



**AGENDA
COMMON COUNCIL MEETING**

Tuesday, October 4, 2016

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
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 September 20, 2016 (*R. Dawidziak*)pg. 3
6. Letters and Communications (*B. Grandi*).....pg. 8
 - A. Correspondence from Alderman John Ekes regarding his absence from the October 4, 2016 Committee of the Whole and Common Council Meetings
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-4 (*T. Vos*)pg. 10
9. Payment of Vouchers (*J. Schultz*)pg. 20
10. Licenses and Permits (*T. Preusker*) pg. 36

11. Appointments and Nominations (T. Bauman)pg. 37

The following resident(s) would like to serve as election inspectors:

Joshua Dow – Term Expires 12/31/2017

12. Public Hearings: There are none

13. RESOLUTIONS:

A. Resolution 4805(24) - Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the Safe Drinking Water Fund Loan for the Well 11 Project. This item was discussed at the September 20, 2016 Committee of the Whole Meeting. (E. Johnson) pg. 38

14. ORDINANCES:

A. Ordinance 2007(3) - to appeal and recreate Chapter 40 of the Code of Ordinances for the City of Burlington, Racine County, Wisconsin, relating to the Health Department. This item was discussed at the September 20, 2016 Committee of the Whole Meeting. (R. Dawidziak) pg. 41

15. MOTIONS: There are none

16. ADJOURN INTO CLOSED SESSION (B. Grandi)

1. Wis. Stats 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- Regarding Cassi Hoffman, the owner of the property located at 300-302 W. Chestnut Street

17. RECONVENE INTO OPEN SESSION (T. Vos)

1. Consideration and possible action on recommendations on matters discussed in Closed Session by the City Council.

18. ADJOURNMENT (J. Schultz)

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: October 4, 2016

SUBJECT: September 20, 2016 Common Council Minutes

SUBMITTED BY: Diahn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the September 20, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the September 20, 2016 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 4, 2016 Common Council meeting.

ATTACHMENTS:

Common Council Minutes



CITY OF BURLINGTON
Minutes of the Common Council
Jeannie Hefty, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, September 20, 2016

1. Call To Order – Roll Call

Mayor Jeannie Hefty called the meeting to order at 8:17 p.m. starting with roll call. Aldermen present: Ed Johnson, John Ekes, Bob Grandi, Ruth Dawidziak, Jon Schultz, and Tom Preusker. Excused: Tom Vos and Todd Bauman

Also present: City Administrator Carina Walters, Director of Administrative Services Megan Watkins, Treasurer and Budget Officer Steve DeQuaker, City Attorney John Bjelajac, Police Chief Mark Anderson, Fire Chief Alan Babe, DPW Director James Bergles, Building Inspector Gregory Guidry and Tom Foht from Kapur.

2. Pledge of Allegiance

3. Citizen Comments – there were none

4. Chamber of Commerce Representative and Rescue Squad Representative

There were none.

5. Approval of the September 6, 2016 Common Council Minutes

A motion was made by Alderman Schultz with a second by Alderman Johnson to approve the Council Minutes from September 6, 2016. With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

A motion was made by Alderman Preusker with a second by Alderman Ekes to approve the Letters and Communications as presented.

A. Correspondence from Alderman Todd Bauman regarding his absence from the September 20, 2016 Committee of the Whole and Common Council Meetings

B. Cemetery Board Meeting Minutes from 07/20/2016

With all in favor, the motion to approve the minutes was carried.

7. Reports by Aldermanic Representatives and Department Heads

City administrator Carina Walters stated that a Downtown Parking Forum is scheduled for Thursday, September 29, 2016 at 6:30 p.m. to present the initial online survey results regarding downtown parking challenges and needs.

Gregory Guidry announced that Rugans is officially open.

Alderman Ekes asked Police Chief Mark Anderson to look into a car that has is parked on Meadow Lane and hasn't been moved for the past two weeks. Chief Anderson said he would look into it.

Alderman Schultz asked if there were any time restrictions in the parking garage. Chief Anderson responded that the parking garage has 24 hour parking. Schultz felt there should be signs posted stating that it's 24 hour parking.

Alderman Dawidziak reported that the Annual Community Block party was a huge success and each year seems to gain momentum. Dawidziak stated that both the BHS Cheer Team and BHS Driven organizations received proceeds from the event in the amount of \$800 as a fundraising opportunity in lieu of service hours, and the Lions Club received \$1,823.00. Altogether, the total cost to the City was \$38.00.

Alderman Johnson inquired about the downtown sidewalks and when the pavers would be fixed. Bergles responded that the City has the blocks but the timing to do the work has been an issue. Walters added that replacing the downtown sidewalks could also be a potential budget discussion.

Dawidziak stated that she received a letter from Love Inc. seeking volunteers to sponsor a family at Christmas. Dawidziak said that she would be happy to organize this effort.

8. Reports 1-4

A motion was made by Alderman Johnson with a second by Alderman Preusker approve Reports 1-4. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Alderman Ekes with a second by Alderman Grandi to approve vouchers, pre-pays and reimbursements in the amount of \$347,687.71.

Roll Call Aye: Johnson, Ekes, Grandi, Dawidziak, Preusker, Schultz. Nay: None. Motion carried 6-0.

10. Licenses and Permits

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

11. Appointments and Nominations

There was none

12. Public Hearings

There were none

13. Resolutions

- A. Resolution 4802(21) to consider authorizing City Officials to execute a Fixtures Disclaimer relating to collateral affixed to real estate located in the Burlington Municipal Airport at 711 Airport Road.

A motion was made by Grandi with a second by Dawidziak to approve Resolution 4802(21) as presented. With all in favor, the motion carried.

- B. Resolution 4803(22) to consider approving an Extra Territorial Zoning (ETZ) Certified Survey Map (CSM) for property located at 1620 Crossway Road in the Town of Burlington.

A motion was made by Johnson with a second by Dawidziak to approve Resolution 4803(22) as presented. With all in favor, the motion carried.

14. Ordinances

There were none

15. Motions

There were none

16. ADJOURN INTO CLOSED SESSION

1. *Wis. Stats 19.85(1)(g)*, Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved, to wit:
 - Payments made to Veolia/Advanced Disposal under the prior contract for refuse and recycling collection.
2. *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.

A motion was made by Schultz with a second by Preusker to adjourn into closed session at 8:36 p.m.

17. RECONVENE INTO OPEN SESSION

1. Consideration and possible action or recommendations on matters discussed in Closed Session by the City Council.

A motion was made by Schultz with a second by Ekes to reconvene into Open Session at 9:08 p.m. With all in favor, the motion carried.

A motion was made by Schultz with a second by Johnson to retain the legal services of Attorney Todd Terry at the rate of \$150 per hour, under the supervision of City Attorney John Bjelajac, to represent the City in the Advanced Disposal lawsuit, if Attorney Bjelajac is called to be a true fact witness. Roll call: Aye – Johnson, Grandi, Dawidziak, Schultz. Nay – Preusker. Present – Ekes. Motion carried: 4-1-1

18. Adjourn

A motion was made by Preusker with a second by Johnson to adjourn the meeting. With all in favor, the meeting adjourned at 9:10 p.m.

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach
City Clerk
City of Burlington



COMMON COUNCIL

ITEM NUMBER: 6

DATE: October 4, 2016

SUBJECT: Letters and Communications

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

- A. Correspondence from Alderman John Ekes regarding his absence from the October 4, 2016 Committee of the Whole and Common Council Meetings.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached correspondence from

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 4, 2016 Common Council meeting.

ATTACHMENTS:

Communication

Attention:

City of Burlington Mayor – Jeannie Hefty

City of Burlington City Administrator - Carina Walters

Reference: Committee of the Whole and Common Council Meeting, October 4, 2016 and
Budget Workshop, October 6, 2016

Date: September 23, 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 October 6, 2016, since I will be on vacation. I will review the packs and will advise you if I have any comments regarding the items being addressed.

In addition, I will not be able to attend the Budget Workshop scheduled for October 6, 2016.

Kind Regards,

John B. Ekes

John B. Ekes

1st District Alderman City of Burlington



COMMON COUNCIL

ITEM NUMBER: 8

DATE: October 4, 2016

SUBJECT: Reports 1-4

SUBMITTED BY: City Staff

BACKGROUND/HISTORY:

Attached please find the following reports:

Historic Preservation Commission Minutes – 7/28/2016

Park Board Minutes – 08/17/2016

Housing Authority Minutes – 08/18/2016

Committee Of The Whole Meeting Minutes – 09/20/2016

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council approve submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 4, 2016 Common Council meeting.

