



AGENDA
COMMON COUNCIL

Tuesday, December 2, 2014

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

Mayor Robert Miller
Robert Prailes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Peter Hintz, Council President & Alderman, 2nd District
Ruth Dawidziak, Alderman, 2nd District
Tom Vos, Alderman, 3rd District
Jon Schultz, Alderman, 3rd District
Tom Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

Student Representative
Hannah Cook, 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 November 18, 2014 (*T. Bauman*)
6. Letters and Communications: None
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-4 (*R. Prailes*)
9. Payment of Vouchers (*E. Johnson*)
10. Licenses and Permits (*P. Hintz*)
11. Appointments and Nominations: None

12. **PUBLIC HEARINGS:** None

13. **RESOLUTIONS:**

- A. Resolution 4700(34) to authorize an application to the Public Service Commission for authority to increase water rates charged by the Burlington Water Utility. This item was discussed at the November 18, 2014 Committee of the Whole meeting. (*R. Dawidziak*)
- B. Resolution 4702(36) to approve a Certified Survey Map application from HGA, on behalf of Aurora Health Care, for property located at 1062 Spring Valley Road. This item was discussed at the November 18, 2014 Committee of the Whole meeting. (*T. Vos*)
- C. Resolution 4703(37) to approve a detailed Site Plan and Development Agreement between the City of Burlington and Aurora Health Care to construct a Medical Complex at property located at 1062 Spring Valley Road pursuant to the City of Burlington's PUD Overlay zoning. This item was discussed at the November 18, 2014 Committee of the Whole meeting. (*J. Schultz*)
- D. Resolution 4704(38) to approve a Letter of Agreement between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2015. This item was discussed at the November 18, 2014 Committee of the Whole meeting. (*T. Preusker*)
- E. Resolution 4706(40) to approve the creation of the Project Plan of Tax Incremental District No. 5, City of Burlington, Wisconsin. This item was discussed at tonight's Committee of the Whole meeting. (*T. Bauman*)
- F. Resolution 4707(41) to adopt the 2015 Annual Budget for the City of Burlington. This item was discussed at tonight's Committee of the Whole meeting. (*R. Prailes*)
- G. Resolution 4709(43) to approve a contract with GovHR USA to provide professional recruitment services for the position of City Administrator. This item was discussed at tonight's Committee of the Whole meeting. (*E. Johnson*)

14. **ORDINANCES:**

- A. Ordinance 1992(11) to amend the Official Zoning Map by rezoning property located at 1062 Spring Valley Road, to rezone the property from B-1, Neighborhood Business District to B-1 with a Planned Unit Development (PUD) Overlay. This item was discussed at the November 18, 2014 Committee of the Whole meeting. (*P. Hintz*)

15. **MOTIONS:** None

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

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



CITY OF BURLINGTON

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

Common Council Agenda Item Number: 5	Date: December 2, 2014
Submitted By: Diahnn Halbach, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the Minutes from the November 18, 2014 Common Council meetings. 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 2, 2014 Common Council meeting.



CITY OF BURLINGTON
Council Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, November 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, Peter Hintz, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker and Todd Bauman. Excused: None. Student Representative Present: Hannah Cook. Excused: None.

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

2. Pledge of Allegiance

3. Citizen Comments

There were no comments.

4. Chamber of Commerce Representative

None

5. Approval of the October 21, 2014 Common Council Minutes

A motion was made by Preusker with a second by Hintz to approve the Council Minutes from October 21, 2014. With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

There were none.

7. Reports by Aldermanic Representatives and Department Heads

Mayor Miller stated that he still needs to confirm the location and what time to meet to for the December 5, 2014 Christmas Parade and then designated Megan Watkins to confirm the information. Mayor said he also still needs volunteers to carry the banner otherwise he could also attach it to his truck. Dawidziak volunteered to drive his truck.

Vos inquired about leaf pick up and the recent early snowfall. Craig Workman responded that depending on the snow, leaf pick up would continue until December 1, 2014.

8. Reports 1-6

A motion was made by Preusker with a second by Vos approve Reports 1-6. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Prailes with a second by Johnson to approve vouchers, pre-paids and reimbursements in the amount of \$433,842.46.

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

10. Licenses and Permits

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

11. Appointments and Nominations:

A motion was made by Johnson with a second by Dawidziak to approve the appointment and nominations as presented to the following committees:

- Kylie Dawley (BHS) to be appointed to the Plan Commission, expires May 31, 2015.
- Eric Beet (BHS) to be appointed to the Airport Committee, expires May 31, 2015.
- Kalle Johnson (CCHS) to be appointed to the Library Board, expires May 31, 2015.
- Hannah Cook (BHS) to be appointed to the Common Council, expires May 31, 2015.

12. Public Hearing:

A. At 7:07 p.m. Mayor Miller called a Public Hearing to order to hear comments and concerns from the public regarding a rezone request for property located at 1062 Spring Valley Road to add a Planned Unit Development Overlay District to the Parcel.

Preusker voiced concerned regarding the flooding on the residents property. Mayor stated that the flooding is from the east side of the parcel and a drainage retention pond would be installed in order to alleviate potential flood issues.

Vos stated that concerns voiced during the Plan Commission meeting had to do with lighting and the ingress/egress onto the property.

Mayor Miller introduced representatives from the Aurora project to further discuss the project plans.

Peter Todd from Boldt Construction and Scott Lindvall from HGA gave a presentation explaining that the Aurora Medical Complex building is being constructed for an ambulatory care center for out-patients with services including physician office space, imaging, rehabilitation care, oncology, day surgery, lab and pharmacy. Lindvall further explained the primary access point for traffics ingress and egress. Steve Fisco, Graef Site Engineer, stated that a traffic impact analysis is also being conducted.

Johnson inquired to the type of lighting that would be used in the parking lot. Fisco stated that it conforms to the City ordinance and the lighting stops at the lot lines.

Johnson then inquired about the type of landscaping that would be used. Fisco replied that plans for landscaping closer to the building would be maintained, while more natural landscaping would lead towards the wetlands.

Schultz asked if there would be a fence around the retention pond. Fisco responded that there would not be a fence; however a shallow edge would surround the entire pond.

A motion was made by Hintz, with a second by Dawidziak, to close the Public Hearing. With all in favor, the Public Hearing was closed at 7:31p.m.

- B.** At 7:31 p.m. Mayor Miller called a Public Hearing to order to consider the proposed 2015 Annual Budget for the City of Burlington.

A motion was made by Dawidziak, with a second by Vos, to close the Public Hearing. With all in favor, the Public Hearing was closed at 7:32 p.m.

13. Resolutions

- A.** Resolution 4696(30) to approve an Engagement Letter with Patrick Romenesko, SC for the 20145 Annual Audit and Single Audit of the Clean Water Fund loan not to exceed \$34,800.

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

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

- B.** Resolution 4697(31) to approve a solid waste and recycling collection contract with John's Disposal, Inc. for a term of three years.

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

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

- C.** Resolution 4698(32) to approve the award of the Wastewater Treatment Facility Backup Generator Feed Project to Wil-Surge Electric, Inc. for the amount of \$37,505.00.

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

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

- D.** Resolution 4699(33) to approve an Amendment to the Project Plan of Tax Incremental District No. 3, City of Burlington, Wisconsin.

A request for a second reading and a motion to approve was made by Bauman with a second by Preusker.

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

- E.** Resolution 4701(35) to approve an Extraterritorial Certified Survey Map for Charles and Cathy Naber for property located at 6320 McHenry Street in the Town of Burlington.

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

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

14. Ordinances

Ordinance 1991(10) to amend Chapter 293-4, "Winter Restricted Parking Regulations" in the City of Burlington Municipal Code.

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

Roll Call - Aye: Prailes, Johnson, Hintz, Dawidziak, Vos, Schultz, Preusker, and Bauman. Nay: none.

Motion approved: 8-0

15. Motions

Motion 14-787 to approve a Certificate of Appropriateness and Sign Permit in the HPC Overlay District for 100 E. Chestnut Street.

Motion 14-788 to approve a Certificate of Appropriateness in the HPC Overlay District for 413 N. Pine Street.

A request for a second reading and a motion to approve Motion 14-787 and Motion 14-788 was made by Hintz with a second by Dawidziak. With all in favor, the Motions were approved.

16. Adjourn Into Closed Session

A motion was made by Vos with a second by Hintz to adjourn into closed session at 7:40 p.m. per Wis. Stats 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- To discuss property in the Burlington Manufacturing and Office Park.
- To discuss entering into a contract for professional services.

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

Reconvene Into Open Session

A motion was made by Vos with a second by Schultz to reconvene into open session. With all in favor the motion carried.

18. Recommendation from Closed Session

A motion was made by Vos with a second by Bauman to accept the proposal from Veteran's Truck Line for the amount of \$117,500.00.

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

17. Adjourn

A motion was made by Vos with a second by Bauman to adjourn the meeting. With all in favor, the meeting adjourned at 7:59 p.m.

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach

City Clerk

City of Burlington

Racine and Walworth Counties



CITY OF BURLINGTON

Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
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Common Council Agenda Item Number: 8	Date: December 2, 2014
Submitted By: City Staff	Subject: Reports 1-4

Details:

Attached please find the following reports:

- Report 1 – Park Board minutes, October 16, 2014
- Report 2 – Burlington Housing Authority minutes, October 22, 2014
- Report 3 – Burlington Housing Authority minutes, October 28, 2014
- Report 4 – Committee of the Whole minutes, November 18, 2014

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council accept these Reports at the December 2, 2014 Common Council meeting.



CITY OF BURLINGTON

Department of Public

Street & Park and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539 -3770 (262) 539-3773
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, OCTOBER 16, 2014
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Ruth DeLay, Jeff Schopp, Peter Turke, Alderman Bob Prailes, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the meeting to order at 6:34 P.M.

Roll Call: Present: Commissioners Clay Brandt, Jeff Schopp, Alderman Bob Prailes, DPW Supervisor Dan Jensen and Chairman Darrel Eisenhardt. Also present: Steve DeQuaker, City of Burlington Treasurer. Excused: Jennifer Amborn and Ruth Delay. Absent: Commissioner Peter Turke.

Approval of September 18, 2014: Chairman Eisenhardt entertained a motion to approve the September 18, 2014 Minutes. Motion to approve made by Alderman Prailes. Seconded by Commissioner Brandt. All voted aye, motion carried.

Citizens Comments: City of Burlington resident Joe Weis who resides by Devor Park was present. Mr. Weis wanted to convey his thoughts regarding the removal of the basketball court at Devor Park. Mr. Weis felt the basketball court should remain. The Park Board thanked Mr. Weis for his comments.

Aldermanic Report, Bob Prailes: Alderman Prailes reported the City would again be placing \$25,000 into the Park Board Funds for 2015. Alderman Prailes stated there was discussion at the City Council Budget Meeting about charging out-of-town people a fee to play sports in Burlington. This was discussed at length regarding the difficulty of trying to administer charging fees and may be discussed at a later date.

Steve DeQuaker, Treasurer Report: Mr. DeQuaker distributed the Park Development Fund Revenues and Expenditures and reviewed it the Park Board Members. A copy of this report is attached to the Minutes.

DPW Supervisor Report, Dan Jensen: Mr. Jensen reported DPW crews are continuing to trim and remove trees. Leaf collection has begun and will be in full swing soon. Mr. Jensen also reported that the Wehmhoff-Jucker pavilion and restroom project was coming along and completion was expected to be the second week in November.

New Business:

Bill Milatz and Mark Quilling/Baseball: Bill Milatz was present with Mark Quilling and Dennis Busch to discuss various baseball issues. Mr. Milatz introduced Mark Quilling who is the current contact person for Women's Softball.

Monument for Beaumont-Ginger Field /Bill Milatz for David Stalker: Mr. Milatz presented a picture of a monument that they would like to place at Congress Field in honor of Ginger Beaumont. Mr. David Stalker, who is a baseball historian has been going to various communities since 2005, and placing monuments for players and teams as part of his "Early Baseball through Deadball Era Memorial Series".

Mr. Milatz and Mr. Busch would seek donations or hold a fund raiser to obtain funding, with the possibility of coming back to the Park Board to ask for funding at a later date. The approximate cost would be \$2000.00. They would like to place the monument in the grass area between the restrooms and concession stands. The dedication would take place at the 2015 Hall of Fame induction.

After some discussion, Chairman Eisenhardt entertained a motion to approve the concept of the monument, with Mr. Milatz coming back to the Park Board with a design and placement. Motion to approve made by Alderman Prailes. Seconded by Commissioner Schopp. All voted aye, motion carried.

Mr. Milatz also requested the use of Congress Field for 2015, at the current rate of \$50.00, per game for the Milwaukee Metro League. Mr. Milatz stated teams come from all over southeast Wisconsin to play on Congress Field. He also asked Mr. Jensen to thank Aaron DeGrave, Joe Phillips, Jamie Regner and the seasonal employees for the fantastic job they do maintaining the baseball fields.

Discussion Regarding the use of the Kitchen at Echo Park Pavilion during a park reservation for an additional \$25.00 fee/Dan Jensen, DPW Supervisor: Mr. Jensen, DPW Supervisor stated that while the service organizations have used the kitchen located in the small pavilion at Echo Park, it has not been available for general public use. He has had several requests to use the kitchen and he was proposing to allow residents to use the kitchen during their park reservation at an additional fee of \$25.00.

The Park Board was in agreement that there should be a charge for use and after some discussion, Chairman Eisenhardt entertained a motion for approval of charging a \$25.00 fee for the use of Echo pavilion kitchen. Motion to approve made by Alderman Prailes. Seconded by Commissioner Schopp. All voted aye, motion carried.

Old Business:

Vote on Dogs Allowed in All City Parks: Chairman Eisenhardt stated that although Commissioners Amborn and Delay were not present at this evenings meeting, both had provided written statements of their opposition to allowing dogs in all parks. All were in agreement that the City already has an excellent Dog Park, and that the rest of the Parks should be for children to play in and adults to enjoy without dogs being present.

There was concern about dog owners not cleaning up after their dogs, not obeying a leash requirement and the concern of children getting bit. Deb Rintamaki, DPW Administrative Assistant had contacted sixteen communities to see if dogs were allowed in other City park and the majority did not allow dogs.

After some discussion Chairman Eisenhardt entertained a motion to not approve a change to the current ordinance that would allow dogs in City of Burlington Parks. Motion made by Alderman Prailes. Seconded by Commissioner Schopp. All voted aye and the motion carried.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Brandt. Seconded by Alderman Prailes. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:37 PM.

Minutes respectfully submitted by:

**Deb Rintamaki
Department of Public Works**

Housing Authority of City of Burlington Wisconsin
Riverview Manor
October 22, 2014

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, October 22nd, 2014 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager Eileen Olson also present.

Minutes from the regular monthly meeting of September 25th were approved with a motion by Stubley and seconded by Stoehr, motion carried unanimously. The special meeting to review bids for refurbishing at RVM previously scheduled for October 1st was cancelled.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2014.
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 44 on the waiting list for 1 bedroom units and 9 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Bids received from Bieneman Tree Service for removal of 1 pine tree and 11 ash trees in the amount of \$3,950.00 was approved with a motion by Heck, seconded by Stoehr, motion carried unanimously.

Manager Olson spoke to our Otis elevator technician regarding upgrades to the elevators. The technician recommended installing a phone in the elevator at RVM for trouble calls that go directly to Otis Elevator. He also suggested we inquire about a special fire and smoke alarm that will allow emergency personnel to override using the elevator to carry equipment to the second story, an electric eye on elevator door to sense that someone is still entering or exiting, and a position indicator in the elevator that is currently not functioning. Manager Olson will obtain further information regarding these items.

(MPR Update)

Project bid received was over budget. Some of the item changes suggested to lower the costs included reducing the number of the accessible units, eliminate blinds, a

minor reduction of cabinet specs, slight modification of kitchen sinks and obtain local contractor bids for siding and gutter work.

A motion was made by Heck, seconded by Iselin to accept the bid from A.C. Transfer for moving tenants in and out providing they can work within the schedule required. Motion carried unanimously.

Manager Olson and board members had lengthy discussion regarding relocation issues of tenant security, personal needs and availability of kitchen use at RVM during the tenant relocation process.

In the event employees are requested to work on Saturday and/or Sunday they will receive time and a half rate on a motion by Stubleby, seconded by Stoehr, motion carried unanimously.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS

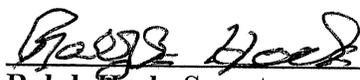
Patrick Romenesko, CPA will be doing an annual audit at RVM in the near future.

A special meeting with Architect Gregg Benz is scheduled for October 28th at 11:00 A.M. at Riverview Manor to review the bid for the refurbishing project and contract.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Stubleby, seconded by Stoehr to adjourn and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for November 12th.



Ralph Heck, Secretary

Housing Authority of the City of Burlington, Wisconsin
Riverview Manor

October 28, 2014

A special meeting of the Housing Authority of the City of Burlington, Wisconsin was held on Tuesday, October 28th, 2014 at 11:00 a.m. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stuble, Secretary Heck, Commissioner Stoehr and Iselin. Manager Olson was also present.

Gregg Benz, Benz Architecture spoke to board members in detail about the changes on the bid recap (enclosed) to bring the project bid within budget.

After board discussion, a motion was made by Stuble, seconded by Heck to accept the bid as revised from Wisconsin Management Company of Madison. Motion carried unanimously

A separate bid from Mather Specialty for siding and roof work was discussed and accepted on a motion by Heck, seconded by Stoehr, motion carried unanimously

Mr. Benz asked for board approval to notify the contractor of a verbal acceptance of the contract subject to and consistent with the accepted revised bid of October 28th. Permission to do so was granted.

Meeting adjourned at 11:50 a.m. with a motion by Stuble, seconded by Stoehr to adjourn.



Ralph Heck, Secretary



CITY OF BURLINGTON

Finance Department

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

Common Council Agenda Item Number: 9	Date: December 2, 2014
Submitted By: Steve DeQuaker, Treasurer	Subject: Prepays and Vouchers

Details:

Attached please find the Prepays and Vouchers list for bills accrued through December 2, 2014:

Total Prepays:	\$59,508.85
Total Vouchers:	\$144,161.78
Reimbursements:	\$1,297.25
Grand Total:	<u><u>\$204,967.88</u></u>

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

Financial Remarks: 5 Largest Disbursements on Prepays and Vouchers

1. Advanced Disposal Services – Residential Trash and Recycle from 10/01/14 to 10/31/14 \$44,642.12
2. Kapur & Associates, Inc. – Project 14.0081.01 Utility Planning & Design for TIF from 08/31/14 to 10/04/14 \$24,912.75
3. Paul Swartz Nursery – Street Tree Planting \$17,645.00
4. Kapur & Associates, Inc. – Project 14.0081.01 Utility Planning & Design for TIF from 08/01/14 to 08/30/14 \$13,316.50
5. Cargill Deicing Technology – Deicer Salt Ice Cntrl Blk \$12,934.86

Executive Action:

Staff recommends that the Common Council accept these Prepays and Vouchers in the amount of \$204,270.63 at the December 2, 2014 Common Council meeting.

For Council Approval December 2, 2014

Prepaid:	11/14/14	\$8,007.90
	11/21/14	<u>\$51,500.95</u>
Total Prepaid		\$59,508.85
Total Vouchers	12/02/14	\$144,161.78
Total Reimbursements	11/26/14	\$1,297.25
GRAND TOTAL		<u><u>\$204,967.88</u></u>

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-239007	LIFE INSURANCE						
	4062	MINNESOTA LIFE INSURANCE CO	MINNESOTA LIFE 2832L	002832L 2014	11/14/2014	2,064.37	11/14
100-444412-000	PARKING VIOLATIONS						
	8789	TRZYTULA, ANTHONY JOHN	refund double payment received	84225	10/28/2014	20.00	11/14
100-454521-001	BOND FEES						
	2485	RACINE COUNTY CLERK OF COURT	Mckellips, Nicole; Case: 14-1870 &14-1871	MCKELLIPS	11/07/2014	194.00	11/14
	7671	KENOSHA CIRCUIT COURT	Vanhoesen, T. ; Case:14095839 &14095839A	VANHOESEN	11/06/2014	388.40	11/14
						582.40	*
	Total 100-454521					582.40	
100-515132-225	ADMIN - TELEPHONE						
	7343	AT & T	262 763-3747 163 6 Admin	26276334741114	11/04/2014	18.38	11/14
	Total ADMINISTRATOR					18.38	
100-515141-225	FINANCE - TELEPHONE						
	7343	AT & T	AT & T 262 763-3474 163 6 Finance	26276334741114	11/04/2014	18.38	11/14
	Total FINANCE					18.38	
100-525211-225	POLICE - TELEPHONE						
	7343	AT & T	262 763-3747 163 6 Police	26276334741114	11/04/2014	91.88	11/14
	Total POLICE DEPT.					91.88	
100-525220-225	FIRE - TELEPHONE						
	7343	AT & T	AT & T 262 763-3474 163 6 FIRE	26276334741114	11/04/2014	73.51	11/14
	Total FIRE DEPT.					73.51	
100-525231-330	BLDG INSP - TRAVEL						
	3618	BIASEW	BIASEW NOV 12-13 BLDG INSP PAT SCHERRER	111214	11/14/2014	50.00	11/14
	Total BUILDING INSP.					50.00	
100-535321-225	STREETS - TELEPHONE						
	7343	AT & T	262 763-3747 163 6 DPW	26276334741114	11/04/2014	36.75	11/14
100-535321-261	STREETS - LIGHTING						
	3330	WE ENERGIES	0088-492-988 Traffic Signal	0088492988OCT14	11/05/2014	34.67	11/14
	3330	WE ENERGIES	3073-922-427 Milw Ave Echo Lk	3073922427OCT14	11/05/2014	8.96	11/14
	3330	WE ENERGIES	3277-994-067 Traffic Signal Contoller	3277994067OCT14	11/05/2014	49.36	11/14
	3330	WE ENERGIES	4067-122-145 PARKING LOT	4067122145OCT14	11/05/2014	23.24	11/14
	3330	WE ENERGIES	4440-397-780 Beaumont Field	4440397780OCT14	11/05/2014	49.17	11/14
	3330	WE ENERGIES	5639-265-567 650 Milwaukee Ave	5639265567OCT14	11/05/2014	168.22	11/14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						333.62	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827 (split)	4014318281	10/28/2014	17.16	11/14
100-535321-350	STREETS - REP MAINT SUPPLIES						
	936	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01437504	10/31/2014	15.60	11/14
Total STREET ADMINISTRATION						403.13	
100-555551-220	PARKS - UTILITIES						
	3330	WE ENERGIES	0235-568-359 Concession Bldg	3235568359OCT14	11/05/2014	68.77	11/14
	3330	WE ENERGIES	1486-453-053 Storage Garage	1486453053OCT14	11/06/2014	18.27	11/14
	3330	WE ENERGIES	2672-334-997 Cabinet Parking Lot	2672334997OCT14	11/05/2014	165.90	11/14
	3330	WE ENERGIES	3406-030-405 732 Maryland Ave	3406030405OCT14	11/05/2014	28.88	11/14
	3330	WE ENERGIES	4278-074-627 Baseball Scoreboard	4278074627OCT14	11/05/2014	28.88	11/14
	3330	WE ENERGIES	4447-370-241 Pavillion	4447370241NOV14	11/05/2014	28.88	11/14
	3330	WE ENERGIES	5276-292-324 Lighting for bike path	5276292324OCT14	11/05/2014	24.50	11/14
						364.08	*
100-555551-310	PARKS - OFFICE SUPP, POSTAGE						
	8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827 (split)	4014318281	10/28/2014	8.58	11/14
100-555551-350	PARKS - REPAIR/MTCE SUPPLIES						
	936	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01437504	10/31/2014	7.80	11/14
Total PARKS						380.46	
Total GENERAL FUND						3,602.51	
251-555511-247	REPAIR, MAINTENANCE BUILDING						
	1088	RUNDLE-SPENCE	Rundle-Spence - Rebuild Kit for Backflow Preventer	S2313480.001	11/03/2014	44.42	11/14
Total FUND EXPENSES						44.42	
Total LIBRARY OPERATIONS FUND						44.42	
621-575740-220	WWTP-ELECTRIC						
	3330	WE ENERGIES	6268-292-660 Shiloh Lift Station	3268292660OCT14	10/28/2014	43.63	11/14
	3330	WE ENERGIES	8635-875-051 Krift Av 800 Ft S Industrial	3635875051OCT14	11/02/2014	62.38	11/14
						106.01	*
621-575740-359	SANITARY SEWER REPAIR, MAINT						
	6193	SERVICEMASTER RESTORATION	SERVICEMASTER - WWTP	683014	11/14/2014	532.54	11/14
Total WASTEWATER FUND EXPENSES						426.53	
Total WASTEWATER OPERATIONS FUND						426.53	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
622-506220-000	POWER						
	3330	WE ENERGIES	6271-254-861 Well #9 (split)	3271254861OCT14	10/21/2014	3,303.23	11/14
Total 622-506220						3,303.23	
622-506230-000	SUPPLIES						
	3330	WE ENERGIES	1438-804-919 WELL #7	1438804919OCT14	10/23/2014	8.99	11/14
	3330	WE ENERGIES	1473-005-365 508 Sheldon St	1473005365OCT14	10/27/2014	10.22	11/14
	3330	WE ENERGIES	6271-254-861 Well #9 (split)	3271254861OCT14	10/21/2014	9.45	11/14
Total 622-506230						28.66	*
						28.66	
622-509040-000	UNCOLLECTIBLE ACCOUNTS						
	542	FAUST INV/FOX RIVER	REFUND OF DOUBLE PAYMENT	19.3540.01	11/12/2014	70.71	11/14
	543	EHLERT, DOUGLAS & ELIZABETH	REFUND OF OVERPAYMENT	16.0880.02	11/12/2014	147.19	11/14
	544	MCLAFFERTY, RACHEL	REFUND OF ONLINE OVERPAYMENT	16.0693.06	11/12/2014	5.00	11/14
Total 622-509040						222.90	*
						222.90	
622-509210-000	OFFICE SUPPLY						
	5934	TIME WARNER CABLE-MILW	TIME WARNER CABLE WATER	702658601 11/14	11/11/2014	73.96	11/14
	7343	AT & T	262 763-3747 163 6 Water	26276334741114	11/04/2014	36.75	11/14
	8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827 (split)	4014318281	10/28/2014	17.16	11/14
Total 622-509210						127.87	*
						127.87	
622-509350-000	GENERAL PLANT-SUPPLIES						
	936	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01437504	10/31/2014	15.60	11/14
Total 622-509350						15.60	
Total WATER UTILITY FUND						3,698.26	
623-575740-220	ELECTRIC						
	3330	WE ENERGIES	3243-871-135 Bieneman Road	3243871135OCT14	11/05/2014	14.18	11/14
	3330	WE ENERGIES	4066-688-457 703 Airport Office Gas	4066688457OCT14	11/05/2014	40.38	11/14
	3330	WE ENERGIES	4619-277-006 703 Airport Office Electric	4619277006OCT14	11/05/2014	423.50	11/14
	3330	WE ENERGIES	6069-094-440 Airport Runway Lights	3069094440OCT14	11/05/2014	294.88	11/14
	3330	WE ENERGIES	6280-861-972 Runway 29 Lighting	3280861972OCT14	11/05/2014	9.53	11/14
	3330	WE ENERGIES	6831-002-581 FUELING AREA	3831002581OCT14	11/05/2014	71.88	11/14
	3330	WE ENERGIES	7460-654-921 707 Airport Rd	7460654921OCT14	11/05/2014	51.90	11/14
	3330	WE ENERGIES	8044-510-981 HANGAR	3044510981OCT14	11/05/2014	97.30	11/14
	3330	WE ENERGIES	8460-785-002 Bieneman Rd Beacon	3460785002OCT14	11/05/2014	30.58	11/14
						1,034.13	*
623-575740-225	TELEPHONE						
	7343	AT & T	AT & T 262 763-3474 163 6 Airport	26276334741114	11/04/2014	55.11	11/14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 623-575740						1,089.24	
Total AIRPORT FUND						1,089.24	
Grand Total:						8,007.90	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-454521-001	BOND FEES							
	8517	Town of Burlington	Davis, Stephanie; Case: 14-3857,3854,3856,385	DAVIS	11/15/2014	653.80	11/14	PC
Total 100-454521						653.80		
100-515132-225	ADMIN - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-10/14	11/04/2014	208.39	11/14	PC
Total ADMINISTRATOR						208.39		
100-515141-225	FINANCE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-10/14	11/04/2014	177.51	11/14	PC
100-515141-298	FINANCE - CONTRACT SERVICES							
	1511	MailCom Consulting	Tax Bill Processing for City	2014	11/17/2014	7.41	11/14	PC
Total FINANCE						184.92		
100-525211-225	POLICE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-10/14	11/04/2014	385.15	11/14	PC
100-525211-533	POLICE - COPY MACHINE RENT							
	8707	KONICA MINOLTA PREMIER FINANCE	CONTRACT PAYMENT FOR COPY MACH	265694679	10/31/2014	332.89	11/14	PC
Total POLICE DEPT.						718.04		
100-525220-220	FIRE - UTILITY SERVICES							
	3330	WE ENERGIES	8403-026-057 Fire Dept 165 Washington St	3403026057NOV14	11/17/2014	1,141.21	11/14	PC
100-525220-225	FIRE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-10/14	11/04/2014	160.61	11/14	PC
Total FIRE DEPT.						1,301.82		
100-535321-220	STREETS - UTILITIES							
	3330	WE ENERGIES	0688-843-174 830 Milw Ave	3688843174OCT14	11/06/2014	367.62	11/14	PC
100-535321-225	STREETS - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-10/14	11/04/2014	25.36	11/14	PC
100-535321-261	STREETS - LIGHTING							
	3330	WE ENERGIES	2019-198-266 TRAFFIC LIGHTS	2019198266NOV14	11/06/2014	33.39	11/14	PC
	3330	WE ENERGIES	6438-309-692 Traffic Signal	3438309692NOV14	11/09/2014	125.42	11/14	PC
	3330	WE ENERGIES	6838-102-431 Traffic Signal	3838102431OCT14	11/06/2014	287.81	11/14	PC
						446.62	*	
100-535321-298	STREETS - CONTRACT SERVICES							
	8149	BJELAJAC, JOHN M	Garbage Contract: John's Disposal	14100-068D 2	09/30/2014	300.00	11/14	PC
	8149	BJELAJAC, JOHN M	Garbage Contract: John's Disposal	14100-068D 3	10/30/2014	690.00	11/14	PC

Prepaid
11-21-14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						990.00		*
		Total STREET ADMINISTRATION				1,829.60		
100-555551-220	PARKS - UTILITIES							
	3330 WE ENERGIES		2625-548-774 Restrooms at Ballpark	2625548774OCT14	11/05/2014	15.17	11/14	PC
	3330 WE ENERGIES		4484-977-713 Riverside Park	4484977713OCT14	11/05/2014	62.23	11/14	PC
	3330 WE ENERGIES		5200-062-983 517 Congress St	5200062983OCT14	11/05/2014	8.96	11/14	PC
	3330 WE ENERGIES		7060-825-262 712 Maryland Ave	7060825262OCT14	11/05/2014	42.87	11/14	PC
						129.23		*
100-555551-310	PARKS - OFFICE SUPP, POSTAGE							
	2400 PETTY CASH - DPW		PETTY CASH-DPW	111714	11/17/2014	171.05	11/14	PC
		Total PARKS				300.28		
100-575710-297	GARBAGE- CONTRACT SVCS-RECYC							
	5917 Advanced Disposal Services		Advanced Disposal Recycle	C60001213419	11/21/2014	12,684.54	11/14	PC
	5917 Advanced Disposal Services		Advanced Disposal Recycle	C60001213428	10/31/2014	78.01	11/14	PC
						12,762.55		*
100-575710-298	GARBAGE - CONTRACT SVCS PICKUP							
	5917 Advanced Disposal Services		Advanced Disposal Comm Trash	C60001213419	11/21/2014	136.89	11/14	PC
	5917 Advanced Disposal Services		Advanced Disposal Trash	C60001213419	11/21/2014	30,103.69	11/14	PC
	5917 Advanced Disposal Services		Advanced Disposal Fuel Charge	C60001213419	11/21/2014	1,717.00	11/14	PC
	5917 Advanced Disposal Services		Advanced Disposal Trash	C60001213428	10/31/2014	213.69	11/14	PC
						32,171.27		*
		Total GARBAGE COLLECTION				44,933.82		
		Total GENERAL FUND				50,130.67		
251-555511-225	TELEPHONE							
	5934 TIME WARNER CABLE-MILW		TIME WARNER CABLE LIBRARY	706795501 - 11/14	11/04/2014	73.52	11/14	PC
251-555511-345	PROGRAMS							
	8791 DOOR COUNTY SLED DOGS		Sled Dog's Presentation	12/09/14	11/21/2014	275.00	11/14	PC
		Total FUND EXPENSES				348.52		
		Total LIBRARY OPERATIONS FUND				348.52		
621-575740-220	WWTP-ELECTRIC							
	3330 WE ENERGIES		7672-906-685 Lift Station 2224 S Milw	7672906685OCT14	11/06/2014	210.88	11/14	PC
621-575740-225	TELEPHONE							
	7692 VERIZON WIRELESS		SCADA WWTP Acct # 242013605-00001	9735194165	11/10/2014	30.16	11/14	PC
621-575740-371	REG/PERMITS/OUTSIDE TESTING							
	6928 WDATCP		RENEWAL LABORATORY CERTIFICATION	115101-D3 2014	11/19/2014	340.00	11/14	PC

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total WASTEWATER FUND EXPENSES						581.04		
Total WASTEWATER OPERATIONS FUND						581.04		
622-504030-000	DEPRECIATION EXPENSE							
	7120	STARNET TECHNOLOGIES	Scada Upgrade	12489	10/09/2014	390.00	11/14	PC
Total 622-504030						390.00		
622-509210-000	OFFICE SUPPLY							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291-10/14	11/04/2014	25.36	11/14	PC
Total 622-509210						25.36		
Total WATER UTILITY FUND						415.36		
623-575740-225	TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE AIRPORT	829440291-10/14	11/04/2014	25.36	11/14	PC
Total 623-575740						25.36		
Total AIRPORT FUND						25.36		
Grand Total:						51,500.95		

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	WI DEPT OF JUSTICE CIB ACCOUNT G1026T I	G1026T 10/14	10/31/2014	63.00	12/14
100-515111-399	CITY COUNCIL - PUBLICATION						
	2790	SOUTHERN LAKES NEWSPAPERS LI	Standard Press Legals - Zoning	183228	10/30/2014	136.30	12/14
	2790	SOUTHERN LAKES NEWSPAPERS LI	STANDARD PRESS LIQ LICENSE	185372	11/13/2014	12.45	12/14
						148.75 *	
		Total CITY COUNCIL				148.75	
100-515121-243	MUNI COURT - SERVICE CONTRACTS						
	1584	JAMES IMAGING SYSTEMS, INC.	Muni Toshiba ES550	572363	11/17/2014	14.93	12/14
		Total MUNICIPAL COURT				14.93	
100-515132-242	ADMIN - REPAIRS AND MAINT						
	2590	REINEMANS, INC.	hardware	65984	11/21/2014	8.99	12/14
100-515132-310	ADMIN - OFF SUPP-POSTAGE						
	2590	REINEMANS, INC.	on/off timer	65917	11/20/2014	15.99	12/14
	7679	STAPLES ADVANTAGE	STAPLES ADMIN OFFICE SUPPLIES	8031966511	11/01/2014	55.98	12/14
						71.97 *	
100-515132-399	ADMIN - SUNDRY EXPENSES						
	3635	RICHTER'S MARKETPLACE	coffee filters (split)	11/18/14CH	11/18/2014	2.93	12/14
		Total ADMINISTRATOR				83.89	
100-515140-310	CLERK - OFFICE SUPPLIES						
	7679	STAPLES ADVANTAGE	STAPLES CITY CLERK SUPPLIES	8031966511	11/01/2014	110.67	12/14
100-515140-399	GENERAL CODE & MISC PUB						
	3635	RICHTER'S MARKETPLACE	coffee filters (split)	11/18/14CH	11/18/2014	2.92	12/14
		Total CITY CLERK				113.59	
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE						
	7679	STAPLES ADVANTAGE	STAPLES CITY FINANCE SUPPLIES	8031966511	11/01/2014	85.55	12/14
100-515141-399	FINANCE - MISC. EXPENSES-PUBLI						
	3635	RICHTER'S MARKETPLACE	coffee filters (split)	11/18/14CH	11/18/2014	2.90	12/14
100-515141-533	FINANCE - COPY MACHINE RENTAL						
	1584	JAMES IMAGING SYSTEMS, INC.	Fin Toshiba ES550	572363	11/17/2014	44.78	12/14
		Total FINANCE				133.23	
100-515142-246	Maintenance of Voting Machines						
	7136	COMMAND CENTRAL	HMA-OPTECH IIIPE (EAGLE) W/MODEM	16435	11/01/2014	600.00	12/14
100-515142-321	ELECTIONS - BALLOTS & ADVERT						
	2484	RACINE CO CLERK	November General Election	110414	11/04/2014	1,884.04	12/14

