



AGENDA COMMON COUNCIL

Wednesday, February 17, 2016

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

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

Student Representatives:
Shiyue Xie (BHS)
Abigail Sibilski (BHS)

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative and Rescue Squad Representative
5. Approval of the Common Council minutes from February 2, 2016 (*R. Dawidziak*) pg. 3
6. Letters and Communications (*B. Grandi*) pg. 8
 - A. Communication from John Ekes regarding his absence from the February 17, 2016 Committee of the Whole and Common Council Meeting
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-3 (*T. Vos*) pg. 10
9. Payment of Vouchers (*J. Schultz*) pg. 16
10. Licenses and Permits (*T. Preusker*) pg. 34
11. Appointments and Nominations – There are none
12. Public Hearings - There are none

13. RESOLUTIONS:

- A. Resolution 4767(41) to consider authorizing an Intergovernmental Agreement for creation and operation of the Illinois Fox River Group (IFRG). This item was discussed at the February 2, 2016 Committee of the Whole meeting. (*T. Bauman*) *pg. 35*
- B. Resolution 4768(42) to consider authorizing fee assessments for Weights and Measures license holders for July 1, 2014 through June 30, 2015. This item was discussed at the February 2, 2016 Committee of the Whole meeting. (*E. Johnson*) *pg. 50*
- C. Resolution 4769(43) to consider approving a Memorandum of Understanding for an Auto Aid Agreement with the Town of Burlington. This item was discussed at the February 2, 2016 Committee of the Whole meeting. (*R. Dawidziak*) *pg. 53*
- D. 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 was discussed at the February 2, 2016 Committee of the Whole meeting. (*B. Grandi*) *pg. 61*
- E. Resolution 4771(45) to consider approving Task Order Number Ninety-Nine for the 2016 Sidewalk Reconstruction Program. This item was discussed at the February 2, 2016 Committee of the Whole meeting. (*T. Vos*) *pg. 64*
- F. Resolution 4773(47) to consider approving an Engineering Service Agreement with Baxter & Woodman, Inc. to prepare and amendment to the Well 11 Radium Compliance Report and prepare a planning study for future treatment options at Well 11 for the not-to-exceed amount of \$26,300. This item was discussed at tonight's Committee of the Whole meeting. (*J. Schultz*) *pg. 70*

14. ORDINANCES:

- A. 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 was discussed at the February 2, 2016 Committee of the Whole meeting. (*T. Preusker*) *pg. 74*

15. MOTION:

- A. Motion 15-822 to consider entering into an agreement with Swagit for Council Meeting Web Streaming and Agenda Software Management. This item was originally discussed at the November 17, 2015 Committee of the Whole meeting and again at the January 5, 2016 Committee of the Whole meeting for further discussion and was placed on the January 19, 2016 Common Council Agenda, but tabled for further consideration. (*T. Bauman*) *pg. 79*
- B. Motion 16-827 to consider approving the 2016-2019 Strategic Plan. This item was discussed at the February 2, 2016 Committee of the Whole meeting. (*E. Johnson*) *pg. 93*

16. ADJOURNMENT (*R. Dawidziak*)

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



COMMOM COUNCIL AGENDA

ITEM NUMBER: 5

DATE: February 17, 2016

SUBJECT: February 2, 2016 Common Council Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the February 2, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the February 2, 2016 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

February 2, 2016 Common Council Minutes



CITY OF BURLINGTON
Minutes of the Common Council
Robert Miller, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, February 2, 2016

1. Call To Order – Roll Call

Mayor Robert Miller called the meeting to order at 8:25 p.m. starting with roll call. Aldermen present: Ed Johnson, John Ekes, Bob Grandi, Ruth Dawidziak, Tom Vos, Tom Preusker and Todd Bauman. Excused: Jon Schultz

Student Representatives Present: Abigail Sibilski. Student Representatives Absent: Shiyue Xie

Also present: City Administrator Carina Walters, 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, Interim Fire Chief Mark Strasser, and Rescue Squad Captain Brian Zwiebel.

2. Pledge of Allegiance

3. Citizen Comments

There were none.

4. Chamber of Commerce Representative and Rescue Squad Representative

There was none.

5. Approval of the January 19, 2016 Common Council Minutes

A motion was made by Bauman with a second by Ekes to approve the Council Minutes from January 19, 2016. With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

A motion was made by Ekes with a second by Dawidziak to approve Letters and Communications as submitted. With all in favor, the motion to approve the minutes was carried.

- A. Communication from Alderman Jon Schultz regarding his absence at the February 2, 2016 Committee of the Whole and Common Council meeting.

7. Reports by Aldermanic Representatives and Department Heads

Vos thanked the DPW for the continued efforts of snow clean up. Ekes also commended the efforts and appreciated the timely effort in addressing complaints; however, would like to see better enforcement of residential sidewalk clean up.

Walters reminded everyone about the Downtown Burlington Business Development Workshop scheduled for Tuesday, February 9, 2016 from 2 to 4 p.m. at Veterans Terrace.

Walters also commented that public response to the vandalism of the Abe Lincoln statue via social media has been overwhelming with over 12,000 views in a very short amount of time. Mayor Miller stated the statue had been moved to the DPW and expects repairs to start on Wednesday. Ekes suggested a re-dedication ceremony to celebrating Abe's return to his proper place.

Mayor Miller reminded everyone that the next Committee of the Whole and Council meeting is scheduled for Wednesday, February 17, 2016 instead of the 16th due to the Spring Primary.

8. Reports 1-2

A motion was made by Dawidziak with a second by Bauman approve Reports 1-2. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Grandi with a second by Ekes to approve vouchers, pre-pays and reimbursements in the amount of \$239,664.63.

Roll Call Aye: Ekes, Johnson, Grandi, Dawidziak, Vos, Preusker and Bauman. Nay: None. Motion carried 7-0.

10. Licenses and Permits

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

11. Appointments and Nominations

There were none.

12. Public Hearings

At 8:35 p.m. Mayor Miller called a Public Hearing to order to hear comments and concerns from the public regarding amending several sections of Chapter 315 of the Municipal Code allowing the HPS to recommend Certificates of Appropriateness regarding Signage be forwarded to the Building Inspector for final review and approval, with no Common Council approval being required.

A motion was made by Preusker with a second by Vos to close the Public Hearing. With all in favor the motion carried. Mayor Miller closed the Public Hearing 8:37 p.m.

13. Resolutions

- A.** Resolution 4762(36) to consider petitioning the Secretary of Transportation for Airport Improvement Aid for runway repairs at the Burlington Municipal Airport.

A motion was made by Bauman with a second by Dawidziak to approve Resolution 4762(36).

Roll Call: Aye: Ekes, Johnson, Grandi, Dawidziak, Vos, Preusker, and Bauman. Nay: None. The motion was carried.

- B.** Resolution 4763(37) to consider approving an Agreement between the City of Burlington and the Burlington Area Rescue Squad for rescue services.

A motion was made by Vos with a second by Dawidziak to approve Resolution 4763(37). With all in favor, the motion was carried.

- C.** Resolution 4764(38) to consider conveying a Water Main Easement from the City of Burlington to Integrated Lubricant of Wisconsin, Inc. for City property located at 2100 S. Pine Street.

A motion was made by Ekes with a second by Vos to approve Resolution 4764(38).

Roll Call: Aye: Ekes, Johnson, Grandi, Dawidziak, Vos, Preusker, and Bauman. Nay: None. The motion was carried.

- D.** Resolution 4765(39) to consider 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.

A motion was made by Dawidziak with a second by Vos to approve Resolution 4765(39).

Roll Call: Aye: Ekes, Johnson, Grandi, Dawidziak, Vos, Preusker, and Bauman. Nay: None. The motion was carried.

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

A motion was made by Grandi with a second by Ekes to approve Resolution 4766(40).

Roll Call: Aye: Ekes, Johnson, Grandi, Dawidziak, Vos, Preusker, and Bauman. Nay: None. The motion was carried.

14. Ordinances - there were none

15. Motions

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.

A motion was made by Vos with a second by Dawidziak to approve Motion 16-826. With all in favor, the motion was carried.

16. Adjourn

A motion was made by Preusker with a second by Ekes to adjourn the meeting. With all in favor, the meeting adjourned at 9:00 p.m.

Meeting Minutes Respectfully Submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMOM COUNCIL AGENDA

ITEM NUMBER: 6

DATE: February 17, 2016

SUBJECT: Letters and Communications

SUBMITTED BY:

BACKGROUND/HISTORY:

Attached please find the following communication:

Communication A – Correspondence from Alderman John Ekes regarding his absence from the February 17, 2016 Committee of the Whole and Common Council meetings.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council accept this communication.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Letter from John Ekes

Attention:

City of Burlington Mayor - Bob Miller

City of Burlington City Administrator - Carina Walters

Reference: Committee of the Whole and Common Council Meeting,
February 17, 2016

Date: February 4, 2016

Dear Mayor Miller and Administrator Walters,

I wish to advise you that I will not be able to attend the Committee of the Whole and Common Council Meetings on February 17, 2016, due to a family commitment. I will review the packs and will advise you if I have any comments regarding the items being addressed.

Kind Regards,

John B. Ekes

John B. Ekes

1st District Alderman City of Burlington



COMMON COUNCIL AGENDA

ITEM NUMBER: 8

DATE: February 17, 2016

SUBJECT: Reports 1-3

SUBMITTED BY: City Staff

BACKGROUND/HISTORY:

Attached please find the following reports:

Report 1 – Park Board Minutes, 11/19/2015

Report 2 – Housing Authority minutes, 1/13/2016

Report 3 – Committee of the Whole minutes, 2/2/2016

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council approve Reports 1-3

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Email communication



CITY OF BURLINGTON**Department of Public**

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

CITY OF BURLINGTON PARK BOARD MINUTES**THURSDAY, NOVEMBER 19, 2015 6:30PM****2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Peter Turke, Ald. Ruth Dawidziak, DPW Supervisor Dan Jensen, P.E.
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Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Clay Brandt, Jeff Schopp, Peter Turke, DPW Supervisor Dan Jensen, and Chairman Darrel Eisenhardt. **Excused:** Lori Hintz and Jennifer Amborn. **Absent:** Ald. Ruth Dawidziak. Also present: Nicole Witbrod, Student Representative.

Chairman Eisenhardt welcomed Ms. Witbrod, and told her she was welcome to participate in all of the discussions that take place during the Park Board Meetings and that her input was welcomed. Ms. Witbrod stated she was a junior at BHS and looked forward to attending the Park Board meetings.

Approval of October 22, 2015 Park Board Minutes: Chairman Eisenhardt entertained a motion to approve the October 22, 2015 Minutes. Motion to approve made by Commissioner Brandt. Seconded by Commissioner Turke. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: Ruth Dawidziak: None

Steve DeQuaker, Treasurer: Presented the fund balances to the Park Board. Wehmhoff Trust Fund has a balance of \$53,822.61. The Park Development Fund has a balance of \$28,992.93. There is still outstanding grant monies due of \$45,000. Balances do not reflect the \$50,000 previously approved by the Park Board for Soccer. Mr. DeQuaker was unsure of what the exact amount would be budgeted from the City Council, but thought it would be the same as last year, which was \$25,000.

The \$9050.00 for the Bushnell Park Maintenance Agreement had been received from Racine County and deposited.

DPW Supervisor Report: Dan Jensen: Reported he will be setting up a meeting with Melissa Cook, DNR Trail Manager, Blake Thiesen of Ayers and Associates and Jim Metzger of Racine County to discuss the trail road trestle and bike trail improvements at Bushnell Park.

