



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

## AGENDA COMMON COUNCIL

**Tuesday, December 17, 2013**

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, 1<sup>st</sup> District  
Edward Johnson, Alderman, 1<sup>st</sup> District  
Peter Hintz, Alderman, 2<sup>nd</sup> District  
Ruth Dawidziak, Alderman, 2<sup>nd</sup> District  
Tom Vos, Council President and Alderman, 3<sup>rd</sup> District  
Jon Schultz, Alderman, 3<sup>rd</sup> District  
Tom Preusker, Alderman, 4<sup>th</sup> District  
Todd Bauman, Alderman, 4<sup>th</sup> District

Student Representatives  
Sam Joski, CCHS  
Joe Nguyen, BHS

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 3, 2013 *(T. Preusker)*
6. Letters and Communications: None
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-3 *(T. Bauman)*
9. Payment of Vouchers *(R. Prailes)*
10. Licenses and Permits *(E. Johnson)*
11. Appointments and Nominations: A-C

12. **PUBLIC HEARINGS:**

None

13. **RESOLUTIONS:**

- A. Resolution 4634(24) to accept the Sewer User Charge System Update prepared by Kapur & Associates. This item was discussed at the October 1 and December 17, 2013 Committee of the Whole meetings. *(T. Vos)*
- B. Resolution 4639(29) to approve a First Responder Program for the Fire Department. This item was discussed at the November 19 and December 17, 2013 Committee of the Whole meetings. *(T. Vos)*
- C. Resolution 4640(30) to approve a contract for medical oversight and direction with Aurora Health Care for the First Responder Program. This item was discussed at the November 19 and December 17, 2013 Committee of the Whole meetings. *(T. Vos)*
- D. Resolution 4643(33) to approve a Youth Fire Explorer Program with the City of Burlington Fire Department. This item was discussed at the December 3, 2013 Committee of the Whole meeting. *(T. Vos)*
- E. Resolution 4644(34) to approve Amendment Number Four to the Planned Unit Development Agreement for Falcon Ridge Condominiums. This item was discussed at tonight's Committee of the Whole meeting. *(T. Vos)*
- F. Resolution 4645(35) to approve Amendment Number One to Task Order Number Ninety-One for engineering services with the 2013 Street & Utility Project in the amount of \$72,683. This item was discussed at tonight's Committee of the Whole meeting. *(T. Vos)*
- G. Resolution 4646(36) to approve the purchase of a patrol wing from Wausau Equipment Co., Inc. for the Department of Public Works in the amount of \$16,276. This item was discussed at tonight's Committee of the Whole meeting. *(T. Vos)*

14. **ORDINANCES:**

None

15. **MOTIONS:**

None

16. **ADJOURNMENT** *(T. Preusker)*

*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

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<b>Common Council Agenda Item Number: 5</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Diahnn Halbach, City Clerk	<b>Subject:</b> Meeting Minutes

**Details:**

Attached please find the Minutes from the December 3, 2013 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 17, 2013 Common Council meeting.



**CITY OF BURLINGTON**  
**Official Minutes of the Common Council**  
**Robert Miller, Mayor**  
**Diahnn C. Halbach, City Clerk**  
**December 3, 2013**

**1. Call To Order – Roll Call**

Mayor Robert Miller called the meeting to order at 7:33 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Peter Hintz, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz, and Todd Bauman. Excused: None. Student representatives present: Joe Nguyen. Student representatives absent: Sam Joski.

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Police Chief Peter Nimmer, Fire Chief Perry Howard, Public Works Director Craig Workman, Treasurer Steve DeQuaker, and Tom Foht of Kapur & Associates.

**2. Citizen Comments**

There were none.

**3. Chamber of Commerce**

Jerry Koch, Burlington Chamber of Commerce President, reminded Council and staff of the upcoming Annual Christmas Parade and Open House on Friday, December 6, 2013. Koch also informed all present of the Chamber of Commerce's Annual Dinner and Auction scheduled for January 16, 2014.

**4. Approval of the City Council Minutes for November 5, 2013**

A motion was made by Johnson with a second by Bauman to approve the Council Minutes from November 5, 2013. With all in favor, the motion carried.

**5. Letters and Communications**

A motion was made by Dawidziak with a second by Preusker to approve Letters and Communications. With all in favor, the motion carried.

**6. Reports by Aldermanic Representatives and Department Heads**

Mayor Miller informed Council

**7. Reports 1-2**

A motion to approve Reports 1-2 was made by Bauman with a second by Johnson. With all in favor the motion carried.

**8. Payment of Vouchers**

A motion was made by Schultz with a second by Vos to approve vouchers, pre-paids and reimbursements in the amount of \$348,997.72.

Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 8-0.

**9. Licenses and Permits**

A motion was made by Johnson with a second by Prailes to approve the submitted requests for licenses and permits as presented. With all in favor, the motion carried.

**10. Appointments and Nominations**

There were none.

**11. Public Hearings**

There were none.

**12. Resolutions**

**Resolution 4641(31): to approve Change Order Number One with Wanasek Corporation for the Washington Street Improvement Project in the amount of \$19,503.01.**

A request for a second reading and a motion to approve was made by Vos with a second by Dawidziak.

Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 8-0.

**Resolution 4642(32): to approve the 2014 Annual Budget.**

A request for a second reading and a motion to approve was made by Schultz with a second by Hintz.

Roll Call Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: None. Motion carried 8-0.

**13. Ordinances**

There were none.

**14. Motions**

There were none.

**15. Adjourn**

A motion was made by Preusker with a second by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 7:43 p.m.

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach

City Clerk

City of Burlington

Racine and Walworth Counties



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<b>Common Council Agenda Item Number: 8</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> City Staff	<b>Subject:</b> Reports 1-3

**Details:**

Attached please find the following reports:

- Report 1 – Library Board minutes, October 22, 2013
- Report 2 – Plan Commission minutes, November 12, 2013
- Report 3 – Committee of the Whole minutes, December 3, 2013

**Options & Alternatives:**

N/A

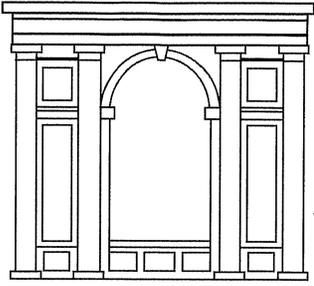
**Financial Remarks:**

None.

**Executive Action:**

Staff recommends that the Common Council accept these Reports at the December 17, 2013 Common Council meeting.

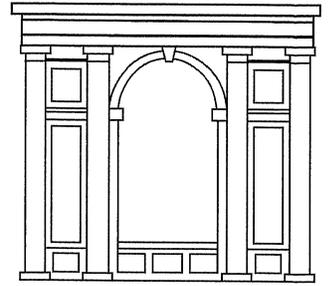




# Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105  
(262) 342-1130 • Fax (262) 763-1938

[www.burlingtonlibrary.org](http://www.burlingtonlibrary.org)



## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 22, 2013 in the Burlington Public Library Meeting Room. Present were Pat Hoffman, Scott Johnson, Peter Smet, Peter Hintz, Mike Kelly, and Pat Hurley. Excused was Dianne Boyle, M. T. Boyle, and Penny Torhorst. Also present were Library Director Gayle Falk, Administrative Assistant Linda Berndt.

Johnson called the meeting to order at 4:04.

Minutes of the September 24<sup>th</sup> meeting were approved. Hoffman moved approval, Hurley seconded. Motion passed.

The October Prepaids, Reimbursements, and September 2013 General Fund Deposits were discussed and approved. Kelly moved approval and Hoffman seconded. Motion passed. Smet moved and Hurley seconded the motion to approve the October 2013 Trust Fund Bills and the September 2013 Trust Fund Deposits. Motion passed.

Committee Reports: None at this time.

Federated Library Report: Hoffman reported that she, Falk, and Hintz attended the Trustee Banquet. It was an informative presentation on "Maker Spaces". It was all about making a community space in the Library for programs and demonstrations. Examples were watercolors, knitting, crocheting, Lego land, printer, and soldering. They encourage any program that someone has an interest in and that you can arrange a speaker or a person that can demonstrate. Other suggestions were having puzzles to lend and a network and exchange program or place to exchange items. It stressed that the community come together and gather to learn.

Old Business:

Director Evaluation: The question came up "Do we need to adjust, amend, revise and align the director evaluation to best use the annual report for information. The DPI report is due on March 1<sup>st</sup>. Falk sets goals for the Library which the Board approves. The Board has taken the director's evaluation and tweaked it a bit. The Library Board looks at the annual report, the DPI report and the library goals and then asks did we meet our goals.

Hoffman went over the Director Evaluation with the new suggestions included. Kelly moved to approve the policy changes as presented to the board at this time. Hurley seconded the motion and the motion was passed. Falk wanted to let the board know that she has exceptional staff and customer service is #1 with everyone.

We get many compliments on the friendliness and helpfulness of the staff. Success of this library depends on everyone, not just the director.

Friends update: The Friends still haven't had a meeting.

New Business:

Budget: Falk reported that the City has reviewed the Library budget. Falk also told the Board that she has filed the exemption forms with both Racine and Walworth Counties.

Staff Appreciation: Falk asked the Board if they would like to allow \$300.00 for Staff appreciation and \$25.00 for our volunteer like we did last year. Smet moved and Hoffman seconded the motion that we do the same this year.

2014 Calendar: Falk handed out a 2014 calendar including a list of Library Closing dates and also Library Board meeting dates. Hoffman moved and Hintz seconded the motion to approve the calendar as presented by Falk. Motion passed.

Marketing Libraries: Falk wanted the Board to know that there are more continuing education opportunities coming up.

WLA is in Green Bay this year from today through Friday. Joy, Gayle and Carole are going.

Directors Report:

Both circ and walk in counts were up marked for September.

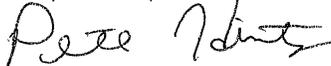
BPL in the news: The Board reviewed numerous calendar items.

Public Communication to the Board: There was no communication.

Meeting was adjourned at 4:55 p.m. Kelly moved and Hurley seconded. Motion passed.

Our next meeting will be on Tuesday, November 19<sup>th</sup> at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,



Peter Hintz,  
Aldermanic Representative



**Minutes**  
**City of Burlington Plan Commission**  
**Police Dept. Courtroom**  
**November 12, 2013, 6:30 p.m.**

Mayor Robert Miller called the Plan Commission meeting to order at 6:30 p.m. Roll call: Aldermen Tom Vos and Ruth Dawidziak; Commissioners Darrel Eisenhardt, Mike Deans and John Lynch; and Student Representative Shan Gill were present. Commissioner Chris Reesman was excused. Town of Burlington Representative Phil Peterson was absent. Also present were Aldermen Todd Bauman, Tom Preusker, Peter Hintz and Robert Prailes; City Administrator Kevin Lahner, Zoning Administrator Patrick Scherrer, Treasurer Steve DeQuaker, Public Works Director Craig Workman, Public Works Supervisor Dan Jensen and City Engineer Tom Foht.

**APPROVAL OF MINUTES**

Alderman Vos moved and Alderman Dawidziak seconded to approve the minutes of October 8, 2013. 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 Jon Laitinen for property located at 208 N. Main Street to allow for a heating and cooling business office, showroom and parts storage area.

- Mayor Miller opened the Public Hearing at 6:32 p.m.
- Applicant Jon Laitinen introduced himself to the Commission for questions
- There were no further comments.

Alderman Vos moved and Commissioner Eisenhardt seconded to close the Public Hearing at 6:34 p.m. All in favor and the motion carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. Consideration of a Site Plan and Conditional Use from Jon Laitinen for property located at 208 N. Main Street to allow for a heating and cooling business office, showroom and parts storage area.**

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

Commissioner Lynch moved and Alderman Vos seconded to approve a Site Plan and Conditional Use for 208 N. Main Street. *All were in favor and the motion carried.*

**ADJOURNMENT**

Alderman Vos moved and Alderman Dawidziak seconded to adjourn the meeting at 6:35 p.m. *All were in favor, and the motion carried.*



Recording Secretary  
Megan E. Watkins  
Director of Administrative Services



**CITY OF BURLINGTON**

**Finance Department**

300 N. Pine Street, Burlington, WI 53105  
Phone: (262) 342-1170 Fax: (262) 342-1178  
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<b>Common Council Agenda Item Number: 9</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Steve DeQuaker, Treasurer	<b>Subject:</b> Prepays and Vouchers

**Details:**

Attached please find the Prepays and Vouchers list for bills accrued through December 17, 2013:

Total Prepays:	\$263,786.09
Total Vouchers:	\$422,807.71
Reimbursements:	\$0.00
<b>Grand Total:</b>	<u><u>\$686,593.80</u></u>

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

**Financial Remarks: 5 Largest Disbursements on Prepays and Vouchers**

1. Staab Construction Corp – Payment No. 15 WWTP Upgrades, Phase II \$345,392.23
2. KW Precast, LLC – CDA Loan to KW Precast \$196,110.00
3. We Energies – WWTP for Period 10/22/13 to 11/22/13 \$12,196.46
4. Digicorp, Inc – 50% for the Tadiran Equipment for Office Telephone System \$8,727.50
5. Hawkins, Inc – Tonkazorb & Chlorine for Water Department \$6,702.99

**Executive Action:**  
Staff recommends that the Common Council accept these Prepays and Vouchers in the amount of \$686,593.80 at the December 17, 2013 Common Council meeting.

**For Council Approval December 17, 2013**

Prepays:	11/27/13	\$39,328.88
	12/03/13	\$202,500.00
	12/06/13	\$21,957.21
<b>Total Prepays</b>		<u>\$263,786.09</u>

Vouchers: 12/17/13 \$422,807.71

Reimbursements:

**GRAND TOTAL** \$686,593.80

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
	2485	RACINE COUNTY CLERK OF COURT	Bond - Nellen, Jacob; case 13-2608	NELLEN	11/26/2013	210.30	11/13	PD
	7115	CITY OF DELAVAN MUNICIPAL CT	Bond - Stephens-Ball, Andrea; case P57	BOSWELL	11/18/2013	88.80	11/13	PD
	7515	EAST TROY POLICE DEPT	Bond Tyler Helm; case N1272588	HELM	11/25/2013	100.00	11/13	PD
						399.10		*
Total 100-454521						399.10		
100-515111-330	CITY COUNCIL - TRAVEL							
	8127	BMO HARRIS BANK N.A.	BMO - Hyatt	2547 11/13	11/15/2013	210.00	11/13	PD
Total CITY COUNCIL						210.00		
100-515121-310	MUNI COURT - OFFICE SUPPLIES							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292 11/13	11/15/2013	3.67	11/13	PD
Total MUNICIPAL COURT						3.67		
100-515132-310	ADMIN - OFF SUPP-POSTAGE							
	8127	BMO HARRIS BANK N.A.	BMO - SLMS Internet	4276 11/13	11/15/2013	149.00	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - CTC Constant Contact	4276 11/13	11/15/2013	20.00	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292 11/13	11/15/2013	9.80	11/13	PD
						178.80		*
100-515132-330	ADMIN - INSVC TRAINING & TRAV							
	8127	BMO HARRIS BANK N.A.	BMO - Fuel	2547 11/13	11/15/2013	64.04	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Hyatt	2547 11/13	11/15/2013	210.00	11/13	PD
						274.04		*
100-515132-399	ADMIN - SUNDRY EXPENSES							
	8127	BMO HARRIS BANK N.A.	BMO - Richter's	2547 11/13	11/15/2013	23.63	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4238 11/13	11/15/2013	25.73	11/13	PD
						49.36		*
Total ADMINISTRATOR						502.20		
100-515140-310	CLERK - OFFICE SUPPLIES							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292 11/13	11/15/2013	3.67	11/13	PD
Total CITY CLERK						3.67		
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart - Office Supplies	4238 11/13	11/15/2013	98.44	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292 11/13	11/15/2013	7.34	11/13	PD
						105.78		*
Total FINANCE						105.78		
100-525211-299	POLICE - SUNDRY CONTRACT							
	8127	BMO HARRIS BANK N.A.	BMO - Napoli	0486 11/13	11/15/2013	63.53	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO -Gina's Sports Dock	1490 11/13	11/15/2013	32.80	11/13	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

prepaid  
11-27-2013

1

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	8127	BMO HARRIS BANK N.A.	BMO - Freds	4250 11/13	11/15/2013	62.65	11/13 PD
						158.98 *	
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	8127	BMO HARRIS BANK N.A.	BMO - Office Max	0486 11/13	11/15/2013	16.87	11/13 PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	0486 11/13	11/15/2013	56.39	11/13 PD
	8127	BMO HARRIS BANK N.A.	BMO - Amazon	4250 11/13	11/15/2013	816.55	11/13 PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292 11/13	11/15/2013	45.54	11/13 PD
						935.35 *	
100-525211-330	POLICE - TRAVEL						
	8127	BMO HARRIS BANK N.A.	BMO - Marriott	1490 11/13	11/15/2013	1,150.40	11/13 PD
Total POLICE DEPT.						2,244.73	
100-525220-220	FIRE - UTILITY SERVICES						
	3330	WE ENERGIES	8419-416-558 341 Origen St	84194165581113	11/20/2013	9.62	11/13 PD
100-525220-240	FIRE - FUEL, OIL, LUBRICANTS						
	8127	BMO HARRIS BANK N.A.	BMO - Fuel	4300 11/13	11/15/2013	46.00	11/13 PD
100-525220-242	FIRE - REPAIR & MAINT VEHICLES						
	8127	BMO HARRIS BANK N.A.	BMO - Reflective Shape Store	4284 11/13	11/15/2013	978.00	11/13 PD
100-525220-310	FIRE - OFFICE SUPPLIES						
	8127	BMO HARRIS BANK N.A.	BMO - USPS	9205 11/13	11/15/2013	8.29	11/13 PD
100-525220-330	FIRE - TRAVEL						
	8127	BMO HARRIS BANK N.A.	BMO - Radisson Hotel	4300 11/13	11/15/2013	161.70	11/13 PD
Total FIRE DEPT.						1,203.61	
100-535321-220	STREETS - UTILITIES						
	3330	WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	16388913451113	11/19/2013	761.99	11/13 PD
	3330	WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	84300816711113	11/18/2013	238.58	11/13 PD
						1,000.57 *	
100-535321-261	STREETS - LIGHTING						
	3330	WE ENERGIES	0818-594-802 Sign Liberty & State Rd	08185948021113	11/18/2013	47.69	11/13 PD
	3330	WE ENERGIES	0819-473-268 Municipal Parking Lot	08194732681113	11/19/2013	165.92	11/13 PD
	3330	WE ENERGIES	2023-503-060 Stop Lights	20235030601113	11/18/2013	128.48	11/13 PD
	3330	WE ENERGIES	5459-100-732 St Lighting Substation	54591007321113	11/19/2013	389.69	11/13 PD
	3330	WE ENERGIES	5644-617-733 Traffic Signal	56446177331113	11/18/2013	124.44	11/13 PD
	3330	WE ENERGIES	5695-147-539 Electric 572 Milw	56951475391113	11/19/2013	563.13	11/13 PD
	3330	WE ENERGIES	7245-068-041 375 N Pine St	72450680411113	11/19/2013	206.22	11/13 PD
	3330	WE ENERGIES	7255-756-558 McHenry & Milw Corner	72557565581113	11/14/2013	7.19	11/13 PD
	3330	WE ENERGIES	7467-500-426 Jefferson & Bridge	74675004261113	11/19/2013	225.45	11/13 PD
	3330	WE ENERGIES	8499-073-119 Traffic Signal Controller	84990731191113*	11/19/2013	209.01	11/13 PD
	3330	WE ENERGIES	8650-632-794 Traffic Signal Power	86506327941113	11/19/2013	135.59	11/13 PD
	3330	WE ENERGIES	9418-285-345 Traffic Signal	94182853451113	11/19/2013	113.28	11/13 PD
						2,316.09 *	
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	9315 11/13	11/15/2013	113.51	11/13 PD
100-535321-313	STREETS - PRINTING						
	8127	BMO HARRIS BANK N.A.	BMO - WI Taxpayers Allia	9315 11/13	11/15/2013	21.95	11/13 PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-535321-350	STREETS - REP MAINT SUPPLIES							
	8127	BMO HARRIS BANK N.A.	BMO - Robertson Innovation Lighting	9315	11/13 11/15/2013	337.85	11/13	PD
100-535321-353	STREETS REP & MAINT PRKNG DECK							
	3330	WE ENERGIES	7082-958-528 Public Parking Structure	70829585281113	11/19/2013	492.98	11/13	PD
Total STREET ADMINISTRATION						4,282.95		
100-555551-220	PARKS - UTILITIES							
	3330	WE ENERGIES	0435-566-939 Washington & Main	04355669391113	11/12/2013	27.74	11/13	PD
	3330	WE ENERGIES	1269-762-568 Bike Path	12697625681113	11/20/2013	31.53	11/13	PD
	3330	WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	16388913451113	11/19/2013	380.98	11/13	PD
	3330	WE ENERGIES	2428-946-714 Pavillion	24289467141113	11/19/2013	629.35	11/13	PD
	3330	WE ENERGIES	3243-370-777 Amanda St	32433707771113	11/21/2013	30.96	11/13	PD
	3330	WE ENERGIES	3698-542-543 Bathhse Wagner Park	36985425431113	11/20/2013	8.96	11/13	PD
	3330	WE ENERGIES	6211-699-899 Electric Dog Park	62116998991113	11/19/2013	39.88	11/13	PD
	3330	WE ENERGIES	6419-916-677 394 Amanda Street	64199166771113	11/20/2013	10.77	11/13	PD
	3330	WE ENERGIES	6895-338-188 355 N Pine St	68953381881113	11/19/2013	112.47	11/13	PD
	3330	WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	84300816711113	11/18/2013	119.27	11/13	PD
Total PARKS						1,391.91 *		
Total GENERAL FUND						10,347.62		
251-555511-220	UITILITIES							
	3330	WE ENERGIES	0810-148-657 PUBLIC LIBRARY	08101486571113	11/20/2013	1,433.31	11/13	PD
	3330	WE ENERGIES	5852-857-487 Library Gas	58528574871113	11/19/2013	365.49	11/13	PD
Total						1,798.80 *		
251-555511-225	TELEPHONE							
	8127	BMO HARRIS BANK N.A.	BMO - Google (email monthly charge)	0568	11/13 11/15/2013	50.00	11/13	PD
251-555511-247	REPAIR,MAINTENANCE BUILDING							
	8127	BMO HARRIS BANK N.A.	BMO - ULINE	0543	11/13 11/15/2013	120.94	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	4292	11/13 11/15/2013	29.96	11/13	PD
Total						150.90 *		
251-555511-310	OFFICE SUPPLIES, POSTAGE							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	0543	11/13 11/15/2013	14.59	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	2596	11/13 11/15/2013	13.79	11/13	PD
Total						28.38 *		
251-555511-327	MATERIALS							
	8127	BMO HARRIS BANK N.A.	BMO - Amazon Kindle	0550	11/13 11/15/2013	182.21	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	1756	11/13 11/15/2013	81.00	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Jim Gill Music and Bks	1756	11/13 11/15/2013	45.00	11/13	PD
Total						308.21 *		
251-555511-330	INSERVICE TRAINING/TRAVEL							
	8127	BMO HARRIS BANK N.A.	BMO - Hyatt	0550	11/13 11/15/2013	220.00	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Clarion Hotel	1756	11/13 11/15/2013	91.25	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Hyatt	1756	11/13 11/15/2013	180.00	11/13	PD
	8127	BMO HARRIS BANK N.A.	BMO - Hyatt	2596	11/13 11/15/2013	220.00	11/13	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						711.25	*	
251-555511-345	PROGRAMS							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart	1756 11/13	11/15/2013	6.45	11/13	PD
Total FUND EXPENSES						3,053.99		
Total LIBRARY OPERATIONS FUND						3,053.99		
465-515140-800	CLERK - CAPITAL OUTLAY							
	8127	BMO HARRIS BANK N.A.	BMO - Walmart - Laptop PC's	3118 11/13	11/15/2013	1,200.91	11/13	PD
Total 465-515140						1,200.91		
Total CAPITAL REPLACEMENT FUND						1,200.91		
621-575740-220	WWTP-ELECTRIC							
	3330	WE ENERGIES	4847-248-215 S of Yahnke Rd/Pump St	48472482151113	11/17/2013	205.56	11/13	PD
	3330	WE ENERGIES	4897-650-087 Springbrook Lift Station	48976500871113	11/18/2013	51.21	11/13	PD
	3330	WE ENERGIES	6212-377-525 Water Sanitation	62123775251113	11/19/2013	3,129.48	11/13	PD
						3,386.25	*	
621-575740-222	GAS							
	3330	WE ENERGIES	0862-239-067 2100 PINE ST	08622390671113	11/18/2013	2,867.29	11/13	PD
	3330	WE ENERGIES	2663-378-614 Gas 624 S Pine St	26633786141113	11/18/2013	8.99	11/13	PD
	3330	WE ENERGIES	3646-902-199 624 S Pine St	36469021991113	11/18/2013	117.05	11/13	PD
						2,993.33	*	
621-575740-225	TELEPHONE							
	4485	TDS TELECOM	TDS WWTP 262-539-3646	262-539-3646 11/13	11/19/2013	177.34	11/13	PD
621-575740-310	OFFICE SUPPLIES, POSTAGE							
	8127	BMO HARRIS BANK N.A.	BMO - UPS	5513 11/13	11/15/2013	130.43	11/13	PD
621-575740-330	SEWER - INSRVC TRNG & TRAVEL							
	8127	BMO HARRIS BANK N.A.	BMO - Hotel Mead	3100 11/13	11/15/2013	70.00	11/13	PD
Total WASTEWATER FUND EXPENSES						6,757.35		
Total WASTEWATER OPERATIONS FUND						6,757.35		
622-506220-000	POWER							
	3330	WE ENERGIES	0882-547-355 Municipal Well (split)	08825473551113	11/19/2013	1,994.66	11/13	PD
	3330	WE ENERGIES	3076-628-864 Electric 508 Sheldon St	30766288641113	11/20/2013	2,386.35	11/13	PD
	3330	WE ENERGIES	3267-293-366 384 Dunford Dr	32672933661113	11/18/2013	716.99	11/13	PD
	3330	WE ENERGIES	3457-108-505 Well #7	34571085051113	11/20/2013	2,361.90	11/13	PD
	3330	WE ENERGIES	6271-254-861 Well #9 (split)	62712548611113	11/18/2013	3,192.85	11/13	PD
	3330	WE ENERGIES	7255-465-187 Municipal Well Filter Builc	72554651871113	11/18/2013	232.87	11/13	PD
	3330	WE ENERGIES	8682-353-384 WELL #10	86823533841113	11/19/2013	5,717.06	11/13	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						16,602.68	*	
Total 622-506220						16,602.68		
622-506230-000 SUPPLIES								
3330	WE ENERGIES		0882-547-355 Municipal Well (split)	08825473551113	11/19/2013	98.31	11/13	PD
3330	WE ENERGIES		1438-804-919 WELL #7	14388049191113	11/20/2013	27.94	11/13	PD
3330	WE ENERGIES		6271-254-861 Well #9 (split)	62712548611113	11/18/2013	40.30	11/13	PD
3330	WE ENERGIES		6499-874-589 801 Weiler Road	64998745891113	11/18/2013	27.10	11/13	PD
3330	WE ENERGIES		8682-353-384 WELL #10	86823533841113	11/19/2013	42.28	11/13	PD
3330	WE ENERGIES		9259-879-303 Karyl St Well #10	92598793031113	11/19/2013	8.99	11/13	PD
						244.92	*	
Total 622-506230						244.92		
622-509210-000 OFFICE SUPPLY								
7343	AT & T		AT & T WATER DEPT 414 R24-8901 36	414R2489011113	11/10/2013	68.95	11/13	PD
8127	BMO HARRIS BANK N.A.		BMO - AVG Internet Security	5497 11/13	11/15/2013	51.89	11/13	PD
						120.84	*	
Total 622-509210						120.84		
622-509350-000 GENERAL PLANT-SUPPLIES								
3330	WE ENERGIES		1638-891-345 DPW Bldg Electric (split)	16388913451113	11/19/2013	761.99	11/13	PD
3330	WE ENERGIES		8430-081-671 Gas 2200 S Pine (split)	84300816711113	11/18/2013	238.58	11/13	PD
						1,000.57	*	
Total 622-509350						1,000.57		
Total WATER UTILITY FUND						17,969.01		
Grand Total:						39,328.88		

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

Report Criteria:

Invoice.Vendor No = 2495, 926

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
468-535320-500	926	CONSERVATION AND DEVELOPMENT KW PRECAST, LLC	CHECK TO KW PRECAST, LLC FOR C	120313	12/03/2013	196,110.00	12/13 PD
468-535320-501	2495	ADMIN COSTS RACINE CO ECONOMIC DEV. CORP.	KW CLOSING COSTS	120313	12/03/2013	6,390.00	12/13 PD
Total ENGINEERING						<u>202,500.00</u>	
Total COMMUNITY DEVELOPMENT FUND						<u>202,500.00</u>	
Grand Total:						<u><u>202,500.00</u></u>	

Dated: \_\_\_\_\_

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Motion Seconded by: \_\_\_\_\_

*prepaid  
12-03-2013*

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-160000	PREPAID EXPENDITURES							
	3430	ZAREK INSURANCE, INC.	ZAREK INL MARINE RNWL	6944	12/04/2013	3,193.00	12/13	PD
100-454521-001	BOND FEES							
	7366	RACINE CO T & M COURT	Melchiorre, Lee - Case 13-14479	MELCHIORRE	12/01/2013	150.00	12/13	PD
	7366	RACINE CO T & M COURT	Melchiorre, Heather - Case 13-14479	MELCHIORRE, H	12/01/2013	500.00	12/13	PD
	7366	RACINE CO T & M COURT	Stephens-Ball, Andrea -Case 13-14485	STEPHENS-BALL	12/04/2013	500.00	12/13	PD
						1,150.00	*	
Total 100-454521						1,150.00		
100-515132-225	ADMIN - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON ADMIN	9715477150	11/23/2013	76.42	12/13	PD
Total ADMINISTRATOR						76.42		
100-515141-225	FINANCE - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON FINANCE	9715477150	11/23/2013	75.38	12/13	PD
Total FINANCE						75.38		
100-525211-225	POLICE - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON POLICE DEPT	9715477150	11/23/2013	846.08	12/13	PD
Total POLICE DEPT.						846.08		
100-525220-225	FIRE - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON FIRE DEPT	9715477150	11/23/2013	116.27	12/13	PD
Total FIRE DEPT.						116.27		
100-535321-225	STREETS - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON STREET DEPT	9715477150	11/23/2013	115.09	12/13	PD
100-535321-261	STREETS - LIGHTING							
	3285	WISCONSIN CENTRAL	WI CENTRAL UNDERGROUND WIRE	9500127034	11/01/2013	35.00	12/13	PD
Total STREET ADMINISTRATION						150.09		
100-555551-225	PARKS - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON PARK DEPT	9715477150	11/23/2013	33.78	12/13	PD
Total PARKS						33.78		

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12-06-2013

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total GENERAL FUND						5,641.02		
621-575740-220	WWTP-ELECTRIC							
	3330 WE ENERGIES		1887-026-576 Electric Sewer Plant	18870265761113	11/22/2013	12,196.46	12/13	PD
621-575740-225	TELEPHONE							
	7692 VERIZON WIRELESS		SCADA WWTP Acct # 242013605-000C	9714693384	11/10/2013	40.56	12/13	PD
	7692 VERIZON WIRELESS		VERIZON WWTP	9715477150	11/23/2013	87.42	12/13	PD
						127.98	*	
621-575740-371	REG/PERMITS/OUTSIDE TESTING							
	6928 WDATCP		RENEWAL LABORATORY CERTIFICA	115101-D3 2013	11/27/2013	340.00	12/13	PD
Total WASTEWATER FUND EXPENSES						12,664.44		
Total WASTEWATER OPERATIONS FUND						12,664.44		
622-509210-000	OFFICE SUPPLY							
	7692 VERIZON WIRELESS		VERIZON WATER DEPT	9715477150	11/23/2013	70.75	12/13	PD
Total 622-509210						70.75		
Total WATER UTILITY FUND						70.75		
623-575740-298	CONTRACT SERVICES							
	7712 RACINE COUNTY		FEE FOR HOLDING TANK AT THE AIF	333004 2013	11/08/2013	10.00	12/13	PD
Total 623-575740						10.00		
Total AIRPORT FUND						10.00		
875-232000	MUNICIPAL COURT DEP							
	526 WARD, MARIO		refund of overpayment cit J316242-3	J316242-3	12/04/2013	35.29	12/13	PD
	829 GERHARDT, JOSH		refund for overpayment - amended char	V972566-0	11/27/2013	6.00	12/13	PD
	7140 ST OF WISC CONTROLLER'S OFFICE		ST OF WI CONTROLLER OFFICE NOV	NOV2013	12/02/2013	2,717.31	12/13	PD
	7141 RACINE COUNTY TREASURER		RA CO DRIVER IMP SURCHARGES	NOV2013	12/02/2013	107.80	12/13	PD
	7141 RACINE COUNTY TREASURER		RA CO JAIL SURCHARGES	NOV2013	12/02/2013	704.60	12/13	PD
						3,571.00	*	
Total MUNICIPAL COURT FUND						3,571.00		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Grand Total:						<u>21,957.21</u>	

Dated: \_\_\_\_\_

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-454511-000	CLERKS REVENUE						
	5016	WI DEPT OF JUSTICE-2688	G1026T WI DEPT OF JUSTICE CIB	G1026T 11/13	12/02/2013	126.00	12/13
100-515111-399	CITY COUNCIL - PUBLICATION						
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Conditional use	142590	11/28/2013	58.26	12/13
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS ORD	143086	11/28/2013	21.61	12/13
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Minutes	143552	11/28/2013	77.72	12/13
						157.59	*
Total CITY COUNCIL						157.59	
100-515121-248	MUNI COURT - REP & MAINT BLDG						
	3040	VORPAGEL SERVICE INC.	performed heating service per agreemer	33657	11/22/2013	53.84	12/13
100-515121-310	MUNI COURT - OFFICE SUPPLIES						
	7869	CINTAS CORP	MUNI COURT	8400579626	11/22/2013	43.15	12/13
Total MUNICIPAL COURT						96.99	
100-515132-248	REPAIRS & MAINT BUILDING						
	3040	VORPAGEL SERVICE INC.	performed heating service per agreemer	33657	11/22/2013	635.33	12/13
100-515132-310	ADMIN - OFF SUPP-POSTAGE						
	1216	Office Copying Equipment, LTD	Admin copies	C286148	11/30/2013	365.30	12/13
	5906	MINUTEMAN PRESS OF BURLINGTO	Minuteman - Business Cards	18753	11/27/2013	62.67	12/13
	7679	STAPLES ADVANTAGE	STAPLES ADMIN OFFICE SUPPLIES	8027895262	11/30/2013	21.35	12/13
	7869	CINTAS CORP	ADMIN	8400579626	11/22/2013	43.15	12/13
						492.47	*
Total ADMINISTRATOR						1,127.80	
100-515140-248	CLERK-REPAIRS & MAINT BUILDING						
	3040	VORPAGEL SERVICE INC.	performed heating service per agreemer	33657	11/22/2013	53.84	12/13
100-515140-310	CLERK - OFFICE SUPPLIES						
	7869	CINTAS CORP	CLERK	8400579626	11/22/2013	43.15	12/13
Total CITY CLERK						96.99	
100-515141-248	FINANCE - REP AND MAINT BLDG						
	2590	REINEMANS, INC.	REINEMANS FINANCE BUILD MAINT	40404	11/21/2013	14.53	12/13
	3040	VORPAGEL SERVICE INC.	performed heating service per agreemer	33657	11/22/2013	333.82	12/13
						348.35	*
100-515141-298	FINANCE - CONTRACT SERVICES						
	8646	EHLERS INVESTMENT PARTNERS	FINANCE ADVISORY SERVICE	113013	11/30/2013	198.93	12/13
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE						
	1216	Office Copying Equipment, LTD	Finance copies	C286148	11/30/2013	18.58	12/13
	7679	STAPLES ADVANTAGE	STAPLES FINANCE OFFICE SUPPLIE	8027895262	11/30/2013	12.19	12/13
	7869	CINTAS CORP	FINANCE	8400579626	11/22/2013	43.15	12/13

