



CITY OF BURLINGTON

Department of Public Works

Street & Park and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 / (262) 539-3773
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD AGENDA
WEDNESDAY, AUGUST 17, 2016 6:30PM
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Jill Stobber, Ald. Ruth Dawidziak, Jim Bergles, Director of Public Works

1. Roll Call
2. Approval of July 21, 2016 Park Board Minutes
3. Citizens Comments
4. Aldermanic Report: Ruth Dawidziak
5. DPW Report: Jim Bergles, Director of Public Works
6. New Business:
 - a. Dog Park Memorandum of Understanding Revised: Deb Rintamaki
 - b. Comp Plan Review
 - c. Dog Signs For Parks: Jim Bergles
7. Old Business: None
8. Other Items
9. Adjourn

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-763-7996 at least 24 hours prior to the meeting.



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CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, July 21, 2016 6:30PM
2200 S. Pine Street, Burlington, WI 53105

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Jill Stobber, Ald. Ruth Dawidziak, Jim Bergles, Director of Public Works, Student Rep: Nicole Witbrod

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Jennifer Amborn, Clay Brandt, Jeff Schopp, Ald. Ruth Dawidziak, Jim Bergles, Director of Public Works and Chairman Darrel Eisenhardt. Excused: Lori Hintz and Jill Stobber.

Approval of June 16, 2016 Park Board Minutes: Chairman Eisenhardt entertained a motion for approval of the June 16, 2016 Park Board Minutes. Motion to approve made by Commissioner Schopp. Seconded by Ald. Dawidziak. All voted aye, motion carried.

Citizens Comments: Mr. Jonash inquired about the woods at the back of Riverside Park. He asked if that portion was owned by the City of Burlington. His concern is the area back by the trees being very brushy, making it near impossible to see back there. He stated that in the past homeless people have been staying back there. Jim Bergles, Director of Public Works stated he would look into to see who the property belongs to, and that if it is City property, he would have it cleaned up and brush removed.

Aldermanic Report: Ruth Dawidziak: Ald. Dawidziak reported that the Community Pool project went before the City Council and that designs three and four were chosen. The project will continue to move forward with it going to referendum on the November ballot.

DPW Report: Jim Bergles, Director of Public Works: Mr. Bergles wanted to inform the Park Board that he is moving forward to present to the City Council the idea of charging for street closures for street parties. The time involved for street party closures involves additional staff time, and should be something that is charged in the same manner as park reservations. Although this is not something the Park Board would have to vote on, Mr. Bergles just wanted to let them know.

Mr. Bergles also reported that the wall around the old Water tower needs to be taken care of as the cement is currently starting to fall off. The cost for replacement of the wall would be too expensive, so other alternatives are currently being look at. Mr. Bergles will keep the Park Board informed.

Mr. Bergles used stencils on cement to mark the route for the bike trail to Sunset Trail. It was done as an experiment to see how it would work. He stated larger stencils could be purchased, but at least this was a start and he would continue working with Bike Burlington to get them where they would be most beneficial.

The DNR will be closing the old railroad crossing path at Bushnell Park now that they have budgeted money to do so. This item has been a concern for quite some time, and it will now remove the danger to children walking through that area.

New Business: Bike Burlington – Final Design – Madonna Carr: Ms. Carr came before the Park Board requesting approval for the Bike Rack that was chosen as the winner of the bike rack contest held by Bike Burlington. Ms. Carr distributed a drawing of the proposed bike rack, which would be made of several different metals, and left unpainted. Ms. Carr requested Wehmhoff-Square along the Pine Street side as the location for the bike rack to be installed. Bike Burlington was hoping to have the dedication ceremony on August 24th or 25th. Jim Bergles, Director of Public Works stated he would have to see if it would be possible to have the DPW crews get it ready and the cement poured by that date. He will keep Ms. Carr informed as the date approaches.

Ms. Carr asked the Park Board to waive the Park Reservation fees for the Pedal, Paddle & Play event being held on September 11, 2016 at Wehmhoff-Jucker Park. There will be bicycle trail rides, and canoes that can be rented. It will be throughout Burlington, Rochester and Waterford. Chairman Eisenhardt entertained a motion to waive the \$50.00 reservation fee for Bike Burlington. Motion to waive made by Ald. Dawidziak. Seconded by Commissioner Schopp. All voted aye, motion carried.

