



AGENDA COMMON COUNCIL

Tuesday, December 18, 2012

To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street

Mayor Robert Miller
Robert Prailes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Peter Hintz, Alderman, 2nd District
Ruth Dawidziak, Alderman, 2nd District
Tom Vos, Council President and Alderman, 3rd District
Steve Rauch, Alderman, 3rd District
Katie Simenson, Alderman, 4th District
Tom Preusker, Alderman, 4th District

Student Representatives

Cullen Vos, Burlington High School
Alexa Aguirre, Burlington High School

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Citizen Comments.
4. Chamber of Commerce Representative.
5. Approval of the Common Council minutes for December 4, 2012. (*E. Johnson*)
6. Letters and Communications: (*P. Hintz*)
 - A. Correspondence from Alderman Simenson regarding her absence from the December 18 meetings.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports 1-2: (*R. Dawidziak*)
 - Report 1 – Plan Commission minutes, October 23, 2012
 - Report 2 – Committee of the Whole minutes, December 4, 2012
9. Payment of Vouchers. (*T. Vos*)
10. Licenses and Permits. (*S. Rauch*)
11. Appointments and Nominations: None

12. **PUBLIC HEARINGS:**

- A. A Public Hearing to hear comments and concerns from the public regarding a rezone request from S. R. Mills for property located at 200 Bridge Street to rezone the property from B-1, Neighborhood Business District with a FFO and SWO Overlay to Rm-4, Multi-Family Residential District with a FFO and SWO Overlay. *(T. Preusker)*

13. **RESOLUTIONS:**

- A. Resolution 4584(35) to approve a Letter of Agreement between the City and Racine County Economic Development Corporation (RCEDC) for one year. This item was discussed at the December 4, 2012 Committee of the Whole meeting. *(R. Prailes)*
- B. Resolution 4586(37) to amend the Fee Schedule for the City of Burlington. This item was discussed at tonight's Committee of the Whole meeting. *(E. Johnson)*

14. **ORDINANCES:**

None

15. **MOTIONS:**

- A. Motion 12-753 to confirm date of the first January 2013 Committee of the Whole and Common Council meetings. This item was discussed at tonight's Committee of the Whole meeting.
(P. Hintz)

16. **ADJOURNMENT** *(R. Dawidziak)*

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 5	Date: December 18, 2012
Submitted By: Beverly R. Gill, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the minutes from December 4, 2012 Common Council meeting. Staff recommends approval of these minutes.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these minutes at the December 18, 2012 Common Council meeting.



City of Burlington
Official Minutes
Common Council
Robert Miller, Mayor
Beverly R. Gill, City Clerk
December 4, 2012

1. **CALL TO ORDER - ROLL CALL**

Mayor Bob Miller called the meeting to order at 6:35 p.m. starting with roll call. Aldermen present: Bob Prailles, Ed Johnson, Peter Hintz, Ruth Dawidziak, Tom Vos, Steve Rauch, Tom Preusker, Katie Simenson
Students present: Cullen Vos Excused: Alexa Aguirre

Also present: City Attorney John Bjelajac, City Administrator Kevin Lahner, Fire Chief Richard Lodle, Police Chief Peter Nimmer, Supervisor Streets and Parks Dan Jensen, Treasurer Steve DeQuaker, Library Director Gayle Falk, Assistant to the Administrator Megan Watkins, Stephanie Schulte of Racine County Economic Development Corporation, Tom Foht of Kapur Engineering.

2. **PLEDGE OF ALLEGIANCE**

Mayor Miller led the council, staff and audience in the Pledge of Allegiance.

3. **CITIZEN'S COMMENTS**

None

4. **CHAMBER OF COMMERCE REPORT**

Mr. Eric Thomson, President of the Chamber of Commerce reported on chamber activities. Thomsen thanked the city for their continued support. He reported on Discover Wisconsin which will be highlighting the bike trail in Burlington; Christmas parade on December 7th and chamber dinner on January 17, 2013.

5. **APPROVAL OF COMMON COUNCIL MINUTES FOR NOVEMBER 20, 2012**

A motion was made by Simenson with a second by Hintz to approve the Common Council minutes of November 20, 2012. With all in favor, the motion carried.

6. **LETTERS AND COMMUNICATIONS**

None

7. **REPORTS BY ALDERMANIC REPRESENTATIVES AND DEPARTMENT HEADS**

Preusker commented on the success of the new process for leaf pick up.

Lahner introduced the new Public Works Director, Mr. Craig Workman. His first day on the job will be Monday, December 10th, 2012.

Nimmer reported on a new program called "Shop the Cop" a program that is being funded by Wal-Mart. The local police will be working with families provided by Love, Inc.

The mayor announced that he had been in talks with Aurora Hospital to try and find a solution to the recent announcement of closing the birthing unit at the hospital in early 2013.

The mayor also discussed the upcoming Christmas Parade and noted that council members should meet at 6:00 p.m. on the corner of Chandler Boulevard and Kane Street.

8. REPORTS 1-5

A motion to approve Reports 1-5 was made by Preusker with a second by Vos. With all in favor, the motion carried.

9. PAYMENT OF VOUCHERS

A motion was made by Prailes with a second by Dawidziak to approve vouchers, pre-paids and reimbursements in the amount of \$178,645.48 Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker, Simenson Nay: None. Motion carried 8-0.

10. LICENSES AND PERMITS

A motion was made by Johnson with a second by Hintz to approve the licenses as presented. With all in favor, the motion carried.

11. APPOINTMENTS AND NOMINATIONS

None

12. PUBLIC HEARINGS

None

13. RESOLUTIONS

A. RESOLUTION 4581(32) "A RESOLUTION TO APPROVE THE AWARD OF THE BID FOR THE DOWNTOWN TRAFFIC SIGNAL MODIFICATION PROJECT TO PRO-ELECTRIC, INC., FOR THE NOT-TO-EXCEED AMOUNT OF \$19,195.61"

A request for a second reading and a motion to approve was made by Hintz with a second by Vos. A motion to amend the resolution was made by Vos with a second by Johnson. With all in favor, the amended motion carried. The amendment will read: "RESOLUTION APPROVING THE AWARD OF THE BID FOR THE DOWNTOWN TRAFFIC SIGNAL MODIFICATION PROGRAM TO PRO ELECTRIC INC FOR THE AMOUNT OF \$19,195.61". Any references to "not-to-exceed" deleted from the body of the resolution and replaced with the bid price. Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker, Simenson Nay: None Motion carried 8-0

B. RESOLUTION 4582(33) "A RESOLUTION TO APPROVE TASK ORDER NUMBER NINETY-ONE WITH KAPUR & ASSOCIATES FOR THE 2013 STREET AND UTILITY PROJECT FOR \$137,602"

A request for a second reading and a motion to approve was made by Dawidziak with a second by Vos. Discussion: Simenson would like to see bids from other engineering firms to be sure the city is receiving the best price. Lahner commented that in the future, the city will be developing a "Request for Proposal" for design work. Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker, Simenson Nay: None Motion carried 8-0

C. RESOLUTION 4583(34) "A RESOLUTION TO ADOPT THE 2013 ANNUAL BUDGET FOR THE CITY OF BURLINGTON"

A request for a second reading and a motion to approve was made by Vos with a second by Rauch. Discussion: Simenson was concerned with the lack of details provided at the budget workshops and she was not comfortable with the arbitrary numbers regarding the sale of city owned property. Lahner said that in his opinion, there was greater detail provided for budgeting and the estimated amount on the sale of city property was based on the best information available. Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Rauch, Preusker Nay: Simenson Motion carried 7-1

14. ORDINANCES

None

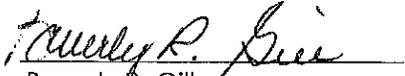
15. MOTIONS

A. MOTION 12-751 "A MOTION TO APPROVE A CERTIFICATE OF APPROPRIATENESS AND SIGN PERMIT APPLICATION IN THE HPC OVERLAY DISTRICT FOR 609 NORTH PINE STREET"

A motion was made by Rauch with a second by Johnson to approve Motion 12-751. With all in favor, the motion carried.

16. ADJOURNMENT

A motion was made by Simenson with a second by Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 7:10 p.m.

A handwritten signature in cursive script, reading "Beverly R. Gill", written over a horizontal line.

Beverly R. Gill
City Clerk
City of Burlington
Racine and Walworth Counties



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 6A	Date: December 18, 2012
Submitted By: Alderman Katie Simenson	Subject: Communications

Details:

Communication A – Alderman Katie Simenson will be unable to attend the December 18, 2012 Committee of the Whole and Common Council meetings.

Financial Remarks:

None.

Executive Action:

Staff recommends that the Council accept this communication at the December 18, 2012 Common Council meeting.

I will not be able to attend the Tuesday, December 18th, 2012 Committee of the Whole and Council meeting.

Katie Simenson



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
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Common Council Agenda Item Number: 8	Date: December 18, 2012
Submitted By: City Staff	Subject: Reports 1-2

Details:

Attached please find the following reports:

Report 1 – Plan Commission minutes, October 23, 2012
Report 2 - Committee of the Whole minutes, December 4, 2012

Options & Alternatives:
N/A

Financial Remarks:
None.

Executive Action:
Staff recommends that the Council accept these reports at the December 18, 2012 Common Council meeting.



Minutes
City of Burlington Plan Commission
Police Dept. Courtroom
October 23, 2012, 6:30 p.m.

Mayor Robert Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. Roll call: Aldermen Tom Vos and Robert Prailes; Commissioners Darrel Eisenhardt, Chris Reesman John Lynch and Michael Deans; and Town of Burlington Representative Phil Peterson were present. Also present were City Administrator Kevin Lahner, City Planner Patrick Meehan and Zoning Administrator Patrick Scherrer.

APPROVAL OF MINUTES

Commissioner Lynch moved and Commissioner Deans seconded to approve the minutes of July 10, 2012. All were in favor and the motion carried.

CITIZEN COMMENTS

None

LETTERS & COMMUNICATIONS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use Application from Hartford Heating & Air Conditioning, Inc. for property at 201 S. Pine Street to use the building as a HVAC office and showroom.

- Mayor Miller opened the public hearing at 6:34 p.m.
- Tom Stelling, 181 W. Chestnut Street introduced himself and stated he could answer questions on behalf of the applicant.
- There were no further comments. Alderman Vos moved and Commissioner Eisenhardt seconded to close the Public Hearing at 6:35 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to approve a Site Plan and Conditional Use Application from Hartford Heating & Air Conditioning, Inc. for property at 201 S. Pine Street to use the building as a HVAC office and showroom.

- Mayor Miller opened this item for discussion.
- Alderman Rauch recused himself from discussion and voting on this topic at 6:35 p.m.
- Alderman Vos questioned if the applicant is going to lease the entire structure or will the second floor apartment be leased separately. Brad Lois of Bear Realty, 595 Milwaukee Avenue, stated the lease will be for the entire building. The tenant has the option to sublet the apartment on the second floor.
- Pat Meehan informed the Commission that a Comprehensive Plan amendment will be necessary for this parcel to clean up the map. It can be piggy-backed with another amendment in the future.
- Alderman Vos questioned if the parking requirements have been met since parking stalls were added to the lot. Pat Meehan stated that since the property is in the B-2 District, according to Section 315-48 of the Ordinance, no off-street parking spaces are required to be provided on-site.
- There were no further comments.

Alderman Vos moved and Commissioner Reesman seconded to approve a Conditional Use Permit and Site Plan for 201 S. Pine Street, subject to Patrick Meehan's and Kapur & Associates' October 8, 2012 memorandums to the Plan Commission as follows:

- That the conditional uses be limited to those uses indicated by the applicant on the "Conditional Use Application Form" submitted by the applicant as heating, ventilating, & air conditioning (hvac) office and showrooms as allowed under the "building supplies stores" and "construction services" conditional uses provisions set forth under Section 315-27(17) and (18) of the City Zoning Code.