Dan Jensen reported that he would be pursuing the planning portion only for the upgrade of bathrooms at Congress field.

Steve and Judy Driscoll, who were at the October 22, 2015 Park Board meeting had requested the City of Burlington to allow overnight RV parking in City Parks. They had said other communities allowed it for either no charge or a minimal fee. Three of the communities they mentioned were Cambridge, Wisconsin, Preston, Iowa and Kansas City, Kansas. Deb Rintamaki contacted the three communities and each responded they do not allow overnight RV parking in any of their parks.

New Business:

BB2000 – Field and Fencing: Jim Luedeke and Steve Bartlett came before the Park Board to present items they would like to pursue at Congress field. They proposed placing an announcers' booth, which would allow radio stations to broadcast the baseball games. They stated that at times people would stand in front of the booth currently being used, making it impossible for the announcer to see what was happening with the game.

The booth would be approximately 13 ft. in total height. It would sit on top of a raised 5', open bottom stand and the broadcast booth itself would be approximately 8 ft. high. They thought possibly the costs could be covered by donations and the proposal they received to build it was for \$10,000. A 40' trench for the electric would need to be dug, and would be done by a licensed electrician.

They also proposed raising the outfield approximately 6 feet. Dave Kmetz of Reesman's shot the grades that would be necessary to raise the outfield. They thought the cost would be approximately \$70,000. They also discussed the fence that they stated was in bad shape.

After a lengthy discussion, Chairman Eisenhardt entertained a motion to allow BB2000 to move forward with their plans, and to come back to the Park Board when they have final drawings. After Park Board approval they would then need City Council approval in addition to obtaining any necessary permits. Commissioner Turke motioned to approve as stated by Chairman Eisenhardt. Seconded by Commissioner Schopp. All voted aye, motion carried.

Dan Jensen, DPW Supervisor had informed them that should Baseball 2000 want to ask the Park Board for any funds, they would need to fill out the proper paperwork that could be obtained from the Department of Public Works.

Chairman Eisenhardt asked that they contact Dan Jensen, DPW Supervisor or Deb Rintamaki, DPW Administrative Assistant if they would like to be on the January 21, 2016 Park Board Agenda.

Old Business: None

Other Items: There will no Park Board Meeting in December. The next scheduled meeting will be January 21, 2016.

Baseball 2000 Summary of Receipts and Disbursements: Distributed by Darrel Eisenhardt. Balance: \$3413.52.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Turke. Seconded by Commissioner Schopp. All voted aye, and Chairman Eisenhardt adjourned the meeting at 7:35 P.M.

Minutes Respectfully Submitted by:

**Deb Rintamaki
Department of Public Works**

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
January 13, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, January 13, 2016 at 6:02 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held December 9, 2015, were reviewed and approved as written with a motion by Stubley, seconded by Heck, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of December 31, 2015 (See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 51 on the waiting list for 1 bedroom units and 7 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The new sign design from Burli Signs for the entrance to the parking lot at RVM has been approved and is in the process of being constructed.

Focus on Energy will be performing an audit of all public spaces at RVM including halls, stair wells, mail room, lounges, laundry rooms and will also look at the exterior pole lights on January 21, 2016 at 10:00 a.m. Manager Olson is still checking on options for replacing the jelly jar lights at the building entrances.

Unit door latches have a 3 ¼" set-back which has become obsolete. Our locksmith had some used ones in stock and was able to rebuild the latch for apt. 121 using the old parts. This may become an issue if more latches fail.

The heat exchanger on boiler #2 (base building) has been replaced.

D.M. Ketterhagen has obtained the door for replacement at the Southeast Entrance and will be installed when weather permits. They are considering a French drain next to the sidewalk to alleviate the water problem at the threshold.

All of the drawers in the building tenant units and kitchen in the Community Room have been re-glued and the cabinet issues have been resolved.

Manager Olson contacted WPI Communications regarding additional problems with suite phones/intercoms.

COMMUNICATION

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

NEW BUSINESS

WI-CARH Training is in Madison in the spring. Manager Olson will provide more details to the board when they are available.

UNFINISHED BUSINESS

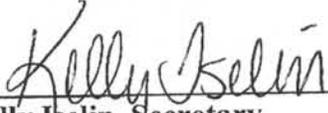
Manager Olson and board members again discussed the need for changes to the Management Plan. Manager Olson stated it needs to start with our changes requested and forward to Rural Development for their approval or suggested change.

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Merten, seconded by Heck and carried unanimously. Meeting adjourned at 7:15 P.M. The next monthly meeting has been tentatively scheduled for February 10, 2016 at 6:00 P.M.



Kelly Iselin, Secretary



COMMOM COUNCIL AGENDA

ITEM NUMBER: 9

DATE: February 17, 2016

SUBJECT: Prepaids and Vouchers

SUBMITTED BY: Steve DeQuaker, City Treasurer

BACKGROUND/HISTORY:

Attached please find the Prepaid, Voucher and Reimbursement list for bills accrued through February 17, 2016:

Total Prepaid:	\$ 121,671.14
Total Vouchers:	\$ 126,178.21
Reimbursements:	\$ -
Grand Total:	<u>\$ 247,849.35</u>

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid, Vouchers and Reimbursement List:

1. \$ 41,881.65 Midwest Meter Inc. – Meters
2. \$ 37,308.50 Central Racine County Health Department – Semi-Annual Billing
3. \$ 20,923.02 Ascent Aviation Group, Inc. – 100LL Aviation Gasoline
4. \$ 15,435.29 WE Energies – Sewer Treatment Plant 12/22/15 to 01/23/16
5. \$ 7,871.16 Burlington Area Chamber of Commerce – 4the Qtr. 2015 Room Tax Share

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid, Vouchers and Reimbursements in the amount of \$247,849.35.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Detail listing of Prepaid, Vouchers, and Reimbursements.

For Council Approval February 17, 2016

Prepaid:	01/29/16	\$	46,727.21
	02/05/16	\$	<u>74,943.93</u>
Total Prepaid		\$	121,671.14
Vouchers:	02/17/16	\$	126,178.21
Reimbursements:		\$	-
GRAND TOTAL		\$	<u><u>247,849.35</u></u>

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
100454511000							
100-454511-000 CLERKS REVENUE	VFIS, INC.	VFIS - BURLINGTON RESCUE SQUAD	2015 BRS	01/25/2016	725.00	01/29/2016	116
100-454511-000 CLERKS REVENUE	MASS MUTUAL	Burlington Rescue Squad	2015 BRS	01/29/2016	6,104.99	01/29/2016	116
Total 100454511000:					6,829.99		
100454521001							
100-454521-001 BOND FEES	CLERK OF COURTS MUSKEGO	Ball, Andrea Stephens; Case: I1130378-3	BALL	01/16/2016	313.00	01/29/2016	116
100-454521-001 BOND FEES	SILVER LAKE MUNICIPAL COU	Elkhin, Kevin; Case: 15110286	ELKHIN	01/11/2016	187.00	01/29/2016	116
Total 100454521001:					500.00		
100515132153							
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMINISTRATION	1425034	01/15/2016	10.75	01/29/2016	116
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	B143: City of Burlington Medical Excess	1432009	01/19/2016	205.00	01/29/2016	116
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	B143: City of Burlington Medical Excess	1437234	01/26/2016	27.00	01/29/2016	116
Total 100515132153:					242.75		
100515141153							
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	1425034	01/15/2016	.63	01/29/2016	116
Total 100515141153:					.63		
100525211153							
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	1425034	01/15/2016	7.81	01/29/2016	116
Total 100525211153:					7.81		
100525220153							
100-525220-153 FIRE - EMPLOYEE BENEFIT	EMPLOYEE BENEFITS CORPO	EBC FIRE	1425034	01/15/2016	12.50	01/29/2016	116
Total 100525220153:					12.50		
100525220220							
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057JAN16	01/25/2016	1,878.44	01/29/2016	116
Total 100525220220:					1,878.44		
100525231157							
100-525231-157 INSERVICE TRAINING	SWWBIA	2016 Code Updates	2016 MARCH	01/29/2016	384.00	01/29/2016	116
100-525231-157 INSERVICE TRAINING	SWWEIA	Commercial Electrical Code Update	2016 MARCH	01/27/2016	45.00	01/29/2016	116
Total 100525231157:					429.00		
100535321220							
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174DEC15	01/14/2016	468.40	01/29/2016	1215
Total 100535321220:					468.40		
100535321225							
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/16	01/19/2016	76.59	01/29/2016	116
Total 100535321225:					76.59		
100535321261							
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988DEC15	01/13/2016	59.41	01/29/2016	1215
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266JAN16	01/14/2016	50.86	01/29/2016	116
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427DEC15	01/13/2016	18.96	01/29/2016	1215

Prepaid
1-29-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067DEC15	01/13/2016	66.88	01/29/2016	1215
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145DEC15	01/13/2016	23.20	01/29/2016	1215
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5639-265-567	5639265567DEC15	01/13/2016	154.87	01/29/2016	1215
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692JAN16	01/17/2016	170.63	01/29/2016	116
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431DEC15	01/14/2016	330.17	01/29/2016	1215
Total 100535321261:					874.98		
10055551220							
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053DEC15	01/14/2016	18.27	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774DEC15	01/13/2016	60.08	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997DEC15	01/13/2016	173.14	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405DEC15	01/13/2016	45.70	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838DEC15	01/10/2016	16.38	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627DEC15	01/13/2016	43.65	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713JAN16	01/13/2016	72.03	01/29/2016	116
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983DEC15	01/13/2016	18.96	01/29/2016	116
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324DEC15	01/13/2016	35.51	01/29/2016	1215
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262DEC15	01/13/2016	18.96	01/29/2016	1215
Total 10055551220:					502.68		
10055551225							
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/16	01/19/2016	38.30	01/29/2016	116
Total 10055551225:					38.30		
10055551298							
100-555551-298 PARKS - OUTSIDE SERVICE	WVWA-SE REGION	WVWA-SE REGION MEETING	021116	01/28/2016	25.00	01/29/2016	116
Total 10055551298:					25.00		
25155551153							
251-555551-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	1425034	01/15/2016	2.34	01/29/2016	116
Total 25155551153:					2.34		
251555511242							
251-555551-242 REPAIR, MAINTENANCE EQ	NAVIANT, INC	Naviant Maintenance Agreement	R029412-001-00 20	01/01/2016	850.00	01/29/2016	116
Total 251555511242:					850.00		
251555511310							
251-555551-310 OFFICE SUPPLIES, POSTA	HENNEY, MAUREEN	reimbursement - Menards	012616	01/26/2016	39.75	01/29/2016	116
Total 251555511310:					39.75		
251555511327							
251-555551-327 MATERIALS	FINDAWAY WORLD LLC	Library Supplies	169798	11/11/2015	308.70	01/29/2016	1215
Total 251555511327:					308.70		
46555551804							
465-555551-804 PARKS CAPITAL OUTLAY P	TCF EQUIPMENT FINANCE, INC	Mower Financing- Contrat # 008-0658807-300	4459917	01/15/2016	343.28	01/29/2016	116
Total 46555551804:					343.28		
621575740153							
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	1425034	01/15/2016	12.50	01/29/2016	116

