



AGENDA
COMMITTEE OF THE WHOLE
Tuesday, February 2, 2016 at 6:30 p.m.
Common Council Chambers - 224 East Jefferson Street

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

Student Representatives:

Shiyue Xie (BHS)

Abigail Sibilski (BHS)

1. Call to Order – Roll Call
2. Citizen comments
3. Approval of minutes for January 19, 2016 (*T. Preusker*)
4. **Topic:** Presentation – Representative from Safe Built to give presentation regarding potential property maintenance and code enforcement assistance in the City.
5. **Topic:** Resolution 4767(41) to consider authorizing an Intergovernmental Agreement for creation and operation of the Illinois Fox River Group (IFRG). This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.
6. **Topic:** Resolution 4768(42) to consider authorizing fee assessments for Weights and Measures license holders for July1, 2014 through June 30, 2015. This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.
7. **Topic:** Resolution 4769(43) to consider approving a Memorandum of Understanding for an Auto Aid Agreement with the Town of Burlington. This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.
8. **Topic:** Resolution 4770(44) to consider approving a preliminary resolution to declare intent to exercise Special Assessment powers for reconstruction of sidewalks at various locations. This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.

9. **Topic:** Resolution 4771(45) to consider approving Task Order Number Ninety-Nine for the 2016 Sidewalk Reconstruction Program. This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.
10. **Topic:** Ordinance 2004(10) to consider amending several sections of the CH. 315 of the Municipal Code allowing the HPC to recommend Certificates of Appropriateness regarding Signage be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required. This item is scheduled for a Public Hearing during the same night Common Council meeting and at the February 17, 2016 Common Council meeting for final consideration.
11. **Topic:** Motion 16-826 to consider approving a feasibility study between the City of Burlington, Racine County, and Burlington School District regarding a joint use facility. This item is scheduled for tonight's Common Council meeting for final consideration.
12. **Topic:** Motion 16-827 to consider approving the 2016-2019 Strategic Plan. This item is scheduled for the February 17, 2016 Common Council meeting for final consideration.
13. **Topic:** Motion 16-828 to consider approving a Certificate of Appropriateness for 161 E. Chestnut Street. This item is scheduled for final consideration at the same night Common Council meeting.
14. **Adjourn** (*T. Bauman*)

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



COMMITTEE OF THE WHOLE

ITEM NUMBER: 3

DATE: February 2, 2016

SUBJECT: January 19, 2016 Committee of the Whole Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the January 19, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the January 19, 2016 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 2, 2016 Common Council meeting.

ATTACHMENTS:

January 19, 2016 minutes



CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Diahnn Halbach, City Clerk
Tuesday, January 19, 2016

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

Student Representatives Present: Abigail Sibilski and Shiyue Xie. Student Representatives Excused: None.

Also present: City Attorney John Bjelajac, Chief of Police Mark Anderson, Treasurer and Budget Officer Steven DeQuaker, Director of Administrative Services Megan Watkins, DPW Director James Bergles, DPW Supervisor Dan Jensen, Interim Fire Chief Mark Strasser, Rescue Squad Captain Brian Zwiebel, Building Inspector and Zoning Administrator Gregory Guidry, and Tom Foht of Kapur & Associates.

2. Citizens Comments and Questions

There were none.

3. Approval of Minutes from January 5, 2016

A motion was made by Bauman with a second by Vos to approve the minutes from January 5, 2016. With all in favor, the motion carried to approve the minutes.

*NOTE: Mayor Miller started with Topic 8 because Mr. Delagrave had not yet arrived.

4. Topic: Presentation – County Executive Johnathan Delagrave to present the 2016 Racine County Budget.

Mayor Miller introduced Johnathan Delagrave. Delagrave updated Council and staff on both the county budget and future plans for Racine County Services. Delagrave stated that there was a zero percent tax increase for Racine County for the sixth year in a row. Delagrave said the three things he wanted to focus on were mental health services, developing the I-94 corridor for the County and working with Workforce Development to build a Racine County Ready Workforce Center. The Behavioral Health Clinic also continues to experience growth and serves more people than ever before at no cost to the County tax payers. The County is also working with the Village of Caledonia to build a first class industrial park on Hwy K and should be completed in about two years. The Racine County Workforce is being revamped in order to hire more skilled workers and attract better jobs. Delagrave concluded, that specifically to Burlington, the Western Racine County Service Center will be torn down towards the end of 2017, due to major asbestos and the health risk it presents and intends to work with the City of Burlington to find another use for that property.

8. **Topic:** Presentation – Gary Meisner to present 2016 Burlington Municipal Airport Updates.

Gary Meisner was called out of town on business. Jerry Delay attended in his place. Delay reported that the airport hopes to extend the current runway from 4300 feet to 4950 feet, which is just shy of the 5000 foot maximum allowed by the State and that most of the funds can come out of the federal and state government. Delay anticipates this to be completed in 2017. Delay further stated that currently the airport has about \$290,000 in their account which has been generated by fuel sales which are currently at \$3.59 per gallon. Delay concluded that this is a very well run airport and is known by others to be a good airport to fly into.

9. **Topic:** Resolution 4762(36) to consider petitioning the Secretary of Transportation for Airport Improvement Aid for runway repairs at the Burlington Municipal Airport. A Public Hearing has been scheduled for the same night Common Council meeting and is scheduled for the February 2, 2016 Common Council meeting for final consideration.

Mayor Miller introduced Resolution 4762(36) and clarified that this resolution does not include the runway expansion.

There was no discussion.

10. **Topic:** Resolution 4763(37) to consider approving an Agreement between the City of Burlington and Burlington Area Rescue Squad for rescue services. This item is scheduled for the February 2, 2016 Common Council meeting for final consideration.

Mayor Miller introduced Resolution 4763(37) and opened it up for discussion.

Ekes asked Burlington Rescue Captain, Brian Zwiebel, if acquiring 50% participation as part of the training requirement would be a problem. Zwiebel clarified that the requirement is 50% of the First Responders must participate and stated that there would be no issues with the requirement.

11. **Topic:** Resolution 4764(38) conveying a Water Main Sewer Easement from the City of Burlington to Integrated Lubricant of Wisconsin, Inc. for City property located at 2100 S. Pine Street. This item is scheduled for the February 2, 2016 Common Council meeting for final consideration.

Mayor Miller introduced Resolution 4764(38) and explained that this is the first step of the process to bring this business into Burlington. Mayor also stated that this company would create 150 new jobs in the city when completed and then opened it up for discussion.

Schultz asked if AMS has received their DNR permit yet. Mayor responded that the easement agreements are for the water and sewer from the front of the building to the Pine Street and they are still working with the DNR for the affluent discharge from the back of the building. AMS President Tom Rebernak also responded and stated the permit is currently in its 30 day review period with the DNR and hopes to have a resolution in a couple of weeks.

Dawidziak asked what kind of jobs would be available. Nikki Rebernak responded that many high level jobs would be available including skilled workers, chemists, engineers, sales, and human resource positions.

Grandi asked when they anticipate to be fully operational. Mr. Rebernak said they would like to be fully operational by mid-year 2016.

- 12. Topic:** Resolution 4765(39) conveying a Sanitary Sewer Easement from the City of Burlington to Integrated Lubricant of Wisconsin, Inc. for City property located at 2100 S. Pine Street. This item is scheduled for the February 2, 2016 Common Council meeting for final consideration.

Mayor Miller introduced Resolution 4765(39) and opened it up for discussion. There was no discussion.

- 13. Topic:** Resolution 4766(40) to consider approving Change Order Number One with Globe Contractors, Inc., for the "Burlington TID #5 Utility and Street Improvements Phase 1" Project for a reduction in the contract in the amount of \$33,989.53.

Mayor Miller introduced Resolution 4766(40) and opened it up for discussion.

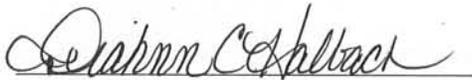
Schultz inquired as to why the price decreased if more work was done. Dan Jensen responded that there was cost savings on areas such pavement and backfill.

There was no further discussion.

14. Adjourn

A motion was made by Schultz with a second by Ekes to adjourn the meeting. With all in favor, the meeting adjourned at 6:57 p.m.

Minutes respectfully submitted by:



Diahnn C. Halbach
City Clerk
City of Burlington



DATE: February 2, 2016

SUBJECT: **Resolution 4767(41)** to approve an Intergovernmental agreement for the establishment and operation of the Illinois Fox River Group (IFRG).

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

The City of Burlington wastewater plant along with five other entities are in the initial development of the Illinois Fox River Group (IFRG). The founding six wastewater plants will be East Troy, Norway, Western Racine County, Eagle Lake, Lyons and Burlington. IFRG will be charged with monitoring the river and to perform necessary studies that may lead to capital projects ensuring quality of the water being released back into the Fox River. By joining IFRG the City will be part of a coalition that will interact with the State or Federal government at a group level instead of individually. The initial commitment of each of the parties is \$5000, which may be payable in two installments of \$2500. The first payment is due within sixty days of the effective date of this agreement and the second is due within fourteen months of the effective date. As more wastewater plants join, our overall cost for watershed projects will lower.

The initial project(s) will focus on watershed science with the intent to establish that the Illinois Fox River is a candidate for a site-specific limit for phosphorus. Obtaining a site - specific limit for phosphorus will reduce future capital and operational costs since the facility would only be required to maintain optimized performance using existing facilities.

Currently there is not a group of representation of wastewater plants discharging to the lower Fox River. There is Southern Wisconsin Fox River Group (SEWFRG) which mainly focuses on the cleanliness of the river but has a restricted budget. Wisconsin has other coalitions established such as MEG (Lobbyists), Oconomowoc Watershed Protection Program, Lower Fox River Watershed Monitoring Program (Green Bay Area), and the Wisconsin River TMDL group. IFRG WILL provide a continual link from the upper Fox River in Wisconsin, down to Illinois where groups such as Illinois State Water Survey (ISWS), Fox River Water Reclamation District (FRWRD) and others continually monitor the river.

BUDGET/FISCAL IMPACT:

As mentioned, the initial starting fee will be \$5000 with payments of \$2500 due in both 2016 & 2017. The funds will come out of the 2016/2017 sewer budget of plant operation 621-575740-248. The purpose of the funds is to develop a work plan approval by DNR for the watershed science necessary to obtain a site specific permit. Prior to expanding any more funds than the initial \$5000 fee, will require development of cost proposals and approvals by all members.

RECOMMENDATION:

Staff recommends approval of the Intergovernmental Agreement to establish the IFRG group.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for the February 17, 2016 Common Council meeting for final consideration.

Within a month of final approval by all joining municipalities, IFRG is planning to hold elections to elect officers. Once the IFRG board is elected, site specific testing and data compilation can begin.

ATTACHMENTS:

Resolution

Intergovernmental Agreement

**RESOLUTION AUTHORIZING
EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT
FOR CREATION AND OPERATION OF THE ILLINOIS FOX RIVER GROUP.**

RECITALS

WHEREAS, the City of Burlington is a municipality in southeastern Wisconsin which owns a Publicly-Owned Treatment Works (POTW) that discharges effluent to the Fox River (Illinois River Tributary) in Wisconsin, also known as the "Illinois Fox River."

WHEREAS, the City of Burlington is required to meet surface water quality standards for phosphorus pursuant to the provisions of Wis. Admin. Code Ch. NR 217.

WHEREAS, the City of Burlington believes that the creation of the Illinois Fox River Group to jointly develop information and projects relating to water quality in the Illinois Fox River will assist the City of Burlington in achieving its water quality objectives.

RESOLUTIONS

NOW, THEREFORE, BE IT RESOLVED, that the agreement attached as Exhibit A hereto is hereby approved and the Mayor and City Clerk are authorized to execute and deliver the agreement on behalf of the City of Burlington.

BE IT FURTHER RESOLVED, the Mayor is authorized to appoint a member representative to the Illinois Fox River Group.

BE IT FURTHER RESOLVED, that the approval granted by this Resolution shall be effective notwithstanding any change in the number or identities of other municipalities electing to enter into the attached agreement after the date hereof.

Introduced: February 2, 2016
Approved:

Robert Miller, Mayor

Attest:

Diahn Halbach, City Clerk

**INTERGOVERNMENTAL AGREEMENT FOR THE ESTABLISHMENT AND
OPERATION OF THE ILLINOIS FOX RIVER GROUP (IFRG)**

WHEREAS, Wis. Stat. § 66.0301, entitled "Intergovernmental cooperation," provides that any municipality (defined as including but not limited to any state agency, city, village, town, county, sanitary district, metropolitan sewerage district or sewer utility district) may contract with other municipalities for the furnishing of services, and the joint exercise of any power or duty required or authorized by law;

WHEREAS, municipalities who own Publicly Owned Treatment Works (POTWs) are required to meet surface water quality standards for phosphorus pursuant to the provisions of Wis. Admin Code ch NR 217;

WHEREAS, the undersigned parties are municipalities in southeastern Wisconsin which own Publicly-Owned Treatment Works (POTWs) which discharge effluent to the Fox River (Illinois River Tributary) in Wisconsin also known as the "Illinois Fox River" (hereafter "Parties");

WHEREAS, the Parties desire to create an intergovernmental agreement and form a group known as the "ILLINOIS FOX RIVER GROUP" or simply "IFRG") to jointly develop information and projects that will assist in achieving their water quality objectives for the Illinois Fox River; and

NOW THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. CREATION AND NAME; PUBLIC CHARACTER; PURPOSES; POWERS

(a) Goals of the inter-municipal Group. The parties hereby agree to cooperate to exercise their municipal powers jointly for:

- The joint development of information to further the goals of POTWs in the Illinois Fox River basin;
- The investigation and analysis of selected water quality issues in the basin;
- Contracting with consultants and other Parties to further that investigation and analysis;
- The communication of those goals, investigations and analyses to the Wisconsin Department of Natural Resources (DNR) and other pertinent agencies, units of local government, and non-governmental organizations and entities; and
- If necessary to further the goals of the organization, the construction, operation and continuing administration of such facilities as may be selected to address point and/or nonpoint contributions of contaminants to the waters of the Illinois Fox River basin, and all equipment and other property necessary and appropriate to carry out the functions of such facilities.

