



**Department of Public Works**

Street & Park Department  
2200 S. Pine Street, Burlington, WI 53105  
(262) 539-3770 – (262) 539-3773 fax  
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, JULY 19, 2018 6:30PM**

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

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

**Approval of June 21, 2018 Park Board Minutes:** President Amborn entertained a motion to approve the June 21, 2018 Park Board Minutes. Motion to approve made by Commissioner Hoffman. Seconded by Commissioner Brandt. All voted aye, motion carried.

**Citizen Comments:**

Guy Williams, Dog Park Board Vice President, introduced himself and wanted to advise the board of all the progress the park has made and would like to continue to work with the board in the future to discuss funding and future projects.

Tom Miller, resident of Racine County, commented on the cleanup of the boat launch at McCanna Park. Miller advised he was an avid canoer and fisherman and had his canoe chained up there for quite some time as he was not able to lift it back up and down off his vehicle each time he wanted to use it. After speaking with the Police Department as to why his boat was no longer there they advised that there had been an ordinance approved by the City Council to clean up and remove any unclaimed canoes / boats. Miller stated he commended the City cleaning the area but did want to know if there was a way to revisit the idea of again allowing canoes and smaller boats to be left there. Miller was thanked for his time and advised this issue could be put on the next month's agenda for further discussion.

**Aldermanic Report:** The board welcomed Alderman Steve Rauch to the board. Rauch replaced Alderman Todd Bauman who had to step down due to scheduling conflicts.

**Director of Public Works Report:**

**Congress Street Restroom** - Director Riggs updated the board on the progress of the restroom advising it was near completion. Riggs gave Foreman Aaron DeGrave and crews kudos for the retaining wall he and his crew have worked on installing. Riggs stated the additional grade that was planned for the building with the slopes wasn't going to be conducive for public use which is why the retaining wall was put in. Riggs noted there should be occupancy issued for the bathroom tomorrow or early next week.

**Rotary Roundup tree fundraiser** – Riggs advised the board of the Rotary's annual fundraiser which is to raise funds to reforest Echo and other parks in the City. Riggs stated Rotary would be donating all of the labor involved for installation of the trees as well. Riggs advised as soon as he received fliers and

more information regarding the roundup the board would be made aware in the case they want to participate.

**Lewis Street wall** – Riggs advised the board the project was also near completion with just minor landscaping establishing and cleanup to be done.

**New Business:**

**A. Discussion regarding the installation of a Scherrer Cares Buddy Bench in Echo Park donated by the Burlington Jaycees.**

Director Riggs advised the board the Jaycees would like to install a Buddy Bench in Echo Park, similar to other Buddy Benches located throughout the City.

Joe Manglesdorf, President of the Burlington Jaycees, stated their intention would be to permanently put the bench somewhere near the playground equipment. President Amborn questioned if they had decided on a design for the bench. Manglesdorf stated he was currently working with Hailey at Scherrer Construction who specifically works with the Buddy Benches, on an outdoor park theme as they want it to look as natural as possible and hopefully blend into the existing look of the park. Commissioner Hoffman motioned to approve the installation of a Scherrer Cares Buddy Bench in Echo Park donated by the Burlington Jaycees with the final design and bench location to be approved by the Park Board. Commissioner Ledbetter seconded the motion and all voted aye. Motion carried.

**B. Discussion regarding Crime Stopper signs being installed in the City parks.**

Director Riggs advised the board that Sgt. Barrows, Burlington Police Department, had asked if the Crime Stoppers signs could be installed in the parks as the program was being revamped. Riggs stated there was a minimal cost for staff to install the signs which would all be provided by the PD. Once sign per park would be installed along areas of higher foot traffic but not places that would obstruct views of the park per the discretion of Riggs and Foreman DeGrave. Aldermanic Representative Rauch questioned if one could be put up at Bushnell and Riggs stated he would have to check the agreement with Racine County. President Amborn also suggested the Riverwalk and possibly Beaumont Field. Aldermanic Representative Rauch made a motion to approve the installation of Crime Stopper signs being installed in the City parks pursuant to the discretion of the Director of Public Works & Park Foreman. Commissioner Hoffman seconded the motion and all voted aye. Motion carried.

**C. Discussion regarding a request from Burlington High School Soccer to utilize the fenced field at Bushnell Park for high school soccer practice in the fall of 2018.**

Director Riggs advised the board Joel Molitor, Burlington High School (BHS) Soccer Coach, reached out to him regarding the use of Bushnell Park for high school soccer practice as the BHS field was just seeded and would not be ready for use until next season. Molitor advised the board that he was fine with the use of any full size adult soccer field from 3-5pm during the week for soccer practices. Commissioner Hoffman questioned what the past practice was regarding usage of Bushnell and the fields. Molitor stated that in the past BHS has utilized several fields including the fenced field at Bushnell as well as across the street at the softball field that was modified for soccer usage.

