



Department of Public Works

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**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, FEBRUARY 21, 2019 6:30PM**

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

Roll Call: Present: President Jennifer Amborn, Commissioners, Clay Brandt, Jeff Schopp, Jason Ledbetter, and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Excused: Commissioners Patricia Hoffman, Lisa Wasik and Park Foreman Aaron DeGrave.

Approval of January 17, 2019 Park Board Minutes: President Amborn entertained a motion to approve the January 17, 2019 Park Board Minutes. Motion to approve made Commission Brandt. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: Aldermanic Representative Rauch advised the board that the Council had the dogs in parks discussion at the February 20, 2019 meeting and were split in their decision. They requested the issue come back before the Committee of the Whole (COW) at the March 5, 2019 meeting along with the ordinance to include changes. The Council would be voting on the issue at the March 19, 2019 Council meeting.

Commissioner Schopp questioned if the Council discussed where dogs would be allowed and Aldermanic Representative Rauch and Riggs stated they did along with varying restrictions.

Commissioner Brandt voiced his frustration with the fact that the Council didn't seem to be taking note of the recommendation of the Park Board to not allow dogs in parks. Riggs reminded the board that in some instances such as this one they are merely a recommending body to the Council with whom all decisions ultimately lie. However, Riggs noted the Park Board was an instrumental part of the upcoming CORP plan which dictates the use of funding for City parks, shorelines and any restorations necessary for City parks for years to come.

Aldermanic Representative Rauch also noted at the COW meeting they approved the plans for the 2nd addition to Phase 2 of the Glen at Stonegate which includes the construction of the last 30 units in that development. Riggs confirmed that per the developer's agreement, each lot would be required to pay the City a \$500 park fee which would go directly to the Park Development Fund.

Baseball 2000 (BB2K) Report:

No report. Commissioner Jason Ledbetter advised Bud Milroy, BB2K, had been very good about keeping him aware of when the meetings were but he was unable to get to them due to work obligations.

Director of Public Works Report:

Riggs advised the board that due to the extreme winter weather crews have been catching up with forestry work from December but are keeping on track with removals.

New Business:

A. Discussion regarding an Eagle Scout Project at Devor Park.

Andrew Karnes presented his Eagle Scout project proposal to the board. Karnes advised his project included the installation of a sandbox with built in excavator and benches surrounding it at Devor Park. Karnes would also like to install birdhouses along the tree lines by the pool for parents / children to observe the birds. Karnes noted he would also like to install three (3) benches at the Water Tower Park by the half circle and possibly install some small trees to fill in the area.

President Amborn questioned if there would or could be seating on the sandbox. Karnes stated currently there was not but he could add that. Commissioner Schopp questioned Riggs about the positioning of the sandbox and if there would be any access issue for City / utility vehicles. Riggs agreed and advised there was currently a drainage issue in that location at the pool that crews would be looking into early spring/summer and would need access to that location. Riggs noted another location could be looked at in the park for the sandbox. Commissioner Schopp questioned if the benches were going to be fixed to the ground at the pool. Karnes stated both the benches in Devor Park and the Water Tower Park as well as the excavator in the sandbox would be secured to the ground to avoid being tampered with or moved.

Riggs noted the benches and tree concept for the Water Tower Park was great; however, species type and size would have to be looked into further. Riggs also noted that this area was scheduled to have trees planted as part of Arbor Day coming up in April. Riggs questioned if Karnes had begun fundraising. Karnes advised Reesman's Excavating had agreed to donate the sand for the sandbox and once approved for his project he would begin fundraising efforts for the remainder of his project. Riggs reminded Karnes that once the concept and project was approved he would need to provide his scout beneficiary paperwork to Riggs. President Amborn questioned if the pool board would need to be advised. Riggs stated they did not as the Park Board made the decisions regarding the parks; however once further along with the project it would be good to make them aware.

B. Discussion regarding the Comprehensive Outdoor Recreation Plan (CORP) for 2020 – 2025.

Riggs reminded the board that it was CORP update time and the importance of the CORP being the guiding document for parks and grant funding. Riggs advised the City would be working with Blake from Ayres who has worked with the CORP in the past and is very knowledgeable on this type of planning. Riggs advised Blake intended to conduct focus groups to gain public input as well formulate the current plan for the City for the next five (5) years. Blake provided the board with two (2) task orders for his work with the CORP as well as the Riverside Park improvements. Riggs advised Blake would be in attendance at the April meeting to discuss his plan for the CORP.

President Amborn entertained a motion to recommend to the Common Council of a task order with Ayres regarding the CORP. Commissioner Brandt motioned and Commissioner Schopp seconded to approve the motion. All were in favor and the motion carried.

C. Discussion regarding a task order for the Riverside Park improvements.

Riggs reiterated Blake with Ayres designed the cost management grant application and submitted it to the DNR Stewardship which awarded the City an \$80,000 matching grant to repair shoreline erosion issues, construction a pavilion (matching Wehmhoff Jucker) and construct a kayak and boat launch at Riverside Park. Commissioner Schopp questioned if there was a specific estimate of the costs for these items. Riggs advised Blake would be working on all the specifics as well as bidding out the projects. President Amborn questioned if all of these items would be on the same bid. Riggs advised as of now they would be on the same bid but they could be bid separately and Blake would vet that process to determine what would be in the City's best interest.

President Amborn entertained a motion to recommend to the Common Council of a task order with Ayres regarding the Riverside Park improvements. Commissioner Schopp motioned and Commissioner Brandt seconded to approve the motion. All were in favor and the motion carried.

Old Business:

A. Update regarding Parkway Tree Planting Cost Share Program.

Riggs advised he had taken into account concerns raised at the January meeting and made some adjustments to the draft memo to incorporate language about a mechanism to check that the City is prioritizing areas that have had trees removed as part of the reforestation policy. Concerns were also raised at last month's meeting as to how residents who were scheduled to have a tree removed in 2019 would be notified of the program. Riggs advised the board he felt that residents would be made aware of the program during the roll out process which should be prior to tree removals occurring. Riggs again reminded the board that the program would provide 50 residents, on a first come first serve basis and those who have had a tree removed since the 2013 parkway tree inventory program, the ability to obtain a reimbursement of up to \$200 for the installation of a new parkway tree. Riggs advised the resident would have to first obtain a right of way permit from the City, providing which species of tree from the approved Parkway Tree Planting list would be installed, as well as a plan of where the tree would be located on the parkway. Staff would review and inspect each permit to ensure the trees chosen would be suitable and sustainable for the area. Reimbursements would be provided after staff determined the tree was installed as agreed upon in the permit and all invoices obtained during the process had been submitted.

Riggs noted any resident who had a tree removed prior to 2012, never had a tree removed or never had a parkway tree, would have to be waitlisted until September 1 of each year when any available grant funds would open up. Riggs advised this program would be advertised via the summer newsletter, the City's Facebook page, and possible local media outlets as well.

Other Items: None.

There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Commissioner Schopp. Seconded by Aldermanic Representative Rauch. All voted aye, and President Amborn adjourned the meeting at 7:15 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works