



**AGENDA**  
**COMMITTEE OF THE WHOLE**  
**Wednesday, April 6, 2016 at 6:30 p.m.**  
**Common Council Chambers - 224 East Jefferson Street**

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

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

1. Call to Order – Roll Call
2. Citizen comments
3. Approval of minutes for March 15, 2016 (*R. Dawidziak*).....*p. 3*
4. **Topic:** Presentation – Representative from the Central Racine County Health Department to discuss 2015 Year in Review and 2016 Initiatives. ....*p. 8*
5. **Topic:** Presentation – Tina Chitwood of RCEDC to discuss the 2015 Year End Report for the economic and community development service contract with RCEDC. .... *p. 24*
6. **Topic:** Discussion regarding the Well #11 Engineering System Report by Doug Snyder of Baxter & Woodman Engineering. This item will be placed on the May 3, 2016 Committee of the Whole meeting for further discussion. ....*p. 37*
7. **Topic:** Resolution 4774(48) to consider approving and Intergovernmental Agreement between the City of Burlington and the Town of Burlington for asphalt bidding services. Due to time constraints, this item is scheduled for this evening’s Common Council meeting for final consideration..... *p. 41*
8. **Topic:** Motion 16-830 to consider approving the Town of Burlington asphalt services alternate bid in the amount of \$47,717.77 for the Spring Brook Drive Project. Due to time constraints, this item is scheduled for this evening’s Common Council meeting for final consideration. .... *p.47*

*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.*

- 9. **Topic:** Motion 16-831 to consider approving an Airport Hangar Lease with DNR Investments, LLC, 988 Bravo Taxiway, at the Burlington Municipal Airport. Due to time constraints, this item is scheduled for this evening’s Common Council meeting for final consideration. ....p. 49
- 10. **Topic:** Motion 16-832 to consider approving a Certificate of Appropriateness for 597 N. Pine Street. This item is scheduled for final consideration at the same night Common Council meeting. ....p. 57
- 11. **Topic:** Motion 16-833 to consider approving a Certificate of Appropriateness for 120 E. Chestnut Street. This item is scheduled for final consideration at the same night Common Council meeting. ....p. 63
- 12. **Topic:** Motion 16-834 to consider approving a Certificate of Appropriateness for 457 Milwaukee Avenue. This item is scheduled for final consideration at the same night Common Council meeting. .... p.68
- 13. **Adjourn** (*T. Vos*)

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



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 3**

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**DATE:** April 6, 2016

**SUBJECT:** March 15, 2016 Committee of the Whole Minutes

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

The attached minutes are from the March 15, 2016 Common Council meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the March 15, 2016 Committee of the Whole meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the April 6, 2016 Common Council meeting.

**ATTACHMENTS:**

Committee of the Whole Minutes



**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Robert Miller, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, March 15, 2016**

**1. Call to Order/Roll Call**

Mayor Robert Miller called the meeting to order at 6:36 p.m. starting with roll call. Aldermen present: Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker and Todd Bauman. Excused: Ed Johnson and John Ekes.

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

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Chief of Police Mark Anderson, Director of Administrative Services Megan Watkins, City Treasurer Steve DeQuaker and DPW Director James Bergles.

**2. Citizens Comments and Questions**

Mark Nielson, candidate for Racine County Circuit Court Judge, Branch 4, introduced himself and spoke about his experience and qualifications for the position.

**3. Approval of Minutes from February 17, 2016**

A motion was made by Grandi with a second by Vos to approve the minutes from February 17, 2016. With all in favor, the motion carried to approve the minutes.

**4. Topic: Discussion regarding future Public Works Organizational Review.**

Mayor Miller introduced opened this item up for discussion. Carina Walters stated staff will be bringing a proposed plan to the Council for review at their next meeting.

**5. Topic: Resolution 4774(48) to consider approving and Intergovernmental Agreement between the City of Burlington and the Town of Burlington for asphalt bidding services.**

Mayor Miller tabled Resolution 4774(48) due to proposed changes in the agreement.

**6. Topic: Resolution 4775(49) to consider authorizing an agreement with the Wisconsin Department of Transportation to share the cost of creating the plans, specifications and exhibits needed for the Jefferson Street Bridge Project.**

Mayor Miller introduced Resolution 4775(49) and opened it up for discussion.

Vos stated the expense of the upkeep and maintenance of the railings on the bridge and inquired if something else would be used in place of railings in order to reduce future maintenance costs.

Mayor responded that it would depend on the design, however the current railings no longer fit the design of the bridge and will more than likely be considered in the new design.

7. **Topic:** Resolution 4776(50) to consider a Three Party Engineering Services Contract between the City of Burlington, Wisconsin Department of Transportation (DOT) and CORRE, Inc. for the Jefferson Street Bridge Project.

Mayor Miller introduced Resolution 4776(50) and opened it up for discussion.

Schultz inquired as to why the design work would take two years. Bergles responded that there are several different phases including contract approval, pre-design plans, core samples, geological surveys, street closures, and many other pre-engineering items that need to take place in stages within a five-year cycle and has to be completed by 2018.

Schultz then inquired about the grant funding for the actual bridge replacement. Attorney Bjelajac responded that there is no federal funding at this point for the actual construction of the bridge; however, he said he is confident that funding will be available in the 2019 cycle.

8. **Topic:** Resolution 4777(51) to consider authorizing a Sewer User Rate Study by Ehlers, Inc. in the amount of \$8500.

Mayor Miller introduced Resolution 4777(51), stated that this is part of the strategic plan and then opened it up for discussion.

Vos inquired as to the last time a rate study was done. Bergles responded that a study was last done in March of 2013 with Donohue & Associates, but was found to be flawed and was rejected.

Schultz referred to Phase I in the study and asked about the possibility of un-metered customers and if we would know how to know which customers are un-metered. Bergles responded that houses without meters would be detected via a drive-through audit system.

Preusker stated that he would like to see charging based on fixed costs rather than variable costs due to the amount of money the city has to spend on compliance issues, such as radium and strontium. Bergles responded that those costs are already calculated and included in the sewer budget.

9. **Topic:** Resolution 4778(52) to consider approving an Agreement with SafeBuilt for code enforcement services.

Mayor Miller introduced Resolution 4778(52) and opened it up for discussion.

Schultz inquired if there was minimum payment required for the one year contract. Walters responded that they would be hired on an hourly "as-needed" rate.

Schultz asked how SafeBuilt's services would be used. Walters explained that SafeBuilt would review and modify codes in order to ensure they are all working together and not conflicting due to being outdated, as well as review of the fee structures. Walters stated that the second part of this agreement would be an educational process for everyone within the City of Burlington.

- 10. Topic:** Resolution 4779(53) to consider declaring intent to exercise Special Assessment powers for reconstruction of sidewalks at various locations.

Mayor Miller introduced Resolution 4779(53) and opened it up for discussion.

Grandi referred to a couple of emails from residents who are on fixed incomes and are concerned about the cost of sidewalk reconstruction and wanted to know if anybody responded to them and what their best options might be. Bergles responded that he believes Dan Jensen responded to the emails and their best option would be to come to the Public Hearing to voice their concerns.

Dawidziak asked if there is an option to spread payments over a five year period versus a three year period. Mayor Miller responded that the three year payment period was set by Council several years ago and reminded Council that upfront costs come out of the general fund and the longer the term to repay, would result in a longer period to replenish the general fund.

Bjelajac stated that Council has the discretion to revisit the existing ordinance and the power to change it, if so agreed upon.

- 11. Topic:** Resolution 4780(54) to consider approving the award of the 2016 Burlington Sidewalk Program to Property Services Maintenance, Inc. for the total Base Bid of \$29,028.35.

Mayor Miller introduced Resolution 4780(54) and opened it up for discussion. Bergles stated staff worked with Kapur & Associates to verify references with Property Services Maintenance as the City has never worked with their company before. Staff received great feedback from qualified references and feel confident in the company.

- 12. Topic:** Motion 16-829 to consider entering into a contract for planning and design services for the Burlington Community Pool project.

Mayor Miller introduced Motion 16-829 and explained that a total of four proposals were received by the City and after being reviewed by staff, three of the firms were selected to give presentations to a panel comprised of city staff members, Alderman, and Community Pool Board members. Upon completion of the interviews, Ayres and Associates received an equal number of votes and therefore recommends the Common Council approve to begin contract negotiations with Ayers and Associates.

Vos asked what phases of the project is being considered at tonight's meeting. Mayor stated Phases 1 – 4. Walters added that Common Council also has the discretion to approve or disapprove each phase via an escape clause in a written contract.

Vos inquired as to where the money would come from to move forward with Phase 1 and when a referendum would be introduced. Walters responded that \$50,000 has been approved and budgeted for the study and the money would come out of the general fund.

Mayor reminded council that tonight's request is only to give permission to begin contract negotiations with Ayers and Associates and this would come back to Council for further approval before any money is spent.

Schultz spoke about the Hoyt Pool presentation whereas that pool was nearly 100% community funded and received support through a grass roots initiative by the community and wasn't funded or driven by the city. Schultz further stated that he would like to see more community involvement/ownership here as well. Schultz feels a referendum is an easy way out and is concerned that if people aren't part of this process, the long term implication of not having ownership of the pool, reduces the chances of success. Schultz further stated that he will support moving forward with contract negotiations but hopes to see some real community ownership of this project and not simply a City funded plan and a referendum where people just vote yes or no.

Preusker agreed with Alderman Schultz and further added that there is still the question as to whom would own and share the responsibility of the pool moving forward and who is paying the annual operating costs and feels the pool wouldn't be failing right now if these issues were addressed a long time ago. Preusker also stated that it's important to have a clear vision of this ownership and financial responsibility in order to avoid having another potentially failed pool in the future.

Dawidziak also found the Hoyt Pool initiative to be an interesting project and thought it would be a good idea to start a process involving both private and public funding.

Grandi stated that the pool we have now is being held together by band aids and moving forward with a new pool will send a positive message to the community and that will help residents get behind this project.

Bjelajac stated that part of the study would determine who will take ownership and control of the pool. Walters added that all parameters will be considered and a meeting will be scheduled to obtain a clear direction in order move forward.

### **13. Adjourn**

A motion was made by Vos with a second by Dawidziak to adjourn the meeting. With all in favor, the meeting adjourned at 8:05 p.m.

Minutes respectfully submitted by:



Diahnn C. Halbach  
City Clerk  
City of Burlington



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 4**

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**DATE:** April 6, 2016

**SUBJECT: PRESENTATION** by Margaret Gesner of the Central Racine County Health Department to discuss 2015 Year in Review and 2016 Initiatives

**SUBMITTED BY:** Margaret Gesner, Central Racine County Health Department

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**PURPOSE:**

Margaret Gesner of the Central Racine County Health Department will be in attendance to present their 2015 Year in Review and identify the 2016 Initiatives for the City of Burlington.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For discussion only

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting.

**ATTACHMENTS:**

None

## CENTRAL RACINE COUNTY HEALTH DEPARTMENT



Serving Caledonia, Dover, Mt. Pleasant, North Bay, Norway, Raymond, Rochester, Sturtevant, Union Grove, Yorkville, City and Town of Burlington, and Village and Town of Waterford

## CENTRAL RACINE COUNTY HEALTH DEPARTMENT

# ANNUAL REPORT 2015

*"When you're finished changing, you're finished."* This quote by Benjamin Franklin summarizes 2015 in a nutshell as Central Racine County Health Department continued to change with the times and anticipates further change in 2016. In 2015 we utilized opportunities presented by the closing of Western Racine County Health Department to provide increased level and consistency of public health services, increased consistency of messaging, increased efficiencies and pooling of resources, decreased duplication of efforts/reduced redundancies, increased staff expertise/depth of knowledge, increased capacity to respond to outbreaks and crises, and increased potential for partnerships, collaborations, and grant applications. Local, county and state officials as well as Central Racine County staff and Board of Health members embraced the new jurisdiction of 112,625 residents as of January 1, 2015 and eschewed the status quo in order to create a nimble, effective, efficient and responsive health department. In the midst of 2015 expansion efforts, we were again reminded that public health matters as evidenced through reports of diseases such as chikungunya, outbreak investigations of diseases ranging from norovirus to influenza, and national food chains reporting foodborne illness. Some highlights of our 2015 efforts to protect and promote health include:

- Received five-year accreditation as a Level II health department by WI Department of Health Services;
- Became a nationally accredited Healthy Families America (HFA) home visiting program;
- Provided 1196 home visits for expectant and new parents;
- Collected 2994 pounds of medication at four medication collection events;
- Completed 152 well samples and 33 sanitary surveys for the DNR well program;
- Completed 1100 inspections at 714 licensed establishments;
- Investigated, provided education, and tracked 884 communicable disease and STD reports;
- Investigated and assisted with 15 institutional outbreaks of respiratory and GI illnesses;
- Held a mass clinic exercise event at Burlington High School;
- Continued Child Death Review/Fetal Infant Mortality Review team implementation;
- Provided health education information through newsletters, our website, brochures, and social media;
- Participated in myriad community coalitions, collaborations and partnerships; and,
- Came in on budget for the tenth straight year, utilizing a budget with flat levy funding.

Thanks to staff, Board of Health, and all our partners during this time of transition.

Margaret Gesner, Health Officer

# Central Racine County Health Department Annual Report 2015

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## Central Racine County Health Department Mission Statement

The mission of Central Racine County Health Department is to improve the health of the communities we serve through health promotion, disease prevention, and protection from health and environmental hazards.

This mission is achieved by:

- Assuring the enforcement of state public health statutes and rules.
- Developing policies and providing public health programs and services that prevent disease and injury, protect against environmental health hazards, promote healthy behaviors and provide education.
- Monitoring the health status of the community to identify health issues.
- Preparing for and responding to public health emergencies.
- Assessing the effectiveness, accessibility and quality of programs and services.



