



AGENDA
COMMITTEE OF THE WHOLE
Tuesday, September 1, 2015 at 6:30 p.m.
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. Call to Order – Roll Call
2. Citizen comments
3. Approval of minutes for August 18, 2015 (*T. Preusker*)
4. **Topic:** Motion 15-815 to consider approving a Certificate of Appropriateness in the HPC Overlay District for 240 E. Chestnut Street. This item is scheduled for final consideration at the Common Council meeting the same night.
5. **Topic:** Motion 15-816 to consider approving the 2015 Halloween Trick or Treat hours for Saturday, October 31 from 6:00 to 8:00 p.m. This item is scheduled for the Common Council meeting the same night for consideration.
6. **Topic:** Workshop and Training for aldermen and department heads on City issued electronic tablets for paperless meeting packets.
7. **Adjourn** (*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

Committee of the Whole Number: 3	Date: September 1, 2015
Submitted By: Diahnn Halbach, City Clerk	Subject: Meeting Minutes

Details:

Staff recommends approval of the attached Minutes from the August 18, 2015 meeting.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these Minutes at the September 1, 2015 Committee of the Whole meeting and as a report on the Common Council Agenda.



CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Diahnn Halbach, City Clerk
Tuesday, August 18, 2015

1. Call to Order/Roll Call

Before the meeting was called to order, Mayor Miller presented Sergeant John Fisher a plaque commemorating his work with the K-9 Unit, particularly with Nando and Natz, for 18 years.

Mayor Robert Miller called the meeting to order at 6:32 p.m. starting with roll call. Aldermen present: John Ekes, Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker, and Todd Bauman.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Treasurer Steven DeQuaker, Fire Chief Perry Howard, Public Works Supervisor Dan Jensen, Library Director Gayle Falk, Building Inspector Gregory Guidry, Airport Manager Gary Meisner, and Tom Foht from Kapur & Associates.

2. Citizens Comments and Questions

Greg Narlow, 224 E. Elmwood, stated he has been trying to find language in local and state ordinances specifying a property owner's rights to trimming a tree from a neighbor's yard that has encroached into his. He spoke with Alderman Schultz and Gregory Guidry to determine how to request an ordinance by the Council to spell out owner's rights from a legal stand point. Mayor Miller referred this item to Attorney Bjelajac, who stated he would look into it.

3. Approval of Minutes from July 21, 2015

A motion was made by Johnson with a second by Preusker to approve the minutes from July 21, 2015. With all in favor, the motion carried to approve the minutes.

4. Topic: Presentation of an incentive check by Focus on Energy for upgrading to energy efficient controls at various city-owned buildings.

Chris Seitz and Sarah Platt from Focus on Energy, as well as Josh Hounsell of Honeywell, presented an incentive check to Mayor Miller in the amount of \$26,486.36 for the recent installation of energy efficient HVAC controls in the city buildings and well pump.

5. Topic: Resolution 4742(16) to consider approving an agreement between the City of Burlington and James B. Ratchek for the exchange of property located at 400 S. Pine Street.

Mayor Miller introduced Resolution 4742(16) and opened it up for discussion. Dawidziak questioned if there would any future costs to the city regarding the vehicular access agreement. Bjelajac stated if the owner wishes to change any part of the building, it would need to go before Plan Commission, and confirmed all issues with vehicular access have been covered in the agreement.

6. **Topic: Resolution 4743(17)** to consider appointing the City Administrator or their designee as the Authorized Representative to file applications for the State of WI Environmental Improvement Fund.

Mayor Miller introduced Resolution 4743(17) and opened it up for discussion. Preusker questioned if the future Director of Public Works could be an authorized representative. Walters confirmed they could be the City Administrator's designee if they chose.

7. **Topic: Resolution 4744(18)** to consider approving the repair of the roof on the Burlington Airport hangar building at 703 Airport Road with Brad Ashton in the amount of \$25,000.

Mayor Miller introduced Resolution 4744(18) and opened it up for discussion. Grandi questioned if this item had been discussed previously. He further questioned if there are checks and balances with purchasing. Walters explained there is a purchasing policy in place and that this item was budgeted for \$11,000. While the project was underway, extensive damage was discovered, requiring more work to be done, causing the project to go over budget. Staff has discussed with the Airport Manager the proper procedure with purchasing and ensure this will not happen again. Vos inquired if the roof was completed. Walters stated it was. Vos further questioned if it was an emergency to get the roof done. Gary Meisner stated it was a scheduled improvement; however, extensive rust and damage was located on the fascia after the project had started. Preusker inquired if the project was funded under the Airport budget. Mayor Miller confirmed it was.

8. **Topic: Resolution 4745(19)** to consider authorizing a three-year lease with ASDA Incorporated for two garbage trucks with the annual leaf collection program.