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 621575740153:					12.50		
621575740220							
621-575740-220	WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685DEC15	01/14/2016	265.19	01/29/2016 1215
621-575740-220	WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449JAN16	01/17/2016	49.23	01/29/2016 116
621-575740-220	WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051DEC15	01/10/2016	55.72	01/29/2016 1215
Total 621575740220:					370.14		
621575740225							
621-575740-225	TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 01/16	01/19/2016	187.85	01/29/2016 116
Total 621575740225:					187.85		
621575740244							
621-575740-244	REPAIRS,MAINT EQUIPMEN	NELSON ELECTRIC SUPPLY	TPI 56825003 Motor	770283-01	01/18/2016	286.12	01/29/2016 116
Total 621575740244:					286.12		
621575740310							
621-575740-310	OFFICE SUPPLIES, POSTA	TIME WARNER CABLE-MILW	Time Warner WWTP Acct # 702658601	702658601 01/16	01/17/2016	124.94	01/29/2016 116
Total 621575740310:					124.94		
621575740330							
621-575740-330	SEWER - INSRVC TRNG & T	WWOA-SE REGION	WWOA-SE REGION MEETING	021116	01/28/2016	50.00	01/29/2016 116
Total 621575740330:					50.00		
622506230000							
622-506230-000	SUPPLIES	WE ENERGIES	1473-005-365	1473005365DEC15	01/04/2016	147.61	01/29/2016 1215
Total 622506230000:					147.61		
622509210000							
622-509210-000	OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/16	01/19/2016	76.59	01/29/2016 116
Total 622509210000:					76.59		
622509260000							
622-509260-000	EMPLOYEE REIMBURSEME	WWOA-SE REGION	WWOA-SE REGION MEETING	021116	01/28/2016	50.00	01/29/2016 116
Total 622509260000:					50.00		
622509260153							
622-509260-153	EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WATER	1425034	01/15/2016	3.47	01/29/2016 116
Total 622509260153:					3.47		
623575740200							
623-575740-200	FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	345481	01/22/2016	20,923.02	01/29/2016 116
Total 623575740200:					20,923.02		
864212001							
864-212001	REFUNDS PAYABLE	CITY OF BURLINGTON	Aurora-Walworth Co Tax Bill 209342,209343	209342	01/28/2016	2,668.55	01/29/2016 116

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 864212001:					2,668.55		
875232000							
875-232000 MUNICIPAL COURT DEP	RACINE COUNTY TREASURER	RA CO JAIL SURCHARGES	2015DEC	01/22/2016	1,463.80	01/29/2016	1215
875-232000 MUNICIPAL COURT DEP	RACINE COUNTY TREASURER	RA CO DRIVER IMP SURCHARGES	2015DEC	01/22/2016	893.56	01/29/2016	1215
875-232000 MUNICIPAL COURT DEP	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE DEC	2015DEC	01/22/2016	6,037.92	01/29/2016	1215
Total 875232000:					8,395.28		
Grand Totals:					46,727.21		

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Motion for Approval by: _____

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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
100454521001							
100-454521-001 BOND FEES	VILLAGE OF BIG BEND PD	Ball, Andrea; Case: 0472664-3	BALL, ANDREA	01/31/2016	174.00	02/05/2016	216
100-454521-001 BOND FEES	RACINE CO T & M COURT	Kimura, Cynthia; Case: 16-904	KIMURA, CYNTHIA	01/20/2016	500.00	02/05/2016	216
100-454521-001 BOND FEES	RACINE POLICE DEPARTMENT	Michaelson, Nicholas; Case: 15-045590	MICHAELSON, NIC	01/31/2016	334.50	02/05/2016	216
100-454521-001 BOND FEES	WEST ALLIS POLICE DEPARTM	Michaelson, N; Case: M150035981	MICHAELSON	01/31/2016	653.00	02/05/2016	216
100-454521-001 BOND FEES	SHEBOYGAN CO CLERK OF CO	Brantley, Dover; Case: 020039990	BRANTLEY	01/31/2016	1,215.20	02/05/2016	216
Total 100454521001:					2,876.70		
100515121157							
100-515121-157 MUNI COURT - TRAINING	WI SUPREME COURT	WI SUPREME COURT JUDICIAL EDUCATION ATT	51-0206 2016	01/19/2016	700.00	02/05/2016	216
Total 100515121157:					700.00		
100515132225							
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1857 136 4 (split)	26276718570116	01/28/2016	66.74	02/05/2016	216
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	57.59	02/05/2016	216
Total 100515132225:					124.33		
100515141225							
100-515141-225 FINANCE - TELEPHONE	AT & T	262 767-1857 136 4 (split)	26276718570116	01/28/2016	66.73	02/05/2016	216
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	57.59	02/05/2016	216
Total 100515141225:					124.32		
100515141330							
100-515141-330 FINANCE - TRAVEL	DeQuaker, Steve	Per Diem - Ehlers Conference	FEB 11-12, 2016	02/05/2016	62.00	02/05/2016	216
Total 100515141330:					62.00		
100525211225							
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	638.24	02/05/2016	216
Total 100525211225:					638.24		
100525220225							
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	3.15	02/05/2016	216
Total 100525220225:					3.15		
100525220296							
100-525220-296 Emergency Medical	GARRATT, KEVIN J	2015 EMS STIPEND	2015	02/02/2016	500.00	02/05/2016	216
100-525220-296 Emergency Medical	SOLOFRA, FRANK	2015 EMS STIPEND	2015	02/02/2016	500.00	02/05/2016	216
100-525220-296 Emergency Medical	JONES, ERIC	2015 EMS STIPEND	2015	02/02/2016	500.00	02/05/2016	216
100-525220-296 Emergency Medical	LEITZKE, MATTHEW	2015 EMS STIPEND	2015	02/02/2016	500.00	02/05/2016	216
100-525220-296 Emergency Medical	MUELLER, ADAM	2015 EMS STIPEND	2015	02/02/2016	500.00	02/05/2016	216
Total 100525220296:					2,500.00		
100525231225							
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	39.99	02/05/2016	216
Total 100525231225:					39.99		
100525231310							
100-525231-310 BLDG INSP - OPERATING S	WI DEPT OF ADMINISTRATION	Notifications	16-000468	01/29/2016	17.90	02/05/2016	216

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Total 100525231310:					17.90		
100535321225							
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	51.67-	02/05/2016	216
Total 100535321225:					51.67-		
100565639399							
100-565639-399 ECONOMIC DEVELOPMENT	BURLINGTON AREA CHAMBER	4th qtr 2015 Room Tax	4TH 2015QTR ROO	02/02/2016	7,871.16	02/05/2016	1215
100-565639-399 ECONOMIC DEVELOPMENT	RA CO CONVENTION & VISTOR	Qtr. Room Tax Collection Pymt	4TH QTR 2015	02/02/2016	7,871.16	02/05/2016	1215
Total 100565639399:					15,742.32		
251555511220							
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657JAN16	01/29/2016	1,103.67	02/05/2016	216
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487JAN16	01/28/2016	721.57	02/05/2016	216
Total 251555511220:					1,825.24		
251555511330							
251-555511-330 INSERVICE TRAINING/TRAV	SCHNUPP, JOY	Travel Reimbursement SRP Workshop	012916	01/29/2016	41.15	02/05/2016	216
Total 251555511330:					41.15		
251555511345							
251-555511-345 PROGRAMS	ANDERSON, MARILYNN	PROGRAM- BASKET WEAVING	02/18/16	02/05/2016	75.00	02/05/2016	216
Total 251555511345:					75.00		
621575740220							
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357	02254283571215	01/04/2016	117.00	02/05/2016	1215
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267JAN16	01/21/2016	178.97	02/05/2016	216
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576JAN16	01/23/2016	15,435.29	02/05/2016	216
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285JAN16	01/24/2016	41.52	02/05/2016	216
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215JAN16	01/26/2016	244.15	02/05/2016	216
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087JAN16	01/27/2016	70.50	02/05/2016	216
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525JAN16	01/28/2016	4,020.19	02/05/2016	216
Total 621575740220:					20,107.62		
621575740222							
621-575740-222 GAS	WE ENERGIES	0225-428-357	02254283571215	01/04/2016	11.22	02/05/2016	1215
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067JAN16	01/27/2016	6,540.97	02/05/2016	216
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614JAN16	01/27/2016	177.13	02/05/2016	216
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199JAN16	01/27/2016	206.23	02/05/2016	216
Total 621575740222:					6,935.55		
621575740225							
621-575740-225 TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9759350831	01/23/2016	39.99	02/05/2016	216
Total 621575740225:					39.99		
621575740244							
621-575740-244 REPAIRS,MAINT EQUIPMEN	TRACTOR SUPPLY CREDIT PLA	TRACTOR SUPPLY 6035301200098372 WWTP CH	200299972	01/06/2016	25.00	02/05/2016	216
Total 621575740244:					25.00		

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622506220000							
622-506220-000 POWER	WE ENERGIES	0882-547-355	0882547355JAN16	01/27/2016	1,434.24	02/05/2016	216
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366JAN16	01/27/2016	843.91	02/05/2016	216
622-506220-000 POWER	WE ENERGIES	6271-254-861	6271254861JAN16	01/27/2016	3,062.84	02/05/2016	216
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187JAN16	01/27/2016	201.16	02/05/2016	216
Total 622506220000:					5,542.15		
622506230000							
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355	0882547355JAN16	01/27/2016	203.85	02/05/2016	216
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861	6271254861JAN16	01/27/2016	132.48	02/05/2016	216
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589JAN16	01/27/2016	101.10	02/05/2016	216
Total 622506230000:					437.43		
623575740225							
623-575740-225 TELEPHONE	AT & T	262 757-0907 307 4	26275709070116	01/25/2016	98.20	02/05/2016	216
Total 623575740225:					98.20		
864212001							
864-212001 REFUNDS PAYABLE	YOUNG, SCOTT AND AMBER	2015 Property Tax Refund	124638	01/28/2016	64.53	02/05/2016	216
864-212001 REFUNDS PAYABLE	DOVGIN, JOHN	2015 Property Tax Refund	123732	01/27/2016	109.59	02/05/2016	216
864-212001 REFUNDS PAYABLE	ISELIN, DANIEL & KELLY	2015 PROPERTY TAX REFUND	125600	01/25/2016	141.72	02/05/2016	216
864-212001 REFUNDS PAYABLE	MANSKE, APRIL L	2015 PROPERTY TAX REFUND	124812	01/21/2016	78.58	02/05/2016	216
864-212001 REFUNDS PAYABLE	MILLER, ROBERT E & EDNA E	2015 PROPERTY TAX REFUND	124191	01/26/2016	20.83	02/05/2016	216
864-212001 REFUNDS PAYABLE	JACKSON, STEVEN & LORETTA	2015 Property Tax Refund	125403	01/27/2016	97.62	02/05/2016	216
864-212001 REFUNDS PAYABLE	BROTHERSMITH LLC	2015 Tax Refund 206 031928200002	123171	01/25/2016	1,232.10	02/05/2016	216
864-212001 REFUNDS PAYABLE	BROTHERSMITH LLC	2015 Tax Refund 206 031928200003	123172	01/25/2016	2,901.46	02/05/2016	216
864-212001 REFUNDS PAYABLE	BOGUSZ, NADINE A.	2015 PROPERTY TAX REFUND	125894	01/22/2016	92.72	02/05/2016	216
864-212001 REFUNDS PAYABLE	HORN, JEFFREY & CHANTAL	2015 PROPERTY TAX REFUND	125871	01/19/2016	471.23	02/05/2016	216
864-212001 REFUNDS PAYABLE	HINTZ, HEATHER	2015 PROPERTY TAX REFUND	124770	01/19/2016	580.49	02/05/2016	216
864-212001 REFUNDS PAYABLE	Davel, Geoffrey S.	2015 PROPERTY TAX REFUND	125402	01/21/2016	104.67	02/05/2016	216
864-212001 REFUNDS PAYABLE	COWAN JR, ALEXANDER	2015 PROPERTY TAX REFUND	124374	01/25/2016	61.67	02/05/2016	216
864-212001 REFUNDS PAYABLE	AURORA BEHAVIORAL HEALTH	2015 Property Tax refund	122044	01/28/2016	233.84	02/05/2016	216
864-212001 REFUNDS PAYABLE	BEVERSDORF, MELVIN	2015 Property Tax Refund	125260	01/29/2016	55.75	02/05/2016	216
864-212001 REFUNDS PAYABLE	BROWNS LAKE LAND GROUP L	Property Tax Refund 031922019123	123094	01/27/2016	514.12	02/05/2016	216
864-212001 REFUNDS PAYABLE	BROWNS LAKE LAND GROUP L	Property Tax Refund 031922019124	123095	01/27/2016	514.42	02/05/2016	216
864-212001 REFUNDS PAYABLE	GUNNELL, PETER B	2015 Property Tax Refund	126259	02/01/2016	217.53	02/05/2016	216
864-212001 REFUNDS PAYABLE	OPAL, ZACHARY R	2015 Property Tax Refund	122573	02/02/2016	3,226.61	02/05/2016	216
Total 864212001:					10,719.48		
875232000							
875-232000 MUNICIPAL COURT DEP	RACINE COUNTY TREASURER	RA CO JAIL SURCHARGES	2016JAN	02/02/2016	1,213.40	02/05/2016	216
875-232000 MUNICIPAL COURT DEP	RACINE COUNTY TREASURER	RA CO DRIVER IMP SURCHARGES	2016JAN	02/02/2016	462.60	02/05/2016	216
875-232000 MUNICIPAL COURT DEP	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE JAN REMIT	2016JAN	02/02/2016	4,564.84	02/05/2016	216
875-232000 MUNICIPAL COURT DEP	COSTA, BROM	Refund of overpayment on cit I901165-0	I901165-0	02/02/2016	79.00	02/05/2016	216
Total 875232000:					6,319.84		
Grand Totals:					74,943.93		