ATTACHMENTS:

Meeting Minutes



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, July 28, 2016**

The meeting was called to order by Commissioner Darrel Eisenhardt at 7:45 pm. Commissioner Jeff Erickson; Commissioner Joel Weis; and Commissioner Kevin O'Brien were present. Chairman Tom Stelling; Alderman Tom Preusker; and Commissioner Maria Veronico were excused.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Erickson moved, and Commissioner Weis seconded to approve the minutes of May 26, 2016 and June 1, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. A motion to rescind the façade grant in the amount of \$5,000 to Raw Salon & Spa located at 332 N. Pine Street.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to rescind the façade grant amount of \$5,000.
- All were in favor and the motion carried.

NEW BUSINESS

A. A Façade Grant application from Steve Madey for property located at 564 N. Pine Street (Uncle Steve's Garage) to install a new glass storefront, repaint posts, replace second floor windows in the front façade, replace garage door with walk-thru door and replace window with double hung windows.

- Commissioner Eisenhardt introduced and opened this item for discussion.

- Commissioner Erickson verified that Steve Madey, owner, understood and agreed with the conditions from Mark Roffers' memorandum. Commissioner Weis questioned if the awning is being removed completely. Mr. Madey explained the awning that hangs over his building will be trimmed back and the existing overhead garage door in the rear will function as a walk-thru door and an overhead garage door.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approving the repairs of the façade and replacement of windows and doors, subject to Mark Roffers' May 18, 2016 memorandum.
- Commissioner Erickson amended his motion to approve \$3,025 for the Façade Grant since the Certificate of Appropriateness was approved at the May 26, 2016 meeting and Commissioner O'Brien seconded.
- Roll call: Commissioner Joel Weis; Commissioner Kevin O' Brien; Commissioner Jeff Erickson; Commissioner Darrel Eisenhardt.
- All were in favor and the motion carried.

B. A Certificate of Appropriateness application from Paul Schroeder for property located at 348 N. Pine Street (Ide Fine Jewelry) to install five new double hung windows, repaint the trim around the windows and doors and repair the damaged concrete.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to recommend approval of the Certificate of Appropriateness to install five windows, paint and repair damaged concrete, subject to Graef's memorandum.
- All were in favor and the motion carried.

C. A Façade Grant application from Paul Schroeder for property at 348 N. Pine Street (Ide Fine Jewelry) to install five new double hung windows, repaint the trim around the windows and doors and repair the damaged concrete.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.

- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant application in the amount of \$1,975.
- Roll call: Commissioner Joel Weis; Commissioner Kevin O' Brien; Commissioner Jeff Erickson; Commissioner Darrel Eisenhardt.
- All were in favor and the motion carried.

D. A Certificate of Appropriateness application from Summer Street for property located at 452 N. Pine Street (Musicology) to install a storefront awning and six window awnings, paint trim and window trims, remove planter box and place tile in entryway.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Erickson stated according to Graef's memorandum the color for the trim and awnings were mahogany not red. Mr. Drouin stated it is more of a red color, but mahogany was the closest color on the color chart. Commissioner Weis stated the awnings will be a nice improvement to the building since the façade is so flat currently, it will give it some dimension. Commissioner O'Brien stated the awnings will provide shade for the apartments.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Weis seconded to recommend approval of the Certificate of Appropriateness to install the awnings, paint, remove planter box and tile the entryway, subject to Graef's memorandum.
- All were in favor and the motion carried.

E. A Sign Permit application from Joel Drouin for property located at 452 N. Pine Street (Musicology) to install signage placed on the storefront awning.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Joel Drouin stated the logo will be white on a red awning with the small words written in orange.
- There were no further comments.
- Commissioner Weis moved, and Commissioner Erickson seconded to approve a Sign Permit to install signage placed on the awning.
- All were in favor and the motion carried.

F. A motion to allow Bike Burlington to install a bicycle rack in Wehmhoff Square Park.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Madonna Carr of Bike Burlington, stated the color of the bicycle rack is Bruster Brown and will be located next to the entrance of the park along the sidewalk. Commissioner Eisenhardt stated that the Park Board approved the bicycle rack and the Department of Public Works Director and Ms. Carr will determine the safest and most convenient location in the park.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Erickson seconded to approve the installation of the bicycle rack in Wehmhoff Square.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Commissioner Eisenhardt stated the \$5,000 was rescinded and disbursed again at tonight's meeting between two businesses.
- There were no further comments.

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Weis seconded to adjourn the meeting at 8:05 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
August 18, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 18, 2016 at 6:15 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 July 12, 2016, were reviewed and approved as written with a motion by Stublely, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of July 31, 2016. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 61 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The buckthorn and brush at the edge of the river were removed, greatly improving the view of the river.

The exterior lighting has been installed.

Manager Olson accepted the proposal of Otis Elevator for the soft starts. No date has been scheduled for the installation.

Blinds will be installed on the units with west and south exposure after September 1st, no definite date has been set for installation.

Kathy Zurawski from Rural Development will be visiting Riverview Manor on August 30th to discuss removing excess funds from Reserve tied to the MPR Project.

The landscaping work on the Northwest side of the building will begin after September 1st.

Manager Olson received a price from Tyco to upgrade our security system and install more cameras. She will contact other companies to obtain more bids.

Manager Olson received bids from D.M. Ketterhagen for concrete work on various sections of the building. Not all bids were items for 2016-2017 budget year.

COMMUNICATION: Copies of the monthly expenses and bank statements were dispersed and reviewed by board members.

NEW BUSINESS: A motion was made by Heck and seconded by Iselin to send Manager Olson and Chairman Lapp to the WI-CARH Conference in Baraboo on 11/3/16. They may choose to send another employee as well. Motion carried unanimously.

OTHER BUSINESS: Manager Olson received approval from Rural Development of the Proposed 2016-2017 budget, including increases in compensation ranging from 2-5% for Riverview Manor employees.

Manager Olson will continue to search for someone with qualifications to fill the Manager Assistant position.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stublely, seconded by Merten, and carried unanimously. Meeting adjourned at 7:35 P.M. The next monthly meeting has been tentatively scheduled for September 15, 2016 at 6:00 P.M.



Kelly Iselin, Secretary



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

**CITY OF BURLINGTON PARK BOARD MINUTES
WEDNESDAY, AUGUST 17, 2016
2200 S. Pine Street, Burlington, WI 53105**

Chairman Darrel Eisenhardt, Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Jill Stobber, Ald. Ruth Dawidziak, Jim Bergles, Director of Public Works

Chairman Darrel Eisenhardt called the meeting to order at 6:30PM.

Roll Call: Present: Commissioners Jennifer Amborn, Clay Brandt, Lori Hintz, Jeff Schopp, Jill Stobber, Ald. Ruth Dawidziak, Jim Bergles, Director of Public Works and Chairman Darrel Eisenhardt.

Approval of July 21, 2016 Park Board Minutes: Chairman Eisenhardt entertained a motion to approved the July 21, 2016 Park Board Minutes. Motion to approve made by Commissioner Amborn. Seconded by Commissioner Brandt. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: Ruth Dawidziak: Alderwoman Dawidziak reported that the Common Council is moving forward with a November referendum for a new swimming pool at a not-to-exceed amount of \$5,400,000. Ald. Dawidziak thought the Park Board could help offset some of the costs by either approving Park Board Funds, or possibly eliminating the basketball courts, which would save money, when the new pool is built at Devor. The Commissioners discussed that they felt the basketball court would not need to be part of the overall design.

DPW Report: Jim Bergles, Director of Public Works: Jim Bergles, Director of Public Works reported that there are eight lights at Bushnell Park that need bulbs replaced, in addition to one pole not working at all. The lift that the Department of Public Works has is not high enough, so Mr. Bergles has arranged to be rent one at a cost of \$850.00 for the day. Mr. Bergles stated that other lights would be changed at the baseball fields at the same time.

Mr. Bergles stated that Park Rentals are only utilized 43% of the time. He thought that promoting additional usage during the week on social media may help bring attention to the availability of Parks that

are for rent. The Commissioners also discussed the Park Reservation fees of \$50.00 for City Residents and \$100.00 for non-residents. They decided that they would leave the fees the same for next year. They also thought additional advertising as Mr. Bergles suggested would be a good idea.