Ms. Carr requested permission to fix and maintain the kiosk for bicycle related projects and information that is located near the Dog Park. The kiosk is in disrepair and currently not being maintained. Karlie Thate, Dog Park Committee President was present at the Park Board meeting and stated the Dog Park does not use that kiosk, and that they use the one that is located at the Dog Park. Although it was not voted on, the Park Board were in agreement that they did not have a problem if the Bike Burlington group wanted to fix and maintain the kiosk and thought it was a nice gesture.

Eagle Scout Project – Tristan Jonash – Build Obstacle Course at Dog Park

Tristan Jonash and his father were present before the Park Board to request building a pavilion and obstacle course at the Dog Park. Tristan's presentation concept is in the beginning stages; however he was requesting Park Board approval before moving forward.

Tristian was proposing building a pavilion that would be made of repurposed wood, using a large joist system and a metal roof. He would need input from an engineer regarding what would be allowable and what would conform to City of Burlington codes.

Jim Bergles, Director of Public Works explained to Mr. Jonash and Tristian that the City does not have an Engineer on staff that could provide that information, and Tristian would have to contact an Engineer of his choice to see if they would be willing to donate their time to help him design the pavilion.

Tristian also presented a large obstacle course for the dogs using culvert pipes and other materials. He wanted to build something that would last long into the future. In addition, he would need to raise money for materials for his project, but was hoping he could get most of it donated by contractors, and possibly the Park Board.

Tristian's father stated he had three years to complete his project, and that help would be needed as the scouts would not be able to use the saws and other equipment necessary to construct a pavilion or lift cement culvert pipes in place for the dog obstacle course.

The Park Board Members thought it his idea was a great. They asked Tristian to come back to the Park Board once he had more details regarding exactly what the pavilion would look like in addition to a detailed drawing of the obstacle course and what it would consist of.

Chairman Eisenhardt entertained a motion to allow Tristian Jonash moving forward with his plans for a pavilion and obstacle course for the Dog Park. Once Tristian has a detailed drawing of a plan for the pavilion and obstacle course, and additional details for funding, he should come back to the Park Board for plan approval. Motion to approve moving forward with detailed plans for a pavilion and obstacle course for the Dog Park made by Ald. Dawidziak. Seconded by Commissioner Brandt. All voted aye, motion carried.

The Park Board thanked Tristian for attending and wished him well in obtaining his goals for both the pavilion and obstacle course.

Old Business: None

Other Items: None

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Ald. Dawidziak. Seconded by Commissioner Schopp. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:26 P.M.

Minutes respectfully submitted by:

**Deb Rintamaki
Department of Public Works**



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Department of Public Works

Street, Park & Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 – (262) 539-3773 fax
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August 10, 2016

TO:	ALL PARK BOARD MEMBERS
FROM:	Deb Rintamaki/Department of Public Works

Please review the attached Memorandum of Understanding between the City of Burlington and the Burlington Dog Park Committee.

The original agreement was done in 2008. Since then, the original Dog Park Committee members who were involved are no longer participants.

There were some minor changes that needed to be done. I removed the portion pertaining to the fence payback. This was paid in full by December 2012.

Other than a few spelling corrections and changing the names of the City Representatives, that is the only change I made. I will need to get current name information of the Dog Park Committee members prior to the new MOU being signed by both parties.

While reviewing the document, I noticed it states two Dog Park Committee members shall attend Park Board monthly meetings. This is not, nor has it ever been done. Is this something that is necessary, or should it be changed? Or should they be reminded that they need to attend the Park Board meetings as stated in the agreement?

It also states quarterly financial reports should be presented to the Park Board. This has only been provided yearly. This is also something the Park Board will need to address.

Thanks.

Deb Rintamaki

2008 Version

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF BURLINGTON
AND THE
THE BURLINGTON AREA DOG PARK COMMITTEE

BURLINGTON AREA DOG PARK

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is hereby made and entered into by and between the City of Burlington, a Municipal Corporation located in Racine and Walworth Counties, Wisconsin, hereinafter referred to as CITY, and the Burlington Area Dog Park Committee, an independent unincorporated citizens group, hereinafter referred to as DOG PARK COMMITTEE.

The term CITY shall also refer to the City of Burlington as referenced above as well as any subordinate departments or committees including, but not limited to, the City Parks Department, City Street Department, and the City of Burlington Police Department.

