



**AGENDA**  
**COMMITTEE OF THE WHOLE**  
**Tuesday, October 6, 2015 at 6:30 p.m.**  
**Common Council Chambers - 224 East Jefferson Street**

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

1. Call to Order – Roll Call
2. Citizen comments
3. Approval of minutes for September 1, 2015 (*E. Johnson*)
4. **Topic:** Presentation by United Way of Racine County regarding the 2015-2016 United Way campaign.
5. **Topic:** Discussion and report by Dave Wagner of Ehlers & Associates regarding Resolution 4746(20) to consider authorizing the solicitation of up to \$450,000 General Obligation Promissory Notes for the TID 5 Project. This item is scheduled for final consideration at the Common Council meeting the same night
6. **Topic:** Resolution 4747(21) to consider approving Task Order Number Ninety-Six with Kapur & Associates for the TID 5 Project in the amount of \$292,806. This item is scheduled for final consideration at the Common Council meeting the same night.
7. **Topic:** Discussion and Presentation of the 2015 Internal Environmental Scan in preparation for the 2015 Strategic Plan.
8. **Topic:** Ordinance 1997(3) to consider amending the Official Traffic Map by deleting the existing “No Parking During School Hours Zone” on South Kendrick Avenue and replacing and expanding it with “No Parking Zones” on Orchard Street, Rose Ann Drive, and South Kendrick Avenue. This item is scheduled for final consideration at the October 20, 2015 Common Council meeting.

9. **Topic:** Ordinance 1998(4) to consider amending the Official Traffic Map by placing a yield sign on Devon Road at Serena Lane in the Murphy Farms Fox River Landing subdivision. This item is scheduled for final consideration at the October 20, 2015 Common Council meeting.
10. **Topic:** Motion 15-818 to consider approving an Airport Hangar Lease for a term of 29 years with Gary and Janette Gunderson at 1480 Mike Taxiway. This item is scheduled for final consideration at the October 20, 2015 Common Council meeting.
11. **Adjourn** (*J. Ekes*)

*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

<b>Committee of the Whole Number: 3</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Diahnn Halbach, City Clerk	<b>Subject:</b> Meeting Minutes

**Details:**

Staff recommends approval of the attached Minutes from the September 1, 2015 meeting.

**Options & Alternatives:**  
N/A

**Financial Remarks:**  
None.

**Executive Action:**  
Staff recommends that the Common Council approve these Minutes at the October 6, 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, September 1, 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 Vos, Jon Schultz, Tom Preusker, and Todd Bauman.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Treasurer Steven DeQuaker, Police Chief Mark Anderson, Fire Chief Perry Howard, Public Works Supervisor Dan Jensen, and Building Inspector Gregory Guidry.

**2. Citizens Comments and Questions**

John Hanson, 432 Garfield Street, Burlington, WI, voiced his concerns regarding the lack of an ordinance that prevents residents from parking vehicles, as well as other items, on their lawns. Hanson wanted to know why it's allowed and if it can be changed. Carina Walters suggested for staff to review the ordinance and bring it to Council for discussion.

**3. Approval of Minutes from August 18, 2015**

A motion was made by Preusker with a second by Vos to approve the minutes from August 18, 2015. With all in favor, the motion carried to approve the minutes.

**4. Topic: Motion 15-815 to consider approving a Certificate of Appropriateness in the HPC Overlay District for 240 E. Chestnut Street. Mayor Miller introduced Motion 15-815 and opened it up for discussion. There was no discussion.**

**5. Topic: Motion 15-816 to consider approving the Halloween Trick or Treat hours for Saturday, October 31, 2015 from 6:00 to 8:00 p.m. Mayor Miller introduced Motion 15-816 and opened it up for discussion. There was no discussion.**

**6. Topic: Workshop and Training for aldermen and department heads on City issued electronic tablets for paperless meeting packets.**

Megan Watkins, Director of Administrative Services, conducted the training and gave step-by-step instructions to Council and Staff.

7. **Adjourn**

A motion was made by Bauman with a second by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 7:07 p.m.

Minutes respectfully submitted by:



Diahnn Halbach  
City Clerk  
City of Burlington



**Finance Department**

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

<b>Committee of the Whole Item Number: 5</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Carina Walters, City Administrator; Steve DeQuaker, City Treasurer	<b>Subject:</b> Resolution 4746(20) authorizing the solicitation of up to \$450,000 in General Obligation Promissory Notes for the TIF District 5 Project.

**Details:**

In December 2014, the Project Plan for TIF District 5, the Aurora Project, was approved by Council in the amount of \$4,500,000.

After the sale of the Taxable General Obligation Promissory Notes, bids were received for the project and during the implementation/construction of the project, the scope of the project changed revolving around site conditions, lift station relocation, easement issues and item quantities. These changes were in the best interest of the project.

Staff has reviewed these additional expenditures and has determined that an additional amount of up to \$450,000 is needed to complete the City portion of the infrastructure work in TID 5. City staff has approached Aurora Health Care to amend the Development Agreement to cover any shortfall; however, they have no obligation according to the terms and conditions of the Development Agreement.

This evening Dave Wagner from Ehlers, Inc. will present the options for financing this amount as it relates to the tax Increment and PILOT payments expected from TIF District 5.

**Financial Remarks:**

Financing plans will be presented. Payback is expected to be handled through the Aurora Developer Agreement guidelines. In accordance with State Statute 67.12(12), the City is able to seek additional financing through the solicitation of General Obligation Promissory Notes. The amount listed up to \$450,000. If less is actually needed, less will be borrowed. Payback will be within 7 years, maximum.

**Executive Action:**

This item is for discussion at the October 6, Committee of the Whole and is placed on the Common Council the same night for final consideration.

**A RESOLUTION TO AUTHORIZE THE SOLICITATION OF UP TO \$450,000 IN GENERAL OBLIGATION PROMISSORY NOTES FOR THE TAX INCREMENT DISTRICT NUMBER 5 PROJECT**

**WHEREAS**, the City of Burlington approved the Tax Increment District No. 5 (“TID 5”) Project Plan as Resolution 4706(40) on December 2, 2014 in an effort to facilitate public improvements (the “Projects”) in association with the Aurora Medical Complex project; and,

**WHEREAS**, the City of Burlington has incurred and expects to incur expenses for the Projects above and beyond the original originally-borrowed \$4,500,000 Taxable General Obligation Promissory Notes, Series 2015B; and,

**WHEREAS**, cities are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes; and,

**WHEREAS**, the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to the Mayor or City Treasurer the authority to solicit up to \$450,000 in general obligation promissory notes for expenses associated with the Projects.

**NOW THEREFORE BE IT RESOLVED** the Mayor or City Treasurer be and are hereby authorized to solicit up to \$450,000 in general obligation promissory notes for expenses associated with the Projects.

**BE IT FURTHER RESOLVED** that the Mayor, City Treasurer and City Clerk are authorized to prepare or have prepared documentation as may be necessary to for the City Council authorize the issuance and sale of such general obligation promissory notes to the financial institution offering the most favorable terms to the City.

Introduced:  
Adopted:

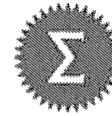
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Robert Miller, Mayor

Attest:

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Diahnn Halbach, City Clerk



## **Report to the Burlington, Wisconsin City Council On Financing Additional Tax Increment District No. 5 Project Costs September 24, 2015**

**Background.** Tax Increment District No. 5 (TID 5) was created on December 2, 2014 specifically to provide for payment of costs related to the Aurora Health Care Southern Lakes, Inc. (“Aurora”) development on properties located in Walworth County which had been annexed into the City. Because TID 5 is comprised entirely of properties now owned by Aurora, all Tax Increments within TID 5 would be generated by Aurora. A development agreement was entered into by the City and Aurora (“Agreement”) which among other things provided for the City to make certain public improvements (the “Project”) and for Aurora to make several types of payments to the City to pay for Project costs and to allow the City to pay for other TID 5 costs. The City issued \$4,500,000 in Project Debt to finance a substantial portion of Project costs, repayment of which guaranteed by Aurora under the Agreement. The payments by Aurora to the City fall into several separate and distinct categories, summarized as follows:

- Reimbursement of costs incurred by the City pertaining to the Agreement, the development of the Aurora properties in TID 5 and the annexation of those properties (up to \$320,000);
- Payments in Lieu of Tax (“PILOT”) calculated on real and personal property which are in addition to the actual property taxes paid by Aurora; and
- Shortfall Payments related to the Project debt service payable by the City on Project Debt of up to \$4,500,000 in principal.

**Issue.** The City has incurred or expects to incur up to \$450,000 in TID 5 costs in excess of what can be financed either by the Aurora Reimbursement of costs or the \$4,500,000 in Project Debt referenced above. This report is intended to address the issue of payment for those costs.

**Analysis.** In summary, the Agreement provides that:

- The sum of annual PILOT and Tax Increments is required to be always greater than or equal to the annual debt service on the \$4,500,000 in Project Debt - See attached Table 1;
- Shortfall Payments are calculated using 85% of the sum of the PILOT, Tax Increments and any special assessments (none) - See attached Table 2; and
- The City retains 15% of the sum of the PILOT and Tax Increments to be used for other TID 5 purposes – *this provision of the Agreement is the key to the City’s ability to use revenues from Aurora and TID 5 to pay for the costs in excess of the \$4,500,000 in Project Debt without impacting other City taxpayers.*

Attachments 1 and 2 to this report illustrate two scenarios as to how this process works. Table 3 in each scenario shows the ability of TID 5 cash flow to cover payments on a “New Loan” of \$450,000 for such costs. The “New Loan” terms assumed are those ordinarily available from either the State Trust Fund or a General Obligation Promissory Note from local banks.

**Conclusion.** The result of the process provided for in the Agreement and summarized above is that the City’s TID 5 should be able to comfortably pay for the \$450,000 of TID 5 costs at issue.



Attachment 1  
to Preliminary  
Financing  
Report for the  
City of  
Burlington, WI

**TABLE 1 - CALCULATION OF AURORA'S "TOTAL PAYMENT" BEFORE SHORTFALL CALCULATION**

	Column A	Column B	Column C	Column D	Column E
	Debt Service on \$4,500,000 Project Debt	Tax Increment (Scenario 1)	PILOT (a) on Real Estate	PILOT (b) on Personal Property	Tax Increment + PILOT (a) & (b)
<i>Comments:</i>	<i>actual principal &amp; interest</i>	<i>1/2 of TIF Plan until 2022</i>	<i>Column A - Column B</i>	<i>assume to be near zero (worst case for City)</i>	<i>Called "Total Payment" &amp; always &gt; or = Column A</i>
Year					
2015	\$26,767		\$26,767		\$26,767
2016	\$69,828		\$69,828		\$69,828
2017	\$767,378	\$531,308	\$236,070	\$25,000	\$792,378
2018	\$775,995	\$536,621	\$239,374	\$25,000	\$800,995
2019	\$786,918	\$541,987	\$244,930	\$25,000	\$811,918
2020	\$795,355	\$547,407	\$247,948	\$25,000	\$820,355
2021	\$806,138	\$552,881	\$253,256	\$25,000	\$831,138
2022	\$824,169	\$558,410	\$265,759	\$25,000	\$849,169
Totals	\$4,852,546	\$3,268,615	\$1,583,931	\$150,000	\$5,002,546

**TABLE 2 - CALCULATION OF SHORTFALL PAYMENT & AMOUNT AVAILABLE FOR OTHER T.I.D. NO. 5 COSTS**

	Column E	Column F	Column G	Column H	Column I	Column J
	"Total Payment" (from Table 1)	85% of "Total Payment"	Shortfall Payment	15% of "Total Payment"	Add'l Surplus before Other TID 5 Costs	Total Surplus before Other TID 5 Costs
<i>Comments:</i>	<i>Tax Increment + PILOT (a) &amp; (b)</i>	<i>Shortfall Payment is calc'd on this</i>	<i>Column A - Column F (if positive)</i>	<i>avail. for other TID 5 costs</i>	<i>Column E - Columns A &amp; H (if no Shortfall)</i>	<i>Column E + Column I</i>
Year						
2015	\$26,767	\$22,752	\$4,015	\$4,015	\$0	\$4,015
2016	\$69,828	\$59,353	\$10,474	\$10,474	\$0	\$10,474
2017	\$792,378	\$673,521	\$93,857	\$118,857	\$0	\$118,857
2018	\$800,995	\$680,846	\$95,149	\$120,149	\$0	\$120,149
2019	\$811,918	\$690,130	\$96,788	\$121,788	\$0	\$121,788
2020	\$820,355	\$697,302	\$98,053	\$123,053	\$0	\$123,053
2021	\$831,138	\$706,467	\$99,671	\$124,671	\$0	\$124,671
2022	\$849,169	\$721,793	\$102,375	\$127,375	\$0	\$127,375
Totals	\$5,002,546	\$4,252,164	\$600,382	\$750,382	\$0	\$750,382

**TABLE 3 - ILLUSTRATION OF REPAYMENT OF LOAN FOR OTHER T.I.D. NO. 5 COSTS**

	Column J	Column K	Column L	Column M	Column N	Column O
	Tot Surplus b4 Other TID 5 Costs (from Table 2)	"New Loan" Principal	"New Loan" Interest	Annual Admin. Costs	Annual Surplus Cash Flow in TID No. 5	Cumulative TID No. 5 Surplus
<i>Comments:</i>	<i>avail. for other TID 5 costs, incl. "New Loan"</i>	<i>not-to-exceed \$450,000</i>	<i>estimated at 3.25%</i>	<i>2.5% of Fin. Dir. &amp; Admin. + audits</i>	<i>Column J less Columns K, L &amp; M</i>	<i>Any Surplus after 2022 split w/ other taxing bodies</i>
Year						
2015	\$4,015				\$4,015	\$4,015
2016	\$10,474			\$9,500	\$974	\$4,989
2017	\$118,857	\$69,133	\$14,625	\$9,690	\$25,408	\$30,397
2018	\$120,149	\$71,380	\$12,378	\$9,884	\$26,507	\$56,904
2019	\$121,788	\$73,700	\$10,058	\$10,081	\$27,948	\$84,852
2020	\$123,053	\$76,095	\$7,663	\$10,283	\$29,012	\$113,864
2021	\$124,671	\$78,569	\$5,190	\$10,489	\$30,423	\$144,287
2022	\$127,375	\$81,122	\$2,636	\$10,699	\$32,918	\$177,205
Totals	\$750,382	\$450,000	\$52,551	\$70,626	\$177,205	

Attachment 2  
to Preliminary  
Financing  
Report for the  
City of  
Burlington, WI

**TABLE 1 - CALCULATION OF AURORA'S "TOTAL PAYMENT" BEFORE SHORTFALL CALCULATION**

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<i>Comments:</i>	<i>actual principal &amp; interest</i>	<i>1/2 of TIF Plan until 2022</i>	<i>Column A - Column B</i>	<i>assume to be near zero (worst case for City)</i>	<i>Called "Total Payment" &amp; always &gt; or = Column A</i>
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2020	\$795,355	\$547,407	\$247,948	\$25,000	\$820,355
2021	\$806,138	\$552,881	\$253,256	\$25,000	\$831,138
2022	\$824,169	\$1,116,820	\$0	\$25,000	\$1,141,820
Totals	\$4,852,546	\$3,827,025	\$1,318,172	\$150,000	\$5,295,197

**TABLE 2 - CALCULATION OF SHORTFALL PAYMENT & AMOUNT AVAILABLE FOR OTHER T.I.D. NO. 5 COSTS**

	Column E	Column F	Column G	Column H	Column I	Column J
	"Total Payment" (from Table 1)	85% of "Total Payment"	Shortfall Payment	15% of "Total Payment"	Add'l Surplus before Other TID 5 Costs	Total Surplus before Other TID 5 Costs
<i>Comments:</i>	<i>Tax Increment + PILOT (a) &amp; (b)</i>	<i>Shortfall Payment is calc'd on this</i>	<i>Column A - Column F (if positive)</i>	<i>avail. for other TID 5 costs</i>	<i>Column E - Columns A &amp; H (if no Shortfall)</i>	<i>Column E + Column I</i>
Year						
2015	\$26,767	\$22,752	\$4,015	\$4,015	\$0	\$4,015
2016	\$69,828	\$59,353	\$10,474	\$10,474	\$0	\$10,474
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2018	\$800,995	\$680,846	\$95,149	\$120,149	\$0	\$120,149
2019	\$811,918	\$690,130	\$96,788	\$121,788	\$0	\$121,788
2020	\$820,355	\$697,302	\$98,053	\$123,053	\$0	\$123,053
2021	\$831,138	\$706,467	\$99,671	\$124,671	\$0	\$124,671
2022	\$1,141,820	\$970,547	\$0	\$171,273	\$146,378	\$317,651
Totals	\$5,295,197	\$4,500,918	\$498,007	\$794,280	\$146,378	\$940,658

**TABLE 3 - ILLUSTRATION OF REPAYMENT OF LOAN FOR OTHER T.I.D. NO. 5 COSTS**

	Column J	Column K	Column L	Column M	Column N	Column O
	Tot Surplus b4 Other TID 5 Costs (from Table 2)	"New Loan" Principal	"New Loan" Interest	Annual Admin. Costs	Annual Surplus Cash Flow in TID No. 5	Cumulative TID No. 5 Surplus
<i>Comments:</i>	<i>avail. for other TID 5 costs, incl. "New Loan"</i>	<i>not-to-exceed \$450,000</i>	<i>estimated at 3.25%</i>	<i>2.5% of Fin. Dir. &amp; Admin. + audits</i>	<i>Column J less Columns K, L &amp; M</i>	<i>Any Surplus after 2022 split w/ other taxing bodies</i>
Year						
2015	\$4,015				\$4,015	\$4,015
2016	\$10,474			\$9,500	\$974	\$4,989
2017	\$118,857	\$69,133	\$14,625	\$9,690	\$25,408	\$30,397
2018	\$120,149	\$71,380	\$12,378	\$9,884	\$26,507	\$56,904
2019	\$121,788	\$73,700	\$10,058	\$10,081	\$27,948	\$84,852
2020	\$123,053	\$76,095	\$7,663	\$10,283	\$29,012	\$113,864
2021	\$124,671	\$78,569	\$5,190	\$10,489	\$30,423	\$144,287
2022	\$317,651	\$81,122	\$2,636	\$10,699	\$223,194	\$367,481
Totals	\$940,658	\$450,000	\$52,551	\$70,626	\$367,481	



## CITY OF BURLINGTON

### Department of Public Works

Streets, Parks & Water Department  
2200 S. Pine St. Burlington, WI, 53105  
(262) 539-3770 – (262) 539-3773 fax  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Committee of the Whole Item Number: 6</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Carina Walters, City Administrator	<b>Subject:</b> Resolution 4747(21) to consider Amendment One to Task Order No. 96 for Design & Construction Services for the Utility Extensions on the west side of the City.