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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
10051511399							
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	STANDARD PRESS PUBLIC HEARING	230843	01/14/2016	60.88		216
Total 10051511399:					60.88		
100515121310							
100-515121-310 MUNI COURT - OFFICE SUP	STAPLES ADVANTAGE	STAPLES MUNICIPAL COURT SUPPLIES	8037829287	01/30/2016	84.50		216
Total 100515121310:					84.50		
100515132242							
100-515132-242 ADMIN - REPAIRS AND MAI	REINEMANS, INC.	building supplies	94233	01/21/2016	4.27		216
100-515132-242 ADMIN - REPAIRS AND MAI	REINEMANS, INC.	building supplies	94248	01/21/2016	.46		216
Total 100515132242:					4.73		
100515132310							
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Admin copies	C324842	01/29/2016	206.43		216
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES ADVANTAGE	STAPLES ADMIN OFFICE SUPPLIES	8037829287	01/30/2016	171.24		216
Total 100515132310:					377.67		
100515132399							
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	02/04/16CH	02/04/2016	3.90		216
Total 100515132399:					3.90		
100515141298							
100-515141-298 FINANCE - CONTRACT SER	RACINE COUNTY	Print & Mail tax Bill	15-COB-TB	01/29/2016	2,482.47		216
Total 100515141298:					2,482.47		
100515141310							
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES ADVANTAGE	STAPLES CITY FINANCE SUPPLIES	8037829287	01/30/2016	35.95		216
Total 100515141310:					35.95		
100515161220							
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Applied Material Solutions Development Agreement	15100-019D 7	01/29/2016	1,200.00		216
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Veolia Contract	15100-029D 10	01/29/2016	3,360.00		216
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Sign Ordinances	15100-033D 2	01/29/2016	120.00		216
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Illinois Fox River Group ("IFRG")Contract	15100-066D 5	01/29/2016	300.00		216
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2016	16100-000D 1	01/29/2016	780.00		216
Total 100515161220:					5,760.00		
100515161272							
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2016	16100-099D 1	01/29/2016	4,020.00		216
Total 100515161272:					4,020.00		
100525211310							
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES ADVANTAGE	STAPLES POLICE DEPT	8037829287	01/30/2016	225.66		216
Total 100525211310:					225.66		
100525220225							
100-525220-225 FIRE - TELEPHONE	DIGICORP	Digicorp - Voice Labor	311714	01/20/2016	57.50		216

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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 100525220225:					57.50		
100525220242							
100-525220-242	FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING OILDRI	300234	01/27/2016	65.94		216
Total 100525220242:					65.94		
100525220248							
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	98501	01/27/2016	74.06	216
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	98828	02/01/2016	67.04	216
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	Fire Dept. Supplies	94704	01/28/2016	8.07	216
Total 100525220248:					149.17		
100525220310							
100-525220-310	FIRE - OFFICE SUPPLIES	STAPLES ADVANTAGE	STAPLES FIRE DEPT SUPPLIES	8037829287	01/30/2016	7.88	216
Total 100525220310:					7.88		
100535321159							
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1035796	01/27/2016	128.96	216
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1038284	02/03/2015	62.72	216
Total 100535321159:					191.68		
100535321211							
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Jensen, Daniel (split)	139794890	01/19/2016	10.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Keefer, Christopher (split)	139794913	01/19/2016	13.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Dexter, Mason	139794928	01/19/2016	20.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Koch, Thomas	139795010	01/19/2016	20.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Lahodik, Jeffrey	139795024	01/19/2016	20.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Pietschman, Kevin	139795033	01/19/2016	20.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Larson, Myke	139795044	01/19/2016	20.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Lahodik, Jeffrey	140005307	01/28/2016	50.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Dexter, Mason	140006030	01/28/2016	50.00	216
100-535321-211	STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Larson, Myke	140007717	01/28/2016	50.00	216
Total 100535321211:					273.00		
100535321242							
100-535321-242	STREETS - REP MAINT VE	LOIS TIRE SHOP, INC.	Unit 510 2008 GMC	379915	02/01/2016	35.00	216
100-535321-242	STREETS - REP MAINT VE	LYNCH TRUCK CENTER	LYNCH TRUCK CENTER UNIT 509	2009372	02/01/2016	895.40	216
100-535321-242	STREETS - REP MAINT VE	MOTOR PARTS COMPANY, LLC	MOTOR PARTS DPW UNIT 520	268629	01/28/2016	14.69	216
100-535321-242	STREETS - REP MAINT VE	MOTOR PARTS COMPANY, LLC	MOTOR PARTS DPW UNIT 503	268913	02/04/2016	46.55	216
100-535321-242	STREETS - REP MAINT VE	AUTO PARTS & SERVICE	Auto Parts & Service - Lights	690537	01/29/2016	341.90	216
100-535321-242	STREETS - REP MAINT VE	REINDERS INC	Reinders- parts for Unit 107	1618998-00	01/26/2016	2,391.48	216
100-535321-242	STREETS - REP MAINT VE	FORCE AMERICA DISTRIBUTIN	16 Mic. Glass Filter Element	1019610	01/20/2016	288.71	216
100-535321-242	STREETS - REP MAINT VE	FORCE AMERICA DISTRIBUTIN	credit	CM001-0000957	02/02/2016	158.85-	216
100-535321-242	STREETS - REP MAINT VE	HYQUIP LLC - WAUKESHA	HyQuip - Dpw Stock	00327382	01/28/2016	320.19	216
100-535321-242	STREETS - REP MAINT VE	HYQUIP LLC - WAUKESHA	HyQuip - Dpw Stock	00327674	02/01/2016	320.25	216
100-535321-242	STREETS - REP MAINT VE	HYQUIP LLC - WAUKESHA	credit	00327923	02/03/2016	320.19-	216
Total 100535321242:					4,175.13		
100535321244							
100-535321-244	STREETS - REP MAINT EQ	HUMPHREY SERVICE & PARTS,	3-1/2" Cylinder	1101701	01/22/2016	301.04	216
100-535321-244	STREETS - REP MAINT EQ	MILWAUKEE TRACTOR & EQUI	Parts for Unit 603	374147	02/03/2016	228.00	216

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 100535321244:					529.04		
100535321248							
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1035797	01/27/2016	10.93		216
Total 100535321248:					10.93		
100535321298							
100-535321-298 STREETS - CONTRACT SER	CINTAS FIRST AID & SAFETY 4	CINTAS FIRST AID & SAFETY DPW (split)	5004402318	01/28/2016	48.36		216
Total 100535321298:					48.36		
100535321310							
100-535321-310 STREETS - OFF SUPP/POS	DIGICORP	HP Desktop/Monitor/Office 2016 (split)	311963	01/31/2016	292.75		216
100-535321-310 STREETS - OFF SUPP/POS	MINUTEMAN PRESS OF BURLI	Minuteman - Business Cards Jenen (split)	25981	01/25/2016	19.50		216
100-535321-310 STREETS - OFF SUPP/POS	STAPLES ADVANTAGE	STAPLES STREET OFFICE SUPPLIES	8037829287	01/30/2016	2.78		216
Total 100535321310:					315.03		
100535321350							
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	HUMPHREY SERVICE DPW STOCK (split)	1101637	01/22/2016	143.89		216
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	HUMPHREY SERVICE DPW PARTS	1102547	02/01/2016	171.90		216
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	DPW Supplies	94491	01/25/2016	3.69		216
100-535321-350 STREETS - REP MAINT SUP	DIAMOND BLADE WAREHOUSE	14*X125X1 Supreme 10mm Cut All	0392775-IN	01/29/2016	206.34		216
Total 100535321350:					525.82		
100535321352							
100-535321-352 STREETS - REP MAINT STO	D & K SERVICES	repairs to storm sewer manhole	2016016	01/30/2016	650.00		216
Total 100535321352:					650.00		
100545411291							
100-545411-291 HEALTH OFFICER-CONTRA	CENTRAL RACINE COUNTY HE	Semi-Annual Billing Health Dept Operating	20160101	01/07/2016	37,308.50		216
Total 100545411291:					37,308.50		
100545430298							
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT JAN.	598	02/01/2016	798.47		216
Total 100545430298:					798.47		
100555551159							
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1035796	01/27/2016	16.50		216
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1038284	02/03/2015	16.50		216
Total 100555551159:					33.00		
100555551211							
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Jensen, Daniel (split)	139794890	01/19/2016	10.00		216
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Keefer, Christopher (split)	139794913	01/19/2016	7.00		216
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 DeGrave, Aaron	139794947	01/19/2016	20.00		216
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Phillips, Joseph	139794989	01/19/2016	20.00		216
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600016081 Regner, James	139795004	01/19/2016	20.00		216
Total 100555551211:					77.00		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
10055551244							
100-555551-244	PARKS - REPAIR MAINT EQ	HUMPHREY SERVICE & PARTS,	Air Filters	1102150	75.25	01/27/2016	216
100-555551-244	PARKS - REPAIR MAINT EQ	REINDERS INC	Reinders- parts for Unit 107	1618990-00	926.58	01/25/2016	216
Total 10055551244:					1,001.84		
10055551248							
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1035797	5.46	01/27/2016	216
Total 10055551248:					5.46		
10055551298							
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-122497	180.00	01/15/2016	216
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-122797	90.00	01/26/2016	216
100-555551-298	PARKS - OUTSIDE SERVICE	CINTAS FIRST AID & SAFETY 4	CINTAS FIRST AID & SAFETY DPW (split)	5004402318	24.17	01/28/2016	216
Total 10055551298:					294.17		
10055551310							
100-555551-310	PARKS - OFFICE SUPP, PO	DIGICORP	HP Desktop/Monitor/Office 2016 (split)	311963	292.75	01/31/2016	216
100-555551-310	PARKS - OFFICE SUPP, PO	MINUTEMAN PRESS OF BURLI	Minuteman - Business Cards Jenen (split)	25981	19.50	01/25/2016	216
Total 10055551310:					312.25		
10055551350							
100-555551-350	PARKS - REPAIR/MTCE SUP	HUMPHREY SERVICE & PARTS,	HUMPHREY SERVICE DPW STOCK (split)	1101637	143.89	01/22/2016	216
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	97996	15.58	01/20/2016	216
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	98055	373.10	01/21/2016	216
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	98398	6.85	01/26/2016	216
100-555551-350	PARKS - REPAIR/MTCE SUP	SHERWIN-WILLIAMS	PAINT SUPPLIES	7661-6	181.44	01/26/2016	216
Total 10055551350:					720.86		
100565641298							
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	14.0162.02 Walton Road Construction Inspection	86793	365.50	01/21/2016	216
Total 100565641298:					365.50		
100575710297							
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	56146	108.00	01/29/2016	216
Total 100575710297:					108.00		
100575710298							
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	56146	371.00	01/29/2016	216
Total 100575710298:					371.00		
100575710299							
100-575710-299	GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	15.0107.01 Burlington Landfill 2015-2016	86738	340.00	01/19/2016	216
100-575710-299	GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	15.0107.02 Out of Scope ENV Burlington Landfill 201	86739	1,589.50	01/19/2016	216
Total 100575710299:					1,929.50		
251555511242							
251-555511-242	REPAIR, MAINTENANCE EQ	GORDON FLESCH COMPANY, I	staff copier quarterly maintenance fee	11400539	541.75	02/17/2016	216
251-555511-242	REPAIR, MAINTENANCE EQ	STAPLES ADVANTAGE	STAPLES LIBRARY SUPPLIES	3287929182	41.98	02/17/2016	216

