



**Department of Public Works**

Street & Park Department  
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**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, APRIL 19, 2018 6:30PM**

**President Jennifer Amborn called the meeting to order at 6:30 PM.**

**Roll Call:** Present: Commissioners Clay Brandt, Jason Ledbetter, Jeff Schopp, Patricia Hoffman Alderman Todd Bauman and President Jennifer Amborn. Also present: Peter Riggs, Director of Public Works. Excused: Lisa Wasik and Student Representative Koleton Mangold.

**Approval of March 15, 2018 Park Board Minutes:** President Amborn entertained a motion to approve the March 15, 2018 Park Board Minutes. Motion to approve made by Commissioner Brandt. Seconded by Commissioner Schopp. All voted aye, motion carried.

**Citizen Comments:** None.

**Aldermanic Report:** None.

**Director of Public Works Report:**

**A. Discussion regarding the removal, relocation and replacement of the existing flagpole at the Whitman School building (Schmalling Park)**

Director Riggs wanted to make the board aware that the Burlington Historical Society had relocated the existing flagpole at the Whitman School building and installed a new pole and flag all at their expense.

**B. Discussion regarding the donation of flowers & continued maintenance of the four (4) existing flower beds located in Wehmhoff Square.**

DPW Administrative Assistant Angela Hansen advised the board she had spoken with Carol Reed, Farmers Market, regarding the potential for Reesmans Excavating donating the flowers and maintenance of the existing four (4) flower beds in Wehmhoff Square. Reed had no plans as of yet and was advised to have Reesman's get in touch with Hansen to be put on a Park Board meeting for review.

Director Riggs updated the board on the Congress Street restroom stating there was be a pre-construction meeting today where they discussed the timeline which may be extended due to weather delays.

**New Business:**

**A. Discussion regarding a proposed plan to construct a pavilion at the Dog Park as part of an Eagle Scout project.**

Tristan Yonash was present at the meeting with his father and scout leader Teagan Yonash to present Tristan's Eagle Scout project of a pavilion at the city Dog Park. Tristan advised his main drive in choosing this project is due to its benefits to the community. He noted he had been receiving donations from people interested in the project and advised he would also be doing some fundraising for materials and supplies. Tristan advised he had been in contact with Architect Tom Stelling who was assisting with the design and architectural plans for the pavilion.

Tristan further explained the plan for the pavilion would be an open concept pavilion that would sit on a concrete slab 18 x 28. Tristan stated that due to the dog park being located in the floodplain there were test holes that would need to be dug in order to see how solid the ground is.

Commission Schopp questioned the timeframe on the project. Tristan advised he would like to get started as soon as possible with the majority of the material collection being done over the beginning half of the summer and construction in late July/August.

Teagan Yonash wanted to reiterate the need for the test holes is to ensure the gravel base and the posts for the pavilion being 4 foot deep was adequate enough to hold the structure. Teagan also noted that the estimated cost for this project would be around \$10,000. He advised Tristan has spoken with the Dog Park Board who was very excited about the pavilion idea as they have wanted and needed something out there and would also be willing to donate some funding to assist with the project. Teagan asked the Park Board to consider donating as well as this pavilion would be beneficial to the community for quite some time.

Teagan also questioned the board regarding their thoughts on concrete picnic tables and lighting for security purposes. Director Riggs stated all of those costs could be explored and pricing brought back to the board to determine the best options. Riggs also noted that this structure would be required to adhere to all City building codes and be subject to building inspection. Riggs stated after speaking with the City Engineers, Kapur & Associates, all storm water concerns had been addressed and they had no issues with the project proceeding.

Commissioner Schopp entertained a motion to approve a proposed plan to construct a pavilion at the Dog Park as part of an Eagle Scout project contingent upon the project following all City building codes and acquiring proper inspections as well as adhering to any/all engineering advice/concerns. Motion seconded by Commissioner Hoffman: Roll Call: Aye: Amborn, Brandt, Ledbetter, Schopp, Hoffman & Bauman. Nay: None. Motion carried 6-0.

**B. Discussion of a tree replanting plan for the City parks.**

Director Riggs advised the board that due to the recent snow Park Foreman DeGrave was unable to get all information gathered for the replanting plan. Riggs noted that a conceptual plan for the parks would likely be where replanting would begin. Riggs advised that the Lions Club would be donating \$900 to replanting in McCanna Park and the Rotary Club would be donating monies to the reforestation of Echo Park. Riggs noted that DeGrave would be working on determining the sources of the tree materials, tree types and planting plans prior to bidding out any work.

Riggs also advised the board that next Friday was Arbor Day and 3 trees would be planted in Echo Park.

Riggs stated the right of way tree replanting would be discussed with the Council with a potential plan to replant 30-40 trees a year. Riggs further advised that with the trees budding soon crews would be out assessing the priority of parkway trees for trimming or removal. Alderman Bauman noted tree removal would be discussed in budget sessions later this year with City Council due to the fact that the removal process may be farmed out in order to expedite service.

Riggs advised the board with replanting there were a lot of options. He noted he would speak with DeGrave regarding the park replanting plan and advised the board at next month's meeting.

**Old Business:**

**A. Discussion regarding the revised size of the signage for Elite Improvements relating to their donation of flowers/flower bed and continued maintenance at the City of Burlington Riverfront signage area.**

Director Riggs discussed with the board the revised signage proposed by Elite Improvements for the Riverfront. Riggs noted the sign with the current proposed size of 30 x 18 would clearly be visible from the roadway and recommended the sign be scaled down to 12 x 18 and the contact information and website be removed.

Commissioner Schopp questioned if Elite would be continuing to do the maintenance. Riggs advised the donation of the materials and plants would be from the Burlington Garden Center and Elite would maintain the flower bed this year with no solid plan was in place to maintain it in future years. They also had asked for assistance from the City with watering.

Discussion ensued regarding the type of sign & size, sign regulations and whether maintenance of the sign would be an issue. Riggs noted that Elite seemed willing to work with the City on any suggestions regarding the signage. Riggs stated he would look more into the City's signage ordinance/policy and speak with Elite about adjusting the sign size to 12 x 18 as well as simplifying the wording to only include the company name and logo.

**Other Items:**

Commissioner Hoffman had been asked by a resident if there were going to be more canoe launches at Riverside Park. Director Riggs advised this particular item was on the project list for park development funds. Riggs advised that Blake Theisen, Ayres & Associates, was applying for grant money for shoreline restoration which could be tied into Riverside for the pavilion improvements as well as canoe launches; however this was most likely not going to be a 2018 project due to the funding cycle.

Commissioner Schopp noticed that the wall at the Lewis St water tower was coming down and questioned the timeframe on completion. Riggs advised it should be down and the new one installed sometime in June.

Alderman Bauman requested the board consider looking at crack filling at the tennis courts at the pool. Alderman Bauman advised that currently the pool construction is under budget and he could recommend to the Council that some of the leftover monies be used to complete the repairs. Commission Schopp also mentioned that the wood retaining wall over by the tennis courts was also knocked over and wondered once construction is complete with the pool could it be checked on for repair/replacement. Riggs advised he would speak with Aaron DeGrave to check on getting estimates for crack filling of the tennis courts and would have crews check on the status of the retaining wall as well.

**There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Commissioner Hoffman. Seconded by Commissioner Brandt. All voted aye, and President Amborn adjourned the meeting at 7:28 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant  
Department of Public Works