



AGENDA
COMMON COUNCIL MEETING
Tuesday, July 5, 2016 at 6:30 p.m.
Common Council Chambers, 224 East Jefferson Street

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

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative and Rescue Squad Representative
5. Approval of the Common Council minutes from June 21, 2016 (*T. Vos*)
6. Letters and Communications: (*J. Schultz*)
 - A. Correspondence from Alderman John Ekes regarding his absence from the July 5, 2016 meetings
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1- 2 (*T. Preusker*)
9. Payment of Vouchers (*T. Bauman*)
10. Licenses and Permits (*E. Johnson*)
11. Appointments and Nominations: None
12. Public Hearings: None

13. RESOLUTIONS:

- A. Resolution 4795(14) to consider approving the purchase of a 2016 Mack Single-Axle Patrol Truck from Mack Truck of Racine in the amount of \$102,022.00 and a Plow and Hydraulics package from Olsen Body and Trailer in the amount of \$81,245.00 for a total amount of \$183,267. This item was discussed at the June 21, 2016 Committee of the Whole meeting. (*R. Dawidziak*)
- B. Resolution 4796(15) to consider the purchase and installation of a 2016 Kenworth chassis for the Wastewater Treatment Plant tanker truck from Wisconsin Kenworth in the amount of \$96,726. This item was discussed at the June 21, 2016 Committee of the Whole meeting. (*B. Grandi*)
- C. Resolution 4797(16) to consider Task Order Number One Hundred with Kapur & Associates for design and construction management for sanitary sewer improvements on S. Pine Street in the amount of \$18,920. This item was discussed at the June 21, 2016 Committee of the Whole meeting. (*T. Vos*)

14. ORDINANCES:

- A. Ordinance 2005(1) to consider a rezone for property located at 340 Church Street from Rs-2, Single-Family Residential District to I-1, Institutional District. This item was discussed at the June 21, 2016 Committee of the Whole meeting. (*J. Schultz*)

15. MOTIONS:

- A. Motion 16-843 to review and approve the Downtown Strategic Plan report. This item was discussed at the June 21, 2016 Committee of the Whole meeting. (*T. Preusker*)

16. ADJOURN INTO CLOSED SESSION (*T. Bauman*)

1. Wis. Stats 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - To discuss the sale of property located at 256 W. State Street, Burlington, WI 53105.

17. RECONVENE INTO OPEN SESSION

1. Consideration and possible approval of the sale of 256 W. State Street, based on recommendations from the City Council.

18. ADJOURNMENT (*E. Johnson*)

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.



COMMON COUNCIL

ITEM NUMBER: 5

DATE: July 5, 2016

SUBJECT: June 21, 2016 Common Council Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the June 21, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the June 21, 2016 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

June 21, 2016 Common Council Minutes



CITY OF BURLINGTON
Minutes of the Common Council
Jeannie Hefty, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, June 21, 2016

1. Call To Order – Roll Call

Mayor Jeannie Hefty called the meeting to order at 8:01 p.m. starting with roll call. Aldermen present: Ed Johnson, John Ekes, Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker and Todd Bauman. Excused: None.

Also present: City Administrator Carina Walters, Director of Administrative Services Megan Watkins, City Attorney John Bjelajac, DPW Director James Bergles, Building Inspector Gregory Guidry, Police Chief Mark Anderson, Rescue Squad Chief Brian Zwiebel, and Tom Foht of Kapur & Associates.

2. Pledge of Allegiance

*Due to the number of people that were present for the swearing in of Alan Babe for Fire Chief, Mayor Hefty changed the Order of Business and proceeded with Motion 16-843.

A. Motion 16-843 to consider appointing Alan Babe as the City of Burlington Fire Chief.

A motion was made by Johnson with a second by Dawidziak to approve Motion 16-843.

With all in favor, the motion carried.

Mayor Hefty then proceeded with the Official Oath and Alan Babe was sworn in and introduced as Fire Chief for the City of Burlington.

The room was cleared and the meeting continued as normal.

3. Citizen Comments

4. Chamber of Commerce Representative and Rescue Squad Representative

- Michelle Peterson, Chamber of Commerce Representative, gave an update on Chamber activities and stated that Discover Wisconsin would be filming for an upcoming motorcycle episode featuring the Harley Museum, Hartford, and Sauk Prairie. The episode will be filmed in summer and fall and aired in 2017 and will air three times over a two year period.
- There were no Rescue Squad updates.

5. Approval of the June 7, 2016 Common Council Minutes

A motion was made by Johnson with a second by Preusker to approve the Council Minutes from June 7, 2016. With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

There was none

7. Reports by Aldermanic Representatives and Department Heads

- Alderman Grandi reported that he was contacted by a city resident that was concerned about people removing their rummage sale signs from the right of way after the city wide yard sale.
- Alderman Preusker inquired about the status of the no left turn issue at the intersection of Milwaukee and Pine (by Fred's). Walters replied that Kapur is scheduled to discuss at the July 21, 2016 Committee of the Whole meeting.
- Alderman Dawidziak announced that the Community Block Party has been scheduled for Saturday, September 10, 2016 and encouraged for everyone to spread the word for volunteers.
- Bergles stated that the Department of Public Works would be getting a new stump grinder in the next couple of weeks, which will be much better than their current one and will allow them to complete more work.

8. Reports 1-5

A motion was made by Ekes with a second by Preusker approve Reports 1-5. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Dawidziak with a second by Bauman to approve vouchers, pre-paids and reimbursements in the amount of \$369,826.83.

Roll Call Aye: Johnson, Ekes, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 8-0.

10. Licenses and Permits

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

11. Appointments and Nominations

There were none

12. Public Hearings

- A. At 8:26 p.m., Mayor Hefty declared a public hearing open to hear comments and concerns regarding a rezone request for property located at 340 Church Street.

Robert Musgrave, 372 Church Street, Burlington, WI, expressed his concerns about the number of already existing group homes in the area, which included busing, onstreet parking, garbage, and the additional number of people coming and going in a residential neighborhood.

Alderman Johnson confirmed that the proposed rezone is not for a group home, but for an educational program run by the school district.

Rich Carney, 389 Church Street, also expressed his concerns with existing group homes in the area, stating that the extra traffic, parking, institutional buses running back and forth, and the negative affect on property values is already becoming a problem and felt that the City needs to address the current issue before allowing any more homes of this type in the area.

Jim Gawloski, 380 Robins Run, also expressed his concerns about the effect group homes are having on the neighborhood and said that their standard and quality of living has greatly decreased since these homes have been allowed.

Peter Smet, Superintendent for the Burlington Area School District, reiterated that this is not a group home. The school district is proposing to use this property for the Project Active Citizen (PAC) educational program, which is an educational opportunity for developmentally disabled individuals that helps transition them into the real world. Smet stated that the current facility located at 348 Paul Street has never had any issues and doesn't anticipate having any issues at this location either. They just need a larger facility. Smet further stated that the program follows the school calendar and is only run during normal school hours.

Alderman Schultz asked Smet if he was aware of the existing group homes. Smet replied that he was aware of some of the homes, but that in no way is this project linked to any of them

Schultz stated that it sounded like this area might already be overburdened with this type of housing and asked if Grace Church or the Amanda House had been considered. Smet replied that there are accessibility issues with those places and needed a ranch style facility for easy accessibility.

Preusker stated that although he didn't have any issues with the school using this location for their program, he would like to know more about the existing group homes.

Vos said that he has not received any complaints but the city should address the concerns brought forth, but felt there weren't any issues with the school project.

Grandi inquired as to the locations of the other existing group homes besides the one located at 373 Church Street.

Dawidziak asked Smet who would maintain the property. Smet replied that the school district would be responsible for all maintenance and grounds keeping.

13. Resolutions

- A. Resolution 4791(10) to consider approving the 2015 CMAR Maintenance Annual Report (CMAR) for the Burlington Wastewater Treatment Plant.

A motion was made by Schultz with a second by Ekes to approve Resolution 4791(10).

Roll Call: Aye: Johnson, Ekes, Grandi, Dawidziak, Vos, Preusker, Schultz, and Bauman.
Nay: None. The motion was carried 8-0

14. Motions

- B. Motion 16-840 to consider approving an agreement with FiveStar Fireworks for the City of Burlington.

A motion was made by Preusker with a second by Ekes to approve Motion 16-840.

With all in favor, the motion carried.

- C. Motion 16-842 to consider allowing yard sale signs in the right-of-way during the City-wide yard sale, July 29-30, 2016.

A motion was made by Bauman with a second by Johnson to approve Motion 16-842.

With all in favor, the motion carried.

15. Adjourn

A motion was made by Ekes with a second by Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 8:53 p.m.

Meeting Minutes Respectfully Submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMON COUNCIL

ITEM NUMBER: 6

DATE: July 5, 2016

SUBJECT: Letters and Communications

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Communication A – Correspondence from Alderman John Ekes regarding his absence from the July 5, 2016 Committee of the Whole and Common Council meetings.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached correspondence from Alderman Ekes.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

Communication from Alderman Ekes date June 27, 2016

Attention:

City of Burlington Mayor – Jeanne Hefty

City of Burlington City Administrator - Carina Walters

Reference: Committee of the Whole and Common Council Meeting,

July 5, 2016

Date: June 27, 2016

Dear Mayor Hefty and Administrator Walters,

I wish to advise you that I will not be able to attend the Committee of the Whole and Common Council Meetings on July 5, 2016, since I will be out of town on vacation. I will review the packs and will advise you if I have any comments regarding the items being addressed.

Kind Regards,

John Ekes

John B. Ekes

1st District Alderman City of Burlington



COMMON COUNCIL

ITEM NUMBER: 8

DATE: July 5, 2016

SUBJECT: Reports 1-2

SUBMITTED BY: City Staff

BACKGROUND/HISTORY:

Attached please find the following reports:

Burlington Housing Authority Minutes – May 19, 2016
Committee of the Whole Minutes – June 21, 2016

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council approve Reports 1-3

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

Minutes

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
May 19, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday May 19, 2016 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held April 21, 2016, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of April 30, 2016. (See statement balance sheet).

The Final Budget Report was distributed and reviewed by board members. A motion was made by Stublely and seconded by Iselin to approve the Budget Report, and carried unanimously.

OCCUPANCY REPORT:

Manager Olson reported 57 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The board members and Manager Olson walked the grounds and discussed possible improvements that were needed.

Manager Olson received four bids for the landscaping on the northwest side of the building. After discussion, a motion was made by Heck and seconded by Stublely to accept the bid of Koch Kuts for \$5455. Motion carried unanimously.

The air conditioner in the office needs to be replaced. A motion was made by Stublely and seconded by Heck to allow Manager Olson to spend up to \$700 on a new air conditioner, motion carried unanimously.

The removal of the Austrian Pines has been completed.

Manager Olson received information and a price regarding soft starts for the elevators. She will obtain other bids.

Boiler #1 in the addition had some leaking. H.J. Faust came and looked at it. The leaking has stopped for now and we will keep an eye on it.

Manager Olson presented some options for exterior lighting. A motion was made by Merten and seconded by Stublely to allow Manager Olson to choose the exterior lighting with the amount not to exceed \$3,000, motion carried unanimously.

Manager Olson prepared a spreadsheet of apartments that do not currently have blinds. She will obtain a quote to install blinds in two or three more phases.

Manager Olson informed the board members that she will contract with Chuck's Window Washing to clean the outside windows at a cost of \$1000.50.

COMMUNICATION

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

NEW BUSINESS

None

UNFINISHED BUSINESS

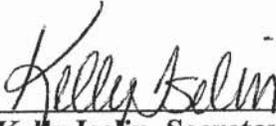
None

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Iselin and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for June 21, 2016 at 6:00 P.M.



Kelly Iselin, Secretary

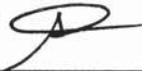


COMMON COUNCIL

ITEM NUMBER: 9

DATE: July 5, 2016

SUBJECT: Prepaid and Vouchers

SUBMITTED BY: Steve DeQuaker, City Treasurer 

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through July 5, 2016:

Total Prepaid:	\$21,352.36
Total Vouchers:	\$79,100.53
Grand Total:	<u>\$100,452.89</u>

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$ 13,000.00 Patrick W. Romenesko, S.C. – The Third Interim Billing with the Audit of 2015
2. \$ 11,723.17 Great Lakes TV Seal Inc. – 2016 Sanitary Sewer Inspection
3. \$ 5,000.00 Racine County Court – Bond Payment
4. \$ 4,296.51 WE Energies – Well #7 04/28/16 to 05/27/16
5. \$ 3,964.50 SiteOne Landscape Supply, LLC – Arborjet Tree-Age RUP

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$100,452.89.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

Detail listing of Prepaid and Vouchers.

For Council Approval July 5, 2016

Prepaid:	06/17/16	\$	15,565.26
	06/24/16	\$	5,787.10
Total Prepaid		\$	<u>21,352.36</u>
Vouchers:	07/05/16	\$	79,100.53
GRAND TOTAL		\$	<u><u>100,452.89</u></u>

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	RACINE CO COURT	Coss, Cortney; Case: 16-7053	COSS 16-7053	06/09/2016	5,000.00	06/17/2016
100-454521-001 BOND FEES	DELAVAN POLICE DEPARTMEN	Neuman, Kory; Case: C284770-3	MEUMANN C28477	06/13/2016	124.00	06/17/2016
100-454521-001 BOND FEES	CITY OF RACINE COURTS	Johnson, Hailey; Case: 14-4017	JOHNSON 14-4017	06/14/2016	202.80	06/17/2016
Total 100454521001:					5,326.80	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-05/16	06/04/2016	26.62	06/17/2016
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	18.41	06/17/2016
Total 100515132225:					45.03	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	1610-72	06/06/2016	300.00	06/17/2016
Total 100515132298:					300.00	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-05/16	06/04/2016	7.60	06/17/2016
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	18.41	06/17/2016
Total 100515141225:					26.01	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-05/16	06/04/2016	659.17	06/17/2016
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	92.01	06/17/2016
Total 100525211225:					751.18	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-05/16	06/04/2016	134.65	06/17/2016
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	73.62	06/17/2016
Total 100525220225:					208.27	
100525220324						
100-525220-324 FIRE - MEMBERSHIP & DUE	WI DEPT OF AGRICULTURE	Certification/Registration Fee 411416	5637192178	05/16/2016	50.00	06/17/2016
Total 100525220324:					50.00	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-05/16	06/04/2016	7.61	06/17/2016
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	36.81	06/17/2016
Total 100535321225:					44.42	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	RUNDLE-SPENCE	Rundle-Spence - (split)	S2441031.001	06/02/2016	402.98	06/17/2016
Total 100535321350:					402.98	
100535321352						
100-535321-352 STREETS - REP MAINT STO	WI DNR-ENVIRONMENTAL FEE	WI DNR ENVIRONMENTAL FEES 252276640	252276640-2016-1	05/26/2016	1,500.00	06/17/2016
Total 100535321352:					1,500.00	
10055551248						
100-555551-248 PARKS - REPAIR MAINT BL	RUNDLE-SPENCE	Rundle-Spence - (split)	S2441031.001	06/02/2016	201.48	06/17/2016

Prepaid
6-17-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 10055551248:					201.48	
25155511327						
251-55511-327 MATERIALS	USA TODAY	USA TODAY LIBRARY ACCT 4188826	0616USA	06/16/2016	294.41	06/17/2016
251-55511-327 MATERIALS	BIRDS & BLOOMS	1-YEAR RENEWAL	2016	06/15/2016	14.98	06/17/2016
Total 25155511327:					309.39	
25155511345						
251-55511-345 PROGRAMS	MCCARTHY, TAMMY	reimbursement- Yo Yo Program Performer	061516	06/15/2016	150.00	06/17/2016
251-55511-345 PROGRAMS	LEBAK, BARBARA	Reimbursement - Dollar Tree	060616	06/06/2016	6.31	06/17/2016
Total 25155511345:					156.31	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357MAY16	06/01/2016	69.59	06/17/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660JUNE1	06/02/2016	45.09	06/17/2016
Total 621575740220:					114.68	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357MAY16	06/01/2016	10.54	06/17/2016
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199MAY16	05/25/2016	16.75	06/17/2016
Total 621575740222:					27.29	
622506220000						
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505MAY16	05/27/2016	4,296.51	06/17/2016
Total 622506220000:					4,296.51	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919MAY16	05/30/2016	10.56	06/17/2016
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365MAY16	06/01/2016	18.86	06/17/2016
Total 622506230000:					29.42	
622509030000						
622-509030-000 OFFICE SUPPLIES	US POSTOFFICE	US POST OFFICE YEARLY FEE BOX NUMBER 477	477-2016	06/13/2016	138.00	06/17/2016
Total 622509030000:					138.00	
622509040000						
622-509040-000 UNCOLLECTIBLE ACCOUNT	CONLEY, JASON & LISA	refund - overpayment 312 Indian Bend Rd	9.2227.01	06/15/2016	33.63	06/17/2016
Total 622509040000:					33.63	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291-05/16	06/04/2016	7.60	06/17/2016
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	36.82	06/17/2016
Total 622509210000:					44.42	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	RUNDLE-SPENCE	Rundle-Spence - (split)	S2441031.001	06/02/2016	402.98	06/17/2016
Total 622509350000:					402.98	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135MAY16	06/12/2016	64.00	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457MAY16	06/12/2016	18.21	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006MAY16	06/12/2016	450.03	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440MAY16	06/12/2016	264.79	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972MAY16	06/12/2016	17.61	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581MAY16	06/12/2016	59.24	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921MAY16	06/12/2016	57.74	06/17/2016
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002MAY16	06/12/2016	32.02	06/17/2016
Total 623575740220:					963.64	
623575740225						
623-575740-225 TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE AIRPORT	829440291-05/16	06/04/2016	7.60	06/17/2016
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740616	06/04/2016	55.22	06/17/2016
Total 623575740225:					62.82	
623575740298						
623-575740-298 CONTRACT SERVICES	WI DNR-ENVIRONMENTAL FEE	WI DNR ENVIRONMENTAL FEES 252197000	252197000-2016-1	05/26/2016	130.00	06/17/2016
Total 623575740298:					130.00	
Grand Totals:					15,565.26	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	TOWN OF MUKWONAGO POLIC	Ortiz, Nico A; Case: DW80XVN00B	DW80XVN00B	06/21/2016	262.00	06/24/2016
Total 100454521001:					262.00	
100454591000						
100-454591-000 PARK DEPT	EHLEN JR, LAWRENCE	Park Reservation Refund	061716	06/17/2016	50.00	06/24/2016
Total 100454591000:					50.00	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMINISTRATION	1563773	06/15/2016	10.75	06/24/2016
Total 100515132153:					10.75	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	1563773	06/15/2016	.63	06/24/2016
Total 100515141153:					.63	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	1563773	06/15/2016	7.81	06/24/2016
Total 100525211153:					7.81	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 767-1857 136 4	26276718570516	05/28/2016	122.68	06/24/2016
Total 100525211225:					122.68	
100525211330						
100-525211-330 POLICE - TRAVEL	WILLIAM, RICE	TRAVEL REIMBURSEMENT	060716	06/07/2016	30.00	06/24/2016
Total 100525211330:					30.00	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	18864841	06/06/2016	349.29	06/24/2016
Total 100525211533:					349.29	
100525220153						
100-525220-153 FIRE - EMPLOYEE BENEFIT	EMPLOYEE BENEFITS CORPO	EBC FIRE	1563773	06/15/2016	12.50	06/24/2016
Total 100525220153:					12.50	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174MAY16	06/13/2016	441.00	06/24/2016
Total 100535321220:					441.00	
100535321225						
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 06/16	06/19/2016	75.87	06/24/2016
Total 100535321225:					75.87	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988MAY16	06/12/2016	49.17	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266JUN16	06/13/2016	42.10	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427MAY16	06/12/2016	17.33	06/24/2016