Due to vandalism the Riverwalk bathrooms have remained closed. The vandalism has not been as bad at other Parks.

The DPW crews have removed the weeds by the Dog Park down to the River.

Mr. Bergles reported that Kapur and Associates will be inspecting the Water Tower wall next week to determine if it can be repaired or if total replacement will be needed. He will keep the Park Board informed of their findings.

Mr. Bergles reported that the DPW crews are finishing getting caught up with stump grinding. They will only be cutting trees for the rest of 2016 if they are a safety hazard.

The walking bridge at McCanna Park is rotting and will need to be fixed or repaired. Chairman Eisenhardt asked if Mr. Bergles would obtain a cost estimate for the repairs. Chairman Eisenhardt thought perhaps the Lions Club would offer assistance. The Lions Club members paid for and donated their time to build the pavilion and restrooms at McCanna, and Chairman Eisenhardt thought they would enjoy also helping with repairing the bridge, and continuing on with their involvement at McCanna Park.

Mr. Bergles showed a picture of where the bicycle rack will be installed at Wehmhoff-Square. Bike Burlington is having their ceremony for the bike rack on August 23rd. However, Mr. Bergles did not think the DPW crews would have the cement poured by that date, but Bike Burlington would still be able to take pictures by putting the bike rack in the location where it will permanently be.

Mr. Bergles stated the paint has been purchased for the Gazebo at Echo Park. However, due to reservations of the Gazebo, there has not been time to get it painted. Once the fall reservations are over, it will be painted.

New Business:

Dog Park Memorandum of Understanding Revised: Deb Rintamaki: Deb Rintamaki stated the original Memorandum of Understanding between the City of Burlington and the Dog Park Committee was done in 2008 and there were a few items that needed to be updated.

The portion pertaining to the fence payback should be removed as the fence was paid in full in 2012. The MOU also stated two (2) Dog Park Committee Members were to attend Park Board meetings monthly and to provide the financial statements monthly. Current Dog Park Committee Member names needed to be updated, in addition to current City of Burlington names.

The Park Board discussed the necessity of having two Dog Park Committee Members having to attend monthly Park Board Meetings and providing financials monthly.

Chairman Eisenhardt entertained a motion to change the wording in the MOU to reflect current names for the Dog Park Committee and the City of Burlington, removing the portion pertaining to the fence payback, and changing the portions regarding Dog Park Committee Members attending monthly Park Board Meetings and providing the financial statements monthly to attending Park Board Meetings and providing financial statements quarterly. Commissioner Schopp motioned to approve changes as stated by Chairman Eisenhardt. Seconded by Commissioner Stobber. All voted aye, motion carried.

Karlie Thate, Dog Park President was present and provided Deb Rintamaki with the current Dog Park Committee Officer's names.

Comp Plan Review: The Five Year Comp Plan was distributed for the Park Board's review. There were a few items that have been completed, and some that should be removed from the listing. Chairman Eisenhardt asked the Park Board Members to review the Comp Plan and to come back with suggestions for the September Park Board meeting.

Dog Signs For Parks: Jim Bergles: Mr. Bergles had a sign sample for placing in the Parks advising people that dogs are not allowed in any City of Burlington Park, with the exception of the Dog Park. The Park Board members thought the sign should reference the City code which prohibits dogs, or possibly even putting the fine amount on the sign. Mr. Bergles will get examples and costs for signs for the Park Boards' review.

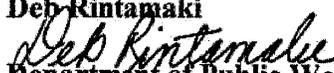
Old Business: None

Other Items: Commissioner Hintz stated Beverly Jo Park is still being mowed. It was agreed that it was going to be left to grow back to the natural habitat, and she was wondering why it was still being mowed. Jim Bergles will find out why the DPW crews have continued to cut it.

Deb Rintamaki stated that in 2012, \$50,000 was approved by the Park Board to be set aside for Soccer field renovations at Bushnell Park. The renovations were to take place in three to four phases starting in 2013. To date, nothing has been done, and that money could be used for a lot of other items from the Five Year Plan. She stated the Park Board members should discuss if they want to reallocate the money towards something else. Chairman Eisenhardt asked that the item be placed on the September Agenda and to notify Bob Prailes and Amanda from the Soccer clubs.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Schopp, seconded by Commissioner Hintz. All voted aye and Chairman Eisenhardt adjourned the meeting at 7:24PM.

Minutes respectfully submitted by:

Deb Rintamaki

Department of Public Works



COMMON COUNCIL

ITEM NUMBER: 9

DATE: October 4, 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 October 4, 2016:

Total Prepaid:	\$71,890.41
Total Vouchers:	\$113,875.40
Grand Total:	<u><u>\$185,765.81</u></u>

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$45,306.89 Town of Burlington – City Roadwork
2. \$26,076.08 Ascent Aviation Group – 100LL Aviation Gasoline
3. \$11,790.12 Midwest Meter Inc – Meters
4. \$ 9,036.84 Property Services Maintenance, Inc – Pay Request No. 2 Final Burlington Sidewalk Program
5. \$ 7,672.68 Musicology LLC – TID RLF Loan Draw #2.

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$185,765.81.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 4, 2016 Common Council meeting.

ATTACHMENTS:

Detail listing of Prepaid and Vouchers.

For Council Approval October 4, 2016

Prepaid:	09/04/16	\$	23,792.50
	09/23/16	\$	48,097.91
Total Prepaid		\$	<u>71,890.41</u>
Vouchers:	10/04/16	\$	113,875.40
GRAND TOTAL		\$	<u><u>185,765.81</u></u>

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	Lake Geneva Polic Department	Walford, Caleb;Case: 16-131	16-131	09/08/2016	489.40	09/14/2016
Total 100454521001:					489.40	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	18.41	09/14/2016
Total 100515132225:					18.41	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	1610-75	09/06/2016	300.00	09/14/2016
Total 100515132298:					300.00	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	18.41	09/14/2016
Total 100515141225:					18.41	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	92.01	09/14/2016
Total 100525211225:					92.01	
100525211240						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	869297630636	09/01/2016	1,558.78	09/14/2016
Total 100525211240:					1,558.78	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	73.62	09/14/2016
Total 100525220225:					73.62	
100525220240						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	869297630636	09/01/2016	661.25	09/14/2016
Total 100525220240:					661.25	
100525231372						
100-525231-372 BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Bldg Insp	869297630636	09/01/2016	26.51	09/14/2016
Total 100525231372:					26.51	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	36.81	09/14/2016
Total 100535321225:					36.81	
100535321240						
100-535321-240 STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	869297630636	09/01/2016	1,842.48	09/14/2016
Total 100535321240:					1,842.48	
100535321244						
100-535321-244 STREETS - REP MAINT EQ	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	5108290	08/29/2016	532.71	09/14/2016

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Total 100535321244:					532.71	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01803507	07/31/2016	15.96	09/14/2016
Total 100535321350:					15.96	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551AUG16	09/01/2016	25.24	09/14/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838AUG16	09/06/2016	19.75	09/14/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410AUG16	08/30/2016	87.13	09/14/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992AUG16	08/31/2016	81.00	09/14/2016
Total 100555551220:					213.12	
100555551240						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	869297630636	09/01/2016	1,058.64	09/14/2016
Total 100555551240:					1,058.64	
100555551242						
100-555551-242 PARKS - REPAIR MAINT VE	RUNDLE-SPENCE	Rundle-Spence - parts	S2410570.001	09/12/2016	85.93	09/14/2016
Total 100555551242:					85.93	
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01803507	07/31/2016	7.98	09/14/2016
Total 100555551350:					7.98	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	MCCARTHY, TAMMY	Mileage - pick up toner	091316	09/13/2016	14.58	09/14/2016
251-555511-330 INSERVICE TRAINING/TRAV	MCCARTHY, TAMMY	Mileage - Franklin Public Library	091316	09/13/2016	48.60	09/14/2016
251-555511-330 INSERVICE TRAINING/TRAV	MCCARTHY, TAMMY	Mileage - LAC Waterford	091316	09/13/2016	8.10	09/14/2016
Total 251555511330:					71.28	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357AUG16	08/29/2016	56.93	09/14/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660AUG16	08/31/2016	39.92	09/14/2016
Total 621575740220:					96.85	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357AUG16	08/29/2016	9.97	09/14/2016
Total 621575740222:					9.97	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	869297630636	09/01/2016	642.25	09/14/2016
Total 621575740240:					642.25	
622506220000						
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864AUG16	08/26/2016	4,017.97	09/14/2016
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505AUG16	08/26/2016	5,753.31	09/14/2016
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384AUG16	08/26/2016	5,463.26	09/14/2016

