



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
THURSDAY NOVEMBER 17, 2016 6:30PM
2200 S. Pine Street, Burlington, WI 53105**

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

1. Roll Call
2. Introduction of new student representative Alexis Meyers.
3. Approval of October 19, 2016 Park Board Minutes
4. Citizens Comments
5. Aldermanic Report: Ruth Dawidziak
6. DPW Report: Jim Bergles, Director of Public Works
7. New Business:
 - a. Financial Report
8. Old Business:
 - a. Review Comp Plan
9. Other Items
10. 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
WEDNESDAY, OCTOBER 19, 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

Chairman Darrel Eisenhardt called the October 19, 2016 Park Board meeting to order at 6:30 P.M.

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

Approval of September 15, 2016 Park Board Minutes: Chairman Eisenhardt entertained a motion to approve the September 15, 2016 Park Board Minutes. Motion to approve made by Commissioner Amborn. Seconded by Commissioner Schopp. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: Ruth Dawidziak: Ald. Dawidziak reported she had a discussion with Carina Walters, City Administrator regarding the gates on the gazebo at Echo Park. Previously the Park Board had discussed gates being installed as a safety issue, and had voted to have them as part of the reconstruction, and all members felt it was important to be completed as approved. Ald. Dawidziak will discuss the issue further with the City Administrator to procure the installment of the gate.

DPW Report: Jim Bergles, Director of Public Works: Deb Rintamaki, DPW Administrative Assistant reported on Mr. Bergles behalf that \$40,000 had been deposited into the Park Funds from Park Place Apartments. Park Fund Balances will be available at the November Park Board meeting.

Ms. Rintamaki also reported that Mr. Bergles was working on obtaining prices on pre-fabricated bathrooms and he would have the information for the November meeting.

New Business:

Proposal to repair McCanna Park Bridge: Seth Wilson: Seth Wilson, Boy Scout presented his proposal to replace the wood walkway and railings on the bridge at McCanna Park for his Eagle Project.

Jim Bergles, Director of Public Works had previously determined that the bridge structure was sound and only the wood railings and walkway needed to be replaced.

Mr. Wilson had acquired pledges for the majority of funding needed, contingent upon Park Board approval. He thought possibly he may need an additional \$300.00, if material costs were higher than anticipated. The Park Board was in agreement they would be willing to donate the \$300.00 to help him, as his project would add to the overall aesthetics of McCanna Park.

Presented were two different designs, Option I and Option II, in either green treated or brown stained wood. Mr. Wilson projected October 31, 2016 for a completion date as long as the weather cooperates. The green treated was slightly less expensive than the brown. The brown treated wood looked like cedar, but would need maintenance every few years to keep from fading.

After some discussion, Chairman Eisenhardt asked how the Park Board would like to proceed and which choices they felt would be best for the bridge. Commissioner Hintz made a motion to approve Option I, in green treated wood, as presented by Seth Wilson to replace the wood on the bridge at McCanna Park. Seconded by Commissioner Amborn. All voted aye, motion carried.

Chairman Eisenhardt entertained a motion to approve donating \$300.00 to Seth Wilson should he need additional funds to complete his project. Motion to approve made by Commissioner Brandt. Seconded by Commissioner Amborn. All voted aye, motion carried.

Deb Rintamaki asked Mr. Wilson to contact the DPW office a few days prior to needing the funds, as it would take a few days to have a check processed.

Request for three Flag Pole Holders at Wehmhoff-Square Gazebo: Judith Schulz (Genealogy Society): Deb Rintamaki presented for Judith Schulz the request from the Genealogy Society, to donate \$50.00 towards three (3) flag pole holders to be installed on the gazebo at Wehmhoff-Square. The holders could not only be used by the Genealogy Society, but by any group holding events at Wehmhoff-Square.

Ms. Rintamaki stated the \$50.00 would cover the cost of the flag pole holders, and the Department of Public Works crews could install them. All Park Board Members thought this was a nice gesture and accepted the donation from the Genealogy Society to install three flag pole holders on the gazebo at Wehmhoff-Square.

Deb Rintamaki will advise Ms. Schulz of the Park Board's approval for the three flag holders in addition to notifying Jim Bergles, Director of Public Works.

Women's Recreational and Milwaukee Retro League Softball: Bill Milatz: Bill Milatz came before the Park Board to request the use of Bushnell Park and Congress fields for 2017. He also presented a check of \$550.00 from the Women's Softball League for use of the fields for 11 games.

Mr. Milatz told the Park Board what a fantastic job Park Foreman Aaron DeGrave and his crews, especially Joe Phillips and Jamie Regner had done in preparing the fields for them during the year.