PD = Fully Paid Invoice PR = Partially Paid Invoice

Vouchers  
12-17-2013

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						73.92	*
Total FINANCE						621.20	
100-515142-321	ELECTIONS - BALLOTS & ADVERT						
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS ELECTION NOTIC	142900	11/21/2013	43.08	12/13
Total ELECTIONS						43.08	
100-515154-299	Contract Services-WI DOR Manf.						
	6110	WI DEPT OF REVENUE	Municipal Fee for Assessment of Manuf	2013	11/30/2013	3,584.24	12/13
Total ASSESSOR						3,584.24	
100-515161-220	ATTORNEY - CONTRACT						
	8149	BJELAJAC, JOHN M	Attorney Fees for General	13100-000D 11	11/30/2013	1,425.00	12/13
	8149	BJELAJAC, JOHN M	Honeywell Energy Services Agreement	13100-074D 3	11/30/2013	480.00	12/13
	8149	BJELAJAC, JOHN M	Attorney Fees for Burlington Cemetery	13100-090D 2	11/30/2013	270.00	12/13
	8149	BJELAJAC, JOHN M	Attorney Fees for Restricted Parking	13100-098H 1	11/30/2013	570.00	12/13
						2,745.00	*
100-515161-272	ATTORNEY - MUNICIPAL COURT						
	8149	BJELAJAC, JOHN M	Attorney Fees for Municipal Court	13100-099H 11	11/30/2013	4,271.31	12/13
Total ATTORNEY						7,016.31	
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	7679	STAPLES ADVANTAGE	STAPLES POLICE DEPT	8027895262	11/30/2013	6.16	12/13
Total POLICE DEPT.						6.16	
100-525220-242	FIRE - REPAIR & MAINT VEHICLES						
	1297	PREMIER BODY & PAINT INC	Premier Body & Paint - Material	120613	12/09/2013	206.00	12/13
	1951	MENARDS	MENARDS FIRE DEPT SUPPLIES	39474	12/06/2013	14.05	12/13
	2590	REINEMANS, INC.	Reinemans - Fire Dept	40704	11/26/2013	3.77	12/13
						223.82	*
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT						
	1579	JEFFERSON FIRE & SAFETY	JEFFERSON FIRE & SAFETY FIRE DE	201971	11/26/2013	384.30	12/13
100-525220-298	FIRE- CONTRACT SERVICES						
	117	ALSCO	ALSCO FIRE DEPT SUPPLIES	IMIL752803	11/27/2013	41.40	12/13
100-525220-310	FIRE - OFFICE SUPPLIES						
	7135	BUBRICK'S COMPLETE OFFICE	Bubrick's - office supplies	830728	12/06/2013	4.63	12/13
100-525220-389	FIRE - PROTECTIVE CLOTHING						
	390	BENDLIN FIRE EQUIP. CO., INC.	BENDIN FIRE EQUIPMENT SUPPLIES	82570	12/05/2013	196.71	12/13
	1579	JEFFERSON FIRE & SAFETY	HONEYWELL COAT & PANTS	201948	11/25/2013	1,643.70	12/13
	1579	JEFFERSON FIRE & SAFETY	HONEYWELL COAT & PANTS	201949	11/25/2013	1,711.70	12/13
	1579	JEFFERSON FIRE & SAFETY	JEFFERSON FIRE & SAFETY FIRE DE	201990	11/27/2013	196.00	12/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						3,748.11 *	
Total FIRE DEPT.						4,402.26	
100-525231-298	BLDG INSP - CONTRACT						
	4069	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES BLDG INSPEC	201347	12/01/2013	855.00	12/13
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0010.01 Burlington General 2C	81185	11/19/2013	1,194.50	12/13
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0010.01 Burlington General 2C	81185	11/19/2013	206.00	12/13
						2,255.50 *	
100-525231-310	BLDG INSP - OPERATING SUPPLIES						
	7135	BUBRICK'S COMPLETE OFFICE	Bubrick's - office supplies	830729	12/06/2013	20.09	12/13
Total BUILDING INSP.						2,275.59	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW - STREETS	IMIL752815	11/27/2013	64.52	12/13
100-535321-298	STREETS - CONTRACT SERVICES						
	1513	INLAND POWER GROUP	yearly inspection and load bank testing	1436652-00	11/21/2013	331.12	12/13
	1951	MENARDS	delivery service	37918	11/18/2013	59.00	12/13
	2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	82403654	11/22/2013	22.00	12/13
	4217	KAPUR & ASSOCIATES, INC.	KAPUR 07.0884.01 CTH W TRAIL	81183	11/19/2013	897.00	12/13
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0010.01 Burlington General 2C	81185	11/19/2013	399.00	12/13
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0232.01 Echo Lake Dam	81265	11/22/2013	6,578.00	12/13
	5016	WI DEPT OF JUSTICE-2688	G1026T WI DEPT OF JUSTICE CIB	G1026T 11/13	12/02/2013	7.00	12/13
						8,293.12 *	
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1378	GRAY'S INC.	Gray's DPW Schmidt Blade	30978	11/22/2013	998.32	12/13
	1951	MENARDS	MENARDS DPW SUPPLIES	32691*	09/16/2013	29.99	12/13
						1,028.31 *	
100-535321-354	STREETS-PARKNG STRUCTR UTILITY						
	2860	TAPCO	TAPCO DPW PARTS	I439689	11/20/2013	302.03	12/13
Total STREET ADMINISTRATION						9,687.98	
100-545411-291	HEALTH OFFICER-CONTRACT						
	4325	MEMORIAL HOSPITAL-WRCHD	MEMORIAL HOSPITAL WRCHD	112513	11/25/2013	5,856.28	12/13
Total HEALTH OFFICER						5,856.28	
100-545430-298	ANIMAL SHELTER						
	709	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	187	12/01/2013	519.58	12/13
Total DOG POUND						519.58	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW - PARKS	IMIL752815	11/27/2013	30.00	12/13
100-555551-298	PARKS - OUTSIDE SERVICES						

1513	INLAND POWER GROUP	yearly inspection and load bank testing	1436652-00	11/21/2013	165.56	12/13
2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	82403654	11/22/2013	11.00	12/13
2330	PATS SERVICES, INC	CITY OF BURLINGTON BUSHNELL PA	A-94847	11/20/2013	33.87	12/13
2330	PATS SERVICES, INC	CITY OF BURLINGTON ECHO PARK	A-94885	11/25/2013	80.00	12/13
2587	REINDERS INC	Reinders- Mobile Service Call	1461436-00	11/21/2013	563.50	12/13
					853.93	*
Total PARKS					883.93	
100-565641-298	PLAN COMM - CONTRACT SVCS					
1521	LEGACY ARCHITECTURE, INC	12.061 Kane St Historic Dist Nomination	234	11/30/2013	1,099.03	12/13
1940	MEEHAN & COMPANY, INC.	MEEHAN & COMPANY NOVEMBER BI	NOV2013	11/30/2013	1,738.00	12/13
					2,837.03	*
Total PLANNING COMMISSION					2,837.03	
Total GENERAL FUND					39,339.01	
470-515100-801	2012 3.19M 2 Yr Street Project					
1441	D & K SERVICES	Work Performed on Dunford and Dale D	2013752	11/14/2013	350.00	12/13
Total 470-515100					350.00	
Total CAPITAL PROJ - INFRASTRUCTURE					350.00	
621-181000	CONSTRUCTION IN PROGRESS					
8641	STAAB CONSTRUCTION CORP.	PHASE II-WWTF UPGRADES & IMPROV	051513 PMNT 15	12/11/2013	345,392.33	12/13
621-575740-000	EMPLOYEE REIMBURSEMENT					
1951	MENARDS	MENARDS WWTP CREDIT	38657	11/27/2013	33.98	12/13
621-575740-159	CLOTHING ALLOWANCE					
117	ALSCO	ALSCO WWTP	IMIL750182	11/20/2013	73.49	12/13
117	ALSCO	ALSCO WWTP	IMIL752817	11/27/2013	211.96	12/13
814	GALETON	GLOVES	1148042-00	11/20/2013	96.49	12/13
					381.94	*
621-575740-244	REPAIRS, MAINT EQUIPMENT					
117	ALSCO	ALSCO WWTP	IMIL750182	11/20/2013	7.30	12/13
117	ALSCO	ALSCO WWTP	IMIL752817	11/27/2013	7.30	12/13
117	ALSCO	ALSCO WWTP	IMIL752818	11/27/2013	92.41	12/13
1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL WWTP	541980	12/02/2013	248.94	12/13
1416	HALVERSON OVERHEAD DOOR CO.	WWTP - maint. garage door openers	0086531-IN	11/30/2013	325.00	12/13
1951	MENARDS	MENARDS WWTP GENERAL MERCH.	38574	11/26/2013	101.89	12/13
3120	WELDERS SUPPLY COMPANY	WELDER SUPPLY WWTP PREPAID R	247787	11/12/2013	126.00	12/13
5164	DONERITE JANITORIAL SERV INC.	DoneRite Janitorial Cleaning for WWTP	2476	11/19/2013	840.00	12/13
5477	BUMPER TO BUMPER	BUMPER TO BUMPER WWTP	254531	11/10/2013	62.99	12/13
5477	BUMPER TO BUMPER	BUMPER TO BUMPER WWTP	254627	11/20/2013	37.92	12/13
7027	NEW PIG CORPORATION	NEW PIG CORPORATION WWTP SUF	21269176-00	11/26/2013	136.52	12/13
					1,986.27	*
621-575740-245	GROUND IMPROVEMENTS					
1951	MENARDS	Menards - supplies ditch work	37485	11/13/2013	270.53	12/13
1951	MENARDS	MENARDS CREDIT Acct 32120265	37565	11/14/2013	65.51	12/13

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						205.02	*
621-575740-248	PLANT OPERATION						
	1513	INLAND POWER GROUP	yearly inspection and testing on generat	1436546-00	11/21/2013	275.80	12/13
	1513	INLAND POWER GROUP	yearly inspection and testing on the Ona	1436547-00	11/21/2013	205.80	12/13
	1513	INLAND POWER GROUP	yearly inspection and testing on generat	1436548-00	11/21/2013	289.30	12/13
	1513	INLAND POWER GROUP	yearly inspection and testing on generat	1436549-00	11/21/2013	281.20	12/13
	2330	PATS SERVICES, INC	PATS SANITARY WWTP CLEAN TANI	647411	11/12/2013	762.50	12/13
	8506	GMS	GMS - install new a/c into solids bldg	2312	11/25/2013	3,890.00	12/13
						5,704.60	*
621-575740-249	LABORATORY						
	117	ALSCO	ALSCO WWTP	IMIL750182	11/20/2013	4.57	12/13
	117	ALSCO	ALSCO WWTP	IMIL752817	11/27/2013	4.57	12/13
	117	ALSCO	ALSCO WWTP	IMIL752818	11/27/2013	53.89	12/13
	936	CULLIGAN OF BURLINGTON	CULLIGAN WWTP SALT	500X01269105	11/30/2013	80.00	12/13
						143.03	*
621-575740-253	PHOSPHATE REMOVAL						
	7546	SIEMENS WATER TECHNOLOGIES LI	SIEMENS WWTP BIOXIDE	901480967	11/19/2013	654.00	12/13
621-575740-298	CONTRACT SERVICE						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0010.01 Burlington General 2C	81185	11/19/2013	1,684.00	12/13
	8002	EHLERS	2013 Sewer Rate Study Review	347131	11/11/2013	850.00	12/13
						2,534.00	*
621-575740-310	OFFICE SUPPLIES, POSTAGE						
	363	BEAR GRAPHICS, INC.	BEAR GRAPHICS UTILITY BILLS	0672583	11/29/2013	166.65	12/13
621-575740-359	SANITARY SEWER REPAIR,MAINT						
	3730	DIGGERS HOTLINE, INC	DIGGERS HOTLINE	131 1 42701	11/30/2013	48.72	12/13
621-575740-374	SAFETY						
	4354	GATEWAY - KENOSHA CAMPUS	Annual Medic 1st Aid Refresher	18258	11/19/2013	259.70	12/13
621-575740-800	WWTP-OUTLAY						
	5364	DIGICORP	Digicorp - 50% of Tadiran Equipment	R75414	11/05/2013	8,727.50	12/13
Total WASTEWATER FUND EXPENSES						20,777.45	
Total WASTEWATER OPERATIONS FUND						366,169.78	
622-501070-000	WORK IN PROGRESS						
	8506	GMS	GMS - labor for repairs on pump houses	2313	11/25/2013	760.00	12/13
Total 622-501070						760.00	
622-501505-000	HYDRANT INVENTORY-MAT & INVENT						
	5721	HD SUPPLY WATERWORKS, LTD.	HD Hyd inventory	B789516	11/27/2013	2,350.00	12/13
Total 622-501505						2,350.00	
622-506220-000	POWER						
	4003	WATERFORD OIL COMPANY, INC.	WATERFORD OIL WWTP DIESEL FUE	260868	12/04/2013	735.00	12/13

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 622-506220						735.00	
622-506310-000	CHEMICALS						
	2224	HAWKINS, INC	Water Dept Supplies	3535423	11/14/2013	6,702.99	12/13
Total 622-506310						6,702.99	
622-506320-000	OPERATION SUPLIES, EXPENSE						
	3615	NORTHERN LAKE SERVICE, INC.	WATER DEPT - RADIUM TESTS	246322	12/04/2013	170.00	12/13
Total 622-506320						170.00	
622-506410-000	SUPPLIES						
	2224	HAWKINS, INC	Water Dept Supplies	3535768	11/12/2013	36.64	12/13
Total 622-506410						36.64	
622-506510-000	MAINS, WATER BREAKS-SUPPLIES						
	3730	DIGGERS HOTLINE, INC	DIGGERS HOTLINE	131 1 42701	11/30/2013	48.72	12/13
Total 622-506510						48.72	
622-506520-000	SERVICE-SUPPLIES						
	5721	HD SUPPLY WATERWORKS, LTD.	HD SUPPLY SUPPLIES	B756181	11/15/2013	514.09	12/13
Total 622-506520						514.09	
622-509030-000	OFFICE SUPPLIES						
	117	ALSCO	ALSCO WATER DEPT	IMIL750181	11/20/2013	27.47	12/13
	117	ALSCO	ALSCO WATER DEPT	IMIL752816	11/27/2013	27.47	12/13
	117	ALSCO	ALSCO WATER DEPT	IMIL755381	12/04/2013	27.88	12/13
						82.82	*
Total 622-509030						82.82	
622-509210-000	OFFICE SUPPLY						
	363	BEAR GRAPHICS, INC.	BEAR GRAPHICS UTILITY BILLS	0672583	11/29/2013	166.66	12/13
	7679	STAPLES ADVANTAGE	STAPLES WATER DEPT	8027895262	11/30/2013	51.92	12/13
						218.58	*
Total 622-509210						218.58	
622-509230-000	OUTSIDE SERVICES						

3568	BADGER METER, INC.	BADGER METER SUPPLIES WATER I	12884701	11/27/2013	3,474.96	12/13
Total 622-509230					<u>3,474.96</u>	
622-509350-000 GENERAL PLANT-SUPPLIES						
1513	INLAND POWER GROUP	yearly inspection and load bank testing	1436652-00	11/21/2013	331.12	12/13
2290	ORKIN COMMERCIAL SERVICES	ORKIN PEST CONTROL DPW	82403654	11/22/2013	22.00	12/13
					<u>353.12</u>	*
Total 622-509350					<u>353.12</u>	
Total WATER UTILITY FUND					<u>15,446.92</u>	
623-575740-242 REPAIR, MAINTENANCE EQUIPMENT						
5117	HUGHES ELECTRIC, INC	Runway lighting repairs	11147	11/23/2013	1,182.70	12/13
623-575740-298 CONTRACT SERVICES						
5538	MEISNER, GARY	GARY MEISNER DEC BILLING	DEC 2013	12/09/2013	319.30	12/13
Total 623-575740					<u>1,502.00</u>	
Total AIRPORT FUND					<u>1,502.00</u>	
Grand Total:					<u><u>422,807.71</u></u>	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_



**City Clerk**

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

<b>Common Council Agenda Item Number: 10</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Diahnn Halbach, City Clerk	<b>Subject:</b> Licenses & Permits

**APPROVALS**

**OPERATOR'S LICENSES RECOMMENDED FOR APPROVAL**

Deborah Kay Crandall  
Megan Kay Licht  
Crystal Rene' Stiltner

**SPECIAL EVENTS PERMIT – NONE**

Organization:  
Event:  
Date of Event:  
Time of Event:  
Event Location:

**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 17, 2013 Common 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

<b>Common Council Agenda Item Number: 11</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Mayor Miller	<b>Subject:</b> Appointments A-C

### Details:

- A. John Lynch to be appointed to the Board of Zoning Appeals to replace Jon Schultz, term expiring 1/1/15.
- B. Darrel Eisenhardt to be appointed to the Historic Preservation Commission, to replace John Lynch, term expiring 1/4/17.
- C. David Uhen to be reappointed to the Airport Committee, term to expire 12/1/16.

### Options & Alternatives:

The Council may elect to deny this request and ask the Mayor to seek different people for this board.

### Financial Remarks:

None.

### Executive Action:

Staff recommends that the Council accept these appointments at the December 17, 2013 Common Council meeting.



**Fire Department**

165 W. Washington Street, Burlington, WI, 53105  
(262) 763-7842 – (262) 767-8602 fax  
www.burlington-wi.gov

<b>Common Council Agenda Item Number: 13D</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Fire Chief Perry S. Howard	<b>Subject:</b> Resolution 4643(33) to consider approving a Youth Fire Explorer Program for the Fire Department

**Details:**

The Fire Department is interested in implementing a Fire Explorer Program for teenaged members of the local community that are from 14 to 18 years of age. The specific age is determined by each jurisdiction and varies throughout the country from 14-21 years of age (Volunteer and Combination Officers Section, VCOS of the International Association of Fire Chiefs, IAFC). Some Racine (Caledonia), Kenosha (Bristol, Paris) and Walworth County (Lyons, Lake Geneva) Fire Department are currently running successful fire explorer programs.

Exploring is based on five areas of emphasis: career opportunities, life skills, citizenship, character education and leadership experience (silver ribbon report VCOS). Emphasis will be placed on safety, learning and opportunities for the participants.

Current trends indicate the difficulties in recruiting and retaining qualified volunteers for emergency services. The VCOS section of the IAFC recommends establishing early relationships with interested youths and statistics have found that the earlier you can get young people interested in a career through an explorer type opportunity the likelihood of keeping them involved increases dramatically.

Fire Explorers are given the opportunity to serve their community, through a safe, nurturing environment, where meaningful learning experiences are developed to establish positive character traits.

Adult leadership by Fire Department members includes coaching/mentoring, and leading explorers in fire training processes. All explorers must complete an application, interview process and liability waivers, medical waivers and release forms to participate in the program.

**Options & Alternatives:**

The option is to continue our current practice and not institute a fire explorer program for youths in the community

**Financial Remarks:**

There are limited financial impacts that include unit insurance fees (\$40.00 annually), adult leader fee (\$24.00 per leader/year) and an individual youth fee paid by each explorer (\$24.00/year) as registration fees. The insurance and sponsorship is through the Boy Scouts of America with a \$1,000,000 liability policy.

**Executive Action:**

This item was discussed at the December 3, 2013 Committee of the Whole meeting and is scheduled for the December 17, 2013, Common Council meeting for consideration.

**A RESOLUTION APPROVING A YOUTH FIRE EXPLORER PROGRAM UTILIZING  
THE CURRENT CITY OF BURLINGTON FIRE DEPARTMENT MEMBERSHIP AS  
ADULT ADVISORS**

**WHEREAS**, the City of Burlington is interested in implementing a youth Fire Explorer Program; and,

**WHEREAS**, the City Council desires to implement a youth Fire Explorer Program utilizing the Fire Department membership to offer Burlington area youths 14-19 years of age the opportunity to explore the fire and emergency services field; and,

**WHEREAS**, The City of Burlington Fire Department shall establish a Fire Explorer Program guided by the principles outlined in the Silver Ribbon Report and supported by the International association of Fire Chiefs Volunteer and Combination Officers Section, (IAFC, VCOS); and,

**WHEREAS**, said Fire Explorer Program shall begin in January 2014; with the direction of volunteer adult advisors from the fire department and be underwritten through the Boy Scouts of America's learning for life program with a liability policy in the amount of \$1,000,000; and,

**WHEREAS**, The Fire Explorer Program is based on the principals of career opportunities, life skills, citizenship, character education and leadership experience for teenaged youths; and,

**WHEREAS**, The Fire Explorer Program will emphasize safety, learning and career opportunities for Burlington area teenaged youths between the ages of 14 and 19 years of age.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin, that the City of Burlington shall initiate a youth Fire Explorer Program for teenaged youths aged 14-19 utilizing the guidelines from Fire Explore and the IAFC-VCOS.

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

Introduced: November 19, 2013  
Adopted:

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Robert Miller, Mayor

Attest:

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Diahnn Halbach, City Clerk



**City Of Burlington Fire  
Department  
Explorers**

## The City of Burlington Fire Department



Established 1877

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## What is the Explorer Program

- The Explorer Program is affiliated with the Boy Scouts of America. (Learning For Life)
- It is a program that allows 14-20 year olds to learn basic firefighting duties and assist firefighters in preparation for calls
- Is an opportunity for Explorers to learn and practice the principles required to run a business meeting

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## What is the Explorer Program

- The Explorer Post is Independent of the CBFDD.
- There will be CBFDD advisors at all business meetings and trainings
  - There will be monthly meetings of the Explorer Post
  - The Post will be governed by the use of By-Laws
  - The Membership in the Post will elect their leadership
  - The Leadership of the Post will enforce all By-Laws with the guidance of the CBFDD Advisors

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## What Will The Explorer Program Do

- Answer questions about life in the Fire Service
- Answer questions about the Fire Service as a career
- Get youth interested in helping the community that they live in
- Teach youth about opportunities to serve your community through education and experience

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## Explorer Development

- Leadership Skills
- Respect
  - Firefighters
  - EMS
  - Citizens
  - Fellow Explorers
- New personal skills



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## Explorer Development

- Improved self-confidence
- Leadership and social network development
- Hands on career experiences



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## Explorer Development

- Community service opportunities
- College & Career Readiness Preparation
- Scholarship Possibilities



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## What will the Program Teach

- Emergency call protocols
- Firefighting policies and procedures using the NFPA FF1 standards
- Team building
- Proper equipment use



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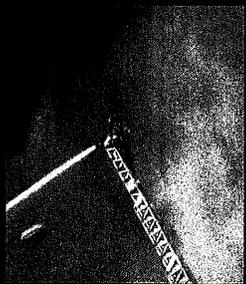
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## Basic Requirements

- Willingness to Serve
- Must be 15 Years of Age
- Pass a required Medical Examination
- Complete all necessary paperwork



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## ADDITIONAL OPPORTUNITIES

➤ To be a Member of the City of Burlington FD

➤ To have the experience and desire to pursue a degree in fire science



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## Liability Questions

- Explorers may not be substituted for trained personnel
- Explorers can only be mobilized as a post with leadership and are not on call individually
- Explorers cannot drive emergency vehicles
- Clear and specific guidelines will be written and enforced for Explorers at the scene of an emergency

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## Liability Questions

- Insurance
  - Secondary coverage provided by Learning for Life. Primary Insurance provided by Parents insurance policies.
- Two Deep Supervision
  - All activities will have a minimum of two advisors over the age of 21. If there are female Explorers there must be a female advisor present.

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### Area Posts

- Town of Lyons Fire Department
- Town of Paris Fire Department
- Kansasville Fire and Rescue Department
- Town of Bristol Fire Department
- Caledonia Fire Department

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### Questions

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# Grafton Explorer Camp gives young people hands-on look at firefighting

By Pete Wicklund

**OZAUKEE COUNTY** - On Aug 9, a group of teenagers were splashing around in a portable water tank and rolling around in the sand. But if you thought this was fun and games, think again.

What those teens were also doing that Friday night at the Grafton Fire Dept. training grounds were pushups and other calisthenics and working together to try and move a heavy, large telephone pole – all under the watchful eye of Army drill instructors, who were to say the least strongly encouraging.

The participating teens were all fire department Explorers from several departments who were taking part that weekend in the 11th annual Explorer Camp, sponsored by the Grafton Fire Dept. The Army drills were actually designed to encourage teamwork and stamina and were a bonus addition to the camp whose primary function is to give Explorers some hands-on experience with real firefighting training.

Other segments of the camp included rural water supply, hydrant hookups, search and rescue techniques, ropes and knots, basic EMS skills, extrication and the grand finale – responding to a car fire scenario.

Each station during the three-day camp was overseen by certified fire instructors, or with firefighters who had just gone through their certification class. Assisting at the camp were firefighters who serve as Explorer advisers at their departments.

Exploring is a long-running national career introduction program for young people ages 14-20, male and female. It is administered through the Boy Scouts of America. Explorer posts can involve any



*Teens participating in the Grafton Fire Dept.'s Explorer camp extinguish a car fire, the culminating exercise at the three-day camp. (Grafton Fire Department photo)*

career, but police and fire Explorer posts have traditionally been among the most popular programs. Many Wisconsin fire departments have Explorer programs and six from four southeastern Wisconsin counties took part in Grafton's camp on Aug. 9-11; there were about 23 Explorers participating.

"It opens their eyes. This is a great experience for them," said Dan Gellert, a Grafton firefighter who has overseen the department's Explorer program for 10 years. "I get positive feedback from the kids all the time."

The firefighting training involved use of several Grafton rigs and equipment. Most Explorers have their own PPE gear. During the Friday night training on water supply, the Explorers practiced what they learned in an overview. They rode to "the scene" in Grafton's engines, exited and practiced hooking up to the hydrant with instructors shouting commands and encouragement to try to make the training

as real as possible. Gellert said that the car fire scenario was to be handled in similar fashion, with Explorers riding up to the scene and executing the attack in as close to real time as possible.

While firefighting of course is the focus of the camp, camaraderie naturally evolves among the teens during the weekend. After a day's worth of training, they return to the Grafton firehouse to get cleaned up and to enjoy a meal prepared by department members and their spouses.

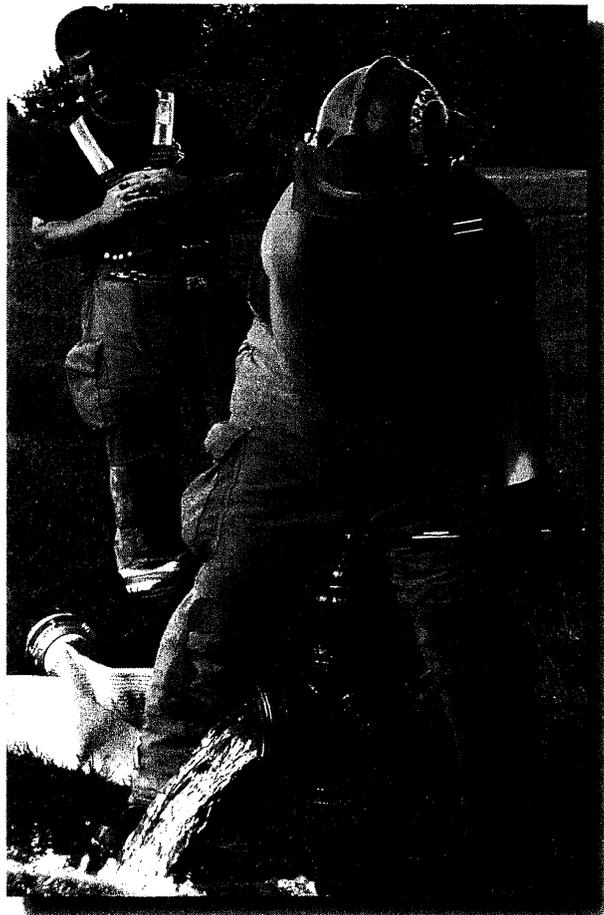
The Explorers camp out for the weekend and during the evenings partake in social activities like bonfires, bowling and even an occasional outdoor movie, usually with a firefighting theme like "Ladder 49."

The cost for the camp is a very reasonable \$65 per Explorer. That cost includes a camp T-shirt, a group photo and all meals. Gellert said the enrollment cost can be kept reasonable largely because the instructors all donate their time.





*Teens roll in the sand during the boot-camp style teamwork exercise, overseen by military personnel. (Photo by Pete Wicklund)*



*Grafton Explorer Camp gives young people hands-on look at firefighting. (photo by Pete Wicklund)*

One benefit to the Explorer camp and Explorer programs in general is that they serve as recruiting tools; when the Explorers reach adulthood they can join the ranks of their departments. Through Grafton's Explorer program, six past Explorers have gone on to work for career departments and two have gone on to become registered nurses.

One of those is Matt Schaezner, who started with the Grafton Explorers when he was 14 and today is EMS director for the Fire Department in addition to his career as an ICU nurse.

Schaezner said the Explorer program helped his career path "drastically."

"You're already that extra step ahead when you get to Fire I," Schaezner said. "You already know the basics and fundamentals of a lot of things."

Schaezner said that Exploring also is a great way for the young people to give back to their community and get acquainted with the spirit of community. Also, being around the fire

department helps young people gain an understanding of how local government works. And, participation in Exploring looks great on applications for colleges, scholarships and jobs, Schaezner said.

"I would definitely recommend it to anyone in high school, or even eighth graders who have turned 14," Schaezner said.

Kile Beattie, 17, an Explorer with the Random Lake Fire Dept., has participated in the Grafton camp for four years. This is his final year as he will soon join the regular ranks of the department when he turns 18.

"Every year I've come back it (the camp) seems to get better and better," Beattie said.

Jenni Schanen, 16, also from Random Lake, said she would definitely recommend the camp. She said it was a lot of fun, even if the military drills were "intense."

Nick Merkle, 14, has been going to the camp for several years as an observer because his dad is a member of the Grafton F.D. But this summer was the first time he actually got to be a participant. "I love it. It's a lot of fun," said Merkle.

For more information about the Grafton Explorer camp, contact Gellert at [grafftonfire24@yahoo.com](mailto:grafftonfire24@yahoo.com). For more information on Exploring, contact your regional Boy Scouts of America service office, or visit: [exploring.learningforlife.org](http://exploring.learningforlife.org)



**FIRE AND EMERGENCY SERVICES  
EXPLORING  
PROGRAM GUIDELINES**



# FIRE AND EMERGENCY SERVICES EXPLORING PROGRAM POLICIES

## 1 Safety Issues

There are some issues and hazards specific to Fire and Emergency Services Explorer programs that must be considered when organizing a post. These issues are fairly unique compared with other types of Explorer posts, being a direct result of the post's affiliation with the department and the potential for hazards.

Before engaging in any training activity or direct operational activities with the department, Exploring and/or department officials should investigate the legalities of Explorers participating in such activities. Most states have child labor laws that define what minors under the age of 18 may and may not participate in. Even though the individual may not be an actual member or employee of the department, these regulations may still apply. The following is a general list of guidelines that should be used for the formation of a post Explorer safety policy. As with any program, extremes of temperature, humidity, and other atmospheric conditions should be considered during any activity.

One issue that requires particular attention is what the Fire and Emergency Services Explorer will be allowed to do at the emergency scene. Many departments allow Explorers to respond on the apparatus with trained personnel. A solid policy must be established as to what the Explorer may and may not do once he or she arrives on the scene.

All policies must fit with departmental regulations, Learning for Life regulations, and state laws. All of these issues should be resolved in the post bylaws before Fire and Emergency Services Explorer activities begin. If you have any questions about the safety of an activity not listed, contact your local Learning for Life office.

- Explorers may not be substituted for trained personnel.
- Explorers must be equipped with personal protective equipment that is appropriate for the activity being done.
- Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
- Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- Explorers may not drive department vehicles.
- Explorers may not climb aerial ladders.
- Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.
- Explorers may not enter or perform ventilation procedures on a burning structure.
- Explorers may not use any tools or gloves on energized electrical equipment.
- Explorers may not operate cutting torches.
- Explorers, 16 years of age or older, may operate hydraulic rescue tools or equipment. (see policy)
- Explorers may not handle life nets.

**Exceptions:** Using an official training facility, the use of aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved.

## **2. Policy Statement on Blood-borne Pathogens**

Questions have been raised regarding the position of Learning for Life on OSHA's Regulation for Blood-borne Pathogens (29 CFR Section 1910.1030) as it relates to Exploring adult volunteers, youth members, and participating organizations.

This position statement is for those individuals who may be exposed to blood and body fluids; specifically, members of posts with specialties in medicine, fire rescue, law enforcement, etc.

- I. The OSHA rules apply only to employees in jobs that involve "occupational exposure" to blood-borne pathogens. They do not apply to situations or posts involving volunteers.
  
- II. However, we recommend the following in instances where youth and/or adults may be exposed to blood or body fluids.
  - a. The participating organization and its leaders should always explain and make clear the possible degree of exposure to blood or body fluids as a result of Exploring activities.
  - b. As a precaution, adult volunteers and youth members should consider getting a hepatitis B vaccination. The cost of the shots will not be borne by Learning for Life, nor is the participating organization required to underwrite the cost.
  - c. However, the participating organization may arrange to have hepatitis B vaccinations given at a reduced rate or free of charge.
  - d. If vaccination is recommended, any adult volunteers and youth members who decline the shots, either at the full cost to them, at a reduced rate, or free, should sign the refusal waiver (which you may [download](#)). A declination file must be maintained for five years.
  
- III. **Learning for Life also recommends the following:**

Treat all blood as if it were contaminated with blood-borne viruses. Do not use bare hands to stop bleeding; always use a protective barrier. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following pieces of equipment are to be included in all first aid kits and used when rendering first aid to those in need:

  - a. Latex or vinyl gloves, to be used when bleeding is being stopped or wounds are being dressed.
  - b. A mouth-barrier device, for rendering rescue breathing or CPR.
  - c. Plastic goggles or other eye protection, to prevent a victim's blood from getting into rescuers' eyes in the event of serious arterial bleeding.
  - d. Antiseptic, for use in sterilizing or cleaning exposed skin areas, particularly if no soap or water is available.

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(UPDATED 8/20/02)

### **Insurance Information for Learning for Life Volunteers**

Listed below are brief outlines of insurance coverage provided by or through the local Learning for Life office:

#### **Comprehensive General Liability Insurance**

This coverage provides primary protection for the Learning for Life office, all Learning for Life professionals and employees, and participating organizations of Explorer Posts and Learning for Life groups.

The general liability insurance provided for Learning for Life volunteers is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner's, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

By providing insurance coverage to volunteers on an excess basis, we are able to purchase higher limits. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit arising out of an official Learning for Life activity.

#### **Automobile Liability Insurance**

All vehicles MUST be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000). Any vehicle carrying 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or a \$500,000 single limit. In the case of rented vehicles the coverage requirement can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The automobile liability insurance is excess of the insurance the owner of the auto carries.

An Learning for Life local outing permit found in the *Safety First Learning for Life Guidelines* is required when posts or groups travel overnight or outside their Learning for Life area. A national Learning for Life outing permit is required for all trips of more than 500 miles. These permits should list the drivers' names and limits of automobile liability insurance carried.

Travel to and from a regularly scheduled meeting is not considered part of an official Learning for Life activity and is not covered by the general liability insurance policy. **However, transportation planned in advance, as part of the activity, and documented on the approved outing permit is covered.**

#### **Accident and Sickness Insurance**

Explorer posts are encouraged to purchase an accident or accident and sickness policy if such a policy has not already been purchased by the local Learning for Life office.

There are approved unit accident insurance plans offered by many companies. To enroll in one be sure to tell them you are an Learning for Life Explorer post. For a list of potential companies, call your local office.

**PLEASE REPORT ALL SERIOUS INCIDENTS, ACCIDENTS, AND/OR SICKNESS, OR IF A SUMMONS IS SERVED ON A VOLUNTEER, TO THE LEARNING FOR LIFE OFFICE IMMEDIATELY.**

### **Common Questions Dealing With Liability Issues in Exploring**

#### **Aviation**

Aviation Explorer posts cannot operate aircraft as transportation. Basic orientation flights of 25 miles or advanced orientation flights of 50 miles are allowed provided they submit an approved flying permit. For more information, see the Learning for Life/Aviation Web site at [www.learning-for-life.org/exploring/aviation](http://www.learning-for-life.org/exploring/aviation).

#### **Fire and Emergency**

Explorers may not be substituted for trained personnel, can only be mobilized as a post with leadership, and are not on call individually. When riding, they must be seated with a seat belt (never on the back of a fire truck standing) and cannot drive a department vehicle. Clear and specific departmental guidelines must be written on what an Explorer may do at the site of an emergency.

#### **Emergency and Health Careers**

Explorers may ride in emergency vehicles but must be seated and wear a seat belt. Specific guidelines must be established as to what they are allowed to do at the site of an emergency. For more information, check the Fire and Emergency or Health Careers Web site: [www.learning-for-life.org/exploring/health](http://www.learning-for-life.org/exploring/health)

#### **Law Enforcement**

Law Enforcement Explorers should never be placed in a situation that would present the appearance of them being a legal law enforcement officer. Explorers should not drive a marked police vehicle (unless in an approved competition or training). All Ride-Along programs must be certified by the National Law Enforcement Exploring Ride-Along Committee. Explorers under 18 years of age can not participate in the Ride-Along program between midnight and 6:00 a.m.

Explorers are not permitted to carry offensive or defensive weapons to include firearms, tasers, nightsticks, batons (collapsible or otherwise), saps or sap gloves, tactical flashlights that may be used as a nightstick or baton), knives with blades in excess of four inches, chemical repellents or electrical shock devices.

Explorers are not to be used to perform covert/undercover acts. If an individual participates in such acts he or she does so as a private citizen, not as an Explorer. Post-hosted events involving other posts must have the approval of the local office. All activities involving law enforcement must be under the supervision of a National Rifle Association certified

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## Adult Leadership

Each Learning for Life group/post shall have one adult, 21 years of age or older, who shall be approved by the participating organization.

### Leadership Requirements for Trips and Outings

1. Two-deep leadership:

Two adult leaders, or one adult and a parent of a participant, are required for all trips or outings. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older. Parents used to fulfill the two-deep leadership must be approved by the participating organization.

Definitions of outings:

Outings are trips or meetings that occur at places other than the usual group/post meeting location and require preplanning of transportation. Outings may have an overnight component. All groups or posts planning an outing must read, agree, and comply with the requirements in the outing permit.

2. During transportation to and from planned outings:

- a. Meet for departure at a designated area.
- b. Prearrange a schedule for periodic checkpoint stops as a group.
- c. Plan a daily destination point.

A common departure site and daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth participants—never one on one.

3. Safety rule of four:

No fewer than four individuals (always with the minimum of two adults) go on any overnight or extended outing. If an accident occurs, one person stays with the injured, and two go for help. Additional adult leadership requirements must reflect an awareness of such factors as size and skill level of the group, anticipated environmental conditions, and overall degree of challenge.

4. Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.

5. Male and female youth participants will not share the same sleeping facility.

6. When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian. Youth and adults, other than the participant's parent(s), must have separate sleeping quarters.

7. If separate shower and bathroom facilities are not available, separate times for male and female use should be scheduled and posted.

8. Flying activities are allowed only for Explorer posts in Learning for Life. For details, see the Aviation Exploring Web site. Two-deep adult leadership is required for Explorer flying activities. For basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight while two-deep leadership is maintained on the ground. In advanced orientation flights, Explorers may stop at an airport different from the departure airport and even have an activity there, such as an outing at a flight museum. Because of this difference, two-deep adult leadership is required.

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### **Drug, Alcohol, and Tobacco Use and Abuse**

**Learning for Life prohibits the use of alcoholic beverages and controlled substances at any Learning for Life activity or at any activity involving participation of youth.**

Adult leaders should support the attitude that young adults are better off without tobacco and **may not allow the use of tobacco products at any Learning for Life activity involving youth participants.**

All Learning for Life functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

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# Safety First Learning for Life Guidelines

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## Sports and Activities

### Unauthorized and Restricted Activities

The following activities have been declared unauthorized and restricted:

- Middle School Explorer Club participants may not participate in activities involving pistol, semi- or automatic shooting, or non-lethal firearms.
- In regards to aviation activities, Middle School Explorer Club participants can participate only in the Experimental Aircraft Association's (EAA) Young Eagles activity with a certified pilot.
- All-terrain vehicles (ATVs) are banned from program use. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.
- Boxing, karate, and related martial arts—except judo, aikido, and tai chi—are not authorized activities.
- Chain saws and mechanical log splitters may be authorized for use only by trained individuals over the age of 18, using proper protective gear in accordance with local laws.
- Exploration of abandoned mines is an unauthorized activity.
- Varsity football teams and interscholastic or club football competition and activities are unauthorized activities.
- Fireworks secured, used, or displayed in conjunction with program and activities are unauthorized except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.
- The selling of fireworks as a fund-raising or money-earning activity by any group acting for or on behalf of participants, units, or districts may not be authorized by local offices.
- Flying in hang gliders, ultra-light airplanes, experimental-class aircraft, or hot-air balloons (whether or not they are tethered); parachuting; and flying in aircraft as part of a search-and-rescue mission are unauthorized activities.
- Motorized go-carts and motorbike activities are unauthorized. All motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events, are not authorized activities for any program level.
- Participation in amateur or professional rodeo events is not authorized.
- Learning for Life prohibits the pointing of a real or non-lethal firearm at any individual during any type of activity. The only exception to this policy is for Law Enforcement Exploring activities where Non-Lethal Training Firearms (NLTF) may be used for training purposes. NLTF are described as replicas of firearms that are designed to look and feel authentic and may discharge a non-lethal laser beam or solid projectile (i.e., paintball or plastic pellet such as used in the popular Airsoft simulated firearms). NLTF that discharge metal projectiles are prohibited. The use of NLTF is authorized for Law Enforcement Exploring training only and may not, under any circumstances, be used for recreational activities where there is no clear learning objective(s), close supervision or justifiable training purpose. NLTF may only be used while under the supervision of specially trained law enforcement officers designated by his or her agency as a firearms instructor, or by a National Rifle Association (NRA) law enforcement and/or NLTF certified instructor or range safety officer. Lastly, NLTF may only be used in accordance with established safety standards and protocol as outlined in the NLTF policy for Law Enforcement Exploring.
- Motorized personal watercraft, such as jet skis, are not authorized for use in aquatics activities, and their use should not be permitted in or near Learning for Life program areas.
- Hunting is not an authorized Learning for Life school-based program activity, although hunting safety is part of the program curriculum.  
  