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Total 622506220000:					15,234.54	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919AUG16	08/28/2016	10.23	09/14/2016
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384AUG16	08/26/2016	9.24	09/14/2016
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303AUG16	08/25/2016	9.57	09/14/2016
Total 622506230000:					29.04	
622506500000						
622-506500-000 RESERVOIRS & SUPPLES	RUNDLE-SPENCE	Rundle-Spence - parts	S2503110.001	09/01/2016	210.90	09/14/2016
Total 622506500000:					210.90	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	36.82	09/14/2016
Total 622509210000:					36.82	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	869297630636	09/01/2016	357.65	09/14/2016
Total 622509330000:					357.65	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01803507	07/31/2016	15.96	09/14/2016
Total 622509350000:					15.96	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740916	09/04/2016	55.22	09/14/2016
Total 623575740225:					55.22	
Grand Totals:					23,792.50	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Prepaid
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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policy No. 141500 Oct. Billing	IA551193	09/07/2016	724.50	09/23/2016
Total 100239006:					724.50	
100444411000						
100-444411-000 COURT FINES & COSTS	LANGDON, BILLY	REFUND ON PMNT - CITATION N1320695	N1320695	09/07/2016	10.00	09/23/2016
Total 100444411000:					10.00	
100454521001						
100-454521-001 BOND FEES	JEFFERSON COUNTY SHERIFF	Toutant, Louis; Case: 16F0204	16F0204	09/14/2016	272.00	09/23/2016
100-454521-001 BOND FEES	RACINE CO T & M COURT	Rook, Kevin; Case: 16-10861	16-10861	09/09/2016	650.00	09/23/2016
100-454521-001 BOND FEES	RACINE CO T & M COURT	Wember, Ted; Case: 16-11055	16-11055	09/15/2016	150.00	09/23/2016
Total 100454521001:					1,072.00	
100454591000						
100-454591-000 PARK DEPT	GATEWAY - BURLINGTON CAM	Park Reservation: Refund of Scurity Deposit	091916	09/19/2016	100.00	09/23/2016
Total 100454591000:					100.00	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMINISTRATION	1637624	09/15/2016	10.75	09/23/2016
Total 100515132153:					10.75	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-08/16	09/04/2016	52.63	09/23/2016
Total 100515132225:					52.63	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	1637624	09/15/2016	.63	09/23/2016
Total 100515141153:					.63	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-08/16	09/04/2016	2.94	09/23/2016
Total 100515141225:					2.94	
100515141330						
100-515141-330 FINANCE - TRAVEL	SOLOFRA, PATRICIA	Travel Reimbursement - Mileage & Hotel	091516	09/21/2016	183.36	09/23/2016
100-515141-330 FINANCE - TRAVEL	RAEBEL, DOREEN	Reimbursement of Hotel	091916	09/19/2016	125.89	09/23/2016
Total 100515141330:					309.25	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	1637624	09/15/2016	7.81	09/23/2016
Total 100525211153:					7.81	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-08/16	09/04/2016	209.02	09/23/2016
Total 100525211225:					209.02	

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100525220153						
100-525220-153 FIRE - EMPLOYEE BENEFIT	EMPLOYEE BENEFITS CORPO	EBC FIRE	1637624	09/15/2016	12.50	09/23/2016
Total 100525220153:					12.50	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	CULLIGAN OF BURLINGTON	500-08375780-9	500-08375750-9 08/	08/31/2016	21.63	09/23/2016
Total 100525220220:					21.63	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-08/16	09/04/2016	152.56	09/23/2016
Total 100525220225:					152.56	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174AUG16	09/12/2016	469.12	09/23/2016
Total 100535321220:					469.12	
100535321225						
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 09/16	09/19/2016	77.79	09/23/2016
100-535321-225 STREETS - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-08/16	09/04/2016	7.91	09/23/2016
Total 100535321225:					85.70	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988AUG16	09/11/2016	49.06	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266SEPT1	09/12/2016	42.48	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427AUG16	09/11/2016	17.33	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067AUG16	09/11/2016	39.60	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145AUG16	09/09/2016	23.06	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4440-397-780	4440397780AUG16	09/11/2016	9.61	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5639-265-567	5639265567AUG16	09/11/2016	192.74	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692AUG16	09/13/2016	123.61	09/23/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431AUG16	09/12/2016	263.86	09/23/2016
Total 100535321261:					761.35	
100535321298						
100-535321-298 STREETS - CONTRACT SER	STRAIGHT EDGE CONCRETE L	FOR HWY36 PATCH	409	09/20/2016	5,380.20	09/23/2016
Total 100535321298:					5,380.20	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	PETTY CASH - DPW	PETTY CASH DPW	2016SEPT	09/19/2016	132.73	09/23/2016
Total 100535321310:					132.73	
100555532350						
100-555532-350 POOL	BJELAJAC, JOHN M	Community Pool II	15100-039D 5	08/31/2016	1,245.00	09/23/2016
Total 100555532350:					1,245.00	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359AUG16	09/11/2016	337.27	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053AUG16	09/12/2016	18.00	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774AUG16	09/11/2016	41.47	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997AUG16	09/11/2016	202.50	09/23/2016

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100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405AUG16	09/11/2016	24.94	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627AUG16	09/11/2016	41.33	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241AUG16	09/11/2016	50.79	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713SEPT1	09/11/2016	71.43	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983AUG16	09/11/2016	17.33	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324AUG16	09/11/2016	27.60	09/23/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262AUG16	09/11/2016	33.33	09/23/2016
Total 10055551220:					865.99	
10055551225						
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 09/16	09/19/2016	38.70	09/23/2016
Total 10055551225:					38.70	
251555511153						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	1637624	09/15/2016	2.34	09/23/2016
Total 251555511153:					2.34	
46555551804						
465-555551-804 PARKS CAPITAL OUTLAY P	TCF EQUIPMENT FINANCE, INC	Mower Financing- Contrat # 008-0658807-300	4756205	09/15/2016	343.28	09/23/2016
Total 46555551804:					343.28	
468535320500						
468-535320-500 CONSERVATION AND DEVE	MUSICOLOGY LLC	TID RLF Loan Draw #2	091916	09/19/2016	7,672.68	09/23/2016
Total 468535320500:					7,672.68	
621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	1637624	09/15/2016	12.50	09/23/2016
Total 621575740153:					12.50	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685AUG16	09/12/2016	198.26	09/23/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449SEPT1	09/13/2016	31.75	09/23/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051AUG16	09/06/2016	54.34	09/23/2016
Total 621575740220:					284.35	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 09/16	08/10/2016	15.70	09/23/2016
621-575740-242 REPAIR,MAINTENANCE VE	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 09/16	08/10/2016	23.50	09/23/2016
Total 621575740242:					39.20	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 09/16	08/10/2016	13.05	09/23/2016
Total 621575740244:					13.05	
621575740254						
621-575740-254 SLUDGE REMOVAL	ALFA LAVAL, INC	Filter, Hyd Spin-on	276040724	07/28/2016	54.92	09/23/2016
Total 621575740254:					54.92	