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100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067MAY16	06/12/2016	43.99	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145MAY16	06/10/2016	23.20	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4440-397-780	4440397780MAY16	06/12/2016	62.10	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692JUN16	06/14/2016	114.34	06/24/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431MAY16	06/13/2016	284.49	06/24/2016
Total 100535321261:					636.72	
100535321298						
100-535321-298 STREETS - CONTRACT SER	Advanced Disposal Services	Advanced Disposal DPW	C60001342005	05/31/2016	712.37	06/24/2016
Total 100535321298:					712.37	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	4954158	06/09/2016	638.04	06/24/2016
Total 100535321350:					638.04	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359MAY16	06/12/2016	880.82	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053MAY16	06/13/2016	18.26	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774MAY16	06/12/2016	56.92	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997MAY16	06/12/2016	144.67	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405MAY16	06/12/2016	34.21	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838MAY16	06/07/2016	16.80	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627MAY16	06/12/2016	57.88	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241MAY16	06/12/2016	48.89	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713JUN16	06/12/2016	72.82	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983MAY16	06/12/2016	17.33	06/24/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262MAY16	06/12/2016	93.52	06/24/2016
Total 100555551220:					1,442.12	
100555551225						
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 06/16	06/19/2016	37.94	06/24/2016
Total 100555551225:					37.94	
251555511153						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	1563773	06/15/2016	2.34	06/24/2016
Total 251555511153:					2.34	
251555511247						
251-555511-247 REPAIR, MAINTENANCE BUI	ARTISTIC CLEANERS	Library carpet cleaning	7164	06/17/2016	226.00	06/24/2016
Total 251555511247:					226.00	
251555511345						
251-555511-345 PROGRAMS	PARRETT, COURTNEY	reimbursement- Felt project supplies	061716	06/17/2016	19.36	06/24/2016
Total 251555511345:					19.36	
465555551804						
465-555551-804 PARKS CAPITAL OUTLAY P	TCF EQUIPMENT FINANCE, INC	Mower Financing- Contrat # 008-0658807-300	4643739	06/15/2016	343.28	06/24/2016
Total 465555551804:					343.28	

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621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	1563773	06/15/2016	12.50	06/24/2016
Total 621575740153:					12.50	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051MAY16	06/07/2016	47.54	06/24/2016
Total 621575740220:					47.54	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE-MILW	Time Warner WWTP Acct # 702658601	702658601 06/16	06/17/2016	124.94	06/24/2016
Total 621575740310:					124.94	
622509210000						
622-509210-000 OFFICE SUPPLY	PETTY CASH WATER DEPT	Pett Cash Reimbursement - Post Office	062116	06/21/2016	4.66	06/24/2016
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 06/16	06/19/2016	75.87	06/24/2016
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R2489010616	06/10/2016	68.95	06/24/2016
Total 622509210000:					149.48	
622509260153						
622-509260-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WATER	1563773	06/15/2016	3.47	06/24/2016
Total 622509260153:					3.47	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	PETTY CASH WATER DEPT	Pett Cash Reimbursement -Menards	4987	04/28/2016	28.47	06/24/2016
Total 622509350000:					28.47	
Grand Totals:					5,787.10	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP Hearing 109 N Pine	244933	05/26/2016	56.22	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	ZBA Hearing 1401 Serena Ln	244934	05/26/2016	56.22	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	ZBA Hearing 457 Milwaukee Ave	244935	05/26/2016	56.22	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Public Hearing 340 Church	246663	06/09/2016	70.54	
Total 100515111399:					239.20	
100515121243						
100-515121-243 MUNI COURT - SERVICE CO	JAMES IMAGING SYSTEMS, IN	Muni Toshiba ES550	683397	06/16/2016	18.73	
Total 100515121243:					18.73	
100515121248						
100-515121-248 MUNI COURT - REP & MAIN	VORPAGEL SERVICE INC.	Vorpapel Services Muni	38704	06/08/2016	53.17	
Total 100515121248:					53.17	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	VORPAGEL SERVICE INC.	Vorpapel Services Admin	38704	06/08/2016	627.36	
Total 100515132248:					627.36	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1085334	06/15/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1087725	06/22/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	MINUTEMAN PRESS OF BURLI	Minuteman - Business Cards	27583	06/23/2016	39.00	
Total 100515132310:					44.50	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	06/16/16CH	06/16/2016	5.85	
Total 100515132399:					5.85	
100515140248						
100-515140-248 CLERK-REPAIRS & MAINT B	VORPAGEL SERVICE INC.	Vorpapel Services Clerk	38704	06/08/2016	53.17	
Total 100515140248:					53.17	
100515141213						
100-515141-213 FINANCE - ACCTING AND A	ROMENESKO, PATRICK S.C.	Finince City Audit	19044	06/18/2016	6,500.00	
Total 100515141213:					6,500.00	
100515141248						
100-515141-248 FINANCE - REP AND MAINT	VORPAGEL SERVICE INC.	Vorpapel Services Finance	38704	06/08/2016	329.63	
Total 100515141248:					329.63	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	CIVIC SYSTEMS, LLC	Semi-Annual Support Fees	CVC14230	06/22/2016	2,426.66	
100-515141-298 FINANCE - CONTRACT SER	EHLERS INVESTMENT PARTNE	Monthly Management Fee	053116	05/31/2016	300.65	
Total 100515141298:					2,727.31	
100515141533						
100-515141-533 FINANCE - COPY MACHINE	JAMES IMAGING SYSTEMS, IN	Fin Toshiba ES550	683397	06/16/2016	56.18	

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Total 100515141533:					56.18	
100515161298						
100-515161-298	ATTORNEY - CONTRACT S	VONBRIESEN & ROPER, S.C.	VON BRIESEN & PURTELL LABOR & EMPLOYME	10558	634.94	06/15/2016
Total 100515161298:					634.94	
100525211211						
100-525211-211	POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Nicholas J Aron	143412535	234.00	06/08/2016
100-525211-211	POLICE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC POLICE	05613694	25.28	05/27/2016
Total 100525211211:					259.28	
100525211244						
100-525211-244	POLICE - REPAIR & MAINTENANCE	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV0997547	76.90	06/07/2016
Total 100525211244:					76.90	
100525211310						
100-525211-310	POLICE - OFF SUPP-POSTAL	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	06/07/16PD	5.85	06/17/2016
100-525211-310	POLICE - OFF SUPP-POSTAL	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	06/09/16PD	11.89	06/09/2016
100-525211-310	POLICE - OFF SUPP-POSTAL	MINUTEMAN PRESS OF BURLINGHAM	Minuteman - Business Cards	27583	39.00	06/23/2016
Total 100525211310:					56.74	
100525211344						
100-525211-344	POLICE - JANITOR SUPPLIES	MENARDS	Menards Acct 32120263 (split)	8291	20.87	06/07/2016
100-525211-344	POLICE - JANITOR SUPPLIES	REINEMANS, INC.	18Butt Connector	102864	2.06	06/06/2016
100-525211-344	POLICE - JANITOR SUPPLIES	REINEMANS, INC.	Pd Supplies	102881	27.05	06/06/2016
100-525211-344	POLICE - JANITOR SUPPLIES	REINEMANS, INC.	Muriatic Acid	103166	16.18	06/09/2016
100-525211-344	POLICE - JANITOR SUPPLIES	REINEMANS, INC.	Paint	103411	25.19	06/13/2016
Total 100525211344:					91.35	
100525211347						
100-525211-347	POLICE - FIREARM SUPPLIES	MENARDS	Menards Acct 32120263 (split)	8291	41.42	06/07/2016
100-525211-347	POLICE - FIREARM SUPPLIES	BROWNELLS, INC.	SUPPLIES	12632071.00	137.58	06/03/2016
100-525211-347	POLICE - FIREARM SUPPLIES	BROWNELLS, INC.	HAMMER SPRING	12632071.01	9.18	06/07/2016
Total 100525211347:					188.18	
100525211384						
100-525211-384	POLICE - CRIME PREVENTION	WORLDWIDE LTD	Silver Badge Stickers	113247	187.00	06/07/2016
Total 100525211384:					187.00	
100525220159						
100-525220-159	FIRE - CLOTHING ALLOWANCE	LARK UNIFORM OUTFITTERS	Lark Uniform - Chief Babe	223085	420.00	06/13/2016
Total 100525220159:					420.00	
100525220211						
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Hanson, John	141293368	78.00	03/17/2016
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Mueller, Adam	142832210	78.00	05/16/2016
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Pernice, A.	142886914	78.00	05/18/2016
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Spencer, Kevin	142894112	78.00	05/18/2016
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Rook, Kevin	143206129	78.00	05/31/2016
100-525220-211	FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Babe, Alan	143407374	128.00	06/08/2016

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100-525220-211 FIRE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC FIRE	05613694	05/27/2016	12.64	
Total 100525220211:					530.64	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	MINUTEMAN PRESS OF BURLI	Minuteman - Business Cards	27583	06/23/2016	49.00	
Total 100525220310:					49.00	
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1085334	06/15/2016	127.66	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1087725	06/22/2016	64.87	
100-535321-159 STREETS - CLOTHING ALL	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0331703-IN	06/08/2016	43.23	
100-535321-159 STREETS - CLOTHING ALL	ALLIED SAFETY PRODUCTS, LL	Grain Leather Drivers, Size Lg (split)	4978	06/10/2016	30.00	
Total 100535321159:					265.76	
100535321242						
100-535321-242 STREETS - REP MAINT VE	HUMPHREY SERVICE & PARTS,	Air Filters	1114655	06/08/2016	11.50	
100-535321-242 STREETS - REP MAINT VE	HUMPHREY SERVICE & PARTS,	light	1115220	06/15/2016	20.40	
100-535321-242 STREETS - REP MAINT VE	LOIS TIRE SHOP,INC.	Unit 107	386067	06/17/2016	574.98	
100-535321-242 STREETS - REP MAINT VE	CUMMINS NPOWER,LLC	CUMMINS- Stock	805-17192	06/08/2016	32.10	
100-535321-242 STREETS - REP MAINT VE	OLSON TRAILER & BODY , L.L.	Unit 507 - PIN	74573C	06/13/2016	209.37	
100-535321-242 STREETS - REP MAINT VE	OTTO PAAP CO, INC	Otto Paap - Parts for chainsaw	112573	06/16/2016	27.72	
Total 100535321242:					876.07	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1085335	06/15/2016	10.93	
Total 100535321248:					10.93	
100535321298						
100-535321-298 STREETS - CONTRACT SER	ASPHALT CONTRACTORS, INC	Asphalt Contractors - E-1 12.5mm	2016159	06/08/2016	44.20	
100-535321-298 STREETS - CONTRACT SER	KETTERHAGEN MEMORIALS, I	Setting Compound Around Lincoln Statue	FEB 2016	06/14/2016	150.00	
100-535321-298 STREETS - CONTRACT SER	MENARDS	Menards Acct 32120265	8287	06/07/2016	23.87	
100-535321-298 STREETS - CONTRACT SER	VORPAGEL SERVICE INC.	Service Call DPW (split)	39185	06/06/2016	303.38	
100-535321-298 STREETS - CONTRACT SER	WANASEK CORPORATION	ELGIN TRUCK SWEEPER	6020	06/08/2016	2,654.00	
100-535321-298 STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	2872	06/20/2016	320.00	
Total 100535321298:					3,495.45	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	6555626	06/10/2016	25.49	
Total 100535321310:					25.49	
100535321324						
100-535321-324 STREETS - MEMBERSHIP D	AMERICAN PUBLIC WORKS AS	APWA DPW MEMBERSHIP (split)	122677 2016	06/06/2016	204.00	
Total 100535321324:					204.00	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	CRESCENT ELECTRIC SUPPLY	CRESCENT ELECTRIC DPW	S502040191.002	06/13/2016	258.74	
100-535321-350 STREETS - REP MAINT SUP	MOTOR PARTS COMPANY, LLC	MOTOR PARTS DPW STOCK	275121	06/15/2016	44.37	
100-535321-350 STREETS - REP MAINT SUP	REINDERS INC	Reinders- parts for Unit 110	1638388-00	06/08/2016	33.30	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	plumbing parts	103217	06/10/2016	29.56	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	plumbing parts	103218	06/10/2016	4.75	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies	103381	06/13/2016	28.57	