HEALTH DEPARTMENT STAFF		BOARD OF HEALTH	
<b>ADMINISTRATION</b>		<b>CHAIRPERSON</b>	
Margaret Gesner, Health Officer		Frances M. Petrick, RN	
Wayne Krueger, Fiscal Manager		<b>MEDICAL DIRECTOR/VICE-CHAIR</b>	
Silviano Garcia, Public Health Specialist (grant)		Mark E. DeCheck, MD	
Liz Staples, Health Technician		<b>TRUSTEES, BOARD MEMBERS &amp; REPRESENTATIVES</b>	
<b>ENVIRONMENTAL HEALTH</b>		Ed Willing, Caledonia Trustee	
Keith Hendricks, Environmental Health Program Manager		Susan Stroupe, Caledonia Citizen Representative	
Jennifer Loizzo, Sanitarian		Anna Marie Clausen, Mt. Pleasant Trustee	
Michele Breheim, Sanitarian		Jean Boticki, Mt. Pleasant Citizen Representative	
Chuck Dykstra, Sanitarian		Daryl Lynaugh, Sturtevant Trustee	
Shirley Vakos, Senior Health Technician		Kristin Holmberg-Wright, North Bay Trustee	
Patty Svendsen, Health Technician		Gordon Svendsen, Union Grove Trustee	
<b>COMMUNITY HEALTH</b>		Jan Alvey, Town of Waterford Board Member	
Jeff Langlieb, Community Health Program Manager		Sherry Gruhn, Town of Yorkville Supervisor	
Joella Eternicka, Home Visiting Supervisor (grant)		Margaret Gesner, Health Officer, Secretary	
Lindsay Schubert, Public Health Nurse			
Ashlee Franzen, Public Health Nurse			
Kari Villalpando, Public Health Nurse (grant)			
Linda Garza, Public Health Nurse (grant)			
Brittany Gunn, Public Health Nurse (grant)			
Brita Bolter, Public Health Educator (grant)			
Rae Stewart, Public Health Educator (grant)			
Redelia Bryant, Public Health Educator (grant)			
Pa Chang, Public Health Specialist (grant)			

*The Central Racine County Board of Health meets on the 3<sup>rd</sup> Thursday of each month.*



10005 Northwestern Avenue, Suite A  
 Franksville, Wisconsin 53126  
 Phone: (262) 898-4460 FAX: (262) 898-4490  
 Office Hours: Monday – Friday, 8:00 a.m. - 4:30 p.m.

### HEALTH DEPARTMENT CORE FUNCTIONS AND ESSENTIAL SERVICES

#### **CORE FUNCTION: ASSESSMENT**

All activities involved in community diagnoses

- Essential Service 1 – Monitor Health Status
- Essential Service 2 – Investigate Health Problems and Hazards

#### **CORE FUNCTION: POLICY DEVELOPMENT**

All processes by which decisions are made about problems, goals, solutions and resources

- Essential Service 3 – Inform People about Health Issues
- Essential Service 4 – Mobilize Communities
- Essential Service 5 – Plan to Support Health

#### **CORE FUNCTION: ASSURANCE**

All work to assure the necessary provision of programs and services for the community

- Essential Service 6 – Enforce Public Health Laws
- Essential Service 7 – Link People to Health Services
- Essential Service 8 – Assure a Competent Workforce
- Essential Service 9 – Evaluate Effectiveness of Programs
- Essential Service 10 – Research for New Solutions

## **ESSENTIAL SERVICE 1: MONITOR HEALTH STATUS TO IDENTIFY AND SOLVE COMMUNITY HEALTH PROBLEMS**

Monitor and assess our community's health status through formal and informal needs assessments and data analyses. Identify threats to health and determine current and emerging health needs. Collaborate with community partners to address health needs.

*Wisconsin Statutes 251.05, 251.06*

### **Systematic Data Collection, Analysis and Dissemination**

On a regular basis, Central Racine County Health Department (CRCHD) compiles health data to identify the incidence and prevalence of health concerns in the community and to identify the effectiveness of interventions and the community's capacity to address relevant health issues.

#### **2015 Outputs:**

- Monitored communicable disease and outbreak data quarterly and presented these findings to Board of Health members and health department staff
- Monitored vital statistics (deaths) on a monthly basis
  - *Identified disease of the heart as the leading cause of death (26% of deaths)*
  - *Identified cancer as the second leading cause of death (17% of deaths)*
  - *The percent of accidental deaths stayed the same while the percent of suicides increased slightly from 2014 to 2015*
- Monitored vital statistics (births) on an annual basis
  - *Identified 931 births in the jurisdiction (most recent data are 2014)*
  - *Identified 27 teen births in the jurisdiction (most recent data are 2014)*
- Utilized 2015 Racine County Health Ranking report to identify prevalent health issues
- Reviewed a healthcare survey which compared findings from 2003, 2005, 2009, 2012, and 2015 surveys. Some select findings were as follows:
  - *Respondent rating of overall health as "excellent" dropped from 20% to 13% in 2015*
  - *Those not covered by health insurance decreased from 9% to 6% in 2015*
  - *Use of a doctor's or NP's office as the primary place for health services statistically decreased between 2005 to 2015*
  - *Reporting of high blood pressure statistically increased from 2003 to 2015*
  - *Using cigarettes increased from 17% to 26% between 2012 and 2015*
  - *Percent of those overweight went from 70% to 68%, still above the WI and US averages*
  - *In 2015, 22% of children experienced some bullying in the past month, primarily verbal*
- From the healthcare survey, identified primary health concerns and percentage of residents concerned about these issues:
  - *Chronic diseases (63%); Alcohol or drug use (59%); Violence (38%); Mental health or depression (37%); Infectious diseases (23%); Teen pregnancy (22%); Infant mortality (4%); Lead poisoning (<1%)*
- Provided Health Department updates via CRCHD website, social media and two mailings

### **Other Applicable Programs listed under another Essential Services**

- All Programs – see Essential Service #2
- All Programs – see Essential Service #9

## ESSENTIAL SERVICE 2: IDENTIFY AND INVESTIGATE HEALTH PROBLEMS AND HAZARDS IN THE COMMUNITY

Provide for epidemiological investigation of communicable diseases, disease outbreaks, environmental health hazards, chronic diseases and injuries. Develop and implement prevention and intervention strategies.

*Wisconsin Statutes 250, 251, 252 and 254 and DHS 140, 145*

### Communicable Disease Services

CRCHD is required to investigate nearly 80 reportable communicable diseases (CDs) and sexually transmitted diseases (STDs). A confirmed or probable disease case requires case investigation, follow-up of treatment, individual education, and community education, depending on the disease. Disease reports that ultimately do not meet the case definition still require timely investigation in order to determine if the diagnosis fits the case definition.

#### 2015 Outputs:

- Conducted 258 investigations of reportable confirmed/probable CDs
- Conducted 289 investigations of reportable suspect CDs
- Conducted 284 investigations of reportable STDs
- Conducted 13 investigations of suspect reportable STDs
- Conducted a total of 844 investigations
- *STDs remain the number one reportable communicable disease locally, statewide and nationally*

### Disease Outbreak Investigations

CRCHD responds to communicable disease outbreaks such as norovirus, seasonal influenza, and others. Staff provides education, institutional guidance, and test kits as needed.

#### 2015 Outputs:

- Investigated 6 probable/confirmed cases of Salmonella as part of a multi-jurisdictional outbreak
- Investigated 3 probable/confirmed and 1 suspect cases of norovirus as part of a multi-jurisdictional outbreak
- Investigated a norovirus outbreak in the community including 9 probable/confirmed and 3 suspect cases
- Investigated 6 contacts of non-resident mumps cases
- Responded to 15 outbreaks at 8 long-term care facilities
  - 4 Influenza outbreaks (50 residents, 7 staff)
  - 1 Rhinovirus outbreak (16 residents, 0 staff)
  - 2 Sapovirus outbreaks (34 residents and 10 staff)
  - 1 Rotavirus outbreak (9 residents and 12 staff)
  - 3 Norovirus outbreaks (106 residents and 49 staff)
  - 1 Rhinovirus/Parainfluenza outbreak (4 residents, 0 staff)
  - 1 Rhinovirus/Respiratory Syncytial Virus outbreak (5 residents, 0 staff)
  - 1 Acute Respiratory Illness (ARI) outbreak-pathogen not identified (3 residents, 0 staff)
  - 1 Suspect norovirus outbreak (3 residents, 0 staff)

Diseases	Cases*
<b>Communicable 2015</b>	
Arboviral Infection	1
Blastomycosis	5
Campylobacteriosis	32
Cryptosporidiosis	2
E. Coli STEC	2
Ehrlichiosis/Anaplasmosis	1
Giardiasis	8
Haemophilus Influenzae	4
Hepatitis B (Chronic)	4
Hepatitis C	35
Influenza Hospitalizations	55
Kawasaki Disease	1
Legionellosis	4
Listeriosis	1
Lyme Disease	9
Meningitis, Bacterial Other	1
Mycobacterium (non-TB)	32
Parapertussis	2
Pertussis	10
Salmonellosis	19
Shigellosis	4
Streptococcal Disease (A)	2
Streptococcal Disease (B)	9
Streptococcus Pneumoniae	6
Tuberculosis	1
Tuberculosis, Latent	3
Varicella (Chicken Pox)	5
<b>STDs:</b>	
Chlamydia	248
Gonorrhea	35
Syphilis, Primary, Secondary	1
<i>*Confirmed and Probable Cases</i>	

## **Outbreak Related Public Information**

CRCHD provides outbreak-related information in a variety of formats in order to reinforce health promotion and disease prevention messages.

### ***2015 Outputs:***

- Provided ongoing Ebola recommendations and guidance to partner agencies
- Sent blast faxes to clinicians/daycares/long-term care facilities regarding institutional guidance for outbreaks
- Composed and distributed gastrointestinal and respiratory outbreak “toolkits” to assist long-term care facilities in reporting and controlling outbreaks
- Worked with long-term care facilities experiencing influenza outbreaks to secure antivirals for residents
- Distributed letter to school administrators regarding nation-wide outbreak of measles and recommendations for employee immunizations

## **Human Health Hazards Investigations**

CRCHD continues to investigate human health hazards which are defined as substances, activities or conditions that are known to have the potential to cause acute or chronic illness or death if exposure to the substances, activities or conditions is not abated.

### ***2015 Outputs:***

- Conducted 488 human health hazard investigations interventions

## **Lead Hazard Investigations**

CRCHD receives a small state grant to conduct population-based surveillance of childhood lead levels, provide assessment for signs and symptoms of elevated blood lead levels in children, and complete home visits to provide education for families whose children have elevated lead levels. Staff certified as Lead Hazard Investigators provide home environmental testing for high lead cases.

### ***2015 Outputs:***

- Identified and tracked a total of 895 blood lead tests completed for CRCHD jurisdiction children
- Identified zero children with a venous blood lead level of  $\geq 15$  ug/dL (two tests)
- Did not meet the threshold to provide lead hazard investigation home visits for children with elevated levels
- Case managed 12 children with elevated blood lead levels, providing information on follow up test recommendations, and education on lead poisoning prevention and treatment
- Provided lead poisoning prevention information to 889 families in a new baby packet

## **Other Applicable Programs listed under another Essential Services**

- Systematic Data Collection, Analysis and Dissemination – see Essential Service #1
- Community Events and Public Outreach – see Essential Service #3
- Radon Testing – see Essential Service #3
- Car Seat Education and Installation – see Essential Service #3
- Child Death Review Team and Fetal Infant Mortality Review – see Essential Service #4
- Childhood Immunization Program – see Essential Service #7
- Adult Services Program – see Essential Service #7

### **ESSENTIAL SERVICE 3: INFORM, EDUCATE, EMPOWER PEOPLE ABOUT HEALTH ISSUES**

Promote healthy behaviors by making health information available in a variety of formats. Regularly share and discuss current and emerging health issues with policy makers and decision-makers. Provide programs and services that reinforce health promotion messages.

*Wisconsin State Statute 251*

#### **Car Seat Education and Installation**

Child safety seats that are used correctly reduce the risk of death by as much as 71%. CRCHD teaches families how to safely transport their children using car seats, booster seats and seat belts.

##### ***2015 Outputs:***

- Evaluated 27 child safety seats for proper installation
- Provided car seat safety information to 889 families in a new baby packet
- Presented child passenger safety information at a local business' wellness event
- Technicians participated in two community car seat check events
- Mailed two newsletters to residents including information reviewing proper use of child restraints

#### **Radon Testing**

CRCHD provides radon test kits to residents at a reduced cost and assists with test result interpretation, mitigation information and referrals for residents whose homes have high radon levels. A naturally occurring radioactive gas, radon causes lung cancer and claims about 20,000 lives annually in the U.S.

##### ***2015 Outputs:***

- Sold 299 radon kits to residents
- 144 kits sent for analysis and 62.5% had a result above 3.9 pCi/l (recommended remediation level)

#### **Well Water Testing – Bacteria, Nitrates and Molybdenum**

CRCHD provides free well water test kits to residents for testing of bacteria, nitrates and molybdenum at Wisconsin State Lab of Hygiene (WSLH charges a nominal testing fee). CRCHD also provides assistance with interpretation of test results and mitigation information.

##### ***2015 Outputs:***

- Provided 56 bacteria/nitrate well water test kits to residents
- Provided 12 molybdenum well water test kits to residents

#### **Community Events and Public Outreach**

CRCHD provides educational materials to residents in a variety of formats to promote healthy behaviors. Health topics range from food safety to immunizations, infant safety, emergency preparedness and more.

##### ***2015 Outputs:***

- Mailed two newsletters to all residents; wrote 24 newsletter articles for municipalities
- Issued at least monthly press releases on topics such as outbreaks and severe weather safety
- Posted information on CRCHD social media accounts daily, including Facebook and Twitter
- Presented at community events such as Burlington Rotary and United Way of Racine County
- Provided brochures on public health services at multiple venues and online

#### **Other Applicable Programs listed under another Essential Services**

- Communicable Disease, Outbreak and Public Information Services – see Essential Service #2
- Community Coalitions and Group Participation – see Essential Service #4
- Childhood Immunization and Adult Services Programs – see Essential Service #7

## **ESSENTIAL SERVICE 4: MOBILIZE COMMUNITY PARTNERSHIPS AND ACTION TO IDENTIFY AND SOLVE HEALTH PROBLEMS**

Convene and collaborate with community groups to undertake prevention and population-focused activities. Develop strategies for assessing and engaging the full range of individual and community assets to improve locally determined health and environmental issues.

