



AGENDA
COMMON COUNCIL

Tuesday, July 7, 2015

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

Mayor Robert Miller
Edward Johnson, Alderman, 1st District
John Ekes, Alderman, 1st District
Ruth Dawidziak, Alderman, 2nd District
Bob Grandi, Alderman, 2nd District
Tom Vos, Council President, Alderman, 3rd District
Jon Schultz, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative and Rescue Squad Representative
5. Approval of the Common Council minutes for June 16, 2015 and June 23, 2015 (*T. Vos*)
6. Letters and Communications: None
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-7 (*J. Schultz*)
9. Payment of Vouchers (*T. Preusker*)
10. Licenses and Permits (*T. Bauman*)
11. Appointments and Nominations: None
12. Public Hearings: None

13. **RESOLUTIONS:**

- A. Resolution 4730(4) to adopt the 2015-2020 Comprehensive Outdoor Recreation Plan (CORP). This item was discussed at the June 16, 2015 Committee of the Whole meeting. *(E. Johnson)*
- B. Resolution 4733(7) to approve local funds as a match to the Department of Natural Resources (DNR) Urban Nonpoint Source and Storm Water Management Grant for the development of a Storm Water Management Plan. This item was discussed at the June 16, 2015 Committee of the Whole meeting. *(J. Ekes)*
- C. Resolution 4738(12) to approve a contract with GovHR to provide professional recruitment services for the position of Public Works Director. This item was discussed at the June 16, 2015 Committee of the Whole meeting. *(R. Dawidziak)*

14. **ORDINANCES:** None

15. **MOTIONS:**

- A. Motion 15-807 to approve a Certificate of Appropriateness in the HPC Overlay District for 516-518 Mill Street. This item was discussed at tonight's Committee of the Whole meeting. *(B. Grandi)*
- B. Motion 15-808 to approve a Certificate of Appropriateness and Sign Permit in the HPC Overlay District for 588 North Pine Street. This item was discussed at tonight's Committee of the Whole meeting. *(T. Vos)*
- C. Motion 15-809 to approve a Certificate of Appropriateness and Sign Permit in the HPC Overlay District for 332 North Pine Street. This item was discussed at tonight's Committee of the Whole meeting. *(J. Schultz)*
- D. Motion 15-810 to approve a Certificate of Appropriateness and Sign Permit in the HPC Overlay District for 120 E. Chestnut Street. This item was discussed at tonight's Committee of the Whole meeting. *(T. Preusker)*

16. **ADJOURNMENT** *(T. Bauman)*

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: July 7, 2015
Submitted By: Diahnn Halbach, City Clerk	Subject: Meeting Minutes

Details:

Staff recommends approval of the attached Minutes from the June 16, 2015 Common Council meeting.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these Minutes at the July 7, 2015 Common Council meeting.



CITY OF BURLINGTON
Council Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, June 16, 2015

1. Call To Order – Roll Call

Mayor Robert Miller called the meeting to order at 7:59 p.m. starting with roll call. Aldermen present: John Ekes, Ed Johnson, Bob Grandi, Tom Vos, Tom Preusker, and Todd Bauman. Excused: Jon Schultz and Ruth Dawidziak

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Lt. Mark Anderson, Public Works Director Craig Workman, Treasurer Steve DeQuaker, Library Director Gayle Falk, Building Inspector Gregory Guidry and Tom Foht of Kapur Engineering.

2. Pledge of Allegiance

3. Citizen Comments

There were no comments.

4. Chamber of Commerce Representative and Rescue Squad Representative

There were no reports.

5. Approval of the June 2, 2015 Common Council Minutes

A motion was made by Johnson with a second by Grandi to approve the Council Minutes from June 2, 2015.

With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

A motion was made by Vos with a second by Preusker to approve Letters and Communications.

With all in favor, the motion to approve the minutes was carried.

7. Reports by Aldermanic Representatives and Department Heads

Grandi presented a letter submitted by Pat and Patricia Hoffman regarding the retirement of Burlington's Police Canine, Natz. City Administrator, Carina Walters, stated that Natz will be formerly recognized for his years of service in a future meeting.

Ekes said that he has started to notice people putting out their garbage way too soon and inquired as to what the Ordinance states for setting garbage out to the curb. Mayor Miller responded that the ordinance states that no containers shall be placed at curbside prior to 12 hours of collection day, and containers shall be removed within 12 hours after collection. Mayor further suggested posting a reminder regarding garbage collection to the City website and local newspaper.

Craig Workman reminded everyone about the 2nd Annual DPW Rodeo scheduled for Friday, June 19th from 10 a.m. to 2 p.m.

8. Reports 1-3

A motion was made by Preusker with a second by Vos approve Reports 1-3. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Bauman with a second by Grandi to approve vouchers, pre-paids and reimbursements in the amount of \$345,714.35.

Roll Call Aye: Ekes, Johnson, Grandi, Vos, Preusker, and Bauman. Nay: None. Motion carried 6-0.

10. Licenses and Permits

Johnson made a motion with a second by Ekes to approve all licenses and permits. With all in favor the motion carried.

11. Appointments and Nominations

There were no Appointments and Nominations.

12. Public Hearings

There was none.

13. Resolutions

- A. Resolution 4729(3)** to approve an amendment to the Verizon Wireless Agreement for equipment placement at 341 Origen Street.

A motion was made by Ekes with a second by Vos to approve Resolution 4729(3).

With all in favor, the motion carried.

- B. Resolution 4731(5)** to purchase a voice logging system for the Police Department from Word Systems, Inc. in the amount of \$27,714.

A motion was made by Vos with a second by Johnson to approve Resolution 4731(5).

Roll Call Aye: Ekes, Johnson, Grandi, Vos, Preusker, and Bauman. Nay: None

Motion carried 6-0.

- C. Resolution 4732(6)** to approve an award of bid for the Burlington TID Five Utility and Street Improvements, Phase Two Project to Townsend Construction, Inc., in the amount of \$2,240,245.

A motion was made by Vos with a second by Grandi to approve Resolution 4732(6).

Roll Call Aye: Ekes, Johnson, Grandi, Vos, Preusker, and Bauman. Nay: None

Motion carried 6-0.

14. Ordinances

There were none.

15. Motions

- A. Motion 15-804** to approve the annual insurance renewal with Zarek Insurance.

A motion was made by Preusker with a second by Vos to approve Motion 15-804.

Roll Call Aye: Ekes, Johnson, Grandi, Vos, Preusker, and Bauman. Nay: None.

Motion carried 6-0.

B. Motion 15-806 to create the position of Lab Manager within the Department of Public Works.

A motion was made by Bauman with a second by Vos to approve Motion 15-806.

With all in favor, the motion carried.

16. Adjourn into Closed Session

A. Wis. Stats 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.

- To discuss the Police Chief Agreement.

A motion was made by Johnson with a second from Bauman to adjourn into closed session at 8:10 p.m. Roll Call Aye: Ekes, Johnson, Grandi, Vos, Preusker and Bauman. Nay: None. Motion carried 6-0.

17. Reconvene into Open Session

A motion was made by Johnson with a second by Ekes to reconvene into open session at 9:36 p.m. With all in favor the motion carried.

18. Adjourn

A motion was made by Ekes with a second by Grandi to adjourn the meeting. With all in favor, the meeting adjourned at 9:37 p.m.

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach

City Clerk

City of Burlington

Racine and Walworth Counties



CITY OF BURLINGTON
Council Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, June 23, 2015

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: John Ekes, Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Preusker, and Todd Bauman. Excused: Jon Schultz. Absent: Tom Vos

Also present: City Administrator Carina Walters and City Attorney John Bjelajac

2. Discussion regarding the Director of Public Works hiring process

Mayor Miller stated that July 17, 2015 would be Craig Workman's official last day as Director of DPW with the City of Burlington and a decision needed to be made whether or not the City should promote from within or hire a firm to conduct a nationwide search.

Dawidziak wanted to know if there were any internally qualified employees. Attorney Bjelajac stated that any conversation regarding personnel should be discussed in closed session according to Wisconsin State Statutes.

Ekes suggested the City start with internal applicants and determine who might be qualified; then go external if need be.

Mayor Miller suggested doing a nationwide search but allow internal applicants to apply as well.

Ekes asked about the costs involved to conduct a nationwide search. Mayor responded that the approximate cost could be \$27,000 or more; however, that cost could be reduced if the City chose to do a portion of the process itself.

Council unanimously agreed that time is of the essence and that it would be the best decision to move forward with hiring a firm to conduct a nationwide search while also allowing internal applicants to apply.

Mayor suggested to allow staff to determine the scope of the process in hiring a firm and keep the costs as low as possible.

3. Adjourn into Closed Session

A. *Wis. Stats 19.85(1)(c)*, considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.

- To discuss the Police Chief Agreement.

A motion was made by Ekes with a second from Dawidziak to adjourn into closed session at 6:55 p.m.

Roll Call Aye: Ekes, Johnson, Grandi, Dawidziak, Preusker and Bauman. Nay: None. Motion carried 6-0.

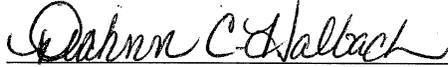
4. **Reconvene into Open Session**

A motion was made by Dawidziak with a second by Bauman to reconvene into open session at 7:24 p.m. With all in favor the motion carried.

5. **Adjourn**

A motion was made by Bauman with a second by Dawidziak to adjourn the meeting. With all in favor, the meeting adjourned at 7:25 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
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Common Council Agenda Item Number: 8	Date: July 7, 2015
Submitted By: City Staff	Subject: Reports 1-7

Details:

Attached please find the following reports:

- Report 1 – Police and Fire Commission minutes, May 5, 2015
- Report 2 – Police and Fire Commission minutes, May 13, 2015
- Report 3 – Library Board minutes, May 14, 2015
- Report 4 – Burlington Housing Authority minutes, May 19, 2015
- Report 5 – Park Board minutes, May 28, 2015
- Report 6 – Historic Preservation Commission minutes, May 28, 2015
- Report 7 – Committee of the Whole minutes, June 16, 2015

Options & Alternatives:

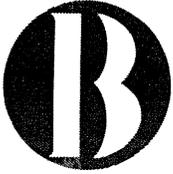
N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council accept these Reports at the July 7, 2015 Common Council meeting.



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES

City of Burlington Police and Fire Commission
Burlington Fire Station
165 West Washington Street, Burlington, Wisconsin
May 5, 2015

Call to Order:

President Hotvedt called the meeting to order at 5:03 p.m.

Roll Call:

The following Commissioners were in attendance: John Hotvedt, Jeff Erickson, Joseph Busch, Peter Hintz, and William Smitz. Chief Howard, Chief Nimmer, Mayor Miller and City Administrator Carina Walters were also in attendance. Attorney Kyle Gulya was also in attendance, at the invitation of the Commission.

Public Comments:

None

Minutes of Previous Meeting:

Motion by Commissioner Busch to approve the minutes of the February 3, 2015 meeting; motion seconded by Commissioner Erickson; motion carried unanimously.

Police Chief's Report and Police Department Business:

None

Fire Chief's Report and Fire Department Business:

None

Police and Fire Commission Business

A. Motion by Commissioner Erickson to adjourn into closed session per Wis. Stats 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; motion seconded by Commissioner Busch; motion carried unanimously at 5:06 p.m. The purpose of the closed session was to discuss pending vacancy of Chief of Police position and procedure for filling the vacancy.

B. Motion by Commissioner Busch to reconvene in Open Session; motion seconded by Commissioner Erickson; motion carried unanimously at 6:15 p.m.

- Discussion and action with regard to the amendment, modification, or waiver of Police and Fire Commission rules and regulations associated with the hiring of the position of Chief of Police were tabled until May 13th meeting.
- Discussion and action on establishing the process for filling the pending vacancy of the position of Chief of Police was tabled until the May 13th meeting.

Adjourn:

Motion by Commissioner Erickson to adjourn; motion seconded by Commissioner Hotvedt; motion carried unanimously at 6:20 p.m.

Respectfully submitted,
Commissioner Smitz, Secretary



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES

City of Burlington Police and Fire Commission
Burlington Fire Station
165 West Washington Street, Burlington, Wisconsin
May 13, 2015

Call to Order:

President Hotvedt called the meeting to order at 4:36 p.m.

Roll Call:

The following Commissioners were in attendance: John Hotvedt, Jeff Erickson, Joseph Busch, Peter Hintz, and William Smitz. Mayor Bob Miller and City Administrator Carina Walters were also in attendance.

Public Comments:

None

Police and Fire Commission Business

A. Motion by Commissioner Erickson to adjourn into closed session per Wis. Stats 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically the pending vacancy of Chief of Police position and procedure for filling the vacancy; motion seconded by Commissioner Smitz; motion carried unanimously at 4:38 p.m.

B. Motion by Commissioner Busch to reconvene in Open Session; motion seconded by Commissioner Erickson; motion carried unanimously at 4:45 p.m.

- The Commission discussed, pursuant to Section 5.02 of Commission rules, the professional, managerial and leadership qualities deemed appropriate for the open position. Those qualities are as described on the Memorandum on file with the Commission titled "Chief of Police Hiring Process" as prepared by Chief Nimmer and Administrator Walters.
- A Motion was made by Commissioner Erickson, pursuant to Section 5.03 of Commission Rules, not to engage the services of an executive search firm or other specialists to aid in the selection process to fill the vacant Chief of Police position; motion was seconded by Commissioner Busch; motion carried unanimously.
- A Motion was made by Commissioner Erickson to open the search for the Chief of Police position, initially to candidates within the Burlington Police Department; motion was seconded by Commissioner Busch; motion carried unanimously.
- A Motion was made by Commissioner Busch, pursuant to Section 2.08 of Commission Rules to waive the requirements of the hiring process set forth under Sections 5.04(b), preparing recruiting materials, and Section 5.04(h), administrative assessment and/or assessment center, respectively, from the Police and Fire Commission rules and regulations associated with the hiring of the position of Chief of Police; motion second by Commissioner Erickson; a roll call vote was taken. Commissioner Hotvedt,

Commissioner Smitz, Commissioner Busch, Commissioner Erickson, and Commissioner Hintz all voted in favor and the motion carried unanimously.

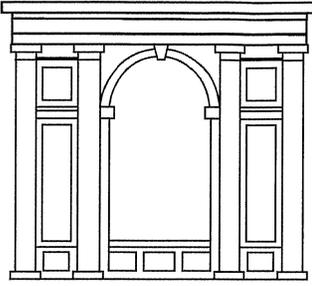
- A memorandum titled "Chief of Police Hiring Process" as prepared by Chief Nimmer and Administrator Walters was presented to and discussed by the Commission. A motion was made by Commissioner Busch and seconded by Commissioner Erickson to approve the Hiring process as described in said memorandum, with the tasks described to be undertaken by the Commission and City Administrator as appropriate; the motion carried unanimously.

Adjourn:

Motion by Commissioner Erickson to adjourn; motion seconded by Commissioner Hintz; motion carried unanimously at 5:26 p.m.

Respectfully submitted,

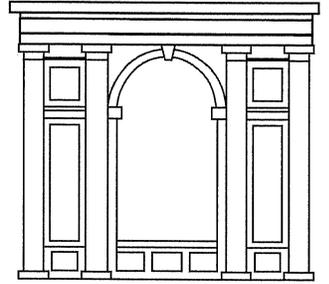
Commissioner Smitz, Secretary
Commissioner Smitz, Secretary



Burlington Public Library

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

www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, May 19, 2015 in the Burlington Public Library Meeting Room. Present were Penny Torhorst, Scott Johnson, Peter Smet, Pat Hoffman, and Pat Hurley. Also present were Gayle Falk, and Linda Berndt. Excused were Ed Johnson and Mike Kelly.

Torhorst called the meeting to order at 4:00.

Election of Officers and Committee Appointments: Johnson moved and Hoffman seconded the motion to accept the slate of officers as presented with Penny Torhorst as President, Scott Johnson as Vice President and Pat Hoffman as Secretary. Motion passed. Torhorst then made the following committee appointments:

Building & Grounds - Chair: Hurley, S. Johnson
Personnel - Chair: Hoffman, Torhorst, Smet
Finance - Chair: Kelly, Smet

Minutes of the April 28th meeting were approved. Johnson moved approval, Hurley seconded. Motion passed.

The May 2015 General Fund Bills, Prepaids, and Reimbursements, and April General Deposits, were discussed and approved. Hoffman moved approval and Smet seconded. Motion passed.

Smet moved and Hoffman seconded the motion to approve the April 2015 Trust Deposits, and May 2015 Trust Fund Bills. Motion passed.

Committee Reports:

Hoffman handed out the Director Evaluation forms and also a handout of the goals and accomplishments of the library. She would like the Evaluation to be returned to her by Tuesday, June 16th so that she can prepare her letter by the June 23rd Library Board Meeting.

Falk handed out the 2014 overview and the Annual Report. The Board discussed the achievements of the different departments highlighted in the Report.

Federated Library Report: Falk reported that the Federated Library currently updating the Share logo.

Old Business: There was no old business.

New Business:

Goals and Progress: Gayle Falk handed out a list of the goals identified in 2014, and the progress the library has made. Falk invited the Board to consider and propose goals for 2015. She proposed the goals of securing the financial security for the library and increasing the Library's visibility and usage. The Board will discuss goals next month.

Referring overdue notices to the Police (update): The DPI has instructed libraries not to reveal information about overdue materials to the police or collection agencies. Even sending the police to a home to request return of overdue materials reveals that the person has used the library, which the DPI feels is breaking confidentiality. Currently the state legislature is considering how to amend and clarify a library's options to get materials back.

City Council discussion of library expansion/renovation/replacement: Falk distributed handouts from the City Committee of the Whole meeting May 5. The presentation covered the history of the library, the current needs, and possible future actions to meet the needs.

Monthly Report: The Board considered monthly statistics.

BPL in the news: The Board reviewed calendar items. There was also an article from the Standard Press about the Library presentation at the last Council meeting.

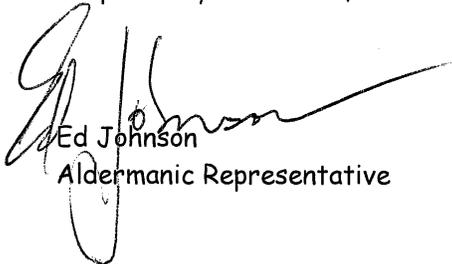
Falk handed out Joy's SRP flyer.

Public Communication to the Board: The Board reviewed a letter from Denise Wheaton telling of how much she appreciates the Library staff. There is also a Thank You from Vicki Biehn for the use of the display case during the month of April for Sexual Assault Awareness month.

Meeting was adjourned at 4:50 p.m. Johnson moved and Smet seconded. Motion passed.

Our next meeting will be on Tuesday, June 23rd at 4:00 p.m. in the Burlington Public Library meeting room.

Respectfully submitted,



Ed Johnson
Aldermanic Representative

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
May 14, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, May 14, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Vice Chairman Stublely.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Secretary Heck, Commissioner Iselin, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held April 16th ., were approved with a motion by Stublely and seconded by Iselin, motion carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of April 30, 2015
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 59 on the waiting list for 1 bedroom units and 4 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Proposal received from Steve Ehlen Masonry for a 20 x 20 patio area and an 70' x 5' walkway area in the amount of \$4,650.00 from the building to the river. A second bid for a 90 sf slab near main entrance to avoid icing and runoff for \$765.00 was discussed. Proposals approved by motion made by Stublely, seconded by Heck and carried unanimously. The bid for the parking lot island is being held for future discussion.

After board discussion, it was decided the antenna service not working as a result of a recent storm and will not be replaced.