(The purpose of this policy is to restrict school-based programs from conducting hunting trips. However, this policy does not restrict Explorer posts from conducting hunting trips or special adult hunting expeditions provided that adequate safety procedures are followed and that all participants have obtained necessary permits and/or licenses from either state or federal agencies. While hunter safety education might not be required prior to obtaining a hunting license, successful completion of the respective state voluntary program is required before participating in the activity.)
- The possession of firearms is prohibited for individuals participating in Learning for Life/Exploring activities. There are two exceptions to this policy, the first of which is for law enforcement officers authorized to carry a firearm in the jurisdiction in which Learning for Life/Exploring activity is being conducted. The second exception is for Learning for Life/Law Page 2 of 3 Enforcement Exploring activities where the use of firearms is approved in a controlled environment under the supervision of a specially trained law enforcement officer designated by his or her agency as a firearms instructor, or by a NRA certified law enforcement instructor or range safety officer.
- Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat or by any other means, is unauthorized.
- All activities related to bungee cord jumping (sometimes called shock-cord jumping) are unauthorized.
- Technical tree-climbing with ropes and harnesses is unauthorized Learning for Life activity. There are no uniform standards. There is no available method to measure the weight bearing capacity of the tree limb and no backup procedure if the limb breaks
- The use of electronic self-defense devices (i.e., Taser, Stun Guns, etc.) by participants in Learning for Life activities is prohibited.
- The use of chemical repellents (pepper spray, tear gas, etc.) by participants in Learning for Life activities is prohibited. The only exception to the policy, as set forth in Section 2.12 of the Law Enforcement Exploring Program Guidelines, is for Law Enforcement Explorers who are permitted to volunteer, with certain restrictions, to be exposed to Oleoresin Capsicum (pepper spray) for familiarization purposes in a controlled training exercise.

### Parade Floats and Hayrides

Learning for Life prohibits the transportation of passengers in the backs of trucks or on trailers. This rule may be tempered for parade floats or hayrides, however, provided that the following guidelines are strictly followed to prevent injuries:

1. Transportation on the truck or trailer to and from the parade or hayride site is not allowed.
2. Those people riding, whether seated or standing, must be able to hold on to something stationary.
3. Legs should not hang over the side.
4. Flashing lights must illuminate a vehicle used for a hayride after dark, or the vehicle must be followed by a vehicle with flashing lights.

## Unit Fund-raisers

Include these safety considerations when planning a unit fund-raiser:

1. Money-earning projects should be suited to the ages and abilities of youth participants.
2. Proper adult supervision should be provided.
3. Youth should engage in money-earning projects only in neighborhoods that are safe and familiar and should use the buddy system.
4. Leaders must train youth participants never to enter the home of a stranger and to know whom to contact in case of an emergency.
5. Youth participants should be familiar with safe pedestrian practices and participate during daylight hours only.
6. Adhere to all compliance requirements:
  - a. Check local statutes regarding solicitation rules and permits.
  - b. A fund-raising permit must be obtained from the local Learning for Life executive.

## Climbing and Rappelling

### 1. Qualified Supervision

All climbing and rappelling must be supervised by a mature, conscientious adult who is at least 21 years of age and understands the risks inherent to these activities. This person knowingly accepts responsibility for the well-being and safety of the youth in his or her care. This adult supervisor is trained in and committed to compliance with the eight points of the Climb On Safely procedure. One additional adult who is at least 18 years of age must also accompany the unit. Units with more than 10 youth in the same climbing/rappelling session must have an additional adult leader at least 18 years of age for each 10 additional youth participants. In other words, a group of 11 to 20 youths requires at least three adult leaders; a group of 21 to 30 youths would require four adult leaders, and so on.

The adult supervisor is responsible for ensuring that someone in the group is currently certified in American Red Cross Standard First Aid and CPR (a 6.5-hour course). In addition, the two-hour module "First Aid—When Help Is Delayed" is required. A course of equivalent length and content from another nationally recognized organization can be substituted. A higher level of certification such as emergency medical technician (EMT), licensed practical nurse (LPN), registered nurse (RN), and licensed health-care practitioner is also acceptable. American Red Cross Emergency Response, a 43.5-hour course that includes CPR, is highly recommended.

### 2. Qualified Instructors

A qualified rock climbing/rappelling instructor who is at least 21 years of age must supervise all climbing/rappelling activities. The climbing/rappelling instructor has successfully completed a minimum of 10 hours of climbing/rappelling instructor training from a nationally or regionally recognized organization, climbing school, college-level climbing/rappelling course, or is a qualified climbing/rappelling instructor. Local Youth Protection training is required for all instructors. A Project COPE director or instructor fulfills this requirement.

### 3. Physical Fitness

Any climbing/rappelling activity requires evidence of fitness—at least a current Personal Health and Medical Record, Class 1, or a complete health history from a parent or legal guardian. The adult supervisor should adapt all supervision, discipline, and precautions to anticipate any potential risks associated with individual health conditions.

If a significant health condition is present, an examination by a licensed health-care practitioner should be required by the adult supervisor before permitting participation in climbing/rappelling. The adult supervisor should inform the climbing/rappelling instructor about each participant's medical conditions.

### 4. Safe Area

All climbing/rappelling activities must be conducted using an established or developed climbing/rappelling site or facility. A qualified climbing/rappelling instructor should survey the site in advance of the activity to identify and evaluate possible hazards and to determine whether the site is suitable for the age, maturity, and skill level of the participants. The instructor should also verify that the site is sufficient to safely and comfortably accommodate the number of participants in the activity within the available time. An emergency evacuation route must be identified in advance.

### 5. Equipment

The climbing/rappelling instructor should verify that proper equipment is available for the size and ability level of participants. Helmets, rope, and climbing hardware must be approved by the UIAA (Union Internationale des Associations d'Alpinisme) and/or ASTM (American Society for Testing and Materials). All equipment must be acquired new or furnished by the instructor.

Records must be kept on the use and stresses (the number of hard falls) on each item of equipment, which must be specifically designed for climbing/rappelling. Outside providers should be asked if they are aware of any stresses that have been put on their equipment. Any rope or webbing that has been subjected to more than three hard falls or that is four years old (whatever its use) must not be used. Refer to the Climb on Safely and Project COPE manuals concerning records that must be kept and made available even by outside providers.

### 6. Planning

When planning, remember the following:

- Obtain written parental consent to participate in climbing/rappelling activities for each participant.
- In the event of severe weather or other problems, share the climbing/rappelling plan and an alternate with parents and the committee.
- Secure the necessary permits or written permission for using private or public lands.
- Enlist the help of a qualified climbing/rappelling instructor.
- Be sure the instructor has a topographic map for the area being used and obtains a current weather report for the area before the group's departure.
- It is suggested that at least one of the adult leaders has an electronic means of communication in case of an emergency.

### 7. Environmental Conditions

The instructor assumes responsibility for monitoring potentially dangerous environmental conditions that may include loose, crumbly rock; poisonous plants; wildlife; and inclement weather. Use the buddy system to monitor concerns such as dehydration, hypothermia, and an unusually high degree of fear or apprehension. The adult supervisor is responsible for ensuring that the group leaves no trace of its presence at the site.

### 8. Discipline

Each participant knows, understands, and respects the rules and procedures for safely climbing and rappelling and has been oriented in Climb On Safely. All participants should respect and follow all instructions and rules of the climbing instructor. The applicable rules should be presented and learned prior to the outing and should be reviewed for all participants before climbing or rappelling begins. When participants know the reasons for rules and procedures, they are more likely to follow them. The climbing instructor must be strict and fair, showing no favoritism.

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### Medical Information

It is recommended that all participants have periodic medical evaluations by a licensed health-care practitioner.\* In an effort to provide better care to those who may become ill or injured and to provide youth participants and adult leaders a better understanding of their physical capabilities, **Learning for Life has established minimum standards for providing medical information prior to participating in various activities. They are categorized as follows:**

**A Personal Health and Medical Record should be completed for any outing or event, such as field days, day hikes, conferences, and academies, including overnight events where medical staff is readily available. The medical information required is a current health history signed by parents or guardians but need not be signed by a physician. Learning for Life adults should review these forms and become knowledgeable about the medical needs of youth participants. Forms must be updated annually. They are filled out by participants and kept on file for easy reference.**

**A Personal Health and medical Evaluation signed by a physician must be completed for any outings or events such as resident camping and extended outings and trips such as hiking and boating in remote areas where medical staff is not available. Medical data required includes an annual health history signed by parents or guardians, supported by a medical evaluation completed within the past 12 months and signed by a physician. A place for the physician to sign is on the back of the medical form and is required for this type of activity. Youth and adult participants use this form, found in the appendix.**

It is recommended that adult leaders have the proper complete medical form and permission slip for every participant attending each outing. The medical form and permission slip, in most cases, will allow emergency medical treatment to a youth participant in case of injury or illness when a parent or guardian cannot be contacted.

### Immunizations

Verification of the following forms of protection is strongly recommended before participation in activities:

1. Tetanus and diphtheria toxoid within the past 10 years
2. Measles, mumps, and rubella (MMR) vaccine since first birthday
3. Four doses of trivalent oral polio vaccine (TOPV) since birth

### Life-Threatening Communicable Diseases

Learning for Life groups/posts and their participating organizations traditionally determine their own membership, absent any legal constraints. Accordingly, groups/posts and participating organizations should determine the feasibility or desirability of allowing youth or adult participants who have or are suspected of having a life-threatening communicable disease to participate in Learning for Life activities.

### Medical Care

The following is the policy regarding medical requirements:

- **Medical examinations for the appropriate Learning for Life activity are required of all participants for the protection of the entire group. The immunization requirement is waived for people with religious beliefs against immunization.**
- **All participants and adult leaders should learn first aid, not for their own use, but for service to others who may require it. A participant or leader may ask to be excused from first-aid instruction, but no advancement requirement will be waived except as indicated.**

### Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. An adult leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Learning for Life policy does not mandate nor necessarily encourage the leader to do so. Also, if your state laws are more limiting, they must be followed.

\*Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

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## Safety First Learning for Life Guidelines

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### Learning for Life Youth Protection Guidelines

As an adult leader, or a volunteer, you need to have a basic knowledge about abuse of adolescents and the youth protection policies of Learning for Life. Due to the coeducational makeup of the youth being served in Learning for Life, youth protection takes on an added dimension.

It is important to realize that, although child abuse is preconceived as a problem related more to younger children, it is not unusual for adolescents to be victims of abuse also. The most common forms of abuse are neglect, emotional abuse, physical abuse, and sexual abuse all prevalent in today's society. Therefore, all adult leaders are obligated to be familiar with the Youth Protection guidelines of Learning for Life.

Youth protection is a five-point plan adopted by Learning for Life to prevent abuse. This plan includes the following five points:

- Educating volunteers, parents, and participating youth to aid in the detection and prevention of abuse
- Establishing leader-selection procedures to prevent offenders from entering Learning for Life leadership ranks
- Establishing policies that create barriers to abuse within the program
- Encouraging youth to report improper behavior in order to identify offenders quickly
- Swift removal and reporting of alleged offenders

It is important for you to remember that **any time abuse is suspected, your Learning for Life executive or designee must be contacted immediately.** Your local Learning for Life executive knows the procedures to follow to ensure that the young victim will be protected from any possible further abuse and the proper authorities to be notified.

### Background Information

The idea of what is child abuse has expanded a lot in the last 25 years. At first we thought of child abuse as parents who battered a child so bad that it caused injury. But now we think of it in a much broader way as treatment of a child or parenting practices that cause harm to the child and violate social norms or conventional practices, not the way that children should be treated. By definition child abuse is harm to a person under the age of 18 that occurs immediately or through the accumulated effects over a period of time.

Child abuse is often described in four categories, although these can overlap in a single child. These categories are

1. Physical abuse. Nonaccidental bodily injury of the youth by the parent or another adult. Indicators of physical abuse include unexplained, unusual, or repeated injuries.
2. Neglect. Caused by withholding from a child life's necessities, which are vital to his or her safety, health and general well-being. Basic food, clothing, and shelter and proper medical care are forms of neglect a child may experience.
3. Sexual abuse. Any sexual activity between a child and an adult or between children where there is an unusual distribution of power, such as when one is significantly older or larger. It involves the misuse of trust and power.
4. Emotional abuse. Occurs for example, when a youth is consistently told that he or she is not good and never will be. Denigrating name-calling is a form of emotional abuse. Because the physical signs of this form of abuse are subtle, it is difficult to substantiate but significantly harms the child's emotional status and self image.

Child abuse is also a cause of stress, as are any number of other events in life such as a family disruption, divorce, or loss of a loved one or pet, or problems in school. This stress may cause reactions such as crying for no reason, immature behavior, clinging or aggressive behavior, withdrawal symptoms, depression, and others. If any of these symptoms take place over a period of time, there is a reason to be concerned and the behavior needs to be studied.

### Characteristics of a Child Molester

There are a lot of misleading ideas about who child molesters are. It used to be thought that they were easily spotted, as dirty old men, deviants, or guys in raincoats. We know that is not true. Very ordinary, upstanding, and well-respected individuals in positions of authority have been found to be child molesters. Relatives or people very well-known to the children are just as likely to be abusers. Examples include males and females, public officials, clergy, school teachers, doctors, and other professionals. It is often difficult to accept that such a prominent individual was found to be a child molester. A child is more likely to be abused by somebody he or she knows or someone in the family than by a stranger.

Child abusers tend to be individuals with low self-esteem. Their own needs are so overwhelming that they are poorly equipped to meet the needs of their children. Often children who are neglected have parents who abuse alcohol or drugs. An emotional abuser might have unreal expectations of the child and maligns them when he or she fails to meet their expectations.

### Date Rape

A form of sexual abuse of particular concern for high school- and Explorer-age youth is "date rape" or "acquaintance rape." More than half of the rape victims reporting to police are adolescent females, and their greatest risk for sexual assault appears to be through a social relationship with a boyfriend or date. As in any form of forced sexual contact, date rape is a crime and the victim deserves emotional support and assistance. Such help is available through agencies such as rape crisis centers and other service agencies. Your Learning for Life executive can guide you through the proper procedure.

### Youth Protection Guidelines

An important component of Learning for Life's Youth Protection guidelines is adherence to the policies, which will ensure that young people participating in any phase of the Learning for Life program are safe from abuse.

### Fraternization

**Because the high school Learning for Life and Exploring programs are designed for young adults, there are often little differences in ages of the adult leaders and the participants. It has been found that maintaining a close social relationship, such as dating, between adult leaders and participants is disruptive to the program, and therefore is not permitted by Learning for Life.**

### Creating Barriers

After selecting the best possible leaders, further protection for children is structured into the program through policies that guard against abuse and provide security for its youth participants. **The following policies have been adopted to provide security for youth; in addition they serve to protect adult leaders from situations in which they are vulnerable to allegations of abuse.**

- **Two-deep leadership.** Two Learning for Life adult leaders or one Learning for Life leader and a parent—both of whom are 21 years of age or older—are

required on all trips and outings. If the activity is coeducational, leaders of both sexes must be present. The participating organization is responsible for ensuring that sufficient leadership is provided for all activities.

- **No one-on-one contact.** One-on-one contact between adults and participants is not permitted, except for authorized ride-along programs in Exploring. Personal conferences must be conducted in plain view of others.
- **Respect of privacy.** Adult leaders must respect the privacy of participants in situations such as changing into swimsuits or taking showers at activities and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- **Separate accommodations.** When camping, no youth is permitted to sleep in the same tent or room with an adult other than their parents or guardians. We strongly encourage separate shower and toilet facilities for males and females, and when separate facilities are not available, posted shower schedules for males and females.
- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- **No secret organizations.** There are no secret organizations recognized in Learning for Life. All aspects of Learning for Life programs are open to observation by parents and leaders.
- **Appropriate attire.** Proper clothing for activities is required. Skinny-dipping is not appropriate as part of a Learning for Life program.
- **Constructive discipline.** Discipline in Learning for Life should be constructive and reflect the program's underlying values. Corporal punishment is never permitted.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Learning for Life activity.
- **Youth leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by youth leaders.

Adherence to these policies not only enhances the protection of participants but also ensures the values of Learning for Life are preserved. It helps to protect volunteer adult leaders from situations that are deemed at risk by creating barriers to abuse.

## Disclosure

Considering the prevalence of abuse and the educational programs that increase adolescents' awareness of sexual molestation, you might someday have a participant tell you that someone has molested him or her. If this happens, you must be prepared to help. Follow the guidelines below:

- Do not panic or overreact to the information disclosed to you by the youth.
- Do not criticize the youth.
- Do respect the youth's privacy. Take him or her to a private place in sight of others and reassure them that you are concerned about what happened and that you would like to help. You might want to ask if they have talked to their parents about this—if parents are not the alleged abuser.
- Do not promise to keep the victimization secret, as it will be necessary to make a report to the Learning for Life office. Learning for Life will advise you of your responsibility to report to child protective services or to a law enforcement agency.
- Do encourage the participant to tell the appropriate authorities. You may do this by making sure the youth feels that he or she is not to blame for what happened. Tell the youth that no one should ask him or her to keep a secret and that it is OK to talk about what happened with the appropriate adults.
- Do keep it strictly confidential. Take your guidance from Learning for Life or the child protection agency; discussing allegations of abuse with others is not helpful to the child.

## Reporting Requirements

**Anytime you suspect child abuse in the Learning for Life program, you are required to inform the Learning for Life executive.**

Each of the 50 states, the District of Columbia, and the U.S. territories has different reporting requirements. Many of these require child-care professionals to report suspected child abuse, and some states require reporting by adults in volunteer child-care positions. You should be aware of your reporting responsibilities in the state or community where you live. **No state requires the person making the report to have proof that abuse has occurred only that it is suspected.** The intent of the law is clear—they expect suspected child abuse should be reported as soon as it is suspected. Failure to do so can result in civil or criminal penalties.

Concern is often expressed over the potential of criminal or civil liability if a report of abuse is made and subsequently is found to be unsubstantiated. All states provide immunity from liability to those who report suspected child abuse. The only requirement is that the report is made in good faith. Some states make the presumption that a reporter is making the report in good faith.

As a volunteer in the Learning for Life program, you are cautioned that you are not an investigator. The investigation of abuse allegation is best left to the trained investigator. Action on reports of suspected child abuse may be facilitated by working through the Learning for Life executive who has established a working relationship with the administrators of child protective services and law enforcement agencies.

**Learning for Life will not tolerate any form of child abuse in its program and will take all necessary steps to remove any offenders from participation in Learning for Life.**

All people responsible for youth safety must understand and appreciate Learning for Life's position of zero tolerance for child abuse or victimization in any form. **Adult leaders must report any suspected abuse to the local Learning for Life executive.**

## Learning for Life Youth Protection Training

A PowerPoint training presentation is available on the Learning for Life Web site. **Youth Protection training is required for one adult leader on all overnight Learning for Life activities.** This training may be presented by the Learning for Life local office or may be taken individually via the Web site. A certificate is available in the appendix. **A copy of this certificate will be required with all outing permits if it is an overnight experience.**

Adult leaders can learn more from the following materials:

- *Super Safe* CD-ROM. Learning for Life's interactive game on CD-ROM is designed for students in the third through sixth grades. The game teaches students how to deal with Internet safety, bullies and protection against sexual abuse. Found in all new elementary teacher guidebooks.
- *It Happened to Me*. This training program has been developed for the 6- to 9-year-old male audience. It is designed to educate them, through five scenarios, about sexual abuse and the trickery involved in luring young victims. Available through your local Learning for Life office.
- *A Time to Tell*. This award-winning youth protection program dramatizes three abuse situations and what to do about them. It was designed to be viewed by 11- to 14-year-old boys and can be used by community groups and organizations. Available through your local Learning for Life office.
- *Learning for Life Youth Protection Training*. **This training is required for all overnight Learning for Life activities.** A **Youth Protection Training video** presentation is available on the Learning for Life Web site located at [www.learningforlife.org](http://www.learningforlife.org). Contact your local council office for details or log onto the Web site for individual instruction.

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Safety First Learning for Life Guidelines

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<http://www.learning-for-life.org>



## Annual Health and Medical Record

(Valid for 12 calendar months)

### Medical Information

Learning for Life recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, Learning for Life has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered below in one three-part medical form. Note that volunteer leaders must always protect the privacy of participants by protecting their medical information.

**Parts A and C** are to be completed annually by all Learning for Life participants. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as field days, conferences, and academics, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications. Part C also includes the parental informed consent and hold harmless/release agreement (with an area for notarization if required by your state) as well as a talent release statement. Adult leaders should review participants' health histories and become knowledgeable about the medical needs of the youth participants. This form is to be filled out by participants and parents or guardians and kept on file for easy reference.

**Part B** is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant as appropriate for your state. The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include law enforcement and firefighting activities, mock trial competitions, and other outdoor activities. It is important to note that the height/weight chart must be strictly adhered to if the event will take the post beyond a radius wherein emergency evacuation is more than 30 minutes by ground transportation.

### Risk Factors

Based on the vast experience of the medical community, Learning for Life has identified that the following risk factors may define your participation in various outdoor activities.

- Excessive body weight
- Heart disease
- Hypertension (high blood pressure)
- Diabetes
- Seizures
- Lack of appropriate immunizations
- Asthma
- Sleep disorders
- Allergies/anaphylaxis
- Muscular/skeletal injuries
- Psychiatric/psychological and emotional difficulties

For more information on medical risk factors, visit the Safety First Guidelines on [www.learningforlife.org](http://www.learningforlife.org).

### Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. An adult leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Learning for Life does not mandate or necessarily encourage the leader to do so. Also, if state laws are more limiting, they must be followed.



**In case of emergency during the activity, notify:**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
( ) ( ) ( )  
Area Code Day Phone Area Code Evening Phone Area Code Pager/Mobile

**If person named above is not available in the event of an emergency, notify:**

Name Relationship Telephone E-Mail Address  
Name Relationship Telephone E-Mail Address

In case of emergency, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the licensed health-care practitioner selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if an adult).  
**Signature of parent/guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**STATEMENT OF UNDERSTANDING and SIGNATURES (To be completed by all adult and youth participants)**

I understand the importance of providing accurate medical information, and I certify to the accuracy of the foregoing information and that I am in good health and know of no personal physical limitations that would prevent my full participation in the conference (unless noted).

I understand that this application includes my request for other personal accident insurance to be purchased on my behalf, and the cost of this insurance is included in the registration fee.

As an Adult Leader I will follow activity requirements for participation or as a youth participant, I will be responsible to my Adult Leader.

In the event of illness or injury occurring to me or to my son/daughter (if applicant is younger than 18) during attendance at the conference, I do hereby consent to whatever X-ray examination, anesthesia, medical or surgical diagnostic procedure, or treatment is considered reasonable and necessary in the best judgment of the attending licensed physician and performed by or under the supervision of a member of the medical staff of the hospital furnishing medical services.

I understand that in the event of a serious illness or injury, reasonable efforts to notify those listed in case of emergency will be attempted.

**Does your group/post currently have accident and sickness insurance on adults and your participants? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Insurer:** \_\_\_\_\_  
**Policy expiration date** \_\_\_\_\_ **Policy No.** \_\_\_\_\_

**Signature of participant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of parent or guardian** \_\_\_\_\_ *(Required if participant is younger than 18)*

**Signature of Adult Leader\*** \_\_\_\_\_ **Group/Post No.** \_\_\_\_\_ **LFL No.** \_\_\_\_\_

\* **Overnight Activities:** All leaders must be registered as an adult with Learning for Life and provide male leaders for male youth participants and female leaders for female youth participants.

**REQUIRED FOR PARTICIPATION IN A CAMPING EXPERIENCE: COMPLETE THE PHYSICIAN'S OR LICENSED HEALTH-CARE PRACTITIONER'S EVALUATION.**

**PHYSICIAN'S OR LICENSED HEALTH-CARE PRACTITIONER'S EVALUATION**

Approved for participation in:  Hiking and camping  Competitive sports  Water activities  All activities

Specify exceptions \_\_\_\_\_

Recommendations (explain any restrictions OR limitations): \_\_\_\_\_

Signed by Physician or Licensed health-care practitioner\* \_\_\_\_\_ **Date** \_\_\_\_\_

\*Examinations conducted by licensed health-care practitioners other than physicians will be recognized for Learning for Life purposes in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.





**CITY OF BURLINGTON**

**Department of Public Works**  
 2200 S. Pine St., Burlington, WI, 53105  
 (262) 539-3770 – (262) 539-3773 fax  
 www.burlington-wi.gov

<b>Committee of the Whole Item Number: 4</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Craig Workman Director of Public Works	<b>Subject:</b> Resolution 4634(24) to consider accepting the Sewer User Charge System Update prepared by Donahue & Associates, Inc. and Kapur & Associates, Inc.

**Details:**

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. The rates were last updated in 2008 and this report presents recommended rates for 2014 & 2015. The study being presented tonight represents a revision from the draft that was presented on 10/1/2013 and recommends the following rate increases:

<u>CATEGORY A SEWER SERVICE CHARGE</u>				<u>BROWN'S/BOHNER'S LAKE SEWER SERVICE CHARGE</u>			
	<u>2013</u>	<u>2014</u>	<u>2015</u>		<u>2013</u>	<u>2014</u>	<u>2015</u>
Customer Service Charge (per quarter)	\$23.40	\$25.80	\$26.60	Customer Service Charge (per month)	\$7.80	\$28.38	\$29.26
Volume Charge (per 1,000 gallons)	\$2.95	\$3.25	\$3.35	Volume Charge (per 1,000 gallons)	\$0.74	\$3.58	\$3.69

<u>CATEGORY B SEWER SERVICE CHARGE</u>			
	<u>2013</u>	<u>2014</u>	<u>2015</u>
Customer Service Charge (per quarter)	\$7.80	\$8.60	\$8.87
Volume Charge (per 1,000 gallons)	\$2.95	\$3.25	\$3.35
BOD (greater than 260 mg/l)	\$0.46	\$0.51	\$0.53
Suspended Solids (greater than 280 mg/l)	\$0.34	\$0.37	\$0.38
P (greater than 5.5 mg/l)	\$4.18	\$4.60	\$4.73

These rates represent a 10% increase in 2014 followed by a 3% increase in 2015 for City of Burlington (Category A & B) customers. In addition to the piped in waste, hauled in waste rates are proposed to increase by the same percentages. The proposed rates for Brown's & Bohner's Lake are 110% of City rates.

**Options & Alternatives:**

The Common Council could choose not to accept the Sewer User Charge System Update. However, the last update was completed five years ago and it is prudent for a community to regularly update these rates.

**Financial Remarks:**

The report finds that it is in the best interest of the City and its sewer users to move forward with a rate increase as described above.

**Executive Action:**

This item was discussed at the October 1, 2013 and December 17, 2013 Committee of the Whole meetings and is scheduled for the December 17, 2013 Common Council meeting for consideration.

**Resolution No. 4634(24)**  
**Introduced by: Committee of the Whole**

**A RESOLUTION TO ACCEPT THE MARCH 2013  
SEWER USER CHARGE SYSTEM UPDATE REPORT**

**WHEREAS**, the City of Burlington contracted with Donahue & Associates, Inc. and Kapur & Associates, Inc. to address the current and proposed sewer user charge system rates for the City of Burlington; and

**WHEREAS**, it is prudent for a community to regularly update these rates, reviewing the improvements and expansions that have occurred since the last rate adjustment and re-evaluate the current and future wastewater demands for the City; and,

**WHEREAS**, Donahue & Associates, Inc. and Kapur & Associates, Inc. have completed a *Sewer User Charge System Update Report* which developed sewer user charge rates for 2013 through 2015; and,

**WHEREAS**, the report has been reviewed by City Staff and is recommended for approval; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that the City accepts and adopts the *Sewer User Charge System Update Report*, prepared for the City, by Donahue & Associates and Kapur & Associates.

Introduced: October 1, 2013

Adopted:

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Robert Miller, Mayor

Attest:

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Diahnn Halbach, City Clerk

March 2013 — Updated November 2013

## SEWER USER CHARGE SYSTEM UPDATE

City of Burlington

WASTEWATER TREATMENT FACILITY

Burlington, Wisconsin



In Association With



**Donohue & Associates, Inc.**

3311 Weeden Creek Road  
Sheboygan, WI 53081

Phone: 920.208.0296  
Fax: 920.208.0402

Donohue Project No.: 12146  
[www.donohue-associates.com](http://www.donohue-associates.com)

March 27, 2013  
Updated November 25, 2013



www.donohue-associates.com

City of Burlington  
2200 South Pine Street  
Burlington, WI 53105

3311 WEEDEN CREEK ROAD

SHEBOYGAN, WI 53081

Attn: Kevin Lahner, City of Burlington

PHONE 920-208-0296

Re: Burlington Sewer User Charge System Update  
Donohue Project No. 12146

FAX 920-208-0402

Dear Mr. Lahner:

In accordance with our agreement with the City of Burlington and Kapur & Associates, we have prepared this letter report addressing the current and proposed sewer user charge system rates for the City of Burlington. These changes reflect the recently designed upgrades to the Wastewater Treatment Facility, as proposed to be constructed, as part of the Phase II – WWTF Upgrades and Improvements Project. The sewer user charge system last issued in 2008 has been updated to include these improvements and is outlined in the paragraphs below. Sewer user charge rates have been developed for 2014 and 2015. This study began in the 2012 year which is why the 2012 values were projected while the 2008 rates were applied to sewer users in 2012 and a portion of 2013, Rates should be reviewed again for potential revision in 2015 or after additional Facility construction. The results of our investigations and our conclusions and recommendations are in the following paragraphs.

### **General**

The City of Burlington (City) owns and operates a 3.55 MGD wastewater treatment facility (WWTF) which treats wastewater generated within the City limits and surrounding sanitary districts. The facility discharges treated effluent to the Fox River. The original primary treatment plant for the City was constructed in the 1920's and rehabilitated in the 1960's, 1970's, and 1980's. Each project added additional capacity and improved treatment. The City outgrew the original primary treatment plant in the late 1980's. The new wastewater treatment facility commenced operation in 1992.

The WWTF serves the City of Burlington, Browns Lake Sanitary District, Bohners Lake Sanitary District, portions of the Town of Burlington, as well as several industrial and specialized users.

The Phase II construction on the WWTF has spurred a revision to the current sewer user charge system. Major features and upgrades to the facility include a new raw wastewater pumping station, rehabilitation of primary and intermediate clarification and sludge pumping equipment, rehabilitation of existing biofilters, replacement of aeration basin air diffusion system, new aeration blowers, new final clarification equipment, new specialized waste receiving facilities, rehabilitation of thickened sludge facilities, new controls and automation systems, rehabilitation of heating and ventilating systems, and general repair work.

The tables subsequent to this report are labeled numerically. In some instances, the tables include a subset of a, b, or c. In these instances, the "a" refers to the year 2013, the "b" refers to the year

2014, and the “c” refers to the year 2015. Throughout the report, references to the numerical title only will be referenced. During the November 2013 update to this report, tables developed for the year 2013 were removed as they were no longer appropriate for proposing rates.

### **Number of Sewer Customers**

The City’s water department records were reviewed to estimate the number of sewer customers for the years 2013 through 2015. Table 1 illustrates the number of residential, commercial, industrial, public, and specialized sewer customers for the years 2001 through 2012 as well as the projected number of customers for the years 2013 through 2015. A modest increase in number of sewer customers is shown for the residential and commercial customers while no increase is projected for industrial, public, or specialized customers. The total projected number of sewer customers in the years 2014 and 2015 is 3,758 and 3,777 respectively.

### **Wastewater Flows and Loadings**

Metered water usage records for the years of 2009 through 2012 along with historical values for the years of 2001 through 2008 were reviewed to project the metered water usage by class of customer for the years of 2013 through 2015. Table 2 shows the actual metered water usage by customer class for 2001 through 2012 and the projected water usage by customer class for 2013 through 2015.

As Table 2 indicates, growth in wastewater volume is difficult to predict as usage is variable. For that reason, projections of the wastewater volume sales are based upon the lower wastewater volumes experienced in recent years. Metered water volume for Category A customers fluctuated with a slightly decreasing trend. Other customer classifications continue to see steady use of metered water volume. The total projected metered water usage in the years 2014 and 2015 is 2.716 and 2.772 million gallons per day (MGD) respectively.

The wastewater volume and wasteloads contributed by each customer class must be defined to develop an equitable sewer user charge. Users who discharge domestic-strength wastewater versus high-strength wastewater must be identified. High-strength users contributing to the WWTF include holding tank haulers, septic tank haulers, leachate/landfill haulers, and specialized waste haulers. Two significant industrial users, SIU, (Echo Lake Farm Produce Company and Nestle Chocolate & Confection Company, Inc.) contribute high-strength wastewater and have previously held individual contracts with the City of Burlington for treatment of wastewater.

The pollutant loadings for domestic users are based on concentrations of 260 milligrams per liter (mg/l) for biological oxygen demand (BOD), 280 mg/l for total suspended solids (TSS), and 5.5 mg/l for total phosphorous (Total-P).

The projected wastewater flows and loadings that will be used to calculate the sewer user charges are presented in Tables 2 through 5. The total projected loadings for the years 2014 and 2015 are 5,226 and 6,266 pounds per day (lbs/day) for BOD, 4,207 and 4,846 lbs/day for TSS, and 75.3 and 92.5 lbs/day for Total-P.

### **Annual Revenue Requirements**

The total annual revenue requirements include operation and maintenance costs, equipment replacement costs, fixed demand costs, and revenues from other sources associated with the wastewater collection and treatment system.

Operation and maintenance budget information was provided by the City for the years of 2012 through 2015. Table 6 shows the projected budgets for the years 2014 and 2015. The total operation and maintenance revenue requirement for the years 2014 and 2015 as shown in Table 6 is \$1,834,800 and \$1,889,800 respectively.

Replacement cost information was obtained from the City and from previous sewer user reports for the City of Burlington. Replacement costs must be deposited each year into a separate fund as required by the EPA. This updated value (based on new construction) for the years 2014 and 2015 as shown in Table 7 is \$267,900 and \$263,800 respectively.

There are several components that make up the annual fixed demand costs. These components include Clean Water Fund (CWF) Revenue Bonds and payback to the general fund for past capital improvement projects as well as future capital improvement projects. The City is currently making principal and interest payments on two separate CWF Revenue Bonds and two General Obligation (G.O.) bonds. The Phase II – WWTF Upgrades and Improvements Project is eligible to receive a CWF Revenue Bond as well. The estimated amount of the loan is \$7,723,000. This loan has been added to the fixed demand costs in Table 8. The annual budgets to be set aside for these obligations were provided by Ehlers & Associates. The total annual fixed demand cost for the years 2014 and 2015 as summarized in Table 8 is \$1,544,100 and \$927,300 respectively.

Table 9 outlines revenues received from other sources. The values for contributions-in-aid, special assessments, and interest income were provided by the City. The total revenues from other sources for the years 2014 and 2015 are \$112,000. This value will be subtracted from the estimated annual revenue requirements in Table 10.

The total projected annual revenue requirement for the years 2014 and 2015 as presented in Table 10 is \$3,534,800 and \$2,968,900. These budgets were used for the generation of the sewer user charge rates.

### **Costs of Service Analysis**

Through a “cost of service” analysis, the total annual revenue requirements are distributed to six parameters: customer service and the wastewater characteristics of volume, BOD, TSS, Total-P, and septage. Each cost category is allocated to one or more of the six parameters according to the item’s relationship to a parameter. Table 11 shows those operation and maintenance cost items that are associated with customer service or wastewater parameters or both for the years 2014 and 2015.

The first step was to identify those operation and maintenance cost items that pertain to customer service. Customer service costs generally bear little relationship to the amount or strength of wastewater discharged and will be assessed equally to all customers as a fixed charge.

The rest of the annual operation and maintenance cost items associated with wastewater characteristics are allocated to wastewater volume, BOD, TSS, Total-P, and septage based on the

allocation percentages that were calculated in the August 2007 (2008-2009 Revised) and June 1991 (1992 Revised) Sewer User Charge Rates Reports. These percentages were used since they should not change significantly from year to year.

The annual replacement costs were also allocated to customer service as well as the five wastewater parameters based on their relationship with each of the wastewater characteristics. The allocation percentages were developed based on a review of previous rate studies with similar plants to the wastewater treatment facility in Burlington. Table 12 shows the allocation of the annual replacement costs to customer service and the five wastewater parameters.

The cost of service analysis for the Wastewater Treatment Facility debt service is shown in Tables 13 and 14. Table 13 calculates the annual depreciation of each of the wastewater treatment facility items for the years 2014 and 2015. The annual depreciation costs of the treatment facility components are allocated to wastewater parameters in Table 14 for the same two years. Table 15 represents the total annual debt service for each year (2014 and 2015).

### **Sewer Service Charge Unit Costs**

A sewer use charge shall be imposed upon all users of the sewer system. The charge shall recover the components of total operation, maintenance, and capital costs of the sewerage system which relate to sewage flow attributable to users of the system. The sewer use charge shall be based upon the cost of treating flow, BOD, TSS, Total-P, and septage at the strength of domestic wastewater. The sewer use charge shall consist of a volumetric charge in terms of dollars per hundred cubic feet or dollars per 1,000 gallons depending on the category of user.

Unit costs for each wastewater characteristic were determined by dividing each total annual cost by the respective projected annual volume, BOD, TSS, Total-P, and septage loadings. The estimated unit costs for the years 2014 and 2015 are derived in Table 16.

### **Customer Service Costs**

A customer service charge will be imposed upon each user connected to the sewerage system. The customer service charges shall recover costs related to wastewater treatment flow not directly attributable to users such as infiltration and inflow (I/I) and administrative costs relating to the sewerage system. The customer service charge shall be levied to each connection to the sewage system and will consist of a flat fee per connection. The City of Burlington has indicated that approximately 16% of flow into the WWTF is due to I/I. The fixed charge as shown in Section V of Table 16 for the years 2014 and 2015 is estimated to be \$7.20 and \$6.08 per quarter or \$2.40 and \$2.03 per month respectively.

### **Category A Sewer Service Charge**

Those sanitary sewer users who discharge normal domestic strength wastewater with concentrations of BOD no greater than 260 mg/l, TSS no greater than 280 mg/l, and Total-P no greater than 5.5 mg/l are classified as Category A sewer users. The resulting cost of treating Category A wastewater in the years 2014 and 2015 as illustrated in Section VI of Table 16 is \$3.47 and \$2.90 per 100 cubic feet. A customer's quarterly sewer service bill will include a fixed charge and a volume charge per 100 cubic feet.