Mr. Milatz also stated that there are several lights that out at Congress and asked if the Department of Public Works crews could possibly check them out. Deb Rintamaki stated she would pass the information along to Jim Bergles, Director of Public Works.

Baseball 2000 Summary of Receipts and Disbursements: Chairman Darrel Eisenhardt distributed the Summary of Receipt and Disbursements from Baseball 2000 from 8/17/2016 through 9/21/2016. A copy of this report is on file with the Park Board Minutes.

Old Business:

Review Comp Plan: This item to be added to the November Park Board Agenda. Jim Bergles, Director of Public Works would have at that time the pre-fab bathroom information to be presented along with costs.

Other Items: Chairman Eisenhardt stated that Jill Stobber had resigned from the Park Board due to schedule conflicts. He asked if any of the Park Board Members knew of someone who would be interested in serving on the Park Board. If so, they should let him know and he would notify Mayor Jeannie Hefty.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Amborn. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:12P.M.

Minutes respectfully submitted by:

**Deb Rintamaki
Department of Public Works**



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2016 PARK RESERVATIONS

BUSHNELL PARK	26
DEVOR PARK	6
ECHO PARK	29
MCCANNA PARK	20
RIVERSIDE PARK	22
WEHMHOFF-JUCKER	26
WEHMHOFF-SQUARE	8

Total 2016 Park Reservations: 137

30 No Charge – Service Organizations/Vets/City Sponsored
(2 for Bushnell Park)

Echo Park – No Charge for B Town Sounds (Thursday nights)
No Charge for Kiwanis Band (Friday nights)

Wehmhoff-Square – Farmers Market – No Charge

Bushnell Park: 2 No Charge, 5 @ \$100.00 and 19 @ \$50.00 (\$1450.00)
\$1450.00 was for Bushnell Park – which is deducted from the \$10,000 Maintenance
Agreement with Racine County – check received from Racine County for \$8550.00

TOTAL DOLLAR AMOUNT RECEIVED: \$4750.00

Deb Rintamaki
Department of Public Works

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Print Transactions In Date Order
- Page and Total by FUND
- All Segments Tested for Total Breaks
- Account.Account Number = "820424241000"-820595929399"

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
ECHO PARK GRANTS			12/31/2015 (14/15) Balance	820-424241-000			.00
02/03/2016	CR	9014219	ECHO PARK GRANTS - SANCH			30.00-	
02/03/2016	CR	9014221	Voids receipt - 9,014219 - SANCH		30.00		
			02/29/2016 (02/16) Period Totals and Balance		30.00 *	30.00- *	.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-45,000.00 Unearned	45,000.00	
Riverside Park Grant			12/31/2015 (14/15) Balance	820-424250-000			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
PARK DEVELOPMENT			12/31/2015 (14/15) Balance	820-454590-000			.00
08/29/2016	CR	1053127	Wemhoff Jucker Grant - WI-DNR			36,834.08-	
			08/31/2016 (08/16) Period Totals and Balance		.00 *	36,834.08- *	36,834.08-
09/21/2016	CR	1053264	Bushnell Park Reservations - Raci			8,550.00-	
			09/30/2016 (09/16) Period Totals and Balance		.00 *	8,550.00- *	45,384.08-
10/11/2016	CR	1053453	PARK DEVELOPMENT - Oak Par			40,000.00-	
			10/31/2016 (10/16) Period Totals and Balance		.00 *	40,000.00- *	85,384.08-
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	85,384.08-
YTD Encumbrance		.00 YTD Actual	-85,384.08 Total	-85,384.08 YTD Budget	-9,000.00 Unearned	(76,384.08)	
INTEREST ON INVESTMENTS			12/31/2015 (14/15) Balance	820-484811-000			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	-10.00 Unearned	10.00	
SALE OF MIDWOOD PARK			12/31/2015 (14/15) Balance	820-484831-000			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
SALE OF BAY RIDGE			12/31/2015 (14/15) Balance	820-484832-000			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
INSURANCE RECOVERY			12/31/2015 (14/15) Balance	820-484835-000			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
DONATIONS			12/31/2015 (14/15) Balance	820-484841-000			.00
05/24/2016	CR	8072800	DONATIONS - JAN, FEB & MAR			71.00-	
			05/31/2016 (05/16) Period Totals and Balance		.00 *	71.00- *	71.00-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	71.00-
YTD Encumbrance		.00 YTD Actual	-71.00 Total	-71.00 YTD Budget	-100.00 Unearned	29.00	
DOG PARK DONATIONS							
12/31/2015 (14/15) Balance 820-484841-001							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
PUBLIC SITE FEE							
12/31/2015 (14/15) Balance 820-484842-000							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
FIRE DEPARTMENT-DONATIONS							
12/31/2015 (14/15) Balance 820-484843-000							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
Sale of Land							
12/31/2015 (14/15) Balance 820-484844-000							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00	
TRANSFER FROM OTHER FUND							
12/31/2015 (14/15) Balance 820-494929-000							.00
04/30/2016	JE	9	2016 Budgeted Funding Transfers			25,000.00-	
04/30/2016 (04/16) Period Totals and Balance					.00 *	25,000.00- *	25,000.00-
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	25,000.00-
YTD Encumbrance		.00 YTD Actual	-25,000.00 Total	-25,000.00 YTD Budget	-25,000.00 Unearned	.00	
BUSHNELL PARK PHONE REFUND							
12/31/2015 (14/15) Balance 820-555511-225							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
ECHO PARK							
12/31/2015 (14/15) Balance 820-555551-200							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Dog Park Expenditures							
12/31/2015 (14/15) Balance 820-555551-230							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
CONTRACT SERVICES							
12/31/2015 (14/15) Balance 820-555551-298							.00
02/28/2015	AP	106	SAA DESIGN GROUP			1,263.46-	
02/29/2016 (02/16) Period Totals and Balance					.00 *	1,263.46- *	1,263.46-
11/01/2016	AP	200	SCOUT TROOP 303		199.77		
11/30/2016 (11/16) Period Totals and Balance					199.77 *	.00 *	1,063.69-
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	1,063.69-
YTD Encumbrance		.00 YTD Actual	-1,063.69 Total	-1,063.69 YTD Budget	6,000.00 Unexpended	7,063.69	
MISCELLANEOUS							
12/31/2015 (14/15) Balance 820-555551-399							.00
12/31/2016 (14/16) Period Totals and Balance					.00 *	.00 *	.00