Aldermanic Representative Rauch advised the board that he had met with Riggs as well as City Administrator Walters in early June on how to get a better plan for field usages for Bushnell. Commissioner Ledbetter questioned who keeps the schedule for Bushnell and the fields. Kiwanis representative, Bob Prailes, stated there were four groups who play/practice at Bushnell including

Kiwanis, Burlington United Soccer, BHS in the fall and Catholic Central in the spring. Prailes advised Kiwanis soccer historically has used it for practices and games on Thursday nights and Saturday mornings; Burlington United for games on Saturday afternoons and Sunday mornings and BHS utilized the field if they had a tournament, state game, scheduling conflict with other sporting events at the high school or if they wanted to play two games at the same time. Prailes stated the only time when there are conflicts is in the fall for practices as that is when Kiwanis is in full swing. Molitor stated next year there should be no issues with BHS using the field as the high school's will be complete. Prailes stated another large issue with high usage on the fenced in field is the fact that it was so dry last year all the playing on it really tore it up. Molitor stated that should this be another dry season the high school just purchased a water cannon with 500 feet of fire hose which they would be willing to hook up and irrigate any field they intend to use.

Aldermanic Representative Rauch advised he has set up the fields for the last few years for Burlington United and suggested BHS utilize the northeast corner field which doesn't get as much pressure and usage as the other fields. Molitor voiced concerns regarding that field as there was no direct water hookup for watering capability. Molitor also questioned if there was water hookup capability at the field across the street. Park Foreman DeGrave advised there was not and the only hydrant was at the entrance to Bushnell. Molitor advised the board he was more than willing to utilize the field across the street but voiced concern regarding getting water there the dry field was hard for the kids to play on. DeGrave stated last year they had to run a hose across the road in order to get water to the field across the street and stated it could be done again if need be. Aldermanic Representative Rauch questioned if Molitor was willing to start practices at the field across the street and if the field was too dry then work on scheduling time at the northeast corner field. DeGrave advised last year at Wanasek field DPW crews reseeded the goals and sprayed weeds and he was hoping by this August for some beneficial rains or a watering regimen would be started. DeGrave also noted he had fertilized twice and the field has bounced back really well since last year. Riggs questioned how long it would take to water the field and DeGrave stated crews would have to set up the hose across Bushnell Road and watering would take approximately two hours. Riggs noted the labor costs outweigh the water costs substantially.

President Amborn again suggested to Molitor that practices start at the field across the street from Bushnell and if it becomes too dry then move to the northeast corner field. Molitor agreed; however requested the use of the fenced in Wanasek field as a backup only as it has the ability to be watered if the need should arise. Prailes was in agreement but was concerned with back to back game usage that Wanasek Field would have. Molitor advised BHS practices three days a week for an hour and a half. Prailes suggested the northeast corner field be the backup in the case the field across the street is too dry that way Wanasek field is not overused causing it to need additional maintenance. Riggs suggested BHS start practices at Bushnell south, across the street, with the ability to move if the field conditions changed in a way that is mutually agreed upon by the Director of Public Works, staff and soccer users at Bushnell. Commissioner Hoffman made a motion for BHS to start soccer practices on Bushnell south and if conditions change allow them the ability to relocate the practices to another field at Bushnell Park at the discretion of the Public Works Department. President Amborn seconded the motion and all voted aye. Motion carried.

## **Old Business:**

### **A. Discussion regarding updated Baseball 2000 (BB2K) signage and field use, attaining of minutes from BB2K meetings, monthly Treasurer's reports as well as the discussion of a Park Board representative at BB2K meetings.**

BB2K representatives Bud Milroy and Vice President Greg Hoffman were present to discuss the signage suggestions from June's meeting. Milroy explained there were three signs: one states "FIELD CLOSED FOR MAINTENANCE PLEASE KEEP OFF – Burlington Baseball 2000"; a second states "FIELD CLOSED FOR GAME PREPARATIONS PLEASE KEEP OFF – Burlington Baseball 2000", and a third states eight (8) Beaumont Field procedures. Milroy stated the first two signs were pretty self-explanatory and the third sign explaining Beaumont Field procedures was the same list provided to coaches and players each season prior to play. Milroy noted BB2K is still very hesitant about condoning public usage but would hope by putting up this signage, any potential users would have respect of the field and abide by them.