(b) Commission. The parties also agree that there is hereby created a committee of representatives of members, which will be a commission within the meaning of Wis. Stat. § 66.0301(3), to administer the joint activities of the IFRG, which shall be formally referred to as ILLINOIS FOX RIVER COMMITTEE, and referred to in this Agreement as the "Committee." This Committee shall operate as governmental body under Wis. Stat. § 19.82(1).

(c) Purposes of the Committee. The Committee shall administer all aspects of the investigations and analyses, and any facilities, which may be duly determined by the Committee as appropriate in the pursuit of the objectives of the IFRG. Without limiting the foregoing, the Committee may contract with engineering, legal, and other consultants, agree to share laboratory and other facilities among the members, establish the design, plans and specifications for facilities, administer the construction of facilities, purchase necessary equipment for operating facilities, review and approve budgets and expenditures for Group projects, set rates

or other means of allocation of costs among the members of the IFRG, establish contracts between individual members and the IFRG if the individual member is providing service or other things of value to the IFRG, obtain and administer permits for operating projects, and generally do all things necessary to efficiently and prudently construct, operate and manage projects. For purposes of this agreement, the terms “project” and “projects” shall mean and include point or nonpoint projects of any kind, including management practices, programs, land use techniques, or other non-point activities, as well as actual construction of various types of treatment works.

(d) Powers. The Committee shall have the following powers:

- (1) To sue, and be sued, complain and defend in all courts, and also, appear in or before applicable governmental agencies.
- (2) To make, amend and repeal bylaws, rules, regulations, rates, charges and other rules of service.
- (3) To invest funds not required for immediate disbursement in properties or securities as permitted by state law.
- (4) To acquire, purchase, hold, lease and use any property, real or personal or mixed, tangible or intangible, or any interest therein, necessary or desirable for carrying out the purposes of the Committee, and to sell, lease, transfer or dispose of any property or interest therein acquired by it.
- (5) To establish rates and charges for services provided by the IFRG, if any. Said rates and charges shall cover the costs of operation, maintenance and replacement, and debt service, and prudent reserves for such purposes.
- (6) To make and execute contracts and other instruments of any name or type necessary or convenient for the exercise of the other powers granted herein,

- (7) To conduct or contract for studies and planning concerning the operation and management of the facility.
- (8) To borrow money and issue evidences of indebtedness and to accept contributions of capital from member communities.
- (9) To do all acts and things necessary or convenient for the conduct of its business and the general welfare of the Committee and the parties and to carry out the purposes and powers granted to it by this Agreement.

(e) The Committee shall not have the power of taxation.

(f) Limitation on financial commitments. Notwithstanding any other provisions in this Agreement, the Committee shall not have the authority to commit the IFRG, or any of its members, to any financial responsibility, whether by contract or otherwise, that would exceed the amount raised by the charges to the members under Section 6 of this Agreement.

(g) Meetings. The Committee shall meet not less than once every calendar year.

2. MEMBERS. The members of the IFRG created by this Agreement are the Wisconsin municipalities which have duly executed identical counterparts or copies of the Agreement pursuant to Section 3 hereof (the “parties” or “members”).

3. AUTHORITY OF MEMBERS TO PARTICIPATE.

(a) Resolutions. This Agreement is entered into pursuant to authority granted under Wis. Stat. § 66.0301. By resolution of its governing body, each member has authorized and directed the representative of the member to enter into this Agreement on behalf of the member. The authorizing resolution for each party to this Agreement shall:

- (1) Agree to the terms and conditions of this Agreement;
- (2) Authorize and direct the appropriate municipal officers of the member to execute this Agreement on behalf of the member; and

(3) Appoint the member's representatives in all business matters to be conducted by the member.

(b) A certified copy of the authorizing resolution and a duly executed copy of this Agreement for each original party to this Agreement shall be maintained on file with the Committee. A certified copy of the authorizing resolution for each additional party to this Agreement shall be filed as then required by the Committee.

(c) All municipalities which are included as members when this Agreement is originally executed by the deadline of March 31, 2016 shall be considered "original" members or parties for purposes of the Agreement, and all other municipalities which later become members shall be deemed "additional" members or parties.

(d) This Agreement shall be effective as of the last date of execution of the original members.

4. SELECTION AND REMOVAL OF MEMBERS OF THE COMMITTEE;
VOTING BY MEMBERS OF THE COMMITTEE.

(a) Original members of the Committee. The Committee shall consist of one member of the Committee from each original member community, selected by that member community at its discretion. The term of such members of the Committee shall be indefinite, subject only to recall by the member community under sub. (b) below.

In the event that other communities join the IFRG, a member of the Committee shall be added to the Committee to represent each additional community.

(b) Replacement of a Member of the Committee. A member community may remove or replace its member of the committee at will, with or without cause, at any time. Notice in writing, signed on behalf of the member community and delivered to the Secretary of the Committee shall constitute removal or replacement of a member of the Committee.

(c) No compensation. The members of the Committee shall serve without compensation, provided, however, that the Committee shall have discretion to reimburse members of the Committee for reasonable expenses incurred for special services to the Committee.

(d) Voting. Unless otherwise expressly provided by this Agreement, the bylaws, or some other subsequent action of the Committee, all votes shall be by a majority of the members of the Committee, which means that each member of the Committee shall have one vote, a majority of members of the Committee present and voting shall be necessary for any action by the Committee.

5. OFFICERS.

(a) Officers of the Committee. The Officers of the Committee are a President, a Vice-President, a Secretary, a Treasurer and such other Officers as the Committee may designate. The President, Vice-President, Secretary and Treasurer shall be elected by the members of the Committee from among the members of the Committee and shall serve indefinitely until the Committee calls for a new election of officers, or the Committee adopts Bylaws which call for some other term of office.

(b) Dual Signature Required. The signatures of two officers shall be required on all forms of payment, and all legally binding documents executed in the name of the Committee or the IFRG.

- (c) President. The President:
- (1) shall be the principal executive officer of the Committee and shall preside at all meetings of the Committee;
 - (2) may sign any contracts or other instruments authorized by the Committee to be executed, except in cases in which the signing and execution thereof shall be

expressly delegated by the Committee or by this Agreement or the Committee's bylaws to some other officer or agent of the Committee, or shall be required by law to be otherwise signed or executed; and

- (3) shall perform all duties incident to the office of the President and such other duties as may be assigned by the Committee from time to time.

(d) Vice-President. The Vice-President, in the absence of the President, or in the event of his or her inability or refusal to act, shall perform the duties of the President, and when so acting, shall have powers of and be subject to all the restrictions upon the President. The Vice-President also shall perform such other duties as from time to time may be assigned by the Committee from time to time.

(e) Secretary. The Secretary shall:

- (1) Keep minutes of the meetings of the Committee in one or more books provided for that purpose;
- (2) See that all notices are duly given in accordance with this Agreement, the Committee's bylaws or as required by law;
- (3) Be custodian of the Committee's records;
- (4) Keep a register of the names and post office addresses of all members and of all members of the Committee and alternate members of the Committee;
- (5) Keep on file at all times a complete copy of this Agreement and the Committee's bylaws containing all amendments thereto (which copy shall always be open to the inspection of any member of the Committee) and at the expense of the Committee, forward a copy of this Agreement or the Committee's bylaws and of all amendments thereto to each member of the Committee;

- (6) Take and count all votes taken by the Committee at any meeting; and
- (7) In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Committee.

(f) Treasurer. The Treasurer shall:

- (1) Have charge and custody of and be responsible for all funds and securities of the Committee;
- (2) Be responsible for the receipt of and the issuance of receipts for all monies paid to the Committee in such bank or banks as shall be selected by the Committee;
- (3) Have charge of the financial records of the Committee; and
- (4) In general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Committee.

(g) Removal. An officer may be removed from office with or without cause upon a majority vote of the members of the Committee.

6. CHARGES TO MEMBERS

(a) Initial charges. The initial commitment of each of the Parties is \$5,000.00 which may be payable in two installments; \$2500.00 payable within 60 days of the effective date of this Agreement and \$2500.00 payable within 14 months of the effective date of this Agreement.

(b) Future charges.

(1) If the Committee determines to engage in projects that require contributions in excess of \$5,000 per member it will require a legally effective resolution or other action of the governing body (or duly authorized commission or committee) which authorizes the member to contribute an amount in excess of these limits. Such authorizations shall specify the nature of the project or actions of the IFRG to which the additional financial commitment applies.

(2) It is the intent of the Parties that future contributions from Parties for projects applying to the Illinois Fox River as a whole be made on proportional to the average daily design flow for the POTW.

(3) The IFRG may engage in future projects which are funded by less than all the members if the project applies to a particular area in the Illinois Fox River Basin. In that event, the IFRG is authorized to approve the project, and make related financial commitments which exceed the initial charges provided that the members participating in the additional project have the filed the required authorizations.

7. ADDITIONAL MEMBERS.

(a) No obligation to serve. The Committee reserves the right to reject the application of any municipality that wishes to join as an additional member (i.e., after the initial execution period of this Agreement).

(b) Additional member's fee. In the event additional members join the Illinois Fox River Group, the Committee may impose an "additional member fee" to recoup some or all of the costs attributable to projects that have already been undertaken by the IFRG, and which the Committee reasonably believes have been beneficial to the new member. Such "additional member's fee" will be identified at the time that the new community wishes to join the facility, and payment of the additional fee, if any, will be a condition of membership.

10. TERM. The effective date of this Agreement shall be March 31, 2016. This Agreement shall continue until it is terminated by a two thirds vote by members to terminate the agreement or if the Group has been inactive as evidenced by not meeting for a period of more than two years. In the event that the IFRG owns or operates any facilities, the termination shall be conditioned upon the prior adoption of a plan of liquidation of the assets of the facility and the Committee.

11. WITHDRAWAL OF MEMBERS. A member may withdraw from the Agreement only if the Committee has previously approved a plan for the departing member to complete any monetary obligations related to projects or facilities which were undertaken while the departing member was a member of the IFRG.

12. MISCELLANEOUS.

(a) Municipal liability. Nothing in this Agreement shall constitute a waiver of any limitations on municipal liability that may exist as a matter of law, including but not limited to limitations in Wis. Stat. Chapter 893.

(b) Counterparts. This Agreement may be executed in counterparts, and the signatures of each party on separate copies of the Agreement shall be fully effective to bind each of them to the Agreement with any other party that signs any separate copy of the Agreement.

(c) Entire Agreement. This Agreement supersedes any prior studies, memoranda, letters or oral discussions or understandings about the participation of any of the members in this joint project. This Agreement represents the entire agreement of the parties as to the organizational issues relating to the goals of the IFRG.

(d) Amendment or Modification. No amendment or modification may be made to this Agreement except in a writing signed by all members.

(e) Choice of Law. This Agreement shall, in general, be governed by and construed in accordance with the laws of the State of Wisconsin.

(f) Exclusive Benefit. This Agreement is for the exclusive benefit of the parties and their successors in interest and shall not be deemed to give any legal or equitable right, remedy or claim to any other entity or person.

(g) No Joint Venture. This Agreement does not establish or evidence a Joint Venture or partnership between the parties. No party is liable for another party's actions as a result of entering into this Agreement

(h) Succession. All the terms, provisions and conditions herein contained shall inure to the benefit of and be binding upon the parties and their respective successors and assigns, including future governing bodies of the respective member communities.

(i) Notice. Any notice required or given under this Agreement shall be effective if mailed by U.S. mail, postage prepaid, to the representatives at the addresses set forth after the signatures below, or any substituted address or representative as is filed with the Secretary of the Committee.

(j) Severability. In the event any of the provisions of this Agreement or the application of any provision shall be held invalid to any extent by any court having jurisdiction over this Agreement or its parties, the remainder of this Agreement and the application of its provisions shall not be affected thereby but shall remain in force and effect. In the event any provision hereof is held invalid, the parties shall negotiate such changes in this Agreement as are needed to restore the parties as closely as possible to their positions under this Agreement prior to such provision being declared invalid.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have executed this Agreement on the dates set forth below to be effective as of the last date of execution of the original members

Signature Pages for:

The Western Racine County Sewerage District,
The Town of Norway Sanitary District,
The City of Burlington,
The Lyons Sanitary District,

The Eagle Lake Sanitary District and
The Village of East Troy

CITY OF BURLINGTON

By:

Date of Execution

Robert Miller

Name: Robert Miller (typed name)

Title Mayor, City of Burlington

Address:

City of Burlington
300 N. Pine Street
Burlington



COMMITTEE OF THE WHOLE

ITEM NUMBER: 6

DATE: February 2, 2016

SUBJECT: Resolution 4768(42) to consider authorizing fee assessments for Weights and Measures license holders for July 1, 2014 through June 30, 2015.