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100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Paint	103935	06/21/2016	49.41	
Total 100535321350:					448.70	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	CRUSHED ASPHALT	2016154	06/07/2016	22.69	
100-535321-351 STREETS - MAINT CURB,G	MENARDS	Menards Acct 32120266	9333	06/20/2016	14.97	
Total 100535321351:					37.66	
10055551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1085334	06/15/2016	16.83	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1087725	06/22/2016	16.92	
100-555551-159 PARKS - CLOTHING	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0331703-IN	06/08/2016	43.22	
100-555551-159 PARKS - CLOTHING	ALLIED SAFETY PRODUCTS, LL	Grain Leather Drivers, Size Lg (split)	4978	06/10/2016	30.00	
Total 10055551159:					106.97	
10055551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1085335	06/15/2016	5.46	
Total 10055551248:					5.46	
10055551298						
100-555551-298 PARKS - OUTSIDE SERVICE	MENARDS	Menards Acct 32120266	8851	06/14/2016	71.60	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-127424	06/15/2016	90.00	
100-555551-298 PARKS - OUTSIDE SERVICE	VORPAGEL SERVICE INC.	Service Call DPW (split)	39185	06/06/2016	151.70	
100-555551-298 PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	2872	06/20/2016	160.00	
Total 10055551298:					473.30	
10055551310						
100-555551-310 PARKS - OFFICE SUPP, PO	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	6555626	06/10/2016	25.48	
Total 10055551310:					25.48	
10055551324						
100-555551-324 PARKS - MEMBERSHIP & D	AMERICAN PUBLIC WORKS AS	APWA DPW MEMBERSHIP (split)	122677 2016	06/06/2016	102.00	
100-555551-324 PARKS - MEMBERSHIP & D	ARBOR DAY FOUNDATION	ARBOR DAY MEMBERSHIP DUES	2016 BERGLES	06/14/2016	15.00	
Total 10055551324:					117.00	
10055551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	ELKHORN CHEMICAL DPW	575804	06/10/2016	407.37	
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	ELKHORN CHEMICAL DPW	575804-1	06/09/2016	135.00	
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	ELKHORN CHEMICAL DPW	576038	06/17/2016	188.29	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	hardware	102865	06/06/2016	1.20	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	103362	06/13/2016	10.15	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	103381	06/13/2016	4.94	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	hardware	103690	06/17/2016	.53	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	103933	06/21/2016	32.77	
100-555551-350 PARKS - REPAIR/MTCE SUP	OTTO PAAP CO, INC	Otto Paap - Parts for weed trimmers	112702	06/20/2016	11.25	
Total 10055551350:					791.50	
100555561298						
100-5555561-298 FORESTRY-CONTRACT SE	MINUTEMAN PRESS OF BURLI	Chemical Reports for Tree Injection	27506	06/15/2016	98.90	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100555561298:					98.90	
100555561350						
100-555561-350 FORESTRY-REPAIR/MTCE	MENARDS	Menards Acct 32120266 (Urban Forestry Grant)	8358	06/08/2016	79.63	
100-555561-350 FORESTRY-REPAIR/MTCE	FASTENAL COMPANY	Fastenal- Drill Driver	WIBUR18829	06/10/2016	209.99	
100-555561-350 FORESTRY-REPAIR/MTCE	SITEONE LANDSCAPE SUPPLY,	ARBORJET TREE-AGE	76208835	06/10/2016	3,964.50	
Total 100555561350:					4,254.12	
100565641299						
100-565641-299 PLAN COMM - LAND USE	KAPUR & ASSOCIATES, INC.	07.0884.01 CTH W Trail	87837	05/25/2016	2,915.00	
Total 100565641299:					2,915.00	
251555511211						
251-555511-211 PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Pletschman, Kevin	143267953	06/02/2016	50.00	
251-555511-211 PHYSICALS	TRANS UNION LLC	TRANS UNION LLC DPW	05613694	05/27/2016	25.28	
251-555511-211 PHYSICALS	TRANS UNION LLC	TRANS UNION LLC LIBRARY	05613694	05/27/2016	12.64	
Total 251555511211:					87.92	
251555511225						
251-555511-225 TELEPHONE	WI DEPT OF ADMINISTRATION	WI DEPT OF ADMIN TEACH WI SERVICES	505-000007505	06/29/2016	600.00	
Total 251555511225:					600.00	
251555511247						
251-555511-247 REPAIR, MAINTENANCE BUI	REESMAN'S SERVICE CORP	Landscape Maintenance	20160089	06/29/2016	210.00	
251-555511-247 REPAIR, MAINTENANCE BUI	MENARDS	building supplies	7873	06/29/2016	33.32	
251-555511-247 REPAIR, MAINTENANCE BUI	REINEMANS, INC.	building supplies	104387	06/29/2016	62.49	
251-555511-247 REPAIR, MAINTENANCE BUI	VORPAGEL SERVICE INC.	VORPAGEL LIBRARY MAINTENANCE	053116	05/31/2016	1,489.40	
Total 251555511247:					1,795.21	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	5895741	06/29/2016	421.84	
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Library	052416	05/24/2016	24.15	
251-555511-310 OFFICE SUPPLIES, POSTA	MINUTEMAN PRESS OF BURLI	Name Tags	27600	06/29/2016	32.50	
251-555511-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES LIBRARY SUPPLIES	3305311756	06/29/2016	68.10	
Total 251555511310:					546.59	
251555511312						
251-555511-312 COMPUTER SUPPLIES	FARONICS TECHNOLOGIES US	DEEP FREEZE RENEWAL	0616FAR	06/29/2016	538.44	
Total 251555511312:					538.44	
251555511327						
251-555511-327 MATERIALS	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIALS	203207819	06/29/2016	1,020.26	
251-555511-327 MATERIALS	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIALS	2032080735	06/29/2016	1,086.64	
251-555511-327 MATERIALS	BAKER & TAYLOR CONT. SERV	Travel Books	5013920797	06/29/2016	68.48	
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1375800	06/29/2016	323.48	
251-555511-327 MATERIALS	JOURNAL SENTINEL	Subscription Renewal	0616JS	06/29/2016	379.60	
251-555511-327 MATERIALS	WI TAXPAYERS ALLIANCE	LIBRARY REFERENCE MATERIALS	0616WTA	06/29/2016	21.95	
251-555511-327 MATERIALS	MICROMARKETING ASSOCIAT	Juvenile Audiobooks	624892	06/29/2016	206.95	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	AMAZON .COM LIBRARY MATERIALS	0616AMAZ1	06/29/2016	120.14	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	AMAZON .COM LIBRARY MATERIALS	0616AMAZ3	06/29/2016	115.00	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	Music CD's	93988871	06/29/2016	18.99	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	DVD's	94074914	06/29/2016	602.73	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	audiobooks	94082045	06/29/2016	59.98	
251-555511-327 MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	0616TOH	06/29/2016	21.00	
251-555511-327 MATERIALS	LOOKOUT BOOKS	Lookout Books Juvenile Materia	0207420	06/29/2016	408.00	
Total 251555511327:					4,453.20	
251555511345						
251-555511-345 PROGRAMS	MPLC	MPLC License	504026809	06/29/2016	109.61	
251-555511-345 PROGRAMS	STAPLES BUSINESS ADVANTA	STAPLES LIBRARY SUPPLIES	3305311758	06/29/2016	40.53	
Total 251555511345:					150.14	
452565641298						
452-565641-298 TID 5 CONTRACT SERVICE	ROMENESKO, PATRICK S.C.	TIF No. 5 for Walworth County	19043	06/18/2016	720.00	
452-565641-298 TID 5 CONTRACT SERVICE	ARBOR FOREST PRODUCTS &	TOP SOIL	2422	06/09/2016	720.00	
452-565641-298 TID 5 CONTRACT SERVICE	SUNBELT RENTALS, INC.	landscape Rake	60844864-001	06/10/2016	388.99	
452-565641-298 TID 5 CONTRACT SERVICE	WESTERN CULVERT & SUPPLY	Guardrail & Supplies for Sunset Trail	050710	06/17/2016	1,318.64	
Total 452565641298:					3,147.63	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1085337	06/15/2016	72.66	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1087727	06/22/2016	78.26	
Total 621575740159:					150.92	
621575740242						
621-575740-242 REPAIR, MAINTENANCE VE	BUMPER TO BUMPER BURLING	Parts	307262	06/09/2016	105.58	
Total 621575740242:					105.58	
621575740244						
621-575740-244 REPAIRS, MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1085337	06/15/2016	13.78	
621-575740-244 REPAIRS, MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1087727	06/22/2016	13.78	
621-575740-244 REPAIRS, MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1087728	06/22/2016	117.93	
621-575740-244 REPAIRS, MAINT EQUIPMEN	ELKHORN CHEMICAL & PACKA	WWTP - Supplies	575519	06/10/2016	179.22	
621-575740-244 REPAIRS, MAINT EQUIPMEN	GRAINGER	Grainger - filters	9135576750	06/09/2016	273.08	
621-575740-244 REPAIRS, MAINT EQUIPMEN	REINEMANS, INC.	Parts	103146	06/09/2016	14.15	
621-575740-244 REPAIRS, MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	WWTP June Cleaning	2873	06/20/2016	1,080.00	
621-575740-244 REPAIRS, MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Parts	307218	06/09/2016	76.97	
621-575740-244 REPAIRS, MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Parts	307572	06/15/2016	138.38	
Total 621575740244:					1,907.29	
621575740245						
621-575740-245 GROUND IMPROVEMENTS	ARBOR IMAGES, INC.	Arbor Images - Playground Mix	59659B	06/08/2016	600.00	
Total 621575740245:					600.00	
621575740248						
621-575740-248 PLANT OPERATION	MENARDS	Menards Acct 32120265	8730	06/13/2016	63.84	
621-575740-248 PLANT OPERATION	MENARDS	Menards Acct 32120265	8913	06/15/2016	71.66	
Total 621575740248:					135.50	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1085337	06/15/2016	4.71	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1087727	06/22/2016	4.71	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1087728	06/22/2016	85.27	
621-575740-249 LABORATORY	IDEXX LABORATORIES	Colisure 200T Irradiated	3003527913	06/07/2016	1,860.58	
621-575740-249 LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	374222	06/14/2016	938.92	
Total 621575740249:					2,894.19	
621575740298						
621-575740-298 CONTRACT SERVICE	ROMENESKO, PATRICK S.C.	WWTP City Audit	19044	06/18/2016	3,250.00	
621-575740-298 CONTRACT SERVICE	CIVIC SYSTEMS, LLC	Semi-Annual Support Fees	CVC14230	06/22/2016	2,426.67	
621-575740-298 CONTRACT SERVICE	EHLERS & ASSOCIATES, INC	2016 Sewer Rate Study	70605	06/10/2016	400.00	
Total 621575740298:					6,076.67	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	AMERICAN PUBLIC WORKS AS	APWA DPW MEMBERSHIP (split)	122677 2016	06/06/2016	102.00	
Total 621575740330:					102.00	
621575740374						
621-575740-374 SAFETY	WI RURAL WATER ASSOCIATIO	WI RURAL ANNUAL REFRESHER TRAINING	2972	06/16/2016	39.67	
Total 621575740374:					39.67	
621575740375						
621-575740-375 TV & SEAL SANITARY SEW	GREAT LAKES TV SEAL, INC	2016 Sanitary Sewer Inspection	17618	05/31/2016	11,723.17	
Total 621575740375:					11,723.17	
622501503000						
622-501503-000 MATERIALS & SUPPLIES M	HD SUPPLY WATERWORKS, LT	HD Supply - Water Dept (split)	F569816	06/09/2016	745.44	
Total 622501503000:					745.44	
622501505000						
622-501505-000 HYDRANT INVENTORY-MAT	HD SUPPLY WATERWORKS, LT	HD Supply - Water Dept (split)	F569816	06/09/2016	2,714.50	
Total 622501505000:					2,714.50	
622506230000						
622-506230-000 SUPPLIES	GRAINGER	solenoid valve	9138930962	06/13/2016	317.00	
622-506230-000 SUPPLIES	MENARDS	Menards Acct 32120265 (well #11)	8511	06/10/2016	53.57	
622-506230-000 SUPPLIES	REINEMANS, INC.	Supplies	103381	06/13/2016	13.48	
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	300 CF Reconstituted Air	396613	06/03/2016	45.52	
Total 622506230000:					429.57	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Tonkazorb 3%	3889862	05/26/2016	1,521.50	
Total 622506310000:					1,521.50	
622506510000						
622-506510-000 MAINS, WATER BREAKS-SU	HD SUPPLY WATERWORKS, LT	HD Supply - Water Dept (split)	F569816	06/09/2016	211.32	
Total 622506510000:					211.32	
622506520000						
622-506520-000 SERVICE-SUPPLIES	HD SUPPLY WATERWORKS, LT	HD Supply - Water Dept (split)	F569816	06/09/2016	1,105.64	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622506520000:					1,105.64	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	REINEMANS, INC.	Supplies	103641	06/16/2016	6.86	
Total 622506530000:					6.86	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1085336	06/15/2016	37.30	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1087726	06/22/2016	37.30	
Total 622509030000:					74.60	
622509230000						
622-509230-000 OUTSIDE SERVICES	ROMENESKO, PATRICK S.C.	Water City Audit	19044	06/18/2016	3,250.00	
622-509230-000 OUTSIDE SERVICES	WI DNR	2016 Water Use Fees, Owner #3471	WU63621	05/25/2016	125.00	
622-509230-000 OUTSIDE SERVICES	CIVIC SYSTEMS, LLC	Semi-Annual Support Fees	CVC14230	06/22/2016	2,426.67	
Total 622509230000:					5,801.67	
622509300000						
622-509300-000 MISCELLANEOUS-SUPPLIE	SOUTHERN LAKES NEWSPAPE	CCR Notice	247552	06/16/2016	383.70	
622-509300-000 MISCELLANEOUS-SUPPLIE	AMERICAN PUBLIC WORKS AS	APWA DPW MEMBERSHIP (split)	122677 2016	06/06/2016	102.00	
Total 622509300000:					485.70	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	OLSON TRAILER & BODY , L.L.	Trk #24 - Torsion Spring	74572C	06/13/2016	94.97	
Total 622509330000:					94.97	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1085335	06/15/2016	10.93	
622-509350-000 GENERAL PLANT-SUPPLIE	VORPAGEL SERVICE INC.	Service Call DPW (split)	39185	06/06/2016	303.38	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	2872	06/20/2016	320.00	
Total 622509350000:					634.31	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK, IN	SERVICE REPAIR AT AIRPORT	2016-005961	06/01/2016	377.00	
Total 623575740242:					377.00	
623575740245						
623-575740-245 REPAIR,MAINTENANCE GR	WANASEK CORPORATION	Airport - VIB Compactor	6068	06/16/2016	738.26	
Total 623575740245:					738.26	
623575740247						
623-575740-247 REPAIR,MAINTENANCE BUI	HERBIE'S HANGAR DOOR	Service Call - repairs	1395B	06/03/2016	1,484.85	
Total 623575740247:					1,484.85	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	Airport Manager's Agreement	JULY2016	07/05/2016	319.30	
Total 623575740298:					319.30	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
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Grand Totals: 79,100.53

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: July 5, 2016

SUBJECT: Licenses & Permits

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

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

Operator’s Licenses:

- | | |
|------------------|------------------|
| Tina Barnett | Andrea Peters |
| Vicki Baumeister | Jennifer Stanley |
| Marie Binns | Todd Stark |
| Wayne Evert | Abraham Velez |
| Amanda Fait | Michael Wiemer |
| Madelyne Harry | Metta Wilkerson |
| John Kobernick | Olga Zavaleta |
| Kyle Melahn | |

Upcoming Special Events:

- Kid Fest – LifeBridge Church 07/16/2016
- Maxwell Street Days/Citywide Yard Sales – 07/29 & 07/30/2016
- Toy Run for Love Inc – 09/11/2016

BUDGET/FISCAL IMPACT:

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

RECOMMENDATION:

Staff recommends that the Common Council approve the presented licenses.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

None



COMMON COUNCIL

ITEM NUMBER: 13A

DATE: July 5, 2016

SUBJECT: RESOLUTION 4795(14) to approve the purchase of a new 2016 Mack Single Axle Patrol Truck with Plow and Hydraulics Package for \$183,267 which will replace the current 2001 Sterling Single Axle Patrol/Plow Truck.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

The City of Burlington DPW has been operating a Sterling Single Axle Patrol Truck for the last 15 years. This brand of truck is no longer manufactured and parts are becoming harder to acquire. To date, DPW has spent \$50,000 on a truck that originally cost \$183,342. The Sterling truck currently has 2,500 hours and 27,000 miles. Its main use is snow plowing along with dirt hauling, gravel and tree hauling. The average hourly cost to operate the Sterling truck is approximately \$60.00 per hour. Our current replacement cycle is 10 years. This truck has surpassed that by 5 years due to budget restrictions.

BUDGET/FISCAL IMPACT:

The City of Burlington solicited bids from multiple dealers for a new patrol truck in addition to a snow plow package. These bids are shown in the attachments. One bid that meets our specs is the Mack Truck from Racine Truck. Its price is \$102,022 plus title, license and registration. The cost of the plow kit and hydraulics is \$81,245 from Olsen Trailer & Body. The estimated total price of the truck is \$183,267, not including title, registration, and license. Our 2016 budget allotment for the replacement truck is listed as \$175,000 while the CIP plan showed \$188,000. The difference from the estimated actual truck price and budgeted amount is short (-\$8,267). Three other dealers presented lower truck prices that would negate the underfunding but reliability and current new model issues are items of concern for the other three models.

TRUCK BIDS	TOTAL
*Mack Truck of Racine	\$102,022.00
JX Peterbilt	\$ 94,490.48
Wis. Kenworth	\$ 94,156.00
Lakeside International	\$ 90,475.00

PLOW & HYDRAULIC PACKAGE	TOTAL
*Olsen Trailer & Body	\$ 81,245.00
Monroe Truck & Equipment	\$ 92,509.00
Casper's Truck	\$ 88,880.00

RECOMMENDATION:

Staff recommends purchasing the Mack truck due to its durability and the assurance that it will make a 15-year replacement cycle. The estimated hourly cost of the Mack truck is approximately \$26.00 per hour based on the reliability of our other Mack truck and the quality of material. The new Mack truck will be next in line to carry our leaf vacuum system which our current Mack truck is set up for. If the current Mack were to fail, the new Mack truck frame style and controls are designed to fit our vacuum set up with minimal adjustment.

TIMING/IMPLEMENTATION:

This item was discussed at the June 21, 2016 Committee of the Whole meeting and for final consideration at the July 5, 2016 Common Council meeting. The average delivery time for a new truck is from 4 to 6 months.

ATTACHMENTS:

Resolution / Bid sheets

A RESOLUTION APPROVING THE PURCHASE OF A NEW MACK 2016 SINGLE AXLE PATROL TRUCK FROM MACK TRUCK OF RACINE AND A PLOW AND HYDRAULICS PACKAGE FROM OLSON TRAILER AND BODY FOR THE TOTAL AMOUNT OF \$183,267

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18), a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all non-construction related Budget Items requiring expenditures of \$15,000 or more to be reviewed and pre-approved by the Common Council; and,

WHEREAS, the Department of Public Works is scheduled to purchase a new single axle patrol truck with funds included in the 2016 Street Department budget; and,

WHEREAS, the Street Department has searched local dealerships for available patrol trucks and advertised on VendorNet to meeting the Street Department's specifications; and,

WHEREAS, the bids were reviewed by City staff in May 16, 2016; and,

WHEREAS, the Department of Public Works Director recommends acceptance of the purchase of one single axle Mack patrol truck from Mack Truck of Racine, for the not to exceed price of \$102,092 and a plow and hydraulics package from Olson Trailer and Body for the not to exceed price of \$81,225, for a total cost of \$183,276 plus tax, title and registration fees; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City of Burlington shall approve the purchase of the 2016 Mack single-axle patrol truck from Mack Truck of Racine for the not to exceed price of \$102,092 and a plow and hydraulics package from Olson Trailer and Body for the not to exceed price of \$81,225, for a total cost of \$183,276 plus tax, title and registration fees

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized this purchase order on behalf of the City.

Introduced: June 21, 2016
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



CITY OF BURLINGTON

Department of Public Works

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

Single Axle patrol Truck

I am recommending we purchase the Mack chassis from Racine Truck in Franksville, WI and the body plows and Hydraulics through Olson Trailer and Body in Green Bay, WI. They both meet our specs and allow us to standardize our fleet. This will give us three Mack trucks and we have all Dura-Class bodies, Wausau Everest Plows with Force America hydraulics from Olson's. This allows us to stock less parts keep better versed for repairs as needed and lower our overall maintenance and repair cost. This chassis usage application is a level 9-10. It is used hard all winter for plowing and salting, will be used in the summer for hauling brush and can be used in the fall for leaves.

The cost of the chassis is \$102022.00 plus title, license and registration, about \$75.00. The cost of the body plows and hydraulics is \$81245.00 for a total cost of \$183342.00. The Mack chassis can be put into a 15 year rotation. Any other chassis would be on a 10 year rotation. The Kenworth would be my next choice at a cost of \$94156.00 they meet spec and still help me with standardizing our fleet. We have two Kenworth's in our fleet now. But as a level 9-10 chassis I feel it must be placed on a 10 year rotation. The Peterbilt is higher priced and does not have as heavy of a frame. The International although low bid would not be a good choice due to emission and engine issues. They also have a lighter frame. WE have no Internationals in our fleet now which will require us to stock more parts and address repair and diagnostic issues on another manufactures equipment.

Our 2001 Sterling is in need of replacement. This 15 year old truck cost us \$101493.00 new in 2001. Sterling went out of business in 2008. Parts are getting hard to find. I have spent \$50000.00 in repairs to date. There is 2500 hours and 27000 miles on this truck. It is only used for snow plowing and occasional dirt hauling in the summer. My trends show this truck cost us about \$60.00 per hour to operate where as our Mack trucks are costing us around \$26.00 per hour to operate.

Please let me know if you have any questions.

Chris Keefer
Mechanic
City of Burlington D.P.W.
2200 South Pine St.
Burlington, WI 53105
262-342-1185



CITY OF BURLINGTON

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

Bids opened at the Department of Public Works

Project: Patrol Truck / Streets

Bids Open and read by: Chris Keeper

Date: 5-16-2016 Time: 7:30 AM

CONTRACTOR	BID AMOUNT	TOTAL
1. JX Peterbilt	Chassis Only \$ 92,947.48	Chassis Only \$ 92,947.48
2. Wise Kenworth	Chassis Only \$ 94,156.00	Chassis Only \$ 94,156.00
3. (Kriete) Racine Truck	Chassis Only \$ 102,022.00	Chassis Only \$ 102,022.00
4. Lakeside International	Chassis Only \$ 90,475.00	Chassis Only \$ 90,475.00
5. Olsen Truck & Body	Chassis Only dump body \$ 81,245.00	Chassis Only dump body \$ 81,245.00
6. Monroe Truck Equipment	dump body \$ 92,509.00	dump body \$ 92,509.00
7. Casper's Truck	dump body \$ 88,880.00	dump body \$ 88,880.00
8.		
9.		
10. JX Peterbilt adjusted for missing items		94,490.48



DATE: July 5, 2016

SUBJECT: RESOLUTION 4796(15) to approve the purchase of a new 2016 Kenworth Chassis to replace the current 1999 Chevy Tanker currently in use with the Wastewater Division, in the amount of \$93,651.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

The City of Burlington Wastewater Treatment Plant has been operating a 1999 Chevy tandem axle water truck equipped with a 2000-gallon water tank. This truck is used in our maintenance program to flush sewer or storm sewer problem areas where sediment is prone to accumulate. Flushing is an important part to check for slow running mains and is part of our Capacity Maintenance Operation and Management Program (CMOM). The truck has 45,000 miles on it but sees a lot of idol time. When comparing idol time to miles driven, the truck is estimated to have 130,000 miles on it due to idol time. The truck is starting to show its age and the City would see a better resale value if investing in the budgeted truck for 2016.

At the June 21, 2016 Committee of the Whole meeting, the Council directed staff to seek bids for a Mack chassis to create a more consistent fleet. Staff received a quote from Mack Truck of Racine for a comparable chassis in the amount of \$103,940.00. Mack Truck of Racine offered a \$2000 discount from their original quote listed below if we purchased this truck, as well as the Public Works plow truck from their facility. A more detailed analysis of the pros and cons of the Mack truck versus the Kenworth truck is attached to this memo.