All in favor and the motion carried.

Alderman Rauch rejoined the meeting at 6:37 p.m.

B. Consideration to approve a Site Plan Application from Katt Construction on behalf of Verallia-St. Gobain for property at 815 McHenry Street to construct a compression building.

- Mayor Miller opened this item for discussion.
- There were no comments.

Alderman Vos moved and Commissioner Reesman seconded to approve a Site Plan for 815 McHenry Street, subject to Patrick Meehan's and Kapur & Associates' October 8, 2012 memorandums to the Plan Commission as follows:

- Additional spot elevations may be necessary on the swale and finished grade along the west side of the building. It appears the drainage flows toward the building from the east and the finished grade along the exterior is 6 inches higher than the first

floor elevation. It is recommended that the building be raised to allow for a minimum first floor elevation of 786.5 to assure all points around the building are at least 6 inches lower than the first floor. It is understood that any drainage issues that may be a result of the new construction will be the sole responsibility of the contractor.

- An A.D.A. compliant door is specified on the east side of the building along with a detectible warning field. The designer should verify that the proposed building is required to have an ADA compliant access and designated route to the building. If not, the detectable warning field can be removed from the plans and the first floor elevation can be raised as recommended without the need for a ramp.
- It is the contractor's responsibility to obtain all required permits for plumbing and building construction from the Department of Safety and Building Services prior to construction. Copies of all permits should be delivered to the City.

All in favor and the motion carried.

C. Consideration to approve a Rezone Application from Robert Brown for property located at 6730 S. Pine Street to rezone the property from Rs-1, Single-Family Residential District to B-1, Neighborhood Business District.

- Mayor Miller opened this item for discussion.
- Commissioner Reesman recused himself from discussion and voting on this topic at 6:38 p.m.
- Commissioner Eisenhardt questioned how the zoning with this request fits in with the adjacent properties. Mayor Miller stated there is M-3 zoning in the Burlington Office and Manufacturing Park (BMOP) to the south and there is B-1 zoning to the north.
- Patrick Meehan stated the proposed zoning is consistent with the Racine County Multi-Jurisdictional Comprehensive Plan so no changes would need to be made to the plan.
- There were no further comments.

Commissioner Lynch moved and Alderman Vos seconded to recommend approval of a Rezone request at 6730 S. Pine Street, subject to Patrick Meehan's October 8, 2012 memorandum to the Plan Commission.

All in favor and the motion carried.

Commissioner Reesman rejoined the meeting at 6:39 p.m.

D. Consideration to approve an extension to a Conditional Use Permit (CUP) for two years for Cretex Materials, Inc. located at 500 W. Market Street.

- Mayor Miller opened this item for discussion.

- Commissioner Lynch stated that the fence being used for screening from the residential neighbors is in poor condition and questioned if the fencing will be repaired or other screening used. Alderman Vos stated that the CUP is for the quarry which is on the southern portion of the parcel. The property with the screening requirements is separate from this item owned by a different company now.
- There were no further comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to approve an extension to a Conditional Use Permit at 500 W. Market Street for a period of two years.

All in favor and the motion carried.

ADJOURNMENT

Commissioner Lynch moved and Alderman Vos seconded to adjourn the meeting at 6:42 p.m. *All were in favor and the motion carried.*



Recording Secretary
Megan E. Watkins
Assistant to the City Administrator



Finance Department
300 N. Pine Street, Burlington, WI 53105
Phone: (262) 342-1170 Fax: (262) 342-1178
www.burlington-wi.gov

Common Council Agenda Item Number: 9	Date: December 18, 2012
Submitted By: Steve DeQuaker, Treasurer 	Subject: Prepaids and Vouchers

Details:

Attached please find the Prepaids and Vouchers list for bills accrued through December 18, 2012:

Total Prepaids:	\$64,798.53
Total Vouchers:	\$1,003,550.68
Reimbursements:	\$51.42
Grand Total:	<u><u>\$1,068,400.63</u></u>

Options & Alternatives: Approve expenditures as presented or alter purchasing procedures.

Financial Remarks: 5 Largest Disbursements on Prepaids and Vouchers

- 1) Stark Asphalt – Payment No. 4, 2012 Burlington Streets Project \$565,652.57
- 2) Staab Construction Corp – Payment No. 3, WWTP Upgrades, Phase II \$335,420.30
- 3) Kapur & Associates – 2012 Burlington Resurfacing Project \$36,706.25
- 4) Badger Meter – 120 Model 25 with RTR’s \$18,730.80
- 5) We Energies – 2100 Pine St., Electric Service for 10/20/12 to 11/22/12 \$15,990.25

Executive Action:

Staff recommends that the Common Council accept these Prepaids and Vouchers in the amount of \$1,068,400.63 at the December 18, 2012 Council meeting.

For Council Approval December 18, 2012

Prepays:	11/30/12	\$33,261.63
	12/06/12	\$31,536.90

Total Prepays		<u>\$64,798.53</u>
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Vouchers:	12/18/12	\$1,003,550.68
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Reimbursements:	11/30/12	\$51.42
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GRAND TOTAL		<u><u>\$1,068,400.63</u></u>
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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
2485	RACINE COUNTY CLERK OF COURT	Sanfello, Joseph #12-1949		#12-1949	11/30/2012	135.00	11/12	PD
2485	RACINE COUNTY CLERK OF COURT	Johnson, Kyle J #12-4128		#12-4128	11/23/2012	204.00	11/12	PD
2930	TOWN OF BURLINGTON PD	#01936 payment should of gone to Towr		#01936	11/21/2012	35.00	11/12	PD
2930	TOWN OF BURLINGTON PD	#02218 payment should of gone to Towr		#02218	11/26/2012	25.00	11/12	PD
7430	WAUKESHA COUNTY SHERIFF'S DEPT	McDonald, Lawrence J #12-CM-2111		#12-CM-2111	11/15/2012	560.00	11/12	PD
7496	BLOOMFIELD POLICE DEPT	Bloomfield PD - Deering, Alyssa #30821		#308216465	11/21/2012	149.00	11/12	PD
7514	STURTEVANT POLICE DEPT	Sturtevant Police Dept Olson #12-2844		#12-2844	11/21/2012	114.00	11/12	PD
7521	TWIN LAKES MUNICIPAL COURT	Twin Lakes - Crippen, K #12-4890		12-4890	11/29/2012	84.80	11/12	PD
						1,306.80	*	
Total 100-454521						1,306.80		
100-515132-220	ADMIN - UTILITIES							
3330	WE ENERGIES	5843-033-004	300 N Pine Street (split)	58430330041112	11/18/2012	491.69	11/12	PD
Total ADMINISTRATOR						491.69		
100-515141-220	FINANCE - UTILITY SERVICES							
3330	WE ENERGIES	5843-033-004	300 N Pine Street (split)	58430330041112	11/18/2012	253.30	11/12	PD
Total FINANCE						253.30		
100-525211-220	POLICE - UTILITY SERVICES							
3330	WE ENERGIES	1461-190-073	Gas 224 E Jefferson St	14611900731112	11/18/2012	678.70	11/12	PD
3330	WE ENERGIES	5843-681-877	224 E Jefferson Electric	58436818771112	11/19/2012	2,115.14	11/12	PD
						2,793.84	*	
Total POLICE DEPT.						2,793.84		
100-525220-220	FIRE - UTILITY SERVICES							
3330	WE ENERGIES	8419-416-558	341 Origen St	84194165581112	11/19/2012	9.70	11/12	PD
100-525220-248	FIRE - REPAIR MAINT BLDGS							
2363	PETTY CASH - FIRE DEPT		PETTY CASH FIRE DEPT	112912	11/29/2012	73.45	11/12	PD
Total FIRE DEPT.						83.15		
100-535321-220	STREETS - UTILITIES							
3330	WE ENERGIES	1638-891-345	DPW Bldg Electric (split)	16388913451112	11/16/2012	696.00	11/12	PD
3330	WE ENERGIES	7082-958-528	Public Parking Structure	70829585281112	11/18/2012	597.14	11/12	PD
3330	WE ENERGIES	8430-081-671	Gas 2200 S Pine (split)	84300816711112	11/15/2012	157.03	11/12	PD
						1,450.17	*	
100-535321-261	STREETS - LIGHTING							
3330	WE ENERGIES	0818-594-802	Sign Liberty & State Rd	08185948021112	11/15/2012	33.93	11/12	PD
3330	WE ENERGIES	0819-473-268	Municipal Parking Lot	08194732681112	11/18/2012	153.68	11/12	PD
3330	WE ENERGIES	2023-503-060	Stop Lights	20235030601112	11/15/2012	111.29	11/12	PD
3330	WE ENERGIES	2428-948-714	Pavillion (split)	24289487141112	11/18/2012	511.99	11/12	PD
3330	WE ENERGIES	5459-100-732	St Lighting Substation	54591007321112	11/18/2012	363.02	11/12	PD
3330	WE ENERGIES	5644-617-733	Traffic Signal	56446177331112	11/15/2012	88.98	11/12	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