**Details:** Attached for your review and approval is Amendment One to Task Order No. 96 with Kapur & Associates for engineering services related to the design and construction of sanitary sewer and watermain extensions on the west side of the City. These extensions will serve the proposed new Aurora Facility, as well as future expansion of the area.

The scope of service includes: the scope of service for this amendment to the task order includes: construction plan preparation, wetland and erosion control of the Beloit Street bike trail and water main; plan preparation, coordination with the DNR and Army Corps of Engineers to secure wetland permits when utility installation was relocated to the west side of the street; plan preparation and coordination of the lift station; utility coordination with We Energies; survey and construction plans for the reconstruction of W. State Street, including installation of the water main, sanitary sewer and laterals; creation of a second Project Manual the Beloit Street bike trail and water man, Spring Valley improvements and lift station work.

The amendment is required due to several unknown details that were available when the original task order was approved in May 2014, including unknown utility locations, wetland delineations, lift station location and design, and bike trail specifications. The first task order approved was in the amount of \$296,039.

City staff has reviewed and recommends approval of Amendment One to Task Order No. 96 in the amount of \$292,806. The total engineering cost for the Aurora project is \$588,845.

#### **Options & Alternatives:**

Engineering services with Kapur & Associates was approved with Task Order Ninety-Six on June 3, 2014. During the scope of the project, additional modifications were needed above and beyond the original task order that were completed as part of the overall project.

#### **Financial Remarks:**

Funding for this task order amendment will be provided through the TID 5 engineering and contingency fund.

#### **Executive Action:**

This item is scheduled for the October 6, 2015 Committee of the Whole meeting for discussion and for final consideration at the Common Council meeting the same night.

**A RESOLUTION APPROVING AMENDMENT ONE TO TASK ORDER NUMBER NINETY-SIX WITH KAPUR AND ASSOCIATES, INC. TO PROVIDE CIVIL ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION SERVICES FOR THE UTILITY EXTENSIONS ON THE WEST SIDE OF THE CITY, FOR THE NOT-TO-EXCEED AMOUNT OF \$292,806**

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

**WHEREAS**, the city has requested assistance in the engineering for the design and construction for the utility extensions on the west side of the city; and,

**WHEREAS**, the scope of service for this amendment to the task order includes: construction plan preparation, wetland and erosion control of the Beloit Street bike trail and water main; plan preparation, coordination with the DNR and Army Corps of Engineers to secure wetland permits when utility installation was relocated to the west side of the street; plan preparation and coordination of the lift station; utility coordination with We Energies; survey and construction plans for the reconstruction of W. State Street, including installation of the water main, sanitary sewer and laterals; creation of a second Project Manual the Beloit Street bike trail and water man, Spring Valley improvements and lift station work; and,

**WHEREAS**, said amendment to Task Order Ninety-Six is for the not-to-exceed amount of \$292,806 and has been recommended for approval by the City Administrator.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that the Amendment One to Task Order Number Ninety-Six is hereby approved for the not-to-exceed amount of \$292,806.

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

Introduced: October 6, 2015  
Adopted:

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Robert Miller, Mayor

Attest:

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Diahnn Halbach, City Clerk

**Amendment No. 1 to TASK ORDER NUMBER #96  
CIVIL ENGINEERING SERVICES**

This Task Order Amendment is made as of August 18, 2015 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide additional civil engineering services for the complete design for construction of water main and sanitary sewer extension to the west side of the City of Burlington (TIF #5). Design and construction documents providing sanitary sewer, water main and roadway reconstruction improvements along Spring Valley Road, wetland permitting for the entire project, easement description for the lift station, bike trail design, utility relocation assistance and construction staking and oversight will be provided under this amendment.

**Section A. – Scope of Services**

Engineer shall perform the following Services:

**Plan Preparation Activities are amended as follows:**

1. The Beloit Street bike trail was not originally included in Task Order 96. This was going to be designed by Schreiber Anderson & Associates. Due to the timeliness and efficiencies of coordinating the design with the water main design this work was brought under Kapur & Associates scope of services. This work includes construction plan preparation, wetland and erosion control permitting and agency coordination.
2. State Street sanitary sewer and water main were located on the south (and east) sides of the roadway. This location was not confirmed at the time of the original Task Order 96. This area was delineated and wetlands were found nearly the entire length of the roadway. The opposite side of the roadway was filled with utilities and known wetlands to the west – so this was the cleanest and most least expensive route. Agency coordination with the Department of Natural Resources and the Army Corps of Engineers was completed to secure wetland permits necessary for temporary impacts to wetland areas.
3. The exact location of the lift station was not known at the time original Task Order 96 was approved. The lift station location was determined based on grades after the survey was completed under Task Order 96 and it was determined that the lift station would be best located offset from the roadway (as other lift stations in the City are located). Upon completion of the lift station layout, a number of locations needed to be evaluated due to WisDOT

access issues associated with the properties in the area. A site was selected and easements and exhibits were created.

4. Utility relocations were coordinated with We Energies along State Street and along Spring Valley Road. Utility coordination meetings were held and plan iterations were completed to finalize relocation plans.
5. Spring Valley Road sanitary sewer and water main improvements were added to the TID infrastructure improvements as improvements are installed to service current and future development within the TID district. This was an addition to the original Task Order. Due to the level of damage created by the utility improvements it was determined the roadway would be reconstructed. Survey and Construction plans for the water main, sanitary sewer, laterals and roadway were completed.
6. The project was divided into two phases. The first phase bid included the State Street water main and sanitary sewer improvements to provide service to the Aurora site when necessary. The second phase included the Beloit Street bike trail and water main, the Spring Valley Road improvements and the lift station work. A second Project Manual was prepared for bidding including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.

#### **Construction Management Activities**

7. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
8. Provide construction staking for necessary items within the construction contract – construction staking was not included under original scope items and has been added under this amendment.
9. This survey provides for a “one time” staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
10. Prepare as-built drawings for the new utility construction in both hard copy and electronic format (compatible AutoCad format) and enter into GIS database and online mapping.

11. Coordinate and complete necessary material testing services for utility work completed.
12. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. (This task is completed on a monthly basis and is completed for all work approved for the prior month.)
13. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
14. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
15. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

#### **Section B. – Schedule**

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule:

1. All design and permitting work has been completed. The work was unfortunately on again, off again as the official 'go' signal was when Aurora closed on the site. This closing happened very late in the design phase schedule so work efforts were focused on the design and bidding to accommodate the developer agreement schedule.
2. Construction is anticipated to be substantially complete in November of this year with some restoration to be completed next year pending weather conditions this year.

**Section C. – Compensation**

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Two Hundred Ninety Two Thousand Eight Hundred Six Dollars (\$292,806.00) payable according to the following terms:

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

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

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

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

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

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

By: Thomas W. Foht

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

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

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

Title: Associate

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

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

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

CLASSIFICATION	City of Burlington West Side Water Main and Sanitary Sewer Extension Design - Attachment A												Total Labor				
	Project Manager	Environmental Scientist	Project Engineer	Surveyor	Construction Project Engineer	Staff Engineer	Construction Staff Engineer	Senior Technician	Technician	Survey Crew	Hours	Dollars		Hours	Dollars		
Average Hourly Wage	\$133.00	\$88.00	\$103.00	\$90.00	\$103.00	\$78.00	\$71.00	\$60.00	\$115.75								
TASK DESCRIPTION	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
Bolt Street Water Main																	
Survey/Basic Mapping/RW Planning	60																
Plan Preparation (Force Mains)																	
Plan Preparation (Gravity Sanitary Mains)																	
Bolt Street Box, Manhole & Permitting																	
State Street Water Main																	
Survey/Basic Mapping/RW Planning	46																
Plan Preparation (Force Mains)																	
Plan Preparation (Gravity Sanitary Mains)																	
State Street Sanitary Sewer																	
Conceptual Plan/Field Layout	24																
Plan Preparation (Force Mains)																	
Plan Preparation (Gravity Sanitary Mains)																	
State Street - Wetland Permitting & NOI																	
Plan Preparation (Force Mains)	32																
Plan Preparation (Gravity Sanitary Mains)																	
Utility (Installation Coordination)	40																
Spring Valley Road/Road Water Main & Sanitary Sewer																	
Survey/Basic Mapping/RW Planning	24																
Plan Preparation (Force Mains)																	
Plan Preparation (Gravity Sanitary Mains)																	
Spring Valley Road/Road Water Main & Sanitary Sewer																	
Plan Preparation (Force Mains)	6																
Plan Preparation (Gravity Sanitary Mains)																	
Project Manual/Administration																	
Phase 1																	
Schedule	8																
Advertisement/Project Manual	2																
Attend Bid Opening	3																
Post Bid Opening Activities	6																
Meetings as Required	4																
Phase 2																	
Administration	6																
Attend Bid Opening	2																
Attend Bid Opening	3																
Post Bid Opening Activities	4																
Meetings as Required	3																
Construction Management																	
Bolt Street Box and Water Main	24																
State Street Water Main	32																
State Street Sewer/Lit Station	32																
Spring Valley Road Water Main, Sanitary Sewer & Roadway	45																
TOTALS	284	35102	102	3078	841	98923	188	18920	3090	1388	108782	2034	158862	710	50410		

Summary of Expenses	Units	Cost	Total
Estimate of Expenses			
Staff Bonuses	15	\$400.00	\$6,000.00
Advertisement for Bid	1	\$500.00	\$500.00
concrete cylinder testing	100	\$75.00	\$7,500.00
TOTALS			\$14,000.00

Expenses:	Hours	Dollars
Project Total:	6987.5	\$588,845
Original Task Order 96		\$ 286,039
Amendment No. 1 Total		\$ 292,806

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

CLASSIFICATION	Amendment No. 1 to TASK ORDER 96												Total Labor
	City of Burlington West Side Water Main and Sanitary Sewer Extension Design - Attachment A												
ENV. Code	Project Manager	Environmental Scientist	Project Engineer	Surveyor	Construction Project Engineer	Staff Engineer	Construction Staff Engineer	Senior Technician	Technician	Survey Crew	Total Labor		
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	
Average Hourly Wage	\$133.00	\$89.00	\$103.00	\$80.00	\$103.00	\$75.00	\$76.00	\$71.00	\$60.00	\$157.75	\$16,309.00	\$14,100.00	
<b>TASK DESCRIPTION</b>													
Bellefleur Street Water Main													
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	34	4	68	60	60	60	60	64	64	98	242	222,707.50	
State Street Water Main	12	4	24	24	24	24	24	34	34	48	144	13,464.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	12	4	24	24	24	24	24	34	34	48	144	13,464.00	
State Street Sanitary Sewer	24	8	48	48	48	48	48	54	54	72	216	20,328.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	24	8	48	48	48	48	48	54	54	72	216	20,328.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	8	8	16	16	16	16	16	24	24	32	96	9,024.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	8	8	16	16	16	16	16	24	24	32	96	9,024.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	24	24	48	48	48	48	48	54	54	72	216	20,328.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	24	24	48	48	48	48	48	54	54	72	216	20,328.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	16	16	32	32	32	32	32	36	36	48	144	13,464.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	16	16	32	32	32	32	32	36	36	48	144	13,464.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	8	8	16	16	16	16	16	24	24	32	96	9,024.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	8	8	16	16	16	16	16	24	24	32	96	9,024.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	4	4	8	8	8	8	8	12	12	16	48	4,512.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	4	4	8	8	8	8	8	12	12	16	48	4,512.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	2	2	4	4	4	4	4	6	6	8	24	2,256.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	2	2	4	4	4	4	4	6	6	8	24	2,256.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Survey/Map/Design/Plan													
Plan Preparation/Review													
City of Burlington	1	1	2	2	2	2	2	3	3	4	12	1,128.00	
Spring Valley Road Road, Water Main & Sanitary Sewer													



<b>Committee of the Whole Item Number: 7</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Carina Walters, City Administrator	<b>Subject:</b> Discussion and presentation of the 2015 Internal Environmental Scan.

**Details:**

As part of the contract with NIU Center for Governmental Studies an Internal Environmental Scan has been developed by staff to assist in preparation for the 2015 Strategic Plan. An environmental scan, or a detailed review of the organization and its operating environment, is deployed as a preliminary step in a strategic planning process. It provides a detailed profile of the organization and its capacity, as well as an examination of the primary external influences that impact organizational performance.

The City of Burlington's Environmental Scan is a description and analysis of Burlington, its demographics, environment, and community. It provides a framework for understanding the city, its attributes, and relevant issues in planning its future, as well as the context of the broader region of which it is a part.

The Strategic Plan is expected to address a variety of topics, including community design, communication and civic involvement, economic development, infrastructure, fiscal sustainability, responsive and accountable cost-effective government, community safety, define strategic priorities and include corresponding goals and sub-goals to direct future actions by the City government and the community to achieve the vision of the plan. Our goal for this Environmental Scan is to provide a common understanding of local planning and community issues and encourage the Council and City staff to continue engaging in a strategic discussion about the future of the City of Burlington, optimizing internal and external partnership opportunities, facilitating innovation and promoting out-of-the-box thinking to capitalize upon our strengths, improve our weaknesses, and possibly reduce overall costs.

**Options & Alternatives:**

Informational only.

**Financial Remarks:**

This document was created by staff with guidance from Craig Rapp of NIU Center for Governmental Studies, as indicated in the contract that was approved as Resolution 4734(8) on July 21, 2015.

**Executive Action:**

This item is for discussion at the October 6, 2015 Committee of the Whole meeting.



# City of Burlington Internal Environmental Scan 2015

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# Executive Summary

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The City of Burlington Environmental Scan is a description and analysis of Burlington, its demographics, environment, and community. It provides a framework for understanding the City, its attributes, and relevant issues in planning its future, as well as the context of the broader region of which it is a part.

The City of Burlington is preparing to update its Strategic Plan from 2012. The Strategic Plan is expected to address a variety of topics including community design, communication and civic involvement, economic development, infrastructure, fiscal sustainability, responsive and accountable cost-effective government, and community safety. It will help to define strategic priorities and include corresponding goals and sub-goals to direct future actions by the City government and the community to achieve the vision of the plan. Our goal for this environmental scan is to provide a common understanding of local planning and community issues and encourage elected officials and City staff to continue engaging in a strategic discussion about the future of the City of Burlington, optimizing internal and external partnership opportunities, facilitating innovation and promoting out-of-the-box thinking to capitalize upon our strengths, improve our weaknesses, and possibly reduce overall costs.

## Objective

- Commit to upholding the City Charter, all City Ordinances, and the highest standards of conduct;
- Commit to promoting and enhancing the well-being and quality of life for Burlington's residents, visitors, and businesses by providing excellent services in an efficient, respectful, and courteous manner; with a fiscally conservative approach.
- Commit to a model of professionalism that ensures respectful and complete consideration of all decisions and decrees; and
- Commit to strategic growth, all facets of economic development, and sustainability.
- Commit to Burlington being a residential community in which families want to relocate due to its safe, quality of life, outstanding school system, year-round recreational opportunities, while maintaining its small town charm.

This plan will assist in compiling the Strategic Plan that will outline the current and future direction of the City of Burlington, including direction, strategies, funding and management process requirements, and recommendations for the next three to five years.

## Current and Future Trends, Challenges and Needs the City will Face

The City of Burlington will be facing several challenges beyond the three year strategic plan being developed for 2015. Knowing this, the Common Council is reliant on staff being proactive, identifying the key strategic issues and planning ahead versus being reactive. It is incumbent on staff to provide data driven assumptions with viable recommendations allowing the elected officials to make sound policy decisions for the benefit of the community in an ever changing environment.

