



**Department of Public Works**

Street & Park Department  
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**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, FEBRUARY 6, 2020 6:30PM**

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

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

**Approval of October 17, 2019 Park Board Minutes:** President Patricia Hoffman entertained a motion to approve the October 17, 2019 Park Board Minutes. Motion to approve made by Commissioner Dolatowski. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

**Citizen Comments:** Matt Lindstrom wanted to introduce himself to the board as the new Grounds Director for the Burlington Little League. Riggs reminded the board the City has an existing 2014 Memorandum of Understanding (MOU) with Burlington Little League which both he and Lindstrom have spoken about updating in the future to better serve the needs for the organization and the City.

**Aldermanic Report:** No report.

**Baseball 2000 (BB2K) Report:** No report. BB2K Park Board Representative, Jason Ledbetter advised they have not notified him of any recent meetings.

**Director of Public Works Report:**

Riggs advised the board since the last meeting in October all parks were winterized just prior to the first snowfall on October 31, 2019. The snow did cause some interruption to the City's leaf collection efforts; however, staff was able to work through the weather and removed the leaves from all parks and the Cemetery.

Riggs noted he had been advised of several volunteer groups requesting to assist the City with spring cleaning and planting activities. More specifically Riggs advised the board there was a need for plantings at Devor Park around the pool, flower bed maintenance around Riverside as well as several areas throughout the City. Riggs advised City staff works diligently to maintain the parks and City streets but could always use assistance from volunteers with flower beds and maintenance. He noted if any board member knew of groups interested or ways to involve local groups to let him know.

Riggs advised the board that the DPW would be purchasing three (3) new trucks for the fleet.

Riggs reminded the board that all parks are closed for the season except for any special events (i.e. Ice Fest, Wine Walks, Hot Chocolate Fest, etc.).

## **New Business:**

### **A. Discussion regarding replacement of the bleachers at Beaumont Field.**

Riggs reminded the board of the poor shape of the bleachers behind home plate at Beaumont Field. He advised DPW staff would be working to demo and remove the current bleachers as they have now become a safety hazard. Per the lease with BB2K the City is responsible for bleacher replacement; however, the City budgeted \$15,000 for the new bleachers at Beaumont with the understanding that BB2K would pay any excess over that amount. Four quotes were submitted to Bud Milroy, BB2K, with BB2K choosing the lowest cost option provided by Epic Sports for two (2) sets of 5-stair bleachers. Commissioner Dolatowski questioned what the coating was that was noted on the quote. Riggs stated that Milroy advised him it was an anti-glare coating that was put on the bleachers to reduce the glare for the players.

President Patricia Hoffman entertained a motion to recommend approval of the quote from Epic Sports with the City portion not to exceed \$15,000 and any additional expenses to be paid by BB2K. Commissioner Dolatowski motioned and Commissioner Ledbetter seconded to approve the motion. All were in favor and the motion carried.

## **Old Business:**

### **A. Update regarding the Comprehensive Outdoor Recreation Plan (CORP) 2020-2025.**

Riggs advised the board that Blake with Ayers & Associates had the majority of the CORP documents complete minus the public comment / feedback sections. Riggs also noted that Blake advised he was leaving Ayers but would continue to assist the City with completion of the CORP. Riggs advised he would speak with Ayres to determine if another representative was being assigned to this project.

Riggs reminded the board that the CORP needed to be approved prior to any grant applications being submitted therefore he would like to get everything completed in order to get the CORP approved as soon as possible. The board discussed holding a potential forum / open house in order to discuss options and obtain opinions of the public. It was determined by the board to hold a 1 to 1 ½ hour long “open house” in place of the regular March 19, 2020 meeting beginning at 6:30 p.m. The board requested Riggs provide a brief presentation on what the CORP was and what it provided for the City, etc. The board also discussed several directions for the “open house” including visual displays and a question and answer portion. Riggs thanked the board for their input and would advise them of updates as the date gets closer.

### **B. Update regarding the Riverside Improvement project.**

Riggs advised the board the project was nearly completed except for the paving and concrete floor of the pavilion. The board questioned if upon completion of this project would there be some sort of “unveiling” to promote the new pavilion and kayak launch. Riggs advised there would be some sort of promotion and/or notification of the project’s completion which he would make them aware of.

Discussion ensued regarding utilizing various means to maintain the City’s various flower beds and parks including youth grants, Garden Club, Girl Scouts, Boy Scouts. Also mentioned was a potential calendar with locations specifying what areas need attention.

### **C. Discussion regarding increasing the Development Impact Fees.**

Riggs reminded the board of the previous discussions by both the Park Board and City Council regarding raising the development impact fees as no increases have occurred in quite some time.

Administrative Intern, Nick Faust, presented his memorandum regarding the Park Facility Needs Analysis. Faust advised through his research he determined adjusting the City of Burlington's development fees concerning park facilities should reflect both the cost of parkland acquisition and park facility improvements. Faust noted that this fee is only applied when a subdivider does not dedicate qualifying land for park spaces and further does not account for capital costs associated with park facility construction.

Faust further explained that given the current residential land values in Burlington, as determined by the vacant residential land assessments, and the City's ordinance requiring one acre be dedicated per 100 units, the "fee-in-lieu of dedication" should be \$680 per residential unit. In addition to this fee-in-lieu of land dedication, this study also outlines the rate at which the City may choose to charge subdividers, regardless of land donation, for the cost of capital improvements for new parklands. Utilizing the cost estimates for the development of a neighborhood park and the projected share of those costs tied to growth, we arrive at a park facility impact fee of \$975.

Together, both of these fees can be combined to a total of \$1,655. If a subdivider possesses the land that meets parkland requirements and chooses to dedicate it accordingly, the fee-in-lieu of land dedication portion of the total impact fee may be subtracted. This would mean only the park facility impact fee of \$975 would be charged per housing unit, purposed towards improvements on dedicated land.

The board was in agreement with the findings presented by Faust and questioned when this would go before the Council. Riggs advised with the board's recommendation this item would be up for discussion at the March 3, 2020 Committee of the Whole. Pending the Council's recommendation to proceed this would then go for approval of an ordinance change at a future Council meeting.

President Patricia Hoffman entertained a motion to recommend to the Common Council the findings included within the Park Facility Needs Analysis. Commissioner Dolatowski motioned and Commissioner Ledbetter seconded to approve the motion. All were in favor and the motion carried.

**Other Items:** President Hoffman noted she could no longer volunteer at the Strategic Planning meeting coming up in April and asked if another Park Board member could volunteer. Commissioner Dolatowski advised she would take the volunteer position.

Riggs advised the board that the branding options would soon be presented to Council as well as a fundraising activity including recognition signage along the trail system. The branding committee would be looking to install 12 x 18 signs on park land along the trails with the trail logos, then in March ask for sponsors. Riggs advised he had no real concerns and noted this was still a very conceptual idea with the costs, locations, how long the signs would stay still unknown. Questions were raised whether these signs would be regulated regarding size and uniformity. Riggs stated they would be and would likely overlap with the newly installed kiosks and wayfinding signage signs.

Commissioner Dolatowski questioned if there had been anything approved regarding the beer garden proposal at Devor Park. Aldermanic Representative Rauch advised the item had not been presented to the Council as of yet.

**There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Aldermanic Representative Rauch. Seconded by Commissioner Ledbetter. All voted aye, and President Patricia Hoffman adjourned the meeting at 7:45 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works