A. INTRODUCTION AND PURPOSE.

In response to the expressed interest of several citizens and aldermen of the City of Burlington, the gates of the Burlington Area Dog Park, hereinafter referred to as DOG PARK, were opened on December 2, 2006 off of Maryland Avenue. A year and half later the location of the dog park was moved to an area near St. Mary's Park, and it was opened again May 3, 2008. The Dog Park has received great response from City residents and surrounding community members. The park is a "use-at your own risk" area for patrons to allow their dogs to run unleashed in a public area. The park is fully fenced and maintained by the Dog Park Committee, the City Park Department and patrons that visit the park.

The purpose of this MOU is to delineate the responsibilities for the maintenance and care of the Dog Park as agreed to by the parties involved.

B. SCOPE OF THE AGREEMENT.

1. Term of Agreement.

The term of this MOU shall commence on the date of signature. This MOU shall remain in effect indefinitely or until such time that the Dog Park closes, the Dog

Park Committee disbands, or an amendment or termination of the MOD is approved by the City.

2. City Responsibilities for the Dog Park.

- (a) The City Park Department shall provide lawn care maintenance to the fenced-in portion of the dog park as needed, including cutting of the grass and weed control and/or maintenance.
- (b) The City Street Department shall provide snow removal for public roadways to the Dog Park and the parking lot southeast of the Park.
- (c) The City Park Department shall collect and properly dispose of garbage collected in city supplied garbage cans. Trash placed or located outside of city provided containers shall not be the responsibility of the City to dispose of.
- (d) The City Park Department shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the Dog Park Committee's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.
- (e) The City Street Department shall maintain the parking lot immediately south of the park by providing adequate lighting and gravel pavement to ensure its safety and integrity.

3. Dog Park Committee Responsibilities.

- (a) The Dog Park Committee shall be responsible for maintenance and care of the Dog Park in all manners except lawn care to keep the Dog Park presentable and safe.
- (b) The Dog Park Committee shall maintain and provide care for all fencing surrounding the Dog Park including repair as needed.
- (d) The Dog Park Committee shall maintain and supply disposal bags for patrons of the Park to use for dog defecation cleanup. The Dog Park Committee shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.
- (e) The Dog Park Committee shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.

- (f) The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

4. Rules of Use for the Dog Park.

- (a) Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dogs(s), children and guests.
- (b) The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.
- (c) Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.
- (d) All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses along with rabies and license tags. The City may conduct random checks to ensure compliance.
- (e) In the event of a bite or injury to a dog, owners or custodians must exchange current tag information and phone numbers. In the event of a dog bite to a person, the owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.
- (f) Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.
- (g) No more than three (3) dogs are allowed per owner or custodian.
- (h) No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.
- (i) No food, glass bottles or alcohol are allowed in the Dog Park.
- (G) The Dog Park may be used between the hours of 6:00 a.m. and 10:00 p.m., 365 days per year.
- (k) There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

5. Repayment for Fencing.

The Dog Park Committee shall pay the City's costs for materials and installation of the fence at the Dog Park and shall remit payment in the amount of \$4,829.00 to the City Treasurer Payments .in five installments as follows::

No later than:

December 31,2008 - \$1,000.00
December 31,2009 - \$1,000.00
December 31,2010 - \$1,000.00
December 31,2011 - \$1,000.00
December 31,2012 - \$829.00

Failure to pay pursuant to this schedule could result in a discontinuance of the Dog Park.

C. TERMINATION OF AGREEMENT.

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party, provided, however, that the requirement for Repayment for Fencing set forth in section B.5. shall continue until such payment is made.

D. AMENDMENT OF AGREEMENT.

This MOU shall not be altered, changed or amended except by written mutual agreement of the parties.

E. AMENDMENT OF AGREEMENT.

The City and the Dog Park Committee will from time to time need to discuss matters relating to this agreement and the operation of the Dog Park. Communication shall be in written and verbal form between the Contacts listed in Section F of this MOU.

F. CONTACTS.

City Park Department Contacts:

Larry Gobel
Department of Public Works Supervisor
824 Milwaukee Avenue
Burlington, WI 53105
(262) 763-2060
larryg@bizwi.rr.com

Kevin Lahner
City Administrator

300 N. Pine Street Burlington,
WI 53105 (262) 342-1161
klahner@burlington-wi.gov

Dog Park Committee Contacts:

Holly Prailes-Humphrey
President
232 W. Chestnut Street
Burlington, WI 53105 (262)
763-2739
tlhumphrey@sbcglobal.net

LORI - need your contact info here

The above contacts shall be revised from time to time as appropriate by mutually creating and executing an addendum to this agreement.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding this _____ day of _____, 2008.