## Mission Statement

The mission of the City of Burlington is to build and enhance our community by safely, respectfully, proudly and effectively executing our daily work activities. As an organization we are committed to continuous improvement.

# Community Overview

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The City of Burlington was settled in 1835 by Moses Smith and William Whiting. Since then Burlington has become home to the Nestle Chocolate factory, and nearly 10,500 residents. Situated between Milwaukee and Chicago, the city is centrally located with effective transportation provided by four major highways. Located on the White and Fox rivers, the city offers the best of all seasons with a historic downtown, improved infrastructure, broad clientele base, a business & office park and an industrial park offering large and small lot opportunities, making Burlington an inviting place to do business.

## Location

Surrounded by four major highways, railroad access and excellent proximity to two major Interstate highways, as well as to Milwaukee and Chicago area markets, make Burlington the ideal place to locate or start a business without leaving behind the "small town" charm and friendliness that are essential to the quality of life here. The city has a total area of 8.03 square miles with a travel commute of 30 miles to Milwaukee and 70 miles to Chicago.

## Economic Development

Economic development in Burlington has been a major focus of the community as shown by an overall commitment to retaining current businesses and attracting new industry to the community. The local economy is strong due to a wide variety of service, commercial, retail and industrial companies located in Burlington. These include industries manufacturing plastics and rubber, electric/electronic products, food products, stone and glass products, chemicals, transportation equipment, paper and packaging, printing and publishing, and fabricated metals.

Burlington has two industrial parks with all municipal utilities in place, and both are well suited for new and/or relocating businesses. The 49-acre Burlington Industrial Complex is fully developed, while the 80-acre Burlington Manufacturing and Office Park currently has sites available for new development. The City constructed a 200-space parking deck in 2012, which led to the construction of a 54-room hotel in the downtown. The recently completed truck bypass route around Burlington will spur new commercial development not only near the bypass located at the south edge of the city, but it is also anticipated to spur growth in other areas as well. City leaders are mindful of smart growth planning to assure that the downtown businesses continue to flourish and remain resilient. Some tactics have included Façade Grants and Revolving Loan funds facilitated by the Racine County Economic Development Corporation (RCEDC).

## Government

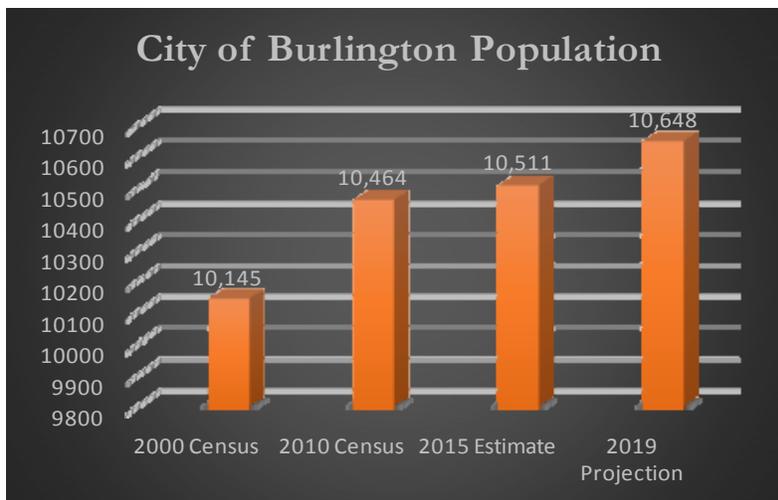
The City of Burlington is governed under a Mayor/City Council form of government. The Mayor is elected at large for a two-(2) year term. There are eight (8) City Council members, two (2) representatives from each of the four (4) Aldermanic Districts, also elected for two-(2) year terms. To assist the Common Council in administering the community, there are numerous Board Committees.

These committees meet on a regular schedule and as needed, including the: Board of Public Works, Board of Review, Park Board, Library Board, Plan Commission, Zoning Board of Appeals, Police and Fire Commission, Historic Preservation Commission, Community Development Authority, Burlington Housing Authority, and Airport Committee.

# Demographics

Located in both Racine County and Walworth County in southeastern Wisconsin, Burlington is primarily a residential community with a solid business and commercial base that provides important tax revenue to the community. This, along with outstanding schools and year-round recreational activities, combine to make Burlington the perfect place to live, work and shop.

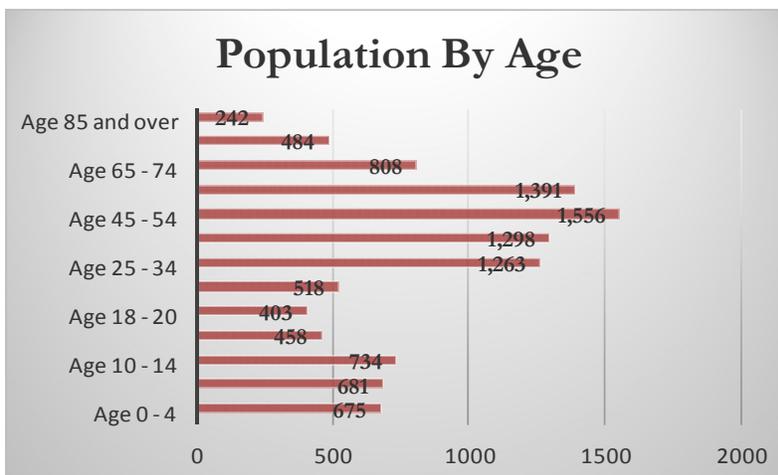
Although Burlington has continued to grow from its humble beginnings, it strives to maintain its small town charm. The community has embraced its past by preserving many large historic homes and downtown businesses. The City's collection of neighborhoods range from modest to higher end luxury homes, offering a variety of housing options to accommodate first-time buyers, as well as professionals and executives looking for open space in a community-oriented atmosphere. There are more than two dozen places to worship located in the community and the area.



Trend:

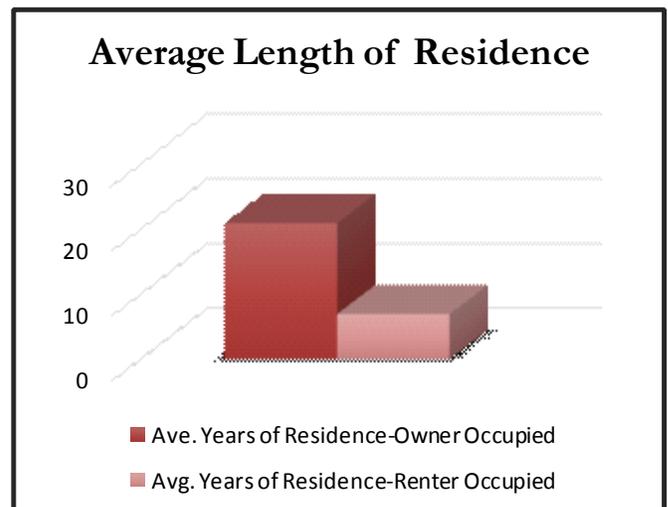
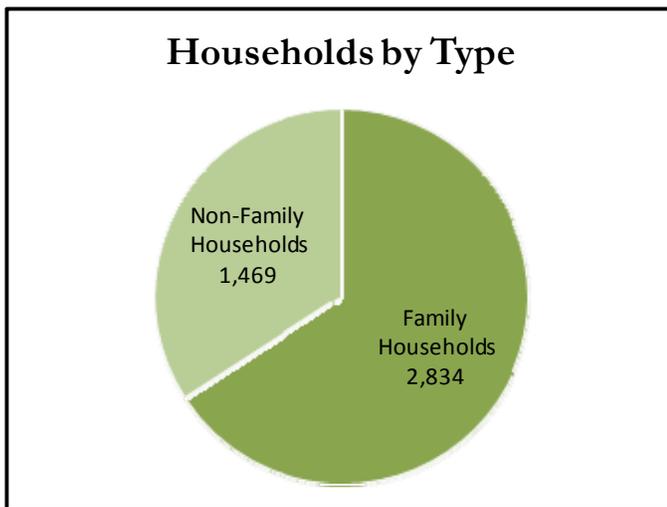
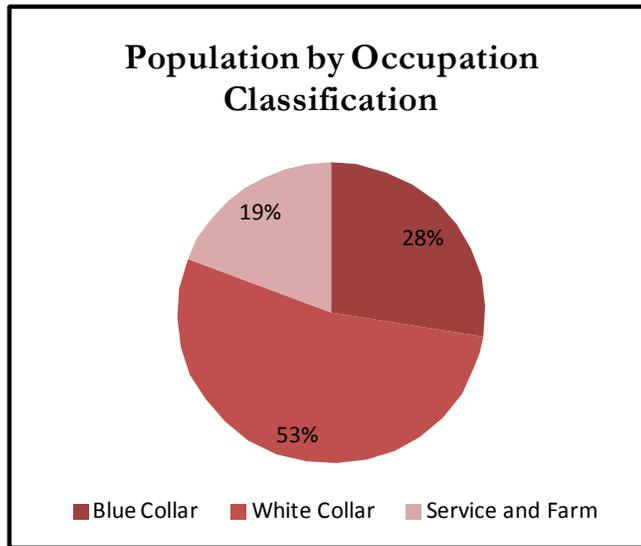


The population in Burlington has grown 1.98% since 2011 and grown 3.6% since 2000, an indication of slow growth.



The average age of Burlington residents is between 45-54 years old

The charts below depict “Burlingtonites” as a younger family-orientated community with moderate incomes and strong ties to raising their family in the city for future generations.



## Administration

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The city administrator is the chief administrative officer of the city and is appointed by the Common Council to oversee the day-to-day operations of the city, supervises the City's 64 full-time employees, and administers the \$19 million annual budget. Responsibilities of the city administrator also include advising the council of the city's current financial condition and future financial considerations in order to maintain high quality services and facilities, hiring and managing the City's workforce, as well as negotiating all labor contracts, providing leadership for the organization by executing the City Council's policies, ordinances, resolutions and service objectives, and working with the council, city staff and citizens to establish and implement long-range goals and objectives.

The City offers a full range of municipal services including Administration, Budget and Finance, Assessor's Office, Building Inspection, Code Enforcement, Municipal Court and a City Attorney, located in the City Hall. Located next door to City Hall is the 34 member Police Department. The Department performs patrol duties, responds to emergencies, and conducts community crime prevention outreach under the direction of the Police Chief.

The Fire Department has one station with five (5) full-time personnel and up to 51 volunteers, under the direction of a full-time Fire Chief. The Department also inspects structures for fire code compliance and conducts public service information and fire prevention programs. The Fire Department is one of the few departments in the state with an ISO Class 3 rating. The Department is housed with the Burlington Area Rescue Squad, a non-profit volunteer rescue/ambulance service.

The Public Works Department, with 28 employees, provides a wide range of services. The Park & Streets Division provides traditional public works services for the community. The Parks program is responsible for maintaining public facilities, 28 outdoor parks, and recreation facilities. The Street and Storm Sewers Division provides maintenance of its public streets and drainage ways, and winter snow plowing, as well as maintenance of street signs and traffic signals. The Public Utilities Division has two areas: Water and Wastewater.

The Library, with 20 employees, provides free access to diverse resources ranging from Internet access to interlibrary loan, reference materials, DVDs, CDs, MP3 players, research assistance and leisure materials. These employees order, receive and process materials to meet patron need. Others are trained to assist with research and locate materials of general, specific, or age related descriptions. Librarians assist patrons with selecting, borrowing and returning items. We assist patrons with Internet access and help them download free audio and e-books. Shelves keep the library orderly and return items to their correct places for their next borrowers.

Following Act 10, the City implemented a handbook to move away from the union contracts. The purpose of the employee handbook is to create fair and equitable policies. In addition to the handbook, staff will also conduct a salary study to identify where City employees lie in the salary spectrum to ensure we are competitive with our neighboring communities.

The Administration Department staff is comprised of 5 employees: the City Administrator, the Director of Administrative Services, the City Clerk and two full-time Administrative Assistants.

## Challenges

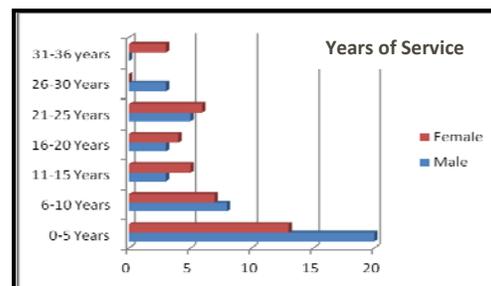
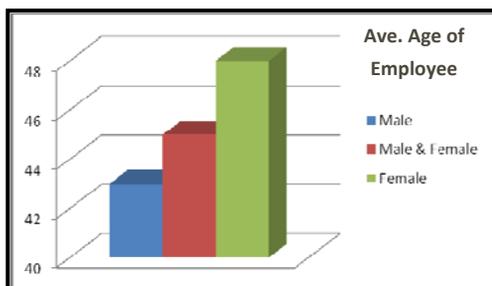
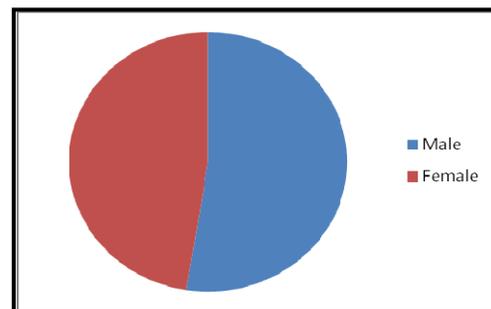
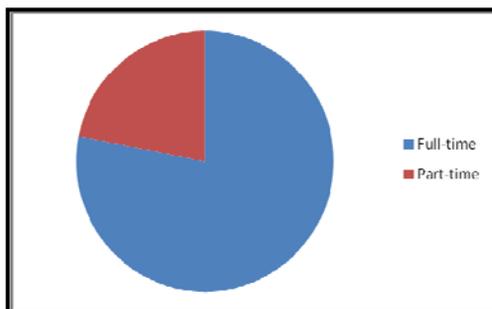
- The State of Wisconsin created cemetery associations to run cemetery operations; however, if they disband, the Town and City are responsible for the 25.2 acres of cemetery. As the Cemetery Association coffers continue to diminish, the Town of Burlington, City of Burlington and Cemetery Association will need to analyze and potentially implement shared responsibilities for cemetery operations.
- The historic downtown buildings are deteriorating due to absentee building owners, the possible high purchase price and/or cost of rent and unsustainable businesses causing empty store fronts.
- City Hall was built in 1926, has insufficient use of space and not ADA accessible.
- Ensuring staff is cross trained, reduced burn out and retain quality employees, as we continue to provide the same level of service with less staff.
- The City has an Equipment Replacement Fund that is partially funded; however, other capital items are not included causing the General Fund to support non-planned capital. By having a Comprehensive Capital Improvement Plan, the Common Council can appropriately allocate funding to support buildings and other infrastructure.
- Ensuring long term fiscal stability considering a new City Hall, Library and Government Center is in discussions.
- As the costs of health care continue to increase, should employees contribute more to their insurance premiums, alleviating the financial pressures of the municipality?
- The Burlington Community Pool has been run by several local 501c3's for approximately a half century. The pool is the City's asset and is in major disrepair. The Pool Board has come to the City seeking a referendum to ask the residents for a Feasibility Study to identify location, cost, and long term maintenance plan for the potential asset.

### Trend:

#### Average age of Staff is on the rise

As outlined in the charts below, the average age of a City employee is 45. The average male age is 47 years old. One may conclude that as the employees continue to age liability increases, staff needs to create a recruitment and/or succession plan to ensure human capital is maintained at an appropriate level.

#### City Staff and Services



# Service Delivery

## Police Services

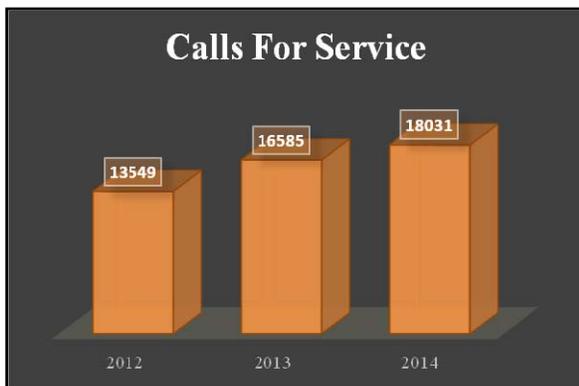
The Burlington Police Department provides patrol to all areas of the City, responds to calls for police service, conducts investigations in response to reported crimes, generates and maintains records of all reported crimes and police related incidents; provides emergency response to major accidents, natural disasters, civil disorders and other public emergencies, and community crime prevention services. The Police Department is committed to employing the highest standards of performance, best practices in policing, accountability, and reflecting the values of the city it serves.

The department is staffed 24/7, 365 days a year. Each shift has minimum staffing level of 1 supervisor and 1 officer from 3:30 a.m. to 7:30 p.m. From 7:30 p.m. to 3:30 a.m. the staffing level increases by 1 officer. There is one dispatcher on duty per shift. The detective bureau consists of 1 Sergeant, 1 Investigator and 1 School Resource Officer. The Police Department consists of 34 employees which includes 20 sworn officers, 1 Administrative Services Manager, 5 full time dispatchers, 7 part time crossing guards and 1 custodian.