BUDGET/FISCAL IMPACT:

The City of Burlington requested bids from multiple dealers for a new tandem axle chassis. These are shown in the attachment. One of the current bids that meets our specs is the Kenworth truck from Wisconsin Kenworth. The price is \$93,651 plus license, title and registration. We will be reusing our water tank that is on the current GMC truck. The cost to remove our water tank from the GMC and place it on the new chassis is estimated at \$3000. The 2016 budgeted amount for a water truck is \$125,000 within the Wastewater Department budget. The total price for the chassis replacement is estimated to be \$96,726, below the budgeted amount.

WASTE WATER TANKER BIDS	TOTAL
*Wisconsin Kenworth	\$ 93,651.00
JX Peterbilt	\$100,556.95
Mack Truck of Racine	\$105,940.00

RECOMMENDATION:

Staff recommends the Kenworth truck from Wisconsin Kenworth which will be placed into a 15-year replacement cycle because of low use.

TIMING/IMPLEMENTATION:

This item was discussed at the July 21, 2016 Committee of the Whole meeting and scheduled for final consideration at the July 5, 2016 Common Council meeting. The average delivery time for a new truck is from 4 to 6 months.

ATTACHMENTS:

Resolution

Bid sheets



CITY OF BURLINGTON

Department of Public Works

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

DATE: June 30, 2016
TO: Mayor and Common Council
FROM: Jim Bergles, Public Works Director
RE: Purchase of Wastewater Tanker Truck

After the June 21, 2016 Committee of the Whole meeting, I met with Chris Keefer, DPW Mechanic, to get a quote for a Mack tanker truck versus the Kenworth model. Mack Truck of Racine offered to drop their original quote \$2000 a truck if we purchased the tanker truck and the DPW plow truck from them. I further talked with our wastewater operators to seek their opinion of using a Mack vs. a Kenworth.

One of the first items pointed out by staff was the cab floor height difference between the two trucks. As you climb into a Mack truck, the floor level of the cab is roughly at 57 inches off the ground. The Kenworth floor level is 52 inches off the ground, which makes it lower by 5 inches. When a worker is up and down multiple times per block while flushing sewer mains, the extra steps add up. By having a lower cab in a truck, will make it user friendly. The Kenworth is also easier to climb in and out of seeing the stairs are wider and lower which helps prevent slips. Mack said they could put on wider steps but the height would still be higher.

The Kenworth has more window viewing space which helps driving through tight areas in the city. The Kenworth engine cove, which is the nose of the truck, is shorter and lower for better visibility. Both trucks have the same engine and transmission so the reliability question is equal. Both trucks will also require Diesel Exhaust Fluid (DEF).

If the truck we were buying was to be an over the road heavy freight hauler, the Mack is better choice. The truck we will be using for water hauling will be low speed, making a lot of turns and the driver will be climbing in and out 3 to 4 times per block. The Public Works Department staff would be happy to show any board member our current Mack and Kenworth trucks to demonstrate these differences. As for having a mixed fleet? Kenworth and Mack would be a good mix if we were to have two different styles of trucks such as we already have.

Staff asked Mack Truck of Racine to price low profile tires to drop the truck cab height and to see what they can do for the steps climbing into the truck. If they can bring the truck height down and install equivalent steps like the Kenworth, we could look at the two Macks again. As for now, I am bringing the original proposals back for review unless Mack can build their truck different.

Resolution Number: 4796(15)
Introduced by: Committee of the Whole

A RESOLUTION TO APPROVE THE PURCHASE OF A NEW 2016 KENWORTH DUAL AXLE CHASSIS TO REPLACE THE 1999 CHEVY DUAL-AXLE CHASSIS FOR THE WASTEWATER LINE FLUSHING TRUCK

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18), a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all non-construction related Budget Items requiring expenditures of \$15,000 or more to be reviewed and pre-approved by the Common Council; and,

WHEREAS, the Department of Public Works is scheduled to purchase a new truck chassis with funds included in the 2016 Wastewater Department budget; and,

WHEREAS, the Wastewater Department has searched local dealerships for available chassis meeting the Wastewater Department's specifications; and,

WHEREAS, the City wishes to purchase a 2016 Kenworth dual-axle chassis from Wisconsin Kenworth; and,

WHEREAS, the purchase of one 2016 Kenworth dual-axle chassis from Wisconsin Kenworth, for the amount of \$93,651 has been recommended by the Director of Public Works.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City of Burlington shall approve the purchase of the 2016 Kenworth dual-axle Chassis from Wisconsin Kenworth for the price \$93,651.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized this purchase order on behalf of the City.

Introduced: June 21, 2016
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



CITY OF BURLINGTON

Department of Public Works
Street, Parks and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 (262) 539-3773 Fax
www.burlington-wi.gov

Waste Water Tanker Bid

I am recommending the purchase of the Kenworth chassis from Wisconsin Kenworth in Oak Creek, WI for the replacement of their 1999 Chevy tanker. The Kenworth meet spec is low bid and will help standardize the fleet. This chassis usage application is a level 4-5 on a 1-10 usage scale. It does not see the hard use like the plow trucks which is a level 9-10. The Mack in this case would be a good choice and still help with standardizing our fleet (we have two Mack trucks at this time) but has too long of a wheel base for this application. I can't justify the extra cost. The Peterbilt meets spec but is higher in price.

The cost of the chassis is \$93651.00 plus license title and registration about \$75.00. Also the tank needs to be transferred from the old truck to the new chassis at a cost of around \$3000.00. Total cost of about \$96726.00. This will come well under the budget amount of \$125000.00.

The Waste Water 1999 Chevy Tanker truck is do for replacement. This truck has 45000 miles on it. This truck has no hour meter which would give a more accurate idea of time on a chassis. This truck gets a lot of idle time while loading and unloading. When calculating for idle time it would be safe to say this truck has equal to 135000 miles. This truck is showing its age and should be replaced before we get hit with any major repairs.

I feel this new truck can be on a 15 year rotation and would not have to be replaced again until 2031. At that time we would replace both chassis and tank.

Please let me know if you have any questions.

Chris Keefer
Mechanic
City of Burlington D.P.W.
2200 South Pine St.
Burlington, WI 53105
262-342-1185



CITY OF BURLINGTON

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

Bids opened at the Department of Public Works

Project: Chassis Tanker/ WWTP

Bids Open and read by: Chris Keeper

Date: 5-16-2016 Time: 7:20 AM

CONTRACTOR	BID AMOUNT	TOTAL
1. JX Peterbilt	\$ 99,648.94	\$ 99,648.94
2. Wasc. Kenworth	\$ 93,651.00	\$ 93,651.00
3. Racine Truck (Kriete)	\$ 105,940.00	\$ 105,940.00
4.		
5. JX Peterbilt adjusted for missing Items		100,556.95
6.		
7.		
8.		
9.		
10.		



DATE: July 5, 2016

SUBJECT: RESOLUTION 4797(16) to approve Task Order Number One-Hundred with Kapur & Associates for design and construction management for sanitary sewer improvements on S. Pine Street.

SUBMITTED BY: Carina Walters, City Administrator and Jim Bergles, Public Works Director

BACKGROUND/HISTORY:

Task Order Number One-Hundred with Kapur & Associates encompasses engineering services to provide plans, specifications, conduct bid opening activities and oversight of construction for sanitary sewer improvements to extend municipal sewer to five properties located on the east side of S. Pine Street from 928 S. Pine Street to 1008 S. Pine Street.

In the late 1980's and early 1990's when the water and sewer was extended along Pine Street south to the water treatment plant, the east side of the street was not included as it was in the Town of Burlington. The utility extension at that time was only to connect the old wastewater plant to the new plant. It was not until Packaging Corporation approached the City for annexation that utility connections were discussed. When Packaging Corp. annexed they brought in the five properties located on the east side of S. Pine Street from 928 S. Pine Street to 1008 S. Pine Street.

In early 2016, Mr. Michael Lewandowski of MD Services petitioned the Plan Commission to expand his Marina Services that would include a Pole barn allowing him to sell boats. Mr. Lewandowski and his contractor, Greg Dziejcz of Pinno Buildings identified a part of the construction would include connecting to the City's sewer connection; however, the connection was not under Pine Street to the east side of the street, thus all costs would have been born to Mr. Lewandowski. The project was not financially viable.

Mr. Lewandowski and Mr. Dziejcz respectfully proposed several options to the City which included: to assist with paying a portion of the utility connection, create a special assessment and allow the affected property owners to pay for the utility connection, allow the installation of a well and septic, or release the annexed properties back to the Town of Burlington.

The City has two options that include doing nothing or completing the engineering to identify true costs and perhaps, in the future to allow for the construction of the sewer utility to the east side of Pine Street allowing the businesses and homeowner to connect to the City's sewer.

BUDGET/FISCAL IMPACT:

The Task Order is for a not-to-exceed amount of \$18,920 that will be funded out of contract services in the Water/Sewer Budget. Other potential costs to install sanitary sewer to these properties is unknown at this time.

RECOMMENDATION:

City staff has reviewed and recommends approval of Task Order Number One-Hundred.

TIMING/IMPLEMENTATION:

This item was discussed at the June 21, 2016 Committee of the Whole meeting and scheduled for final consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

Resolution

Task Order

**A RESOLUTION APPROVING TASK ORDER NUMBER ONE-HUNDRED WITH
KAPUR AND ASSOCIATES, INC. FOR DESIGN AND CONSTRUCTION
MANAGEMENT FOR SANITARY SEWER IMPROVEMENTS ON SOUTH PINE
STREET FOR THE NOT-TO-EXCEED AMOUNT OF \$18,920**

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

WHEREAS, the City has requested assistance to provide plans, specifications, conduct bid opening activities and oversight of construction for sanitary sewer improvements to extend municipal sewer to five properties located on the east side of S. Pine Street from 928 S. Pine Street to 1008 S. Pine Street.

WHEREAS, said task order is for the not-to-exceed amount of \$18,920 and has been recommended for approval by the City Administrator and the Public Works Director.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Task Order Number One-Hundred is hereby approved for the not-to-exceed amount of \$18,920.

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

Introduced: June 21, 2016
Approved:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

**TASK ORDER NUMBER #100
CIVIL ENGINEERING SERVICES**

This Task Order is made as of June 9, 2016 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the complete design and specification preparation, bidding and construction management for Sanitary Sewer Improvements to extend Sanitary Sewer under Pine Street to service 928 Pine through 1008 Pine Street. The Improvements will provide municipal sewer for the five properties located on the east side of Pine from Spring Brook Creek South to and including HJ Faust.

Section A. – Scope of Services

Engineer shall perform the following Services:

Plan Preparation Activities

1. Survey and mapping of Pine Street Right-of-Way as presented in the attached mapping. The survey shall cover adequate right-of-way limits to accommodate enough coverage for sanitary sewer design.
2. Review of current record drawings, create base with current sizing, inverts, and field checked.
3. Provide detailed plans and specifications for the construction of 8-inch sanitary sewer gravity main from the existing sanitary manhole on the west side of Pine Street. Plans and specifications shall provide the appropriate design and construction limits to accommodate future connections by all the properties effected by the construction.
4. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
5. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

Construction Management Activities

6. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
7. Provide construction staking for necessary items within the construction contract.
8. This survey provides for a “one time” staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
9. Prepare as-built drawings for the new utility construction in both hard copy and electronic format (compatible AutoCad format).
10. Coordinate and complete necessary material testing services for utility work completed.
11. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work completed for the prior month.)**
12. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.

Section B. – Schedule

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

1. Provide “Preliminary Plans” to the Department of Public Works for review and comment on or before July 29th, 2016.
2. Provide Final Plans and Specification to the Department of Public Works for bid on or before August 26th, 2016.
3. Based on current schedule Bids due on or before September 8th, 2016.
4. Approval of construction contract anticipated September 20th, 2016 with construction starting mid-late October 2016.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Written Dollar Amount (\$18,920.00) payable according to the following terms:

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

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

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

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

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

By: _____

By: Thomas W. Foht

Signature: _____

Signature: _____

Title: _____

Title: Associate

Date: _____

Date: _____

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

TASK ORDER 100 Pine Street Sanitary Sewer Improvements- Attachment A																						
CLASSIFICATION	TASK DESCRIPTION	ACT. Code	Project Manager		Senior Project Engineer		Project Engineer		Surveyor		Construction Project Engineer		Staff Engineer		Construction Staff Engineer		Survey Crew		Total Labor			
			Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
	Average Hourly Wage			\$133.00		\$107.00		\$89.00		\$90.00		\$91.00		\$78.00		\$78.00		\$115.75				
	Pine Street (Sanitary Sewer Extension)																					
	Plan Preparation Survey		4	\$428.00	40	\$3,560.00							4	\$364.00			8	\$728.00	44	\$3,988.00	12	\$1,092.00
	Project Manual/Administration																					
	Administration		2	\$266.00																		
	Advertisement/Project Manual				12	\$1,284.00	12	\$1,068.00													2	\$266.00
	Attend Bid Opening				4	\$428.00															24	\$2,352.00
	Post Bid Opening Activities				4	\$428.00															4	\$428.00
	Meetings as Required				4	\$428.00	4	\$356.00													8	\$784.00
	Construction Management Activities																					
	Pine Street Sanitary																					
	Pine Street AS-Builts																					
	Construction Management Admin										4	\$364.00										
	TOTALS		2	\$266.00	24	\$2,568.00	56	\$4,984.00			4	\$364.00	4	\$364.00	4	\$364.00	92	\$8,372.00	22	\$2,002.00	204	\$18,920
																		Expenses:				
																		Project Total:		\$18,920		
																		Total		\$5,080.00		
																		Total		\$3,830.00		
																		Total		\$10,010.00		



DATE: July 5, 2016

SUBJECT: ORDINANCE 2005(1) to consider a rezone for property located at 340 Church Street from Rs-2, Single-family Residence District to I-1, Institutional District.

SUBMITTED BY: Megan Watkins, Director of Administrative Services

BACKGROUND/HISTORY:

This item is to consider recommending approval of a rezone request from the Burlington Area School District for property located at 340 Church Street. The applicant is requesting to rezone the property from Rs-2, Single Family Residential to I-1, Institutional District to use the property for the Project Active Citizen (PAC) Program that is currently housed at 348 Paul Street. PAC is a transitional program for 18 to 21 year old students with special needs that teaches students daily living skills, work experience and career development, and household skills. The PAC program has been successfully run at the Paul Street location since 2006 with no complaints received with the City.

The program typically has an average of ten students per year. Operational hours are from 8:00 am to 2:00 pm Monday through Friday. The program does not allow for overnight accommodations. The current Conditional Use Permit for the PAC program at 348 Paul Street, as approved by the 2006 Plan Commission, allowed up to 13 students at one time, 5 staff members, the operational hours of 7:30 am to 3:00 pm and required adequate combined on-site and off-site parking.

The Burlington School District has found a need to seek a larger building with more restroom facilities. BASD has a conditional offer to purchase the property at 340 Church Street pending city approval of a rezone. Current zoning of Rs-2, Single-Family Residence District does not allow for this type of use either as a Permitted or Conditional Use. Rezoning to I-1, Institutional District will allow this use as a Permitted Use under the zoning regulations.

Mark Roffers, City Planner, has expressed concern with rezoning this parcel in a residential neighborhood and recommended City Attorney review of the request for consistency and compliance. Attorney Bjelajac has reviewed the request, his memorandum attached, and has determined it is legal to grant a rezone of 340 Church Street if the Plan Commission and Common Council deem appropriate. Additionally, BASD has voluntarily expressed the desire to draft a restrictive covenant that would help to address some of the concerns of Mark Roffers, as listed on page 4 of his June 7, 2016 memorandum to the Plan Commission.

The Plan Commission recommended approval of this ordinance at their June 14, 2016 meeting. If the rezone request is approved by the Common Council at their July 5, 2016 meeting, a Comprehensive Plan amendment will come before the Plan Commission and Common Council at a future date for consistency of the plan.

BUDGET/FISCAL IMPACT:

If the school district purchases this property with I-1 zoning, it could become a tax-exempt property. Real estate taxes for 2015 were in the amount of \$4,134.95. As the property currently housing the PAC program at 348 Paul Street is a duplex, real estate taxes have not been exempt for the school district's usage.

RECOMMENDATION:

The Plan Commission and City Staff recommend approval of this rezone request as it is a valuable educational program for the community.

TIMING/IMPLEMENTATION:

This item was discussed at the June 21, 2016 Committee of the Whole meeting, scheduled for a Public Hearing the same night and for final consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

- Ordinance
- Memorandum from Attorney Bjelajac
- Memorandum from Peter Smet, BASD
- Memorandum from Mark Roffers, City Planner

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY REZONING 340 CHURCH STREET FROM Rs-2, SINGLE FAMILY RESIDENTIAL TO I-1, INSTITUTIONAL DISTRICT.

WHEREAS, the City of Burlington, owner, requests property located at 340 Church Street as described in Attachment "A" to be rezoned to I-1 Institutional District and,

WHEREAS, this request was heard at, and recommended for approval by the Plan Commission at their June 14, 2016 meeting; and,

WHEREAS, a public hearing was held regarding this matter at the Common Council's June 21, 2016 meeting.

NOW THEREFORE BE IT ORDAINED that the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin does as follows:

Section 1. The district map of the City of Burlington, as it is incorporated by reference and made part of the City Zoning Ordinance, is hereby amended and changed in relation to the zoning classification of land more particularly described as follows:

Owner:	Burlington Area School District
Applicant:	Peter Smet of Burlington Area School District
Applicant Address:	100 N. Kane Street, Burlington, WI 53105
Location of Request:	340 Church Street
Existing Zoning:	Rs-2, Single Family Residential
Proposed Zoning:	I-1, Institutional District
Proposed Use:	To be used for the Project Active Citizen (PAC) educational program

Section 2. The district map in all other respects shall remain the same.

Section 3. This ordinance shall take effect upon its passage and publication as provided by law.

NOW THEREFORE BE IT FURTHER ORDAINED that the City Clerk shall provide a copy of this ordinance to Planning and Development Director, Julie Anderson, of Racine County Planning and Development, located at 14200 Washington Ave., Sturtevant, WI 53177 and Walworth County Land Use & Resource, 100 W. Walworth Street, P.O. Box 1001, Elkhorn, WI, 53121.

Introduced: June 21, 2016
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

ATTACHMENT A

Legal Description

206-03-19-31-071-020

340 Church Street

LOT 4, BLOCK 1 OF FIRST ADDITION TO HIGHRISE, A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER AND PART OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER SECTION 31, TOWN 3 NORTH, RANGE 19 EAST OF THE FOURTH PRINCIPAL MERIDIAN, CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN.

Bjelajac & Kallenbach, LLC
Attorneys at Law

Atty. John M. Bjelajac, LLC
Terrance L. Kallenbach, S.C.