City of Burlington 300
N. Pine Street
Burlington, WI 53105

Burlington Area Dog Park Committee
Burlington, WI 53105

BY: _____
Name: Robert Miller
Title: Mayor

BY: _____
Name: Holly Prailes-Humphrey
Title: President

ATTEST: _____
Name: Beverly R. Gill
Title: City Clerk

ATTEST: _____
Name: _____
Title: _____

BURLINGTON AREA DOG PARK

COMMITTEE BYLAWS

Adopted 16 December 2008

Article I - Name & Mission

Section 1: The name of this organization is "Burlington Area Dog Park Committee" (BADPC). Section 2: BADPC is an independent, unincorporated citizen group committed to assisting the City of Burlington and Burlington area residents with sustaining the Burlington Area Dog Park (BADP), an official off-leash dog park.

The BADPC is dedicated to the preservation and improvement of the BADP, a fenced-in, offlease park where well behaved canine citizens can socialize and exercise in a clean, safe environment.

The BADPC is an officially recognized advocacy group, representing people who use the BADP and seek to ensure the BADP remains an asset to the park users and city.

Article II - Purpose

- A. To support the City of Burlington and the Public Works Department by raising funds and providing volunteer support to improve and maintain the Burlington Area Dog Park by providing a clean, healthy and safe environment in which pet dogs can exercise off-leash.
- B. To receive, invest, donate and use funds acquired through fundraising events, donations, gifts, grants, bequests, and solicitations necessary for maintenance and improvement projects at Burlington Area Dog Park.
- e. The intent of this organization is not for the private gain of any individual but is organized for public and charitable purposes.

Article III - Limitations

- A. The organization may not act independently of the City of Burlington Public Works Department and the Park Board in the implementation of health, safety, maintenance or improvement projects. All park projects are to be cooperatively identified, prioritized and implemented with specific approval by and under the supervision of the City of Burlington Public Works Department and the Park Board.
- B. In the event the BADPC disbands, all money in the BADP accounts will be surrendered to the City of Burlington and/or the Public Works Department for maintaining the BADP.
- e. At least two members of the BADPC will attend the monthly Park Board meeting and represent the BAD PC. The representatives will include at least one executive committee member and any other Committee member that is able to attend. At every monthly BADPC meeting, the decision about who will attend the next Park Board meeting will be included on

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- (d) All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses along with rabies and license tags. The City may conduct random checks to ensure compliance.
- (e) In the event of a bite or injury to a dog, owners, or custodians must exchange current tag information and phone numbers. In the event of a dog bite to a person, the owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.
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- (j) The Dog Park may be used between the hours of 6:00 a.m. and 10:00 p.m., 365 days per year.
- (k) There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

C. TERMINATION OF AGREEMENT

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party.

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The City and the Dog Park Committee will from time to time need to discuss matters relating to this agreement and the operation of the Dog Park. Communication shall be in written and verbal form between the Contacts listed in Section F of this MOU.

F. CONTACTS

City of Burlington Park Department Contacts:

Jim Bergles, Director of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105
(262) 539-3770
jbergles@burlington-wi.gov

Carina Walters, City Administrator
City of Burlington, City Hall
300 N. Pine Street
Burlington, WI 53105
(262) 342-1161
cwalters@burlington-wi.gov

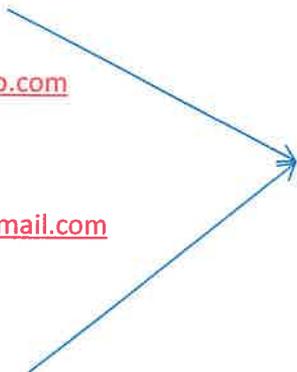
Dog Park Committee Contacts:

Karlie Thate, President
(262) 763-7993
Cell: (262) 758-3979
ktsnarles@yahoo.com

Eileen McNancy
(262) 853-4748
Jeffkroll54@yahoo.com

Garreth Langley
(262) 492-8194
garrethlangley@gmail.com

Theresa Palen
(262) 534-6762
tpalen@wi.rr.com



NEED CURRENT INFORMATION

The above contacts shall be revised from time to time as appropriate by mutually creating and executing an addendum to this agreement.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding this