(MPR Update)

Manager Olson reported to board members that 5 units remain to be finished along with the common area and community room with June 15th target date set for completion.

Contractor Open House tentatively set for June 24th.

COMMUNICATION

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

NEW BUSINESS

Manager Olson spoke to board members about Riverview Manor being listed in the Senior Resources Magazine which everyone agreed to unanimously.

UNFINISHED BUSINESS

Manager Olson and board members discussed items for possible changes to the Management Plan that include ruling on evictions and mandatory renters insurance.

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Merten. Carried unanimously. Meeting adjourned at 8:00 P.M. The next monthly meeting has been tentatively scheduled for June 18, 2015.



Ralph Heck, Secretary



CITY OF BURLINGTON

Department of Public Works

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 MEETING MINUTES

THURSDAY, MAY 21, 2015, 6:30PM

2200 S. Pine Street, Burlington, WI 53105

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Peter Turke, Aldermanic Representative Ruth Dawidziak, DPW Supervisor Dan Jensen, P.E.

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Peter Turke, Aldermanic Representative Ruth Dawidziak, DPW Supervisor Dan Jensen and Chairman Darrel Eisenhardt.

New Business:

Chairman Eisenhardt introduced and welcomed new members of the Park Board. Aldermanic Representative Ruth Dawidziak and City resident Lori Hintz, both appointed by Bob Miller, Mayor.

Chairman Eisenhardt entertained a motion for approval of the April 16, 2015 Park Board Minutes. Motion to approve made by Commissioner Turke. Seconded by Commissioner Schopp. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: None

DPW Supervisor Report, Dan Jensen: Dan Jensen reported Steve DeQuaker, Treasurer will attend the June Park Board Meeting. Mr. Jensen distributed Park Development Fund Balances. The current balance of \$76,110.00 does not include grant fund dollars of approximately \$45,000 that have not been received.

Bob Prailes has lined up volunteers to start at 6:00 AM on June 6, 2015 to install the ceiling at the pavilion at Wehmhoff-Jucker Park. There will be a ribbon cutting ceremony at 3:00PM, at which time there will be words from a city representative and either Burlington Bicycle or the Wisconsin Bike Federation. There will be cake, a bike swap, and music followed by a bike ride. Mr. Jensen invited all Park Board Members to attend if possible.

On June 11, 2015, the Rails to National Trails Conservancy group will be conducting a bike tour through Burlington. Mr. Jensen will be meeting with the group of bikers at 11:00 A.M. on June 11th to discuss their planning on expansion of bike trails throughout Wisconsin.

The 2015 – 2019 COMP Park Plan will be going to City Council on June 26, 2015 for Committee of the Whole review and to the Common Council on July 7th for approval.

Old Business:

Little League and Baseball 2000 – General Rules, Dan Jensen, DPW Supervisor:

Dan Jensen presented a rough draft of general rules he would like to post at City of Burlington baseball fields. The Park Board discussed the need to post signs to eliminate questions regarding who could and who could not play on the ball fields and when they were allowed to use the fields.

The Park Board suggested sending the wording to Baseball 2000 and Little League for review. Dan Jensen agreed he would email the wording to each prior to having it printed.

After some discussion, Chairman Eisenhardt entertained a motion to approve installing signs at each of the baseball fields with league rules and regulations. Motion to approve made by Commissioner Turke. Seconded by Alderperson Dawidziak. All voted aye, motion carried.

Other Items: Chairman Eisenhardt distributed the Summary of Receipts and Disbursements from Baseball 2000. Ending Balance: \$13,613.05.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Schopp. All voted aye and Chairman Eisenhardt adjourned the meeting at 6:51 P.M.

Minutes respectfully submitted by:


Deb Rintamaki

Department of Public Works



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, May 28, 2015**

The meeting was called to order by Chairman Tom Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; Commissioner Joel Weis; Commissioner Jeff Erickson; and Commissioner Maria Veronico were present. City Administrator Carina Walters and Building Inspector Gregory Guidry were also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Eisenhardt moved, and Commissioner Erickson seconded to approve the minutes of April 23, 2015. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. A Certificate of Appropriateness for 516-518 Mill Street to install two sloped canopies with Pre-Finished Siding and Self-Adhering Roofing Material, removal and replacement of three side-by-side windows, a door and its transom above the door infilling with brick and two windows infilling with brick.

- Chairman Stelling introduced and opened this item for discussion.
- Jim Martin, representative for Welders Supply Company, and Trent Harris, the manager, stated the necessary materials requested had been supplied, along with making sure the colors were matching with the existing wall and would like a recommendation of approval since the improvements will serve as a safety purpose. The design of the canopy will accommodate semi-trailers and assist in getting rid of snow loads when loading the dock with gas cylinders. Commissioner Erickson stated the canopy starts at the first window and goes back to accommodate semi-trailers. Commissioner Weis questioned if the canopy is over the existing concrete pad. Jim Martin replied that it is. Trent stated the customer will be protected from

the snow when moving the cylinders. Trent also stated the top dock will be removed and a new 6 inch layer of concrete on top and a cyclone fence will be installed for security. Gregory Guidry confirmed one door and two windows will be eliminated plus one window at the top. Trent stated the upper window must go since part of the canopy will be covering that area. Alderman Preusker asked if the lower door was being eliminated. Jim Martin responded the lower door is not accessible now, so it will be removed.

- Alderman Preusker stated the commissioners would like to see pictures from previous years that showed a canopy existing in the historic district. Guidry informed the applicants that it is their responsibility to do the research. Alderman Erickson stated the roof will be seen slightly from Commerce Street. Chairman Stelling commented he was concerned if the additional chain-link fence and a metal pole holding the canopy surrounding the gas cylinders is appropriate for the historic downtown district. Trent stated the building has been rented by him for 34 years and there were no issues with the previous changes. Chairman Stelling stated the previous changes made were appropriate to the historic district. Chairman Stelling stated even though the changes are for safety purposes it may not be appropriate for the historic district. Commissioner Veronico recommended them to research if there had been any canopies of this style or even a flat roof previously in the historic district. Commissioner Weis stated he understood this sloped canopy is for safety reasons, but was thinking maybe there is another design for the roof that would be in harmony with the historic style. Commissioner Veronico stated the safety should over weigh the historic look since the gas tanks weight and size change over the years, but would still like to see a picture of any other historic building with this style of roof.
- Guidry stated he would like to look further into the fire separation between the two commercial buildings and the street setbacks before the building permit is pulled. There are compressed glass bottles within a close proximity of a neighboring business building. Guidry was also concerned whether there was enough clearance between the roofs for the electrical, since it is so close. Alderman Preusker stated the two buildings are very close to each other.
- There were no further comments.
- Alderman Preusker moved, and Commissioner Veronico seconded to table the recommendation of approval of the Certificate of Appropriateness to install two canopies, replace a door and two windows until pictures of any other building in the historic district from previous years can be found proving a sloped canopy or flat canopy of the proposed style existed, subject to Patrick Meehan's memorandum.
- Commissioner Erickson and Commissioner Eisenhardt opposed to tabling the approval; Commissioner Weis and Commissioner O'Brien were in favor of tabling.
- Commissioner Veronico stated she would vote in favor, but she would like to reassure herself of another building having a similar style roof since it is in the historic district and what is being presented has a modern style.

- Alderman Preusker questioned if the cyclone fence will be added on to. Trent replied yes and stated a gate will be going behind the tanks for security.
- All were in favor and the motion carried 4 to 2 to table the recommendation. This item will be brought back to the June 25, 2015 meeting.

B. A Certificate of Appropriateness application from Al Johnson for property located at 532 N. Pine Street to paint the Cornice “White” to match the existing color.

- Chairman Stelling introduced and opened this item for discussion.
- Commission Weis stated the color on the Cornice is currently white. Chairman Stelling stated at one point in time it was painted white and Al Johnson would like to repaint the Cornice white again, but there are no records showing that white was presented to the Historic Preservation Committee before.
- There were no further comments.
- Commissioner Weis moved, and Commissioner O’Brien seconded to recommend the approval of the Certificate of Appropriateness to paint the Cornice “White”, subject to Gregory Guidry’s memorandum.
- Alderman Preusker questioned why the color above the windows are white and not Mahogany, which was last approved. Chairman Stelling stated the windows were originally approved white and then Mahogany. He also stated the owner came to the City to ask permission to paint it back to the original approved color, white.
- Commissioner Erickson questioned what the discussion of the metal plating across the building was about. Guidry stated the owner would like to remove the metal plating, but was concerned there would be damage to the brick once removed since it is screwed into the brick.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated no changes were made to the grant status. Chairman Stelling announced the funding will now be the City’s responsibility instead of Racine County Economic Development Corporation’s.

- Chairman Stelling stated he will recuse himself, but three other Commissioners will need to do an on-site response team visit at 492 N. Pine Street, The Coffee House, to verify if the façade repairs were done to satisfaction in order to be approved for the Façade Grant.
- There were no further comments.

ADJOURNMENT

Alderman Preusker moved, and Commissioner Weis seconded to adjourn the meeting at 7:18 p.m.

All were in favor and the motion carried.

Recording Secretary,

Kristine Anderson
Administrative Assistant



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: July 7, 2015
Submitted By: Steve DeQuaker, Treasurer 	Subject: Prepays and Vouchers

Details:	
Attached please find the Prepaid and Voucher list for bills accrued through July 7, 2015:	
Total Prepays:	\$993,335.38
Total Vouchers:	\$149,258.22
Reimbursements:	\$90.26
Grand Total:	<u>\$1,142,683.86</u>

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

- Financial Remarks: 5 Largest Disbursements on Prepays and Vouchers**
1. Mass Mutual – Moved Money from Lincoln Benefit to Mass Mutual \$459,658.74
 2. Zarek Insurance, Inc. – Renewal 05/15/15-16 \$349,651.00
 3. Kapur & Associates, Inc. – Service for 03/29/15 to 05/02/15 for Utility Planning & Design for TIF #5 \$60,966.70
 4. WE Energies Burlington – Electric Facility Relocation Work at Spring Valley Road \$58,927.46
 5. Ascent Aviation Group, Inc. – 100LL Aviation Gasoline \$31,238.05

Executive Action:
Staff recommends that the Common Council accept these Prepays and Vouchers in the amount of \$1,142,683.86 at the July 7, 2015 Common Council meeting.

For Council Approval July 7, 2015

Prepays:	06/12/15	\$533,273.96
	06/16/15	\$4,374.85
	06/19/15	\$355,393.85
	06/26/15	\$41,365.26
	06/29/15	\$58,927.46
Total Prepays		<u>\$993,335.38</u>

Vouchers: 07/07/15 \$149,258.22

Reimbursements: 06/26/15 \$90.26

GRAND TOTAL \$1,142,683.86

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-239007	LIFE INSURANCE							
	4062	MINNESOTA LIFE INSURANCE CO	MINNESOTA MUTUAL JULY PAYMENT	JULY2015	06/12/2015	1,961.26	06/15	PD
100-454521-001	BOND FEES							
	7366	RACINE CO T & M COURT	Kassab, Carlos; Case: 15-7769	KASSAB	05/28/2015	150.00	06/15	PD
Total 100-454521						150.00		
100-515132-220	ADMIN - UTILITIES							
	3330	WE ENERGIES	5843-033-004 300 N Pine Street (split)	843033004MAY15	05/27/2015	264.93	06/15	PD
100-515132-225	ADMIN - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9746155811	05/23/2015	52.47	06/15	PD
100-515132-298	ADMIN - CONTRACT SERVICES							
	7044	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	1610-60	06/06/2015	300.00	06/15	PD
100-515132-330	ADMIN - INSVC TRAINING & TRAV							
	8724	WATKINS, MEGAN	WCMA Conference Per Diem Cash Adv	06/08/15	06/08/2015	40.00	06/15	PD
	8914	WALTERS, CARINA	WCMA Conference Per Diem Cash	06/08/15	06/08/2015	40.00	06/15	PD
						80.00	*	
100-515132-399	ADMIN - SUNDRY EXPENSES							
	2390	PETTY CASH	Chocolate Expressions	MAY2015	05/31/2015	18.04	06/15	PD
	2390	PETTY CASH	Recording Fee	MAY2015	05/31/2015	30.00	06/15	PD
	2390	PETTY CASH	DD's Delights	MAY2015	05/31/2015	35.00	06/15	PD
						83.04	*	
Total ADMINISTRATOR						675.50		
100-515141-220	FINANCE - UTILITY SERVICES							
	3330	WE ENERGIES	5843-033-004 300 N Pine Street (split)	843033004MAY15	05/27/2015	160.85	06/15	PD
100-515141-225	FINANCE - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9746155811	05/23/2015	86.68	06/15	PD
Total FINANCE						247.53		
100-525211-220	POLICE - UTILITY SERVICES							
	3330	WE ENERGIES	1461-190-073 Gas 224 E Jefferson St	461190073MAY15	05/27/2015	125.71	06/15	PD
100-525211-225	POLICE - TELEPHONE							
	7692	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9746155811	05/23/2015	720.84	06/15	PD
100-525211-240	POLICE - FUEL, OIL							
	4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Police Dept	869297630523	06/01/2015	2,544.81	06/15	PD
Total POLICE DEPT.						3,391.36		
100-525220-155	FIRE - LIFE INSURANCE							
	8913	MASS MUTUAL	moving money from Lincoln Benefit to Mass Mutual	061015	06/10/2015	459,658.74	06/15	PD
100-525220-220	FIRE - UTILITY SERVICES							
	3330	WE ENERGIES	8419-416-558 341 Origen St	419416558MAY15	05/28/2015	12.15	06/15	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

pre pay
06-12-2015

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-525220-225	FIRE - TELEPHONE 7692	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9746155811	05/23/2015	127.50	06/15 PD
100-525220-240	FIRE - FUEL, OIL, LUBRICANTS 4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Fire Dept	869297630523	06/01/2015	965.32	06/15 PD
100-525220-248	FIRE - REPAIR MAINT BLDGS 2590	REINEMANS, INC.	Test Plug	72638	03/12/2015	8.09	06/15 PD
100-525220-324	FIRE - MEMBERSHIP & DUES 8915	WSFA	WSFA Membership Dues	2015-16	05/30/2015	1,150.00	06/15 PD
Total FIRE DEPT.						461,921.80	
100-525231-220	BLDG INSP UTILITIES 3330	WE ENERGIES	5843-033-004 300 N Pine Street (split)	843033004MAY15	05/27/2015	47.30	06/15 PD
100-525231-310	BLDG INSP - OPERATING SUPPLIES 2390	PETTY CASH	Burlington Post Office	MAY2015	05/31/2015	.70	06/15 PD
100-525231-372	BLDG INSP - AUTO EXPENSE 2390	PETTY CASH	fuel	MAY2015	05/31/2015	30.08	06/15 PD
Total BUILDING INSP.						78.08	
100-535321-220	STREETS - UTILITIES 3330	WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	430081671APR15	05/26/2015	130.85	06/15 PD
100-535321-225	STREETS - TELEPHONE 7692	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9746155811	05/23/2015	40.74	06/15 PD
100-535321-240	STREETS - FUEL, OIL & LUBRI 4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Street Dept	869297630523	06/01/2015	1,849.93	06/15 PD
100-535321-261	STREETS - LIGHTING 3330	WE ENERGIES	0818-594-802 Sign Liberty & State Rd	818594802MAY15	05/26/2015	38.89	06/15 PD
	3330	WE ENERGIES	0819-473-268 Municipal Parking Lot	819473268MAY15	05/27/2015	52.80	06/15 PD
	3330	WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	638891345MAY15	05/27/2015	798.02	06/15 PD
	3330	WE ENERGIES	4432-157-647 Street Lights	432157647MAY15	05/29/2015	18,727.15	06/15 PD
	3330	WE ENERGIES	5459-100-732 St Lighting Substation	459100732MAY15	05/28/2015	201.05	06/15 PD
	3330	WE ENERGIES	5644-617-733 Traffic Signal	644617733MAY15	05/26/2015	147.48	06/15 PD
	3330	WE ENERGIES	5695-147-539 Electric 572 Milw	695147539MAY15	05/27/2015	186.14	06/15 PD
	3330	WE ENERGIES	6893-002-943 700 Black Hawk Dr Sign	893002943MAY15	05/25/2015	17.33	06/15 PD
	3330	WE ENERGIES	7245-068-041 375 N Pine St	245068041MAY15	05/27/2015	144.34	06/15 PD
	3330	WE ENERGIES	7467-500-426 Jefferson & Bridge	467500426MAY15	05/27/2015	256.46	06/15 PD
	3330	WE ENERGIES	8499-073-119 Traffic Signal Controller	499073119MAY15	05/27/2015	181.63	06/15 PD
	3330	WE ENERGIES	9418-285-345 Traffic Signal	418285345MAY15	05/27/2015	96.04	06/15 PD
						20,847.33	*
100-535321-298	STREETS - CONTRACT SERVICES 5917	Advanced Disposal Services	Advanced Disposal Perm R/O Trash	C60001263300	05/31/2015	746.55	06/15 PD
100-535321-310	STREETS - OFF SUPP/POSTAGE 8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827 (split)	4016144612	06/01/2015	23.15	06/15 PD
100-535321-353	STREETS REP & MAINT PRKNG DECK						

