of Bridge St and Chestnut St. Barrios stated this project was a partnership with Belinda Abendschein of the Burlington Garden Center. Barrios explained the proposal would include removal of existing plantings, supply and installation of new plantings, weeding and maintenance of the bed throughout the spring, summer, and fall of 2018 with potential for continued involvement in future years.

Alderman Dawidziak stated the bed had been overgrown and in need of maintenance in the past. Dawidziak asked if Barrios would check to see if existing plantings could be salvaged. Barrios stated they would keep some of the existing plantings in the bed. Foreman DeGrave stated the City would transplant healthy plants if any were planned to be removed.

Commissioner Wasik asked if Barrios was proposing this project in exchange for signage at the site. Barrios replied that she was requesting signage but she was not asking for a formal advertisement. Wasik asked if Barrios had a mockup of the sign. Alderman Dawidziak stated she was interested in seeing what the proposed sign would look like and the size. Barrios replied she would submit a mock up to the board.

Foreman DeGrave stated he would like to know when the work would occur, outline who is doing what, and would like to be included in the choice of material being installed. Barrios stated agreement and asked if the City could water the plantings. DeGrave responded that the City may be able to water this location as part of other watering in the downtown.

Director Riggs asked how Barrios intended to access the site and where they would park vehicles. Barrios replied that they would park in legal allowable parking and they did not plan to have vehicles or equipment on the street. Riggs stated traffic control and approval from the City would be needed if they impact use of the Right of Way. Barrios replied they did not intend to have any impact on traffic or the ROW. Barrios stated they have insurance and are familiar with working in streetscape locations.

Barrios stated that a similar sign recognizing donated plantings was present near the Veteran's Terrace.

Alderman Dawidziak entertained a motion to approve a proposal for the donation of flowers and continued maintenance at the City of Burlington Riverfront signage area pending submittal of an approved sign design. Motion seconded by Commission Wasik: Roll Call: Aye: Amborn, Brandt, Ledbetter, Schopp, Wasik, Dawidziak. Nay: None. Motion carried 6-0.

B. Discussion regarding a proposed plan to construct a pavilion at the Dog Park as part of an Eagle Scout project.

Director Riggs informed the board that presentation of this item would be postponed as Tristan Yonash is unable to attend tonight's meeting. This item would be moved to New Business for the April 19, 2018 meeting of the Park Board.

Old Business:

A. Discussion regarding retrofitting three (3) sets of bleachers at the Hintz Complex.

Director Riggs presented the staff recommendation for bleach repair and replacement for the three baseball fields at the Hintz Complex. Riggs stated staff inspected the eight sets of bleachers at the Complex. It was determined that three sets of bleachers could not be repaired and needed

replacement. The remaining five sets of bleachers could be retrofit to be consistent with the new bleachers. It was also determined that a concrete pad at the complex was not suitable and would need to be replaced. This recommendation would cost \$7,200.

Commissioner Ledbetter asked if the reduction in seating would create a problem for spectators. Commissioner Wasik responded that she could not recall a time when the bleachers were full. Wasik explained that many spectators also bring their own seating.

Foreman DeGrave discussed how they were retrofitting the bleachers and provided detail regarding which bleachers would be replaced and which would be retrofit.

Commissioner Wasik stated that the outcome of the project would be that no bleachers at the complex would be higher than four rows. DeGrave responded that was correct.

Commissioner Wasik asked about the timing of the project. DeGrave responded they could begin the retrofit and place the order for the new bleachers immediately. The concrete work would be weather dependent. He expected to complete all work on the project by the end of April. Discussion ensued regarding the impact on spectators if construction was not complete prior to the start of the baseball season. The consensus was the impact would be minor and temporary. Commissioner Wasik stated she would communicate the project and timeline to the coaches and parents.

Discussion ensued regarding the specifics of which bleachers would be replaced, retrofit, and what would be the final layout of the bleachers.

Commissioner Ledbetter entertained a motion to approve retrofitting five (5) sets of bleachers, purchasing of three (3) sets of bleachers, and reconstruction of a concrete pad at the Hintz Complex for an amount not to exceed \$7,200 from the Park Development Fund. Motion seconded by Alderman Dawidziak. All voted Aye. Motion carried.

Other Items: None.

There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Alderman Dawidziak. Seconded by Commissioner Ledbetter. All voted aye, and President Amborn adjourned the meeting at 7:30 PM.

Minutes submitted by:

Peter Riggs
Department of Public Works