*Wisconsin State Statute 251*

### **Medication Collection**

Medication collections are an important tool in preventing drug abuse as a growing number of youth and adults turn to medicine cabinets in homes as sources of prescription pills. Also, medications flushed down the drain or thrown in the trash can accumulate in the water supply and landfills, endangering the environment. In collaboration with many local partners, CRCHD helps sponsor medication collection events four times a year and provides safe medication disposal education to residents year round. *These collection events are also used as a Cities Readiness Initiative (CRI) drill/exercise.*

#### **2015 Outputs:**

- Recorded 1863 Racine County residents participating in 2015, 64% from CRCHD municipalities
- Collected 2994 lbs. of medication (controlled & uncontrolled) and 970 lbs. of recyclables

### **Child Death Review (CDR) /Fetal Infant Mortality Review (FIMR) team**

In 2010 CRCHD began chairing the Racine County CDR team funded by state grant dollars, working with law enforcement, Emergency Medical Services, District Attorney's office, Medical Examiner's office, Child Protective Services, and other healthcare agencies. In late 2012 CRCHD received grant funding to begin a FIMR project and is now working on a hybrid CDR/FIMR team. The team works to ensure accurate identification and uniform reporting of the cause, manner and relevant circumstances of every fetal, infant and child death in order to identify preventable causes and inform program and policy direction in the community based on team findings and trend analyses.

#### **2015 Outputs:**

- Reviewed 19 childhood deaths (ages 1-21), 16 fetal/infant deaths (stillbirths/ages 0-1), and interviewed 8 mothers
- Identified the leading causes of fetal and infant deaths as prematurity and natural causes
- Identified the leading causes of child deaths for ages 1-21 as: 1) accidents; 2) suicides; and, 3) natural causes
- Reviewed causes of childhood deaths that might lead to additional prevention efforts

### **Other Community Coalitions and Group Participation**

- Racine County Youth Coalition
- Racine County Immunization Coalition
- Greater Racine Collaborative for Healthy Birth Outcomes
- Safe Kids Kenosha/Racine Coalition
- SE Wisconsin WALHDAB
- Racine Collaborative for Children's Mental Health
- Racine County Family Resource Network
- Racine County Home Visiting Stakeholder's group
- Family Preservation West

### **Other Applicable Programs listed under another Essential Services**

- Systematic Data Collection, Analysis and Dissemination – see Essential Service #1
- Emergency Preparedness – see Essential Service #5

## **ESSENTIAL SERVICE 5: DEVELOP POLICIES AND PLANS THAT SUPPORT INDIVIDUAL AND COMMUNITY HEALTH EFFORTS**

Provide leadership to drive the development of public health plans and policies that are consistent throughout the state but that address local needs.

*Wisconsin Statutes 251*

### **Emergency Preparedness**

CRCHD strives to ensure that staff are able to respond effectively to public health emergencies, lessen the negative impact of the emergency, and save lives. A public health emergency may be the result of a bioterrorist act, naturally occurring disease, accident, hazmat incident, weather conditions, long-term power outage, contaminated food or water, or pandemic influenza. This work strengthens our capacity to respond and be prepared. In 2015, CRCHD was required to complete objectives relating to public health preparedness and rapid dispensing. We participated in meetings and planning events with local, regional and state partner agencies to meet the required objectives.

#### ***2015 Outputs:***

- Closed identified gaps in Public Health Preparedness Capabilities, including Community Recovery, Mass Care and Fatality Management
- Participated in the Milwaukee Metropolitan Statistical Area Exercise Design Team and Exercise (BAT 15) with SE Region public health
- Administered 117 doses of Influenza vaccine during a mass dispensing exercise held at Burlington High School
- Completed the Racine County Fatality Management Plan in collaboration with the Racine County Medical Examiner's Office
- All staff completed monthly emergency preparedness training exercises on a variety of topics within the Public Health Emergency Plan (PHEP) and Mass Clinic Plan (MCP)
- Tested communication plans, health alerts, quarantine processes, Incident Command and redundant forms of communication through a variety of drills
- Revised the PHEP, MCP and Racine County Points of Dispensing Plans
- Provided contractual emergency preparedness services to City of Racine Health Department

### **Local Policy and Procedure Updates**

On an annual basis, the Health Department reviews, updates, and creates new policies and procedures. The Health Department also works with Board of Health to implement new standards and tools as necessary.

#### ***2015 Outputs:***

- Updated all policies and procedures to match format for accreditation
- Added new policies and procedures to account for the new jurisdiction
- Completed work on the Healthy Families America policies and procedures

### **Other Applicable Programs listed under another Essential Services**

- All Programs - see Essential Services #9
- All Programs - see Essential Services #10

## ESSENTIAL SERVICE 6: ENFORCE LAWS AND REGULATIONS THAT PROTECT HEALTH AND SAFETY

Efficiently and effectively enforce state and local laws and regulations that protect and promote the public's health.

*Wisconsin Statutes 251, 254 and DHS 95, 140, 192, 172, 175, 178, 195, 196, 197, 198*

### Environmental Health Licensing and Inspections

CRCHD is an agent for the Department of Agriculture, Trade and Consumer Protection (DATCP) and Department of Health Services – Food Safety and Recreational Licensing Division (FSRL).

Environmental health staff provide licenses and inspections to the establishments listed below.

Staff also provide free food safety training classes.

#### 2015 Outputs:

- Completed 1100 inspections
- Licensed 714 establishments

Establishment Type (7/2014 – 6/2015)	Total Establishment Licenses
Body Art	4
Campground	4
Restaurant	246
Retail Food	152
Other Food Establishments	13
Hotels/Motels	18
Pools	58
Schools	30
Temporary Restaurants	38
Transient Food Vendors	150
Summer Camps	1
<b>TOTAL:</b>	<b>714</b>

### DNR Well Water Program

In 2013 CRCHD began work as Department of Natural Resources (DNR) agents for public transient non-community well testing in Racine County. A *transient non-community water system is defined as a water system that serves at least 25 people at least 60 days of the year but does not serve the same 25 people over 6 months of the year.* The program requires annual testing for bacteria and nitrate and a sanitary survey every five years.

#### 2015 Outputs:

- Tested 152 wells for bacteria and nitrate
- Completed 33 sanitary surveys

### Animal Bite/Rabies Investigations

CRCHD continues to investigate all animal bites to ensure the animal is not rabid and the bite victim has not been exposed to rabies. Rabies investigations take a large amount of time with many phone calls and detailed follow-up required to complete an investigation.

#### 2015 Outputs:

- Conducted 201 rabies Investigations

Activities	Bat	Cat	Dog	Raccoon	Other	Total
Rabies Type of Bite	9	43	144	3	2	<b>201</b>

### Other Applicable Programs listed under another Essential Services

- All Programs – see Essential Service # 2
- Car Seat Education and Installation (Injury Prevention) – see Essential Service #3
- Child Death Review Team (Injury Prevention) – see Essential Service #4

## **ESSENTIAL SERVICE 7: LINK PEOPLE TO NEEDED PERSONAL HEALTH SERVICES**

Provide education and outreach as well as referrals, care coordination, and other services that promote health. Assist people to better use public health and health care services to which they have access.

*Wisconsin Statutes 251 and DHS 144*

### **Home Visitation Programs**

CRCHD receives several grants to provide comprehensive home visitation programs using Healthy Families America (HFA) evidence-based model and Parents as Teachers curriculum. Of importance, CRCHD became a nationally accredited HFA home visiting program, the first public health department in the state to do so. HFA is a signature program of Preventing Child Abuse America that has been providing home visiting services for more than 20 years. Expectant and new parents have common questions about their child's development and HFA connects with families to find the answers to their questions and set meaningful goals while meeting within the familiarity and convenience of the family's own home. HFA is an accessible, voluntary and well received service.

#### **Teen Parenting Support Program**

Supported by a United Way of Racine County (UW) grant, this program works to ensure that teen parents have a healthy baby, learn parenting skills, delay subsequent pregnancies, graduate from high school and that children of teens develop to their maximum capacity.

##### ***2015 Outputs***

- Provided 199 home visits for 18 families (2014/2015 grant cycle)

#### **Family Foundations Home Visiting (FFHV)**

Open to all Racine County residents and funded by WI DCF, Family Foundations Home Visiting is a partnership between home visiting providers and Racine County Human Services Department (RCHSD). Program goals include improving birth outcomes and maternal health, providing service coordination and referrals, and improving child safety, health and development.

##### ***2015 Outputs***

- Provided 636 home visits for 53 families (2014/2015 grant cycle)

#### **Racine Healthy Babies (RHB)**

RHB is funded through Wis. Stats. 253.16 and managed by RCHSD. The program supports home visits for pregnant or parenting women who have had a previous preterm birth, low birth weight birth, fetal loss or infant death and pregnant or parenting African American women who have not had a previous loss. Goals include utilizing innovative approaches to reduce poor outcomes, improve maternal health and family functioning, and promote child health, safety and growth.

##### ***2015 Outputs***

- Provided 361 home visits for 34 families (2014/2015 grant cycle)

#### **Family Smart Kid Friendly (FSKF)**

FSKF was a collaborative of several agencies funded by UW and RCHSD. FSKF worked to increase school readiness by promoting and developing strength-based services that support Racine County families. This program was defunded mid-2015 due to loss of state grant dollars to RCHSD.

## **Maternal Child Health**

CRCHD staff provides maternal child health (MCH) nursing services and education to all residents.

### ***2015 Outputs***

- Provided MCH information to 889 families in a new baby packet

## **School and Daycare Immunization Compliance Program**

CRCHD staff work closely with school districts and daycare centers to assure school age children are in compliance with the Wisconsin State Immunization Law.

### ***2015 Outputs***

- Tracked school and daycare compliance rates for all schools and daycares in the jurisdiction

## **Population-Based Immunization Compliance Program**

Funded by state grant dollars, this program works to increase immunization rates of all children in the jurisdiction, regardless of provider.

### ***2015 Outputs***

- Helped ensure that 77% of children residing in Racine County who turned 24 months of age during the year were up-to-date on their immunizations; coordinated immunization surveillance with the City of Racine Health Department by sending 2990 reminder/recall letters to residents
- Case managed 349 children who were not up-to-date, sending 349 reminder/recall letters
- Provided immunization information to 889 families in a new baby packet

## **Childhood Immunization Program**

Through the federal Vaccines for Children Program (VFC), CRCHD receives free childhood vaccines to ensure that children receive and remain up to date on vaccinations. Since 2012, health departments may only use VFC vaccine for those who are underinsured, uninsured, or on Medicaid/Badgercare.

### ***2015 Outputs***

- Provided 235 pediatric vaccines to 95 pediatric clients (includes 30 pediatric influenza shots)
- Provided 117 pediatric influenza vaccines during a mass clinic exercise in November 2015
- Monitored and will continue to monitor clinic usage as well as overall vaccine coverage rates

## **Adult Services Program**

CRCHD provides an Adult Services Program which includes blood pressure screenings, administration and reading of tuberculin skin tests, homebound flu shots and adult vaccinations.

### ***2015 Outputs***

- Provided 30 adult vaccinations (excludes seasonal influenza)
- Tdap vaccine accounted for 57% of adult vaccinations given
- Provided 222 adult seasonal influenza vaccinations through private vaccine purchase
- Administered 145 tuberculin skin tests and provided blood pressure checks

## **Other Applicable Programs listed under another Essential Services**

- Communicable Disease Services – see Essential Service #2
- Community Events and Public Outreach – see Essential Service #3

## **ESSENTIAL SERVICE 8: ASSURE A COMPETENT PUBLIC HEALTH WORKFORCE**

Lead and support efforts to improve the quality, quantity and diversity of health professionals in the state. Promote the development of professional education strategies and programs that address state and local health needs.

*Wisconsin Statutes 251 & 252 and DHS 139*

### **Qualified Public Health Professionals**

CRCHD Public Health Nurses and Sanitarians are required to provide a copy of their Wisconsin State Licenses. Information is verified with the state at the time of hire and thereafter. Additionally, staff attend continuing education trainings if relevant to the position and approved by the Health Officer.

#### ***2015 Outputs:***

- CRCHD has six Public Health Nurses (PHN) on staff, all Registered Nurses with a Bachelor's degree, including new PHNs who were hired to fill grant positions and one who became a Home Visiting Supervisor
- CRCHD has three Registered Sanitarians (RS) on staff plus a working supervisor
- Staff completed training as required by their positions and/or a grant

### **Linkages with Academia**

CRCHD has strong linkages with numerous institutions of higher education and serves as a site for student placement, observation, practice experience and internship.

#### ***2015 Outcomes:***

- Maintained agreements with Alverno College, Medical College of Wisconsin, and University of Massachusetts to precept students
- For 2015 had three student placements at the Health Department

### **Linkages with Healthcare Systems**

CRCHD has strong relationships with local healthcare systems in order to provide quality staff, programs, and services. Through partnerships, we identify education and training needs as well as opportunities for developing core public health competencies. In 2015 we spent a lot of time creating new partnerships with healthcare systems in our expanded jurisdiction.

#### ***2015 Outcomes:***

- Maintained Dr. Mark DeCheck as Medical Advisor for the Health Department
- Continued a new system of healthcare linkages, allowing for reporting of families to a community coordinator for home visitation
- Collaborated with Wheaton Franciscan Healthcare – All Saints regarding home visiting services and program evaluation

### **Linkages with School Systems**

CRCHD has strong relationships with local school systems, including administrators, school nurses, social workers and other professional staff, in order to provide collaborative programs and services. Much of 2015 was spent meeting new school partners.

## **ESSENTIAL SERVICE 9: EVALUATE EFFECTIVENESS, ACCESSIBILITY AND QUALITY OF INDIVIDUAL AND POPULATION BASED HEALTH**

Regularly evaluate the public health's system performance, processes and outcomes to provide information necessary to define accountability, allocate resources, and reshape policies and services.

*Wisconsin Statutes 250 and DHS 140*

### **Department of Health Services (DHS) 140**

By Intermunicipal Agreement, CRCHD is a Level II Health Department. In 2015 the Health Department had its five-year review by the state.

#### ***2015 Outputs***

- Recertified as a Level II agency in 2015, showing evidence of maintaining the five Level I and seven required Level II programs or services to meet state statute

### **Performance Management**

In 2015 CRCHD received grant funding for one piece of work toward national accreditation.