PD = Fully Paid Invoice PR = Partially Paid Invoice

3330	WE ENERGIES	7082-958-528 Public Parking Structure	082958528MAY15	05/27/2015	614.71	06/15	PD
Total STREET ADMINISTRATION					<u>24,253.26</u>		
100-555551-220	PARKS - UTILITIES						
3330	WE ENERGIES	0635-112-551 Bushnell Soccer Club	635112551MAY15	06/03/2015	28.31	06/15	PD
3330	WE ENERGIES	1269-762-568 Bike Path	269762568MAY15	05/27/2015	34.55	06/15	PD
3330	WE ENERGIES	1638-891-345 DPW Bldg Electric (split)	638891345MAY15	05/27/2015	399.02	06/15	PD
3330	WE ENERGIES	2428-946-714 Pavillion	428946714MAY15	05/27/2015	266.19	06/15	PD
3330	WE ENERGIES	3243-370-777 Amanda St	243370777MAY15	05/28/2015	40.96	06/15	PD
3330	WE ENERGIES	3698-542-543 Bathhse Wagner Park	698542543MAY15	05/28/2015	29.40	06/15	PD
3330	WE ENERGIES	6211-699-899 Electric Dog Park	211699899MAY15	05/27/2015	36.85	06/15	PD
3330	WE ENERGIES	6419-916-677 394 Amanda Street	419916677MAY15	05/28/2015	17.21	06/15	PD
3330	WE ENERGIES	6895-338-188 355 N Pine St	895338188MAY15	05/27/2015	105.05	06/15	PD
3330	WE ENERGIES	8430-081-671 Gas 2200 S Pine (split)	430081671APR15	05/26/2015	65.42	06/15	PD
3330	WE ENERGIES	8893-353-410 Electric Sunset Dr	893353410MAY15	06/01/2015	107.88	06/15	PD
3330	WE ENERGIES	9274-302-920 400 Sunset Dr	274302992MAY15	06/02/2015	93.26	06/15	PD
					<u>1,224.10</u>	*	
100-555551-240	PARKS - FUEL, OIL, LUBRICANTS						
4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 Parks Dept	869297630523	06/01/2015	1,338.30	06/15	PD
100-555551-310	PARKS - OFFICE SUPP, POSTAGE						
8696	CANON SOLUTIONS AMERICA, INC	Copier - DPW Serial FRU34827 (split)	4016144612	06/01/2015	11.57	06/15	PD
Total PARKS					<u>2,573.97</u>		
Total GENERAL FUND					<u>495,252.76</u>		
465-515111-800	COUNCIL CHAMBERS						
8916	BEST BUY	TABLETS FOR COUNCIL/ DEPT HEADS	061215	06/12/2015	4,784.00	06/15	PR
8916	BEST BUY	TABLETS FOR COUNCIL/ DEPT HEADS	061215	06/12/2015	4,784.00	06/15	PR
					<u>.00</u>	*	
Total CITY COUNCIL					<u>.00</u>		
Total CAPITAL REPLACEMENT FUND					<u>.00</u>		
621-575740-220	WWTP-ELECTRIC						
3330	WE ENERGIES	6268-292-660 Shiloh Lift Station	268292660MAY15	06/02/2015	42.69	06/15	PD
621-575740-225	TELEPHONE						
7692	VERIZON WIRELESS	VERIZON WWTP 286396851-00001	9746155811	05/23/2015	39.99	06/15	PD
621-575740-240	FUEL, OIL AND LUBRICANTS						
4264	VOYAGER FLEET SYSTEMS INC	Voyager Acct. 869297630 WWTP	869297630523	06/01/2015	776.79	06/15	PD
621-575740-249	LABORATORY						
8332	COMDATA	Roundy's WWTP Account RH230	06/01/15	06/01/2015	108.00	06/15	PD
Total WASTEWATER FUND EXPENSES					<u>967.47</u>		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total WASTEWATER OPERATIONS FUND						967.47		
622-506220-000	POWER							
3330	WE ENERGIES	0882-547-355	Municipal Well (split)	882547355MAY15	05/26/2015	2,994.71	06/15	PD
3330	WE ENERGIES	3076-628-864	Electric 508 Sheldon St	076628864MAY15	05/28/2015	2,930.21	06/15	PD
3330	WE ENERGIES	3267-293-366	384 Dunford Dr	267293366MAY15	05/26/2015	661.57	06/15	PD
3330	WE ENERGIES	3457-108-505	Well #7	457108505MAY15	05/28/2015	3,902.32	06/15	PD
3330	WE ENERGIES	6271-254-861	Well #9 (split)	271254861MAY15	05/27/2015	55.65	06/15	PD
3330	WE ENERGIES	6271-254-861	Well #9 (split)	271254861MAY15	05/27/2015	3,409.91	06/15	PD
3330	WE ENERGIES	7255-465-187	Municipal Well Filter Building	255465187MAY15	05/26/2015	216.07	06/15	PD
3330	WE ENERGIES	8682-353-384	WELL #10 (split)	682353384MAY15	05/27/2015	4,238.57	06/15	PD
						18,297.71	*	
Total 622-506220						18,297.71		
622-506230-000	SUPPLIES							
3330	WE ENERGIES	0882-547-355	Municipal Well (split)	882547355MAY15	05/26/2015	12.48	06/15	PD
3330	WE ENERGIES	1438-804-919	WELL #7	438804919MAY15	05/28/2015	9.90	06/15	PD
3330	WE ENERGIES	6271-254-861	Well #9 (split)	271254861MAY15	05/27/2015	78.78	06/15	PD
3330	WE ENERGIES	6499-874-589	801 Weiler Road	499874589MAY15	05/26/2015	14.62	06/15	PD
3330	WE ENERGIES	8682-353-384	WELL #10 (split)	682353384MAY15	05/27/2015	9.90	06/15	PD
3330	WE ENERGIES	9259-879-303	Karyl St Well #10	259879303MAY15	05/27/2015	9.90	06/15	PD
						135.58	*	
Total 622-506230						135.58		
622-506250-000	MAINTENANCE-SUPPLIES							
1088	RUNDLE-SPENCE		Rundle-Spence - Parts for HMO Bldg	S2375306.001	06/04/2015	41.02	06/15	PD
2215	NELSON ELECTRIC SUPPLY		Nelson Electric - Parts	741745-00	05/27/2015	454.61	06/15	PD
						495.63	*	
Total 622-506250						495.63		
622-509040-000	UNCOLLECTIBLE ACCOUNTS							
343	CERVANTES, FRANCISCO		Refund of overpayment - 1156 Hidden Creek Ln	19.3500.00	06/11/2015	91.99	06/15	PD
Total 622-509040						91.99		
622-509210-000	OFFICE SUPPLY							
5934	TIME WARNER CABLE-MILW		Water Acct # 10404-700401601-0001	700401601	06/15 05/31/2015	73.96	06/15	PD
8696	CANON SOLUTIONS AMERICA, INC		Copier - DPW Serial FRU34827 (split)	4016144612	06/01/2015	23.15	06/15	PD
						97.11	*	
Total 622-509210						97.11		
622-509330-000	TRANSPORTATION-SUPPLIES							
4264	VOYAGER FLEET SYSTEMS INC		Voyager Acct. 869297630 Water Dept	869297630523	06/01/2015	428.09	06/15	PD
Total 622-509330						428.09		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
622-509350-000	GENERAL PLANT-SUPPLIES							
	3330 WE ENERGIES		1638-891-345 DPW Bldg Electric (split)	638891345MAY15	05/27/2015	798.02	06/15	PD
	3330 WE ENERGIES		8430-081-671 Gas 2200 S Pine (split)	430081671APR15	05/26/2015	130.85	06/15	PD
						928.87	*	
Total 622-509350						928.87		
Total WATER UTILITY FUND						20,474.98		
623-575740-200	FUEL FOR RESALE							
	8885 ASCENT AVIATION GROUP, INC	JET A		303743	06/05/2015	16,578.75	06/15	PD
Total 623-575740						16,578.75		
Total AIRPORT FUND						16,578.75		
Grand Total:						533,273.96		

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Report Criteria:

Invoice.Vendor No = 8754

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-515141-157	FINANCE - INSERVICE TRAINING						
	8754 BMO HARRIS BANK N.A.		League of WI Municipalities - Conf	4238 06/15	06/16/2015	100.00	06/15 PD
Total FINANCE						100.00	
Total GENERAL FUND						100.00	
465-515111-800	COUNCIL CHAMBERS						
	8754 BMO HARRIS BANK N.A.		Best Buy -Tablets	4238 06/15	06/16/2015	4,274.85	06/15 PD
Total CITY COUNCIL						4,274.85	
Total CAPITAL REPLACEMENT FUND						4,274.85	
Grand Total:						4,374.85	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

prepay
06-16-15

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-160000	PREPAID EXPENDITURES							
	3430	ZAREK INSURANCE, INC.	ZAREK INSURANCE RENEWAL	7337	06/02/2015	349,651.00	06/15	PD
100-239006	LAW-VISION							
	339	SUPERIOR VISION INSURANCE	Policy No. 141500 July Billing	IA420160	06/09/2015	674.85	06/15	PD
100-434310-000	BUSINESS, OCCUPATIONAL PERMITS							
	8918	DELORIA, DENISE	REFUND - RENEWAL ALCOHOL LICENSE	1.847825	05/15/2015	193.00	06/15	PD
100-434312-000	OPERATOR LICENSES							
	8917	RICHARD, AMANDA	REFUND - OPERATOR'S LICENSE	1.04775	05/13/2015	18.00	06/15	PD
100-515132-153	ADMIN - EBC							
	5090	EMPLOYEE BENEFITS CORPORATI	EBC ADMIN	2221213	06/15/2015	7.17	06/15	PD
	5090	EMPLOYEE BENEFITS CORPORATI	Medical Excess Invoice	2223964	06/15/2015	801.79	06/15	PD
						808.96	*	
100-515132-225	ADMIN - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291	06/04/2015	325.16	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 ADMIN	26276334740615	06/04/2015	18.38	06/15	PD
						343.54	*	
Total ADMINISTRATOR						1,152.50		
100-515141-153	FINANCE - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATI	EBC FINANCE	2221213	06/15/2015	.42	06/15	PD
100-515141-225	FINANCE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291	06/04/2015	306.56	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 Finance	26276334740615	06/04/2015	18.38	06/15	PD
						324.94	*	
100-515141-330	FINANCE - TRAVEL							
	8414	DeQuaker, Steve	Per Diem Cash Advance LWM Conference	062315	06/10/2015	108.00	06/15	PD
Total FINANCE						433.36		
100-525211-153	POLICE - EMP BENEFITS COOP							
	5090	EMPLOYEE BENEFITS CORPORATI	EBC POLICE	2221213	06/15/2015	5.21	06/15	PD
100-525211-225	POLICE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291	06/04/2015	636.73	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 POLICE	26276334740615	06/04/2015	91.89	06/15	PD
						728.62	*	
100-525211-533	POLICE - COPY MACHINE RENT							
	8707	KONICA MINOLTA PREMIER FINAN	CONTRACT PAYMENT FOR COPY MACH	280462516	06/12/2015	346.44	06/15	PD
Total POLICE DEPT.						1,080.27		
100-525220-153	FIRE - EMPLOYEE BENEFITS							
	5090	EMPLOYEE BENEFITS CORPORATI	EBC FIRE	2221213	06/15/2015	8.33	06/15	PD
100-525220-225	FIRE - TELEPHONE							
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291	06/04/2015	247.49	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 FIRE	26276334740615	06/04/2015	73.51	06/15	PD

PD = Fully Paid Invoice PR = Partially Paid Invoice

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						321.00		*
		Total FIRE DEPT.				329.33		
100-535321-225		STREETS - TELEPHONE						
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291	06/04/2015	43.80	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 DPW	26276334740615	06/04/2015	36.74	06/15	PD
						80.54		*
		Total STREET ADMINISTRATION				80.54		
		Total GENERAL FUND				353,612.85		
251-555511-153		EMPLOYEE BENEFITS						
	5090	EMPLOYEE BENEFITS CORPORATI	EBC LIBRARY	2221213	06/15/2015	9.90	06/15	PD
251-555511-327		MATERIALS						
	5967	SCHOLASTIC LIBRARY PUBLISHING	SCHOLASTIC LIBRARY PUBLISHING	11443529	01/29/2015	152.10	06/15	PD
		Total FUND EXPENSES				162.00		
		Total LIBRARY OPERATIONS FUND				162.00		
621-575740-153		EMPLOYEE BENEFITS						
	5090	EMPLOYEE BENEFITS CORPORATI	EBC WWTP	2221213	06/15/2015	8.33	06/15	PD
621-575740-330		SEWER - INSRVC TRNG & TRAVEL						
	3593	WI RURAL WATER ASSOCIATION	WRWA - CROSS CONNECTION TRAINING	071515	06/17/2015	200.00	06/15	PD
		Total WASTEWATER FUND EXPENSES				208.33		
		Total WASTEWATER OPERATIONS FUND				208.33		
622-509210-000		OFFICE SUPPLY						
	7094	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291	06/04/2015	78.20	06/15	PD
	7343	AT & T	AT & T 262 763-3474 163 6 WATER	26276334740615	06/04/2015	36.75	06/15	PD
						114.95		*
		Total 622-509210				114.95		
622-509260-000		EMPLOYEE REIMBURSEMENT						
	3593	WI RURAL WATER ASSOCIATION	WRWA - CROSS CONNECTION TRAINING	071515	06/17/2015	300.00	06/15	PD
622-509260-153		EMPLOYEE BENEFITS						
	5090	EMPLOYEE BENEFITS CORPORATI	EBC WATER	2221213	06/15/2015	10.64	06/15	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 622-509260						310.64	
Total WATER UTILITY FUND						425.59	
623-575740-220	ELECTRIC						
3330	WE ENERGIES	3243-871-135	Bieneman Road	243871135MAY15	05/11/2015	16.67	06/15 PD
3330	WE ENERGIES	4066-688-457	703 Airport Office Gas	066688457MAY15	05/11/2015	21.26	06/15 PD
3330	WE ENERGIES	4619-277-006	703 Airport Office Electric	619277006MAY15	06/10/2015	478.50	06/15 PD
3330	WE ENERGIES	6069-094-440	Airport Runway Lights	069094440MAY15	06/10/2015	266.64	06/15 PD
3330	WE ENERGIES	6280-861-972	Runway 29 Lighting	281861972MAY15	06/10/2015	17.33	06/15 PD
3330	WE ENERGIES	7460-654-921	707 Airport Rd	460654921MAY15	06/10/2015	54.75	06/15 PD
3330	WE ENERGIES	8460-785-002	Bieneman Rd Beacon	460785002MAY15	06/10/2015	31.03	06/15 PD
						886.18	*
623-575740-225	TELEPHONE						
7094	AT & T LONG DISTANCE		AT & T LONG DISTANCE AIRPORT	829440291	06/04/2015	43.79	06/15 PD
7343	AT & T		AT & T 262 763-3474 163 6 Airport	26276334740615	06/04/2015	55.11	06/15 PD
						98.90	*
Total 623-575740						985.08	
Total AIRPORT FUND						985.08	
Grand Total:						355,393.85	

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Motion Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-515121-310	MUNI COURT - OFFICE SUPPLIES							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 06/15	06/15/2015	5.52	06/15	PD
Total MUNICIPAL COURT						5.52		
100-515132-310	ADMIN - OFF SUPP-POSTAGE							
	8734 BMO HARRIS BANK N.A.		walmart	4292 06/15	06/15/2015	8.87	06/15	PD
	8748 BMO HARRIS BANK N.A.		Wal-Mart	4276 06/15	06/15/2015	29.88	06/15	PD
	8748 BMO HARRIS BANK N.A.		Lee Newspaper: The Journal Times	4276 06/15	06/15/2015	2.00	06/15	PD
	8748 BMO HARRIS BANK N.A.		CTC Constant Contact	4276 06/15	06/15/2015	5.00	06/15	PD
						45.75	*	
100-515132-330	ADMIN - IN SVC TRAINING & TRAV							
	8740 BMO HARRIS BANK N.A.		CHULA VISTA	3118 - 06/15	06/15/2015	258.20	06/15	PD
	8740 BMO HARRIS BANK N.A.		WCMA CONFERENCE	3118 - 06/15	06/15/2015	515.50	06/15	PD
	8748 BMO HARRIS BANK N.A.		Empty Storefront Conference	4276 06/15	06/15/2015	232.98	06/15	PD
	8919 BMO HARRIS BANK N.A.		PARKING FEE	3010 06/15	06/15/2015	12.00	06/15	PD
						1,018.68	*	
100-515132-399	ADMIN - SUNDRY EXPENSES							
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 06/15	06/15/2015	33.07	06/15	PD
	8734 BMO HARRIS BANK N.A.		walmart	4292 06/15	06/15/2015	19.94	06/15	PD
						53.01	*	
Total ADMINISTRATOR						1,117.44		
100-515140-330	CLERK - TRAINING & TRAVEL							
	8740 BMO HARRIS BANK N.A.		Wis Municipal Clerk Training	3118 - 06/15	06/15/2015	18.00	06/15	PD
Total CITY CLERK						18.00		
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE							
	7752 DELUXE		DLX 8.5 X11 TOP LSR CHK	0055160386	06/20/2015	1,258.20	06/15	PD
	8734 BMO HARRIS BANK N.A.		walmart - split	4292 06/15	06/15/2015	16.56	06/15	PD
						1,274.76	*	
Total FINANCE						1,274.76		
100-515154-141	ASSESSOR - BOARD OF REVIEW							
	8740 BMO HARRIS BANK N.A.		Board of Review Training	3118 - 06/15	06/15/2015	32.00	06/15	PD
Total ASSESSOR						32.00		
100-525211-310	POLICE - OFF SUPP-POSTAGE							
	8746 BMO HARRIS BANK N.A.		walgreens	4250 06/15	06/15/2015	8.60	06/15	PD
	8747 BMO HARRIS BANK N.A.		Gooseberries	0486 06/15	06/15/2015	1,184.96	06/15	PD
						1,193.56	*	
100-525211-330	POLICE - TRAVEL							
	8746 BMO HARRIS BANK N.A.		CITY OF MADISON TRAINING CENTER	4250 06/15	06/15/2015	75.25	06/15	PD
	8747 BMO HARRIS BANK N.A.		Fenmore Hills Motel	0486 06/15	06/15/2015	69.00	06/15	PD
	8747 BMO HARRIS BANK N.A.		Best Western	0486 06/15	06/15/2015	80.99	06/15	PD