### Trend:

#### **The total number of calls and incidents has increased and crime decreased in recent years**

A call for service includes any police response to a 911 call, a non-emergency call that requires police response, a traffic stop, any criminal activity witnessed by an officer on patrol, any self-initiated officer activity, assistance provided to another agency, any walk-in request at the police station that requires officer involvement, or any incident for which an officer is flagged down for help by an individual.



## Challenges

- Continue to provide excellent community service despite a reduction of staff from 38 (in 2013) to 34 (including the loss of a full-time officer and a full-time data-entry clerk).
- With Act 10, some department employees stand with a union while their co-workers cannot.
- Conduct a Feasibility Study for a future police station. The current facility was built over 30 years ago, with much of the basic components being part of the original structure such as the boiler and elevator.
- Implementing a full Staff. Although there are typically 20 full-trained officers, current staffing levels are down, including only 18 officers for 22%, and just 17 officers 36% of the year.
- All other county municipalities are in the consolidated dispatch center with Racine County. Future assessments may be warranted to analyze the City's need for a separate dispatch center.

## Needs

- Upgrade the current Uniform Crime Reporting (UCR) system to a fully-electronic system.
- Upgrade the District Referral process to a fully-electronic system.
- Reinstate the K9 program, although this has future possible union implications.
- Emergency Management planning and training.
- Forecast for equipment replacement. Tasers that were purchased in 2007 are failing and the company no longer repairs or provides support; in-squad video systems that are over five years old are displaying signs of wear and indicate impending replacement needs; etc.

## Fire Services

The City of Burlington is a combination fire department consisting of five full time members, forty-five volunteers, four interns, five explorers and three public works employees that dually serve as first responders. The City maintains a fleet of fire apparatus that includes three pumper/engines, two aerial trucks (a 75' ladder and a 100' aerial tower), a utility vehicle (pickup truck) and an incident command SUV. All of the department's apparatus are in exceptional condition and regular maintenance is performed by our in-house fire engineers through daily, weekly and monthly checkouts in addition to annual testing of pumps, ladders and equipment. All vehicles are housed in the Fire Station at 165 W. Washington Street, in addition to the Burlington Rescue Squad equipment.

Our mission has changed slightly in the past couple of years from strictly the delivery of fire suppression services to a more adaptable delivery of educational and emergency services that includes fire suppression and extinguishment, emergency medical services/first responder, regular inspections of all required buildings in the community, specialized technical rescue services (high angle, trench, confined space rescue), public education to varied groups in the City (senior citizen, elementary, Junior High, High School and adult education programs, businesses and industrial training options).

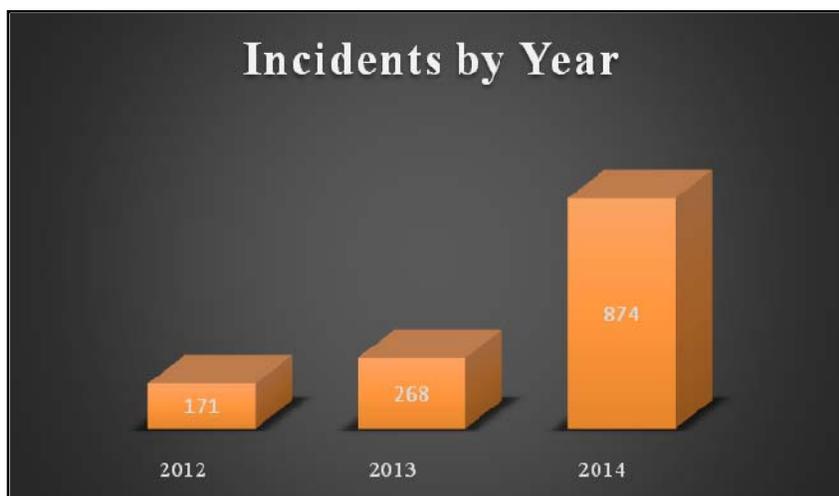
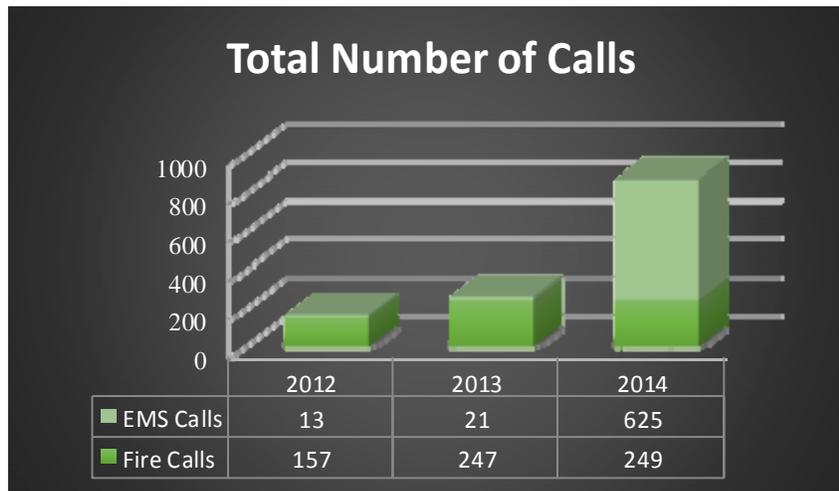
Trend:

There has been diminishing numbers of volunteers over the past several years as indicated in studies from the Federal Emergency Management Agency (FEMA), and the National Volunteer Fire Council (NVFC) on Fire Department recruitment and retention issues. Additionally, the National Highway Traffic Safety Administration (NHTSA) commissioned a report on Emergency Medical Services Recruitment and Retention which identified similar trends.

Trend:

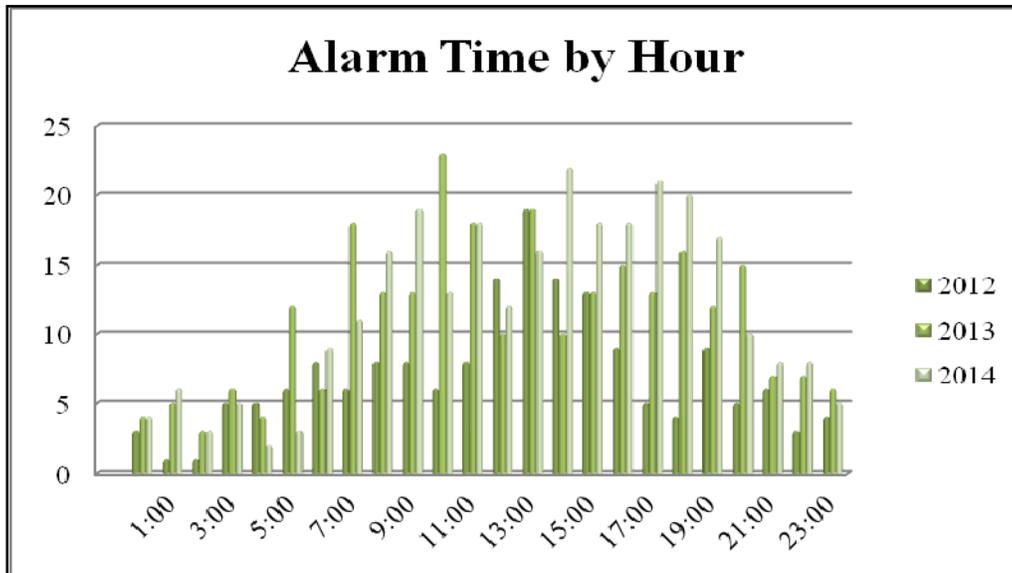
**The total number of calls and incidents has increased dramatically in recent years**

In 2014 the department responded to 874 calls for service, a new high for emergency responses in a calendar year. Over 1000 calls are projected for service in 2015. The fire department tracks calls by the time of day, day of the week and by month in an effort to identify trends and key times for staffing. A larger proportion of EMS calls are typically seen in the warmer, summer months due to people being more active in the community. Conversely it is not unusual to see more occurrences of fires related to heating issues in the colder winter months. The peak call time for all calls is between 9 AM and 7 PM.



## Trend:

The Fire Department tracks calls by the hour to identify staffing issues and coverage for emergency medical and fire related calls and responses. Over the last three years there has been a trend that continues in 2015 that identifies our peak call volume. Typically, most departments see call volume increase as people get up to go to work in the early morning (5-6 AM) , continue to peak in the middle hours of the day and early evening (2-6 PM), only to decrease towards the later hours of each day (8-9 PM). This is common to most emergency service organizations.



## FACTS

- Training hours increased in 2014 (4,407 in 2014 up from 3,760 in 2013 and 2,057 in 2012), public education contacts increased (13,895 in 2014, 13,477 in 2013, and 2,858 in 2012,) and our total inspections increased up 1,147 in 2014, 728 in 2013, 582 in 2012
- Our members participated in over 4400 hours of training in several disciplines that included firefighting, emergency medical training, specialized rescue techniques and enhanced officer training.
- Trained eight firefighters in 2015 with a total of eleven confined space trained personnel on the department
- Make entry and inspect 100% of the occupancies for fire inspections
- Continual recruitment new volunteers
- Trained two new firefighters as emergency medical technicians, EMT's
- Participated in four joint quarterly training sessions with surrounding agencies
- Completed all required vehicle and equipment testing
- Completed a total of 36 preplans of buildings in our City by December 31, 2015
- Established an auto-aid agreement with the Rochester Fire Department for a tender to the Burlington Airport

## Challenges and Needs

- Search out opportunities for funding mechanisms in the form of grants
- Identify methods to work better with neighboring/surrounding agencies
- Create partnerships with local agencies (training, response, open opportunities)
- Volunteer organizations for fire and emergency services are not a sustainable model. Some form of reward in conjunction with a flexible schedule will continue to provide volunteers for years to come.
- Volunteers cite several reasons for their inability to volunteer in their local community. The local service clubs (Rotary, Lions, Kiwanis) in Burlington are also finding it more difficult to recruit and retain volunteers.

## Needs

- Continue to train our personnel for the multitude of hazards presented in the community
- Update/upgrade fire station to livable standards (NFPA) and ADA compliance, install a vehicle exhaust removal system in the station and replace aging garage and entrance doors.
- Replace aging self-contained breathing apparatus SCBA and aging SCBA air compressor (due for replacement in 2013)
- Upgrade portable radios to P-25 compliance
- Upgrade emergency services to advanced life support care
- Replace aging fire engine 923 (1996 model due for replacement in 2016)
- Need to forecast for a future fire station and analyze what additional staff is necessary.
- Emergency Management planning and training.

## Street Department

The Street Department maintains the City's infrastructure, responds to citizens' concerns, to weather related and manmade emergencies, and collaborates with other municipalities. The department also supports capital improvement projects, new initiatives, code compliance issues, and planning by providing contract administration, budgeting, bidding, engineering, and research to all city departments.

The Street Department provides maintenance of public street and drainage ways; winter snow plowing of streets, alleys and municipal parking lots; maintenance of street signs and traffic signals; engineering; maintenance of the compost site; collection of brush and leaves; noxious weed control; maintenance of public and recreational facilities, outdoor parks, right-of-way plantings and city gardens.

The Street Department staff is comprised of 8 employees: one supervisor, one clerk, one foreman, and 5 maintenance workers. These individuals are skilled in engineering, emergency management, truck driving, equipment operation, fleet maintenance, concrete construction, carpentry, administrative tasks, and numerous other trades.

## FACTS

- Maintain 53.8 miles of streets and 2.9 miles of alleys
- Maintain over 3,800 parkway trees and trim over 89 trees on parkways
- Maintain approximately 26 miles of storm sewer pipe, manholes and associated inlets
- Remove and replace pavement markings, street signs, bike trails, and city owned sidewalks
- Remove leaves and brush from city parkways; over 1,858 brush pickups in 2014
- Repair and maintain 11 controlled intersections (stop lights)
- Repair and maintain 369 City-owned street lights
- Remove snow from city parkways, alleys, parking lots and private sidewalks where complaints are received. Had 21 snow removal/hazardous road conditions mobilizations (plowing/salting) from January to April using 700 tons of salt
- Mow and trim boulevards, street right of ways and private property addressing complaints
- Provide project management services on various city project conducted internally and by outside contractor and engineering firms
- Provide traffic barriers and clean up for city held events, parades, accidents, and in emergency responses
- Provide daily response to request averaging approximately 3,000 calls a year
- Provide services at compost site for approximately 14,000 visits between April and November
- Replace over 830 lineal feet of sidewalk
- Rebuild and repair 13 catch basins

### Trend:

#### **Bicycling is becoming a popular and efficient means of travel for residents**

With the increased popularity of low impact exercise, bicycling is becoming more popular. This will necessitate better marked routes and upgrades of bike lanes with visible markings.

### Challenges

- Over the last two years the city has annexed an additional 2 miles of streets, and a cemetery with roads in need of significant repair while reducing street staff 12.5%.
- Consider creating a policy to schedule more extensive repairs to the forty alleys (2.9 miles) as part of the annual street improvement program.
- Communities are becoming more environmentally friendly, therefore reducing water consumption, salt usage, pesticide applications, etc. Will the City need to be proactive on its policy decisions?
- A Storm Water Management Plan will need to be drafted to meet DNR requirements for storm water discharge at an estimated cost of \$140,000. The firm drafting the plan will be selected through a request for proposal process. The city will be reimbursed 80% of the cost of the plan.
- A portion of the ChocolateFest grounds (former city landfill) is used as the City's Compost Site, housing leaves, yard waste and trees which need to be either composted or appropriately disposed of. Should the City begin a compost program or remove the materials prior to EPA and/or DNR mandating/fining due to the grounds already being a designated landfill?

## Needs

- Jefferson Street is scheduled for design and replacement at an estimated cost of \$187,000. A planning grant has been applied for to cover 80% of the cost after expenses.
- County Highway W Pedestrian/Bicycle Project, a project implemented over twelve years ago, is scheduled to cost over \$320,000. A grant has been applied for to cover 80% of the cost after expenses.
- Need to place surface course and repair sub-base on Spring Brook Drive at an estimated cost of \$55,000.
- Evaluate need to purchase a street sweeper and stump grinder
- Study the need to create a Laborer position
- Secure interns to work on a GIS program inputting storm water and ash tree identification and locations to plan for tree removal and replacement.
- Identify a Comprehensive Capital Improvement Plan to identify appropriate funding levels and sources.

## Capital Improvement Plan

Construction Year	Street Name	Type of Work
2015		No capital improvement projects scheduled
2016		No capital improvement projects scheduled
2017	Kendall Street	2700 feet of sanitary relay, 600 feet of 4-inch watermain relay & lead service replacement, 2700 feet of storm sewer relay, resurfacing and/or Reconstruction Kendall Street from West State to West Chestnut Street.
2018	Jefferson Street	600 feet of 6 inch water relay, 600 feet of sanitary sewer relay, contaminated soil at Pine/Jefferson, resurfacing and/or reconstruction from Kendall Street to the Railroad Tracks at Bridge Street.
2018	Maryland Avenue	Approximately 8 sanitary sewer repairs needed, resurfacing and/or reconstruction from Milwaukee Avenue to 275 feet North on Maryland from the intersection at Congress Street.
2018	S. Perkins Blvd	Sanitary sewer relay, resurfacing and/or reconstruction from East Chandler Boulevard to East Highland Avenue.

## Parks & Recreation

### Park Department

The Parks Department is responsible for maintaining public facilities, outdoor parks and recreation facilities. This includes all 28 city parks, including ball diamonds, as well as all street medians and rights of way plantings. The department handles mowing approximately 217 acres, trimming trees,

landscaping and painting and repair of park benches, playground equipment and buildings. The department also organizes equipment and materials for special events, such as ChocolateFest.

The Parks Department staff is comprised of 5 employees - one supervisor, one clerk, one foreman, and 2 maintenance workers. These individuals are skilled in facilities maintenance, landscaping, urban forestry, emergency management, truck driving, equipment operation, fleet maintenance, administrative tasks, and numerous other trades.

## FACTS

- **Maintain 28 parks (135 acres), the Burlington Cemetery (city portion), out lots**
- **Schedule baseball and softball diamond for use, coordinate with different clubs reserving and maintaining field including lining, raking, dragging, mowing, reseeding, and complete re-builds.**
- **Maintenance, cleaning and clearing of all bathrooms, pavilions, sidewalks, fencing, trees, shorelines, paths, playgrounds, and lighting in parks**
- **Schedule park pavilion reservations for public use**
- **Direct planting or management of tree planting operations**
- **Provide assistance to Street Department with various projects and services such as plowing, leaf collection, and Urban Forest Management**
- **Park staff are trained to inject for Emerald Ash Borer (EAB)**
- **Annual Arbor Day celebration with city staff and St. Mary's 4<sup>th</sup> grade at Echo Park who planted three Syringa Japanese Lilac Trees at Echo Park**
- **Tree City USA awarded for the 14<sup>th</sup> year**
- **Completed Comprehensive Outdoor Recreation Plan for 2015-2019**
- **Completed Wehmhoff-Jucker Park and Bicycle Trail Head improvements**

## Trend:

**In a means for municipalities to cut expenses, current trend is to analyzing the need to mow all parks or allow areas to revert back to its natural state.**

Staff has been looking to possibly reduce areas that are mowed in an effort to reduce expenditures.

