



CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Diahnn Halbach, City Clerk
Tuesday, October 1, 2013

1. Call to Order/Roll Call

Mayor Bob Miller called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: Ed Johnson, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz, and Todd Bauman. Excused: Bob Prailes

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Police Chief Peter Nimmer, Public Works Director Craig Workman, Treasurer Steve DeQuaker, Director of Administrative Services Megan Watkins, Library Director Gayle Faulk and Tom Foht of Kapur Engineering.

2. Citizens Comments and Questions

- There were none

3. Approval of Minutes from September 17, 2013

- A motion was made by Hintz with a second by Vos to approve the minutes from September 17, 2013. With all in favor, the motion carried to approve the minutes.

4. Resolution 4633(23) to consider amending the City of Burlington Revolving Loan Fund Policy and Procedures Manual.

- Mayor Miller introduced Resolution 4633(23) and explained the updates made to the City of Burlington Policies and Procedures Manual which regulates the City’s Community Development Block Grant – Revolving Loan Fund (RLF) program. Mayor Miller further described the changes as a “boiler plate” policy that includes the City of Burlington but is designed for the County as a whole.

5. Resolution 4634(24) to consider accepting a Sewer User System Update prepared by Kapur & Associates and Donahue & Associates.

- Mayor Miller introduced Resolution 4634(24) and explained that the City recently contracted with Donahue & Associates, Inc. and Kapur & Associates, Inc. to review the current sewer user charge system rates and propose any necessary changes to the system. Mayor further stated that the document presented before the Council was not recommending any sewer rate increases at this time and was more of an update as to where the City is at with the sewer and its funds.
- Johnson commented about the number of items discussed in the first paragraph of the memo. Craig Workman responded that the items listed are essentially a summary of the work that is currently being done at the Waste Water Treatment Facility (WWTF). Workman further explained that the Phase II WWTF Upgrades and Improvements Project have spurred a revision to the current sewer user charge system. Workman also stated that the rates were last updated in 2008 and this report presents recommended rates for 2013 through 2015, however, the study basically recommends no sewer rate increase at this time.

6. **Resolution 4635(25)** to consider approving an amendment to the 2013 Annual Budget.
- Mayor Miller introduced Resolution 4635(25).
 - Schultz questioned if amending the budget is typically done earlier in the year. Lahner responded that we try to do this right after the annual audit; however, the City had to wait for the revenues and expenditures to stop changing which became more of a timing issue.
7. **Ordinance 1973(7)** to consider approving an amendment to Chapter 259 of the Municipal Code entitled, "Sewers".
- Attorney Bjelajac explained why changes needed to be made to Chapter 259 of the Burlington Municipal code. Bjelajac said the ordinance establishes requirements for the various users of the City's wastewater collection and treatment systems and that this section also enables the City to comply with the provisions and discharge criteria required by Wisconsin Administrative Code. Bjelajac further stated that it is prudent to review and update this section of the Municipal Code on a regular basis to account for changes at the State level, improve the strength and enforceability of the code, simplify and clarify sections of the code that may be unclear, and account for changes in word usage or definition.

8. **Adjourn**

A motion was made by Dawidziak with a second by Bauman to adjourn the meeting. With all in favor, the meeting adjourned at 6:55 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
Burlington City Clerk
Racine & Walworth Counties