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
						225.24	*	
100-525211-381	POLICE - INVESTIGATIONS							
	8746 BMO HARRIS BANK N.A.		TransUnion	4250 06/15	06/15/2015	.50	06/15	PD
	8746 BMO HARRIS BANK N.A.		DARRAH'S INC - TQW	4250 06/15	06/15/2015	237.49	06/15	PD
						237.99	*	
	Total POLICE DEPT.					1,656.79		
100-525220-157	FIRE - INSERVICE TRAINING							
	8749 BMO HARRIS BANK N.A.		FSP BOOKS AND VIDEOS	4300 06/15	06/15/2015	225.00	06/15	PD
100-525220-225	FIRE - TELEPHONE							
	8749 BMO HARRIS BANK N.A.		At & T Data	4300 06/15	06/15/2015	15.76	06/15	PD
100-525220-295	Medical Service/Supply							
	8749 BMO HARRIS BANK N.A.		Walgreens - test strips	4300 06/15	06/15/2015	199.99	06/15	PD
100-525220-310	FIRE - OFFICE SUPPLIES							
	8749 BMO HARRIS BANK N.A.		USPS	4300 06/15	06/15/2015	12.65	06/15	PD
	8749 BMO HARRIS BANK N.A.		USPS	4300 06/15	06/15/2015	11.50	06/15	PD
	8749 BMO HARRIS BANK N.A.		USPS	4300 06/15	06/15/2015	11.50	06/15	PD
						35.65	*	
	Total FIRE DEPT.					476.40		
100-525231-298	BLDG INSP - CONTRACT							
	8896 BMO HARRIS BANK N.A.		renew Commercial Bldg Insp Certification	2251 06/15	06/15/2015	41.50	06/15	PD
100-525231-372	BLDG INSP - AUTO EXPENSE							
	8896 BMO HARRIS BANK N.A.		Kwik Trip - Fuel	2251 06/15	06/15/2015	27.22	06/15	PD
	Total BUILDING INSP.					68.72		
100-535321-220	STREETS - UTILITIES							
	3330 WE ENERGIES		0688-843-174 830 Milw Ave	688843174MAY15	06/11/2015	453.49	06/15	PD
100-535321-261	STREETS - LIGHTING							
	3330 WE ENERGIES		0088-492-988 Traffic Signal	088492988MAY15	06/10/2015	41.06	06/15	PD
	3330 WE ENERGIES		2019-198-266 TRAFFIC LIGHTS	19198266JUNE15	06/11/2015	38.88	06/15	PD
	3330 WE ENERGIES		3073-922-427 Milw Ave Echo Lk	073922427MAY15	06/10/2015	16.25	06/15	PD
	3330 WE ENERGIES		3277-994-067 Traffic Signal Controller	277994067MAY15	06/10/2015	47.70	06/15	PD
	3330 WE ENERGIES		4067-122-145 PARKING LOT	067122145MAY15	06/10/2015	23.21	06/15	PD
	3330 WE ENERGIES		4440-397-780 Beaumont Field	440397780MAY15	06/10/2015	73.67	06/15	PD
	3330 WE ENERGIES		5639-265-567 650 Milwaukee Ave	639265567MAY15	06/10/2015	203.15	06/15	PD
	3330 WE ENERGIES		6438-309-692 Traffic Signal	38309692JUNE15	06/14/2015	119.68	06/15	PD
	3330 WE ENERGIES		6838-102-431 Traffic Signal	838102431MAY15	06/11/2015	252.80	06/15	PD
						816.40	*	
100-535321-298	STREETS - CONTRACT SERVICES							
	8755 BMO HARRIS BANK N.A.		BORDER STATES - ACRYLIC GLOBE	9315 06/15	06/15/2015	940.54	06/15	PD
100-535321-352	STREETS - REP MAINT STORM SEW							
	8742 BMO HARRIS BANK N.A.		HANES GEO COMPONENTS	0447 06/15	06/15/2015	176.70	06/15	PD
	Total STREET ADMINISTRATION					2,387.13		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
100-555551-220	PARKS - UTILITIES							
3330	WE ENERGIES	0235-568-359	Concession Bldg	235568359MAY15	05/11/2015	962.16	06/15	PD
3330	WE ENERGIES	1486-453-053	Storage Garage	486453053MAY15	06/11/2015	18.29	06/15	PD
3330	WE ENERGIES	2625-548-774	Restrooms at Ballpark	625548774MAY15	06/10/2015	40.25	06/15	PD
3330	WE ENERGIES	2672-334-997	Cabinet Parking Lot	672334997MAY15	06/10/2015	135.00	06/15	PD
3330	WE ENERGIES	3406-030-405	732 Maryland Ave	406030405MAY15	06/10/2015	58.68	06/15	PD
3330	WE ENERGIES	3832-053-838	225 Robert St	832053838MAY15	06/07/2015	21.39	06/15	PD
3330	WE ENERGIES	4278-074-627	Baseball Scoreboard	278074627MAY15	06/10/2015	40.92	06/15	PD
3330	WE ENERGIES	4447-370-241	Pavillion	47370241JUNE15	06/10/2015	56.24	06/15	PD
3330	WE ENERGIES	4484-977-713	Riverside Park	484977713MAY15	06/10/2015	69.35	06/15	PD
3330	WE ENERGIES	5200-062-983	517 Congress St	200062983MAY15	06/10/2015	16.25	06/15	PD
3330	WE ENERGIES	5276-292-324	Lighting for bike path	276292324MAY15	06/10/2015	26.70	06/15	PD
3330	WE ENERGIES	7060-825-262	712 Maryland Ave	060825262MAY15	06/10/2015	244.00	06/15	PD
						1,689.23	*	
100-555551-298	PARKS - OUTSIDE SERVICES							
8755	BMO HARRIS BANK N.A.		COUSINS SUBS - FOR VOLUNTEERS	9315	06/15 06/15/2015	101.14	06/15	PD
100-555551-310	PARKS - OFFICE SUPP, POSTAGE							
2400	PETTY CASH - DPW		PETTY CASH-DPW	062315	06/23/2015	175.49	06/15	PD
100-555551-350	PARKS - REPAIR/MTCE SUPPLIES							
8329	CARR, MADONNA		Reimbursement for cake from Gooseberries	06/06/15	06/06/2015	75.99	06/15	PD
Total PARKS						2,041.85		
Total GENERAL FUND						9,078.61		
251-555511-225	TELEPHONE							
8737	BMO HARRIS BANK N.A.		Google - on going	0568	06/15 06/15/2015	58.33	06/15	PD
251-555511-327	MATERIALS							
8738	BMO HARRIS BANK N.A.		PAYPAL - MARTIN PHOTO	0543	06/15 06/15/2015	29.95	06/15	PD
8920	COUNTRY EXTRA		RENEWAL OF SUBSCRIPTION	2015	06/25/2015	25.98	06/15	PD
8921	IMAGINE VIDEO PRODUCTIONS		Documentary DVD	062515	06/25/2015	54.00	06/15	PD
						109.93	*	
251-555511-345	PROGRAMS							
8736	BMO HARRIS BANK N.A.		Walmart	1756	06/15 06/14/2015	14.40	06/15	PD
Total FUND EXPENSES						182.66		
Total LIBRARY OPERATIONS FUND						182.66		
465-555551-804	PARKS CAPITAL OUTLAY P O EQUIP							
2871	TCF EQUIPMENT FINANCE, INC		Mower Financing- Contrat # 008-0658807-300	4204866	06/15/2015	343.28	06/15	PD
Total PARKS						343.28		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
Total CAPITAL REPLACEMENT FUND						343.28		
621-575740-220	WWTP-ELECTRIC							
3330	WE ENERGIES		8635-875-051 Krift Av 800 Ft S Industrial	635875051MAY15	06/07/2015	54.21	06/15	PD
621-575740-242	REPAIR, MAINTENANCE VEHICLES							
8753	BMO HARRIS BANK N.A.		Fine Lines	5513 06/15	06/15/2015	51.47	06/15	PD
621-575740-310	OFFICE SUPPLIES, POSTAGE							
8753	BMO HARRIS BANK N.A.		UPS	5513 06/15	06/15/2015	182.47	06/15	PD
Total WASTEWATER FUND EXPENSES						288.15		
Total WASTEWATER OPERATIONS FUND						288.15		
622-506230-000	SUPPLIES							
3330	WE ENERGIES		1473-005-365 508 Sheldon St	473005365MAY15	06/01/2015	11.85	06/15	PD
Total 622-506230						11.85		
622-506310-000	CHEMICALS							
8750	BMO HARRIS BANK N.A.		Wal-Mart	5497 06/15	06/15/2015	20.01	06/15	PD
Total 622-506310						20.01		
622-506410-000	SUPPLIES							
1088	RUNDLE-SPENCE		Rundle-Spence - Water Dept Supplies	S2377255.001	06/15/2015	91.42	06/15	PD
Total 622-506410						91.42		
622-509210-000	OFFICE SUPPLY							
7343	AT & T		AT & T WATER DEPT 414 R24-8901 367 9	414R2489010615	06/10/2015	68.95	06/15	PD
Total 622-509210						68.95		
Total WATER UTILITY FUND						192.23		
623-575740-200	FUEL FOR RESALE							
8885	ASCENT AVIATION GROUP, INC		100LL AVIATION GASOLINE	305836	06/18/2015	31,238.05	06/15	PD
623-575740-220	ELECTRIC							
3330	WE ENERGIES		6831-002-581 FUELING AREA	831002581MAY15	06/10/2015	42.28	06/15	PD

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 623-575740						31,280.33	
Total AIRPORT FUND						31,280.33	
Grand Total:						41,365.26	

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Resolution Seconded by: _____

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
452-565639-399	Planning Expenditures						
	5345	WE ENERGIES - BURLINGTON	Electric Service for Spring Valley Road	3766263	06/06/2015	58,927.46	06/15 PD
Total 452-565639						58,927.46	
Total 2014 TIF #5 Fund						58,927.46	
Grand Total:						58,927.46	

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Motion for Approval by: _____

Motion Seconded by: _____

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06-29-2015

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-424246-000	STATE FORESTRY GRANT 2361	SHERRILL, INC	SherrillTree - Quik - Jet Air Kit	320419	06/04/2015	1,709.05	07/15
100-454511-000	CLERKS REVENUE 5016	WI DEPT OF JUSTICE	WI DEPT OF JUSTICE CIB ACCOUNT G1026T POLICE	G1026T 05/15	05/31/2015	2,051.00	07/15
100-515111-399	CITY COUNCIL - PUBLICATION 2790	SOUTHERN LAKES NEWSPAPERS	Liquor License App	207847	06/11/2015	26.36	07/15
	2790	SOUTHERN LAKES NEWSPAPERS	Liquor License Haylofters	209205	06/25/2015	12.53	07/15
						38.89	*
						<u>38.89</u>	
100-515121-243	MUNI COURT - SERVICE CONTRACTS 1584	JAMES IMAGING SYSTEMS, INC.	Muni Toshiba ES550	611243	06/17/2015	16.72	07/15
100-515121-248	MUNI COURT - REP & MAINT BLDG 3040	VORPAGEL SERVICE INC.	Vorpagel Services Muni	36976	06/03/2015	65.51	07/15
100-515121-310	MUNI COURT - OFFICE SUPPLIES 3635	RICHTER'S MARKETPLACE	grocery (split)	05/26/15CH	05/26/2015	5.10	07/15
	4338	PITNEY BOWES	PITNEY BOWES MUNI COURT	0753632-JN15	06/13/2015	94.16	06/15
	7679	STAPLES ADVANTAGE	STAPLES MUNI COURT SUPPLIES	8034618334	05/30/2015	127.78	07/15
						227.04	*
100-515121-344	MUNI COURT - JANITOR SUPPLIES 1140	ELKHORN CHEMICAL & PACKAGING	Muni Janitor Supplies	563306	06/19/2015	4.40	07/15
						<u>313.67</u>	
100-515132-248	REPAIRS & MAINT BUILDING 3040	VORPAGEL SERVICE INC.	Vorpagel Services Admin	36976	06/03/2015	772.98	07/15
100-515132-298	ADMIN - CONTRACT SERVICES 5016	WI DEPT OF JUSTICE	G1026T WI DEPT OF JUSTICE CIB -ADMIN	G1026T 05/15	05/31/2015	14.00	07/15
100-515132-310	ADMIN - OFF SUPP-POSTAGE 4338	PITNEY BOWES	PITNEY BOWES ADMIN	0753632-JN15	06/13/2015	235.39	06/15
	7679	STAPLES ADVANTAGE	STAPLES ADMIN OFFICE SUPPLIES	8034618334	05/30/2015	29.55	07/15
						264.94	*
100-515132-344	ADMIN - JANITOR SUPPLIES 1140	ELKHORN CHEMICAL & PACKAGING	Admin Janitor Supplies	563306	06/19/2015	51.92	07/15
100-515132-399	ADMIN - SUNDRY EXPENSES 3635	RICHTER'S MARKETPLACE	water refill (split)	06/12/15CH	06/12/2015	2.93	07/15
	3635	RICHTER'S MARKETPLACE	water refill (split)	06/26/15CH	06/26/2015	2.93	07/15
						5.86	*
						<u>1,109.70</u>	
100-515140-248	CLERK-REPAIRS & MAINT BUILDING 3040	VORPAGEL SERVICE INC.	Vorpagel Services Clerk	36976	06/03/2015	65.51	07/15
100-515140-399	GENERAL CODE & MISC PUB 3635	RICHTER'S MARKETPLACE	water refill (split)	06/12/15CH	06/12/2015	2.92	07/15
	3635	RICHTER'S MARKETPLACE	water refill (split)	06/26/15CH	06/26/2015	2.92	07/15

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						5.84	*
Total CITY CLERK						71.35	
100-515141-213	FINANCE - ACCTING AND AUDITING 2620 ROMENESKO, PATRICK S.C.	Finince City Audit		18535	06/15/2015	7,000.00	07/15
100-515141-248	FINANCE - REP AND MAINT BLDG 3040 VORPAGEL SERVICE INC.	Vorpapel Services Finance		36976	06/03/2015	406.14	07/15
100-515141-310	FINANCE - OFFICE SUPP/POSTAGE 3635 RICHTER'S MARKETPLACE 4338 PITNEY BOWES 4412 J. J. KELLER & ASSOCIATES, INC	grocery (split) PITNEY BOWES FINANCE JJ KELLER FINANCE		05/26/15CH 0753632-JN15 9100697781	05/26/2015 06/13/2015 06/08/2015	5.10 141.23 35.00	07/15 06/15 07/15
						181.33	*
100-515141-344	FINANCE - JANITOR SUPPLIES 1140 ELKHORN CHEMICAL & PACKAGING 1140 ELKHORN CHEMICAL & PACKAGING	Finance Janitor Supplies Clerk Janitor Supplies		563306 563306	06/19/2015 06/19/2015	27.28 4.40	07/15 07/15
						31.68	*
100-515141-533	FINANCE - COPY MACHINE RENTAL 1584 JAMES IMAGING SYSTEMS, INC.	Fin Toshiba ES550		611243	06/17/2015	50.16	07/15
Total FINANCE						7,669.31	
100-515161-298	ATTORNEY - CONTRACT SERVICES 3035 VONBRIESEN & ROPER, S.C.	VON BRIESEN & PURTELL LEGAL FEES		9964	06/11/2015	1,849.00	07/15
Total ATTORNEY						1,849.00	
100-525211-310	POLICE - OFF SUPP-POSTAGE 3635 RICHTER'S MARKETPLACE 3635 RICHTER'S MARKETPLACE 4338 PITNEY BOWES 4412 J. J. KELLER & ASSOCIATES, INC 5364 DIGICORP 7679 STAPLES ADVANTAGE	water refill Police Dept water refill Police Dept PITNEY BOWES POLICE JJ KELLER POLICE Voice Labor- phone system in dispatch STAPLES POLICE DEPT OFFICE SUPPLIES		06/03/15PD(2) 06/08/15PD 0753632-JN15 9100697781 308847 8034618334	06/03/2015 06/08/2015 06/13/2015 06/08/2015 05/31/2015 05/30/2015	5.85 5.85 141.23 35.00 57.50 589.93	07/15 07/15 06/15 07/15 07/15 07/15
						835.36	*
100-525211-344	POLICE - JANITOR SUPPLIES 1951 MENARDS 2590 REINEMANS, INC.	MENARDS POLICE ACCT 32120263 REINEMANS POILCE SUPPLIES		80530 79003	06/04/2015 06/11/2015	20.92 13.89	06/15 07/15
						34.81	*
100-525211-347	POLICE - FIREARM SUPP/RANGE 2830 STREICHER'S	.40 SW Practice		11155176	06/08/2015	563.26	07/15
100-525211-381	POLICE - INVESTIGATIONS 5016 WI DEPT OF JUSTICE 5907 ACL LABORATORIES	G1026T WI DEPT OF JUSTICE CIB -PD ACL LAB POLICE DEPT 30002225-X661		G1026T 05/15 201505-0	05/31/2015 06/01/2015	14.00 13.40	07/15 07/15
						27.40	*
Total POLICE DEPT.						1,460.83	
100-525220-157	FIRE - INSERVICE TRAINING 4354 GATEWAY - KENOSHA CAMPUS	City of Burlington Fire Department		20259	06/10/2015	110.00	07/15

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
100-525220-211	FIRE - PHYSICALS						
	4154	AURORA HEALTH CARE	Acct #600003825 - Howard, Perry	133521183	05/15/2015	103.00	07/15
	4154	AURORA HEALTH CARE	Acct #600003825 - Caulkins, Ryan	133866770	05/29/2015	78.00	07/15
						181.00	*
100-525220-242	FIRE - REPAIR & MAINT VEHICLES						
	1951	MENARDS	Menards Fire Dept Acct # 32120264	81526	06/15/2015	6.49	06/15
	2590	REINEMANS, INC.	Cut Key	79196	06/13/2015	1.89	07/15
						8.38	*
100-525220-244	FIRE - REPAIR MAINT EQUIPMENT						
	350	BATTERY PRODUCTS, INC.	BATTER PRODUCTS FIRE DEPT SUPPLIES	50900	06/03/2015	235.08	07/15
	390	BENDLIN FIRE EQUIP. CO., INC.	BENDLIN FIRE DEPT SUPPLIES	89509	06/16/2015	210.86	07/15
	1579	JEFFERSON FIRE & SAFETY	JEFFERSON FIRE & SAFETY FIRE DEPT	217052	06/10/2015	857.00	07/15
	2135	NATIONAL FIRE PROTECTION ASS	1901 Automotive Fire Apparatus	6458572Y	06/03/2015	62.15	06/15
						1,365.09	*
100-525220-248	FIRE - REPAIR MAINT BLDGS						
	117	ALSCO	ALSCO FIRE DEPT CUST. NO. 012470	IMIL953367	06/10/2015	47.29	07/15
	1441	D & K SERVICES	video camera broken sewer lateral	2015117	06/05/2015	250.00	07/15
	1951	MENARDS	Menards Fire Dept Acct # 32120264	80885	06/08/2015	146.36	06/15
	1951	MENARDS	Menards Fire Dept Acct # 32120264	81785	06/18/2015	36.45	07/15
	2590	REINEMANS, INC.	REINEMANS FIRE DEPT	78226	06/02/2015	60.50	07/15
						540.60	*
100-525220-298	FIRE- CONTRACT SERVICES						
	5016	WI DEPT OF JUSTICE	G1026T WI DEPT OF JUSTICE CIB -FIRE	G1026T 05/15	05/31/2015	7.00	07/15
	7630	MALEK & ASSOCIATES CONSULTA	Plan Review for Ardagh Glass Mezzanine	5219	06/03/2015	235.00	06/15
						242.00	*
100-525220-310	FIRE - OFFICE SUPPLIES						
	2590	REINEMANS, INC.	Reinemans UPS Delivery	78723	06/08/2015	56.13	07/15
	4412	J. J. KELLER & ASSOCIATES, INC	JJ KELLER FIRE DEPT SUPPLIES	9100697781	06/08/2015	35.00	07/15
	7679	STAPLES ADVANTAGE	STAPLES FIRE DEPT OFFICE SUPPLIES	8034618334	05/30/2015	13.39	07/15
						104.52	*
						2,551.59	
100-535321-159	STREETS - CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL953376	06/10/2015	103.15	07/15
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL955871	06/17/2015	172.58	07/15
						275.73	*
100-535321-248	STREETS REP & MAINT BLDG						
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL955872	06/17/2015	10.93	07/15
100-535321-298	STREETS - CONTRACT SERVICES						
	1370	GRAINGER	Grainger - DPW (split)	9750575426	05/26/2015	164.64	07/15
	1513	INLAND POWER GROUP	yearly inspection and testing on generator DPW	1462743-00	06/01/2015	278.00	07/15
	3040	VORPAGEL SERVICE INC.	service call - condensor (split)	37346	06/03/2015	588.56	07/15
	5032	OUTDOOR LIGHTING CONST INC	Repair - Milwaukee and Pick n Save	7086	05/29/2015	1,918.00	06/15
						2,949.20	*
100-535321-310	STREETS - OFF SUPP/POSTAGE						
	2470	QUILL CORPORATION	QUILL CORP DPW SUPPLIES	4955838	06/10/2015	98.89	07/15
	3635	RICHTER'S MARKETPLACE	Account #1080 - DPW (split)	06/11/15DPW	06/11/2015	2.38	07/15
	4412	J. J. KELLER & ASSOCIATES, INC	JJ KELLER STREET	9100697781	06/08/2015	35.00	07/15
						136.27	*
100-535321-350	STREETS - REP MAINT SUPPLIES						
	1140	ELKHORN CHEMICAL & PACKAGIN	ELKHORN CHEM DPW (split)	562584	06/05/2015	210.85	07/15
	1457	HUMPHREY SERVICE & PARTS, INC	HUMPHREY DPW STOCK	1181547	06/12/2015	53.06	07/15
	1841	LYNCH TRUCK CENTER	2005 Chev Silverado Unit 51 Repairs	2005987	05/12/2015	133.25	07/15
	1951	MENARDS	Menards Street Dept Acct # 32120266	80626	06/05/2015	28.68	07/15
	1951	MENARDS	Menards Street Dept Acct # 32120266	81096	06/10/2015	61.27	07/15
	1951	MENARDS	Menards Street Dept Acct # 32120266	81247	06/12/2015	32.46	07/15
	2060	MOTOR PARTS COMPANY, LLC.	MOTOR PARTS DPW STOCK	257784	06/15/2015	47.45	07/15