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 251555511242:					583.73		
251555511247							
251-555511-247 REPAIR, MAINTENANCE BUI	MENARDS	Menards- library	97914	02/17/2016	55.85		216
251-555511-247 REPAIR, MAINTENANCE BUI	REINEMANS, INC.	building supplies	92995	02/17/2016	53.97		216
251-555511-247 REPAIR, MAINTENANCE BUI	VORPAGEL SERVICE INC.	VORPAGEL LIBRARY MAINTENANCE	010616VS	02/17/2016	135.46		216
Total 251555511247:					245.28		
251555511310							
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	5763239	02/17/2016	176.07		216
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	LIBRARY SUPPLIES	121515RM	02/17/2015	30.64		216
251-555511-310 OFFICE SUPPLIES, POSTA	ID LABEL, INC	ID LABEL LIBRARY BAR CODES	0088762	02/17/2016	225.50		216
251-555511-310 OFFICE SUPPLIES, POSTA	STAPLES ADVANTAGE	STAPLES LIBRARY SUPPLIES	3279028398	02/17/2016	18.99		216
Total 251555511310:					451.20		
251555511327							
251-555511-327 MATERIALS	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIALS	2031538405	02/17/2016	2,395.60		216
251-555511-327 MATERIALS	BAKER & TAYLOR CONT. SERV	nonfiction materials	5013930662	02/17/2016	75.31		216
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1344286	02/17/2016	301.29		216
251-555511-327 MATERIALS	BOOKPAGE	BOOK PAGE SUBSCRIPTION RENEWAL	523051	02/17/2016	300.00		216
251-555511-327 MATERIALS	MICROMARKETING ASSOCIAT	Audiobooks	604213	02/17/2016	442.71		216
251-555511-327 MATERIALS	MICROMARKETING ASSOCIAT	children's DVD's	604937	02/17/2016	176.54		216
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	AMAZON .COM LIBRARY MATERIALS	0116AMAZ1	02/17/2016	328.93		216
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	children's DVD's	93526269	02/17/2016	185.90		216
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY DVD'S & CD'S	93546584	02/17/2016	592.74		216
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	audiobooks	93603633	02/17/2016	74.98		216
251-555511-327 MATERIALS	LOOKOUT BOOKS	Lookout Books Juvenile Materials	0194636	02/17/2016	887.68		216
251-555511-327 MATERIALS	PDR DISTRIBUTIONS, LLC	PDR Distribution Library ref materials	121015PDR	02/17/2016	59.95		216
Total 251555511327:					5,821.63		
452565639399							
452-565639-399 Planning Expenditures	KAPUR & ASSOCIATES, INC.	14.0081.01 Utility Planning & Design for TIF #5	86792	01/21/2016	4,516.00		216
Total 452565639399:					4,516.00		
465515132800							
465-515132-800 CITY ADMINISTRATOR	DIGICORP	Microsoft SQL Server (split)	311964	01/31/2016	954.00		216
Total 465515132800:					954.00		
465515141800							
465-515141-800 FINANCE DEPARTMENT-OU	DIGICORP	Microsoft SQL Server (split)	311964	01/31/2016	954.00		216
Total 465515141800:					954.00		
465525211800							
465-525211-800 POLICE OUTLAY	DIGICORP	Microsoft SQL Server (split)	311964	01/31/2016	239.00		216
Total 465525211800:					239.00		
621575740159							
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1035799	01/27/2016	174.60		216
Total 621575740159:					174.60		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
621575740211							
621-575740-211 MEDICAL PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Odea, Daniel T	139748901	01/19/2016	54.00		216
621-575740-211 MEDICAL PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Blink, Benjamin	140005350	01/28/2016	75.00		216
621-575740-211 MEDICAL PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Weithaus, Christopher	140009472	01/28/2016	75.00		216
Total 621575740211:					204.00		
621575740244							
621-575740-244 REPAIRS,MAINT EQUIPMEN	A TO Z REFRIGERATION	40A 3P 24V Contactor	89794	01/13/2016	79.95		216
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1035799	01/27/2016	10.02		216
621-575740-244 REPAIRS,MAINT EQUIPMEN	BURLI SIGNS LLC	60" CW Lamps	50199	01/29/2016	66.00		216
621-575740-244 REPAIRS,MAINT EQUIPMEN	REINEMANS, INC.	WWTP Supplies	94887	02/01/2016	24.20		216
621-575740-244 REPAIRS,MAINT EQUIPMEN	USABlueBook	AMT Rotary Drum Pump	855116	01/25/2016	97.37		216
Total 621575740244:					277.54		
621575740248							
621-575740-248 PLANT OPERATION	ENERGENECS, INC.	ENERGENECS INC SERVICE CALL- WWTP	0031515-IN	01/27/2016	675.00		216
Total 621575740248:					675.00		
621575740249							
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1035799	01/27/2016	4.71		216
Total 621575740249:					4.71		
621575740310							
621-575740-310 OFFICE SUPPLIES, POSTA	DIGICORP	HP Desktop/Monitor/Office 2016 (split)	311963	01/31/2016	292.75		216
621-575740-310 OFFICE SUPPLIES, POSTA	STAPLES ADVANTAGE	STAPLES WWTP SUPPLIES	8037829287	01/30/2016	267.07		216
Total 621575740310:					559.82		
621575740353							
621-575740-353 REPAIR & MAINT LIFT STAT	SMITH & LOVELESS, INC.	S & L - WWTP Parts	108394	01/25/2016	59.40		216
Total 621575740353:					59.40		
621575740359							
621-575740-359 SANITARY SEWER REPAIR,	DIGGERS HOTLINE, INC	Diggers Hotline WWTP	160 1 42701	01/31/2016	31.32		216
Total 621575740359:					31.32		
621575740374							
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600016081 Bergles, James (split)	139794963	01/19/2016	10.00		216
Total 621575740374:					10.00		
622503460000							
622-503460-000 METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0074550-IN	01/28/2016	41,881.65		216
Total 622503460000:					41,881.65		
622506230000							
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	WELDERS SUPPLY CO WATER SUPPLIES	373218	01/20/2016	16.60		216
622-506230-000 SUPPLIES	WATERFORD OIL COMPANY, IN	WATERFORD OIL WWTP DIESEL FUEL	275482	01/26/2016	412.88		216
Total 622506230000:					429.48		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
622506250000							
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Menards Acct 32120265 (split)	97900	01/19/2016	92.91		216
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Menards Acct 32120265	98127	01/22/2016	45.35		216
622-506250-000 MAINTENANCE-SUPPLIES	REINEMANS, INC.	Water Dept. Supplies	94629	01/27/2016	16.18		216
Total 622506250000:					154.44		
622506410000							
622-506410-000 SUPPLIES	MENARDS	Menards Acct 32120265 (split)	97900	01/19/2016	29.98		216
Total 622506410000:					29.98		
622506510000							
622-506510-000 MAINS, WATER BREAKS-SU	DIGGERS HOTLINE, INC	Diggers Hotline Water	160 1 42701	01/31/2016	31.32		216
Total 622506510000:					31.32		
622506520000							
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Highridge Curb Stop	5629	01/25/2016	979.98		216
Total 622506520000:					979.98		
622509030000							
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1035798	01/27/2016	37.30		216
Total 622509030000:					37.30		
622509210000							
622-509210-000 OFFICE SUPPLY	DIGICORP	Digicorp - Voice Labor	311750	01/25/2016	86.25		216
622-509210-000 OFFICE SUPPLY	DIGICORP	HP Desktop/Monitor/Office 2016 (split)	311963	01/31/2016	292.75		216
622-509210-000 OFFICE SUPPLY	STAPLES ADVANTAGE	STAPLES WATER SUPPLIES	8037829287	01/30/2016	7.96		216
Total 622509210000:					386.96		
622509230000							
622-509230-000 OUTSIDE SERVICES	DIGICORP	Microsoft SQL Server (split)	311964	01/31/2016	239.00		216
Total 622509230000:					239.00		
622509250000							
622-509250-000 EDUCATION-SUPPLIES	AURORA HEALTH CARE	Acct #600016081 Bergles, James (split)	139794963	01/19/2016	10.00		216
Total 622509250000:					10.00		
622509300000							
622-509300-000 MISCELLANEOUS-SUPPLIE	WI RURAL WATER ASSOCIATIO	System Membership Renewal	S1528	02/01/2016	555.00		216
Total 622509300000:					555.00		
622509350000							
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1035797	01/27/2016	10.93		216
622-509350-000 GENERAL PLANT-SUPPLIE	CINTAS FIRST AID & SAFETY 4	CINTAS FIRST AID & SAFETY DPW (split)	5004402318	01/28/2016	48.36		216
Total 622509350000:					59.29		
623575740244							
623-575740-244 SNOW REMOVAL	WANASEK CORPORATION	Airport - Snow Plowing	5610	01/22/2016	1,728.00		216

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Period
Total 623575740244:					1,728.00		
623575740298							
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	FEB2016	02/01/2016	183.00		216
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	FEB2016	02/01/2016	35.97		216
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	FEB2016	02/01/2016	120.42		216
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	FEB2016	02/01/2016	55.00		216
Total 623575740298:					394.39		
623575740310							
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	kitchen/hangar supplies	FEB2016	02/01/2016	119.40		216
Total 623575740310:					119.40		
Grand Totals:					126,178.21		

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



COMMOM COUNCIL AGENDA

ITEM NUMBER: 10

DATE: February 17, 2016

SUBJECT: Licenses & Permits

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

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

Operator's Licenses:

Busch, Ashley

Scherrer, Lexus

Slade, Alan

BUDGET/FISCAL IMPACT:

Applicants are charged an administrative fee of which a portion funds are applied towards background checks performed by the police department. Business license fees are calculated on a case by case basis depending on the type of license applied for (noted above).