Judith M. Hartig-Osanka
(1938-2011)

601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038
Telephone: (262) 633-9800
FAX: (262) 633-1209

MEMORANDUM

TO: City of Burlington Plan Commission

FROM: City Attorney John M. Bjelajac

DATE: June 9, 2016

RE: Application for Rezoning, 340 Church Street, Burlington Area School District,
Vocational School

For your convenient reference, attached is a copy of the June 7, 2016 memorandum sent by Mr. Mark Roffers and Ms. Colette Spranger regarding the above-referenced rezoning request that has been submitted by the Burlington Area School District ("BASD"). By means of this present memorandum, we wish to provide to you my following comments and observations with respect to this rezoning request, in my capacity as the City Attorney for the City of Burlington:

1. From a legal vantage point, if the Plan Commission determines that the merits of this rezoning request deserve approval of the same, there is no legal impediment to that decision and recommendation to the Common Council for approval. We have carefully considered the observations made by the Planning Consultants in their June 7 memorandum, but we are comfortable giving to you the proverbial "green light" to approve the BASD rezoning request if you deem that decision to be appropriate.
2. It is our understanding that BASD will be voluntarily offering to the City a proposed restrictive covenant for the property in question that would ultimately be carefully drafted in a mutually agreeable document and which would then be recorded shortly after any approval of the rezoning request and the acquisition by BASD of the property. The letter being presented to the Plan Commission for its consideration for this purpose would be outlining conceptually the terms and provisions of the restrictive covenant that would then be more specifically drafted in the final document noted above.
3. The consideration of the BASD rezoning request as well as the consideration of their proposed restrictive covenant can be done in tandem and contemporaneously. Please also be advised that the content of the letter being presented by BASD to the Plan Commission

with respect to a proposed restrictive covenant is solely at the discretion of BASD. It is NOT a matter that should, in any fashion, be negotiated with BASD in the context of your review process. You should simply consider the BASD letter as presented to you.

4. The June 7 memorandum submitted by the Planning Consultants is correct in that any proposed reversion of the property to RS-2, as will apparently be offered in the BASD restrictive covenant letter, is not self-implemented. It would rather require a petition for rezoning similar to the process that is presently being undertaken by BASD with respect to the present rezoning request. Any such proposed rezoning language in the restrictive covenant offered by BASD in this matter would, however, be helpful for such a rezoning process.

5. If you deem the proposed use of the property and its related new zoning to be appropriate for approval, your decision and the decision of the Common Council in that regard will make the rezoning consistent with the City's Comprehensive Plan. It simply boils down to whether the Plan Commission and ultimately the Common Council believe that this land use is in the best interest of our community.

6. A critic of the rezoning request may argue that this constitutes illegal spot zoning. We disagree with that analysis, both from the vantage point of whether it is actually spot zoning and also whether it is in any fashion illegal if it is indeed spot zoning. To put this argument to rest, even if the request would constitute spot zoning (which we do not concede), then such spot zoning is in fact legal spot zoning under the laws of Wisconsin given the stated public purpose and use of the property contained in the BASD rezoning request.

We stand ready to further participate in this entire matter when and if that would prove to be helpful to the Plan Commission, Common Council, and/or BASD. Our final comment, however, is that this rezoning request can be legally granted by the Plan Commission and Common Council if, on the merits, such approval should be given.



BURLINGTON AREA SCHOOL DISTRICT

June 10, 2016

City of Burlington Common Council
c/o Carina Walters, City Administrator
300 N. Pine St.
Burlington, WI 53105

Re: Further Clarification of Rezoning Request

In response to issues raised by MD Roffers Consulting we will try to provide further clarification of the intent of the Burlington Area School District on how we will use the property at 340 Church Street. We expressly volunteer to work towards a restricted deed on the issues raised by Mr. Roffers. Our attorney has been in contact with the city attorney and come to a general agreement on a restricted deed and we will work towards mutually agreeable terms of a more detailed restricted deed.

To provide this clarification we will draw on our 10 year history at 348 Paul Street. Over the 10 years at Paul Street the Project Active Citizen (PAC) Program has provided the desired residential setting for our transitional program. It will continue to be our desire to continue that quiet residential setting on Church Street.

We will try to respond to as many of MD Roffers concerns as possible at this time. We will respond in order that they were presented on page 4 of his summary.

- The property would not be appropriate for other school uses such as administrative offices or other alternative programs because of its size limitations. It is the intent that it will be used for the PAC Program and if it is no longer appropriate for the PAC Program it would be sold for residential property. We stated in our meeting of Electors for approval that if it is not used for PAC program, it would be sold, and the property asset would be returned to a cash asset of the district.
- Again it is our intent to use this for the PAC program and no other uses. We have legal obligation to serve 18 to 21 year old students with special needs, and it is our intent to serve them in a transitional setting and not an institutional type setting like a traditional school. We want the residential look and feel of the home and have worked hard to maintain that setting on Paul Street.
- We have no intent to provide any residential quarters. We are not equipped to expand so far beyond our mission and do not wish to even consider that possibility.
- We consistently have one teacher and three aides for our students and it is our intent to continue the same staffing ratio. We will continue to staff on student needs which may include individual aides and therapists for the individual student needs.

Peter Smet, Superintendent
Phone: 262-763-0210 FAX: 262-763-0215

100 N. Kane Street
Burlington, WI 53105

- Our 10 year history has shown a consistent average of 10 students per year. The students do at times require therapy services and there may be therapist on an hourly basis at the site. The students spend a considerable amount of time in the community or at their job and volunteer sites away from the house.
- We will do our best to limit all parking to the driveway and in front of the house but just like all residents we do have instances where we have guests and celebrations where more cars will be parked in the street. Remember we only use the house during the school year. We are not here nights, weekend, holidays, and summers with the exception of two evening parent meetings.
- We will utilize the garage parking and driveway parking as much as possible.
- We have no intent of doing any exterior changes other than normal maintenance and handicapped accessibility ramping. We will only do minor interior decorating changes limited to such things as paint, flooring light fixtures, etc. It is not our intent to do any major interior remodeling.
- We welcome the city officials to inspect and visit the property at any time and welcome input into our facility in making it acceptable to the neighborhood. Being a property of a public entity the city has more access to our facilities than any private facilities in the city.
- Any agreed upon restrictions will not be changed or removed without city approval.

We will do everything in our power to work with the city and be a good neighbor. We have a long history of a close working relationship with city officials including the police and fire departments and hope to continue the close working relationship. The PAC House record at 348 Paul Street speaks for itself in being a good neighbor and working with the city to be a good neighbor and provide a safe and respected program for our students.

Sincerely,

A handwritten signature in cursive script that reads "Peter Smet".

Peter Smet, Superintendent



To: City of Burlington Plan Commission
From: Mark Roffers and Colette Spranger, Interim City Planning Consultants
Date: June 7, 2016
Re: Application for Rezoning, 340 Church Street, Burlington Area School District, Vocational School

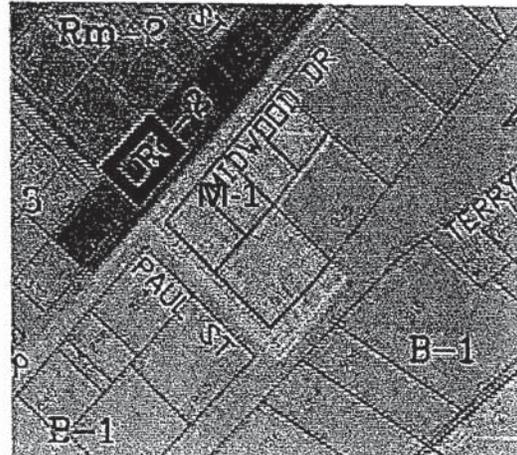
Requested Approvals: Rezoning to allow relocation of the District's vocational school to above address

Location: East side of Church Street in the First Addition to Highrise Subdivision, in west part of the City

Current Land Use: Building was constructed as a single-family dwelling, with a two car garage and standard residential driveway.

Proposed Use: A relocated vocational training site for Project Active Citizen (PAC) program, a transitional program for 18 to 21 year-old students who have special needs. At the site, students would receive work training, perform daily living skills, and develop other skills conducive to independent living. The site would be open during school hours, approximately 8 am to 2 pm, Monday through Friday, when school is in session. There is no residential component to this program; no student or staff would use the site for overnight accommodation.

The Burlington Area School District has operated the PAC program since 2006 from 348 Paul Street, a duplex one block from Milwaukee Avenue. That parcel is within the RD-2 Two-Family Residence District, where "residential-based public education outreach centers for disabled students" are listed as conditional uses. The City supported a text amendment to the RD-2 district in 2006 largely to accommodate the PAC program at 348 Paul Street. The zoning ordinance text amendment included specific standards for this type of facility where located in the RD-2 district to address compatibility. As suggested by the City zoning map to the right, the 348 Paul Street site is in a mixed use, mixed zoning area. Milwaukee Avenue is the large street to the southeast.

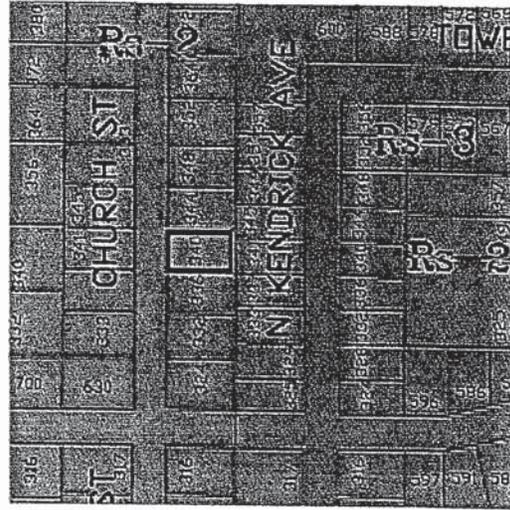


The School District reports that the PAC program has operated successfully from its 348 Paul Street location, but is now in need of a larger space to accommodate more students, and in a permanent facility to help stabilize program costs. There are also practical limitations at the current site (e.g., one bathroom) that would be addressed with the new location.

Current Zoning District: The proposed site at 340 Church Street is currently zoned RS-2 Single Family Residence District, which allows single-family residential homes as the primary land uses. Utilities and churches are allowed in the RS-2 district as conditional uses, but not schools or training centers.

Proposed Zoning District: I-1 Institutional, which per the City's zoning ordinance is a zoning district "intended to eliminate the ambiguity of maintaining, in unrelated use districts, areas which are under public or public-related ownership and where the use for public purpose is anticipated to be permanent." Within the I-1 district, schools, churches, hospitals, nursing homes, libraries, municipal offices, water towers, and lodges are allowed as permitted uses, and other land uses are allowed by conditional use permit.

Surrounding Zoning and Land Use: See City zoning map to right. Parcels on Church Street, both next to and across the street from 340 Church Street, are zoned RS-2. Parcels directly behind 340 Church Street, on Kendrick Avenue, are zoned RS-3, a single-family residence district that allows smaller lots. All surrounding lots are used as single family residences. The nearest non-residential use is St. John Lutheran Church, on a large lot about 1 ½ blocks to the south. State Street is about 4 blocks south of 340 Church St.



Comprehensive Plan's Planned Land Use

Designation: "Urban Residential." The planned use designations, mapped in the Comprehensive Plan, suggest generally what future uses and zoning districts would be appropriate in different parts of the City. The "Urban Residential" designation is described in the Plan as suitable for residential areas that will be served by public sewer and water systems, as opposed to by private wells and septic systems. Unfortunately, the Comprehensive Plan provides little guidance on whether non-residential uses often found in and near residential areas would also be appropriate in areas planned for "Urban Residential" use. Section 66.1001 of Wisconsin Statutes requires consistency between the recommendations of the Comprehensive Plan and rezonings.

Analysis: In summary, we have concerns about the proposed rezoning and proposed use of the 340 Church Street site from planning, zoning, and land use compatibility perspectives—at least as currently proposed. Perhaps further information, restrictions, and neighbor acceptance can relieve those concerns. Our concerns are as follows:

1. **Wait for Public Input:** At time of writing, the City had just sent hearing notices to property owners within 300 feet of 340 Church Street. We believe it is important to hear, process, and attempt to address any neighbor concerns before moving further on this rezoning request.
2. **Neighborhood Compatibility:** The location of an educational facility within an otherwise entirely single family residential neighborhood raises questions about land use compatibility, traffic, and differential population density and activity across lots. Some of these matters were addressed

in the 2006 zoning ordinance amendment, but those standards apply only were the use to be located in an RD-2 zoning district. Further, rezoning to I-1 would enable by right other uses that are allowed in the I-1 zoning district. The School District writes that it intends to deed restrict the property so that, should the District sell it in the future, the parcel's zoning will revert to RS-2. We do not believe this to be a legal approach under Wisconsin law; instead, we believe that changing the zoning of a parcel must follow the process under Section 62.23(7) of Wisconsin Statutes, which would require a hearing, Plan Commission recommendation, and City Council approval to get the zoning back to RS-2 should the District vacate the site. We advise the City to get a City Attorney opinion on this too, as we are not attorneys.

3. Site Suitability: We question the suitability of this single family building, small site, and standard driveway being suitable for the proposed use. We suggest that the School District provide more information as to the number of students, teachers, and other staff who would be using the site during school hours, and their expectations for changes to these numbers in the future. We also ask the District to provide more information about structural changes proposed to the building and site. For example, though the City's zoning ordinance does not require off-street parking in the I-1 zoning district, knowing how staff parking would be accommodated may be important. Any signage and other desired site changes should be indicated. Minimum I-1 setbacks (25 feet front and back, 10 foot side yard), lot area (10,000 sf), and lot width (80 feet) should be checked against actual conditions on the lot. If one or more of these standards cannot be met, then the building would be considered a non-conforming structure if the rezoning is approved.
4. Comprehensive Plan Consistency: Given the lack of detail in the City's Comprehensive Plan, we believe that a reasonable person (or Plan Commission or Council) could find the proposed rezoning either consistent or inconsistent with the Comprehensive Plan. In support of an "inconsistent" determination, the Plan does not suggest that schools or other institutional uses are acceptable in areas planned for "Urban Residential" use. In support of a "consistent" determination, the City's RS-2 district already enables certain institutional uses, such as small group homes and family day care as permitted uses, and churches by conditional use permit. Further, when advising on comprehensive plans for other communities, we usually create an opening for small-scale institutional uses in areas planned for "Urban Residential" use. The Plan Commission may want to weigh in and provide its recommendation on Comprehensive Plan consistency.

It is possible that the above commentary may lead the District and Commission members to be searching for solutions. As suggested above, we don't believe the "reversion to RS-2" zoning option to be legal. Further, we question the legality of "conditional zoning" in Wisconsin. For example, we do not know if it is legal for the City to approve the rezoning to I-1 subject to a number of conditions. Different municipal attorneys have different opinions.

We have had experience where the applicant/property owner voluntarily places a restriction on a piece of land, limiting future uses or activities, *before* a City takes action on a rezoning application. Then, in evaluating the appropriateness of the rezoning, the City can consider all self-imposed limitations on the

property. If the above issues in our list can be successfully addressed, and the District and City wish to consider this route, the following are some general limitations that could be further developed and considered for such a deed restriction. Most of these reflect the City's RD-2 zoning requirements for similar uses (see section 315-21(C)(8) of Municipal Code)

- a. Limit future uses to the training center only (not any other I-1 use).
- b. Exclusively serve persons with disabilities/special needs.
- c. Not occupied as residential quarters.
- d. Specify a maximum number of employees.
- e. Specify a maximum number of persons served.
- f. Provide a minimum of two off-street parking spaces.
- g. Restrict changes to the exterior of the building so as to detract from the residential character of the neighborhood within which the residential-based public educational outreach center is located.
- h. City provided with the right but not the responsibility to enforce standards
- i. Restriction may not be modified or removed without City approval.

We strongly suggest that the City Attorney provide an opinion on the appropriateness of this potential solution, and confirm (or not) our opinions on zoning reversion and conditional rezoning earlier in this memo. Awaiting that City Attorney opinion may be another reason to postpone action.

Recommendation: We recommend that the Plan Commission postpone its recommendation on the rezoning of 340 Church Street until the issues raised in this report, through public input, and by Commission members can be addressed.



BURLINGTON AREA SCHOOL DISTRICT

June 6, 2016
City of Burlington Common Council
c/o Carina Walters, City Administrator
300 N. Pine Street
Burlington, WI 53105

**Re: Petition for Rezoning Map Amendment - 340 Church Street, Burlington, WI
53105**

To the Common Council:

On behalf of the Burlington Area School District (the "District"), and in support of the District's Petition for Rezoning Map Amendment submitted on May 13, 2016 regarding the property located at 340 Church Street, Burlington, WI 53105 (the "Property"), I am writing to advise the Common Council that the District hereby offers to execute and record an irrevocable deed restriction which declares that, if the District ever ceases to own the Property or if the Property is ever used for any purpose other than education or education administration, then the zoning for the Property shall revert back to RS-2, or single-family residential use at densities not to exceed 3.9 dwelling units per net acre.

If the District takes ownership of the Property on or before July 30, 2016, then the District will execute and record a deed restriction document in a fashion agreed to by the City's legal counsel no later than September 30, 2016, and said restriction shall run with the land and shall be enforceable against the District, its heirs, successors, agents, and assigns, or any other grantee of the Property, shall be incorporated with any subsequent transfers of the Property, and shall be enforceable by the City of Burlington.

Thank you for your consideration of this matter. Please let me know if you have any questions or if I can provide any additional information.

Sincerely,

Peter Smet
Superintendent
Burlington Area School District

ZONING FORM NO. 2

PETITION FOR REZONING MAP AMMENDMENT

ADDENDUM FOR BURLINGTON AREA SCHOOL DISTRICT APPLICATION

I have requested this rezoning for the purpose of: To relocate the Project Active Citizen (PAC) educational program to a larger school district owned facility.

The Burlington Area School District has an accepted offer to purchase 340 Church Street that is contingent on the district's ability to receive the necessary re-zoning approvals for the intended use of the property as an educational facility providing educational services. The Burlington Area School District is pursuing a deed restriction for 340 Church Street so that if in the event Burlington Area School District sells the property it will convert the zoning back to Rs-2 .

The Burlington Area School District has operated the Project Active Citizen as a cooperative program with Waterford Union High school for 10 years to provide 18 to 21 year-old students with special needs a transitional program from traditional schooling to the world of work and independent living. The program has operated successfully at 348 Paul St. in the city of Burlington for 10 years. We have rented a side of a duplex with one bathroom and now due to changing enrollment, along with student with mobility issues, we need a larger facility with two bathrooms. Since the program has proven its continued success, we also feel it is time to buy a more permanent facility in order to be fiscally responsible.

Federal special education law requires that students with special needs may receive programming until the year that they turn 21 years old. The Project Active Citizen program has been successfully preparing 18 to 21 year old students with special needs for the world of work whether; it is paid employment or a sheltered work environment and independent or group living environments. The program operates on the days that the Burlington Area School District is in session from approximately 8:00 am to 2:00 pm. The program is not a full residential program with no overnight accommodations for the students or staff. The students are either receiving training at the PAC House or out in the community at work or doing other activities.

The PAC Program allows students to become familiar with community resources and supports learning to perform daily living skills, develop a job and work experience portfolio, learn to communicate his or her needs, participate in job training and work experiences in addition to learning to be part of a household.