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period	
	2111	JX PETERBILT - MILWAUKEE	JX Peterbilt - Parts Unit 517	2-251660076	06/15/2015	83.46	07/15	
	2590	REINEMANS, INC.	Long Nose Plier	77415	05/21/2015	12.59	07/15	
	2590	REINEMANS, INC.	Sakrete Concrete	78151	06/01/2015	25.88	07/15	
	2590	REINEMANS, INC.	Sakrete Concrete	78417	06/04/2015	28.40	07/15	
	2590	REINEMANS, INC.	Reinemans Street Dept	78510	06/05/2015	19.46	07/15	
	2590	REINEMANS, INC.	Sakrete Concrete	78750	06/08/2015	25.34	07/15	
	2590	REINEMANS, INC.	WHT Wind/DR Sealant	78917	06/10/2015	7.64	07/15	
	2608	R.K.W. REDI-MIX CONCRETE INC.	RKW DPW GREENCASTLE	66239	05/07/2015	294.31	07/15	
	2608	R.K.W. REDI-MIX CONCRETE INC.	RKW DPW GREENCASTLE	66411	05/12/2015	411.44	07/15	
	2720	SHERWIN INDUSTRIES, INC.	SHERWIN INDUSTRIES PAINT DPW	SS060467	06/08/2015	3,793.00	07/15	
	2860	TAPCO	TAPCO DPW	1491421	06/08/2015	59.52	07/15	
	2860	TAPCO	TAPCO DPW	1492030	06/12/2015	150.35	07/15	
	3508	CREATIVE WELDING & FABRICATI	Replace hinge pins and collars	4087	05/22/2015	1,379.40	07/15	
	3635	RICHTER'S MARKETPLACE	Account #1080 - DPW (split)	06/11/15DPW	06/11/2015	25.74	07/15	
	3635	RICHTER'S MARKETPLACE	Account #1080 - Pam Veg Fry Spry	06/15/15DPW	06/15/2015	102.96	07/15	
	7716	MID-STATE EQUIPMENT	Parts for Unit 600	V44319	06/02/2015	55.12	06/15	
	8402	Kaestner Auto Electric Co	Wall plug	230529	06/10/2015	18.56	07/15	
						7,060.19	*	
	Total STREET ADMINISTRATION						10,432.32	
100-555551-159	PARKS - CLOTHING							
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL953376	06/10/2015	30.00	07/15	
	117	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL955871	06/17/2015	172.58	07/15	
	1370	GRAINGER	safety reader glasses	9764536653	06/11/2015	27.02	07/15	
	7174	CLASSIC INDUSTRIAL SUPPLIES	CIS - Park Dept Clothing	23163	06/18/2015	53.00	07/15	
						282.60	*	
100-555551-211	PARKS - PHYSICALS							
	4154	AURORA HEALTH CARE	Acct #600003826 - Penzel, James	133569975	05/18/2015	96.00	07/15	
	5016	WI DEPT OF JUSTICE	G1026T WI DEPT OF JUSTICE CIB - Parks	G1026T 05/15	05/31/2015	7.00	07/15	
						103.00	*	
100-555551-248	PARKS - REPAIR MAINT BLDGS							
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL955872	06/17/2015	5.46	07/15	
100-555551-298	PARKS - OUTSIDE SERVICES							
	1370	GRAINGER	Grainger - DPW (split)	9750575426	05/26/2015	82.32	07/15	
	1513	INLAND POWER GROUP	yearly inspection and testing on generator DPW	1462743-00	06/01/2015	139.00	07/15	
	2330	PATS SERVICES, INC	CITY OF BURLINGTON BUSHNELL PARK	A-112684	06/05/2015	90.00	07/15	
	2330	PATS SERVICES, INC	CITY OF BURLINGTON RIVERSIDE PARK	A-112693	06/05/2015	180.00	07/15	
	2330	PATS SERVICES, INC	CITY OF BURLINGTON ECHO PARK	A-112914	06/10/2015	72.58	07/15	
	3040	VORPAGEL SERVICE INC.	service call - condensor (split)	37346	06/03/2015	294.29	07/15	
	3667	HYDRAULIC COMPONENT SERVICE	recondition & test cherry picker hoist	126502	05/15/2015	258.41	07/15	
	5627	3-D GREENHOUSES, INC	THREE D GREENHOUSES DPW	640428	05/20/2015	1,829.20	07/15	
	7085	GRAYBAR	GRAYBAR DPW SUPPLIES	979057172	05/28/2015	517.62	07/15	
						3,463.42	*	
100-555551-310	PARKS - OFFICE SUPP, POSTAGE							
	2470	QUILL CORPORATION	QUILL - Parks Supplies	4955823	06/10/2015	84.90	07/15	
100-555551-350	PARKS - REPAIR/MTCE SUPPLIES							
	1140	ELKHORN CHEMICAL & PACKAGIN	ELKHORN CHEM DPW (split)	562584	06/05/2015	210.84	07/15	
	2280	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW	0318394-IN	06/02/2015	214.67	06/15	
	2587	REINDERS INC	REINDERS BROS- Unit 103	1585331-00	05/28/2015	654.27	07/15	
	2590	REINEMANS, INC.	Reinemans - Park Dept	78126	06/01/2015	28.78	07/15	
	2590	REINEMANS, INC.	Reinemans - Park Dept	78160	06/01/2015	24.71	07/15	
	2590	REINEMANS, INC.	Reinemans Parks Dept	78594	06/06/2015	24.27	07/15	
	2590	REINEMANS, INC.	Reinemans Parks Dept	78873	06/10/2015	9.70	07/15	
	2590	REINEMANS, INC.	Diag Cut Pliers	78982	06/11/2015	34.16	07/15	
	5477	BUMPER TO BUMPER BURLINGTO	GEN. PURP. CLNR GA	287359	06/05/2015	8.59	07/15	
	7174	CLASSIC INDUSTRIAL SUPPLIES	CIS - Park Dept Clothing	23149	06/17/2015	368.10	07/15	

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						1,578.09	*
		Total PARKS				5,517.47	
100-565641-298	PLAN COMM - CONTRACT SVCS						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0166.01 O'Reilly Site Plan	83577	11/19/2014	947.00	06/15
	4217	KAPUR & ASSOCIATES, INC.	14.0377.01 148 Front Street	83858	11/19/2014	728.00	06/15
	4217	KAPUR & ASSOCIATES, INC.	14.0162.01 Walton Road Extension	84868	05/20/2015	133.00	06/15
	4217	KAPUR & ASSOCIATES, INC.	Kapur 12.0166.01 O'Reilly Site Plan	84986	06/16/2015	356.00	07/15
	4217	KAPUR & ASSOCIATES, INC.	15.0161.01 Veterans Trucking	84991	06/16/2015	535.00	07/15
	4217	KAPUR & ASSOCIATES, INC.	15.0203.01 Lavelle Parking Lot Expansion	84993	06/16/2015	214.00	07/15
						2,913.00	*
100-565641-299	PLAN COMM - LAND USE						
	4217	KAPUR & ASSOCIATES, INC.	KAPUR 07.0884.01 CTH W TRAIL	84866	05/20/2015	2,341.00	06/15
		Total PLANNING COMMISSION				5,254.00	
100-575710-295	CLEAN SWEEP						
	3635	RICHTER'S MARKETPLACE	Clean Sweep	06/18/15DPW	06/18/2015	32.59	07/15
100-575710-299	GARBAGE- CNTRCT SVCS LANDFILL						
	4217	KAPUR & ASSOCIATES, INC.	Kapur 13.0090.01 Burlington Landfill 2013-2014	84258	02/25/2015	1,746.00	07/15
		Total GARBAGE COLLECTION				1,778.59	
		Total GENERAL FUND				41,806.77	
251-555511-211	PHYSICALS						
	5016	WI DEPT OF JUSTICE	G1026T WI DEPT OF JUSTICE CIB -LIBRARY	G1026T 05/15	05/31/2015	7.00	07/15
251-555511-247	REPAIR,MAINTENANCE BUILDING						
	1951	MENARDS	MENARDS LIBRARY BLDG MAINT	79209	06/26/2015	23.96	07/15
	2590	REINEMANS, INC.	REINEMANS LIBRARY BUILDING SUPPLIES	79352	06/26/2015	117.60	07/15
						141.56	*
251-555511-310	OFFICE SUPPLIES, POSTAGE						
	1010	DEMCO	Tech Services Supplies	5595346	06/26/2015	243.12	07/15
	1010	DEMCO	200 recycled tote bags	5612669	06/26/2015	302.10	07/15
	1951	MENARDS	new refrigerator for back room	79142	06/26/2015	148.00	07/15
	1951	MENARDS	wastebasket & bags	79891	06/26/2015	15.95	07/15
	3635	RICHTER'S MARKETPLACE	RICHTER FOODS LIBRARY SUPPLIES	0615RM1	06/26/2015	69.76	07/15
	4338	PITNEY BOWES	PITNEY BOWES LIBRARY	0753632-JN15	06/13/2015	141.23	06/15
	4412	J. J. KELLER & ASSOCIATES, INC	JJ KELLER LIBRARY	9100697781	06/08/2015	35.00	07/15
	7679	STAPLES ADVANTAGE	STAPLES LIBRARY SUPPLIES	8034638417	06/26/2015	118.34	07/15
						1,073.50	*
251-555511-312	COMPUTER SUPPLIES						
	1718	LAKESHORE LIBRARY SYSTEM	COMPUTER TECH SERVICE	1617LLS	06/26/2015	263.85	07/15
251-555511-318	AUTOMATION						
	5630	AMAZON.COM/GE MONEY	headphones	0615AMAZ1	06/26/2015	32.98	07/15
251-555511-327	MATERIALS						
	128	PENWORTHY COMPANY	children's materials	0012162	06/26/2015	522.18	07/15
	300	BAKER & TAYLOR	Childrens & Adult Materials	2030726292	06/26/2015	2,469.58	07/15

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GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	302	BAKER & TAYLOR CONT. SERVICE	ADULT MATERIALS	501366734	06/26/2015	29.23	07/15
	1561	CENTER POINT LARGE PRINT	Large Print Material	1294323	06/26/2015	340.24	07/15
	2817	INFOGROUP	REF USA DATABASE	0615INFO	06/26/2015	750.00	07/15
	4072	MICROMARKETING ASSOCIATES	children's DVD's	572618	06/26/2015	132.59	07/15
	4072	MICROMARKETING ASSOCIATES	Adult Materials	577042	06/26/2015	192.93	07/15
	4072	MICROMARKETING ASSOCIATES	Audiobooks	577505	06/26/2015	218.48	07/15
	5630	AMAZON.COM/GE MONEY	Children's materials	0615AMAZ2	06/26/2015	85.39	07/15
	7607	MIDWEST TAPE, LLC	children's DVD's	92935818	06/26/2015	29.99	07/15
	7607	MIDWEST TAPE, LLC	Music CD's	92935819	06/26/2015	125.94	07/15
	7607	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY DVD'S	92935820	06/26/2015	1,406.36	07/15
	7607	MIDWEST TAPE, LLC	audiobooks	92935822	06/26/2015	170.95	07/15
	7811	BOOK FARM, THE	CHILDREN'S MATERIALS	MTB4842	06/26/2015	612.50	07/15
						7,086.46	*
251-555511-345	PROGRAMS						
	2303	MPLC	MPLC License	0615MPLC	06/26/2015	107.46	07/15
Total FUND EXPENSES						8,712.81	
Total LIBRARY OPERATIONS FUND						8,712.81	
452-565639-399	Planning Expenditures						
	4217	KAPUR & ASSOCIATES, INC.	14.0081.01 Utility Planning & Design for TIF #5	84867	05/20/2015	60,966.70	06/15
	4217	KAPUR & ASSOCIATES, INC.	14.0367.01 Aurora Health Care Plan review	84988	06/16/2015	334.00	07/15
						61,300.70	*
Total 452-565639						61,300.70	
Total 2014 TIF #5 Fund						61,300.70	
463-590000-000	ASSOC TRUST BANK FEES						
	5349	ASSOCIATED TRUST COMPANY	Associated Trust Annual Fees	5052948	06/18/2015	513.00	07/15
Total 463-590000						513.00	
Total 1992 TIF #3 FUND						513.00	
501-514900-000	ADMINISTRATIVE EXPENSES						
	8222	LABYRINTH HEALTHCARE GROUP	Monthly fee for Advocacy Serv	25010	06/22/2015	153.40	07/15
Total ADMINISTRATIVE						153.40	
Total SELF INSURANCE FUND						153.40	
621-575740-159	CLOTHING ALLOWANCE						
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL950945	06/03/2015	63.22	07/15

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	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL953378	06/10/2015	66.62	07/15
	2973	USABlueBook	USA BLUEBOOK WATER DEPT #85786 (split)	662230	06/04/2015	97.81	07/15
						227.65	*
621-575740-225		TELEPHONE					
	5364	DIGICORP	Voice Labor- name changes on ext	308925	05/31/2015	115.00	07/15
621-575740-244		REPAIRS,MAINT EQUIPMENT					
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL950945	06/03/2015	10.02	07/15
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL953378	06/10/2015	10.02	07/15
	117	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL953379	06/10/2015	111.84	07/15
	1140	ELKHORN CHEMICAL & PACKAGING	ELKHORN CHEMICAL WWTP	563123	06/18/2015	105.14	07/15
	1370	GRAINGER	mounted ball bearings	9757491403	06/03/2015	106.50	07/15
	1370	GRAINGER	GRAINGER, WWTP parts	9764762804	06/11/2015	211.94	07/15
	1370	GRAINGER	Air Filter	9772252954	06/22/2015	204.26	07/15
	2973	USABlueBook	USA BLUEBOOK WATER DEPT #85786 (split)	662230	06/04/2015	209.86	07/15
	5164	DONERITE JANITORIAL SERV INC.	DoneRite Janitorial Cleaning for WWTP -June	2701	06/18/2015	1,080.00	07/15
						2,049.58	*
621-575740-245		GROUND IMPROVEMENTS					
	1820	LOIS TIRE SHOP,INC.	LOIS TIRE - Repairs Grasshopper Mower	368013	06/03/2015	53.89	06/15
	3859	LTR POWER CENTER	PARTS FOR GRASSHOPPER MOWER	5128	06/02/2015	48.09	06/15
	5584	LANDMARK SERVICES COOPERAT	TRIPLET 2.5 GAL	283517	06/05/2015	95.54	06/15
						197.52	*
621-575740-248		PLANT OPERATION					
	1513	INLAND POWER GROUP	yearly inspection and testing on the Onan	1462718-00	06/01/2015	819.00	07/15
	1513	INLAND POWER GROUP	yearly inspection and testing on generator John Deere	1462719-00	06/01/2015	516.00	07/15
	1513	INLAND POWER GROUP	yearly inspection and testing on generator Second Stage	1462720-00	06/01/2015	949.00	07/15
	1513	INLAND POWER GROUP	yearly inspection and testing on the Onan	1462722-00	06/01/2015	955.00	07/15
	5016	WI DEPT OF JUSTICE	G1026T WI DEPT OF JUSTICE CIB -WWTP	G1026T 05/15	05/31/2015	7.00	07/15
						3,246.00	*
621-575740-249		LABORATORY					
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL950945	06/03/2015	4.71	07/15
	117	ALSCO	ALSCO WWTP Cust # 012230 (split)	IMIL953378	06/10/2015	4.71	07/15
	117	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL953379	06/10/2015	73.81	07/15
	936	CULLIGAN OF BURLINGTON	CULLIGAN M9 MIXED BED 9" SERVICE	500X01541404	05/31/2015	222.25	07/15
						305.48	*
621-575740-253		PHOSPHATE REMOVAL					
	1095	KEMIRA WATER SOLUTIONS	KEMIRON COMP WWTP FERROUS CHLORIDE	9017451419	05/20/2015	2,174.62	06/15
621-575740-298		CONTRACT SERVICE					
	2620	ROMENESKO, PATRICK S.C.	WWTP City Audit	18535	06/15/2015	3,500.00	07/15
621-575740-310		OFFICE SUPPLIES, POSTAGE					
	4412	J. J. KELLER & ASSOCIATES, INC	JJ KELLER WWTP	9100697781	06/08/2015	35.00	07/15
	7679	STAPLES ADVANTAGE	STAPLES WWTP SUPPLIES	8034618334	05/30/2015	109.30	07/15
	8538	ZIPLOCAL	Acct. 088712 ZipUP -Digital Subscription -June	393529-JUNE	06/15/2015	69.00	07/15
	8696	CANON SOLUTIONS AMERICA, INC	Copier - WWTP Serial FRU35325	4016148674	06/01/2015	47.19	07/15
						260.49	*
621-575740-342		DISINFECTION ULTRA VIOLET					
	5331	MULCAHY/SHAW WATER, INC	Mulcahy/Shaw Rubber Wiper Filler	319423	06/04/2015	72.01	07/15
621-575740-353		REPAIR & MAINT LIFT STATIONS					
	7546	EVOQUA WATER TECHNOLOGIES	SIEMENS WWTP BIOXIDE	902188276	05/29/2015	706.55	07/15
621-575740-371		REG/PERMITS/OUTSIDE TESTING					
	3615	NORTHERN LAKE SERVICE, INC.	NORTHERN LAKE SERVICE TESTING	276534	06/04/2015	267.00	06/15
621-575740-374		SAFETY					
	3593	WI RURAL WATER ASSOCIATION	Consolidated Safety Annual Refresher Training	2686	05/28/2015	241.21	07/15
	4154	AURORA HEALTH CARE	Acct #600003826 - Odea, Daniel	133787896	05/27/2015	179.00	07/15

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
						420.21	*
621-575740-375	TV & SEAL SANITARY SEWER						
	1381 GREAT LAKES TV SEAL, INC		2015 Sanitary Sewer Inspection	16936	05/29/2015	11,083.87	07/15
Total WASTEWATER FUND EXPENSES						24,625.98	
Total WASTEWATER OPERATIONS FUND						24,625.98	
622-506230-000	SUPPLIES						
	3120 WELDERS SUPPLY COMPANY		WELDERS SUPPLY CO WATER #9	333034	05/22/2015	41.38	07/15
	3120 WELDERS SUPPLY COMPANY		WELDERS SUPPLY CO WATER DEPT	336318	06/11/2015	43.39	07/15
						84.77	*
Total 622-506230						84.77	
622-506250-000	MAINTENANCE-SUPPLIES						
	1951 MENARDS		Menards - Acct 32120265 (split)	80012	05/29/2015	107.76	06/15
	1951 MENARDS		MENARDS Water Dept ACCT #32120265	80264	06/01/2015	88.16	07/15
	1951 MENARDS		MENARDS Water Dept ACCT #32120265	80267	06/01/2015	2.99	07/15
	2590 REINEMANS, INC.		Reinemans - Water Dept (split)	78743	06/08/2015	33.98	07/15
	2590 REINEMANS, INC.		REINEMANS WATER DEP SUPPLIES	78754	06/08/2015	3.67	07/15
	2590 REINEMANS, INC.		Reinemans - Water Dept	78793	06/09/2015	5.84	07/15
	2590 REINEMANS, INC.		Plumbing Fittings	79922	06/23/2015	16.25	07/15
						258.65	*
Total 622-506250						258.65	
622-506310-000	CHEMICALS						
	2973 USABlueBook		USA BLUEBOOK WATER DEPT #85786	663810	06/05/2015	366.14	07/15
Total 622-506310						366.14	
622-506410-000	SUPPLIES						
	1707 LDV, INC.		BUILD TRAILER BASKET	67036	06/02/2015	472.52	06/15
	2590 REINEMANS, INC.		Reinemans - Water Dept (split)	78743	06/08/2015	33.29	07/15
						505.81	*
Total 622-506410						505.81	
622-506500-000	RESERVOIRS & SUPPLES						
	1951 MENARDS		Menards - Acct 32120265 (split)	80012	05/29/2015	152.99	06/15
	2590 REINEMANS, INC.		46" Downspout Extender	79662	06/19/2015	9.89	07/15
						162.88	*
Total 622-506500						162.88	
622-506520-000	SERVICE-SUPPLIES						
	3070 WANASEK CORPORATION		Misc Winter Restorat	4817	06/02/2015	1,503.39	07/15