RECOMMENDATION:

Staff recommends that the Common Council approve the presented licenses.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

None



DATE: February 17, 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 was discussed 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



DATE: February 17, 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: Diahnn 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 was discussed at the February 2, 2016 Committee of the Whole meeting and scheduled for the February 17, 2016 Common Council meeting for final consideration.

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: February 17, 2016

Robert Miller, Mayor

Attest:

Diahn 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 17, 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 was discussed at the February 2, 2016 Committee of the Whole meeting and scheduled for final 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: February 17, 2016

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).

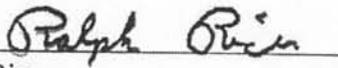
Accordingly, each party HEREBY INDEMNIFIES AND HOLDS HARMLESS the other party from and against any and all claims, actions, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and liability of any other nature whatsoever, that may arise, directly or indirectly,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

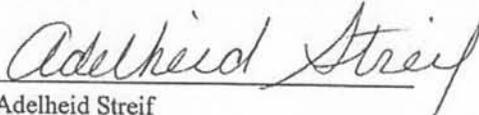
10. This Agreement shall continue in full force and effect unless and until one party gives a written notice to the other party terminating this Agreement. Such a notice of termination shall be given at least Ninety (90) Days prior to the effective date of termination stated in the notice.

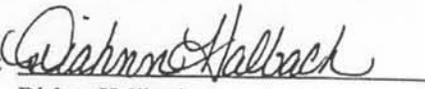
TOWN OF BURLINGTON, WISCONSIN

CITY OF BURLINGTON, WISCONSIN

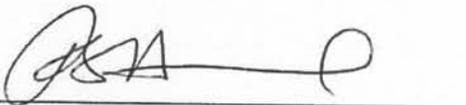
By: 
Ralph Rice
Town Chairman

By: 
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



DATE: February 17, 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 was discussed at the February 2, 2016 Committee of the Whole meeting and scheduled for the February 17, 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: February 17, 2016

Robert Miller, Mayor

Attest: _____

Diahnn Halbach, City Clerk



DATE: February 17, 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 was discussed at the February 2, 2016 Committee of the Whole meeting and scheduled for final consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

Resolution
Task Order

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

**A RESOLUTION APPROVING TASK ORDER NUMBER NINETY-NINE
WITH KAPUR AND ASSOCIATES, INC. FOR THE 2016 SIDEWALK RECONSTRUCTION
PROGRAM FOR THE NOT-TO-EXCEED AMOUNT OF \$4,444**

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 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 Ninety-nine is hereby approved for the not-to-exceed amount of \$4,444.

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

Introduced: February 2, 2016
Adopted: February 17, 2016

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

**TASK ORDER NUMBER #99
CIVIL ENGINEERING SERVICES**

This Task Order is made as of January 12, 2016 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the complete design and specification preparation, bidding and construction management for the City of Burlington 2016 Sidewalk Program. This project includes sidewalk replacements for various streets Throughout Burlington. Driveway apron repairs and Curb & Gutter repairs will be coordinated with the sidewalk improvements.

Section A. – Scope of Services

Engineer shall perform the following Services:

Plan Preparation Activities

1. Provide field review and plan & specification preparation in coordination with the City staff for the repair of sidewalks within the City. Kapur and Associates will not charge for field review and specification preparation for this project.
2. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions. Kapur and Associates will not charge for Project Manual preparation and Bidding Documents for this project.

Construction Management Activities

3. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
4. Provide construction survey staking for necessary items within the construction contract. This survey provides for a "one time" staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.

5. Coordinate and complete necessary material testing services for work completed.
6. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work approved for the prior month.)**
7. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
8. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
9. Attend meetings as needed and coordinate with adjacent property owners and business as needed.
10. It is anticipated the construction work under the 2016 Burlington Sidewalk Program will begin on or after April 25, 2016 and be completed by June 30, 2016. This schedule has been provided for estimating purposes only. Engineer and staking construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for up to 9 weeks.

Section B. – Schedule

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

1. Provide “Preliminary Plans” to the Department of Public Works for review and comment on or before February 18, 2016.
2. Provide Final Plans and Specification to the Department of Public Works for bid on or before February 25, 2016.
3. Bids due on or before March 10, 2016.
4. Approval of construction contract anticipated at March 15, 2016 Council Meeting with construction starting in late April or early May, 2016.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Four Thousand Four Hundred Forty-Four Dollars (\$4,444.00) payable according to the following terms:

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

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

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

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

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

By: _____

By: Thomas W. Foht

Signature: _____

Signature: _____

Title: _____

Title: Associate

Date: _____

Date: _____



DATE: February 17, 2016

SUBJECT: Resolution 4773(47) to consider approving an Engineering Service Agreement with Baxter & Woodman, Inc. to prepare and amendment to the Well 11 Radium Compliance Report and prepare a planning study for future treatment options at Well 11 for the not-to-exceed amount of \$26,300.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

In 2013 Well 11 for The City of Burlington tested above the maximum concentration level (MCL) for radium. As a result of the maximum concentration levels, the Department of Natural Resources (DNR) required that a treatment system be installed to treat for radium at Well 11. If you recall, on December 31, 2015 Well 11 was mandated to be placed into emergency use only by the DNR as the City had not yet installed treatment equipment and/ or gained a waiver from the DNR to maintain its use until March of 2016.

In order to bring Well 11 back into service, a new treatment system will need to be installed to address Radium. The City has been working with Doug Snyder of Baxter and Woodman to design a new treatment system and at the earliest, this well can be used with treatment is January of 2017. Doug has presented city staff multiple options in treating Radium in addition to Strontium. As you are aware, strontium is the next contaminant the Environmental Protection Agency (EPA) is looking at limiting in the near future.

The City has notified the Wisconsin Department of Natural Resources (WDNR) that it plans to make use of low interest loan money available through the Safe Drinking Water Loan Program for the installation of treatment at Well 11. The two deadlines that must be met in order for this to occur is the submittal of the engineering report by March 31, 2016 and the submittal of the plans and specifications by June 30, 2016. For your convenience, a copy of the work order is attached.

The engineering report to be completed by Baxter and Woodman is necessary to evaluate the long term water supply, water storage, and future water treatment needs of the City. It may become necessary in the future for the City to remove both radium and strontium from the City's water supply; however, the treatment equipment at Well 9 and Well 10 is only designed to remove radium.

As treatment equipment is very expensive; the cost of removing both radium and strontium at Well 11, should be thoroughly examined before being reactive, and installing radium removal equipment at Well 11. This may not be the most appropriate or cost effective solution. As Baxter and Woodman will analyze all options for removing both radium and strontium, in addition, to knowing the water tower and stand pipe will need future repainting, this analysis may also identify appropriate solutions for these pending capital projects.

BUDGET/FISCAL IMPACT:

The fee for the engineering study will be \$26,300. This includes submittal to the DNR. The design stage will be an additional cost. At the present, the City is approved for \$800,000 in low interest funding from the Clean Water Fund loan program.

RECOMMENDATION:

Staff recommends moving forward with the study allowing Baxter and Woodman to file the engineering report by March 31, 2016. If the report does not make the March 31, 2016 deadline, the City will be pushed into 2017 to reapply for Clean Water funding.

TIMING/IMPLEMENTATION:

This item is placed on the February 17, 2016 Committee of the Whole agenda and placed Common Council agenda the same night for final consideration due to the March 31 deadline. Once this resolution is approved, the engineering report can be completed before March 31, 2016 and submitted to the DNR.

ATTACHMENTS:

Resolution

Resolution Number: 4773(47)
Introduced by: Committee of the Whole

A RESOLUTION APPROVING AN ENGINEERING SERVICE AGREEMENT WITH BAXTER & WOODMAN, INC. TO PREPARE AN AMENDMENT TO THE WELL 11 RADIUM COMPLIANCE REPORT AND PREPARE A PLANNING STUDY FOR FUTURE TREATMENT OPTIONS AT WELL 11 FOR THE NOT-TO-EXCEED AMOUNT OF \$26,300

WHEREAS, the City has recently solicited a proposal from Baxter & Woodman to address the radium compliance report at Well 11; and,

WHEREAS, an amendment to the Well 11 Radium Compliance Report to be submitted to the Department of Natural Resources by March 31, 2016 is necessary to designate the City's intent to move forward with radium treatment in 2016; and,

WHEREAS, the City of Burlington staff recommends Baxter & Woodman, Inc. be retained by the City to provide engineering services to prepare an amendment to the Well 11 Radium Compliance Report and prepare a planning study for future treatment options related to radium and strontium concerns at Well 11.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City of Burlington shall enter into an Engineering Service Agreement with Baxter & Woodman, Inc., hereto attached as Attachment "A" for the not-to-exceed amount of \$26,300.

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

Introduced: February 17, 2016
Adopted:

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

**CITY OF BURLINGTON, WI
WELL NO. 11 ENGINEERING STUDY AMENDMENT
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140318.32

Project Description:

Assist the City in obtaining WDNR approval to use Well 11 past the December 31, 2015 deadline and prepare an amendment to the July 31, 2014 Well No. 11 Radium Compliance Report that includes a treatment option for strontium removal. In addition, prepare a planning study for future treatment issues related to strontium at the remaining (Wells No. 7 through No. 10) wells. Recent test results indicate that all of the City's wells contain naturally occurring strontium above the current action limit proposed by the Environmental Protection Agency.

Engineering Services:

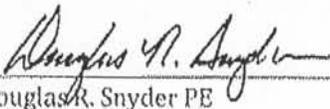
The general provisions of this contract are enumerated in the Engineering Services Agreement between the City and Engineers dated February 7, 2014. The scope of services for this Project is listed in Attachment A of this Work Order.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated February 7, 2014. The Engineers' fee will be based upon our standard hourly rates of compensation for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which in total will not exceed \$26,300.

Submitted by: **Baxter & Woodman, Inc.**

By:


Douglas R. Snyder PE

Title: Regional Manager

Date: November 19, 2015

Approved: **City of Burlington, WI**

By:

Robert Miller

Title: Mayor

Date:

Additional Comments and Conditions: The City will furnish water quality information for all wells and record drawing information for the Well 7 and Well 8 facilities.



DATE: February 17, 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 was discussed at the February 2, 2016 Committee of the Whole meeting, a Public Hearing was held the same evening and for final 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 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, 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: February 17, 2016

Robert Miller, Mayor

Attest:

Diahnn Halbach, City Clerk

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



COMMON COUNCIL AGENDA

ITEM NUMBER: 15A

DATE: February 17, 2016

SUBJECT: Motion 15-822 to consider entering into an agreement with Swagit for Video Web Streaming and Paperless Agenda System for Common Council Meetings

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

November 7, 2012: The Common Council discussed paperless agenda management and video web streaming of Council meetings to increase transparency, efficiency and reduce our overall carbon foot print. Part of the overall project included a plan for implementing tablets/iPads and paperless meeting packets which were implemented in 2015.

November 2014: The City contracted with Granicus to provide video web streaming and agenda management; however, the contract was cancelled by the City in 2015 due to a lack of customer service.

October 16-17, 2015: During the Strategic Plan session, the Council and Staff discussed municipal transparency, community involvement, and video web streaming of meetings.

October 27, 2015: During the 2016 Annual Budget workshop, Staff briefly updated the Council that they were researching companies to provide video web streaming and agenda management services.