_____ date of _____, 2016.

City of Burlington, 300 North Pine Street, Burlington, WI 53105

Burlington Area Dog Park Committee, Burlington, WI 53105

By: _____

Name: Jeannie Hefty, Mayor

By: _____

Name: Karlie Thate, President

ATTEST:

Name: Diahnn Halbach

Title: City Clerk

Date: _____

BURLINGTON AREA DOG PARK

COMMITTEE BY LAWS

Adopted 16 December 2008

Article 1 – Name & Mission

Section 1: The name of this organization is “Burlington Area Dog Park Committee” (BADPC).

Section 2: BADPC is an independent, unincorporated citizen group committed to assisting the City of Burlington and Burlington area residents with sustaining the Burlington Area Dog Park (BADP), an official off-leash Dog Park.

The BADPC is an officially recognized advocacy group, representing people who use the BADP and seek to ensure the BADP remains an asset to the park users and the City.

Article II – Purpose

- A. To support the City of Burlington and the Public Works Department by raising funds and providing volunteer support to improve and maintain the Burlington Area Dog Park by providing a clean, healthy and safe environment in which pet dogs can exercise off-leash.
- B. To receive, invest, donate and use funds acquired through fundraising events, donations, gifts, grants, bequests, and solicitations necessary for maintenance and improvement projects at Burlington Area Dog Park.
- C. The intent of this organization is not for the private gain of any individual but is organized for public and charitable purposes.

Article III – Limitations

- A. The organization may not act independently of the City of Burlington, Public Works Department and the Park Board in the implementation of health, safety, maintenance or improvement projects. All park projects are to be cooperatively identified, prioritized and implemented with specific approval by and under the supervision of the City of Burlington Public Works and the Park Board.
- B. In the event the BADPC disbands, all money in the BADP accounts will be surrendered to the City of Burlington and/or the Public Works Department for maintaining the BADP.
- C. At least two members of the BADPC will attend the monthly Park Board meeting and represent the BADPC. The representatives will include at least one executive committee member and any other Committee members that are able to attend. At every monthly BADPC meeting, the decision about who will attend the next Park Board meeting will be

included on the agenda and agreed upon. Current expenditures, upcoming fundraising events and projects, and other concerns will be presented at the meeting for Park Board or Council approval.

- D. No one person is authorized to make any agreements, solicitations or binding obligations on behalf of the BADP or the BAPDC without prior approval by the BAPDC.
- E. The organization is not recognized as an enforcement agency and cannot be held liable for the assumed risk of park patrons.
- F. Changes or amendments to these Bylaws shall be brought to a vote by the BADPC, then presented and approved by the Park Board before being adopted. All changes become effective upon Park Board approval unless otherwise noted.

Article IV - Membership

Section 1: Eligibility

- A. Membership shall be open to anyone who endorses the purpose of the Dog Park, abides by these Bylaws, and who meets the requirements of one of the classes of membership defined below.
- B. Class One (Committee Member) consists of Members of the BADPC. Committee members are eligible to vote at committee meetings. All Committee members agree to comply with the current BADPC Bylaws.
- C. Class Two (Supporting) consists of any individual or organization supporting the purpose and mission of the BADPC. Supporting members are encouraged to attend committee meetings and participate in the discussions, but are ineligible to vote.

Article V – Executive Board

Section 1: Identification and Terms of the Executive Board Members

- A. The Executive Board members will consist of no more than four (4) voting members who shall be elected and installed at the October meeting. The officers of the board will be president, vice president, secretary and treasurer.
- B. Board members receive no compensation.
- C. No member of the Executive Board shall have a financial self-interest in the investments, fundraising efforts of the organization, projects funded by the organization, or on-going maintenance efforts paid for by the organization.
- D. All Board members shall serve one year terms (October 1 through September 30), and are eligible for re-election.
- E. If an Executive Board member misses three BADPC meetings, the member forfeits their position and all voting rights until the end of the fiscal year.
- F. All Executive Board members agree, upon acceptance of the office, to comply with current BADPC Bylaws.

Section 2: Nominations & Elections

- A. A Nominating Committee will consist of three BADPC members and be appointed to recommend a slate of Executive Board members at the July BADPC meeting.
- B. The Executive Board nominees will be advised and approve of the nomination prior to the September meeting.
- C. The nominees will present a short platform (no longer than three minutes in length) at the September meeting which will include their objective and intentions for the proposed office.
- D. The Executive Board members will be elected by a simple, written majority vote of the active membership at the annual October meeting.