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
Total 622-506520						1,503.39	
622-506540-000	HYDRANTS & SUPPLIES						
	3070	WANASEK CORPORATION	Misc Winter Restorat	4817	06/02/2015	1,260.18	07/15
Total 622-506540						1,260.18	
622-509030-000	OFFICE SUPPLIES						
	117	ALSCO	ALSCO DPW - Water Customer #025570	IMIL950944	06/03/2015	34.88	07/15
	117	ALSCO	ALSCO DPW - Water Customer #025570	IMIL953377	06/10/2015	36.28	07/15
	4412	J. J. KELLER & ASSOCIATES, INC	JJ KELLER WATER	9100697781	06/08/2015	35.00	07/15
						106.16	*
Total 622-509030						106.16	
622-509210-000	OFFICE SUPPLY						
	4338	PITNEY BOWES	PITNEY BOWES WATER	0753632-JN15	06/13/2015	188.31	06/15
Total 622-509210						188.31	
622-509230-000	OUTSIDE SERVICES						
	2620	ROMENESKO, PATRICK S.C.	Water City Audit	18535	06/15/2015	3,500.00	07/15
	4069	MUNICIPAL SERVICES, LLC	Cross Connection	201525	06/01/2015	413.25	06/15
						3,913.25	*
Total 622-509230						3,913.25	
622-509250-000	EDUCATION-SUPPLIES						
	3593	WI RURAL WATER ASSOCIATION	Consolidated Safety Annual Refresher Training	2686	05/28/2015	63.22	07/15
Total 622-509250						63.22	
622-509260-000	EMPLOYEE REIMBURSEMENT						
	4154	AURORA HEALTH CARE	Acct #600003825 - Lahodik, Samantha	133491934	05/14/2015	48.00	07/15
Total 622-509260						48.00	
622-509300-000	MISCELLANEOUS-SUPPLIES						
	2790	SOUTHERN LAKES NEWSPAPERS	CCR Notice	207674	06/11/2015	401.81	07/15
Total 622-509300						401.81	
622-509350-000	GENERAL PLANT-SUPPLIES						
	117	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL955872	06/17/2015	10.93	07/15
	1370	GRAINGER	Grainger - DPW (split)	9750575426	05/26/2015	164.64	07/15

PD = Fully Paid Invoice PR = Partially Paid Invoice

GL Acct No	Vendor	Vendor Name	Description	Invoice No	Inv Date	Amount	Period
	1513	INLAND POWER GROUP	yearly inspection and testing on generator DPW	1462743-00	06/01/2015	278.00	07/15
	1951	MENARDS	MENARDS Water Dept ACCT #32120265	81709	06/17/2015	70.75	07/15
	3040	VORPAGEL SERVICE INC.	service call - condensor (split)	37346	06/03/2015	588.56	07/15
						1,112.88	*
Total 622-509350						1,112.88	
Total WATER UTILITY FUND						9,975.45	
623-575740-242	REPAIR, MAINTENANCE EQUIPMENT						
	2300	OTTER SALES & SERVICE, INC.	Service Call to Repair Mower	20332	05/28/2015	847.15	07/15
	5117	HUGHES ELECTRIC, INC	Repairs on tractor	11225	06/04/2015	120.50	07/15
						967.65	*
623-575740-245	REPAIR, MAINTENANCE GROUNDS						
	5117	HUGHES ELECTRIC, INC	Airport grass cutting	11225	06/04/2015	678.00	07/15
623-575740-247	REPAIR, MAINTENANCE BUILDINGS						
	2739	SOLOFRA PLUMBING INC.	Airport - repaired leaking toilet	1815	06/08/2015	117.10	07/15
623-575740-298	CONTRACT SERVICES						
	5538	MEISNER, GARY	GARY MEISNER JULY BILLING	JULY2015	07/07/2015	319.30	07/15
623-575740-310	OPERATING SUPPLIES						
	6247	METCO	Thermal Receipt Paper	160733	06/17/2015	88.06	07/15
Total 623-575740						2,170.11	
Total AIRPORT FUND						2,170.11	
Grand Total:						149,258.22	

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	17.25	.00	.00	17.25
100041420	BAUMHARDT, MATTHEW R	.00	.00	.00	.00	62.00	.00	62.00
100081158	LEBAK, BARBARA	11.01	.00	.00	.00	.00	.00	11.01
Grand Totals:	3 Employees	11.01	.00	.00	17.25	62.00	.00	90.26



City Clerk

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

Common Council Agenda Item Number: 10	Date: June 16, 2015
Submitted By: Diahn Halbach, City Clerk	Subject: Licenses & Permits

OPERATOR’S LICENSES

Operator’s Licenses (aka Bartender’s License) shall be issued to individuals 18 years of age or over who do not have an arrest or conviction record subject to secs. 111.321, 111.322, and 111.335 and will be responsible for supervising activities on Class “A” beer, Class “B” beer, “Class B” intoxicating liquor, and “Class A” intoxicating liquor and “Class C” wine on premises during required hours in absence of the licensee or approved agent of licensed business.

- | | | | |
|-----|-----------------|-----------|----------|
| 1. | Bartolone | Stephano | Nicholi |
| 2. | Baumeister | Michelle | Amy |
| 3. | Bellante | Frank | Joseph |
| 4. | Blizard | Roberta | Leigh |
| 5. | Escobar | Tasha | Mae |
| 6. | George | Laura | Ann |
| 7. | Goldsmith | Sara | Samantha |
| 8. | Harry | Madelyne | Patricia |
| 9. | Martinez-Guzman | Alexandra | Edith |
| 10. | Melahn | Kyle | Daniel |
| 11. | Nelson | Sara | Jean |
| 12. | Schwarten | Jesse | Robert |
| 13. | Staab | Frank | Edward |
| 14. | Szarfinski | Jamie | Lynn |
| 15. | VanWormer | Jennifer | L. |
| 16. | Way | Codi | M. |
| 17. | Wiemer | Ali | Marie |
| 18. | Wiemer | Michael | Eugene |
| 19. | Wieners | Courtney | Lynn |

BUSINESS LIQUOR LICENSE APPLICATION

The attached applications are Liquor License renewals for the 2015-2016 calendar year. ALL Licenses expire June 30, 2015 and must be renewed prior to the expiration date in order to continue selling alcoholic beverages.

CLASS "B" FERMENTED MALT BEVERAGES

Name: Haylofters, Inc.
 Trade Name: Haylofters
 Address: 109 N. Main Street, Burlington, WI 53105
 Agent: Corina Kretschmer
 Address: 324 North Spring Street, Burlington, WI 53105

Financial Remarks:

Applicants are charged a fee of which a portion funds the background checks performed by the Police Department. Business license fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the June 16, 2015 Common Council meeting.



CITY OF BURLINGTON

Department of Public Works

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

Common Council Item Number: 13 A	Date: July 7, 2015
Submitted By: Dan Jensen, Department of Public Works Supervisor	Subject: Resolution 4730(4) to consider the approval of the 2015-2019 Comprehensive Outdoor Recreation Plan.

Details: The State of Wisconsin's Comprehensive Planning and Smart Growth Law mandates municipalities to have an updated Comprehensive Outdoor Recreation Plan (CORP). The City of Burlington's current CORP expired in 2014. The CORP needs to be revised every four years and is the City's guide to acquire and develop park and recreation facilities and identifies future growth and development of its current facilities.

The CORP is also a tool that enables the City to participate and receive outdoor recreation grant funding offered by the Department of Natural Resources (DNR). During the 2010-2014 CORP, the City received \$105,713 in Recreational Trail Aid and Shoreland Protection Grants. This dollar amount does not include Wehmhoff-Jucker and Sunset Trail. The City should see an additional \$90,000 in reimbursement from the DNR.

SAA Design Group, Inc., (SAA) completed the 2015 -2019 Comprehensive Outdoor Recreation Plan (CORP). The process included meetings with various public and private entities and City technical staff to create the new plan. Overall recommendations for the park system include: continuing to retrofit all parks and facilities for ADA accessibility; improving existing tot lots and playgrounds with amenities for all ages; completion of a citywide multi-purpose trail system that connect city, county and state parks, regional trails, and actively pursue funds for park development.

The Park Board approved the plan in July 2014 and is recommending approval by the Common Council.

Options & Alternatives: Smart Growth legislation requires all local governments to have an updated CORP in order to be eligible for DNR grants or engagement in programs or actions that affect land use. If the 2015-2019 CORP is not adopted the City will need to determine how to satisfy the comprehensive planning goals identified by legislative requirements under Smart Growth.

Financial Remarks: The City of Burlington Park Board contracted with SAA Design Group, Inc. to create the 2015- 2019 CORP at a cost of \$10,665 paid from the Park Board Funds account.

Executive Action:

This item was discussed at the June 16, 2015 Committee of the Whole meeting and will be considered at the July 7, 2015 Common Council meeting.

Resolution No. 4730(4)
Introduced by the Committee of the Whole

**A RESOLUTION BY THE CITY OF BURLINGTON TO ADOPT THE 2015-2019
COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP)**

WHEREAS, the City of Burlington adopted the 2010-2014 Comprehensive Outdoor Recreation Plan (CORP) on August 3, 2010; and

WHEREAS, the CORP is a five year plan which now requires an update in order for the City of Burlington to be eligible for State of Wisconsin and Federal grant money for the next five year period; and

WHEREAS, the City has received input from the public in order to update the CORP; and

WHEREAS, the planning consultant, SAA Design Group, Inc., has incorporated the input of various public and private entities, and City technical staff to create this plan; and

WHEREAS, the Park Board recommends that the Common Council approve the plan,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, Wisconsin, that the "City of Burlington 2015-2019 Comprehensive Outdoor Recreation Plan" is hereby approved.

Introduced: June 16, 2015
Adopted:

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk



CITY OF BURLINGTON

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

Common Council Item Number: 13B	Date: July 7, 2015
Submitted By: Dan Jensen, Department of Public Works Supervisor	Subject: Resolution 4733(7) to approve local funds as a match to the Department of Natural Resources (DNR) Urban Nonpoint Source and Storm Water Management Grant No. Usp-Fx04-51206-15 for the development of a Storm Water Management Plan

Details:

As of March 6, 2015 the City of Burlington is a permitted storm water community bound by the requirements of a Municipal Separate Storm Sewer System (MS4) Permit. A MS4 permit is required for municipalities located within a federally-designated Urbanized Area or with a population of 10,000 or more based on the latest decennial census. The MS4 permit is similar in nature to the discharge permit for our waste water treatment plant, but not as narrowly defined. This permit will require guidelines for eliminating pollutants in our storm water discharge but will not specify the treatment methods used.

The first requirement of this permit is for the City to assess its existing storm water system and develop a Storm Water Management Plan to meet discharge permit requirements. This will require the assistance of an outside engineering firm capable of providing the scope of services necessary to complete the plan. The plan will provide estimated costs of recommended improvements and analysis of fiscal impact on future budgets to meet discharge requirements. The firm is to be selected through a Request For Proposal (RFP) process.

Staff recommends approval of this resolution which documents the City's obligation to fund the cost of developing a storm water management plan to meet the DNR's requirements.

Options & Alternatives:

The city could ask for a waiver from the DNR to try and avoid having to meet this mandate, however it is required that all municipalities over 10,000 in population operate under an MS4 permit.

Financial Remarks:

The City has received a grant from the DNR for a match of up to 57% of the cost of the plan not to exceed \$80,000. Staff estimates the City will need to budget approximately \$53,000 for this project in 2016.

Executive Action:

This item was discussed at the June 16, 2015 Committee of the Whole meeting and will be considered at the July 7, 2015 Common Council meeting.

Resolution No. 4733(7)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING LOCAL FUNDS AS A MATCH TO THE DEPARTMENT OF
NATURAL RESOURCES (DNR) URBAN NONPOINT SOURCE AND STORM WATER
MANAGEMENT GRANT No. USP-FX04-51206-15 FOR THE DEVELOPMENT OF A
STORM WATER MANAGEMENT PLAN**

WHEREAS, under Resolution 4665(54) The City of Burlington requested financial assistance under s. 20.370, Wisconsin State Statutes, Chapter NR 151, 153 and 155, Wisconsin Administrative Code, to draft a Storm Water Management Plan, and;

WHEREAS, said financial assistance was granted by the State of Wisconsin on January 16, 2015 which will reimburse up to 57% of the costs to develop the Storm Water Management Plan not to exceed \$80,000; and;

WHEREAS, the City is now responsible for completing a Stormwater Management Plan which complies with its new Municipal Separate Storm Sewer System (MS4) Permit, which became effective on March 6, 2015, and;

WHEREAS, the engineering firm selected to complete the plan will provide a proposal detailing the cost of providing to the City of Burlington the work necessary to develop a Storm Water Management Plan, and;

WHEREAS, the City of Burlington will provide the necessary funding to cover the cost of the plans developed by the engineering firm awarded the bid to provide the City of Burlington with a storm water management plan;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that funding will be provided to hire an engineering firm to draft a Storm Water Management Plan meeting the requirements of the it City of Burlington's MS4 Permit.

Introduced: June 16, 2015
Adopted:

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk



CITY OF BURLINGTON

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

Committee of the Whole Item Number: 9	Date: July 7, 2015
Submitted By: Carina Walters, City Administrator	Subject: Resolution 4738(12) to approval of a Contract with GovHrUSA for the recruitment of the Public Works Director.

Details:

Craig Workman, Public Works Director will officially resign from the City of Burlington on July 17, 2015. As such the Common Council discussed at its special meeting of June 23 to discuss the hiring process for the next Public Works Director.

Staff was instructed to obtain a proposal from GovHr and identify the cost associated with completing a comprehensive recruitment process including the assessment center and a proposal without the assessment center which can be handled internally.

As the proposal indicates (attached to the cover memo), GovHR (Phase 1) will include the Position Assessment, Job Announcement and Flyer Development. The process will also include Advertising, Candidate Recruitment and Outreach and the final phase of Candidate Evaluation and Screening. Upon narrowing down the qualified candidates to approximately 15-20 semi-finalists GovHr will prepare a Recruitment Report for the City in the amount of \$15,000.

As an optional cost or (Phase 2) GovHR is willing to conduct the Assessment Center process for an additional \$5,000 plus the cost of travel.

Staff would recommend GovHR in completing the initial scope of work or Phase 1 outlined above; therefore, allowing staff to complete the assessment center saving the City approximately \$5,000.

Options & Alternatives:

The Common Council may determine to not hire a Consultant to assist with the recruitment process and staff can complete the entire hiring process; however, given the timeliness of identifying a new Public Works Director staff recommends assistance. The Council may determine it is in the best interest of the City to have GovHr complete the entire process.

Financial Remarks:

As indicated GovHR can complete the entire recruitment process for approximately \$20,000 plus travel expenses, or complete Phase 1 of the process for \$15,000.

Executive Action:

Given the time constraint this item is for discussion at the July 7, 2015 Committee of the Whole meeting and will be placed on the July 7, 2015 Council Agenda for final approval.

**A RESOLUTION APPROVING A CONTRACT WITH GovHR USA TO
PROVIDE PROFESSIONAL RECRUITMENT SERVICES FOR THE POSITION
OF PUBLIC WORKS DIRECTOR**

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 June 25, 2015, attached hereto as Exhibit A, for the amount of \$12,000 plus expenses up to \$3,000 with an optional Assessment Center fee of \$5,000 for the not-to-exceed amount of \$20,000.

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: July 7, 2015
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



June 25, 2015

Ms. Carina Walters
City Administrator
City of Burlington
300 N. Pine Street
Burlington, WI 53105

Dear Ms. Walters:

Thank you for the opportunity to provide you with a Limited Scope Recruitment proposal for the City of Burlington's recruitment and selection process for Director of Public Works. GovHR USA is pleased to offer this option to Clients who require only partial assistance with a recruitment.

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 is certified as an FBE (Female Business Enterprise) in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois. GovHR USA is led by Heidi Voorhees, President, and Joellen Earl, CEO. Ms. Voorhees 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 220 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 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. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The firm has a total of twenty-one consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

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

Experience

GovHR USA has completed 259 recruitments since its establishment in 2009, including 20 for Directors of Public Works. 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.

References

The following references can speak to the quality of service provided by GovHR USA (references marked * were conducted under the firm's previous name, Voorhees Associates):

City Engineer/Director of Public Works recruitment

City of Franklin

Mark Luberda, Director of Administration

9229 W. Loomis Road

Franklin, WI 53132

414-858-1100

mluberda@franklinwi.gov

Steve Olson, Mayor

414-427-7529

solson@franklinwi.gov

Director of Public Works and Utilities recruitment

City of Wausau

Myla Hite, Human Resources Director

407 Grant Street

Wausau, WI 54403

715-261-6630

Myla.hite@ci.wausau.wi.us

Director of Public Works recruitment*

Assessor recruitment

IS Director recruitment

Director of Finance recruitment*

Economic Development Director recruitment*

Fire Chief recruitment*

City of Wauwatosa, Wisconsin

James Archambo, City Administrator

7725 W. North Avenue

Wauwatosa, WI 53213

414/479-8915

jarchambo@wauwatosa.net

Beth Aldana, Human Resources Director

TEL: 414-479-8954

baldana@wauwatosa.net

Consultant Assigned

GovHR USA Vice President Lee Szymborski will be responsible for your recruitment and selection process.

Lee Szymborski
Senior Vice President – GovHR USA

Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. In addition to his Wisconsin service in Mequon, he also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10- community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and re-purposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Mr. Szymborski's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled for the Village Manager all aspects of recruiting department heads and other members of the management team. In Illinois, he was also the chief recruiter for executive director positions for two intergovernmental agencies serving the northwest Chicago suburbs. During his 15 years in Mequon, Mr. Szymborski recruited all members of the City's management team.

Since joining GovHR USA in 2014, Mr. Szymborski has assisted or managed more than 15 executive searches for communities in Wisconsin, Illinois, Missouri and Massachusetts. His recent searches include City and County Administrator and department head positions for the Wisconsin communities of Lake Geneva, Waukesha, Franklin, Wausau and Eau Claire County; and he has also assisted or managed local government and intergovernmental agency searches in Illinois, Missouri and Massachusetts. He has done management studies for several Wisconsin communities and has facilitated strategic planning retreats and written plans for the City of Eau Claire and the Wisconsin City/County Management Association. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin and Illinois communities.

Mr. Szymborski has published articles in *Public Management* magazine, and is an adjunct instructor at Upper Iowa University – Milwaukee Center. He holds a B.A. in Political Science, and an M.S. in Urban Affairs, both from the University of Wisconsin – Milwaukee. He is a past-president of the Mequon-Thiensville Sunrise Rotary Club, where he has been an active member since 1999. Mr. Szymborski serves on the Board of Directors for the Mequon Nature Preserve. He was the 2014 recipient of the Mequon – Thiensville Chamber of Commerce's Distinguished Service Award.

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 Flyer Development

Phase I will include the following steps:

- **Interviews** with the City Administrator, 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.
- This process takes about 1/2 day.
- Development of a **Job Announcement**.
- Development of a **Recruitment Flyer** for your review and approval. This Flyer will consist of a brief description of the community, a few candidate traits and a short list of challenges and opportunities and the job ad—all on one or two pages. This Flyer will be produced as an electronic file.
- Agreement on a detailed **Recruitment Timetable**.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcements 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 each 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 Flyer.

We will develop a matrix which identifies key traits (taken from the Recruitment Flyer) 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 Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long 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. We will provide one copy of this report for the City to reproduce. 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 for each position. 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.
- Once candidates for interview are selected, two additional references will be contacted.