CITY OF BURLINGTON

Building & Zoning Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1163 - (262) 763-3474 fax
www.burlington-wi.gov

For Office Use Only	
Petition No.	_____
Date Filed	_____
Date Received (\$500)	5/13/16
Zoning Administrator	MA
	(initials)

ZONING FORM NO. 2
PETITION FOR REZONING MAP AMENDMENT

TO THE COMMON COUNCIL OF THE CITY OF BURLINGTON, WISCONSIN:

I, the undersigned, being owner/owner's agent of all the area herein described, hereby petition the Common Council of the City of Burlington, Wisconsin, to rezone and make appropriate a zoning map amendment to the following described property from Rs-2 District to I-1 District:

Address of Property: 340 Church St. Burlington, WI 53105 Acres: _____

Legal Description of Property (attach additional sheets if needed): _____

Not Required

I have requested this rezoning for the purpose of: _____

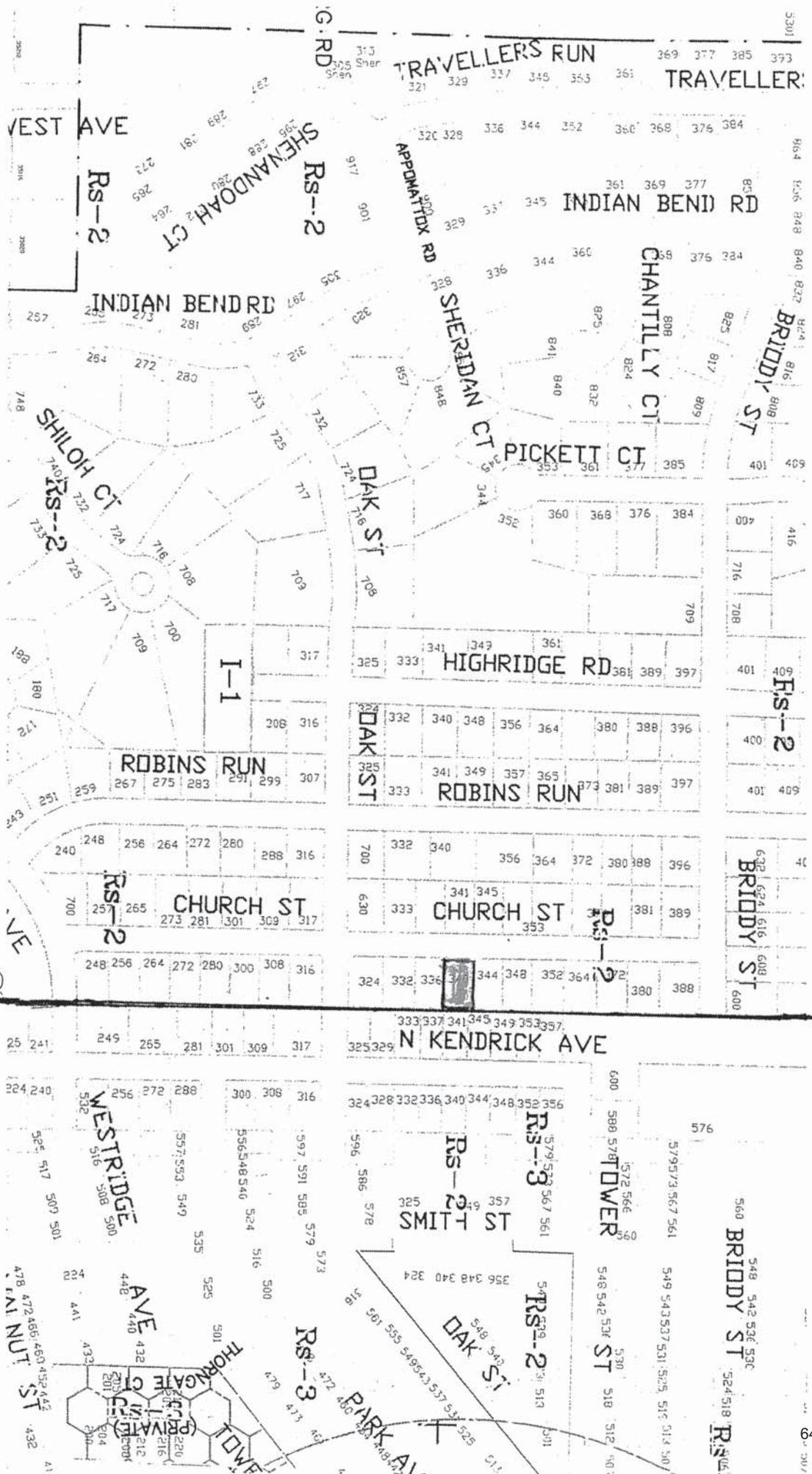
See Attached

Please find the following items attached:

Plot Plan drawn to a scale of one inch equals one hundred (100) feet showing the area to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within two hundred (200) feet of the area proposed to be rezoned.

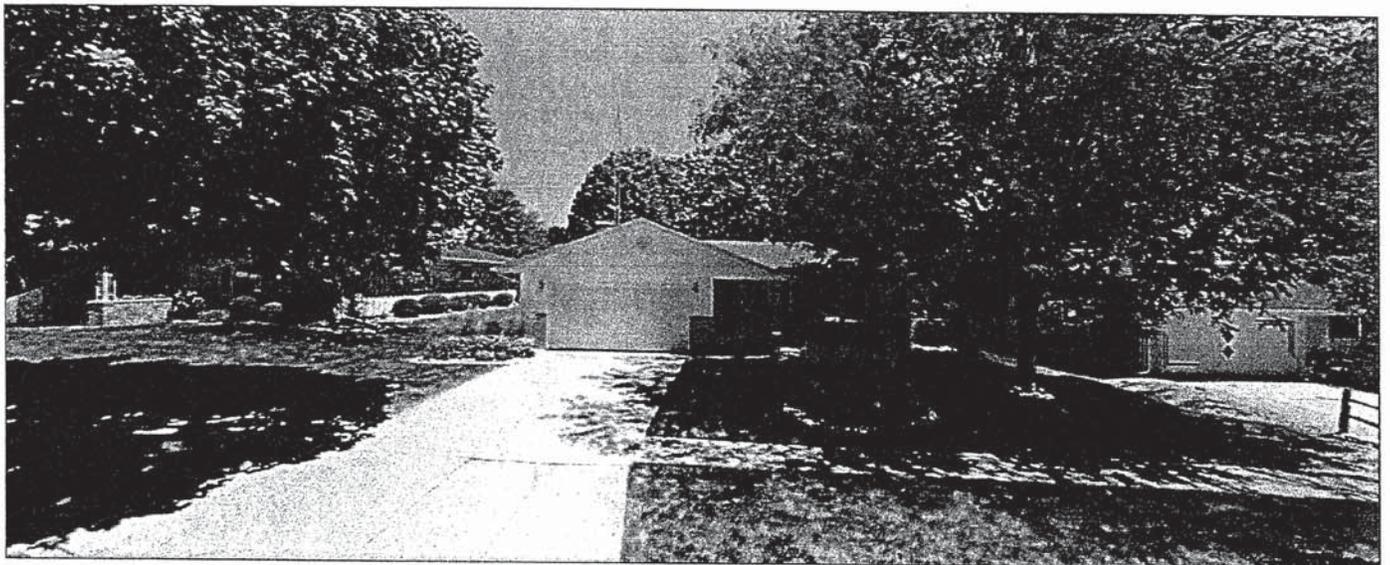
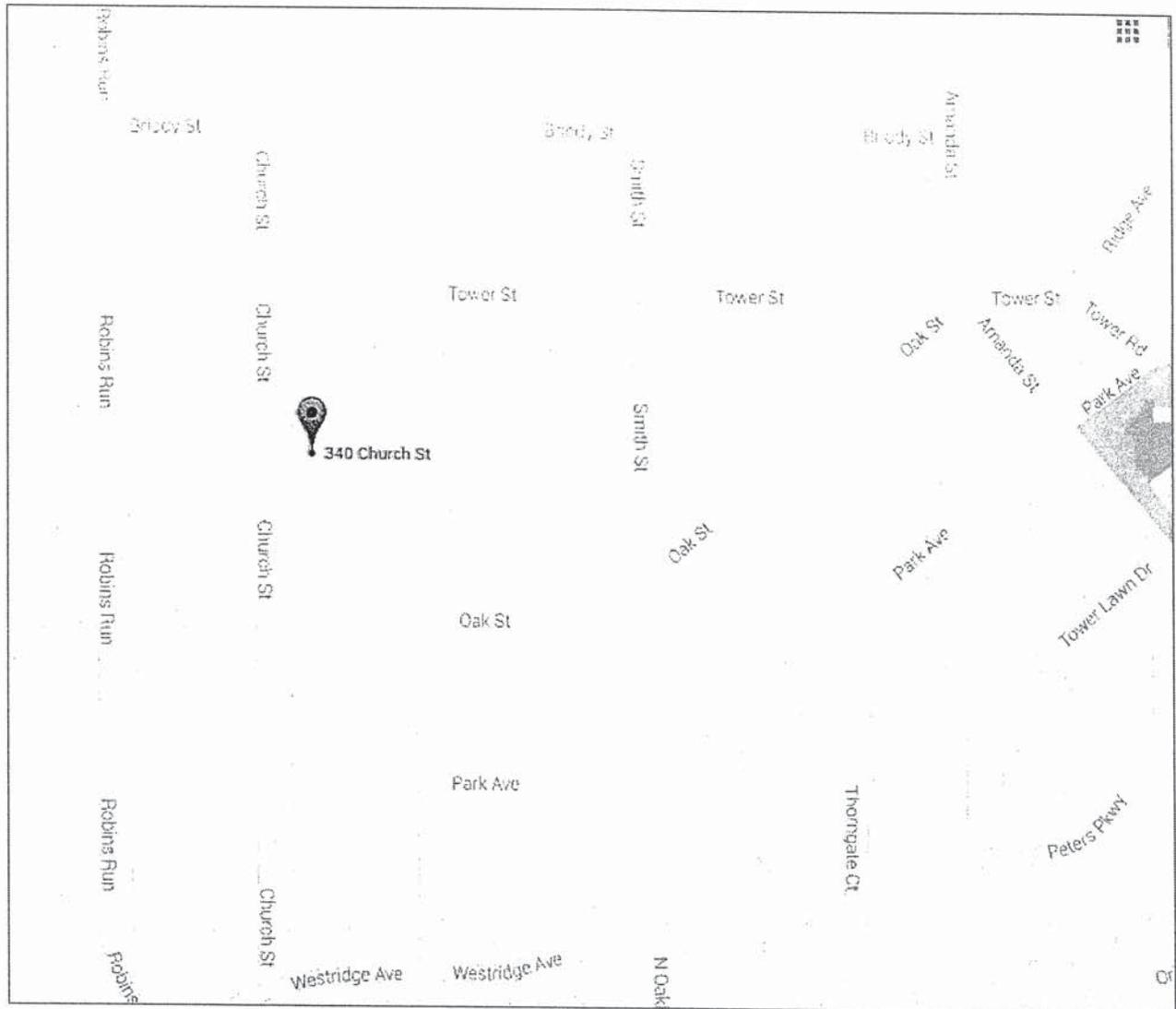
Owners' Names and Addresses of all properties lying within two hundred (200) feet of the area proposed to be rezoned.

Additional Information required by the Plan Commission or Common Council.

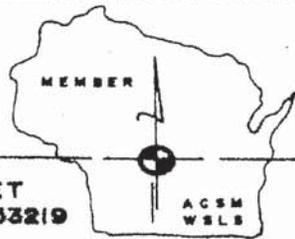


Rs-2
Rs-3

Rs-2
Rs-3



SURVEYING



ASSOCIATES

2819 SOUTH 43rd STREET
MILWAUKEE, WISCONSIN 53219

FREDERICK W. SHIBILSKI RLS
(414) 321-5851

206-03-19-31-071-020

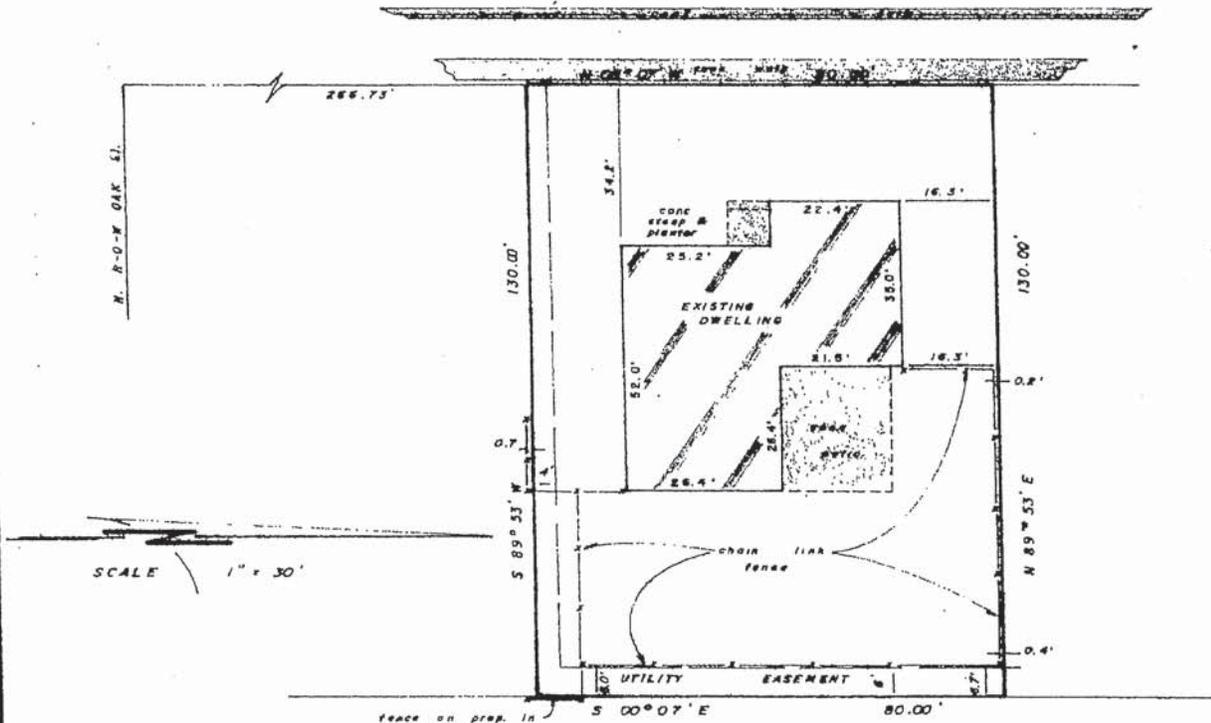
PLAT OF SURVEY
-of-

LOT 4, BLOCK 1 of FIRST ADDITION TO HIGHRISE, a subdivision of part of the Northwest Quarter of the Northeast Quarter and part of the Southwest Quarter of the Northeast Quarter of Section 31, Town 3 North, Range 19 East of the Fourth Principal Meridian, City of Burlington, Racine County, Wisconsin.

Survey for: Lomas & Nettleton Co.
Owners: Dennis & Moreen Ruan
Survey location: 340 Church Street

CHURCH STREET

66' WIDE



"I hereby certify that I have surveyed the above described property and that the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and visible encroachments, if any.

"This survey is made for the use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto within one year from date hereof."

YES: MONUMENTATION HAS BEEN WAIVED IN ACCORDANCE WITH A-E 8.04(b) OF THE WISCONSIN ADMINISTRATIVE CODE.



RACINE COUNTY SURVEYOR
FILE NO. 13697
RECEIVED FEB 17 1983
BY *Neloris A. Biron*
DEPUTY FOR RECORDS

Frederick W. Shibilski
WISCONSIN REGISTERED LAND SURVEYOR

JANUARY 26 1983
DATE

FIELD WORK BY *J.W. P.F.*

DRAWN BY *BBB*

8301112
JOB NUMBER

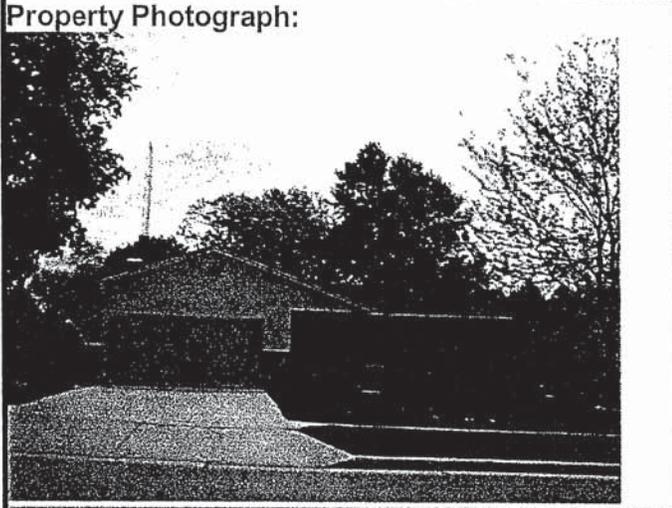


Property Record Card



Parcel Number: 031931071020	Property Address: 340 CHURCH	Municipality: Burlington City of
---------------------------------------	--	--

Owner Name: DONALD H BUSCH 340 CHURCH ST BURLINGTON WI 531050000	Zoning: Not Applicable	Land Use: Residential	Date of Inspection:
--	----------------------------------	---------------------------------	----------------------------



Legal Description:
1ST ADD TO HIGHRISE LOT 4 BLK 1

Building Description

Year Built:	1969	Exterior Wall:	04-Alum/Vinyl
Building Type/Style:	01-Ranch	Bedrooms:	3
Story:	1	Full Baths:	1
Grade:	C+	Half Baths:	1
CDU/Overall Condition:	(D) Average	Room Count:	7
Interior Condition:	2-Same	Basement Description:	Full
Kitchen Condition:	3-Average	Heating:	AC
Bath Condition:	3-Average	Type of Fuel:	1-Gas
		Type of System:	1-Warm Air

Square Footage / Attachments

Basement: 1616	Total Square Footage:
First Story: 1616	1616

Attachment Description(s):	Area:
Attached Frame Garage	484
Wood Deck	432
Open Frame Porch	64

Feature Description(s):	Units:
08-Rec. Room Average	1212
05-Metal Fireplace	1

Other Building Improvements

Structure Type:	Year Built:	Area:	Condition:
			NA

Permit / Construction History						
Date of Permit:		Permit Number:		Permit Amount:		Details of Permit:
Ownership / Sales History						
Date of Sale:		Sale Amount:		Conveyance Type:		
0000-00-00		0				
Land Data & Computations						
Land Class	Total Square Footage:	Total Acreage:	Depth:	Actual Frontage:	Assessed Land Value:	Assessed Improvement:
Residential	10399.99	0.2387			\$20200	\$159700
Total Improvement Value						\$159700
Total Land Value						\$20200
Total Assessed Value						\$179900



DATE: July 5, 2016

SUBJECT: MOTION 16-843 to approve the Downtown Strategic Plan Report

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The Common Council has identified retail recruitment and retention in Burlington as a strategic priority. The City of Burlington (City) and Racine County Economic Development Corporation (RCEDC) assembled a group of community stakeholders for a pair of strategic planning sessions held in the spring of 2016. The group included elected officials, City staff, Chamber staff and board members and local residents, business and property owners. The assembled group spent the first meeting recapping the results of a recent business owner survey and city-wide retail market analysis and a second session participating in a series of facilitated activities as part of a planning session to discuss goals and priorities for revitalization of downtown Burlington. The goal of this session was to update the 2008 downtown plan which has become dated with changes in the local market climate. Specifically, the group participated in a brainstorming session to identify opportunities, challenges and goals related to these topics which should be addressed in future strategic plans, and understand where actions would be most supported and potentially implemented.

