



Department of Public Works

Street & Park Department
2200 S. Pine Street, Burlington, WI 53105
(262) 342-1181 – (262) 539-3773 fax
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, MAY 16, 2019 6:30PM**

Aldermanic Representative Steve Rauch called the meeting to order at 6:30 PM.

Roll Call: Present: Commissioners Clay Brandt, Jason Ledbetter, Patricia Hoffman, Marilee Hoffman and Aldermanic Representative Steve Rauch. Commissioner Rosemary Dolatowski arrived at 7:30 p.m. Also present: Peter Riggs, Director of Public Works. Excused: President Jennifer Amborn and Park Foreman Aaron DeGrave.

Approval of April 18, 2019 Park Board Minutes: Aldermanic Representative Rauch entertained a motion to approve the April 18, 2019 Park Board Minutes. Motion to approve made Commission Hoffman. Seconded by Commissioner Brandt. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: Aldermanic Representative Rauch advised the board that the City is non-binding talks regarding the approval of rebranding the City. Several commissioners questioned if this rebranding occurs would final approval go through the City Council. Aldermanic Representative Rauch confirmed it would.

Baseball 2000 (BB2K) Report: No report. Commissioner Ledbetter advised he met for the last meeting but no BB2K representatives showed up. Riggs questioned if he should send correspondence to BB2K regarding noncompliance. Commissioner Ledbetter stated that was not necessary at this time and requested another month to attempt to get to the meetings with BB2K.

Director of Public Works Report:

Riggs advised Burlington Rotary completed their Rotary Round 2 planting at both Wehmhoff and Riverside Parks. With both Rotary plantings, 77 trees were installed between Echo, Wehmhoff Square and Wehmhoff Jucker parks. Riggs noted with this planting this City has completed the reforestation of all City parks with the next step being City parkways.

Riggs advised the board the kickoff of the Parkway Tree Cost Share program would be after approval at the May 21, 2019 Council meeting. This program would be advertised on the City's Facebook page as well on the City's website.

Riggs advised Blake with Ayres provided the board with an initial design of the Riverside Park improvements. He noted Blake was also able to provide the ADA accessibility to the launch per the board's request. Riggs asked that all board members review the plans and get back to him with any feedback. Riggs noted that should rebranding occur in the City's future the trailhead signage proposed in the plans would need to be modified to include some sort of removable facing. Riggs also noted as this improvement includes the teardown and replacement of the existing building on the existing building site, he would work with Ayres on construction time to not begin until October 1 to allow for park rental season to end.

Aldermanic Representative Rauch noted that the ADA accessibility was not on the launch itself. Riggs agreed it was not in the current design and stated maybe the board needed to look into another location where an ADA kayak launch would be more suitable.

Riggs also advised he had received a sample of the survey questions that Blake with Ayres would like to send regarding the CORP. Riggs advised the board he would like to see more questions geared to specific parks. The commissioners agreed that more specific questions per park would be better. It was also noted the survey needed to not be too lengthy as concerns of too many questions may cause residents to lose interest and not complete the survey. Riggs noted that the survey was merely a guide to gather information for the CORP. It was noted that the City's website needed to be updated with better descriptions of each park as well which would not only provide the public with information but assist residents in determining each park's needs.

New Business:

A. Park Board orientation.

Riggs welcomed the newest members to board including Marilee Hoffman and Rosemary Dolatowski. Riggs explained the purpose of the Park Board, member's roles including setting park policy, how park development monies are allocated and park improvements.

Riggs explained each year at this meeting the Park Board elects its officer which consists of a President and Secretary. The President's role is to set the precedence and pace of the meeting with the Secretary being a fill in for the President should they be unable to attend.

Commissioner Ledbetter entertained a motion nominating Patricia Hoffman for Park Board President. Seconded by Commissioner Marilee Hoffman. Roll Call: Ayes: Brandt, M. Hoffman, Ledbetter, Dolatowski and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

President P. Hoffman entertained a motion nominating Marilee Hoffman for Park Board Secretary. Seconded by Commissioner Brandt. Roll Call: Ayes: Brandt, P. Hoffman, Ledbetter, Dolatowski and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

B. Discussion regarding Beverly Jo Park - 367 Dunford Drive.

Samantha Schwanke, 425 Dale Drive, was present at the meeting to request the board look into possibly consider improvements at Beverly Jo Park. Aldermanic Representative Rauch advised he had been in conversations with Schwanke about the potential park improvements and advised the board there currently were no playground amenities for use. Aldermanic Representative Rauch recalled years ago looking into improving this park but a hefty price tag was associated and it was unable to move forward.

Riggs stated discussion regarding the potential improvement of this park comes at a good time as the City is currently working with Blake, Ayres, to vet improvements to City parks. Riggs noted this property is very challenging with ADA issues and general accessibility which all affect the overall cost of any improvements. Schwanke advised it would be nice to have playground accessible within walking distance for 2 – 12 year olds in the neighborhood. Riggs advised the City could reexamine the area for potential and noted Schwanke should draft a petition and attempt to gain signatures from area residents who would have interest in this type of development of the park. Riggs stated this could be brought forward as a larger ticket item in the 2020 capital budget or has the potential to be a part of the CORP with grant possibilities.

Several commissioners questioned if this was the right area for a playground or if there was another suitable location. Suggestions that came up included an area in Springbrook Landing or somewhere in the Conservancy on Eastbrook Drive. Riggs advised Schwanke had options but felt at this point a good start would be to get a letter drafted, which he could assist with, to provide to the area residents stating that Schwanke attended the Park Board meeting and was asking for opinions on the installation of a park/playground in the area. Aldermanic Representative Rauch also advised he would continue to work with Schwanke on this as well.

Other Items:

President Patricia Hoffman noted that there was interest in the community for focus groups to discuss the CORP. Riggs explained to the board conducting a focus group was possible and would entail inviting a targeted group, including survey type questions, notice the meeting via agenda and then incorporate the results into the CORP.

There being no further items for discussion, Aldermanic Representative Rauch entertained a motion for adjournment. Motion to adjourn made by President Patricia Hoffman. Seconded by Commissioner Ledbetter. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 8:10 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works