PD = Fully Paid Invoice PR = Partially Paid Invoice

Vouchers
12-02-2014

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	2484	RACINE CO CLERK	August Primary Election	111414	11/14/2014	1,892.10	12/14
						3,776.14	*
Total ELECTIONS						4,376.14	
100-515161-298	ATTORNEY - CONTRACT SERVICES						
	3035	VONBRIESEN & ROPER, S.C.	VON BRIESEN & PURTELL PROFESSIONAL SI	9620	11/13/2014	43.00	12/14
Total ATTORNEY						43.00	
100-525211-239	POLICE - EQUIPMENT NON CAPITAL						
	1484	VIEVU	LE3 - CRADLE	10394	09/15/2014	382.90	12/14
100-525211-240	POLICE - FUEL, OIL						
	1050	DOUG'S AUTO	DOUGS AUTO POLICE OIL CHANGE	023615	11/13/2014	24.95	12/14
100-525211-242	POLICE - REPAIR/MTCE EQUIP						
	1050	DOUG'S AUTO	2013 Ford Explorer - replace front & rear brakes	023573	11/06/2014	793.36	12/14
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE - 2014 CO CO	356750	10/17/2014	155.00	12/14
	1820	LOIS TIRE SHOP, INC.	LOIS TIRE - 2014 CO CO	356910	10/20/2014	256.44	12/14
						1,204.80	*
100-525211-244	POLICE - REPAIR & MAINTENANCE						
	3558	LARK UNIFORM OUTFITTERS	Lark Uniform - Sanderson, Aaron	174464	08/08/2014	720.95	12/14
	4140	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV0892468	11/03/2014	67.90	12/14
						788.85	*
100-525211-248	POLICE - REP & MAINT BUILDING						
	3040	VORPAGEL SERVICE INC.	service call- calibrated thermostats	36109	10/29/2014	320.00	12/14
	3040	VORPAGEL SERVICE INC.	service call- replace pump couplers	36274	11/03/2014	593.81	12/14
						913.81	*
100-525211-310	POLICE - OFF SUPP-POSTAGE						
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS POLICE DEPT	11/05/14PD	11/05/2014	17.74	12/14
	3635	RICHTER'S MARKETPLACE	water refill Police Dept	11/07/14PD	11/07/2014	3.90	12/14
	3635	RICHTER'S MARKETPLACE	water refill Police Dept	11/13/14PD	11/13/2014	5.85	12/14
	7679	STAPLES ADVANTAGE	STAPLES POLICE DEPT OFFICE SUPPLIES	8031966511	11/01/2014	115.19	12/14
						142.68	*
100-525211-324	POLICE - PUBL,SUBSCRIPTS, DUES						
	4972	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB P NIMMER	51302	06/30/2014	183.00	12/14
	4972	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB P NIMMER	51407	09/30/2014	183.00	12/14
						366.00	*
100-525211-344	POLICE - JANITOR SUPPLIES						
	1951	MENARDS	MENARDS POLICE ACCT 32120263	65199	11/12/2014	42.91	12/14
100-525211-347	POLICE - FIREARM SUPP/RANGE						
	2830	STREICHER'S	Streicher's PD Ammo	S1161765	11/06/2014	923.26	12/14
100-525211-381	POLICE - INVESTIGATIONS						
	1391	LANGUAGE LINE SERVICES, INC	OVER-THE -PHONE INTERPRETATION	3484726	10/31/2014	8.82	12/14
	5128	TRANS UNION LLC	TRANS UNION LLC POLICE	777966	11/01/14	.75	12/14
	5907	ACL LABORATORIES	ACL LAB 30002225-X661 POLICE DEPT	201410-0	11/01/2014	26.80	12/14
						36.37	*
100-525211-384	POLICE - CRIME PREVENTION						
	8794	SecurityProUSA	Diamondback M.U.S.T. Close Quarters Shield	123677	11/26/2014	1,439.00	12/14
100-525211-385	POLICE - PARKING WARRANTS						
	5234	WI DOT-TVRRP UNIT	WI DOT TVRRP PARKING SUSPENSIONS	11/11/14	11/11/2014	4,500.00	12/14

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total POLICE DEPT.						10,765.53	
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	1951	MENARDS	Fire Dept Dispatch Office Supplies	65353	11/14/2014	43.22	12/14
	1951	MENARDS	Menards Fire Dept Acct # 32120264	65425	11/15/2014	35.49	12/14
	1951	MENARDS	Menards Fire Dept Acct # 32120264	65496	11/16/2014	35.98	12/14
						114.69	*
Total FIRE DEPT.						114.69	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL875152	11/05/2014	138.04	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL877666	11/12/2014	85.76	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL880310	11/19/2014	80.29	12/14
						304.09	*
100-535321-234	STREETS - SALT AND SAND						
	4462	CARGILL, INCORPORATED	DEICER SALT ICE CNTRL BLK	2901979223	11/11/2014	12,934.86	12/14
100-535321-242	STREETS - REP MAINT VEHICLES						
	2590	REINEMANS, INC.	REINEMANS DPW SUPPLIES	65337	11/13/2014	87.14	12/14
	2590	REINEMANS, INC.	fittings	65339	11/13/2014	14.01	12/14
	5010	MN SUPPLY	LIFT TRUCK SPECIALIST, INC DPW PARTS	N69569	10/31/2014	178.00	12/14
	5334	THOMAS TOOL SALES	Snap-on DPW tools	10201426696	10/21/2014	249.90	12/14
						529.05	*
100-535321-248	STREETS REP & MAINT BLDG						
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL875153	11/05/2014	8.46	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL880311	11/19/2014	8.46	12/14
	8793	RESPONDER SERVICES, LLC	Automated External Defibrillator's	14279	11/05/2014	739.50	12/14
						756.42	*
100-535321-298	STREETS - CONTRACT SERVICES						
	1513	INLAND POWER GROUP	yearly inspection and load bank testing (split)	1453163-00	11/10/2014	327.50	12/14
	2608	R.K.W. REDI-MIX CONCRETE INC.	RKW - G6AE	60966	10/06/2014	206.00	12/14
	2608	R.K.W. REDI-MIX CONCRETE INC.	RKW - G6AE	61025	10/07/2014	206.00	12/14
	3120	WELDERS SUPPLY COMPANY	WELDERS SUPPLY - DPW	301345	10/31/2014	33.25	12/14
	3667	HYDRAULIC COMPONENT SERVICES	recondition & test wing plow ram	124498	10/01/2014	789.63	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0037.01 Burlington General 2014	82314	05/23/2014	3,853.00	12/14
	5164	DONERITE JANITORIAL SERV INC.	DoneRite Janitorial Cleaning for Dec (split)	2616	11/18/2014	328.00	12/14
	5915	STEINER ELECTRIC COMPANY	STEINER- HOLO	S004842705.002	10/31/2014	3,969.83	12/14
	5915	STEINER ELECTRIC COMPANY	STEINER- HOLO	S004842705.006	11/07/2014	1,607.27	12/14
						11,320.48	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	7679	STAPLES ADVANTAGE	STAPLES STREET OFFICE SUPPLIES	8031966511	11/01/2014	35.38	12/14
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1457	HUMPHREY SERVICE & PARTS, INC.	HUMPHREY DPW STOCK	1158909	10/31/2014	91.39	12/14
	1563	J & T SUPPLY COMPANY	J & T SUPPLY CO DPW SUPPLIES	12065	11/06/2014	195.78	12/14
	2590	REINEMANS, INC.	hardware	65676	11/18/2014	4.22	12/14
	3120	WELDERS SUPPLY COMPANY	1 YEAR PRE-PAID RENTAL	303015	11/11/2014	215.00	12/14
	5915	STEINER ELECTRIC COMPANY	STEINER- HOLO SHORT POLE ASSEMBLY	S004842705.008	11/12/2014	60.03	12/14
						566.42	*
Total STREET ADMINISTRATION						26,446.70	
100-555551-159	PARKS - CLOTHING						
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL875152	11/05/2014	30.00	12/14

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL877666	11/12/2014	30.00	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL880310	11/19/2014	30.00	12/14
						90.00	*
100-555551-248	PARKS - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL875153	11/05/2014	4.22	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL880311	11/19/2014	4.22	12/14
	8793	RESPONDER SERVICES, LLC	Automated External Defibrillator's	14279	11/05/2014	739.50	12/14
						747.94	*
100-555551-298	PARKS - OUTSIDE SERVICES						
	1513	INLAND POWER GROUP	yearly inspection and load bank testing (split)	1453163-00	11/10/2014	163.75	12/14
	2330	PATS SERVICES, INC	CITY OF BURLINGTON COMPOST SITE	A-106825	11/04/2014	90.00	12/14
	2330	PATS SERVICES, INC	CITY OF BURLINGTON RIVERSIDE PARK	A-106950	11/10/2014	160.00	12/14
	5164	DONERITE JANITORIAL SERV INC.	DoneRite Janitorial Cleaning for Dec (split)	2616	11/18/2014	164.00	12/14
						577.75	*
Total PARKS						1,415.69	
100-555561-240	FORESTRY-SPRAY/FERTILIZER						
	2845	PAUL SWARTZ NURSERY	Street Tree Planting	2558	10/31/2014	12,145.00	12/14
100-555561-298	FORESTRY-CONTRACT SERVICES						
	2845	PAUL SWARTZ NURSERY	Street Tree Planting	2558	10/31/2014	5,500.00	12/14
Total 100-555561						17,645.00	
100-565641-298	PLAN COMM - CONTRACT SVCS						
	1940	MEEHAN & COMPANY, INC.	MEEHAN & COMPANY OCTOBER BILLING	2014OCT	10/27/2014	3,124.32	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0162.01 Walton Road Extension	83406	10/21/2014	3,561.00	12/14
						6,685.32	*
Total PLANNING COMMISSION						6,685.32	
100-575710-299	GARBAGE- CNTRCT SVCS LANDFILL						
	8792	D & G INSULATION INC	LANDFILL PIPE INSULATION PROJECT	24454	11/06/2014	1,065.00	12/14
Total GARBAGE COLLECTION						1,065.00	
Total GENERAL FUND						69,114.46	
452-565639-399	Planning Expenditures						
	4217	KAPUR & ASSOCIATES, INC.	14.0081.01 Utility Planning & Design for TIF #5	83061	09/16/2014	13,316.50	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0081.02 Utility Planning for TIF #5	83062	09/17/2014	4,297.00	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0037.01 Burlington General 2014	83401	10/21/2014	212.50	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0081.01 Utility Planning & Design for TIF #5	83404	10/21/2014	24,912.75	12/14
	4217	KAPUR & ASSOCIATES, INC.	14.0081.02 Utility Planning for TIF #5	83405	10/21/2014	618.00	12/14
						43,356.75	*
Total 452-565639						43,356.75	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total Project Horizon						43,356.75	
470-515100-801	2012 3.19M 2 Yr Street Project						
	1441	D & K SERVICES	Work Performed behind Jim's Auto Body	2014311	10/22/2014	350.00	12/14
	1441	D & K SERVICES	15 TONS 11/4" TRAFFIC BOND	2014341	11/11/2014	362.50	12/14
						712.50 *	
Total 470-515100						712.50	
Total CAPITAL PROJ - INFRASTRUCTURE						712.50	
501-514900-000	ADMINISTRATIVE EXPENSES						
	8222	LABYRINTH HEALTHCARE GROUP	Monthly fee for Advocacy Serv	22783	11/20/2014	158.60	12/14
Total ADMINISTRATIVE						158.60	
Total SELF INSURANCE FUND						158.60	
621-575740-159	CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL877668	11/12/2014	75.37	12/14
	117	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL880313	11/19/2014	75.37	12/14
						150.74 *	
621-575740-242	REPAIR, MAINTENANCE VEHICLES						
	1820	LOIS TIRE SHOP, INC.	tire repair 1999 Chevy TRK # 72 Tanker	357813	11/12/2014	1,205.32	12/14
	5477	BUMPER TO BUMPER	BUMPER TO BUMPER WWTP	276526	11/20/2014	42.50	12/14
						1,247.82 *	
621-575740-244	REPAIRS, MAINT EQUIPMENT						
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL877668	11/12/2014	10.02	12/14
	117	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL877669	11/12/2014	109.84	12/14
	117	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL880313	11/19/2014	10.02	12/14
	1370	GRAINGER	GRAINGER WWTP SUPPLIES	9588799776	11/06/2014	281.05	12/14
	1951	MENARDS	paint supplies for Bio-tower	64472	11/03/2014	23.71	12/14
	2590	REINEMANS, INC.	REINEMANS WWTP SUPPLIES	65423	11/14/2014	15.10	12/14
	3120	WELDERS SUPPLY COMPANY	WELDER SUPPLY WWTP PREPAID RENTAL	303152	11/12/2014	129.00	12/14
	5164	DONERITE JANITORIAL SERV INC.	DONERITE JANITORIAL WWTP NOV BILLING	2617	11/18/2014	840.00	12/14
	5477	BUMPER TO BUMPER	BUMPER TO BUMPER WWTP	275822	11/10/2014	126.80	12/14
						1,545.54 *	
621-575740-248	PLANT OPERATION						
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL WWTP	555292	11/14/2014	38.52	12/14
	1513	INLAND POWER GROUP	yearly inspection and testing on generator Secon	1453106-00	11/10/2014	276.50	12/14
	1513	INLAND POWER GROUP	yearly inspection and testing on generator Raw Lit	1453107-00	11/10/2014	276.50	12/14
	1513	INLAND POWER GROUP	yearly inspection and testing onan portable gener	1453108-00	11/10/2014	276.50	12/14
	1513	INLAND POWER GROUP	yearly inspection and testing on generator John D	1453109-00	11/10/2014	203.63	12/14
						1,071.65 *	
621-575740-249	LABORATORY						
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL877668	11/12/2014	4.71	12/14
	117	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL877669	11/12/2014	55.41	12/14
	117	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL880313	11/19/2014	4.71	12/14
	936	CULLIGAN OF BURLINGTON	CULLIGAN WWTP PE DI 9 MIXBED	500X01431309	10/31/2014	402.25	12/14
	2180	NCL OF WISCONSIN, INC	NCL OF WISCONSIN CHEMICALS WWTP	347003	11/10/2014	555.33	12/14
	2180	NCL OF WISCONSIN, INC	NCL OF WISCONSIN CHEMICALS WWTP	347194	11/14/2014	298.00	12/14

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	2799	WI STATE LABORATORY OF HYGIEN	WWTP Proficient Testing for SL #50286	387967	11/10/2014	493.00	12/14
						1,813.41	*
621-575740-298	CONTRACT SERVICE						
	8002	EHLERS & ASSOCIATES, INC	2015 Water & Sewer Budget Review	65992	11/12/2014	281.25	12/14
621-575740-310	OFFICE SUPPLIES, POSTAGE						
	7679	STAPLES ADVANTAGE	STAPLES WWTP SUPPLIES	8031966511	11/01/2014	391.27	12/14
	8696	CANON SOLUTIONS AMERICA, INC	Copier - WWTP Serial FRU35325	4014306483	11/01/2014	42.90	12/14
						434.17	*
621-575740-359	SANITARY SEWER REPAIR,MAINT						
	3036	Stark Asphalt	Asphalt patch at Capital & Jefferson	58048	10/30/2014	1,200.00	12/14
621-575740-374	SAFETY						
	7473	CINTAS FIRST AID & SAFETY 445	CINTAS FIRST AID & SAFETY WWTP SUPPLIE	5002040500	11/10/2014	122.87	12/14
	8793	RESPONDER SERVICES, LLC	Automated External Defibrillator's	14279	11/05/2014	739.50	12/14
						862.37	*
Total WASTEWATER FUND EXPENSES						8,606.95	
Total WASTEWATER OPERATIONS FUND						8,606.95	
622-503460-000	METERS & LABOR						
	3220	MIDWEST METER INC	Midwest Meter - Meters	0061368-IN	11/10/2014	9,972.64	12/14
Total 622-503460						9,972.64	
622-506250-000	MAINTENANCE-SUPPLIES						
	2590	REINEMANS, INC.	Reinemans - Lexel Caulk Tubw	64868	11/07/2014	5.84	12/14
Total 622-506250						5.84	
622-506320-000	OPERATION SUPLIES, EXPENSE						
	3615	NORTHERN LAKE SERVICE, INC.	WATER DEPT - RADIUM TESTS	265725	11/06/2014	170.00	12/14
Total 622-506320						170.00	
622-509030-000	OFFICE SUPPLIES						
	117	ALSCO	ALSCO Water Cust # 025570	IMIL877667	11/12/2014	28.13	12/14
	117	ALSCO	ALSCO DPW - Water Customer #025570	IMIL880312	11/19/2014	28.13	12/14
						56.26	*
Total 622-509030						56.26	
622-509210-000	OFFICE SUPPLY						
	5906	MINUTEMAN PRESS OF BURLINGTOI	Minuteman - Laminations	21914	11/13/2014	87.00	12/14
Total 622-509210						87.00	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
622-509230-000	OUTSIDE SERVICES						
	355	BAXTER & WOODMAN, INC.	140318.30 Water Supply Radium Compliance	0176887	10/23/2014	310.00	12/14
	5372	CORRPRO COMPANIES	Inspection Service	278782	10/31/2014	2,020.00	12/14
	8002	EHLERS & ASSOCIATES, INC	2015 Water & Sewer Budget Review	65992	11/12/2014	281.25	12/14
						2,611.25	*
Total 622-509230						2,611.25	
622-509330-000	TRANSPORTATION-SUPPLIES						
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS WATER DEPT PARTS	246889	11/11/2014	39.43	12/14
Total 622-509330						39.43	
622-509350-000	GENERAL PLANT-SUPPLIES						
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL875153	11/05/2014	8.46	12/14
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL880311	11/19/2014	8.46	12/14
	1513	INLAND POWER GROUP	yearly inspection and load bank testing (split)	1453163-00	11/10/2014	327.50	12/14
	5164	DONERITE JANITORIAL SERV INC.	DoneRite Janitorial Cleaning for Dec (split)	2616	11/18/2014	328.00	12/14
	8793	RESPONDER SERVICES, LLC	Automated External Defibrillator's	14279	11/05/2014	739.50	12/14
						1,411.92	*
Total 622-509350						1,411.92	
Total WATER UTILITY FUND						14,354.34	
623-575740-242	REPAIR, MAINTENANCE EQUIPMENT						
	5117	HUGHES ELECTRIC, INC	HUGHES ELECTRIC AIRPORT LIGHTING	11197	11/10/2014	836.66	12/14
623-575740-245	REPAIR, MAINTENANCE GROUNDS						
	5117	HUGHES ELECTRIC, INC	Airport grass cutting	11196	11/10/2014	272.00	12/14
	5880	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTING	2930	11/01/2014	1,200.00	12/14
						1,472.00	*
Total 623-575740						2,308.66	
Total AIRPORT FUND						2,308.66	
820-555551-298	CONTRACT SERVICES						
	1506	SAA DESIGN GROUP	2549.01 Wehmhoff Jucker Park CA	2549.01-3	10/31/2014	2,224.42	12/14
	1506	SAA DESIGN GROUP	2575 Burlington Corp 2014	2575-2	10/31/2014	3,325.10	12/14
						5,549.52	*
Total 820-555551						5,549.52	
Total CITY PARKS FUND						5,549.52	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Grand Total:						144,161.78	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Emp No	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	-00 Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amounts
100011287	DEQUAKER, STEVEN J.	.00	.00	.00	164.08	.00	.00	164.08
100011288	HALBACH, DIAHNN C	.00	.00	.00	145.15	.00	.00	145.15
100041408	ZMUDZINSKI, BRIAN J.	600.00	.00	.00	.00	.00	.00	600.00
100041417	NIMMER, PETER	.00	.00	.00	.00	154.00	32.00	186.00
100081122	FALK, GAYLE A	.00	.00	.00	142.02	60.00	.00	202.02
Grand Totals:	5 Employees	600.00	.00	.00	451.25	214.00	32.00	1,297.25



CITY OF BURLINGTON

Department of Public Works

Street, Park, Water and Wastewater Departments
 2200 S. Pine Street, Burlington, WI, 53105
 (262) 539-3770 – (262) 539-3773 fax
www.burlington-wi.gov

Common Council Item Number: 13 A	Date: December 2, 2014
Submitted By: Craig Workman, Director of Public Works	Subject: Resolution 4700(34) to consider approving an increase to water rates of three percent (3%) under the Public Service Commission Simplified Rate Case.

Details:

The Simplified Rate Case (SRC) is a simple and convenient means for municipal utilities to increase water rates. This provision is provided by the PSC to permit Water Utilities in Wisconsin to effectively implement an adjustment in their rates to keep pace with normal and ordinary “cost increases due to inflation”. The SRC process includes a SRC application and a notice to customers, but does not require a public hearing.

The SRC process includes a rate increase factor and benchmark rate of return factor which are revised annually. These factors are combined with information from the most recent PSC annual report to check that a utility is financially eligible for an SRC. Based on the Public Service Commission’s 2013 Annual Report for the Burlington Water Utility, the minimum threshold to qualify for the SRC has been met. The increase of 3% is proposed to go into effect January 1, 2015. The rate increase is summarized below:

Quarterly Water Service Charges

Meter Size	Current Quarterly Water Service Charge	Proposed Quarterly Water Service Charge
5/8 inch	\$27.04	\$27.85
1 inch	\$37.08	\$38.19
1 1/2 inch	\$52.53	\$54.11
2 inch	\$80.34	\$82.75
3 inch	\$129.78	\$133.67
4 inch	\$213.21	\$219.61
6 inch	\$302.82	\$311.90

Consumption Charges

Volume	Current Charge (per 100 cu. ft.)	Proposed Charge (per 100 cu. ft.)
First 5,000 cu. ft.	\$2.03	\$2.09
Next 245,000 cu. ft.	\$1.76	\$1.81
Next 500,000 cu. ft.	\$1.64	\$1.69
Over 750,000 cu. ft.	\$1.49	\$1.53

Details:Quarterly Fire Protection Charges

Meter Size	Current Quarterly Fire Protection Charge	Proposed Quarterly Fire Protection Charge
5/8 inch	\$23.79	\$24.50
1 inch	\$59.33	\$61.11
1 1/2 inch	\$117.42	\$120.94
2 inch	\$188.49	\$194.14
3 inch	\$355.35	\$366.01
4 inch	\$593.28	\$611.08
6 inch	\$1,183.47	\$1,218.97

Typical family of four
(60 gallons per day, per person)

Rate Structure	Water Service Charge	Fire Protection Charge	Consumption Charge	Total
Current	\$27.04	\$23.79	\$58.87	\$109.70
Proposed	\$27.85	\$24.50	\$60.64	\$112.99
Difference	\$3.29			

Options & Alternatives:

The Common Council could decide not to approve the SRC application, however the increase is recommended by staff and the City auditor, Pat Romenesko, to keep revenues sufficient to fund water utility operations.

Financial Remarks:

The Public Service Commission of Wisconsin calculated the SRC increase for 2015 at 3%. This increase will provide an additional \$61,997 in revenue and result in an increase of \$3.29 per quarter for the average family of four.

Executive Action:

This item was discussed at the November 18, 2014 Committee of the Whole meeting and scheduled for the December 2, 2014 Common Council meeting for consideration.

Resolution No. 4700(34)
Introduced by: Committee of the Whole

**A RESOLUTION TO AUTHORIZE APPLICATION TO THE PUBLIC SERVICE COMMISSION
FOR AUTHORITY TO INCREASE WATER RATES CHARGED BY THE BURLINGTON
WATER UTILITY EFFECTIVE JANUARY 1, 2015**

WHEREAS the City Council of the City of Burlington is charged with the management and operation of the City of Burlington Water Utility pursuant to Burlington Municipal Code Chapter 304-1(A); and,

WHEREAS the City Council is responsible for establishing water rates and fees as approved by the Public Service Commission of the State of Wisconsin; and,

WHEREAS pursuant to the Public Service Commission Simplified Rate Case program a community that falls below the threshold of an allowed return, determined by the PSC may impose a three percent (3%) rate increase without a public hearing; and,

WHEREAS the City Council believes that Water Utility meets the criteria required by statute for a rate increase and that a rate increase is justified due to continually rising costs of both labor and non-labor expenses.

NOW, THEREFORE, BE IT RESOLVED by the City of Burlington that the Water Utility is hereby authorized to apply to the Public Service Commission of the State of Wisconsin for a three percent (3%) rate increase, effective January 1, 2015, pursuant to Wis. Stat. s. 196.03(1) and (3).

BE IT FURTHER RESOLVED that Notice of such application shall be given by publication in the local newspaper of the City of Burlington.

Introduced: November 5, 2014
Adopted:

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk

Notice of Rate Increase

Customers of the Burlington Municipal Water Utility:

This notice is to inform you that the Burlington Municipal Water Utility has filed an application with the Public Service Commission of Wisconsin for the authority to increase water rates. Rates for general service will increase 3%. This increase is necessary to reduce the existing deficiency in present rates. The request is being made under Wis. Stat. 196.193. Rate increases granted under this statute do not require a public hearing. The effect of the increase for some selected customers is shown below.

<u>Customer Classification</u>	<u>Meter Size</u>	<u>Cubic Feet</u>	<u>Existing Quarterly Rate</u>	<u>Revised Quarterly Rate</u>
Average Residential	5/8"	1,500	\$57.49	\$59.20
Large Residential	¾"	2,400	\$75.76	\$78.01
Commercial	1"	19,500	\$393.78	\$405.14
Public Authority	1 ½"	30,000	\$594.03	\$611.11
Industrial	2"	60,000	\$1,149.84	\$1,182.75

Public Fire Protection and Wholesale rates will also increase 3% and this rate increase will go into effect on January 1, 2015. If you have any questions about the rate increase request, please call the Burlington Municipal Water Utility at (262) 342-1173.

Simplified Rate Case Application - Water Class: C

840 - Burlington Municipal Waterworks Utility

Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854

(filing this form out is in accordance with Wis.Stat196.193)
3011(11/22/2004)

Preparer Name: **Craig Workman**

Preparer Phone Number: **(262)342-1182**

Preparer Email Address: **cworkman@burlington-wi.gov**

Date Application will be filed with the PSC: **11/15/2014**

Notice

Date to be Mailed/Published: **11/15/2014**

Newspaper Name: **Burlington Standard Press**

Rate Effective Date: **1/1/2015**

	Annual Report Information	Page	
1	Total sales of water	W-1	\$2,066,556
2	Rate increase factor		3.0%
3	Line 1 times Line 2		\$61,997
4	Net operating income (Oper.Revenues - Oper.Expenses)	W-1	\$56,981
5	Adjusted Total Operating income (Line 3 plus Line 4)		\$118,978
6	Average net rate base Water Utility	F-23	\$11,611,59
7	Line 5 divided by Line 6		1.0%
8	Test 1 - Financial Eligibility Qualifies *		YES
9	Adjusted operating income from Line 5	Above	
10	Total Operation & Maintenance (O&M) expense (600 and 900 accounts only)	W-1	
11	Line 9 divided by Line 10		
12	Test 2 - Financial Eligibility Qualifies **		

* Eligible, if line 7 is equal to or less than 6.6%

** Eligible, if line 11 is equal to or less than 6.0%

Historical Check

Effective Date of Last Full Rate Case: **2/12/2011**

Rates from last full rate case in effect for one full calendar year. **TRUE**

If Class AB, not more than 5 year since last full rate case. **NA**

Effective Date of Last SRC: **10/1/2013**

Rate from last SRC in effect for one year (12 months). **TRUE**

Water Meter Rates

5/8" meter rate at last full rate case: **26.25**

Current 5/8" meter rate: **27.04**

If Class C or D, new cumulative rate less than 40% higher than last full rate case. **TRUE**

Notice of Rate Increase
Water Customer of the Burlington Municipal Waterworks Utility

This is to give you notice that the Burlington Municipal Waterworks will file an application on November 15, 2014, with the Public Service Commission of Wisconsin (PSC), for authority to increase water rates. Rates for general service will increase 3 percent. The increase is necessary to reduce the existing deficiency in present rates. The request is being made under Wis. Stat. 196.193. Rate increases granted under this statute do not require a public hearing. The effect of the increase for some selected customers is shown below. Public Fire Protection and Wholesale rates (if applicable) will also increase 3 percent.

Customer Classification	Meter Size	Cubic Feet	Existing Quarterly Rate	Revised Quarterly Rate
Average Residential	5/8"	1,500	\$57.49	\$59.20
Large Residential	3/4"	2,400	\$75.76	\$78.01
Commercial	1"	19,500	\$393.78	\$405.14
Public Authority	1 1/2"	30,000	\$594.03	\$611.11
Industrial	2"	60,000	\$1149.84	\$1182.75

This rate increase will go into effect on January 1, 2015

If you have any questions about the rate increase request, call the Burlington Municipal Waterworks at (262) 342-1173.



CITY OF BURLINGTON

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

Common Council Item Number: 13 B	Date: December 2, 2014
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4702(36) to consider the approval of Certified Survey Map for property located at 1062 Spring Valley Road.

Details:

This item is to consider approving a Certified Survey Map from HGA, for property located at 1062 Spring Valley Road as part of the Aurora Medical Complex project. This CSM, drafted by Donald C. Chaput, WLS, seeks to combine the existing parcels into a single proposed Lot 1. Lot 1 is proposed to be about 3,091,157 square feet in area (excluding existing and abutting public street rights-of-way).

The Plan Commission recommended approval of this CSM at their November 11th meeting.

Options & Alternatives:

The Council may choose to deny this CSM.

Financial Remarks:

N/A

Executive Action:

This item was discussed at the November 18, 2014 Committee of the Whole meeting and scheduled for December 2, 2014 Common Council meeting for consideration.

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP IN THE CITY OF BURLINGTON
FOR PROPERTY LOCATED AT 1062 SPRING VALLEY ROAD**

WHEREAS, the Plan Commission of the City of Burlington has reviewed a Certified Survey Map (CSM) for property described as:

A division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of said Northeast 1/4 section; thence South 00°55'24" East along the East line of the Northeast 1/4 Section 575.59 feet to a point; thence South 74°08'57" West 34.15 feet to a point on the West line of Spring Valley Road and the point of beginning of the lands hereinafter described; thence South 00°55'24" East along said West line 767.07 feet to a point; thence South 07°11'18" West along said West line 522.86 feet to a point; thence Southwesterly 87.43 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 4550.69 feet and whose chord bears South 07°44'22" West 87.43 feet to a point on the West line of lands conveyed to the Wisconsin Department of Transportation by Warranty Deed Document Number 715428; thence South 18°30'43" West along said West line 893.88 feet to a point; thence South 15°50'05" West along said West line 216.83 feet to a point on the North line of said lands and the North line of State Trunk Highway "11"; thence Northwesterly 1225.82 feet along said North line and arc of a curve, whose center lies to the North, whose radius is 2739.79 feet and whose chord bears North 74°00'42" West 1215.62 feet to a point West line of the of the East 1/2 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4, of Fractional Section 1; thence North 01°08'12" West along said West line 1317.06 feet to a point on the South line of the North 1/2 of the Northeast 1/4 of Fractional Section 1; thence South 89°00'53" West along said South line 294.74 feet to a point on the South line lands conveyed to the State of Wisconsin by Warranty Deed Document Number 691266 and the South line of State Trunk Highway "36"; thence North 06°37'48" West along said South line 78.47 feet to a point; thence North 68°36'13" East along said South line 300.00 feet to a point; thence North 58°24'09" East along said South line 310.55 feet to a point; thence Northeasterly 131.63 feet along said South line and arc of a curve, whose center lies to the South, whose radius is 1360.00 feet and whose chord bears North 71°22'35" East 131.58 feet to a point; thence North 71°38'15" East along said South line 456.40 feet to a point; thence North 74°08'57" East along on the South line of State Trunk Highway "36" a distance of 477.86 feet to a point; thence North 15°51'03" West along said South line 17.00 feet to a point; thence North 74°08'57" East along said South line 363.37 feet to a point on the West line of Spring Valley Road and the point of beginning. Containing 3,091,157 square feet, or 70.9632 acres of land.

WHEREAS, at their November 11, 2014 meeting, the Plan Commission did recommend approval of the CSM.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the attached CSM prepared on September 11, 2014 by Donald C. Chaput, WLS, is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk record said CSM with the Racine County Register of Deeds and provide a copy of the recorded CSM to the Planning and Development Director, Julie Anderson, of Racine County Planning and Development, located at 14200 Washington Ave., Sturtevant, WI 53177.

Introduced: November 18, 2014
Adopted:

Robert Miller, Mayor

Attest:

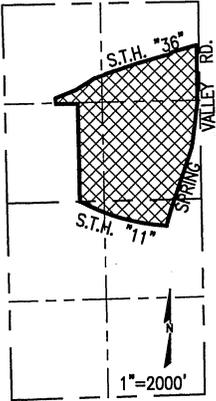
Diahnn Halbach, City Clerk

CERTIFIED SURVEY MAP NO. _____

A division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin.

VICINITY MAP

NE 1/4 & SE 1/4
SEC. 1, T2N, R18E.



CHAPUT LAND SURVEYS LLC

234 W. FLORIDA STREET
MILWAUKEE, WI 53204
414-224-8068
www.chaputlandsurveys.com

Owner/Subdivider:
Burlington Land Acquisitions, LLC
731 N. Jackson Street
Suite 700
Milwaukee, WI 53202

Bearings are referenced to grid North of the Wisconsin State Plane Coordinate System (South Zone) NAD 27, in which the East line of the Northeast 1/4 of Section 1, Town 2 North, Range 18 East, bears N00°55'24" W.

- Indicates found 3/4" iron rod.
- Indicates found 1" iron pipe.

CONC. MON. WITH
ALUMINUM CAP
NE COR. OF NE 1/4
SEC. 1, T2N, R18E.

NORTH LINE OF THE NE 1/4, SEC. 1
N89°19'46"E 2644.51'

N15°51'03"W
17.00'

S74°08'57"W
34.15'

N74°08'57"E
363.37'

S00°55'24"E
575.59'

S00°55'24"E
767.07'

2651.06'

536.33'

522.86'

87.43'

273.20'

18.99'

45.00'

45.05'

16.89'

216.83'

S.T.H. "36"
R.O.W. WIDTH VARIES

N71°38'15"E
456.40'

N74°08'57"E
477.86'

HATCH INDICATES NO RIGHT OF ACCESS
TO S.T.H. "36" PER DOC. NO. 691266

Arc=131.63'
Radius=1360.00'
CB=N71°22'35"E
Chord=131.58'
Delta=5°32'44"

N68°36'13"E
300.00'

S89°00'53"W
294.74'

N01°08'12"W 1317.06'
WEST LINE OF THE EAST 1/2 OF THE NE 1/4, SEC. 1
OF THE SW 1/4 OF THE NE 1/4, SEC. 1

LOT 1
AREA
3,091,157 S.F.
70.9632 Acres

Arc=87.43'
Radius=4550.69'
CB=S07°44'22"W
Chord=87.43'
Delta=1°06'03"

PERMANENT LIMITED
EASEMENT PER DOC.
NO. 715428

SOUTH LINE OF THE NE 1/4, SEC. 1
N88°58'58"E 2629.02'

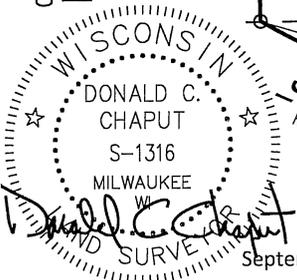
Arc=1225.82'
Radius=2739.79'
CB=N74°00'42"W
Chord=1215.62'
Delta=23°38'05"

S.T.H. "11"
R.O.W. WIDTH VARIES

CONC. MON. WITH
BRASS CAP
SE COR. OF NE 1/4
SEC. 1, T2N, R18E.



UNPLATTED LANDS



September 11, 2014

This instrument was drafted by Donald C. Chaput
Registered Land Surveyor S-1316

Drawing No. 1684-grb
SHEET 1 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____

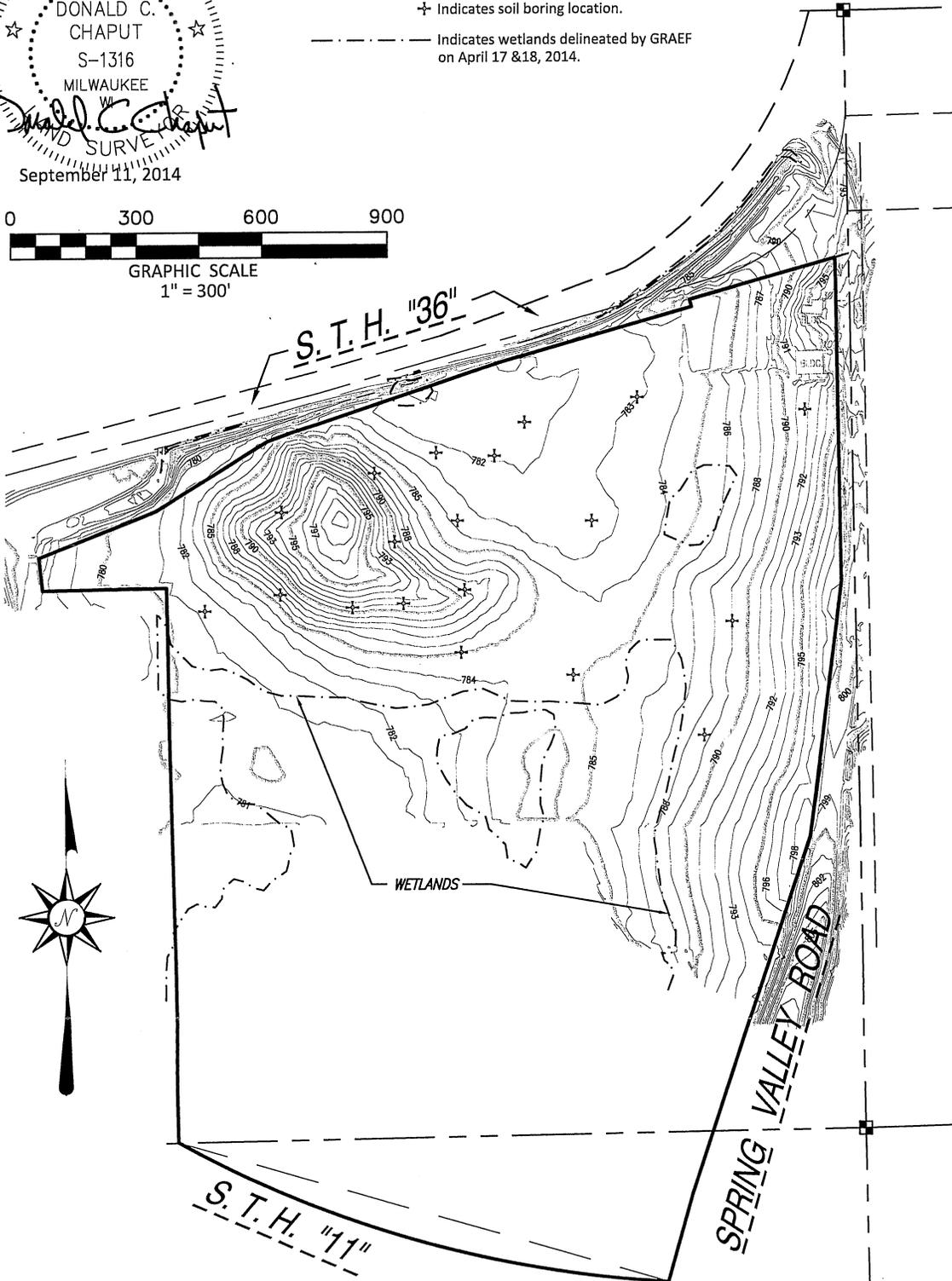
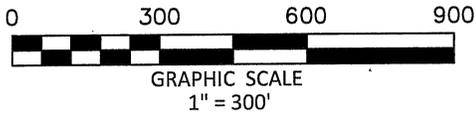
A division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin.