#### ***2015 Outputs***

- Utilized PHAB (Public Health Accreditation Board) guidelines to start to create a Performance Management System in order to guide performance standards, performance measurements, reporting progress and quality improvement

### **Continuous Quality Improvement (CQI)**

Through both formal and informal processes, CRCHD documents activities, monitors program fidelity, reviews and analyzes data, and adjusts practices based on findings.

#### ***2015 Outputs***

- Provided ongoing staff supervision and support as well as ongoing program data collection and analyses utilizing WEDSS, WIR, SPHERE, HealthSpace, and Access databases
- Received program feedback from reflective practice, consumer surveys and municipal personnel
- Reviewed and analyzed data through staff supervision, full staff meetings, and board meetings as well as through discussions with staff, participants and self-assessment of job performance
- Adjusted program practices based on findings, both by staff making adjustments to improve job performance and by adopting new practices/policies based on findings
- Utilized the Model for Improvement CQI Framework to increase the monthly expected number of home visits to meet HFA standards

### **Finances and Resource Allocation**

CRCHD utilizes Board of Health direction, program process and outcome data, levy constraints, municipal input, and best practices to inform Health Department budgeting.

#### ***2015 Outputs***

- Developed a budget with a flat levy (0% increase) for 2015 and came in on budget in 2015
- Received income of \$786,122 (levy=39%), \$302,069 (fees/contracts=15%) and \$944,012 (grant=46%)
- Ranked 76/88 in per capita levy funding (less than ½ the state average for all local health depts.)

## **ESSENTIAL SERVICE 10: RESEARCH FOR NEW INSIGHTS AND INNOVATIVE SOLUTIONS TO HEALTH PROBLEMS**

Develop partnerships with institutions, colleges, vocational/technical schools, and universities to broaden the range of public health research. Conduct timely scientific analysis of public health issues. Engage testing of innovative solutions at the local and state levels.

*Wisconsin Statutes 251 & 252 and DHS 139*

### **Partnerships for Research and Innovation**

CRCHD partners with many agencies and programs to further public health innovation and research in the jurisdiction and the state. While many of these partnerships have already been enumerated in the previous Essential Services, they are important enough to the health of the community to recount here. Partnerships and innovations include, but are not limited to the following:

#### ***2015 Outputs***

- Partnered with eight new municipalities to implement new contracts and ordinances
- Partnered with new schools, long-term care facilities, daycares, and healthcare systems
- Collaborated with Wheaton Franciscan Healthcare – All Saints regarding home visiting services
- Collaborated with City of Racine Health Department and Racine Unified School District for consistent communicable disease messaging to students, families and staff
- Worked with school districts and daycare centers to assure immunizations for children
- Provided contracted services for City of Racine Health Department for emergency preparedness, Ebola, child death review, and fetal infant mortality review services
- Participated in the Home Visiting Continuous Quality Improvement (CQI) Committee and SPHERE workgroup for statewide home visiting programs
- Participated in the Home Visiting Collaborative Improvement and Innovation Network (HVCoiIN) to achieve breakthrough improvements in select process and outcome measures that are important to the home visiting programs
- Participated in the state emergency preparedness work group
- Partnered with government, hospital and other agencies to grow the Racine County Home Visiting Network and support an ongoing system of healthcare linkages for home visitation
- Partnered with Racine County Home Visiting Network to receive Wisconsin Partnership Program grant dollars for program evaluation
- Led the Racine County CDR/FIMR team made up of law enforcement, Emergency Medical Services, District Attorney's office, Medical Examiner's office, Child Protective Services, Healthcare (pediatrician and neonatologist), Public Health and other partners
- Worked with United Way of Racine County to ensure success of teen parents and their children
- Collaborated with many agencies to hold four medication collection events
- Contracted with DATCP and DHS for licensing and inspections and DNR for well testing
- Contracted with WI Department of Health Services for immunization, maternal child health, emergency preparedness, cities readiness initiative, prevention, and lead grant work
- Partnered with Alverno College, University of Massachusetts, and Medical College of Wisconsin
- Participated on the Racine County Youth Coalition, Racine County Immunization Coalition, Greater Racine Collaborative for Healthy Birth Outcomes, Safe Kids Kenosha/Racine Coalition, SE WI Association of Local Health Departments and Boards (WALHDAB), Racine County Home Visiting Stakeholder's group, Racine County Family Resource Network group, Family Preservation West, and Racine Collaborative for Children's Mental Health
- Collaborated with local law enforcement on animal control/rabies investigations



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 5**

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**DATE:** April 6, 2016

**SUBJECT:** PRESENTATION regarding the 2015 Year End Report for the economic and community development service contract with RCEDC.

**SUBMITTED BY:** Tina Chitwood, RCEDC

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**PURPOSE:**

A brief presentation is scheduled for the Committee of the Whole meeting to be given by Tina Chitwood of the Racine County Economic Development Corporation (RCEDC) regarding the 2016 Semi-Annual Report. RCEDC has been an important entity in the City's economic development, in particular by working closely with the City and the businesses wishing to (re)locate to Burlington. RCEDC also works with the Community Development Authority, the Historic Preservation Committee and has been an integral part of the most recent downtown strategic plan process.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For discussion only

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting.

**ATTACHMENTS:**

2015 Year End Report



# Racine County Economic Development Corporation (RCEDC)

## City of Burlington 2015 Activities and Results



## RCEDC MISSION

*...to ensure the economic  
vitality of Racine County by  
working with our partners to  
support innovation and  
creativity that leads to  
business investment*



# THE BASICS

## Assistance

Resources for your business location, expansion or startup project.

## Incentives

State and local financial assistance for your project.

## Workforce

Training and resources for your workforce.

## Locations

Available sites - Land and buildings for your project.



## THE BASICS

- 501c(3) Private Non-Profit
- 30-Member Board of Directors
  - Elected Officials, Major Employers, At Large Representatives
- Executive Committee and Two Loan Committees
- 15 Staff





# RESULTS – COUNTYWIDE – THREE YEAR TOTALS

Year	# of Projects	Project Total	Construction Costs	Jobs Retained or Created
2013	41	\$52,748,062	\$26,487,826	450
2014	38	\$94,018,047	\$21,447,277	1,360
2015	33	\$80,102,304	\$26,282,560	557
<b>TOTAL</b>	<b>112</b>	<b>\$226,868,413</b>	<b>\$74,217,663</b>	<b>2,367</b>



## 2015 RACINE COUNTY RESULTS

- 33 Projects Completed
- 378 New Jobs Created
- 179 Existing Racine County Jobs Retained
- \$4.85 Million in Grants and Incentives
- \$80 Million Investment in Racine County
- \$16.6 Million in New Payroll





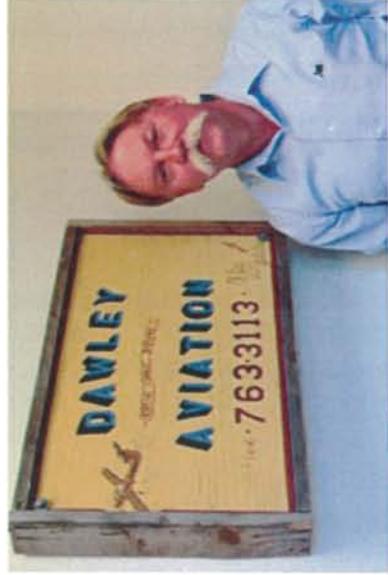
# TOTAL PROJECT AMOUNT IN BURLINGTON - 2015



**\$15,051,205**



## COMPLETED PROJECTS





# CONSTRUCTION COSTS IN BURLINGTON - 2015



# NET NEW CONSTRUCTION - 2015

\*Source: WI Dept. of Revenue





# JOBS CREATED AND RETAINED IN BURLINGTON - 2015



Anticipated Jobs  
To Be Created  
157



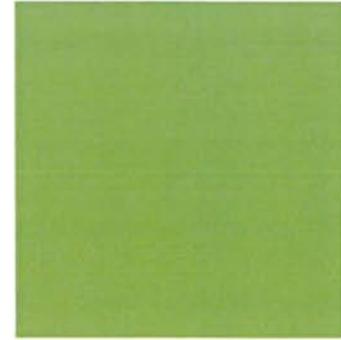
# BUSINESS OUTREACH & ASSISTANCE IN BURLINGTON - 2015

Activity	2015 Results
CEO Call Program Visits	58 (includes retail surveys)
Retail Market Analysis Reports	1 (city-wide)
Outreach, Assists & Marketing to Real Estate, Lending & Business Service Professionals	110 (county-wide) <i>*Burlington totals forthcoming</i>





## MAJOR PROJECTS IN BURLINGTON - 2015



- WEDC CDI Grant Application Prepared for Shad Branen Project at 425 N. Pine St.
- Land and Buildings Listing Updated Quarterly



## YOUR RCEDC CONTACT

**Tina Chitwood, 262-898-7422  
tchitwood@racinecountyedc.org**

**[www.racinecountyedc.org](http://www.racinecountyedc.org)**





DATE: April 6, 2016

SUBJECT: **DISCUSSION** Regarding Well #11 Engineering System Report for Radium and Strontium Removal

SUBMITTED BY: James Bergles, Director of Public Works

**BACKGROUND/HISTORY:**

On February 17, 2016, the City approved Doug Snyder of Baxter and Woodman to complete an initial study regarding the possible Well 11 upgrade, along with alternatives that would encompass the entire water distribution system for the City of Burlington. This evening Mr. Snyder will discuss the results of his analysis and provide a detailed report at the Committee of the Whole and answer questions. This item will be brought back to the May 3, 2016 Committee of the Whole meeting for Council direction as to which option to proceed.

The attached report highlights the storage needs through the year 2035 and includes the possibility of a new 500,000 gallon (.5 mg) water tower constructed at the City's highest elevation point and the possible removal of the existing Origen Street Tower and the Dunford Drive storage tank. The report also identifies three different options to comply with current and possibly future DNR and EPA regulations, particularly with radium and strontium. Briefly, the three options include:

Option 1. Water Remediation Technology (WRT) Resin. WRT provides a total solution for radium and strontium removal from drinking water. WRT provides the process equipment, treatment media, and provides system maintenance with the exchange and safe, licensed disposal of used media. This is the only option that will reduce the radium and strontium levels in the sludge at the wastewater treatment plant.

Option 2. Softening Resin. This option will remove both radium and strontium and include a phosphate addition to prevent corrosion of our existing distribution lines. The City will see a slight increase in phosphorus at the treatment plant that would be countered by raising our ferric chloride amount to the wastewater treatment process. This option would allow existing home softener to be used less or removed completely.

Option 3. Hydrous Manganese Oxide (HMO). HMO is currently treating radium at Wells 9 and 10. This process only removes radium and does not remove strontium. Strontium is not currently regulated, but is on the EPA watch list for future regulation. The existing City wells have strontium levels that are nearly twice the limit currently proposed by the EPA. The HMO chemical has a high yearly cost and the equipment is labor intensive to keep operating.

**BUDGET/FISCAL IMPACT:**

For discussion only

**RECOMMENDATION:**

For discussion only

**TIMING/IMPLEMENTATION:**

This item will be for discussion at the April 6, 2016 Committee of the Whole meeting. It will be brought back to the May 3, 2016 Committee of the Whole meeting for Council direction of which option to proceed with. The desired option will be brought before the Council for final consideration at the May 17, 2016 Common Council meeting.

**ATTACHMENTS:**

Report

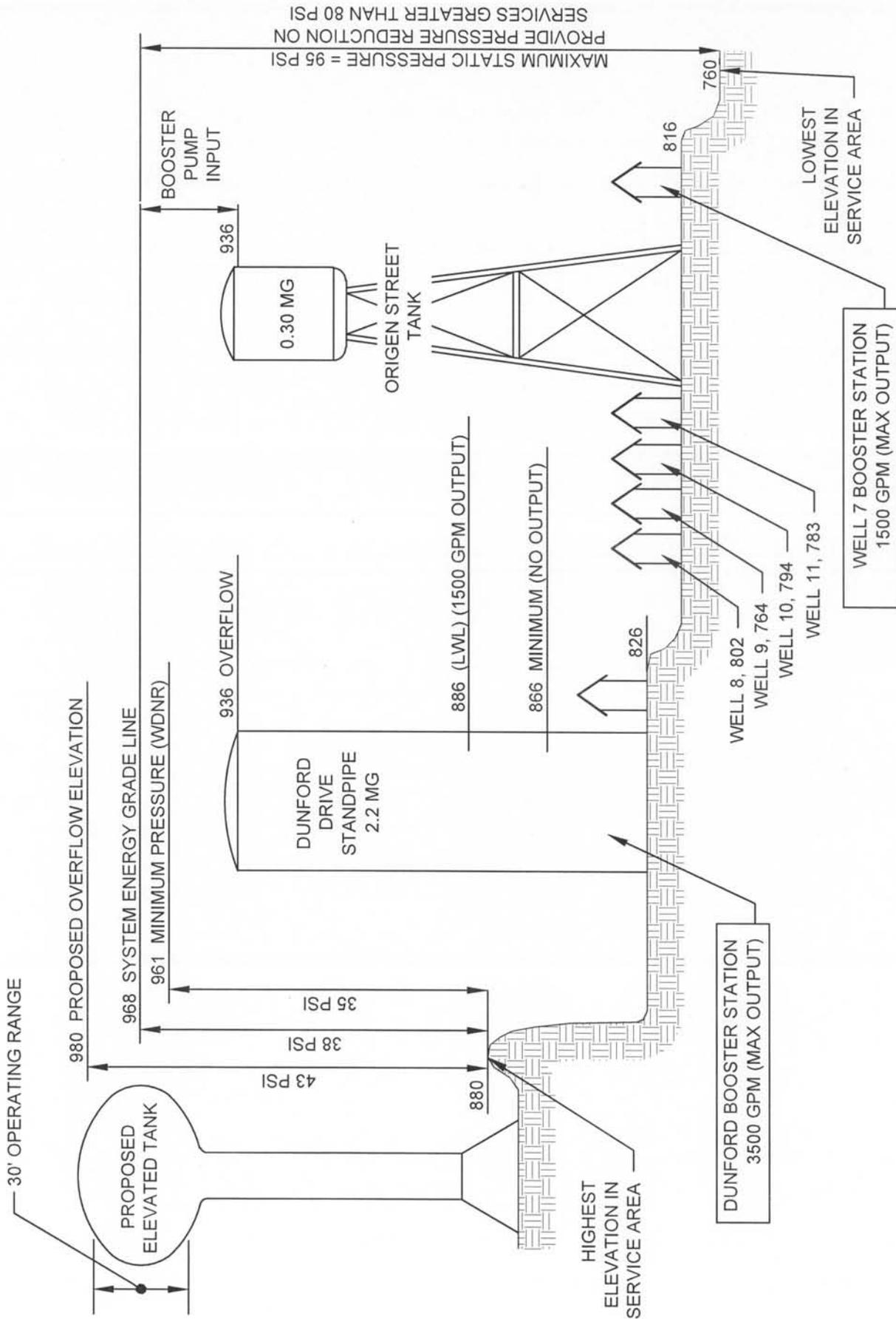
Executive Summary  
Water Treatment and Storage Study  
City of Burlington, Wisconsin

The City has 5 operational wells (Wells No. 7 through Well No. 11.) that are capable of meeting their water supply needs through the Year 2035, based on population projections provided by the Southeastern Regional Planning Commission. In general, the water quality from these wells is good; the iron and manganese levels are below secondary aesthetic standards.