### **Category B Sewer Service Charge**

Those sanitary sewer users who discharge wastewater with pollutant concentrations in excess of 260 mg/l for BOD, 280 mg/l for TSS, and 5.5 mg/l for Total-P are classified as Category B sewer users. Users whose wastewater exceeds the concentrations for any one of these parameters shall be placed in Category B. Air Liquide and Lavelle Industries are considered Category B users, however, they are charged for only contribution of volume.

Category B users are billed on a monthly basis in units per 1,000 gallons in contrast to quarterly billing in units of 100 cubic feet for Category A users. A volume charge equal to the Category A charge (\$4.64 per 1,000 gallons in 2014 and \$3.88 per 1,000 gallons in 2015) as well as surcharges for BOD, TSS, and Total-P concentrations in excess of the Category A limits will be assessed. The surcharge rates equal the unit costs for BOD, TSS, and Total-P. Category B users will also be assessed the fixed charge of \$2.40, and \$2.03 per month for the years 2014 and 2015 respectively. These values are all indicated in Section VIII of Table 16.

Sampling and analysis charges as set by the City for laboratory costs for each wastewater parameter also apply to Category B users.

### **Nestle and Echo Lake Sewer Service Charge**

The City of Burlington WWTF has previously accepted wastewater from Nestle Chocolate & Confection Company and Echo Lake Farm Produce Co., Inc. The contracts which defined the terms of acceptance expired in the year 2012. During the year 2012, both industries were charged Category B sewer rates. This report assumes that both industries will continue to be charged as Category B users and not renegotiate contracts with the City.

If one or both industry decide to enter into a new contract with the City, that industry will be required to renegotiate the terms of the new contract to assure adequate revenues are received based on contributions of flow and loadings to the WWTF.

In January of 2013, Echo Lake Farm Produce Co. suffered damage from a fire that shut down a large portion of production. The Company currently plans to rebuild and be fully operational by 2016.

### **Bohner's Lake and Brown's Lake Sewer Service Charge**

The sanitary districts of Bohner's Lake and Brown's Lake discharge normal domestic strength wastewater to the wastewater treatment facility. The resulting cost of strictly treating wastewater from these Sanitary Districts in the years 2014 and 2015 is illustrated in Section IX of Table 16. Each Sanitary District's monthly sewer service bill will include a fixed charge and a volume charge per 1,000 gallons.

### **Hauled-in-Waste Sewer Service Charge**

Charges shall be imposed for testing, treatment, and disposal of hauled-in-waste which are deemed acceptable for treatment and disposal by the Utility Manager. Charges shall be based on flow, BOD, TSS, Total-P, and septage. Charges shall also consist of a volumetric charge in terms of dollars per thousand gallons.

Sewer user charges for hauled-in-waste including holding tank waste, septic tank waste, leachate/landfill waste, and specialized waste disposal are also derived in Sections X, XI, XII, and XIII of Table 16 respectively. The resulting cost for holding tank sludge disposal in the years 2014 and 2015 is \$16.50 and \$15.00 per 1,000 gallons respectively. The cost for septic tank sewage disposal in the years 2014 and 2015 is \$49.90 and \$43.00 per 1,000 gallons respectively. The cost for leachate/landfill sewage disposal in the years 2014 and 2015 is \$50.00 and \$43.00 per 1,000 gallons respectively. The cost for specialized sewage disposal in the years 2014 and 2015 is \$9.00 and \$8.50 per 1,000 gallons respectively.

Specialized waste haulers are charged based on reconciliation of parameters. Charges for each specialized user are based on a twelve month average. Specialized haulers are also subject to surcharges on BOD, TSS, and Total-P. Each hauler is also billed a monthly customer service charge.

### **Sewer Service Charge Rate Schedule**

While Table 16 derives the actual sewer user charge rates required to cover the City's operation and maintenance expenses plus replacement and debt service requirements, Table 17 illustrates the recommended rate structure.

The City faces more stringent phosphorous limits requiring major plant modifications in the near future. Plant expansion construction has been phased to build improvements as needed, to avoid spending capital funds earlier than necessary. Two of the three construction phases have been implemented. The third phase of construction includes biofilter expansion and upgrades to address more stringent phosphorous limits. Upon completion of the third phase of construction, Burlington's WWTF will be capable of handling projected 2027 year flows and loadings.

Rather than dramatically increasing sewer user charge rates immediately, it is in the best interest of the City and its sewer users to move forward with a gradual increase in sewer rates over several years to cover existing expenditures and the future work of the Phase 3 project. The proposed sewer service charge rate schedule to finance the City's annual cost of providing wastewater collection and treatment services is presented in Table 17.

### **Estimate Annual Costs versus Annual Revenues**

Table 18 projects anticipated revenues from each class of user based on estimated contribution of volume and loadings as well as the sewer user charge rates illustrated in Table 17. Table 19 contains a comparison between the estimated costs for wastewater collection and treatment and the anticipated revenues for the years 2014 and 2015.

The Phase 3 Plant Expansion Fund line item indicates the amount of revenue set aside each year to help pay for the next phase of onsite construction. The rates should be reviewed upon execution of the Phase 3 construction to assure adequate funds are received to cover associated costs without need for an additional loan.

### **Demonstration of Proportionality**

The methodology utilized in the development of the sewer user charge system ensures that each sewer user pays for proportionate use of the sewerage system on the basis of wastewater discharged. This equity is demonstrated in Table 20 for the years 2014 and 2015. The tables demonstrate that the revenue from each class of user is proportionate to the flows and wasteloads

contributed. Revenues for purposes of proportionality do not include any customer service charges.

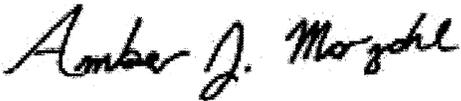
**Recommendations**

Based on the findings and conclusions of this study, Donohue & Associates, Inc. in conjunction with Kapur & Associates recommend that:

1. City officials review this report and the proposed sewer user charge rate schedule.
2. City officials take action to implement the new sewer user charge rates.

Following your review of this report, we would be pleased to meet with you to discuss the results of our investigation and recommendations.

Sincerely,



Amber J. Marzahl, P.E.

Enclosures: As noted

Copy: Thomas Foht, Kapur & Associates  
Wendy Raisbeck, Donohue & Associates, Inc.

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**TABLE 1**

**NUMBER OF SEWER CUSTOMERS**

TABLE 1

NUMBER OF SEWER CUSTOMERS  
BURLINGTON, WISCONSIN

Customer Classification	Actual										Projected		
	2001	2002	2003	2004	2005	2006	2009	2010	2011	2012	2013	2014	2015
City of Burlington													
Category A													
Residential	2,741	2,799	2,841	2,821	2,877	2,908	3,016	3,035	3,049	3,064	3,080	3,095	3,110
Commercial	474	465	486	528	547	556	562	561	565	569	573	577	581
Industrial	22	18	21	19	18	18	19	18	16	16	16	16	16
Public	75	79	78	46	48	50	48	48	48	48	48	48	48
Category B													
Echo Lake Farm Produce Company	1	1	1	1	1	1	1	1	1	1	1	1	1
Nestle Chocolate & Confection Company, Inc.	1	1	1	1	1	1	1	1	1	1	1	1	1
Packaging Corporation of America	1	1	1	1	1	1	1	1	1	1	1	1	1
Saint-Gobain Containers - Back	1	1	1	1	1	1	1	1	1	1	1	1	1
Saint-Gobain Containers - Front	1	1	1	1	1	1	1	1	1	1	1	1	1
Air Liquide	-	-	-	-	-	-	-	-	-	-	-	-	-
Lavelle	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>City Subtotal</b>	<b>3,317</b>	<b>3,366</b>	<b>3,431</b>	<b>3,419</b>	<b>3,495</b>	<b>3,537</b>	<b>3,650</b>	<b>3,667</b>	<b>3,685</b>	<b>3,704</b>	<b>3,724</b>	<b>3,743</b>	<b>3,762</b>
Bohners Lake Sanitary District	1	1	1	1	1	1	1	1	1	1	1	1	1
Brown's Lake Sanitary District	1	1	1	1	1	1	1	1	1	1	1	1	1
Septage	7	7	6	6	8	8	4	4	4	4	4	4	4
Leachate/Landfill	2	2	3	3	6	6	4	3	3	3	3	3	3
Specialized	1	1	1	1	3	3	6	6	6	6	6	6	6
<b>Total</b>	<b>3,329</b>	<b>3,378</b>	<b>3,443</b>	<b>3,431</b>	<b>3,514</b>	<b>3,556</b>	<b>3,666</b>	<b>3,682</b>	<b>3,700</b>	<b>3,719</b>	<b>3,739</b>	<b>3,758</b>	<b>3,777</b>

**TABLE 2**  
**WASTEWATER FLOWS**

**TABLE 2**  
**WASTEWATER FLOWS**  
**BURLINGTON, WISCONSIN**

Customer Classification	2001	2002	2003	2004	2005	2006	2008	2009	2010	2011	2012	2013	2014	2015
	Actual MGD													
City of Burlington														
Category A														
Residential	0.480	0.476	0.463	0.467	0.456	0.452	0.444	0.437	0.433	0.420	0.420	0.401	0.410	0.410
Commercial	0.324	0.303	0.297	0.316	0.342	0.350	0.352	0.336	0.324	0.312	0.298	0.299	0.299	0.299
Industrial	0.054	0.044	0.061	0.090	0.153	0.154	0.007	0.003	0.003	0.004	0.003	0.007	0.004	0.004
Public	0.083	0.092	0.081	0.087	0.037	0.018	0.016	0.016	0.015	0.015	0.016	0.009	0.015	0.015
Category B														
Echo Lake Farm Produce Company	0.067	0.071	0.058	0.064	0.073	0.106	0.092	0.087	0.106	0.103	0.096	0.040	0.040	0.086
Nestle Chocolate & Confection Company, Inc.	0.084	0.073	0.053	0.045	0.076	0.077	0.131	0.100	0.085	0.058	0.049	0.055	0.055	0.055
Packaging Corporation of America	0.003	0.005	0.005	0.010	0.017	0.024	0.015	0.017	0.017	0.018	0.008	0.008	0.008	0.008
Saint-Gobain Containers - Back	0.211	0.184	0.156	0.190	0.248	0.295	0.261	0.240	0.205	0.192	0.185	0.185	0.185	0.185
Saint-Gobain Containers - Front	-	-	-	-	-	-	0.035	0.034	0.026	0.020	0.019	0.005	0.005	0.005
Air Liquide	-	-	-	-	-	-	0.060	0.033	0.030	0.025	0.043	0.027	0.027	0.027
Lavelle Industries	-	-	-	-	-	-	0.008	0.013	0.008	0.013	0.012	0.009	0.009	0.009
<b>City Subtotal w/o I&amp;I</b>	<b>1.316</b>	<b>1.248</b>	<b>1.174</b>	<b>1.269</b>	<b>1.402</b>	<b>1.476</b>	<b>1.421</b>	<b>1.316</b>	<b>1.251</b>	<b>1.180</b>	<b>1.149</b>	<b>1.045</b>	<b>1.056</b>	<b>1.112</b>
I&I	1.201	1.042	0.861	1.211	0.915	0.884	1.630	1.180	1.058	0.989	0.671	1.258	1.106	1.106
<b>City Subtotal w/ I&amp;I</b>	<b>2.517</b>	<b>2.290</b>	<b>2.035</b>	<b>2.480</b>	<b>2.317</b>	<b>2.360</b>	<b>3.051</b>	<b>2.496</b>	<b>2.309</b>	<b>2.169</b>	<b>1.820</b>	<b>2.303</b>	<b>2.162</b>	<b>2.218</b>
Bohners Lake Sanitary District	0.102	0.104	0.098	0.110	0.109	0.109	0.108	0.108	0.093	0.154	0.189	0.198	0.198	0.198
Brown's Lake Sanitary District	0.330	0.319	0.330	0.411	0.381	0.410	0.448	0.382	0.358	0.349	0.327	0.280	0.280	0.280
Holding Tanks	0.039	0.044	0.051	0.036	0.038	0.048	0.035	0.043	0.039	0.043	0.039	0.039	0.039	0.039
Septic	0.006	0.005	0.006	0.004	0.006	0.010	0.007	0.006	0.006	0.006	0.006	0.006	0.006	0.006
Leachate/Landfill	0.000	0.000	0.000	0.000	0.007	0.009	0.015	0.011	0.014	0.019	0.019	0.019	0.019	0.019
Specialized	0.0050	0.0050	0.0050	0.0060	0.0050	0.0040	0.0027	0.0025	0.0018	0.0026	0.0026	0.0026	0.0026	0.0026
<b>Total</b>	<b>2.999</b>	<b>2.767</b>	<b>2.525</b>	<b>3.047</b>	<b>2.863</b>	<b>2.950</b>	<b>3.667</b>	<b>3.048</b>	<b>2.821</b>	<b>2.743</b>	<b>2.402</b>	<b>2.858</b>	<b>2.716</b>	<b>2.772</b>

**TABLE 3**  
**WASTEWATER BOD<sub>5</sub>**

TABLE 3

WASTEWATER BOD<sub>5</sub>  
BURLINGTON, WISCONSIN

Customer Classification	2001	2002	2003	2004	2005	2006	2008	2009	2010	2011	2012	2013	Projected 2014	2015
						Actual							LBS/DAY	
						LBS/DAY								
City of Burlington														
Category A														
Residential	876	995	948	1,076	946	1,261	1,142	1,392	1,676	1,827	911	1,043	911	911
Commercial	591	634	608	728	710	976	904	1,073	1,252	1,357	646	777	646	646
Industrial*	99	92	125	207	317	430	282	266	257	267	169	128	128	128
Public	151	192	166	200	76	49	42	51	57	64	35	25	25	25
Category B														
Echo Lake Farm Produce Company	2,317	2,475	1,552	1,195	1,323	1,679	1,643	1,403	2,159	1,780	1,496	456	456	1,496
Nestle Chocolate & Confection Company, Inc.	1,899	1,327	1,106	949	1,109	1,220	2,164	1,866	1,728	922	715	883	883	883
Packaging Corporation of America	8	15	35	48	56	117	50	50	51	82	58	53	53	53
Saint-Gobain Containers - Back	142	93	113	178	132	136	116	125	95	80	80	80	80	80
<b>City Subtotal</b>	<b>6,083</b>	<b>5,823</b>	<b>4,653</b>	<b>4,581</b>	<b>4,669</b>	<b>5,868</b>	<b>6,343</b>	<b>6,226</b>	<b>7,275</b>	<b>6,379</b>	<b>4,110</b>	<b>3,445</b>	<b>3,181</b>	<b>4,221</b>
Bohmer's Lake Sanitary District	159	180	215	204	219	214	203	252	254	389	382	398	398	398
Brown's Lake Sanitary District	446	462	665	763	520	460	449	401	395	495	467	329	329	329
Holding Tanks	202	227	269	191	199	251	217	204	195	187	201	201	201	201
Septic	202	190	201	129	217	361	150	108	142	185	146	146	146	146
Leachate/Landfill	8	13	13	14	372	478	827	789	561	813	742	742	742	742
Specialized	878	743	792	1,066	822	658	254	236	172	250	228	228	228	228
<b>Total</b>	<b>7,978</b>	<b>7,638</b>	<b>6,808</b>	<b>6,948</b>	<b>7,018</b>	<b>8,290</b>	<b>8,441</b>	<b>8,196</b>	<b>8,994</b>	<b>8,698</b>	<b>6,276</b>	<b>5,489</b>	<b>5,226</b>	<b>6,266</b>

\* Includes Saint-Gobain Containers - Front, Air Liquide and Lavelle Industries.

**TABLE 4**  
**WASTEWATER TSS**

TABLE 4

WASTEWATER TSS  
BURLINGTON, WISCONSIN

Customer Classification	2001	2002	2003	2004	2005	2006	2008	2009	2010	2011	2012	2013	Projected 2014	2015
	Actual LBS/DAY												Projected LBS/DAY	
City of Burlington														
Category A														
Residential	973	1,003	1,319	1,419	1,201	716	1,421	2,398	2,482	3,027	2,109	3,243	1,186	1,186
Commercial	657	639	846	960	901	554	1,125	1,848	1,854	2,246	1,494	2,416	883	883
Industrial*	109	93	174	273	402	244	352	459	380	443	390	397	146	146
Public	168	194	231	264	97	28	52	89	84	106	81	77	27	27
Category B														
Echo Lake Farm Produce Company	565	622	491	395	458	640	529	591	1,061	961	849	210	210	849
Nestle Chocolate & Confection Company, Inc.	808	922	593	402	481	489	1,061	854	688	403	249	263	263	263
Packaging Corporation of America	8	13	22	42	83	116	45	51	41	58	25	20	20	20
Saint-Gobain Containers - Back	981	298	124	227	274	528	449	369	180	208	141	109	109	109
<b>City Subtotal</b>	<b>4,289</b>	<b>3,784</b>	<b>3,800</b>	<b>3,982</b>	<b>3,897</b>	<b>3,325</b>	<b>5,034</b>	<b>6,658</b>	<b>6,770</b>	<b>7,454</b>	<b>5,338</b>	<b>6,735</b>	<b>2,844</b>	<b>3,483</b>
Bohners Lake Sanitary District	182	201	259	257	273	272	258	337	329	480	543	486	486	486
Brown's Lake Sanitary District	657	694	1,042	1,301	823	657	584	453	449	627	551	423	423	423
Holding Tanks	129	145	172	122	127	160	176	166	158	152	163	163	163	163
Septic	164	154	163	105	176	283	196	141	186	243	191	191	191	191
Leachate/Landfill	11	17	17	18	486	625	63	58	43	62	56	56	56	56
Specialized	67	56	60	81	62	50	48	45	33	47	43	43	43	43
<b>Total</b>	<b>5,479</b>	<b>5,051</b>	<b>5,513</b>	<b>5,866</b>	<b>5,844</b>	<b>5,382</b>	<b>6,358</b>	<b>7,857</b>	<b>7,967</b>	<b>9,064</b>	<b>6,866</b>	<b>8,097</b>	<b>4,207</b>	<b>4,846</b>

\* Includes Saint-Gobain Containers - Front, Air Liquide and Lavelle Industries.

**TABLE 5**  
**WASTEWATER TOTAL-P**

**TABLE 5**  
**WASTEWATER TOTAL-P**  
**BURLINGTON, WISCONSIN**

Customer Classification	2001	2002	2003	2004	2005	Actual 2006 LBS/DAY	2008	2009	2010	2011	2012	2013	Projected 2014 LBS/DAY	2015
City of Burlington														
Category A														
Residential	27.8	28.1	12.9	31.1	16.2	12.7	27.6	25.2	25.6	22.0	12.7	29.6	18.5	18.5
Commercial	18.7	17.9	8.3	21.1	12.2	9.8	21.8	19.4	19.1	16.4	9.0	22.0	13.6	13.6
Industrial*	3.1	2.6	1.7	6.0	5.4	4.3	6.8	4.8	3.9	3.2	2.4	3.6	2.6	2.6
Public	4.8	5.4	2.3	5.8	1.3	0.5	1.0	0.9	0.9	0.8	0.5	0.7	0.5	0.5
Category B														
Echo Lake Farm Produce Company	22.0	25.0	18.9	17.1	19.6	20.6	20.0	17.0	24.1	23.1	21.1	3.9	3.9	21.1
Nestle Chocolate & Confection Company, Inc.	7.7	6.2	4.1	3.9	4.9	4.9	8.8	6.4	2.8	2.0	2.4	2.4	2.4	2.4
Packaging Corporation of America	0.1	0.1	0.1	0.2	0.3	0.3	0.2	0.3	0.3	0.4	0.4	0.3	0.3	0.3
Saint-Gobain Containers - Back	1.7	1.2	0.3	0.3	0.5	0.6	0.4	0.4	0.3	0.3	0.3	0.3	0.3	0.3
<b>City Subtotal</b>	<b>85.9</b>	<b>86.5</b>	<b>48.6</b>	<b>85.5</b>	<b>60.4</b>	<b>53.7</b>	<b>86.6</b>	<b>74.4</b>	<b>77.0</b>	<b>68.2</b>	<b>48.8</b>	<b>62.8</b>	<b>42.1</b>	<b>59.3</b>
Bohners Lake Sanitary District	4.8	5.5	6.0	6.3	8.1	6.1	6.2	6.2	6.0	9.8	10.8	10.7	10.7	10.7
Brown's Lake Sanitary District	11.0	12.0	15.3	19.5	15.6	13.3	12.4	11.2	10.9	13.1	12.4	8.8	8.8	8.8
Holding Tanks	7.4	8.3	9.9	7.0	7.3	9.2	3.6	3.4	3.2	3.1	3.3	3.3	3.3	3.3
Septic	3.3	3.2	3.3	2.1	3.6	6.0	1.8	1.3	1.7	2.2	1.7	1.7	1.7	1.7
Leachate/Landfill	0.1	0.2	0.2	0.2	4.4	5.6	5.6	5.2	3.8	5.5	5.0	5.0	5.0	5.0
Specialized	6.0	5.0	5.4	7.2	5.6	4.5	4.0	3.7	2.7	3.9	3.6	3.6	3.6	3.6
<b>Total</b>	<b>118.5</b>	<b>120.7</b>	<b>88.7</b>	<b>127.8</b>	<b>105.0</b>	<b>98.4</b>	<b>120.2</b>	<b>105.4</b>	<b>105.3</b>	<b>105.9</b>	<b>85.7</b>	<b>96.0</b>	<b>75.3</b>	<b>92.5</b>

\* Includes Saint-Gobain Containers - Front, Air Liquide and Lavelle Industries.

**TABLE 6**  
**O&M EXPENSES**

**TABLE 6**

**O&M EXPENSES  
BURLINGTON, WISCONSIN**

<u>Item</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Salaries	\$ 520,700	\$ 536,300
Overtime	\$ 27,300	\$ 28,100
Employee Reimbursement	\$ (8,700)	\$ (9,000)
FICA	\$ 39,800	\$ 41,000
Retirement	\$ 53,100	\$ 54,700
Employee Benefits	\$ 100	\$ 100
Health Insurance	\$ 185,800	\$ 191,400
Life Insurance	\$ 1,700	\$ 1,700
Vision	\$ 500	\$ 500
Dental Insurance	\$ 8,100	\$ 8,300
Clothing Allowance	\$ 4,900	\$ 5,100
EAP Service	\$ 500	\$ 500
Insurance Opt Out	\$ 200	\$ 200
Medical Physicals	\$ 300	\$ 300
WWTP - Electric	\$ 274,300	\$ 282,500
Water	\$ 40,400	\$ 41,600
Gas	\$ 53,000	\$ 54,600
Telephone	\$ 3,200	\$ 3,300
Fuel, Oil, and Lubricants	\$ 12,000	\$ 12,300
Repair, Maintenance Vehicles	\$ 7,600	\$ 7,900
Repairs, Maintenance Equipment	\$ 74,300	\$ 76,500
Ground Improvements	\$ 3,200	\$ 3,300
Repairs, Maintenance Off Equipment	\$ 7,400	\$ 7,600
Plant Operation	\$ 74,300	\$ 76,500
Laboratory	\$ 35,300	\$ 36,400
Manhole Repair	\$ 5,300	\$ 5,500
Phosphate Removal	\$ 26,500	\$ 27,300
Sludge Removal	\$ 95,500	\$ 98,300
Contract Service	\$ 79,600	\$ 82,000
Office Supplies, Postage	\$ 10,500	\$ 10,800
Sewer - Inservice, Training, and Travel	\$ 7,000	\$ 7,200
Disinfection Ultra Violet	\$ 6,400	\$ 6,600
Repair and Maintenance Lift Stations	\$ 47,700	\$ 49,200
Sanitary Sewer Repair, Maintenance	\$ 53,000	\$ 54,600
Reg/Permit/Outside Testing	\$ 26,500	\$ 27,300
Safety	\$ 5,300	\$ 5,500
TV and Seal Sanitary Sewer	\$ 10,100	\$ 10,400
Insurance	\$ 42,100	\$ 43,400
<b>Total</b>	<b>\$ 1,834,800</b>	<b>\$ 1,889,800</b>

**TABLE 7**  
**DERIVATION OF ANNUAL REPLACEMENT COSTS**

TABLE 7b

2014 DERIVATION OF ANNUAL REPLACEMENT COSTS  
BURLINGTON, WISCONSIN

Item	Original Cost (\$)	Service Life (Years)	Acquisition Date (Years)	Years Depreciated To Date (Years)	Rate of Depreciation (%)	Annual Depreciation (\$)
<b>Existing WWTP</b>						
Screening Equipment	\$ 240,000	15	2008	6	6.70%	\$ 16,100
Grit Equipment	\$ 26,000	20	2006	8	5.00%	\$ 1,300
Primary Clarifier Equipment	\$ 80,000	40	1992	22	2.50%	\$ 2,000
Primary Clarifier Equipment	\$ 92,000	40	2008	6	2.50%	\$ 2,300
Intermediate Clarifier Equipment	\$ 100,000	40	1992	22	2.50%	\$ 2,500
Air Dryer	\$ 1,000	15	2008	6	6.70%	\$ 100
Chemical Metering Pumps	\$ 5,000	15	2005	9	6.70%	\$ 300
UV Disinfection Equipment	\$ 169,000	20	2003	11	5.00%	\$ 8,500
Polymer Feed system	\$ 47,000	20	1999	15	5.00%	\$ 2,400
Sludge Recirculation Pumps	\$ 35,000	15	2008	6	6.70%	\$ 2,300
Truck Loading Pumps No. 1	\$ 24,000	15	2000	14	6.70%	\$ 1,600
Digester Covers & Equipment	\$ 165,000	40	1992	22	2.50%	\$ 4,100
Primary Digester No. 2 Mixing System	\$ 38,000	15	2000	14	6.70%	\$ 2,500
Storage Tank Mixers	\$ 28,000	20	2002	12	5.00%	\$ 1,400
Large Storage Tank Mixing System	\$ 68,000	15	2003	11	6.70%	\$ 4,600
Engine Generator	\$ 150,000	15	1998	16	6.70%	\$ -
Digester Boiler No. 2	\$ 49,000	20	2008	6	5.00%	\$ 2,500
Heat Exchangers - Sludge	\$ 84,000	20	2008	6	5.00%	\$ 4,200
Boiler Recirc Pumps	\$ 10,000	15	2008	6	6.70%	\$ 700
Exchanger Recirc Pumps	\$ 10,000	15	2008	6	6.70%	\$ 700
Primary Loop Pumps	\$ 10,000	15	2008	6	6.70%	\$ 700
Bio Gas Cleaning System	\$ 145,000	15	2008	6	6.70%	\$ 9,700
Lab Equipment	\$ 18,000	10	2004	10	10.00%	\$ -
<b>Subtotal WWTP</b>	<b>\$ 1,594,000</b>					<b>\$ 70,500</b>
<b>2012 Construction</b>						
PSD/PSM Pumps	\$ 92,000	15	2012	2	6.70%	\$ 6,200
BSD Pumps	\$ 69,000	15	2012	2	6.70%	\$ 4,600
MSW Pump	\$ 23,000	15	2012	2	6.70%	\$ 1,500
Septage/Holding Tanks Pump	\$ 15,200	15	2012	2	6.70%	\$ 1,000
Primary Clarifier Drive Mechanism	\$ 73,600	20	2012	2	5.00%	\$ 3,700
Biofilter Distributor	\$ 335,200	20	2012	2	5.00%	\$ 16,800
Biofilter Media	\$ 690,000	20	2012	2	5.00%	\$ 34,500
Intermediate Clarifier Mechanism	\$ 73,600	20	2012	2	5.00%	\$ 3,700
Slide Gates	\$ 78,800	20	2012	2	5.00%	\$ 3,900
Fine Bubble Aeration System	\$ 161,000	20	2012	2	5.00%	\$ 8,100
Final Clarifier Mechanism	\$ 378,000	20	2012	2	5.00%	\$ 18,900
Aeration Blowers	\$ 395,000	20	2012	2	5.00%	\$ 19,800
Gravity Belt Thickener Rehabilitation	\$ 152,000	20	2012	2	5.00%	\$ 7,600
High Strength Waste Mixer	\$ 74,500	15	2012	2	6.70%	\$ 5,000
High Strength Waste Pump	\$ 23,000	15	2012	2	6.70%	\$ 1,500
Thickened Sludge Pump	\$ 23,000	15	2012	2	6.70%	\$ 1,500
Dry-Pit Submersible Pump	\$ 115,800	15	2012	2	6.70%	\$ 7,800
SCADA System	\$ 451,900	15	2012	2	6.70%	\$ 30,300
High Strength Waste Facility	\$ 520,000	40	2012	2	2.50%	\$ 13,000
HVAC System	\$ 100,300	20	2012	2	5.00%	\$ 5,000
Biofilter Fans	\$ 59,800	20	2012	2	5.00%	\$ 3,000
<b>Subtotal 2012 Construction</b>	<b>\$ 3,904,700</b>					<b>\$ 197,400</b>
<b>Total</b>	<b>\$ 5,498,700</b>					<b>\$ 267,900</b>

TABLE 7c

**2015 DERIVATION OF ANNUAL REPLACEMENT COSTS  
BURLINGTON, WISCONSIN**

Item	Original Cost (\$)	Service Life (Years)	Acquisition Date (Years)	Years Depreciated To Date (Years)	Rate of Depreciation (%)	Annual Depreciation (\$)
<b>Existing WWTP</b>						
Screening Equipment	\$ 240,000	15	2008	7	6.70%	\$ 16,100
Grit Equipment	\$ 26,000	20	2006	9	5.00%	\$ 1,300
Primary Clarifier Equipment	\$ 80,000	40	1992	23	2.50%	\$ 2,000
Primary Clarifier Equipment	\$ 92,000	40	2008	7	2.50%	\$ 2,300
Intermediate Clarifier Equipment	\$ 100,000	40	1992	23	2.50%	\$ 2,500
Air Dryer	\$ 1,000	15	2008	7	6.70%	\$ 100
Chemical Metering Pumps	\$ 5,000	15	2005	10	6.70%	\$ 300
UV Disinfection Equipment	\$ 169,000	20	2003	12	5.00%	\$ 8,500
Polymer Feed system	\$ 47,000	20	1999	16	5.00%	\$ 2,400
Sludge Recirculation Pumps	\$ 35,000	15	2008	7	6.70%	\$ 2,300
Truck Loading Pumps No. 1	\$ 24,000	15	2000	15	6.70%	\$ -
Digester Covers & Equipment	\$ 165,000	40	1992	23	2.50%	\$ 4,100
Primary Digester No. 2 Mixing System	\$ 38,000	15	2000	15	6.70%	\$ -
Storage Tank Mixers	\$ 28,000	20	2002	13	5.00%	\$ 1,400
Large Storage Tank Mixing System	\$ 68,000	15	2003	12	6.70%	\$ 4,600
Engine Generator	\$ 150,000	15	1998	17	6.70%	\$ -
Digester Boiler No. 2	\$ 49,000	20	2008	7	5.00%	\$ 2,500
Heat Exchangers - Sludge	\$ 84,000	20	2008	7	5.00%	\$ 4,200
Boiler Recirc Pumps	\$ 10,000	15	2008	7	6.70%	\$ 700
Exchanger Recirc Pumps	\$ 10,000	15	2008	7	6.70%	\$ 700
Primary Loop Pumps	\$ 10,000	15	2008	7	6.70%	\$ 700
Bio Gas Cleaning System	\$ 145,000	15	2008	7	6.70%	\$ 9,700
Lab Equipment	\$ 18,000	10	2004	11	10.00%	\$ -
<b>Subtotal WWTP</b>	<b>\$ 1,594,000</b>					<b>\$ 66,400</b>
<b>2012 Construction</b>						
PSD/PSM Pumps	\$ 92,000	15	2012	3	6.70%	\$ 6,200
BSD Pumps	\$ 69,000	15	2012	3	6.70%	\$ 4,600
MSW Pump	\$ 23,000	15	2012	3	6.70%	\$ 1,500
Septage/Holding Tanks Pump	\$ 15,200	15	2012	3	6.70%	\$ 1,000
Primary Clarifier Drive Mechanism	\$ 73,600	20	2012	3	5.00%	\$ 3,700
Biofilter Distributor	\$ 335,200	20	2012	3	5.00%	\$ 16,800
Biofilter Media	\$ 690,000	20	2012	3	5.00%	\$ 34,500
Intermediate Clarifier Mechanism	\$ 73,600	20	2012	3	5.00%	\$ 3,700
Slide Gates	\$ 78,800	20	2012	3	5.00%	\$ 3,900
Fine Bubble Aeration System	\$ 161,000	20	2012	3	5.00%	\$ 8,100
Final Clarifier Mechanism	\$ 378,000	20	2012	3	5.00%	\$ 18,900
Aeration Blowers	\$ 395,000	20	2012	3	5.00%	\$ 19,800
Gravity Belt Thickener Rehabilitation	\$ 152,000	20	2012	3	5.00%	\$ 7,600
High Strength Waste Mixer	\$ 74,500	15	2012	3	6.70%	\$ 5,000
High Strength Waste Pump	\$ 23,000	15	2012	3	6.70%	\$ 1,500
Thickened Sludge Pump	\$ 23,000	15	2012	3	6.70%	\$ 1,500
Dry-Pit Submersible Pump	\$ 115,800	15	2012	3	6.70%	\$ 7,800
SCADA System	\$ 451,900	15	2012	3	6.70%	\$ 30,300
High Strength Waste Facility	\$ 520,000	40	2012	3	2.50%	\$ 13,000
HVAC System	\$ 100,300	20	2012	3	5.00%	\$ 5,000
Biofilter Fans	\$ 59,800	20	2012	3	5.00%	\$ 3,000
<b>Subtotal 2012 Construction</b>	<b>\$ 3,904,700</b>					<b>\$ 197,400</b>
<b>Total</b>	<b>\$ 5,498,700</b>					<b>\$ 263,800</b>

**TABLE 8**  
**FIXED DEMAND COSTS**

**TABLE 9**  
**REVENUES FROM OTHER SOURCES**

**TABLE 8****FIXED DEMAND COSTS  
BURLINGTON, WISCONSIN**

<u>Item</u>	Projected	
	2014 Annual <u>Expenses</u>	2015 Annual <u>Expenses</u>
CWF Revenue Bond (02/27/2008)	\$ 60,578	\$ 60,565
CWF Revenue Bond (07/23/2008)	\$ 288,303	\$ 288,237
Taxable G.O. Bond - BAB (05/12/2010)	\$ 79,100	\$ 78,305
BAB Rebate	\$ (17,185)	\$ (16,907)
G.O. Refunding Bonds (11/15/2011)	\$ 616,100	\$ -
CWF Revenue Bond (10/10/2012)	\$ 517,236	\$ 517,125
<b>Total</b>	<b>\$ 1,544,100</b>	<b>\$ 927,300</b>

**TABLE 9****REVENUES FROM OTHER SOURCES  
BURLINGTON, WISCONSIN**

<u>Item</u>	Projected	
	2014 Annual <u>Expenses</u>	2015 Annual <u>Expenses</u>
Contributions-in-Aid	\$ (36,000)	\$ (36,000)
Special Assessments	\$ (75,000)	\$ (75,000)
Interest Income	\$ (1,000)	\$ (1,000)
<b>Total</b>	<b>\$ (112,000)</b>	<b>\$ (112,000)</b>

**TABLE 10**  
**ESTIMATED ANNUAL REVENUE REQUIREMENTS**

**TABLE 10**

**ESTIMATED ANNUAL REVENUE REQUIREMENTS  
BURLINGTON, WISCONSIN**

	<u>2014</u>	<u>2015</u>
Replacement Expenses	\$ 267,900	\$ 263,800
Operation & Maintenance Expenses	\$ 1,834,800	\$ 1,889,800
Debt Service Expenses	\$ 1,544,100	\$ 927,300
Revenues from Other Sources	\$ (112,000)	\$ (112,000)
<b>Total Revenue Required</b>	<b>\$ 3,534,800</b>	<b>\$ 2,968,900</b>

**TABLE 11**

**ALLOCATION OF OPERATION AND MAINTENANCE EXPENSES**

**TABLE 11b**  
**2014 ALLOCATION OF OPERATION AND MAINTENANCE EXPENSES**  
 BURLINGTON, WISCONSIN

Item	User Charge Expenses		Customer Service (1)		Volume		BOD		Suspended Solids		Phosphorous		Septage	
	(\$)	(\$)	(\$)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)
WWTP														
Salaries	\$ 520,700	\$ 8,331	\$ 43,739	\$ 260,350	50%	\$ 156,210	30%	\$ 26,035	5%	\$ 26,035	5%	\$ 26,035	5%	\$ 26,035
Overtime	\$ 27,300	\$ 437	\$ 2,293	\$ 13,650	50%	\$ 8,190	30%	\$ 1,365	5%	\$ 1,365	5%	\$ 1,365	5%	\$ 1,365
Employee Reimbursement	\$ (8,700)	\$ (139)	\$ (731)	\$ (4,350)	50%	\$ (2,610)	30%	\$ (435)	5%	\$ (435)	5%	\$ (435)	5%	\$ (435)
FICA	\$ 39,800	\$ 637	\$ 3,343	\$ 19,900	50%	\$ 11,940	30%	\$ 1,990	5%	\$ 1,990	5%	\$ 1,990	5%	\$ 1,990
Retirement	\$ 53,100	\$ 850	\$ 4,460	\$ 26,550	50%	\$ 15,930	30%	\$ 2,655	5%	\$ 2,655	5%	\$ 2,655	5%	\$ 2,655
Employee Benefits	\$ 100	\$ 2	\$ 8	\$ 50	50%	\$ 30	30%	\$ 5	5%	\$ 5	5%	\$ 5	5%	\$ 5
Health Insurance	\$ 185,800	\$ 2,973	\$ 15,607	\$ 92,900	50%	\$ 55,740	30%	\$ 9,290	5%	\$ 9,290	5%	\$ 9,290	5%	\$ 9,290
Life Insurance	\$ 1,700	\$ 27	\$ 143	\$ 850	50%	\$ 510	30%	\$ 85	5%	\$ 85	5%	\$ 85	5%	\$ 85
Vision	\$ 500	\$ 8	\$ 42	\$ 250	50%	\$ 150	30%	\$ 25	5%	\$ 25	5%	\$ 25	5%	\$ 25
Dental Insurance	\$ 8,100	\$ 130	\$ 680	\$ 4,050	50%	\$ 2,430	30%	\$ 405	5%	\$ 405	5%	\$ 405	5%	\$ 405
Clothing Allowance	\$ 4,900	\$ 78	\$ 412	\$ 2,450	50%	\$ 1,470	30%	\$ 245	5%	\$ 245	5%	\$ 245	5%	\$ 245
EAP Service	\$ 500	\$ 8	\$ 42	\$ 250	50%	\$ 150	30%	\$ 25	5%	\$ 25	5%	\$ 25	5%	\$ 25
Insurance Opt Out	\$ 200	\$ 3	\$ 17	\$ 100	50%	\$ 60	30%	\$ 10	5%	\$ 10	5%	\$ 10	5%	\$ 10
Medical Physicals	\$ 300	\$ 5	\$ 25	\$ 150	50%	\$ 90	30%	\$ 15	5%	\$ 15	5%	\$ 15	5%	\$ 15
WWTP - Electric	\$ 274,300	\$ 4,389	\$ 23,041	\$ 137,150	50%	\$ 82,290	30%	\$ 13,715	5%	\$ 13,715	5%	\$ 13,715	5%	\$ 13,715
Water	\$ 40,400	\$ 646	\$ 3,394	\$ 20,200	50%	\$ 15,900	30%	\$ 2,650	5%	\$ 2,650	5%	\$ 2,650	5%	\$ 2,650
Gas	\$ 53,000	\$ 848	\$ 4,452	\$ 26,500	50%	\$ 15,900	30%	\$ 2,650	5%	\$ 2,650	5%	\$ 2,650	5%	\$ 2,650
Telephone	\$ 3,200	\$ 51	\$ 269	\$ 1,600	50%	\$ 960	30%	\$ 160	5%	\$ 160	5%	\$ 160	5%	\$ 160
Fuel, Oil, and Lubricants	\$ 12,000	\$ 192	\$ 1,008	\$ 6,000	50%	\$ 3,600	30%	\$ 600	5%	\$ 600	5%	\$ 600	5%	\$ 600
Repair, Maintenance Vehicles	\$ 7,600	\$ 122	\$ 638	\$ 3,800	50%	\$ 2,280	30%	\$ 380	5%	\$ 380	5%	\$ 380	5%	\$ 380
Repairs, Maintenance Equipment	\$ 74,300	\$ 1,189	\$ 6,241	\$ 37,150	50%	\$ 22,290	30%	\$ 3,715	5%	\$ 3,715	5%	\$ 3,715	5%	\$ 3,715
Ground Improvements	\$ 3,200	\$ 51	\$ 269	\$ 1,600	50%	\$ 960	30%	\$ 160	5%	\$ 160	5%	\$ 160	5%	\$ 160
Repairs, Maintenance Of Equipment	\$ 7,400	\$ 118	\$ 622	\$ 3,700	50%	\$ 2,220	30%	\$ 370	5%	\$ 370	5%	\$ 370	5%	\$ 370
Plant Operation	\$ 74,300	\$ 1,189	\$ 6,241	\$ 37,150	50%	\$ 22,290	30%	\$ 3,715	5%	\$ 3,715	5%	\$ 3,715	5%	\$ 3,715
Laboratory	\$ 35,300	\$ 35,300												
Manhole Repair	\$ 5,300	\$ 848	\$ 4,452											
Phosphate Removal	\$ 26,500													
Sludge Removal	\$ 95,500													
Contract Service	\$ 79,600	\$ 1,274	\$ 6,686	\$ 55,390	58%	\$ 24,830	26%	\$ 26,500	100%	\$ 26,500	100%	\$ 26,500	100%	\$ 26,500
Office Supplies, Postage	\$ 10,500	\$ 168	\$ 882	\$ 39,800	50%	\$ 23,880	30%	\$ 3,980	5%	\$ 3,980	5%	\$ 3,980	5%	\$ 3,980
Sewer - Inservice, Training, and Travel	\$ 7,000	\$ 112	\$ 588	\$ 5,250	50%	\$ 3,150	30%	\$ 525	5%	\$ 525	5%	\$ 525	5%	\$ 525
Disinfection Ultra Violet	\$ 6,400	\$ 1024	\$ 5,376	\$ 3,500	50%	\$ 2,100	30%	\$ 350	5%	\$ 350	5%	\$ 350	5%	\$ 350
Repair and Maintenance Lift Stations	\$ 47,700	\$ 7,632	\$ 40,068											
Sanitary Sewer Repair, Maintenance	\$ 53,000	\$ 8,480	\$ 44,520											
Reg/Permit/Outside Testing	\$ 26,500	\$ 424	\$ 2,226	\$ 13,250	50%	\$ 7,950	30%	\$ 1,325	5%	\$ 1,325	5%	\$ 1,325	5%	\$ 1,325
Safety	\$ 5,300	\$ 85	\$ 445	\$ 2,650	50%	\$ 1,590	30%	\$ 265	5%	\$ 265	5%	\$ 265	5%	\$ 265
TV and Seal Sanitary Sewer	\$ 10,100	\$ 1,616	\$ 8,484											
Insurance	\$ 42,100	\$ 674	\$ 3,536	\$ 21,050	50%	\$ 12,630	30%	\$ 2,105	5%	\$ 2,105	5%	\$ 2,105	5%	\$ 2,105
<b>Total</b>	<b>\$ 1,834,800</b>	<b>\$ 79,800</b>	<b>\$ 233,500</b>	<b>\$ 832,900</b>		<b>\$ 491,300</b>		<b>\$ 119,500</b>		<b>\$ 119,500</b>		<b>\$ 77,800</b>		<b>\$ 77,800</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (IFI).