Vertical datum is based on National Geodetic Vertical Datum of 1929.

+ Indicates soil boring location.

----- Indicates wetlands delineated by GRAEF on April 17 & 18, 2014.



This instrument was drafted by Donald C. Chaput
Registered Land Surveyor S-1316

Drawing No. 1684-grb
SHEET 2 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____

A division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin.

SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN}
:SS
MILWAUKEE COUNTY}

I, DONALD C. CHAPUT, a registered land surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin, bounded and described as follows:

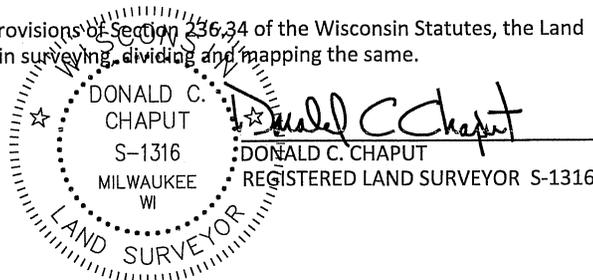
COMMENCING at the Northeast corner of said Northeast 1/4 section; thence South 00°55'24" East along the East line of the Northeast 1/4 Section 575.59 feet to a point; thence South 74°08'57" West 34.15 feet to a point on the West line of Spring Valley Road and the point of beginning of the lands hereinafter described; thence South 00°55'24" East along said West line 767.07 feet to a point; thence South 07°11'18" West along said West line 522.86 feet to a point; thence Southwesterly 87.43 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 4550.69 feet and whose chord bears South 07°44'22" West 87.43 feet to a point on the West line of lands conveyed to the Wisconsin Department of Transportation by Warranty Deed Document Number 715428; thence South 18°30'43" West along said West line 893.88 feet to a point; thence South 15°50'05" West along said West line 216.83 feet to a point on the North line of said lands and the North line of State Trunk Highway "11"; thence Northwesterly 1225.82 feet along said North line and arc of a curve, whose center lies to the North, whose radius is 2739.79 feet and whose chord bears North 74°00'42" West 1215.62 feet to a point West line of the East 1/2 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4, of Fractional Section 1; thence North 01°08'12" West along said West line 1317.06 feet to a point on the South line of the North 1/2 of the Northeast 1/4 of Fractional Section 1; thence South 89°00'53" West along said South line 294.74 feet to a point on the South line lands conveyed to the State of Wisconsin by Warranty Deed Document Number 691266 and the South line of State Trunk Highway "36"; thence North 06°37'48" West along said South line 78.47 feet to a point; thence North 68°36'13" East along said South line 300.00 feet to a point; thence North 58°24'09" East along said South line 310.55 feet to a point; thence Northeasterly 131.63 feet along said South line and arc of a curve, whose center lies to the South, whose radius is 1360.00 feet and whose chord bears North 71°22'35" East 131.58 feet to a point; thence North 71°38'15" East along said South line 456.40 feet to a point; thence North 74°08'57" East along on the South line of State Trunk Highway "36" a distance of 477.86 feet to a point; thence North 15°51'03" West along said South line 17.00 feet to a point; thence North 74°08'57" East along said South line 363.37 feet to a point on the West line of Spring Valley Road and the point of beginning. Containing 3,091,157 square feet, or 70.9632 acres of land.

THAT I have made this survey, land division and map by the direction of Burlington Land Acquisitions, LLC, owner of said land.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, the Land Division Ordinance of the City of Burlington in surveying, dividing and mapping the same.

DATE: September 11, 2014



CERTIFIED SURVEY MAP NO. _____

A division of part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin.

OWNER'S CERTIFICATE

BURLINGTON LAND ACQUISITIONS, LLC, a Wisconsin limited liability company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, hereby certifies that said limited liability company caused the land described on this Certified Survey Map to be surveyed, divided and mapped as represented on this map in accordance with the requirements of the City of Burlington.

BURLINGTON LAND ACQUISITIONS, LLC, as owner, does further certify that this map is required by S.236.20 or 236.12 to be submitted to the following for approval or objection: City of Burlington.

IN WITNESS WHEREOF, BURLINGTON LAND ACQUISITIONS, LLC, has caused these presents to be signed by the hand of Jack Price, Registered Agent, on this ____ day of _____, 2014

In the presence of:

(Witness)

Jack Price, Registered Agent

STATE OF _____ }
COUNTY } :SS

Personally came before me this ____ day of _____, 2014, the above named Jack Price, Registered Agent of BURLINGTON LAND ACQUISITIONS, LLC, to me known as the person who executed the foregoing instrument and acknowledged that he executed the foregoing instrument as such officer as the deed of said limited liability company, by its authority.

Notary Public, State of _____
My commission expires. _____
My commission is permanent.

PLANNING COMMISSION CERTIFICATE OF APPROVAL

APPROVED by the Planning Commission of the City of Burlington on this ____ day of _____, 2014.

Robert Miller, Chairman

, Secretary

COMMON COUNCIL CERTIFICATE OF APPROVAL

APPROVED by the Common Council of the City of Burlington in accordance with the Resolution adopted on, this ____ day of _____, 2014

Robert Miller, Mayor

Diahn Halbach, Clerk



September 11, 2014

This instrument was drafted by Donald C. Chaput
Registered Land Surveyor S-1316

Drawing No. 1684-grb
SHEET 4 OF 4 SHEETS



CITY OF BURLINGTON

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

Common Council Item Number: 13 C	Date: December 2, 2014
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4703(37) to approve a Detailed Site Plan and Development Agreement with Aurora Health Care for property at 1062 Spring Valley Road.

Details:

This Site Plan and Development Agreement are part of the Aurora Health Care project at 1062 Spring Valley Road. The project consists of constructing a 1-story, 75,000 square foot ambulatory care center and 3-story, 48-foot tall, 72,000 square-foot professional office building. The total gross square footage is 135,000 square feet. The medical complex is proposed to support the existing Aurora Health Care system already in place. Program and services are to include physician office space, rehabilitation care, imaging, oncology, day surgery, lab and pharmacy.

The Plan Commission approved this Site Plan at their November 11th meeting.

The Development Agreement was negotiated between Aurora officials and City Attorney John Bjelajac and City Administrator Kevin Lahner. The agreement commits the City to creating TIF District 5 for the purpose of extending water and sewer infrastructure and constructing improvements to Spring Valley Road and West State Street to service the facility. Under the agreement the TIF Increment will fund the debt payments for the improvement infrastructure, with Aurora obligated to pay any shortfall in this amount. It also commits Aurora to Payment in Lieu of Taxes (PILOT) on any tax exempt property on the site, in an amount equal to the City's property tax payment.

Options & Alternatives: This agreement has been crafted to ensure that the development value created pays for the cost of providing improvements to serve the new facility. There are also provisions to ensure that any shortfall amount is covered by Aurora. The City is also kept whole in that a PILOT payment has been established per the agreement. There are several options as it relates to the agreement. The Common Council could direct us to renegotiate the proposed agreement or parts thereof. However, we believe that the agreement represents good faith negotiation by both Aurora and the City and provide more than adequate protections for the City's finances.

Financial Remarks:

As you are aware, the project value of the proposed facility is expected to exceed \$42 million. The City is working with Aurora to establish TID District #5 in order to facilitate improvements to this district, including the extension of water and sewer lines to the parcels in the annexation petition. The city expects to spend \$4.5 million to extend the appropriate infrastructure to the site. These expenses would all be funded through TID #5.

Executive Action:

This item was discussed at the November 18, 2014 Committee of the Whole meeting and scheduled for the December 2, 2014 Common Council meeting for consideration.

A RESOLUTION APPROVING A DETAILED SITE PLANS FOR THE AURORA HEALTH CARE MEDICAL COMPLEX AT 1062 SPRING VALLEY ROAD PURSUANT TO THE CITY OF BURLINGTON'S PLANNED UNIT DEVELOPMENT OVERLAY ZONING

WHEREAS if an applicant applies for the PUD Overlay District zoning classification, all of the requirements of the PUD Overlay District set forth in Section 315-43 of the Municipal Code need to be adhered to including meeting all of the content requirements, and the submittal of Detailed Site Plans; and,

WHEREAS the PUD Planned Unit Development Overlay District is intended to permit developments that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, and/or mixing of compatible uses. Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and open spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD Overlay District under this chapter will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining insofar as possible the land use density and other standards or use requirements as set forth in the underlying basic zoning district; and,

WHEREAS Detailed Site Plans were submitted by The Boldt Company for the construction of medical professional office building and ambulatory care center in the Planned Unit Development Overlay District located on Spring Valley Road; and,

WHEREAS the Plan Commission has reviewed and recommended that the Common Council approve the Detailed Site Plan contingent upon execution of a Planned Unit Development Agreement and the satisfaction of the City Engineer's, City Planner's and City Attorney's concerns; and;

WHEREAS at their November 11, 2014 meeting, the Plan Commission did conditionally recommend approval of said Detailed Site Plan based on the information provided, and contingent upon the recommendations included in the October 29, 2014 memorandum by Patrick Meehan, Meehan & Company, Inc., City Planner, attached hereto as Exhibit A and incorporated as though fully set forth herein, and in the November 11, 2014 memorandum by Kapur & Associates, Inc., City Engineers, attached hereto as Exhibit B and incorporated as though fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, based upon all of the above, that the PUD Planned Unit Development District Detailed Plans including Site Plan, Landscape Plan, Architectural Plans, Utility Plans and Lighting Plans for the proposed Aurora Health Care Medical Complex, including the following plans and/or documents reviewed and approved by Patrick Meehan, as reflected in his memorandum dated October 29, 2014 and/or by the City Engineer, and/or by the City Attorney, as these plans are further amended pursuant to the recommendations of the City Planner, City Engineer and City Attorney:

The following plans related to the entirety of the PUD:

- Certified Survey Map for a Land Consolidation of Proposed Lot 1, 4 Sheets, all dated September 11, 2014 as prepared by Donald C. Chaput, RLS of Chaput Land Surveys LLC.
- "Architectural Site Plan: Sheet A001," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Site Grading Plan: Sheet C200," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc. and GRAEF, dated October 22, 2014.
- "Site Utility Plan: Sheet C300," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc. and GRAEF, dated October 22, 2014.
- "Reference Planting Plan: Sheet L100," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Enlarged Planting Plan Area NE: Sheet L101," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Enlarged Planting Plan Area W: Sheet L102," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Enlarged Planting Plan Area SE: Sheet L103," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Electrical Symbols, Abbreviations, & General Notes: Sheet E000," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Site Lighting Plan: Sheet E030," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Electrical Site Lighting Photometric Plan: Sheet E031," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Electrical Site Power Plan: Sheet E040," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- "Electrical Site Systems Plan: Sheet E050," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Lighting Schedules: Sheet E500," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Special Equipment Schedule: Sheet E510," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Lighting Details: Sheet E600," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Power Details: Sheet E610," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Electrical Systems Details: Sheet E620," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- "Preliminary Stormwater Management Plan for Aurora Healthcare Burlington-Walworth," 15 pages, as prepared by GRAEF, dated September 12, 2014.
- "Exterior Elevations Overall," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.

are hereby approved.

FURTHER, that final approval of the Detailed Site Plans is contingent upon the completion of the recommendations set forth above and that the City Planner, City Attorney and/or the City Engineer may approve said revisions and minor revisions to the submitted Plans and/or documents without the need for additional Plan Commission or Common Council approval, and this Resolution shall be updated to reflect said revisions.

FURTHER, that final approval of the Development is contingent upon the approval of a Development Agreement and Financial Guarantees by the Common Council, the City Attorney and/or City Engineer.

Introduced: November 18, 2014
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

MEEHAN & COMPANY, INC.

PATRICK J. MEEHAN, AICP, AIA
PRESIDENT

P. O. BOX 925
HALES CORNERS, WI 53130-0925
PHONE: (414) 529-9559
FAX: (414) 529-9559

MEMORANDUM

TO: Plan Commission
City of Burlington

FROM: Meehan & Company, Inc.
Patrick J. Meehan, AICP

SUBJECT: Review of the following for Property Generally Located at 1062 Spring Valley Road:

- A. A Proposed Certified Survey Map for the Land Consolidation of Proposed Lot 1 of Part of the NW 1/4, NE 1/4, SW 1/4, and SE 1/4 of the NE 1/4 in Fractional Section 1 and part of the NW 1/4 and NE 1/4 of the SE 1/4 in Section 1, T2N,R18E, Annexed to the City of Burlington (September 19, 2014 by City of Burlington Ordinance No. 1988(7)), Walworth County, Wisconsin; and
- B. Zoning into the B-1 Neighborhood Business District with the PUD Planned Unit Development Overlay District (with General and Detailed Plan Approval); and
- C. Site Plan for the Proposed Aurora Medical Complex.

Property Owners: Aurora Health Care, Burlington Land Acquisitions, LLC;
Applicant: The Boldt Company.

[NOTE: This is an update of Meehan & Company, Inc.'s memorandum to the Plan Commission dated September 20, 2014. Also see application forms dated 9/12/14.]

DATE: October 29, 2014

INTRODUCTION

Pursuant to the October 23, 2014 written request of Kristine Anderson, Administrative Assistant of the City of Burlington, Meehan & Company, Inc. has prepared the following comments and recommendations pertaining to the proposed Certified Survey Map for the land consolidation of proposed Lot 1 of part of the NW 1/4, NE 1/4, SW 1/4, and SE 1/4 of the NE 1/4 in fractional Section 1 and part of the NW 1/4 and NE 1/4 of the SE 1/4 in Section 1, T2N,R18E, annexed to the City of Burlington (September 19, 2014 by City of Burlington Ordinance No. 1988(7)), Walworth County, Wisconsin; the zoning of the subject property into the B-1 Neighborhood Business District with the PUD Planned Unit Development Overlay District (with general and detailed plan approval), and Site Plan for the proposed Aurora Medical Complex for the subject property generally located at 1062 Spring Valley Road. The subject property is about 3,091,157 square feet (excluding existing and abutting public street rights-of-way) or 70.9632 acres in area.

Meehan & Company, Inc. prepared an earlier review memorandum to the Plan Commission regarding this proposed project dated September 30, 2014 which identified outstanding zoning and land division ordinance issues and requirements which the applicant needs to

address.

Pursuant to requirements of Sections 315-121 and 315-43(H)(4) of the City Zoning Ordinance, a public hearing is required to be held before the Common Council to zone the subject property into the B-1 Neighborhood Business District and PUD Planned Unit Development Overlay District.

It is the understanding of Meehan & Company, Inc. that a Comprehensive Plan Amendment was also made to amend the "Racine County Multi-Jurisdictional Comprehensive Plan" with the planned land use designations for the subject property as both "Commercial" and "Isolated Natural Resource Area" land use designations to assure the zoning of the subject property is consistent with the City's adopted Comprehensive Plan as discussed later in this memorandum.

The following application materials were submitted as part of the application materials and documents:

- a. E-mail Transmittal Letter to Megan Watkins, City of Burlington, from Troy Steege, AIA, CSI, CDT of HGA Architects and Engineers, 1 page dated September 13, 2014.
- b. "Application for Certified Survey Map Review," 2 pages, dated 9/12/14.
- c. Proposed Certified Survey Map for a Land Consolidation of Proposed Lot 1 of Part of the NW 1/4, NE 1/4, SW 1/4, and SE 1/4 of the NE 1/4 in Fractional Section 1 and part of the NW 1/4 and NE 1/4 of the SE 1/4 in Section 1, T2N,R18E, in the City of Burlington, Walworth County, Wisconsin, 4 Sheets, all dated September 11, 2014 as prepared by Donald C. Chaput, RLS of Chaput Land Surveys LLC.
- d. "Petition for Rezoning Map Amendment," 2 pages, dated 9/12/14.
- e. "Project Narrative" for the Aurora Health Care Complex—Burlington-Walworth (AHCBW), 2 pages, initially dated September 12, 2014 and revised October 22, 2014, as prepared by HGA Architects and Engineers, LLC and LLP.
- f. "Site Plan Approval Application," 2 pages, dated 9/12/14.
- g. "Architectural Site Plan: Sheet A001," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- h. "Site Grading Plan: Sheet C200," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc. and GRAEF, dated October 22, 2014.
- i. "Site Utility Plan: Sheet C300," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc. and GRAEF, dated October 22, 2014.
- j. "Reference Planting Plan: Sheet L100," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- k. "Enlarged Planting Plan Area NE: Sheet L101," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- l. "Enlarged Planting Plan Area W: Sheet L102," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- m. "Enlarged Planting Plan Area SE: Sheet L103," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- n. "Electrical Symbols, Abbreviations, & General Notes: Sheet E000," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.

- o. "Electrical Site Lighting Plan: Sheet E030," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- p. "Electrical Site Lighting Photometric Plan: Sheet E031," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- q. "Electrical Site Power Plan: Sheet E040," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.
- r. "Electrical Site Systems Plan: Sheet E050," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- s. "Electrical Lighting Schedules: Sheet E500," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- t. "Electrical Special Equipment Schedule: Sheet E510," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- u. "Electrical Lighting Details: Sheet E600," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- v. "Electrical Power Details: Sheet E610," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- w. "Electrical Systems Details: Sheet E620," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated September 12, 2014.
- x. "Preliminary Stormwater Management Plan for Aurora Healthcare Burlington-Walworth," 15 pages, as prepared by GRAEF, dated September 12, 2014.
- y. Luminaire product data for Cree Edge Area Luminaire, Type II Medium, Direct Arm Mount, ARE-EDG-2M-DA, Fixture Type 'WL21', LED, 2 data pages dated 9/27/13, appears to be full-cut-off type.
- z. Luminaire product data for Cree Edge Area Luminaire, Type III Medium, Direct Arm Mount, ARE-EDG-3M-DA, Fixture Type 'WL31', LED, 2 data pages dated 9/27/13, appears to be full-cut-off type.
- aa. Luminaire product data for Cree Edge Area Luminaire, Type IV Medium, Direct Arm Mount, ARE-EDG-4M-DA, Fixture Type 'WL41' & 'WL42,' LED, 2 data pages dated 9/27/13, appears to be full-cut-off type.
- bb. Luminaire product data for Cree Edge 70 Degree Flood Luminaire (adjustable angle), Side Arm Mount, FLD-EDG-70-SA, Fixture Type 'WL6', LED, 2 data pages dated 3/18/14, appears to be an adjustable type to 70-degree angle and NOT a full-cut-off type.
- cc. "Exterior Elevations Overall," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.

Any and all site engineering-related portions of this project (including traffic engineering and access, grading, drainage, utilities, electrical, easements, sewers, water, wetland delineations, stormwater and erosion control, and all other engineering-related issues) are deferred to the City Engineer for review and comment. Meehan & Company, Inc. did not review the submitted plans for compliance with City Building Codes. All proposed architectural plans shall be reviewed by the City Building Inspector for compliance with all Building Codes.

CHARACTERISTICS OF THE PROPOSED CERTIFIED SURVEY MAP

The proposed Certified Survey Map is to combine existing parcels which comprise the subject property into a single proposed Lot 1. Proposed Lot 1 is proposed to be about 3,091,157 square feet (excluding existing and abutting public street rights-of-way) or 70.9632 acres in area. No new public street right-of-way dedications are proposed by the proposed Certified

Survey Map. Three existing wetland areas appear to be located on the proposed Lot 1. The applicant indicates on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) that no 100-year or greater floodplain areas are located on the subject property.

CHARACTERISTICS OF THE PROPOSED DEVELOPMENT

The applicant is proposing to create a PUD Planned Unity Development for medical complex uses including a 1-story, 18-foot tall, 75,000 square-foot ambulatory care center and a 3-story, 48-foot tall, 60,000 square-foot professional office building with each story being 20,000+/- square feet. The total gross square footage for the project is 135,000 square feet. 20,600 square feet of the gross 135,000 square feet would account for construction (such as walls and structure), systems, circulation, and support spaces. The net useable program space (for determining off-street parking needs) is 114,400 square feet.

Based upon the "Project Narrative" submitted by the applicant, the medical complex is proposed by the applicant to support the existing Aurora Health Care system already in place within the City of Burlington and Walworth County. Program and services are to include physician office space, rehabilitative care, imaging, oncology, day surgery, lab, and pharmacy.

Off-street parking is proposed to be accommodated in two surface parking lot areas located on the east and west sides of the proposed building areas. The 352-space (of which 12 spaces serve persons with disabilities), east parking lot is proposed to be dedicated for patient use. The 231-space (of which 4 spaces serve persons with disabilities), west parking lot is proposed to be dedicated to staff use. The total number of off-street parking spaces shown on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) is 583 (of which 16 spaces serve persons with disabilities).

A paved, mechanical service court area (for electrical equipment and dumpsters) and shipping/receiving docks are proposed to be located outdoors at the southwest corner of the ambulatory care center portion of the building. A mobile imaging dock is proposed to be located along the northwest edge of the ambulatory care center. Ambulance drop-off area is planned along the western edge of the ambulatory care center.

Two, 30-foot wide, paved access drives are proposed to provide access to the facility from Spring Valley Road. A 30-foot wide service drive providing direct access to the subject property is proposed along STH 36. No new public street rights-of-way are proposed by the applicant to traverse the subject property or to widen any existing abutting public street rights-of-way.

A paved, 28-foot wide, fire lane is proposed to extend from entries off of Spring Valley Road on the east side of the subject property around to the north, connecting to both parking lot areas, and thereby allowing maintenance and fire department access around the entire building perimeter.

A 10-foot wide, bike path system (designated as "FUTURE" on some of the submitted plan sheets) is proposed on the east side of the subject property (just west of the Spring Valley Road right-of-way) and extending from north to south. The proposed bike path system provides linkages to the east parking lot areas from Spring Valley Road. Also, a pedestrian walkway system provides linkages between the east parking lot areas to both the proposed ambulatory care center and professional office portions of the complex.

As indicated earlier, three existing wetland areas appear to be located on the proposed Lot 1. No buildings are proposed to be located within any delineated wetland areas. A 25-foot wide wetland setback is proposed.

Two stormwater ponds are indicated on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014).

The two existing buildings (a residence and a barn) and pavements located at the northeast corner of the subject property (proposed Lot 1) are proposed to remain as currently occupied.

That area of the subject property located at the southwest corner of the intersection of the southernmost proposed entry drive from Spring Valley Road is indicated as 'POTENTIAL FUTURE EXPANSION SHOWN DASHED—MAXIMUM 4 STORIES MAXIMUM BUILDING HEIGHT 65 FEET.' Meehan & Company, Inc. assumes that this would be a future phase of the development of the subject property.

The ownership and operation of the subject property and the development thereon would be by Aurora Health Care. The proposed hours of operation would be Monday through Friday, 6:00 am to 8:00 pm; Saturday, 6:30 am to 4:30 pm; and closed on Sundays.

The total number of employees is anticipated to be 250.

Construction is planned to begin in the spring of 2015 with occupancy taking place in the fall of 2016.

1. **CONSISTENCY OF THE PROPOSED MEDICAL COMPLEX USE WITH THE SANITARY SEWER SERVICE AREA OF THE REGIONAL WATER QUALITY MANAGEMENT PLAN:** The City of Burlington passed a resolution (Resolution No. 4687(21)) on September 2, 2014 adopting a sanitary sewer service area amendment as documented in SEWRPC staff memorandum dated September 2014 titled "Preliminary Draft Amendment to the Regional Water Quality Management Plan, City of Burlington." The SEWRPC staff memorandum dated September 2014 titled "Preliminary Draft Amendment to the Regional Water Quality Management Plan, City of Burlington" indicates the subject property (excluding the SEWRPC-delineated "Isolated Natural Resource Area") as within the City of Burlington's Sanitary Sewer Service Area. *The proposed medical complex uses are not proposed to be located within the SEWRPC-delineated "Isolated Natural Resource Area." Therefore, the proposed Site Plan is consistent with the SEWRPC staff memorandum dated September 2014 titled "Preliminary Draft Amendment to the Regional Water Quality Management Plan, City of Burlington."*

2. **100-YEAR RECURRENCE INTERVAL FLOODPLAIN, SHORELAND WETLANDS, AND WETLANDS:** As indicated earlier in this memorandum, the applicant indicates on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) that no 100-year or greater floodplain areas are located on the subject property.

In addition, 100-year floodplain, shoreland wetland, and wetland mapping was found by Meehan & Company, Inc. at the following Walworth County government website:

<http://gisinfo.co.walworth.wi.us/map3x/index.html?config=config/walco.xml>

Mapping for the subject property found by Meehan & Company, Inc. at the above referenced website did not indicate any 100-year recurrence interval floodplain nor shoreland wetlands on the subject property. However, the website mapping did indicate one large wetland area on the southern portion of the subject property. The applicant's proposed Certified Survey Map (4 Sheets, all dated September 11, 2014 as prepared by Donald C. Chaput, RLS of Chaput Land Surveys LLC) for a land consolidation of the proposed Lot 1 (the subject property) indicates three wetland areas on the subject property as delineated by GRAEF on April 17 and 18, 2014.

The proposed medical complex uses are not proposed to be located within the wetland areas delineated on the subject property by GRAEF on April 17 and 18, 2014.

3. **EXISTING AND PROPOSED ZONING:** The subject property was previously zoned in the A-1 Prime Agricultural Land District under the provisions of Chapter 74 of the Walworth County Code of Ordinances. As indicated earlier, the subject property was annexed to the City of Burlington on September 19, 2014 by City of Burlington Ordinance No. 1988(7). Upon annexation to the City of Burlington, the subject property was zoned into the B-1 Neighborhood Business District under the City of Burlington Zoning Ordinance. Following the subject property's annexation to the City of Burlington, the applicant has requested that the subject property also be zoned into the PUD Planned Unit Development Overlay District under the City of Burlington Zoning Ordinance (as submitted to the City of Burlington by the applicant's "Petition for Rezoning Map Amendment," 2 pages, dated 9/12/14).

Based upon a review of the City Zoning Map, the subject property would not be located within a WPO Wellhead Protection Overlay District.

4. **CONSISTENCY WITH CITY PLANS:**

City's Adopted Comprehensive Plan

The subject property is located within an area designated as "COMMERCIAL" and "ISOLATED NATURAL RESOURCE AREA" uses in the amended City-adopted SEWRPC Community Assistance Planning Report No. 301 titled A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035 as described in Appendix D (page D-2) and Map 1 titled "Recommended Land Use Plan for the City of Burlington Planning Area: 2035." (NOTE: The A Multi-Jurisdictional Comprehensive Plan for Racine County: 2035 was recommended to the Common Council to be amended by Plan Commission Resolution No. 18 dated August 12, 2014 and amended by Ordinance No. 1986(5) adopted by the Common Council on September 2, 2014.)

Therefore, the proposed "COMMERCIAL" use (for a medical complex) of the "COMMERCIAL" Comprehensive Plan designated portions of the subject property is consistent with the amended A "Multi-Jurisdictional Comprehensive Plan for Racine County: 2035" as that plan currently pertains to the subject property. The Comprehensive Plan was adopted by the City under the provisions of Section 66.1001 of the Wisconsin Statutes.

City of Burlington Bicycle/Pedestrian Plan

The adopted City of Burlington Bicycle/Pedestrian Plan dated September 28, 2001 does not indicate any existing or planned bicycle paths either on, or contiguous to, the subject property.

Therefore, the proposed development is consistent with the adopted "City of Burlington Bicycle/Pedestrian Plan" dated September 28, 2001

City of Burlington: 2010-2014 Comprehensive Outdoor Recreation Plan

The City of Burlington: 2010-2014 Comprehensive Outdoor Recreation Plan dated July 2010 as prepared by Schreiber/Anderson Associates, Inc. does not indicate any proposed park to be located on the subject property. The City of Burlington: 2010-2014 Comprehensive Outdoor Recreation Plan does indicate a "Proposed Trail" located within the easterly abutting Spring Valley Road public right-of-way. In response to the City of Burlington: 2010-2014 Comprehensive Outdoor Recreation Plan, the applicant proposes a 10-foot wide, bike path system (designated as "FUTURE") located on the east side of the subject property (just west of the Spring Valley Road right-of-way) and extending from north to south.

The proposed bike path system, when constructed, would be consistent with the "City of Burlington: 2010-2014 Comprehensive Outdoor Recreation Plan."

5. CITY "OFFICIAL MAP": The City "Official Map" does not indicate any new streets traversing the subject property nor the widening of the Spring Valley Road right-of-way. The proposed Certified Survey Map, PUD District and B-1 District zoning, proposed uses, and Site Plan do not appear to be in conflict with the adopted "Official Map" since the "Official Map" does not indicate additional right-of-way to be dedicated.

6. SPECIFIC DIMENSIONAL REQUIREMENTS AND CONSISTENCY WITH ZONING REQUIREMENTS OF THE EXISTING B-1 NEIGHBORHOOD BUSINESS DISTRICT; DIMENSIONAL, CIRCULATION, AND OFF-STREET PARKING REQUIREMENTS; AND OTHER ZONING REQUIREMENTS: As indicated earlier, the subject property is zoned into the B-1 Neighborhood Business District under the City of Burlington Zoning Ordinance. The applicant has requested that the subject property also be zoned into the PUD Planned Unit Development Overlay District under the City of Burlington Zoning Ordinance (as submitted to the City of Burlington by the applicant's "Petition for Rezoning Map Amendment," 2 pages, dated 9/12/14). Various "Clinics" (such as an ambulatory care center as proposed by the applicant) and "Professional Offices" (such as proposed by the applicant) are "Permitted Uses" in the B-1 District. The following describes the general requirements of the B-1 District and provides comments on whether aspects of the Site Plan are consistent with those requirements:
 - a. General Dimensional Requirements of the B-1 Neighborhood Business District: Without elaborating on all of the dimensional requirements of the Zoning Ordinance relative to the B-1 Neighborhood Business District zoning classification, the following are some of the most significant requirements which must be met for any proposed use in the B-1 Neighborhood Business District:
 - Minimum Lot Area: 10,000 square feet
40,000 square feet (for lots created after June 5, 2001)
 - Minimum Lot Width: 80 feet
150 feet (for lots created after June 5, 2001)
 - Minimum Front Yard: 25 feet from the street right-of-way line
 - Minimum Side Yard: 10 feet

- Minimum Rear Yard: 25 feet (for lots greater than 15,000 square feet in area)
- Minimum Parking Lot & Drive Setback from Public Street Right-of-Way: 30 feet
- Maximum Building Height: 60 feet
- Minimum Landscape Surface Ratio (LSR): 25 percent

Development of "Clinics" (such as an ambulatory care center as proposed by the applicant) and "Professional Offices" (such as proposed by the applicant) at the subject property need to meet the above dimensional requirements and also the submission requirements for a completed Site Plan, Landscape Plan, and Lighting Plan submitted to the City for review by the City Plan Commission meeting all of the requirements of Sections 315-26, 315-137C, 315-138, and all of the other applicable requirements of the City Zoning Ordinance.

The proposed Landscape Surface Ratio for the proposed development is 83.6 percent which exceeds the minimum requirement of 25 percent.

The proposed plans appear to meet all of the above dimensional requirements of the B-1 Neighborhood Business District except as follows:

- 1) The "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) indicates in the lower right hand corner of that drawing for a portion of the subject property:

"POTENTIAL FUTURE EXPANSION SHOWN DASHED---
MAXIMUM 4 STORIES MAXIMUM BUILDING HEIGHT
HEIGHT 65'-0"

The maximum building height allowed in the B-1 District is 60 feet and NOT 65 feet.

The applicant has requested (in the applicant-submitted "Project Narrative" dated October 22, 2014), to allow for a deviation from the maximum height limitation of 60 feet under the underlying basic use B-1 Neighborhood Business District requirements. However, such "deviations" are specifically NOT allowed under the provisions of Section 315-43(G) for PUD Planned Unit Development Districts:

"G. Building height and area.

- (1) Buildings in a Planned Unit Development Overlay District shall not exceed the height permitted in the underlying basic use district."

Also under the provisions of Section 315-43(A)(3) for PUD Planned Unit Development Districts the following is applicable to the B-1 District maximum building height of 60 feet:

- "(3) Overlay districts provide for the possibility of superimposing certain additional requirements upon a basic underlying zoning district without disturbing the requirements of the basic district. In the instance of conflicting use requirements, the more strict of the

conflicting requirements shall apply.

And, note the following under the provisions of Section 315-53(A)(2) "Height" of the City Zoning Ordinance:

"A. *The district height limitations stipulated elsewhere in this chapter may be exceeded, but such modification shall be in accord with the following [emphasis added]:*

(2) *Special structures, such as elevator penthouses, gas tanks, grain elevators, observation towers and scenery lofts, manufacturing equipment and necessary mechanical appurtenances, cooling towers, fire towers, substations, and smokestacks, are exempt from the height limitations of this chapter."*

Based upon the foregoing, the note in the lower right hand corner of the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) needs to be changed to the following and a revised Site Plan submitted to the City staff for review for compliance:

***"POTENTIAL FUTURE EXPANSION SHOWN DASHED---
MAXIMUM 4 STORIES MAXIMUM BUILDING HEIGHT
HEIGHT 60'-0"***

- b. **Number of Off-Street Parking Spaces Required:** As described earlier in this memorandum, a total 583, applicant proposed, off-street parking spaces is proposed to be accommodated on surface parking lots located on the east and west sides of the proposed building areas. The 352-space (of which 12 spaces serve persons with disabilities), east parking lot is proposed to be dedicated for patient use. The 231-space (of which 4 spaces serve persons with disabilities), west parking lot is proposed to be dedicated to staff use.

City Zoning Ordinance Requirements for Determining the Number of Off-Street Parking Spaces

For the purposes of determining off-street parking requirements, the proposed medical offices use (including both the ambulatory care center and professional office of the medical complex) requires the provision of 5 off-street parking spaces per 1,000 square feet of floor area (see Section 315-481, Table 5 of the Zoning Ordinance) and the provision of a minimum of six (6) on-site queuing spaces. The following is indicated under the provisions of Section 315-140 of the City Zoning Ordinance as the definition of "Floor Area - Business and Manufacturing Buildings":

***"FLOOR AREA - BUSINESS AND MANUFACTURING BUILDINGS —
For the purpose of determining off-street parking and off-street loading requirements, the sum of the gross horizontal areas of several floors of the building, or portion thereof, devoted to a use requiring off-street parking or loading. This area shall include accessory storage areas located within selling or working space, such as counters, racks, or closets, and any***

basement floor area devoted to retailing activities, to the production or processing of goods, or to business or professional offices. However, floor area, for the purposes of determining off-street parking spaces, shall not include floor area devoted primarily to storage purposes, except as otherwise noted herein."

As described earlier in this memorandum, the proposed medical complex includes a 1-story, 18-foot tall, 75,000 square-foot ambulatory care center and 3-story, 48-foot tall, 60,000 square-foot professional office building with each story being 20,000+/- square feet. The total gross square footage for the project is 135,000 square feet. 20,600 square feet of the gross 135,000 square feet would account for construction (such as walls and structure), systems, circulation (stairs, elevators, corridors, etc.), and miscellaneous support spaces such as restrooms, janitor closets, etc. The net useable program space (for determining off-street parking needs) is 114,400 square feet which meets the above City Zoning Ordinance definition of "Floor Area - Business and Manufacturing Buildings" for the purposes of determining off-street parking needs. The 114,400 square feet of floor area excludes the above referenced 20,600 square feet of floor area. Based upon the provision of 5 off-street parking spaces per 1,000 square feet of floor area (see Section 315-481, Table 5 of the Zoning Ordinance) and the applicant's calculated 114,400 square feet of floor area which meets the above City Zoning Ordinance definition of "Floor Area - Business and Manufacturing Buildings," a total of 572 off-street parking spaces would be required.

As also described earlier in this memorandum, the total number of off-street parking spaces shown on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) is 583 (of which 16 spaces serve persons with disabilities). Therefore, the off-street parking requirement of the City Zoning Ordinance for total number of spaces to be provided has been met.