Radium removal treatment was added at Well 9 and Well 10 in 2012. Well 7 and Well 8 meet current radium standards, but appear to be increasing in radium concentration and are expected to violate the standards within the next 10 years. Well 11 is in violation of radium limits and is currently off line and allowed only for emergency use; this was done on December 31, 2015 in order to satisfy an August 10, 2010 Wisconsin Department of Natural Resources Consent Order. The options to this were studied in a July 30, 2014 Well No. 11 Radium Compliance Report. The City chose to remove the well from service after finding elevated levels of strontium in the well; the Environmental Protection Agency (EPA) is currently considering regulation of strontium; the advisory limit is approximately half of the concentrations detected in Well 11 and the remaining water supply wells. The hydrous manganese oxide (HMO) treatment process that was installed at Well 9 and Well 10 does not remove strontium. The City could construct a similar HMO system at Well 11 and put this well back into operation in 2017; the risk is that they may need to replace the treatment equipment if the EPA decides to also regulate strontium. The opinion of probable project cost for this option is \$1,000,000.

The report examines the cost effective options that remove both radium and strontium at Well 11 and the modifications needed at Well 9 and Well 10 facilities to also remove strontium. The recommended solution at Well 11 is to install a resin softening system and bring the facility back into service in 2017; the estimated capital cost of this is \$1,000,000. The modifications at Well 9 and Well 10 can wait until strontium becomes regulated or can change if the City prefers lower operational cost and softened water for the residents. Softening facilities are recommended at the Well 7 and Well 8 sites when they are in violation of standards. The installation of softeners at each well should reduce or eliminate the need to soften at individual homes. Generators are also recommended at Well 7, Well 8, and Well 9 before the Dunford Drive tank is removed from service. The report contains a twenty year present worth cost comparison of the available treatment options.

This report also looks at the water storage needs of the City and provides a recommendation to change to conventional elevated storage rather than keep the existing system that needs pumps operating at all times to maintain system pressure. The \$1,500,000 cost associated with the new 500,000 gallon elevated storage tank and generators at each well site is less than the cost of the necessary repair, blasting, and repainting the Dunford Drive and the Origen Street structures. More importantly, the proposed system is more reliable and provides equal fire protection. The existing structures can remain until the operators are comfortable with the conventional system and possibly until a second 500,000 gallon elevated storage tank is placed at the existing Dunford Drive location or near the Well 11 locations before the end of the planning period. Attached is a schematic of the existing system and the proposed system. The report contains a twenty year present worth cost comparison of the available storage options.





**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 7**

**DATE:** April 6, 2016

**SUBJECT:** RESOLUTION 4774(48) authorizing an Intergovernmental Agreement between the City of Burlington and the Town of Burlington for asphalt bidding services.

**SUBMITTED BY:** Dan Jensen, DPW Supervisor

**BACKGROUND/HISTORY:**

The attached intergovernmental agreement between the City and Town of Burlington provides for a joint bid for the paving of Spring Brook Drive in an effort to lower asphalt costs due to having a greater quantity of work. The Burlington Town Supervisor approached the City seeking if we would be interested in combining quantities to potentially lower the cost of the bids for the Towns 2016 road projects and potentially lower overall costs for the City versus a standalone project.

Between 2004 and 2008, Spring Brook Drive was originally constructed with only the binder course put in place. The road was not completed due to the developer filing for bankruptcy. The repair to the original binder and final paving will begin after the joint bidding process has been completed. The cost of the project on Spring Brook Drive was estimated at \$56,775. The Common Council agreed during the 2015 Budget Workshops that the project should be completed in 2016, as waiting longer will only add cost, as more deterioration of the original binder surface will continue to occur, ultimately leading to a complete replacement.

The City of Burlington was listed as an alternate to The Town of Burlington's bid. The following bids were received for Spring Brook at the Town of Burlington's March 24, 2016 bid opening:

Payne and Dolan	\$47,717.77
Stark Pavement	\$52,410.25
Asphalt Contractors	\$46,880.73
Wolf Paving	\$56,569.50

Payne and Dolan was the overall lowest bid with all of the Town's projects, including the alternate bid to repair Spring Brook Drive. As this was an alternate bid, the City can accept or reject the work without any penalties to the Town.

**BUDGET/FISCAL IMPACT:**

The funds for finishing the project are estimated to cost \$47,717.77. These funds will be taken out of the Department of Public Works Repair and Maintenance accounts. Through working with the Town of Burlington the City of Burlington should receive a lower bid for the work due to more quantity than if this project was bid by itself.

**RECOMMENDATION:**

Staff recommends approving the Intergovernmental Agreement between the City of Burlington and the Town of Burlington to potentially save money through having a greater amount of work bid out versus a standalone project.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting and scheduled for final consideration at the Common Council meeting the same night.

**ATTACHMENTS:**

Resolution

Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT**

This agreement made and entered into pursuant to the provisions of §66.30, Wisconsin Statutes, between the CITY OF BURLINGTON, a municipal corporation, of the State of Wisconsin, and the TOWN OF BURLINGTON, a municipal corporation of the State of Wisconsin.

The Town of Burlington currently intends to publicly bid asphalt paving projects in the Town of Burlington, and bid Spring Brook Drive asphalt paving, in the City of Burlington as an alternate bid, on behalf of the City of Burlington. The parties hereto agree as follows:

1. The Town of Burlington will bid their asphalt paving projects, according to law, within the Town of Burlington, as the base bid of their contract.
2. The Town of Burlington will bid the Spring Brook Drive Paving Project, as an alternate bid, with their bid documents, according to law.
3. Change Orders and/or any other changes to the Spring Valley Drive Paving Project shall be made by the Town of Burlington only with the prior written consent of the City of Burlington. Upon completion of the project, the Town of Burlington, will bill the City of Burlington for 100% of the cost of paving of Spring Brook Drive, an estimate of which is attached hereto, made a part hereof and marked Exhibit A. It is clearly understood by and between the parties that the attached figures are only estimates and the ultimate cost may exceed the figures attached, including change orders, cost-overruns and other unforeseen issues which may result in additional charges.

All of which is agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF BURLINGTON**

**TOWN OF BURLINGTON**

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

\_\_\_\_\_  
Diane Baumeister, Town Administrator

\_\_\_\_\_  
Diahn Halbach, City Clerk

\_\_\_\_\_  
Adelheid Streif, Town Clerk

**“EXHIBIT A”**

**CITY OF BURLINGTON DPW  
ESTIMATE**

**Spring Brook Dr. - Asphalt surfacing with repair to base and binder**

(2004 section of asphalt pavement is currently 635 LF by 28 ft. wide)

(2008 section, nearer to S. Pine St., asphalt pavement is 530 LF by 28 ft. wide)

8/14/2015

Rev. 2/2/16

ITEM	QTY	UNIT	UNIT COST	EXTENSION
Removing Asphalt Pavement	1,269	SY	\$6.30	\$7,994.70
Saw cutting	300	LF	\$5.25	\$1,575.00
Additional Base Aggregate Dense 1 1/4-Inch for base repair	510	Ton	\$10.50	\$5,355.00
Remove and Replace Curb and Gutter (undistributed)	50	LF	\$45.00	\$2,250.00
2" Binder - HMA Pavement, per development plans	141	Ton	\$66.15	\$9,327.15
1.5" Surface - HMA Pavement, per development plans	302	Ton	\$66.15	\$19,977.30
Manhole adjustments	2	Each	\$945.00	\$1,890.00
Mobilization	1	LS	\$1,000.00	\$1,000.00
Sub-Total:				\$49,369.15
Contingency 15%				\$7,405.37
<b>TOTAL PROJECT:</b>				<b>\$56,774.52</b>

**A RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE CITY OF BURLINGTON AND THE TOWN OF BURLINGTON  
FOR ASPHALT BIDDING SERVICES**

**WHEREAS**, the Town of Burlington and City of Burlington desire to enter into an Intergovernmental Agreement to jointly bid asphalt paving projects in an effort to be cost efficient; and,

**WHEREAS**, the Town of Burlington intends to publicly bid asphalt paving projects in the Town of Burlington and bid the Spring Brook Drive paving project in the City of Burlington as an alternate bid at an estimated cost of \$47,717.77; 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 Intergovernmental Agreement between the City of Burlington and the Town of Burlington for asphalt bidding services.

**BE IT FURTHER RESOLVED** that City Staff are authorized to accept the alternate bid for the Spring Brook Drive paving project at an estimated cost of \$56,775.

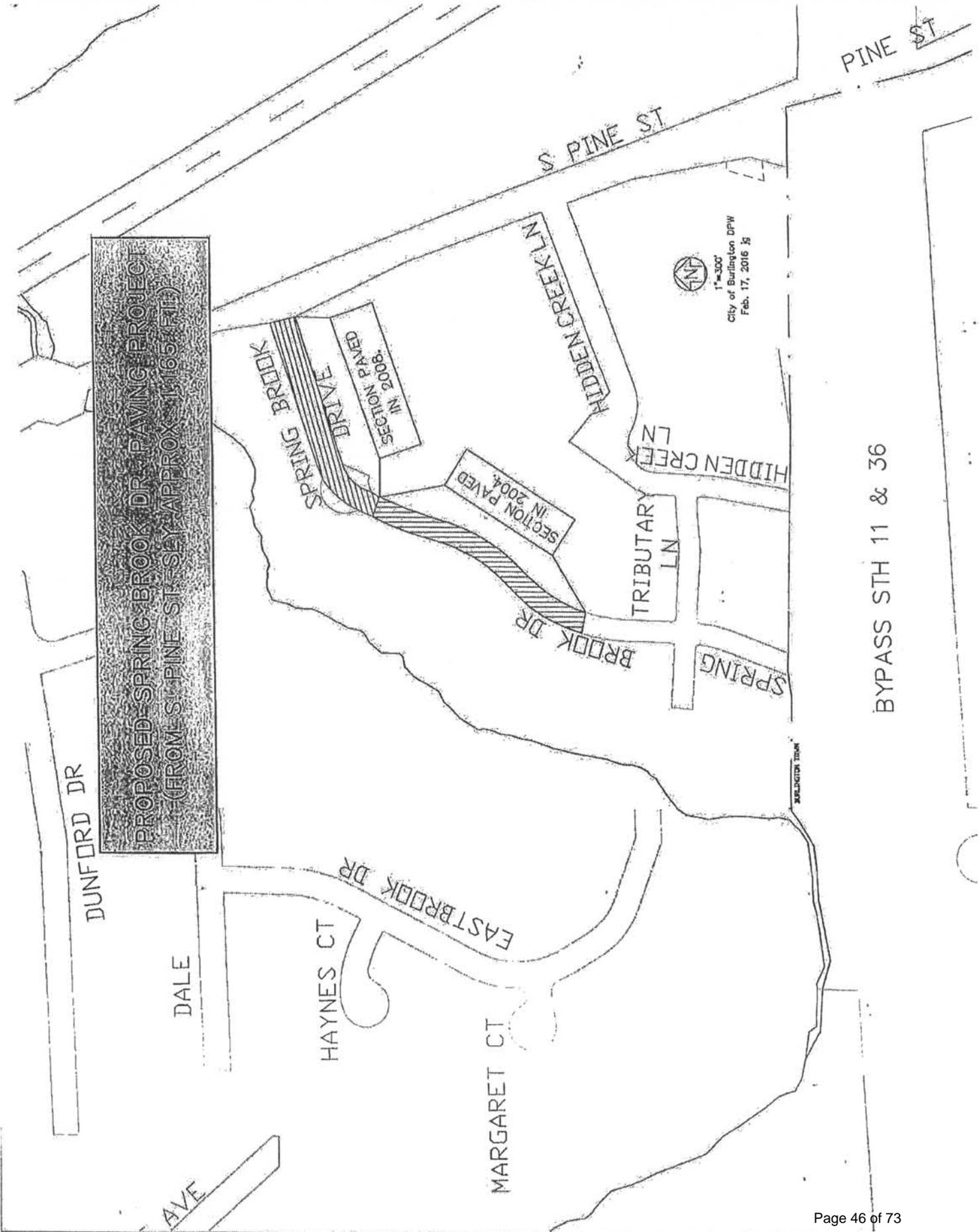
**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced:  
Adopted:

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

Attest:

\_\_\_\_\_  
Diahn Halbach, Clerk



PROPOSED SPRING BROOK DR. PAVING PROJECT  
(FROM S PINE ST TO S ELY AVE APPROX. 1165 FT)

SECTION PAVED  
IN 2008

SECTION PAVED  
IN 2004

1" = 300'  
City of Burlington DPW  
Feb. 17, 2016 JS

BYPASS STH 11 & 36



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 8**

**DATE:** April 6, 2016

**SUBJECT:** MOTION 16-830 to consider approving the Town of Burlington asphalt services alternate bid in the amount of \$47,717.77 for the Spring Brook Drive Project.

**SUBMITTED BY:** Dan Jensen, DPW Supervisor

**BACKGROUND/HISTORY:**

The intergovernmental agreement between the City and Town of Burlington, as Resolution 4774(48), provides for a joint bid for the paving of Spring Brook Drive in an effort to lower asphalt costs due to having a greater quantity of work. The Burlington Town Supervisor approached the City seeking if we would be interested in combining quantities to potentially lower the cost of the bids for the Towns 2016 road projects and potentially lower overall costs for the City versus a standalone project.