The Downtown Strategic Plan consists of four priority activities as follows:

- Design: Appearance of buildings and properties within downtown
- Organization: Leadership and teams working together on projects along with communicating progress and needs to business owners, residents and community stakeholders
- Economic Vitality: Business Investment (growth and retention), Property Investment (both commercial and residential)
- Promotion: Events that attract customers. Creating Downtown as a Destination

On June 6 and 8 a group of approximately 80 community members met to review the draft plan and sign up for priority activity teams. Over the next 12 months the lead partners (City, Chamber, RCEDC) will lead teams of volunteers/staff to develop and work on projects. 2016-2017 Priority Activities Include:

- First Impressions program through UW-Extension or visits to comparable communities to establish a vision and best practices for Downtown Burlington.
- Downtown Forum Series.
- Consider applying for Connect Communities program to provide support and resources to support downtown organization/revitalization.
- Survey downtown property owners to determine type/size of projects necessary to address deferred maintenance or upgrades to commercial/residential spaces in downtown.
- Create marketing materials to promote local, state and federal incentives to facilitate new businesses and/or property improvements. Create landing page on city website with links from

partner sites featuring business recruitment tools. Develop marketing materials for recruitment targets and for the top three redevelopment sites. Update existing community profile, and provide the materials to real estate community.

- Meet with brokers/developers/real estate professionals to provide relevant materials, communicate desired recruitment targets and priorities, and identify/address outstanding concerns and educate them on market opportunities and available assistance.
- Engage civic organizations to help market and enhance downtown. Host quarterly meetings to discuss/plan events.
- No design projects in year 1

2017-2019 Priority Activities Include:

- Continuations of 2016-2017 activities
- Updates to the Design Guidelines to make them more understandable to the lay person, consider updating wayfinding signage and including signage for pedestrians and bicycle travelers.

2019 and Beyond Priority Activities Include:

- A Capital Improvement Plan to consider the purchase of materials or equipment to improve the functions within downtown (street sweeper for example).
- Potentially developing a Business Improvement District or a Downtown Business Association.
- Creation of new events to connect the community with downtown.

These activities cannot be accomplished by the City alone. The best retail recruitment programs and existing business community cultures are created by a joint effort that includes involvement from key players within the business community, service organizations, government and residents alike. This plan will help guide all parties into making Burlington a better place to visit, live, work and play.

BUDGET/FISCAL IMPACT:

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

RECOMMENDATION:

To approve the Downtown Strategic Plan

TIMING/IMPLEMENTATION:

This item was discussed at the June 21, 2016 Committee of the Whole meeting and scheduled for final consideration at the July 5, 2016 Common Council meeting.

ATTACHMENTS:

Downtown Strategic Plan

2016 BURLINGTON DOWNTOWN PLANNING



The City of Burlington (City) and Racine County Economic Development Corporation (RCEDC) assembled a group of community stakeholders for a pair of strategic planning sessions in the spring of 2016. The group included elected officials, City staff, Chamber staff and board members and local residents, business and property owners. The assembled group spent the first meeting recapping the results of a recent business owner survey and city-wide retail market analysis and a second session participating in a series of facilitated activities as part of a planning session to discuss goals and priorities for revitalization of downtown Burlington. The goal of this session was to update the 2008 downtown plan which has become dated with changes in the local market climate. Specifically, the group participated in a brainstorming session to identify opportunities, challenges and goals related to these topics which should be addressed in future strategic plans, and understand where actions would be most supported and potentially effective in continuing the positive momentum which has been established in recent years.



PROCESS & BACKGROUND

The 2016 strategic planning process was designed to build on previous efforts, including the 2016 RCEDC retail market analysis and 2008 Downtown Plan. As part of previous planning sessions, Burlington had defined its goals surrounding downtown redevelopment as including the following:

- Increase/promote the availability of parking.
- Capitalize on area and local tourism.
- Attract/retain more small retail and restaurants and destination locations to Downtown.
- Continue to build upon historic charm and natural attributes through incentives for continued redevelopment and additional improvements.



Summary of Previous Planning & Activities

- In 2000, the City created a comprehensive downtown plan, which included the following goals.
- Establish downtown Burlington as a mixed-use activity center for the community and the region, including retail, office, service, civic, residential and recreation land uses.
 - Identify opportunities for infill development to strengthen the downtown's land use mix and business opportunities
 - Improve access to the downtown including improvements in traffic circulation, pedestrian/bicycle circulation, parking and community wayfinding.



- Strengthen the historic downtown core as a pedestrian-oriented retail district.
- Improve the connections between the downtown, surrounding neighborhoods and community destinations.
- Preserve the historic character of the downtown while accommodating new urban infill development.
- Establish a new theme and identity for downtown Burlington through historic preservation and public space development.
- Build partnerships between the public and private sectors to implement master plan recommendations.

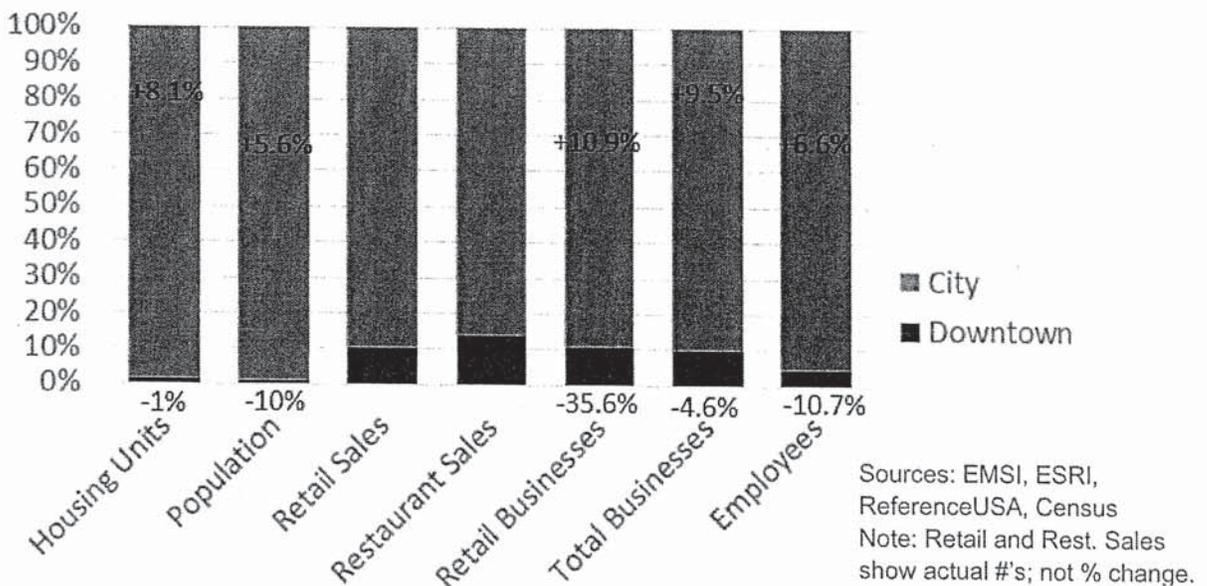
Specific recommendations emerging from this plan, many of which have been implemented, included:

- A system of wayfinding signs.
- Updates to zoning code to promote downtown development.
- Improved parking connections and efficiency.
- Enhanced streetscape along key streets, alleys and riverfront.

Market Analysis Summary

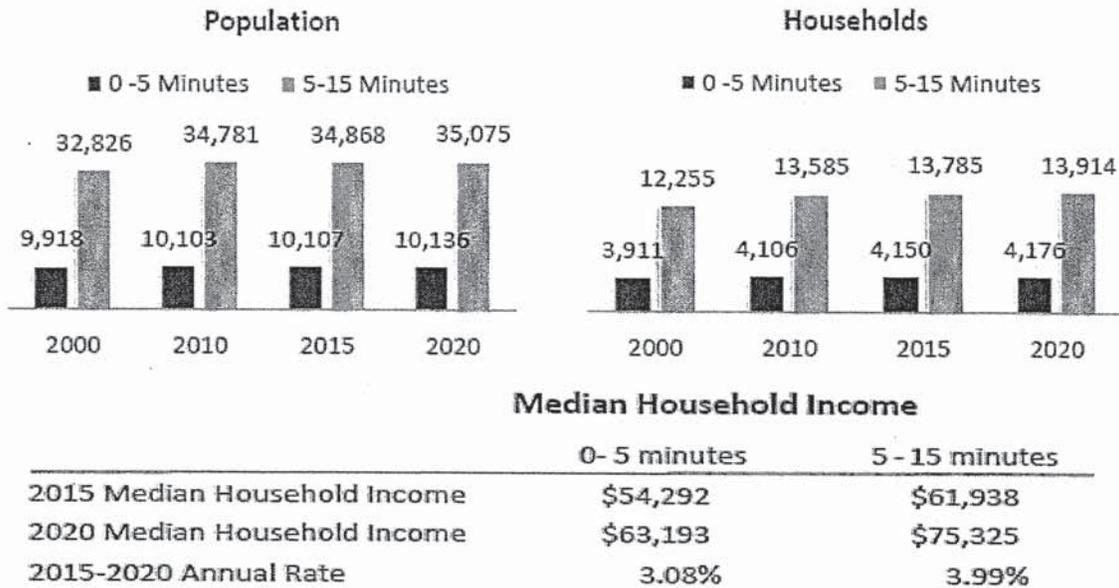
Although the City has made significant strides in promoting economic growth and development in the past decade, the downtown area has fallen behind the rest of the City in many regards. Because downtown represents not only the first impression and overall image of the community but the largest segment of existing infrastructure and investment, enhancing the economic vitality of this area has the potential to reap significant benefits for the city. The chart below shows the market share of downtown as compared to the City on each of a number of economic measures over the past 13 years. While downtown represents an average of 11% of activity in many sectors, this market share has been shrinking over time. The percentages indicated in each of the green and blue bars illustrate the percentage change in that indicator since 2003. In all instances, while Burlington has experienced positive growth, downtown has declined.

Downtown Market Share & Percent Change since 2003



Additionally, downtown has a substantially lower share of housing units and population than would be expected in a balanced economy, potentially limiting the pool of evening and weekend customers available to support a wide variety of downtown businesses.

Existing and new businesses and development to the City will need to cater to existing markets and/or attract additional customers from other areas to be sustainable. Primary businesses will typically rely on population living within 15 minutes of Burlington. This population includes just over 35,000 residents with a median household income of \$61,938, as shown in the charts below.



Other information learned about this group through the market study included the fact that the bulk of households within this market are included in one of three main segments, including young families, middle-aged professionals with older children, and middle-income empty nester households.

Based on the spending habits of these resident groups, potential recruitment or expansion targets might include: specialty food, building materials, specialty restaurants, office supplies, stationary and gifts, books and music, clothing and shoes, general merchandisers and electronics/appliance stores.

The survey of local businesses (chamber members and downtown businesses) identified a demand for the following additional business offerings and community enhancements:

Businesses desired:

- Restaurants (72%)
- Recreation (69%)
- Large format retail (58%)

Community enhancements/priorities:

- Public safety
- Good paying local jobs
- Pedestrian friendliness AND traffic flow

The survey also identified strengths and weaknesses of downtown in present day. These included:

Downtown Strengths, Weaknesses and Opportunities		
Strengths:	Weaknesses:	Opportunities:
Welcoming	Not many retail shops	Restaurants and cafés (local, organic and family-friendly)
Quaint	Limited family restaurants	Furniture resale shops
Small Town Atmosphere	Old/new business owners don't see eye-to-eye	Antique stores
Planters and holiday decorations	Too many empty storefronts	Retail for younger audience
Police, fire and rescue services	Limited business participation in events	Women's clothing/accessories
	Existing events lack energy	New events (Art Walk)
	Many buildings in disrepair	

In order to address these weaknesses, improvements were desired in paver repair, traffic control/pedestrian safety, property maintenance enforcement and parking regulation enforcement. It was also recognized that some type of organization would be necessary in order to effectively carry out these initiatives – a business association or other entity able to coordinate downtown events, marketing and promotions.

BUSINESS RECRUITMENT & REDEVELOPMENT DISCUSSION

During the first planning session, participants were asked to respond to the results of the 2016 RCEDC retail market analysis and business survey. The following table indicates the priority industries, sites and focus areas that participants felt would be important to pursue in order to maximize local market capture and development potential.

Industries to Recruit Downtown	Sites to Revitalize Downtown	Other Important Items & Downtown Strategic Plan Topics
<ul style="list-style-type: none"> • Combine service with retail • Specialty items that aren't online • Women's Clothing (Mke Corridor), boutique downtown • Retail/Service that are experience driven • Indoor public market • Paint your own canvas and wine store • Cultural Experience 	<ul style="list-style-type: none"> • Entry ways into town. <ul style="list-style-type: none"> ◦ Empty lot across from Brickyard. • Gas Station behind BJs • Restaurants in other areas (i.e. toward Aurora) specifically grow retail footprint <ul style="list-style-type: none"> ◦ 2.5 acre (sw corner on hwy 83) • Building across from old Standard Press (parking need) • Old Murphy Feed Mill • Coaches • Old M&I Building • Standard Press Building • 256 E. Chestnut St. (old Chocolate Expressions) • 135, 137 & 139 W. Chestnut St. (old WVA bldg.) 	<ul style="list-style-type: none"> • Concern about online competition • Succession planning • Opportunity to increase marketing of existing businesses • Curb appeal • Evaluate competition (Lake Geneva) • Which communities would be akin to Burlington and considered successful • Evaluate maintenance/upkeep of buildings owned locally vs. out of town. • Resources to pay for building maintenance (i.e. window replacement) • Liquor licenses • Promote destination/experience elements and retail that is integrated • Destination marketing • Events that attract people and attract businesses downtown • Consider cross sell opportunities • Downtown Business Association



STRATEGIC PLANNING SESSION RESULTS

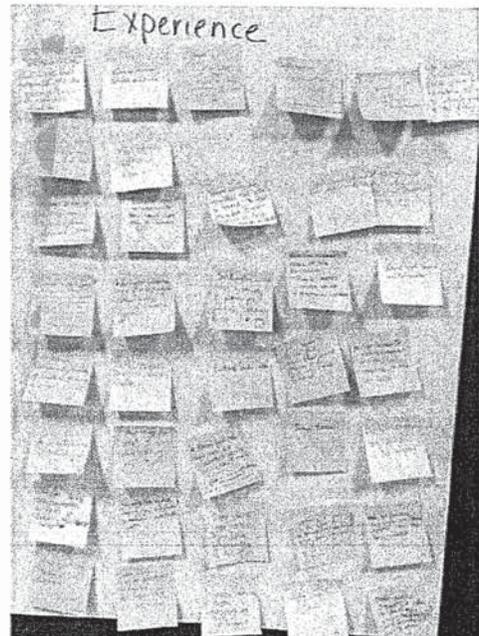
Using the previously provided information as a frame of reference, the group participated in three interactive activities designed to identify, prioritize and address opportunities and challenges facing Burlington in the next 20 years which will influence the character of growth and development. These activities included: brainstorming strengths and challenges facing downtown, prioritizing items that have the greatest potential to impact the growth and vitality of downtown, and developing a 20-year vision for the community. The outcomes from these activities are profiled in this section.



20-year Vision

Each participant was asked to identify three vision statements for downtown Burlington. Participants were instructed to be specific, and to reference things which could be objectively evaluated as successfully completed in 20 years (i.e. 'redevelop xyz building' vs. 'be a great place to live and work'). These vision statements were grouped into categories and summarized into several broader objectives. Individuals were then asked to select two of these objectives which they felt should be tackled first. The list below indicates those objectives which received the most votes as priority items.

- Promote/support building façade and interior maintenance activities (10)
- Attract retail, food, entertainment and destination business offerings (10)
- Create a destination/gathering spot in downtown (8)
- Expand events, encourage business organization and joint marketing (8)
- Reduce storefront vacancy (6)
- Increase parking (2)
- Attract more youth and seniors downtown (2)
- Provide more housing options/grow population (2)
- Create special events series downtown (2)
- Increase tourism (2)
- Expand recreational opportunities (2)
- Improve sidewalks (2)
- Integrate and connect bike paths to downtown (1)
- Improve pedestrian safety (1)
- Increase pedestrian traffic (1)
- Encourage longer business hours (1)



Other items identified as 20-year vision elements but not considered an immediate priority included:

- Promote infill development
- Promote shopping local
- Increase community pride/awareness
- Encourage existing business growth and promote sale of necessary items locally
- Improve gateways and connections
- Make streetscape improvements, add greenery & trees
- Create an inviting feel for downtown

Streetscapes

- Renovated storefronts
- Well maintained buildings
- Streetscape improvements (trees)
- Inviting feel
- Modern infill
- Gateways & connections

Based on these votes, participants were divided into groups and asked to identify a broad goal, one or more targeted objectives and associated benchmark measurements and some 1, 3 and 5-year action items that they felt would be effective in making traction in their targeted area. The results are highlighted below.

Goal 1: Support business growth and expansion

Objective 1: Create incentives to support investment downtown (links to Economic Vitality, pgs. 12 & 13)

Measurement: Investment leveraged, number of buildings improved

Steps:

- Assess existing funds and needs of existing business and property owners.
- Establish necessary support infrastructure (i.e. Business Improvement District (BID), Tax Increment Financing District (TIF), financial assistance programs)
- Assist property owners and businesses to develop plans/finance projects, meet with individual property owners to introduce new programs.
- Revisit historic preservation ordinance/zoning to accommodate necessary improvements.

Objective 2: Increase recurring events that bring customers downtown (links to Promotion, pgs. 12 & 13)

Measurement: Number of events by type, participation, number of partners involved

Steps:

- Identify existing successful events which can be combined or expanded into a series (5ks, music, markets)
- Identify business tie-ins to increase marketing and cross-promotion.
- Develop a platform for business marketing and promotion to maximize reach



Goal 2: Improve the downtown experience

Objective 1: Create a sense of downtown as a destination (*links to Promotion, pgs. 12 & 13*)

Measurement: Attendance, marketing reach (i.e. articles published, content downloads, Twitter followers, Facebook fans), room tax collections

Steps:

- Create a master calendar of all community events
- Identify all potential local and regional marketing and promotions partners (i.e. fox river partners)
- Identify underutilized assets and ways to connect assets. Fill in any gaps (i.e. river recreation)
- Identify gaps in current event calendar and work to develop events which target a variety of audiences (i.e. family, recreation, arts, etc) and which cover all four seasons.
- Work to double attendance at signature events and from targeted audiences.