prepaid
11-30-2012

1

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
3330	WE ENERGIES		5695-147-539 Electric 572 Millw	56951475391112	11/18/2012	577.77	11/12	PD
3330	WE ENERGIES		7245-068-041 375 N Pine St	72450680411112	11/18/2012	218.16	11/12	PD
3330	WE ENERGIES		7467-500-426 Jefferson & Bridge	74675004261112	11/18/2012	297.21	11/12	PD
3330	WE ENERGIES		8499-073-119 Traffic Signal Controller	84990731191112	11/18/2012	267.08	11/12	PD
3330	WE ENERGIES		8660-632-794 Traffic Signal Power	86606327941112	11/18/2012	129.72	11/12	PD
3330	WE ENERGIES		9418-285-345 Traffic Signal	94182853451112	11/18/2012	116.14	11/12	PD
						2,867.97		*
Total STREET ADMINISTRATION						4,318.14		
100-555551-220 PARKS - UTILITIES								
3330	WE ENERGIES		1269-762-568 Bike Path	12697625681112	11/18/2012	36.04	11/12	PD
3330	WE ENERGIES		1638-891-345 DPW Bldg Electric (split)	16388913451112	11/16/2012	348.00	11/12	PD
3330	WE ENERGIES		2428-946-714 Pavillion (split)	24289467141112	11/18/2012	56.89	11/12	PD
3330	WE ENERGIES		3698-542-543 Bathse Wagner Park	36985425431112	11/19/2012	7.47	11/12	PD
3330	WE ENERGIES		5094-062-213 102 N Kane St	50940622131112	11/14/2012	7.47	11/12	PD
3330	WE ENERGIES		6211-699-899 Electric Dog Park	62116998991112	11/18/2012	35.77	11/12	PD
3330	WE ENERGIES		6895-338-188 355 N Pine St	68953381881112	11/18/2012	122.10	11/12	PD
3330	WE ENERGIES		8430-081-671 Gas 2200 S Pine (split)	84300816711112	11/15/2012	78.50	11/12	PD
						692.24		*
Total PARKS						692.24		
Total GENERAL FUND						9,939.16		
251-555511-220 UTILITIES								
3330	WE ENERGIES		5852-857-487 Library Gas	58528574871112	11/18/2012	339.61	11/12	PD
251-555511-310 OFFICE SUPPLIES, POSTAGE								
4048	BURLINGTON CHAMBER OF COMMERCE		REGISTRATION - BOOTH FEE	2013 REG	11/30/2012	50.00	11/12	PD
Total FUND EXPENSES						389.61		
Total LIBRARY OPERATIONS FUND						389.61		
621-575740-220 WWTP-ELECTRIC								
3330	WE ENERGIES		4897-650-087 Springbrook Lift Station	48976500871112	11/15/2012	45.40	11/12	PD
3330	WE ENERGIES		6212-377-525 Water Sanitation	62123775251112	11/16/2012	2,950.73	11/12	PD
						2,996.13		*
621-575740-222 GAS								
3330	WE ENERGIES		0862-239-067 2100 PINE ST	08622390671112	11/15/2012	3,297.92	11/12	PD
3330	WE ENERGIES		2663-378-614 Gas 624 S Pine St	26633786141112	11/15/2012	301.52	11/12	PD
						3,599.44		*
621-575740-310 OFFICE SUPPLIES, POSTAGE								
2360	PETTY CASH WWTP		PETTY CASH WWTP POST OFFICE	NOV2012	11/30/2012	46.00	11/12	PD
Total WASTEWATER FUND EXPENSES						6,640.57		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total WASTEWATER OPERATIONS FUND						6,640.57		
622-506220-000 POWER								
3330	WE ENERGIES		0882-547-355 Municipal Well (split)	08825473551112	11/16/2012	2,437.72	11/12	PD
3330	WE ENERGIES		3076-628-864 Electric 508 Sheldon St	30766288641112	11/19/2012	3,226.15	11/12	PD
3330	WE ENERGIES		3267-293-366 384 Dunford Dr	32672933661112	11/15/2012	670.44	11/12	PD
3330	WE ENERGIES		6271-254-861 Well #9 (split)	62712548611112	11/16/2012	3,204.66	11/12	PD
3330	WE ENERGIES		7255-465-167 Municipal Well Filter Bulc	72554651871112	11/15/2012	226.05	11/12	PD
3330	WE ENERGIES		8682-353-384 WELL #10	86823533841112	11/19/2012	5,389.19	11/12	PD
Total 622-506220						15,154.21		*
622-506230-000 SUPPLIES								
3330	WE ENERGIES		0882-547-355 Municipal Well (split)	08825473551112	11/16/2012	96.45	11/12	PD
3330	WE ENERGIES		1438-804-919 WELL #7	14388049191112	11/19/2012	18.09	11/12	PD
3330	WE ENERGIES		6271-254-861 Well #9 (split)	62712548611112	11/16/2012	47.56	11/12	PD
3330	WE ENERGIES		6499-874-589 801 Weller Road	64998745891112	11/15/2012	33.38	11/12	PD
3330	WE ENERGIES		8682-353-384 WELL #10	86823533841112	11/19/2012	20.42	11/12	PD
Total 622-506230						215.90		*
622-509210-000 OFFICE SUPPLY								
7343	AT & T		AT & T WATER DEPT 414 R24-8901 36	414R2489011112	11/10/2012	68.95	11/12	PD
Total 622-509210						68.95		
622-509350-000 GENERAL PLANT-SUPPLIES								
3330	WE ENERGIES		1638-891-346 DPW Bldg Electric (split)	16388913451112	11/16/2012	696.00	11/12	PD
3330	WE ENERGIES		8430-081-671 Gas 2200 S Pine (split)	84300816711112	11/15/2012	157.03	11/12	PD
Total 622-509350						853.03		*
Total WATER UTILITY FUND						16,292.09		
Grand Total:						33,261.63		

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100-243300	DOG LICENSE FEE							
	2484 RACINE CO CLERK		RA CO CLERK DOG REPORT 4th QT	4TH QTR2012	12/01/2012	49.25	12/12	PD
100-454521-001	BOND FEES							
	2485 RACINE COUNTY CLERK OF COURT		Bond - Anderson, Mark #12-3950	12-3950	12/03/2012	685.00	12/12	PD
Total 100-454521						685.00		
100-515132-225	ADMIN - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON ADMIN 286396851-00001	2834277450	12/04/2012	57.88	12/12	PD
Total ADMINISTRATOR						57.88		
100-515141-225	FINANCE - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON FINANCE 286396851-00001	2834277450	12/04/2012	32.31	12/12	PD
Total FINANCE						32.31		
100-525211-225	POLICE - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON POLICE 286396851-00001	2834277450	12/04/2012	1,244.25	12/12	PD
Total POLICE DEPT.						1,244.25		
100-525220-225	FIRE - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON FIRE 286396851-00001	2834277450	12/04/2012	120.31	12/12	PD
Total FIRE DEPT.						120.31		
100-535321-225	STREETS - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON STREET 286396851-00001	2834277450	12/04/2012	142.80	12/12	PD
Total STREET ADMINISTRATION						142.80		
100-555551-225	PARKS - TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON PARK 286396851-00001	2834277450	12/04/2012	46.17	12/12	PD
Total PARKS						46.17		
Total GENERAL FUND						2,377.87		
251-555511-220	UTILITIES							
	3330 WE ENERGIES		0810-148-657 PUBLIC LIBRARY	08101486571112	11/19/2012	1,464.73	12/12	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

*prepaid
12-06-2012*

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total FUND EXPENSES						1,464.73		
Total LIBRARY OPERATIONS FUND						1,464.73		
621-575740-220	WWTP-ELECTRIC							
	3330 WE ENERGIES		1887-026-576 Electric Sewer Plant	18870265761112	11/22/2012	15,990.25	12/12	PD
	3330 WE ENERGIES		6268-292-660 Shiloh Lift Station	62682926601112	11/26/2012	46.39	12/12	PD
						16,036.64	*	
621-575740-222	GAS							
	3330 WE ENERGIES		3646-902-199 624 S Pine St	36469021991112	11/15/2012	90.84	12/12	PD
621-575740-225	TELEPHONE							
	7692 VERIZON WIRELESS		VERIZON WWTP 286396851-00001	2834277450	12/04/2012	75.34	12/12	PD
621-575740-371	REG/PERMITS/OUTSIDE TESTING							
	6928 WDATCP		RENEWAL LABORATORY CERTIFICA	115101-D3 2012	12/04/2012	340.00	12/12	PD
Total WASTEWATER FUND EXPENSES						16,542.82		
Total WASTEWATER OPERATIONS FUND						16,542.82		
622-506220-000	POWER							
	3330 WE ENERGIES		3457-108-505 Well #7	34571085051112	11/19/2012	2,799.12	12/12	PD
Total 622-506220						2,799.12		
622-506230-000	SUPPLIES							
	3330 WE ENERGIES		1473-005-365 508 Sheldon St	14730053651112	11/25/2012	93.04	12/12	PD
Total 622-506230						93.04		
622-509350-000	GENERAL PLANT-SUPPLIES							
	3330 WE ENERGIES		9263-626-892 Water Dept 508 Sheldon	92636268921112	11/25/2012	40.80	12/12	PD
Total 622-509350						40.80		
Total WATER UTILITY FUND						2,932.96		
623-575740-225	TELEPHONE							
	7343 AT & T		AT & T AIRPORT 262 757-0907 307 4	26275709071112	11/25/2012	58.43	12/12	PD

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Total 623-575740						58.43		
Total AIRPORT FUND						58.43		
821-555551-399	WEHMHOF	MISCELLANEOUS EXPENSE						
	632	BURLINGTON HISTORICAL SOCIETY	Fence	113012	11/30/2012	2,730.00	12/12	PD
Total FUND EXPENSES						2,730.00		
Total WEHMHOF TRUST FUND						2,730.00		
864-212001	REFUNDS PAYABLE							
	806	CITY OF BURLINGTON	TAX DRAWER FOR CITY HALL	2012	12/06/2012	200.00	12/12	PD
Total TAX ROLL FUND						200.00		
875-232000	MUNICIPAL COURT DEP							
	7140	ST OF WISC CONTROLLER'S OFFICE	ST OF WI CONTROLLER OFFICE NOV	NOV2012	12/03/2012	3,791.89	12/12	PD
	7141	RACINE COUNTY TREASURER	RA CO DRIVER IMP SURCHARGES	NOV2012	12/03/2012	438.00	12/12	PD
	7141	RACINE COUNTY TREASURER	RA CO JAIL SURCHARGES	NOV2012	12/03/2012	1,000.10	12/12	PD
						5,229.99		*
Total MUNICIPAL COURT FUND						5,229.99		
Grand Total:						31,536.90		

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100-454511-000	CLERKS REVENUE						
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS LIQ LICENSE	97753	12/06/2012	16.15	12/12
	5016	WI DEPT OF JUSTICE-2688	G1026T WI DEPT OF JUSTICE CIB	G1026T 11/30/12	12/03/2012	140.00	12/12
						156.15	*
100-515111-310	CITY COUNCIL - OFF SUP-POSTAGE						
	5906	MINUTEMAN PRESS OF BURLINGTOI	Minuteman - Business Cards	16059	12/07/2012	51.50	12/12
100-515111-399	CITY COUNCIL - PUBLICATION						
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Bridge St. Hear	96739	11/29/2012	75.26	12/12
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS MINUTES	96758	11/29/2012	85.59	12/12
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS ORD	96904	11/29/2012	17.41	12/12
						178.26	*
	Total CITY COUNCIL					229.76	
100-515121-310	MUNI COURT - OFFICE SUPPLIES						
	5906	MINUTEMAN PRESS OF BURLINGTOI	Minuteman - Business Cards	16059	12/07/2012	51.50	12/12
	7679	STAPLES ADVANTAGE	STAPLES MUNI COURT SUPPLIES	8023800853	11/24/2012	73.88	12/12
	7869	CINTAS CORP	MUNI COURT	8400184252	11/23/2012	20.37	12/12
						145.75	*
	Total MUNICIPAL COURT					145.75	
100-515132-246	ADMIN REPAIR,MAINT OFF.EQUIP						
	5364	DIGICORP	Digicorp - Labor	52558	11/30/2012	78.75	12/12
100-515132-298	ADMIN - CONTRACT SERVICES						
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Admin Assist	94936	11/22/2012	300.00	12/12
	3035	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Personnel	8303	12/06/2012	150.50	12/12
	4069	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES INSPECTIONS	201241	11/28/2012	855.00	12/12
	7044	E-VERGENT WIRELESS	BUS WIRELESS MONTHLY ACCT 161	1610-30	12/07/2012	300.00	12/12
						1,605.50	*
100-515132-310	ADMIN - OFF SUPP-POSTAGE						
	1216	Office Copying Equipment, LTD	black & white copies	C268819	11/30/2012	99.05	12/12
	1216	Office Copying Equipment, LTD	Colored copies	C268819	11/30/2012	40.76	12/12
	1951	MENARDS	MENARDS ADMIN	8907	11/27/2012	11.75	12/12
	2590	REINEMANS, INC.	REINEMANS ADMIN SUPPLIES	014364	11/27/2012	20.00	12/12
	2590	REINEMANS, INC.	REINEMANS ADMIN SUPPLIES	014962	12/04/2012	19.98	12/12
	7679	STAPLES ADVANTAGE	STAPLES ADMIN OFFICE SUPPLIES	8023800853	11/24/2012	76.81	12/12
	7679	STAPLES ADVANTAGE	STAPLES BLDG SUPPLIES	8023800853	11/24/2012	7.82	12/12
	7869	CINTAS CORP	ADMIN	8400184252	11/23/2012	20.37	12/12
						296.54	*
	Total ADMINISTRATOR					1,980.79	
100-515140-310	CLERK - OFFICE SUPPLIES						
	7679	STAPLES ADVANTAGE	STAPLES CITY CLERK SUPPLIES	8023800853	11/24/2012	15.66	12/12
	7869	CINTAS CORP	CLERK	8400184252	11/23/2012	20.36	12/12
						36.02	*
100-515140-399	GENERAL CODE & MISC PUB						
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - City Clerk Ad	91916*	11/08/2012	399.00	12/12
	Total CITY CLERK					435.02	