Between 2004 and 2008, Spring Brook Drive was originally constructed with only the binder course put in place. The road was not completed due to the developer filing for bankruptcy. The repair to the original binder and final paving will begin after the joint bidding process has been completed. The cost of the project on Spring Brook Drive was estimated at \$56,775. The Common Council agreed during the 2015 Budget Workshops that the project should be completed in 2016, as waiting longer will only add cost, as more deterioration of the original binder surface will continue to occur, ultimately leading to a complete replacement.

The City of Burlington was listed as an alternate to The Town of Burlington's bid. The following bids were received for Spring Brook at the Town of Burlington's March 24, 2016 bid opening:

Payne and Dolan	\$47,717.77
Stark Pavement	\$52,410.25
Asphalt Contractors	\$46,880.73
Wolf Paving	\$56,569.50

Payne and Dolan was the overall lowest bid with all of the Town's projects, including the alternate bid to repair Spring Brook Drive. As this was an alternate bid, the City can accept or reject the work without any penalties to the Town.

**BUDGET/FISCAL IMPACT:**

The funds for finishing the project are estimated to cost \$47,717.77. These funds will be taken out of the Department of Public Works Repair and Maintenance accounts. Through working with the Town of Burlington the City of Burlington should receive a lower bid for the work due to more quantity than if this project was bid by itself.

**RECOMMENDATION:**

Staff recommends approving the Town of Burlington asphalt services alternate bid in the amount of \$47,717.77 for the Spring Brook Drive Project.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting and scheduled for final consideration at the Common Council meeting the same night.

**ATTACHMENTS:**

None



**COMMITTEE OF THE WHOLE AGENDA**

**ITEM NUMBER: 9**

**DATE:** April 6, 2016

**SUBJECT: MOTION 16-831** to approve an Airport Hangar Lease with DNR Investments, LLC, 988 Bravo Taxiway, at the Burlington Municipal Airport.

**SUBMITTED BY:** Gary Meisner, Airport Manager and Alderman Todd Bauman

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**BACKGROUND/HISTORY:**

The Airport Committee met on Thursday, February 25, 2016 and recommends that the City enter into a not-to-exceed twenty-nine year Airport Hangar Lease agreement with DNR Investments, LLC for 988 Bravo Taxiway. The amount of the lease equals the sum of \$.095 per square foot with a total of 2,800 square feet, equaling \$266.00, prorated in the first and last years of the Lease with the first-year payment of \$0 due at signing, and payable thereafter in advance of the 1<sup>st</sup> day of January of each and every consecutive year of the lease term commencing January 1, 2016.

**BUDGET/FISCAL IMPACT:**

An annual payment of \$266.00 will be paid to the City each year by January 1 for lease of the hangar.

**RECOMMENDATION**

Staff recommends approval of this Airport Hangar lease with DNR Investments, LLC.

**TIMING/IMPLEMENTATION:**

This item is scheduled for discussion at the April 6, 2016 Committee of the Whole meeting and placed on the Common Council agenda the same night for final consideration.

**ATTACHMENTS:**

Airport Hangar Lease



# DNR Investments, LLC

2050 Knob Road

Burlington, WI 53105

(312) 310-4306

(262) 210-4429

12/11/2015

## AIRCRAFT HANGAR BILL OF SALE

This Sale agreement is made on this 30th day of November, 2015 between:

Seller: Joyce Vorpagel, of E&J Rentals and:

Buyers: Randy & Deanna Tritz, of DNR Investments, LLC

With the signing of this sale agreement and the Buyer transferring the total purchase price of **\$65,000** to the Seller, the Seller hereby sells and forever transfers the ownership of the aircraft hangar described below, to the Buyer DNR Investments, LLC.

Hangar is identified as a 2,800 square foot building located at 988 Bravo Taxiway and is located at Burlington, Municipal Airport, Burlington, Wisconsin (KBUU). Parcel #206000022150178.

Seller represents and warrants that it has full and good title to the described aircraft hangar, full authority to sell and transfer the same, and that the aircraft hangar being sold is free and clear of all liens, encumbrances, liabilities, and adverse claims, of every nature and description. Seller also represents that any personal, private, or business property located in the aircraft hangar will either be removed prior to sale/purchase, or arrangements for rental space within the aircraft hangar will be agreed upon prior to sale/purchase. Additionally, accrued lease payment for property, based on date of purchase, will be deducted from the selling price and paid to the land owner and lease holder.

Buyer understands that the aircraft hangar is being sold in its present condition "as is" and "where is" and that Seller disclaims any implied warranty of condition or function, or any responsibility thereof.

### Authorizing Signatures:

Seller: E&J Rentals

Buyer: DNR Investments, LLC

Joyce Vorpagel  
(Joyce Vorpagel)

Randy Tritz  
(Randy Tritz)

Deanna Page Tritz  
(Deanna Page-Tritz)

Dec 12 2015  
Date signed

12/13/15  
Date signed

## AIRPORT LEASE

This lease Agreement, made and entered into this 1st day of January, 2016 by and between the City of Burlington, State of Wisconsin, a municipal corporation existing through and under the authority of the laws of the State of Wisconsin, hereinafter referred to as "Lessor", and DNR Investments, LLC whose mailing address is 2050 Knob Road, Burlington WI hereinafter referred to as "Lessee"; the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

### ARTICLE 1 PREMISES SUBJECT TO LEASE

The premises subject of this Lease are:

That part of the hangar area of the Burlington Municipal Airport delineated on the official map of the Burlington Municipal Airport maintained at the office of the City Clerk at City Hall and identified as 988 Bravo Taxiway. This Lease does not include use of City Water.

### ARTICLE 2 TERM

The term of this Lease shall be from January 1, 2016 to January 31, 2045[not to exceed 29 years] both dates inclusive. This Lease shall be automatically renewed for successive ten-year periods thereafter upon mutually agreed-upon terms and approval of the renewal shall not be unreasonably withheld by the Lessor. This Lease is not transferable, See Article 5, Section G.

### ARTICLE 3 RENT

The Lessee shall pay to the Lessor as rent for the Leased Premises the sum of \$ 0.095 per square foot for the leased area, which contains a total of 2800 square feet, for a total amount of \$ 266.00, prorated in the first and last years of the Lease with the first-year payment of \$ N/A due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2016 subject to the provisions set forth in Article 5, Section A.

### ARTICLE 4

Lessee agrees that rent charged is based on intended:

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

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

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

## ARTICLE 5

### ADDITIONAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved by the Airport Committee on: 2/25/16

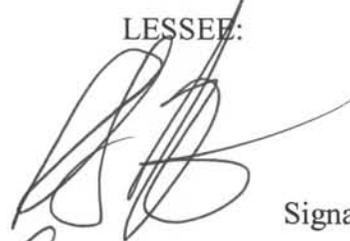
AIRPORT MANAGER:



Signature

Gary B. Meisner  
Print (or type) name

LESSEE:



Signature

C.S. Teitz  
Print (or type) name

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

CITY OF BURLINGTON

\_\_\_\_\_  
Signature

D. [Signature]  
Title



**DATE:** April 6, 2016

**SUBJECT:** MOTION 16-832 to consider approving a Certificate of Appropriateness for 597 N. Pine Street.

**SUBMITTED BY:** Gregory Guidry, Building Inspector

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**BACKGROUND/HISTORY:**

Rugan's, a new business, has petitioned the City for a hanging sign, new awning and other façade improvements.

The proposed project consists of the following work on the Pine Street side:

- Replacement of front door and windows above the door, front windows, build a knee wall on lower half of front entrance windows, add corbels to front metal awning, repair and paint the existing metal awning and paint all currently cream exterior surfaces to historic color (hammered silver) for N. Pine Street.

The proposed project consists of the following work on the Milwaukee Avenue side:

- The replacement of side door, replace windows above and next to side door, install a vinyl black awning with a straight, non-fringed edge above the door, add corbels to entrance turret, install hanging sign and paint all currently cream exterior surfaces to historic color (hammered silver) for Milwaukee Avenue.

**BUDGET/FISCAL IMPACT:**

The approved items have been applied for a façade grant by the applicant. The City approved \$20,000 for the 2016 Façade Grant Program. Upon completion of the project, Rugan's would receive \$10,000 for two façade grants (Pine Street side and Milwaukee Avenue side), therefore a total of \$10,000 remains for the calendar year 2016.

**RECOMMENDATION:**

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their March 24, 2016 meeting.

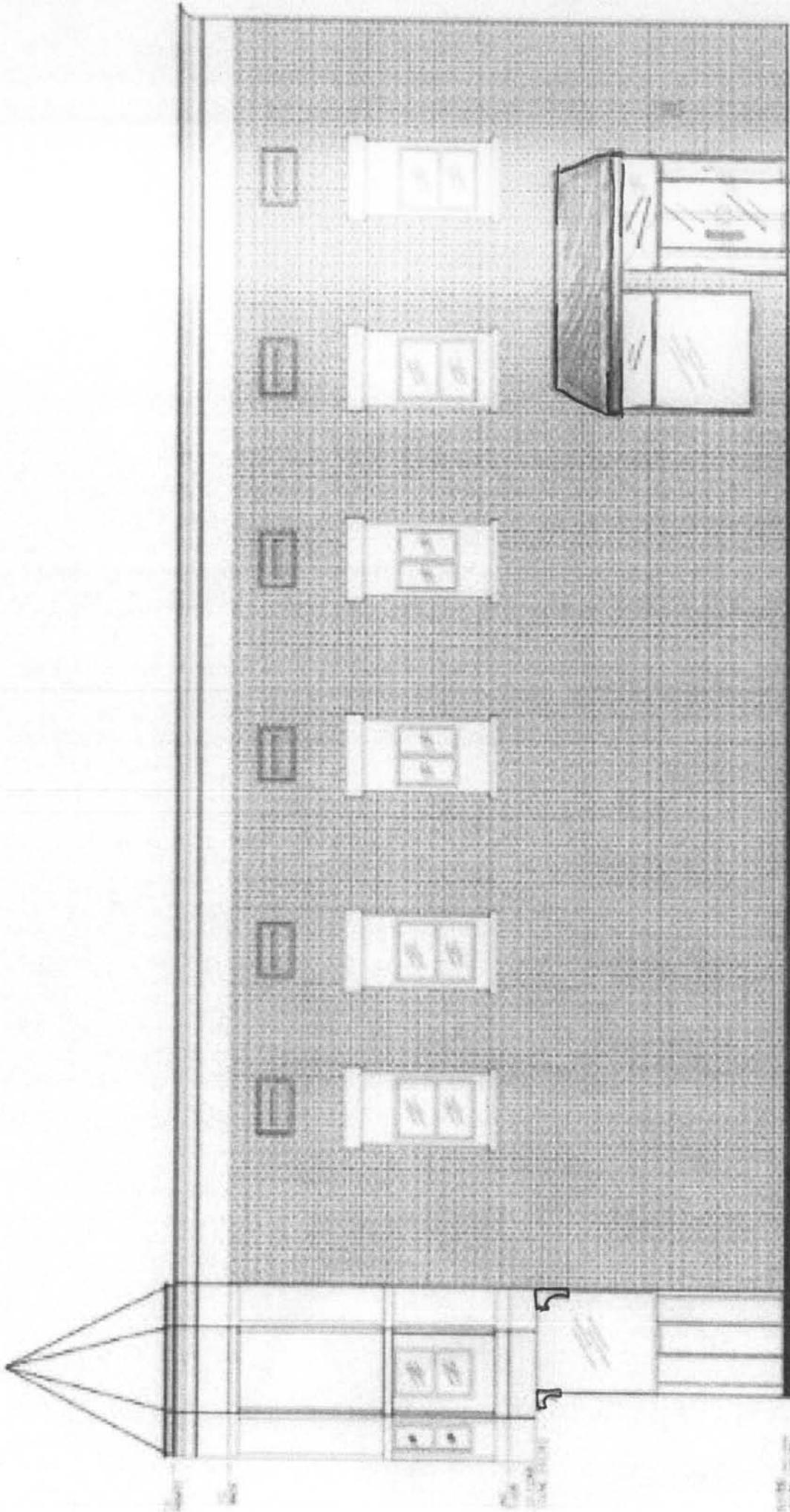
**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