November 17, 2015: During the November Committee of the Whole meeting, staff recommended contracting with Swagit services to provide 1) video indexing and archiving services and 2) Swagit's agenda management program is very comprehensive and allows for the creation of the agenda, integration of materials, video integration, includes a staff review process of submitted materials and streamlines minute creation after the meeting. Staff still recommends moving forward with Swagit. *This Motion was tabled at the 11/17/15 Council meeting.*

January 5, 2016: At the Committee of the Whole meeting, Staff provided Q&A memo from questions asked at the November 17th meeting, including software specifications, data storage, camera control, and archiving/sharing videos.

January 19, 2016: At the Common Council meeting, staff was asked to research other processes of video web streaming, such as working with Gateway, and asked to give more information regarding the cost savings with the agenda management program. *This Motion was tabled at the 1/5/16 Council meeting.*

BUDGET/FISCAL IMPACT:

The contract amount with Swagit for video web streaming and agenda management includes the following costs:

- \$8,750** Initial set-up and installation fee (\$1800 Swagit EASE hardware/software; \$6950 AgendaQuick)
- \$7,740** (\$645 per month) – on demand and live video web streaming
- \$16,490 = Total First Year Cost**

The \$16,490 first year cost and the \$11,940 annual cost beginning in 2017, were included within the Equipment Replacement Fund since 2012. After the first year, beginning in 2017, the City will pay \$11,940 per year (\$4200 AgendaQuick; \$7740 Streaming Video). As a part of the contract, the City will annually review the benefits and can terminate this contract not less than sixty (60) days prior to the end of the then current term. Savings provided by using the agenda management tool are hours of staff time, approximately five weeks per year, at \$1,280 per year.

RECOMMENDATION:

Staff recommends approving the agreement with Swagit and AgendaQuick. As a part of the contract, the City will annually review the benefits and can terminate this contract not less than sixty (60) days prior to the end of the then current term.

TIMING/IMPLEMENTATION:

The Swagit Video Web Streaming and Paperless Agenda System was originally introduced to the Committee of the Whole at its November 17, 2015 meeting, discussed at the January 5, 2016 Committee of the Whole meeting, discussed and tabled at the January 19, 2016 Council meeting and scheduled for consideration at the February 17, 2016 Council meeting.

ATTACHMENTS:

- Resolution
- Agreement
- Questions & Answers
- Memo regarding savings with Agenda Management



CITY OF BURLINGTON

Administration Department

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

DATE: February 4, 2016

TO: Mayor and Common Council

FROM: Megan Watkins, Director of Administrative Services

RE: Cost comparison Preparing Meeting Packets

Per the request of the Common Council at the January 19, 2016 Council meeting, the attached data was compiled by the City Clerk and myself to quantify the time and costs associated with preparing meeting packets. Likewise, a comparison was tabulated demonstrating savings using an agenda management software program.

To summarize the findings, it was determined that on average, there would be a cost savings of \$1,284 per year and a savings of roughly 225 hours (5+ weeks) of staff time per year. These numbers are based on preparing both Committee of the Whole and Common Council meeting packets twice a month for twelve months a year. It should be noted, as each meeting is different and vary in length and complexity, an average time and cost were calculated in the data. The salary used in determining costs associated with the time are based on an average of Diahnn and my hourly wage as we both work with the process. As the agenda management program will be an online/virtual system throughout the package preparation process, costs were also determined for paper and ink as currently used.

Current Costs Preparing Meeting Packets				
Meeting	Time Preparing	Cost Per Meeting	Cost Per Month	Cost Per Year
COW	11-12 hours/meeting	\$ 310.00	\$ 620.00	\$ 7,440.00
Council	11-12 hours/meeting	\$ 310.00	\$ 620.00	\$ 7,440.00
Totals	22-24 hours	\$ 620.00	\$ 1,240.00	\$ 14,880.00

Costs Preparing Meeting Packets Using AgendaQuick				
Meeting	Time Preparing	Cost Per Meeting	Cost Per Month	Cost Per Year
COW	6.75 hours/meeting	\$ 195.75	\$ 391.50	\$ 4,698.00
Council	6.75 hours/meeting	\$ 195.75	\$ 391.50	\$ 4,698.00
Totals	13.5 hours	\$ 391.50	\$ 783.00	\$ 9,396.00

Difference in Cost	\$ 5,484.00
AgendaQuick Annual Cost	\$ 4,200.00
Annual Savings	\$ 1,284.00
Annual Time Savings	204-252 hours

COMPILATION OF A COW PACKET

1. AGENDA (saved in "T:\Mtg Minutes-Agendas\Min & Agda 2016" folder according to year)		
a. Agenda topics/ideas submitted and entered on spreadsheet (folder saved in Templates folder as "Future Council Items")		
b. Draft Agenda created - relevant/timely topics added to COW Agenda. Items at this point are not assigned Resolution, Ordinance, or Motion numbers.		
c. Draft Agenda reviewed at Staff Meeting two weeks prior to the next COW/Council meeting		
d. Agenda is amended as needed	TOTAL TIME est. 1 hour	\$23.00

2. COVER SHEETS (saved in "T:\Templates\Agenda Cover Sheet – 2016 folder according to meeting date)		
a. Items are due by Friday, 11 days prior, to the next meeting		
b. Individual Cover Sheets are created per agenda topic and submitted via email and/or saved to the <i>Templates</i> folder		
c. Item Number and Res/Ord/Motion numbers are not yet assigned		
d. Cover sheets are individually printed, compiled and reviewed by City Administrator	7 pages	\$0.47
e. Cover sheets are amended as necessary (sometimes these can go back and forth several times before a final cover is approved)	TOTAL TIME est. 1.5 hours	\$34.50

3. RESOLUTION/ORDINANCE/MOTION (saved in "T:\Res. Ord. Motions\Res.Ord.2016" according to year)		
a. Res/Ord/Motions are created and submitted via email and/or posted to the appropriate folder		
b. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets via email and/or saved to the <i>Res. Ord. Motions</i> folder)		
c. Numbers are not yet assigned		
d. Drafts are printed and compiled with Cover Sheet and any supporting documentation	TOTAL TIME est. 30 min	\$11.50

4. SUPPORTING DOCUMENTATION		
a. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets via email or hard copy)		
b. Drafts are printed and compiled with Cover Sheet and Res/Ord/Motion if applicable	TOTAL TIME est. 30 min	\$11.50

5. PACKET PREP		
a. Original packet is assembled according to order of agenda topics	75 pages	\$5.00
b. Packet is given to Carina for review (requires approximately 1 day)		
c. Changes/corrections are made as necessary		
- Anytime a change/correction/addition/deletion is made, all documents containing that information must be adjusted by going into each individual folder to complete	15 pages	\$1.00
d. Upon approval, Res/Ord/Motion numbers are assigned and individual Cover Sheets are updated with corresponding Agenda Item Number		
- Res/Ord/Motion Numbers are first recorded in "the book"		
- All documentation (Cover Sheets, Original Res/Ord/Motion), are then updated with assigned Res/Ord/Motion numbers (requires accessing each individual folder/file to update)		
e. Pages and agenda are numbered		
f. Final Packet is assembled and printed		
- Any additional changes at this point requires steps 5c and 5d to be done over again	TOTAL TIME 4-5 hours	\$103.50

6. PRINTING AND ASSEMBLING OF PACKETS		
a. Friday before meeting - seven sets are printed (cover sheets are printed separately on yellow paper) Average 70-80 pages per packet		\$38.00
b. Twenty-five copies of the Agenda are printed on yellow paper (8 copies to Aldermen; remaining copies to distribute for public at meeting)		\$2.50
c. Packets are collated, assembled, and distributed to appropriate parties (Attorney and Student Packets are mailed)	Total Time est. 2 hrs	\$46.00

7. SHAREPOINT		
a. Entire packet is scanned and saved as a PDF (average 70-80 pages)		
b. File is saved to T:\Mtg Minutes-Agendas\Min & Agda 2016\COW Packets		
c. PDF file is then indexed per Agenda Item Number		
d. PDF is uploaded to SharePoint		
e. Email notification is sent out to appropriate parties	Total Time est. 1 hour	\$23.00

8. WEBSITE		
a. COW Agenda is saved as an individual .pdf and uploaded to the City website		
b. COW Packet is converted to a low resolution .pdf and uploaded to the City Website		
c. Previous COW Meeting Minutes are converted to a .pdf and uploaded to the City Website		
d. Agendas are posted in three locations (City Hall, Library, Police Dept)	Total Time est. 30 min	\$11.50

TOTAL TIME SPENT ON COW AGENDA AND PACKETS = APPROXIMATELY 11-12 HOURS Page 84 of 94

COMPILATION OF A COUNCIL PACKET

1. AGENDA (saved in "T:\Mtg Minutes-Agendas\Min & Agda 2016" folder according to year)		
a. Res/Ord/Motions that were on the previous COW agenda or are to go to the same night COW/COUNCIL are updated accordingly and saved on the Council Agenda template		
b. Meeting Minutes, Letters & Communications, Reports, Payment of Vouchers, Licenses & Permits, and Appointments & Nominations are updated as needed		
c. Draft Agenda reviewed at Staff Meeting two weeks prior to the next COW/Council meeting		
d. Agenda is amended as needed	TOTAL TIME est. 1 hour	\$23.00

2. COVER SHEETS (saved in "T:\Templates\Agenda Cover Sheet - 2016\February 2, 2016" folder according to meeting date)		
a. Items are due by Friday, 11 days prior, to the next meeting		
b. Individual Cover Sheets are updated using the original COW Cover Sheets and then saved in the current meeting folder		
c. Item Number and Res/Ord/Motion numbers are not yet assigned		
d. Cover sheets are individually printed, compiled and reviewed by City Administrator	7 pages	\$0.47
e. Cover sheets are amended as necessary (sometimes these can go back and forth several times before a final cover is approved)	TOTAL TIME est. 1.5 hour	\$34.50

3. RESOLUTION/ORDINANCE/MOTION (saved in "T:\Res. Ord. Motions\Res.Ord.2016" according to year)		
a. Res/Ord/Motions are created and submitted via email and/or posted to the appropriate folder		
b. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets via email and/or saved to the Res. Ord. Motions folder)		
c. Numbers are not yet assigned		
d. Drafts are printed and compiled with Cover Sheet and any supporting documentation	TOTAL TIME est. 30 min	\$11.50

4. SUPPORTING DOCUMENTATION		
a. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets via email or hard copy)		
b. Drafts are printed and compiled with Cover Sheet and Res/Ord/Motion if applicable	TOTAL TIME est. 30 min	\$11.50

5. PACKET PREP		
a. Original packet is assembled according to order of agenda topics	75 pages	\$5.00
b. Packet is given to Carina for review (requires approximately 1 day)		
c. Changes/corrections are made as necessary		
- Anytime a change/correction/addition/deletion is made, all documents containing that information must be adjusted by going into each individual folder to complete	15 pages	\$1.00
d. Upon approval, Res/Ord/Motion numbers are assigned and individual Cover Sheets are updated with corresponding Agenda Item Number		
- Res/Ord/Motion Numbers are first recorded in "the book"		
- All documentation (Cover Sheets, Original Res/Ord/Motion), are then updated with assigned Res/Ord/Motion numbers (requires accessing each individual folder/file to update)		
e. Pages and agenda are numbered		
f. Final Packet is assembled and printed	TOTAL TIME	
- Any additional changes at this point requires steps 5c and 5d to be done over again	4-5 hours	\$103.5