TABLE 11c

2015 ALLOCATION OF OPERATION AND MAINTENANCE EXPENSES  
BURLINGTON, WISCONSIN

Item	User Charge Expenses		Customer Service (1)		Volume		BOD		Suspended Solids		Phosphorous		Septage	
	(\$)	(\$)	(\$)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)	(%)	(\$)
WWTP														
Salaries	\$ 536,300	\$ 8,581	\$ 45,049	\$ 268,150	10%	\$ 45,049	50%	\$ 268,150	30%	\$ 160,890	5%	\$ 26,815	5%	\$ 26,815
Overtime	\$ 28,100	\$ 450	\$ 2,360	\$ 14,050	10%	\$ 8,430	50%	\$ 14,050	30%	\$ 8,430	5%	\$ 1,405	5%	\$ 1,405
Employee Reimbursement	\$ (9,000)	\$ (144)	\$ (756)	\$ (4,500)	10%	\$ (4,500)	50%	\$ (4,500)	30%	\$ (2,700)	5%	\$ (450)	5%	\$ (450)
FICA	\$ 41,000	\$ 656	\$ 3,444	\$ 20,500	10%	\$ 3,444	50%	\$ 20,500	30%	\$ 12,300	5%	\$ 2,050	5%	\$ 2,050
Retirement	\$ 54,700	\$ 875	\$ 4,595	\$ 27,350	10%	\$ 4,595	50%	\$ 27,350	30%	\$ 16,410	5%	\$ 2,735	5%	\$ 2,735
Employee Benefits	\$ 100	\$ 2	\$ 8	\$ 50	10%	\$ 8	50%	\$ 50	30%	\$ 30	5%	\$ 5	5%	\$ 5
Health Insurance	\$ 191,400	\$ 3,062	\$ 16,078	\$ 95,700	10%	\$ 16,078	50%	\$ 95,700	30%	\$ 57,420	5%	\$ 9,570	5%	\$ 9,570
Life Insurance	\$ 1,700	\$ 27	\$ 143	\$ 850	10%	\$ 143	50%	\$ 850	30%	\$ 510	5%	\$ 85	5%	\$ 85
Vision	\$ 500	\$ 8	\$ 42	\$ 250	10%	\$ 42	50%	\$ 250	30%	\$ 150	5%	\$ 25	5%	\$ 25
Dental Insurance	\$ 8,300	\$ 133	\$ 697	\$ 4,150	10%	\$ 697	50%	\$ 4,150	30%	\$ 2,490	5%	\$ 415	5%	\$ 415
Clothing Allowance	\$ 5,100	\$ 82	\$ 428	\$ 2,550	10%	\$ 428	50%	\$ 2,550	30%	\$ 1,530	5%	\$ 255	5%	\$ 255
EAP Service	\$ 500	\$ 8	\$ 42	\$ 250	10%	\$ 42	50%	\$ 250	30%	\$ 150	5%	\$ 25	5%	\$ 25
Insurance Opt Out	\$ 200	\$ 3	\$ 17	\$ 100	10%	\$ 17	50%	\$ 100	30%	\$ 60	5%	\$ 10	5%	\$ 10
Medical Physicals	\$ 300	\$ 5	\$ 25	\$ 150	10%	\$ 25	50%	\$ 150	30%	\$ 90	5%	\$ 15	5%	\$ 15
WWTP - Electric	\$ 282,500	\$ 4,520	\$ 23,730	\$ 141,250	10%	\$ 23,730	50%	\$ 141,250	30%	\$ 84,750	5%	\$ 14,125	5%	\$ 14,125
Water	\$ 41,600	\$ 666	\$ 3,494	\$ 20,800	10%	\$ 3,494	50%	\$ 20,800	30%	\$ 12,480	5%	\$ 2,080	5%	\$ 2,080
Gas	\$ 54,600	\$ 874	\$ 4,586	\$ 27,300	10%	\$ 4,586	50%	\$ 27,300	30%	\$ 16,380	5%	\$ 2,730	5%	\$ 2,730
Telephone	\$ 3,300	\$ 53	\$ 277	\$ 1,650	10%	\$ 277	50%	\$ 1,650	30%	\$ 990	5%	\$ 165	5%	\$ 165
Fuel, Oil, and Lubricants	\$ 12,300	\$ 197	\$ 1,033	\$ 6,150	10%	\$ 1,033	50%	\$ 6,150	30%	\$ 3,690	5%	\$ 615	5%	\$ 615
Repair, Maintenance Vehicles	\$ 7,900	\$ 126	\$ 664	\$ 3,950	10%	\$ 664	50%	\$ 3,950	30%	\$ 2,370	5%	\$ 395	5%	\$ 395
Repairs, Maintenance Equipment	\$ 76,500	\$ 1,224	\$ 6,426	\$ 38,250	10%	\$ 6,426	50%	\$ 38,250	30%	\$ 22,950	5%	\$ 3,825	5%	\$ 3,825
Ground Improvements	\$ 3,300	\$ 53	\$ 277	\$ 1,650	10%	\$ 277	50%	\$ 1,650	30%	\$ 990	5%	\$ 165	5%	\$ 165
Repairs, Maintenance Of Equipment	\$ 7,600	\$ 122	\$ 638	\$ 3,800	10%	\$ 638	50%	\$ 3,800	30%	\$ 2,280	5%	\$ 380	5%	\$ 380
Plant Operation	\$ 76,500	\$ 1,224	\$ 6,426	\$ 38,250	10%	\$ 6,426	50%	\$ 38,250	30%	\$ 22,950	5%	\$ 3,825	5%	\$ 3,825
Laboratory	\$ 36,400	\$ 36,400												
Manhole Repair	\$ 5,500	\$ 880	\$ 4,620		100%	\$ 4,620								
Phosphate Removal	\$ 27,300													
Sludge Removal	\$ 82,000	\$ 1,312	\$ 6,888	\$ 57,014	10%	\$ 6,888	58%	\$ 57,014	26%	\$ 25,558	100%	\$ 27,300		
Contract Service	\$ 10,800	\$ 173	\$ 907	\$ 41,000	10%	\$ 907	50%	\$ 41,000	30%	\$ 24,600	16%	\$ 15,728		
Office Supplies, Postage	\$ 7,200	\$ 115	\$ 605	\$ 5,400	10%	\$ 605	50%	\$ 5,400	30%	\$ 3,240	5%	\$ 4,100	5%	\$ 4,100
Sewer - Inservice, Training, and Travel	\$ 6,600	\$ 1,056	\$ 5,544	\$ 3,600	100%	\$ 5,544								
Disinfection Ultra Violet	\$ 49,200	\$ 7,872	\$ 41,328		100%	\$ 41,328								
Repair and Maintenance Lift Stations	\$ 54,600	\$ 8,736	\$ 45,864		100%	\$ 45,864								
Sanitary Sewer Repair, Maintenance	\$ 27,300	\$ 437	\$ 2,293	\$ 13,650	10%	\$ 437	50%	\$ 13,650	30%	\$ 8,190	5%	\$ 1,365	5%	\$ 1,365
Reg/Permit/Outside Testing	\$ 5,500	\$ 88	\$ 462	\$ 2,750	10%	\$ 462	50%	\$ 2,750	30%	\$ 1,650	5%	\$ 275	5%	\$ 275
Safety	\$ 10,400	\$ 1,664	\$ 8,736		100%	\$ 8,736								
TV and Seal Sanitary Sewer	\$ 43,400	\$ 694	\$ 3,646	\$ 21,700	10%	\$ 3,646	50%	\$ 21,700	30%	\$ 13,020	5%	\$ 2,170	5%	\$ 2,170
Insurance														
<b>Total</b>	<b>\$ 1,889,800</b>	<b>\$ 82,200</b>	<b>\$ 240,600</b>	<b>\$ 857,800</b>		<b>\$ 240,600</b>		<b>\$ 857,800</b>		<b>\$ 506,000</b>		<b>\$ 123,100</b>		<b>\$ 80,100</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

**TABLE 12**  
**ALLOCATION OF REPLACEMENT COSTS**

TABLE 12b

2014 ALLOCATION OF REPLACEMENT COSTS  
BURLINGTON, WISCONSIN

Item	Total Allocated Cost (\$)	Customer Service (%)	Volume		BOD (%)	Suspended Solids		Phosphorous (%)	Septage (%)
			(%)	(\$)		(%)	(\$)		
<b>Existing WWTP</b>									
Screening Equipment	\$ 16,100	\$ 2,576	100%	\$ 13,524					
Grift Equipment	\$ 1,300	\$ 208	100%	\$ 1,092					
Primary Clarifier Equipment	\$ 2,000	\$ 160	50%	\$ 840					
Intermediate Clarifier Equipment	\$ 2,300	\$ 184	50%	\$ 866	45%	\$ 1,125	25%	\$ 625	
Chemical Metering Pumps	\$ 300	\$ 40	10%	\$ 210	35%	\$ 105	15%	\$ 45	
UV Disinfection Equipment	\$ 8,500	\$ 1,360	100%	\$ 7,140	35%	\$ 840	15%	\$ 360	
Polymer Feed system	\$ 2,400				60%	\$ 1,380	5%	\$ 805	
Sludge Recirculation Pumps	\$ 2,300				35%	\$ 560	15%	\$ 240	
Truck Loading Pumps No. 1	\$ 1,600				60%	\$ 2,460	5%	\$ 205	
Digester Covers & Equipment	\$ 4,100				35%	\$ 875	15%	\$ 375	
Primary Digester No. 2 Mixing System	\$ 2,500				35%	\$ 490	50%	\$ 700	
Storage Tank Mixers	\$ 1,400				35%	\$ 1,610	15%	\$ 690	
Large Storage Tank Mixing System	\$ 4,600				35%	\$ 875	15%	\$ 375	
Digester Boiler No. 2	\$ 2,500				60%	\$ 2,520	5%	\$ 210	
Heat Exchangers - Sludge	\$ 4,200				60%	\$ 420	5%	\$ 35	
Boiler Recirc Pumps	\$ 700				60%	\$ 420	5%	\$ 35	
Exchanger Recirc Pumps	\$ 700				60%	\$ 420	5%	\$ 35	
Primary Loop Pumps	\$ 700				60%	\$ 420	5%	\$ 35	
Bio Gas Cleaning System	\$ 9,700				35%	\$ 3,395	15%	\$ 1,455	
<b>Existing WWTP Subtotal</b>	<b>\$ 70,400</b>	<b>\$ 4,500</b>		<b>\$ 23,800</b>		<b>\$ 17,500</b>		<b>\$ 5,000</b>	<b>\$ -</b>
<b>2012 Construction</b>									
FSD/PSM Pumps	\$ 6,200				100%	\$ 4,600			
BSD Pumps	\$ 4,600				100%	\$ 4,600			
MSW Pump	\$ 1,500								
Septage/Holding Tanks Pump	\$ 3,700	\$ 286	50%	\$ 1,554					
Primary Clarifier Drive Mechanism	\$ 16,600				100%	\$ 16,600			
Biofilter Distributor	\$ 34,500				100%	\$ 34,500			
Biofilter Media	\$ 3,700	\$ 59	10%	\$ 311	45%	\$ 1,685	25%	\$ 925	
Intermediate Clarifier Mechanism	\$ 3,900	\$ 624	100%	\$ 3,276					
Slide Gates	\$ 8,100	\$ 302	10%	\$ 1,568	100%	\$ 8,100			
Fine Bubble Aeration System	\$ 18,900	\$ 302	10%	\$ 1,568	45%	\$ 8,505	25%	\$ 4,725	
Final Clarifier Mechanism	\$ 19,600				100%	\$ 19,600			
Aeration Blowers	\$ 7,600	\$ 122	10%	\$ 638	45%	\$ 3,420	25%	\$ 1,900	
Gravity Belt Thickener Rehabilitation	\$ 5,000								
High Strength Waste Mixer	\$ 1,500	\$ 24	10%	\$ 126	45%	\$ 675	25%	\$ 300	
Thickened Sludge Pump	\$ 1,500	\$ 248	100%	\$ 6,552					
Dry-Pit Submersible Pump	\$ 7,600								
High Strength Waste Facility	\$ 13,000								
<b>2012 Construction Subtotal</b>	<b>\$ 159,100</b>	<b>\$ 2,675</b>		<b>\$ 14,045</b>		<b>\$ 98,065</b>		<b>\$ 14,390</b>	<b>\$ 22,000</b>
<b>Subtotal</b>	<b>\$ 229,500</b>	<b>\$ 7,200</b>		<b>\$ 37,800</b>		<b>\$ 115,600</b>		<b>\$ 34,000</b>	<b>\$ 22,000</b>
<b>Percent of Subtotal</b>			20%		50%		15%	6%	10%
Air Dryer	\$ 100	\$ 3	20%	\$ 16	50%	\$ 50	15%	\$ 6	10%
Engine Generator	\$ -	\$ -	20%	\$ -	50%	\$ -	15%	\$ -	10%
Lab Equipment	\$ -	\$ -	20%	\$ -	50%	\$ -	15%	\$ -	10%
SCADA System	\$ 30,300	\$ 951	20%	\$ 4,891	50%	\$ 15,262	15%	\$ 4,489	10%
HVAC System	\$ 5,000	\$ 157	20%	\$ 824	50%	\$ 2,519	15%	\$ 741	10%
Biofilter Fans	\$ 3,000	\$ 94	20%	\$ 494	50%	\$ 1,511	15%	\$ 444	10%
<b>Total</b>	<b>\$ 267,900</b>	<b>\$ 8,400</b>		<b>\$ 44,100</b>		<b>\$ 134,900</b>		<b>\$ 39,700</b>	<b>\$ 25,700</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

TABLE 12c

2015 ALLOCATION OF REPLACEMENT COSTS  
BURLINGTON, WISCONSIN

Item	Total Allocated Cost (\$)	Customer Service <sup>(1)</sup> (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
<b>Existing WWTP</b>							
Screening Equipment	\$ 16,100	\$ 2,576	100%				
Grit Equipment	\$ 1,300	\$ 208	100%				
Primary Clarifier Equipment	\$ 2,000	\$ 160	50%		50%		
Intermediate Clarifier Equipment	\$ 2,300	\$ 184	50%		50%		
Chemical Mixing Pumps	\$ 300	\$ 40	10%	45%	20%	25%	625
UV Disinfection Equipment	\$ 8,500	\$ 1,360	100%		50%	15%	45
Polymer Feed system	\$ 2,400			35%	50%	15%	360
Sludge Recirculation Pumps	\$ 2,300			60%	35%	5%	805
Truck Loading Pumps No. 1	\$ 4,100			60%	50%	5%	205
Digester Covers & Equipment	\$ 350			35%	50%	15%	
Primary Digester No. 2 Mixing System	\$ 1,400			35%	50%	15%	210
Storage Tank Mixers	\$ 4,600			35%	50%	15%	690
Large Storage Tank Mixing System	\$ 2,500			35%	50%	15%	375
Digester Boiler No. 2	\$ 4,200			60%	35%	5%	210
Heat Exchangers - Sludge	\$ 700			60%	35%	5%	35
Boiler Recirc Pumps	\$ 700			60%	35%	5%	35
Exchanger Recirc Pumps	\$ 700			60%	35%	5%	35
Primary Loop Pumps	\$ 700			60%	35%	5%	35
Bio Gas Cleaning System	\$ 9,700			35%	50%	15%	1,455
<b>Existing WWTP Subtotal</b>	<b>\$ 66,300</b>	<b>\$ 4,500</b>	<b>\$ 23,800</b>	<b>\$ 16,100</b>	<b>\$ 17,500</b>	<b>\$ 4,400</b>	<b>\$ -</b>
<b>2012 Construction</b>							
PSD/PSM Pumps	\$ 6,200				100%		\$ 1,500
BSD Pumps	\$ 4,600			100%			\$ 1,000
MSW Pumps	\$ 1,500						
Septage/Holding Tanks Pump	\$ 3,700	\$ 296	50%		50%		
Biofilter Classifier Drive Mechanism	\$ 16,800			100%			
Biofilter Distributor	\$ 34,500			100%			
Biofilter Media	\$ 3,700	\$ 311	10%		20%	25%	925
Intermediate Classifier Mechanism	\$ 3,900	\$ 624	100%	45%			
Slide Gates	\$ 8,100			100%			
Fine Bubble Aeration System	\$ 16,900	\$ 302	10%	45%	20%	25%	4,725
Final Classifier Mechanism	\$ 19,800			100%			
Aeration Blowers	\$ 7,600	\$ 122	10%	45%	20%	25%	1,900
Gravity Belt Thickener Rehabilitation	\$ 5,000						
High Strength Waste Mixer	\$ 1,500	\$ 24	10%	45%	20%	25%	375
Thickened Sludge Pump	\$ 7,800	\$ 1,248	100%				
Dry-Pit Submersible Pump	\$ 13,000						
High Strength Waste Facility	\$ 159,100	\$ 2,675	\$ 14,045	\$ 98,065	\$ 14,390	\$ 7,925	\$ 13,000
<b>2012 Construction Subtotal</b>	<b>\$ 225,400</b>	<b>\$ 7,200</b>	<b>\$ 37,600</b>	<b>\$ 114,200</b>	<b>\$ 31,900</b>	<b>\$ 12,300</b>	<b>\$ 22,000</b>
<b>Percent of Subtotal</b>			20%	51%	14%	5%	10%
Air Dryer	\$ 100	\$ 3	20%	51%	14%	5%	\$ 5
Engine Generator	\$ -	\$ -	20%	51%	14%	5%	\$ -
Lab Equipment	\$ -	\$ -	20%	51%	14%	5%	\$ -
SCADA System	\$ 30,300	\$ 968	20%	51%	14%	5%	\$ 1,653
HVAC System	\$ 5,000	\$ 160	20%	51%	14%	5%	\$ 273
Biofilter Fans	\$ 3,000	\$ 96	20%	51%	14%	5%	\$ 164
<b>Total</b>	<b>\$ 263,800</b>	<b>\$ 8,400</b>	<b>\$ 44,200</b>	<b>\$ 133,700</b>	<b>\$ 37,300</b>	<b>\$ 14,400</b>	<b>\$ 25,700</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (00).

**TABLE 13**  
**ANNUAL DEPRECIATION**

TABLE 13b

**2014 ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN**

Item	Original Cost (\$)	Service Life (Years)	Acquisition Date (Years)	Years Depreciated To Date (Years)	Rate of Depreciation (%)	Annual Depreciation (\$)
<b>Collection System</b>						
G.O. Refunding Bonds Series 2004	\$ 2,860,000	10	2004	10	10.00%	\$ -
2006 Sewer Improvements		20	2006	8	5.00%	\$ 35,300
2007 Sewer Improvements		20	2007	7	5.00%	\$ 32,700
Taxable G.O. Bond - BAB (05/12/2010)	\$ 6,400,000	20	2010	4	5.00%	\$ 320,000
G.O. Refunding Bonds (11/15/2011)	\$ 9,120,000	20	2011	3	5.00%	\$ 456,000
<b>Subtotal Collection System</b>	<b>\$ 18,380,000</b>					<b>\$ 844,000</b>
<b>1992 Construction</b>						
Raw Sewage Pump Station	\$ 1,208,000	40	1992	22	2.50%	\$ 30,200
Force Main/Water Main	\$ 585,000	30	1992	22	3.33%	\$ 19,500
First Stage Treatment Building						
Septage Receiving	\$ 213,000	40	1992	22	2.50%	\$ 5,300
Grit Removal System	\$ 216,000	15	1992	22	6.67%	\$ -
Primary Sludge Pumps	\$ 532,000	15	1992	22	6.67%	\$ -
Phosphorus Removal System	\$ 319,000	15	1992	22	6.67%	\$ -
Biofilter Pumping System	\$ 878,000	15	1992	22	6.67%	\$ -
Intermediate Sludge Pumps	\$ 293,000	15	1992	22	6.67%	\$ -
Primary Clarifiers	\$ 368,000	40	1992	22	2.50%	\$ 9,200
Biofilters	\$ 1,802,000	40	1992	22	2.50%	\$ 45,100
Intermediate Clarifiers	\$ 467,000	40	1992	22	2.50%	\$ 11,700
Aeration Basins	\$ 1,400,000	40	1992	22	2.50%	\$ 35,000
Final Clarifiers	\$ 693,000	40	1992	22	2.50%	\$ 17,300
Second Stage Treatment Building						
Aeration Blowers	\$ 588,000	20	1992	22	5.00%	\$ -
RAS/WAS System	\$ 380,000	15	1992	22	6.67%	\$ -
W3 Water System	\$ 87,000	15	1992	22	6.67%	\$ -
Ultraviolet Disinfection	\$ 289,000	20	1992	22	5.00%	\$ -
Plant Drain System	\$ 96,000	15	1992	22	6.67%	\$ -
Solids Handling Complex	\$ 5,051,000	40	1992	22	2.50%	\$ 126,300
<b>Subtotal</b>	<b>\$ 15,465,000</b>					<b>\$ 299,600</b>
Administration Building	\$ 599,000	40	1992	22	2.50%	\$ 15,000
Maintenance Building	\$ 495,000	40	1992	22	2.50%	\$ 12,400
Site Work	\$ 679,000	40	1992	22	2.50%	\$ 17,000
Yard Piping	\$ 617,000	30	1992	22	3.33%	\$ 20,500
<b>Subtotal 1992 Construction</b>	<b>\$ 17,855,000</b>					<b>\$ 364,500</b>
<b>2007 Construction</b>						
First Stage Treatment Building						
Diaphragm Pump	\$ 71,930	15	2007	7	6.67%	\$ 4,800
Septage Receiving	\$ 344,000	40	2007	7	2.50%	\$ 8,600
Flowmeters	\$ 93,000	20	2007	7	5.00%	\$ 4,700
FCL System	\$ 193,954	20	2007	7	5.00%	\$ 9,700
Influent Screening	\$ 570,000	20	2007	7	5.00%	\$ 28,500
Primary Clarifiers	\$ 797,000	40	2007	7	2.50%	\$ 19,900
Miscellaneous - Engineering & Allowances	\$ 462,837	20	2007	7	5.00%	\$ 23,100
Solids Handling Complex						
Storage Tank Cover	\$ 75,783	40	2007	7	2.50%	\$ 1,900
Digester Covers	\$ 233,772	40	2007	7	2.50%	\$ 5,800
Roof Replacement	\$ 227,350	40	2007	7	2.50%	\$ 5,700
Heat Exchangers	\$ 385,339	20	2007	7	5.00%	\$ 19,300
Water Tubed Boilers	\$ 218,359	20	2007	7	5.00%	\$ 10,900
Sludge Recirc Pumps	\$ 159,273	15	2007	7	6.67%	\$ 10,600
Boiler/Exchanger Recirc Pumps	\$ 111,748	15	2007	7	6.67%	\$ 7,500
Biogas Improvement System	\$ 387,908	15	2007	7	6.67%	\$ 25,900
Engine Refab	\$ 133,584	15	2007	7	6.67%	\$ 8,900
<b>Subtotal 2007 Construction</b>	<b>\$ 4,465,837</b>					<b>\$ 195,800</b>

TABLE 13b - CONTINUED

2014 ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN

Item	Original Cost (\$)	Service Life (Years)	Acquisition Date (Years)	Years Depreciated To Date (Years)	Rate of Depreciation (%)	Annual Depreciation (\$)
<b>2012 Construction</b>						
High Strength Waste Facility	\$ 544,000	40	2012	0	2.50%	\$ 13,600
Radio Equipment System	\$ 63,300	15	2012	0	6.67%	\$ 4,200
Site Modifications	\$ 174,791	40	2012	0	2.50%	\$ 4,400
SCADA System	\$ 451,900	15	2012	0	6.67%	\$ 30,100
Main Lift Station Modifications	\$ 46,318	40	2012	0	2.50%	\$ 1,200
Administration Building Modifications	\$ 110,320	40	2012	0	2.50%	\$ 2,800
HVAC System	\$ 100,300	20	2012	0	5.00%	\$ 5,000
First Stage Treatment Building Modifications	\$ 394,679	40	2012	0	2.50%	\$ 9,900
PSD/PSM Pumps	\$ 92,000	15	2012	0	6.67%	\$ 6,100
BSD Pumps	\$ 69,000	15	2012	0	6.67%	\$ 4,600
MSW Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Septage/Holding Tanks Pump	\$ 15,200	15	2012	0	6.67%	\$ 1,000
Primary Clarifiers Modifications	\$ 53,070	40	2012	0	2.50%	\$ 1,300
Primary Clarifier Drive Mechanism	\$ 73,600	20	2012	0	5.00%	\$ 3,700
Biofilters Modifications	\$ 394,160	40	2012	0	2.50%	\$ 9,900
Biofilter Distributor	\$ 335,200	20	2012	0	5.00%	\$ 16,800
Biofilter Media	\$ 690,000	20	2012	0	5.00%	\$ 34,500
Biofilter Fans	\$ 59,800	20	2012	0	5.00%	\$ 3,000
Intermediate Clarifiers Modifications	\$ 18,223	40	2012	0	2.50%	\$ 500
Intermediate Clarifier Mechanism	\$ 73,600	20	2012	0	5.00%	\$ 3,700
Slide Gates	\$ 78,800	20	2012	0	5.00%	\$ 3,900
Aeration Basins Modifications	\$ 204,713	40	2012	0	2.50%	\$ 5,100
Fine Bubble Aeration System	\$ 161,000	20	2012	0	5.00%	\$ 8,100
Final Clarifiers Modifications	\$ 127,848	40	2012	0	2.50%	\$ 3,200
Final Clarifier Mechanism	\$ 378,000	20	2012	0	5.00%	\$ 18,900
Second Stage Treatment Building Modifications	\$ 292,964	40	2012	0	2.50%	\$ 7,300
Aeration Blowers	\$ 395,000	20	2012	0	5.00%	\$ 19,800
Solids Handling Complex Modifications	\$ 249,714	40	2012	0	2.50%	\$ 6,200
Gravity Belt Thickener Rehabilitation	\$ 152,000	20	2012	0	5.00%	\$ 7,600
High Strength Waste Mixer	\$ 74,500	15	2012	0	6.67%	\$ 5,000
High Strength Waste Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Thickened Sludge Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Painting Modifications	\$ 189,945	20	2012	0	5.00%	\$ 9,500
RWW Sewage Pump No. 4 Modifications	\$ 180,000	15	2012	0	6.67%	\$ 12,000
Asphalt Overlay Modifications	\$ 47,430	10	2012	0	10.00%	\$ 4,700
Asphalt Pavement Modifications	\$ 140,290	10	2012	0	10.00%	\$ 14,000
Old WWTP Site Modifications	\$ 120,000	15	2012	0	6.67%	\$ 8,000
Miscellaneous - Engineering & Allowances	\$ 1,102,104	20	2012	0	2.50%	\$ 27,600
<b>Subtotal 2012 Construction</b>	<b>\$ 7,722,769</b>					<b>\$ 321,700</b>
<b>Total</b>	<b>\$ 48,423,606</b>					<b>\$ 1,726,000</b>

TABLE 13c

**2015 ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN**

<u>Item</u>	<u>Original Cost (\$)</u>	<u>Service Life (Years)</u>	<u>Acquisition Date (Years)</u>	<u>Years Depreciated To Date (Years)</u>	<u>Rate of Depreciation (%)</u>	<u>Annual Depreciation (\$)</u>
<b>Collection System</b>						
G.O. Refunding Bonds Series 2004	\$ 2,860,000	10	2004	11	10.00%	\$ -
2006 Sewer Improvements		20	2006	9	5.00%	\$ 35,300
2007 Sewer Improvements		20	2007	8	5.00%	\$ 32,700
Taxable G.O. Bond - BAB (05/12/2010)	\$ 6,400,000	20	2010	5	5.00%	\$ 320,000
G.O. Refunding Bonds (11/15/2011)	\$ 9,120,000	20	2011	4	5.00%	\$ 456,000
<b>Subtotal Collection System</b>	<b>\$ 18,380,000</b>					<b>\$ 844,000</b>
<b>1992 Construction</b>						
Raw Sewage Pump Station	\$ 1,208,000	40	1992	23	2.50%	\$ 30,200
Force Main/Water Main	\$ 585,000	30	1992	23	3.33%	\$ 19,500
First Stage Treatment Building						
Septage Receiving	\$ 213,000	40	1992	23	2.50%	\$ 5,300
Grit Removal System	\$ 216,000	15	1992	23	6.67%	\$ -
Primary Sludge Pumps	\$ 532,000	15	1992	23	6.67%	\$ -
Phosphorus Removal System	\$ 319,000	15	1992	23	6.67%	\$ -
Biofilter Pumping System	\$ 878,000	15	1992	23	6.67%	\$ -
Intermediate Sludge Pumps	\$ 293,000	15	1992	23	6.67%	\$ -
Primary Clarifiers	\$ 368,000	40	1992	23	2.50%	\$ 9,200
Biofilters	\$ 1,802,000	40	1992	23	2.50%	\$ 45,100
Intermediate Clarifiers	\$ 467,000	40	1992	23	2.50%	\$ 11,700
Aeration Basins	\$ 1,400,000	40	1992	23	2.50%	\$ 35,000
Final Clarifiers	\$ 693,000	40	1992	23	2.50%	\$ 17,300
Second Stage Treatment Building						
Aeration Blowers	\$ 588,000	20	1992	23	5.00%	\$ -
RAS/WAS System	\$ 380,000	15	1992	23	6.67%	\$ -
W3 Water System	\$ 87,000	15	1992	23	6.67%	\$ -
Ultraviolet Disinfection	\$ 289,000	20	1992	23	5.00%	\$ -
Plant Drain System	\$ 96,000	15	1992	23	6.67%	\$ -
Solids Handling Complex	\$ 5,051,000	40	1992	23	2.50%	\$ 126,300
<b>Subtotal</b>	<b>\$ 15,465,000</b>					<b>\$ 299,600</b>
Administration Building	\$ 599,000	40	1992	23	2.50%	\$ 15,000
Maintenance Building	\$ 495,000	40	1992	23	2.50%	\$ 12,400
Site Work	\$ 679,000	40	1992	23	2.50%	\$ 17,000
Yard Piping	\$ 617,000	30	1992	23	3.33%	\$ 20,500
<b>Subtotal 1992 Construction</b>	<b>\$ 17,855,000</b>					<b>\$ 364,500</b>
<b>2007 Construction</b>						
First Stage Treatment Building						
Diaphragm Pump	\$ 71,930	15	2007	8	6.67%	\$ 4,800
Septage Receiving	\$ 344,000	40	2007	8	2.50%	\$ 8,600
Flowmeters	\$ 93,000	20	2007	8	5.00%	\$ 4,700
FCL System	\$ 193,954	20	2007	8	5.00%	\$ 9,700
Influent Screening	\$ 570,000	20	2007	8	5.00%	\$ 28,500
Primary Clarifiers	\$ 797,000	40	2007	8	2.50%	\$ 19,900
Miscellaneous - Engineering & Allowances	\$ 462,837	20	2007	8	5.00%	\$ 23,100
Solids Handling Complex						
Storage Tank Cover	\$ 75,783	40	2007	8	2.50%	\$ 1,900
Digester Covers	\$ 233,772	40	2007	8	2.50%	\$ 5,800
Roof Replacement	\$ 227,350	40	2007	8	2.50%	\$ 5,700
Heat Exchangers	\$ 385,339	20	2007	8	5.00%	\$ 19,300
Water Tubed Boilers	\$ 218,359	20	2007	8	5.00%	\$ 10,900
Sludge Recirc Pumps	\$ 159,273	15	2007	8	6.67%	\$ 10,600
Boiler/Exchanger Recirc Pumps	\$ 111,748	15	2007	8	6.67%	\$ 7,500
Biogas Improvement System	\$ 387,908	15	2007	8	6.67%	\$ 25,900
Engine Refab	\$ 133,584	15	2007	8	6.67%	\$ 8,900
<b>Subtotal 2007 Construction</b>	<b>\$ 4,465,837</b>					<b>\$ 195,800</b>

TABLE 13c - CONTINUED

**2015 ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN**

Item	Original Cost (\$)	Service Life (Years)	Acquisition Date (Years)	Years Depreciated To Date (Years)	Rate of Depreciation (%)	Annual Depreciation (\$)
<b>2012 Construction</b>						
High Strength Waste Facility	\$ 544,000	40	2012	0	2.50%	\$ 13,600
Radio Equipment System	\$ 63,300	15	2012	0	6.67%	\$ 4,200
Site Modifications	\$ 174,791	40	2012	0	2.50%	\$ 4,400
SCADA System	\$ 451,900	15	2012	0	6.67%	\$ 30,100
Main Lift Station Modifications	\$ 46,318	40	2012	0	2.50%	\$ 1,200
Administration Building Modifications	\$ 110,320	40	2012	0	2.50%	\$ 2,800
HVAC System	\$ 100,300	20	2012	0	5.00%	\$ 5,000
First Stage Treatment Building Modifications	\$ 394,679	40	2012	0	2.50%	\$ 9,900
PSD/PSM Pumps	\$ 92,000	15	2012	0	6.67%	\$ 6,100
BSD Pumps	\$ 69,000	15	2012	0	6.67%	\$ 4,600
MSW Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Septage/Holding Tanks Pump	\$ 15,200	15	2012	0	6.67%	\$ 1,000
Primary Clarifiers Modifications	\$ 53,070	40	2012	0	2.50%	\$ 1,300
Primary Clarifier Drive Mechanism	\$ 73,600	20	2012	0	5.00%	\$ 3,700
Biofilters Modifications	\$ 394,160	40	2012	0	2.50%	\$ 9,900
Biofilter Distributor	\$ 335,200	20	2012	0	5.00%	\$ 16,800
Biofilter Media	\$ 690,000	20	2012	0	5.00%	\$ 34,500
Biofilter Fans	\$ 59,800	20	2012	0	5.00%	\$ 3,000
Intermediate Clarifiers Modifications	\$ 18,223	40	2012	0	2.50%	\$ 500
Intermediate Clarifier Mechanism	\$ 73,600	20	2012	0	5.00%	\$ 3,700
Slide Gates	\$ 78,800	20	2012	0	5.00%	\$ 3,900
Aeration Basins Modifications	\$ 204,713	40	2012	0	2.50%	\$ 5,100
Fine Bubble Aeration System	\$ 161,000	20	2012	0	5.00%	\$ 8,100
Final Clarifiers Modifications	\$ 127,848	40	2012	0	2.50%	\$ 3,200
Final Clarifier Mechanism	\$ 378,000	20	2012	0	5.00%	\$ 18,900
Second Stage Treatment Building Modifications	\$ 292,964	40	2012	0	2.50%	\$ 7,300
Aeration Blowers	\$ 395,000	20	2012	0	5.00%	\$ 19,800
Solids Handling Complex Modifications	\$ 249,714	40	2012	0	2.50%	\$ 6,200
Gravity Belt Thickener Rehabilitation	\$ 152,000	20	2012	0	5.00%	\$ 7,600
High Strength Waste Mixer	\$ 74,500	15	2012	0	6.67%	\$ 5,000
High Strength Waste Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Thickened Sludge Pump	\$ 23,000	15	2012	0	6.67%	\$ 1,500
Painting Modifications	\$ 189,945	20	2012	0	5.00%	\$ 9,500
RWW Sewage Pump No. 4 Modifications	\$ 180,000	15	2012	0	6.67%	\$ 12,000
Asphalt Overlay Modifications	\$ 47,430	10	2012	0	10.00%	\$ 4,700
Asphalt Pavement Modifications	\$ 140,290	10	2012	0	10.00%	\$ 14,000
Old WWTP Site Modifications	\$ 120,000	15	2012	0	6.67%	\$ 8,000
Miscellaneous - Engineering & Allowances	\$ 1,102,104	20	2012	0	2.50%	\$ 27,600
<b>Subtotal 2012 Construction</b>	<b>\$ 7,722,769</b>					<b>\$ 321,700</b>
<b>Total</b>	<b>\$ 48,423,606</b>					<b>\$ 1,726,000</b>