Alternative Analysis of Off-Street Parking Needs Based Upon Institute of Transportation Engineers' Data

An alternative analysis of off-street parking needs was conducted by Meehan & Company, Inc. for the proposed professional (medical) office building under the 720 Land Use designation of the Institute of Transportation Engineers' Parking Generation: 3rd Edition (Washington, D.C.: Institute of Transportation Engineers, 2004, p. 178). Based upon the studies set forth in this publication, the average peak period parking demand on a weekday for this type of use is 3.53 vehicles per 1,000 gross feet of floor area (based upon 18 study sites). Under the above average peak period parking demand on a weekday the proposed 60,000 gross square-foot professional (medical) office building would require a minimum of 212 off-street parking spaces.

An alternative analysis of off-street parking needs was also conducted by Meehan & Company, Inc. for the proposed ambulatory care center building (a type of "Clinic") under the 630 Land Use designation of the Institute of Transportation Engineers' Parking Generation: 3rd Edition (Washington, D.C.: Institute of Transportation Engineers, 2004, p. 167). Based upon the studies set forth in this publication, the average peak period parking demand on a weekday for this type of use is 4.43 vehicles per 1,000 gross feet of floor area (based upon 6 study sites). Under the above average peak period

parking demand on a weekday the proposed 75,000 gross square-foot ambulatory care center (a type of "Clinic") would require a minimum of 333 off-street parking spaces.

Based upon the foregoing Institute of Transportation Engineers' Parking Generation: 3rd Edition average peak period parking demand on a weekday for both the proposed professional (medical) office building and the proposed ambulatory care center building (a type of "Clinic"), a minimum total of 545 off-street parking spaces would be needed.

As described earlier in this memorandum, the total number of off-street parking spaces shown on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) is 583 (of which 16 spaces serve persons with disabilities). Therefore, under the above Institute of Transportation Engineers data for average peak period parking demand on a weekday for both the professional (medical) office building and the proposed ambulatory care center building (a type of "Clinic") the total number of off-street parking spaces proposed (583) would meet average peak period parking demand on a weekday.

[Note, for informational purposes, the Institute of Transportation Engineers' Parking Generation: 3rd Edition (Washington, D.C.: Institute of Transportation Engineers, 2004, p. 11) defines "Gross Floor Area" as:

". . . the sum (in square feet) of the area of each floor level of the building including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (6 ft., 6 in. Minimum) regardless of their use. If a ground-level area, or part thereof, within the principal outside faces of the exterior wall is not enclosed, this GFA is considered part of the overall square footage of the building. However, unroofed areas and unenclosed roofed-over spaces, except those contained within the principal outside faces of exterior walls, should be excluded from the area calculations. For the purposes of parking generation calculations, the GFA of any parking grades within the building should not be included within the GFA of the entire building. With the exception of buildings containing enclosed malls or atriums, gross floor area is equal to gross leasable area."]

- c. **Minimum Driveway Width:** Pursuant to the requirements of Section 315-48(A) of the Zoning Ordinance, the minimum driveway width to serve the proposed use is 24 feet. The applicant proposes two driveways, each 30 feet in width and 36 to 40 +/- feet in width for their intersections with the Spring Valley Road right-of-way. *The proposed Site Plan meets the above requirement; however, it is recommended that the locations, widths, and designs of these two driveways be reviewed by the City Engineer with respect to any potential safety and transportation engineering issues.*
- d. **Minimum Size of Off-Street Parking Spaces:** Section 315-48(B) requires that no off-street parking space be less than 9 feet in width and 180 square feet in area. *The proposed Site Plan proposed parking spaces which are 9 feet in width and only 19 feet in length with an area of only 171 square feet do NOT meet this requirement.*

The applicant has requested (in the applicant-submitted "Project Narrative" dated October 22, 2014), to allow for a deviation to reduce the minimum 180 square foot parking space area requirement to only 171 square feet. However, such "deviations" are specifically limited to area, width, and yard requirements under the provisions of Section 315-43(F) for PUD Planned Unit Development Districts:

"The district area, width, and yard requirements of the underlying basic use district may be modified . . . "

Under the provisions of Section 315-43(A)(3) for PUD Planned Unit Development Districts the following is also applicable to this proposed deviation:

"(3) Overlay districts provide for the possibility of superimposing certain additional requirements upon a basic underlying zoning district without disturbing the requirements of the basic district. In the instance of conflicting use requirements, the more strict of the conflicting requirements shall apply.

In addition, it is very important to accommodate the increased sizes and types of motor vehicles used by residents of the Burlington area including trucks, SUVs, vans, etc. as well as to accommodate their accessibility, use, and maneuverability in the facility's off-street parking areas.

Therefore, it is recommended that the requested deviation NOT be allowed and that the Site Plan and other affected drawings be modified accordingly to meet the minimum 180 square foot parking space area requirement and resubmitted to the City staff for review for compliance. [Note: Adequate space is available on-site in order to meet the minimum 180 square foot parking space area requirement.]

- e. Minimum Required Width of Off-Street Parking Rows and Aisles: Section 315-48(M) sets forth the minimum required width of off-street parking rows and aisles. Based upon that requirement, a double row and aisle of 90 degree parking spaces needs to be a minimum of 65 feet in width. *The proposed Site Plan proposed double row and aisle of 90 degree parking spaces are proposed to be only 63 feet in width and NOT 65 feet in width and do NOT meet this requirement.*

The applicant has requested (in the applicant-submitted "Project Narrative" dated October 22, 2014), to allow for a deviation to reduce the minimum 65-foot width requirement to only 63 feet for double row and aisle of 90 degree parking spaces. However, such "deviations" are specifically limited to area, width, and yard requirements under the provisions of Section 315-43(F) for PUD Planned Unit Development Districts:

"The district area, width, and yard requirements of the underlying basic use district may be modified . . . "

Under the provisions of Section 315-43(A)(3) for PUD Planned Unit Development Districts the following is applicable to this proposed deviation:

"(3) Overlay districts provide for the possibility of superimposing

certain additional requirements upon a basic underlying zoning district without disturbing the requirements of the basic district. In the instance of conflicting use requirements, the more strict of the conflicting requirements shall apply.

In addition, it is very important for parking stalls to accommodate the increased sizes and types of motor vehicles used by residents of the Burlington area including trucks, SUVs, vans, etc. as well as to accommodate their accessibility, use, and maneuverability in the facility's off-street parking areas.

Therefore, it is recommended that the requested deviation NOT be allowed and that the Site Plan and other affected drawings be modified accordingly to meet the double row and aisle of 90 degree parking spaces 65-foot width requirement and resubmitted to the City staff for review for compliance. [Note: Adequate space is available on-site in order to meet the double row and aisle of 90 degree parking spaces 65-foot width requirement.]

- f. **Minimum Required Setbacks for Off-street Parking Areas or Associated Driveway:** Section 315-48(D)(2) sets forth that the minimum required side or rear lot line setbacks for off-street parking areas or associated driveways from abutting properties shall be eight (8) feet. *The proposed Site Plan meets this requirement.*
- g. **Paving of Off-Street Parking and Loading Spaces:** Pursuant to the requirements of Section 315-48(E), the proposed off-street parking and loading areas shall be paved with either asphalt or concrete. *The proposed Site Plan meets this requirement.*
- h. **Concrete Curb and Gutter:** Pursuant to the requirements of Section 315-48(F) of the Zoning Ordinance, concrete curb and gutter meeting City specifications will need to be provided all proposed off-street parking areas. *The proposed Site Plan meets this requirement.*
- i. **Permanent Marking of Off-Street Parking Area:** Section 315-48(G) of the City Zoning Ordinance requires that all off-street parking areas serving five (5) or more vehicles shall have all parking stalls permanently marked by painted lines or other approved material, and said marking shall be maintained so as to be legible at all times. *This requirement will need to be met prior to the issuance of an Occupancy Permit.*
- j. **Parking Space Allocation for Persons with Disabilities:**
 - 1) Pursuant to the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance, per each parking lot which has 301 to 400 parking spaces (such as the applicant proposed east parking lot), a minimum total of 8 off-street parking spaces is needed to accommodate persons with disabilities. The 352-space east parking lot is proposed to have 12 spaces serve persons with disabilities. *For the east parking lot, the proposed Site Plan meets this requirement.*
 - 2) Pursuant to the requirements of Section 315-48(H) and Table 4 of the City Zoning Ordinance, per each parking lot which has 201 to 300 parking spaces (such as the applicant proposed west parking lot), a minimum total of 7 off-street parking spaces is needed to

accommodate persons with disabilities. The 231-space west parking lot is proposed to have only 4 spaces to serve persons with disabilities. *Under the proposed Site Plan, there is a shortfall of 3 spaces to accommodate persons with disabilities and, the west parking lot does NOT meet this requirement. Therefore, it is recommended that the Site Plan and other affected drawings be modified accordingly and resubmitted to the City staff for review for compliance. [Note: Adequate space is available on-site in order to meet this requirement.]*

- k. **Minimum Required Landscaping Within Off-Street Parking Lots:** Section 315-48(D)(5) of the City Zoning Ordinance requires that in parking lots serving 10 vehicles or more, landscape areas shall total not less than 5 percent of the surfaced off-street parking area (inclusive of both parking stalls and associated drives) and that perimeter landscaped areas adjacent to the off-street parking lot shall not be included in the aforementioned required 5 percent. *The proposed Site Plan meets this requirement with the provision of 11.4 percent landscape areas located in parking areas.*

In addition, Section 315-48(D)(5) also requires that: *"Canopy trees shall be provided at the rate of one (1) tree for each fifteen (15) off-street parking spaces (or fraction thereof) within the interior of the off-street parking area."*

As described earlier in this memorandum, the total number of off-street parking spaces shown on the "Architectural Site Plan: Sheet A001" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) is 583 parking spaces. Under the applicant's proposed "Site Plan" and with respect to the number of canopy trees required to be planted within off-street parking areas, the provisions of Section 315-48(D)(5) of the City Zoning Ordinance requires a total of 39. *A total of 59 canopy trees are proposed for all of the parking lots areas, therefore, this requirement appears to be met.*

- l. **Minimum Required Bufferyard Standards of the City Zoning Ordinance:** The subject property is not directly contiguous to lands which require a landscape bufferyard under the provisions of Section 315-52(H)(10) and Table 7 of the City Zoning Ordinance.
- m. **Minimum Required Landscape Material Size Requirements:** Sections 315-48(D)(6)(b) and 315-52(H)(12) of the City Zoning Ordinance require that all landscape plant materials planted as either parking lot landscaping or as required bufferyards meet or exceed the minimum plant material size standards set forth in Section 315-48(D)(6)(b) of the City Zoning Ordinance at time of installation. These sizes are 3-inch caliper canopy trees; 6-foot tall coniferous trees; 1.5 inch caliper understory trees; and 2-foot tall shrubs at the time of installation. *These requirements appear to be met by the proposed Landscape Plan for those materials currently indicated. [NOTE: As described under subparagraph l. above, in the case of the subject property, NO landscape bufferyards are required.]*
- n. **Sight Vision Triangle Requirements:** Section 315-46(A)(2) titled "Traffic Visibility" of the City Zoning Ordinance indicates that:

"In order to provide adequate vision clearance, no obstructions (such as structures, signs, uses, parking, or vegetation) shall be permitted in the required triangular vision clearance space as follows:

- B. *In the B-1, B-3 and B-4 Zoning Districts only, within the triangular vision clearance space located between the heights of 2.5 feet and 10 feet above the plane through the mean edge of pavement grades and formed by any existing or proposed private drives and/or arterial and/or collector streets intersecting with other arterial and/or collector streets, the corner cutoff distances establishing the triangular vision clearance space shall be increased to 60 feet from the intersecting private drive and/or arterial and/or collector street right-of-way lines and a line joining the two points on such lines or as determined by using the standards set forth under the latest edition of the sight distance portion of Chapter IX of the American Association of State Highway and Transportation Officials (AASHTO) publication titled "A Policy on Geometric Design of Highways and Streets" as determined by the review of the City Engineer."*

*The applicant's submitted drawing titled "Enlarged Planting Plan Area NE: Sheet L101," (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) has a note indicating "PLANING [sic] AT BASE OF SIGNAGE, TYP." on the north side of the entry/exit drive to Spring Valley Road. However, this proposed signage appears to be located within the sight vision triangle of this intersection and does **NOT** meet the requirements of Section 315-46(A)(2) titled "Traffic Visibility" of the City Zoning Ordinance.*

*In addition, the only landscaping proposed at the base of the freestanding sign is seed lawn which does **NOT** meet the requirements of Section 315-71(C) of the City Zoning Ordinance. If such signage is to be installed, the requirements of both Sections 315-46(A)(2) and 315-71(C) shall be met. Data and drawings pertaining to such signage meeting the above requirements have **NOT** been submitted by the applicant and need to be submitted to the City for review for compliance prior to the issuance of a Sign Permit.*

A revised Landscape Plan shall be submitted to the City staff for review for compliance with the above requirements. Meehan & Company, Inc. recommends that the City Engineer also review the location of this proposed signage for compliance with the latest edition of the sight distance portion of Chapter IX of the American Association of State Highway and Transportation Officials (AASHTO) publication titled "A Policy on Geometric Design of Highways and Streets."

- o. **Outdoor Storage, Location, and Screening:** Section 315-26(M) of the City Zoning Ordinance indicates a number of requirements for outdoor storage in the B-1 District. The applicant has indicated that no application is made for outdoor storage as shown on "Architectural Site Plan: Sheet A001," 1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014.

However, if the provision of outdoor storage at the subject property changes in the future, the applicant shall meet all of the requirements of Section 315-26(M) of the City Zoning Ordinance regarding outdoor storage.

- p. **Trash Dumpsters:** Section 315-26(O) of the City Zoning Ordinance indicates the various requirements regarding trash dumpsters and outdoor trash storage. The applicant proposes to locate the trash dumpsters outside the building at its southwest corner. The provisions of Section 315-26(O) of the City Zoning Ordinance relating to trash dumpster and garbage receptacles are as follows:

"O. Trash dumpster and garbage receptacles (trash and garbage storage). The

following requirements shall be met for trash dumpsters and garbage receptacles in the B-1 Neighborhood Business District: [Added 6-5-2001 by Ord. No. 1657(5)]

- (1) *Trash dumpster and garbage receptacle enclosures required. All garbage cans, trash dumpsters, trash containers, and other storage devices situated on any property shall be closed containers with lids and shall be concealed or suitably screened from public view. Where such facilities are provided outside a building, they shall be screened by an enclosure consisting of sight-proof fencing (wood or masonry) and/or coniferous landscaping materials of an adequate height (at the time of installation) to totally screen the trash storage areas from view from public rights-of-way and adjacent property.*

The above requirement appears to be addressed by the drawings submitted by the applicant since sight-proof coniferous landscaping shrub materials have been indicated on the proposed Landscape Plans submitted.

- (2) *Trash dumpster and garbage receptacle maintenance required. Fencing and landscaping for such areas shall be maintained in good condition and kept litter-free. All garbage cans, trash containers, and other garbage storage devices shall be emptied and the contents thereof properly disposed of not less than once every seven days.*
- (3) *Unenclosed storage of trash or waste prohibited. No portion of the lot shall be used for open or unenclosed storage of trash or waste of any kind.*
- (4) *Trash dumpster and garbage receptacle location in off-street parking space or drive prohibited. No trash dumpster or other trash or waste receptacle shall be permitted in any off-street parking space or drive.*
- (5) *Paved slab required. All trash dumpsters and garbage receptacles shall be placed upon a paved slab.*

The above requirement appears to be addressed by the drawings submitted by the applicant since a note indicates that the ground area upon which the trash dumpsters are to be placed is to be paved.

- (6) *Adequate size to accommodate recycling materials. All trash dumpster and garbage receptacle areas shall be of an adequate size to accommodate the storage of materials to be recycled.*
- (7) *Building permit required for the construction of garbage, trash, waste, and dumpster enclosures. A building permit shall be required for the construction of any garbage, trash, waste, or dumpster enclosure."*

7. **OUTDOOR LIGHTING PLANS:** Sections 315-137(25) and 315-26(P) of the City Zoning Ordinance indicate, in part, that a Lighting Plan meeting the following requirements shall be submitted and have, at a minimum, the following elements:

- a. A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles. *This data has been*

submitted by the applicant.

- b. A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire. This data has been submitted by the applicant.
- c. A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels. This data has been submitted by the applicant.
- d. Exterior lighting in the B-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two (2) footcandles (as measured at the property line) and the maximum permitted luminaire height shall be 28 feet as measured from surrounding grade to the bottom of the luminaire.

The proposed luminaires appear to be of the total cut-off type except the proposed Cree Edge 70 Degree Flood Luminaire (adjustable angle), Side Arm Mount, FLD-EDG-70-SA, Fixture Type 'WL6', LED, 2 data pages dated 3/18/14, appears to be an adjustable type to 70-degree angle which is NOT a full-cut-off type. These are indicated as the WL6 luminaire on Sheets E030 and E500 of the "Electrical Site Lighting Plan" and, based upon these plans, it is the understanding of Meehan & Company, Inc. that all of the Cree Edge 70 Degree Flood Luminaire (adjustable angle), Side Arm Mount, FLD-EDG-70-SA, Fixture Type 'WL6' are to be tilted and directed at the building and NOT towards the subject property perimeter. Therefore, the proposed luminaires appear to be in compliance with the intent of the above City Zoning Ordinance cut-off requirement.

Based upon a review of the applicant's submitted Sheet E031 of the "Electrical Site Lighting Photometric Plan" no illumination levels as measured at the subject property line are proposed to exceed two (2) footcandles. Therefore, the proposed illumination levels appear to be in compliance with the intent of the above City Zoning Ordinance maximum illumination requirement.

The proposed pole height for pole-mounted luminaires is 20 feet. The concrete base mounts for the pole lights are proposed to be 2.5 feet in height for light poles located in the parking lot areas (total luminaire height would be 22.5 feet). The concrete base mounts for the pole lights are proposed to be 1.5 inches in height above ground for light poles located in the parking lot areas (total luminaire height would be 20.125 feet). Therefore, the proposed luminaire heights are in compliance with the above City Zoning Ordinance maximum luminaire height requirement.

- 8. **SIGN REQUIREMENTS:** Article VII of the City Zoning Ordinance sets forth the various requirements for signage in the B-1 District. With respect to the requirements of Article VII of the City Zoning Ordinance, the following comments are made relative to signage:
 - a. *Pursuant to the requirements of Section 315-64(D) of the City Zoning*

Ordinance, on site directional signs cannot exceed three square feet in area and 48 inches in height. However, no such signage is indicated in the application. If such signs are installed, the requirements of Section 315-64(D) shall be met.

- b. *Pursuant to the requirements of Section 315-71(C) of the City Zoning Ordinance, the maximum total sign area of freestanding signs for a parcel such as the subject property (with building setbacks less than 250 feet) in the B-1 and PUD (Nonresidential) Districts is 150 square feet. The area of the proposed freestanding pole sign has NOT been indicated on the proposed plans submitted.*

The applicant's submitted drawing titled "Enlarged Planting Plan Area NE: Sheet L101," (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) has a note indicating "PLANING [sic] AT BASE OF SIGNAGE, TYP." on the north side of the entry/exit drive to Spring Valley Road. However, as previously mentioned, this proposed signage appears to be located within the sight vision triangle of this intersection and does NOT meet the requirements of Section 315-46(A)(2) titled "Traffic Visibility" of the City Zoning Ordinance. In addition, the only landscaping proposed at the base of the freestanding sign is seed lawn which does not meet the requirements of Section 315-71(C) of the City Zoning Ordinance. If such signage is to be installed, the requirements of both Sections 315-46(A)(2) and 315-71(C) shall be met. Data, drawings, and a revised landscape plan pertaining to such signage meeting the above requirements need to be submitted to the City for review for compliance prior to the issuance of a Sign Permit.

- c. *Pursuant to the requirements of Section 315-71(D) of the City Zoning Ordinance, the maximum total sign area of wall, fascia, awning/canopy, marquee, and graphic signs for a parcel such as the subject property in the B-1 and PUD (Nonresidential) Districts is as follows:*

"B-1 1.40 square feet proportionally per 1 linear foot of exterior storefront wall width that fronts on a public street; however, no sign for any 1 exterior storefront which fronts upon any public street or no sign for any 1 tenant which fronts upon any public street shall exceed 200 square feet in area (b) . . .

PUD (Nonresidential) As set forth in basic zoning district (b) . . .

- (b) Any one exterior storefront or exterior building front which is situated and/or designed so as to be fronting upon two or more public streets shall only be allowed the maximum sign area allowed as if said exterior storefront or exterior building front was fronting upon one public street."*

The east elevation of the proposed building (facing Spring Valley Road) is 381+/- feet long and the proposed wall sign is proposed to be 411+/- square feet in area. Based upon the above requirements of Section 315-71(D) of the City Zoning Ordinance, the total maximum allowable wall sign area is 200 square feet and the proposed wall sign does NOT meet this requirement. Therefore revised drawings pertaining to the proposed wall sign for the east building elevation showing a sign area not exceeding 200 square feet needs

to be submitted to the City for review for compliance with these requirements prior to the issuance of a Sign Permit for said wall sign.

The north elevation of the proposed building (facing STH 36) is 486+/- feet long and the proposed wall signage is proposed to consist of two signs. The large, proposed "Aurora Health Care" sign with the company logo is proposed to be 224+/- square feet in area. The small proposed "Aurora Health Care" sign with the company logo is proposed to be 75+/- square feet in area. The total wall sign area of both wall signs is 299+/- square feet in area. *Based upon the above requirements of Section 315-71(D) of the City Zoning Ordinance, the total maximum allowable wall sign area is 200 square feet and the two proposed wall signs do NOT meet this requirement. Therefore revised drawings pertaining to the two proposed wall signs for the north building elevation showing total sign area not exceeding 200 square feet needs to be submitted to the City for review for compliance with these requirements prior to the issuance of a Sign Permit for said wall signs.*

- d. *Pursuant to the requirements of Section 315-71(E) of the City Zoning Ordinance, the maximum height of a freestanding sign for a parcel such as the subject property in the B-1 and PUD (Nonresidential) Districts is 15 feet.*

However, the proposed height of the freestanding signage shown on the applicant's submitted drawing titled "Enlarged Planting Plan Area NE: Sheet L101," (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc., dated October 22, 2014) is NOT indicated. If such signs are installed, the requirements of Section 315-71(E) shall be met. Data and drawings pertaining to such signage have NOT been submitted by the applicant and need to be submitted to the City for review for compliance with these requirements prior to the issuance of a Sign Permit.

- e. *The requirements of Section 315-72(A)(4)(a) of the City Zoning Ordinance state that:*

"All freestanding signs shall provide a landscaped area with appropriate natural plant material ground cover and other landscape plantings located at the base of said freestanding sign equal in area to the sign area. When earthen berms are used as part of said landscaping, the earthen berms shall maintain a side slope of no greater than 3:1 with a maximum berm height of three feet above adjacent surrounding grade. When earthen berms are used, earthen berms shall count towards the maximum permissible sign height. The use of railroad ties as a landscape or construction material at the base of freestanding signs shall be prohibited."

However, NO such landscaping associated with the base of freestanding signage (except seeded grass) is indicated in the application materials submitted by the applicant. If such signs are installed, the requirements of Section 315-71(E) shall be met. Data and drawings pertaining to such signage have NOT been submitted by the applicant. Therefore, a revised Landscape Plan will need to be submitted to the City staff for review for compliance indicating the above required landscaping at the base of the freestanding sign prior to the issuance of a Sign Permit. In addition, the placement of all proposed signage landscaping will need to meet the requirements regarding traffic visibility as set forth earlier in this memorandum as required under the provisions of Section 315-46(A)(2) titled "Traffic Visibility" of the City Zoning

Ordinance.

9. SITE PLAN REQUIREMENTS OF THE CITY ZONING ORDINANCE

The submitted plans need to meet the following requirements of Section 315-137(C) of the City Zoning Ordinance:

- a. *Where landscaping is required to be installed on the site, a landscape plan meeting the requirements set forth in Section 315-138 of the City Zoning Ordinance shall be submitted with the site plan review application for Plan Commission review and approval.*

The proposed "Landscape" Plan" submitted by the applicant appears to have this level of detail so as to meet the informational-related requirements of a "Landscape Plan" subject to ALL of those outstanding landscape plan issues and Zoning Ordinance requirements set forth earlier in this memorandum as numbered items 6n, 8b, and 8e of this memorandum being addressed by the applicant with the submission of a revised Landscape Plan to the City for review for compliance.

- b. *Address all of those issues described under number items 6a1, 6c through 6e, 6i, 6j2, 6n, 6o, 6p, and 8a through 8e of this memorandum and resubmit revised plans as set forth under each of the aforementioned numbered items.*

10. REVIEW OF THE PUD PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT REQUIREMENTS

- a. *Pursuant to the requirements of Section 315-43(H)(3) of the City Zoning Ordinance, the petition for a Planned Unit Development Overlay District shall be referred to the City Plan Commission for its review and recommendation, including any additional conditions or restrictions which it may deem necessary or appropriate.*

- b. *Pursuant to the requirements of Section 315-43(H)(4) of the City Zoning Ordinance, a public hearing is required to be held before the Common Council to zone the subject property to the PUD Planned Unit Development Overlay District. Notice for such hearings shall include reference to the development plans filed in conjunction with the requested Planned Unit Development Overlay District.*

- c. *Pursuant to the requirements of Section 315-43(H)(2) of the City Zoning Ordinance, a petition to zone the subject property into the PUD District shall be accompanied by the following information:*

- 1) A statement which sets forth the relationship of the proposed PUD to the City's adopted Master Plan, Neighborhood Plan, or any adopted component thereof, and the general character of and the uses to be included in the proposed PUD, including the following information:

- a) Total area to be included in the PUD, area of open space, residential density computations, proposed number of dwelling units, population analysis, availability of or requirements for municipal services and any other similar data pertinent to a

comprehensive evaluation of the proposed development.

[Note: This has been indicated on the various materials/drawings submitted by the applicant. The proposed development is NOT a residential development and, therefore, residential density computations, proposed number of dwelling units, and population analysis are not relevant nor needed.]

- b) A general summary of the estimated value of structures and site improvement costs, including landscaping and special features, and a general outline of the organizational structure of a property owner's or management's association, which may be proposed to be established for the purpose of providing any necessary private services.

The above required general summary of the estimated value of structures and site improvement costs (including landscaping and special features) was NOT addressed in the application materials submitted by the applicant and such information shall be submitted to the City by the applicant.

- c) Any proposed departures from the standards of development as set forth in the City zoning regulations, Chapter 278, Subdivision of Land, of this Code, other City regulations or administrative rules, or other universal guidelines.

[Note: No departures from the B-1 District area, width, and yard requirements have been requested by the applicant and these requirements of the B-1 District area, width, and yard requirements appear to have been met by the plans submitted by the applicant.]

- d) The expected date of commencement of physical development as set forth in the proposal and also an outline of any development staging which is planned.

[The expected date of commencement of physical development has been indicated to be the spring of 2015 and completion in fall of 2016. The other development staging requirements appear to have been met by the submitted documents.]

- d. A general development plan, including:

- 1) A legal description of the boundaries of the subject property included in the proposed PUD and its relationship to surrounding properties.

[Note: This has been indicated on the materials submitted by the applicant.]

- 2) The location of public and private roads, driveways, sidewalks, and parking facilities.

[Note: This appears to have been indicated on the materials submitted by the applicant.]

- 3) The size, arrangement, and location of any individual building sites and proposed building groups on each individual site.

[Note: This has been indicated on the materials submitted by the applicant.]

- 4) The location of institutional, recreational, and open space areas and areas reserved or dedicated for public uses, including schools, parks, and drainageways.

[Note: Bicycle paths have been noted on the plans submitted. No other such areas are proposed by the plans presented to be reserved or dedicated for such public uses.]

- 5) The type, size, and location of all structures.

[Note: This has been indicated on the materials submitted by the applicant.]

- 6) General landscape treatment.

This has been submitted by the applicant; however, revisions to the various landscape plans are required as identified pursuant to numbered items 6n, 6p, and 8e of this memorandum and shall be submitted to the City for review for compliance prior to the issuance of an Occupancy Permit.

- 7) The existing and proposed location of public sanitary sewer, water supply facilities, and stormwater drainage facilities.

Review and comment on the applicant's submitted data, documents, and drawings pertaining to existing and proposed location of public sanitary sewer, water supply facilities, and stormwater drainage facilities is deferred to the City Engineer.

- 8) The existing and proposed location of all private utilities or other easements.

Review and comment on the applicant's submitted data, documents, and drawings pertaining to private utilities or other easements is deferred to the City Engineer.

- 9) Characteristics of soils related to contemplated specific uses.

This should be submitted by the applicant if requested by the City Engineer.

- 10) Existing topography on the site with contours at no greater than two-foot intervals.

[Note: This has been indicated on the materials submitted by the applicant by the submittal of a "Site Grading Plan: Sheet C200" (1 Sheet, as prepared by Hammel, Green and Abrahamson, Inc. and GRAEF, dated October 22, 2014.)]

- 11) Anticipated uses of adjoining lands in regard to roads, surface water drainage, and compatibility with existing adjacent land uses.

[Note: This appears to be indicated for the subject property based upon the materials submitted by the applicant.]

- 12) If the development is to be staged, a staging plan.

[Note: This appears to be addressed for the subject property based upon the materials submitted by the applicant.]

e. **PUD District General Plan Approval**

Under the provisions of Section 315-43(K)(2)(a) of the City Zoning Ordinance:

"Plans submitted with the PUD application need not necessarily be completely detailed at the time of rezoning, provided that they are of sufficient detail to satisfy the Common Council as to the general character, scope, and appearance of the proposed development. Such preliminary plan shall designate the pattern of proposed streets and the size and arrangement of individual buildings and building sites. The approval of such preliminary plan shall be conditioned upon the subsequent submittal and approval of more specific and detailed plans as each stage of development progresses."

The proposed plans submitted appear to have this level of detail so as to meet the requirements of "general plans" subject to ALL of those outstanding issues and requirements set forth in this memorandum being addressed by the applicant to the satisfaction of the City.

f. **PUD District Detailed Plan Approval**

Under the provisions of Section 315-43(K)(2)(b) of the City Zoning Ordinance:

"Plans submitted for detailed approval shall be sufficiently precise and all items that are required to be identified by the Common Council shall be presented. Also under these provisions, a letter of credit for all improvements shall be submitted before final approval is given."

The proposed plans submitted appear to have this level of detail so as to meet the requirements of "detailed plans" subject to ALL of those outstanding issues and requirements, as set forth in this memorandum and as may be set forth by the Plan Commission and/or Common Council, being addressed by the applicant to the satisfaction of the City.

g. **Basis for approval of the PUD District Petition.**

Under the provisions of Section 315-43(l)(1, (2), and (40)(b) of the City Zoning Ordinance, the City Plan Commission, in making its recommendation, and the Common Council, in making its determination, shall consider that:

- (1) *The petitioners for the proposed Planned Unit Development Overlay District have indicated that they intend to begin the physical development of the PUD within nine months following the approval of the petition and that the development will be carried out according to a reasonable*

construction schedule and staging plan satisfactory to the City.

- (2) *The proposed Planned Unit Development Overlay District is consistent in all respects with the purpose of this section and with the spirit and intent of this chapter; is in conformity with the adopted Master Plan, Neighborhood Plan, or any adopted component thereof; and that the development would not be contrary to the general welfare and economic prosperity of the community. . . .*

- (4) *In the case of a proposed commercial Planned Unit Development Overlay District:*
 - (a) *The economic practicality of the proposed development can be justified.*
 - (b) *The proposed development will be adequately served by off-street parking and truck service facilities.*
 - (c) *The proposed development shall be adequately provided with and shall not impose any undue burden on public services and facilities, such as fire and police protection, street maintenance, and maintenance of public areas.*
 - (d) *The locations of entrances and exits have been designated to prevent unnecessary interference with the safe and efficient movement of traffic on surrounding streets, and the development will not create an adverse effect upon the general traffic pattern of the surrounding neighborhood.*
 - (e) *The landscaping, control of lighting, and general site development will result in an attractive and harmonious service area compatible with and not adversely affecting the property values of the surrounding neighborhood."*

General and Detailed Development Plans for the PUD Planned Unit Development Overlay District need to meet the requirements of both Sections 315-43 and 315-137(C) of the City Zoning Ordinance.

- 11. **CERTIFIED SURVEY MAP REQUIREMENTS OF SECTION 236 OF THE WISCONSIN STATUTES:** The proposed Certified Survey Map appears to meet the various applicable requirements of Sections 236.34(1)(c) and 236.20(2) of the Wisconsin Statutes.

- 12. **CERTIFIED SURVEY MAP REQUIREMENTS OF THE CITY OF BURLINGTON'S CHAPTER 278 "SUBDIVISION OF LAND" ORDINANCE:** The proposed Certified Survey Map appears to meet the various mandated requirements of Section 278-39 titled "Additional Information" of the City of Burlington's Chapter 278 "Subdivision of Land" Ordinance except as follows:
 - a. ***Section 278-39(A)(1) of Chapter 278 requires that "... other features pertinent to proper land division" (such as wetlands) be indicated on the Certified Survey Map. In this respect, only the northern approximate two-thirds of the subject property has its wetland areas delineated on Sheet 2 of the proposed***

Certified Survey Map. The entire wetland delineation for the entire subject property needs to be indicated on a revised and redated Sheet 2 of the proposed Certified Survey Map and shall be submitted to the City staff for review for compliance.

- b. *Section 278-39(A)(5) of Chapter 278 requires that:*

"Existing and proposed contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10% and of not more than five feet where the slope of the ground surface is 10% or more. Elevations shall be marked on such contours based upon National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be waived if the parcel(s) created is (are) fully developed."

Since the subject property is currently being proposed for the development of a medical complex and a detailed grading plan has been submitted by the applicant with the proposed Site Plan for the proposed development, it is recommended that the Plan Commission and Common Council waive the requirement of Section 278-39(A)(5), that the contour lines be removed from Sheet 2 of the proposed Certified Survey Map, and that a revised and redated Sheet 2 of the proposed Certified Survey Map shall be submitted to the City staff for review for compliance.

- c. *Section 278-39(A)(6) of Chapter 278 requires the date of the Certified Survey Map be indicated. Each sheet of the proposed Certified Survey Map shall be labeled with the same date and a revised dated Certified Survey Map shall be submitted to the City staff for review for compliance.*

RECOMMENDATIONS

Based upon the foregoing findings and analyses, Meehan & Company, Inc. recommends that:

- A. **Certified Survey Map:** The Plan Commission recommend to the Common Council the **conditional approval** of the proposed Certified Survey Map subject to numbered items 12a, 12b, and 12c of this memorandum.
- B. **Zoning:** The Plan Commission recommend to the Common Council the addition of the PUD Planned Unit Development Overlay District zoning classification to the subject property **subject to the subject property being annexed to the City of Burlington and and the conditions set forth under lettered item C below.**
- C. **PUD General Development Plan, PUD Detailed Plan, and Site Plan:** The Plan Commission recommend to the Common Council the **conditional approval** of the PUD General Development Plan, PUD Detailed Plan, and Site Plan (*with plan materials as listed in this memorandum and as may be required to be submitted, amended, and/or resubmitted to the City as set forth below*) for the proposed development subject to the subject property being annexed to the City of Burlington and the applicant addressing (*as applicable to the applicant*) numbered items 6a1, 6c through 6e, 6i, 6j2, 6n, 6o, 6p, 8a through 8e, 9a, 9b, 10c1b, 10d6 through 10d9, 10e, 10f, and 10g of this memorandum as part of these approvals and:
- 1) The review of the "Developer's Agreement" ("Planned Unit Development Agreement") by the City Attorney relating to any required public improvements associated with the development and a letter of credit for said public

improvements associated with the development (as required under the provisions of Section 315-43(K)(2)(b) of the City Zoning Ordinance).

- 2) That all applicable City of Burlington application and review fees shall be paid by the developer.
- 3) That no Building Permits shall be issued until:
 - a) Any needed sanitary and storm sewer and water mains have been installed, tested, and approved by the City of Burlington.
 - b) Drainage has been rough graded and approved by the City of Burlington.
 - c) The property has been rough graded and approved by the City of Burlington.
- 4) That no Occupancy Permits shall be issued until:
 - a) Private drives and parking areas have been paved.
 - b) The gas, telephone, and electrical services have been installed and are in operation.
 - c) The water system is installed, tested, and approved by the City of Burlington.
 - d) The sanitary sewer system is installed, tested, and approved by the City of Burlington.
 - e) All City of Burlington codes and ordinances and Building Codes have been complied with.
- 5) That any engineering (including grading, erosion control, and utility plans) and/or stormwater management plans for the proposed development shall be reviewed and approved by the City Engineer prior to construction.
- 6) That any and all technical deficiencies shall be corrected.
- 7) Any other additional requirements of the City Plan Commission, Common Council, City Administrator, City Attorney, Fire Chief, Police Chief, and/or City Engineer.



To: Kristine Anderson **Date:** November 11, 2014

From: Greg Governatori

CC: Kevin Lahner, Megan Watkins, Pat Scherrer, Judy Gerulat, Tom Foht, Craig Workman

Subject: Aurora Health Care – Site Plan Review

BACKGROUND AND REQUEST: The Boldt Company has submitted revised site plans to construct a 135,000 SF healthcare center at the southwest intersection of State Highway “36” and Spring Valley Road. The plans as submitted are considered not for construction and preliminary in nature. We have conducted our detailing specific items that will be required for submittal and review prior to construction. Our review was conducted to determine compliance with City ordinances and good engineering practices.