6. PRINTING AND ASSEMBLING OF PACKETS		
a. Friday before meeting - seven sets are printed (cover sheets are printed separately on yellow paper) Average 70-80 pages per packet		\$38.00
b. Twenty-five copies of the Agenda are printed on yellow paper (8 copies to Aldermen; remaining copies to distribute for public at meeting)		\$1.5
c. Packets are collated, assembled, and distributed to appropriate parties (Attorney and Student Packets are mailed)	Total Time est. 2 hrs	\$46.00

7. SHAREPOINT		
a. Entire packet is scanned and saved as a PDF (average 70-80 pages)		
b. File is saved to T:\Mtg Minutes-Agendas\Min & Agda 2016\COW Packets		
c. PDF file is then indexed per Agenda Item Number		
d. PDF is uploaded to SharePoint		
e. Email notification is sent out to appropriate parties	Total Time est. 1 hour	\$23.00

8. WEBSITE		
a. COW Agenda is saved as an individual .pdf and uploaded to the City website		
b. COW Packet is converted to a low resolution .pdf and uploaded to the City Website		
c. Previous COW Meeting Minutes are converted to a .pdf and uploaded to the City Website		
d. Agendas are posted in three locations (City Hall, Library, Police Dept)	Total Time est. 30 min	\$11.50

TOTAL TIME SPENT ON COW AGENDA AND PACKETS = APPROXIMATELY 11-12 HOURS Page 86 of 94

COMPILATION OF A COW PACKET USING AGENDA MANAMENT

1. AGENDA (saved in "T:\Mtg Minutes-Agendas\Min & Agda 2016" folder according to year)		
a. Agenda topics/ideas submitted and entered on spreadsheet (folder saved in Templates folder as "Future Council Items")		
b. Draft Agenda created - relevant/timely topics added to COW Agenda. Items at this point are not assigned Resolution, Ordinance, or Motion numbers.		
c. Draft Agenda reviewed at Staff Meeting two weeks prior to the next COW/Council meeting		
d. Agenda is amended as needed	TOTAL TIME est. 1 hour	\$23.00

2. COVER SHEETS (saved in "T:\Templates\Agenda Cover Sheet – 2016" folder according to meeting date)		
a. Items are due by Friday, 11 days prior, to the next meeting		
b. Item Number and Res/Ord/Motion numbers are not yet assigned		
c. Cover sheets are amended as necessary online and approved by proper Dept. Heads	TOTAL TIME est. 30 min	\$11.50

3. RESOLUTION/ORDINANCE/MOTION (saved in "T:\Res. Ord. Motions\Res.Ord.2016" according to year)		
a. Res/Ord/Motions are created and submitted online		
b. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets online)		
c. Numbers are not yet assigned	TOTAL TIME 15 min	\$5.75

4. SUPPORTING DOCUMENTATION		
a. Items are due by Friday, 11 days prior, to the next meeting	TOTAL TIME 0 min	

5. PACKET PREP		
a. Packet is assembled online according to order of agenda topics		
b. Packet is reviewed by Carina online (requires approximately 1 day)		
c. Changes/corrections are made as necessary		
d. Upon approval, Res/Ord/Motion numbers are assigned and individual Cover Sheets are updated with corresponding Agenda Item Number		
- Res/Ord/Motion Numbers are first recorded in "the book"		
- All documentation (Cover Sheets, Original Res/Ord/Motion), are then updated with assigned Res/Ord/Motion numbers online		
e. Pages and agenda are numbered		
f. Final Packet is assembled and printed		
- Any additional changes at this point requires steps 5c and 5d to be done over again	TOTAL TIME est. 2 hours	\$46.00

6. PRINTING AND ASSEMBLING OF PACKETS		
a. Friday before meeting - seven sets are printed (cover sheets are printed separately on yellow paper) Average 70-80 pages per packet		\$38.00
b. Twenty-five copies of the Agenda are printed on yellow paper (8 copies to Aldermen; remaining copies to distribute for public at meeting)		\$2.50
c. Packets are collated, assembled, and distributed to appropriate parties (Attorney and Student Packets are mailed)	Total Time est. 2 hours	\$46.00

7. SHAREPOINT		
a. Entire packet is scanned and saved as a PDF		
b. File is saved to T:\Mtg Minutes-Agendas\Min & Agda 2016\COW Packets		
c. PDF file is then indexed per Agenda Item Number		
d. PDF is uploaded to SharePoint		
e. Email notification is sent out to appropriate parties	Total Time est. 30 min	\$11.50

8. WEBSITE		
a. COW Agenda is saved as an individual .pdf and uploaded to the City website		
b. Previous COW Meeting Minutes are converted to a .pdf and uploaded to the City Website		
c. Agendas are posted in three locations (City Hall, Library, Police Dept)	Total Time est. 30 min	\$11.50

TOTAL TIME SPENT ON COW AGENDA AND PACKETS = APPROXIMATELY 6.75 HOURS

COMPILATION OF A COUNCIL PACKET USING AGENDA MANAMENT

1. AGENDA (saved in "T:\Mtg Minutes-Agendas\Min & Agda 2016" folder according to year)		
a. Agenda topics/ideas submitted and entered on spreadsheet (folder saved in Templates folder as "Future Council Items")		
b. Draft Agenda created - relevant/timely topics added to COW Agenda. Items at this point are not assigned Resolution, Ordinance, or Motion numbers.		
c. Draft Agenda reviewed at Staff Meeting two weeks prior to the next COW/Council meeting		
d. Agenda is amended as needed	TOTAL TIME est. 1 hour	\$23.00

2. COVER SHEETS (saved in "T:\Templates\Agenda Cover Sheet – 2016 folder according to meeting date)		
a. Items are due by Friday, 11 days prior, to the next meeting		
b. Item Number and Res/Ord/Motion numbers are not yet assigned		
c. Cover sheets are amended as necessary online and approved by proper Dept. Heads	TOTAL TIME est. 30 min	\$11.50

3. RESOLUTION/ORDINANCE/MOTION (saved in "T:\Res. Ord. Motions\Res.Ord.2016" according to year)		
a. Res/Ord/Motions are created and submitted online		
b. Items are due by Friday, 11 days prior, to the next meeting (usually submitted with Cover Sheets online		
c. Numbers are not yet assigned	TOTAL TIME 15 min	\$5.75

4. SUPPORTING DOCUMENTATION		
a. Items are due by Friday, 11 days prior, to the next meeting	TOTAL TIME 0 min	

5. PACKET PREP		
a. Packet is assembled online according to order of agenda topics		
b. Packet is reviewed by Carina online (requires approximately 1 day)		
c. Changes/corrections are made as necessary		
d. Upon approval, Res/Ord/Motion numbers are assigned and individual Cover Sheets are updated with corresponding Agenda Item Number		
- Res/Ord/Motion Numbers are first recorded in "the book"		
- All documentation (Cover Sheets, Original Res/Ord/Motion), are then updated with assigned Res/Ord/Motion numbers online		
e. Pages and agenda are numbered		
f. Final Packet is assembled and printed		
- Any additional changes at this point requires steps 5c and 5d to be done over again	TOTAL TIME est. 2 hours	\$46.00

6. PRINTING AND ASSEMBLING OF PACKETS		
a. Friday before meeting - seven sets are printed (cover sheets are printed separately on yellow paper) Average 70-80 pages per packet		\$38.00
b. Twenty-five copies of the Agenda are printed on yellow paper (8 copies to Aldermen; remaining copies to distribute for public at meeting)		\$2.50
c. Packets are collated, assembled, and distributed to appropriate parties (Attorney and Student Packets are mailed)	Total Time est. 2 hours	\$46.00

7. SHAREPOINT		
a. Entire packet is scanned and saved as a PDF		
b. File is saved to T:\Mtg Minutes-Agendas\Min & Agda 2016\COW Packets		
c. PDF file is then indexed per Agenda Item Number		
d. PDF is uploaded to SharePoint		
e. Email notification is sent out to appropriate parties	Total Time est. 30 min	\$11.50

8. WEBSITE		
a. COW Agenda is saved as an individual .pdf and uploaded to the City website		
b. Previous COW Meeting Minutes are converted to a .pdf and uploaded to the City Website		
c. Agendas are posted in three locations (City Hall, Library, Police Dept)	Total Time est. 30 min	\$11.50

TOTAL TIME SPENT ON COW AGENDA AND PACKETS = APPROXIMATELY 6.75 HOURS

Pricing Summary

PRICING –Summary for Video Streaming Until 2/15/16

QTY	Item Description	Upfront Costs
1	EASE™ Basic SD Encoder	\$1,800.00
1	Annual Streaming Package of 50 indexed meetings	\$9,540.00
Total Costs First Year Cost:		\$11,340.00
Total Costs Second Year:		\$9,540.00

PRICING –Summary for Video Streaming Until 2/15/16 & Agenda Management

QTY	Item Description	Upfront Costs
1	EASE™ Basic SD Encoder	\$1,800.00
1	Annual Streaming Package of 50 indexed meetings with Agenda Management	\$11,940.00
1	Agenda Management Installation, Setup, Online Training	\$2,750.00
Total Costs First Year Cost:		\$16,490.00
Total Cost Second:		\$11,940.00

PRICING –Summary for Agenda Management ONLY

QTY	Item Description	Upfront Costs
1	Agenda Management	\$4,200.00
1	Agenda Management Installation, Setup, Online Training	\$2,750.00
Total Costs First Year Cost:		\$6,950.00
Total Cost Second Year Cost:		\$4,200.00

SWAGIT Q&A

1. Is this live streamed?

The current proposal is not live-streamed. If we would like it live-streamed, the cost would be an additional \$100 per month. If not, how long will it take? The video would be posted within 3-4 hours of the meeting.

2. Can we track the number of viewers and specifically track “what” they are watching, not just the entire video?

Yes. Once the video is archived, per our Google analytical account, specific tracking per agenda item is captured and can be analyzed. This can only be done once the meeting has been archived, not during live-streaming.

3. From my understanding the meetings will be indexed within 24 hours (this is not done live, correct)?

Yes and no. The indexing is done while the meeting is happening in one block increments; however the complete indexed video isn't posted until after the meeting.

4. When the videos are indexed, can elected officials go to the City website, go to the web page where swag it is imbedded, and copy and paste the hyperlink of the “exact” point of the video in which constituents want (to view to place on social media sites)?

Yes! There is actually a “share” tab located on the video page, as well as social media thumbnails. You can easily locate the exact point of the video and post it to Facebook, LinkedIn, Twitter, etc... (ex: <http://metuchennj.swagit.com/> - go to the “Video” column and click “play”. Select the media index and the click the “share” tab – post the link from there)

5. We have approximately 80 GB in storage, if we go over, how much is the cost?

The 80GB of storage was just recently changed and is now obsolete. There is now unlimited storage!

6. The City installed 3 cameras (which we need to ensure are working properly) I am pretty certain we discussed that the package provides only one camera angle, is this accurate? We could include more; however, there would need to be a person changing the camera angle, correct?

SwagIt does not control our cameras. If the City wants to provide different angles during the meetings, then it would be up to us to have somebody in the control room doing so. As far as hooking up the system, the City should be able to use Digicorp to install the encoder and connect the audio and video mixer. They can work directly with SwagIt technical support for all the specifics. If our IT is not able to do the install, SwagIt can send somebody out to do it for approx. \$2000.

7. Can we have an agreement with Swagit ease and the agenda management to begin reviewing?

An Agreement will be provided to us no later than Monday, December 7, 2015.



DATE: February 17, 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 was discussed at the February 2, 2016 Committee of the Whole meeting and scheduled for final consideration at the February 17, 2016 Common Council meeting.

ATTACHMENTS:

The 2016-2019 Strategic Plan is located in Sharepoint, as well as the City's website and the February 2, 2016 Committee of the Whole meeting packet.