**TABLE 14**

**ALLOCATION OF ANNUAL DEPRECIATION**



TABLE 14b - CONTINUED  
2014 ALLOCATION OF ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service (%)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
<b>2012 Construction</b>							
High Strength Waste Facility	\$ 13,600						
Main Lift Station Modifications	\$ 1,200	192	100%				100%
First Stage Treatment Building Modifications	\$ 9,900	792	50%				
PSD/PSM Pumps	\$ 6,100			100%			
BSD Pumps	\$ 4,600						
MSW Pump	\$ 1,500						
Septage/Holding Tanks Pump	\$ 1,000	104	50%				
Primary Clarifiers Modifications	\$ 1,300	286	50%				
Primary Clarifier Drive Mechanism	\$ 3,700			100%			
Blowers Modifications	\$ 16,600			100%			
Air Diffusers	\$ 34,500			100%			
Blowers Media	\$ 3,000			100%			
Blowers Media	\$ 500			100%			
Intermediate Clarifiers Modifications	\$ 3,700	59	10%	45%			
Intermediate Clarifier Mechanism	\$ 3,900	624	100%				
Slide Gates	\$ 5,100			100%			
Aeration Basins Modifications	\$ 8,100			100%			
Fine Bubble Aeration System	\$ 3,200	51	10%	45%			
Final Clarifier Modifications	\$ 18,900	302	10%	45%			
Final Clarifier Mechanism	\$ 7,300			100%			
Second Stage Treatment Building Modifications	\$ 19,800			100%			
Aeration Blowers	\$ 6,200	99	10%	45%			
Solids Handling Complex Modifications	\$ 7,600	122	10%	45%			
Gravity Belt Thickener Rehabilitation	\$ 5,000			100%			
High Strength Waste Mixer	\$ 1,500	24	10%	45%			
Thickened Sludge Pump	\$ 12,000	1,920	100%				
RWW Sewage Pump No. 4 Modifications	\$ 211,400	4,586	14%	61%			
<b>Subtotal</b>							
	\$ 211,400	\$ 4,586	14%	61%	10%	5%	11%
<b>Percentage Allocations</b>							
Radio Equipment System	\$ 4,200	91	14%				
Site Modifications	\$ 4,400	95	14%				
SCADA System	\$ 30,100	653	14%				
Administration Building Modifications	\$ 2,800	61	14%				
HVAC System	\$ 5,000	108	14%				
Painting Modifications	\$ 9,500	206	14%				
Asphalt Overlay Modifications	\$ 4,700	102	14%				
Asphalt Pavement Modifications	\$ 14,000	304	14%				
Old WWTP Site Modifications	\$ 8,000	174	14%				
Miscellaneous - Engineering & Allowances	\$ 27,600	599	14%				
<b>Subtotal 2012 Construction</b>	\$ 321,700	6,978	14%				
	\$ 321,700	\$ 6,978	14%				
<b>Total</b>	\$ 1,726,000	\$ 160,100					
	\$ 1,726,000	\$ 160,100					

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

TABLE 14c

2015 ALLOCATION OF ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service <sup>(1)</sup> (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
<b>Collection System</b>							
G.O. Refunding Bonds Series 2004	\$ -	\$ -	100%				
2006 Sewer Improvements	\$ 35,300	\$ 5,648	100%				
2007 Sewer Improvements	\$ 32,700	\$ 5,332	100%				
Table G.O. Bond - BMS (05/12/2010)	\$ 320,000	\$ 51,200	100%				
G.O. Refunding Bonds (11/15/2011)	\$ 455,000	\$ 72,800	100%				
Subtotal Collection System	\$ 844,000	\$ 135,040					\$ 5,300
<b>1992 Construction</b>							
Raw Sewage Pump Station	\$ 30,200	\$ 4,832	100%				
Force Main/Water Main	\$ 19,500	\$ 3,120	100%				
First Stage Treatment Building	\$ -	\$ -					
Septage Receiving	\$ 5,300	\$ -	50%				100%
Slit Removal System	\$ -	\$ -					
Primary Sludge Pumps	\$ -	\$ -					
Blow-off Gas System	\$ -	\$ -					
Blow-off Piping System	\$ -	\$ -					
Intermediate Sludge Pumps	\$ -	\$ -		100%			
Primary Clarifiers	\$ 9,200	\$ 736	50%	65%			
Bioreactors	\$ 45,100	\$ 3,864	100%	100%			
Intermediate Clarifiers	\$ 11,700	\$ 187	10%	45%			
Aeration Basins	\$ 35,000	\$ 35,000	100%	100%			2,925
Final Clarifiers	\$ 17,300	\$ 277	10%	45%			4,325
Second Stage Treatment Building	\$ -	\$ -					
Aeration Blowers	\$ -	\$ -		100%			
RAS/WAS System	\$ -	\$ -		100%			
W3 Water System	\$ -	\$ -	8%	65%			
Ultraviolet Disinfection	\$ -	\$ -	100%				
Plant Drain System	\$ -	\$ -	8%	65%			
Solids Handling Complex	\$ 126,300	\$ 626	8%	60%			
Subtotal	\$ 299,600	\$ 9,152	19.1%	56.4%			\$ 5,300
Percentage Allocations					18.2%	4.5%	2%
Administration Building	\$ 15,000	\$ 458	19.1%	56.4%			\$ 265
Maintenance Building	\$ 12,400	\$ 379	19.1%	56.4%			\$ 219
Site Work	\$ 17,000	\$ 519	19.1%	56.4%			\$ 301
Yard Piping	\$ 20,500	\$ 626	19.1%	56.4%			\$ 363
Subtotal 1992 Construction	\$ 364,500	\$ 11,135					\$ 6,448
<b>2007 Construction</b>							
First Stage Treatment Building	\$ 4,800	\$ -		60%			\$ 240
Diaphragm Pump	\$ 8,600	\$ -		65%			\$ 8,600
Septage Receiving	\$ 4,700	\$ 60	8%				
Flowmeters	\$ 5,700	\$ -		65%			\$ 987
FCL System	\$ 28,500	\$ 4,560	100%				\$ 282
Influent Screening	\$ 19,900	\$ 1,592	50%				\$ 9,950
Primary Clarifiers	\$ 23,100	\$ 706	19%				\$ 4,210
Miscellaneous - Engineering & Allowances	\$ 1,900	\$ -		60%			\$ 95
Solids Handling Complex	\$ 5,700	\$ -		60%			\$ 2,030
Storage Tank Cover	\$ 5,700	\$ -		60%			\$ 285
Digester Covers	\$ 5,700	\$ -		60%			\$ 965
Roof Replacement	\$ 19,300	\$ -		60%			\$ 965
Heat Exchangers	\$ 10,900	\$ -		60%			\$ 545
Water Tubed Boilers	\$ 10,900	\$ -		60%			\$ 545
Sludge Recirc Pumps	\$ 7,500	\$ -		60%			\$ 350
Boiler/Exchanger Recirc Pumps	\$ 25,900	\$ -		60%			\$ 1,295
Biogas Improvement System	\$ 8,500	\$ -		60%			\$ 445
Engine Rehab	\$ 195,800	\$ 6,318		60%			\$ 16,093
Subtotal 2007 Construction	\$ 195,800	\$ 6,318					\$ 9,009

TABLE 14c - CONTINUED  
2015 ALLOCATION OF ANNUAL DEPRECIATION  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service <sup>(1)</sup> (\$)	Volume (%)	Volume (\$)	BOD (%)	BOD (\$)	Suspended Solids (%)	Suspended Solids (\$)	Phosphorous (%)	Phosphorous (\$)	Septage (%)	Septage (\$)
<b>2012 Construction</b>												
High Strength Waste Facility	\$ 13,600										100%	\$ 13,600
Main Lift Station Modifications	\$ 1,200	\$ 192	100%	\$ 1,008								
First Stage Treatment Building Modifications	\$ 9,900	\$ 792	50%	\$ 4,158			50%	\$ 4,950				
PSD/PSM Pumps	\$ 5,100				100%	\$ 4,600	100%	\$ 6,100				
BSD Pumps	\$ 4,600											
MSW Pump	\$ 1,900											
Separator/Holding Tanks Pump	\$ 1,900	\$ 104	50%	\$ 546			50%	\$ 650				\$ 1,500
Primary Clarifiers Modifications	\$ 3,200	\$ 296	50%	\$ 1,554			50%	\$ 1,850				\$ 1,000
Primary Clarifier Drive Mechanism	\$ 3,000											
Blowers Modifications	\$ 16,900				100%	\$ 9,900						
Blower Distributor	\$ 3,000				100%	\$ 16,800						
Blowers Mags	\$ 34,500				100%	\$ 34,500						
Blowers Fans	\$ 3,000				100%	\$ 3,000						
Intermediate Clarifiers Modifications	\$ 500				45%	\$ 500						
Intermediate Clarifier Mechanism	\$ 3,700	\$ 59	10%	\$ 311	45%	\$ 1,665	20%	\$ 740	25%	\$ 925		
Slide Gates	\$ 3,900	\$ 624	100%	\$ 3,276								
Aeration Basins Modifications	\$ 8,100				100%	\$ 5,100						
Fine Bubble Aeration System	\$ 3,200	\$ 51	10%	\$ 269	45%	\$ 1,440	20%	\$ 640	25%	\$ 800		
Final Clarifier Mechanism	\$ 18,900	\$ 302	10%	\$ 1,568	45%	\$ 8,505	20%	\$ 3,780	25%	\$ 4,725		
Second Stage Treatment Building Modifications	\$ 7,300				100%	\$ 7,300						
Aeration Blowers	\$ 19,800				100%	\$ 19,800						
Solids Handling Complex Modifications	\$ 6,200	\$ 99	10%	\$ 521	45%	\$ 2,790	20%	\$ 1,240	25%	\$ 1,550		\$ 5,000
Gravity Belt Thickener Rehabilitation	\$ 7,600	\$ 122	10%	\$ 638	45%	\$ 3,420	20%	\$ 1,520	25%	\$ 1,900		\$ 5,000
High Strength Waste Mixer	\$ 5,000											
High Strength Waste Pump	\$ 1,500	\$ 24	10%	\$ 126	45%	\$ 675	20%	\$ 300	25%	\$ 375		\$ 1,500
Thickened Sludge Pump	\$ 12,000	\$ 1,920	100%	\$ 10,080								
RWW Sewage Pump No. 4 Modifications	\$ 211,400	\$ 4,566	14%	\$ 24,074	61%	\$ 126,095	10%	\$ 21,770	5%	\$ 10,275		\$ 22,600
<b>Subtotal</b>												
<b>Percentage Allocations</b>												
Radio Equipment System	\$ 4,200	\$ 91	14%	\$ 478	61%	\$ 2,545	10%	\$ 433	5%	\$ 204		\$ 449
Site Modifications	\$ 4,400	\$ 95	14%	\$ 501	61%	\$ 2,666	10%	\$ 453	5%	\$ 214		\$ 470
SCADA System	\$ 30,100	\$ 653	14%	\$ 3,428	61%	\$ 18,239	10%	\$ 3,100	5%	\$ 1,463		\$ 3,218
Administration Building Modifications	\$ 2,800	\$ 61	14%	\$ 319	61%	\$ 1,697	10%	\$ 288	5%	\$ 136		\$ 299
HVAC System	\$ 5,000	\$ 108	14%	\$ 569	61%	\$ 3,030	10%	\$ 515	5%	\$ 243		\$ 535
Painting Modifications	\$ 9,500	\$ 206	14%	\$ 1,082	61%	\$ 5,756	10%	\$ 978	5%	\$ 462		\$ 1,016
Asphalt Overlay Modifications	\$ 4,700	\$ 102	14%	\$ 535	61%	\$ 2,848	10%	\$ 484	5%	\$ 228		\$ 502
Asphalt Pavement Modifications	\$ 14,000	\$ 304	14%	\$ 1,594	61%	\$ 8,463	10%	\$ 1,442	5%	\$ 680		\$ 1,497
Old WWTP Site Modifications	\$ 5,000	\$ 174	14%	\$ 911	61%	\$ 4,847	10%	\$ 824	5%	\$ 389		\$ 855
Miscellaneous - Engineering & Allowances	\$ 27,600	\$ 599	14%	\$ 3,143	61%	\$ 16,724	10%	\$ 2,842	5%	\$ 1,341		\$ 2,951
<b>Subtotal 2012 Construction</b>	<b>\$ 321,700</b>	<b>\$ 6,978</b>		<b>\$ 36,635</b>		<b>\$ 194,930</b>		<b>\$ 33,129</b>		<b>\$ 15,636</b>		<b>\$ 34,392</b>
<b>Total</b>	<b>\$ 1,726,000</b>	<b>\$ 160,100</b>		<b>\$ 840,400</b>		<b>\$ 477,300</b>		<b>\$ 150,200</b>		<b>\$ 48,200</b>		<b>\$ 49,800</b>

<sup>(1)</sup> 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

**TABLE 15**  
**ALLOCATION OF DEBT SERVICE**

TABLE 15b

2014 ALLOCATION OF DEBT SERVICE  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service (1) (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
CWF Revenue Bond (02/27/2008)	\$ 60,578	\$ 1,314	14%	61%	10%	5%	11%
CWF Revenue Bond (07/23/2008)	\$ 288,303	\$ 6,254	14%	61%	10%	5%	11%
Taxable G.O. Bond - BAB (05/12/2010)	\$ 61,915	\$ 1,891	19%	56%	18%	5%	2%
G.O. Refunding Bonds (11/15/2011)	\$ 616,100	\$ 18,820	19%	56%	18%	5%	2%
CWF Revenue Bond (10/10/2012)	\$ 517,236	\$ 11,220	14%	61%	10%	5%	11%
<b>Total Debt Service</b>	<b>\$ 1,544,132</b>	<b>\$ 39,499</b>	<b>\$ 207,370</b>	<b>\$ 907,112</b>	<b>\$ 212,768</b>	<b>\$ 72,796</b>	<b>\$ 104,588</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

2014 ALLOCATION OF REVENUES FROM OTHER SOURCES  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service (1) (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
Contributions-in-Aid	\$ (36,000)	\$ (781)	14%	61%	10%	5%	11%
Special Assessments	\$ (75,000)	\$ (1,627)	14%	61%	10%	5%	11%
Interest Income	\$ (1,000)	\$ (22)	14%	61%	10%	5%	11%
<b>Revenues from Other Sources Subtotal</b>	<b>\$ (112,000)</b>	<b>\$ (2,429)</b>	<b>\$ (12,755)</b>	<b>\$ (67,865)</b>	<b>\$ (11,534)</b>	<b>\$ (5,444)</b>	<b>\$ (11,974)</b>

(1) 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

TABLE 15c

2015 ALLOCATION OF DEBT SERVICE  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service <sup>(1)</sup> (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
CWF Revenue Bond (02/27/2008)	\$ 60,565	\$ 1,314	14%	61%	10%	5%	11%
CWF Revenue Bond (07/29/2008)	\$ 288,237	\$ 6,252	14%	61%	10%	5%	11%
Taxable G.O. Bond - BAB (05/12/2010)	\$ 61,398	\$ 1,876	19%	56%	18%	5%	2%
G.O. Refunding Bonds (11/15/2011)	\$ -	\$ -	19%	56%	18%	5%	2%
CWF Revenue Bond (10/10/2012)	\$ 517,125	\$ 11,217	14%	61%	10%	5%	11%
<b>Total Debt Service</b>	<b>\$ 927,325</b>	<b>\$ 20,659</b>	<b>\$ 108,459</b>	<b>\$ 559,316</b>	<b>\$ 100,364</b>	<b>\$ 44,868</b>	<b>\$ 93,659</b>

<sup>(1)</sup> 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

2015 ALLOCATION OF REVENUES FROM OTHER SOURCES  
BURLINGTON, WISCONSIN

Item	Annual Depreciation (\$)	Customer Service <sup>(1)</sup> (\$)	Volume (%)	BOD (%)	Suspended Solids (%)	Phosphorous (%)	Septage (%)
Contributions-in-Aid	\$ (36,000)	\$ (781)	14%	61%	10%	5%	11%
Special Assessments	\$ (75,000)	\$ (1,627)	14%	61%	10%	5%	11%
Interest Income	\$ (1,000)	\$ (22)	14%	61%	10%	5%	11%
<b>Revenues from Other Sources Subtotal</b>	<b>\$ (112,000)</b>	<b>\$ (2,429)</b>	<b>\$ (12,755)</b>	<b>\$ (67,865)</b>	<b>\$ (11,534)</b>	<b>\$ (5,444)</b>	<b>\$ (11,974)</b>

<sup>(1)</sup> 16% of cost to treat volume is allocated to treating inflow and infiltration (I/I).

**TABLE 16**

**DERIVATION OF SEWER SERVICE UNIT COSTS  
AND SEWER SERVICE CHARGES**

**TABLE 16b**

**2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**0. DEBT SERVICE SUMMARY** (Table 15)

(Table 15)	Annual Depreciation (\$)	Customer Service (\$)	Volume (\$)	BOD (\$)	Suspended Solids (\$)	Phosphorous (\$)	Septage (\$)
Debt Service	\$ 1,544,132	\$ 39,499	\$ 207,370	\$ 907,112	\$ 212,768	\$ 72,796	\$ 104,588
Revenues from Other Sources	\$ (112,000)	\$ (2,429)	\$ (12,755)	\$ (67,865)	\$ (11,534)	\$ (5,444)	\$ (11,974)
<b>Total</b>	<b>\$ 1,432,132</b>	<b>\$ 37,070</b>	<b>\$ 194,615</b>	<b>\$ 839,247</b>	<b>\$ 201,234</b>	<b>\$ 67,352</b>	<b>\$ 92,614</b>

**I. WWTP CAPITAL UNIT COSTS BASED ON DESIGN WASTELOADS**

Volume	Annual Capital Flow Cost	(Section 0)		\$ 194,615
	Design Flow Rate to WWTP	(Table 2)	MGD	2.716
	Less Design I/I	(Table 2)	MGD	(1.106)
	Remaining Design Flow Rate		MGD	1.610
	Design Annual Flow to WWTP		1,000 gallons	587,775
	Unit Cost		\$ / 1,000 gallons	\$ 0.331
BOD	Annual Capital BOD Cost	(Section 0)		\$ 839,247
	Design BOD to WWTP	(Table 3)	lbs / day	5,226
	Design Annual BOD to WWTP		lbs	1,907,326
	Unit Cost		\$ / lb	\$ 0.440
TSS	Annual Capital TSS Cost	(Section 0)		\$ 201,234
	Design TSS to WWTP	(Table 4)	lbs / day	4,207
	Design Annual TSS to WWTP		lbs	1,535,419
	Unit Cost		\$ / lb	\$ 0.131
Total P	Annual Capital P Cost	(Section 0)		\$ 67,352
	Design P to WWTP	(Table 5)	lbs / day	75.3
	Design Annual P to WWTP		lbs	27,488
	Unit Cost		\$ / lb	\$ 2.450

**II. ANNUAL COLLECTION AND TREATMENT COSTS**

	Customer Service (\$)	Volume (\$)	BOD (\$)	Suspended Solids (\$)	Phosphorous (\$)	Septage (\$)	Total (\$)
Annual Debt Service (Section 0)	\$ 37,070	\$ 194,615	\$ 839,247	\$ 201,234	\$ 67,352	\$ 92,614	\$ 1,432,132
Replacement Costs (Table 12)	\$ 8,400	\$ 44,100	\$ 134,900	\$ 39,700	\$ 15,100	\$ 25,700	\$ 267,900
Operation & Maintenance (Table 11)	\$ 79,800	\$ 233,500	\$ 832,900	\$ 491,300	\$ 119,500	\$ 77,800	\$ 1,834,800
<b>Total</b>	<b>\$ 125,270</b>	<b>\$ 472,215</b>	<b>\$ 1,807,047</b>	<b>\$ 732,234</b>	<b>\$ 201,952</b>	<b>\$ 196,114</b>	<b>\$ 3,534,832</b>

**TABLE 16b - CONTINUED**

**2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**III. WWTP CAPITAL UNIT COSTS**

Volume	Annual WWTP Capital Flow Cost	(Section II)		\$	194,615	
	Flow Rate to WWTP	(Table 2)	MGD		2,716	
	Less I/I	(Table 2)	MGD		(1,106)	
	Remaining Flow Rate to WWTP		MGD		1,610	
	Remaining Annual Flow to WWTP		1,000 gallons		587,775	
	Unit Cost			\$ / 1,000 gallons		\$ 0.331
BOD	Annual WWTP Capital BOD Cost	(Section II)		\$	839,247	
	BOD to WWTP	(Table 3)	lbs / day		5,226	
	Remaining BOD to WWTP		lbs / day		5,226	
	Remaining Annual BOD to WWTP		lbs		1,907,326	
	Unit Cost			\$ / lb		\$ 0.440
TSS	Annual WWTP Capital TSS Cost	(Section II)		\$	201,234	
	TSS to WWTP	(Table 4)	lbs / day		4,207	
	Remaining TSS to WWTP		lbs / day		4,207	
	Remaining Annual TSS to WWTP		lbs		1,535,419	
	Unit Cost			\$ / lb		\$ 0.131
Total P	Annual WWTP Capital P Cost	(Section II)		\$	67,352	
	P to WWTP	(Table 5)	lbs / day		75.3	
	Remaining P to WWTP		lbs / day		75.3	
	Remaining Annual P to WWTP		lbs		27,488	
	Unit Cost			\$ / lb		\$ 2.450

**IV. WWTP OM&R UNIT COSTS**

Volume	Annual WWTP OM&R Flow Cost	(Section II)		\$	277,600	
	Flow Rate to WWTP	(Table 2)	MGD		2,716	
	Less I/I	(Table 2)	MGD		(1,106)	
	Remaining Flow Rate to WWTP		MGD		1,610	
	Remaining Annual Flow to WWTP		1,000 gallons		587,775	
	Unit Cost			\$ / 1,000 gallons		\$ 0.472
BOD	Annual WWTP OM&R BOD Cost	(Section II)		\$	967,800	
	BOD to WWTP	(Table 3)	lbs / day		5,226	
	Annual BOD to WWTP		lbs		1,907,326	
	Unit Cost			\$ / lb		\$ 0.507
TSS	Annual WWTP OM&R TSS Cost	(Section II)		\$	531,000	
	TSS to WWTP	(Table 4)	lbs / day		4,207	
	Annual TSS to WWTP		lbs		1,535,419	
	Unit Cost			\$ / lb		\$ 0.346
Total P	Annual WWTP OM&R P Cost	(Section II)		\$	134,600	
	P to WWTP	(Table 5)	lbs / day		75.3	
	Annual P to WWTP		lbs		27,488	
	Unit Cost			\$ / lb		\$ 4.897

**TABLE 16b - CONTINUED**

**2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**V. CUSTOMER SERVICE COST FOR CITY OF BURLINGTON USERS**

Annual WWTP Capital I/I Cost	(Section 0)	\$	37,070	
Annual OM&R WWTP I/I Cost (Less Sampling and Analysis)	(Section II)	\$	88,200	
Annual Forfeited Discounts / Misc.		\$	<u>(17,000)</u>	
<b>Total Annual Customer Costs</b>		\$	108,270	
Number of Sewer Customers	(Table 1)		3,758	
Customer Service Charge		\$ / month		\$ 2.40
		\$ / quarter		\$ 7.20

**VI. CATEGORY A SEWER USER CHARGE RATE**

Volume	WWTP Capital Unit Cost	(Section III)	\$	0.331	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.803
BOD	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A BOD Load	(Table 3)	Lbs	1,709	
	Category A BOD Concentration		mg/L	267	
	Use		mg/L	260	
	BOD Loading		lbs / 1,000 gallons	2.225	
	WWTP Capital Unit Cost	(Section III)	\$	0.440	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.507</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.947
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 2.108
TSS	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A TSS Load	(Table 4)	Lbs	2,242	
	Category A TSS Concentration		mg/L	350	
	Use		mg/L	280	
	TSS Loading		lbs / 1,000 gallons	2.919	
	WWTP Capital Unit Cost	(Section III)	\$	0.131	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.346</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.477
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 1.392
Total P	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A P Load	(Table 5)	Lbs	35.2	
	Category A P Concentration		mg/L	5.5	
	Use		mg/L	5.5	
	P Loading		lbs / 1,000 gallons	0.046	
	WWTP Capital Unit Cost	(Section III)	\$	2.450	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>4.897</u>	
	Subtotal Unit Cost		\$ / lb		\$ 7.347
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ <u>0.337</u>
Total			\$ / 1,000 gallons		\$ 4.640
Use			\$ / 1,000 gallons		\$ 4.64
			\$ / 100 ft <sup>3</sup>		\$ 3.47
Quarterly Customer Service Charge			\$ / quarter		\$ 7.20

**TABLE 16b - CONTINUED**

**2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**VII. SAMPLING AND ANALYSIS COSTS**

No longer applied to Bohner's Lake or Brown's Lake Sanitary Districts.

**VIII. CATEGORY B SEWER USER CHARGE RATE**

Use Category A sewer user charge rate, plus the following surcharges for BOD, TSS, and Total P greater than the minimum values.

Volume		(Section VI)	\$ / 1,000 gallons	\$	<b>4.64</b>
Monthly Customer Service Charge		(Section V)	\$ / month	\$	<b>2.40</b>
Surcharges		(Section VI)			
BOD	Minimum (mg/L) 260		\$ / lb	\$	<b>0.947</b>
TSS	Minimum (mg/L) 280		\$ / lb	\$	<b>0.477</b>
P	Minimum (mg/L) 5.5		\$ / lb	\$	<b>7.347</b>

**IX. BOHNERS LAKE AND BROWNS LAKE SANITARY DISTRICTS SEWER USER CHARGE**

Number of Customers	Bohner's Lake Sanitary District				896
	Brown's Lake Sanitary District				1017
Volume	WWTP Capital Unit Cost	(Section III)	\$	0.331	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.803</b>
BOD	WWTP Capital Unit Cost	(Section III)	\$	0.440	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.507	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.947</b>
TSS	WWTP Capital Unit Cost	(Section III)	\$	0.131	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.346	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.477</b>
Total P	WWTP Capital Unit Cost	(Section III)	\$	2.450	
	WWTP OM&R Unit Cost	(Section IV)	\$	4.897	
	Unit Cost		\$ / 1,000 gallons	\$	<b>7.347</b>
	Total		\$ / 1,000 gallons	\$	<b>9.575</b>
	Use		\$ / 1,000 gallons	\$	<b>9.58</b>
			\$ / 100 ft <sup>3</sup>	\$	<b>7.17</b>
	Monthly Customer Service Charge		\$ / month	\$	<b>2.40</b>

TABLE 16b - CONTINUED

2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

X. HOLDING TANK USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	92,614	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>103,500</u>	
	Subtotal Unit Cost		\$	196,114	
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 8.116
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.331	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.803
BOD	Holding Flow Rate	(Table 2)	MGD	0.039	
	Holding BOD Load	(Table 3)	lbs	201	
	Holding BOD Concentration		mg / L	617	
	Use		mg / L	<b>620</b>	
	BOD Loading		lbs / 1,000 gallons	5.149	
	WWTP Capital Unit Cost	(Section III)	\$	0.440	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.507</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.947	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 4.879
TSS	Holding Flow Rate	(Table 2)	MGD	0.039	
	Holding TSS Load	(Table 4)	lbs	163	
	Holding TSS Concentration		mg / L	501	
	Use		mg / L	<b>505</b>	
	TSS Loading		lbs / 1,000 gallons	4.179	
	WWTP Capital Unit Cost	(Section III)	\$	0.131	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.346</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.477	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 1.993
Total P	Holding Flow Rate	(Table 2)	MGD	0.039	
	Holding P Load	(Table 5)	lbs	3.32	
	Holding P Concentration		mg / L	10.2	
	Use		mg / L	<b>12</b>	
	P Loading		lbs / 1,000 gallons	0.085	
	WWTP Capital Unit Cost	(Section III)	\$	2.450	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>4.897</u>	
	Subtotal Unit Cost		\$ / lb	\$ 7.347	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ <u>0.626</u>
	Total		\$ / 1,000 gallons		\$ 16.417
	Use		\$ / 1,000 gallons		\$ 16.50

TABLE 16b - CONTINUED

2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XI. SEPTIC TANK USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	92,614	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>103,500</u>	
	Subtotal Unit Cost		\$	196,114	
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 8.116
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.331	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.803
BOD	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic BOD Load	(Table 3)	lbs	146	
	Septic BOD Concentration		mg / L	2,962	
	Use		mg / L	<u>2,965</u>	
	BOD Loading		lbs / 1,000 gallons	24.701	
	WWTP Capital Unit Cost	(Section III)	\$	0.440	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.507</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.947	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 23.402
TSS	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic TSS Load	(Table 4)	lbs	191	
	Septic TSS Concentration		mg / L	3,872	
	Use		mg / L	<u>3,875</u>	
	TSS Loading		lbs / 1,000 gallons	32.293	
	WWTP Capital Unit Cost	(Section III)	\$	0.131	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.346</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.477	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 15.400
Total P	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic P Load	(Table 5)	lbs	1.74	
	Septic P Concentration		mg / L	35.3	
	Use		mg / L	<u>36</u>	
	P Loading		lbs / 1,000 gallons	0.294	
	WWTP Capital Unit Cost	(Section III)	\$	2.450	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>4.897</u>	
	Subtotal Unit Cost		\$ / lb	\$ 7.347	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ <u>2.162</u>
	Total		\$ / 1,000 gallons		\$ 49.885
	Use		\$ / 1,000 gallons		\$ 49.90

TABLE 16b - CONTINUED

2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XII. LEACHATE / LANDFILL USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	92,614		
	WWTP OM&R Unit Cost	(Section II)	\$	<u>103,500</u>		
	Subtotal Unit Cost		\$	196,114		
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066		
	Hauled Wastes Annual Flow		1,000 gallons	24,163		
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 8.116	
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.331		
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472		
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.803	
BOD	Leachate / Landfill Flow Rate	(Table 2)	MGD	0.019		
	Leachate / Landfill BOD Load	(Table 3)	lbs	742		
	Leachate / Landfill BOD Concentration		mg / L	4,774		
	Use		mg / L	<u>4,775</u>		
	BOD Loading		lbs / 1,000 gallons	39.818		
	WWTP Capital Unit Cost	(Section III)	\$	0.440		
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.507</u>		
	Subtotal Unit Cost		\$ / lb		\$ 0.947	
		Subtotal Unit Cost		\$ / 1,000 gallons		\$ 37.724
	TSS	Leachate / Landfill Flow Rate	(Table 2)	MGD	0.006	
Leachate / Landfill TSS Load		(Table 4)	lbs	56		
Leachate / Landfill TSS Concentration			mg / L	1,140		
Use			mg / L	<u>365</u>		
TSS Loading			lbs / 1,000 gallons	9.505		
WWTP Capital Unit Cost		(Section III)	\$	0.131		
WWTP OM&R Unit Cost		(Section IV)	\$	<u>0.346</u>		
Subtotal Unit Cost			\$ / lb		\$ 0.477	
		Subtotal Unit Cost		\$ / 1,000 gallons		\$ 4.533
Total P		Leachate / Landfill Flow Rate	(Table 2)	MGD	0.006	
	Leachate / Landfill P Load	(Table 5)	lbs	5.04		
	Leachate / Landfill P Concentration		mg / L	102.2		
	Use		mg / L	<u>33</u>		
	P Loading		lbs / 1,000 gallons	0.852		
	WWTP Capital Unit Cost	(Section III)	\$	2.450		
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>4.897</u>		
	Subtotal Unit Cost		\$ / lb		\$ 7.347	
		Subtotal Unit Cost		\$ / 1,000 gallons		\$ <u>6.259</u>
		Total		\$ / 1,000 gallons		\$ 57.436
	Use		\$ / 1,000 gallons		\$ 50.00	

TABLE 16b - CONTINUED

2014 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XIII. SPECIALIZED WASTE USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	92,614	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>103,500</u>	
	Subtotal Unit Cost		\$		196,114
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 8.116
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.331	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.472	
	Subtotal Unit Cost		\$ / 1,000 gallons		<u>\$ 0.803</u>
	Total				\$ 8.920
	Use				\$ 9.00
BOD	WWTP Capital Unit Cost	(Section III)	\$	0.440	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.507</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.947
TSS	WWTP Capital Unit Cost	(Section III)	\$	0.131	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.346</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.477
Total P	WWTP Capital Unit Cost	(Section III)	\$	2.450	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>4.897</u>	
	Subtotal Unit Cost		\$ / lb		\$ 7.347

TABLE 16c

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

0. DEBT SERVICE SUMMARY (Table 15)

(Table 15)	Annual Depreciation (\$)	Customer Service (\$)	Volume (\$)	BOD (\$)	Suspended Solids (\$)	Phosphorous (\$)	Septage (\$)
Debt Service	\$ 927,325	\$ 20,659	\$ 108,459	\$ 559,316	\$ 100,364	\$ 44,868	\$ 93,659
Revenues from Other Sources	\$ (112,000)	\$ (2,429)	\$ (12,755)	\$ (67,865)	\$ (11,534)	\$ (5,444)	\$ (11,974)
Total	\$ 815,325	\$ 18,229	\$ 95,704	\$ 491,451	\$ 88,830	\$ 39,424	\$ 81,686

I. WWTP CAPITAL UNIT COSTS BASED ON DESIGN WASTELOADS

Volume	Annual Capital Flow Cost	(Section 0)	\$ 95,704
	Design Flow Rate to WWTP	(Table 2)	MGD 2,716
	Less Design I/I	(Table 2)	MGD (1,106)
	Remaining Design Flow Rate		MGD 1,610
	Design Annual Flow to WWTP		1,000 gallons 587,775
	Unit Cost		\$ / 1,000 gallons \$ 0.163
BOD	Annual Capital BOD Cost	(Section 0)	\$ 491,451
	Design BOD to WWTP	(Table 3)	lbs / day 5,226
	Design Annual BOD to WWTP		lbs 1,907,326
	Unit Cost		\$ / lb \$ 0.258
TSS	Annual Capital TSS Cost	(Section 0)	\$ 88,830
	Design TSS to WWTP	(Table 4)	lbs / day 4,207
	Design Annual TSS to WWTP		lbs 1,535,419
	Unit Cost		\$ / lb \$ 0.058
Total P	Annual Capital P Cost	(Section 0)	\$ 39,424
	Design P to WWTP	(Table 5)	lbs / day 75.3
	Design Annual P to WWTP		lbs 27,488
	Unit Cost		\$ / lb \$ 1.434

II. ANNUAL COLLECTION AND TREATMENT COSTS

	Customer Service (\$)	Volume (\$)	BOD (\$)	Suspended Solids (\$)	Phosphorous (\$)	Septage (\$)	Total (\$)
Annual Debt Service (Section 0)	\$ 18,229	\$ 95,704	\$ 491,451	\$ 88,830	\$ 39,424	\$ 81,686	\$ 815,325
Replacement Costs (Table 12)	\$ 8,400	\$ 44,200	\$ 133,700	\$ 37,300	\$ 14,400	\$ 25,700	\$ 263,700
Operation & Maintenance (Table 11)	\$ 82,200	\$ 240,600	\$ 857,800	\$ 506,000	\$ 123,100	\$ 80,100	\$ 1,889,800
Total	\$ 108,829	\$ 380,504	\$ 1,482,951	\$ 632,130	\$ 176,924	\$ 187,486	\$ 2,968,825

**TABLE 16c- CONTINUED**

**2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**III. WWTP CAPITAL UNIT COSTS CHARGED TO OTHER USERS**

Volume	Annual WWTP Capital Flow Cost	(Section II)		\$	95,704	
	Flow Rate to WWTP	(Table 2)	MGD		2,716	
	Less I/I	(Table 2)	MGD		(1,106)	
	Remaining Flow Rate to WWTP		MGD		1,610	
	Remaining Annual Flow to WWTP		1,000 gallons		587,775	
	Unit Cost		\$ / 1,000 gallons	\$		<b>0.163</b>
BOD	Annual WWTP Capital BOD Cost	(Section II)		\$	491,451	
	BOD to WWTP	(Table 3)	lbs / day		5,226	
	Remaining BOD to WWTP		lbs / day		5,226	
	Remaining Annual BOD to WWTP		lbs		1,907,326	
	Unit Cost		\$ / lb	\$		<b>0.258</b>
TSS	Annual WWTP Capital TSS Cost	(Section II)		\$	88,830	
	TSS to WWTP	(Table 4)	lbs / day		4,207	
	Remaining TSS to WWTP		lbs / day		4,207	
	Remaining Annual TSS to WWTP		lbs		1,535,419	
	Unit Cost		\$ / lb	\$		<b>0.058</b>
Total P	Annual WWTP Capital P Cost	(Section II)		\$	39,424	
	P to WWTP	(Table 5)	lbs / day		75.3	
	Remaining P to WWTP		lbs / day		75.3	
	Remaining Annual P to WWTP		lbs		27,488	
	Unit Cost		\$ / lb	\$		<b>1.434</b>

**IV. WWTP OM&R UNIT COSTS**

Volume	Annual WWTP OM&R Flow Cost	(Section II)		\$	284,800	
	Flow Rate to WWTP	(Table 2)	MGD		2,716	
	Less I/I	(Table 2)	MGD		(1,106)	
	Remaining Flow Rate to WWTP		MGD		1,610	
	Remaining Annual Flow to WWTP		1,000 gallons		587,775	
	Unit Cost		\$ / 1,000 gallons	\$		<b>0.485</b>
BOD	Annual WWTP OM&R BOD Cost	(Section II)		\$	991,500	
	BOD to WWTP	(Table 3)	lbs / day		5,226	
	Annual BOD to WWTP		lbs		1,907,326	
	Unit Cost		\$ / lb	\$		<b>0.520</b>
TSS	Annual WWTP OM&R TSS Cost	(Section II)		\$	543,300	
	TSS to WWTP	(Table 4)	lbs / day		4,207	
	Annual TSS to WWTP		lbs		1,535,419	
	Unit Cost		\$ / lb	\$		<b>0.354</b>
Total P	Annual WWTP OM&R P Cost	(Section II)		\$	137,500	
	P to WWTP	(Table 5)	lbs / day		75.3	
	Annual P to WWTP		lbs		27,488	
	Unit Cost		\$ / lb	\$		<b>5.002</b>

TABLE 16c- CONTINUED

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

V. CUSTOMER SERVICE COST FOR CITY OF BURLINGTON USERS

Annual WWTP Capital I/I Cost	(Section 0)	\$	18,229	
Annual OM&R WWTP I/I Cost (Less Sampling and Analysis)	(Section II)	\$	90,600	
Annual Forfeited Discounts / Misc.		\$	(17,000)	
<b>Total Annual Customer Costs</b>		\$	91,829	
Number of Sewer Customers	(Table 1)		3,777	
Customer Service Charge		\$ / month		\$ 2.03
		\$ / quarter		\$ 6.08

VI. CATEGORY A SEWER USER CHARGE RATE

Volume	WWTP Capital Unit Cost	(Section III)	\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.485	
	<b>Subtotal Unit Cost</b>		\$ / 1,000 gallons		\$ 0.647
BOD	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A BOD Load	(Table 3)	Lbs	1,709	
	Category A BOD Concentration		mg/L	267	
	Use		mg/L	260	
	<b>BOD Loading</b>		lbs / 1,000 gallons	2.225	
	WWTP Capital Unit Cost	(Section III)	\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.520	
	<b>Subtotal Unit Cost</b>		\$ / lb	\$ 0.778	
	<b>Subtotal Unit Cost</b>		\$ / 1,000 gallons		\$ 1.730
TSS	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A TSS Load	(Table 4)	Lbs	2,242	
	Category A TSS Concentration		mg/L	350	
	Use		mg/L	280	
	<b>TSS Loading</b>		lbs / 1,000 gallons	2.919	
	WWTP Capital Unit Cost	(Section III)	\$	0.058	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.354	
	<b>Subtotal Unit Cost</b>		\$ / lb	\$ 0.412	
	<b>Subtotal Unit Cost</b>		\$ / 1,000 gallons		\$ 1.202
Total P	Category A Flow Rate	(Table 2)	MGD	0.768	
	Category A P Load	(Table 5)	Lbs	35.2	
	Category A P Concentration		mg/L	5.5	
	Use		mg/L	5.5	
	<b>P Loading</b>		lbs / 1,000 gallons	0.046	
	WWTP Capital Unit Cost	(Section III)	\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)	\$	5.002	
	<b>Subtotal Unit Cost</b>		\$ / lb	\$ 6.436	
	<b>Subtotal Unit Cost</b>		\$ / 1,000 gallons		\$ 0.295
<b>Total</b>			\$ / 1,000 gallons		\$ 3.874
<b>Use</b>			\$ / 1,000 gallons		\$ 3.88
			\$ / 100 ft <sup>3</sup>		\$ 2.90
<b>Quarterly Customer Service Charge</b>			\$ / quarter		\$ 6.08

**TABLE 16c- CONTINUED**

**2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN**

**VII. SAMPLING AND ANALYSIS COSTS**

No longer applied to Bohner's Lake or Brown's Lake Sanitary Districts.