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100-515141-298	FINANCE - CONTRACT SERVICES						
	8646	EHLERS INVESTMENT PARTNERS	FINANCE ADVISORY SERVICE	113012	11/30/2012	199.29	12/12
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE						
	7679	STAPLES ADVANTAGE	STAPLES CITY FINANCE SUPPLIES	8023800853	11/24/2012	7.40	12/12
	7869	CINTAS CORP	FINANCE	8400184252	11/23/2012	20.37	12/12
						27.77	*
100-515141-510	FINANCE - INSURANCE BOND						
	3430	ZAREK INSURANCE, INC.	Zarek short term tax collectors bond	6589	12/06/2012	100.00	12/12
Total FINANCE						327.06	
100-515161-220	ATTORNEY - CONTRACT						
	8149	BJELAJAC, JOHN M	Attorney Fees for General	12100-000D 11	11/30/2012	1,230.00	12/12
	8149	BJELAJAC, JOHN M	Attorney Fees for Riverview Manor Proje	12100-086D 2	11/30/2012	105.00	12/12
						1,335.00	*
100-515161-272	ATTORNEY - MUNICIPAL COURT						
	8149	BJELAJAC, JOHN M	Attorney Fees for Municipal Court	12100-099D 11	11/30/2012	3,495.00	12/12
100-515161-298	ATTORNEY - CONTRACT SERVICES						
	3035	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Jenkins Grievanc	8304	12/06/2012	86.00	12/12
	8149	BJELAJAC, JOHN M	Attorney Fees - Credit	12100-080D 2	11/30/2012	45.00	12/12
						41.00	*
Total ATTORNEY						4,871.00	
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	5906	MINUTEMAN PRESS OF BURLINGTON	Minuteman - Business Cards	16059	12/07/2012	257.50	12/12
Total POLICE DEPT.						257.50	
100-525220-157	FIRE - INSERVICE TRAINING						
	4091	Walworth County Firefighters	Yearly Dues	2013	11/28/2012	300.00	12/12
	4354	GATEWAY - KENOSHA CAMPUS	GATEWAY TECHNICAL FIRE TUITION	17048	12/05/2012	1,853.84	12/12
						2,153.84	*
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT						
	390	BENDLIN FIRE EQUIP. CO., INC.	BENDLIN FIRE DEPT	76938	12/04/2012	468.94	12/12
	2590	REINEMANS, INC.	Reinemans - Fire Dept	015121	12/05/2012	83.27	12/12
	2590	REINEMANS, INC.	Reinemans - Fire Dept	015235	12/06/2012	281.48	12/12
	3120	WELDERS SUPPLY COMPANY	WELDERS SUPPLY CO FIRE DEPT	193928	11/20/2012	9.95	12/12
						843.64	*
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO FIRE DEPT	IMIL618861	11/28/2012	41.40	12/12
	1951	MENARDS	MENARDS FIRE	9070	11/29/2012	20.91	12/12
	2590	REINEMANS, INC.	Reinemans - Fire Dept	015537	12/10/2012	50.39	12/12
	2997	UNIVERSAL COMMUNICATIONS &	UCC FIRE DEPT REPAIRS	15574	11/29/2012	262.50	12/12
						375.20	*
100-525220-389	FIRE - PROTECTIVE CLOTHING						
	701	backcountry.com	Ultra Tech Twist-Lock Carabiner	17652249	11/11/2012	364.14	12/12
	7666	PAUL CONWAY SHIELDS	PAUL CONWAY FIRE PROTECTIVE C	0315831-IN	11/26/2012	995.50	12/12
	7666	PAUL CONWAY SHIELDS	PAUL CONWAY FIRE	0316356-IN	12/03/2012	542.50	12/12

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						1,902.14 *	
Total FIRE DEPT.						5,274.82	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW - STREETS	IMIL618872	11/28/2012	82.99	12/12
100-535321-244	STREETS - REP MAINT EQUIPMENT						
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE SHOP DPW TIRE REPAIR	317054	11/26/2012	24.00	12/12
100-535321-246	STREETS REP & MAINT BLDG						
	8551	Southport Heating, Plumbing &	HVAC Service at DPW	306183	11/05/2012	542.70	12/12
	8551	Southport Heating, Plumbing &	HVAC Service at DPW	306349	11/05/2012	324.00	12/12
						866.70 *	
100-535321-298	STREETS - CONTRACT SERVICES						
	708	ENTRANCE SYSTEMS LLC	replace key pad on gate - labor & materi	216407	11/23/2012	253.20	12/12
	2815	STEPP EQUIPMENT COMPANY	Labor - Preventive Maintenance & Safet	759094	11/27/2012	400.00	12/12
	4488	RC ELECTRONIC, INC	Mt Tom Trunking Service - Radios	638212	11/15/2012	2,742.90	12/12
	5915	STEINER ELECTRIC COMPANY	STEINER HPS LAMP	S004171707.001	11/30/2012	1,022.55	12/12
						4,418.65 *	
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	7513133	11/28/2012	170.57	12/12
	3635	RICHTER'S SENTRY FOODS	RICHTER FOODS DPW	120312 DPW	12/03/2012	44.99	12/12
	5314	PATTERSON MEDICAL SUPPLY, INC	MEDCO DPW SUPPLIES	41608827	11/28/2012	42.20	12/12
	5906	MINUTEMAN PRESS OF BURLINGTOI	Minuteman - Business Cards	18059	12/07/2012	103.00	12/12
						360.76 *	
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1841	LYNCH TRUCK CENTER	2012 Chev Colorado Repairs	403199	11/08/2012	165.89	12/12
	1951	MENARDS	MENARDS DPW	8901	11/27/2012	64.85	12/12
	2590	REINEMANS, INC.	Reinemans - Streets	014213	11/26/2012	8.98	12/12
	2590	REINEMANS, INC.	REINEMANS DPW SUPPLIES	014216	11/26/2012	12.59	12/12
	2590	REINEMANS, INC.	Reinemans - Streets	014316	11/27/2012	7.76	12/12
	2590	REINEMANS, INC.	REINEMANS DPW	014334	11/27/2012	8.60	12/12
	2590	REINEMANS, INC.	Reinemans - Streets	014440	11/28/2012	13.42	12/12
	2590	REINEMANS, INC.	Reinemans - Streets	014947	12/04/2012	7.18	12/12
						289.27 *	
Total STREET ADMINISTRATION						6,042.37	
100-545411-291	HEALTH OFFICER-CONTRACT						
	4325	MEMORIAL HOSPITAL-WRCHD	MEMORIAL HOSPITAL WRCHD	112912	11/29/2012	4,823.73	12/12
Total HEALTH OFFICER						4,823.73	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW - PARKS	IMIL618872	11/28/2012	30.00	12/12
100-555551-244	PARKS - REPAIR MAINT EQUIPMENT						
	5584	LANDMARK SERVICES COOPERATIV	Landmark - Parks Supplies	76345	12/04/2012	346.55	12/12
100-555551-298	PARKS - OUTSIDE SERVICES						
	708	ENTRANCE SYSTEMS LLC	replace key pad on gate - labor & materi	216407	11/23/2012	126.60	12/12
	2330	PATS SERVICES, INC	CITY OF BURLINGTON COMPOST SIT	A-84045	11/30/2012	53.34	12/12

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						179.94	*
100-555551-310	PARKS - OFFICE SUPP, POSTAGE						
	2470	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	7514674	11/29/2012	31.47	12/12
Total PARKS						587.96	
100-565641-298	PLAN COMM - CONTRACT SVCS						
	1940	MEEHAN & COMPANY, INC.	MEEHAN & COMPANY NOVEMBER BI	NOV2012	11/30/2012	1,619.75	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0158.01 Westridge Apartment	79010	10/15/2012	127.50	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0297.01 Glen at Stonegate 20	79174	11/21/2012	710.00	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0158.01 Westridge Apartment	79188	11/26/2012	1,742.50	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0004.01 Veralla Review	79214	11/28/2012	613.00	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 11.0201.01 Kwik Trip Plan Review	79231	11/29/2012	150.00	12/12
Total PLANNING COMMISSION						4,962.75	
100-575710-299	GARBAGE- CNTRCT SVCS LANDFILL						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 11.0064.01 Burlington Landfill 20	79185	11/28/2012	2,442.75	12/12
Total GARBAGE COLLECTION						2,442.75	
Total GENERAL FUND						32,537.41	
470-515100-801	2012 3.19M 2 Yr Street Project						
	3036	Stark Asphalt	2012 Burl Street Project	PAYMENT #4	12/07/2012	376,298.11	12/12
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0154.01 2012 Burl Resurfacing	79256	11/30/2012	36,706.25	12/12
Total 470-515100						413,004.36	*
Total CAPITAL PROJ - INFRASTRUCTURE						413,004.36	
501-514900-001	HEALTHY EMPLOYEE PARTNERSHIP						
	4154	AURORA MEDICAL GROUP	AURORA HEALTH, ONSITE	77010406	11/11/2012	4,291.00	12/12
	4154	AURORA MEDICAL GROUP	AURORA HEALTH, ONSITE	77010440	10/13/2012	336.00	12/12
Total ADMINISTRATIVE						4,627.00	*
Total SELF INSURANCE FUND						4,627.00	
621-181000	CONSTRUCTION IN PROGRESS						
	3036	Stark Asphalt	2012 Burl Street Project	PAYMENT #4	12/07/2012	125,442.99	12/12
	8641	STAAB CONSTRUCTION CORP.	PHASE II-WWTF UPGRADES & IMPROV	121012 PMNT 3	12/10/2012	335,420.30	12/12

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						18,754.81	*
Total 622-503460						18,754.81	
622-506250-000	MAINTENANCE-SUPPLIES						
	2590	REINEMANS, INC.	REINEMANS WATER DEPT WELL #1C	014451	11/28/2012	45.30	12/12
Total 622-506250						45.30	
622-506320-000	OPERATION SUPPLIES, EXPENSE						
	3615	NORTHERN LAKE SERVICE, INC.	NORTHERN LAKE SERVICE WATER	224994	11/28/2012	630.00	12/12
Total 622-506320						630.00	
622-506410-000	SUPPLIES						
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS WATER DEPT PARTS	220480	11/27/2012	63.48	12/12
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS CREDIT	220481	11/27/2012	27.49	12/12
						35.99	*
Total 622-506410						35.99	
622-506510-000	MAINS, WATER BREAKS-SUPPLIES						
	3730	DIGGERS HOTLINE, INC	DIGGERS HOTLINE 42701	121 1 42701	11/30/2012	53.07	12/12
	5721	HD SUPPLY WATERWORKS, LTD.	HD maint. main	5750157	11/14/2012	324.00	12/12
						377.07	*
Total 622-506510						377.07	
622-506520-000	SERVICE-SUPPLIES						
	5721	HD SUPPLY WATERWORKS, LTD.	HD Services maint	5808578	11/20/2012	10.75	12/12
Total 622-506520						10.75	
622-509030-000	OFFICE SUPPLIES						
	117	ALSCO	ALSCO WATER DEPT	JMIL618873	11/28/2012	26.41	12/12
	5906	MINUTEMAN PRESS OF BURLINGTOI	Minuteman - Cross Connection Survey	15940	11/21/2012	203.98	12/12
						230.39	*
Total 622-509030						230.39	
622-509330-000	TRANSPORTATION-SUPPLIES						
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE SHOP WATER DEPT	317479	12/03/2012	51.39	12/12
Total 622-509330						51.39	
622-509350-000	GENERAL PLANT-SUPPLIES						

708	ENTRANCE SYSTEMS LLC	replace key pad on gate - labor & materi	216407	11/23/2012	253.20	12/12
Total 622-509350					253.20	
Total WATER UTILITY FUND					86,550.37	
623-575740-245	REPAIR, MAINTENANCE GROUNDS					
2520	RACINE COUNTY TREASURER	703 Airport Rd - Permit 333036 Termina	333036	12/10/2012	10.00	12/12
623-575740-247	REPAIR, MAINTENANCE BUILDINGS					
2520	RACINE COUNTY TREASURER	707 Airport Rd - Permit 333004 City Har	333004 2012	12/10/2012	10.00	12/12
623-575740-298	CONTRACT SERVICES					
2058	WisAir Services	Fly-In Expenses	18703	12/11/2012	189.44	12/12
5538	MEISNER, GARY	MEISNER AIRPORT MANAGER-DECE	DEC2012	12/10/2012	319.30	12/12
					508.74 *	
Total 623-575740					528.74	
Total AIRPORT FUND					528.74	
Grand Total:					1,003,550.68	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Emp No	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	-00 Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amounts
100011287	DEQUAKER, STEVEN J.	.00	.00	.00	39.96	.00	.00	39.96
100081100	BERNDT, LINDA M.	2.02	.00	.00	.00	.00	.00	2.02
100081250	VOGT, MARIETTA P	.00	.00	.00	9.44	.00	.00	9.44
Grand Totals:	3 Employees	<u>2.02</u>	<u>.00</u>	<u>.00</u>	<u>49.40</u>	<u>.00</u>	<u>.00</u>	<u>51.42</u>



City Clerk

300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 10	Date: December 18, 2012
Submitted By: Beverly R. Gill, City Clerk	Subject: Licenses

Details:

OPERATOR'S LICENSES RECOMMENDED FOR APPROVAL

Andrews, Kelly M.
Mobile, B. David
Ryan, James T.