## Challenges

- Consideration of long term treatment and removal of ash trees with Emerald Ash Borer (EAB) in parkways, parks and green spaces and how to financially support this program.
- Restrooms are in need remodeling at Congress Park and Wagner Park with limited funding.

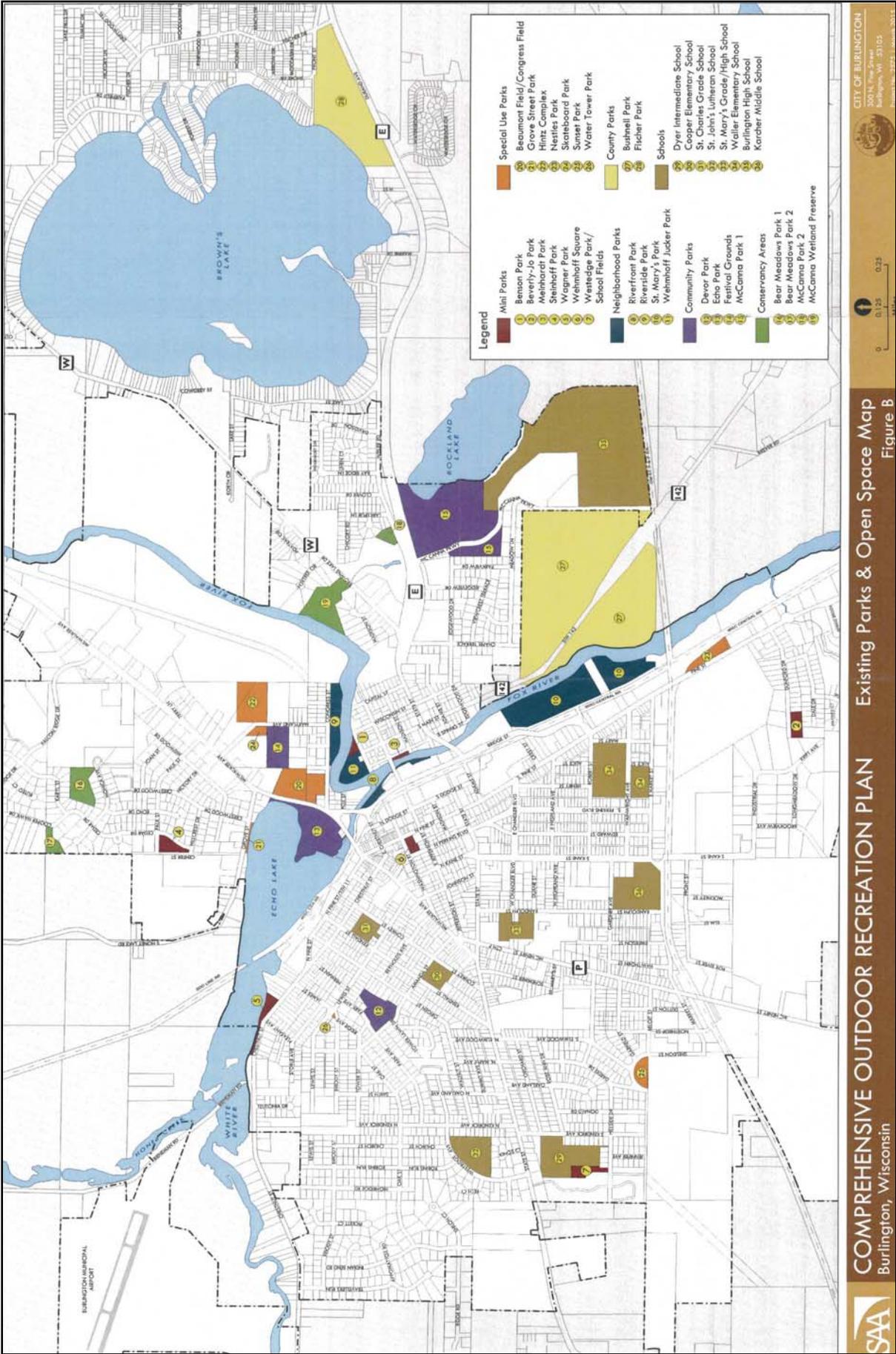
## Needs

- Upgrade the restrooms at Wagner and Congress Street Parks.
- An ADA accessibility ramp is needed at Echo Park for the pedestrian and bike trail.
- Playground equipment will need to be inspected with possible replacements of slides and swings.

## 2015-2020 Comprehensive Outdoor Recreation Plan

Recommendations within the 2015-2012 Comprehensive Outdoor Recreation Plan provides guidance for future development or expansion of community parks and open spaces. General city-wide recommendations provide direction on policy and design considerations while also considering operational and maintenance procedures. The chart below lists general recommendations for the entire City of Burlington parks system. Some recommendations should be implemented as necessary when capital improvements and upgrades are considered on an annual basis. Others, such as long-term parkland acquisition should be evaluated in coordination with new residential developments.

2015	2016	2017	2018	2019
Benson Park: Shoreline stabilization	Beaumont Field: Upgrade restroom to ADA compliant	Beaumont Field: Replace drinking fountain	Beaumont Field: remove home plate vegetation, prevent vine growth	Beaumont Field: Remove concrete by dressing room and install sloped ramp
Devor Park: Pool feasibility study	Devor Park: Install sidewalk to playground and shelter, repave path to tennis courts, restripe parking lot and replace drinking fountain	Beverly-Jo Park: Restore large areas of turf to native prairie species	Benson Park: Plant trees	Benson Park: Install pathway/trail
Echo Park: Prune/remove hazardous trees	Echo Park: Install ADA ramps from parking lot	Echo Park: Install bike parking facilities	Beverly-Jo Park: Install playground	Beverly-Jo Park: Install small parking lot and bicycle skills course
Wagner Park: Expand sidewalk	Riverside Park: Install sidewalk to play structure and improve canoe launch	Riverside Park: Replace open air shelter	Hintz Complex: playground structure	Meinhardt Park: Install small gazebo
Wehmhoff Jucker Park: Shoreline stabilization	Sunset Park: Stripe parking lot, replace bike rack and bleachers	Steinhoff Park: Install bike rack	Meinhardt Park: Install sidewalk along Spring Street	Riverfront Park: Install arbor structure
	Wagner Park: Replace shoreline stabilization materials and install canoe launch	Sunset Park: Install playground equipment	St. Mary's Park: Install bike rack, pave dog park parking lot and improve canoe launch	Riverside Park: Install bench for playground
	Watertower Park: Install park sign and prune trees	Wagner Park: Install bike rack	Wehmhoff Jucker Park: store sand volleyball court	Steinhoff Park: Install pathway system
	Wehmhoff Jucker Park: Replace lighting as needed	Wehmhoff Park: Install bike parking	Westedge Park: Install sidewalk or path along Hillside Drive	
	Westedge Park: Install park sign	Westedge Park: Install playground		



## Wastewater Department

The Wastewater Division is responsible for the treatment and disposal of all wastewater that is generated in the sanitary sewer service area (SSA). These methods must meet all state and federal requirements. The SSA includes City of Burlington, Bohners Lake Sanitary District, and Brown's Lake Sanitary District.

The Wastewater Department staff is comprised of 8 employees; one foreman, three wastewater operators, one laboratory manager, one full-time lab tech, one part-time lab tech, and one full-time administrative assistant. The staff is skilled in chemistry, biology, mechanics, maintenance, electronics, secretarial tasks, supervision and management. Burlington water pollution control operators are certified by the State of Wisconsin in wastewater treatment to ensure adequate training to perform the necessary tasks at the treatment facility.

### FACTS

- **Treat 2.6 million gallons of wastewater per day and 1 million gallons of hauled waste per month**
- **The wastewater plant consisting of eight buildings, is designed for a population of 17,000 residents and currently running at 73% capacity**
- **Onsite certified laboratory processes water testing, daily compliance testing, and outside testing**
- **Maintain 51 miles of sanitary sewer pipe, 1135 sanitary manholes and 8 remote pumping stations**
- **Capacity for 2.8 million gallons of sludge storage**
- **Maintained approximately 26 miles of storm sewer pipe, manholes and associated inlets**
- **Facilitate a grease trap monitoring program with local businesses and restaurants**
- **Facilitate a mercury reduction program with local businesses and offer mercury based light bulb collection services for local residents**

### Trend:

#### **Phosphorous discharge regulations continually tightening**

The DNR is tightening up regulations on the amount of Phosphorous that is discharged into the Fox River by treatment plants. We need to be pro-active to stay on top of the upcoming change in regulations. The purchase of a phosphorous analyzer would give us real time values of phosphorous concentration in the wastewater. This will optimize performance and reduce chemical addition. We currently use 50 gallons per day of Ferrous Chloride to remove Phosphorous. Data is being collected to prove our low impact on the river and assist with the contested case for our WPDES (Wisconsin Pollution Discharge Elimination System) Permit.

## Challenges

- As the City of Burlington is over 10,000 in population, DNR enforced phosphorus limitations may be obligatory in the future. DNR mandates on phosphorus limitations will significantly impact City funds, with the potential of a required \$5 million facility upgrade to meet DNR guidelines.
- Utility revenue will have to be created to pay for storm water system maintenance due to the cities WPDES permit and DNR Total Suspended Solids limits storm water discharge. It is most likely that a storm water utility will be discussed as a source of revenue to pay for this. This is similar to what other municipalities have done.
- Maintain a sewer main and manhole rehabilitation program.

## Needs

- Installation of additional micro-turbines to burn methane used to generate electricity that can be sold back to the power company.
- Replacement of the aging tanker truck and the future purchase a Phosphorous Analyzer.
- Analyze for appropriate staffing levels due to future mandates.

## Water Department

The Burlington Water Department provides over 2.5 million gallons per day to customers. The source of water for the Burlington system consists of five drilled groundwater municipal wells, each finished in the deep sandstone aquifer. Water from these wells is chlorinated, then pumped into an elevated tank or ground storage reservoir, where it is held for distribution. The Water Department provides adequate water flows and pressures throughout the service area for domestic consumption and firefighting purposes, and maintains a quality and cost efficient product by the operation and management of a distribution system. This department also repairs all water lines, towers, tanks and appurtenances.

The Waste Department staff is comprised of 6 employees; one foreman, two certified water operators, one utility clerk, one part-time utility clerk and one seasonal employee. The staff is proficient in administrative, customer service, troubleshooting, maintenance and various other technical operations.

### FACTS

- **4 million gallons of available storage, and an average daily pumpage of 1.8 mgd.**
- **Included with the distribution are five wells and two HMO treatment facilities.**
- **Maintain nearly 3800 meters, replacing, repairing and testing 10% of those meters annually.**
- **Maintain 62 miles of water main, 700 hydrants, and nearly 1000 valves that are exercised and maintained annually.**
- **Respond to between 1600-2000 Diggers Hotline tickets in the city. This includes water, sewer, storm, traffic signals, street lamps, and city owned irrigation and electric.**
- **Facilitate roughly 500-600 work orders per year dealing with customer service issues.**
- **Maintain pump houses and treatment facilities, repair and replace hydrants, valves, manholes, valve boxes, and curb stops.**
- **Submit all reports to the PSC and DNR as required.**

## Trend:

**Utility revenue has been decreasing over the years due to conservation and DNR limits on water quality**

To combat this, a consistent rate increase needs to be in place. Increases that are fair and smaller in nature rather than less frequent and larger. Creating additional Utility Services such as storm water, may help in combating declining revenues and limits placed on General Fund and Utility Revenues.

## Challenges

- Continue with a simplified 3% full rate increase in order to help cover the projected costs of a treatment system at Well-11 and the painting of our two water towers.
- Evaluate future requirements of city equipment based pending DNR and EPA regulations of strontium.
- Consider WRT as a treatment option rather than HMO or Ion exchange (softening) for removal of radium and strontium.
- If the city continues to grow to the west around Aurora, consider a tower at the Highridge Road site to help with increased demand and maintain consistent pressures in the highest elevations.

## Needs

- Continue to upgrade SCADA, meter reading software upgrade, install treatment at Well-11, paint standpipe on Dunford, paint tower Well-7, add standby power at three well sites, and conduct a water study.
- In conjunction with street resurfacing projects, evaluate and improve our distribution system at every opportunity.
- Add another operator by 2018 to stay on pace with increasing demands on staff.
- Build a cold storage building on DPW site to get more equipment out of the elements and consolidate to one location.

# Library Services

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## Public Library

The Burlington Public Library serves a community of 10,500 and an additional 9,000 patrons from the surrounding area. The Library is a member of the Lakeshores Library System, serving Racine and Walworth counties. The library shares an automation system with the Lakeshores Library System, allowing patrons to search for materials at all locations.

The Library is comprised of 4 full time employees: Director, Children's Librarian, Reference Librarian, and the head of computer services; 11 part time employees: 4 in circulation (checking out materials), 2 reference assistants, 3 in technical services (receiving and processing materials), 1 administrative assistant, and one maintenance person (all part-time); 5 part-time shelvers (four of them are high school students).

The Library provides free access to diverse resources ranging from Internet access to interlibrary loan, reference materials, DVDs, CDs, MP3 players, research assistance and leisure materials. Library employees order, receive and process materials to meet patron need. Others are trained to assist with research and locate materials of general, specific, or age related descriptions. Librarians assist patrons

with selecting, borrowing and returning items. Staff assist patrons with Internet access and help them download free audio and e-books. Shelvers keep the library orderly and return items to their correct places for their next borrowers.

## FACTS

- **Circulation (2014): 207,409**
- **202 programs for children, young adults and adults**
- **Outreach to schools, daycares, senior residences, and community events**
- **Library Visits: 168,218**
- **Reference Assistance: 12,215**
- **Provided programs at the library and senior centers; afternoon, evening and online book discussion groups; children’s summer story wagon programs; class visits and story time. Cooperated with community groups to provide programming, including Racine County Foster Care, Burlington Home Expo, senior residences, HOLA (Hispanic Outreach), UW-Extension and home schooling groups.**
- **Increased Internet access by increasing bandwidth 70%. Provided individual help for people registering for unemployment, searching for jobs, getting email addresses. Provided individual technology assistance in using devices (tablets, e-readers, etc.) and accessing free digital downloads (Overdrive, Zinio).**

### Trend:

#### **Libraries are changing in the way they pursue and present information and deliver services**

This presents a challenge for libraries to determine which of the newer technologies have staying power, can be harnessed for the public library model, and will be (with adaptation) a good fit for users. This can be an expensive proposition, in an environment that reimburses use of the library on old standards, developed decades ago. So, at a time when we should be adopting new ways to serve patrons, and developing marketing to communicate with prospective users, our funding formulas reward us for preserving outdated, declining services.

### Challenges

- Need to regularize and secure steady funding. Currently funding is made up of city and county funds, and subject to fluctuations.
- Need to adapt current practices to serve an increasingly online audience, while maintaining service to current users. Managing allocations between current and emerging services and materials will need constant monitoring and adjustment.
- State law mandates that services be offered to all state residents (except citizens of Milwaukee County) without charge.
- Secure consistent, robust, sustainable funding to protect the library's core mission, guarantee continuation of valued services, and allow adoption of emerging technologies, services and best practices of library service. Guarantee funding to ensure opportunity to develop and retain exceptional staff.
- Translate the good will of patrons and citizens into support (including political and financial support) for the library's continued existence and growth.
- Build for the future by acquiring enhanced facilities that provide adequate space for materials, study areas, handicapped accessible meeting rooms, individual and small group study rooms, maker spaces, computer areas, and work areas.
- Invest in technology for advancement of the library and use of library patrons.

## Needs

- Aging building made of 1918 core and 1986 addition, which is crowded and has large areas that are not handicapped accessible. Although the library serves almost 170,000 visitors per year, it has only a part-time cleaner and 8 hours per week of the facility supervisor to maintain the building.