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621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 09/16	08/10/2016	31.98	09/23/2016
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE-MILW	Time Warner WWTP Acct # 702658601	702658601 09/16	09/17/2016	124.94	09/23/2016
Total 621575740310:					156.92	
622509210000						
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 09/16	09/19/2016	77.79	09/23/2016
622-509210-000 OFFICE SUPPLY	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291-08/16	09/04/2016	2.94	09/23/2016
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R2489010916	09/10/2016	68.95	09/23/2016
Total 622509210000:					149.68	
622509260000						
622-509260-000 EMPLOYEE REIMBURSEME	BALZRINA, SHIRLEY	travel reimbursement	090116	09/20/2016	436.00	09/23/2016
622-509260-000 EMPLOYEE REIMBURSEME	SOLOFRA, PATRICIA	Travel Reimbursement - Mileage & Hotel	091516	09/21/2016	183.35	09/23/2016
Total 622509260000:					619.35	
622509260153						
622-509260-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WATER	1637624	09/15/2016	3.47	09/23/2016
Total 622509260153:					3.47	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	388223	09/16/2016	26,076.08	09/23/2016
Total 623575740200:					26,076.08	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135AUG16	09/11/2016	45.50	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457AUG16	09/11/2016	8.70	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006AUG16	09/11/2016	467.06	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440AUG16	09/11/2016	304.88	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972AUG16	09/11/2016	18.27	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581AUG16	09/11/2016	67.33	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921AUG16	09/11/2016	56.00	09/23/2016
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002AUG16	09/11/2016	34.40	09/23/2016
Total 623575740220:					1,002.14	
623575740225						
623-575740-225 TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE AIRPORT	829440291-08/16	09/04/2016	2.94	09/23/2016
Total 623575740225:					2.94	
Grand Totals:					48,097.91	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10051511265						
100-515111-265 Festival/Fireworks/Block Party	PATS SERVICES, INC	PATS SANITARY RENTAL DEVOR PARK	A-130769	09/12/2016	390.00	
100-515111-265 Festival/Fireworks/Block Party	MINUTEMAN PRESS OF BURLI	Block Party Sponsor Banner	28410	09/09/2016	65.00	
Total 10051511265:					455.00	
10051511399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	ZBA Hearing 988 S Pine	255870	09/08/2016	56.22	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	ZBA Hearing 400 Dardis	255871	09/08/2016	56.22	
Total 10051511399:					112.44	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	090916	09/09/2016	22.33	
100-515121-310 MUNI COURT - OFFICE SUP	MINUTEMAN PRESS OF BURLI	Forms - Municipal Court	28458	09/15/2016	143.25	
Total 100515121310:					165.58	
100515132242						
100-515132-242 ADMIN - REPAIRS AND MAI	REINEMANS, INC.	electrical supplies	109849	09/20/2016	5.28	
Total 100515132242:					5.28	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	MENARDS	Menards Acct 32120261	15990	09/15/2016	5.99	
100-515132-248 REPAIRS & MAINT BUILDIN	REINEMANS, INC.	Hardware	109474	09/14/2016	2.54	
Total 100515132248:					8.53	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	BROWN & JONES REPORTING	CERTIFIED TRANSCRIPT; CASE:15-CV-1772	59661	09/15/2016	387.50	
100-515132-298 ADMIN - CONTRACT SERVI	SAFEbuilt, LLC	Code Enforcement Services	0026092-IN	08/31/2016	935.00	
Total 100515132298:					1,322.50	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1116955	09/14/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1119469	09/21/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	090916	09/09/2016	66.99	
Total 100515132310:					72.49	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	WIN MEDIA, INC	Outdoor Movie -Burlington Square Parking Lot	16090403	09/01/2016	3,200.00	
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	09/22/16CH	09/22/2016	5.85	
Total 100515132399:					3,205.85	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE DEPT PAPER	090916	09/09/2016	22.33	
Total 100515141310:					22.33	
100515161298						
100-515161-298 ATTORNEY - CONTRACT S	VONBRIESEN & ROPER, S.C.	VON BRIESEN & PURTELL LABOR & EMPLOYME	10695	09/12/2016	1,728.44	
Total 100515161298:					1,728.44	