The following items were submitted for review:

- Certified Survey Map Sheets 1-4, Dated September 11th, 2014
- Sheet A100– Architectural Site Plan, Dated October 22nd, 2014
- Sheet C200 – Site Grading Plan, Dated October 22nd, 2014
- Sheet C300 – Site Utility Plan, Dated October 22nd, 2014
- Sheets E000 - E620 – 10 Sheets in total, Lighting and Electrical Plans, Dated September 12th, 2014
- Draft Storm Water Management Plan, Dated September 11th, 2014

COMMENTS:

Certified Survey Map:

- The submitted certified Survey map completed by Don Chaput Land Survey has been reviewed for compliance with Chapter 236 of the Wisconsin State Statutes, and Chapter 278 of the City of Burlington Municipal Code. We have confirmed the C.S.M., property description, acreage and boundary to be correct and meet the requirements for a survey map. We recommend approval of the submitted CSM.

General:

- The submitted site plans were general in detail, showing site layout, grading and utility layouts. The applicant is in the process of completing detail engineering plans that will be submitted for review and coordination with the TIF #5 utility project. We have been frequently coordinating with the applicant and their consultants to complete the project. We have outlined information that will be required as part of the detailed engineering plans.
 - The following engineering plans are required to be submitted for review.
 - Cover sheet: Detailing project location, title, utility contacts, bench marks, and all information generally shown on the title sheet.
 - Erosion Control Sheets

- Plan and profile sheets of the Proposed Water Main.
 - Traffic Impact Analysis (Currently under study)
 - Dimension plans – specifying all interior dimensions and radii.
 - Detailed improvement plans for access points on both STH 36 and Spring Valley Road. Coordination with City Engineer for Improvements to Spring Valley Road.
 - Detail and Specification Sheets – Provide all details and specifications that will be required for the construction such as erosion Control Details, site details, general notes, site specifications, pavement details, storm water management details, etc.
- Access to STH 36: It is recommended that the applicant pursue an access point off of STH 36. We at Kapur & Associates, Inc and the City our assisting in discussion with the WDOT to determine access rights and if an access point can be determined. *As part of the ongoing discussion with Aurora and the City a single access point to State Street has been provided, and labeled as a service entrance.*
 - Per the requirements of the Notice if intent a pre-construction meeting is required before construction begins. This meeting is to be scheduled by the General contractor, architect or engineer responsible for the management of the project. All permits shall be in place prior to the pre-construction meeting.
 - A City permit for utility and construction work in the right-of-way is required before construction can begin.
 - Notice of Intent (NOI): The NOI is the document that is required to assure that the construction site storm water permit coverage is obtained. All construction sites yielding one acre or more of land disturbance including demolition, clearing and grubbing require a NOI.
 - A wetland delineation has been completed for the property. Please provide a copy of the delineation report and the Wisconsin Department of natural Resources concurrence letter prior to construction.

Sheet C200 Grading Plan:

- A general grading plan was provided as part of the initial submittal. Detailed grading plans are required for the complete site, including access drives, storm water management areas and all interior specific information.
- Provide detail spot grades at all radii, pc and pt points, ramps, sidewalks and areas that require detailed pavement grades.

Sheet C300 Utility Plan:

- A WNDR water main extension permit will be required as part of this project,
- The Water mains to be constructed as part of this project are to be private mains. Easements and agreements are required to be put in place for City access and hydrant testing.
- The north water main loop is recommended to be routed along STH “36” to allow for the city to create a true redundant connection to the facility. This has been discussed with the project engineer and is being coordination with the city TIF #5 utility project. *This revision is not provided on the revised general site utility plans, however will still be required as part of the detailed engineering and utility plans.*
- Additional detail is required for the utilities. All pipe lengths, materials, sizes, invert information, flow capacities, manhole types and sizes, grate specifications, sizing calculations, etc are required.

Storm Water Management:

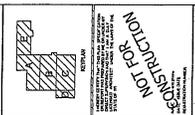
- The maintenance agreement was not submitted as part of this submittal we have provided the engineer on the project with a copy of an example agreement. The agreement should be customized to the site specific maintenance needs and schedule taking into account the detention basin and outlet structure. "Maintenance agreement required. The maintenance agreement required for storm water management practices under § 270-8B of this chapter shall be an agreement between the City and the permittee to provide for maintenance of storm water practices beyond the duration period of this permit. The agreement or recordable document shall be recorded with the County Register of Deeds so that it is binding upon all subsequent owners of land served by the Stormwater management practices."
- As part of the Maintenance Agreement, a storm water access and basin easement is required for the proposed detention basin. This easement should be provided in a recordable form and be included as part of the Maintenance agreement.
- The SLAMM model is referenced in the draft Storm water management plan and will need to be submitted with the revised site plans.
- The conclusions of the draft report reference a "new senior living facility"?
- The ponds are required to be certified by the City of Burlington. After construction but prior to holding water the City Engineer must be notified for inspection and certification of the detention basin and outlet.
- All details for the storm water management ponds are required. Include the outlet control structures, spillway details, inlet details, restoration, etc,

The plans have been reviewed for conformance with generally accepted engineering practices and City of Burlington policies. Although the material has been reviewed, the design engineer is ultimately responsible for the thoroughness and accuracy of the plans and supplemental data and for compliance with state, county, and other local ordinances and procedures.

Please contact me if you have any questions or comments at (262) 758-6010.



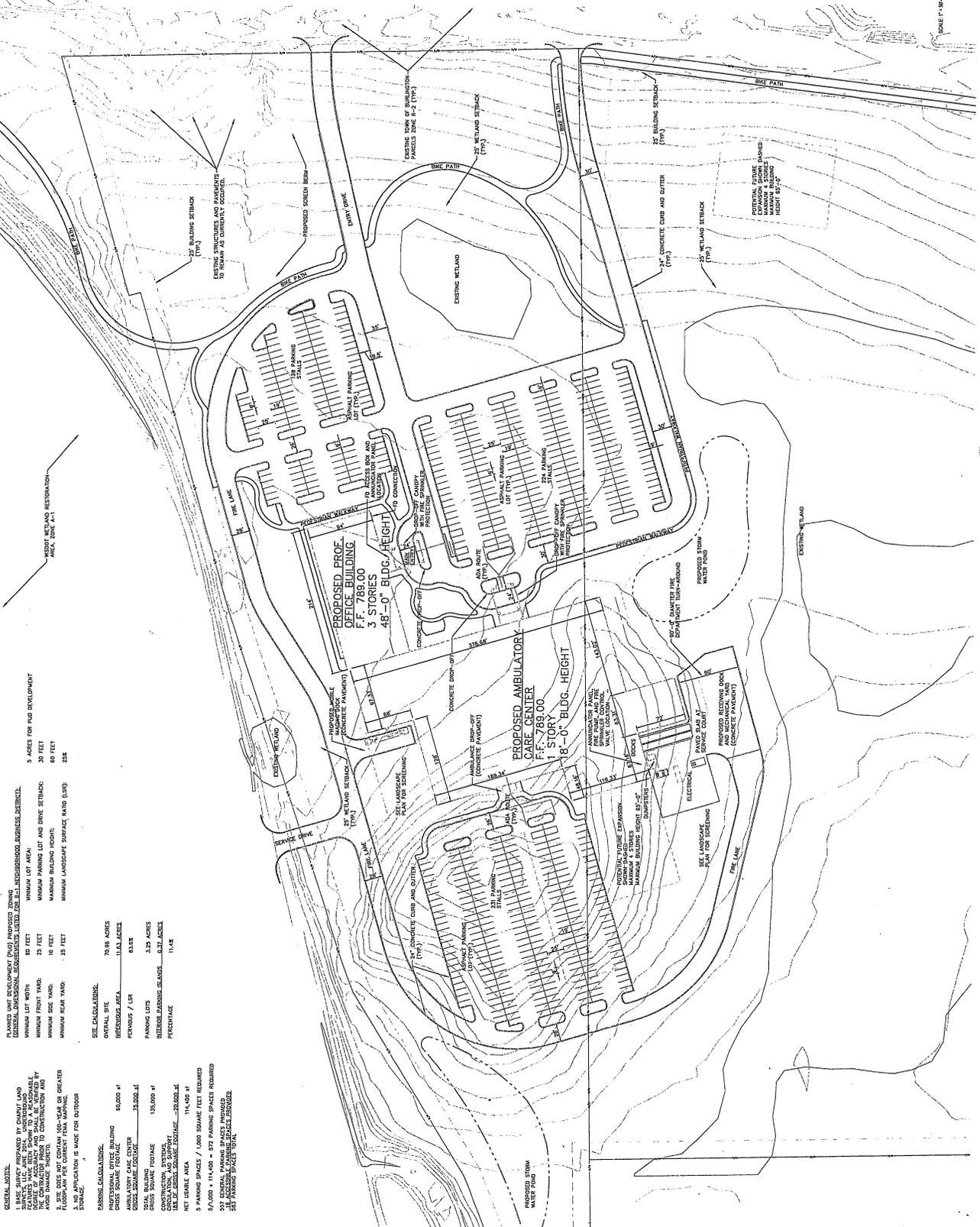
AURORA HEALTH CARE
BURLINGTON WISCONSIN
BURLINGTON, WI



REVISION
DATE: OCTOBER 22, 2014
SITE PLAN SUBMITTAL

A001

SCALE: 1"=50'



MINIMUM DISTANCE FROM PROPOSED ZONING
CORNER DEVELOPMENT TO NEAREST
EXISTING DEVELOPMENT: 5 ACRES FOR PAD DEVELOPMENT
MINIMUM LOT WIDTH: 30 FEET
MINIMUM FRONT YARD: 25 FEET
MINIMUM SIDE YARD: 10 FEET
MINIMUM REAR YARD: .35 FEET

SITE CALCULATIONS:

OVERALL SITE	78.9 ACRES
PERMISSIBLE AREA	11.8 ACRES
PERMITS / LSR	93.8%
PARKING LOTS	3.29 ACRES
INTERIOR PARKING ISLANDS	0.27 ACRES
PERCENTAGE	11.4%

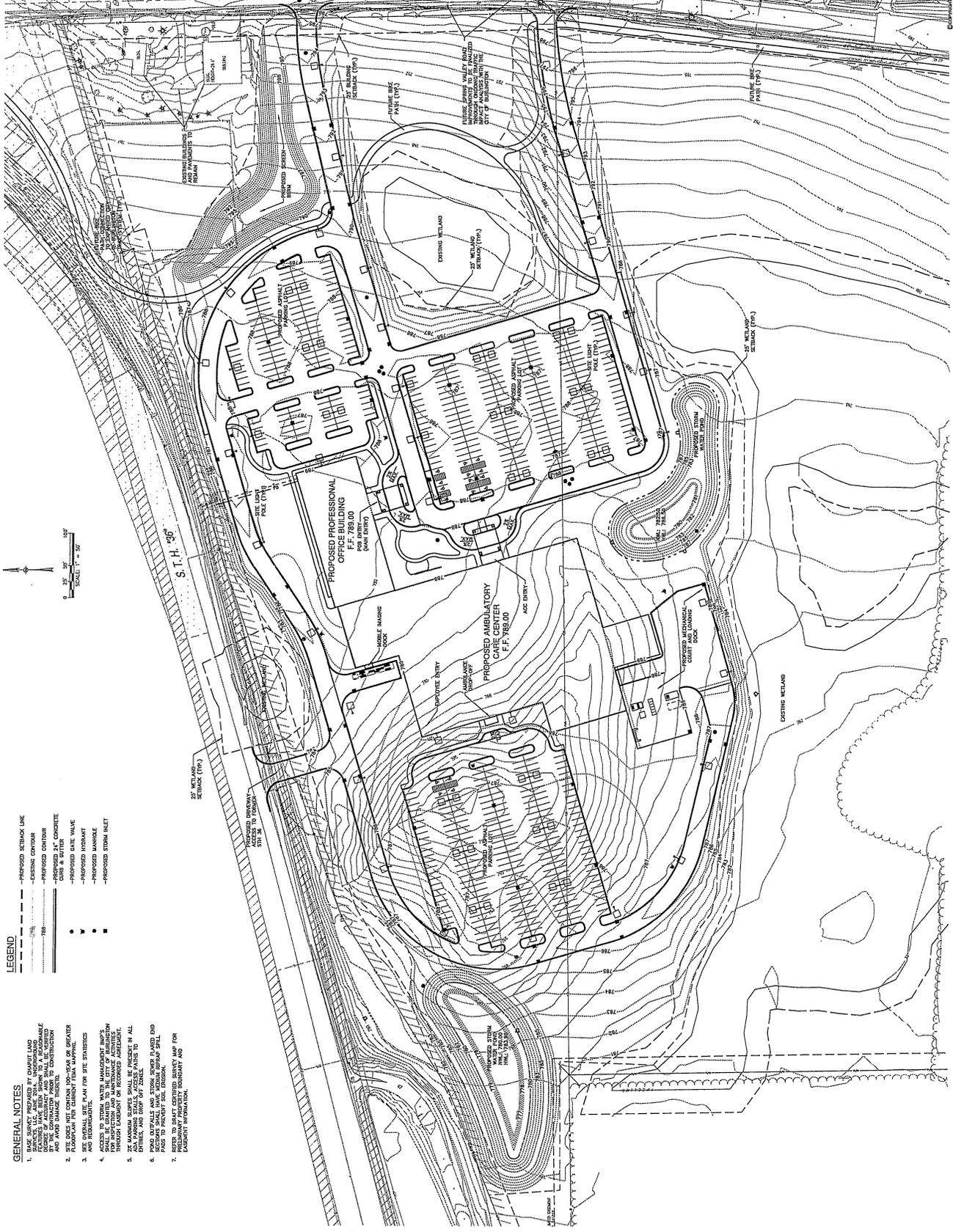
GENERAL NOTES:

1. ALL WORK SHALL BE PERFORMED BY A LICENSED CONTRACTOR IN ACCORDANCE WITH THE CITY OF MILWAUKEE ORDINANCES AND SHALL BE COVERED BY A VALID DAMAGE INSURANCE POLICY.
2. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
3. NO APPLICATION IS MADE FOR OUTDOOR SIGNAGE.

PARKING CALCULATIONS:

PROFESSIONAL OFFICE BUILDING	60,000 SF
OFFICE SQUARE FOOTAGE	75,000 SF
OFFICE SQUARE FOOTAGE	75,000 SF
TOTAL BUILDING SQUARE FOOTAGE	135,000 SF
CONSTRUCTION AND SUPPORT	100,000 SF
NET LEASABLE AREA	114,000 SF

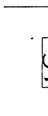
5 P/1000 = 114,000 = 572 PARKING SPACES REQUIRED
557 GENERAL PARKING SPACES PROVIDED
515 PARKING SPACES AVAILABLE



- LEGEND**
- - - - - PROPOSED SETBACK LINE
 - - - - - EXISTING CONTOUR
 - - - - - PROPOSED CONTOUR
 - - - - - PROPOSED 24" CONCRETE CURB & GUTTER
 - PROPOSED GATE VALVE
 - PROPOSED INVERT
 - PROPOSED MANHOLE
 - PROPOSED STORM INLET

- GENERAL NOTES**
1. BASE SURVEY PREPARED BY CURTIS LAND SURVEYING, INC. IS TO BE USED FOR ALL FEATURES UNLESS SHOWN TO A REASONABLE DEGREE OF ACCURACY BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
 2. SITE DOES NOT CONTAIN 100-YEAR OR GREATER FLOODPLAIN FOR CURRENT TEAM MAPPING AND REGULATIONS.
 3. ACCESS TO STORM WATER MANAGEMENT BASINS FOR INSPECTION AND MAINTENANCE ACTIVITIES THROUGH EXISTENT OR RECORDED ALLEYS.
 4. ALL EXISTING AND PROPOSED PAVES IN ALL DRIVEWAYS AND DRIVE OFF ZONES.
 5. EXISTING AND PROPOSED PAVES IN ALL DRIVEWAYS AND DRIVE OFF ZONES.
 6. EXISTING AND PROPOSED PAVES IN ALL DRIVEWAYS AND DRIVE OFF ZONES.
 7. REFER TO SHEET C200 SURVEY MAP FOR PRELIMINARY PROPERTY BOUNDARY AND PROJECT INFORMATION.

© 2014 CURTIS LAND SURVEYING, INC.



315 EAST CHURCH STREET
MILWAUKEE, WISCONSIN 53202

BOLDT

Aurora Health Care

GRUEF

AURORA HEALTH CARE
BURLINGTON, WISCONSIN

11/11/2018

11/11/2018

11/11/2018

NOT FOR CONSTRUCTION

11/11/2018

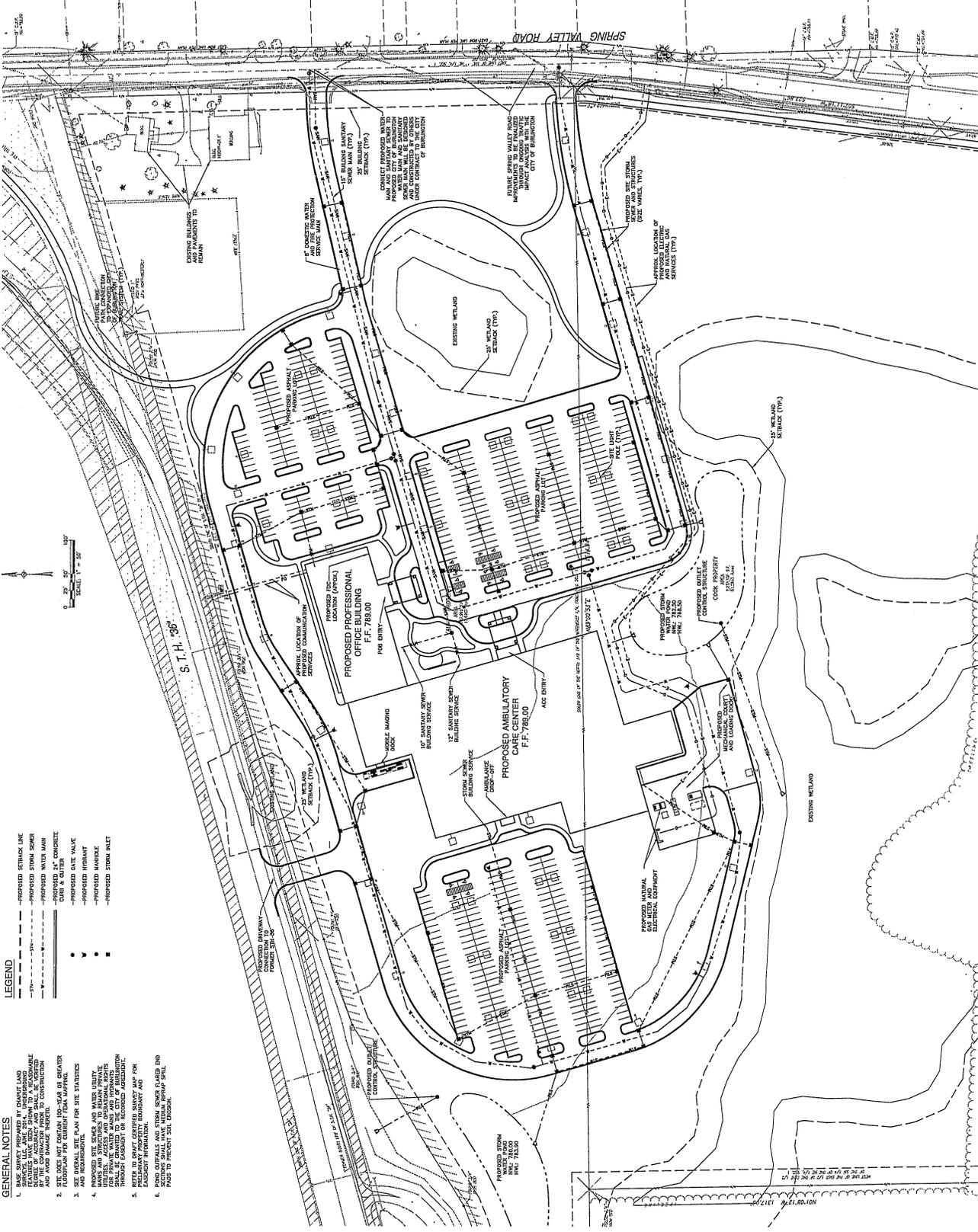
ISSUANCE: 11/11/2018

PROJECT: SITE UTILITY PLAN

DATE: OCTOBER 22, 2018

SITE PLAN SUBMITTAL

C300



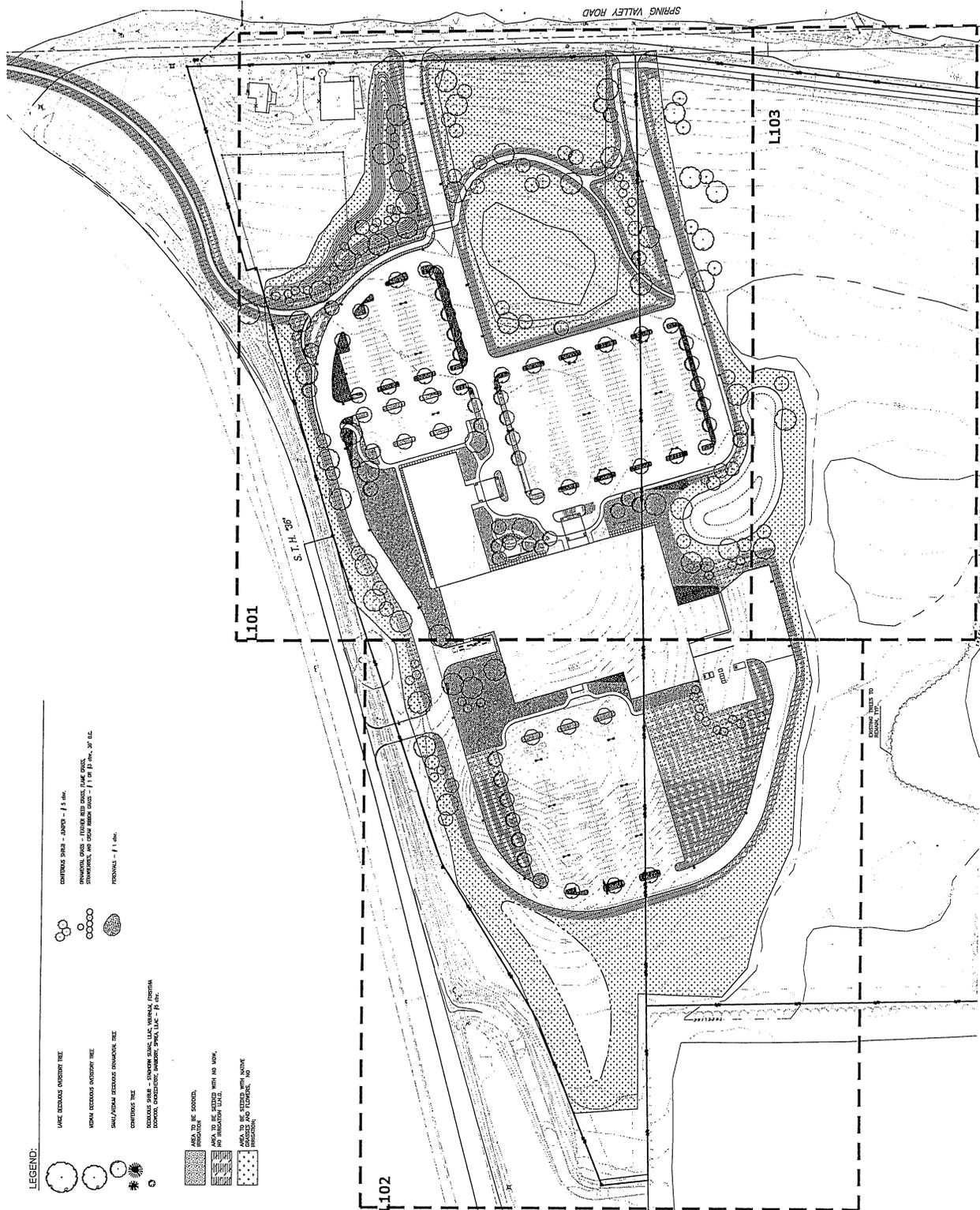
- LEGEND**
- - - - - PROPOSED SETBACK LINE
 - - - - - PROPOSED STORM SEWER
 - - - - - PROPOSED WATER MAIN
 - - - - - PROPOSED 24\"/>
 - - - - - GUY & BOTTLE
 - - - - - PROPOSED DATE TALK
 - - - - - PROPOSED MANHOLE
 - - - - - PROPOSED STORM INLET

- GENERAL NOTES**
1. BASE SURVEY PREPARED BY CHARTER LAND SURVEYORS, INC. ALL POINTS SHOWN TO A SURVEYABLE ACCURACY. THE CONTRACTOR SHALL VERIFY THE ACCURACY OF THE SURVEY DATA AND REPORT ANY DISCREPANCIES TO THE CITY OF BURLINGTON.
 2. SITE DOES NOT CONTAIN HOLLOWAY OR GREATER FLOORPLAN PER CURRENT FLOOR WAPPING.
 3. ALL UTILITIES SHALL BE DEPTH MARKED.
 4. PROPOSED SITE SEWER AND WATER UTILITY LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF BURLINGTON STANDARDS AND SPECIFICATIONS. ALL UTILITIES SHALL BE OWNED BY THE CITY OF BURLINGTON THROUGH DASHNET OR RECORDS ADMINISTRATION.
 5. PRELIMINARY PROPERTY BOUNDARY AND ADJACENT PROPERTY BOUNDARIES ARE SHOWN FOR REFERENCE ONLY. THE CONTRACTOR SHALL VERIFY THE BOUNDARIES AND REPORT ANY DISCREPANCIES TO THE CITY OF BURLINGTON.
 6. ROAD DEPTH AND STORM SEWER (USED) IS TO BE DETERMINED BY THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE DEPTH AND REPORT ANY DISCREPANCIES TO THE CITY OF BURLINGTON.

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LEGEND:

- LARGE DECIDUOUS OVERSTORY TREE
- MEDIUM DECIDUOUS OVERSTORY TREE
- SMALL/POYAL DECIDUOUS OVERSTORY TREE
- CONIFEROUS TREE
- DECIDUOUS SHRUB - THORNLESS SPICE, LILAC, VIBURNUM, DOGWOOD, DOGWOOD, SPANISH PRUNE, LILAC - 8' etc.
- CONIFEROUS SHRUB - JUNIPER - 8' etc.
- OVERSTORY CRISP - FEVER BEEB, SPICE, PLUM, CRISP, SPANISH PRUNE, AND OTHER SMALL CRISP - 1' TO 3' etc., 30" etc.
- PERENNIALS - 1' etc.
- AREA TO BE SAVED
- AREA TO BE SAVED WITH 10' BUFFER AND 10' BUFFER
- AREA TO BE SAVED WITH 10' BUFFER AND 10' BUFFER
- AREA TO BE SAVED WITH 10' BUFFER AND 10' BUFFER

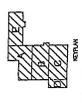


1111 EAST WISCONSIN
MILWAUKEE, WISCONSIN 53212
TELEPHONE 414.251.1111



Aurora Health Care

AURORA HEALTH CARE
BURLINGTON-WAUKESHA
BURLINGTON, WI



NOT FOR CONSTRUCTION

HA PLAN NO: 1585-0001-00

REFERENCE
PLANTING
PLAN

DATE: OCTOBER 22, 2014

SITE PLAN SUBMITTAL

L100

COMMITMENT: UNLESS OTHERWISE NOTED



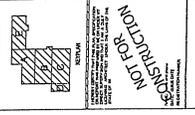
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BOLDT.

Aurora Health Care

AURORA HEALTH CARE
 BURLINGTON/WAUKESHA
 BURLINGTON, WI

- LEGEND:**
- LARGE DECIDUOUS TREE
 - SMALL DECIDUOUS TREE
 - LARGE EVERGREEN TREE
 - SMALL EVERGREEN TREE
 - SHRUB
 - FLOWERING TREE
 - CONIFEROUS TREE
 - DECIDUOUS SHRUB
 - EVERGREEN SHRUB
 - PALM TREE
 - ORNAMENTAL GRASS
 - GROUND COVER
 - MULCH
 - PERENNIAL - 1" HIGHER
 - ANNUAL
 - ROCK
 - WATER FEATURE
 - LIGHT FIXTURE
 - SIGN
 - BENCH
 - FIRE HYDRANT
 - FIRE ALARM
 - FIRE EXTINGUISHER
 - FIRE ESCAPE
 - FIRE EXIT
 - FIRE EXIT SIGN
 - FIRE EXIT DOOR
 - FIRE EXIT WINDOW
 - FIRE EXIT STAIRCASE
 - FIRE EXIT RAMP
 - FIRE EXIT ELEVATOR
 - FIRE EXIT STAIRCASE LANDING
 - FIRE EXIT STAIRCASE LANDING DOOR
 - FIRE EXIT STAIRCASE LANDING WINDOW
 - FIRE EXIT STAIRCASE LANDING STAIRCASE
 - FIRE EXIT STAIRCASE LANDING ELEVATOR
 - FIRE EXIT STAIRCASE LANDING RAMP
 - FIRE EXIT STAIRCASE LANDING SIGN
 - FIRE EXIT STAIRCASE LANDING DOOR SIGN
 - FIRE EXIT STAIRCASE LANDING WINDOW SIGN
 - FIRE EXIT STAIRCASE LANDING STAIRCASE SIGN
 - FIRE EXIT STAIRCASE LANDING ELEVATOR SIGN
 - FIRE EXIT STAIRCASE LANDING RAMP SIGN
 - FIRE EXIT STAIRCASE LANDING SIGN
 - FIRE EXIT STAIRCASE LANDING DOOR SIGN
 - FIRE EXIT STAIRCASE LANDING WINDOW SIGN
 - FIRE EXIT STAIRCASE LANDING STAIRCASE SIGN
 - FIRE EXIT STAIRCASE LANDING ELEVATOR SIGN
 - FIRE EXIT STAIRCASE LANDING RAMP SIGN



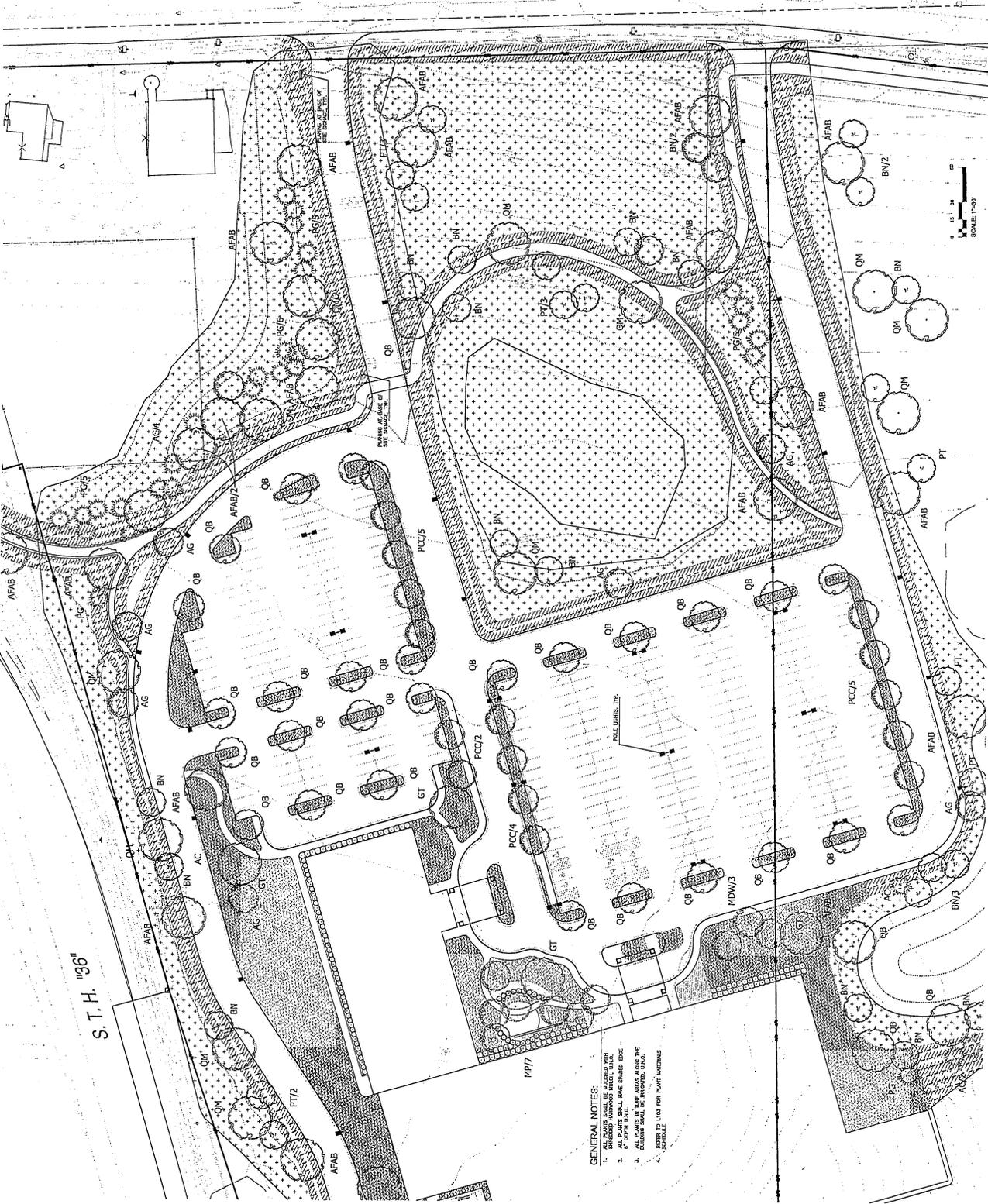
NOT FOR CONSTRUCTION

USA INC. 1883 007 000
 ENLARGED
 PLANTING PLAN
 AREA NE

DATE: OCTOBER 22, 2014
 SITE PLAN SUBMITTAL

L101

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- GENERAL NOTES:**
1. ALL PLANTINGS SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
 2. ALL PLANTINGS SHALL HAVE SUFFICIENT SPACE TO GROW TO MATURE SIZE.
 3. ALL PLANTINGS SHALL BE INSTALLED WITHIN THE SPECIFIED PLANTING AREAS.
 4. REFER TO LISTS FOR PLANT MATERIALS.
 5. REFER TO LISTS FOR PLANT MATERIALS.

S. T. H. '36



HA
 201 E. Main Street
 Aurora, Wisconsin 53120
 Telephone: 262.733.1500

BOLDT.

Aurora Health Care

AURORA HEALTH CARE
 BURLINGTON-WALWORTH

BURLINGTON, WI

GENERAL NOTES:
 A. REFER TO SHEET 0000 FOR ELECTRICAL SYMBOLS AND GENERAL NOTES

REVISIONS:

- 200 PRIMARY FEEDS FROM SPRING VALLEY ROAD TO BE INSTALLED BELOW FINISH GRADE. FEEDS SHALL BE ROUTED WITHIN THE CONCRETE UNDERGROUND SERVICE FEED ROUTING.
- EG SHALL COORDINATE EXACT SERVICE FEED ROUTING WITH WETZEL AND NATURAL GAS SERVICE FEED ROUTING.



NOT FOR CONSTRUCTION
 THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION. IT IS FOR INFORMATION ONLY. ANY CHANGES TO THIS DOCUMENT SHALL BE MADE BY THE DESIGNER.

HA#A: 180200750

ELECTRICAL
 SITE POWER
 PLAN

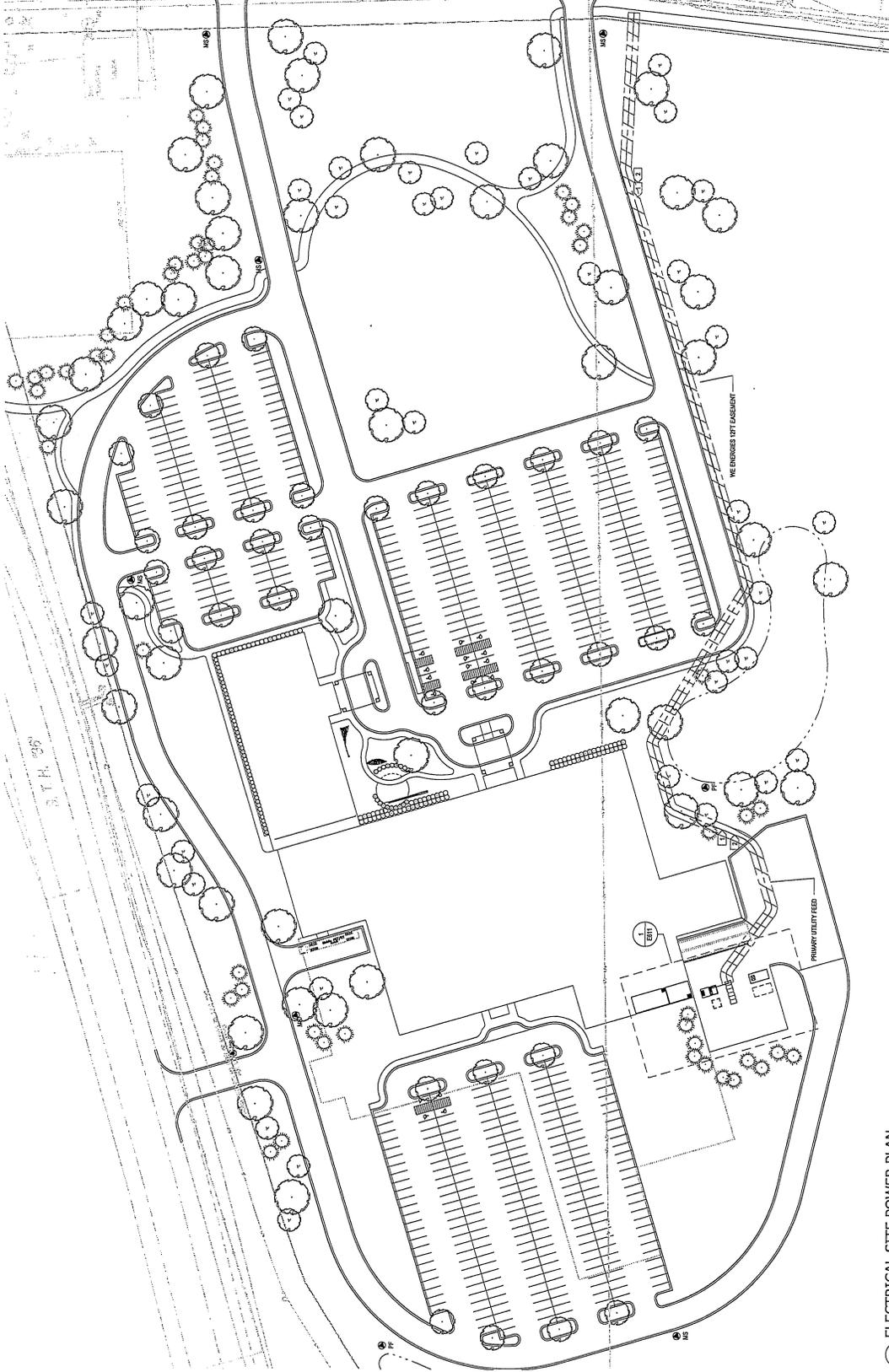
DATE: OCTOBER 22, 2014

SITE PLAN SUBMITTAL

E040



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1 ELECTRICAL SITE POWER PLAN

DEVELOPMENT AGREEMENT

This agreement (the "Agreement") is made and entered into this _____ day of _____, 2014, by and between:

- a) The CITY OF BURLINGTON, WISCONSIN, being a Wisconsin municipal corporation with its City Hall located at 300 North Pine Street, Burlington, Wisconsin 53105 (hereinafter referred to as the "City"); and
- b) AURORA HEALTH CARE, INC., being a Wisconsin not-for-profit corporation, with offices located at 750 West Virginia Street, Milwaukee, Wisconsin 53204 (hereinafter referred to as "Aurora").