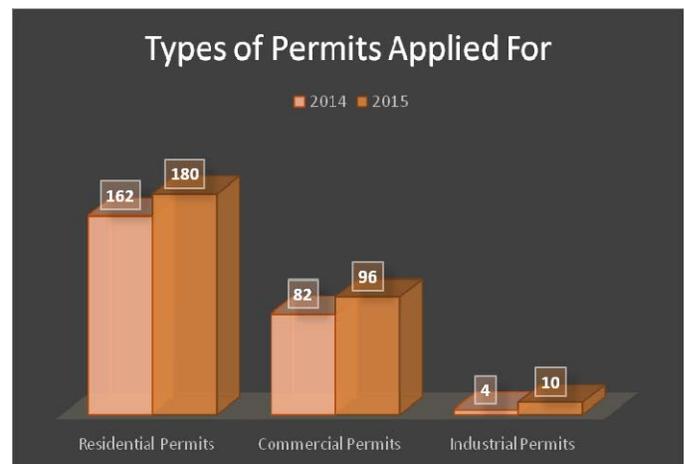
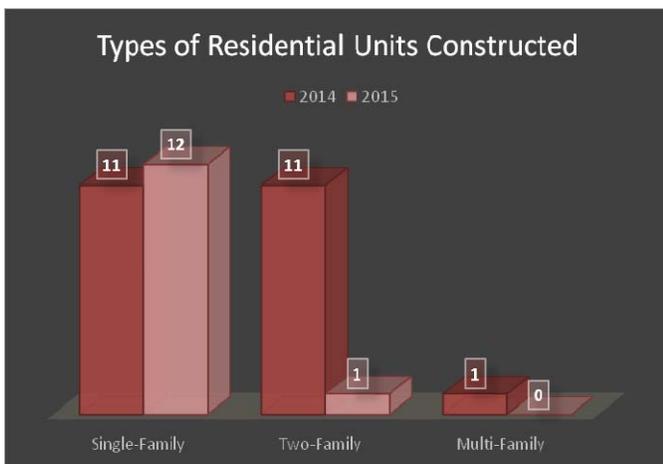
## Building & Zoning

### Building Inspection & Code Enforcement

The Building Inspection and Zoning Department is charged with the task of inspecting all plans and construction within the City of Burlington to assure that all structures are constructed safely and in compliance with the City Codes and Ordinances. The department also handles complaints from citizens and other departments regarding code violations ranging from environmental complaints, junk vehicles, zoning violations, solicitation and encroachments within the City.

The Building and Zoning Department consists of two personnel; the Building Inspector/Zoning Administrator and one Administrative Assistant.

<b>F A C T S</b>	<ul style="list-style-type: none"><li>• <b>Building Inspector is fully certified - \$4200 savings not contracting for commercial electric inspections</b></li><li>• <b>Streamlined Property Maintenance violation process</b></li><li>• <b>Conducted 400 inspections since January 2015</b></li><li>• <b>Working to update fee schedule to ensure costs for services are being covered or should be covered</b></li></ul>
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## Trend:

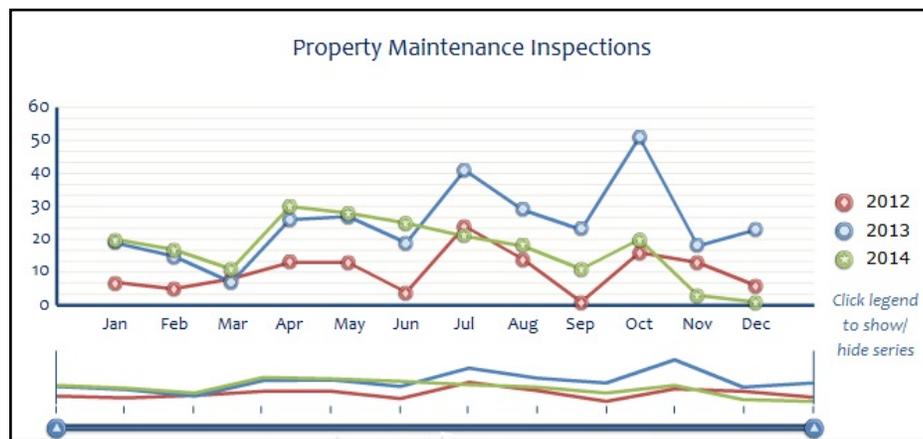
### **Empty store fronts have become a national concern**

The historic downtown buildings are deteriorating due to absentee building owners, the high cost of rent and unsustainable businesses causing empty store fronts. The City needs to explore methods and mechanisms to attract more businesses downtown and to revitalize the area.

## Trend:

### **Property maintenance violations have been on the rise in many communities, particularly Burlington**

This is needed to ensure residential, businesses, and building owners continue to maintain their respective properties. As part of ordinance changes and/or new ordinance(s) the City should review its fees and consider hiring and/or contracting a part-time, seasonal, or full-time code enforcement officer.



## Challenges

- Residential and commercial construction is on the rise including the Aurora Ambulatory Care Center, Echo Lake Foods, and Fox Crossing Apartment projects, as well as 12 single-family, 1 duplex, one 32-unit apartment since Jan. 1, 2015, requiring more inspections.
- Amend and refine property maintenance violation procedures, sections of the Municipal Code, and the fee schedule pertaining to building and zoning.

## Needs

- Convert to online/electronic permit system.
- Hire a part-time Code Enforcement Officer either contractual, seasonal or potentially partner with a neighboring agency to assist with property maintenance inspections.

# Finance

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## Finance Department

The Finance Department is responsible for the proper administration of the City's financial planning and management. This includes preparing the annual budget, coordinating, establishment and review of departmental financial objectives; billing for services' collecting and recording City revenues; managing City cash flow and investments for safety, liquidity and return on investment; levying and collecting taxes; keeping financial records in accordance with generally accepted accounting principles and standards.

The Finance Department consists of three personnel; Budget Officer/Treasurer, Accounts Payable/Water Billing Clerk and Payroll and Benefits Coordinator.

### Trend:

#### **Benefit rule changes increasingly straining financial resources**

Adopting new Federal Human Resource and Benefits rules due to the Affordable Care Act may impact financial reserves in the future. To date, the PCORI and Transitional Reinsurance Fees have cost the City well over \$15,000 in the last two years. Continuing requirements of the Fed in regards to these items may become more costly as time goes on. With the tightening strings of Expenditure Restraint and Levy Limits, these and other Federal or State mandates will need to be looked at with some sort of "Exception" to allow for the growing budget in these areas.

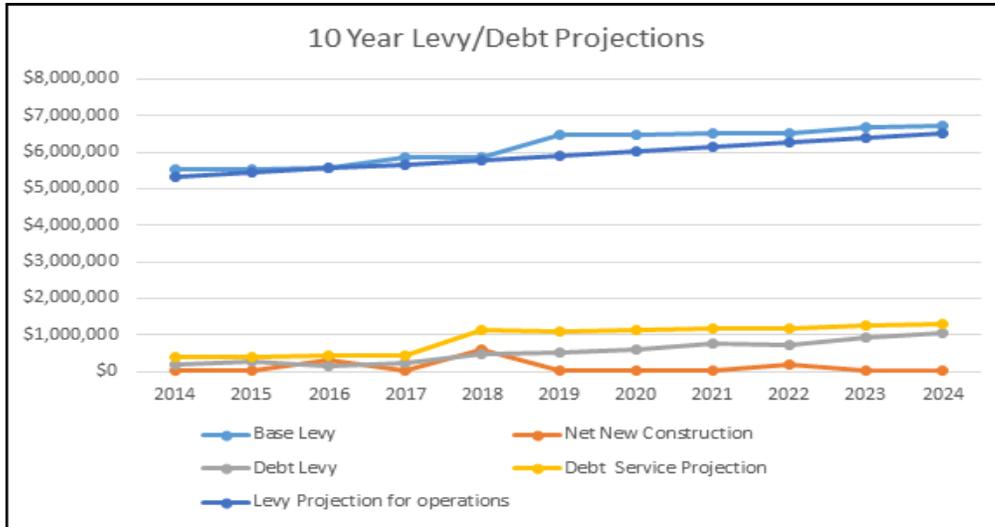
## Challenges

- With statutory limits placed on the ability for the City to raise its levy to pay for services, services and needs must be continually monitored and evaluated. Do more with less is the buzz phrase.
- The City's ability to budget expenditures above a "Cost of Living" limit jeopardizes substantial state revenue payments. The City must be creative in finding ways to finance projects through grants, debt, fees and other methods.
- Economic development and expansion would directly affect the ability to levy higher amounts while still maintaining tax rates at a reasonable level. Growth is key, both industrial and residential. These have the effect of increasing the value of the City and its ability to generate revenue to pay for new or upgraded services.

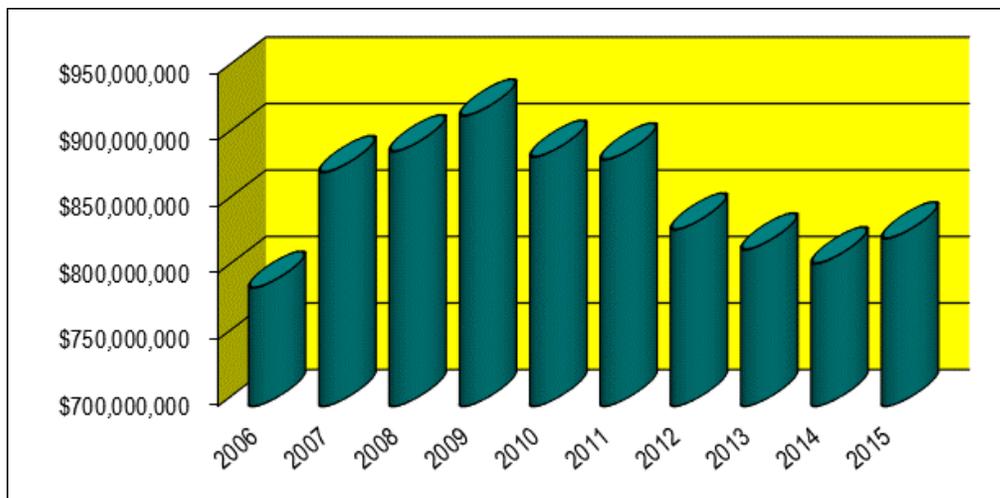
## Needs

- Consider hiring of a financial planner to help in forecasting future financial needs of Capital Projects and operations.
- Create a more detailed Capital Improvement Plan and Equipment Replacement Fund needs to appropriately budget.
- Create better cash flow and forecast models with financial planner help.
- Useful performance data collection to assist in budgeting and forecasting.

## Debt & Levy



The chart above shows the effect of the TIF 3 close in 2018 and the TIF 5 close in 2022. Assumptions are based on small net new construction (allowing us to raise the base levy) of .3% per year. The TIF Closures add new value to the City that is taxable for operations purposes rather than TIF purposes. The City will realize 50% of the percent of TIF Value closed as a levy increase in the year of the closure. By keeping the MIL rate at the same level of \$8.80 (average) per 1,000, the City has the capacity to borrow more debt (approximately \$6.5M initially and up to \$650K each succeeding year) and to levy for the payment of that debt without affecting the amount of tax paid by taxpayers. The question lies if city property values should increase or should growth occur at a higher rate than the .3% per year, the max levy increases by the additional growth. MIL Rate should remain fairly stable or lower slightly depending on the amount of growth. MIL rate adjustments may also be a year behind the growth depending on when such growth is valued by the City assessor.



The chart above shows 2006 to 2015 Equalized values, with an increase in 2007 during the market boom, then a decline in 2010 through 2014 as a delayed result of the downturn in the economy. The City is currently going through a full re-valuation to bring equalized and assessed values closer to 100%, and maintain 100% for the future. 2015 is showing a slight upturn in value.