SUBMITTED BY: Diahmn Halbach, City Clerk

BACKGROUND/HISTORY:

In response to the annual Weights and Measures fee charged to the City of Burlington by the State of Wisconsin Department of Agriculture and Consumer Protection, the City adopted an ordinance allowing for encapsulating the cost of enforcing the state mandate. Any business subject to these regulations is charged annually a permit fee of twenty-five dollars per year and an administrative fee to recoup the cost of enforcing the regulations. The City's ordinance allows us to recover these fees from the businesses that require the service. The State of Wisconsin Department of Agriculture, Trade and Consumer Protection has billed the City of Burlington \$6,400 for the time period of July 1, 2014 to June 30, 2015, which was the same as last year's assessment. The payments are always a year in arrears. An example of a weights and measures permit holder would be a gas station. How this program works is annually the State inspects the businesses devices (i.e. gas pumps) to ensure the meter is correctly calculating the fees that result from that measurement.

According to our ordinance, we must notify these businesses of the City's intent to recoup this cost. Notices have been sent to the license holders ten days prior to this evening's meeting to allow them to be present to discuss this assessment fee schedule. Upon approval of this resolution, the City will invoice according to the category of their license.

BUDGET/FISCAL IMPACT:

The annual bill from the State of Wisconsin to the City of Burlington for the Weights and Measures inspection is \$6,400 with this being the method the city uses to recoup this expense.

RECOMMENDATION:

Staff recommends approval of this resolution, which will result in invoicing the affected businesses to recoup fees paid by the City of Burlington.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for consideration at the Common Council meeting the same evening.

ATTACHMENTS:

Resolution

**A RESOLUTION AUTHORIZING FEE ASSESSMENTS FOR WEIGHTS AND MEASURES
LICENSE HOLDERS FOR JULY 1, 2014 THROUGH JUNE 30, 2015**

WHEREAS, pursuant to City of Burlington Municipal Code s. 254-1.1K, the City assesses fees to each Weights and Measures License holder pursuant to the class of license held in order to recoup the cost of weights and measures inspections and certifications mandated by the State of Wisconsin; and,

WHEREAS, the cost of said inspections and certifications incurred under the City's agreement with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection for the period from July 1, 2014 through June 30, 2015 was \$6,400; and,

WHEREAS, the City Clerk has prepared an assessment schedule based upon the number of each class of licenses, the amount of time required to inspect each licensee, and the cost of the agreement with the State, attached hereto and made a part hereof; and,

WHEREAS, the City Clerk has mailed a copy of the Assessment Schedule to each licensee and has mailed to each licensee at least 10 days notice of the date and time at which the Common Council will consider these fee assessments.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, pursuant to the above, that fees shall be assessed to the holders of Weights and Measures Licenses in the City of Burlington for the period of July 1, 2014 through June 30, 2015 as set forth on the Assessment Schedule attached hereto.

BE IT FURTHER RESOLVED that the Clerk shall mail an invoice to each licensee for the applicable fee assessment, and shall notify each licensee that the fee is to be paid within 30 days of the date of mailing.

Introduced: February 2, 2016
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

**Weights and Measures
Assessment Schedule
July 1, 2014 to June 30, 2015**

Proposed Assessment Schedule

Licenses	Issued	Assessment	Revenue
Class 1	5	\$500.00	\$2,500.00
Class 2	12	\$225.00	\$2,700.00
Class 3	8	\$120.00	\$960.00
Class 4	8	\$25.00	\$200.00
Class 5	4	\$10.00	\$40.00
Totals	37		\$6,400.00



DATE: February 2, 2016

SUBJECT: Resolution 4769(43) to consider approving a Memorandum of Understanding for an Auto Aid agreement with the Town of Burlington.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City of Burlington Fire Department entered into an automatic aid agreement with the Town of Burlington Fire Department in 2014 to provide a more effective and efficient response to fires in both communities.

The Auto Aid Agreement provides faster notification to both agencies allowing for a faster response time needing fire apparatus and trained personnel to fire related emergencies. The National Fire Protection Agency states that fire doubles in size every minute and seconds can make the difference in saving a life in an involved structure fire.

Wisconsin State statutes 66.03125 and 66.0301 allow governmental agencies to enter into mutual aid agreements; and in accordance with the Mutual Aid Box Alarm System (MABAS), this agreement will provide a faster response to fire emergencies to each community. As the City is a compilation of full and volunteer firefighters and the Town a volunteer fire department, the Auto Aid Agreement is necessary.

The attached Automatic Aid agreement empowers each agency to supply a staffed fire apparatus with trained personnel to assist each other during specific fire situations. This automatic aid agreement will provide a quicker supplemental response to the City of Burlington for additional assistance.

The only amendment from the 2014 agreement allows for a Town of Burlington chief officer to respond to a call within the City of Burlington. Only one chief officer will be allowed to respond in their personal vehicle, as they do not have a command vehicle to use.

BUDGET/FISCAL IMPACT:

The financial impact will be determined limited to the number of times the City of Burlington responds to reports of fires, smoke in a building or persons trapped within the area served by the Town of Burlington.

RECOMMENDATION:

To approve the attached Memorandum of Understanding for an Auto Aid agreement with the Town of Burlington.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Resolution / Auto Aid Agreement

**A RESOLUTION TO ADOPT A MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF BURLINGTON AND THE TOWN OF BURLINGTON**

WHEREAS, the City of Burlington and the Town of Burlington wish to enter into an agreement to provide Automatic-Aid for fire services to each community under the authority provided in Wisconsin Statutes 66.03125 and 66.0301; and,

WHEREAS, said agreement will ensure a high level of service and response to both agencies; and,

WHEREAS, The City of Burlington Fire Department and the Town of Burlington Fire Department shall respond on the initial alarm to each other's community on active fires, reported smoke in the building and occupants trapped, with one piece of fire apparatus; and,

WHEREAS, each agency shall supply, staff and respond with a minimum of three trained firefighters, on a designated emergency services fire response vehicle (Engine/Pumper or Aerial Truck); and,

WHEREAS, each agency shall be responsible for maintaining their own communications systems, insurance cost, workman's compensation costs while indemnifying the other party; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin, that the City of Burlington adopt the attached *Memorandum of Understanding for Automatic Aid* between the City of Burlington and the Town of Burlington Fire Departments.

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

Introduced: February 2, 2016
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, Clerk

(Draft: 2/10/14)

**AUTOMATIC AID AGREEMENT BETWEEN THE CITY OF BURLINGTON,
WISCONSIN AND THE TOWN OF BURLINGTON, WISCONSIN**

In accordance with the provisions of Sections 66.03125 and 66.0301 of the Wisconsin Statutes, which empower Wisconsin Municipalities to enter into "Mutual Aid Agreements", and in accordance with the Mutual Aid Box Alarm System (MABAS) agreement entered into by the City of Burlington, Wisconsin, and the Town of Burlington, Wisconsin, agree to provide automatic mutual aid to each other as follows:

GENERAL CONDITIONS

1. Fire apparatus responding on an automatic mutual aid response to the other jurisdiction shall have a minimum of three (3) fire department personnel. Fire companies shall have a minimum of three (3) fire department personnel trained to the NFPA 1001: Fire Fighter Standards by the Authority Having Jurisdiction (AHJ). All fire department personnel responding *in the apparatus*, to the requesting community shall travel in a vehicle owned and insured by the municipality in question, and *only personally owned vehicles by the responding Chief Officer (1 maximum) of the Town of Burlington*, shall be utilized for emergency response to *The City of Burlington*. *Personnel responding from The City of Burlington will only respond in City owned and insured apparatus.*
2. Only one (1) Staffed unit from the Fire Department providing aid shall be required to respond at any one time. In the event that the unit due is unavailable (e.g., out of service, committed to another call), no back-up unit from another station shall be required to respond.
3. At all times, the municipality within which the emergency exists will be in charge and the assisting agency and personnel shall follow the requesting agencies emergency operating procedures and directions.
4. Each municipality shall be responsible for providing a communications system which allows the immediate dispatching of all units due to respond from the assisting municipality, as well as apparatus to apparatus communications, while en route and while on the scene.
5. Each municipality agrees to provide and participate in semi-annual training between the two (2) departments.
6. Each municipality agrees that the general provisions of the "MABAS MUTUAL AID AGREEMENT" apply to this Agreement, except as modified by this Agreement. This Automatic Aid Agreement shall take the place of sending a

piece of apparatus on the still alarm as outlined on each departments MABAS cards; no additional piece of equipment is required by the sending agency unless requested by the department in command of the emergency.

7. The following specific response shall be provided:

a) From the Town Burlington, Wisconsin:

- An engine/pumper for reports of smoke in a building, report of fire showing, or trapped occupants.

b) From the City of Burlington, Wisconsin:

- An aerial truck for reports of smoke in a building, report of fire showing, or trapped occupants.

- Modifications of the above response designations, as well as the vehicles assigned, may be made without further modification to this Agreement. However, such modifications must be mutually agreed upon in writing by the two (2) respective departments.

8. It is the express intent and agreement of the parties that:

a) Each municipality shall be solely responsible and liable for (i) the costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under this Agreement, and (ii) the actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under this agreement; and

b) The worker's compensation coverage of each municipality shall be solely responsible and provide coverage for any injury sustained by their own fire department personnel (and not the worker's compensation coverage of the other municipality).

Accordingly, each party HEREBY INDEMNIFIES AND HOLDS HARMLESS the other party from and against any and all claims, actions, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and liability of any other nature whatsoever, that may arise, directly or indirectly, as a result of:

c) The costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under the provisions of this Agreement; and/or

d) The actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under the provisions of this Agreement; and/or

- e) Any property damage and/or any bodily injury (including death) sustained by a member of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement; and/or
- f) Any property damage and/or any bodily injury (including death) sustained by any third party, to the extent that such damage and/or injury was proximately caused by the actions and/or failures of action of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement.

9. Each party shall obtain, and at all times during the term of this Agreement maintain and keep in full force and effect, a policy(ies) of liability insurance covering the actions and/or failures of action of the party's fire department personnel. Each such policy(ies) of liability insurance shall have such coverage and terms as are mutually agreeable to the parties.

10. This Agreement shall continue in full force and effect unless and until one party gives a written notice to the other party terminating this Agreement. Such a notice of termination shall be given at least Ninety (90) Days prior to the effective date of termination stated in the notice.

TOWN OF BURLINGTON, WISCONSIN

CITY OF BURLINGTON, WISCONSIN

By: _____
 Ralph Rice
 Town Chairman

By: _____
 Robert Miller
 Mayor

Attest: _____
 Adelheid Streif
 Town Clerk

Attest: _____
 Diahnn Halbach
 City Clerk

Ed Umnus _____
 Town of Burlington Fire Chief

Mark Strasser _____
 City of Burlington Interim Fire Chief

(Draft: 2/10/14)

AUTOMATIC AID AGREEMENT BETWEEN THE CITY OF BURLINGTON, WISCONSIN AND THE TOWN OF BURLINGTON, WISCONSIN

In accordance with the provisions of Sections 66.03125 and 66.0301 of the Wisconsin Statutes, which empower Wisconsin Municipalities to enter into "Mutual Aid Agreements", and in accordance with the Mutual Aid Box Alarm System (MABAS) agreement entered into by the City of Burlington, Wisconsin, and the Town of Burlington, Wisconsin, agree to provide automatic mutual aid to each other as follows:

GENERAL CONDITIONS

1. Fire apparatus responding on an automatic mutual aid response to the other jurisdiction shall have a minimum of three (3) fire department personnel. Fire companies shall have a minimum of three (3) fire department personnel trained to the NFPA 1001: Fire Fighter Standards by the Authority Having Jurisdiction (AHJ). All fire department personnel responding to the requesting community shall travel in a vehicle owned and insured by the municipality in question, and no personally owned vehicles shall be utilized for emergency response to the requesting community.
2. Only one (1) Staffed unit from the Fire Department providing aid shall be required to respond at any one time. In the event that the unit due is unavailable (e.g., out of service, committed to another call), no back-up unit from another station shall be required to respond.
3. At all times, the municipality within which the emergency exists will be in charge and the assisting agency and personnel shall follow the requesting agencies emergency operating procedures and directions.
4. Each municipality shall be responsible for providing a communications system which allows the immediate dispatching of all units due to respond from the assisting municipality, as well as apparatus to apparatus communications, while en route and while on the scene.
5. Each municipality agrees to provide and participate in semi-annual training between the two (2) departments.
6. Each municipality agrees that the general provisions of the "MABAS MUTUAL AID AGREEMENT" apply to this Agreement, except as modified by this Agreement. This Automatic Aid Agreement shall take the place of sending a piece of apparatus on the still alarm as outlined on each departments MABAS cards; no additional piece of equipment is required by the sending agency unless requested by the department in command of the emergency.
7. The following specific response shall be provided:
 - a) From the Town Burlington, Wisconsin:
 - An engine/pumper for reports of smoke in a building, report of fire showing, or trapped occupants.

- b) From the City of Burlington, Wisconsin:
 - An aerial truck for reports of smoke in a building, report of fire showing, or trapped occupants.
 - Modifications of the above response designations, as well as the vehicles assigned, may be made without further modification to this Agreement. However, such modifications must be mutually agreed upon in writing by the two (2) respective departments.

8. It is the express intent and agreement of the parties that:

- a) Each municipality shall be solely responsible and liable for (i) the costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under this Agreement, and (ii) the actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under this agreement; and
- b) The worker's compensation coverage of each municipality shall be solely responsible and provide coverage for any injury sustained by their own fire department personnel (and not the worker's compensation coverage of the other municipality).