COMBINATION "CLASS B"

Name: Juana Garcia Cortez
Address: 156 Randolph Street
Burlington, Wi 53105
Trade Name: El Burrito Loco
Address: 557 Milwaukee Avenue
Burlington, Wi 53105

Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business license fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the December 18; 2012 Council meeting.



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Item Number: 12A	Date: November 7, 2012
Submitted By: Kevin Lahner, City Administrator	Subject: A Public Hearing to discuss a rezone request for property at 6730 S. Pine Street.

Details:

A Public Hearing has been scheduled to hear comments and concerns from the public regarding a rezone request from S.R. Mills of Bear Development, LLC for property at 200 Bridge Street (across from the Boardwalk Apartments). The applicant is requesting to rezone the property from B-1, Neighborhood Business District with a FW Floodway District, FFO and SWO Overlay to Rm-4, Multi-Family Residential District with a FW Floodway District, FFO and SWO Overlay to construct two 24-unit multi-family units.

Options & Alternatives:

For public comment only.

Financial Remarks:

None.

Executive Action:

This item for a Public Hearing at the December 18, 2012 Common Council.

**NOTICE OF PUBLIC HEARING
FOR AMENDING THE ZONING MAP**

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the Common Council of the City of Burlington proposes to amend Chapter 315 of the Municipal Code, Zoning Map, as it pertains to:

Owner: Bear Development, LLC
Applicant: S. R. Mills
Applicant Address: 4011-80th Street, Kenosha, WI 53142
Location of Request: **200 Bridge Street**
Existing Zoning: B-1, Neighborhood Business District with a FW Floodway District, FFO, Floodfringe Overlay and a SWO, Shoreland Wetland Overlay
Proposed Zoning: Rm-4, Multiple-Family Residence District with a FW Floodway District, FFO, Floodfringe Overlay and a SWO, Shoreland Wetland Overlay
Proposed Use: To construct two 24-unit multi-family buildings

Legal Description:

Lot 1 of Certified Survey Map No. 2817, as recorded in the Racine County Register of Deeds Office in Volume 9, on Page 24, Document No. 2111260 being located in the Northeast ¼ of the Southeast ¼ and the Southeast ¼ of the Northeast ¼ of Section 32, Township 3 North, Range 19 East, City of Burlington, Racine County, Wisconsin.

NOTICE IS FURTHER GIVEN that a Public Hearing on the above matter will be held by the Common Council in the City Council Chambers, in the City of Burlington located at 224 E. Jefferson Street on:

**TUESDAY, DECEMBER 18, 2012 DURING THE MEETING OF THE COMMON COUNCIL
SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER**

to hear any persons objecting to, or in support thereof, on the above mentioned matter.

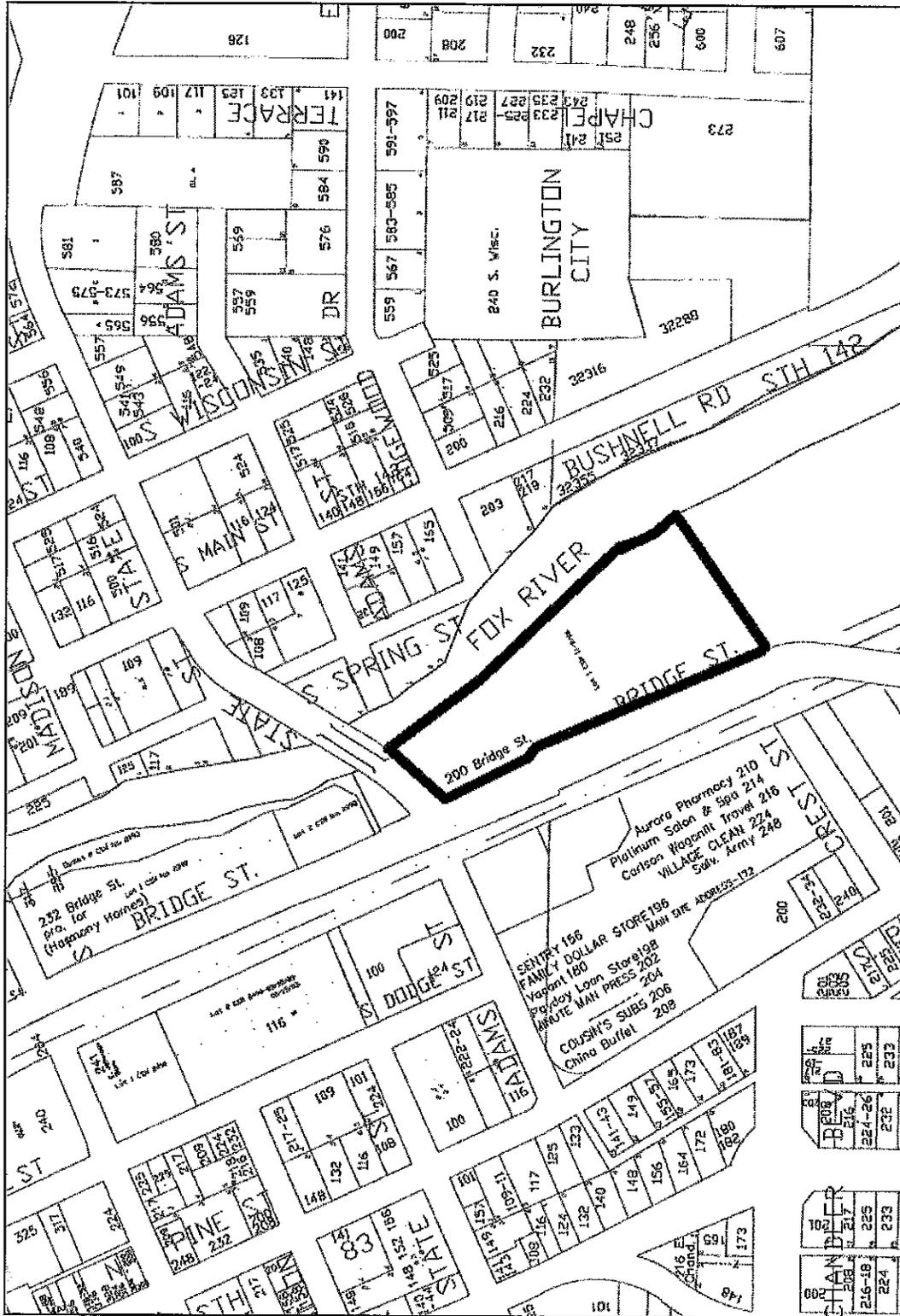
CITY OF BURLINGTON

Dated at Burlington, Wisconsin, this 27th day of November, 2012.

Beverly R. Gill, City Clerk

Published in the Burlington Standard Press
November 29 and December 6, 2012

200 Bridge Street





CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Item Number: 13A	Date: December 18, 2012
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4584(35) to consider approving the 2013 contract with RCEDC.

Details:

The Racine County Economic Development Corporation (RCEDC) has been an important entity in the City's economic development. In particular, the RCEDC works closely with us and the entities wishing to locate to and/or expand in Burlington, including financial and other incentives from the state.

As in previous years, the cost of the RCEDC assistance for 2013 is divided into two components. First, for economic and community development assistance, the cost is \$41,200 which is included in the 2013 budget and paid in quarterly payments. This cost is 3% above the 2012 cost of \$40,000 which was not increased since 2005. Second, the cost for administration of the City's revolving loan funds to local businesses is \$3,260, which is based on ten percent of the incoming loan payments and may change should additional loans be approved throughout the year.

Options & Alternatives:

The Common Council could deny this renewal and conduct all Economic Development activities in-house. Additionally, the Council could seek a different Economic Development partner.

Financial Remarks:

Costs associated with this contract are within the 2013 annual budget and have stayed consistent for the past six years.

Executive Action:

This item was discussed at the December 4, 2012 Committee of the Whole meeting and is scheduled for the December 18, 2012 Common Council meeting for consideration.

Resolution No.
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN
THE CITY OF BURLINGTON AND THE RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION (RCEDC) FOR 2013**

WHEREAS, the *Racine County Economic Development Corporation* provides economic development, community development, and related technical assistance to the City of Burlington; and,

WHEREAS, the *Racine County Economic Development Corporation* also coordinates this assistance on a day-to-day basis with the City Administration, as well as coordinating the discussion of policy-related issues with the City Administration, the Mayor and City Council; and,

WHEREAS, the City of Burlington believes that it is in the City's best interest to contract with the *Racine County Economic Development Corporation* for organizational development assistance, business retention assistance, business attraction activities, community development assistance, and business financing assistance; and,

WHEREAS, the *Racine County Economic Development Corporation* has been a qualified provider of such economic development related services for the City of Burlington in the past.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall enter into an agreement with the *Racine County Economic Development Corporation* for a period one year, beginning January 1, 2013, as stated in the attached agreement (Exhibit "A"), dated December 4, 2012.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: December 4, 2012
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk



December 4, 2012

Robert Miller, Mayor
City of Burlington
300 North Pine St.
Burlington, WI 53105

Dear Mayor Miller:

This letter is intended to serve as a letter agreement between the City of Burlington, hereinafter referred to as "City," and the Racine County Economic Development Corporation (RCEDC). In accordance with this agreement, the RCEDC agrees to continue to provide economic development and related technical assistance to the City. Such assistance will be coordinated on a day-to-day basis with City Administration and, with regard to policy-related issues coordinated with City Administration, the Mayor and City Council.

Starting in 2002 this economic development services contract was combined with a second on-going contract, the administration of the City's Revolving Loan Funds (RLF), therefore, this contract represents those services as well.

AGREEMENT

The RCEDC agrees to provide direct economic development and community development technical assistance to the City in accordance with the objectives promulgated by the Mayor, City Council and City Administrator. The RCEDC will assign an economic development staff person to the City. This person will act as the City's economic development advocate and lead, together with other RCEDC staff members, expend his/her best efforts to promote business recruitment, business retention and expansion, community development and business finance.

The economic development services to be provided by the RCEDC will include the following:

Organizational Development Assistance

1. To provide economic development technical assistance through attendance and/or reports at local development organizational meetings including the Burlington Chamber of Commerce (bi-annually), and other organizations identified by the Mayor and City Administrator. The RCEDC staff will, at the City's request, also attend other meetings, including city staff meetings, committee meetings, and City Council meetings where current economic development projects are to be discussed.

