



CITY OF BURLINGTON

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

CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Diahnn Halbach, City Clerk
January 15, 2013

1. Call to Order/Roll Call

Mayor Bob Miller called the meeting to order at 7:45 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Peter Hintz, Ruth Dawidziak, Tom Vos, Steve Rauch, Katie Simenson and Tom Preusker. Students present: Cullen Vos. Student Alexa Aguirre was excused.

Also present: City Attorney John Bjelajac, City Administrator Kevin Lahner, Fire Chief Richard Lodle, Police Chief Peter Nimmer, Public Works Director Craig Workman, Public Works Supervisor Dan Jensen, Treasurer Steve DeQuaker, Tom Foht of Kapur Engineering and Ryan Cardinal of Kapur Engineering.

2. Citizens Comments and Questions

None

3. Approval of Minutes from January 2, 2013

A motion was made by Rauch with a second by Vos to approve the minutes from January 2, 2013. Preusker stated his name was spelled incorrectly in a couple of places and asked it be corrected. With all in favor, the motion carried to approve the minutes after corrections are made.

4. Discussion regarding providing funding for the Burlington Cemetery Board.

Mayor Miller introduced this item to the Council for discussion. Earl Vorpagel, President of the Cemetery Board gave an overview of the board, procedures and annual maintenance costs to care for the cemetery. He explained that fifteen percent of plot sales go into a perpetual care fund where interest gained from this fund can be used for maintenance costs. He further stated with low interest rates and plot sales being down the cemetery is searching for funding from other sources.

Prailes questioned why there is a negative balance of \$74,000 in Maintenance Fund. Mr. Vorpagel explained that there was a theft several years ago by a former employee with the Cemetery Association and that there is a plan in place for recovering the funds. Simenson questioned if funds could be transferred from the Perpetual Care Fund to the Maintenance Fund. Mr. Vorpagel stated they could not per state statutes.

Vos inquired what the yearly operation costs are. Mr. Vorpagel stated roughly \$25,000. Vos further questioned if the Cemetery Board has a maintenance plan within their budget. Mr. Vorpagel stated

they do but it is more long term goals as funds are so low. He further stated the board would like to start a Capital Outlay Fund.

Vos questioned if the city could bond to fund the Cemetery Association and make payments over several years. Attorney Bjelajac stated he would need to determine what legal restrictions there are with funding options since the Cemetery Association is a private entity. Administrator Lahner stated the city cannot bond for a private entity. Vos further questioned if the city would have the same obligations for a secular cemetery such as St. Mary's. Lahner stated he believes the obligations would be the same but would have to confirm that. Simenson questioned if the city could donate in kind services instead of monetary donations. Bjelajac stated it would fall under the same restrictions as giving money and that he would need to research it more. Simenson further questioned if the cemetery could be sold. Mr. Vorpapel stated it could but he wasn't sure who would want to take on the current financial obligations.

Simenson questioned if the Town of Burlington would be helping with funding. Mr. Vorpapel stated he was told they did not have the funds at this time but were not closing the door on the item. Vos stated the best scenario would be to create a partnership with the City, the Town and the Association with the city and town giving funds to the association in an effort to preserve the cemetery.

5. Resolution 4591(42) "A resolution to consider an agreement between the City of Burlington, the Town of Burlington, the Burlington Rescue Squad and McGrath Consulting Group, Inc. for a Fire and EMS Greater Cooperative Opportunities Study"

Mayor Miller introduced Resolution 4591(42) to the Council for discussion.

Vos questioned if a merger between the city and town was a consideration, as there was opposition in the past and he would rather not spend funds for a study if there is resistance. Lahner stated there is a spirit of cooperation and open-mindedness between the three groups. He further stated that McGrath is sensitive to resistant bodies and will work with them for a solution that works.

Preusker stated he would have liked to see reviews on McGrath and other companies that do similar work. Mayor Miller stated there were four proposals received that were reviewed by a panel of members from the two fire departments, the rescue squad, aldermen, town board members, the city and town administrators, the police chief and himself. He stated McGrath was selected as the best candidate.