Accordingly, each party HEREBY INDEMNIFIES AND HOLDS HARMLESS the other party from and against any and all claims, actions, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and liability of any other nature whatsoever, that may arise, directly or indirectly, as a result of:

- c) The costs and expenses incurred by that municipality in providing fire department personnel and/or equipment or other materials or supplies under the provisions of this Agreement; and/or
 - d) The actions and/or failures of action of that municipality's own fire department personnel and/or equipment or other materials or supplies when performing under the provisions of this Agreement; and/or
 - e) Any property damage and/or any bodily injury (including death) sustained by a member of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement; and/or
 - f) Any property damage and/or any bodily injury (including death) sustained by any third party, to the extent that such damage and/or injury was proximately caused by the actions and/or failures of action of the fire department personnel of that municipality performing (and/or failing to perform) under the provisions of this Agreement.
9. Each party shall obtain, and at all times during the term of this Agreement maintain and keep in full force and effect, a policy(ies) of liability insurance covering the actions and/or failures of action of the party's fire department personnel. Each such policy(ies) of liability insurance shall have such coverage and terms as are mutually agreeable to the parties.

10. This Agreement shall continue in full force and effect unless and until one party gives a written notice to the other party terminating this Agreement. Such a notice of termination shall be given at least Ninety (90) Days prior to the effective date of termination stated in the notice.

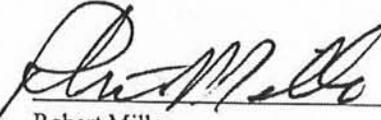
TOWN OF BURLINGTON, WISCONSIN

CITY OF BURLINGTON, WISCONSIN

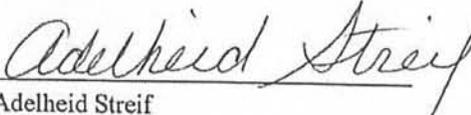
By:


Ralph Rice
Town Chairman

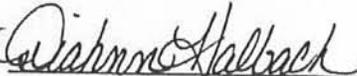
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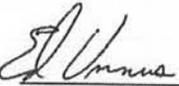

Robert Miller
Mayor

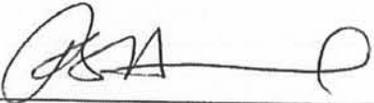
Attest:


Adelheid Streif
Town Clerk

Attest:


Diahnn Hallbach
City Clerk


Ed Umnus
Town of Burlington Fire Chief


Perry Howard
City of Burlington Fire Chief



COMMITTEE OF THE WHOLE

ITEM NUMBER: 8

DATE: February 2, 2016

SUBJECT: Resolution 4770(44) to approve a preliminary resolution to declare intent to exercise Special Assessment powers for reconstruction of sidewalks at various locations.

SUBMITTED BY: Dan Jensen, DPW Supervisor

BACKGROUND/HISTORY:

According to City policy, residents are responsible for sidewalk maintenance after the City installs them. In 1991, the City Council established a sidewalk replacement program in response to deteriorated sidewalks. The intent of the sidewalk program is to financially assist property owners, whereas the City bears one-half of the total cost of the improvement.

By adopting this resolution, this is the first step to consider levying special assessments upon property owners for the replacement of existing public sidewalks. The proposed assessments may be paid in by the property owner in cash or in three annual installments with an interest rate which is one-half (.05) percent over the total cost of the improvements.

The process includes a public hearing scheduled for March 15, 2016. The final interest rate will be established and stated in the final resolution and noticed with the appropriate assessments.

BUDGET/FISCAL IMPACT:

This work was planned and accounted for within the 2016 DPW Streets Budget under the line item Account No. 100-535321-351.

RECOMMENDATION:

Staff recommends that the Common Council approve this initial step to exercise Special Assessments for the reconstruction of sidewalks in 2016.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for the February 16, 2016 Common Council meeting for consideration.

ATTACHMENTS:

Resolution

**A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL
ASSESSMENT POWERS UNDER §66.0703, WISCONSIN STATUTES FOR
RECONSTRUCTION OF SIDEWALKS AT VARIOUS LOCATIONS.**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under §66.0703, Wisconsin Statutes and §274-3 of the Code of the City of Burlington, to levy special assessments upon property for benefits conferred upon such property by replacement of portions of existing public sidewalks at the following locations:

HOUSE NUMBER	STREET NAME
372, 380	Amanda St.
280, 300-02, 301-03, 424-26, 432	W. Chestnut St.
788	Chicory Rd.
432	Edward St.
341	Garfield St.
325, 333	Highridge Rd.
101-103, 301, 309-11	North Kane St.
300, 364, 417	South Kane St.
148	Kendall St.
273	Lewis St.
553	Orchard St.
356	Origen St.
240-242, 248-50, 256, 264, 272	S. Perkins Blvd.
624	Viewcrest Terrace
548	Walnut St.

2. Said improvements are to include sidewalk replacement, and restoration of all disturbed areas; and

3. The total cost assessed against the abutting properties shall not exceed one-half (½) of the total cost of the improvements; and

4. The City of Burlington will bear one-half (½) of the total cost of the improvements; and

5. The assessments against any parcel may be paid in cash or in three (3) annual installments with interest at a rate which is one-half (0.5) percent over the cost of the funds for the project. This rate shall be established in the final resolution and noticed with assessments; and

6. The City is directed to prepare an engineering report consisting of:

- a) Final plans and specifications for said improvements,
- b) An estimate of the entire cost of the proposed improvements,
- c) A schedule of the proposed assessments.
- d) A statement that the property against which the assessments are proposed is benefited.

Upon completion of such report, a copy thereof shall be filed in the City Clerk's office for public inspection; and

7. Upon receiving the report, the City Clerk is directed to prepare a notice stating the nature of the proposed improvement, the general boundary lines of the proposed assessment district, the place and time at which the report may be inspected and the place and time at which all interested persons, or their agents or attorneys, may appear before the Common Council to be heard concerning the matters contained in this resolution and the report. The notice shall be published as Class I notice of a public hearing to be held at least 10 days but not more than 40 days after publication, and mail a copy of said notice at least 10 days before the hearing to every person whose post-office address is known or can be ascertained with reasonable diligence as specified in §66.0703(7), Wisconsin Statutes. The hearing shall be held in the Common Council Chambers in the Courtroom of the Police Department at the time set by the Clerk in accordance with §66.0703(7).

Hearing tentatively set for: Tuesday, March 15, 2016 at 6:30 p.m.

Introduced: February 2, 2016

Adopted:

Robert Miller, Mayor

Attest: _____

Diahnn Halbach, City Clerk



DATE: February 2, 2016

SUBJECT: **Resolution 4771(45)** to approve Task Order Number Ninety-Nine for the 2016 Sidewalk Reconstruction Program.

SUBMITTED BY: Dan Jensen, DPW Supervisor

BACKGROUND/HISTORY:

Task Order Number Ninety-Nine with Kapur and Associates is for engineering services for the 2016 Sidewalk Reconstruction Program. The scope of service includes complete design and specification preparation, bidding and construction management.

Typically, Kapur & Associates' fees for the annual sidewalk reconstruction program is included with the Street Improvement Program. Since there is no Street Improvement Program this year, the sidewalk reconstruction program is a stand-alone project. Therefore a separate task order is necessary.

BUDGET/FISCAL IMPACT:

The Task Order is for a not-to-exceed amount of \$4,444.00 that will be funded out of contract services in the 2016 DPW Streets Budget.

RECOMMENDATION:

City staff has reviewed and recommends approval of Task Order Number Ninety-Nine.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for final consideration at the February 16, 2016 Common Council meeting.

ATTACHMENTS:

Resolution
Task Order

Resolution No. 4771(45)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING TASK ORDER NUMBER 99
WITH KAPUR AND ASSOCIATES, INC. FOR THE 2016 SIDEWALK RECONSTRUCTION
PROGRAM FOR THE NOT-TO-EXCEED AMOUNT OF \$4,444.00.**

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 with complete design and specification preparation, bidding and construction management, for the 2016 Sidewalk Reconstruction Program, which has resulted in a task order, a copy of which is attached hereto and made a part thereof; and,

WHEREAS, said task order is for the not-to-exceed amount of \$4,444.00 and has been recommended for approval by the Supervisor of the Department of Public Works.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Task Order Number 99 is hereby approved for the not-to-exceed amount of \$4,444.00.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute the Task Order Number 99 on behalf of the City.

Introduced: February 2, 2016

Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk



COMMITTEE OF THE WHOLE

ITEM NUMBER: 10

DATE: February 2, 2016

SUBJECT: Ordinance 2004(10) to consider several sections of Ch. 315 of the Municipal Code allow the HPC to recommend Certificates of Appropriateness regarding Signage be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

At the request of the Common Council, the attached text amendment was drafted to allow a sign permit request in the Historic Preservation Overlay (HPO) District be approved by the Building Inspector following recommendation of the Historic Preservation Commission (HPC).

Currently, the process of a sign permit request in the HPO will go before the HPC for recommendation, followed by consideration by the Common Council. This process can delay a business owner from installing their sign up to four weeks as they wait for approval. The current process from time of submittal to final consideration is roughly five to seven weeks. This amendment would streamline the process down to roughly four weeks from time of submittal. This text amendment would not change the consideration process for Certificates of Appropriateness (COA), which are applied for when a change to the exterior of a building in the HPO is requested. A COA for exterior changes would still go before the Common Council for consideration.

Joe DeRose of the Wisconsin State Historical Society has confirmed that this ordinance will not negatively affect our Certified Local Government (CLG) status.

The Historic Preservation Commission reviewed this text amendment at their January 28, 2016 meeting and recommends approval by the Common Council. This ordinance would go into effect after publication in the Standard Press newspaper.

BUDGET/FISCAL IMPACT:

There are no financial implications with this text amendment.

RECOMMENDATION:

Staff recommends approval of this text amendment to allow the HPC to recommend Certificates of Appropriateness regarding Signage be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and is scheduled a Public Hearing the same night and for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Ordinance

AN ORDINANCE TO AMEND SEVERAL SECTIONS OF CHAPTER 315 OF THE MUNICIPAL CODE TO ALLOW THE HISTORIC PRESERVATION COMMISSION TO RECOMMEND CERTIFICATES OF APPROPRIATENESS FOR SIGNAGE TO THE BUILDING INSPECTOR WITHOUT COMMON COUNCIL REVIEW

The Common Council of the City of Burlington do ordain as follows:

I. Chapter 315 of the Municipal Code of the City of Burlington, Racine County, Wisconsin, Zoning, Section 315-42, HPO Historic Preservation Overlay District, subsection E, Limitation on structural or appearance changes, subsection (1), Certificate of appropriateness required, is hereby amended as follows:

315-42E(1) Certificate of appropriateness required. There shall be no alteration in the architectural appearance of any structure within an HPO District without the approval or conditional approval of plans for such alterations by the Common Council. In determining whether to grant approval or approve with conditions or reject the request for a certificate of appropriateness, the Common Council shall take into consideration the recommendation of the Historic Preservation Commission. The recommendation of the Historic Preservation Commission to the Common Council may be to grant approval, approve with conditions or reject the request for a certificate of appropriateness. For the purposes of this section, alterations shall include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure. The Common Council shall make its decision within 45 days of its receipt of the Historic Preservation Commission's recommendation regarding the application for a certificate of appropriateness. The recommendation by the Historic Preservation Commission for a Certificate of Appropriateness for signage; however, shall be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required. Persons who are granted a certificate of appropriateness by the Common Council are required to obtain all other permits required by this Municipal Code or by the State of Wisconsin, from the appropriate authority, for the proposed alteration.

II. Chapter 315 of the Municipal Code of the City of Burlington, Racine County, Wisconsin, Zoning, Article VII, Signs, Section 315-83, Administration of sign regulations in HPO District is hereby amended as follows:

No signage shall be placed within the HPO Historic Preservation Overlay District without review and recommendation by the Historic Preservation Commission ~~to the Plan Commission and final approval by the Building Inspector~~ as provided under §315-113 and §315-42E(1) of this chapter.

III. Chapter 315 of the Municipal Code of the City of Burlington, Racine County, Wisconsin, Zoning, Section 315-113, Powers, subsection B Regulation of construction, reconstruction, and exterior alteration, subsection (3) is hereby amended as follows:

(3) Whether, in the case of any property in an HPO Historic Preservation Overlay District designated pursuant to the criteria established in this chapter, the proposed construction,

reconstruction, or exterior alteration does not conform to the objectives and design criteria of the historic preservation plan for said HPO Historic Preservation Overlay District as duly adopted by the Plan Commission.

The Historic Preservation Commission shall forward its recommendation to the Common Council for a final determination regarding the Certificate of Appropriateness, except that a Certificate of Appropriateness for signage which shall be forwarded to the Building Inspector for final determination, as provided in §315-42E(1) of this chapter. In cases where the Plan Commission must review the application for another reason, such as for a sign permit, the Historic Preservation Commission's recommendation shall be attached to the application when it proceeds to Plan Commission, and upon the Plan Commission's approval, the application shall be forwarded to the Common Council for consideration of the Certificate of Appropriateness.

IV. It is further ordained that the application of this ordinance shall be effective after its public hearing, passage and publication as required by law.

All other language as contained in Chapter 315 of the Municipal Code of the City of Burlington shall remain without change and in full force and effect.

Introduced: February 2, 2016

Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

Chapter 315. Zoning

Article III. Zoning Districts

§ 315-42. HPO Historic Preservation Overlay District.