2. Identify appropriate strategies to address economic development issues and concerns that are identified throughout the contract period.
3. Coordinate economic development activities in the City with the following federal, State and local organizations:
 - Gateway Technical College
 - Burlington Area Chamber of Commerce
 - Milwaukee 7
 - Real Racine
 - Racine County
 - Southeastern Wisconsin Regional Planning Commission
 - U.S. Economic Development Administration
 - U.S. Small Business Administration
 - UW-Parkside - Small Business Development Center
 - Wisconsin Economic Development Corporation
 - Wisconsin Procurement Institute
 - WISPARK, LLC
4. Provide semi-annual reports to the City Administrator, Mayor and City Council. This activity will include a summary of the economic development activities conducted by the RCEDC staff. Reports will be submitted in written format and RCEDC staff will be available to provide a verbal presentation of the reports to the appropriate Committees/Council.

Business Retention and Expansion (BRE) Assistance

5. Conduct an on-going business expansion and retention program that consists of the following:
 - Continue the comprehensive business outreach program with an emphasis on manufacturing firms utilizing the Synchronist Business Retention Software System that will include a comprehensive interview with Racine manufacturers. Results will assist in providing direct assistance to these companies, as well as a guide in developing new, and refining existing, programs for all businesses. A total of another 100 Racine County manufacturing companies will be surveyed during 2013. During the mid-year 2013 RCEDC presentation to the City Council, a national comparison report will be provided on how Racine County companies compare to a national survey data base.
 - Continue to identify and work with 2nd stage companies or those companies that include approximately 10-99 employees and between \$1 - \$50 million in sales through the CEO Roundtable forum as well as one-on-one technical assistance. Continue the Racine County CEO Roundtable forum to support the growth needs specific to 2nd Stage businesses. Additionally, continue to develop and vet a list of companies, with specific emphasis on companies west of IH-94 that would be interested in starting a CEO Roundtable.
 - Racine County Business Connect: Continue to market this business-matchmaking software that will enable local businesses to identify both suppliers and customers, as well as market their products throughout the Chicago-Milwaukee Corridor. All Racine County manufacturers will be added to the

database and as a result of educating companies on the benefits of the software, continue to recruit Racine County companies to add more detail and actively use the site.

6. Assist existing businesses per direct contact or referral from the Mayor and City Administrator and report findings and resolution to the respective party. When meeting with local companies, the RCEDC staff will provide information on existing State and federal economic development assistance programs that provide funding that help meet the need of local businesses. These programs include low-interest loans, tax credit programs and workforce development assistance.
7. Upon direct contact or referral from the City Administrator and/or Mayor, meet with local businesses to address development issues and concerns and provide local, state and federal economic development program information.

Business Recruitment Activities

8. Continue to implement a targeted business recruitment program that results in new recruited or new business start-ups in Racine County with emphasis on the following:
 - The Chicago-Milwaukee Corridor, with emphasis on advanced manufacturing, green industries, logistics and distribution.
 - Second stage companies or those companies that include approximately 100 employees and typically no more than \$50 million in sales, through the identification of these companies in the Chicago-Milwaukee Corridor and working to recruit the companies to Racine.
 - Foreign direct investment or companies locating North American headquarters in the Chicago-Milwaukee Corridor.
 - Milwaukee 7 or regional industry targets to include: water industries, advanced manufacturing and food processing.
9. Provide assistance through the development of customized letter proposals to businesses interested in establishing a location within the City per direct contact or referral from the Mayor and City Administrator, or other reliable sources. This activity includes providing copies of such proposals, when requested, to the City Administrator as well as a status report on such businesses as part of this agreement's semi-annual and annual reports, coordinating regular meetings with the City Administrator, and maintaining a periodic business follow-up procedure.
10. Provide industrial park marketing assistance for the City's Manufacturing and Office Park, including the preparation of offers to purchase land in the park.

Support Activities

11. The RCEDC will maintain demographic, socio-economic and economic development program information for the purpose of providing such information to expanding and new businesses in the City of Burlington.

12. RCEDC will maintain an inventory of significant, marketable industrial and commercial buildings and land sites in the City and a system for providing this information to interested parties.

Marketing Activities

13. Continue to develop and implement the county-wide Jobs for Racine County (JRC) initiative. This program includes a proactive business recruitment strategy, business retention and expansion (BRE) strategy, community engagement strategy and marketing activities to include the following:
 - Represent City of Burlington companies and the City through participation in;
 - Trade show events,
 - The 'Chicago Industrial Properties Summit' emphasizing newly constructed buildings and land opportunities,
 - The Hannover Messe 2013 show in Germany to meet with international companies seeking location within the Chicago/Milwaukee corridor,
 - Milwaukee 7 marketing activities, and,
 - Chicago's Area Industrial Real Estate (AIRE) professional networking functions.
 - Conduct a broker/developer visitation program.
 - Publish quarterly e-newsletter on economic development issues and local/regional training opportunities.
 - Host events including;
 - RCEDC Annual Meeting showcasing local project successes,
 - Economic Business Forum connecting local businesses with elected officials, and,
 - Bi-monthly "Inside Racine Business" networking series featuring a Racine company CEO guest speaker.
 - Author monthly Journal Times newspaper articles featuring economic/workforce development issues.
 - Update RCEDC Facebook page with postings on projects, local company news and articles of interest.
 - Provide regular economic development news/event highlights on WRJN radio.

Community Engagement

14. Work with the following partners to provide additional opportunities for economic development in the City of Burlington:
 - Entrepreneurship: UW-Parkside SBDC, Wisconsin Women's Business Initiative Corporation and Gateway Technical College
 - Green Initiatives/Sustainability: Green community and private business initiatives
 - Workforce Development: Racine County Workforce Development Board's strategic plan
 - Appropriate Land Use: Racine County Planning and Development Department
 - Image/Quality of Life: Promoting our quality of life through Real Racine

Community Development Assistance

The RCEDC staff will provide the City of Burlington and the appropriate City Committees with assistance relative to the following projects:

15. Grant Management/New Grant Applications: RCEDC will apply and manage grant applications specific to economic development projects only and as needed for community development initiatives.
16. Common Council and Community Development Authority (CDA): RCEDC will attend CDA and Council meetings when appropriate or directed by City administration. RCEDC will support City Administration in their efforts to consider Industrial Park expansion options.
17. Historic Preservation Commission (HPC): RCEDC will continue to provide staff assistance to the City with regard to the Façade Improvement Grant and Certified Local Government (CLG) programs. RCEDC staff will continue to manage the HPC's façade improvement grant program and expects to work with the HPC Chair and the City Administrator to secure additional funding for this program. In addition, RCEDC staff will continue to market the Historic Preservation Overlay District and façade grant program via community group presentations and articles submitted to news reporting organizations and the City Administrator's office for the City's quarterly newsletter. RCEDC will continue to manage the CLG program and any subgrants received from the WI Historical Society.
18. Strategic Economic Development Planning: The RCEDC will continue to assist the City with implementing the strategies and activities identified in the City of Burlington's Economic Development Plan 2010 which was reviewed by City Council on September 7, 2010. RCEDC will also direct the future evaluation and determination of new objectives, strategies and action items related to the City's economic development plan.

Activities that are currently a part of the City Plan, and would be executed by the RCEDC as the lead agency, include:

- a. Continue to implement a targeted and proactive business recruitment program.
- b. Continue to maintain an active business retention and expansion program that meets the needs of existing employers in the City.

Workforce Development Services

19. RCEDC will provide the services of our Workforce Development Representatives to assist recipients of City RCEDC business loans and related assistance to employ unemployed and underemployed residents.
20. RCEDC will continue to be an advocate for the City in working with the Racine County Workforce Development Center (WDC) to implement the WDC's workforce development plan "Higher Expectations" that, in part, will address high unemployment in the County. Specifically, the RCEDC Executive Director represents the City through:
 - Participation in the Plan's Management Team;

- Chairing the Challenge III group of the Plan working to bring jobs to the City;
- Chairing the Workforce Development Board Planning Committee;
- Participating on the Racine County and Tri County Workforce Development Boards;
- Assist in the implementation of Racine County Career Connect and Dream It, Do It Programs designed to assist youth in career decision making.

Business Financing

21. The RCEDC has been designated as the Burlington Revolving Loan Fund (RLF) program administrator since August 19, 1992. The services being provided by the RCEDC, in accordance with the administration of the Community Development Block Grant (CDBG)-RLF and Tax Incremental District (TID)-RLF, include the following:

- A. Review and, if necessary, revision of the RLF program on an annual basis.
- B. Preparation of the appropriate marketing plan and marketing materials.
- C. Implementation of the marketing program, therefore re-lending the loan funds.
- D. Meetings with potential clients to inform them of the parameters of the RLF program.
- E. Screening of clients relative to their eligibility for the RLF program.
- F. Working with eligible businesses in the preparation of applications to the RLF program and the review of these application materials for any deficiencies.
- G. Recommendations to the Community Development Authority and Council of the Whole (City Council) relative to loans that qualify for the RLF program.
- H. Coordination of all loan closings.
- I. Collection of monthly payments and monitoring of the projects for compliance with Wisconsin Department of Commerce regulations, and all other aspects of servicing the loans. Minor servicing actions will be considered by the RCEDC staff, together with the City Administrator and Mayor. These actions will include:
 - 1) Actions that do not significantly affect the interest of the City in an adverse manner.
 - 2) Subordination to a new senior lien holder (usually a bank) provided no new money is being lent.
 - 3) Other servicing actions that can be defined as minor.

Major servicing actions will be considered by the RCEDC and City of Burlington staff and a recommendation forwarded to the City Council for formal consideration.

J. In performing the work for this contract the RCEDC agrees to adhere to the following:

Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

K. Coordinating the City's RLF program with other State and federal business loan programs in order to ensure the lowest cost business financing for the customer.

L. Continued administration and servicing of loans made under the 2010 Road Construction RLF program.

Insurance

The RCEDC is to carry liability insurance and list the City of Burlington as an additional insured on the policy.

Time Period for this Agreement and Compensation

The cost of this assistance to the City of Burlington is divided into two components. First, for economic and community development assistance, the cost is \$41,200. This cost is based on an estimate of staff time. Second, the cost of administration of the City's RLF's is \$3,260 and is based on 13 percent of the loan payments (see Attachment A). This cost may change during the year should additional loans be made. The RCEDC will notify the City if there are any new loans.

The funds will be paid in equal installments on the first week of each calendar quarter, upon the receipt of an invoice from the RCEDC. The cost of developing any additional materials and significant printing and mailing of items necessary to implement these services are outside the scope of the agreement and will only be implemented upon the approval by the City Administrator.

This economic and community assistance portion of this agreement is intended to be in effect from January 1, 2013 through December 31, 2013. The RLF administration portion of the agreement shall be ongoing unless the City decides to terminate the agreement with 30 days notice.

RCEDC shall be an independent contractor of the City of Burlington. Neither RCEDC nor any of its officers, employees, or agents shall be considered to be an employee of the City as a result of the obligations undertaken pursuant to this agreement. RCEDC's officers, employees and agents shall make no commitments or representations to third parties without prior approval of the City. In addition, RCEDC hereby holds harmless the City and its departments, officers, employees and agents from and against all

claims, demands and liability for damages to third persons of any type whatever arising solely out of the actions of RCEDC under this agreement.

As previously indicated, this letter is intended as a formal agreement between the City of Burlington and the RCEDC. Should you agree with the economic development program proposed herein, please sign both original copies of this agreement. Please retain one copy for your records and return the other copy to our office.

The RCEDC is pleased to be able to provide these services to the City of Burlington. Should you have any questions, or need any additional information, please contact me at 262-898-7412.

