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**CITY OF BURLINGTON**

**Department of Public Works**

Street & Park and Water Departments  
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**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, APRIL 16, 2015, 6:30PM  
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Ruth DeLay, Jeff Schopp, Peter Turke, DPW Supervisor Dan Jensen, P.E.
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**Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.**

**Roll Call: Present:** Commissioners Jennifer Amborn, Clay Brandt, Jeff Schopp, Peter Turke, Chairman Darrel Eisenhardt and DPW Supervisor Dan Jensen. Absent: Ruth DeLay. Also present: Carina Walters, City Administrator.

Chairman Eisenhardt entertained a motion for approval of the March 19, 2015 Park Board Minutes. Motion to approve made by Commissioner Schopp. Seconded by Commissioner Turke. All voted aye, motion carried.

**Citizens Comments:** Carina Walters, City Administrator was present at this evenings meeting to introduce herself to the Park Board Members. Ms. Walters stated she was excited to be in Burlington and looked forward to getting to know everyone. Chairman Eisenhardt thanked her for attending the meeting and the Park Board looked forward to working with her in the future.

**Aldermanic Report: None**

**DPW Supervisor Report, Dan Jensen:** Dan Jensen, DPW Supervisor reported the painting has been completed on the River Walk railings for 2015. There is approximately 400 feet of railing remaining that needs to be painted that will be completed in 2016.

Mr. Jensen asked the Park Board permission to propose some general rules to be posted at the Little League complexes. He would have the document written for the May Park Board meeting. The rules would be for the general public to go by when they want to use Little League fields when they are not being used for practices or games by Burlington Little League. The Park Board was all in agreement this would be a good idea to have.

Mr. Jensen would also like to have a ribbon cutting at Wehmhoff-Jucker Park on June 6<sup>th</sup>, possibly around 3:00 P.M., with a celebration afterwards with food for the volunteers and those attending the ribbon cutting ceremony. The punch list items in addition to the painting will be completed by then.

Mr. Jensen stated that on June 11<sup>th</sup>, the Rails To Trail Conservancy Group will be conducting a Bike Tour through Burlington. Mr. Jensen will be attending the meeting. They will have a guest speaker who will discuss the connectivity through bike trails that is going on in and around the Madison area and how the City of Burlington can attract more bikers to our area through similar connectivity.

Mr. Jensen will let the Park Board members know more regarding time and locations once he has the information. The meeting will be during the day, which may make it hard for anyone to attend, but he will let them know time and location.

The Burlington Chamber of Commerce has asked the Department of Public Works to plant a Christmas tree at Wehmhoff-Square so that it can be decorated when Santa's Chalet is placed on the square. The Park Board members agreed it would be a great addition for downtown Burlington at Christmas time to have a large tree that could have lights and decorations on it.

#### **New Business:**

**Bil Scherrer/Chocolate Fest:** Bil Scherrer and Jr. Marten came before the Park Board and distributed literature for the upcoming May Chocolate Fest. Mr. Scherrer reported last year was a great year and they hoped their 29<sup>th</sup> year would also be. Tents will start going up May 11<sup>th</sup>. The Carnival will not start until Thursday, although it has always been Wednesday. The helicopter rides will also be there again. Last year was the first year beer was allowed outside of the fenced area, and there were no problems. They thanked the Park Board for all of their help with Chocolate Fest throughout the years.

**Bob Prailes/Wehmhoff-Jucker Ceiling/Cost Sharing:** Bob Prailes has June 6<sup>th</sup> set up for volunteers to install the wood ceiling at Wehmhoff-Jucker pavilion. The materials have been purchased through the City of Burlington from Burlington Lumber at a total cost of \$3053.70, for primed and painted wood.

Mr. Prailes asked the Park Board if they would be willing to pay half of the invoice from Park Board Funds. Dan Jensen, DPW Supervisor stated he would pay half of the cost from his park budget, if the Park Board would agree to pay the other half. After some discussion, Commissioner Turke made a motion to approve \$1526.85 be taken from the Park Funds to pay one half of the invoice for the wood ceiling at Wehmhoff-Jucker pavilion. Seconded by Commissioner Amborn. All voted aye, motion carried. Mr. Prailes said anyone interested in volunteering should be there on Saturday, June 6<sup>th</sup> around 7:00 AM. There will be three lifts available for installing the ceiling, which will help get it completed faster.

**Steve DeQuaker, Treasurer: Park Fund Balances:** Dan Jensen stated that Steve DeQuaker will be at the May Park Board Meeting.

**Old Business:**

**Finalize Five Year Park Comp Plan:** Dan Jensen, DPW Supervisor had sent Blake Thiesen of Ayres and Assoc. (formerly Schreiber Anderson) some minor requests for changes to the Five Year Park Comp Plan. The final version will be printed within the month and will go before City Council the end of May for approval.

**Other Items:** Chairman Eisenhardt inquired to Dan Jensen when seasonal employees would be starting. Dan Jensen stated that Aaron DeGrave, Park Foreman and Tom Koch, Street Foreman were in charge of hiring the seasonal employees and that they should be here probably the end of May, or when their college classes are done for the semester. Chairman Eisenhardt also inquired about picnic tables. Dan Jensen stated new tables had been made and all tables will be placed in the Parks by May 1<sup>st</sup>, when the parks open.

**There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Schopp. Seconded by Commissioner Brandt. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:13 P.M.**

**Minutes respectfully submitted by:**

**Deb Rintamaki  
Department of Public Works**