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
BALL DIAMOND LIGHTS			12/31/2015 (14/15) Balance	820-555551-600			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
PARKS-OUTLAY			12/31/2015 (14/15) Balance	820-555551-800			.00
07/07/2016	AP	66	AYRES ASSOCIATES		2,250.00		
			08/31/2016 (08/16) Period Totals and Balance		2,250.00 *	.00 *	2,250.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	2,250.00
YTD Encumbrance		.00 YTD Actual	2,250.00 Total	2,250.00 YTD Budget	120,000.00 Unexpended	117,750.00	
TRANSFER TO OTHER FUNDS			12/31/2015 (14/15) Balance	820-595929-399			.00
			12/31/2016 (14/16) Period Totals and Balance		.00 *	.00 *	.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	

Number of Transactions: 10 Number of Accounts: 21

Total CITY PARKS FUND:

Number of Transactions: 10 Number of Accounts: 21

Grand Totals:

Debit	Credit	Proof
2,479.77	111,748.54-	109,268.77-
2,479.77	111,748.54-	109,268.77-

Report Criteria:

- Actual Amounts
- All Accounts
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Print Transactions In Date Order
- Page and Total by FUND
- All Segments Tested for Total Breaks
- Account.Account Number = "820424241000"-820595929399"

CITY OF BURLINGTON
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

PARK DEVELOPMENT FUND

<u>REVENUES</u>	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL AID</u>					
820-424241-000 ECHO PARK GRANTS	.00	.00	45,000.00	(45,000.00)	.00
820-424250-000 RIVERSIDE PARK GRANT	.00	.00	.00	.00	.00
TOTAL INTERGOVERNMENTAL AID	.00	.00	45,000.00	(45,000.00)	.00
<u>PUBLIC CHARGES FOR SERVICE</u>					
820-454590-000 PARK DEVELOPMENT	85,384.08	85,384.08	9,000.00	76,384.08	948.71
TOTAL PUBLIC CHARGES FOR SERVICE	85,384.08	85,384.08	9,000.00	76,384.08	948.71
<u>MISCELLANEOUS REVENUE</u>					
820-484811-000 INTEREST ON INVESTMENTS	.00	.00	10.00	(10.00)	.00
820-484831-000 SALE OF MIDWOOD PARK	.00	.00	.00	.00	.00
820-484832-000 SALE OF BAY RIDGE	.00	.00	.00	.00	.00
820-484835-000 INSURANCE RECOVERY	.00	.00	.00	.00	.00
820-484841-000 DONATIONS	71.00	71.00	100.00	(29.00)	71.00
820-484841-001 DOG PARK DONATIONS	.00	.00	.00	.00	.00
820-484842-000 PUBLIC SITE FEE	.00	.00	.00	.00	.00
820-484843-000 FIRE DEPARTMENT-DONATIONS	.00	.00	.00	.00	.00
820-484844-000 SALE OF LAND	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	71.00	71.00	110.00	(39.00)	64.55
<u>OTHER FINANCING SOURCES</u>					
820-494929-000 TRANSFER FROM OTHER FUND	25,000.00	25,000.00	25,000.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	25,000.00	25,000.00	25,000.00	.00	100.00
TOTAL FUND REVENUE	110,455.08	110,455.08	79,110.00	31,345.08	139.62