Sincerely,

Gordon Kacala
Executive Director

cc: Kevin Lahner, City Administrator

Robert Miller, Mayor

Gordon Kacala, Executive Director

Date

Date

Attachment A

Burlington Revolving Loan Fund 2013

	<u>Monthly</u>	<u>Annually</u>
Burlington Import	\$ 369.96 x 12 months	\$ 4,439.52
Hampton Hometown	\$1,720.00 x 12 months	<u>\$ 20,640.00</u>
Total		\$ 25,079.52

$\$25,079.52 \times 13\% = \$3,260.34$

$\$3,260.34/4 = \815.08 per quarter (to be invoiced)

Burlington TID Revolving Loan Fund 2013

	<u>Monthly</u>	<u>Annually</u>
Ketter's Flooring (1)	\$ 193.56 x 12 months	\$ 0.00
Hampton Hometown (2)	\$ 8,993.47 x 12 months	<u>\$ 0.00</u>
Total		\$ 0.00

- (1) Ketter's Flooring pays a 0.5% servicing fee directly to RCEDC each month through their monthly payments, thus, they do not factor in to the above calculation.
- (2) Hampton Hometown will pay a 0.5% servicing fee directly to RCEDC each month through their monthly payments, thus, they do not factor in to the above calculation.

N/A

R:\BLP\Contracts\Burlington\Burlington City 2013.doc



Finance Department

300 N. Pine Street, Burlington, WI 53105

(262) 342-1170 – (262) 342-1178 fax

www.burlington-wi.gov

Committee of the Whole Item Number: 5	Date: December 18, 2012
Submitted By: Steve DeQuaker, Treasurer	Subject: Resolution 4586(37) to amend the City of Burlington Fee Schedule.

Details:

Part of the 2013 budget discussion included the City's current fee schedule and the ability of the City to take credit cards for these fees.

Attached is the proposed fee schedule to take effect on January 1, 2013. The fee increases will generate approximately \$5,000 in new revenue for the City, which was planned in the 2013 Budget.

Additionally, changes to Site Plan Review reimbursements incurred by developers and builders could reduce the City's expenditure for these items by as much as \$50,000 in 2013. This was also planned in the 2013 Budget and discussed in the budget workshops.

The fees for these services were compared to other municipalities in the area. The attached schedule would bring the City fees more into alignment with other municipalities in the area.

Not all fees are increasing. Some are governed by State Statutes and others would be "higher" than necessary for the specific fee item.

Options & Alternatives:

The council could choose to leave the fees as they are currently, which could put pressure on the 2013 budget performance, or modify/change the schedule as you see fit.

Financial Remarks:

Fees on this scheduled were built into the 2013 budget. An expected net revenue increase of approximately \$5,000 and an expenditure decrease of approximately \$50,000. If there is growth the numbers could increase. If there is no growth, the numbers will be lower.

Executive Action:

This item is for discussion at the December 18, 2012 Committee of the Whole meeting and due to the timeliness it is being place on the Council agenda the same night for consideration.

**Resolution No.
Introduced by the Common Council**

**A RESOLUTION AMENDING THE FEE SCHEDULE
FOR THE CITY OF BURLINGTON**

WHEREAS the City of Burlington issues permits and licenses and performs other reviews, inspections and services as provided in its Municipal Code; and

WHEREAS the City defrays its costs of administration, investigation, and processing of said services by imposing fees; and

WHEREAS the City wishes to assemble all of said fees in a centralized document for convenience and economy of administration:

NOW, THEREFORE, BE IT RESOLVED by the City of Burlington Common Council, that, pursuant to all of the above, the City of Burlington Fee Schedule attached hereto is approved and adopted in its entirety.

BE IT FURTHER RESOLVED that the Fee Schedule shall be kept on file in the office of the City Clerk.

Approved upon due consideration at an open meeting by the Common Council on
_____.

Introduced:
Adopted:

Robert Miller, Mayor

Attest:

Catherine Windle, Deputy City Clerk

Section	Description	Fee	PROPOSED Increase	Additional Fees
Ch. 9 Budget and Finance				
8-Sep	Special Assessment or other status letter	\$25	\$	35.00
Ch. 31 Emergency Government				
31-9	Vehicle storage fee	\$5 per day or portion thereof	\$	10.00
Ch. 67 Records Request at City Hall				
67-6	Photocopies (letter or legal size, copied on site)	\$0.50 per page	\$	0.25
	Other reproductions or photography	Actual cost		
	Audio Tape	\$10	\$	15.00
	Compact Disc	\$10	\$	15.00
	Video Tape	\$10	\$	20.00
	Search fees if in excess of \$50.00	\$17.59 per hour, or actual cost	\$	17.60
	Mailing	Actual cost		
	Frequently asked for documents			
	Entire Municipal Code	Actual cost charged by code company		
	Municipal Code Supplements (Ordinances)	\$0.50 per page printed	\$	0.25
	Zoning Code	\$15	\$	20.00
	Land Division Ordinance	\$8	\$	15.00
	Zoning Map	\$10	\$	15.00
	Voting Map	\$10	\$	15.00
	Fire Prevention Code	\$10	\$	15.00
	Color Copies (of anything)	\$3 per page	\$	15.00
	North Corridor Plan	\$10	\$	15.00
	<i>Costs must be pre-paid if over \$5</i>			
Ch. 100 Amusements and Special Events Apply at City Hall				
100-1	Circus or Caravan License	\$25 per day	\$	30.00
	Show, Event or Amusement License	\$10 per day	\$	25.00
100-2	Dance Hall License	\$5	\$	10.00
100-2	Dance Permit	\$5	\$	10.00
100-3	Block Party Permit	No charge	\$	10.00
100-4	Music Device License	\$5	\$	10.00
100-5	Special Event Permit	\$5 per man hour for city services	\$	60.00
Ch. 104 Animals Apply at City Hall				
104-2	Special Permit	\$5	\$	10.00
104-3	Dog - Altered	\$4	\$	6.00
	Dog - Unaltered	\$8	\$	10.00
	Late Fee	\$5 after 4/1 or 8 months old within year	\$	10.00
104-4	Cat - Altered	\$4	\$	6.00
	Cat - Unaltered	\$8	\$	10.00
	Late Fee	\$5 after 4/1 or 8 months old within year	\$	10.00
104-8	Impoundment Fee (in addition to all costs of custody, care, and other fees imposed by the designated shelter) (Apply at Police Department)			
	First Impoundment	\$10	\$	15.00
	Second Impoundment	\$15	\$	25.00
	Third Impoundment	\$25	\$	40.00
104-12	Commercial License	\$5	\$	15.00
Ch. 110 Bicycles and Play Vehicles Apply at Police Department				
110-1	Bicycle Registration	No charge Valid for life of bicycle		
Ch. 115 Building Construction Apply at Building Inspector				
115-6	Weatherization stipulation or waiver fee	\$25	\$	30.00
115-9	Minimum Permit Fee for All Permits	\$50		
	Residence, One and Two Family and Attached Garage, Building Permit	\$0.28 per square foot	\$	0.32
	Residence or Apartment, Three Family and Over, Row Housing, Multiple Family Dwelling, or Institutional Building Permit	\$0.28 per square foot	\$	0.32
	Residence, Addition, Building Permit	\$0.28 per square foot or fraction thereof	\$	0.32
	Business or Office Building or Addition thereto, Building Permit	\$0.25 per square foot or fraction thereof	\$	0.30
	Manufacturing or Industrial (Office areas to be included under E), Building Permit	\$0.19 per square foot or fraction thereof	\$	0.26
	Permit to start construction of Footings and Foundations	\$200 Multi-family, Industrial or Commercial	\$	245.00
		\$125 One or Two Family	\$	190.00
	Agricultural Building, Detached Garage or Accessory Building Building Permit	\$0.22 per square foot	\$	0.26

Any other building, structure, alteration or repair where square footage cannot be calculated, Building Permit	\$10	per \$1,000.00 valuation		
Heating, Incinerator Unit or Wood Burning Appliance Permit				
Up to and including 150,00 BTUs	\$50	per unit		
Additional BTUS	\$16	per each 50,000 BTUs or fraction thereof		
Maximum Fee	\$750	per unit		
Commercial/Industrial Exhaust Hood and Exhaust System Permit	\$60	per unit	\$	155.00
Heating and Air Conditioning Distribution System Permit	\$1.70	per 100 sq.ft. of conditioned area	\$	1.80
Minimum Fee	\$50			
Air Conditioning Permit				
Up to 3 tons or 36,000 BTUs	\$50	per unit		
Additional Fee	\$16	each ton or 12,000 BTUs or fraction thereof		
Maximum Fee	\$750	per unit		
Wrecking, Razing or Interior Demolition Building Permit	\$50	minimum, plus \$0.06 per square foot	\$	75.00 \$ 0.10
Maximum Fee	\$550.00	per building	\$	750.00
		Fees may be waived at the discretion of the Building Inspector		
Moving Building over Public Ways Permit	\$150	plus \$0.06 per square foot, plus bond	\$	200.00 \$ 0.10
Re-inspection Fee	\$75	per inspection		
Plan Examination Fees				
One and Two Family Residence	\$125		\$	150.00
Apartment, Three Family Residence, Row Housing, Multiple Family Buildings	\$200	plus \$20 per unit	\$	200.00 \$ 25.00
Commercial/Industrial Alterations and Additions	\$200		\$	225.00
Addition - One or Two Fam. Dwelling	\$60		\$	75.00
Alteration - One or Two Fam. Dwelling	\$40		\$	50.00
Accessory Bldg. greater than 120 sq. ft.	\$50		\$	60.00
Deck or Swimming Pool	\$30		\$	35.00
Heating plans, lighting or energy calculations to heating plans, submitted separately	\$40		\$	60.00
Priority Plan Review	Double fees	At the discretion of the Building Inspector and depending upon the work load of the Department, two business day priority plan review may be provided at double the regular rate for plan review fees. Certified municipalities may also charge double the regular State plan review fees in addition to those listed herein. Priority plan review shall not apply to submittals requiring review and/or approval by other governing agencies of the City.		
Re-submittal of previously approved plans	\$40		\$	50.00
Special Inspection, Reports or Letter	\$150			
Wisconsin Uniform Building Permit Seal	\$10	plus State fee	\$	20.00
Occupancy Permits				
Residential	\$40	per unit, addition, alteration, or accessory building over 120 square feet	\$	50.00
Office, Commercial and Industrial	\$150		\$	190.00
Temporary Permit (6 months or less)	\$60		\$	80.00
Pool - in ground, above ground or spa Permit	\$10	per \$1,000 valuation, \$50 minimum		
Deck or Shed Building Permit	\$50			
Erosion Control Fees				
One and Two Family Lots	\$125	per lot	\$	150.00
Multi-family Units, Commercial Lots, Industrial Lots and Institutional Lots	\$170	per building, plus \$5.00 per 1,000 square feet of disturbed lot area with a \$2,000 max.	\$	180.00
Other	\$50	minimum	\$	60.00
Re-roofing, Re-siding or Trim, Building Permit				
Residential	\$50			
Commercial	\$10	per \$1,000 valuation, \$250.00 max./building		
Other Fees	At Cost	When charged to the City by other government entities for reviewing plans or permits. Required to be paid at application.		
DOUBLE FEES		UPON FAILURE TO OBTAIN A PERMIT BEFORE WORK HAS BEEN STARTED, EXCEPT IN EMERGENCIES		
Failure to call for a Final Inspection	\$75		\$	100.00
Work not ready at time of scheduled inspection	0	Note: The state fee schedule for commercial buildings (DSPS 305) project	\$	100.00

Note: The state fee schedule for commercial buildings (DSPS 305) projects may be charged in lieu of or in addition to this fee schedule

at the Municipalities discretion

Note: Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basements or porches there of are not included