GovHR USA will not be involved in any components of the Recruitment Process beyond the presentation of candidates. As the Limited Scope Recruitment is not a Full Scope Recruitment and Selection Process, GovHR USA will not:

- Conduct background investigations (court, credit, motor vehicle records checks, etc.)
 - Prepare interview questions or make arrangements for the candidate interviews.
 - Provide assistance with contract negotiations with finalist candidates.
 - Offer any guarantee of tenure of the candidates or "redo" the recruitment process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- GovHR USA will notify all applicants of the final appointment, including professional background information on the successful candidate.

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 Director of Public Works.

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
- Other exercise of the Client's choosing

If Burlington selects GovHR USA to conduct the Assessment Center outlined above, it will be conducted by GovHR Vice President Sharon Morien. Ms. Morien has been performing Assessment Centers for the past 15 years. She has conducted Assessment Centers for all levels of government positions, including City Administrator, Fire Chief, Police Chief, Director of Public Works, Engineering Services Manager, Village Engineer, Management Analyst, and the like. In addition, she has performed numerous "promotional" Assessment Centers for public safety departments. For Ms. Morien's full bio, please see our web site at www.govhrusa.com.

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 flyer Deliverable: recruitment flyer	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to City of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by City; additional background and reference checks	week 10

Summary of Costs

Recruitment Fee:	\$10,000
Recruitment Expenses: (not to exceed) Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	3,000
Advertising costs	2,000*
Total Fees:	\$15,000**

*Advertising costs over \$2,000 per recruitment will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed. Recruitment flyers are produced as electronic files.

Assessment Center Fee: \$5,000*

*This fee includes all the preparation and cost of the Assessment Center materials, and the fees 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. The cost includes a written report outlining the findings of the Assessment Center as reported by the Assessors. The City would be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors). **This fee does not include lodging, travel and meal expenses for the GovHR USA Facilitator(s) to be on site for the Assessment Center (estimated \$600). Actual expenses will be billed in addition to the \$5,000 fee.**

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 two (2) 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. Cost of the optional Assessment Center, if selected, will be billed separately. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Why Choose GovHR USA?

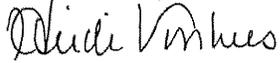
The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge 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.

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: _____



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Committee of the Whole Item: 10	Date: July 7, 2015
Submitted By: Gregory Guidry, Building Inspector	Subject: Motion 15-807 to consider approving a Certificate of Appropriateness for 516-518 Mill Street.

Details:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application for the project located at 516-518 Mill Street (Welders Supply). The proposed project consists of:

- Installation of two sloped canopies constructed with pre-finished beige siding and trim, with a roof consisting of a chestnut colored roofing material, supported by either 6-inch steel columns or 16-inch concrete piers
- The removal and replacement (with new windows) of the three (3) side-by-side windows located on the first floor of the north-facing elevation.
- The removal and replacement (the infilling with brick) of two (2) windows with one (1) small window located on the second floor and one (1) small window located between the two existing doors on the first floor of the north-facing elevation.
- The removal and replacement (the infilling with brick) of the door and its transom above the door which are located on the western one-half of the north-facing elevation.

The Certificate of Appropriateness Application was reviewed and unanimously approved at the June 25, 2015 HPC meeting.

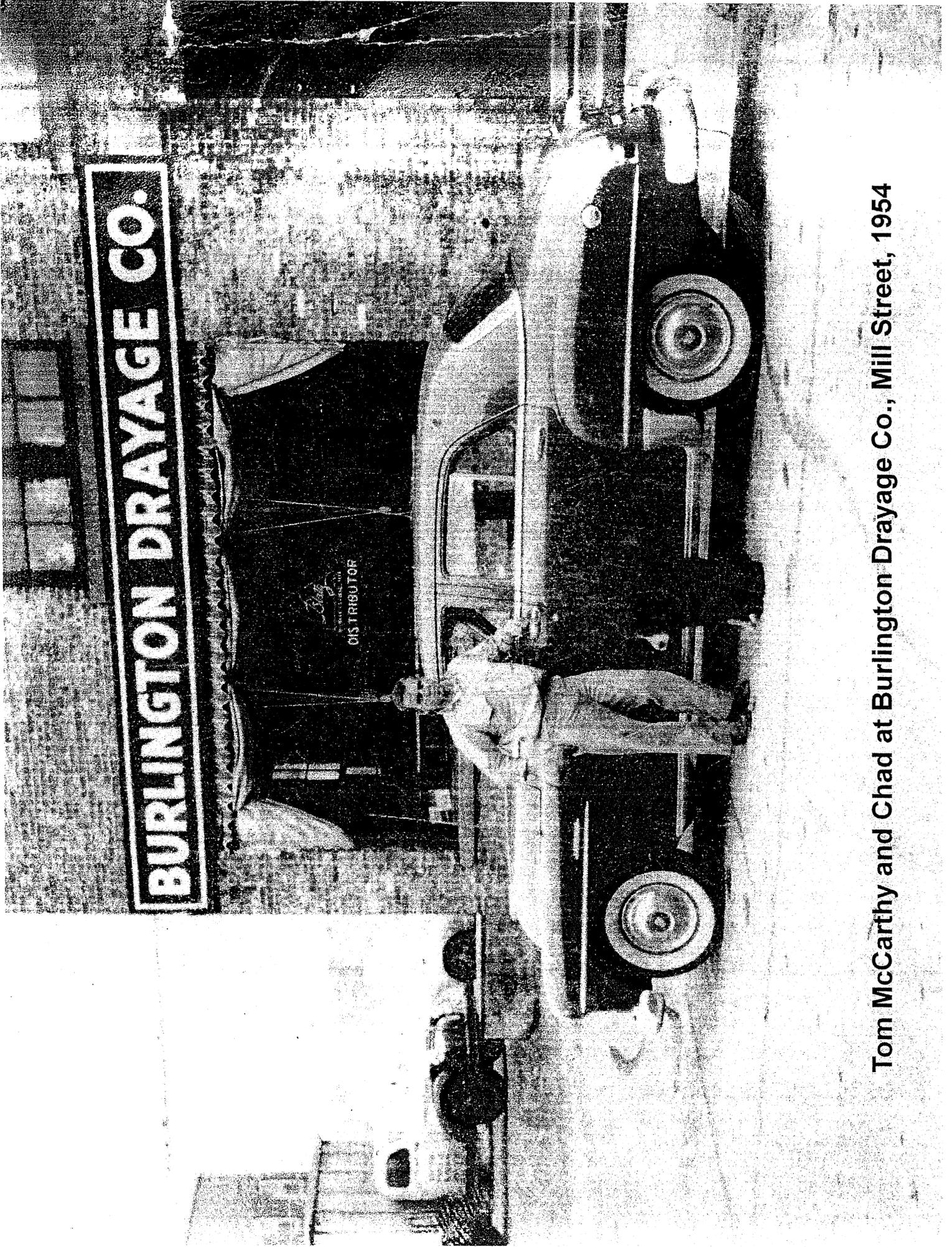
For your convenience, renderings of the proposed alterations are attached.

Financial Remarks:

The approved items will be paid 100% by the owner.

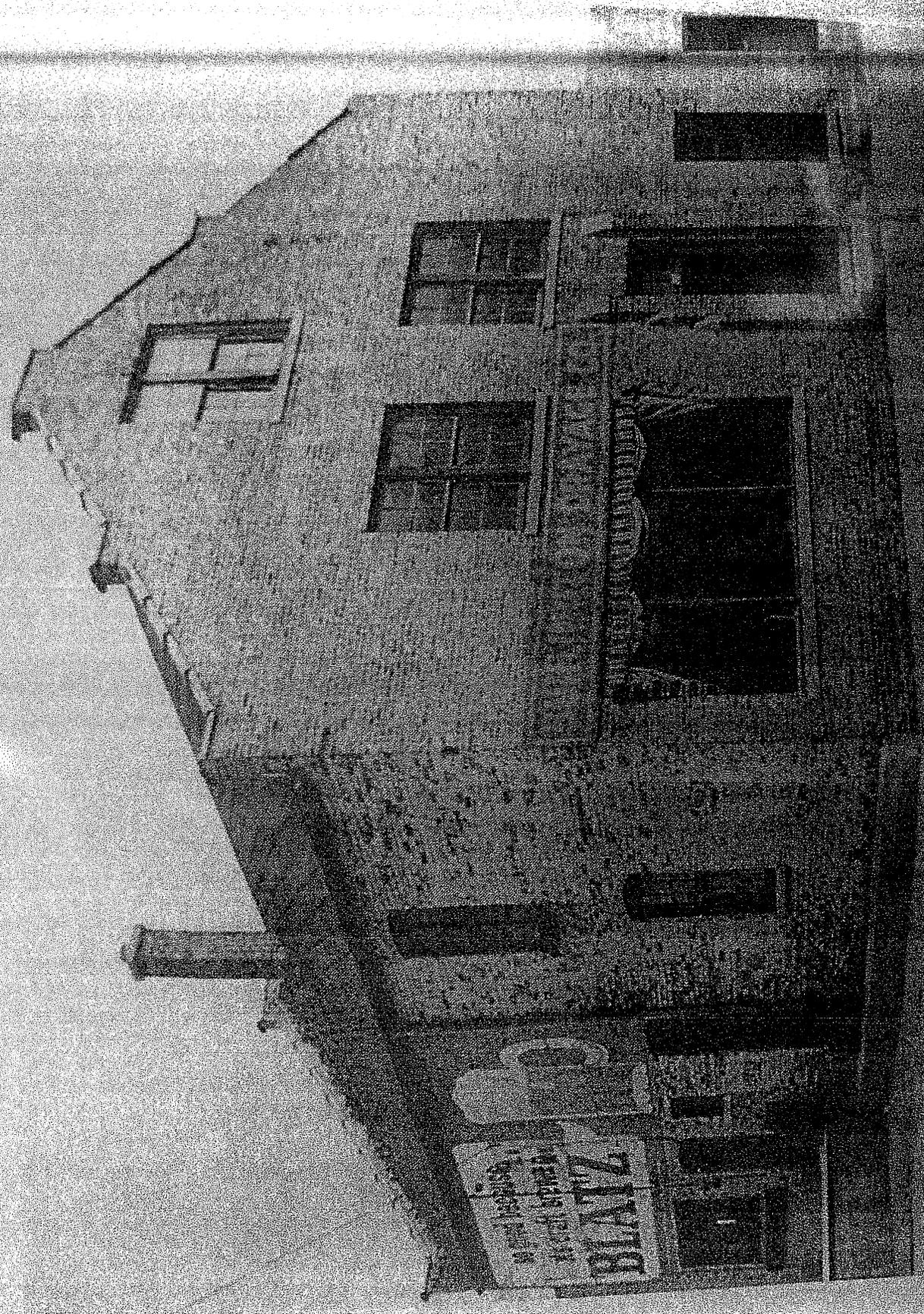
Executive Action:

This item is for discussion at the July 7, 2015 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

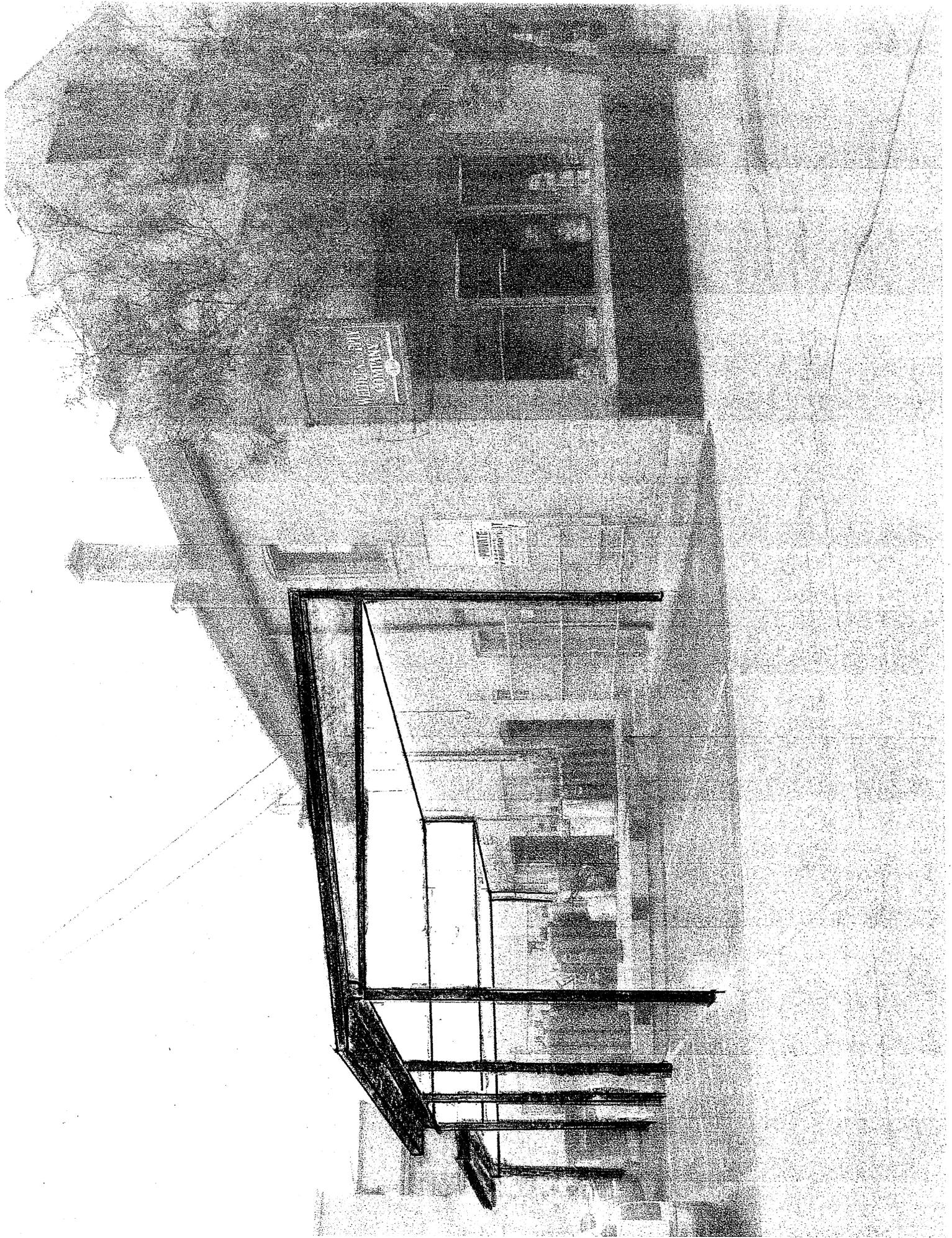


Tom McCarthy and Chad at Burlington Drayage Co., Mill Street, 1954

area memorabilia. Over the table is hung an old bucksaw. The bench in the right background was made from beams in the livery hay mow. In the right foreground may be caught a glimpse of a grindstone from the John Spitzer family farm.



A picture of the building as it appeared sometime after a 1953 concrete block addition indicated the building's history.



WELLS FARGO
COMPANY

PRIVATE
PARKING LOT

NO
PARKING

NO
PARKING

NO
PARKING

NO
PARKING





CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Committee of the Whole Item: 11	Date: July 7, 2015
Submitted By: Gregory Guidry, Building Inspector	Subject: Motion 15-808 to consider approving a Certificate of Appropriateness and Sign Permit for 588 N. Pine Street.

Details:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application and Sign Permit for the project located at 588 N. Pine Street (Silver Cloud). The proposed project consists of:

- The installation of window signage on the front windows. The proposed signage would be displayed in the large display window below the two transom windows and would occupy 28.98 percent of the window. The proposed signs are to be vinyl and the colors for the lettering are to be white and black. The background is proposed to be both white and clear with a powder blue colored cloud.
- The installation of window signage on the door. The proposed signage indicated is a laminated poster (indicating store hour) applied to the occupying 30 percent of the total door window area. The proposed signage material is to be of a laminated poster which does not appear to be allowed under Section 315-74(B)(2) of the City Zoning Ordinance. Therefore it is recommended that this material be changed to be decal vinyl (or vinyl-like material) signage applied to the inside of the door window.

The Certificate of Appropriateness Application and Sign Permit were reviewed and unanimously approved at the June 25, 2015 HPC meeting.

For your convenience, renderings of the proposed alterations are attached.

Financial Remarks:

The approved items will be paid 100% by the owner.

Executive Action:

This item is for discussion at the July 7, 2015 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.