Vouchers
10-04-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	090916	09/09/2016	89.32	
Total 100525211310:					89.32	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	LARK UNIFORM OUTFITTERS	Lark Uniform - Schroeder, Abigail	228979	09/15/2016	49.95	
Total 100525220159:					49.95	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	BENDLIN FIRE EQUIP. CO., INC.	5" Insert Screen, Zinc	93548	09/06/2016	25.06	
100-525220-242 FIRE - REPAIR & MAINT VE	MAYER REPAIR	service call for 2009/9A009365 Pierce/Empel	8331S	09/12/2016	2,318.80	
Total 100525220242:					2,343.86	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	MENARDS	Acct # 32120264 - Fire House Supplies	16463	09/21/2016	35.85	
100-525220-244 FIRE - REPAIR MAINT EQUI	ALADDIN FIRE PROTECTION, L.	Hydrostatic Test of Cascade Cylinder	138614	08/30/2016	1,437.75	
Total 100525220244:					1,473.60	
100525220246						
100-525220-246 FIRE - REPAIR MAINT OFFI	COMPLETE OFFICE OF WISCO	Personnel Folders	651356	09/12/2016	405.00	
Total 100525220246:					405.00	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	AUTUMN SUPPLY	Autumn Supply -Towel	11472	09/16/2016	107.50	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	15681	09/11/2016	57.81	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	16463	09/21/2016	6.72	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	Fire Dept Supplies	109141	09/08/2016	20.97	
100-525220-248 FIRE - REPAIR MAINT BLDG	BUMPER TO BUMPER BURLING	Attachment Tape	1-312542	09/13/2016	7.56	
Total 100525220248:					200.56	
100525220295						
100-525220-295 Medical Service/Supply	SOS TECHNOLOGIES	quick combo electrode adapter	115220	09/01/2016	88.20	
Total 100525220295:					88.20	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Rujan's	5490	09/14/2016	225.00	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Oak Park Place	5492	09/16/2016	425.00	
Total 100525220298:					650.00	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	BURLINGTON AREA SCHOOL D	BASD FIRE DEPT PAPER	090916	09/09/2016	22.33	
100-525220-310 FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	4x6 Note Lined 3pk	655013	09/16/2016	6.42	
Total 100525220310:					28.75	
100525231248						
100-525231-248 BLDG INSP REP & MAINT B	REINEMANS, INC.	Single Cut Key	109626	09/16/2016	1.89	
Total 100525231248:					1.89	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1116955	09/14/2016	71.71	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1119469	09/21/2016	64.96	
100-535321-159 STREETS - CLOTHING ALL	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0335314-IN	09/16/2016	47.91	
Total 100535321159:					184.58	
100535321225						
100-535321-225 STREETS - TELEPHONE	DIGICORP	Digicorp - Voice Labor (split)	314765	08/31/2016	24.00	
100-535321-225 STREETS - TELEPHONE	DIGICORP	Digicorp - Voice Labor (split)	314766	08/31/2016	24.00	
Total 100535321225:					48.00	
100535321242						
100-535321-242 STREETS - REP MAINT VE	HUMPHREY SERVICE & PARTS,	Gloves	1123274	09/14/2016	35.84	
100-535321-242 STREETS - REP MAINT VE	MOTOR PARTS COMPANY, LLC	MOTOR PARTS DPW UNIT 53	279565	09/20/2016	300.93	
Total 100535321242:					336.77	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1119470	09/21/2016	10.93	
Total 100535321248:					10.93	
100535321251						
100-535321-251 STREETS - REP/MAINT CRA	Town of Burlington	City roadwork - Spring Brook Dr.	2016-66	09/09/2016	45,306.89	
Total 100535321251:					45,306.89	
100535321298						
100-535321-298 STREETS - CONTRACT SER	SIMPLEX GRINNELL LP	Simplex Grinnell DPW Service Work (split)	8290674	09/12/2016	408.00	
100-535321-298 STREETS - CONTRACT SER	WANASEK CORPORATION	ELGIN TRUCK SWEEPER	6324	09/15/2016	6,301.21	
100-535321-298 STREETS - CONTRACT SER	L & S ELECTRIC INC	Carrier L & S Truck (split)	519758	09/06/2016	322.00	
100-535321-298 STREETS - CONTRACT SER	DONERITE JANITORIAL SERVI	DoneRite Janitorial Cleaning for DPW (split)	2908	09/19/2016	320.00	
Total 100535321298:					7,351.21	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	COMPLETE OFFICE OF WISCO	InkCart	661574	09/26/2016	69.10	
Total 100535321310:					69.10	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	J & T SUPPLY COMPANY	Metric Hex Hd. Cap Screw	12832	09/08/2016	27.70	
100-535321-350 STREETS - REP MAINT SUP	LOIS TIRE SHOP, INC.	DPW-TIRE REPAIR	390670	09/13/2016	105.49	
100-535321-350 STREETS - REP MAINT SUP	LYNCH TRUCK CENTER	LYNCH TRUCK CENTER UNIT 507	2013190	09/05/2016	179.08	
100-535321-350 STREETS - REP MAINT SUP	LYNCH TRUCK CENTER	LYNCH TRUCK CENTER UNIT 53	212786	09/21/2016	79.14	
100-535321-350 STREETS - REP MAINT SUP	MOTOR PARTS COMPANY, LLC	MOTOR PARTS DPW UNIT 503	279278	09/14/2016	204.00	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Carburetor Parts	109280	09/12/2016	23.81	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Hardware	109771	09/19/2016	8.00	
100-535321-350 STREETS - REP MAINT SUP	SHERWIN-WILLIAMS	Credit Memo	91854	02/26/2016	9.98	
100-535321-350 STREETS - REP MAINT SUP	PARTSMASER	Shop Supplies	23061496	09/07/2016	79.37	
Total 100535321350:					696.61	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	MENARDS	Menards Acct 32120266	16050	09/16/2016	57.08	
100-535321-351 STREETS - MAINT CURB,G	PROPERTY SERVICES MAINT	2016 Burl Sidewalk Program; PMNT 2	PAYMENT NO. 2	09/22/2016	9,036.84	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321351:					9,093.92	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1116955	09/14/2016	16.83	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1119469	09/21/2016	16.83	
100-555551-159 PARKS - CLOTHING	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0335314-IN	09/16/2016	47.91	
Total 100555551159:					81.57	
100555551225						
100-555551-225 PARKS - TELEPHONE	DIGICORP	Digicorp - Voice Labor (split)	314765	08/31/2016	12.00	
100-555551-225 PARKS - TELEPHONE	DIGICORP	Digicorp - Voice Labor (split)	314766	08/31/2016	12.00	
Total 100555551225:					24.00	
100555551244						
100-555551-244 PARKS - REPAIR MAINT EQ	CREATIVE WELDING & FABRIC	Aluminum Diamond Plate Frame & Door	4627	08/31/2016	948.43	
Total 100555551244:					948.43	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1119470	09/21/2016	5.46	
Total 100555551248:					5.46	
100555551298						
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-132291	09/09/2016	90.00	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY DOG PARK TOILET RENTAL	A-132683	09/19/2016	80.00	
100-555551-298 PARKS - OUTSIDE SERVICE	SIMPLEX GRINNELL LP	Simplex Grinnell DPW Service Work (split)	8290674	09/12/2016	204.00	
100-555551-298 PARKS - OUTSIDE SERVICE	L & S ELECTRIC INC	Carrier L & S Truck (split)	519758	09/06/2016	161.00	
100-555551-298 PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	2908	09/19/2016	160.00	
Total 100555551298:					695.00	
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120265	15897*	09/14/2016	5.18	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	90W Par38 Bulbs	109759	09/19/2016	34.18	
Total 100555551350:					39.36	
100565641298						
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2016-1005.00	0090042	09/12/2016	418.50	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2016-1005.01	0090043	09/12/2016	3,057.42	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2016-1005.02	0090044	09/12/2016	587.50	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2016-1005.03	0090106	09/13/2016	2,128.51	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2016-1005.04	0090107	09/13/2016	2,139.50	
Total 100565641298:					8,331.43	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD LIBRARY PAPER	090916	09/09/2016	89.32	
Total 251555511310:					89.32	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1116957	09/14/2016	180.19	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1119472	09/21/2016	73.33	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740159:					253.52	
621575740244						
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1116957	09/14/2016	13.78
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1116958	09/14/2016	117.93
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1119472	09/21/2016	13.78
621-575740-244	REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	WWTP Sept Cleaning	2909	09/19/2016	1,080.00
Total 621575740244:					1,225.49	
621575740249						
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1116957	09/14/2016	4.71
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1116958	09/14/2016	83.50
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1119472	09/21/2016	4.71
621-575740-249	LABORATORY	CULLIGAN OF BURLINGTON	CULLIGAN WWTP ACCT 500-08487456-8	500X01815303	08/31/2016	222.25
621-575740-249	LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	378723	09/15/2016	895.32
Total 621575740249:					1,210.49	
621575740298						
621-575740-298	CONTRACT SERVICE	CUMMINS NPOWER,LLC	Service Call	805-25243	09/01/2016	693.72
621-575740-298	CONTRACT SERVICE	EHLERS & ASSOCIATES, INC	2016 Sewer Rate Study	71473	09/12/2016	5,200.00
Total 621575740298:					5,893.72	
621575740310						
621-575740-310	OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD WWTP PAPER	090916	09/09/2016	44.66
Total 621575740310:					44.66	
621575740374						
621-575740-374	SAFETY	WELDERS SUPPLY COMPANY	safety glasses	411116	09/07/2016	60.78
Total 621575740374:					60.78	
622501070000						
622-501070-000	WORK IN PROGRESS	BAXTER & WOODMAN, INC.	140318.40 Well No. 11 Radium Compliance	0188363	09/23/2016	1,380.00
Total 622501070000:					1,380.00	
622503460000						
622-503460-000	METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0081674-IN	09/12/2016	11,790.12
Total 622503460000:					11,790.12	
622506230000						
622-506230-000	SUPPLIES	WELDERS SUPPLY COMPANY	300 CF Reconstituted Air	410667	09/02/2016	45.52
Total 622506230000:					45.52	
622506250000						
622-506250-000	MAINTENANCE-SUPPLIES	SHERWIN-WILLIAMS	Paint for #9	1394-0	09/01/2016	204.64
Total 622506250000:					204.64	
622506410000						
622-506410-000	SUPPLIES	MENARDS	Menards Acct 32120265	15337	09/06/2016	72.51

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622506410000:					72.51	
622506520000						
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Repair Water leak - 232 Capitol St	6318	09/15/2016	1,327.31	
622-506520-000 SERVICE-SUPPLIES	MIDWEST METER INC	2" RND Badger Strainer	0081742-IN	09/13/2016	804.60	
622-506520-000 SERVICE-SUPPLIES	HD SUPPLY WATERWORKS, LT	Soft Copper Tubing	G050094	08/30/2016	468.00	
Total 622506520000:					2,599.91	
622506540000						
622-506540-000 HYDRANTS & SUPPLIES	WANASEK CORPORATION	Remove & Replace Hydrant	6284	09/14/2016	1,776.90	
Total 622506540000:					1,776.90	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1116956	09/14/2016	28.72	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1119471	09/21/2016	28.72	
Total 622509030000:					57.44	
622509210000						
622-509210-000 OFFICE SUPPLY	BURLINGTON AREA SCHOOL D	BASD WATER DEPT PAPER	090916	09/09/2016	89.32	
622-509210-000 OFFICE SUPPLY	DIGICORP	Digicorp - Voice Labor (split)	314765	08/31/2016	24.00	
622-509210-000 OFFICE SUPPLY	DIGICORP	Digicorp - Voice Labor (split)	314766	08/31/2016	24.00	
Total 622509210000:					137.32	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1119470	09/21/2016	10.93	
622-509350-000 GENERAL PLANT-SUPPLIE	SIMPLEX GRINNELL LP	Simplex Grinnell DPW Service Work (split)	8290674	09/12/2016	408.00	
622-509350-000 GENERAL PLANT-SUPPLIE	L & S ELECTRIC INC	Carrier L & S Truck (split)	519758	09/06/2016	322.00	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	2908	09/19/2016	320.00	
Total 622509350000:					1,060.93	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER OCT BILLING	OCT2016	09/27/2016	319.30	
Total 623575740298:					319.30	
Grand Totals:					113,875.40	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: October 4, 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:

- Burns, Angela
- Cegla, Mariah
- Gustafson, Wendi
- Hanson, Nicole
- Markham, Rebecca
- Trello, Trevor

Upcoming Special Events:

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 October 4, 2016 Common Council meeting.

ATTACHMENTS:

None



DATE: October 4, 2016

SUBJECT: Appointments and Nominations

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The Government Accountability Board's Elections Division encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Day poll worker (or "Election Inspector" as the position is formally known as). Citizen involvement is critical to conduct open, accurate and fair elections in Wisconsin.

To be a poll worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- NOT be a candidate for any office to be voted on at the polling place at that election.

The following resident(s) would like to serve as election inspectors and meets the necessary qualifications:

Joshua Dow – Term Expires 12/31/2017

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 4, 2016 Common Council meeting.

ATTACHMENTS:

None



DATE: October 4, 2016

SUBJECT: RESOLUTION 4805(24) Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the Safe Drinking Water Fund Loan for the Well 11 Project.