Introduction

Aurora is the owner of a parcel of real property (the "Property") located in the City of Burlington, Wisconsin and is described as follows:

- a) A parcel of land, improved with a single-family dwelling, and consisting of an approximate total of Seventy (70) acres in area; and
- b) Having tax parcel number [tbd by the City] ; and
- c) Having the legal description contained in attached Exhibit A.

Aurora wishes to develop the Property (the "Development") by constructing various medical facilities on the Property. Such medical facilities (collectively, the "Facilities") will include, but not necessarily be limited to, a medical clinic, medical offices, and an ambulatory surgery center.

It is anticipated that this Development will be undertaken by Aurora in two or more phases. This Agreement shall apply to each phase of the Development, and with respect to each such phase, Aurora and the City wish to plan and coordinate with each other to optimize and facilitate the Development of the Property. The parties are entering into this Agreement for such purposes.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES CONTAINED HEREIN, THE ABOVE-NAMED PARTIES AGREE AS FOLLOWS:

1. The "Introduction" is Correct. The foregoing "Introduction" is true and correct, and is hereby incorporated into this Agreement by reference.

2. Planned Unit Development. The Development of the Property will be undertaken by Aurora in full compliance with the zoning ordinances of the City, as the same may from time to time be in effect. This shall expressly include, but not be limited to, Section 315-43 of the

Burlington Municipal Code of Ordinances, entitled “PUD Planned Unit Development Overlay District”. If not already done sooner, Aurora hereby petitions the City for a PUD Planned Unit Overlay District (the “PUD”) on the Property for the Development. The PUD requirements for the first phase of Aurora’s Development are as described in the current Section 315-43, a copy of which is attached to this Agreement as Exhibit B. Any future phase of the Development shall comply with the then-existing provisions of Section 315-43 (and/or any similar or replacement ordinance(s)), as well as with all other then-applicable zoning ordinances.

3. Phase One Completion. Phase One of the Development of the Property by Aurora is shown and described in the attached Exhibit C. Aurora shall substantially complete the Phase One of the Development of the Property on or before the date of November 1, 2016. Final and full completion of Phase One shall occur on or before the date of December 31, 2016. These completion deadlines, however, shall be reasonably extended as may be necessary due to circumstances beyond the reasonable control of Aurora.

4. Municipal Sanitary Sewer and Municipal Water. The City, as part of its municipal sanitary sewer and water systems, shall construct and install sanitary sewer mains, watermains, a sanitary sewer lift station, and other related sanitary sewer/watermain infrastructure (collectively, the “Mains”) so that municipal sanitary sewer service and municipal water service is provided by the City to the boundary line of the Property. The location(s) of the terminus of the Mains at the Property boundary line will be along Spring Valley Road, at a specific location shown and described in attached Exhibit D. Exhibit D shall also include a description of the nature and scope of the sanitary sewer, watermain, lift station, and other related sanitary sewer/water infrastructure projects that (i) the City will be undertaking as a part of this Agreement, and (ii) which are included in the definition of “Mains” as that word is used in this present paragraph, in below Paragraph No. 6 and/or elsewhere in this Agreement. The City shall design and size the Mains so that they are capable of providing sufficient municipal sanitary sewer service and municipal water service to the Property in its fully built-out, fully-developed stage of Development (i.e. with all Development phases having been completed). Aurora shall, at its own cost and expense, have qualified engineers provide to the City its future projected demand needs for sanitary sewer and water, so that the City can properly design and size the Mains. Provided that Aurora timely provides to the City its demand needs (as stated above), the City shall construct and install the Mains, such that they are operational, ready and available for service to Aurora, on or before the date of August 1, 2015 for the watermains and related municipal water infrastructure, and September 1, 2015 for the sanitary sewer mains and related municipal sanitary sewer infrastructure. This deadline shall be reasonably extended, however, as may be necessary due to circumstances beyond the reasonable control of the City. The City shall, at its own cost and expense, be responsible for the future maintenance, repair, and replacement of the Mains up to the boundary line of the Property. Aurora shall be responsible, at its own cost and expense, for the future maintenance, repair, and replacement of the sanitary sewer and water systems in and on the Property itself (i.e. it will be a private interior system), but subject to the Easement Agreement described in below Paragraph No. 24 of this Agreement.

5. Additional City Improvements. In addition to the Mains that the City will construct and install under the provisions of above Paragraph No. 4 of this Agreement, the City shall also construct and install the following additional City improvements (the “Additional City Improvements”):

The reconstruction of a portion of Spring Valley Road, including surface replacement, lane widening, utility relocations, curb and gutter, drainage systems, and signage. Intersection improvements to the State Street and Spring Valley intersections, including improvements to geometry, pavement, lighting, and signage. A new bike path and screening through an easement to be acquired by the City on the KW property from Sunset Park on the East end to Spring Valley Road on the West, with improvements to include the bike path, landscaping, signage, and fencing. A new bike path through an easement on the Aurora Property, improved with the bike path, signage, and landscaping, such easement to be granted by Aurora to the City, in a mutually reasonably acceptable location, at no cost to the City.

The City shall construct and install the Additional City Improvements, such that they are substantially completed on or before the date of November 1, 2016. This deadline shall be reasonably extended, however, as may be necessary due to circumstances beyond the reasonable control of the City.

Notwithstanding the foregoing provisions and the deadline of November 1, 2016 for the City to make certain Additional City Improvements, the parties understand that Aurora will be developing the Property in phases. In each additional phase of development, there may be further Additional City Improvements that the City will then deem necessary to make as a part of this Agreement. This shall include, but not be limited to, undertaking additional traffic studies and making further changes to the road system in the vicinity of the Property. Any such further Additional City Projects shall be part of the "Projects" described in below Paragraph No. 6, and shall be undertaken by the City in such time frames, in such manner, and with such completion deadlines as the City may reasonably determine under the then-existing circumstances.

6. Initial Payment of the Cost of the Mains and Additional City Improvements. The City shall construct and install the Mains described in above Paragraph No. 4 of this Agreement and the Additional City Improvements described in above Paragraph No. 5 of this Agreement as City projects (the "Projects"), at the initial cost and expense of the City. The Projects shall be put out for bids, as required by the public bidding statutes, and the City will borrow the funds (the "Borrowed Funds") necessary to pay for the costs of the Projects. The total cumulative debt on the Borrowed Funds for the Projects is hereinafter referred to as the "Project Debt". Notwithstanding any higher actual and ultimate amount, the Project Debt shall, for the purposes of this Agreement, not exceed the total cumulative sum of Four Million Five Hundred Thousand Dollars (\$4,500,000.00). (The obligations imposed upon Aurora under this Agreement shall not apply to any actual/ultimate Project Debt in excess of this capped-limit amount of Project Debt and the City shall be solely responsible for any amounts in excess of such cap.) A schedule of the anticipated costs of the Projects included in the calculation of the Project Debt is attached as Schedule 1.

7. Tax Incremental District. The City shall take steps, under Section 66.1105 of the Wisconsin Statutes, to create a new Tax Incremental District ("TID") for the purpose of recovering and paying the Project Debt described in above Paragraph No. 6 of this Agreement. Eighty-five Percent (85%) of the sum of (i) the Tax Increment (as the phrase "Tax Increment" is defined in Section 66.1105) created by the TID and received by the City and (ii) the PILOT Payments (as defined in Paragraph No. 10 hereof) (such sum is referred to herein as the "Total Payment") shall be used to pay for the Project Debt until such time as the Project Debt is paid in full. (The remaining Fifteen Percent (15%) of the Total Payment shall be used by the City for other TID

purposes, as determined from time to time by the City, in its sole discretion.) A schedule showing the projected Tax Increment is attached as Schedule 2.

8. Annual Debt Service Payments. The City will be required to make annual debt service payments (the "Annual Debt Payment") to the lender on the Project Debt described in above Paragraph No. 6 of this Agreement. A schedule setting forth the projected Annual Debt Payments for a Project Debt of Four Million Five Hundred Thousand Dollars (\$4,500,000.00) is attached hereto as Schedule 3. To the extent that a positive Total Payment is received by the City, the City shall apply the Total Payment monies toward the Annual Debt Payment, as described in Paragraph No. 7 of this Agreement. Additionally, as described in below Paragraph No. 9 of this Agreement, the City shall also apply any special assessment monies actually received by the City (from the Other Properties) toward the Annual Debt Payment. In the event, however, the then-available Total Payment and special assessment monies (if any) are not sufficient to pay the then-existing Annual Debt Payment, such that there is a shortfall amount (the "Shortfall Amount") with respect to the said Annual Debt Payment, then in such event Aurora shall pay to the City the said Shortfall Amount. In the event of such a shortfall, the City shall send a written itemized notice to Aurora of the same and the Shortfall Amount, together with such supporting documentation as reasonably requested by Aurora. Aurora shall then pay the Shortfall Amount to the City within Sixty (60) Days after the date of its receipt of the above written notice from the City. Aurora shall not be entitled to any reimbursement from the City in the future for any Shortfall Payment it pays to the City. Within 90 days following the end of each calendar year during the term of this Agreement, the City will provide Aurora with an accounting of all amounts received by the City and applied toward the Annual Debt Payment during such year.

9. Possible Special Assessments on Other Properties. The Mains and Additional City Improvements that are described in above Paragraph Nos. 4 and 5, that the City will be constructing and installing (as the Projects), will perhaps benefit other properties (the "Other Properties") along the route of and/or in the area of the Projects. The City may, but shall not be required to under this Agreement, levy one or more special assessments on the Other Properties so benefitted by the Projects. The decision as to (i) whether or not to levy any such special assessments on the Other Properties (even if they are benefitted by the Projects), and/or (ii) the amounts and terms of any such special assessments on Other Properties (if so levied) shall be within the sole and absolute discretion of the City. Aurora understands and agrees that this discretion on the part of the City is critical to the City's future dealings with these Other Properties, whether in the context of easement acquisitions, future annexation proceedings, or otherwise. Any special assessments that may be so levied on the Other Properties by the City for the Projects, however, shall, when the said special assessment monies are actually received by the City, be exclusively applied to the Annual Debt Payment related to the Projects until the Project Debt is paid in full. Aurora shall not have any right of recovery or other entitlement, however, to any of these special assessment monies so received by the City.

10. PILOT Payments. Aurora is a not-for-profit, tax exempt entity under applicable federal and state tax exemption laws and regulations. As a result of its tax exempt status, at least a portion of the Facilities being constructed on the Property as a part of the Development, as well as the Property itself, will very likely be exempt from real property taxes and personal property taxes in the State of Wisconsin. Aurora recognizes, however, that the Development will place new demands for services, and related financial burdens, on the City as a result of the Development

occurring. Two examples in particular are law enforcement and firefighting services. In light of this, Aurora hereby voluntarily agrees to incorporate into this Agreement, and thereby making the same enforceable under the law as a binding contract, the "Payments in Lieu of Taxes" hereafter described, known as "PILOT Payments". The PILOT Payments hereafter described are (i) monies payable by Aurora to the City separate and distinct from the payment of any Shortfall Amounts described in above Paragraph No. 8 of this Agreement, and (ii) shall continue indefinitely, even after the Project Debt described in above Paragraph No. 6 is paid in full.

11. Amount of the PILOT Payments. Each year, in the same time frames as Aurora would pay its real estate taxes and personal property taxes if the same were not tax-exempt under the law, Aurora shall pay to the City:

- a) Prior to the date on which the Project Debt is paid in full, a PILOT Payment pertaining to the tax-exempt real property, in an amount equal to the difference between (i) the total Annual Debt Payments for the applicable year and (ii) the sum of the Tax Increment to be received by the City for the applicable year and any amounts received from the Other Properties.
- b) After the date on which the Project Debt has been paid in full, the PILOT Payment shall be an amount equal to the amount of the real property taxes that would have been paid by Aurora to the City (but not including the taxes that would have been paid to the other taxing jurisdictions) if the said real property not been tax-exempt.
- b) A PILOT Payment pertaining to the tax-exempt personal property, in an amount equal to the amount of the personal property taxes that would have been paid by Aurora to the City if the personal property not been tax exempt.

The assessed valuations used for the real property and personal property PILOT Payments shall be determined as of January 1 of each calendar year by the City Assessor, in the same manner as would be done if the property in question was not tax-exempt. Aurora, in turn, shall have available to it all of its rights under Chapter 74 of the Wisconsin Statutes to challenge the amount(s) of the assessment(s) (but not the right to challenge its contractual obligation to make PILOT Payments).

12. Changes in Tax-Exemptions. It is anticipated that the nature and scope of the tax-exemptions available to Aurora for its real property and personal property will vary from time to time, whether due to changes in Aurora's Development and/or use of the Property, or from changes in the laws pertaining to tax exemptions. In any event, when and if there are changes in the tax-exempt status of Aurora's real property and/or personal property, then those changes shall be reflected, and taken into consideration, in (i) the annual assessment process undertaken by the City Assessor for the said real/personal properties, and (ii) the resulting amounts of the PILOT Payments payable hereunder by Aurora to the City.

13. Payment of Costs and Fees. Aurora shall reimburse the City for all reasonable costs and expenses incurred by the City pertaining to (i) this Agreement (and its creation), (ii) the Development of the Property, and (iii) the prior annexation of the Property to the City of Burlington. Such reimbursable costs and expenses shall include, but not be limited to:

- a) Inspection, review, and other administrative costs related to the services provided by City employees with respect to any of their time actually spent on the Development of the Property. The reimbursement amounts for this employee time shall be based on their gross hourly pay rates. Any such costs pertaining to the Development of the Property performed by outside consultants shall be reimbursed by Aurora in the amount of or at the rate the consultant charges the City, provided that such amounts/rates are reasonable.
- b) All engineering and legal costs pertaining to (i) the creation of this Agreement, (ii) the Development of the Property, and (iii) the prior annexation of the Property to the City. These reimbursable amounts shall be based on the amounts of or rates charged by the engineers or attorneys to the City, provided that such rates/amounts are reasonable.
- c) The monies due the Town of Lyons (in Walworth County, Wisconsin) from the City under the Wisconsin Statutes as a result of the annexation of the Property into the City of Burlington.
- d) Any other fees or costs imposed by the Burlington Code of Ordinances, such as (but not limited to) permit fees and/or sanitary sewer connection fees.

Unless sooner paid by Aurora, the costs and expenses payable by Aurora to the City, as described above, shall be paid by Aurora within Sixty (60) Days of its receipt of a written notice from the City of such costs/expenses and the amount of the same, together with such supporting documentation as reasonably requested by Aurora. Notwithstanding any higher actual and ultimate amount, however, the total cumulative monies payable by Aurora to the City under this present Paragraph No. 13 shall, for the purposes of this Agreement, not exceed the total cumulative sum of Three Hundred Twenty Thousand Dollars (\$320,000.00). (The obligation imposed upon Aurora under this present paragraph shall not apply to any actual/ultimate costs and expenses in excess of this capped-limit amount of costs and expenses.)

14. Failure of Performance. In the event a party to this Agreement fails to perform any of its duties or obligations imposed under this Agreement, the other party may give to the non-performing party a written notice of such failure of performance. The non-performing party shall then have a period of Ten (10) calendar days to cure any failure of performance with respect to the payment of money, and a period of Thirty (30) calendar days to cure any failure of performance other than the payment of money. The said 30-day time frame to cure the failure of performance (for other than the payment of money) shall be extended as reasonably necessary if (i) the remedial action required to cure the failure of performance reasonably requires additional time to remedy the failure, and (ii) the non-performing party commences the required remedial action within the said 30-day time period and then thereafter continues to diligently proceed, in good faith, with the required remedial action until the failure of performance is cured. If the non-performing party fails to comply with the steps described above, however, the non-performing party shall then be in default and in breach of this Agreement, and the other party shall then have available to it all of its rights and remedies available under the law.

15. Special Charges/Assessments. In the event Aurora is in default and breaches the Agreement in the manner described in above Paragraph No. 14 of this Agreement, and the breach involves a failure of Aurora to pay money to the City, one remedy then available to the City (but without limiting the City's ability to still avail itself of any other remedies) is the levying of a special charge and/or a special assessment (collectively, an "Assessment") on the Property. In such an event, Aurora hereby expressly waives its right under the laws of Wisconsin to (i) receive a written notice of the proposed Assessment, (ii) have a public hearing on the proposed Assessment, and/or (iii) require the City to comply with any other procedures otherwise required under the law to levy or impose the Assessment.

16. Attorney Fees. In the event of a legal action arising under and/or pertaining to this Agreement, the prevailing party shall, in addition to any other relief or remedy granted by the Court, be awarded its actual reasonable attorney fees incurred in the action.

17. Governing Law and Venue. This Agreement shall be governed, controlled, construed, and interpreted by and under the laws of the State of Wisconsin. The venue for any legal action pertaining to and/or arising under this Agreement shall solely and exclusively be Racine County Circuit Court in Racine County, Wisconsin.

18. Entire Agreement. All negotiations, promises, discussions, understandings, and agreements heretofore made or had between the parties are merged in this Agreement, and this Agreement alone fully and completely expresses the final agreement of the parties.

19. Amendments. This Agreement shall not be modified or amended except in a written document signed by the City and Aurora.

20. Notices. All notices or other communications required or permitted under this Agreement shall be in writing and delivered (i) personally, or (ii) by certified mail, return receipt requested, postage prepaid, or (iii) by a commercial overnight courier (such as Federal Express), or (iv) by facsimile or electronic mail transmission with a copy to follow by certified mail, return receipt requested, postage prepaid or by overnight courier, addressed as follows:

If to Aurora:

Aurora Health Care, Inc.
750 West Virginia Street
Milwaukee, Wisconsin 53204

Attention: _____

Telephone: _____

Facsimile: _____

E-mail: _____

With a copy to:

Atty. Michael D. Zeka
Quarles & Brady, LLP
411 East Wisconsin Avenue
Milwaukee, Wisconsin 53202

Telephone: (414)277-5131
Facsimile: (414)978-8630
E-mail: michael.zeka@quarles.com

If to the City:

City Administrator
Burlington City Hall
300 North Pine Street
Burlington, Wisconsin 53105

Telephone: (262)342-1161
Facsimile: (262)763-3474
E-mail: klahner@burlington-wi.gov

With a copy to:

City Attorney John Bjelajac
601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038

Telephone: (262)633-9800
Facsimile: (262)633-1209
E-mail: jmbjelajac@sbcglobal.net

All notices given in accordance with the terms hereof shall be deemed received (i) on the next business day if sent by a commercial overnight courier, (ii) on the same day if sent by facsimile or electronic mail before 3:00 p.m. (Central Standard Time) on a business day (Monday-Friday) (provided the supplemental notice described above is sent as soon as reasonably possible thereafter), (iii) on the date of actual receipt when sent by the United States Mail by certified mail with postage prepaid and return receipt requested, or (iv) on the date of service when delivered personally. Either party hereto may change the address for receiving notices or other communications by notice sent in accordance with the terms of this Agreement.

21. No Assignments. The rights, duties, and obligations of each party to this Agreement may not be assigned or transferred to any third party without the prior written consent of the other party, which consent the said other party may grant or deny in its sole discretion.

22. Binding Effect. This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective permitted successors and assigns.

23. Recording. The City may, upon the execution of this Agreement, record a summary memorandum of this Agreement at the Offices of the Register of Deeds for (i) Racine County, Wisconsin, and/or (ii) Walworth County, Wisconsin.

24. Sanitary Sewer and Watermain Easement Agreement. As stated in above Paragraph No. 4 of this Agreement, Aurora shall, at its own cost and expense, construct, install, operate, maintain, repair, and/or replace the sanitary sewer mains and watermains, and the related sanitary sewer system and water system infrastructure (such as, but not limited to, manholes and fire hydrants) that are located in and on the Property (collectively, the “Aurora Interior System”) and which are connected to the City’s municipal sanitary sewer system and municipal water system. The City and Aurora shall, however, in a separate written agreement, enter into an easement agreement (the “Easement Agreement”), prior to the Aurora Interior System being connected to the City’s municipal systems, which contains terms and provisions mutually satisfactory to Aurora and the City. The Easement Agreement shall, in part, provide for the following:

- a) The Aurora Interior System shall be constructed, installed, operated, used, maintained, repaired, and/or replaced by Aurora, at its own cost and expense, in strict conformance with all applicable (i) governmental laws, rules, and regulations, and (ii) ordinances and/or directives of the City; and
- b) The City shall have the right, at the City’s own cost and expense, to inspect, test, and monitor the Aurora Interior System, and at Aurora’s cost and expense, to make emergency repairs and/or replacements to the Aurora Interior System; and
- c) The City’s rights to perform the activities described in above Subparagraph (b), however, shall not (i) create any type of duty on the part of the City to perform such activities, and/or (ii) replace or supplant the duty of Aurora, at its own cost and expense, to perform all such required or necessary inspections, testing, monitoring, and emergency repair/replacement work to and/or of the Aurora Interior System.

The Easement Agreement shall be recorded at the Offices of the Register of Deeds for (i) Racine County, Wisconsin, and/or (ii) Walworth County, Wisconsin.

IN WITNESS WHEREOF, this Agreement has been executed effective as of the date and year first written above.

CITY:
City of Burlington, Wisconsin

AURORA:
Aurora Health Care, Inc.

By: _____
Robert Miller
Mayor

By: _____
[printed name and title]

Attest: _____
Diahnn Halbach
City Clerk

Authentication

Signatures of Robert Miller, Mayor, and Diahnn Halbach, City Clerk, authenticated this _____ day of _____, 2014.

John M. Bjelajac
Member of the State Bar
of the State of Wisconsin

Authentication

Signature of _____ authenticated this _____ day of _____, 2014.

Member of the State Bar
of the State of Wisconsin

This document drafted by:
Atty. John M. Bjelajac
State Bar 1015325
HANKEL, BJELAJAC & KALLENBACH
601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038

Return to:
Atty. John M. Bjelajac
601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038



CITY OF BURLINGTON

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

Common Council Item Number: 13 D	Date: December 2, 2014
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4704(38) to consider approving the 2015 contract with RCEDC.

Details:

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

As in previous years, the cost of the RCEDC assistance for 2015 is divided into two components. First, for economic and community development assistance, the cost is \$41,200 which is included in the 2014 budget and paid in quarterly payments. This cost is the same as 2013 and 2014. Second, the cost for administration of the City's revolving loan funds to local businesses is \$3,718.96, which is based on fifteen percent of the incoming loan payments and may change should additional loans be approved throughout the year.

Options & Alternatives:

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

Financial Remarks:

Costs associated with this contract are within the 2015 annual budget.

Executive Action:

This item was discussed at the November 18, 2014 Committee of the Whole meeting and is scheduled for the December 2, 2014 Common Council meeting for consideration.

**A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN
THE CITY OF BURLINGTON AND THE RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION (RCEDC) FOR 2015**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall enter into an agreement with the *Racine County Economic Development Corporation* for a period one year, beginning January 1, 2015, as stated in the attached agreement (Exhibit "A"), dated October 29, 2014.

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

Introduced: November 18, 2014
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



MEMO

TO: City of Burlington Common Council
FROM: Tina Chitwood, Community Development Manager
DATE: October 29, 2014
SUBJECT: 2015 RCEDC Contract and 2014 Activities Reports

The purpose of this correspondence is to transmit the 2015 Racine County Economic Development Corporation (RCEDC) contract and to review and discuss the economic development accomplishments in the City in 2014.

Two summaries of the activities completed by RCEDC both as of June 30th (county-wide) and September 30th (city-wide) are included with this memo to describe the wide-range of projects RCEDC coordinates on behalf of the City under its contract. The 2015 contract and workplan (specific to the City's community development activities and attached on pages 3-11) were prepared for your review and consideration at the request of the Mayor and Administrator.

RCEDC has five divisions simultaneously providing services to the City and throughout the County. Each division's semi-annual county-wide accomplishments are highlighted on the attached pages 12-20. YTD successes specific to the City's 2014 contract follow:

I. Business Development coordinates assistance for new business recruitment and existing business expansion

- a. Lavelle state tax credits approved - project includes expansion in Burlington and Whitewater with the Burlington portion including 69 new jobs over 3 years and \$12.5 million investment in equipment and building expansion. The building expansion is expected within the next 18 months.
- b. Met with 2 companies via the business call program.
- c. Prospects: Three companies considering locations in Burlington (manufacturing)

II. Business Finance (Business Lending Partners) provides financing for business development projects both in the County and Statewide

- a. Rojo's Popcorn expansion loan
- b. Servicing and marketing of the City's two revolving loan funds
- c. Inquiries: 4
- d. Prospects: Two retail businesses interested in purchasing buildings

III. Community Development provides access, and the development of, programs and grants to bolster downtown development, including expanding the physical infrastructure for business development

and redevelopment and the remediation of brownfield properties. In Burlington, RCEDC staff worked with the Historic Preservation Commission (HPC) regarding the following activities:

- a. Certified Local Government Program Management
 - i. 2- Annual report of activities sent to the State and Federal governing agencies
 - ii. Research project for neighborhood signs for the Kane Street Historic District
 - iii. Review of project eligibility for 2014 round of State grants; HPC decided not to submit an application in 2014
- b. Façade Grant Management and Marketing
 - i. Façade Grants – 3 approved in the total amount of \$12,695*
 - ii. Created article for the City's website advertising the availability of the grant program
 - iii. Grant brochure updated and printed for distribution at City Hall and on the City's website
 - * Façade Grant Program is current at a \$0 available balance

IV. Workforce Development Center provides employee recruitment and retention services, human resource assistance, training, and state and local grant assistance

- a. Application collection service for hiring workers – 2 manufacturers
- b. Job postings service -3 service businesses

The 2015 contract with the City has been retooled to add a new focus of downtown business district development. This new activity replaces the Façade Grant program management and Certified Local Government program administration historically conducted by RCEDC as these activities can be coordinated by existing City staff.

The greatest value of RCEDC's services in the City is on activities that support the recruitment of new business as well as support growing existing businesses. It's important to note that RCEDC's business development and finance divisions pipeline of prospects, along with the new activities to be conducted in 2015, indicates that our involvement in the City will continue to steadily advance these goals.

❖ ***The Council is requested to take action regarding the 2015 RCEDC contract.***

Please contact me with questions at 262-898-7422 and tchitwood@racinecountyedc.org.



October 29, 2014

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

Dear Mayor Miller:

This letter is intended to serve as a letter agreement between the City of Burlington, hereinafter referred to as "City," and the Racine County Economic Development Corporation (RCEDC). In accordance with this agreement, the RCEDC agrees to continue to provide economic and community development technical assistance to the City with special focus on the items identified in the attached document titled "2015 RCEDC Community Development Workplan". Such assistance will be coordinated on a day-to-day basis with City Administration and, with regard to policy-related issues coordinated with City Administration, the Mayor and City Council.

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

AGREEMENT

The RCEDC agrees to provide direct economic development and community development technical assistance to the City in accordance with the 2015 Workplan and the objectives promulgated by the Mayor, City Council and City Administrator. The RCEDC will assign an economic development staff person to the City. This person will act as the City's economic development advocate and lead, together with other RCEDC staff members, expend his/her best efforts to promote business recruitment, business retention and expansion, community development and business finance.

This contract has an intense focus on the community development activities identified in the attached document entitled "2015 Community Development Workplan" and the economic development services to be provided by the RCEDC will include the following:

Business Retention and Expansion (BRE) Assistance

1. Continue to conduct an on-going business expansion and retention program that consists of the following:
 - Provide a comprehensive business outreach program utilizing the Synchronist Business Retention Software System that will include a comprehensive interview with Racine County manufacturers and other prominent industries. Results will assist in providing direct assistance to these companies, as well as a guide in developing new, and refining existing, programs for all businesses. RCEDC will contact the City relative to any significant concerns.
 - Identify and work with 1st stage companies (companies with less than 20 employees) and 2nd stage companies (companies that include approximately 100 employees or less and no more than \$50 million in sales) through the CEO Roundtable program, as well as one-on-one technical assistance.
2. Assist existing businesses per direct contact or referral from the Mayor and Administrator and report findings and resolution to the respective party. When meeting with local companies, the RCEDC staff will provide information on existing State and federal economic development assistance programs that provide funding that help meet the need of local businesses. These programs include low-interest loans, tax credit programs and workforce development assistance.

Business Recruitment Activities

3. Continue the implementation of a targeted business recruitment program that includes emphasis on the following:
 - The geographic target of the Chicago-Milwaukee Corridor, with emphasis on the industry targets of: machinery manufacturing; fabricated metal products manufacturing; food manufacturing; electrical equipment manufacturing; as well as, logistics and distribution.
 - Second stage companies or those companies that include approximately 100 employees or less and no more than \$50 million in sales, through the identification of these companies in the Chicago-Milwaukee Corridor and working to recruit the companies to Racine County.
 - The geographic target of foreign direct investment or companies locating North American headquarters in the Chicago-Milwaukee Corridor or establishing initial sales offices that will lead to distribution facilities and ultimately, manufacturing facilities.
 - Milwaukee 7 or regional industry targets to include: water industries, advanced manufacturing and food processing.
4. Provide assistance through the development of customized proposals to businesses interested in establishing a location within the City per direct contact or referral from the Mayor or members of the City's Staff, or other reliable sources. This activity includes providing copies of such proposals, when requested, to the City Administrator, as well as a status report on such businesses as part of this agreement's semi-annual reports, coordinating regular

meetings with the City Administrator, and maintaining a periodic business follow-up procedure.

Marketing Activities

5. Continue to develop and implement the county-wide Jobs for Racine County (JRC) initiative. This program includes: a proactive business recruitment strategy, business retention and expansion (BRE) strategy, community engagement strategy and marketing activities to include the following:
 - Represent the community through participation in:
 - Trade show events,
 - The 'Chicago Industrial Properties Summit' emphasizing newly constructed buildings and land opportunities,
 - In partnership with the Milwaukee 7 attend international tradeshow and events for the purpose of recruiting companies that are seeking a location within the Chicago/Milwaukee corridor,
 - Milwaukee 7 marketing activities, and,
 - Chicago's Area Industrial Real Estate (AIRE) professional networking functions.
 - Publish quarterly e-newsletter on economic development issues and local/regional training opportunities.
 - Host events including the RCEDC annual meeting.
 - Author Journal Times newspaper articles featuring economic/workforce development issues.
 - Update RCEDC website, blog, LinkedIn and Facebook page with postings on projects, local company news and national and international articles of business interest.
 - Feature local project successes on the RCEDC website.
 - Provide periodic economic development news/event highlights on WRJN radio.
6. Community Engagement – Work with the following partners to provide an infrastructure for economic development in the City of Burlington:
 - Entrepreneurship: UW-Parkside SBDC, Wisconsin Women's Business Initiative Corporation, Gateway Technical College, and Launch Box;
 - Workforce Development: Racine County Workforce Development Board's strategic plan;
 - Appropriate Land Use: Racine County Planning and Development Department, and
 - Image/Quality of Life: Promoting our quality of life through Real Racine.

Workforce Development Services

7. RCEDC will provide the services of our Workforce Development Center representatives to assist recipients of Racine County Revolving Loan Fund loans and related assistance to employ unemployed and underemployed Racine County residents.

8. RCEDC will continue to be an advocate for the City in working with the Racine County Workforce Development Center (WDC) to implement the WDC's workforce development plan "Higher Expectations/Strive Together". Specifically, the RCEDC Executive Director represents the City through:
 - Participation in the Center's Management Team, and
 - Participation on the Racine County and Tri-County Workforce Development Boards.

Organizational Development Assistance

9. Identification and implementation of appropriate strategies to address additional economic development issues and concerns that are identified throughout the contract period.
10. Provide written and/or verbal semi-annual reports to the Mayor, City Council and City Administrator. This activity will include a summary of the activities conducted during the reporting period.
11. Coordinate the City's economic development initiatives with, but not limited to, the following agencies:
 - Gateway Technical College
 - Milwaukee 7
 - Real Racine
 - Southeastern Wisconsin Regional Planning Commission
 - U.S. Economic Development Administration
 - U.S. Small Business Administration
 - UW-Parkside
 - UW-Parkside Small Business Development Center
 - Wisconsin Economic Development Corporation
 - Wisconsin Department of Administration
 - We Energies

Business Financing

12. The RCEDC has been designated as the Burlington Revolving Loan Fund (RLF) program administrator since August 19, 1992. The services being provided by the RCEDC, in accordance with the administration of the Community Development Block Grant (CDBG)-RLF and Tax Incremental District (TID)-RLF, include the following:
 - A. Review and, if necessary, revision of the RLF program on an annual basis.
 - B. Preparation of the appropriate marketing plan and marketing materials.
 - C. Implementation of the marketing program, therefore re-lending the loan funds.
 - D. Meetings with potential clients to inform them of the parameters of the RLF program.

- E. Screening of clients relative to their eligibility for the RLF program.
- F. Working with eligible businesses in the preparation of applications to the RLF program and the review of these application materials for any deficiencies.
- G. Recommendations to the Community Development Authority and Council of the Whole (City Council) relative to loans that qualify for the RLF program.
- H. Coordination of all loan closings.
- I. Collection of monthly payments and monitoring of the projects for compliance with Wisconsin Department of Administration regulations, and all other aspects of servicing the loans. Minor servicing actions will be considered by the RCEDC staff, together with the City Administrator and Mayor. These actions will include:
 - 1) Actions that do not significantly affect the interest of the City in an adverse manner.
 - 2) Subordination to a new senior lien holder (usually a bank) provided no new money is being lent.
 - 3) Other servicing actions that can be defined as minor.

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

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

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

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

- K. Coordinating the City's RLF program with other State and federal business loan programs in order to ensure the lowest cost business financing for the customer.
- L. Continued administration and servicing of loans made under the 2010 Road Construction RLF program.

TIME PERIOD FOR THIS AGREEMENT AND COMPENSATION

The above-referenced assistance will be provided by the RCEDC staff during the time period beginning January 1, 2015 to December 31, 2015.

The cost of this assistance to the City of Burlington is divided into two components. First, for economic and community development assistance, the cost is \$41,200, the same as in 2014. Second, the cost of administration of the City's RLF's is \$3,718.96 and is based on 15 percent of the loan payments (see Attachment A). This cost may change during the year should additional loans be made. The RCEDC will notify the City if there are any new loans.

Payments will be made during the first week of each quarter, upon the receipt of an invoice from the RCEDC. The cost of developing any additional materials and significant printing and mailing of items necessary to implement these services are outside the scope of the Agreement and will be negotiated on an as necessary basis.

INDEPENDENT CONTRACTOR

RCEDC shall be an independent contractor of the City. Neither RCEDC nor any of its officers, employees, or agents shall be considered to be an employee of the City as a result of the obligations undertaken pursuant to this agreement. RCEDC's officers, employees and agents shall make no commitments or representations to third parties without prior approval of the City. In addition, RCEDC hereby holds harmless the City and its departments, officers, employees and agents from and against all claims, demands and liability for damages to third persons of any type whatever arising solely out of the actions of RCEDC under this agreement.

LIABILITY INSURANCE

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

TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice in the event of default by the other party of any material provision hereof which remains unremedied for thirty (30) days following written notice of such default.

NOTICES

Notices under this agreement shall be mailed by registered mail to the Mayor and City Administrator, 300 N Pine Street, Burlington, WI 53108, for the City, and to Jenny Trick, Executive Director, 2320 Renaissance Blvd., Sturtevant, WI 53177, for RCEDC, or shall be personally served on either said person or the person in charge of either respective office.

ASSIGNMENT

RCEDC agrees that it will not assign this agreement or any portion thereof, or any of its responsibilities hereunder, to any other party without first obtaining the written permission of the City.

If the terms and conditions of this proposal are satisfactory, please sign the two original documents where indicated and return to the RCEDC for RCEDC final signature.

Sincerely,



Jenny Trick
Executive Director

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the ____ day of _____, 2014.