President Amborn thanked BB2K for coming back to the board with the signage and agreed that the two shorter signs stating maintenance and field preparation were exactly what the board was looking for. President Amborn questioned how big they would be and Milroy stated they would be yard sign style and easily removable depending on events. Resident Bob Prailes questioned if BB2K had considered signage geared to directing the public of other fields which would be more useful for "play". Milroy agreed. President Amborn questioned if there was a welcome to Beaumont Field sign and could there possibly be signage added near there including the field's daily activity and/or game schedule and directions to other parks/fields for use/play. Milroy stated the only sign stating Beaumont Field is the sign at the edge of the driveway to the field and it's a standard park sign. Milroy stated they would have to determine an appropriate place to put signage of that type so that people would see it. Hoffman stated most people know of the other fields for usage and feels this signage is telling people what they already know. President Amborn stated that may be but this is a way to provide people with positive reinforcement and a visual. Riggs voiced his appreciation for the procedures signage and stated it would provide both BB2K and the City with some cover and documentation when/if BB2K would have to ask people to leave. They could show these procedures to people who choose not to follow the rules.

Commissioner Ledbetter questioned if the procedures sign be changes to "baseball etiquette". Milroy stated they could look into that language as well.

President Amborn questioned when the BB2K meetings were held. Milroy stated the board meets the third week of the month alternating Wednesday's (Palace - 7pm) and Saturday's (Pine Street Café - 7am). Milroy stated during the summer the executive committee including himself, Greg Hoffman and Jim Luedeke meet monthly to discuss day to day operations. President Amborn asked that Milroy email Secretary Hansen when/where the meetings would be held so that when a member of the Park Board is nominated to the BB2K board the lines of communication would continue to be open. Commissioner Hoffman questioned Riggs as to whether BB2K's meetings were subject to Sunshine rules which included the open public noticing of meetings and minutes. Riggs stated BB2K was not subject to these rules. Aldermanic Representative Rauch questioned if the representative had to be just one person. President Amborn felt it would be beneficial to have a dedicated representative so that they can become familiar with the BB2K board and consistently report back to the Park Board. Riggs agreed and noted

that by having a dedicated Park Board member on the BB2K board it would build consistency and responsibility in being a liaison between the two boards.

Commissioner Brandt questioned if BB2K could get the field etiquette for Beaumont to the younger players sooner and maybe provide some educating signage for them as well. Milroy stated the younger players are being partially exposed to the rules as they enter Little League. Commissioner Brandt further noted that if the list of rules / etiquette for the field was provided very early on to parents it would really allow them to take a step back and see all the work that goes into maintaining Beaumont which may assist BB2K with the field not being used for “play”.

Commissioner Hoffman questioned what the bigger board for BB2K consisted of. Milroy explained the whole board meets the third week of the month and consists of 14 members including the Park Board representative, parents, athletic directors from BHS and CCHS, representatives from the Barons (Milroy), BHS, Catholic Central High School (CCHS) & Legion (Dennis Busch). Aldermanic Representative Rauch questioned if the members were non-voting. Milroy stated they vote on general operational type of things but more technical / policy related items are determined by the six members including the directors from BHS and CCHS, representatives from the Barons (Milroy), BHS, CCHS & Legion (Dennis Busch).

Commissioner Ledbetter offered to be the Park Board representative on the BB2K board. Commissioner Hoffman made a motion to nominate Commissioner Ledbetter as the Park Board representative to the BB2K Board. Aldermanic Representative Rauch seconded and all voted aye. Motion carried.

Commissioner Hoffman made a motion to approve the usage of the two smaller signs for maintenance and field preparation with the spelling correction from “MAINTANENCE” to “MAINTENANCE”. Commissioner Ledbetter seconded and all voted aye. Motion carried.

President Amborn questioned how the board felt about the procedures signage provided by BB2K. Discussion ensued regarding the procedures and rules of the field as well as the terms of the lease. Riggs noted there were several aspects of the lease that would need to be discussed in the future. President Amborn requested BB2K return to the August meeting with the rules / procedures signage to maybe include more educational language. The board commended BB2K and were in agreement that they were on the right track with the signage proposed. The board was also well aware of the fact that BB2K retained a lease agreement for Beaumont Field; however were looking to create more of a common ground and open communication for the future not only for the City but for residents and visitors of the field. The board was in agreement to have BB2K come back to the August meeting to further discuss the rules / procedure signage.

**Other Items:**

None.

**There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Aldermanic Representative Rauch. Seconded by Commissioner Ledbetter. All voted aye, and President Amborn adjourned the meeting at 8:10 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works