# Draft 2016 General Fund Budget

## GENERAL GOVERNMENT

GENERAL FUND								Projection		
Revenues								2017	2018	2019
Line Item	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Est. Actual	2016 Budget	Budget % Chg fr 2015			
All Taxes	\$ 5,063,222	\$ 5,202,966	\$ 4,977,601	\$ 4,993,798	\$ 4,993,798	\$ 4,927,050	-1.3%	\$ 4,879,127	\$ 6,048,715	\$ 5,398,988
Debt Levy Portion of Taxes	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 230,000	15.0%	\$ 230,000	\$ 350,000	\$ 400,000
Intergovernmental Revenue	\$ 1,219,655	\$ 1,291,220	\$ 1,427,096	\$ 1,357,024	\$ 1,385,929	\$ 1,358,305	0.1%	\$ 1,302,088	\$ 1,313,708	\$ 1,324,956
Licenses & Permits	\$ 321,130	\$ 365,091	\$ 362,435	\$ 457,890	\$ 425,890	\$ 380,480	-16.9%	\$ 401,900	\$ 404,990	\$ 408,999
Fines & Forfeitures	\$ 194,179	\$ 160,704	\$ 175,122	\$ 195,000	\$ 195,000	\$ 195,000	0.0%	\$ 207,000	\$ 210,000	\$ 213,000
Public Charges for Services	\$ 54,267	\$ 50,768	\$ 35,124	\$ 50,500	\$ 54,500	\$ 51,000	1.0%	\$ 51,028	\$ 53,155	\$ 55,183
Special Assessments	\$ 11,373	\$ 27,970	\$ 38,567	\$ 17,500	\$ 23,000	\$ 25,000	42.9%	\$ 25,000	\$ 25,000	\$ 25,000
Property Sales & Recovery	\$ 22,360	\$ 64,468	\$ 27,069	\$ 5,000	\$ 20,000	\$ 10,000	100.0%	\$ 10,000	\$ 10,000	\$ 10,000
Interest/ Investment Income	\$ 8,497	\$ 4,945	\$ 14,187	\$ 10,250	\$ 12,500	\$ 12,500	22.0%	\$ 12,500	\$ 12,500	\$ 12,500
Other Miscellaneous Income (Less TID TRFR's)	\$ 15,073	\$ 21,831	\$ 52,565	\$ 67,300	\$ 67,300	\$ 68,600	1.9%	\$ 67,350	\$ 67,500	\$ 68,150
Transfer in From TIF	\$ 100,000	\$ 294,415	\$ -	\$ -	\$ -	\$ -		\$ 532,973	\$ 700,000	\$ 900,000
<b>Total Revenues</b>	<b>\$ 7,009,766</b>	<b>\$ 7,484,378</b>	<b>\$ 7,109,767</b>	<b>\$ 7,354,262</b>	<b>\$ 7,377,917</b>	<b>\$ 7,257,935</b>	<b>-1.3%</b>	<b>\$ 7,185,992</b>	<b>\$ 8,495,569</b>	<b>\$ 7,916,774</b>
Alternative Revenue Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>Total with Alternative Revenue</b>	<b>\$ 7,009,766</b>	<b>\$ 7,484,378</b>	<b>\$ 7,109,767</b>	<b>\$ 7,354,262</b>	<b>\$ 7,377,917</b>	<b>\$ 7,257,935</b>	<b>-1.3%</b>	<b>\$ 7,185,992</b>	<b>\$ 8,495,569</b>	<b>\$ 7,916,774</b>
Expenditures								Projection		
Line Item	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Est. Actual	2016 Budget	% Change Chg fr 2015	2017	2018	2019
<b>General Government Total</b>	<b>\$ 922,674</b>	<b>\$ 915,747</b>	<b>\$ 867,200</b>	<b>\$ 863,336</b>	<b>\$ 810,692</b>	<b>\$ 874,621</b>	<b>1.3%</b>	<b>\$ 860,674</b>	<b>\$ 878,823</b>	<b>\$ 911,237</b>
Salaries	\$ 393,051	\$ 313,864	\$ 291,753	\$ 305,479	\$ 276,448	\$ 305,581	0.0%	\$ 300,138	\$ 304,320	\$ 316,813
Benefits	\$ 167,852	\$ 141,797	\$ 151,920	\$ 143,786	\$ 135,680	\$ 143,907	0.1%	\$ 151,284	\$ 157,301	\$ 163,637
Operating Expenses	\$ 361,772	\$ 460,085	\$ 423,527	\$ 414,071	\$ 398,565	\$ 425,133	2.7%	\$ 409,252	\$ 417,203	\$ 430,787
<b>Public Safety Total</b>	<b>\$ 3,561,189</b>	<b>\$ 3,724,087</b>	<b>\$ 3,714,195</b>	<b>\$ 3,625,896</b>	<b>\$ 3,676,599</b>	<b>\$ 3,676,708</b>	<b>1.4%</b>	<b>\$ 3,770,210</b>	<b>\$ 3,846,392</b>	<b>\$ 3,929,656</b>
Salaries	\$ 2,006,888	\$ 2,124,031	\$ 2,164,901	\$ 2,138,672	\$ 2,117,115	\$ 2,162,429	1.1%	\$ 2,194,730	\$ 2,226,910	\$ 2,259,570
Benefits	\$ 1,035,805	\$ 1,109,989	\$ 1,068,319	\$ 996,389	\$ 1,076,624	\$ 1,011,764	1.5%	\$ 1,063,380	\$ 1,106,272	\$ 1,146,484
Operating Expenses	\$ 518,497	\$ 490,067	\$ 480,975	\$ 490,835	\$ 482,860	\$ 502,515	2.4%	\$ 512,099	\$ 513,210	\$ 523,603
<b>Public Works Total</b>	<b>\$ 1,990,849</b>	<b>\$ 2,140,561</b>	<b>\$ 2,014,267</b>	<b>\$ 1,876,695</b>	<b>\$ 1,895,837</b>	<b>\$ 1,947,976</b>	<b>3.8%</b>	<b>\$ 1,919,560</b>	<b>\$ 1,960,243</b>	<b>\$ 2,005,730</b>
Salaries	\$ 429,782	\$ 448,374	\$ 409,114	\$ 423,045	\$ 423,045	\$ 424,791	0.4%	\$ 430,623	\$ 436,542	\$ 442,550
Benefits	\$ 246,858	\$ 265,288	\$ 252,612	\$ 232,127	\$ 228,813	\$ 232,817	0.3%	\$ 247,264	\$ 257,221	\$ 267,701
Operating Expenses	\$ 1,314,209	\$ 1,426,899	\$ 1,352,541	\$ 1,221,523	\$ 1,243,979	\$ 1,290,367	5.6%	\$ 1,241,673	\$ 1,266,480	\$ 1,295,478
<b>Health &amp; Human Services</b>	<b>\$ 72,779</b>	<b>\$ 74,614</b>	<b>\$ 72,806</b>	<b>\$ 80,167</b>	<b>\$ 80,167</b>	<b>\$ 80,917</b>	<b>0.9%</b>	<b>\$ 82,472</b>	<b>\$ 84,058</b>	<b>\$ 85,675</b>
<b>Culture, Recreation &amp; Education (Incl Parks)</b>	<b>\$ 578,137</b>	<b>\$ 587,125</b>	<b>\$ 616,289</b>	<b>\$ 616,289</b>	<b>\$ 612,134</b>	<b>\$ 619,115</b>	<b>0.6%</b>	<b>\$ 632,522</b>	<b>\$ 644,118</b>	<b>\$ 655,993</b>
<b>Conservation &amp; Development</b>	<b>\$ 313,158</b>	<b>\$ 186,752</b>	<b>\$ 222,186</b>	<b>\$ 222,186</b>	<b>\$ 181,100</b>	<b>\$ 196,261</b>	<b>-11.7%</b>	<b>\$ 186,522</b>	<b>\$ 176,807</b>	<b>\$ 192,185</b>
<b>Total Expenditures</b>	<b>\$ 7,438,787</b>	<b>\$ 7,628,887</b>	<b>\$ 7,506,943</b>	<b>\$ 7,284,568</b>	<b>\$ 7,256,529</b>	<b>\$ 7,395,597</b>	<b>1.5%</b>	<b>\$ 7,451,961</b>	<b>\$ 7,590,442</b>	<b>\$ 7,780,475</b>
							ERP->>	1.472%		
SPECIAL OUTLAY & DEBT SERVICE								Projection		
Special Capital Fund (Memo Posting ONLY)		\$ -						\$ -	\$ -	\$ -
<b>Total Expenditures with Special Outlay</b>	<b>\$ 7,438,787</b>	<b>\$ 7,628,887</b>	<b>\$ 7,506,943</b>	<b>\$ 7,284,568</b>	<b>\$ 7,256,529</b>	<b>\$ 7,395,597</b>	<b>1.6%</b>	<b>\$ 7,451,961</b>	<b>\$ 7,590,442</b>	<b>\$ 7,780,475</b>
<b>Revenue Over (under) Expenditures</b>	<b>\$ (429,030)</b>	<b>\$ (144,509)</b>	<b>\$ (397,177)</b>	<b>\$ 69,693</b>	<b>\$ 121,387</b>	<b>\$ (137,663)</b>	<b>-297.5%</b>	<b>\$ (265,969)</b>	<b>\$ 905,127</b>	<b>\$ 136,299</b>
OTHER FINANCING SOURCES/(USES)								Projection		
Operating Transfer In - Airport	\$ -	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	\$ 25,000	\$ 25,000	\$ 25,000
Operating Transfer In - Other	\$ -	\$ 297,787	\$ 300,000	\$ 150,000	\$ 50,000	\$ 100,000	-33.3%	\$ -	\$ -	\$ -
Operating Transfer Out - Other	\$ 219,831	\$ 22,628	\$ (9,309)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Transfer Out - Park Development	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	0.0%	\$ (25,000)	\$ (25,000)	\$ (25,000)
Operating Transfer Out - Original Debt Service	\$ (428,459)	\$ (465,000)	\$ (504,827)	\$ (533,303)	\$ (422,684)	\$ (529,537)	-0.7%	\$ (532,973)	\$ (700,000)	\$ (900,000)
Operating Transfer In - CDBG Loan Repay	\$ 20,654	\$ 39,675	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	0.0%	\$ 24,000	\$ 24,000	\$ 24,000
Tax Equivalent from Water Utility	\$ 301,890	\$ 456,625	\$ 480,294	\$ 460,000	\$ 472,392	\$ 474,000	3.0%	\$ 480,000	\$ 480,000	\$ 480,000
Other Transfer In				\$ 216,000	\$ -	\$ -		\$ 150,000	\$ -	\$ -
Operating Transfer Out - Façade Grants Fund		\$ -	\$ (30,000)	\$ (20,000)	\$ (20,000)	\$ (20,000)	0.0%			\$ (30,000)
100-484831-Sale of Capital Assets	\$ 366,449	\$ 1,401	\$ 116,280					\$ 1,500	\$ 1,500	\$ 1,500
Subtotal	\$ 455,365	\$ 343,116	\$ 376,418	\$ 296,697	\$ 103,708	\$ 48,463	-83.7%	\$ 122,527	\$ (194,500)	\$ (424,500)
<b>Net Expenditure &amp; Other Sources</b>	<b>\$ 26,335</b>	<b>\$ 198,607</b>	<b>\$ (20,759)</b>	<b>\$ 366,390</b>	<b>\$ 225,095</b>	<b>\$ (89,200)</b>	<b>-124.3%</b>	<b>\$ (143,442)</b>	<b>\$ 710,627</b>	<b>\$ (288,201)</b>
<b>Fund Balance Begin 01/01</b>	<b>\$ 1,640,907</b>	<b>\$ 1,667,242</b>	<b>\$ 1,721,341</b>	<b>\$ 1,700,582</b>	<b>\$ 1,700,582</b>	<b>\$ 1,925,677</b>	<b>% Change</b>	<b>\$ 1,836,477</b>	<b>\$ 1,427,067</b>	<b>\$ 3,042,820</b>
<b>Revenue In</b>	<b>\$ 7,036,091</b>	<b>\$ 7,682,985</b>	<b>\$ 7,486,185</b>	<b>\$ 7,650,959</b>	<b>\$ 7,481,625</b>	<b>\$ 7,306,398</b>	<b>-4.5%</b>	<b>\$ 7,042,550</b>	<b>\$ 9,206,196</b>	<b>\$ 7,628,573</b>
<b>Expenditure Out</b>	<b>\$ (7,438,787)</b>	<b>\$ (7,628,887)</b>	<b>\$ (7,506,943)</b>	<b>\$ (7,284,568)</b>	<b>\$ (7,256,529)</b>	<b>\$ (7,395,597)</b>	<b>1.5%</b>	<b>\$ (7,451,961)</b>	<b>\$ (7,590,442)</b>	<b>\$ (7,780,475)</b>
<b>Fund Balance End 12/31</b>	<b>\$ 1,667,242</b>	<b>\$ 1,721,341</b>	<b>\$ 1,700,582</b>	<b>\$ 2,066,972</b>	<b>\$ 1,925,677</b>	<b>\$ 1,836,477</b>	<b>-11.2%</b>	<b>\$ 1,427,067</b>	<b>\$ 3,042,820</b>	<b>\$ 2,890,918</b>
<b>Fund Balance as a Percent of Expenditures*</b>	<b>22.41%</b>	<b>22.56%</b>	<b>22.65%</b>	<b>28.37%</b>	<b>26.54%</b>	<b>24.83%</b>		<b>19.15%</b>	<b>40.09%</b>	<b>37.16%</b>

## Equipment Replacement Plan 2016-2019

YEAR	DEPT	QTY	DESCRIPTION	COST EACH	TOTAL COST
2016	City Hall	1	Copier	\$ 13,084.00	\$ 13,084.00
2016	City Hall	1	Website Software	\$ 5,910.00	\$ 5,910.00
2016	DPW	1	Snowplow Truck	\$ 167,588.00	\$ 167,588.00
2016	DPW	1	Milling Machine	\$ 14,833.00	\$ 14,833.00
2016	Fire	1	Unit 923	\$ 224,249.00	\$ 224,249.00
2016	Fire	1	SCBA Bottles (10)	\$ 10,000.00	\$ 10,000.00
2016	Police	1	901 Van	\$ 26,887.00	\$ 26,887.00
2016	Police	2	Squad	\$ 32,387.00	\$ 64,774.00
2016	Police	1	Radar Unit	\$ 21,466.00	\$ 21,466.00
2017	Fire	1	Thermal Imaging Camera	\$ 130,969.00	\$ 130,969.00
2017	Fire	1	Communication System	\$ 60,582.00	\$ 60,582.00
2017	Police	2	Squad	\$ 36,499.00	\$ 72,998.00
2017	Fire	1	SCBA Bottles (10)	\$ 10,000.00	\$ 10,000.00
2018	DPW	1	Plow Bucket	\$ 21,472.00	\$ 21,472.00
2018	Fire	1	Thermal Imaging Camera	\$ 21,095.00	\$ 21,095.00
2018	Park	2	Chevy Truck	\$ 65,582.00	\$ 131,164.00
2018	Park	1	Tractor	\$ 15,703.00	\$ 15,703.00
2018	Park	1	Tractor	\$ 27,787.00	\$ 27,787.00
2018	Fire	1	SCBA Bottles (10)	\$ 10,000.00	\$ 10,000.00
2018	Police	1	DEFIB	\$ 30,983.00	\$ 30,983.00
2019	City Hall	1	Carpet	\$ 6,210.00	\$ 6,210.00
2019	City Hall	1	Laserfiche data storage	\$ 25,140.00	\$ 25,140.00
2019	Fire	1	SCBA Bottles (10)	\$ 10,000.00	\$ 10,000.00
2019	Police	1	Video Recorders (5)	\$ 35,889.00	\$ 35,889.00
2019	Police	1	Portable Radios (20)	\$ 125,492.00	\$ 125,492.00
2019	Police	2	Sump Pump	\$ 6,859.00	\$ 13,718.00

### Total Yearly Equipment Replacement Cost

**2016: \$548,791**

**2017: \$274,549**

**2018: \$258,204**

**2019: \$216,449**

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## CITY OF BURLINGTON

### Department of Public Works

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

<b>Committee of the Whole Item Number: 8</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Dan Jensen, Public Works Supervisor	<b>Subject:</b> Ordinance No. 1997(3) an Ordinance amending the official traffic map by removing, replacing and expanding “No Parking Zones” on Orchard Street, Rose Ann Drive, and S. Kendrick Avenue

**Details:** On South Kendrick Street at the intersections of Orchard Street and at Rose Ann Drive heavy of congestion is caused before and after school, primarily because of vehicles parking to close to crosswalks. The area is further congested during the morning and afternoon by Thomas Bus Service staging the transfer of students to different buses in the area between these intersections. This is the main transfer spot of students for the Burlington Area School District.

Pedestrians and drivers are put at risk because of the limited visibility cause by the parked vehicles. By increasing the no parking zone by 15 feet on all sides of the cross walks a larger area for turning vehicles and greater visibility will be achieved. By changing the traffic ordinance the Burlington Police Department will be able to enforce the new no parking areas.

The Burlington School District and Police Department both support this revision which is to paint the curb yellow an additional 15 feet down each street of the each intersection at both intersections (See attached map.)

Staff recommends that the City Council approve this amendment to the official traffic map so that traffic and pedestrian safety is increased at these intersections.

**Options & Alternatives:** The Common Council could decide not to approve the change to the ordinance.

**Financial Remarks:** The cost of the painting the curbs plus labor is under \$100 and would be taken out of the Department of Public Works budget.

**Executive Action:** This item is for discussion at the October 6<sup>th</sup>, 2015 Committee of the Whole meeting and scheduled for the October 20<sup>th</sup>, 2015 Common Council meeting for consideration.

ORDINANCE NO. 1997(3)

Introduced by: Committee of the Whole

**AN ORDINANCE AMENDING THE OFFICIAL TRAFFIC MAP BY DELETING THE EXISTING "NO PARKING DURING SCHOOL HOURS ZONE" ON THE EASTERLY AND WESTERLY SIDES OF SOUTH KENDRICK AVENUE AND REPLACING IT, AND EXPANDING IT WITH "NO PARKING ZONES" ON ORCHARD STREET, ROSE ANN DRIVE, AND SOUTH KENDRICK AVENUE**

The Common Council of the City of Burlington, Racine County, State of Wisconsin does ordain as follows:

- Section 1. THE OFFICIAL TRAFFIC MAP** is hereby amended to convert the existing "NO PARKING DURING SCHOOL HOURS ZONE", on the easterly and the westerly sides of South Kendrick Avenue, from Orchard St. to Rose Ann Dr., to a "NO PARKING ZONE".
- Section 2. THE OFFICIAL TRAFFIC MAP** is further amended to create a "NO PARKING ZONE" on the easterly and westerly sides of South Kendrick Avenue at the following locations:
- From the southerly curb line of Orchard St. to a point lying 30 ft. northerly of the northerly curb line of Orchard St.
  - From the northerly curb line of Rose Ann Dr. to a point lying 30 ft. southerly of the southerly curb line.
- Section 3. THE OFFICIAL TRAFFIC MAP** is further amended to create a "NO PARKING ZONE" on the northerly and southerly sides of Orchard Street, from the easterly curb line of S. Kendrick Ave. to a point lying 30 ft. easterly of such curb line.
- Section 4. THE OFFICIAL TRAFFIC MAP** is further amended to create a "NO PARKING ZONE" on the northerly and southerly sides of Rose Ann Drive from the easterly curb line of S. Kendrick Ave. to a point lying 30 ft. easterly of such curb line.
- Section 5. THE OFFICIAL TRAFFIC MAP** in all other respects shall remain the same.
- Section 6. THIS ORDINANCE** shall take effect and be in full force after its passage and publication as provided by law.

Introduced: October 6, 2015

Adopted: \_\_\_\_\_

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

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

BURLINGTON TOWN

BURLINGTON CITY

CARDINAL CT (PRIVATE STREET)  
LN (PRIVATE)

MEADOW LARK DR (PRIVATE STREET)

AUSTIN RD

FER AVE

HILLSIDE

DYER SCHOOL

■ DENOTES PROPOSED NO PARKING ZONES

W STATE ST

WESTR.

Kings Ct.

KINGS CT

S KENDRICK AVE

PROPOSED AMENDMENTS FOR NO PARKING ZONES

DRIVE

DONALD DR

▣ PROPOSED CONVERSION OF NO PARKING DURING SCHOOL HOURS TO NO PARKING ZONE

Orchard St.

W. State St.

N KENDRICK

HILLSIDE DR

OAKLAND

Rose Ann Dr.

OAKLAND AVE

N OAKLAND

DARDIS DR

1" = 300'  
City of Burlington DPW  
Sept. 3, 2015

Dr.

ROSE ANN DR

ORCHARD ST

S. MAPLE

N. MA

GARFIELD ST

LINCOLN ST

S. ELMWOOD AVE



## CITY OF BURLINGTON

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

<b>Committee of the Whole Item Number:</b> 9	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Dan Jensen, Public Works Supervisor	<b>Subject:</b> Ordinance No. 1998(4) an Ordinance amending the official traffic map by adding yield signs on Devon Road at Serena Lane

**Details:**

The Fox River Landing at the Murphy Farms subdivision is near completion. As the subdivision nears build out, the citizens have requested additional traffic safety signs.

The Burlington Police Department assessed the traffic at the intersection of Devon Road and Serena Lane and recommends that yield signs be installed on Devon Road at the intersection of Serena Lane. (See attached map.)

Staff recommends that the City Council approve this amendment to the official traffic map so that traffic and pedestrian safety is increased at this intersection.

**Options & Alternatives:** The Common Council could decide not to approve the signage.

**Financial Remarks:** The cost of the yield signs and poles would be taken out of the Department of Public Works budget at an estimated cost of approximately \$175 plus labor.

**Executive Action:**

This item is for discussion at the October 6, 2015 Committee of the Whole meeting and scheduled for final consideration at the October 20, 2015 Common Council meeting.

ORDINANCE NO. 1998(4)

Introduced by: Committee of the Whole

**AN ORDINANCE AMENDING THE OFFICIAL TRAFFIC MAP BY ADDING YIELD SIGNS ON DEVON ROAD AT SERENA LANE.**

The Common Council of the City of Burlington, Racine County, State of Wisconsin does ordain as follows:

**Section 1. THE OFFICIAL TRAFFIC MAP** of the City of Burlington, County of Racine, State of Wisconsin, is hereby amended by adding Yield Signs on Devon Rd. at its intersection with Serena Ln.

**Section 2. THE OFFICIAL TRAFFIC MAP** in all other respects shall remain the same.

**Section 3. THIS ORDINANCE** shall take effect and be in full force after its passage and publication as provided by law.