EXPENDITURES

CITY OF BURLINGTON
REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

PARK DEVELOPMENT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	%	OF BUDGET
<u>DEPARTMENT 5511</u>					
820-555511-225 BUSHNELL PARK PHONE REFUND	.00	.00	.00	.00	.00
TOTAL DEPARTMENT 5511	.00	.00	.00	.00	.00
<u>DEPARTMENT 5551</u>					
820-555551-200 ECHO PARK	.00	.00	.00	.00	.00
820-555551-230 DOG PARK EXPENDITURES	.00	.00	.00	.00	.00
820-555551-298 CONTRACT SERVICES	(1,063.69)	(1,063.69)	6,000.00	7,063.69	(17.73)
820-555551-399 MISCELLANEOUS	.00	.00	.00	.00	.00
820-555551-600 BALL DIAMOND LIGHTS	.00	.00	.00	.00	.00
820-555551-800 PARKS-OUTLAY	2,250.00	2,250.00	120,000.00	117,750.00	1.88
TOTAL DEPARTMENT 5551	1,186.31	1,186.31	126,000.00	124,813.69	.94
<u>TRANSFER TO OTHER</u>					
820-595929-399 TRANSFER TO OTHER FUNDS	.00	.00	.00	.00	.00
TOTAL TRANSFER TO OTHER	.00	.00	.00	.00	.00
TOTAL FUND EXPENDITURES	1,186.31	1,186.31	126,000.00	124,813.69	.94
NET REVENUES OVER EXPENDITURES	109,268.77	109,268.77	(46,890.00)	(93,468.61)	233.03

CITY OF BURLINGTON
BALANCE SHEET
DECEMBER 31, 2016

PARK DEVELOPMENT FUND

<u>ASSETS</u>			
820-111111	CITY PARKS	134,371.07	
	TOTAL ASSETS		134,371.07
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
820-212000	ACCOUNTS PAYABLE	(1,263.46)	
	TOTAL LIABILITIES	(1,263.46)	
<u>FUND EQUITY</u>			
820-342100	FUND BALANCE DESIGNATED	26,365.76	
	REVENUE OVER EXPENDITURES - YTD	109,268.77	
	TOTAL FUND EQUITY		135,634.53
	TOTAL LIABILITIES AND EQUITY		134,371.07

CITY OF BURLINGTON
BALANCE SHEET
DECEMBER 31, 2016

WEHMHOFF TRUST FUND

<u>ASSETS</u>		
821-111106	WEHMHOFF FUND	19,932.89
821-111111	CASH ACCT-FUND 821	2,730.00
821-111201	INVESTMENTS	33,531.26
	TOTAL ASSETS	<u>50,734.15</u>
 <u>LIABILITIES AND EQUITY</u>		
 <u>FUND EQUITY</u>		
821-342100	FUND BALANCE DESIGNATED	50,496.63
	REVENUE OVER EXPENDITURES - YTD	237.52
	TOTAL FUND EQUITY	<u>50,734.15</u>
	TOTAL LIABILITIES AND EQUITY	<u>50,734.15</u>

Deb Rintamaki

From: Deb Rintamaki
Sent: Tuesday, November 01, 2016 8:13 AM
To: Pat Solofra
Cc: James Bergles
Subject: Scout Troop 303 - Check for \$199.77
Attachments: October 19 2016 WEDNESDAY Park Board Minutes.pdf

Hi Pat:

Please process a check **for \$199.77** and make it out to:

Scout Troop 303 (Re: Seth Wilson Eagle Project).

At the last Park Board meeting, the Park Board approved giving up to \$300.00 to Seth if he should need additional dollars, for his approved project of replacing the bridge at McCanna Park.

I am attaching a copy of the Park Board Minutes to this email.

His dad called this morning and said they spent an additional 199.76, and that is the amount being requested.

Please charge to account: 820-555551-298.

Per our phone conversation, I will have Ronnie Wilson (Seth's Dad) pick up the check from you at City Hall on Friday, and that way he can give you the receipts directly.

Thank you.

Deb Rintamaki

Department of Public Works