Ch. 128 Cigarettes and Tobacco Products		Apply at: City Hall			
128-1	Cigarette License	\$100			
Ch. 142 Electrical Work / Inspections		Apply to Building Inspector			
142-2	Electrician's License	\$50	Initial fee	\$	55.00
		\$35	Annual Renewal	\$	40.00
	Maintenance Electrician	\$25		\$	30.00
142-5	Electrical Permit Fees				
	New Commercial and Industrial Buildings				
	Base Fee	\$50		\$	60.00
	Area Fee	\$0.05	per square foot for entire area	\$	0.06
	Temporary service and temporary wiring installation	\$50		\$	60.00
	Signs-fluorescent, neon or incandescent	\$50	per sign	\$	60.00
	Alterations to Commercial and Industrial Buildings				
	The Greater of:				
	Area Fee	\$0.05	per square foot for entire area, plus service fee of \$50 for 200 amps, plus \$10 for each 100 amps in excess of 200 amps	\$	0.06
	or Inspection Fee	\$70	per number of estimated inspections, with a minimum fee of \$200	\$	75.00
	New Residential Buildings				
	Base Fee	\$50		\$	60.00
	Area Fee	\$0.08	per square foot for entire area	\$	0.10
	Swimming Pool (wiring and grounding)	\$50	each	\$	60.00
	Detached garages or accessory buildings	\$0.08	per square foot with a minimum fee of \$50		
	Alterations to Residential Buildings				
	The Greater of:				
	Area Fee	\$0.08	per square foot for entire area, plus service fee of \$50 for 200 amps or less, plus \$15 for each 100 amps in excess of 200 amps	\$	0.10
	or Inspection Fee	\$50	per inspection, with a minimum fee of \$100	\$	60.00
Ch. 165 Geographical Designation and Logo		Apply at: City Hall			
165-1	Use of Geographical Designation and Logo	\$100		\$	110.00
165-2	Use of Logo Only	\$25		\$	30.00
Ch. 187 Intoxicating Liquor/Retail Malt Beverages		Apply at: City Hall			
187-7A	Retail Class "A" Fermented Malt Beverages	\$100	Plus publication charge of \$15	\$	20.00 Pub Charge
187-7B	Retail Class "B" Fermented Malt Beverages				
	Full Year	\$100	Plus publication charge of \$15	\$	20.00 Pub Charge
	Six Month	\$50	Plus publication charge of \$15	\$	20.00 Pub Charge
	Temporary/Picnic (Special Gathering)	\$10		\$	25.00
187-7C	Wholesaler's Ferm. Malt. Bev.	\$25	Plus publication charge of \$15	\$	20.00 Pub Charge
187-7D	Retail "Class A" Liquor	\$500	Plus publication charge of \$15	\$	20.00 Pub Charge
187-7E	Retail "Class B" Liquor				
	Full Year	\$500	Plus publication charge of \$15	\$	20.00 Pub Charge
	Six Months	\$250	Plus publication charge of \$15	\$	20.00 Pub Charge
187-7F	Operator's	\$15		\$	25.00
	Provisional Operator's	\$3		\$	15.00
	Temporary Operator's	\$2		\$	10.00
187-7G	Retail "Class C" (Wine)	\$100	Plus publication charge of \$15	\$	20.00 Pub Charge
187-7H	Retail Reserve "Class B" Liquor	\$10,000	Plus publication charge of \$15	\$	20.00 Pub Charge
Ch. 193 Junk Collectors / Dealers		Apply at: City Hall			
193-2	Junk Collector	\$20		\$	25.00
	Junk Dealer	\$20		\$	25.00
	Junk Yard	\$20		\$	25.00
	Each Additional Vehicle	\$10		\$	15.00
193-7C	Duplicate License	\$2		\$	5.00
Ch. 219 Noise		Apply at: City Hall			
219-1B(5)	Construction Equip. Operation	\$100	For operation outside of regular hours	\$	125.00
219-1D	Loudspeaker Permit	\$25		\$	30.00
Ch. 227 Public Nuisance		Apply at: City Hall			
227-3	Noxious and other weeds	\$100	Administration fee, plus equipment cost, and hourly labor (doubled)	\$	110.00
Ch. 234 Parks and Public Areas		Apply at: Department of Public Works			
234-2	Special Occasion Permit	no charge		\$	15.00
234-3	Overnight Camping Permit	no charge		\$	15.00
	Pavilion Rental for City residents	\$50			
	Pavilion Rental for non-residents	\$100			

Park rental security deposit \$100

Ch. 243 Plumbing		Apply to Building Inspector			
243-5	Plumbing Permit Fees				
	New Commercial and Industrial Buildings				
	Base Fee	\$50		\$	60.00
	Area Fee	\$0.05	per square foot for entire area	\$	0.06
	Sanitary and storm sewer building drains	\$15	for first 75 feet, plus \$0.35 per each additional Lineal foot	\$	20.00 \$ 0.40
	Manhole and Catch Basins	\$12	each	\$	15.00
	Laterals-water, sanitary and storm	\$40	for first 100 feet, plus \$0.35 per each additional foot	\$	50.00 \$ 0.40
	Alterations to Commercial and Industrial Buildings				
	Inspection Fee	\$12	per fixture, plus \$60 per number of anticipated inspections with a minimum fee of \$200	\$	15.00 \$ 65.00
				\$	225.00
	New Residential Buildings				
	Base Fee	\$50		\$	60.00
	Area Fee	\$0.08	per square foot for entire area	\$	0.10
	Laterals-water, sanitary and storm	\$40	for first 100 feet, plus \$0.40 per each additional foot	\$	50.00 \$ 0.45
	Alterations to Residential Buildings				
	Inspection Fee	\$12.00	per fixture, plus \$60 per number of anticipated inspections with a minimum fee of \$100	\$	15.00 \$ 65.00
				\$	125.00
Ch. 254 Sites		Apply at City Hall			
254-1	Direct Seller's Registration	\$25		\$	50.00
254-1.1	Weights and Measures License	\$25		\$	30.00
	Annual Assessment		Amount set by Council according to class of license		
254-2	Vendor Vehicle Permit				
	Pushed, Pedaled or Pulled Vehicle	\$15		\$	20.00
	Motorized Vehicle	\$25		\$	30.00
254-3	Farmer's Market Permit		Handled by Farmers Market		
254-5	Special Event Sales Permit	\$25		\$	30.00
Ch. 259 Sewers		Apply at Water and Sewer Department			
259-5	Sewer Connection Fee, within City	\$1,500	per REU	\$	1,650.00
259-13	Industrial Discharge Permit	\$100		\$	110.00
259-16	Septage Disposal Permit	\$100		\$	110.00
Ch. 270 Stormwater Management		Apply at City Hall			
270-12	Stormwater Permit		Actual cost of City Engineer's charges		
Ch. 274 Streets and Sidewalks		Apply at Department of Public Works			
274-11D	Outdoor Seating Permit B2 & B2A Zoning Dist.	\$25		\$	30.00
274-18	Right-of-way Work-Deposit	\$2,000	Refundable on satisfactory restoration		
274-20	Right-of-way Permit				
	Excavation below 12" deep or pavement	\$150		\$	175.00
	Surface or above 12" below surface	\$25		\$	30.00
Ch. 278 Subdivision of Land		Apply at City Hall			
278-76	Objecting Agency Review Fee		Actual cost charged by Agency		
278-77	Preliminary Plat/CSM Review	\$30	Base fee, plus	\$	35.00
	Reapplication	\$5	per lot	\$	7.00
	Reapplication	\$25		\$	30.00
278-78	Improvement Review Fee		1% of estimated cost of public impr.		
278-79	Inspection Fee		Actual cost of City Engineer's charges		
278-80	Final Plat/CSM Review	\$5	Base fee, plus:	\$	8.00
	Reapplication	\$1	per lot	\$	2.00
	Reapplication	\$5		\$	8.00
278-81	Public Site Fee [Option]	\$500	per dwelling unit		
278-82	Street Tree Fee [Option]	\$125	per tree required	\$	135.00
278-83	Engineering Fee		Actual cost of City Engineer's charges		
278-84	Administrative Fee		Actual cost of City's expenses		
Ch. 293 Vehicles and Traffic		Apply at Police Department			
293-3B(2)	Downtown Resident Parking Permit	\$10	per month	\$	15.00
293-8	Key Return Fee	\$5		\$	7.00
293-18	Impoundment Storage Fee	\$5	per day or portion thereof	\$	50.00
Ch. 297 Vehicles for Hire		Apply at City Hall			
297-1	Taxicab License, first vehicle	\$50	plus publication charge of \$15	\$	60.00
	each additional vehicle	\$25		\$	30.00

297-2	Carriage License	\$25 Per carriage	\$	30.00
Ch. 304 Water				
304-11H	Flow Tests	No charge	\$	10.00
304-11	Water Rates	As approved by the PSC and the Common Council and set forth in the Rate Schedules		
304-13	Well Operation Permit	\$75 permit must be renewed every five years	\$	85.00

BUILDING, LAND DIVISION AND ZONING

Note: The state fee schedule for commercial building projects may be charged in lieu of or in addition to this fee schedule at the City's discretion.

Note: All fee categories shall be rounded up to the next full dollar amount.

Note: Where fees are based upon square footage, they shall be based on exterior dimensions, including garage and each unfinished floor level. Unfinished basements or porillons thereof are not included.

Ch. 315 Zoning		Apply to: Building Inspector		
	Zoning Permit	\$20	\$	25.00
	Certificate of Compliance	\$10	\$	15.00
	Sign Permit	\$30	\$	35.00
	Temporary Sign Permit	\$0	\$	35.00
	Fence Permit	\$40	\$	50.00
*	PUD Overlay District	\$500	* \$	500.00 Deposit +/- Actual
*	Conditional Use Permit	\$200	* \$	500.00 Deposit +/- Actual
	Quarry Operation Cond. Use	\$150 per year	\$	200.00
*	Site Plan Review	No charge	* \$	500.00 Deposit +/- Actual
	Variance Application/Zoning Appeal	\$125	\$	150.00
*	Rezoning/change Application	\$200	* \$	500.00 Deposit +/- Actual
	Dumpster/Garbage Receptacle Enclosure Permit	\$50	\$	60.00
	Awning Permit	\$50	\$	60.00

* Fee amount is a Deposit. Actual charges will be subtracted from deposit then difference billed or refunded.



CITY OF BURLINGTON

Administration Department
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Committee of the Whole Item Number: 10	Date: December 18, 2012
Submitted By: Robert Miller, Mayor	Subject: Motion 12-753 to confirm the date to hold the first Common Council meetings in January 2013.

Details:

Per Section 50-4A of the Municipal Code, “regular meetings shall be held in the Council chambers following the Committee of the Whole workshop at 6:30 p.m. on the first and third Tuesday of each month or at such other times as the Council may direct, except that where a regular meeting falls on a legal holiday or election day, such meeting shall be determined by the Council.

The first Tuesday in January falls on January 1. As this is a holiday the Council shall determine which date to move the meeting to. This item will be voted on at the Council meeting the same night.

Options & Alternatives: N/A

Financial Remarks:

There are no costs associated with this request.

Executive Action:

This item is for discussion at the December 18, 2012 Committee of the Whole meeting and is scheduled for the Common Council meeting the same night for consideration.

§ 50-4. Council meetings.

[Amended 2-1-1994 by Ord. No. 1461(37); 3-1-1994 by Ord. No. 1465(39); 11-21-2000 by Ord. No. 1642(46)]

A. Regular meetings. The first regular meeting of the Common Council, to be known as the "organization meeting," shall be held on the third Tuesday of April each year at 6:30 p.m. Thereafter, regular meetings shall be held in the Council chambers following the Committee of the Whole workshop at 6:30 p.m. on the first and third Tuesday of each month or at such other times as the Council may direct, except that where a regular meeting falls on a legal holiday or election day, such meeting shall be determined by the Council.

JANUARY 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
		December 2012 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2013 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28			