Mayor Miller introduced Resolution 4745(19) and opened it up for discussion. Preusker stated in the future, he would prefer to see a buy versus lease analysis so he could see the potential savings. Ekes questioned why the City would get rid of an operating truck to lease another. Jensen stated the leaf collection program is typically only six to eight weeks and the truck sits the remainder of the year. He stated with the lease agreement, ASDA would maintain the truck, saving the city money that would likely incur with repairs to the current vehicle. Ekes asked what the life expectancy on the city-owned truck. Jensen stated likely two to three years on the body, less with brakes, and that he could answer for any other surprises that may incur. Ekes questioned why a low-step truck was requested. Jensen responded that it would be more efficient and help to avoid staff injuries by stepping up and down all day. Ekes further questioned if any other sources or bids were sought. Jensen replied that four companies were sent the request for proposal and ASDA was the lowest quote.

9. **Topic: Motion 15-813** to consider approving an airport hangar lease with Burlington Aero Group at 712 Airport Drive (formerly 948 Bravo Taxiway) at the Burlington Municipal Airport.

Mayor Miller introduced Motion 15-813 and opened it up for discussion. There were no comments.

10. **Topic: Motion 15-814** to consider approving a Certificate of Appropriateness in the HPC Overlay District for 413 & 425 N. Pine Street.

Mayor Miller introduced Motion 15-814 and opened it up for discussion. There were no comments.

11. **Adjourn**

A motion was made by Ekes with a second by Bauman to adjourn the meeting. With all in favor, the meeting adjourned at 6:58 p.m.

Minutes respectfully submitted by:



Megan E. Watkins

Director of Administrative Services



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1164 – (262) 763-3474 fax
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Committee of the Whole Item: 4	Date: September 1, 2015
Submitted By: Gregory Guidry, Building Inspector	Subject: Motion 15-815 to consider approving a Certificate of Appropriateness for 240 E. Chestnut Street.

Details:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application for the project located at 240 E. Chestnut Street (Face It, LLC). The proposed project consists of:

- Painting the front façade, sides, rear façade and two alley gate panels in Belle Grove Victory Blue (4007-6B) color.
- Painting the window ledges, front door and shingles to match the existing charcoal gray color (Mark Twain Gray Brick).
- Replace rotted rear door with storm/screen door and paint in charcoal gray color (Mark Twain Gray Brick).

The Certificate of Appropriateness Application was reviewed and unanimously approved at the August 27, 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 September 1, 2015 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

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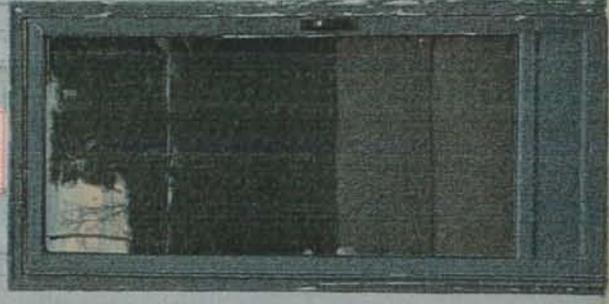
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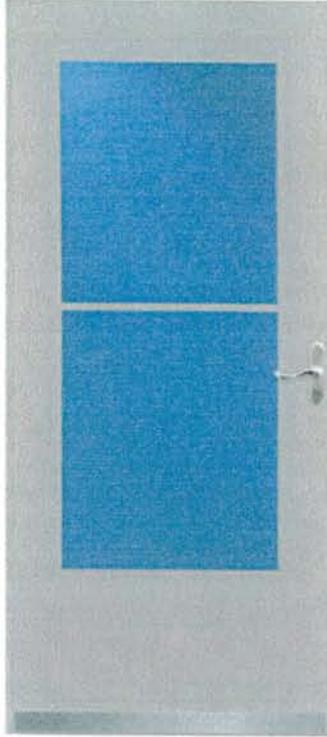
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Committee of the Whole Item Number: 5	Date: September 1, 2015
Submitted By: Carina Walters, City Administrator	Subject: Motion 15-816 to approve the 2015 Halloween Trick or Treat hours.

Details:

Staff recommends that the City of Burlington designate the official "Trick or Treat" hours for Halloween 2015 to be Saturday, October 31, 2015 from 6:00 to 8:00 p.m. The Common Council previously approved "Trick or Treat" hours for 2012, 2013, and 2014, respectively, on October 31 without any public safety concerns.

Options & Alternatives:

Options and alternatives are to change the suggested hours to Sunday, October 25.

Financial Remarks:

N/A

Executive Action:

This item is for discussion at the September 1, 2015 Committee of the Whole meeting and for final consideration at the Common Council meeting the same night.