CITY OF BURLINGTON

By: _____

Robert Miller, Mayor

Witness: _____

Name/ Title: _____

**RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION**

By: _____

Jenny Trick, Executive Director

Burlington Revolving Loan Fund 2015

	<u>Monthly</u>	<u>Annually</u>
Burlington Import	\$ 346.09 x 12 months	\$ 4,153.08
<u>Burlington Hotel Group</u>	<u>\$1,720.00 x 12 months</u>	<u>\$ 20,640.00</u>
Total		\$ 24,793.08

\$24,793.08 x 15% = **\$3,718.96**

\$3,718.96/4 = \$929.74 per quarter (to be invoiced)

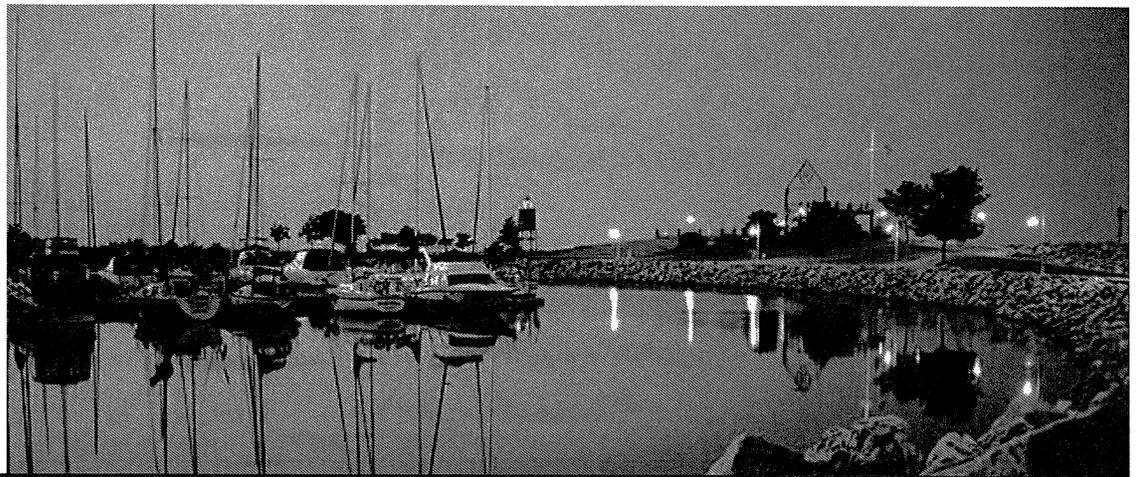
Burlington TID Revolving Loan Fund 2015

	<u>Monthly</u>	<u>Annually</u>
Ketter's Flooring (1)	\$ 193.56 x 12 months	\$ 0.00
Hampton Hometown (2)	\$ 8,993.47 x 12 months	\$ 0.00
<u>Face It</u>	<u>\$ 112.90 x 2 months (3)</u>	<u>\$ 0.00</u>
Total		\$ 0.00

- (1) Ketter's Flooring pays a 0.5% servicing fee directly to RCEDC each month with their monthly payments, thus, they do not factor in to the above calculation.
- (2) Hampton Hometown pays a 0.5% servicing fee directly to RCEDC each month with their monthly payments, thus, they do not factor in to the above calculation.
- (3) Loan matures with February 2015 payment. No servicing fees are charged on this micro-loan.

RCEDC 2015 COMMUNITY DEVELOPMENT WORKPLAN for CITY OF BURLINGTON – CREATED 10/29/14

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1. Downtown Burlington Strategic Plan Update and Implementation												
A. Coordinate 2008 Plan update by the City and key community stakeholders. If applicable, incorporate Chamber survey data/responses into the update.												
B. Coordinate all activities for which Racine County Economic Development Corporation (RCEDC) is ID'd as a Lead Partner. Coordinate semi-annual progress reports to the City Administrator and Council.												
C. Provide assistance to all activities for which RCEDC is ID'd as a Support Partner. Coordinate semi-annual progress reports to the City Administrator and Council.												
2. Recruit New Firms to Downtown Burlington												
A. Compile demographic and trade area information into a Downtown Recruitment Guide.												
B. Coordinate the development and implementation of a downtown business recruitment program. May include: developing a list of targeted downtown businesses, preparing and mailing recruitment letters and Downtown Recruitment Guide, and following up with phone calls to letter recipients.												
C. When applicable apply for brownfields and redevelopment grants to support business development in downtown.												
D. Research, present to the City Administrator and the Community Development Authority (CDA) for prioritization and implementation ideas to fill vacant spaces in downtown. Preliminary ideas include: Rent Assistance Grant Program, Relocation Assistance Grant Program, Pop-up Store Recruitment Program (and review of City Ordinances) and Business Improvement District (BID) workshops/information sessions and possible creation.												
E. Quarterly drive-by-surveys through the City of available land and properties for sale and for rent and distribute a listing of said properties.												
3. Existing Downtown Business Growth & Expansion												
A. Coordinate meetings with downtown business owners (primary focus on retail and service industries), RCEDC staff and the City Administrator with the goals of making introductions, learning about the needs the company, and addressing company needs through RCEDC, RCEDC partners and City resources. <i>Conducted simultaneously with RCEDC's Synchronist program.</i>												
4. Information Sharing Presentation to the Chamber												
A. Present updates on RCEDC activities to the Chamber Board and/or membership.												



GROWING BUSINESS | CONNECTING COMMUNITIES | JOB CREATION

2014 SEMI-ANNUAL REPORT

OUR MISSION

to ensure the economic vitality of Racine County by working with our partners to support innovation and creativity that leads to business investment

Assistance

Resources for your business location, expansion or startup project.

Incentives

State and local financial assistance for your project.

Workforce

Training and resources for your workforce.

Locations

Available sites - Land and buildings for your project.

About Us

The Racine County Economic Development Corporation (RCEDC) is a 501 c(3) Private Non-Profit Organization that promotes economic development throughout Racine County. RCEDC is governed by a 28 – Member board of directors, and 9 – Member Executive Committee with day-to-day management handled by a professional staff.

What we do

RCEDC along with our partners provide businesses with almost every service needed to complete an expansion, relocation, financing, or workforce development project. Our dedicated staff is committed to meeting the needs of Racine County, Wisconsin businesses and companies interested in expanding or locating in Chicago-Milwaukee Corridor.

Direct services are provided through RCEDC's five divisions—Business Development; Business Finance; Community Development; Workforce Development; and Administration. Annually each division develops a work plan that is measurable and consistent with the Racine County Economic Development Plan and reflect support services provided under contract with Racine County's local municipalities.

Five Divisions

**Business
Development**

**Business
Finance**

Administration

**Community
Development**

**Workforce
Development**

Economic Development Plan

RCEDC provides direct economic development technical assistance to communities in Racine County in accordance with the adopted Racine County Economic Development Plan and additional economic development objectives specific to each community.

The Economic Development Plan for Racine County is built around five challenges. These challenges represent the areas that most directly affect the economic vitality of the County. Each challenge has a lead partner responsible for implementation and each challenge includes multi-year metrics and measurements to track progress.

- To create an entrepreneurial culture in Racine County (UW Parkside Small Business Development Center lead partner);
- To focus on a proactive business recruitment and a business retention and expansion (BRE) program that will create and retain jobs, create additional tax base and increase personal income in Racine County (RCEDC lead partner);
- To utilize the existing natural and cultural resources, recreational opportunities and business location advantages to promote a positive image of Racine County (Real Racine lead partner);
- To take advantage of the development opportunities that exist as a result of the Chicago-Milwaukee Corridor and to properly link land use with future business development County-wide (Racine County Planning and Development lead partner);
- To link education and training in a manner that provides a competitive workforce to meet the present and future needs of local employers (Racine County Workforce Development Center lead partner).

Three Year Business Development Results

Racine County	2011 - 2013
Projects	78
Job Creation	2,040
Job Retention	1,432
Project Costs	\$217.8M
Construction Costs	\$98.2M
Weighted Avg. Wage	\$19.12

Report Overview

This report provides an overview of RCEDC's activities for the first half of 2014. The report is reflective of RCEDC's activities across Racine County. Information specific to contracts with communities will be provided under separate cover as requested.

Business Development

The Business Development Division includes business recruitment, business retention and expansion, small business development (Launch box) and research activities that supports the Division. In the first quarter of 2014, Launch Box services were transferred to Gateway Technical College.

Business Recruitment works with companies seeking a new location in Racine County. Activities for 2014 include:

- * Working with companies seeking a location in the Chicago-Milwaukee Corridor.
- * Connecting with Real Estate Brokers in the Chicago and Milwaukee areas who may have clients seeking a Racine County location.
- * Working with the Real Estate Developers to encourage development of new industrial buildings
- * Identifying future sites for industrial development.

Challenge: With industrial vacancy rates in Racine County among the lowest in the region at 4.5%, the limited inventory of available building space provides few options for companies seeking a Racine County location.

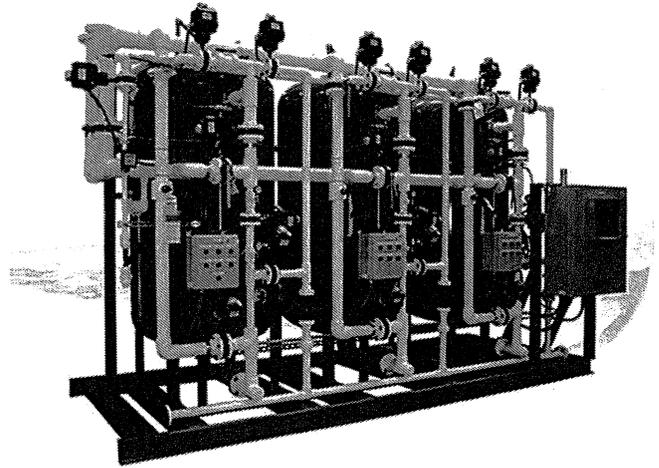


2014 RCEDC Business Development Snapshot Scorecard

Business Development	Activity	2013 Results	2014 Goal	Results as of June 30 th	In Process
	Companies Recruited	5	4	0	19
	Retention/Expansion Projects	13	12	6	19
	Business Call Visits	59	60	29	11
	Technical Data Requests	112	100	60	NA

Business Development

Business Retention and Expansion provides support to existing businesses in Racine County to facilitate business growth. Support includes assisting companies in accessing financial assistance to support business expansion; meeting with Racine County Businesses through the Business Call Program; respond to data and technical assistance request to support business growth; and coordinate CEO Roundtable to enable CEOs, presidents, and owners of companies to focus on strategic growth of their companies.

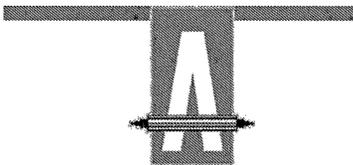


Business Retention & Expansion Projects 2014:

- * American Roller Company, Union Grove
- * InSinkErator, City of Racine
- * Marlo, Inc., City of Racine
- * O&H Danish Bakery, Inc., Mount Pleasant
- * Pump Solutions #1, Raymond
- * Priority Sign, Caledonia

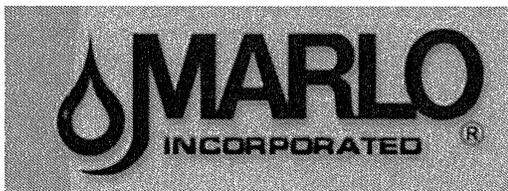
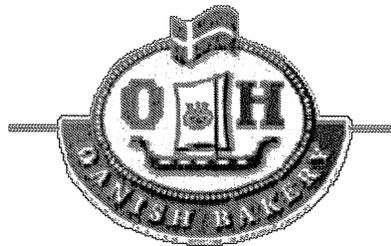
Active Pending Projects:

- * Manufacturer Expansion, Burlington
- * Manufacturer Expansion, Union Grove
- * Wholesale/Manufacturer Expansion, Union Grove
- * Manufacturer, Mount Pleasant
- * Manufacturer, Yorkville
- * Manufacturer/Wholesaler, Racine



American Roller Company

Rollers • Coatings • Recovering • Refinishing • Results



Business Finance

Business Lending Partners, a Division of RCEDC, provides financing options to Racine County businesses, as well as US Small Business Administration (SBA) 504 loans throughout the State. Loan benefits include low down payments, long-term fixed interest rates and 90% financing in partnership with a financial institution.

Active Pending Projects:

- * Manufacturer, Caledonia
- * Manufacturer, Mount Pleasant
- * Manufacturer, Waterford
- * Retail, Mount Pleasant

Business Finance Projects as of June 30, 2014:

- * Redevelopment of 1248 Washington Ave, City of Racine
- * Kranz, Inc, City of Racine
- * Pearle Vision, City of Racine

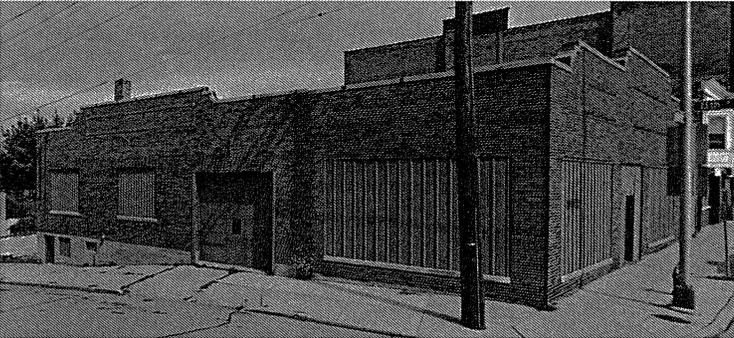
In addition, six SBA 504 loans were completed outside of Racine County in the first half of the year.

2014 RCEDC Business Finance Snapshot Scorecard



Activity	2013 Results	2014 Goal	Results as of June 30 th	In Process
Loan Approvals	19	19 (a)	9	9
Loans Closed	\$4,807,838	\$6,110,800 (b)	\$2,485,611	\$2,710,000
Respond to Business Financing Inquiries	181	181	122	NA
Maintain high-quality loan servicing and closings	NA	Report on timely closings and servicing actions handled	Ongoing	NA

(a)3-year average is 13; 2013 reflected a 46% increase in loan approvals over 2012.
 (b)3-year average is \$3.65M; 2013 reflects a 93% increase in loans closed over 2012.



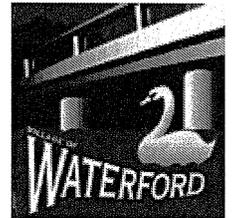
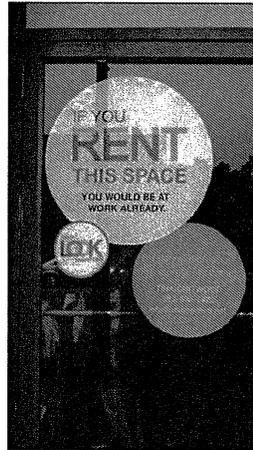
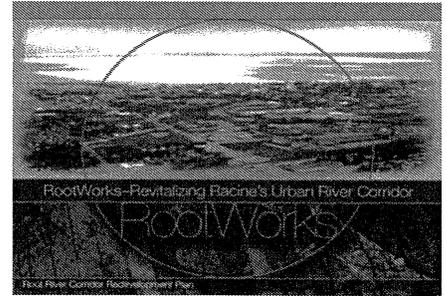
1248 Washington Ave



Community Development

The Community Development Division provides services and programs that bolster downtown development, expand infrastructure for businesses development and redevelopment and remediate brownfields. Communities participating include:

- * Burlington
- * Racine
- * Union Grove
- * Waterford and
- * Racine County.



2014 RCEDC Community Development Snapshot Scorecard



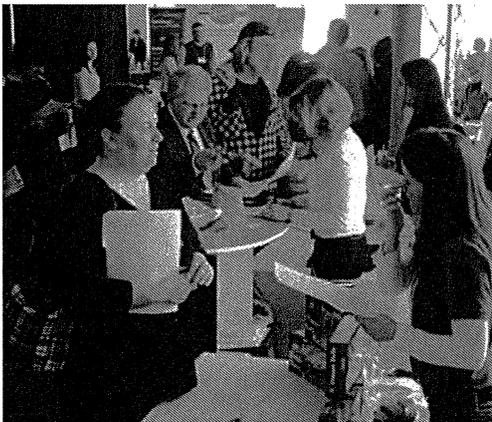
Activity	2013 Results	2014 Goal	As of June 30th
Placemaking			
Project Management—Burlington, Racine, Waterford, Union Grove	4	6	6
Grants in Racine	4	4	7
Downtown Business Development			
Curb Appeal/Façade Grants—Waterford, Union Grove, Burlington	13	7	3
Downtown Commercial Business Rent Assistance Grant Program-Union Grove	7	4 (based on available funds)	1
Downtown Commercial Business Recruitment Program—Union Grove	5	4	3
Business Call Program—Waterford	NA	44	3
Brownfields			
Brownfields Grants Preparation and Management	6	7	9
Brownfield Sites Project Management	4	Directed by Community	3

Workforce Development

The Workforce Development Division is a collaborative partnership between RCEDC, RAMAC and the Racine County Workforce Development Center to address the talent development needs of Racine County employers. Employer collaboration and engagement activities include employee recruitment and retention services, human resource assistance, training, and state and local grant assistance.



1st Youth CNC Boot Camp



Burlington Job Fair



UNFI Job Fair

2014 RCEDC Workforce Development Snapshot Scorecard



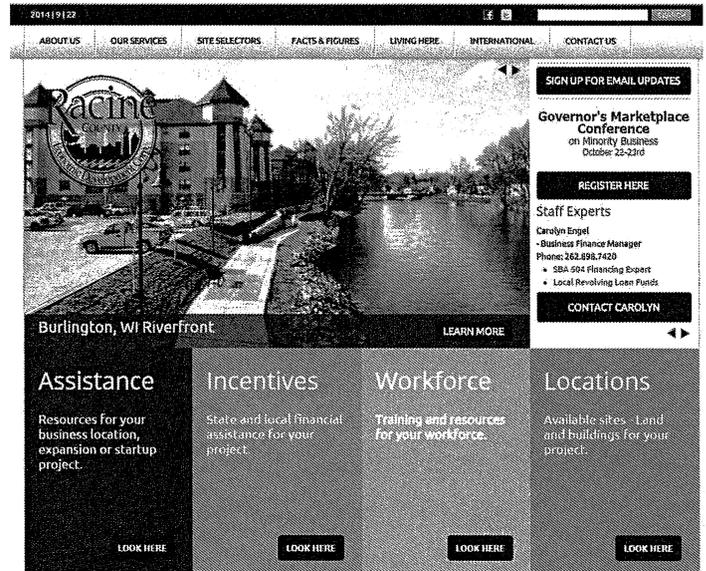
Activity	2013 Results	2014 Goal	As of June 30th
Facilitate Employee Expansions	4	15	7
Direct Contact with Employers	9,177	10,000	1,201
On-Site Recruitments	45	50	28
On-the-Job Training Contracts	7	40	2
Marketing/Education Activities	1,728	2,062	2,621
Employers Prefer Career Readiness Certificate	24	100	122
Inspire Wisconsin			
a. Companies	113	157	122
b. Career Coaches	149	222	177

Administration and Marketing

The Administration and Marketing Division supports the Division Managers and staff and provides marketing and financial management services to RCEDC and Downtown Racine Corporation.

RCEDC also coordinate with the following partners to facilitate economic development:

- * Gateway Technical College
- * UW-Parkside
- * UW-Parkside Small Business Development Center
- * Wisconsin Women's Business Initiative Corporation
- * Community Economic Development Corporation
- * Racine County Workforce Development Board
- * Milwaukee 7
- * Real Racine
- * Southeastern Wisconsin Regional Planning Commission
- * U.S. Economic Development Administration
- * U.S. Small Business Administration
- * Wisconsin Economic Development Corporation
- * Wisconsin Department of Administration
- * WE Energies



2014 RCEDC Administration and Marketing Snapshot Scorecard

Administration & Marketing	Activity	2013 Results	2014 Goal	As of June 30th	In Process
	Contributions				
	a. Private Contributions	\$128,720	\$135,000	\$93,440	
	b. Net New Contributions	\$11,500	\$10,000	\$2,700	
	Hire New Executive Director	NA	12-May	Completed	
	Hire New Business Manager	NA	1-Dec	NA	
	Industrial Lands Absorption Study	80%	100%	100%	Completed
	Social Media "Fans"	279	300	300	
	Constant Contact Communication	23	24	13	
	Annual Meeting Attendance	421	300	350	Completed
	Implement Google AdWords Campaign	NA	100%	Began Late in Q2	Forthcoming
	Business Development Videos	NA	4	Not Yet Begun	Forthcoming
	Update Marketing Materials	NA	100%	Pocket Folder, Business Cards, Annual Report	

Your One Stop Economic Development Resource

Administration & Marketing

Jenny Trick
262-898-7424
Executive Director
jtrick@racinecountyedc.org

Milyn Volmer
262-898-7428
Business Manager
mvollmer@racinecountyedc.org

Karen Frost
262-898-7444
Marketing Specialist
kfrost@racinecountyedc.org

Lynn Beauchesne
262-898-7432
Administration Assistant
lbeauchesne@racinecountyedc.org

Business Finance

Carolyn Engel
262-898-7420
Business Finance Manager
Carolyn@blp504.org

Brian Gottschalk
262-898-7434
Loan Officer
brian@blp504.org

Janell Topczewski
262-898-7520
Portfolio Manager/ Closer
Janell@blp504.org

Business Development

Jenny Trick
262-898-7424
Business Recruitment Director
jtrick@racinecountyedc.org

Laura Million
262-898-7530
Business Development Manager
lmillion@racinecountyedc.org

Logan Dawson
262-898-7440
Business Recruitment Specialist
ldawson@racinecountyedc.org

Rachana Kothari
262-898-7432
Research Specialist
rkothari@racinecountyedc.org

**Kristin Niemiec and the
Launch box services were
transferred to Gateway
Technical College on 4/1/2014.
Contact Kristin at 262-898-7404
niemieck@gtc.edu

Workforce Development

Valerie Hanson
262-638-6603
Business Service Team Leader
Valerie.hanson@goracine.org

Christine Henning
262-638-6683
Business Consultant
Christine.henning@goracine.org

Len Maki
262-638-6639
Business Consultant
Len.maki@goracine.org

John Siegert
262-638-6632
*Inspire Wisconsin/ CareerConnect
Manager*
John.seigert@goracine.org

Community Development

Tina Chitwood
262-898-7422
Community Development Manager
tchitwood@racinecountyedc.org

Karen Frost
262-898-7444
*Brownfield Redevelopment
Specialist*
kfrost@racinecountyedc.org

Racine County Economic Development Corporation

2320 Renaissance Boulevard, Sturtevant, WI 53177

www.racinecountyedc.org

Phone: 262-898-7400

Fax: 262-898-7401

Email: rcedc@racinecountyedc.org



CITY OF BURLINGTON

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

Common Council Item Number: 14 A

Date: December 2, 2014

Submitted By: Kevin Lahner, City Administrator

Subject: Ordinance 1992(11) to approve a rezone request for 1062 Spring Valley Road.

Details:

This item is to consider approving a Planned Unit Development Overlay request from HGA, for property located at 1062 Spring Valley Road as part of the Aurora Medical Complex project. The applicant is proposing to construct a building as a 1-story, 75,000 square foot ambulatory care center and 3-story, 48-foot tall, 72,000 square-foot professional office building with each story being 20,000 square feet. The total gross square footage is 135,000 square feet. This property is currently zoned B-1, Neighborhood Business District as part of an annexation approved on September 19, 2014.

The PUD Overlay District is intended to permit developments that will, over a period of time, be enhanced by coordinated area site planning, diversified location of structures, and/or mixing of compatible uses. Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and open spaces as integral parts of the developments; to enable economic design in the location of public and private utilities and community facilities; and to ensure adequate standards of construction and planning. The PUD Overlay District will allow for flexibility of overall development design with benefits from such design flexibility intended to be derived by both the developer and the community, while at the same time maintaining the land use density and other standards or use requirements as set forth in the underlying basic zoning district.

The Plan Commission approved this rezone request at their November 11th meeting.

Options & Alternatives:

The Council may choose to deny this request for a Planned Unit Development Overlay, however the property could not be used for the current proposed development project.

Financial Remarks: N/A

Executive Action:

This item was discussed at the November 18, 2014 Committee of the Whole meeting and for Public Hearing and scheduled for the December 2, 2014 Common Council meeting for consideration.

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY ADDING A
PLANNED UNIT DEVELOPMENT OVERLAY DISTRICT TO 1062 SPRING VALLEY ROAD**

WHEREAS, HGA on behalf of Lorette Yanny, Cook Property, LLC and Aurora Health Care, property owners, requests property located at 1062 Spring Valley Road, as described in Attachment "A" to have a Planned Unit Development Overlay added to the current B-1, Neighborhood Business District zoning; and,

WHEREAS, this request was heard at, and recommended for approval by the Plan Commission at their November 11, 2014 meeting; and,

WHEREAS, a public hearing was held regarding this matter at the Common Council's _____, 2014 meeting.

NOW THEREFORE BE IT ORDAINED that the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin does as follows:

Section 1. The district map of the City of Burlington, as it is incorporated by reference and made part of the City Zoning Ordinance, is hereby amended and changed in relation to the zoning classification of land more particularly described as follows:

Owners:	Lorette Yanny, Cook Property, LLC and Aurora Health Care
Applicant:	Hammel, Green and Abrahamson, Inc.
Location of Request:	1062 Spring Valley Road
Existing Zoning:	B-1, Neighborhood Business District
Proposed Zoning:	Include a Planned Unit Development Overlay
Proposed Use:	To construct the Aurora Medical Complex

Section 2. The district map in all other respects shall remain the same.

Section 3. This ordinance shall take effect upon its passage and publication as provided by law.

NOW THEREFORE BE IT FURTHER ORDAINED that the City Clerk shall provide a copy of this ordinance to Planning and Development Director, Julie Anderson, of Racine County Planning and Development, located at 14200 Washington Ave., Sturtevant, WI 53177 and Walworth County Land Use & Resource, 100 W. Walworth Street, P.O. Box 1001, Elkhorn, WI, 53121.

Introduced: November 18, 2014

Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

ATTACHMENT A

Legal Description

Land to be rezoned is part of the Northwest 1/4, Northeast 1/4, Southwest 1/4, and Southeast 1/4 of the Northeast 1/4 in Fractional Section 1 and part of the Northwest 1/4 and Northeast 1/4 of the Southeast 1/4 in Section 1, Town 2 North, Range 18 East, in the City of Burlington, Walworth County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of said Northeast 1/4 section; thence South 00°55'24" East along the East line of the Northeast 1/4 Section 575.59 feet to a point; thence South 74°08'57" West 34.15 feet to a point on the West line of Spring Valley Road and the point of beginning of the lands hereinafter described; thence South 00°55'24" East along said West line 767.07 feet to a point; thence South 07°11'18" West along said West line 522.86 feet to a point; thence Southwesterly 87.43 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 4550.69 feet and whose chord bears South 07°44'22" West 87.43 feet to a point on the West line of lands conveyed to the Wisconsin Department of Transportation by Warranty Deed Document Number 715428; thence South 18°30'43" West along said West line 893.88 feet to a point; thence South 15°50'05" West along said West line 216.83 feet to a point on the North line of said lands and the North line of State Trunk Highway "11"; thence Northwesterly 1225.82 feet along said North line and arc of a curve, whose center lies to the North, whose radius is 2739.79 feet and whose chord bears North 74°00'42" West 1215.62 feet to a point West line of the of the East 1/2 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4, of Fractional Section 1; thence North 01°08'12" West along said West line 1317.06 feet to a point on the South line of the North 1/2 of the Northeast 1/4 of Fractional Section 1; thence South 89°00'53" West along said South line 294.74 feet to a point on the South line lands conveyed to the State of Wisconsin by Warranty Deed Document Number 691266 and the South line of State Trunk Highway "36"; thence North 06°37'48" West along said South line 78.47 feet to a point; thence North 68°36'13" East along said South line 300.00 feet to a point; thence North 58°24'09" East along said South line 310.55 feet to a point; thence Northeasterly 131.63 feet along said South line and arc of a curve, whose center lies to the South, whose radius is 1360.00 feet and whose chord bears North 71°22'35" East 131.58 feet to a point; thence North 71 °38'15" East along said South line 456.40 feet to a point; thence North 74°08'57" East along on the South line of State Trunk Highway "36" a distance of 477.86 feet to a point; thence North 15°51'03" West along said South line 17.00 feet to a point; thence North 74°08'57" East along said South line 363.37 feet to a point on the West line of Spring Valley Road and the point of beginning. Containing 3,091,157 square feet, or 70.9632 acres of land.



CITY OF BURLINGTON

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

Committee of the Whole Item Number: 4	Date: December 2, 2014
Submitted By: Kevin M. Lahner, City Administrator, Steven J. DeQuaker, City Treasurer	Subject: Resolution 4706(40) to consider approving the creation of TID 5.

Details:
TIF District Number 5 is being created by the City under the authority provided by Wisconsin Statutes. The District is created as a “Mixed Use District” based upon a finding that at least 50%, by area, of the real property within the District is suitable for a combination of commercial and residential uses.

The City intends that TIF will be used to assure that a combination of private commercial development occurs within the District consistent with the City’s development objectives. This will be accomplished by installing public improvements and making necessary related expenditures to induce and promote development within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the City. The project costs included in the Plan relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

As a result of the creation of this District, the City projects that additional land and improvements value of approximately \$42,000,000 will be created as a result of new development, redevelopment, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the District.

The proposed site is slated for a regional medical center that will generate at least 250 jobs and create approximately \$42 million in new value. The TID District allows the City to be a viable option for this regional facility, without which the facility would be located in another jurisdiction.

Options & Alternatives:
The Council may choose to deny this request, however, in doing so, city sanitary sewer utilities and other public infrastructure would not be funded for the Aurora Medical Complex project.

Financial Remarks:
The project value of the proposed facility is expected to exceed \$40 million. The City is working with Aurora to establish TID 5 in order to facilitate improvements to this district, including the extension of water and sewer lines to the parcels in the annexation petition. The city expects to spend between \$2.5 and \$3.5 million to extend the appropriate infrastructure to the site. These expenses would all be funded through TID 5.

Executive Action:
This item is for discussion at the December 2, 2014 Committee of the Whole meeting and scheduled for the Common Council meeting the same night for consideration.

**RESOLUTION APPROVING THE PROJECT PLAN AND ESTABLISHING THE
BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 5,
CITY OF BURLINGTON, WISCONSIN**

WHEREAS, the City of Burlington (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 5 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. Special provisions providing for a standing joint review board and detailed annual reporting of project costs;
- l. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Walworth County, the Burlington Area School District, and the Gateway Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 14, 2014 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 5, City of Burlington", are hereby established as specified in Exhibit A of this Resolution.
2. The District is created effective as of January 1, 2015.
3. The Common Council finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is suitable for a combination of commercial and residential uses, defined as "mixed-use development" within the meaning of Wisconsin Statutes Section 66.1105(2)(cm).
 - (b) Based upon the findings, as stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
 - (e) The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (f) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 - (f) Lands proposed for newly platted residential development comprise 0% of the real property area within the District.
4. The Project Plan for "Tax Incremental District No. 5, City of Burlington" (attached as Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2015, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Introduced: December 2, 2014

Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

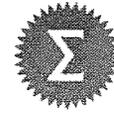
EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 5
CITY OF BURLINGTON**

THIS CAN BE FOUND IN THE PROJECT PLAN

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY



EHLERS
LEADERS IN PUBLIC FINANCE

November 11, 2014

Project Plan for the Creation of Tax Incremental District No. 5



Organizational Joint Review Board Meeting Held:	October 14 , 2014
Public Hearing Held:	November 11, 2014
Adoption by Plan Commission:	November 11, 2014
Consideration for Adoption by Common Council:	Scheduled for: December 2, 2014
Consideration for Approval by the Joint Review Board:	Scheduled for: TBD



Tax Incremental District No. 5 Creation Project Plan

City of Burlington Officials

Common Council

Robert Miller	Mayor
Robert Prailes	Council Member
Edward Johnson	Council Member
Ruth Dawidziak	Council Member
Peter Hintz	Council Member
Tom Vos	Council Member
Jon Schultz	Council Member
Todd Bauman	Council Member
Thomas Preusker	Council Member

City Staff

Diahnn Halbach	City Clerk
John Bjelajac	City Attorney
Kevin Lahner	City Administrator
Steve DeQuaker	Budget Officer - Treasurer

PLAN COMMISSION

Mayor Robert Miller, Chair	John Lynch
Tom Vos	Chris Reesman
Ruth Dawidziak	Michaael Deans
Darrel Eisenhardt	

Joint Review Board

Mayor Robert Miller, Chair	City Representative
Jessica Conley/Mary Hinske	Walworth County
Bane Thomey	Gateway Technical College District
Peter Smet	Burlington Area School District
John Merten, Jr.	Public Member



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SECTION 1: Executive Summary

Description of District

Type of District, Size and Location

Tax Incremental District (“TID”) No. 5 (the “TID” or “District”) is proposed to be created by the City of Burlington (“City”) as a mixed-use district. A map of the proposed District boundaries is located in Section 3 of this plan.

Estimated Total Project Expenditures.

The City anticipates making total project expenditures of approximately \$4,500,000 to undertake the projects listed in this Project Plan. The City anticipates completing the projects in one phase. The Expenditure Period of this District is October 1, 2016. The projects to be undertaken pursuant to this Project Plan are expected to be financed with taxable general obligation notes issued by the City, however, the City may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the City, or provide other advantages as determined by the Common Council. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing, is located in Section 10 of this plan.

Economic Development

As a result of the creation of this District, the City projects that additional land and improvements value of approximately \$42,000,000 will be created as a result of new development, redevelopment, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the District. A table detailing assumptions as to the timing of new development and redevelopment and associated values is located in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, this District would be expected to generate sufficient tax increments to recover all project costs by time taxes are levied in 2020 for collection in the year 2021, one year earlier than the 7 year maximum life of this District.

Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City.** In making this determination, the City has considered the following information:

- The site proposed for development has remained vacant due lack of adequate infrastructure. Given that the sites have not developed as would have been expected under normal market conditions, it is the judgment of the City that the use of Tax Incremental Financing (“TIF”) will be required to provide the necessary infrastructure to encourage development on the site consistent with that desired by the City.
 - The proposed site is slated for a regional medical center that will generate at least 250 jobs and create approximately \$42 million in new value. The TID District allows the City to be a viable option for this regional facility, without which the facility would be located in another jurisdiction.
2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the City has considered the following information:
 - As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected are more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.
 - The development expected to occur is likely to generate approximately 250 full-time jobs over the life of the District.
 3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
 - If approved, the District’s creation would become effective for valuation purposes as of January 1, 2015. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they otherwise would be without the creation of the TID. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after January 1, 2015 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.
 - Since the development expected to occur is unlikely to take place or in the same manner without the use of TIF (see Finding #1) and since the District will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the City reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4, a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.
 4. Not less than 50% by area of the real property within the District is suitable for a combination of commercial and residential uses, defined as “mixed-use development” within the meaning of Wisconsin Statutes Section 66.1105(2)(cm).
 5. Based upon the findings, as stated above, the District is declared to be a mixed-use District based on the identification and classification of the property included within the District.

6. The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
7. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the City, exceeds 12% of the total equalized value of taxable property within the City.
8. The property within the District was annexed from a town by the City on September 19, 2014.
9. Notwithstanding Finding 7, the TID may be created under Wisconsin Statutes Section 66.1105(19) as long as the public hearing for the TID is held by the City within 90 days of the annexation referenced in Finding 8.
10. The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1.
11. The Project Plan for the District in the City is feasible, and is in conformity with the master plan of the City.

SECTION 2: Type and General Description of District

The District is being created by the City under the authority provided by Wisconsin Statutes Section 66.1105. The District is created as a "Mixed Use District" based upon a finding that at least 50%, by area, of the real property within the District is suitable for a combination of commercial and residential uses as defined within the meaning of Wisconsin Statutes Section 66.1105(2)(cm) (See Section 5 of this plan for a breakdown of District parcels by class and calculation of compliance with the 50% test). Lands proposed for newly platted residential development comprise 0% of the area of the District.

A map depicting the boundaries of the District is found in Section 3 of this Plan. The proposed uses of the District are also depicted on that map. The City intends that TIF will be used to assure that a combination of private commercial development occurs within the District consistent with the City's development objectives. This will be accomplished by installing public improvements and making necessary related expenditures to induce and promote development within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the City. The project costs included in the Plan relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

Based upon the findings, as stated within this Plan, the District is declared to be a mixed-use District based on the identification and classification of the property included within the district.

SECTION 5:
Preliminary Parcel List and Analysis

City of Burlington, Wisconsin																							
Tax Incremental District # 5																							
Base Property Information																							
Property Information			Assessment Information			Equalized Value			District Classification														
Owner	2014 Parcel No.	Acreage	Annexed Post 1/1/04	Municipality Owned	Part of Existing TID	Land	Imp	PP	Total	Equalized Value Ratio	Land	Imp	PP	Total	Industrial (Zoned and Suitable)	Commercial/Business	Existing Residential	Newly Platted Residential	Suitable for Mixed Use	Blighted	Rehab/Conservation	Vacant	
Yanny	N LY1000001A	20.17	Yes	No	No	27,400	82,500		109,900	103.22%	26,545	79,926		106,472	0	19.17	1	0	20.17	0	0	0	0.00
Cook	N LY1000002A	56.01	Yes	No	No	15,200	0		15,200	103.22%	14,726	0		14,726	0	56.01	0	0	56.01	0	0	0	56.01
						42,600	82,500	0	125,100		41,271	79,926	0	121,197	0.00%	98.69%	1.31%	0.00%	100.00%	0.00%	0.00%	73.92%	
Total Acreage																							

SECTION 6: Equalized Value Test

Pursuant to Wisconsin Statutes Section.66.1105(19), the requirement that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City does not apply to this TID.