[Added 10-5-1999 by Ord. No. 1607(11)]

- A. District intent. The HPO Historic Preservation Overlay District is intended to:
- (1) Provide for the protection and preservation of those structures whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City. Such structures and areas are hereby deemed to represent a community asset justifying the public regulation of such structures and areas to ensure their preservation.
 - (2) Protect the historic community character of such structures and districts whose historic or architectural interests are valuable contributions to the character and charm of the City or areas of the City.
 - (3) Effect and accomplish the protection, enhancement, and perpetuation of improvements and of districts that represent or reflect elements of the City's cultural, social, economic, political, and architectural history.
 - (4) Safeguard the City's historic and cultural heritage, as embodied and reflected in such historic structures and historic districts.
 - (5) Stabilize and improve property values.
 - (6) Foster civic pride in the beauty and noble accomplishments of the past.
 - (7) Protect and enhance the City's attractions to residents, tourists, and visitors for education, pleasure, and general welfare.
 - (8) Serve as a support and stimulus to business and industry.
 - (9) Strengthen the economy of the City.
- B. District standards. District standards shall conform to those required in the underlying basic zoning district. In addition, the design guidelines as set forth in the publication titled "Burlington Historic Downtown Main Street District: Design Quality - Standards Guidelines," as amended, published by the Burlington Historic Downtown Main Street District, shall be used by the Historic Preservation Commission, Plan Commission, and Common Council as HPO District design standards and guidelines.
- C. Recommendation of the Historic Preservation Commission. A copy of a petition for rezoning to an HPO District shall be submitted to the Historic Preservation Commission when the petition is filed with the City Clerk for review and comment. When considering a petition for rezoning for an HPO District, the Plan Commission and the Common Council, in making their respective recommendations and determinations, shall take into consideration the recommendation of the Historic Preservation Commission.
- D. Designation of historic sites and historic districts. The Plan Commission, upon referral to and the recommendation of the Historic Preservation Commission, may recommend to the Common Council the designation of historic structures, historic sites, and historic districts within the City. Such designation should, however, be based upon the criteria established in § 315-114 of this chapter. Appropriate records, including photographs and plans, shall be kept as part of the City's official zoning file.
- E. Limitation on structural or appearance changes. Structural changes shall be regulated in the following manner:
- (1) Certificate of appropriateness required. There shall be no alteration in the architectural appearance of any structure within an HPO District without the approval or conditional approval of plans for such alterations by the Common Council. In determining whether to grant approval or approve with conditions or reject the request for a certificate of appropriateness, the Common Council shall take into consideration the recommendation of the Historic Preservation Commission. The recommendation of the Historic Preservation Commission to the Common Council may be to grant approval, approve with conditions or reject the request for a certificate of appropriateness. For the purposes of this section, alterations shall include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure. The Common Council shall make its decision within 45 days of its receipt of the Historic Preservation Commission's recommendation regarding the application for a certificate of appropriateness. Persons who are granted a certificate of appropriateness by the Common Council are required to obtain all other permits required by this Municipal Code or by the State of Wisconsin, from the appropriate authority, for the proposed alteration.
[Amended 2-20-2001 by Ord. No. 1650(54); 12-7-2004 by Ord. No. 1762(14)]
 - (2) Basis for approval. No alterations shall be permitted that would tend to destroy or seriously impair the particular character and quality of the HPO Historic Preservation Overlay District. No change or alteration (including painting) of an historic structure, historic site, or historic district shall be permitted which destroys, seriously impairs, or significantly alters its character in terms of its historical or architectural interest.
 - (3) Repairs, destruction and reconstruction.
[Amended 12-7-2004 by Ord. No. 1762(14)]
 - (a) Notwithstanding the provisions of § 315-84, total lifetime structural repairs, restoration, or alterations of a preservation structure may exceed 50% of the City's equalized value of the structure if the Common Council determines, upon recommendation by the Historic Preservation Commission, that the structure will be repaired, restored, or altered in a way that maintains the character of the structure and the character of the HPO District without significant alteration or change in such character. No person in charge of an historic structure or improvement in an HPO Historic Preservation Overlay District shall be granted a permit to demolish such property without review and recommendations by the Historic Preservation Commission to the Common Council.

- (b) In the case of a two-story structure in the HPO District which has been destroyed, the Common Council may determine, upon recommendation by the Historic Preservation Commission, that the replacement structure may be constructed as a one-story structure but in a way that maintains the historic character of the destroyed two-story structure and the character of the HPO District streetscape facade without significant alteration or change in such character.
 - (4) Placement of satellite antenna dishes. [Added 8-16-2005 by Ord. No. 1784(8)]
 - (a) Definition. A "satellite antenna dish" is defined as:
 - [1] A dish antenna that is one meter (39.37 inches) or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service; or
 - [2] An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via MMDS (wireless cable). Such antennas may be mounted on masts to reach the height needed to establish line-of-sight contact with the transmitter; or
 - [3] An antenna that is designed to receive local television broadcast signals; or
 - [4] Other contemporary communications devices similar to the above, as may be defined by the Federal Communications Commission, and as the above descriptions may be amended by the Federal Communications Commission from time to time.
 - (b) Regulations. All satellite antenna dishes erected in the Historic Preservation Overlay District shall conform to the following regulations:
 - [1] Whenever a satellite antenna dish is affixed to a building, it must be installed to avoid damaging the structure. For example, when affixed to a masonry structure, it should be attached to mortar joints, not the brick or stone.
 - [2] No more than two satellite antenna dishes are allowed on a lot or per dwelling unit, whichever is greater.
 - [3] Satellite antenna dishes shall be no larger than one meter in diameter.
 - [4] Satellite antenna dishes shall not be visible from a public street unless no signal reception is possible or reception will be substantially degraded if located in an allowed location on the lot.
 - [5] Satellite antenna dishes mounted to a tower where the total height will exceed 12 feet (as measured from surrounding grade) require a building permit.
 - [6] No signage is to be placed on satellite antenna dishes or antenna structures.
 - [7] The following satellite antenna dish placement shall not require a review for a certificate of appropriateness:
 - [a] Satellite antenna dishes, as well as other contemporary communications devices, which are located unobtrusively within the HPO District. The placement of these devices will not require a review if they are located on or near a structure so that they are not visible from the street. Specifically, the antennas should be located at the rear of the primary building or attached to the rear of the primary building (either on the rear walls or the rear slopes of the roof).
 - [8] On the front of a building. If the only possible location for the placement of a satellite antenna dish is attachment to the front of a building, either attached to the wall of the building or on the front roof slope, then the proposed design and location of the antenna, as well as any proposed screening material, must be submitted to the HPC for review. The antenna should be placed so that it is screened from view from the street or compatibly incorporated into the facade design. These options are only available if there is no other location for placement of the satellite dish antenna and it would be considered a hardship situation.
 - [9] Mounting hardware, including but not limited to wiring and poles, shall not be visible from a public street.
 - (5) Revocation and expiration of certificate of appropriateness. In any case where a certificate of appropriateness has been granted by the Common Council for alterations in the architectural appearance of any structure within an HPO District and has not been established within one year after the date of granting thereof, then without further action by the Historic Preservation Commission or Common Council, the certificate of appropriateness authorization shall be null and void unless upon the showing of valid cause by the applicant, the Common Council (upon recommendation of the Historic Preservation Commission) may grant an extension of such certificate of appropriateness for a period not to exceed one year. [Added 9-20-2011 by Ord. No. 1931(8)]
- F. Permitted, accessory, and conditional uses. As per underlying basic zoning district classification.

Chapter 315. Zoning

Article VII. Signs

§ 315-83. Administration of sign regulations in HPO District.

[Added 10-5-1999 by Ord. No. 1607(11)]

No signage shall be placed within the HPO Historic Preservation Overlay District without review and recommendation by the Historic Preservation Commission to the Plan Commission as provided under § ~~315-113~~ of this chapter.

Chapter 315. Zoning

Article XI. Historic Preservation Commission

§ 315-113. Powers.

The Historic Preservation Commission shall have the following powers:

- A. Designation. The Historic Preservation Commission shall have the power to recommend the designation of historic structures, historic sites, and HPO Historic Preservation Overlay Districts within the City to the Plan Commission based upon criteria established in § 315-114 of this chapter.
- B. Regulation of construction, reconstruction, and exterior alteration. No owner or person in charge of an historic structure, historic site, or structure within an HPO Historic Preservation Overlay District shall reconstruct or alter all or any part of the exterior of such property, construct any improvement upon such designated property, or cause or permit any such work to be performed upon such property (including the placement of signage) unless a certificate of appropriateness has been granted by the Common Council upon recommendation by the Historic Preservation Commission. Applications for a certificate of appropriateness shall be filed with the Historic Preservation Commission. Within 60 days of submission of the application, the Historic Preservation Commission shall make a recommendation to grant approval, approve with conditions, or reject the request for a certificate of appropriateness, or table the application for a stated reason based upon the following determinations:
[Amended 12-7-2004 by Ord. No. 1762(14)]
 - (1) Whether, in the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement upon which said work is to be done;
 - (2) Whether, in the case of the construction of a new improvement upon an historic site, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site; and
 - (3) Whether, in the case of any property in an HPO Historic Preservation Overlay District designated pursuant to the criteria established in this chapter, the proposed construction, reconstruction, or exterior alteration does not conform to the objectives and design criteria of the historic preservation plan for said HPO Historic Preservation Overlay District as duly adopted by the Plan Commission.
The Historic Preservation Commission shall forward its recommendation to the Common Council for a final determination regarding the certificate of appropriateness. In cases where the Plan Commission must review the application for another reason, such as for a sign permit, the Historic Preservation Commission's recommendation shall be attached to the application when it proceeds to Plan Commission, and upon the Plan Commission's approval, the application shall be forwarded to the Common Council for consideration of the certificate of appropriateness.
- C. Regulation of demolition. No person in charge of an historic structure or an improvement in an HPO Historic Preservation Overlay District shall be granted a permit to demolish such property unless a certificate of appropriateness has been granted by the Common Council pursuant to a review and recommendation from the Historic Preservation Commission.
[Amended 12-7-2004 by Ord. No. 1762(14)]
- D. Recognition of historic structures and historic sites. Whenever an historic structure or historic site has been properly designated according to this chapter, the Historic Preservation Commission may cause to be prepared and erected on such property, at City expense, a suitable plaque declaring that such property is an historic structure or historic site. Such plaque shall be so placed to be easily visible to passing pedestrians. For an historic structure, the plaque shall state the accepted name of the historic structure, the date of its construction, and other information deemed proper by the Historic Preservation Commission. For an historic site that is not the site of an historic structure, such plaque shall state the common name of the site and such other information deemed appropriate by the Historic Preservation Commission.
- E. Sale of historic sites. Any party who is listed as the owner of record of an historic structure or historic site at the time of its designation who can show to the Historic Preservation Commission that by virtue of such designation he is unable to find a buyer willing to preserve such historic site, although he has made reasonable attempts in good faith to find and attract such a buyer, may petition the Historic Preservation Commission to recommend to the Plan Commission a Common Council rescission of its designation. Following the filing of such petition with the Secretary of the Historic Preservation Commission:
 - (1) The owner and the Historic Preservation Commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.
 - (2) If, at the end of a period not exceeding six months from the date of such petition, no such buyer can be found, and if the owner still desires to obtain such rescission, the Historic Preservation Commission shall recommend to the Plan Commission to recommend to the Common Council to rescind its designation of the subject property.
 - (3) In the event of such rescission, the Historic Preservation Commission shall notify the City Clerk, the Building Inspector, and the City Assessor of the same and shall cause the same to be recorded, at the City's expense, in the office of the Racine or Walworth (as applicable) County Register of Deeds.
 - (4) Following any such rescission, the Historic Preservation Commission may not recommend to redesignate the subject property an historic structure or historic site for not less than five years following the date of rescission.
- F. Other duties of the Historic Preservation Commission. In addition to those duties already specified in this section, the Historic Preservation Commission shall:
 - (1) Actively work for the passage of enabling legislation that would permit the granting of full or partial tax exemptions to properties it has designated under the provisions of this section to encourage historic structure owners to assist in carrying out the provisions of this chapter.
 - (2) Cooperate with the State of Wisconsin Historic Preservation Officer and the State Historic Preservation Review Board in attempting to include such

properties designated as historic structures, historic sites, or historic districts on the National Register of Historic Places.

- (3) Work for the continuing education of the citizens about the historic heritage of the City of Burlington, its historic structures, and its historic sites.
- (4) As it deems advisable, receive and solicit funds for historic structure preservation in the City. Such funds shall be placed in a special City account for such purposes.
- (5) Make recommendations to the City's Zoning Board of Appeals on all appeals and applications to the Zoning Board of Appeals regarding errors, variances, and interpretations relating to the HPO Historic Preservation Overlay District. Said recommendation to the Zoning Board of Appeals shall be made by the Historic Preservation Commission within 30 days of such request.



DATE: February 2, 2016

SUBJECT: Motion 16-826 to consider approving a feasibility study between the City of Burlington, Racine County and Burlington School District regarding a joint use facility.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

City staff is respectfully requesting the Common Council to consider approving a feasibility study between the City of Burlington, Racine County and Burlington School District regarding a joint use facility.

In December 2015, the City sent a letter to the Burlington Area School District to discuss the possibility of a joint use facility comprised of City Administration, perhaps Racine County and School District Administrative Offices. On January 26, 2016 the City, Burlington Area School District Board and Racine County held a workshop to begin the discussion of a joint collaboration. This invitation comes at a time when both the City and School District are at a cross roads of determining the long term viability of our current Administrative Offices. The School District is in process of assessing all of its current buildings and space needs. The City is facing some of the same challenges as the County and School District when it comes to administrative office facility needs that include among other things: long term capital costs, ADA accessibility and inefficient use of space.