There were no further comments. This resolution is scheduled for this evening's Common Council meeting.

6. Resolution 4592(43) "A resolution to consider accepting a bid proposal from Miller Bradford and Risberg, Inc. for rental of two wheel-loaders in the amount of \$1,214.58 per month for a period of five years."

Mayor Miller introduced Resolution 4592(43) to the Council for discussion and reminded them that this item was discussed at the recent budget sessions.

Preusker stated he would like more detailed information in the future regarding the different options of purchasing, especially with leasing. He further stated he is concerned with a six year lease and warrantee issues. Dan Jensen stated staff explored three purchasing options and found leasing was

more economical for getting new equipment. He further stated staff will evaluate options again at year five. Hintz stated he did research and feels this is a great deal since the city will receive a new piece of equipment every year and eliminate maintenance costs.

Vos recommended putting the purchase of these vehicles in the Equipment Replacement Fund. Lahner stated staff has already done that.

There was no further discussion. This resolution is scheduled for this evening's Common Council meeting.

7. Resolution 4593(44) "A resolution to consider authorizing fee assessments for Weights and Measures license holders for July 1, 2011 through June 30, 2012"

Mayor Miller introduced Resolution 4593(44) to the Council for discussion.

Dawidziak questioned what this resolution was for. The mayor explained that several years ago the state wanted the local municipalities to take on the weights and measures inspections but if they were not able to, the state would provide the service but it would cost a fee. The city contracts with the state and then passes this fee to the businesses that are required to have a weights and measure's inspection.

There was no further discussion. This item is scheduled for the February 5, 2013 Common Council meeting for consideration.

8. Resolution 4594(45) "A resolution to consider approving Contract Change Order #1 for Wastewater Treatment Plant Upgrades and Improvements in the amount of \$0"

Mayor Miller introduced Resolution 4594(45) to the Council for discussion. He further stated that funds are being used from the Contingency Fund for changes but it does not increase the total budget of the project.

Ryan Cardinal of Kapur & Associates stated the Department of Natural Resources needs the change order documentation as part of the Clean Water Fund Loan (CWF). He further stated that there is a required contingency fund equaling ten percent of the entire project cost as part of the CWF that will be used for this change order.

There was no further discussion. This item is scheduled for the February 5, 2013 Common Council meeting for consideration.

9. Resolution 4595(46) "A resolution to consider a market revaluation in 2013 for \$34,000 and a four year valuation maintenance agreement with Accurate Appraisal in the amount of \$44,500 per year"

Mayor Miller introduced Resolution 4595(46) to the Council for discussion.

Vos questioned what exactly the assessor would be doing for \$44,500. Lahner explained this is a two step process. The first step would be an entire city-wide revaluation where inspections would not be done to create a level playing field. The second step would involve having the assessor go through

each house and do a full inspection. This step would take four years to complete city-wide where the city would be divided into quarters.

Vos questioned if the agreement cost are on top of the current contract price. Steve DeQuaker stated these are the total costs including the normal contract obligations.

Preusker questioned if staff knew the methodology of how the city would be split into quarters to do the full inspections to ensure fairness. Lahner stated it is up to Council and staff to decide how they would like it done.

There was no further discussion. This item is scheduled for the February 5, 2013 Common Council meeting for consideration.

10. Ordinance 1960(14) “An ordinance to consider amending the Racine County Multi-Jurisdictional Comprehensive Plan for 200 Bridge Street from Commercial to High-Density Residential zoning”

Mayor Miller introduced Ordinance 1960(14) to the Council for discussion. There was no discussion. This item is scheduled for the February 5, 2013 Common Council meeting for consideration.

11. Adjournment

A motion was made by Simenson with a second by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 7:41 p.m.

Recording Secretary
Megan E. Watkins
Assistant to the Administrator