



CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Diahnn Halbach, City Clerk
Tuesday, February 18, 2014

1. Call to Order/Roll Call

Mayor Robert Miller called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz, and Todd Bauman. Excused: Peter Hintz. Student representatives present: Sam Joski. Student representatives absent: Joe Nguyen.

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, Director of Administrative Services Megan Watkins, Library Director Gayle Falk, and Tom Foht of Kapur & Associates.

2. Citizens Comments and Questions

There were none

3. Approval of Minutes from February 4, 2014

A motion was made by Bauman with a second by Preusker to approve the minutes from February 4, 2014. With all in favor, the motion carried to approve the minutes.

4. Resolution 4651(41): to consider approving an Electronic Attendance Policy for Common Council Members.

Mayor Miller introduced Resolution 4651(41) and opened it up for discussion.

Attorney John Bjelajac explained the updates to the documents in the current draft being that the Electronic Attendance Policy would only be allowed during Common of the Whole and Council Committee Meetings and would not be allowed for other City board meetings. Bjelajac further stated that anybody appearing via electronic attendance would not be counted towards quorum and must also have prior consent from the Mayor and City Administrator. Bjelajac recommended approval of this resolution and stated that changes could be made as necessary.

Preusker asked to clarify that the remote person cannot vote unless a quorum is established and that the remote person cannot count towards quorum. Bjelajac responded confirming Preusker's clarification and added that there must be six members in live attendance before quorum can be established.

Vos asked what happens if quorum can't be established. Mayor Miller responded that there would not be a meeting and it would have to be rescheduled.

Dawidziak wanted to clarify that the electronic attendance policy would only be used in situations when a person cannot physically attend due to personal schedules that can't be avoided and not because someone just doesn't want to show up.

5. Resolution 4652(42): to consider adopting a Certified Survey Map at 988 S. Pine Street.

Mayor Miller introduced Resolution 4652(42) and opened it up for discussion.

There was no further discussion.

6. **Resolution 4653(43):** to consider accepting a Unanimous Petition for Direct Annexation of the 19.66 acres at 5421 Mormon Road in the Town of Burlington for KW Precast.

Mayor Miller introduced Resolution 4653(43) and then opened it up for discussion.

Attorney Bjelajac explained that adoption of this resolution accepts the petition and starts the annexation process.

Prailles asked if the City pays a property tax for a certain amount of time to the Town for the amount they lose because of the annexation. Lahner responded that per state law the City would pay the Town the tax rate they're collecting for five years starting from the date of the annexation.

7. **Resolution 4654(44):** to consider adopting a Memorandum of Understanding for Automatic Aid between the City of Burlington and the Town of Burlington.

Mayor Miller introduced Resolution 4654(44) and then opened it up for discussion.

Chief Howard explained that the purpose of what they're trying to do is to gain additional assistance in fire apparatus and trained personnel to respond to the emergency scene quicker during certain circumstances, such as reported smoke in the building, active fire, or people trapped. Howard further stated that he has been working Town of Burlington Fire Chief Ed Umnus on this issue for the past few months and they both feel this is something that should be moved forward on.

Preusker asked what are the resources and capabilities of the Town versus the City and also how what is the mutual benefit. Howard responded that the agreement is written as it is because the City has certain equipment that the Town does not and the Town has certain equipment that the City does not and by working together, we can get to the scene and provide the necessary help quicker.

8. **Resolution 4655(45):** to consider approving Change Order Number Two with Black Diamond Group, Inc. for the 2014 Burlington Streets Project for a decrease of \$68,664.34 in the total project cost.

Mayor Miller introduced Resolution 4655(45) and then opened it up for discussion.

There was no further discussion.

9. **Ordinance 1978(12):** to consider amending Section 315-65, 315-73, and 315-78 of the Municipal Code regarding temporary signs.

Mayor Miller introduced Ordinance 1978(12) and then opened it up for discussion.

Preusker stated that he appreciated the changes and would help local businesses with their promotions.

Chris Vos – 1051 Milwaukee Avenue; Performance Tire and Auto – stated that she appreciates the changes as the previous ordinance was far too restrictive, although she questioned why there are fees involved and felt that there shouldn't be fees for certain types of signs and asked if there could be some allowance for those types of signs that would not incur a fee. Vos further asked if a business were to purchase an annual permit, if there was a way to eliminate having to fill out an application every time they ran a promotion that requires a sign, as that is a cumbersome process.

Dawidziak asked if the permit application could be streamlined. Megan Watkins responded that the application is available online and can be submitted via email. Watkins further stated that business also has the ability to pay with a credit card by calling City Hall.

Dawidziak asked if the money generated from the temporary sign permit fees goes to the General Fund and in turn pays for the inspection enforcement. Lahner confirmed Dawidziak's question stating that the fee is essentially the cost of doing business and the cost of enforcement in order to help keep businesses in compliance.

10. Adjourn

A motion was made by Prailes with a second by Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 7:15 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
Burlington City Clerk
Racine & Walworth Counties