Racine County, Executive Johnathon Delagrave, during its January 19, 2016 Committee of the Whole meeting, officially provided notice to the City, the Western Racine County Building located at 209 N. Main Street will be torn down by 2017. The Western Racine County Building also houses the Senior Center. As the County is looking to raise the building there is time sensitivity to the project.

During the joint Common Council and Burlington Area School District Board meeting many questions were asked with respect to timeline, logistics, financials, possible site location that would be answered during the feasibility Study. It was agreed by all three parties to go to their next official meeting for a formal vote on whether there should be a feasibility study for a joint facility.

The consensus of the elected officials, including the County, were in favor of exploring the possibility of a joint facility that could ultimately save the tax payers dollars in a time of fiscal constraints.

BUDGET/FISCAL IMPACT:

It would be appropriate for the City to pay for its proportionate share of the study. The Common Council approved in its 2016 Budget \$125,000 for a Government Center and Library Study.

RECOMMENDATION:

City staff is respectfully requesting the Common Council to consider approving a feasibility study between the City of Burlington, Racine County and Burlington School District regarding a joint use facility.

TIMING/IMPLEMENTATION:

All three parties agreed to have their respective bodies discuss approving the initial step of a feasibility study within the first two weeks of February 2016. The Common Council would see this item at its first meeting for both Committee of the Whole and Common Council on February 2. The Burlington School District would vote on February 8.

ATTACHMENTS:

N/A



DATE: February 2, 2016

SUBJECT: Motion 16-827 to approved the 2016-2019 Strategic Plan

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City of Burlington engaged in a strategic planning process over three meetings during October and November 2015. The sessions yielded a Strategic Plan for the three-year period 2016-2019. The Strategic Plan addresses 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.

The Strategic Plan consists of five strategic priorities, which are the highest priority issues for the next three years; a series of desired outcomes, which provide a vision of success, key outcome indicators, which will be monitored to determine success; and a set of performance targets, which define the successful outcome.

The Council engaged in two major efforts to examine their operations, and the needs and expectations of their customers. The first, an environmental scan, conducted by staff, examined the current conditions of City operations and the external influences affecting those operations. The second was a strategic planning retreat held October 16-17, 2015.

On October 16, the Council began the process of developing the strategic plan. The group reviewed the environmental scan, and also examined the organization's strengths, weaknesses, opportunities and threats (SWOT analysis). They identified the major challenges facing the City.

On October 17, the group reviewed the challenges facing the community, and adopted a set of five strategic priorities. They then developed a set of desired outcomes, key indicators and performance targets for each priority, which established the desired performance for the next three years.

On November 12, the senior management team met and developed a set of strategic initiatives. The initiatives are the projects and programs that will be necessary to achieve the outcomes identified.

The five strategic priorities with their strategic initiatives are as follows:

Financial Sustainability

- a) Monthly reporting system
- b) Long-term, comprehensive financial plan-all funds
- c) Develop financial policies

Economic Development

- a) Focused business dev program
- b) Develop business retention program
- c) Create a business incentive policy

Infrastructure Maintenance and Expansion

- a) Develop vehicle, equipment, facilities replacement schedule & funding strategy
- b) Create plan for moving General Transportation Aid for intended purpose
- c) Create stormwater utility
- d) Limit water & wastewater treatment limits
- e) Complete schedules and strategy for major facilities

A Competitive Workforce

- a) Total compensation study
- b) Succession plan for organization
- c) Employee survey
- d) Exit interviews

Citizen Engagement

- a) Develop community engagement & education program
- b) Citizen Survey
- c) Recruitment & application process

BUDGET/FISCAL IMPACT:

Strategic priorities and initiatives will be discussed budgeted for annually, as necessary.

RECOMMENDATION:

To approve the 2016-2019 Strategic Plan

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and scheduled for consideration at the Common Council meeting the same evening.

ATTACHMENTS:

2016-2019 Strategic Plan

THE CITY OF
BURLINGTON, WISCONSIN
STRATEGIC PLAN



January 2016

CENTER FOR GOVERNMENTAL STUDIES
NORTHERN ILLINOIS UNIVERSITY
DEKALB, ILLINOIS 60115



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Information Technologies



NORTHERN ILLINOIS UNIVERSITY

**Center for
Governmental Studies**

Outreach, Engagement, and Information Technologies

November 30, 2015

RE: 2016-2019 Strategic Plan—City of Burlington

Dear Mayor Miller,

On behalf of the Center for Governmental Studies at Northern Illinois University, I am pleased to present this 2016-2019 Strategic Plan and Summary Report to the City of Burlington.

The plan reflects the organization's commitment to strategic planning, and to delivering measurable results. I appreciate the dedicated effort put forth by you, the City Council, and senior staff.

I also want to thank City Administrator Walters for her assistance and support during the process.

Yours truly,

A handwritten signature in black ink, appearing to read 'Craig Rapp'.

Craig R. Rapp
Senior Associate
President, Craig Rapp LLC

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Executive Summary

The City of Burlington engaged in a strategic planning process over three meetings during October and November 2015. The sessions yielded a draft strategic plan for the three-year period 2016-2019.

The strategic plan consists of five *strategic priorities*, which are the highest priority issues for the next three years; a series of *desired outcomes*, which provide a vision of success, *key outcome indicators*, which will be monitored to determine success; and a set of *performance targets*, which define the successful outcome.

The Council engaged in two major efforts to examine their operations, and the needs and expectations of their customers. The first, an environmental scan, conducted by staff, examined the current conditions of City operations and the external influences affecting those operations. The second was a strategic planning retreat held October 16-17, 2015.

On October 16, the Council began the process of developing the strategic plan. The group reviewed the environmental scan, and also examined the organization's strengths, weaknesses, opportunities and threats (SWOT analysis). They identified the major challenges facing the City.

On October 17, the group reviewed the challenges facing the community, and adopted a set of five strategic priorities. They then developed a set of desired outcomes, key indicators and performance targets for each priority, which established the desired performance for the next three years.

On November 12, the senior management team met and developed a set of strategic initiatives. The initiatives are the projects and programs that will be necessary to achieve the outcomes identified.

The strategic priorities, key outcome indicators, targets and initiatives are summarized on the following page.

City of Burlington-Strategic Plan Summary 2016-19

Strategic Priority	Desired Outcome	Key Outcome Indicator (KOI)	Target	Strategic Initiatives
Financial Sustainability FINANCE	A stable system that supports operations	--Fund balance --Bond Rating --Policies	- Compliance w/ all financial policies - >/= AA-	a) Monthly reporting system b) Long-term, comprehensive financial plan-all funds c) Develop financial policies
	Long-term revenue strategy that supports intended growth	-- Financial Plan --Fund balance	- Long-term revenue strategy in place	
	Expenditure system that supports growth	Expenses	Meet state req. exp. restraint	
Economic Development FINANCE	Increase quality jobs	Jobs above median income	200	a) Focused business dev program b) Develop business retention program c) Create a business incentive policy
	Thriving retail areas	Empty storefronts/vacancies	Decrease to 35	
	Expanded tax base	New A/V	\$20 million	
Infrastructure Maintenance and Expansion OPERATIONS	Meet current infrastructure needs	Plans and funding	Funded plan for each system	a) Dev vehicle, equipment, facilities replacement schedule & funding strategy b) Create plan for moving General Transportation Aid for intended purpose c) Create stormwater utility d) Limit water & wastewater treatment Limits e) Complete schedules and strategy for major facilities
	Meet the managed mandated requirements for ater/storm/wastewater systems	--Water requirements --Stormwater reqs. --Wastewater reqs.	100% compliance	
	Clear direction on facility needs/wants	Feasibility	Council decision: --City Hall, Pool, Library, Police Dept.	
A Competitive Workforce WORKFORCE	Retention of high quality employees	Turnover rate	Reduce turnover rate	a) Total compensation study b) Succession plan for organization c) Employee survey d) Exit interviews
	Trained workforce to assume leadership positions	Internal hires	Increase % internal candidates or > hired	
	Consistently attaining higher # of qualified applicants for openings	Qualified applicants	50% increase in qual. applicants	
Citizen Engagement CUSTOMER	Improved two-way communication	Responses to communication from city	Increase feedback 10% annually @sponsored events	a) Develop community engagement & education program b) Citizen Survey c) Recruitment & application process
	More citizen involvement	Participation	Increase 10% annually	
	Increased volunteerism at city functions & services	Volunteers for City functions & services	Full pool of volunteers-all functions	

City of Burlington Strategic Planning Process

Overview

Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City was designed to answer four key questions: (1) Where are we now? (2) Where are we going? (3) How will we get there? (4) What will we do?

Environmental Scan—Assessing the Current Environment

To begin the strategic planning process, the senior staff conducted an environmental scan, which is a review of elements in the external and internal environments that impact performance. Included in the scan was a detailed review and summary of finance, operations, staffing, facilities and equipment. The scan revealed the most difficult challenges facing the City overall, as well as in each of the departments. The scan was presented to the Council on October 5th, and used as foundation and background for the strategic planning retreat.

Strategic Plan Development—SWOT, Setting Priorities, Defining Outcomes

On October 16, the leadership team held a retreat for the purpose of developing a strategic plan. As part of the exploration of “Where are we now?” the group was challenged to define the current organizational culture and its value proposition—understanding that an organization’s culture, and the value proposition it puts forth provide the foundation for the way in which services are delivered and strategic direction is set.

The three value propositions and core cultures are summarized below:

Three Value Propositions

Operational Excellence (Wal-Mart, Southwest Airlines)

- They adjust to us (command and control)

Product/Service Leadership (Apple, Google)

- They ‘ooh and ‘ah’ over our products/services (competence)

Customer Intimacy (Nordstrom, Ritz-Carlton)

- We get to know them and solve their problems/satisfy their needs (collaborative)

Four Core Cultures

Control Culture (Military - command and control)

- Systematic, clear, conservative
- Inflexible, compliance more important than innovation

Competence Culture (Research Lab – best and brightest)

- Results oriented, efficient, systematic

- Values can be ignored, human element missing, over planning

Collaboration Culture (Family-teams)

- Manages diversity well, versatile, talented
- Decisions take longer, group think, short-term oriented

Cultivation Culture (Non-profit/religious group-mission/values)

- Creative, socially responsible, consensus oriented
- Lacks focus, judgmental, lack of control

The group engaged in an extended discussion regarding the value proposition and the relationship to the culture. While there were a variety of different perceptions regarding the value proposition, it was generally believed that while the customer intimacy reflects the current approach, operational excellence is important and will continue to be important for operational stability, therefore it should be the primary value proposition, with customer intimacy as a secondary focus.

The team then conducted a brief review of their Mission, Vision and Values. In the case of the mission statement and the organizational values, the team felt that each needed slight adjustments to reflect current reality. The group worked on new ideas for each. Because there was no City vision statement, the group brainstormed key vision concepts, which were used to create a draft statement. The proposed statements are listed below:

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.

Vision Statement (draft):

The vision of the City of Burlington is to be a location of choice and a great place to call home. We achieve our vision by offering a welcoming, safe environment and a strong sense of community. Our diverse business sector and multi-generational population provides a sound foundation for our future.

Values:

Our organizational values are:

1. Communication
2. Teamwork
3. Integrity
4. Continuous Learning
5. Positive Work Environment.

Following the mission, vision and values discussion, the group conducted an assessment of the environment within which the City operates. This was done via a SWOT (Strengths, Weaknesses,

Opportunities, and Threats) analysis: a process that examines the organization's internal strengths and weaknesses, as well as the opportunities and threats in the external environment. To facilitate this, a SWOT questionnaire was distributed to the Council and senior management team in advance of the planning session. The SWOT process revealed the most frequently mentioned characteristics in each area:

STRENGTHS

- Staff, quality of life, fiscal, citizens

WEAKNESSES

- Levy limits/funding, expenditure restraint, aging infrastructure/facilities, employee retention/benefits/compensation, lack of comprehensive financial plan, slow residential/business growth

OPPORTUNITIES

- Economic development/growth, attraction/charm, collaboration/community involvement, location/communication/friendly-helpful, emergency services

THREATS

- Capital concerns, mandates, slow population/business growth, employee issues, crises/disasters, uninformed populace, community members unable to improve financially, cyber security

The group then engaged in an exercise using the summarized SWOT data. They compared strengths with opportunities and weaknesses with threats, to determine which opportunities would maximize strengths, and which weaknesses would be exacerbated by the threats. This effort helped to crystalize the current challenges and opportunities facing the community. The results of this analysis are listed below:

STRENGTHS-OPPORTUNITIES

(Make good things happen)

- Economic development and growth
- Attraction, having an attractive and charming city
- Collaboration of staff and joint services and community involvement

WEAKNESSES-THREATS

(Keep bad things from happening)

- Long-term financial health
- Finding and retaining employees
- Slow population and business growth
- Economic development

This led to the identification of a broad set of issues and challenges facing the community:

ISSUES/CHALLENGES

- Financial
- Economic development
- Competitive workforce
- Beautifying city
- Branding-telling story “why”
- Aging infrastructure
- Mandates-unfunded
- Population growth
- Volunteers-recruiting
- Succession planning
- Citizen engagement
- Keep and attract young families
- Housing options

On October 17, the group discussed the strategic challenges and the issues that were most important to the success of the City in the next three years. From that discussion, a set of five Strategic Priorities emerged. They are:

STRATEGIC PRIORITIES

1. Financial Sustainability
2. Economic Development
3. Maintain and Expand Infrastructure
4. A Competitive Workforce
5. Citizen Engagement

Defining the Strategic Priorities

In order to clarify the meaning of each priority in the context of Burlington, the group identified key concepts for each. These will be used for the development of final definitions.