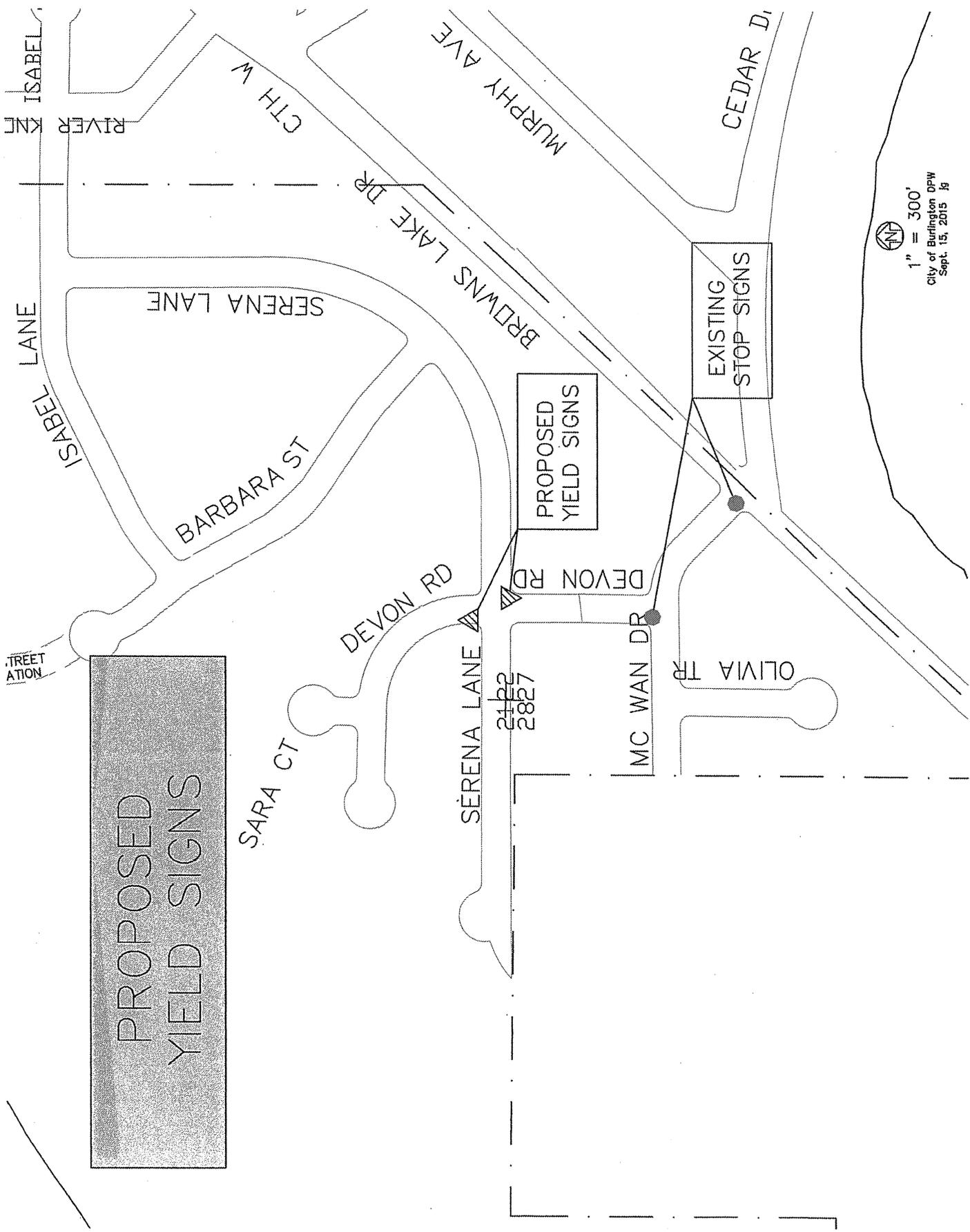
Introduced: October 6, 2015

Adopted: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Diahnn Halbach, City Clerk



PROPOSED  
YIELD SIGNS

PROPOSED  
YIELD SIGNS

EXISTING  
STOP SIGNS

1" = 300'  
City of Burlington DFW  
Sept. 15, 2015 Jg



## CITY OF BURLINGTON

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

<b>Committee of the Whole Agenda Item: 10</b>	<b>Date:</b> October 6, 2015
<b>Submitted By:</b> Alderman Todd Bauman and Gary Meisner, Airport Manager	<b>Subject:</b> Motion 15-818 to approve an airport hangar lease with Burlington Aero Group, LLC at the Burlington Municipal Airport.

**Details:**

The Airport Committee met on Thursday, August 27, 2015 and recommends that the City enter into a twenty-nine year Airport Hangar Lease agreement with Gary and Janette Gunderson for 1480 Mike Taxiway. The amount of the lease equals the sum of \$.095 per square foot with a total of 2,500 square feet, equaling \$237.5 payable before January 1 each year.

**Options & Alternatives:**

The alternative would be to not approve this lease and request a different tenant.

**Financial Remarks:**

An annual payment of \$538.20 will be paid to the City each year by January 1 for rent of the hangar.

**Executive Action:**

This item is for discussion at the October 6, 2015 Committee of the Whole meeting and scheduled for final consideration at the October 20, 2015 Common Council meeting.

## AIRPORT LEASE

This lease Agreement, made and entered into this 1st day of August, 2015 by and between the City of Burlington, State of Wisconsin, a municipal corporation existing through and under the authority of the laws of the State of Wisconsin, hereinafter referred to as "Lessor", and Gary and Janette Gunderson whose mailing address is 132 Davidson Dr. Burlington, WI 53105 hereinafter referred to as "Lessee"; the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

### ARTICLE 1 PREMISES SUBJECT TO LEASE

The premises subject of this Lease are:

That part of the hangar area of the Burlington Municipal Airport delineated on the official map of the Burlington Municipal Airport maintained at the office of the City Clerk at City Hall and identified as 1480 Mike Taxiway. This Lease does not include use of City Water.

### ARTICLE 2 TERM

The term of this Lease shall be from Aug. 1, 2015 to Sept 31st, 2044 [not to exceed 29 years] both dates inclusive. This Lease shall be automatically renewed for successive ten-year periods thereafter upon mutually agreed-upon terms and approval of the renewal shall not be unreasonably withheld by the Lessor. This Lease is not transferable, See Article 5, Section G.

### ARTICLE 3 RENT

The Lessee shall pay to the Lessor as rent for the Leased Premises the sum of \$ .095 cents per square foot for the leased area, which contains a total of 2500 square feet, for a total amount of \$ 0 237.50, prorated in the first and last years of the Lease with the first-year payment of \$ 0 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 200\_\_ subject to the provisions set forth in Article 5, Section A.

### ARTICLE 4

Lessee agrees that rent charged is based on intended:

XX Personal Use, defined as the use of the Leased Premises in a manner which does not meet the definition of Commercial Use; or

Commercial Use, defined as the operation of an airport-related business, which is open to the public, on or in the Leased Premises.

Lessee may change the intended use to that of another type, to be effective the following January 1<sup>st</sup>, if Lessee petitions the Airport Committee in writing no later than December 10<sup>th</sup> and the Committee approves the change no later than its December meeting. See also Article 5, Section F.

## ARTICLE 5

### ADDITIONAL PROVISIONS

**A. RENTAL INCREASES.** The Lessor may adjust the rental charge rate in the year 2010 and every five years thereafter, as determined by the Airport Committee in the same proportion as the cumulative change in the Consumer Price Index for all urban customers (CPI-U) over the same time period. In the event of a rate change, Lessor shall give Lessee sixty (60) days advance notice.

**B. IMPROVEMENTS.** Lessee agrees to erect on the Leased Premises a hangar, if not already constructed, and shall comply with all ordinances, building codes, and zoning restrictions for said airport, and the rules, regulations, and orders of the Airport Committee relative thereto.

**C. USE OF FACILITIES.** Lessee shall have the right to the non-exclusive use in common with others of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to approval of the Airport Committee, all equipment necessary for the safe hangaring of the Lessee's planes, specifically excluding any aviation gasoline or fuel; the right of ingress to or egress from the demised premises, which shall extend to Lessee's employees, guests and patrons; the right, in common with others so to do, to use common areas of the airport including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft of Lessee. Lessee shall not store any equipment or other material outside of its hangar without the written consent of the Airport Committee.

**D. COMPLIANCE WITH LAWS.** Lessee agrees to observe and obey during the term of this Lease all laws and ordinances, and the rules and regulations promulgated and enforced by the Airport Committee of the City of Burlington, and other proper authority having jurisdiction over the conduct of the operations of the airport including city, county, state and federal agencies or departments.

**E. INDEMNIFICATION.** Lessee agrees to indemnify and hold the Airport Committee and the City of Burlington free and harmless from loss from each and every claim and demand, of whatever nature, made on the behalf of or by any person or persons for any act or omission on the part of the Lessee, or Lessee's agents, employees, guests and patrons and from all loss or damage by reason of such acts or omissions.

**F. SUBLEASE-RENTAL OF PREMISES.** Lessee may sublet portions of the hangar constructed on the Leased Premises for the same purposes as stated in this Lease, subject to this policy of the Airport Committee relative to rental rates: It is agreed and understood by Lessee that the rate agreed to in this Lease is for (choose one) XX personal use \_\_\_\_\_ commercial use. Under this agreement it is understood by the parties that if property is sublet, the appropriate rate will be applied to this Lease from the following January 1. In the event that Lessee fails to disclose a sublease, he agrees to pay the City the amount of the increased rental for the period of any failure to so disclose.

In the event Lessee does enter into a sublease, Lessee shall require any subtenant to abide with all of the conditions of this lease agreement including the requirement that the subtenant shall hold the Airport Committee and the City of Burlington free and harmless from any loss for each and every claim or demand, of whatever nature, made by the subtenant against the Lessee herein or on behalf of or by any other person or persons for any act or omission on the part of

the Lessee or subtenant or their agents or employees, or for any loss or damage by reason of such acts or omissions by the Lessee or its subtenant.

**G. OWNERSHIP OF IMPROVEMENTS.** Lessee shall retain title to all building or buildings constructed on said premises and such title shall be transferable subject to the Common Council's approval of a new Lease by and between the City of Burlington and the proposed transferee.

**H. MAINTENANCE.** Lessee shall maintain the structure(s) it occupies and the surrounding land and premises in good order and shall make such repairs as are necessary. In the event of fire or any other casualty, the owner of any such structure so affected shall either repair or replace the building and restore the leased land to its original condition or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. In the event that Lessee determines not to rebuild and in fact restores the Leased area to its original condition, this Lease may be terminated pursuant to Article 5, Section U(3).

In the event Lessee fails to comply with this provision, Lessor may, after thirty (30) days notice to the Lessee, enter onto the premises for the purpose of completing said maintenance, making such repairs as are necessary, or restoring the leased land to its original condition. In the event Lessor does so, Lessor shall charge the Lessee the cost of any such maintenance or repairs. If Lessee refuses to pay any such charge within thirty (30) days, Lessor shall have the right to terminate this lease. See Article 5, Section U. In the event the Lessor removes Lessee's hangar under this section, Lessor shall proceed to enforce its lien rights pursuant to Article 5, Section U.

**I. ACCESS FOR INSPECTION.** Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

**J. FIRE AND POLICE PROTECTION.** Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants of facilities in the airport. Lessee shall arrange for annual inspection of the hangar sites and buildings by the local fire inspector, or at such other frequency as required by state statute.

**K. TAXES.** Lessee shall pay all taxes or assessments that are levied against personal property of the Lessee and/or the buildings which are erected on lands leased exclusively to Lessee. In the event that said personal property taxes are not paid 30 days after becoming due, Lessee shall be considered in default of this Lease. See Article 5, Section M.

**L. ADVERTISING.** Lessee agrees that no sign or advertising matter may be erected without the written consent of the Lessor.

**M. DEFAULT.** If Lessee fails to pay rent when due, or commits waste or breaches any other covenant or condition of this Lease, Lessor shall give Lessee notice to pay the rent, repair the waste or comply with the Lease on or before a date at least 30 days after the giving of the notice, and that failure to comply will result in the termination of the tenancy. If the tenancy is so terminated, Lessor shall proceed under Article 5, Section U.

**N. FUTURE DEVELOPMENT.** Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee and without interference or hindrance from Lessee. The Lessor reserves the right, but

shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport; together with the right to direct and control all activities of the Lessee in this regard.

Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against construction, together with the right to prevent the Lessee from erecting, or permit to be erected, any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

**O. RESTRICTIONS.** Lessor will not exercise or grant any right or privilege which would operate to prevent the Lessee from performing any services on its aircraft with its own employees that it may choose to perform. These services shall include, but are not limited to, maintenance and repair. Lessee may not provide any type of maintenance or service to aircraft not owned by Lessee upon said Leased Premises .

**P. PREEMPTION OF LEASE.** During the time of war or national emergency, Lessor shall have the right to lease the landing area, or any part thereof, to the United States Government for military or naval use; and if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government shall be suspended.

All leases shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

**Q. NON-DISCRIMINATION.** The Lessee, for himself or successors in interest and assigns, as a part of the consideration hereof, does hereby covenants and agree that: (1) no person, on the grounds of race, color, religion, or national origin, shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination in the use of the leased facilities of the City of Burlington Municipal Airport; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination; (3) the Lessee shall use the premises in compliance, as applicable, with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Sub-Title A, Office of the Secretary, Part 21, Non-Discrimination, in federally assisted programs of Title VI of the Civil Rights Act of 1964, and as said regulation may be amended.

**R. HAZARDOUS SUBSTANCE INDEMNIFICATION.** Lessee represents and warrants that its use of the Premises herein will not generate any Hazardous Substance, and it will not store or dispose on the Premises nor transport to or over the Premises any Hazardous Material or Substance in violation of any applicable federal, state, or local law, regulation or rule then presently in effect. Lessee further agrees to hold the City of Burlington harmless from and indemnify the City of Burlington against any release of such Hazardous Substance and any damage, loss, or expense or liability resulting from such release, including all attorney's fees, costs and penalties incurred as a result thereof which was caused by Lessee or any of its employees or agents. "Hazardous Substance" shall be interpreted broadly to mean any substance or material defined as a radioactive substance, or other similar term by any federal, state or local environmental law, regulation or rule presently in effect or promulgated

in the future, as such laws, regulations or rules may be amended from time to time, and it shall be interpreted to include, but shall not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

The City of Burlington represents and warrants that it has no knowledge of any Hazardous Substance existing on the Owned Premises in violation of any applicable federal, state or local law, regulation or rule. The City of Burlington further agrees to hold Lessee harmless from and indemnify Lessee against any damage, loss, or expense or liability resulting from the existence on the Owned Premises of any such Hazardous Substance, including all attorneys' fees, costs and penalties incurred as a result thereof, unless caused by Lessee, any other Lessee, or any of their employees, agents, guests or patrons.

**S. INSURANCE.** The Lessee agrees that it will deposit with the Lessor a policy of comprehensive liability insurance. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of \$1,000,000 for each occurrence and in the amount of \$2,000,000 aggregate, which shall name the Lessor as an additional insured. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the Lease unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

**T. SNOW REMOVAL POLICY.** The Lessor's and the Lessee's responsibilities for snow removal are defined under the City of Burlington's Snow Removal Policy. This Policy was adopted by a resolution of the Burlington Common Council. This policy may be amended or updated at any time without notification. Each party agrees to abide by the then-current terms of said Policy.

**U. TERMINATION.** (1) By Default. In the event that Lessee defaults under Article 5, Sections H., M., or S., or by other operation of law, the tenancy shall be terminated, Lessor shall have the right to re-enter or repossess the leased property, either by force, summary proceedings, surrender, or otherwise, and dispossess and remove there from Lessee, and its effects, without being liable to any prosecution therefore, and Lessee shall surrender possession of the premises, and Lessee hereby expressly waives the service of notice of intention to re-enter or of instituting legal proceedings to that end.

(2) By Expiration. In the event that this Lease is terminated pursuant to Article 2 hereof, Lessee shall either: a. Sell its hangar to a third party, and the buyer thereof shall enter into a new Lease with the City of Burlington, which sale and transfer shall not be effective until and unless approved by the Common Council; or b. By or before the last date of the term of the Lease, remove its hangar and all equipment and restore the premises to the condition it was in prior to the construction of the hangar.

(3) By Mutual Consent. This Lease may be terminated by the mutual consent of the parties, upon the entry into a new Lease or such other terms and conditions agreed to as evidenced by the signatures of the parties hereto.

(4) Lien Rights. Lessor shall, in any event, have liens on Lessee's hangar and other personality, including Lessee's aircraft, pursuant to Wis. Stat. §§ 704.05(5) and 779.43(3), and shall enforce such liens as provided by law, but shall have, in addition to those rights provided by Wis. Stat. § 704.05(5)(a) 1. and 2., the right to demand payment of past due rent and/or other charges due from Lessee under the terms of this Lease for release of the lien, or apply the

proceeds of sale to past due rent and/or other charges due from Lessee under the terms of the Lease.

V. GENERAL PROVISIONS. The following provisions shall apply to this Agreement:

- (1) Rights and liabilities of the parties shall bind and inure to the benefit of their personal representatives, heirs, successors and assigns.
- (2) This agreement constitutes the entire agreement pertaining to the subject matter and supersedes all prior and contemporaneous agreements of the parties in connection therewith.
- (3) In construing this Lease, feminine or neuter pronouns may be substituted for those masculine in form and vice versa and plural terms may be substituted for singular and singular for plural in any place in which the context so requires.
- (4) The captions contained in this Agreement are for reference only and do not form part of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals they day and year first herein written.

Approved by the Airport Committee on: 8/27/15

AIRPORT MANAGER:

LESSEE:



Signature

Gary B. Meisner  
Print (or type) name

 Signature

GARY GUNDERSON  
Print (or type) name

Approved by Common Council on: \_\_\_\_\_

  
JANETTE FLEMING GUNDERSON

CITY OF BURLINGTON

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title