Section 3: Officers and Duties

A. President-

- a. Shall convene regularly scheduled Committee meetings or if necessary, arrange for other officers to preside at each meeting in the following order: Vice President, Secretary, and Treasurer.
- b. Shall preside and create the meeting agenda prior to all Committee meetings and submit it to the Secretary for circulation.
- c. Shall be a liaison to the City of Burlington and any other media, a representative of the BADP and participate with any promotional or advertising for the BADP, as authorized by the BADPC.

B. Vice President –

- a. Shall assume responsibilities of President in their absence.
- b. All committee chairpersons will report to the Vice President upon request.

C. Secretary –

- a. Shall be responsible for keeping records of Committee actions, including overseeing the taking of minutes at all Committee meetings and assuring that good records are maintained.
- b. Shall post meeting agenda on message board at least three (3) days prior to the meeting and minutes of previous Committee meeting on message board and group list every month.
- c. Shall be responsible for any flyers or other written materials that relate to the BADP, unless pertaining to the duties of a subcommittee.

D. Treasurer –

- a. Shall maintain BADPC checking account.
- b. Present a financial report at each Committee meeting.
- c. Treasurer shall provide quarterly Profit & Loss statements to the City of Burlington Treasurer.

- d. Provide financial information to Committee members upon request.
- e. Distribute reimbursement checks to ensure continuity and documentation of all BADP funds.

Section 4: Vacancies

- A. Executive Board members may resign by giving written notice to any board member.
- B. Any unscheduled vacancy on the Executive Board shall cause a special election to occur to fill the board member's position.
- C. When a vacancy on the Board exists, nominations for new members may be received from the present Committee members. A special, written vote will occur at the next Committee meeting.

Section 5: Special Meetings

- A. Other than regular monthly meetings, special meetings of the Executive Board may be called by the President or by two other Executive Board members. Such meetings may be held without advance notice, and may be held by conference telephone, video screen communication, or other electronic communications, including but not limited to e-mail. Participation in the meeting under this section shall constitute presence in person at the meeting if all of the above apply.
- B. Each Executive Board member participating in the meeting can communicate with all other Board Members.
- C. Each Executive Board member has the opportunity to participate in all matters before the Board, including the capacity to propose or to interpose an objection to a specific action to be taken.

ARTICLE VI – Committee Meetings

Section 1: Monthly Meetings

- A. All Dog Park members are encouraged to participate in the formation of the Agenda. Agenda for monthly meetings will be distributed to Committee members no less than three (3) days before a Committee meeting via Committee group list.
- B. The President, or designated officer, will moderate and direct the meeting and its agenda.
- C. The Burlington Area Dog Park Committee shall hold regular monthly meetings at an agreed upon time and place, to address and administer on-going planning, financial and operational needs of the BADP.
- D. Agenda items will have an assigned time allotment (usually 5 minutes) before the items is tabled. A designated Committee member will ensure that agenda matters will be conducted in a timely manner.

- E. All Executive Board and Committee members are required to attend, unless excused by an Executive Board member.
- F. Condensed minutes will be posted on the message board following the monthly meeting. Detailed minutes will be sent via committee group list to all committee members.
- G. Consultants may attend any monthly meeting but have no voting rights unless they are current Committee members.
- H. The September BADPC meeting will be dedicated to concluding any pending or old business. Any business that cannot be finalized will be tabled until the November meeting. A yearly financial report will be presented by the Treasurer.
- I. The October BADPC meeting will be designated as the Annual meeting and dedicated solely for the purpose of electing new Executive Board members, appointing new Committee members and subcommittee members.

Section 2: Committee Members

- A. Committee members may resign by giving written notice to any executive board member.
- B. Committee members are required to attend all monthly meetings, but may be excused from no more than three meetings per year. If a committee member misses more than three meetings, voting rights are revoked until the next fiscal year.
- C. Committee members will serve a term of one year (October 1 through September 30) and may renew each October.
- D. To become a committee member after the regular October meeting, a supporting member must attend three consecutive BADPC meetings. The member then has the opportunity to advise an executive board member of their intent to become a BADPC member. The candidate is then nominated and voted on at the committee meeting. If approved, the member serves as a BADPC member until the end of the fiscal year. New committee members are allowed to have one excused absence during the remainder of the fiscal year.

