



Department of Public Works

Street & Park Department
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**CITY OF BURLINGTON SPECIAL PARK BOARD MINUTES
MONDAY, JULY 29, 2019 6:30PM**

President Patricia Hoffman called the meeting to order at 6:30 PM.

Roll Call: Present: Commissioners Jennifer Amborn, Patricia Hoffman, Marilee Hoffman, Rosemary Dolatowski and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Absent: Commissioner Jason Ledbetter. Excused: Commissioner Clay Brandt and Park Foreman Aaron DeGrave.

Approval Park Board Minutes: None.

Citizen Comments: None.

Aldermanic Report: None.

Baseball 2000 (BB2K) Report: None.

Director of Public Works Report:

None.

New Business:

A. Discussion regarding the bid for the Riverside Improvement project.

Riggs advised the low bid for the project came in at \$209,227.70. The grant that was submitted by Ayres Associates last year was based on a total project cost of \$160,000 so the DNR gave the City funding half of that or \$80,000. Riggs noted \$105,000 was budgeted in the 2019 budget for the project. The Park Development Fund has a balance of approximately \$181,000 which could fund the additional \$25,000 necessary to complete the project.

President Patricia Hoffman questioned by using more of the money in this fund how it would affect any other projects for 2019 or any future projects. Riggs explained the Park Development Fund is a perpetual fund that is funded through impact fees, park reservation fees as well as \$30,000 budgeted through the general fund. The fund keeps going year to year and can be saved or utilized as needed.

Aldermanic Representative Rauch question when the grant money for the project had to be utilized by. Riggs advised by June 2021. Riggs noted if the board wanted to reject the bids they could and rebid in the spring but cost could go up even if bids go down. The board questioned the high costs of the trailhead signage and if it could be negotiated. Riggs stated that cost could be discussed as the signage regarding the trailheads becomes more specific.

The board was concerned with leaving the Park Development Fund short. Riggs advised there would be more impact fees and park reservation fees coming in to replenish the account. Riggs noted the remaining amount in the account would be more than enough to fund any small project remaining this year. Riggs

stated he felt this project is very important especially with the focus of the trail components as part of the community. Questions were raised regarding the construction timeline. Riggs advised the project was scheduled to begin in the fall of 2019 and would be completed prior to the end of the year.

President Hoffman entertained a motion to recommend approval to the Common Council of the bid from the PSG Group for the Riverside Improvement project. Roll Call: Ayes: P. Hoffman, Dolatowski, M. Hoffman, Amborn and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Dolatowski. Seconded by Commissioner Amborn. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 6:45 PM.

Minutes submitted by:

Angela Hansen
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