**VIII. CATEGORY B SEWER USER CHARGE RATE**

Use Category A sewer user charge rate, plus the following surcharges for BOD, TSS, and Total P greater than the minimum values.

Volume		(Section VI)	\$ / 1,000 gallons	\$	<b>3.88</b>
Monthly Customer Service Charge		(Section V)	\$ / month	\$	<b>2.03</b>
Surcharges		(Section VI)			
BOD	Minimum (mg/L) 260		\$ / lb	\$	<b>0.778</b>
TSS	Minimum (mg/L) 280		\$ / lb	\$	<b>0.412</b>
P	Minimum (mg/L) 5.5		\$ / lb	\$	<b>6.436</b>

**IX. BOHNERS LAKE AND BROWNS LAKE SANITARY DISTRICTS SEWER USER CHARGE**

Number of Customers	Bohner's Lake Sanitary District				896
	Brown's Lake Sanitary District				1017
Volume	WWTP Capital Unit Cost	(Section III)	\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.485	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.647</b>
BOD	WWTP Capital Unit Cost	(Section III)	\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.520	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.778</b>
TSS	WWTP Capital Unit Cost	(Section III)	\$	0.058	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.354	
	Unit Cost		\$ / 1,000 gallons	\$	<b>0.412</b>
Total P	WWTP Capital Unit Cost	(Section III)	\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)	\$	5.002	
	Unit Cost		\$ / 1,000 gallons	\$	<b>6.436</b>
	Total		\$ / 1,000 gallons	\$	<b>8.273</b>
	Use		\$ / 1,000 gallons	\$	<b>8.28</b>
			\$ / 100 ft <sup>3</sup>	\$	<b>6.19</b>
	Monthly Customer Service Charge		\$ / month	\$	<b>2.03</b>

TABLE 16c- CONTINUED

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

X. HOLDING TANK USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)		\$	81,686	
	WWTP OM&R Unit Cost	(Section II)		\$	<u>105,800</u>	
	Subtotal Unit Cost			\$	187,486	
	Hauled Wastes Flow Rate	(Table 2)	MGD		0.066	
	Hauled Wastes Annual Flow		1,000 gallons		24,163	
	Subtotal Unit Cost			\$ / 1,000 gallons		\$ 7.759
Flow	WWTP Capital Unit Cost	(Section III)		\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)		\$	0.485	
	Subtotal Unit Cost			\$ / 1,000 gallons		\$ 0.647
BOD	Holding Flow Rate	(Table 2)	MGD		0.039	
	Holding BOD Load	(Table 3)	lbs		201	
	Holding BOD Concentration		mg / L		617	
	Use		mg / L		620	
	BOD Loading		lbs / 1,000 gallons		5.149	
	WWTP Capital Unit Cost	(Section III)		\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)		\$	<u>0.520</u>	
	Subtotal Unit Cost			\$ / lb		\$ 0.778
	Subtotal Unit Cost			\$ / 1,000 gallons		\$ 4.004
TSS	Holding Flow Rate	(Table 2)	MGD		0.039	
	Holding TSS Load	(Table 4)	lbs		163	
	Holding TSS Concentration		mg / L		501	
	Use		mg / L		505	
	TSS Loading		lbs / 1,000 gallons		4.179	
	WWTP Capital Unit Cost	(Section III)		\$	0.058	
	WWTP OM&R Unit Cost	(Section IV)		\$	<u>0.354</u>	
	Subtotal Unit Cost			\$ / lb		\$ 0.412
	Subtotal Unit Cost			\$ / 1,000 gallons		\$ 1.720
Total P	Holding Flow Rate	(Table 2)	MGD		0.039	
	Holding P Load	(Table 5)	lbs		3.32	
	Holding P Concentration		mg / L		10.2	
	Use		mg / L		12	
	P Loading		lbs / 1,000 gallons		0.085	
	WWTP Capital Unit Cost	(Section III)		\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)		\$	<u>5.002</u>	
	Subtotal Unit Cost			\$ / lb		\$ 6.436
	Subtotal Unit Cost			\$ / 1,000 gallons		\$ <u>0.548</u>
	Total			\$ / 1,000 gallons		\$ 14.679
	Use			\$ / 1,000 gallons		\$ 15.00

TABLE 16c- CONTINUED

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XI. SEPTIC TANK USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	81,686	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>105,800</u>	
	Subtotal Unit Cost		\$	187,486	
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 7.759
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.485	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.647
BOD	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic BOD Load	(Table 3)	lbs	146	
	Septic BOD Concentration Use		mg / L	2,962	
			mg / L	<u>2,965</u>	
	BOD Loading		lbs / 1,000 gallons	24.701	
	WWTP Capital Unit Cost	(Section III)	\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.520</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.778	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 19.205
TSS	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic TSS Load	(Table 4)	lbs	191	
	Septic TSS Concentration Use		mg / L	3,872	
			mg / L	<u>3,875</u>	
	TSS Loading		lbs / 1,000 gallons	32.293	
	WWTP Capital Unit Cost	(Section III)	\$	0.058	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.354</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.412	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 13.295
Total P	Septic Flow Rate	(Table 2)	MGD	0.006	
	Septic P Load	(Table 5)	lbs	1.74	
	Septic P Concentration Use		mg / L	35.3	
			mg / L	<u>36</u>	
	P Loading		lbs / 1,000 gallons	0.294	
	WWTP Capital Unit Cost	(Section III)	\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>5.002</u>	
	Subtotal Unit Cost		\$ / lb	\$ 6.436	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ <u>1.894</u>
	Total		\$ / 1,000 gallons		\$ 42.801
	Use		\$ / 1,000 gallons		\$ 43.00

TABLE 16c- CONTINUED

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XII. LEACHATE / LANDFILL USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	81,686	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>105,800</u>	
	Subtotal Unit Cost		\$	187,486	
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 7.759
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.485	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 0.647
BOD	Leachate / Landfill Flow Rate	(Table 2)	MGD	0.019	
	Leachate / Landfill BOD Load	(Table 3)	lbs	742	
	Leachate / Landfill BOD Concentration		mg / L	4,774	
	Use		mg / L	4,775	
	BOD Loading		lbs / 1,000 gallons	39.818	
	WWTP Capital Unit Cost	(Section III)	\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.520</u>	
	Subtotal Unit Cost		\$ / lb	\$ 0.778	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 30.958
	TSS	Leachate / Landfill Flow Rate	(Table 2)	MGD	0.019
Leachate / Landfill TSS Load		(Table 4)	lbs	56	
Leachate / Landfill TSS Concentration			mg / L	362	
Use			mg / L	365	
TSS Loading			lbs / 1,000 gallons	3.019	
WWTP Capital Unit Cost		(Section III)	\$	0.058	
WWTP OM&R Unit Cost		(Section IV)	\$	<u>0.354</u>	
Subtotal Unit Cost			\$ / lb	\$ 0.412	
Subtotal Unit Cost			\$ / 1,000 gallons		\$ 1.243
Total P		Leachate / Landfill Flow Rate	(Table 2)	MGD	0.019
	Leachate / Landfill P Load	(Table 5)	lbs	5.04	
	Leachate / Landfill P Concentration		mg / L	32.4	
	Use		mg / L	33	
	P Loading		lbs / 1,000 gallons	0.271	
	WWTP Capital Unit Cost	(Section III)	\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>5.002</u>	
	Subtotal Unit Cost		\$ / lb	\$ 6.436	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 1.742
	Total		\$ / 1,000 gallons		\$ 42.350
Use		\$ / 1,000 gallons		\$ 43.00	

TABLE 16c- CONTINUED

2015 DERIVATION OF SEWER SERVICE UNIT COSTS AND SEWER SERVICE CHARGES  
BURLINGTON, WISCONSIN

XIII. SPECIALIZED WASTE USER CHARGE RATE

Septage	WWTP Capital Unit Cost	(Section II)	\$	81,686	
	WWTP OM&R Unit Cost	(Section II)	\$	<u>105,800</u>	
	Subtotal Unit Cost		\$	187,486	
	Hauled Wastes Flow Rate	(Table 2)	MGD	0.066	
	Hauled Wastes Annual Flow		1,000 gallons	24,163	
	Subtotal Unit Cost		\$ / 1,000 gallons		\$ 7.759
Flow	WWTP Capital Unit Cost	(Section III)	\$	0.163	
	WWTP OM&R Unit Cost	(Section IV)	\$	0.485	
	Subtotal Unit Cost		\$ / 1,000 gallons		<u>\$ 0.647</u>
	Total				\$ 8.407
	Use				\$ 8.50
BOD	WWTP Capital Unit Cost	(Section III)	\$	0.258	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.520</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.778
TSS	WWTP Capital Unit Cost	(Section III)	\$	0.058	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>0.354</u>	
	Subtotal Unit Cost		\$ / lb		\$ 0.412
Total P	WWTP Capital Unit Cost	(Section III)	\$	1.434	
	WWTP OM&R Unit Cost	(Section IV)	\$	<u>5.002</u>	
	Subtotal Unit Cost		\$ / lb		\$ 6.436

**TABLE 17**  
**SEWER SERVICE CHARGE RATE SCHEDULE**

TABLE 17

SEWER SERVICE CHARGE RATE SCHEDULE  
BURLINGTON, WISCONSIN

	<u>2008</u>	<u>ACTUAL</u> <u>2012</u>	<u>2013</u>	<u>PROPOSED</u> <u>2014</u>	<u>2015</u>
<b><u>CATEGORY A SEWER SERVICE CHARGE</u></b>					
Customer Service Charge (per quarter)	\$ 23.40	\$ 23.40	\$ 23.40	\$ 25.80	\$ 26.60
Volume Charge (per 1,000 gallons)	\$ 2.95	\$ 2.95	\$ 2.95	\$ 3.25	\$ 3.35
Volume Charge (per 100 ft <sup>3</sup> )	\$ 2.21	\$ 2.21	\$ 2.21	\$ 2.43	\$ 2.51
<b><u>CATEGORY B SEWER SERVICE CHARGE</u></b>					
Customer Service Charge (per month)	\$ 7.80	\$ 7.80	\$ 7.80	\$ 8.60	\$ 8.87
Volume Charge (per 1,000 gallons)	\$ 2.95	\$ 2.95	\$ 2.95	\$ 3.25	\$ 3.35
Volume Charge (per 100 ft <sup>3</sup> )	\$ 2.21	\$ 2.21	\$ 2.21	\$ 2.43	\$ 2.51
Surcharges (per lb):					
BOD (greater than 260 mg/l)	\$ 0.464	\$ 0.464	\$ 0.464	\$ 0.511	\$ 0.527
Suspended Solids (greater than 280 mg/l)	\$ 0.339	\$ 0.339	\$ 0.339	\$ 0.373	\$ 0.384
P (greater than 5.5 mg/l)	\$ 4.177	\$ 4.177	\$ 4.177	\$ 4.595	\$ 4.733
Sampling and Analysis (per sample)					
BOD	\$ 17.50	\$ 17.50	\$ 17.50	\$ 19.30	\$ 19.90
Suspended Solids	\$ 9.00	\$ 9.00	\$ 9.00	\$ 9.90	\$ 10.20
TP	\$ 16.50	\$ 16.50	\$ 16.50	\$ 18.20	\$ 18.80
<b><u>BOHNER'S LAKE SEWER SERVICE CHARGE</u></b>					
Customer Service Charge (per month)	\$ 7.80	\$ 7.80	\$ 7.80	\$ 28.38	\$ 29.26
Volume Charge (per 1,000 gallons)	\$ 0.742	\$ 0.742	\$ 0.742	\$ 3.575	\$ 3.685
Volume Charge (per 100 ft <sup>3</sup> )	\$ 0.555	\$ 0.555	\$ 0.555	\$ 2.674	\$ 2.756
<b><u>BROWN'S LAKE SEWER SERVICE CHARGE</u></b>					
Customer Service Charge (per month)	\$ 7.80	\$ 7.80	\$ 7.80	\$ 28.38	\$ 29.26
Volume Charge (per 1,000 gallons)	\$ 0.742	\$ 0.742	\$ 0.742	\$ 3.575	\$ 3.685
Volume Charge (per 100 ft <sup>3</sup> )	\$ 0.555	\$ 0.555	\$ 0.555	\$ 2.674	\$ 2.756

**TABLE 17 - CONTINUED**

**SEWER SERVICE CHARGE RATE SCHEDULE  
BURLINGTON, WISCONSIN**

	<u>2008</u>	ACTUAL	<u>2012</u>	<u>2013</u>	PROPOSED	<u>2014</u>	<u>2015</u>
<b><u>HOLDING TANK SEWER SERVICE CHARGE</u></b>							
Customer Service Charge (per month)	\$ 7.80	\$	7.80	\$	7.80	\$	8.60 \$ 8.87
Volume Charge (per 1,000 gallons)	\$ 9.50	\$	9.50	\$	9.50	\$	10.50 \$ 10.80
Volume Charge (per 100 ft <sup>3</sup> )	\$ 7.11	\$	7.11	\$	7.11	\$	7.85 \$ 8.08
<b><u>SEPTIC TANK SEWER SERVICE CHARGE</u></b>							
Customer Service Charge (per month)	\$ 7.80	\$	7.80	\$	7.80	\$	8.60 \$ 8.87
Volume Charge (per 1,000 gallons)	\$ 37.00	\$	37.00	\$	37.00	\$	40.70 \$ 41.90
Volume Charge (per 100 ft <sup>3</sup> )	\$ 27.67	\$	27.67	\$	27.67	\$	30.44 \$ 31.34
<b><u>LEACHATE / LANDFILL SEWER SERVICE CHARGE</u></b>							
Customer Service Charge (per month)	\$ 7.80	\$	7.80	\$	7.80	\$	8.60 \$ 8.87
Volume Charge (per 1,000 gallons)	\$ 25.00	\$	25.00	\$	25.00	\$	27.50 \$ 28.30
Volume Charge (per 100 ft <sup>3</sup> )	\$ 18.70	\$	18.70	\$	18.70	\$	20.57 \$ 21.17
<b><u>SPECIALIZED SEWER SERVICE CHARGE</u></b>							
Customer Service Charge (per month)	\$ 7.80	\$	7.80	\$	7.80	\$	8.60 \$ 8.87
Volume Charge (per 1,000 gallons)	\$ 5.42	\$	5.42	\$	5.42	\$	5.97 \$ 6.15
Volume Charge (per 100 ft <sup>3</sup> )	\$ 4.05	\$	4.05	\$	4.05	\$	4.47 \$ 4.60
Surcharges (per lb):							
BOD (greater than 260 mg/l)	\$ 0.464	\$	0.464	\$	0.464	\$	0.511 \$ 0.527
Suspended Solids (greater than 280 mg/l)	\$ 0.339	\$	0.339	\$	0.339	\$	0.373 \$ 0.384
P (greater than 5.5 mg/l)	\$ 4.177	\$	4.177	\$	4.177	\$	4.595 \$ 4.733

**DEFINITIONS**

Category A

Those sanitary sewer users who discharge normal domestic strength wastewater with concentrations of BOD no greater than 260 mg/l, suspended solids no greater than 280 mg/l, and P no greater than 5.5 mg/l.

Category B

Those sanitary sewer users who discharge wastewater with concentrations in excess of 260 mg/l for BOD, 280 mg/l for suspended solids, and 5.5 mg/l for P. Users whose wastewater exceeds the concentration for any one of these parameters shall be in Category B.

**CONVERSION FACTOR**

Million Gallons x 8.34 x Pollutant Concentrations (mg/l) = Pounds

**TABLE 18**  
**REVENUES VERSUS EXPENDITURES**

**TABLE 18b**  
**2014 REVENUES VERSUS EXPENDITURES**  
**BURLINGTON, WISCONSIN**

**ANNUAL EXPENDITURES**

Operation & Maintenance Expenses	\$ 1,834,800
Replacement Expenses	\$ 267,900
Debt Service Expenses	<u>\$ 1,544,132</u>
<b>Total Expenditures</b>	<b>\$ 3,646,832</b>

**ANNUAL REVENUES**

Revenues from Other Sources	\$ 112,000
-----------------------------	------------

**Category A**

1. Domestic (Residential, Commercial, Some Industrial, Public)	
728,000 gpd = 97,330 ft <sup>3</sup> /day	
97,330 ft <sup>3</sup> /day x \$2.43/100 ft <sup>3</sup> x 365 days/year	\$ 862,573
\$25.60/quarter/user x 3,740 users x 4 quarters	<u>\$ 385,968</u>
Domestic Subtotal	<u>\$ 1,248,541</u>
Total Category A	\$ 1,248,500

**Category B**

1. Echo Lake Farm Produce Company	
Volume	40,000 gpd x \$3.25/1,000 gal x 365 days/year
BOD	[456 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.511/lb
TSS	[210 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.373/lb
TP	[3.9 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.595/lb
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Echo Lake Farm Produce Company Subtotal	\$ 135,764
2. Nestle Chocolate & Confection Company, Inc.	
Volume	55,000 gpd x \$3.25/1,000 gal x 365 days/year
BOD	[883 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.511/lb
TSS	[263 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.373/lb
TP	[2.4 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.595/lb
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Nestle Chocolate & Confection Company, Inc. Subtotal	\$ 226,116
3. Packaging Corporation of America	
Volume	8,000 gpd x \$3.25/1,000 gal x 365 days/year
BOD	[53 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.511/lb
TSS	[20 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.373/lb
TP	[0.3 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.595/lb
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Packaging Corporation of America Subtotal	\$ 16,422
4. Saint-Gobain Containers - Back	
Volume	185,000 gpd x \$3.25/1,000 gal x 365 days/year
BOD	[80 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.511/lb
TSS	[109 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.373/lb
TP	[0.3 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.595/lb
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Saint-Gobain Containers Subtotal	\$ 219,559
5. Saint-Gobain Containers - Front	
Volume	5,000 gpd x \$3.25/1,000 gal x 365 days/year
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Saint-Gobain Containers Subtotal	\$ 6,034
6. Air Liquide	
Volume	27,000 gpd x \$3.25/1,000 gal x 365 days/year
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Air Liquide Subtotal	\$ 32,132
7. Lavelle Industries	
Volume	9,000 gpd x \$3.25/1,000 gal x 365 days/year
Customer Service	\$8.60/month/user x 1 user x 12 months
	<u>\$ 103</u>
Lavelle Industries Subtotal	<u>\$ 10,779</u>
Total Category B	\$ 646,800

**TABLE 18b - CONTINUED**  
**2014 REVENUES VERSUS EXPENDITURES**  
**BURLINGTON, WISCONSIN**

Sanitary Districts

1. Bohner's Lake Sanitary District		
Volume	198,000 gpd x \$3.575/1,000 gal x 365 days/year	\$ 258,365
Customer Service	\$28.38/month/user x 896 users x 12 months	\$ 305,142
Bohner's Lake Sanitary District Subtotal		\$ 563,507
2. Brown's Lake Sanitary District		
Volume	290,000 gpd x \$3.575/1,000 gal x 365 days/year	\$ 378,414
Customer Service	\$28.38/month/user x 1,017 users x 12 months	\$ 346,350
Brown's Lake Sanitary District Subtotal		<u>\$ 724,763</u>
Total Sanitary Districts		\$ 1,288,270

Hauled in Waste

1. Holding Tanks		
Volume	39,000 gpd x \$10.50/1,000 gal x 365 days/year	\$ 149,468
Customer Service	\$8.60/month/user x 8 users x 12 months	<u>\$ 826</u>
Holding Tank Waste Subtotal		\$ 150,293
2. Septic Tanks		
Volume	6,000 gpd x \$40.70/1,000 gal x 365 days/year	\$ 87,968
Customer Service	\$8.60/month/user x 8 users x 12 months	<u>\$ 826</u>
Septic Tank Waste Subtotal		\$ 88,793
3. Leachate / Landfill		
Volume	19,000 gpd x \$27.50/1,000 gal x 365 days/year	\$ 187,138
Customer Service	\$8.60/month/user x 3 users x 12 months	<u>\$ 310</u>
Leachate / Landfill Waste Subtotal		\$ 187,448
4. Specialized Waste		
Volume	2,600 gpd x \$5.97/1,000 gal x 365 days/year	\$ 5,741
BOD	[228 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.511/lb	\$ 41,416
TSS	[43 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.373/lb	\$ 5,035
TP	[3.6 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.595/lb	\$ 5,836
Customer Service	\$8.60/month/user x 6 users x 12 months	<u>\$ 619</u>
Specialized Waste Subtotal		<u>\$ 58,648</u>
Total Hauled in Waste		\$ 485,182
<b>Total Revenues</b>		<b>\$ 3,780,753</b>

Note: Surcharges calculated based on subtracting anticipated loadings from typical concentrations (converted to pounds). Typical concentration value shown above for reference.

**TABLE 18c**  
**2015 REVENUES VERSUS EXPENDITURES**  
**BURLINGTON, WISCONSIN**

**ANNUAL EXPENDITURES**

Operation & Maintenance Expenses	\$ 1,889,800
Replacement Expenses	\$ 263,800
Debt Service Expenses	<u>\$ 927,325</u>
<b>Total Expenditures</b>	<b>\$ 3,080,925</b>

**ANNUAL REVENUES**

Revenues from Other Sources	\$ 112,000
-----------------------------	------------

Category A

1. Domestic (Residential, Commercial, Some Industrial, Public)	
728,000 gpd = 97,330 ft <sup>3</sup> /day	
97,330 ft <sup>3</sup> /day x \$2.51/100 ft <sup>3</sup> x 365 days/year	\$ 889,113
\$26.60/quarter/user x 3,759 users x 4 quarters	<u>\$ 399,958</u>
Domestic Subtotal	\$ 1,289,071
Total Category A	\$ 1,289,100

Category B

1. Echo Lake Farm Produce Company	
Volume 96,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 117,384
BOD [1,496 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.527/lb	\$ 247,721
TSS [849 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.384/lb	\$ 87,575
TP [21.1 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.733/lb	\$ 28,844
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Echo Lake Farm Produce Company Subtotal	\$ 481,630
2. Nestle Chocolate & Confection Company, Inc.	
Volume 55,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 67,251
BOD [883 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.527/lb	\$ 146,909
TSS [263 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.384/lb	\$ 18,860
TP [2.4 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.733/lb	\$ -
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Nestle Chocolate & Confection Company, Inc. Subtotal	\$ 233,127
3. Packaging Corporation of America	
Volume 8,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 9,782
BOD [53 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.527/lb	\$ 6,858
TSS [20 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.384/lb	\$ 185
TP [0.3 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.733/lb	\$ -
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Packaging Corporation of America Subtotal	\$ 16,931
4. Saint-Gobain Containers - Back	
Volume 185,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 226,209
BOD [80 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.527/lb	\$ -
TSS [109 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.384/lb	\$ -
TP [0.3 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.733/lb	\$ -
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Saint-Gobain Containers Subtotal	\$ 226,315
5. Saint-Gobain Containers - Front	
Volume 5,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 6,114
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Saint-Gobain Containers Subtotal	\$ 6,220
6. Air Liquide	
Volume 27,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 33,014
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Air Liquide Subtotal	\$ 33,121
7. Lavelle Industries	
Volume 9,000 gpd x \$3.35/1,000 gal x 365 days/year	\$ 11,005
Customer Service \$8.87/month/user x 1 user x 12 months	<u>\$ 106</u>
Lavelle Industries Subtotal	<u>\$ 11,111</u>
Total Category B	\$ 1,008,500

**TABLE 18c - CONTINUED**  
**2015 REVENUES VERSUS EXPENDITURES**  
**BURLINGTON, WISCONSIN**

Sanitary Districts

1. Bohner's Lake Sanitary District		
Volume	198,000 gpd x \$3.685/1,000 gal x 365 days/year	\$ 266,315
Customer Service	\$29.26/month/user x 896 users x 12 months	\$ 314,604
Bohner's Lake Sanitary District Subtotal		\$ 580,918
2. Brown's Lake Sanitary District		
Volume	290,000 gpd x \$3.685/1,000 gal x 365 days/year	\$ 390,057
Customer Service	\$29.26/month/user x 1,017 users x 12 months	\$ 357,089
Brown's Lake Sanitary District Subtotal		<u>\$ 747,146</u>
Total Sanitary Districts		\$ 1,328,065

Hauled in Waste

1. Holding Tanks		
Volume	39,000 gpd x \$10.80/1,000 gal x 365 days/year	\$ 153,738
Customer Service	\$8.87/month/user x 8 users x 12 months	<u>\$ 851</u>
Holding Tank Waste Subtotal		\$ 154,589
2. Septic Tanks		
Volume	6,000 gpd x \$41.90/1,000 gal x 365 days/year	\$ 90,561
Customer Service	\$8.87/month/user x 8 users x 12 months	<u>\$ 851</u>
Septic Tank Waste Subtotal		\$ 91,412
3. Leachate / Landfill		
Volume	19,000 gpd x \$28.30/1,000 gal x 365 days/year	\$ 192,582
Customer Service	\$8.87/month/user x 3 users x 12 months	<u>\$ 319</u>
Leachate / Landfill Waste Subtotal		\$ 192,901
4. Specialized Waste		
Volume	2,600 gpd x \$6.15/1,000 gal x 365 days/year	\$ 5,914
BOD	[228 lbs - 260 mg/l] surcharge x 365 days/year @ \$0.527/lb	\$ 42,713
TSS	[43 lbs - 280 mg/l] surcharge x 365 days/year @ \$0.384/lb	\$ 5,184
TP	[3.6 lbs - 5.5 mg/l] surcharge x 365 days/year @ \$4.733/lb	\$ 6,012
Customer Service	\$8.87/month/user x 6 users x 12 months	<u>\$ 638</u>
Specialized Waste Subtotal		<u>\$ 60,461</u>
Total Hauled in Waste		\$ 499,364
Total Revenues		\$ 4,237,029

Note: Surcharges calculated based on subtracting anticipated loadings from typical concentrations (converted to pounds). Typical concentration value shown above for reference.

**TABLE 19**

**COMPARISON OF REVENUES VERSUS EXPENDITURES**

**TABLE 19**

**COMPARISON OF REVENUES VERSUS EXPENDITURES  
BURLINGTON, WISCONSIN**

<b><u>REVENUES</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
Revenue from Other Sources	\$ 112,000	\$ 112,000
Category A	\$ 1,248,500	\$ 1,289,100
Category B	\$ 646,800	\$ 1,008,500
Sanitary Districts	\$ 1,288,300	\$ 1,328,100
Hauled in Waste	\$ 485,200	\$ 499,400
<b>Total</b>	<b>\$ 3,780,800</b>	<b>\$ 4,237,100</b>
 <b><u>EXPENDITURES</u></b>		
Operation & Maintenance Expenses	\$ 1,834,800	\$ 1,889,800
Replacement Expenses	\$ 267,900	\$ 263,800
Debt Service Expenses	\$ 1,544,100	\$ 927,300
<b>Total</b>	<b>\$ 3,646,800</b>	<b>\$ 3,080,900</b>

**TABLE 20**

**DEMONSTRATION OF PROPORTIONALITY**

TABLE 20b

2014 DEMONSTRATION OF PROPORTIONALITY  
BURLINGTON, WISCONSIN

	Number of Customers	Volume		BOD		Suspended Solids		Phosphorous		Anticipated Revenues	
		MG/yr	(%)	lbs/yr	(%)	lbs/yr	(%)	lbs/yr	(%)	(\$)	(%)
Category A	3,736	265	45%	623,905	33%	818,330	53%	12,848	47%	862,573	29.2%
Category B											
Echo Lake	1	15	2%	166,440	9%	76,650	5%	1,424	5%	135,660	4.6%
Nestle	1	20	3%	322,295	17%	95,995	6%	876	3%	226,013	7.7%
Packaging Corp	1	3	0%	19,345	1%	7,300	0%	110	0%	16,319	0.6%
Saint-Gobain - Back	1	68	11%	29,200	2%	39,785	3%	110	0%	219,456	7.4%
Saint-Gobain - Front	1	2	0%							5,931	0.2%
Air Liquide	1	10	2%							32,029	1.1%
Lavelle Industries	1	3	1%							10,676	0.4%
Bohner's Lake	1	72	12%	145,270	8%	177,390	12%	3,906	14%	432,545	14.7%
Brown's Lake	1	106	18%	120,085	6%	154,395	10%	3,212	12%	525,497	17.8%
Hauled in Waste	13	24	4%	480,786	25%	165,574	11%	5,004	18%	482,602	16.4%
<b>2014 Total</b>	<b>3,758</b>	<b>588</b>		<b>1,907,326</b>		<b>1,535,419</b>		<b>27,488</b>		<b>2,949,302</b>	

(1) Revenues shown do not include customer service charges.

TABLE 20c

2015 DEMONSTRATION OF PROPORTIONALITY  
BURLINGTON, WISCONSIN

	Number of Customers	MG/yr	Volume (%)	BOD lbs/yr	BOD (%)	Suspended Solids lbs/yr	Suspended Solids (%)	Phosphorous lbs/yr	Phosphorous (%)	Anticipated Revenues (\$)	Anticipated Revenues (%)
Category A	3,755	265	44%	623,905	27%	818,330	46%	12,848	38%	889,113	26.3%
Category B											
Echo Lake	1	35	6%	546,040	24%	309,885	18%	7,702	23%	481,524	14.2%
Nestle	1	20	3%	322,295	14%	95,995	5%	876	3%	233,021	6.9%
Packaging Corp	1	3	0%	19,345	1%	7,300	0%	110	0%	16,825	0.5%
Saint-Gobain - Back	1	68	11%	29,200	1%	39,785	2%	110	0%	226,209	6.7%
Saint-Gobain - Front	1	2	0%							6,114	0.2%
Air Liquide	1	10	2%							33,014	1.0%
Lavelle Industries	1	3	1%							11,005	0.3%
Bohner's Lake	1	72	12%	145,270	6%	177,390	10%	3,906	12%	445,791	13.2%
Brown's Lake	1	106	17%	120,085	5%	154,395	9%	3,212	10%	541,610	16.0%
Hauled in Waste	13	24	4%	480,786	21%	165,574	9%	5,004	15%	496,704	14.7%
<b>2015 Total</b>	<b>3,777</b>	<b>608</b>		<b>2,286,926</b>		<b>1,768,654</b>		<b>33,766</b>		<b>3,380,929</b>	

(1) Revenues shown do not include customer service charges.



**Fire Department**

165 W. Washington Street, Burlington, WI, 53105  
(262) 763-7842 – (262) 767-8602 fax  
www.burlington-wi.gov

<b>Committee of the Whole Item Number: 5</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Fire Chief Perry S. Howard	<b>Subject:</b> Resolution 4639(29) to consider approving a First Responder Program for the Fire Department

**Details:**

The City of Burlington Fire Department is interested in implementing a first responder program where the on-duty medically trained fire personnel and/or medically trained volunteers respond initially with a first response vehicle, FRV, to stabilize and initiate care for medical emergencies in the City limits. The initial response by on-duty personnel will produce a quicker response to citizen requests for medical emergencies.

A recent study identified the average push-out time for the Burlington Rescue Squad for emergency calls is over five minutes (five minutes and nine seconds) and instituting a first responder program would establish a quicker push-out time, a more efficient and quicker care to the citizens of the community and enhance operations with the Burlington Rescue Squad and other approved ambulance services.

The City of Burlington Fire Department members that respond to medical emergencies will work closely with the Burlington Rescue Squad or other designated ambulance service(s) in delivering care to the citizens of the community.

**Options & Alternatives:**

The option is to continue our current practice and not use on-duty medically trained personnel or volunteers to aid in emergency medical calls.

**Financial Remarks:**

There are limited financial impacts that include training new volunteers to medically approved levels for response duties, continuing education for medically trained members and limited costs for initial medical equipment for the First Response Vehicle(s) (FRV).

**Executive Action:**

This item was discussed at the November 19, 2013 and December 17, 2013, Committee of the Whole meetings and is scheduled for the December 17, 2013, Common Council meeting for consideration.

**A RESOLUTION APPROVING A FIRST RESPONDER PROGRAM UTILIZING THE  
CURRENT CITY OF BURLINGTON FIRE DEPARTMENT MEMBERSHIP**

**WHEREAS**, the City of Burlington is mandated to provide rescue services in accordance with Chapter 181 of the Wisconsin State Statutes; and,

**WHEREAS**, the City Council desires to implement a First Responder Program utilizing the Fire Department membership for initial response to medical emergencies to quicker serve the citizens of the community.

**WHEREAS**, The City of Burlington Fire Department shall respond as a First Responder as designated by Wisconsin State Department of Health Services Regulations Chapter 256, Wis. Statute and Wisconsin Administrative Code DHS 110; and,

**WHEREAS**, said rescue services shall begin in December of 2013 or as approved by State of Wisconsin licensing Department of Health Services permits or allows; and,

**WHEREAS**, The Fire Department First Responders will respond on Emergency Medical Service, (EMS) calls within the City limits in conjunction with the Burlington Rescue Squad or other designated/approved ambulance service.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin, that the City of Burlington shall initiate a First Responder Program as designated through the Wisconsin Department of Health Services which will be directed by the Aurora Hospital System and with the medical direction of Dr. Steven Andrews.

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

Introduced: November 5, 2013  
Adopted:

---

Robert Miller, Mayor

Attest:

---

Diahnn Halbach, City Clerk



**Fire Department**

165 W. Washington Street, Burlington, WI, 53105  
(262) 763-7842 – (262) 767-8602 fax  
www.burlington-wi.gov

<b>Committee of the Whole Item Number: 6</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Fire Chief Perry S. Howard	<b>Subject:</b> Resolution 4640(30) to consider approving a contract for medical oversight and direction with Aurora Health Care Southern Lakes, Inc, Aurora Medical Group, Inc. for the First Responder Program.

**Details:**

The City of Burlington Fire Department's first responder program will need to obtain the approval for operation and service with a Medical Group that provides oversight and direction for medical control and training objectives for members of the Fire Department that respond to medical emergencies within the community.

The City of Burlington Fire Chief recommends approval of a contract with Aurora Health Care Southern Lakes, Inc, Aurora Medical Group, Inc, with Dr. Steven Andrews as the Medical Director for the operation of a First Responder Program as approved by the Wisconsin Department of Health Services.

**Options & Alternatives:**

The option is to not approve this contract which would not allow the City Fire Department to operate as a First Responder, or find another medical group and doctor affiliate who would approve and over-see our program.

**Financial Remarks:**

There is no financial impact to approving this contract for Medical Direction and oversight for the First Responder Program.

**Executive Action:**

This item was discussed at the November 19, 2013 and December 17, 2013 Committee of the Whole meetings and is scheduled for the December 17, 2013 Common Council meeting for consideration.

**A RESOLUTION APPROVING AN AGREEMENT WITH AURORA HEALTH CARE  
SOUTHERN LAKES, INC., AURORA MEDICAL GROUP, INC.**

**WHEREAS**, the City of Burlington is mandated by the State to provide rescue services in accordance with Chapter 181 of the Wisconsin State Statutes; and,

**WHEREAS**, the City Council chooses to initiate a First Responder Program; and,

**WHEREAS**, the City Council chooses to enter into an agreement with Aurora Health Care Southern Lakes, Inc., Aurora Medical Group Inc. to provide the oversight and medical direction for the First Responder Program; and,

**WHEREAS**, the City Council desires to enter into a medical control contract for services that improves emergency services to the community and medical training to the fire department first responding members and,

**WHEREAS**, said agreement shall cover a one-year period extending from January 1, 2014 through December 31, 2015 with automatic (1) year renewal terms.