SUBMITTED BY: Steve DeQuaker, Budget Officer/Treasurer

BACKGROUND/HISTORY:

The City has engaged Baxter and Woodman for design and implementation of the Radium Removal Project at Well 11. A Safe Drinking Water Fund (SDWF) Loan has been applied for to the Commissioner of Public Lands (State Trust Fund). Application for this loan was filed back in June, 2016. This allows the City to recover costs expended prior to the close of the loan (once approved) by the State. These costs have been included in the SDWF Loan application. An additional council action will be required once the SDWF Loan has been approved by the Commissioner of Public Lands.

BUDGET/FISCAL IMPACT:

This allows the recovery of costs from the SDWF loan prior to the actual loan close. The loan itself is still under review by the Commissioner of Public Lands who administers these loans. An approval is expected in the near future.

RECOMMENDATION:

Staff recommends adoption of this “housekeeping” item related to the SDWF loan for the Well 11 Radium Removal project. Attached resolution was prepared by the City’s Bond Counsel, Quarles & Brady and recommended by Ehlers, Inc.

TIMING/IMPLEMENTATION:

This item was discussed at the September 20, 2016 Committee of the Whole meeting and scheduled for final consideration at the October 4, 2016 Common Council Meeting.

ATTACHMENTS:

Letter and Resolution provided by Quarles & Brady.

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING FOR THE SAFE DRINKING WATER FUND LOAN**

WHEREAS, the City of Burlington, Racine and Walworth County, Wisconsin (the "Municipality") plans to undertake additions, improvements and extensions to its Water System (the "Project"); and

WHEREAS, the Municipality expects to finance the Project on a long-term basis by issuing tax-exempt bonds or promissory notes (the "Bonds"); and

WHEREAS, because the Bonds will not be issued prior to March 1, 2017, the Municipality must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, it is necessary, desirable, and in the best interests of the Municipality to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the Municipality, that:

Section 1. Expenditure of Funds. The Municipality shall make expenditures as needed from its funds on hand to pay the costs of the Project until Bond proceeds become available.

Section 2. Declaration of Official Intent. The Municipality hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$1,017,300.

Section 3. Unavailability of Long-Term Funds. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside by the Municipality pursuant to its budget or financial policies.

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk's office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Introduced: September 20, 2016

Approved: _____ 2016

Jeannie Hefty, Mayor

(SEAL)

ATTEST: _____

Diahn Halbach, City Clerk



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Washington, D.C.

September 8, 2016

VIA EMAIL

Mr. Steven. DeQuaker
Budget Officer/City Treasurer
City of Burlington
300 North Pine Street
Burlington, WI 53105

Re: Reimbursement Resolution for Safe Drinking Water Loan Project

Dear Mr. DeQuaker:

Attached is a reimbursement resolution which the City should adopt to make sure that expenditures made for the project prior to the issuance of the Water System Revenue Bonds (the "Bonds") to the Safe Drinking Water Loan Program can later be reimbursed with proceeds of the Bonds. Please note that any expenditures the City makes more than 60 days prior to adopting this resolution will not be eligible for reimbursement, unless they fit into the "preliminary expenditure" exception. Therefore, the City should be very careful to make sure that any expenditures it makes prior to adopting this resolution will qualify for that exception.

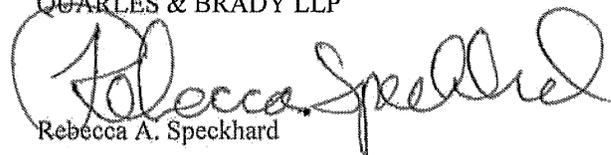
Preliminary expenditures are defined as including architectural, engineering, surveying, soil testing, and reimbursement bond issuance costs incurred prior to commencement of construction, but do not include land acquisition, site preparation and similar costs incident to commencement of construction. In addition, the aggregate of preliminary expenditures may not exceed 20% of the principal amount of the Bonds

Please review the resolution and include it on the agenda for the next Common Council meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City and requesting media at least twenty-four (24) hours prior to the meeting. If the resolution is adopted, please return an executed copy of the resolution to us.

If you have any questions or concerns regarding the attached, please do not hesitate to give me a call.

Very truly yours,

QUARLES & BRADY LLP



Rebecca A. Speckhard

RAS:TAB

Enclosure

cc: Mr. Douglas R. Snyder (w/enc. via email)
Ms. Diahnn C. Halbach (w/enc. via email)
Mr. David Wagner (w/enc. via email)
Mr. Jon Cameron (w/enc. via email)
Mr. James A. Mann (w/enc. via email)



COMMON COUNCIL

NUMBER: 14A

DATE: October 4, 2016

SUBJECT: ORDINANCE 2007(3) to repeal and recreate Chapter 40 of the Code of Ordinances for the City of Burlington relating to the Health Department.

SUBMITTED BY: Alderman John Ekes and Carina Walters, City Administrator

BACKGROUND/HISTORY:

In 2014, the City contracted with Central Racine County Health Department (CRCHD) to provide public health services for city residents and businesses. The CRCHD is responsible for providing public health services to fourteen communities in Racine County, including Caledonia, Dover, Mt. Pleasant, North Bay, Norway, Raymond, Rochester, Sturtevant, Union Grove, Yorkville, Town and Village of Waterford, Town and City of Burlington. Services provided include health promotion, disease prevention, and protection from health and environmental hazards. We monitor health concerns of entire communities and aim to prevent health problems before they occur.

As part of contracting with CRCHD, the City needed to amend the Municipal Code to become consistent with CRCHD and the other municipalities. All fourteen municipalities contain the same ordinance language.

This ordinance that was approved at the July 2016 Board of Health meeting, is a joint ordinance pertaining to health and sanitation that governs all municipalities receiving public health services from the Central Racine County Health Department. The ordinance updates definitions, statutory and code references to be consistent with recent changes made at the State level. The ordinance also sets forth penalties for violations of its provisions. A red-lined version of the ordinance has been attached for your convenience.

BUDGET/FISCAL IMPACT:

There are no financial implications with this ordinance amendment.

RECOMMENDATION:

The Central Racine County Health Department requests this amendment to the ordinance to stay consist with all of the municipalities involved with CRCHD.

TIMING/IMPLEMENTATION:

This item was discussed at the September 20, 2016 Committee of Whole meeting and is scheduled for the October 4, 2016 Common Council meeting for final consideration.

ATTACHMENTS:

Ordinance

**AN ORDINANCE TO REPEAL AND RECREATE CHAPTER 40 OF THE CODE OF
ORDINANCES FOR THE CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN
RELATING TO THE HEALTH DEPARTMENT**

The Common Council for the City of Burlington, Racine County, Wisconsin, ordains as follows:

1. That Chapter 40 of the Code of Ordinances for the City of Burlington be, and hereby is, created to read as set forth in Exhibit A, which is attached and incorporated herein by reference.
2. That this ordinance shall take effect upon adoption and publication as provided by law.

Introduced: September 20, 2016
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

EXHIBIT A

“CHAPTER 40

Health Department

A. Local Board Of Health, Local Health Department And Local Health Officer.

- (1) **Intermunicipal Agreement Providing for Joint Local Board of Health, Joint Local Health Department and Joint Local Health Officer.** By intermunicipal agreement the Villages of Caledonia, Mt. Pleasant, Sturtevant and North Bay have created a Joint Local Board of Health, established a Joint Local Health Department and appointed a Joint Local Health Officer to serve the above Villages, as well as other municipalities that are added as members to the intermunicipal agreement ("Member Municipalities"), or otherwise contract for the provision of public health services ("Contract Municipalities"). This Agreement is entered into pursuant to the authority set forth in Wis. Stat. Sections 66.0301, 251.09 and 251.02(3r).
- (2) **Designation of Local Board of Health, Local Health Department and Local Health Officer.** The Joint Local Board of Health created by the intermunicipal agreement is hereby designated the “Central Racine County Board of Health” and is established as the joint local board of health of the Member Municipalities and Contract Municipalities pursuant to Section 251.02(3r), Wisconsin Statutes. The Central Racine County Health Department established pursuant to the intermunicipal agreement is hereby designated and established as the local health department of the Member Municipalities and Contract Municipalities pursuant to Section 251.02(3r), Wisconsin Statutes. The local health officer, designated as the Health Officer/Director of Public Health, and provided for in the intermunicipal agreement is hereby designated as the local health officer for the Member Municipalities and Contract Municipalities.
- (3) **Local Board of Health.** The local Board of Health shall be designated as the Central Racine County Board of Health and pursuant to Wis. Stat. Section 251.03(4r), the parties determine that the membership of the Board of Health shall be comprised as set forth in the intergovernmental agreement.
- (4) **Powers and Duties of Local Board of Health.** The Central Racine County Board of Health shall constitute the policy-making body for the Central Racine County Health Department, and shall exercise authority over financial and personnel matters, as set forth in the intermunicipal agreement. The Board of Health shall be responsible for operating and maintaining at least a Level II Health Department to jointly serve the Member Municipalities and Contract Municipalities. The Board of Health shall have the powers and perform such duties as are prescribed in Wis. Stat. Sections 251.04 and 251.05, except as otherwise specifically provided in the intermunicipal agreement or in joint ordinances adopted by Member Municipalities and Contract Municipalities.
- (5) **Effect of Intermunicipal Agreement.** In all other respects such intermunicipal agreement executed by the Member Municipalities shall govern the administration of the Central Racine County Board of Health, Health Department and Joint Local Health Officer.