Financial Sustainability

Revenue/expenditure balance, plan-long-term, depreciation funds, less reliance on state-aid, funding operations/core services robustly

Economic Development

New business (C/I) jobs, redevelopment (Commercial and residential), expansion-industrial parks, annexation, residential expansion (housing)

Maintain and Expand Infrastructure

Underground/in-ground, facilities, fixed assets, ROW improvements, maintain integrity

A Competitive Workforce

Attraction, retention, mentoring, succession planning, training, total competitive compensation

Citizen Engagement

Volunteers, communication (two-way, outward/inward), branding, transparency, new forms-social media, plan needs and expectations, know the customer

Determining Success: Defining the Desired Outcomes, Indicators, Targets

After identifying strategic priorities, the group focused on developing a set of desired outcomes. Once the outcomes were established, Key Outcome Indicators (KOI's) were defined and Performance Targets were developed. KOI's are indicators of the desired outcomes that were established. Performance Targets define successful outcomes, expressed in measurable terms.

Clarifying outcomes provides organizational focus by establishing a limited set of desired outcomes and performance targets for achievement for each strategic priority. The alignment created between outcomes and strategic priorities is important, not only for clarity, but also for maintaining a disciplined focus on the desired results.

Key Outcomes, Indicators, and targets by priority are:

Financial Sustainability

Outcome: A stable system that supports operations; **KOI:** Fund balance, Bond Rating, Policies; **Target:** Compliance with all financial policies, \geq AA-

Outcome: Long-term revenue strategy that supports intended growth; **KOI:** Financial Plan, Fund balance; **Target:** Long-term revenue strategy in place

Outcome: Expenditure system that supports growth; **KOI:** Expenses; **Target:** Meet State required expenditure restraint

Economic Development

Outcome: Increase quality jobs; **KOI:** Jobs above median income; **Target:** 200

Outcome: Thriving retail areas; **KOI:** Empty storefronts/vacancies; **Target:** __#__ Decrease

Outcome: Expanded tax base; **KOI:** New A/V; **Target:** \$20 million

Maintain and Expand Infrastructure

Outcome: Meet current infrastructure needs; **KOI:** Plans and funding; **Target:** Funded plan for each system

Outcome: Meet the managed mandated requirements for water/storm/wastewater systems; **KOI:** Water requirements, Stormwater requirements, Wastewater requirements; **Target:** 100% compliance

Outcome: Clear direction on facility needs/wants; **KOI:** Feasibility; **Target:** Council decision: City Hall, Pool, Library, Police Dept.

A Competitive Workforce

Outcome: Retention of high quality employees; **KOI:** Turnover rate; **Target:** Reduce rate from _ to _

Outcome: Trained workforce to assume leadership positions; **KOI:** Internal hires; **Target:** ___% internal candidates or > hired

Outcome: Consistently attaining higher # of qualified applicants for openings; **KOI:** Qualified applicants; **Target:** 50% increase in qualified applicants

Citizen Engagement

Outcome: Improved two-way communication; **KOI:** Responses to communication from city; **Target:** Increase feedback 10% annually

Outcome: More citizen involvement **KOI:** Participation; **Target:** Increase participation 10% annually at sponsored events

Outcome: Increased volunteerism at city functions & services; **KOI:** Volunteers for City functions & services; **Target:** Full pool of volunteers-all functions

Implementing the Vision: Developing Strategic Initiatives and Action Plans

To successfully address the strategic priorities and achieve the intended outcomes expressed in the KOI's, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort. The City of Burlington accomplished this through development of strategic initiatives for each priority—listed below. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities, and targeted to the achievement of outcomes expressed in the KOI's.

1. Financial Sustainability

- a. Monthly reporting system
- b. Long-term, comprehensive financial plan-all funds
- c. Develop financial policies

2. Economic Development

- a. Focused business development program
- b. Develop business retention program
- c. Create a development incentive policy

3. Maintain and Expand Infrastructure

- a. Develop vehicle, equipment, and facilities replacement schedules and funding strategy
- b. Create plan for moving General Transportation Aid to its intended purpose
- c. Create a Stormwater Utility
- d. Commit efforts to limit water and wastewater treatment limits
- e. Comprehensive schedules and strategy for major facilities

4. A Competitive Workforce

- a. Total Compensation Study
- b. Succession plan for organization
- c. Employee survey
- d. Exit interviews

5. Citizen Engagement

- a. Develop community engagement and education program
- b. Citizen survey
- c. Recruitment and application process

Strategic Planning Participants

The strategic plan was developed with the hard work and dedication of many individuals. The Council led the way, defining a direction and a set of outcomes that are important to the community. The Trustees and senior staff all spent time engaged in new ways of thinking to come up with a set of plans that will help the Council successfully measure and achieve the outcomes they defined.

Mayor and City Council

Mayor	Robert Miller
Alderman	Ed Johnson
Alderman	John Ekes
Alderman	Ruth Dawidziak
Alderman	Bob Grandi
Alderman	Tom Vos
Alderman	Jon Schultz
Alderman	Tom Preusker
Alderman	Todd Bauman

Administrative Staff

City Administrator	Carina Walters
Director of Administrative Services	Megan Watkins
City Treasurer & Budget Officer	Steve DeQuaker
Police Chief	Mark Anderson
Fire Chief	Perry Howard
Public Works Supervisor	Dan Jensen
Library Director	Gayle Falk

Strategic Priority: Financial Sustainability

Strategic Initiative: Financial Reporting System

Desired Outcome: A stable system that supports operations

Target: Compliance with all financial policies: Greater or equal to AA-

Initiative:	Measure of Success	Who's Responsible	Target Date
Financial Tracking/Monthly Reporting System	Upgraded Accounting Software and Excel Access	Steve	12/31/2015
Develop Budget To Actual spreadsheets for each department with links to Financial Data	Working spreadsheets	Steve	3/31/2016
Upgrade Departmental and Department head desktops to Clarity Icon and Excel plug in to read data	Add-In implementation and successful Inquiry Access to Clarity software	Steve	3/31/2016
Distribute Excel sheets to Department Heads for testing	Worksheets work as planned	Steve	4/15/2016
Final modifications if needed on Excel sheets	No Modifications	Steve	4/22/2016
Training for department heads on Clarity "Inquiry Access"	Departmental Meetings	Steve	4/29/2016
Department heads pulling own budget to actual and accessing data in Clarity as needed	Implementation	Steve	5/1/2016

Strategic Priority: Financial Sustainability		Strategic Initiative: 5 Year Financial Plan		
Desired Outcome: Long-term revenue strategy that supports intended growth				
Target: Long-term revenue strategy in place				
Initiative:	Measure of Success	Who's Responsible	Target Date	
5 Year Financial Plan 2016 Budgeted expenditure	Council Approved/Adopted Expenditure	Steve	12/31/2015	
Meeting with Ehlers to discuss process and identify all areas of 5 year plan and data collection needed	Written plan of action going forward	Steve, Ehlers	2/28/2016	
Coordinate data collection for plan review	Review of data collection with rough draft of plan	Steve, Ehlers, Dept. Heads	4/15/2016	
Coordinate final draft of 5 year plan	Dept head approval, City Administrator approval	Steve	4/30/2016	
Draft Resolution and Cover Sheet for Council	Accepted resolution by City Administrator	Steve	5/6/2016	
Submission of 5 year plan to COW	Final form of plan to COW with Ehlers presentation	Steve Ehlers	5/17/2016	
Approval of 5 year plan by Common Council	Final approval/resolution	Council	6/7/2016	

Strategic Initiative: Develop Financial Policies

Strategic Priority: Financial Sustainability

Desired Outcome: Expenditure system that supports growth

Target: Meet state required expenditure restraint

Initiative:	Measure of Success	Who's Responsible	Target Date
Review and check current financial policy	Docs on hand and implemented currently	Steve	3/31/2016
Review for changes/corrections	Acceptance by City Administrator	Steve	4/30/2016
Cover Sheet and Resolution to COW	Questions answered	Steve	6/6/2016
COW worksheets move on to Council	Approved by Council	Steve	6/20/2016
Implementation and issuance of policy to Ehlers and Ehlers Investment Partners	Docs on File	Steve	6/30/2016
Incorporate financial policies as part of 2017 and beyond budget process	Approved 2017 Budget	Steve	12/15/2016

Strategic Initiative: Create a Focused Business Development Program

Strategic Priority: Economic Development

Desired Outcome: Jobs Above Median Income
Target: 200 New Quality Jobs

Initiative:	Measure of Success	Who's Responsible	Target Date
Work with Racine County Economic Development Corporation (CORP) to update Downtown Strategic Plan from 2009	Meet with Business and Building owners to identify what resulted of downtown economic development assessment to including overall assessment on City services	Administration & RCEDC	December 2015
Contract with Racine County Economic Development Corporation to complete Gap Analysis of Retail leakage	Deliver a copy to the Common Council for review and approval. Findings should also be presented to the downtown merchants	Administration & RCEDC	February/ March 2016
Review and Discuss the chamber published community wide survey of summer 2015	Findings should also be presented to the downtown merchants	Chamber of Commerce & RCEDC	February/ March 2016
Work with Racine County Economic Development Corporation (CORP) to Interview larger businesses within City	Findings should be presented and/or incorporated into the overall Economic Development Profile	Administration & RCEDC	November 2016
Identify action plan for downtown economic development	Downtown revitalization begins to occur	Administration & RCEDC	2017-2018
Identify action plan for overall City wide economic development	City wide revitalization begins to occur	Administration & RCEDC	2017-2018

Strategic Priority: Economic Development		Strategic Initiative: Develop Business Retention program	
Desired Outcome: Reduction of Empty Store Fronts			
Target: 42 Decrease to 35 by 2018			
Initiative:	Measure of Success	Who's Responsible	Target Date
Create and Adopt a Resolution by the Common Council to identify parameters for business Attraction and Retention Plan	Elected Body approves Strategic Plan and approves resolution to assist with sustainability of existing business within the City and new businesses	Administration	March 2016
Work with Racine County Economic Development Corporation (CORP) update downtown strategic plan	Identify Action Plans from Downtown work groups	Administration & RCEDC	April 2016
Partner with Code Enforcement Consultant to create a program that educates commercial and retail businesses and residential home owners that improves overall community services and aesthetics to attract and retain businesses	Contract with consultant to support building inspector, reviews and update property maintenance and nuisance codes where necessary.	Administration & Building Inspector	October 2016
Continue to Strengthen City/ Chamber Relationships to promote and enhance marketing tools for City	Continue to partner on City/Chamber Board, support Chamber Programs and implementation, provide necessary support for marketing etc.	Administration	On-Going
Work with RCEDC and Chamber of Commerce to quarterly update vacant storefronts master document	Continue to maintain a solid data base of empty storefronts allowing staff to track and reduce number	Administration & RCEDC Staff	September 2016

Strategic Priority: Economic Development

Desired Outcome: Expanded tax base

Target: \$20 Million

Strategic Initiative: Create a Focused Business Incentive Policy

Initiative:

Work with Racine County Economic Development Corporation (CORP) to create a Business Incentive Program that incorporates Retail Market Analysis.

Identify all possible funding mechanisms that the City of Burlington uses as Economic Development Incentives and incorporate in a marketing pamphlet

Identify all possible funding mechanisms that the City of Burlington uses as Economic Development Incentives and incorporate in a marketing pamphlet

Measure of Success

Meet with Business and Building owners to identify what resulted of downtown economic development assessment to including overall assessment on City services

Utilize the Marketing Pamphlet for potential businesses that could and/or may want to relocate to the City of Burlington

Formally Adopt (if it hasn't been adopted) funding mechanisms and incentives by Common Council.