**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 Aurora Health Care Southern Lakes, Inc., Aurora Medical Group Inc. to provide the oversight and medical direction for the First Responder Program; and,

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

**BE IT FURTHER RESOLVED** that the City Clerk is directed to send a copy of this resolution and the executed Agreement to Aurora Health Care Southern Lakes, Inc. (Aurora Memorial Hospital of Burlington), ATTN: President, 262 McHenry St, Burlington, WI, 53105 and Aurora Health Care, Inc., ATTN: Chief Legal Officer, 750 W. Virginia Street, Milwaukee, WI 53204 and Aurora Medical Group Inc. ATTN: President, 3000 W. Montana Street Milwaukee, WI 53215.

Introduced: November 5, 2013  
Adopted:

\_\_\_\_\_  
Robert Miller, Mayor

Attest:

\_\_\_\_\_  
Diahn Halbach, City Clerk

## MEDICAL CONTROL AGREEMENT

**THIS MEDICAL CONTROL AGREEMENT** (the “Agreement”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2013, by and among **Aurora Health Care Southern Lakes, Inc.** (“AHCSL”), whose health care facilities and hospitals operating under the laws of Wisconsin are capable of providing the services required of a medical control facility, **Aurora Medical Group, Inc.**, a Wisconsin non-stock corporation (“AMG”), and **City of Burlington Fire Department** a municipal provider of prehospital emergency medical service, licensed under the laws of the State of Wisconsin (hereinafter referred to as “Department”).

### RECITALS

**WHEREAS**, AHCSL has concluded that the health care services provided to the residents it serves in Kenosha, Racine, and Walworth Counties, Wisconsin can be enhanced through continued operation of a modern pre-hospital care program, including both basic and advanced life support services;

**WHEREAS**, AHCSL’s Aurora Memorial Hospital of Burlington facility (“Hospital”) is capable of providing the services required of a medical control facility;

**WHEREAS**, AMG employs physicians who are involved in the provision of emergency medical care, one of whom it will make available to provide medical director services to Department;

**WHEREAS**, Department currently provides the necessary personnel, vehicles and equipment for delivery of life support services to the community residents in its service area; and

**WHEREAS**, Department desires to engage AHCSL and AMG to, respectively, serve as the medical control hospital and furnish a medical director for medical direction activities of prehospital emergency medical services, all on the terms of this Agreement.

**NOW, THEREFORE**, in consideration of the promises and covenants herein set forth, the parties hereto agree as follows:

1. Medical Control Hospital. The Hospital agrees to be designated and referred to as the “Medical Control Hospital” for purposes of being identified as the local facility with primary responsibility for medical control and quality assurance with respect to all life support services provided by Department. Additional Medical Control Hospitals will be designated by the Medical Director (defined below) and will initially include Aurora Medical Center Kenosha and Aurora Lakeland Medical Center.

2. Designation of Medical Director. AMG agrees to designate a Wisconsin licensed physician experienced and competent in emergency medicine to serve as the medical director with respect to the life support services provided by Department (the “Medical Director”). The initial Medical Director will be Steven S. Andrews, M.D. AMG agrees that it will schedule

emergency physicians to provide twenty-four (24) hour a day designated medical control coverage through qualified physicians. The Medical Director shall also provide periodic audits, reviews and critiques of cases handled by life support personnel, emergency nursing personnel, and emergency physicians for the primary purpose of improving operations. AMG agrees that it will encourage the Medical Director to use reasonable efforts to collect patient care data and reports from life support personnel for purposes of continuing evaluation of performances.

3. Provision of Facilities and Personnel. The Hospital agrees to provide adequate and suitable space for any radio communications, recording and equipment needed for monitoring and/or supervision of life support provided by Department. The Hospital agrees to take such measures and establish such policies and controls as to reasonably assure that all requests for radio or telephone medical guidance, assistance, advice or command by life support field personnel will be promptly responded to on a twenty-four (24) hour a day basis by a designated medical control physician. The Hospital agrees to provide an adequate program of orientation for employees and medical staff members who will participate in the provision of such services.

4. Training Assistance. The Hospital and Medical Director will cooperate in the development and implementation of an appropriate continuing education program for all life support personnel employed by Department. The Hospital agrees to provide reasonable administrative and medical staff support and participation in the training of life support personnel employed by the Department. The Hospital shall work in good faith with Department to provide to the extent reasonably possible the continuing education programs at the City of Burlington Fire Department. The Hospital further agrees to provide classroom facilities to the Department at mutually agreeable times for such training that cannot be done at the City of Burlington Fire Department.

5. Insurance. At all times during the term of this Agreement, the Hospital, AMG, and the Department agree to maintain professional liability insurance coverage in the amount of not less than One Million Dollars (\$1,000,000) per occurrence. Each party agrees to notify the other party of any material change in or cancellation of the associated policies.

6. Independent Judgment. The Medical Director and any Hospital personnel involved in the provision of services will issue transportation instructions and hospital assignments based entirely on objective analysis of patient needs and no effort will be made to obtain commercial advantage through use of such transportation instructions and Hospital assignments.

7. Provision of Vehicles by the Department. Department agrees to provide and maintain in safe and reliable condition a fleet of appropriately equipped and maintained emergency vehicles for response to calls for assistance from members of the public and for delivery of needed emergency medical services. Department shall also maintain adequate and reliable communications and dispatching personnel for the purpose of accepting calls from the public for emergency medical services.

8. Provision of Trained Personnel. Department agrees to employ and/or maintain an adequate number of properly credentialed, trained and reliable first responders and emergency medical technicians to provide life support services. Department shall require its personnel to maintain confidentiality of patient information, consistent with state and federal law.

9. Adherence to Clinical Judgment of Medical Director. Department agrees that all medical judgments relevant to the provision of emergency medical services pursuant to this Agreement shall be within the province of the Medical Director or his/her designated representative and that judgements by the Medical Director or his/her designated representative shall be final. Department shall instruct its personnel to adhere to all such instructions and/or advice provided by on-call physicians. The Medical Director shall have at least an annual assessment of the skills and training of personnel employed by Department. Department agrees to provide the Medical Director with adequate and appropriate access life support personnel in their working environment in order to facilitate the assessment function. Department agrees to provide adequate and appropriate opportunity for medical and nursing staff employed by the Hospital to accompany personnel on actual emergency incidents for the purpose of training and orientation. The Hospital shall, prior to Hospital's personnel accompanying on an actual emergency incident, obtain the approval of Department for such persons. Such approval shall not be unreasonably denied and the Hospital shall be given an opportunity to discuss the basis for any such denial. Department acknowledges the Medical Director's authority and responsibility to reprimand, revoke, or suspend medical control to Department or individual members of Department based upon a violation of the rules, policies, or procedures of the Medical Director or the Hospital by Department, its employees, or agents. Department agrees to provide the Hospital and Medical Director with appropriate documentation to verify compliance of department, its employees, and its contractees with state and federal regulations and with directives of Medical Director.

10. Contact Control. It will not be acceptable practice for Department to initiate contact with more than one facility for medical direction for any patient. The parties agree that once medical control has been established at a facility, control will remain with that facility during the entire length of patient contact and the transporting squad will follow directives of the that facility.

11. Term and Termination. The term of this Agreement shall be one (1) year beginning on Januray 1, 2014 and terminating on December 31, 2014 unless terminated earlier as provided below. Thereafter, this Agreement shall automatically renew for successive one (1) year terms (each a "Renewal Term"), unless a party gives prior written notice to the other parties of the decision not to renew at least thirty (30) days prior to the end of the applicable Renewal Term. After the initial term, any party may terminate this Agreement at any time, for any reason by giving thirty (30) days prior written notice to the other parties.

12. Other Necessary Action. The parties agree to take such further actions and to deliver such additional documents as may be reasonably necessary to affect the purposes of this Agreement.

13. Independent Contractors. The parties are independent contractors. No party is authorized or permitted to act as an agent or employee of any other. Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, partnership, or joint venture relationship or to allow either party to exercise control or direction over the manner or method by which either party provides services to patients. All services shall be performed in accordance with all applicable medical standards and the terms and conditions of this Agreement.

14. Notices. Any notice, demand or communication required, permitted, or desired to be given hereunder shall be in writing and shall be deemed effectively given when personally delivered or mailed by prepaid certified mail, return receipt requested, addressed as follows:

If to Department, to:

City of Burlington Fire Department  
165 W. Washington Street  
Burlington, WI 53105  
Attn: Chief / Assistant Chief

If to AHCSL, to:

Aurora Health Care, Inc.  
750 W. Virginia Street  
Milwaukee, WI 53204  
Attn: Chief Legal Officer

With copies to:

Aurora Memorial Hospital of Burlington  
262 McHenry Street  
Burlington, WI 53105  
Attn: President

Aurora Medical Group, Inc.  
3000 W. Montana Street  
Milwaukee, WI 53215  
Attn: President

Or such address, and to the attention of such other persons or officers as either party may designate by written notice.

15. Governing Law. This Agreement has been executed and delivered in and shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Wisconsin. The parties agree that venue and jurisdiction for any claims arising from this Agreement shall be made in the County of Milwaukee, Wisconsin. Each party waives trial by jury for any matter or proceeding hereunder or relating hereto.

16. Waiver of Breach. The waiver of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach.

17. Changes and Modifications; Assignments. No change or modification of this Agreement shall be valid unless in writing and signed by all parties. This Agreement may not be assigned by any party without the written agreement of the other parties except that AHCSL or AMG may assign this Agreement to Aurora Health Care, Inc. or any affiliate of Aurora Health Care, Inc. without the consent of Department.

18. Nonbinding Dispute Resolution. The parties recognize the need to work in good faith to resolve all concerns that may arise. The parties further acknowledge that they shall promote that disputes be handled rapidly and, to the extent possible, by the efforts of the Medical Director and Department's EMS officer(s). If any dispute arises between the parties that are not resolved in the routine course of administrating the Agreement, Department may ask for a meeting with the President of Aurora Memorial Hospital of Burlington. If the dispute is still not resolved, Department may request a final review with the Vice President of Finance for AHCSL. If the dispute is still not resolved, any party may terminate the Agreement in accordance with the terms of this Agreement.

19. Entire Agreement. This Agreement supersedes all previous contracts, agreements, and understandings, both oral and written, relating to the subject matter or service or function and constitutes the entire Agreement between the parties.

20. Headings. Section or paragraph headings, titles or captions contained in this Agreement are inserted as a matter of convenience and for reference only and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

21. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have herein executed this Agreement on the date set forth above.

**AURORA HEALTH CARE SOUTHERN LAKES, INC.**

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_

**AURORA MEDICAL GROUP, INC.**

By \_\_\_\_\_  
Jeffrey W. Bailet, M.D., President

**CITY OF BURLINGTON FIRE DEPARTMENT**

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_



**CITY OF BURLINGTON**

**Administration Department**  
300 N. Pine Street, Burlington, WI 53105  
(262) 342-1161 – (262) 342-1178 fax  
www.burlington-wi.gov

<b>Committee of the Whole Item Number:</b> 7	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Kevin Lahner, City Administrator	<b>Subject:</b> Resolution 4644(34) to consider Amendment Number Four to the PUD Agreement with Falcon Ridge Condominiums.

**Details:**  
Kempken Real Estate Group, LLC has requested to alter the existing Site Plan for the Falcon Ridge Condominium development to construct duplexes on the remainder of vacant property in the development instead of the previously approved four-unit condominiums. The number of total number of units will remain the same. The Plan Commission approved the revised Site Plan at their December 10<sup>th</sup> meeting. Per the requirements of the site plan approval in a Planned Unit Development overlay, an amendment is necessary to the Development Agreement, originally approved in 2006.

**Options & Alternatives:**  
The Common Council could reject this request amendment which would delay or cease construction of the development.

**Financial Remarks:**  
There are no costs to the City associated with this request.

**Executive Action:**  
This item is scheduled for discussion at the December 17, 2013 Committee of the Whole meeting and scheduled for the Common Council meeting the same night for consideration.

**A RESOLUTION APPROVING AMENDMENT NUMBER FOUR TO THE PLANNED UNIT DEVELOPMENT AGREEMENT (PUD) WITH KEMPKEN REAL ESTATE GROUP, LLC FOR THE FALCON RIDGE CONDOMINIUM DEVELOPMENT**

**WHEREAS**, Resolution 4009(103) approving a Planned Unit Development (PUD) Agreement with Kempken Real Estate Group, LLC was approved by the Common Council on May 30, 2006; and,

**WHEREAS**, Resolution 4281(51) approving Amendment One to the Planned Unit Development Agreement that extended the deadline for completion of the final lift of asphalt on Raptor Court was approved by the Common Council on November 18, 2008; and,

**WHEREAS**, Resolution 4444(28) approving Amendment Two to the Planned Unit Development Agreement that extended the deadline for completion of the final lift of asphalt on Raptor Court was approved by the Common Council on November 3, 2010; and,

**WHEREAS**, Resolution 4544(69) approving Amendment Three to the Planned Unit Development Agreement that extended the deadline for completion of the final lift of asphalt on Raptor Court was approved by the Common Council on April 4, 2012; and,

**WHEREAS**, the developer wishes to modify the layout and location of the units as indicated on the original Plat of Condominium dated October 23, 2006, as described on the revised Site Plan attached hereto as Attachment "A"; and,

**WHEREAS** the Plan Commission has reviewed and recommended that the Common Council approve Amendment Number Four contingent upon the satisfaction of the City Engineer's, City Planner's and City Attorney's concerns; and;

**WHEREAS**, City staff have reviewed the request and feel the extension of deadline will not create a hardship on the community if granted and is in the best interest of all parties.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that Amendment Number Four to the Development Agreement for a Planned Unit Development is hereby approved with the Mayor authorized to execute this agreement.

Introduced: December 17, 2013  
Adopted:

---

Robert Miller, Mayor

Attest:

---

Diahnn Halbach, City Clerk

**AMENDMENT NUMBER FOUR TO PLANNED UNIT DEVELOPMENT AGREEMENT  
FOR  
FALCON RIDGE CONDOMINIUM**

This Agreement is made and entered into by and between KEMP KEN REAL ESTATE GROUP LLC, a Wisconsin Limited Liability Company (the "Developer") and the CITY OF BURLINGTON, a Municipal Corporation of the State of Wisconsin located in Racine and Walworth Counties (the "City").

**RECITALS**

WHEREAS, on May 30, 2006, the Developer and the City entered into a Planned Unit Development Agreement (the "Development Agreement") for Falcon Ridge Condominium; and

WHEREAS, the Development Agreement provided that the Developer was required to construct the Development in accordance with certain plans submitted to the City for approval which were incorporated by reference into the Development Agreement; including the Plat of Condominium for Falcon Ridge Condominium. A copy of said Plat of Condominium was attached to and incorporated into the Development Agreement by reference as Exhibit B; and

WHEREAS, the Developer has proposed a modification to the layout of the Units to be located within the Falcon Ridge Condominium as is more particularly described on the Site Plan attached hereto; and

WHEREAS, the Plan Commission has issued Site Plan Approval for modification of the Falcon Ridge Condominium by vote of said Commission on December , 2013, and the City has determined that the modification of such Site Plan is in the best interest of the City; and

WHEREAS, the Developer and the City desire to amend the Development Agreement to incorporate the revised Site Plan into the Development Agreement.

NOW, THEREFORE, the Planned Unit Development Agreement for Falcon Ridge Condominium dated May 30, 2006 is hereby amended as follows:

**AGREEMENT**

1. Amendment of Existing Agreement. This Agreement constitutes the Amendment to the Planned Unit Development Agreement for Falcon Ridge Condominium dated May 30, 2006. All of the terms, conditions and provisions of the Development Agreement are incorporated herein by reference and shall remain in full force and effect to the extent those terms, conditions and provisions are not inconsistent with the terms, conditions and provisions of this Amendment. In the event of an inconsistency between the terms, conditions and provisions of the Development Agreement and this Amendment, the terms, conditions and provisions of this Amendment shall control.

2. Modification of Condominium Plat and Site Plan. The revised Site Plan for the Falcon Ridge Condominium attached hereto is hereby substituted in place of Exhibit B to the Development Agreement. The Developer shall construct the project described in the Development Agreement in a manner consistent with said revised Site Plan.

3. Addendum No.1 to Plat of Condominium. The Developer shall cause to be recorded both Addendum No.1 to the Condominium Plat for Falcon Ridge Condominium and Amendment No.1 to the Declaration of Condominium for said Falcon Ridge Condominium, in a manner consistent with the Site Plan attached hereto. A copy of said recorded Addendum No.1 and Amendment No.1 to the Condominium Plat and Declaration, respectively, shall be provided to the City upon receipt of the same from the office of the Register of Deeds in and for Racine County, State of Wisconsin.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed this \_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF BURLINGTON**

ATTEST

By: \_\_\_\_\_  
Robert Miller, Mayor

By: \_\_\_\_\_  
Diahn Halbach, City Clerk

STATE OF WISCONSIN    )  
  ) ss.  
COUNTY OF RACINE    )

Personally came before me this day of \_\_\_\_\_, 2013, the above named Robert Miller and Diahn Halbach, to me known to be the Mayor and City Clerk, respectively, of the City of Burlington, and acknowledge that they have executed the foregoing instrument as the agreement of the City of Burlington by its authority.

\_\_\_\_\_  
\*  
\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission expires \_\_\_\_\_

*[signatures continue on following page]*





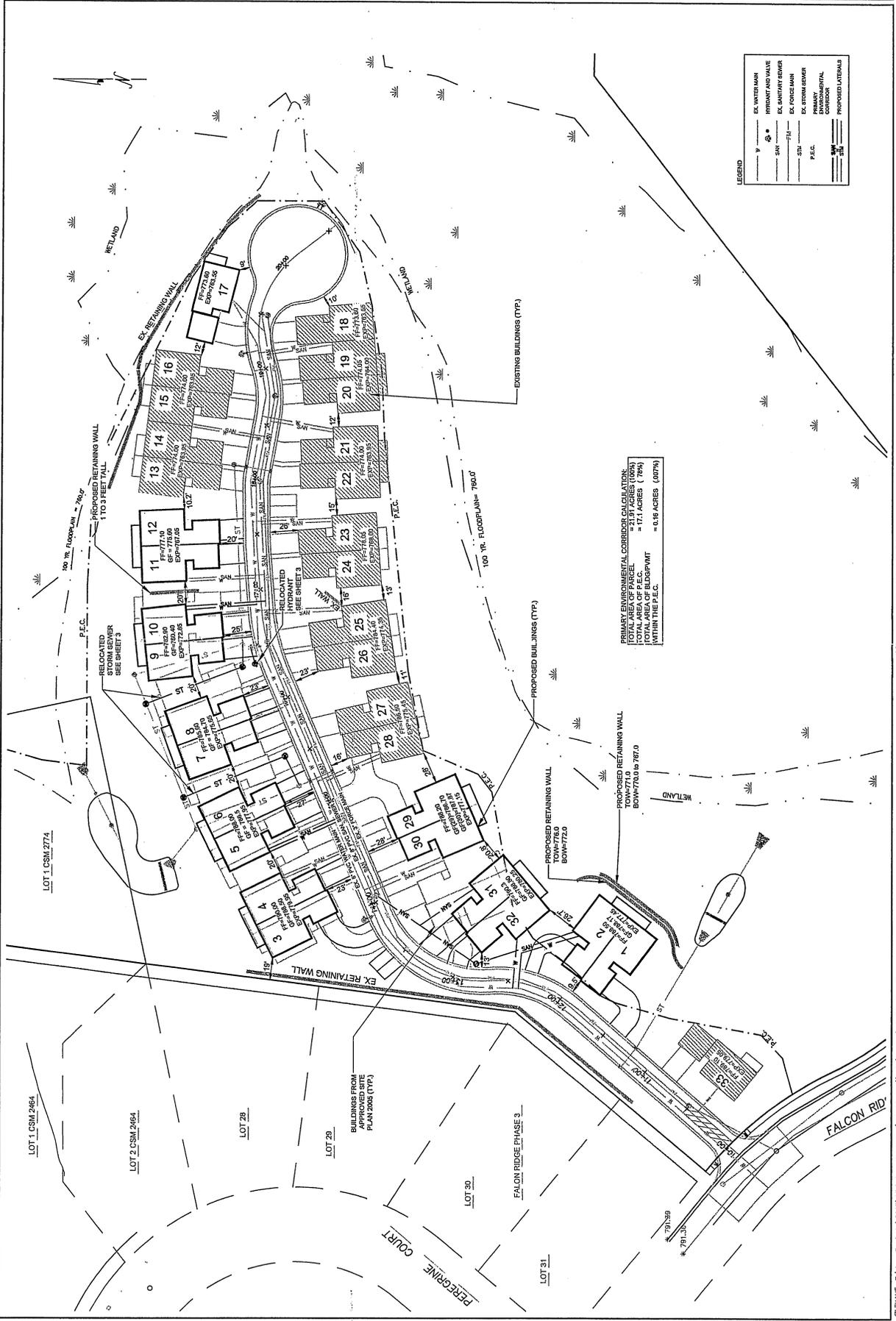
NO.	REVISIONS	BY	DATE

LYNCH & ASSOCIATES  
SPECIALTY CONTRACTORS

5482 S. WESTRIDGE DRIVE  
NEW BRUNN, WI 53151  
(262) 948-5800

FALCON RIDGE CONDOMINIUM  
REVISED SITE PLAN  
CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN

<b>PRELIMINARY</b>	
INITIALS	DATE
DESIGNED JAB	09/25/13
DRAWN JAB	09/25/13
CHECKED TCL	09/25/13
PROJECT NO.	13-041
SCALE	AS SHOWN
SHEET NO.	2 of 4





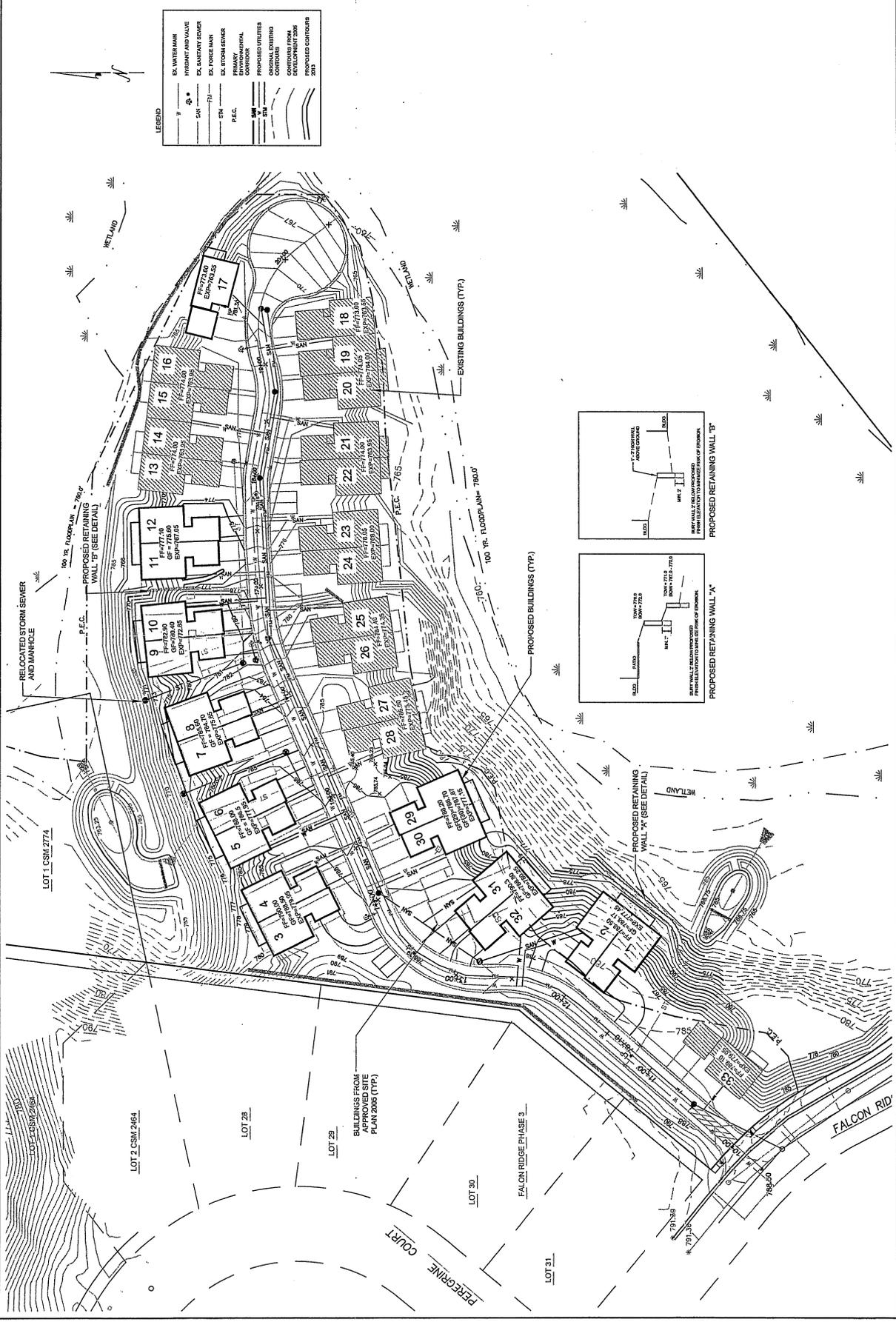
NO.	REVISIONS	BY	DATE

5482 S. WESTWIDE DRIVE  
 RACINE, WI 53411  
 (262) 402-5040



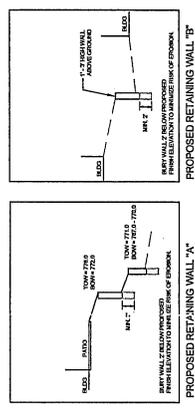
FALCON RIDGE CONDOMINIUM  
 REVISED GRADING PLAN  
 CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN

PRELIMINARY	INITIALS	DATE
DESIGNED		
DRAWN		
CHECKED		
PROJECT NO.	13-041	
SHEET NO.	4 OF 4	



LEGEND

EX WATER MAIN	EX HYDRANT AND VALVE
EX SANITARY SEWER	EX FORCE MAIN
EX STORM SEWER	PRIMARY COMMERCIAL
PROPOSED UTILITIES	ORIGINAL EXISTING CONTAINERS
CONTAINERS PROPOSED	PROPOSED CONTAINERS



FILENAME: F:\1 - Projects\2013\13041 - Kampen (see 03-042) CAD\Sheets\13-041 Grading Plan.dwg  
 PLOT DATE: 11/7/2013 4:31 PM



## CITY OF BURLINGTON

### Department of Public Works

Wastewater & Water Utility

6551 S. Pine Street, Burlington, WI 53105

(262) 539-3646 - (262) 342-1173 - (262) 539-3648 fax

www.burlington-wi.gov

<b>Committee of the Whole Item Number: 8</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Craig Workman Department of Public Works	<b>Subject:</b> Resolution 4645(35) to consider Amendment No. 1 to Task Order #91 for engineering services for the 2013 Street & Utility Project in the amount of \$72,683.

#### Details:

Attached for your review is Amendment No. 1 to Task Order #91 with Kapur and Associates to provide civil engineering services for the design, bidding, and construction management of the 2013 Street and Utility Improvement Project. The amendment to the original task order was for the additional work relating to the following project elements:

1. Jefferson Street Storm Sewer (\$25,802.50)
2. Pedestrian crossing improvement on Pine Street at the Kwik Trip Convenience Store (\$18,181)
3. Washington Street/Fire Station Improvements (\$10,216)
4. Quiet Zone Curb medians on Milwaukee Avenue, Jefferson Street, Adams Street, and Robert Street (\$10,095)
5. Tee turnarounds at the end of Hidden Creek Lane and Springbrook Drive (\$8,388.50)

City staff has reviewed and recommends approval of Amendment No. 1 to Task Order #91 in the amount of \$72,683.

#### Options & Alternatives:

Amendment No. 1 to Task Order #91 could be denied. However, the work has already been completed and the proposed amendment covers work that was authorized by City staff.

#### Financial Remarks:

The amendment represents a negotiated dollar amount for the work performed and will be divided appropriately between Streets, Utility, and Fire Department budgets. The street portion of the work will be paid from 2012 bond proceeds.

#### Executive Action:

This item is for discussion at the December 17, 2013 Committee of the Whole meeting and scheduled for the December 17, 2013 Common Council meeting for consideration.

**Resolution No. 4645(35)**  
**Introduced by the Committee of the Whole**

**A RESOLUTION APPROVING AMENDMENT NUMBER ONE TO TASK ORDER NUMBER NINETY-ONE WITH KAPUR & ASSOCIATES FOR ENGINEERING SERVICES FOR THE 2013 STREET AND UTILITY PROJECT FOR THE NOT TO EXCEED AMOUNT OF \$72,683**

**WHEREAS**, the City of Burlington has entered into a master agreement for engineering services with Kapur and Associates, Inc.; and,

**WHEREAS**, the City has requested additional work from Kapur related to the 2013 Street and Utility Project for the Jefferson Street Storm Sewer, Pedestrian crossing improvements on S. Pine Street, Washington Street/Fire Station Improvements, Quiet Zone Curb, and Tee turnarounds at the end of Hidden Creek Lane and Springbrook Drive; and,

**WHEREAS**, this additional work has resulted in a task order amendment, a copy of which is attached hereto and made a part thereof; and,

**WHEREAS**, said task order amendment is for the not-to-exceed amount of \$72,683 and has been recommended for approval by the City Engineer.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that Amendment Number One to Task Order Number Ninety-One is hereby approved in the amount of \$72,683.

**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to execute Amendment Number One to Task Order Number Ninety-One on behalf of the City.

Introduced: December 17, 2013  
Adopted:

\_\_\_\_\_  
Robert Miller, Mayor

Attest:

\_\_\_\_\_  
Diahn Halbach, City Clerk



**Amendment No. 1 to TASK ORDER NUMBER #91  
CIVIL ENGINEERING SERVICES**

This amendment is made as of December 17, 2013 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the complete design and specification preparation, bidding and construction management for the City of Burlington 2013 Street & Utility Improvement Project. Additional projects include the Pine Street sidewalk extension and pedestrian crossing improvements.

**Section A. – Scope of Services**

Engineer shall perform the following Services:

**Plan Preparation Activities**

1. Evaluate pedestrian crossing improvement alternatives on Pine Street at the Kwik Trip Convenience Store. Survey and base map existing topography and utilities along the selected route for the Pine Street sidewalk extension. Prepare plans and specifications for the construction of the sidewalk and selected pedestrian crosswalk improvement.
2. Provide field survey, mapping, field review, plan & specification preparation for the storm sewer replacement on Jefferson Street from east of Pine Street to just west of the Canadian National RR tracks.
3. Provide field survey, mapping, field review, plan & specification preparation for the construction of tee turnarounds at the end of Hidden Creek Lane and Springbrook Drive.
4. Provide field survey, mapping, field review, plan & specification preparation for the construction of barrier curb median for reinstatement of the rail quiet zone. Curb medians to be constructed in the center of Milwaukee Avenue north and south of the tracks, in the center of Jefferson Street west of the tracks, in the center of Adams Street west of the tracks and in the center of Robert Street west of the tracks.
5. Provide field review and plan & specification preparation in coordination with the City staff for the repair of sidewalks within the City.
6. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's

Qualification Statement, Agreement, and General Conditions of Contract,  
Supplementary Conditions, and Special Provisions.

**Construction Management Activities**

7. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for additional base bid projects.
8. Provide additional construction staking for necessary items within the construction contract (Jefferson Street storm sewer and tee turn arounds).
9. Prepare as-built drawings for the new utility construction in both hard copy and electronic format (compatible AutoCad format) and enter into GIS database and online mapping.
10. Coordinate and complete necessary material testing services for utility work completed.
11. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work approved for the prior month.)**
12. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

**Section C. – Compensation**

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Seventy Two Thousand Six Hundred Eighty-Three dollars (\$72,683.00) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

By: \_\_\_\_\_

By: Thomas W. Foht

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Associate

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Kapur Associates, Inc.**  
**Summary of Staff Hours and Labor Costs**  
**for the**  
**City of Burlington**

<b>Amendment No. 1 to TASK ORDER 91</b>																					
<b>City of Burlington 2013 Street &amp; Utility Improvement Project - Attachment A</b>																					
CLASSIFICATION	Project Manager		Project Engineer		Surveyor		Construction Project Engineer		Staff Engineer		Construction Staff Engineer		Senior Technician		Technician		Survey Crew		Total Labor		
	ACT Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Average Hourly Wage			\$133.00		\$103.00	\$90.00	\$103.00	\$90.00	\$78.00	\$78.00	\$78.00	\$78.00	\$71.00	\$60.00	\$60.00	\$115.75	\$115.75				
<b>TASK DESCRIPTION</b>																					
Additional Design Services																					
Pine Street Sidewalk and Crosswalk		9	\$1,197.00																		
Jefferson Street Storm Sewer and Alley Improvements				24	\$2,472.00	1	\$90.00	37	\$3,811.00	56	\$4,368.00		16	\$1,136.00	18	\$1,080.00	8	\$926.00	145	\$12,608.00	
Springbrook Tee Turnarounds				4	\$412.00	1	\$90.00	8	\$824.00	82	\$6,396.00		12	\$852.00	27	\$1,620.00	16	\$1,452.00	170	\$14,106.00	
Concrete Raised Curb Medians				8	\$624.00	1	\$90.00	4	\$412.00	42	\$3,276.00				12	\$720.00	12	\$1,389.00	71	\$5,797.00	
Revision to the Fire Station Expansion / Washington Street										41	\$3,198.00				13	\$780.00			67	\$5,904.00	
Plan Preparation/Review Specifications				16	\$1,648.00					47	\$3,666.00								63	\$5,314.00	
Project Manual/Administration										13	\$1,014.00								13	\$1,014.00	
Administration Advertisement/Project Manual Meetings as Required		6	\$798.00																6	\$798.00	
Construction Management																					
Pine Street Sidewalk and Crosswalk						3	\$270.00	38	\$3,914.00												
Jefferson Street Storm Sewer and Alley Improvements						3	\$270.00	74	\$7,622.00	4	\$312.00								12	\$1,389.00	53
Springbrook Tee Turnarounds						1	\$90.00	13	\$1,339.00	6	\$468.00								14	\$1,620.50	95
Concrete Raised Curb Medians						2	\$180.00	38	\$3,914.00	3	\$234.00								6	\$684.50	26
As-built										24	\$1,872.00								4	\$463.00	47
<b>TOTALS</b>		15	1995	74	7622	13	1080	220	22660	318	24804		28	1988	70	4200	72	8334	810	\$72,683	

**Expenses:**

**Project Total: \$72,683**

Summary of Expenses	Units	Cost	Total
Estimated Expenses			
<b>Totals</b>			



## CITY OF BURLINGTON

**Department of Public Works**  
Streets, Parks, & Water Divisions  
2200 S. Pine St., Burlington, WI, 53105  
(262) 539-3770 – (262) 539-3773 fax  
www.burlington-wi.gov

<b>Committee of the Whole Item Number: 9</b>	<b>Date:</b> December 17, 2013
<b>Submitted By:</b> Craig Workman Public Works Director	<b>Subject:</b> Resolution 4646(36) to approve the purchase of a patrol wing from Wausau Equipment Co., Inc. for the not to exceed price of \$16,276.

### Details:

The 2014 Equipment Replacement Fund Budget includes the cost of One (1) Wausau PW9RHTE patrol wing plow with hydraulics, heavy-duty front post, installation, valves, paint, and controls for the not to exceed price of \$16,276. The purchase and installation of this patrol wing will immediately increase the efficiency of the patrol truck by 50%, allowing the operator to clear the majority of our City streets in two passes, as opposed to four.

**Options & Alternatives:** Do not add the new patrol wing and continue to use the truck with just the standard front plow. In doing so, however, an increase in efficiency will not be realized and it will require more passes to perform curb-to-curb clearing.

### Financial Remarks:

The purchase of patrol wing plow is included in the 2014 Budget as part of the equipment replacement fund. This is a factory direct purchase and there are not multiple dealers to obtain quotes from.

### Executive Action:

This item is for discussion at the December 17, 2013 Committee of the Whole meeting and is scheduled for the December 17, 2013 Common Council meeting for consideration.

**A RESOLUTION APPROVING THE PURCHASE OF A PATROL WING FROM WAUSAU  
EQUIPMENT CO., INC. FOR THE NOT TO EXCEED PRICE OF \$16,276**

**WHEREAS**, on June 1, 2004 the Common Council did approve Resolution 3812(18), a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

**WHEREAS**, the Purchasing Policy requires that all non-construction contracts exceeding \$15,000 are to be reviewed and approved by the Common Council; and,

**WHEREAS**, the City has budgeted for the purchase of a patrol wing plow with funds from the Equipment Replacement Fund, as detailed in the 2014 Annual Budget; and,

**WHEREAS**, the Department of Public Works specifically purchases Wausau Everest. L.P., plows to fit their equipment; and

**WHEREAS**, an updated quote was received by the City on 12/4/2013 and the Department of Public Works does recommend acceptance of the quote from Wausau Equipment Co., Inc., of One (1) Wausau PW9RHTE patrol wing plow with hydraulics, heavy-duty front post, installation, valves, paint, and controls for the not to exceed price of \$16,276.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that the Department of Public works is approved to purchase One (1) Wausau PW9RHTE patrol wing plow with hydraulics, heavy-duty front post, installation, valves, paint, and controls for the not to exceed price of \$16,276.

Introduced: December 17, 2013  
Adopted:

\_\_\_\_\_  
Robert Miller, Mayor

Attest:

\_\_\_\_\_  
Diahnn Halbach City Clerk

# WAUSAU • EVEREST

HEAVY-DUTY SNOW & ICE CONTROL



SNOGO



Tyler ICE CONTROL

SNO DOZER

December 4, 2013

Dan Jensen  
CITY OF BURLINGTON

Please accept our proposal as follows:

Qty. 1 WAUSAU PW9RHTE patrol wing with heavy-duty front post, moldboard cut flush with cutting edge, hydraulic teletube, accumulator, sequence valves, hydraulic side shift on front post, heavy-duty rear frame mount, rear support pipe, hydraulic wing lock, remove hydraulic valve assembly, reinstall with controls, paint and factory installation.

Your cost: **\$16,276.00**

F.O.B. New Berlin  
Terms: Net 30 days  
Availability: 30 - 60 days

If you have any questions or require any additional information, please feel free to contact me at 1-800-788-6066 or 1-262-894-0513-cell.

Sincerely,

*Lee Wilson*

Lee Wilson  
Regional Sales Manager  
Wausau Equipment Co., Inc.

Visit us at [www.wausau-everest.com](http://www.wausau-everest.com)

Corporate Headquarters:

Wausau-Everest L.P.  
1905 South Moorland Road  
New Berlin, WI 53151-2321 U.S.A.  
800-788-6066  
262-784-6066  
262-784-6720 fax

Wausau Equipment Company, Inc.  
1905 South Moorland Road  
New Berlin, WI 53151-2321 U.S.A.  
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**ISO 9001:2000 Certified**

Everest Equipment Co.  
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