Section 3: Voting Rights

- A. Paper voting is required for any monetary request over totaling \$500.00. Lesser amounts may be approved by verbal vote.
- B. Paper voting is required for all Executive Board member elections at the Annual meeting.

Section 4: Quorum

- A: A quorum must be attended by no less 50% of committee members and three Executive Board members before business can be transacted or motions made or passed.

Section 5: Guidelines for all Sub-Committees

- A. Sub-Committees can be either permanent or temporary, depending on the nature of the committee. Their purpose is to address specific issues and concerns of members.
- B. The Chairperson –
 - a. Shall be a Committee member and attend all Committee meetings.
 - b. Shall be responsible for reporting to the Vice President as requested.
 - c. Shall determine when and location of the meetings.
 - d. Shall determine whether the meeting is closed or by invitation only. The chairperson has the right to allow or disallow any member from presenting their ideas or concept to the subcommittee. Otherwise, they are closed meetings to resolve specific issues.
 - e. Shall moderate and direct the meetings and be responsible for its content.
- C. Meetings –
 - a. All ideas and suggestions should be addressed to the committee and if agreed, shall be presented at the next BADPC.
 - b. During the first meeting of a permanent subcommittee, the members will define the committee's responsibilities and define the duties of the chairperson and its members.
 - c. Subcommittee members may be allowed to discuss with the presenter, if their idea is presented and discussed at the subcommittee meeting.
 - 1. Permanent Sub-Committees
 - a. A detailed report is required at the Committee meeting following the event, including profit or loss.
 - b. All events must obtain prior Committee approval and any future money expenditures for the even must be reserved in the BADPC accounts.
 - 2. Maintenance Committee
 - a. Shall be responsible for the regular maintenance of the BADP.
 - b. Shall follow the guidelines set forth by the City in the Memorandum of Understanding between the City of Burlington and the BADPC, dated December 2008.

Section 6: Distribution of Funds

- A. Any committee or sub-committee member must present a detailed and written budget proposal, no later than one month prior to event.
- B. An itemized and complete actual budget, including all receipts, must be presented to the Treasurer following the purchase of all supplies and materials.
- C. Any money request over \$250.00 must have prior committee approval before check dispersal.
- D. Checks over \$250.00 require two signatures – the Treasurer and one other Executive Board member.
- E. All current Executive Board members will have authorization to sign checks.

Article VII – Rules of Operation – taken from Memorandum of Understanding between the City of Burlington and THE BADPC originally dated and signed December 2008.

Section 1: Dog Park Committee Responsibilities

- A. The BADPC shall be responsible for maintenance and care of the BADP in all manners except lawn care to keep the Dog Park presentable and safe.
- B. The BADPC shall maintain and provide care for all fencing surrounding the BADP including repair as needed.
- C. The BADPC shall maintain and supply disposal bags for patrons of the Park to use for dog defecation clean up.
- D. The BADPC shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.
- E. The BADPC shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.
- F. The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

Section 2: Rules of Use for the Dog Park

- A. Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dog(s), children and guests.
- B. The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.
- C. Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.
- D. All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses, along with rabies and license tags. The City may conduct random checks to ensure compliance.
- E. In the event of a bite or injury to a dog, owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.
- F. Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.
- G. No more than three (3) dogs are allowed per owner or custodian.
- H. No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.
- I. No food, glass bottles or alcohol are allowed in the Dog Park.

- J. The Dog Park may be used between the hours of 6:00am and 10:00pm., 365 days per year.
- K. There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

Article VIII – Bylaws

Section 1: Adoption of Bylaws and Amendments

- A. Bylaws are effective immediately upon approval by the BADPC.
- B. All committee members **MUST** read and sign bylaws and all amendments.
- C. Shall be reviewed each end of calendar year.
- D. Comments shall be submitted to the Secretary to be presented to the BADPC for bylaw consideration.