Who's Responsible

Administration & RCEDC

Administration

Administration

Target Date

December 2015

October 2016

August 2016

Strategic Priority: Infrastructure Maintenance & Expansion

Strategic Initiative: Develop Vehicle, Equipment, Facilities Replacement Schedule & Funding Strategy

Desired Outcome: Meet current infrastructure/equipment needs

Target: Funding plan for each system

Initiative	Measure of Success	Who's Responsible	Target Date
Identify comprehensive Capital Improvement Plan to include current Equipment Replacement Fund.	Variables and needs are identified with associated funding needs	Department Heads	August 2016
Keep vehicle replacement needs.	Schedule for vehicle equipment replacement for each department	Department Heads	August 2016
Determine current life cycles of existing equipment	Defined methods used to justify replacement	Department Heads	August 2016
Construct a life cycle/cost of existing equipment and vehicles	Create spreadsheet showing costs, projections, and life cycles	Department Heads	October 2016
Determine best financing options for Capital Improvement Plan	Provide options for capitol purchases	Department Heads	October 2016
Calculate yearly funding cost for equipment and capital needs	Set number for annual budget	Department Heads	Ongoing

Strategic Priority: Infrastructure Maintenance & Expansion

Strategic Initiative: Create Plan for Moving General Transportation Aid for Intended Purpose

Desired Outcome: Meet current infrastructure needs

Target: Funded plan

Initiative:	Measure of Success	Who's Responsible	Target Date
Move General Transportation Aid (GTA) funds to intended purpose	Identify projects for GTA funds in 2017 and show the impact on the 2017 budget	City Admin, Treasurer and Staff	August 1, 2016
Complete GTA yearly	Grant Awarded	DPW	annual
Develop 5year right of way plan	Developed 5year right of way plan	DPW	annual

Strategic Priority: Infrastructure Maintenance & Expansion

Strategic Initiative: Create Stormwater Utility

Desired Outcome: Meet the managed requirements for stormwater systems

Target: 100% compliance

Initiative:	Measure of Success	Who's Responsible	Target Date
Start investigative work and mapping existing storm water system	Identified and mapped all known storm water components	Kapur	Jan 2017
Submit data to DNR for future MS4 permit	DNR accepts data with no modifications	Kapur, DPW	Ongoing
Implement best management practices dictated by the DNR	Plan for installing best management practices in place	Kapur, DNR, DPW	Ongoing
Create Storm Water Utility, MS4	Revenue for Utility received from users	Kapur and Associates, Council, Mayor, City Admin, Treasurer and Staff	Ongoing
Create storm water division out of DPW that will maintain the storm water system to the new MS4 permit	Maintenance crew funded by MS4 Utility	DPW	Ongoing

Strategic Priority: Infrastructure Maintenance & Expansion Strategic Initiative: Limit water & wastewater treatment limits

Desired Outcome: Meet the mandated requirements for water/wastewater systems

Target: 100% compliance

Initiative	Measure of Success	Who's Responsible	Target Date
List all required treatment limits and concentrations for wastewater and water as stated in each user permit as directed by the DNR	Completed list of water and wastewater discharge and use concentration requirements	DPW Director, Supervisor, Departments heads Water/Sewer	August 2016
Determine our efficiency in meeting all state requirements and identify any possible problem areas in water use	A list of our strengths and weaknesses against current water use requirements	DPW Director Supervisor, Departments heads Water/Sewer	August 2016
Compile list of future mandates and possible mandates for all water and wastewater processes	Future vision of possible changes in water use	DPW Director Supervisor, Departments heads Water/Sewer	Dec 2016
Seek out groups who challenge the State/Federal mandates/changes through data and analysis of facts	Becoming an active member and contribute to the success of the chosen group	DPW Director Supervisor, Departments heads Water/Sewer	ongoing
Meet current mandate limits for water and wastewater regulations	No violations against existing water use	DPW Director Supervisor, Departments heads Water/Sewer	current

Strategic Priority: Infrastructure Maintenance & Expansion Strategic Initiative: Complete Schedules & Strategy for Major Facilities

Desired Outcome: Clear direction on facility needs/wants for City Hall, Library, Police Department

Target: Council Direction on City Hall, Library Police Department

Initiative:	Measure of Success	Who's Responsible	Target Date
Meeting with School District, Racine County, Library for possible joint use facility	One or all stakeholders agree to explore the feasibility of study	Administration	2016
Conduct Feasibility to identify individual stake holder needs & possible Location	Stakeholders Agree and Adopt Recommendation of Feasibility Study	Administration	2016
Catalog all City facilities and build date	Completed list of all buildings/building	Department Heads	2016
Identify current condition of each building	List of deficiencies with financial costs	Department Heads	2016
Develop facilities replacement schedule and funding strategy	Priority list of which facilities need replacement first and funding needed for 2017 budget cycle	Administration	2016
Possible Design and Build	One or all stakeholders move forward with joint use facility	Administration	2017/2018

Strategic Priority: Infrastructure Maintenance & Expansion Strategic Initiative: Complete Schedules & Strategy for Major Facilities

Desired Outcome: Clear direction on facility needs/wants for Community Pool

Target: Council Direction on Community Pool

Initiative:	Measure of Success	Who's Responsible	Target Date
Release Pool RFP	Receive qualified RFP proposals	Administration & Public Works	February 2016
Identify and interview vendor (s) meeting RFP guidelines with 4 service groups and Common Council	Identify vendor for City to negotiate contract with Common Council approval to begin phases of feasibility study	Common Council & 4 Service Groups (Pool Board, Kiwanis, JayCeers and Rotary)	March 2016
Consultant to complete Phase 1 Site Assessment	Site Assessment that identifies suitability of the current and/or adjacent sites to support the construction of an aquatic facility. Recommendations to be brought forth to 4 Service Groups and Common Council for approval	Administration & Public Works	April 2016
Consultant to complete Phase 2 Preliminary Design	Consultant to develop a preliminary plan for a new aquatics facility, including an opinion of probable cost for demolition and removal of the existing pool (if necessary) and construction/rehabilitation of the facility. The City may determine whether or not to proceed with the project.	Administration & Public Works	
Consultant to complete Phase 3 Pool Management Plan	The consultant will provide a pool management plan that will provide a guide for the sustainable operations of the pool. The plan will provide recommendations on a staffing model, fees, revenue-generating programming opportunities, concessions operations and other required information that will demonstrate the feasibility of the pool. At the conclusion of this Phase, the City will determine whether or not to proceed with the project.	Consultant, Administration & Public Works	

<p>Consultant to complete Phase 4 Referendum Education and Assistance</p>	<p>The consultant will provide necessary educational tools to the City in order to educate the public about the proposed pool design. The City intends to educate the public regarding the cost estimates and proposed pool design in anticipation of a referendum on the proposed pool construction. The referendum results will determine if Phases IV through VI are completed. At the conclusion of this Phase, the City will determine whether or not to proceed with the project.</p>	<p>Consultant</p>	<p>November 2016 Referendum</p>
<p>Consultant to complete Phase 5 Design and Bid</p>	<p>TBD The consultant will provide all necessary services to complete the design plans and specifications required to secure competitive construction bids. This Phase shall include, but not be limited to, completion of all sketches, drawings, documents, publications, meetings, and notifications necessary for the City to secure competitive bids. This Phase shall also include the consultant's review and tabulation of bids received, as well as a recommendation for contract award.</p>	<p>Consultant & Administration</p>	<p>2017</p>
<p>Consultant to complete Phase 6 Construction Management and Inspection</p>	<p>TBD The consultant shall provide construction management services to ensure that the contractor implements and performs all project construction related activities as planned and designed. The consultant is expected to assist the City to resolve any disputes that may arise during construction.</p>	<p>Consultant & Administration</p>	<p>2017</p>

Strategic Initiative: Total Employee Compensation Study

Strategic Priority: A Competitive Workforce

Desired Outcome: Retention of high quality employees

Target: Reduced rate of turnover

Initiative:	Measure of Success	Who's Responsible	Target Date
Determine variables for study	Collect job descriptions and current compensation package	Department Heads	February 1, 2016
Create and issue RFP to conduct study	Distribute to various consultants able to conduct study	Department Heads	Mid-February 2016
RFP due from consultants	Select consultant to recommend to the Council	Department Heads	Mid-March 2016
Present contract with consultant to Council	Council to consider contract	Department Heads	April 2016
Consultant to conduct Employee Compensation Study	City Administrator to be updated throughout study	Administration	July-August 2016
Present results of study to the Council	Council to be updated and consider recommended changes to current policy	Administration	August 2016
Implement policy and plan changes if desired by Council	Implement changes and notify affected employees	Administration	September-December 2016

Strategic Priority: A Competitive Workforce

Strategic Initiative: Create a Succession Plan for Entire Organization

Desired Outcome: Trained workforce to assume leadership positions

Target: Increase in internal candidates hired

Initiative:	Measure of Success	Who's Responsible	Target Date
Define and develop components of succession plan for the organization	Plan is established and presented to the City Administrator	Department Heads	January 2017
Compile a list of current job descriptions, qualifications, and required certifications	Job description packet is established	Department Heads	March 2016
Discuss training expectations with employees during performance review process	Meeting with employees during performance review process	Department Heads	Ongoing
Establish general career development and training needed for all employees. Separate mandatory and non-mandatory training	Create training manual for all positions	Department Heads	March 2017
Implement training program and succession plan	Budget for training opportunities and discuss with City Administrator on an ongoing basis	Department Heads	August 2017
Evaluate and monitor progress as defined in the plan to ensure no lapse in required training	Evaluation is part of annual performance review for employees.	Department Heads	Ongoing

Strategic Priority: A Competitive Workforce

Desired Outcome: Retention of high quality employees

Target: Reduction of turnover rate and increase of internal candidates hired

Strategic Initiative: Conduct an Employee Satisfaction Survey

Initiative:	Measure of Success	Who's Responsible	Target Date
Develop a set of questions determining satisfaction criteria	Questions gathered and collated into a survey	Department Heads	March 2016
Distributing survey to employees	Survey is distributed to all employees both written and electronically	Department Heads	April/May 2016
Receive feedback	Projected goal of 75% return of surveys	Department Heads	July/August 2016
Compile results and review with City Administrator	City Administrator receives data compiled into easy to read reports	Department Heads	Sept/Oct 2016
Review results and reports with Council.	Council is updated on employee satisfaction	Department Heads	November 2016
Publish results with employees	Provide information to employees in various forms of media (written, electronic, other)	Department Heads	December 2016
Implement action plans based on feedback from survey	Provide updates to employees and Council about action plans in place	Department Heads	Ongoing
Redistribute survey to employees after action plans have taken place every year	Survey is distributed to all employees both written and electronically	Department Heads	Ongoing
Compile results of survey and implement action plans if necessary	Provide updates to employees and Council about action plans in place	Department Heads	Ongoing

Strategic Priority: A Competitive Workforce

Strategic Initiative: Conduct exit interviews for all positions

Desired Outcome: Consistently attaining higher number of qualified applicants for openings

Target: 50% increase in qualified applicants

Initiative:	Measure of Success	Who's Responsible	Target Date
Determine perimeters to formulate exit questionnaire.	Perimeters determined	Administration	January 2016
Prepare standard exit questionnaire to conduct exit interviews	Questionnaire prepared	Administration	January 2016
Conduct exit interview with each employee that terminates employment with the City	Interview conducted	City Administrator	Ongoing
Review results annually and create action plans as necessary to better improve policies and procedures		Department Heads	Ongoing

Strategic Priority: Citizen Engagement **Strategic Initiative: Develop a Community Engagement and Education Program**

Desired Outcome: Improved two-way communication
Target: Increase feedback 10% annually

Initiative:	Measure of Success	Who's Responsible	Target Date
Review existing public information tools the City currently uses	Public information tools are identified	Administration	November 2016
Research what tools other communities are utilizing	Information gathered	Administration	Nov 2016 - Jan 2017
Review findings and recommendations with the City Administrator	City Administrator is provided a report outlining options for implementing a program	Administration	Feb 2017
Create Community Engagement and Education Program based around findings	Program is created	Administration	July 2017
Review program and projected outcome with Council.	Council is updated prior to program implementation	Administration	August 2017
Implement program and market to residents	Provide information to residents in various forms of media (written, electronic, other)	Administration	Ongoing
Communicate and update residents on current city events, programs and legislature	Provide information to residents in various forms of media (written, electronic, other)	Administration	Ongoing

Strategic Initiative: Conduct a Citizen Survey

Strategic Priority: Citizen Engagement

Desired Outcome: More citizen involvement
Target: Increase 10% annually

Initiative:	Measure of Success	Who's Responsible	Target Date
Develop an RFP for conducting a community-wide survey	RFP created	Administration	2017
Marketing and communicating with residents of the importance of the survey	Marketing provided to residents about survey	Administration	2017
Hire consultant to assist with the survey	Council to approve contract with consultant	Administration	2017
Have residents complete the survey	Ensure there is a mechanism for all residents to complete the survey (electronic, written, other)	Administration	2017
Review the results with the Council	Discuss results with the Council	Administration	2017
Make recommendations for improvements based on the results of the survey	Council to review and approve the actions steps	Administration	Ongoing
Communicate with residents regarding results and actions that were taken	Provide updates to the residents through various media platforms	Administration	Ongoing

Strategic Priority: Citizen Engagement

Strategic Initiative: Establish a citizen recruitment and application process

Desired Outcome: Increased volunteerism at city functions and services

Target: Full pool of volunteers – all functions

Initiative:	Measure of Success	Who's Responsible	Target Date
Research what methods other communities are utilizing	Information is identified	Administration	June 2016
Create citizen recruitment application for boards, committees and City volunteering opportunities	Application is created	Administration	July/Aug 2016
Review application process, projected outcome and methodology with Council.	Council is updated prior to program implementation	Administration	Sept/Oct 2016
Market application and opportunities on various forms of media	Provide information to residents in various forms of media (written, electronic, other)	Administration	Nov/Dec 2016
Communicate and update residents on current city opportunities and openings	Provide information to residents in various forms of media (written, electronic, other)	Administration	Ongoing
Update Council annual with citizen engagement data	Council to be updated annual with reports and/or statistically findings	Administration	Ongoing



DATE: February 2, 2016

SUBJECT: Motion 15-828 to consider approving a Certificate of Appropriateness for 161 E. Chestnut Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

Headquarters Salon, an established business, has petitioned the City for a barber pole luminaire. The proposed project consists of installing one (1) 22-inch tall, vertical, cylindrical-shaped, barber pole luminaire proposed to be mounted 6 feet-8 inches (as measured from the bottom of the barber pole luminaire) from the grade of the E. Chestnut Street. The minimum height requirement shall be 8 feet. The proposed barber pole luminaire (with light), made by Pibbs Industries, is made of durable indoor/outdoor plastic cover, and is 15 lbs. in weight. Based upon the photographs submitted by the applicant, the barber pole luminaire appears to be proposed to be mounted and secured to a corner of the recessed entryway of the Headquarters Salon. No other changes are proposed to the historic building.

BUDGET/FISCAL IMPACT:

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

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommends approval of a Certificate of Appropriateness Application for the project located at 161 E. Chestnut Street (Headquarters Salon).

TIMING/IMPLEMENTATION:

This item is for discussion at the February 2, 2016 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

ATTACHMENTS:

Photos



COMMITTEE OF THE WHOLE

ITEM NUMBER: 13

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BARBER POLE
Placement



PIBBS Original Barber Pole (Model: 148) from BR Beauty