Goal 3: Improve the appearance of downtown

Objective 1: Enhance the welcoming appearance of downtown and facilitate property improvements (*links to Design, pgs. 11 & 13*)

Measurement: Properties improved, survey responses

Steps:

- Create a maintenance checklist for public spaces. What needs to be replaced and when? Create a budget for these improvements.
- Assess current maintenance codes/ordinances and revise where needed.
- Establish a beautification committee – master gardeners, etc.
- Purchase a street sweeper or other capital improvements necessary to improve public/community spaces. Assess funding sources such as: BID, donations and City funds.

Goal 4: Promote improved connections and complementary uses to sustain/increase business and customer traffic downtown.

Objective 1: Maintain a blend of housing and integrate additional building and key site uses through smart growth principles (*links to Design and Economic Vitality, pgs. 11-13*)

Measurement: Vacancy and rental rates

Steps:

- Complete housing market analysis for downtown.
- Develop programs to support renovation/development of product to address demand challenges.
- Encourage conversion/renovation of vacant or underutilized upper floors into units attractive to local market and/or office space.
- Continue to monitor and adjust policies to promote market stability.

Targeted Recommendations

In addition to the 20-year vision exercise, participants were divided into three groups and asked to more specifically address issues related to business climate, business recruitment, redevelopment planning and circulation and safety. The following elements were identified as priority items by the various groups.

Opportunities and Challenges: There are real and perceived opportunities and challenges associated with a downtown business location. Participants identified the following elements as items which should be recognized as part of any implementation planning.

Strengths of a Downtown Business Location:

- Unique features
- Pedestrian friendly
- Variety of business types/offerings
- Historic properties
- Downtown is affordable, safe and clean with adequate parking

Challenges of a Downtown Business Location:

- No central message/marketing
- Limited collaboration among businesses
- Limited population in trade area
- Limited population density downtown
- Wayfinding is lacking, especially pedestrian
- The perception that there is nothing downtown – mostly by the locals

A second group focused on identifying uses for existing vacant or potential redevelopment sites in downtown. Specifically, the group prioritized sites which could be critical for creating walkable areas, and/or uses which should be a top priority based on their ability to help create a destination cluster or meet a local need. Priorities from this group included:

- The Coach's building represents a priority redevelopment project. Ideal uses might include an indoor market, ethnic food store or mini-grocery space.
- High end clothing resale is also a needed use downtown which could fit in multiple currently available spaces.

A final group was asked to identify existing destinations and connections within downtown. These included major destinations that are attractions and should be well-signed and accommodated in future planning, priority sites which detract from the downtown experience, and corridors/locations which either provide a positive or negative downtown experience. The following results were identified by this group:

Major Destinations/Attractions:

- Canoe/Kayak launches
- Adrian's Frozen Custard
- Veterans Terrace
- Fred's Burgers
- Spinning Top/Yo-Yo and Logic Puzzle Museum
- Chocolate Museum



Major Destinations/Attractions Continued:

- Plaza Movie Theater
- Coffee House at Chestnut & Pine
- Farmers Market
- Public Library
- Riverwalk

Additional destinations adjacent to downtown/potential to connect:

- Chocolate Fest
- Beaumont Field
- Historic Museum
- Haylofter's Theater
- Catholic Central High School
- Aurora Hospital
- Karcher Middle School
- Pool
- White River and Seven Waters Bike Trails

Priority Renovation/Redevelopment Sites:

- Coach's Sports Bar
- City-owned lot at SWC E. Chestnut and N. Dodge
- Former M&I Bank Building and Pine Crest Retail Center on S. Pine
- Other secondary sites:
 - Old Standard Press – 700 N. Pine
 - 516/18 N. Pine
 - 413/17 S. Pine
 - 200/8/32 S. Pine
 - 256 State – former gas station

Most appealing areas in downtown:

- Adrian's Frozen Custard
- Fred's Burgers
- Coffee House at Chestnut & Pine
- E. Chestnut Street Loop
- Farmers Market
- Public Library
- Dog Park – outside downtown

Places which are not comfortable/appealing in downtown:

- Intersection of Bridge Street & Milwaukee Avenue
- W. Chestnut Street Municipal Parking lot – poor lighting
- E. Chestnut Street near 117-21 E. Chestnut Street– dirty, noisy
- E. Chestnut Street & N. Pine Street – dangerous for cars, bikes and pedestrians
- The Loop – crossing E. Chestnut Street in front of Chique and Unique
- Riverwalk Bridge Street underpass – poor lighting
- W. Chestnut Street and Milwaukee Avenue intersection – dangerous for cars, bikes and pedestrians
- Walk through between American Family Insurance building and Headquarters Salon building connecting The Loop to the Washington St. parking lots

Next Steps

Using the wide variety of relevant and viable strategies identified by the group, combined with information from the survey and market analysis, the next step is to develop an implementation plan. This plan should help prioritize activities, provide a timeline for various initiatives, and also identify local partners who will be responsible for leadership within each category. The following section proposes some recommended steps and processes which will help Burlington maintain momentum and engagement as they move forward with downtown revitalization activities. Recommendations are divided into categories based on the Main Street Four Point Approach, which will help to group activities together based on common interest and skills needed to successfully implement them. The final pages of this document include an implementation table which can be used to inform and track progress.

Organization

Developing a plan for leadership and communication among the various stakeholders with an interest in downtown revitalization will be a key aspect of future success.

- Participate in first impressions program or schedule field trips to other comparable cities. Monroe and Marshfield come to mind as representative options. Other cities which have effectively engaged their waterfront would also be relevant stops – Menomonee, Port Washington and Whitewater all fall into these categories.
- Host quarterly downtown forums introducing topics of interest to business/property owners and discussing downtown initiatives and status updates (i.e. available sites, new businesses, events, etc). The responsibility for hosting could rotate among entities to minimize burden and maximize topics covered. Potential topics might include 'coffee with a cop', department head breakfasts, 'fire safety and ADA for historic buildings', social media for small businesses, HR & Accounting updates, storefront displays "how to", update events calendar and store promotions, etc.
 - o Connect Communities (if Burlington joined) hosts regular lunchtime webinars on a variety of relevant topics which could also be viewed in a group format.
- Create a formal organization, or a full or part-time City and/or Chamber staff position, dedicated to coordinating marketing, events, beautification and business assistance.
 - o Apply to Connect Communities program to provide support and resources to support downtown organization/revitalization. (See description in last section of *Example Projects / Initiatives*)
 - o Vet creation of a Business Improvement District (BID), and/or merchant association to increase collaboration among downtown property owners/businesses.

Design

- Review and update design guidelines packet for downtown. Create new materials which highlight desired uses and are user-friendly and easy to interpret.
- Update the existing wayfinding signage system plan including identification of potential public and private funding sources. Update/enhance plan to include pedestrian signage plan incorporating downtown areas as well as trails/riverwalk.



Design Continued

- Create funding plan considering multiple sources and timeline for downtown projects. Projects to consider include purchase of street sweeper, repair/replacement of brick pavers, planting/weeding and maintenance of flowers/landscaping.

Economic Vitality

- Survey property owners to determine type/size of projects necessary to address deferred maintenance or upgrades to commercial/residential spaces in downtown.
- Identify and implement appropriate financing mechanisms (i.e. TIF, BID, housing financial assistance, Revolving Loan Fund (RLF), etc.)
 - o Create marketing materials to summarize local and regional/state resources (i.e. City's Façade Grant and loan programs, Racine County Matching Grant, Property Assessed Clean Energy (PACE), Historic Tax Credits). Promote to property owners through individual meetings. Consider targeting specific groupings of properties and/or a limited time 'double dollars' program to encourage numerous projects during a single time period to maximize impact.
- Create marketing materials for the top three downtown target properties to recruit new businesses/ownership. Develop materials profiling desired uses, available resources and market opportunities.
 - o Update general community profile, add to City and partner websites and provide to brokers to incorporate into existing listings in the City.
- Conduct outreach meetings with developers and brokers to provide relevant materials, communicate desired recruitment targets and priorities, and identify/address outstanding concerns and educate them on market opportunities and available assistance.

Promotion

- Engage existing civic organizations (e.g. Chamber, Rotary, Kiwanis, Bike Club, etc) to help market and enhance downtown. Hosting quarterly meeting of representatives from service groups together with City to identify opportunities, challenges, upcoming events, etc.
 - o An initial project of this group should be the creation of a shared event calendar. This would provide a central location for organizations (including businesses) to post events. Organizations should post links to this calendar on their website and strive to cross-promote area events using social media.
 - o Future activities might include coordinated downtown/community cleanup days, potentially in coordination with Earth Day or watershed groups.
 - o Civic organizations should be encouraged to utilize downtown for community events. Explore potential to create a downtown events planning guide highlighting necessary permits, processes and potential business tie-ins.
- Create a landing page for downtown revitalization efforts which can serve as a central point for projects, progress and activities. The central events calendar can live here, highlights of available property, design guidelines, user-friendly guide to opening a business in downtown Burlington. This page should be linked to all partner sites (City, Chamber, RCEDC, real estate professionals, etc).

Implementation Table

	Action Item	Lead Organization	Partners	Year One	Years 2-3	Years 5-10
Organization	Participate in UW-EX First Impressions program and/or schedule field trips to comparable cities to establish vision and best practices for downtown Burlington.	Chamber, City Administrator	Downtown Business Owners			
	Host quarterly downtown forums featuring topics of interest.	Rotating	Chamber, City, RCEDC, Gateway Tech, SBDC, WWBIC, County, etc.			
	Consider applying for Connect Communities	Chamber, City Admin., DT Bus. Owners	RCEDC			
	Create a formal organization, or part/full time staff position dedicated to coordinating revitalization activities.	Chamber, City Administrator	DT Bus. Owners, RCEDC			
	Vet creation of Business Improvement District or Merchant Association	DT Bus. Owners	Chamber, City Admin., RCEDC			
Design	Review design guideline materials and website to provide user-friendly tools for property owners.	City Administrator	Chamber, DT Business & Property Owners			
	Update wayfinding signage system plan, create pedestrian wayfinding plan and create funding strategy.	Chamber	City Administrator			
	Develop programs to support conversion/renovation of existing downtown housing units.	City Admin., RCEDC	DT Property Owners			
	Create capital improvement plan for downtown projects. Identify timing and funding sources.	City Dir. DPW	Chamber, City Administrator			
	Develop programs to support renovation/development of new housing product to address demand challenges.	City Admin., RCEDC	DT Property Owners			
Economic Vitality	Survey property owners to identify improvement needs and challenges.	City Admnstr., RCEDC	Chamber			
	Create marketing materials to promote local, state and federal incentives to facilitate new businesses and/or property improvements. Create landing page on city website with links from partner sites featuring business recruitment tools.	City Dir. Admin. Svcs., RCEDC	Chamber			
	Update existing community profile, provide to real estate community	City Dir. Admin. Svcs., RCEDC	Chamber			
	Develop marketing materials for recruitment targets and for top three redevelopment sites.	City Dir. Admin. Svcs., RCEDC	Chamber			
	Develop property improvement program to facilitate and support continued reinvestment in downtown properties	City Admnstr., RCEDC	Chamber			
	Meet with brokers/developers/real estate professionals to communicate goals and resources.	City Admnstr., RCEDC	Chamber			
Promotion	Engage civic organizations to help market and enhance downtown. Host quarterly meetings to discuss/plan events. (Could be done on the same schedule as Organization's quarterly meetings).	Chamber	City Administrator, Civic Organizations			
	Create shared event calendar and centralized hosting site.	Chamber	City Administrator, Civic Organizations			
	Create landing page on city website for downtown revitalization efforts to track projects & progress.	City Dir. Admin. Svcs.	Chamber, Civic Organizations			
	Explore coordinated downtown/community cleanup days or other community-wide events to better connect residents with downtown.	Chamber, Civic Organizations	City Administrator			

Example Projects / Initiatives

Based on the priorities and objectives identified during the brainstorming session, the following example projects and initiatives from other communities may provide relevant examples for Burlington to follow as it looks to refine and develop local initiatives which will help achieve the community's vision. Although these initiatives would need to be refined to meet local needs, they represent real-world examples of successful initiatives implemented elsewhere to address common community development challenges.

- Edgerton façade improvement program double days
 - o In order to spur revitalization of downtown, Edgerton's CDA initiated a two-prong approach. They expanded their existing matching grant to offer 60% match instead of a 30% match and expanded the pool of funds available. This increase was only available for programs applying within a three month window. Applicants then had one year to complete the work. However, in addition to sending information about the expanded program to property owners, they also had the building inspector conduct an exterior inspection of all properties, based on the existing nuisance ordinance. A report of all identified issues was included with the expanded loan offering, not as an enforcement notice, but just as an observation. As a result, 44 individual projects were undertaken during a one-year period, and all but four serious inspection issues were remediated.
 - Link: <http://www.cityofedgerton.com/#!downtown-incentive-programs/c1r1a>
- Berlin bank loan program & civic group quarterly meetings
 - o Berlin created a joint effort community group dedicated to revitalizing downtown. Comprised of local civic/community organizations and banks, the group has established itself under the name Building Up Berlin. They maintain a shared calendar of events, discuss economic and community trends, and have established a number of needed community programs including civic needs (housing), and revitalization supports including small business assistance and a low-interest revolving loan program sponsored by all five local banks.
 - Link: <http://www.cityofberlin.net/BuildingUpBerlin.pdf>
- First Bank Financial Centre loan program
 - o First Bank Financial Centre has established a coordinated low interest loan program to promote downtown revitalization in each of its communities. The local bank contributes funds based on a community-identified revitalization area. The loan applications and maintenance are administered by the bank, and recipients receive low-interest financing for property improvements within the downtown area.
 - Link: <http://www.economowoc-wi.gov/DocumentCenter/Home/View/37>
- Marshfield popup shops and indoor market program
 - o Marshfield (and Viroqua, among others) have used popup shops to help improve vitality and promote entrepreneurship within their downtown areas. By reaching agreements with landlords, the downtown organizations in these communities are able to offer several downtown storefronts to local entrepreneurs at no cost for a defined period of time (i.e. Thanksgiving to Christmas holiday shopping, summer tourist season, etc). Not only do entrepreneurs get to test out the local market, but the downtown areas benefit from additional shopping destinations and limited-time-only retail draws which attract additional customers downtown during key shopping windows. In both communities, popup entrepreneurs have turned into permanent businesses.

- Link: <http://www.hubcitytimes.com/2015/10/13/main-street-marshfield-pop-up-shop/>
- Trail connections/wayfinding
 - o The images below provide examples of wayfinding which is intended for pedestrian traffic, whether downtown (at left) or on trails. This signage can help encourage existing customers and pedestrians to explore additional attractions while already in downtown Burlington. Waterford has also created a comprehensive wayfinding plan, available at the following link.
 - Waterford Link: <http://waterfordwi.org/documentcenter/view/1573>



- Connect Communities Program
 - o The attached brochure provides a description of the services received and benefits of participating in this WEDC program. More information is available at the following link:
 - Link: <http://inwisconsin.com/community/assistance/connect-communities-program/>
- First Impressions Program
 - o Volunteers from two somewhat similar communities in terms of size, location, and county seat, etc., agree to do unannounced visits and then report on their findings. Participants become "secret shoppers" for the day to discover what they can about a similar community or neighborhood. Participants follow procedures and document their visit using a participant guide or an online version of the guide to upload photos and comments. The guide, which ensures that evaluations and reports are thorough and uniform, requires minimal training. More information is available at the following link:
 - Link: <http://cced.ces.uwex.edu/2012/08/04/first-impressions-program-2/>



MAKING CONNECTIONS

Downtowns and urban commercial districts play an important role in their communities and in Wisconsin's overall economy, functioning not only as prominent employment and business centers, but oftentimes standing as the historic foundation of the municipalities they serve. They are the center of local government, providing a meeting place for the community. These places where people congregate to do business, attend events, or simply enjoy contact with their neighbors add vitality to an area that improves the quality of life for residents and visitors.

Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the community. Where do you start? Who needs to be involved? What resources will be required to succeed?

These questions and more form the basis of the Wisconsin Economic Development Corporation's (WEDC's) Connect Communities Program.



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inwisconsin.com

CONNECT COMMUNITIES

RESOURCES FOR YOUR
DOWNTOWNS AND URBAN
COMMERCIAL DISTRICTS



SHARED GOALS

Connect Communities offers technical assistance and networking opportunities to local leaders interested in revitalizing their downtown or urban commercial districts. It also provides access to additional financial and technical assistance programs.

Because no two districts are identical, Connect Communities, like all WEDC programs, is adaptable to downtowns and urban commercial districts of all sizes. Connect Communities complements WEDC's very successful Main Street Program. In fact, successful Connect Communities may choose to apply for Wisconsin Main Street status.

Connect Communities helps local planners leverage the unique assets of their downtowns and urban districts. While the characteristics of each community may differ, Connect Communities participants share an interest in creating economic vibrancy within their districts. The goal is to reduce sprawl while spurring business and residential growth.

AVAILABLE SERVICES

Communities selected to participate in the Connect Communities Program will have immediate access to resources that will help them get started with a commercial revitalization effort. You will also benefit from interaction with WEDC's experienced staff and the leaders in the Connect Communities network. Connect Communities services include:

- A ListServ/Network Group to get new ideas from staff and other participating Connect Communities
- Participation in one Main Street Executive Director Workshop each year with a focus on a downtown revitalization topic. Past topics have included business recruitment, volunteer development and branding
- An on-site visit from one of WEDC's community development staff to assist in identifying needs and offering assistance
- An on-line open house to get your questions answered by experts
- Training for your downtown director or board president
- Roundtable discussion groups on pertinent topics held once every year
- Possible opportunities to link college/university student projects to your downtown/urban commercial district needs
- Access to WEDC's downtown development library
- Access to resources and training materials that have been developed for Wisconsin Main Street communities
- Invitation to the annual Main Street Awards Program, plus eligibility to nominate a project for a Connect Communities award
- Webinars/Regional Training

PROGRAM REQUIREMENTS

- Must have an organization that focuses on downtown/urban commercial district issues
- Signed agreement with WEDC
- Reporting (twice a year)
- Must have access to computer with required software
- Must commit to majority of training opportunities
- Annual fee: \$200

APPLICATION AND SELECTION

- Up to 20 communities selected each year
- Renewal application every two years
- Scoring based on:
 - Strength of committee/organization
 - Need for assistance
 - Clearly defined downtown/urban commercial district
 - Local resources available
 - Potential
- If your community is interested in learning more, please contact us at (608) 210-6840.
- To apply to be one of our Connect Communities visit www.inwisconsin.com/connectcommunities

Special Thank You to Racine County Economic Development Corporation for coordinating all parties which participated in the creation of this plan.