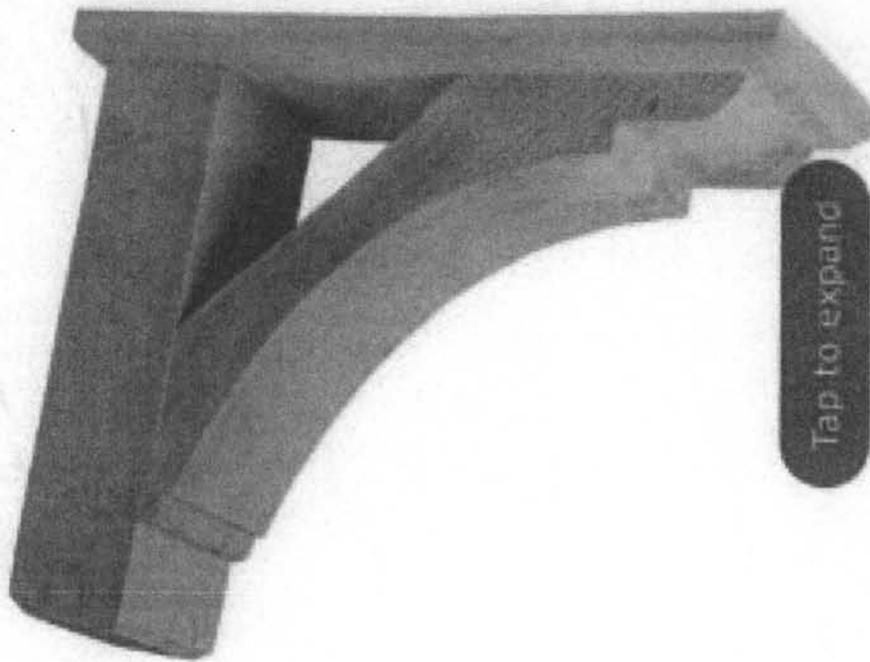
**ATTACHMENTS:**

Photos





↑ 42"  
DOOR  
W/ SIDE LITES  
TRANSOM



Tap to expand

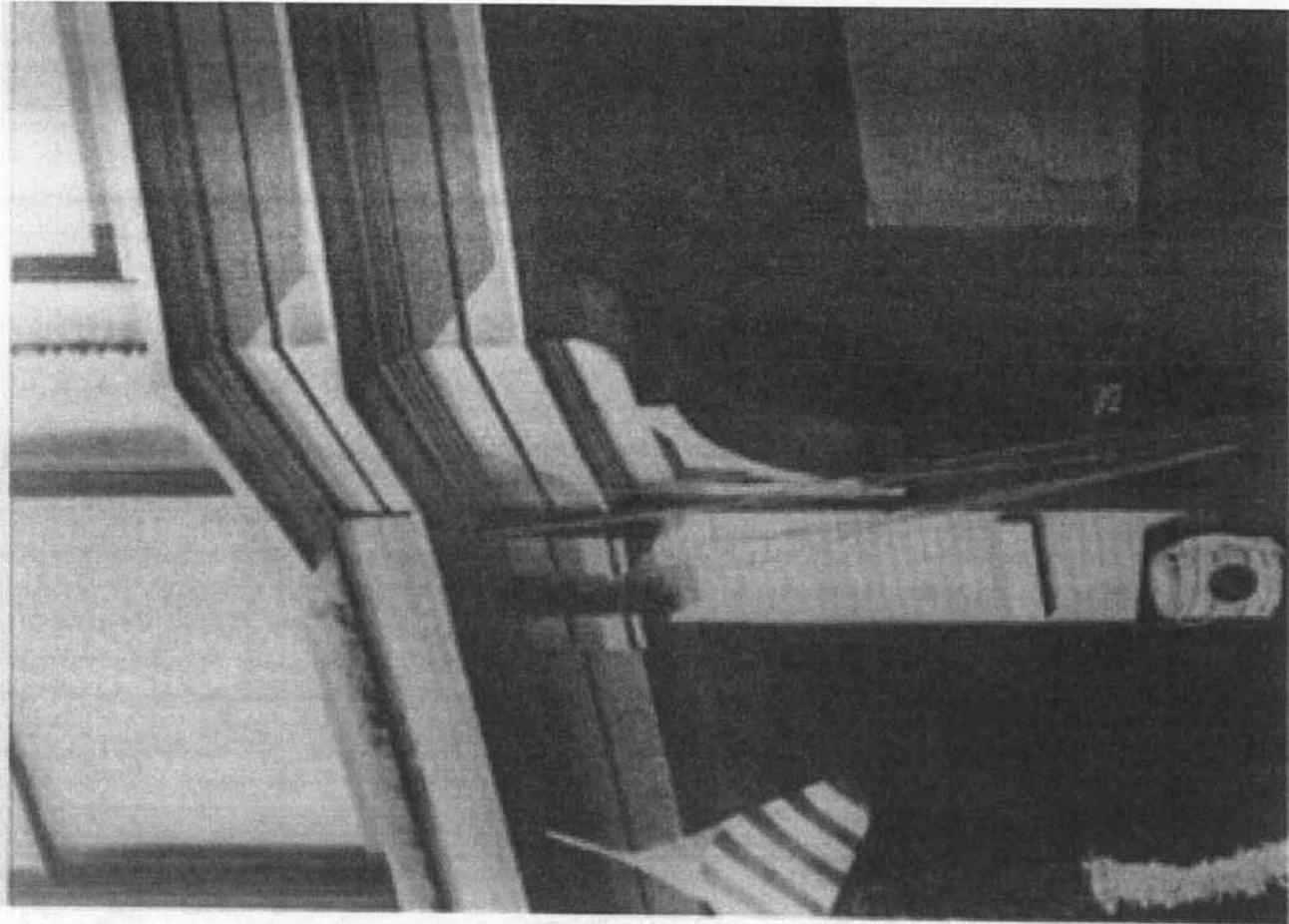
BRACKET, TIMBER TEXTURE. 7

1/2"W X 30"H X 14"P

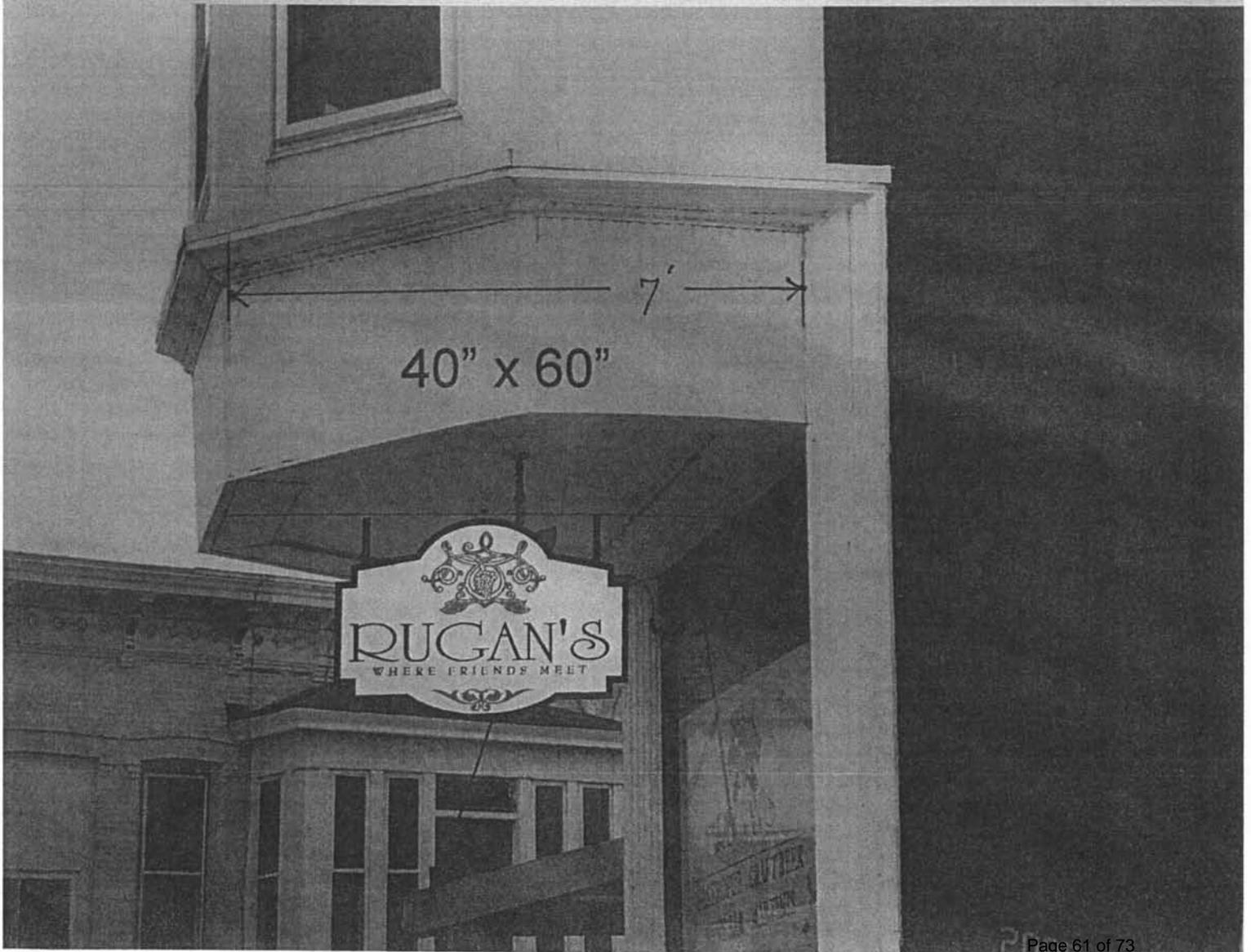


Width Height Projection/Thickness

RECREATED CORBEL  
(PAINTED IN HISTORIC PAINT)



CORBEL FROM 1912-13







**DATE:** April 6, 2016

**SUBJECT:** MOTION 16-833 to consider approving a Certificate of Appropriateness for 120 E. Chestnut Street.

**SUBMITTED BY:** Gregory Guidry, Building Inspector

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**BACKGROUND/HISTORY:**

MPC Property Management, has petitioned the City for new awnings and window replacement. The proposed project consists of the installation of four (4) awnings on the upper windows, the installation of double-pane windows on the lower level of the building and double-pane aluminum clad wood windows on the upper level. The applicant has already removed deteriorated, non-historic wood fascia on building, exposing original transom windows.

**BUDGET/FISCAL IMPACT:**

The approved items have been applied for a façade grant by the applicant. The City approved \$20,000 for the 2016 Façade Grant Program. Upon completion of the project, MPC Property Management would receive \$5,000 the façade grant, therefore a total of \$5,000 remains for the calendar year 2016.

**RECOMMENDATION:**

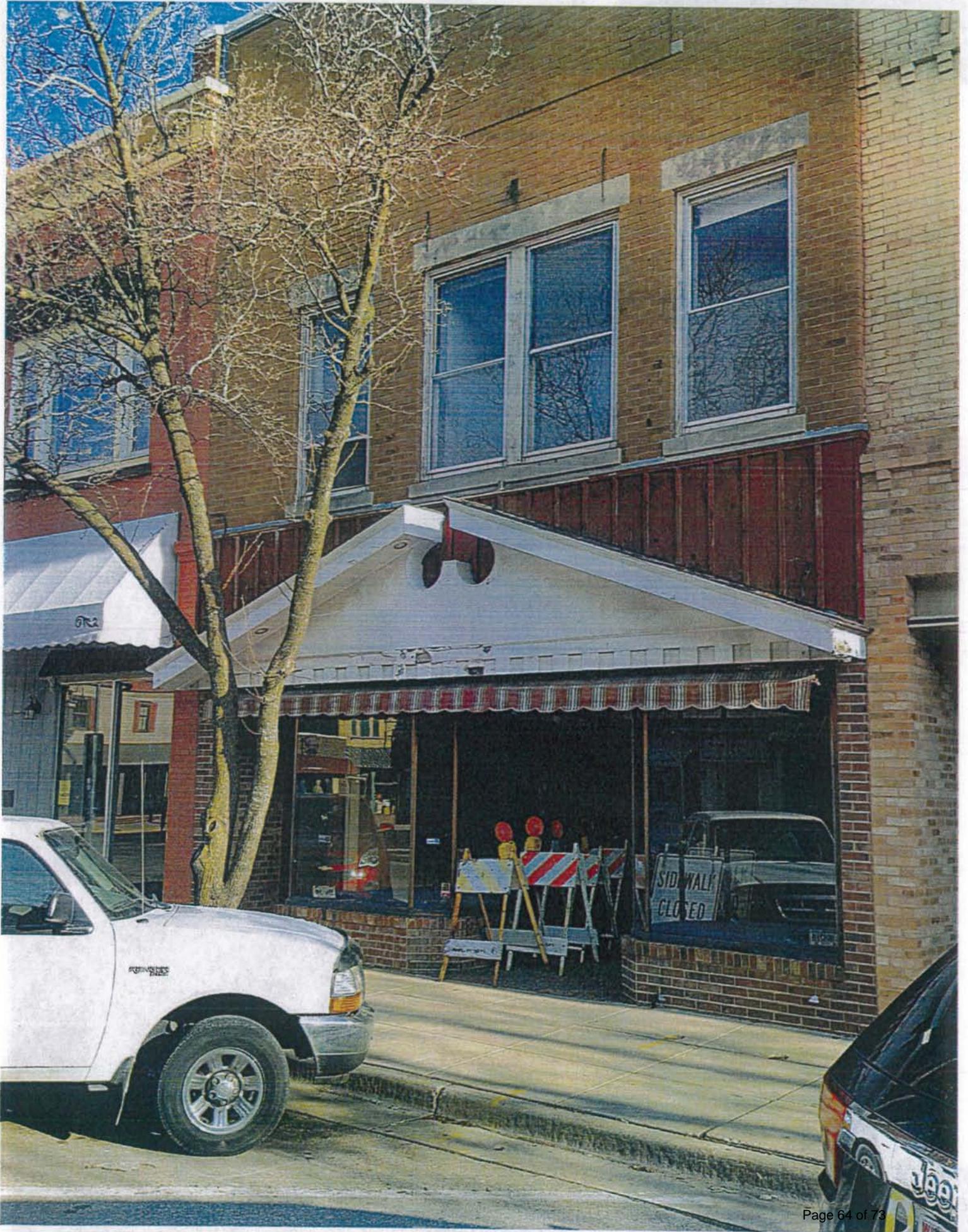
The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their March 24, 2016 meeting.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

**ATTACHMENTS:**

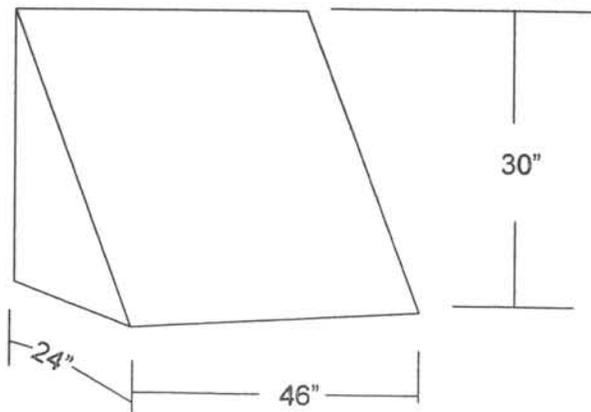
Photos



BURN SIGNS  
AWNING RENDERING



ALUMINUM FRAME / SUNBRELA FABRIC COLOR #4866 Shafford Ginger



NOTE: ABOVE RENDERING DOES NOT ACCURATELY DEPICT THE DEPTH OF THE AWNINGS.