SILVER CLOUD

VAPE CAFE & GALLERY

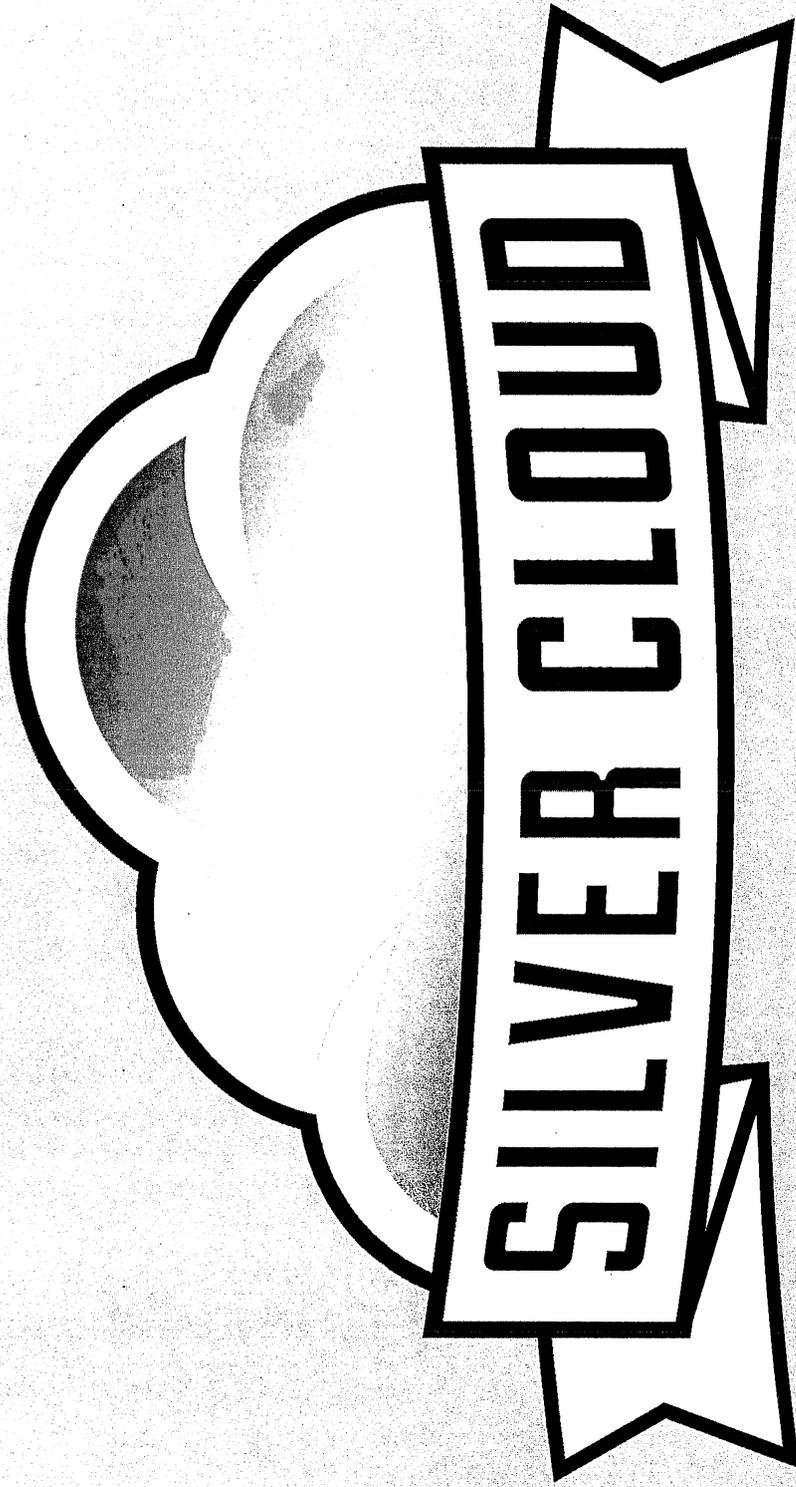
TRUCK



SILVER CLOUD

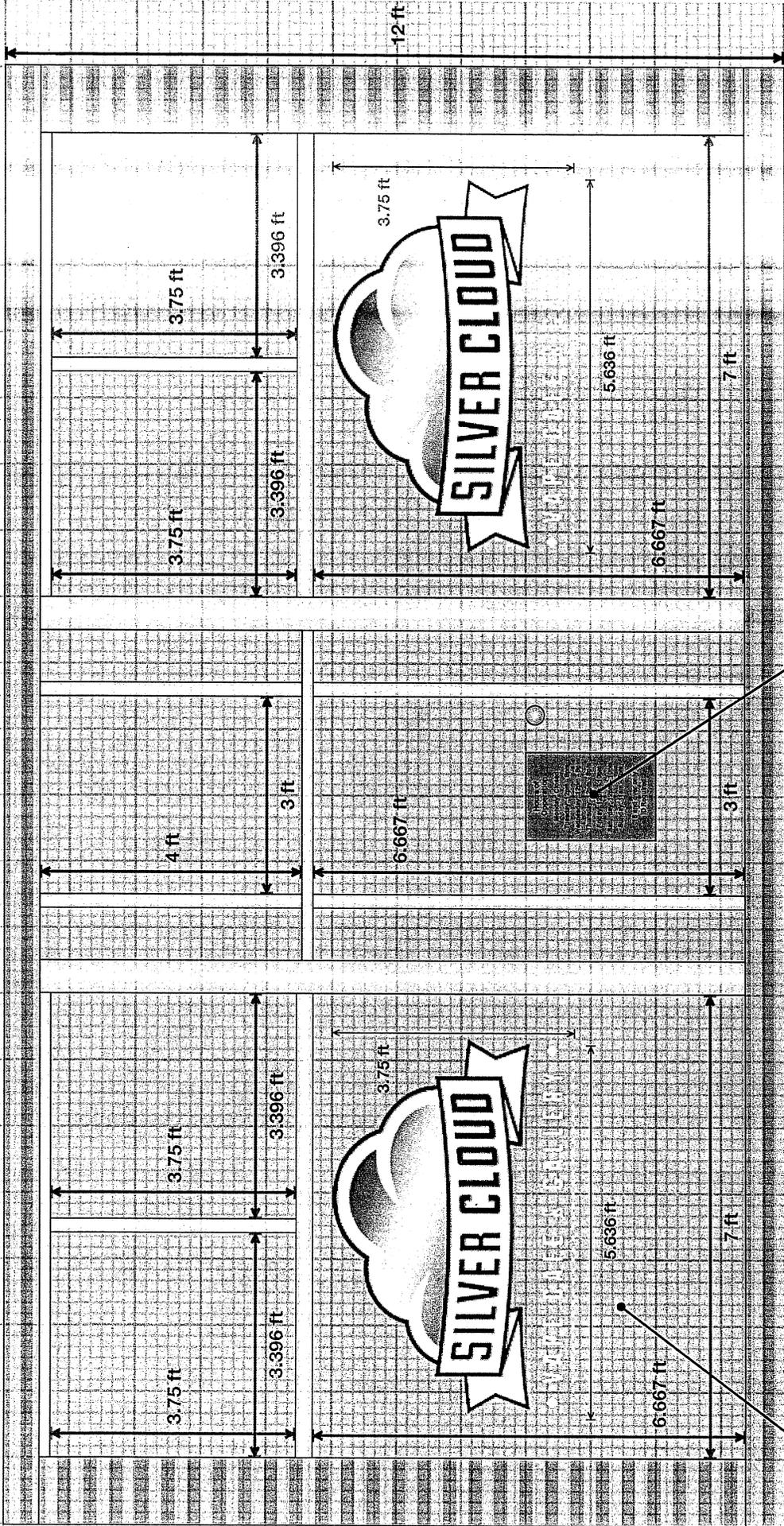
VAPE CAFE & GALLERY

TRUCK



◆ VAPOR TAFFEE CANNON ◆

588 N. Pine St. - Silver Cloud Vape Cafe & Gallery



Window Signage Material: Vinyl

Main Window Size: 7' x 6.67" = 46.69 sq ft.
 Window Sign Area (H x W): 3.75' x 5.636' = 21.135 sq ft.
 Window Sign Knockout (Transparent Area): 7.466 sq ft. - or 35.33% of Total Sign Area
 Window Sign (Actual Area): 21.135 sq ft = 7.466 sq ft = 13.669 sq ft.
 Window Sign Coverage: 13.669 sq ft / 46.69 sq ft = 29.27%

Hours Signage Material: Laminated Poster

Door Size: 3' x 6.667" = 20.01 sq ft.
 Hours Sign: 2' x 3' = 6 sq ft.
 Hours Sign Coverage: 6 sq ft / 21.135 sq ft = 29.98%



CITY OF BURLINGTON

Building & Zoning Department
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(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Committee of the Whole Item: 12	Date: July 7, 2015
Submitted By: Gregory Guidry, Building Inspector	Subject: Motion 15-809 to consider approving a Certificate of Appropriateness and Sign Permit for 332 N. Pine Street.

Details:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application and Sign Permit for the project located at 332 N. Pine Street (Raw Salon). The proposed project consists of:

- The removal of old rotted wood and air-conditioning unit (located in transom window area), replace and paint the transom windows in gray and charcoal colors, patch the display window bottom sill (located above the sidewalk) and paint the front entry door (charcoal color).
- The installation of an awning proposed is to be constructed of an acrylic fabric type material with signage. The color of the awning is proposed to be “Sunbrella Charcoal”. No lighting of the awning is proposed by the applicant.
- The installation of the awning valance (lower portion of the awning) is proposed to have associated signage placed upon it indicating “RAW SALON & SPA” facing N. Pine Street and on the right side of the awning “SALON” and on the left side of the awning ”RAW”. The lettering applied is proposed to be white. The bottom of the awning valance is a minimum of 8 feet in height as measured from the sidewalk.

The Certificate of Appropriateness Application and Sign Permit were reviewed and unanimously approved at the June 25, 2015 HPC meeting.

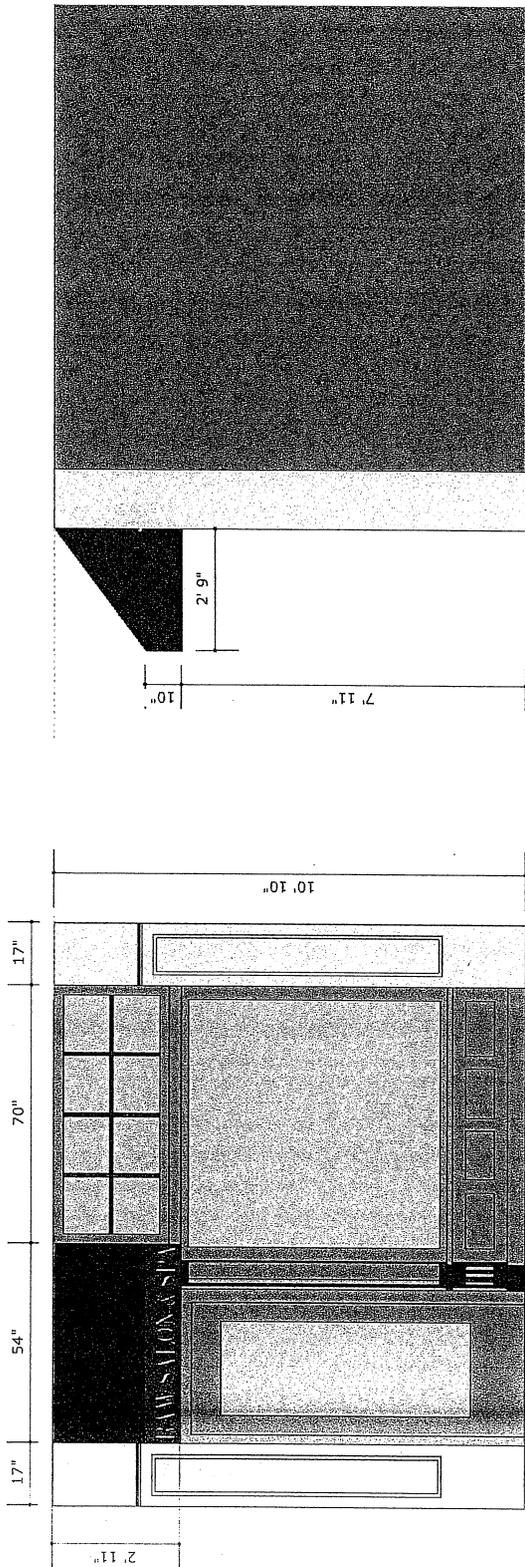
For your convenience, renderings of the proposed alterations are attached.

Financial Remarks:

The approved items will be paid 100% by the owner.

Executive Action:

This item is for discussion at the July 7, 2015 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.



EAST FACADE ELEVATION

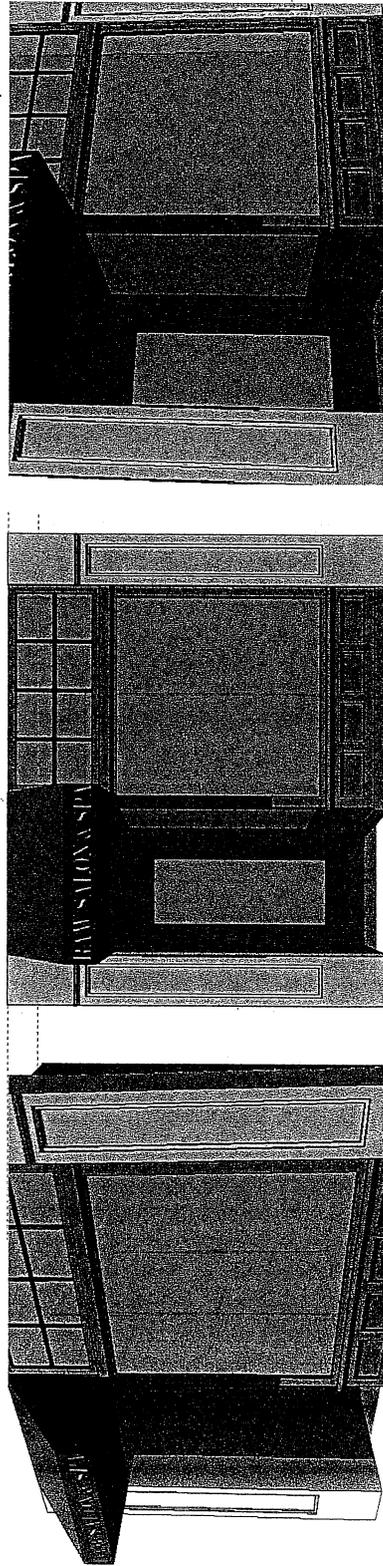
A 001

scale: 3/8"=1'

NORTH FACADE ELEVATION

A 002

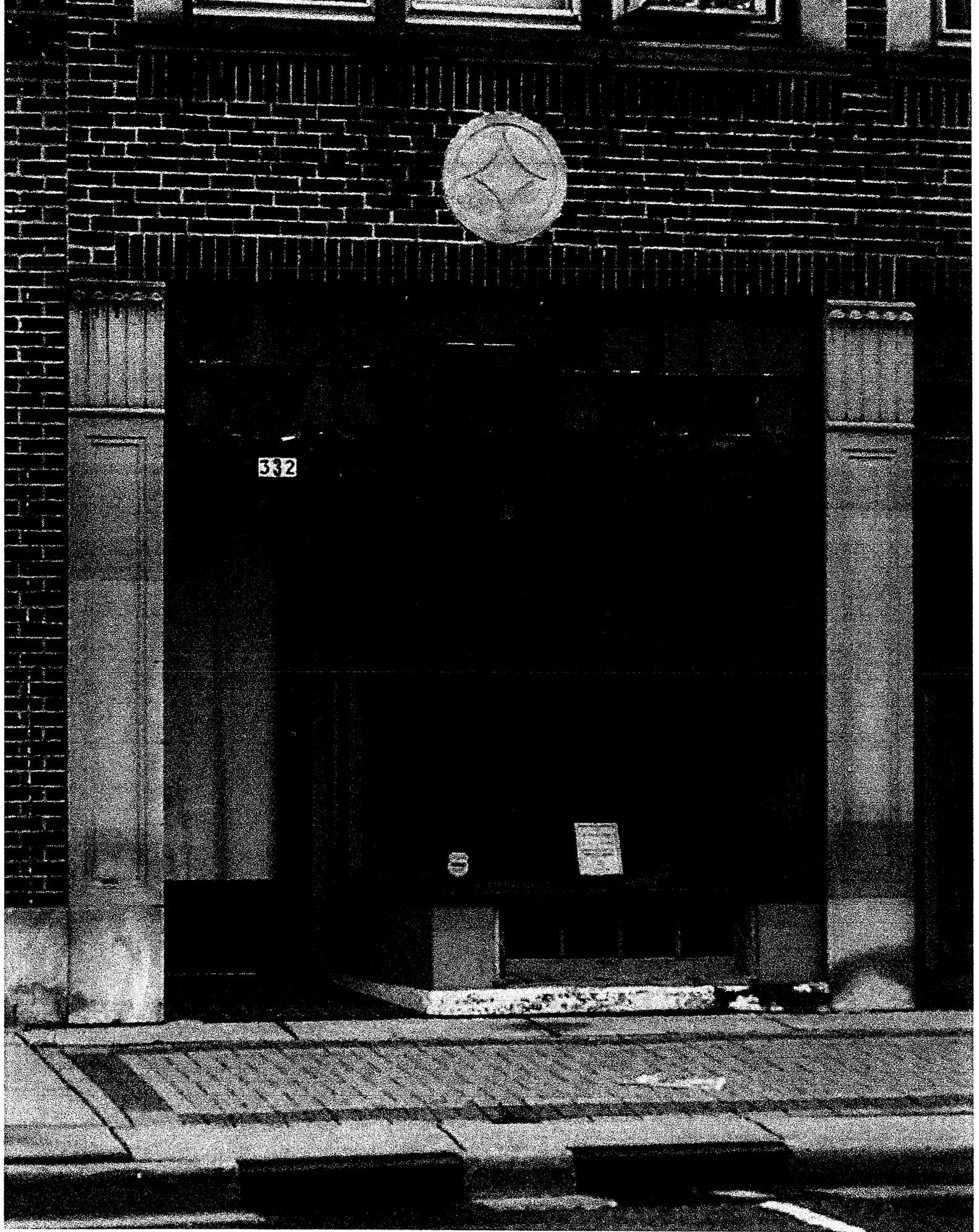
scale: 3/8"=1'





RAW SALON & SPA

Logo modified (lettering condensed, space between letters is smaller) - 5.25" tall lettering





CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
www.burlington-wi.gov

Committee of the Whole Item: 13	Date: July 7, 2015
Submitted By: Gregory Guidry, Building Inspector	Subject: Motion 15-810 to consider approving a Certificate of Appropriateness and Sign Permit for 120 E. Chestnut Street.

Details:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application and Sign Permit for the project located at 120 E. Chestnut Street (of K & D Vape Shop). The proposed project consists of:

- The installation of a decal signage on the left and right front display windows. The left signage is proposed to be with individual white lettering indicating “K & D Vape Shop” and placed in the center of the inside of the glass display window. The right signage is proposed to be with individual white lettering indicating “K & D Vape Shop, Affordable Smoking Alternative, Artisan E-juice and Advanced Vape Supplies” and placed in the center of the inside of the glass display window.
- The installation of a signage for the side window indicating “18 to Enter I.D. Needed” with black lettering on white background. Please note the HPC has denied the use of posterboard for this sign and required the use of vinyl. The commission stated the applicant can work with the Building Inspector to ensure compliance.

The Certificate of Appropriateness and Sign Permit were reviewed and unanimously approved at the June 25, 2015 HPC meeting.

For your convenience, renderings of the proposed alterations are attached.

Financial Remarks:

The approved items will be paid 100% by the owner.

Executive Action:

This item is for discussion at the July 7, 2015 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

no frame

each letter 12"

K & D
Vape Shop

will be converted
to solid white

Proof Dated 5/21

Proposed scale
4' x 4'

center on
left window

12" {
K&D
Vape Shop

{
Affordable Smoking Alternatives

8"-10" {
Artisan E-juice
and
Advanced Vape Supplies

Proposed, scale
4" x 4"
centered on right
window

will be
converted to solid white. Proof Dated 5/21

Rendering of Placement



Left window →

Diamond Logo

4' x 4'

Top Center Placement

6'3" H



12' W



Right window
Lettering +
Slogan

4' x 4'

Top Center Placement



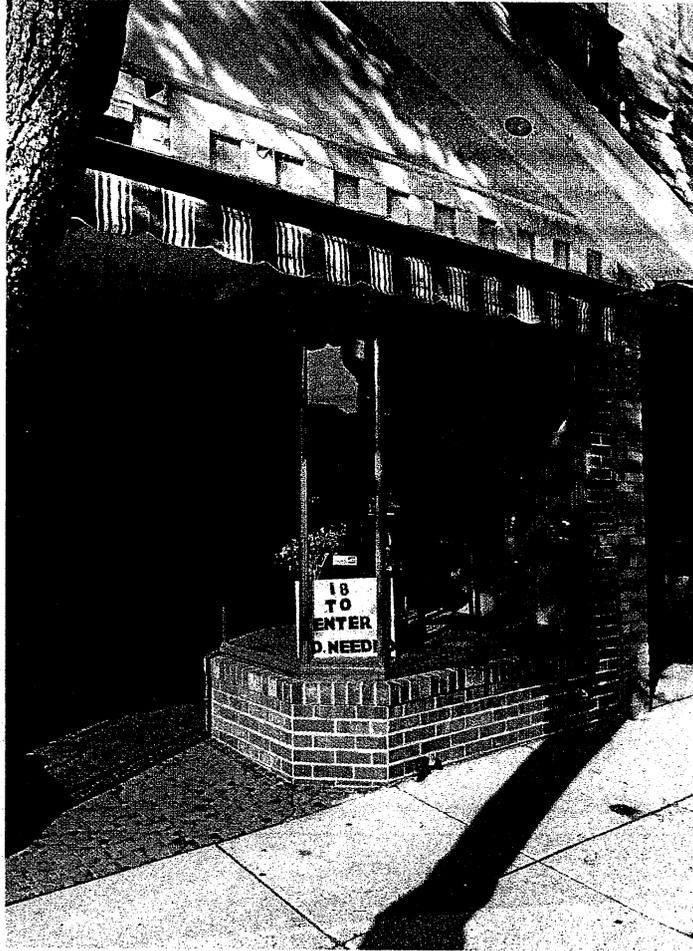
6'3" H x 5' W
each window

19' 11" Length bldg



A-FRAME sign
Temporary Placement
in Display area

→ment for out Door use←



18 to enter
I. D. NEEDED
15" x 15"

USED TO inform
that business does
NOT sell to minors