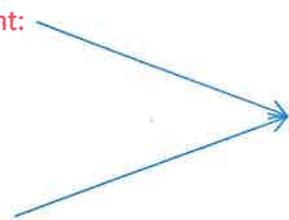
President: Karlie Thate

Vice President:

Secretary:

Treasurer:

Members:



NEED CURRENT INFORMATION

Revised August 2016

2015 COMP PLAN
PRIORITIZED PROJECTS

Type of Park	PARK LOCATION	Project	Cost	2015	2016	2017	2018	2019	PRIORITY
	ECHO VETERAN'S MEMORIAL P	ADA ramps and connection from parking lot		\$8,000.00					1 2 3
	WEHMHOFF-JUCKER PARK	Replace lighting as needed		\$6,000.00					6 0 0
	Beaumont Field/Congress Diamond	Replace drinking fountain			\$ 5,000.00				5 1 0
	Beaumont Field/Congress Diamond	Upgrade restroom building to meet ADA code or de		\$50,000.00					5 1 1
	WAGNER PARK	Install bicycle rack on hard surface			\$ 1,500.00				4 2 0
	WAGNER PARK	Renovate restroom facility for ADA \$ 50,000.00							3 2 1
	WESTEDGE PARK	Install a park identification and rules sign			\$ 1,500.00				3 2 1
	RIVERSIDE PARK	Improve canoe launch		\$8,000.00					3 2 1
	RIVERSIDE PARK	Replace open air shelter with new structure			\$80,000.00				3 1 2
	STEINHOF PARK	Install a bicycle rack on hard surface			\$ 1,500.00				2 3 1
	McMANNA PARK 1	Install parking lot and boat launch at pier			\$10,000.00				2 2 2
	WATERTOWER PARK	Install park identification and rule sign		\$1,000.00					2 2 2
	MEINHARDT PARK	Improve turf conditions	\$ 1,000.00						2 2 2
	WEHMHOFF PARK	Install additional bicycle parking in convent locations			\$ 1,500.00				2 1 3
	WAGNER PARK	Expand the existing sidewalk system \$ 15,000.00							2 1 3
	RIVERSIDE PARK	Install sidewalk segment to the large play structure	\$ 4,000.00						2 0 4
	ST. MARY'S PARK	Pave Dog Park Parking Area			\$ 10,000.00	\$25,000.00			2 0 4
	BEVERLY-JO PARK	Restore large areas of turf to native prairie species							1 4 1
	RIVERWALK	Install skateboard deterrents along stone seat walls		\$5,000.00					1 3 2
	WEHMHOFF-JUCKER PARK	Restore sand volleyball court				\$2,000.00			1 3 2
	McMANNA PARK 1	Install sidewalk/path from the parking lot to shelter/		\$10,000.00					1 2 3
	McMANNA PARK 1	Install sidewalk or path from crosswalk to parking a		\$10,000.00					1 2 3
	ST. MARY'S PARK	Improve canoe launch area				\$8,000.00			1 2 3
	HINTZ COMPLEX	Playground structure				\$45,000.00			1 1 4
	BENSON PARK	Plant trees to enhance habitat and aesthetics				\$ 1,000.00			1 1 4
	MEINHARDT PARK	Install a small gazebo to serve park visitors from the Senior Center					\$ 20,000.00		1 0 5
	McMANNA PARK 1	Guideline stickers for play structure	\$100.00						1 0 5
	WAGNER PARK	Install canoe launch		\$ 10,000.00					1 0 5
	BENSON PARK	Install shoreline stabilization materi	\$ 40,000.00						0 4 2
	BENSON PARK	Install pathway/trail							0 2 4
	BEVERLY-JO PARK	Install a small parking lot at end of cul-de-sac						\$ 10,000.00	0 2 4
	WESTEDGE PARK	Install small playground for ages 2-5						\$ 10,000.00	0 2 4
	McMANNA PARK 1	Install bicycle parking on hard surface			\$ 25,000.00				0 2 4
	WAGNER PARK	Replace shoreline stabilization materials			\$1,500.00				0 1 5
	ST. MARY'S PARK	Install bicycle racks on hard surface	\$ 75,000.00						0 1 5
	SUNSET PARK	Replace third base bleachers		\$5,000.00		\$1,500.00			0 1 5
	SUNSET PARK	Install playground structure			\$45,000.00				0 1 5
	McMANNA PARK 1	Install ADA transfer mat at playgro	\$1,000.00						0 1 5
	BEVERLY-JO PARK	Install small bicycle skills course						\$ 20,000.00	0 0 6
	BEVERLY-JO PARK	Install small playground for 2-5 and 5-12				\$ 55,000.00			0 0 6
	MEINHARDT PARK	Construct sidewalk along Spring Street				\$ 15,000.00			0 0 6