SECTION 7: Statement of Kind, Number and Location of Proposed Public Works and Other Projects

Proposed project costs of approximately \$4,500,000 may include, but are not limited to: acquisition of rights-of-way, acquisition of easements, sanitary sewer system improvements, water system improvements, street improvements, amenities on streets, bike paths, property tax payments to town, professional and organizational services, administrative costs, and finance costs, all to the extent that such costs benefit the District. The proposed costs include projects within the proposed boundary and within a ½ mile radius of the proposed boundary of the District. See the detailed cost estimates at the end of this section and also the map in the following section.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the City for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted herefrom and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

The City reserves the right to implement only those projects that remain viable as the Plan expenditure period proceeds.

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the City and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.

SECTION 9: Detailed List of Project Costs

All costs are based on 2014 prices and are preliminary estimates. The City reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2014 and the time of construction. However, for increases in excess of 15% over the cost of inflation of total project costs, the City would pursue an amendment to the Plan in accordance with the amendment procedures specified in Wisconsin Statutes Section 66.1105(4)(h), which include review by the Joint Review Board. The City also reserves the right to increase certain project costs to the extent others are reduced or not implemented, without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Common Council, without amending the Plan.

Proposed TIF Project Cost Estimates

City of Burlington, Wisconsin						
Tax Increment District # 5						
Estimated Project List						
Project ID	Project Name/Type	Phase I 2014	Phase II N/A	Phase III N/A	Phase IV N/A	Phase V N/A
		Total (Note 1)				Total (Note 2)
1	State Street Sewer & Water Ext.	1,857,418				1,857,418
2	WM Ext. & Bike Path thru KW Easement	845,813				845,813
3	Spring Valley Rd. Improvements	1,492,898				1,492,898
4	Spring Valley Bike Path	188,563				188,563
	Planning/Easements/Legal/Admin	87,694				87,694
	Payments to the Town of Lyons (5 years)	653				653
Total Projects		<u>4,473,037</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,473,037</u>

Notes:
 Note 1 Project costs are estimates and are subject to modification
 Note 2 Non-TIF-Eligible Project Costs for street work outside of City and utility oversizing are estimated at up to \$230,000

**CITY OF BURLINGTON TID #5 (PROJECT #1)
STATE STREET SEWER AND WATER EXTENSION
OPINION OF COSTS**

LAST UPDATED: 9/17/2014

CHECKED BY: GLG

State Street - Spring Valley Road

Item Number	ITEM DESCRIPTION		Item Unit	Quantity	Unit Price	Total Price
	Watermain Construction					
201.0120	Clearing		SY	850	\$5.00	\$ 4,250.00
201.0220	Grubbing		SY	850	\$5.00	\$ 4,250.00
203.0100	Removing Small Pipe Culverts (36" CMP)		EACH	4	\$300.00	\$ 1,200.00
204.0110	Removing Asphaltic Surface		SY	188	\$4.00	\$ 752.00
204.0150	Removing Curb and Gutter		LF	20	\$8.00	\$ 160.00
305.0110	Base Aggregate Dense 3/4" shoulder Material		TON	20	\$18.00	\$ 360.00
305.0120	Base Aggregate Dense 1 1/4-Inch (driveway repair)		TON	80	\$15.00	\$ 1,200.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).		TON	110	\$70.00	\$ 7,700.00
521.0136	Culvert Pipe Corrugated Aluminum 36-Inch		LF	150	\$55.00	\$ 8,250.00
521.0136	Aluminum Apron Endwall for Culvert Pipe 36-Inch		EACH	8	\$500.00	\$ 4,000.00
601.0551	Concrete Curb & Gutter 4-IN Sloped 36-IN Type A		LF	20	\$25.00	\$ 500.00
619.1000	Mobilization		EACH	1	\$10,000.00	\$ 10,000.00
628.2008	Erosion Mat Urban Class 1, Type B		SY	3200	\$2.00	\$ 6,400.00
628.7504	Temporary Ditch Checks		LF	550	\$7.00	\$ 3,850.00
638.2102	Moving Signs Type II		EACH	3	\$250.00	\$ 750.00
690.0150	Sawing Asphalt		LF	508	\$1.50	\$ 762.00
SPV.0060.01	Water Valve & Valve Box 12-Inch		EACH	8	\$1,500.00	\$ 12,000.00
SPV.0060.02	Hydrant Assemblies		EACH	11	\$3,200.00	\$ 35,200.00
SPV.0060.03	Tracer Wire Access Box		EACH	11	\$125.00	\$ 1,375.00
SPV.0090.01	C-900 Water Main 12-Inch		LF	3,700	\$70.00	\$ 259,000.00
SPV.0090.03	Water Service		LF	100	\$60.00	\$ 6,000.00
SPV.0090.01	Hydrant Lead 6-Inch (Granular Backfill)		LF	284	\$70.00	\$ 19,880.00
SPV.0105.02	Traffic Control		LS	1	\$10,000.00	\$ 10,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)		SY	8200	\$4.00	\$ 32,800.00
SPV.0180.02	Asphalt Patch, Driveway (Undistributed)		SY	230	\$80.00	\$ 18,400.00
209.0200.S	Backfill Controlled Low Strength		CY	22	\$60.00	\$ 1,320.00
25% Engineering and Contingency						\$112,589.75

Water Main TOTAL	\$562,948.75
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Item Number	Sanitary Sewer Construction		Item Unit	Quantity	Bid Price	Total Price
	Gravity main and Force Main					
204.0120	Removing Asphaltic Surface Milling		SY	8025	\$3.00	\$ 24,075.00
305.0110	Base Aggregate Dense 3/4" shoulder Material		TON	150	\$18.00	\$ 2,700.00
305.0120	Base Aggregate Dense 1 1/4-Inch (driveway repair)		TON	3	\$50.00	\$ 150.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).		TON	1060	\$115.00	\$ 121,900.00
628.2008	Erosion Mat Urban Class 1, Type B		SY	470	\$2.00	\$ 940.00
690.0150	Sawing Asphalt		LF	5200	\$1.50	\$ 7,800.00
SPV.0060.01	Sanitary Sewer Manhole, 48-Inch, Precast Concrete w/ Casting		EACH	8	\$3,500.00	\$ 28,000.00
SPV.0090.01	Sanitary Sewer 10-Inch PVC		LF	1450	\$90.00	\$ 130,500.00
SPV.0090.02	Sanitary Sewer Force Main 6"		LF	5425	\$65.00	\$ 352,625.00
SPV.0105.02	Lift Station W/above ground Structure		LS	1	\$300,000.00	\$ 300,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)		SY	3000	\$4.00	\$ 12,000.00
209.0200.S	Backfill Controlled Low Strength		CY	995	\$60.00	\$ 59,700.00
25% Engineering and Contingency						\$254,078.75

Sewer TOTAL	\$1,294,468.75
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PROJECT #1 TOTAL	\$1,857,417.50
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CITY OF BURLINGTON TID #5 (PROJECT #2)
WATER MAIN EXTENSION & BIKE PATH THROUGH EASEMENT
OPINION OF COSTS

LAST UPDATED: 9/17/2014
CHECKED BY: MLG

Water Main Items					
Item Number	Item Description	Item Unit	Quantity	Bid Price	Total Price
205.0200	Excavation Rock	LS	1	\$150,000.00	\$ 150,000.00
SPV.0060.01	Water Valve & Valve Box 12-Inch	EACH	6	\$1,500.00	\$ 9,000.00
SPV.0060.02	Hydrant Assemblies	EACH	10	\$3,200.00	\$ 32,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	10	\$125.00	\$ 1,250.00
SPV.0090.01	C-900 Water Main 12-Inch	LF	3,000	\$70.00	\$ 210,000.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	50	\$70.00	\$ 3,500.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	10000	\$4.00	\$ 40,000.00
25% Engineering Contingency					\$111,437.50

Water Main TOTAL	\$557,187.50
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Bike Path Items					
Item Number	Item Description	Item Unit	Quantity	Unit Price	Total Price
201.0120	Clearing	SY	3000	\$2.50	\$ 7,500.00
201.0220	Grubbing	SY	3000	\$2.50	\$ 7,500.00
205.0100	Excavation Common	CY	2000	\$15.00	\$ 30,000.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	1400	\$18.00	\$ 25,200.00
310.0110	Open Graded 3/8-Inch Chipped Stone	TON	550	\$18.00	\$ 9,900.00
616.0206	Fence Chain Link 6-FT	LF	2400	\$15.00	\$ 36,000.00
602.0500	Salvaged Topsoil	SY	3700	\$4.00	\$ 14,800.00
SPV.0060.01	Landscaping/Trees	EACH	200	\$250.00	\$ 50,000.00
SPV.0105.01	Site Amenities/Signage/Benches/Bike racks, Etc	LS	1	\$10,000.00	\$10,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	10000	\$4.00	\$ 40,000.00
25% Engineering Contingency					\$57,725.00

Bike Path TOTAL	\$288,625.00
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PROJECT #2 TOTAL	\$845,812.50
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CITY OF BURLINGTON TID #5 (PROJECT #3)
 SPRING VALLEY ROAD IMPROVEMENTS
 OPINION OF COSTS

LAST UPDATED: 9/17/2014

CHECKED BY: GLG

Spring Valley Road

Item Number	ITEM DESCRIPTION	Item Unit	Quantity	Unit Price	Total Price
	Road Reconstruction				
203.0100	Removing Small Pipe Culverts	EACH	10	\$250.00	\$ 2,500.00
204.0110	Removing Asphaltic Surface	SY	11400	\$3.00	\$ 34,200.00
205.0100	Excavation Common	CY	2500	\$8.00	\$ 20,000.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).	TON	2980	\$60.00	\$ 178,800.00
305.0110	Base Aggregate Dense 3/4"	TON	1650	\$15.00	\$ 24,750.00
305.0120	Base Aggregate Dense 1-1/4"	TON	4200	\$15.00	\$ 63,000.00
521.0136	Culvert Pipe Corrugated Aluminum 36-Inch	LF	200	\$55.00	\$ 11,000.00
646.0106	Pavement Marking Epoxy - 4-INCH	LF	11,000	\$0.75	\$ 8,250.00
690.0150	Sawing Asphalt	LF	50	\$5.00	\$ 250.00
SPV.0060.01	Water Valve & Valve Box 12-Inch	EACH	5	\$1,500.00	\$ 7,500.00
SPV.0060.02	Hydrant Assemblies	EACH	8	\$3,200.00	\$ 25,600.00
SPV.0060.03	Tracer Wire Access Box	EACH	8	\$125.00	\$ 1,000.00
SPV.0090.01	C-900 Water Main 12-Inch	LF	2,100	\$70.00	\$ 147,000.00
SPV.0090.02	Water Service	LF	480	\$60.00	\$ 28,800.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	80	\$70.00	\$ 5,600.00
SPV.0060.04	Relocating Utility Poles	EACH	17	\$10,000.00	\$ 170,000.00
SPV.0060.05	Sanitary Sewer Manhole, 48-Inch, Precast Concrete w/ Casting	EACH	6	\$3,500.00	\$ 21,000.00
SPV.0090.04	Sanitary Sewer 10-Inch PVC	LF	2100	\$90.00	\$ 189,000.00
SPV.0090.05	Sanitary Lateral 6-Inch Bore	LF	480	\$70.00	\$ 33,600.00
SPV.0105.01	Traffic Control	LS	1	\$10,000.00	\$ 10,000.00
SPV.0105.02	Spring Valley Road and State Street Intersection Improvements	LS	1	\$100,000.00	\$ 100,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	6000	\$4.00	\$ 24,000.00
	35% Engineering & Contingency				\$387,047.50

PROJECT #3 Spring Valley TOTAL	\$1,492,897.50
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CITY OF BURLINGTON TID#5 (PROJECT #4)
Spring Valley Bike Path (3330 LF)
OPINION OF COSTS

LAST UPDATED: 9/17/2014
CHECKED BY: GLG

Item Number	ITEM DESCRIPTION		Item Unit	Quantity	Unit Price	Total Price
	Bike Path Construction Spring Valley Road					
201.0120	Clearing		SY	4000	\$2.50	\$ 10,000.00
201.0220	Grubbing		SY	4000	\$2.50	\$ 10,000.00
205.0100	Excavation Common		CY	2400	\$15.00	\$ 36,000.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).		TON	635	\$60.00	\$ 38,100.00
602.0500	Salvaged Topsoil		SY	4000	\$4.00	\$ 16,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)		SY	4000	\$4.00	\$ 16,000.00
25% Engineering and Contingency						\$37,712.50

TOTAL	PROJECT #4 Bike Path TOTAL	\$188,562.50
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TOTAL ALL PROJECTS	\$4,384,690.00
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SECTION 10: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The City expects to complete the projects in one phase. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method and the time at which that financing is expected to be incurred is included.
- The development anticipated to occur as a result of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development expected to occur, 2) a projection of tax increments to be collected resulting from that development within the District, and 3) a cash flow model demonstrating that the projected tax increment collections and other revenues available to the District will be sufficient to pay all Project Costs.

Available Financing Methods

Implementation of this Plan will require that the City issue debt obligations to provide direct or indirect financing for the Projects to be undertaken. The following is a list of the types of obligations the City may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The City may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the City has a G.O. debt limit of \$40,362,280, of which \$18,982,280 is currently unused and could be made available to finance Project Costs.

Utility Revenue Bonds

The City can issue revenue bonds to be repaid from revenues of the its various systems, including revenues paid by the City that represent service of the system to the City. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the City must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the City utilizes utility revenues other than tax increments to repay a portion of the bonds, the City must reduce the total eligible Project Costs in an equal amount.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area and are expected to be completed in 2015.

It is anticipated developer agreements between the City and property owners will be in place prior to the awarding of construction contracts for major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement, these agreements might include levying of special assessments against benefited properties.

The order in which public improvements are made should be adjusted in accordance with development and execution of developer agreements. The City reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. It should be noted that to be conservative, for the purposes of this Project Plan it has been assumed that taxable debt will be utilized. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.

Implementation and Financing Timeline

City of Burlington, Wisconsin Tax Increment District # 5 Estimated Financing Plan		
	Taxable G.O. Note 1/15/2015	Totals
Projects		
Phase I	4,473,128	4,473,128
Total Project Funds	4,473,128	4,473,128
Estimated Finance Related Expenses		
Financial Advisor	24,700	
Bond Counsel	12,000	
Rating Agency Fee	12,000	
Paying Agent	675	
Underwriter Discount	5.00 22,725	
Debt Service Reserve	0	
Capitalized Interest	0	
Total Financing Required	4,545,228	
Estimated Interest	0.10% (2,237)	
Assumed spend down (months)	6	
Rounding	2,008	
Net Issue Size	4,545,000	4,545,000
Notes:	All eligible and non-eligible TIF project costs are to be financed See Note 2 on Project List	

Development Assumptions

City of Burlington, Wisconsin Tax Increment District # 5 Development Assumptions					
Construction Year		Area A (Note 1)	Annual Total	Construction Year	
1	2015	42,000,000	42,000,000	2015	1
2	2016		0	2016	2
3	2017		0	2017	3
4	2018		0	2018	4
5	2019		0	2019	5
6	2020		0	2020	6
Totals		<u>42,000,000</u>	<u>42,000,000</u>		

Notes:
 Note 1 Based on representations by Aurora Healthcare Inc.

Increment Revenue Projections

City of Burlington, Wisconsin

Tax Increment District # 5

Tax Increment Projection Worksheet

Type of District Creation Date Valuation Date Max Life (Years) Expenditure Periods/Termination Revenue Periods/Final Year Extension Eligibility/Years Recipient District	Mixed Use November 4, 2014 Jan 1, 2015 7 2 6 No No	Base Value Appreciation Factor Base Tax Rate Rate Adjustment Factor Tax Exempt Discount Rate Taxable Discount Rate	121,197 1.00% \$25.30 0.00% 1.50% 3.00%
<input type="checkbox"/> Apply to Base Value			

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1	2015	42,000,000	2016	1,212	42,001,212	2017	\$25.30	1,046,913	1,031,666
2	2016	0	2017	421,224	42,422,436	2018	\$25.30	2,088,698	2,043,329
3	2017	0	2018	425,436	42,847,872	2019	\$25.30	3,125,380	3,035,376
4	2018	0	2019	429,691	43,277,563	2020	\$25.30	4,156,985	4,008,187
5	2019	0	2020	433,988	43,711,551	2021	\$25.30	5,183,536	4,962,135
6	2020	0	2021	438,327	44,149,878	2022	\$25.30	6,205,058	5,897,585
Totals		42,000,000		3,263,416					6,537,697

Notes:
 Actual results will vary depending on development, inflation of overall tax rates.
 NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

Cash Flow

City of Burlington, Wisconsin Tax Increment District # 5 Cash Flow Projection														
Year	Projected Cash Inflows				Projected Cash Outflows					Balances				
	Tax Increments	Interest Earnings/ (Cost)	Other Revenue (Note 1)	Total Revenues	Taxable G.O. Note 4,545,000	Dated Date: Principal 6/1	Est. Rate 01/15/15	Interest	Admin.	Total Expenditures	Annual	Cumulative	Principal Outstanding	Year
2015			230,000	230,000				82,867		82,867	147,133	147,133	4,545,000	2015
2016		147		147			94,405	1,500	1,500	95,905	(95,758)	51,376	4,545,000	2016
2017	1,062,616	51		1,062,668		725,000	1.20%	90,055	1,500	816,555	246,113	297,488	3,820,000	2017
2018	1,073,273	297		1,073,571		735,000	1.60%	79,825	1,500	816,325	257,246	554,734	3,085,000	2018
2019	1,084,036	555		1,084,591		745,000	2.00%	66,495	1,500	812,995	271,596	826,330	2,340,000	2019
2020	1,094,907	826		1,095,734		755,000	2.25%	50,551	1,500	807,051	288,683	1,115,012	1,585,000	2020
2021	1,105,887	1,115		1,107,002		765,000	2.55%	32,304	1,500	798,804	308,198	1,423,211	820,000	2021
2022	1,116,977	1,423		1,118,400		820,000	2.75%	11,275	2,500	833,775	284,625	1,707,836	0	2022
Total	6,537,697	4,415	230,000	6,772,112	4,545,000		507,777	11,500	11,500	5,064,277				Total

Notes: Note 1 Reimbursement for non-TIF-eligible project costs

Protected TID Closure

SECTION 11: Annexed Property

Properties proposed for inclusion within the District were annexed by the City on or after January 1, 2004. To satisfy the requirements of Wisconsin Statutes Section 66.1105(4)(gm)1, the City pledges to pay to the Town of Lyons for each of the next five years an amount equal to the property taxes levied on the annexed properties by the Town at the time of annexation.

SECTION 12: Estimate of Property to be Devoted to Retail Business

Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the City estimates that 0% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 13: Proposed Zoning Ordinance Changes

The City anticipates that a substantial portion of the District will be rezoned for business use prior to development, using the planned unit development process.

SECTION 14: Proposed Changes in Master Plan, Map, Building Codes and City of Burlington Ordinances

It is expected that this Plan will be complementary to the City's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other City ordinances for the implementation of this Plan.

SECTION 15: Relocation

It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable Wisconsin Statutes Section chapter 32.

SECTION 16: Orderly Development and/or Redevelopment of the City of Burlington

The District contributes to the orderly development of the City by providing the opportunity for continued growth in tax base, job opportunities and general economic activity.

SECTION 17: List of Estimated Non-Project Costs

Non-Project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

Examples in the case of the proposed TID include:

Oversizing of utility public improvements made that also benefits property more than one-half mile outside the District. That portion of the total project costs allocable to those properties outside of the District would be a non-project cost.

Certain public improvements made outside the City, such as street improvements, that therefore do not qualify under the provisions of Wisconsin Statutes 66.1105(2)(f)1.n (the one-half mile rule). That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

A detailed analysis of non-project costs will be conducted after construction bids are received, but at this point an allowance of approximately 5% has been made for these costs.

SECTION 18:
**Special Provisions Providing for a Standing Joint Review
Board and Detailed Annual Reporting of Project Costs**

Pursuant to Wisconsin Statutes Section 66.1105(3)(g) the Joint Review Board for the District is created as a standing body that shall remain in existence for the entire life of the District.

In the preparation and distribution of Annual Reports, as required by Wisconsin Statutes Section 66.1105(6m)(c), the City shall provide detail for each project expenditure item shown on page 12 of this Project Plan.

SECTION 19:
Opinion of Attorney for the City of Burlington Advising
Whether the Plan is Complete and Complies with
Wisconsin Statutes 66.1105

Hankel, Bjelajac & Kallenbach, LLC
Attorneys at Law

Robert E. Hankel, S.C.
Atty. John M. Bjelajac, LLC
Terrance L. Kallenbach, S.C.

Judith M. Hartig-Osanka
(1938-2011)

601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038
Telephone: (262) 633-9800
FAX: (262) 633-1209

November 10, 2014

Mayor Robert Miller
City of Burlington
300 North Pine Street
Burlington, Wisconsin 53105

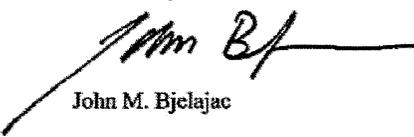
RE: City of Burlington, Wisconsin Tax Incremental District No. 5

Dear Mayor:

As City Attorney for the City of Burlington, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Very truly yours,

HANKEL, BJELAJAC & KALLENBACH


John M. Bjelajac

JMB/bj

Exhibit A:
**Calculation of the Share of Projected Tax Increments
 Estimated to be Paid by the Owners of Property in the
 Overlying Taxing Jurisdictions**

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.						
					Percentage	
	Walworth County		0.004718367		18.65%	
	City of Burlington		0.008700045		34.39%	
	School District of Burlington Area		0.011136539		44.02%	
	Gateway Technical College		0.000744705		2.94%	
	Total		0.025299656			
Revenue Year	Walworth County	City of Burlington	School District of Burlington Area	Gateway Technical College	Total	Revenue Year
2017	198,177	365,412	467,748	31,279	1,062,616	2017
2018	200,165	369,077	472,439	31,592	1,073,273	2018
2019	202,172	372,778	477,177	31,909	1,084,036	2019
2020	204,199	376,517	481,962	32,229	1,094,907	2020
2021	206,247	380,292	486,795	32,552	1,105,887	2021
2022	208,315	384,106	491,677	32,879	1,116,977	2022
	<u>1,219,276</u>	<u>2,248,183</u>	<u>2,877,799</u>	<u>192,440</u>	<u>6,537,697</u>	

Notes:
 The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.



Finance Department

300 N. Pine Street, Burlington, WI 53105
(262) 342-1170 – (262) 342-1178 fax
www.burlington-wi.gov

Committee of the Whole Item Number: 5	Date: December 2, 2014
Submitted By: Steve DeQuaker, City Treasurer	Subject: Resolution 4707(41) to consider adopting the 2015 Annual Budget.

Details:

The attached resolution is to consider the adoption of the 2015 annual City Budget. The Council conducted workshops in October with the Department Heads to project City revenues and discuss expenditures for the next year.

The city began a full value reassessment in 2014. 25% of the city was covered. Each successive year in 2015, 2016 and 2017 and additional 25% of the city will be covered until the City is fully reassessed. Overall in 2014 City assessed property values decreased. The average residential home value was reduced from \$172,400 in 2013 to \$172,300 in 2014 due to the full value reassessment, or a .06% reduction.

The State of Wisconsin changed the reporting deadline for Manufacturing values to the beginning of November. The MIL rate for the City portion of the tax bill, before state credits is projected to be \$8.812 which is 16 cents per 1,000 higher than the 2013 MIL rate of \$8.645. This is equivalent to an increase of \$28.00 per average household in the City. This assumes no change in the current budgeted levy of \$5,546,109 for the general fund and \$200,000 for debt service for a total levy of \$5,746,109. The City portion of TID 3 and ER TID contribution is an additional \$1,523,652.

Overall combined Tax MIL rate is yet to be determined based on State credits, and further reduced by Lottery and First Dollar credits. Tax bills are expected to be in the mail by mid-December.

Options & Alternatives:

At this time the Common Council could choose to increase or decrease the tax levy amount, thus impacting the City portion of the tax rate. Adoption of the budget begins the process of creation of Tax bills and procedures to increase utility rates as discussed during the budget workshops. Delaying the adoption will delay the mailing of tax bills to the residents.

Financial Remarks:

The ending fund balance is projected to be \$2,028,083. This is 28.1% of General Fund expenditures for 2015. The tax levy as shown in the budget is a .262% increase over the 2013 levy, which equates to an additional \$14,493 in General Fund dollars. The 2014 Levy, compared to the 2013 levy, is adjusted by net new construction (.262%), per Department of Revenue Levy Limit guidelines. Additionally in 2015, the City is levying for debt in the amount of \$200,000. Overall expenditures in the general fund and utilities are lower in 2015 by about 4% compared to 2014.

Executive Action:

This item was discussed at the November 18, 2014 (public hearing) and the December 2, 2014 Committee of the Whole meeting and is placed on the Common Council agenda the same night for consideration.

**A RESOLUTION ADOPTING THE 2015 BUDGET AND LEVY
TO OPERATE BUDGET FOR THE CITY OF BURLINGTON**

WHEREAS, the draft 2015 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the draft 2015 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law, at the Burlington Public Library and online at the City of Burlington Website; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW, THEREFORE, BE IT RESOLVED that the 2014 City of Burlington Budget in the following amounts is hereby approved:

	Fund Balance	Total	Total	Fund Balance
	1/1/2015	Revenues	Expenditures	12/31/2015
Governmental:				
General Fund	\$ 1,603,949	\$ 7,630,258	\$ 7,206,124	\$ 2,028,083
Library	\$ 83,005	\$ 690,750	\$ 760,426	\$ 13,329
Block Grant	\$ 844	\$ 48,000	\$ 48,800	\$ 44
TIF 3 RLF Loan	\$ 110,402	\$ 3,760	\$ -	\$ 114,162
Wehmoff	\$ 2,496	\$ 130	\$ -	\$ 2,626
Park Development	\$ 20,394	\$ 79,110	\$ 61,000	\$ 38,504
Library Trust	\$ 94,116	\$ 9,145	\$ 14,850	\$ 88,411
DeRozier	\$ 50,049	\$ 300	\$ -	\$ 50,349
Debt Service	\$ -	\$ 534,203	\$ 534,203	\$ -
TIF District 3	\$ 3,803,114	\$ 4,214,000	\$ 4,750,914	\$ 3,266,201
TIF District 5	\$ -	\$ 4,605,122	\$ 3,202,460	\$ 1,402,662
ER TIF District 1	\$ (1,881,337)	\$ 1,363,100	\$ 147,321	\$ (665,558)
Capital Projects - Infr.	\$ (991,309)	\$ 2,300	\$ -	\$ (989,009)
Storm Water	\$ 13,290	\$ 3	\$ -	\$ 13,293
Façade Grants	\$ (15,565)	\$ 20,014	\$ 12,000	\$ (7,551)
Downtown Redev	\$ (30)	\$ 30	\$ -	\$ 0
Equipment Replacement	\$ 1,109,202	\$ 253,000	\$ 385,950	\$ 976,252
Enterprise:				
	Net Position	Total	Total	Net Position
	1/1/2015	Revenues	Expenditures	12/31/2015
Wastewater	\$ 14,933,020	\$ 3,087,850	\$ 3,149,808	\$ 14,871,062
Water	\$ 13,593,031	\$ 2,226,800	\$ 2,110,308	\$ 13,709,523
Airport	\$ 1,611,625	\$ 945,854	\$ 1,021,980	\$ 1,535,499
Internal Service:				
	Fund Balance	Total	Total	Fund Balance
	1/1/2015	Revenues	Expenditures	12/31/2015
Self Insurance	\$ 111,186	\$ 1,246,758	\$ 1,219,831	\$ 138,113
Government Wide	\$ 34,335,494	\$ 26,960,488	\$ 24,625,975	\$ 36,670,006

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the City Treasurer to levy tax for the General Fund in the amount of \$5,740,759 for Racine County property in the City of Burlington; to levy tax for the General Fund in the amount of \$5,350 for Walworth County property in the City of Burlington; to levy TIF District taxes as prescribed by statute in the amount of \$4,184,243.88 plus or minus rounding; and to collect these taxes to meet and operate, pursuant to said budget, the fiscal and calendar year 2015.

Introduced: December 2, 2014

Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



CITY OF BURLINGTON

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

Committee of the Whole Item Number: 8	Date: December 2, 2014
Submitted By: Mayor Robert Miller	Subject: Resolution 4708(42) to consider approving a contract with GovHR USA to provide professional recruitment services for the position of City Administrator

Details:

With the recent announcement of the departure of the City Administrator the Common Council met and agreed that it would be appropriate and necessary to contract a recruitment company to facilitate seeking a new City Administrator. It is recommended that GovHR USA, formerly Voorhees Associates, LLC, be contracted with the city as they have the best qualifications and screening process, comparable rates and are familiar with the city operations on a first hand basis. GovHR USA employs several associates which recruited the City Administrator, the Chief of Police, Public Works Director and most recently Fire Chief. Knowing how the city operates and the needs of the organization as a whole on a personal level will provide a great benefit to this search.

Financial Remarks:

The total cost of this contract is in the amount of \$12,000 plus expenses up to \$7,000 with an optional Assessment Center fee of \$4,500 for the not-to-exceed amount of \$23,500.

Executive Action:

This item is for discussion at the December 2, 2014 Committee of the Whole meeting and due to the timeliness is placed on the Common Council agenda the same night for consideration.

**A RESOLUTION APPROVING A CONTRACT WITH GovHR USA TO
PROVIDE PROFESSIONAL RECRUITMENT SERVICES FOR THE POSITION
OF CITY ADMINISTRATOR**

WHEREAS, the City of Burlington requires professional assistance in the successful recruitment, screening, interviewing and selection of candidates from which the Common Council may appoint a City Administrator, and;

WHEREAS, the GovHR USA has conducted executive recruitments throughout the United States and have successfully completed more local government recruitments in the Midwest than any other firm; and,

WHEREAS, the GovHR USA's executive search process is highly professional and personalized; and,

WHEREAS, the GovHR USA will be in a position to recommend candidates to the Common Council for personal interview consideration within ninety (90) days following approval of the Recruitment Profile.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington, Racine County, State of Wisconsin, approves the proposal from the GovHR USA, dated November 24, 2014, attached hereto as Exhibit A, for the amount of \$12,000 plus expenses up to \$7,000 with an optional Assessment Center fee of \$4,500 for the not-to-exceed amount of \$23,500.

BE IT FURTHER RESOLVED that the Council authorizes the Mayor to approve reasonable expenses associated with the recruitment process including, but not limited to reimbursable consultant fees, candidate travel, accommodations and meal reimbursements.

Introduced: December 2, 2014
Adopted:

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk



November 24, 2014

The Honorable Robert Miller, Mayor
City of Burlington
300 N. Pine Street
Burlington, WI 53105

Dear Mayor Miller:

Thank you for the opportunity to provide you with a proposal for the City of Burlington's City Administrator recruitment and selection process. Effective January 1, 2014, Voorhees Associates and GovTempsUSA have combined under one company, GovHR USA. GovHR USA is co-owned by Heidi Voorhees and Joellen Earl. All of the consultants and services remain the same. We are simply combining resources to more effectively serve our clients. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. GovHR USA has been certified as an FBE (Female Business Enterprise) in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. Our headquarters offices are in Northbrook, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 210 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Florida, Illinois, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Experience

GovHR USA has completed 196 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 450 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

650 Dundee Road, Suite 270, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

References

The following references can speak to the quality of service provided by GovHR USA:

Village Administrator recruitment

Village of Wauconda, Illinois
Frank Bart, Mayor
101 N. Main
Wauconda, IL 60084
847-526-9600

City Administrator Recruitment

City of Plymouth, Wisconsin
Mayor Don Pohlman
128 Smith Street
Plymouth, WI 53073
(920) 893-1271

Village Administrator recruitment

Village of Lake Villa, Illinois
Frank Loffredo, Mayor
65 Cedar Avenue
Lake Villa, IL 60046
847-356-6100
floffredo@lake-villa.org

Consultant Assigned

GovHR USA Vice Presidents Mark Morien and Sharon Morien will be responsible for your recruitment and selection process.

Mark J. Morien ***Vice President***

Mr. Morien, Vice-President, joined GovHR USA in 2009, following a three year engagement with The PAR Group, where he specialized in Executive Recruitment, Pay and Classification Studies and Strategic Planning. Mr. Morien has 25 years of experience in local government administration, including service with the municipalities of Northfield, Downers Grove, Glencoe and Glenview, Illinois. From 1991 to 2006, Mr. Morien served as Village Manager for Northfield, Illinois, a residential suburb located along Chicago's north shore. Northfield is noted for its high level of municipal service to residents, as well as to its business community. During Mr. Morien's tenure at Northfield, he conducted Strategic Planning Sessions, led the creation of job descriptions, fostered the development of a personnel manual, and established a pay and classification system for the organization. Prior to Northfield, Mr. Morien served as Deputy Village Manager for four years in Downers Grove, Illinois, a fast developing/growing community in DuPage County. As Deputy Village Manager, he was in charge of day-to-day operations for the organization.

Mr. Morien holds a Master's Degree in Public Administration from Northern Illinois University and a Master's Degree in Political Science from Marquette University. Mr. Morien earned his undergraduate degree in Political Science from Oshkosh, Wisconsin. In addition, he attended the Kennedy School for Government at Harvard University and the Senior Executive Institute at the University of Virginia. Mr. Morien has served on various State boards and committees in Illinois, as well as on committees for the International City/County Management Association - including being a national conference speaker. In

2002, Mr. Morien was recognized as IAMMA Supervisor of the Year in Illinois. In 2004, he was named Village Manager of the Year by Northern Illinois University. Mr. Morien took a leave of absence from The PAR Group in mid 2007 to early 2008 to serve as the Interim City Administrator in Burlington, Wisconsin. Located in Racine County, Burlington is a growing full-service community of 10,000.

Sharon Morien
Vice President

Sharon Morien is a Vice President with GovHR USA. Ms. Morien participates in both executive search and general management consulting assignments.

Ms. Morien received her Master's Degree Certificate in Human Resource Management from Illinois Benedictine College in Lisle, Illinois. She also acquired a Bachelor's Degree in Social Work from the University of Wisconsin, Milwaukee and an Associates Arts Degree from the University of Wisconsin, Oshkosh.

As a former Personnel Technician/Assistant at Family Hospital in Milwaukee, Wisconsin and with the Village of Skokie, Illinois, along with her experience in executive recruitment and management consulting, Ms. Morien has almost 15 years of experience in the combined areas of human resource management, local government, and public management consulting.

Ms. Morien's work with has included specialty interviewing, job analysis and position classification, development of compensation plans, performance evaluation studies, assessment centers, strategic management planning sessions and as the lead for executive recruitment assignments. Ms. Morien has been involved in all aspects of over 100 recruitments, including those for municipal and county Managers/Administrators, Department Directors such as Chief of Police, Fire Chief, Public Works Director, Finance Director, etc., and Executive Directors for non-profit associations. Her involvement in general management consulting assignments have included pay and classification studies in Dunn County, Wisconsin, The Community Counseling Center in Alton, Illinois, and the Cities of Ferguson, Missouri and Mentor, Ohio, as well as numerous studies for communities within the state of Illinois (Aurora, Wood Dale, Crystal Lake, Montgomery, Fox River Grove, Batavia, and Huntley).

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with the Mayor and Members of the Common Council, and the City's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the City.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the City has for its next City Administrator, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the City Administrator by conducting a salary survey of comparable cities, if so desired.

- Development of a **Job Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the City with placement recommendations, if so desired.
- The development of a database of potential candidates unique to the position and to the City of Burlington, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the position. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.

- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Burlington's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of City of Burlington facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a “score sheet.”

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment action by the Common Council, including professional background information on the successful candidate.
- GovHR USA will provide no-fee telephone follow-up and counsel to the Common Council and appointed City Administrator for six months following conclusion of the recruitment.

Optional Assessment Center

If desired, GovHR USA will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of Burlington’s next City Administrator.

GovHR USA consultants will prepare all the related documents and scoring sheets for a Prewritten Exercise (done prior to the Assessment Center and evaluated by the Assessors) and a choice of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Oral Presentation Exercise
- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise

Optional 360° Evaluation

As a service to the City of Burlington, we offer the option to provide you with a proposal for a 360° performance evaluation for the new appointed City Administrator at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Burlington officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Council of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Council selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,000
Recruitment Expenses: (not to exceed)	5,500
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Advertising costs	1,500*
Total Fees:	\$19,000**

*Advertising costs over \$1,500 will be placed only with client approval. If less than \$1,500, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.

Optional Assessment Center Fee:	\$4,500*
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*This fee includes all the preparation and cost of the Assessment Center materials, the fees and expenses for the consultants to attend as facilitators. We will also assist the City in selecting three (3) professionals from outside the organization, who will act as observers in assessing each candidate's strengths and weaknesses. Fees for three assessors at \$300 each are included in this cost proposal. The cost includes a written report outlining the findings of the Assessment Center as reported by the Assessors. This Assessment Center fee is predicated upon the Assessment Center activities being conducted in conjunction with the consultants' visit to Burlington for the interview process.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Common Council not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Burlington beyond the planned three visits.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate, at the request of the City of Burlington or the employee's own determination, leave the employ of the City of Burlington within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Why Choose GovHR USA?

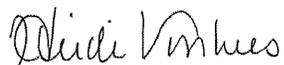
The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

ACCEPTED BY THE CITY OF BURLINGTON, WISCONSIN

BY: _____

TITLE: _____

DATE: _____