Installed Price for (4) awning \$3,880.00

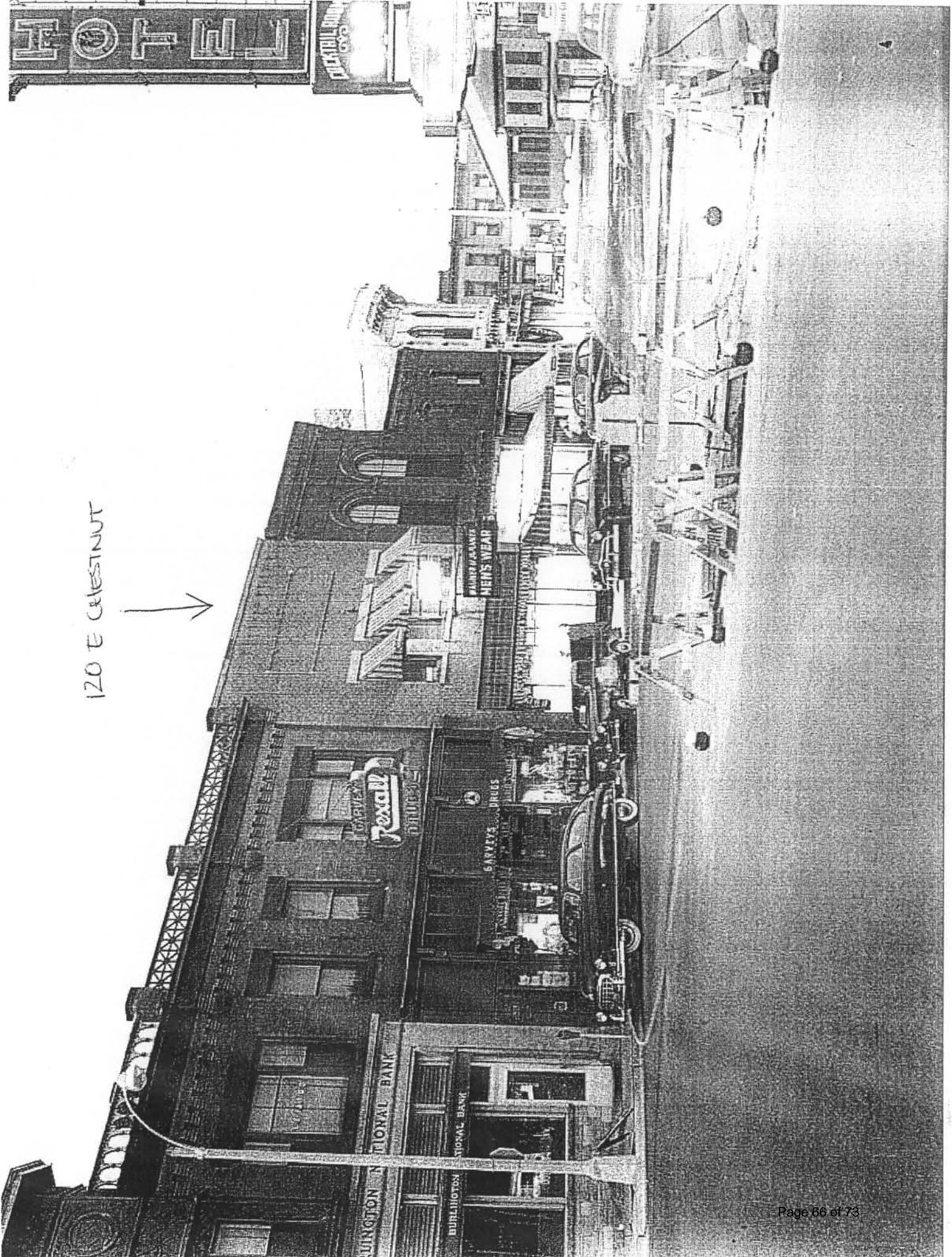
PLUS TAX / PERMITS



Page 65 of 73

136 FRONT STREET BURLINGTON WIS.

120 E CAMELOT





4866 Shafford Ginger

BURU STONS  
AUNING COLE



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER: 12**

**DATE:** April 6, 2016

**SUBJECT:** MOTION 16-834 to consider approving a Certificate of Appropriateness for 457 Milwaukee Avenue.

**SUBMITTED BY:** Gregory Guidry, Building Inspector

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**BACKGROUND/HISTORY:**

LifeBridge Church, a new business, has petitioned the City for new awnings, signs and window replacement. The proposed project consists of the restoration and alteration of the front façade, replacement of windows and doors, painting over the current signage and installation of projecting and wall signs, and the installation of gooseneck lighting. The installation of awnings is proposed to be made of black metal. The entryway location is proposed to change from the east side of the building to the center of the building, which updates the building, but still maintains the historic character.

**BUDGET/FISCAL IMPACT:**

The approved items have been applied for a façade grant by the applicant. The City approved \$20,000 for the 2016 Façade Grant Program. Upon completion of the project, LifeBridge Church would receive \$5,000 the façade grant, therefore a total of \$0 remains for the calendar year 2016.

**RECOMMENDATION:**

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their March 24, 2016 meeting.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the April 6, 2016 Committee of the Whole meeting and per common practice is scheduled for consideration at the Common Council meeting the same evening.

**ATTACHMENTS:**

Photos

REMODELING FOR:

# LIFEBRIDGE CHURCH

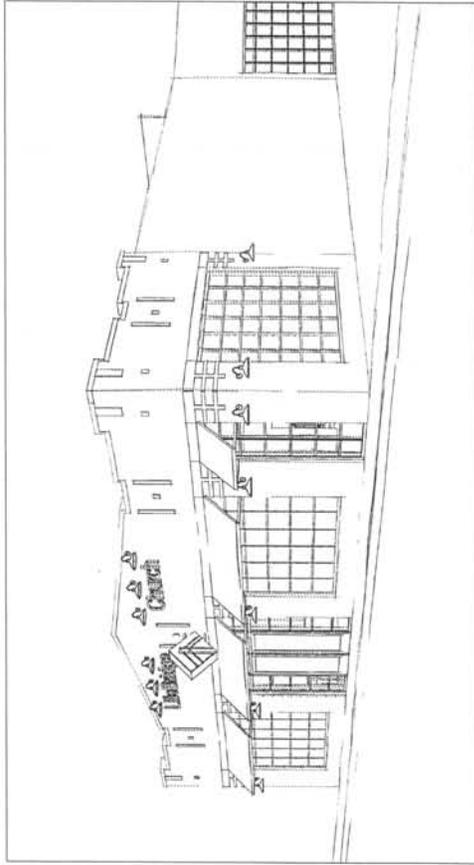
BURLINGTON, WI



REVISIONS:

DATE: 05-24-2016  
 DRAWN BY: DWAITER  
 CHECKED BY: CHECKER

REMODELING FOR:  
**LIFEBRIDGE CHURCH**  
 BURLINGTON, WI  
 1135A MICHIGAN AVE. SHEBOYGAN, WI 53081 | 920.452.4444 | 225 EAST ST. PAUL AVE. NEWAURKEE, WI 53002 | 414.837.4430



**PROJECT NOTES**

**EXHIBIT OF WORK**  
 THE EXHIBIT OF THE CONTRACT DOCUMENTS IS TO INCLUDE ALL WORK SHOWN ON THE EXHIBIT AND ALL WORK NOT SHOWN ON THE EXHIBIT BUT REQUIRED BY THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.

**NOTICE TO BIDDERS**  
 BIDDERS SHALL REVIEW ALL DRAWINGS AND ALL SPECIFICATIONS CAREFULLY AND COMPLETELY PRIOR TO SUBMITTING A BID. BIDDERS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE COVERAGE.

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**PROJECT INFORMATION**

ARCHITECTURAL	STRUCTURAL
ABACUS ARCHITECTS, INC. 1135A MICHIGAN AVENUE SHEBOYGAN, WISCONSIN 53081 P: 920-452-4444   F: 414-837-4430	COMPANY NAME STREET ADDRESS CITY, STATE, ZIP PHONE, FAX
A.101   TITLE SHEET A.301   FLOOR PLAN & DEMO PLAN A.501   EXTERIOR ELEVATIONS	

PROJ. NO. 2015-54

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REVISIONS:

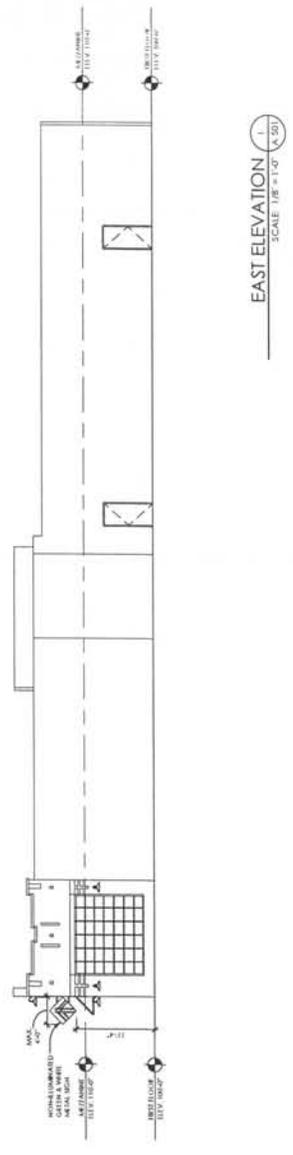
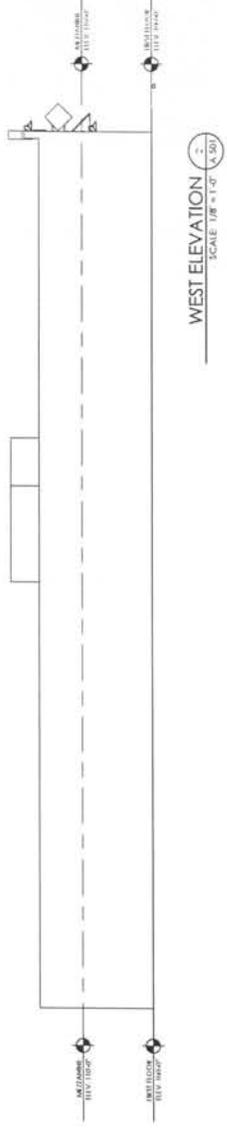
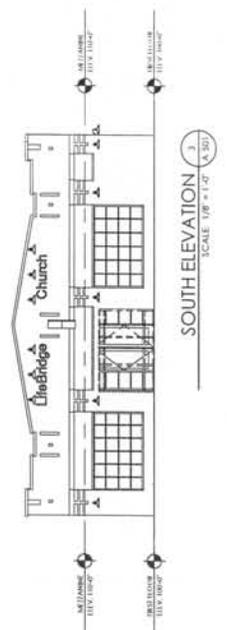
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1135A MICHIGAN AVE. SHEBOYGAN, WI 53081 | (920) 452-4444 | 225 EAST ST. FAUX AVE. INVAIREE, WI 53022 | (414) 837-4450  
BURLINGTON, WI  
LIFEBRIDGE CHURCH  
REMODELING FOR  
RUE DATE: 02-24-2016

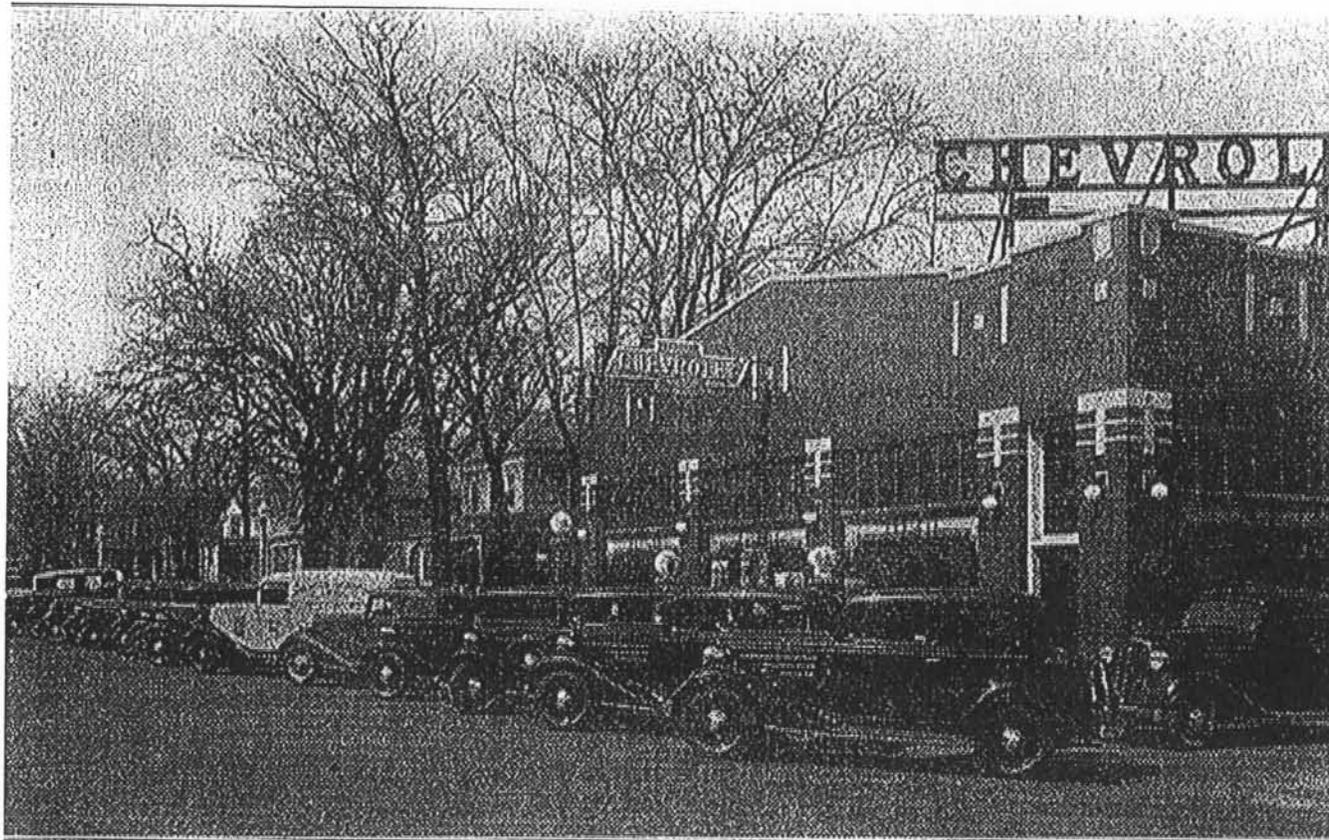
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CHECKED BY: Checker

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PROJ. NO. 2015-64







From Feb. 17, 1939, Standard Democrat - Zimmermann Anniversary Issue  
**UNION CHEVROLET** on Geneva St. (now Milwaukee Av