- (6) **Repeal of Inconsistent Ordinances.** ~~This section and all subsequent sections of The provisions of this Chapter~~ shall supersede any inconsistent provisions of this Code of Ordinances, which inconsistent provisions shall be, and hereby are, repealed as of the effective date of this ordinance.

B. Human Health Hazards.

HEALTH STANDARDS FOR PROPERTY MAINTENANCE.

- (1) **Purpose and General Provisions.**
- (a) This Section is adopted for the purpose of preserving and promoting the public health of residents and preventing the continuance of Human Health Hazards.
 - (b) No Person shall erect, construe, cause, continue, maintain or permit any Human Health Hazards. Any Person who shall cause, create or maintain a Human Health Hazard or who shall in any way aid or contribute to the creation or maintenance thereof shall be guilty of a violation of this Section, and shall be liable for all costs and expenses attendant upon the abatement or removal of such hazards and subject to penalties provided in this Section.
 - (c) It shall be the joint responsibility of the Owner and Occupant of a Dwelling or Dwelling Unit to maintain their property in a manner which complies with this Code and any applicable state and federal laws.
 - (d) This Section does not prohibit the following activities so long as they are conducted in accordance with the applicable ordinance or State Statute: the sanitary operation of licensed junkyards; or the storage and accumulation of ashes and effuse by industrial establishments which maintain adequate and sanitary facilities and the space for the accumulation and storage of such materials.
- (2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 251 and 254, Wis. Stats., as amended from time-to-time, which regulations are hereby adopted, and incorporated by reference as though fully set forth herein. The Health Officer or Code Official shall have the power to abate human health hazards in accordance with this Section and Wis. Stat. Section ~~254.5966-1337(7)(b)~~, which statute is adopted by reference and made part of this Section as if fully set forth in this Section.
- (3) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Chapter, unless a different meaning is plainly intended:
- (a) **Basement.** A portion of a building located partly or wholly underground, ~~but having less than half its clear height below the average grade of the adjoining ground.~~
 - (b) **Building Inspector.** The Building Inspector of the ~~Village/TownMunicipality~~ or his or her authorized representative.
 - (c) **Carbon Monoxide Detector.** A device that detects the presence of carbon monoxide gas.
 - (d) **Cellar.** A portion of a building located partly or wholly underground, but having ½ or more of its clear floor to ceiling heights below the average grade of the adjoining ground.

Commented [KH1]: This section is not related to food.

- (e) ~~Chief of Police. The Village/Town Chief of Police or their authorized representative or authorized representative from the Sheriff's Department.~~
- (+)(c) **Code Official.** Building Inspector, ~~Municipal Law Enforcement enforcement Officer, Fire Chief-Chief of Police,~~ and/or the Health Officer, or their respective authorized representatives.
- (+)(f) **Dwelling.** Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants.
- (+)(g) **Dwelling Unit.** Any room or group of rooms located within a Dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating by one family.
- (+)(h) **Exterior Premises.** The open space on the premises or the portion of the premises upon which there is not a structure, ~~including the abutting right-of-ways, lawn park areas, curbs, gutters and all alleys and vacated alleys abutting private property between the center of the alley and the lot line.~~
- (+)(i) **Extermination.** The control or elimination of insects, rodents or other Vermin by eliminating their harborage places, by removing or making inaccessible materials that may serve as their food, by blocking their access to a Dwelling, by poisoning, spraying, fumigating or trapping, or by any other legal pest elimination method approved by the Code Official.
- (+)(j) **Health Officer.** The Health Officer of the Central Racine County Health Department or his/her authorized representative.
- (+)(k) **Human Health Hazard.** A substance, activity or condition that is known to have the potential to cause acute or chronic illness, ~~to endanger life, to generate or spread infectious diseases, or otherwise injuriously to affect the health of the public, or death if exposure to the substance activity or condition is not abated.~~
- (l) **Immediate Human Health Hazard.** A condition which exists or has the potential to exist which should, in the opinion of the Health Officer, be abated or corrected immediately, or at least within a 24-hour period, to prevent imminent and severe damage to human health.
- (m) **Municipality.** A city, town, or village within the jurisdiction of the Central Racine County Health Department.
- (n) **Occupant.** Any Person living, sleeping or eating or having actual possession of a Dwelling Unit.
- (o) **Owner.** Any Person who, alone or jointly or severally with others shall be the record holder of the title of any Dwelling or Dwelling Unit, with or without actual possession thereof, or who has charge, care or control of any Dwelling as agent of the owner or as executor, administrator, trustee or Guardian of the estate of the owner.
- (p) **Person.** Includes Owners, Occupants, their agents, tenants and any individual, firm, corporation, partnership or association.
- (q) **Smoke Detector.** A device that detects the visible or invisible particles of combustion.
- (r) **Vermin.** Rats, mice, cockroaches or similar animals or insects that are ~~or tend to be injurious to health,~~ known to be vectors of human pathogens.
- (s) **Workmanlike.** Work of such character so as to meet manufacturer's specifications, accepted national standards or recognized trade practices,

Commented [m2]: This is listed under Code Official.

Commented [KH3]: Mirrors Ch. 254

Commented [KH4]: Clarification

and to provide a durable result as intended to ensure public safety, health and welfare insofar as they are affected by building construction, use and occupancy.

(4) **Health Standards for Basic Facilities and Maintenance of Habitable Living Quarters.** No Person shall occupy or allow another Person to occupy any Dwelling or Dwelling Unit for the purpose of living or sleeping therein, which does not comply with the following requirements:

- (a) **Toilet and Lavatory.** Every Dwelling Unit shall contain a water flush toilet within a room which affords privacy to a Person in such room. Every Dwelling Unit shall contain a lavatory basin, preferably but not exclusively in the same room as the toilet. Such toilet and lavatory basins shall be connected and maintained in compliance with the Village Municipality's plumbing code.
- (b) **Bathing Facilities.** Every Dwelling Unit shall contain, within a room which affords privacy to a Person in such room, a bathtub or shower connected and maintained in compliance with the Municipality's Village plumbing code.
- ~~(e)~~ **Water Heating Facilities.** ~~Every Dwelling Unit shall have water heating facilities supplied, which are properly installed, maintained in a safe and good working condition and are capable of heating water to a temperature so as to permit an adequate amount of water to be drawn at every required lavatory basin, bathtub, shower or sink at a temperature of not less than 110 degrees Fahrenheit.~~
- ~~(d)~~(c) **Egress.** Every Dwelling Unit shall have access to at least two accessible, unobstructed means of egress leading to a safe and open public street, alley or court.
- ~~(e)~~(d) **Heating Facilities.** Every Dwelling or Dwelling Unit shall be equipped with heating facilities which are properly installed, and maintained in a safe and good working condition and are capable of maintaining minimum temperatures of 68 degrees Fahrenheit in all rooms with an outside temperature of -10 degrees Fahrenheit.
- ~~(f)~~(e) **Electric Service.** Every outlet and fixture shall be properly installed and shall be maintained in a good and safe working condition, and shall be connected and maintained in compliance with the Village Municipality's Electric Code.
- (f) **Smoke Detectors.** Smoke Detectors shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the Dwelling Unit, including Basements and Cellars excluding crawl spaces and unfinished attics.
- ~~(g)~~ ~~(g)~~ **Carbon Monoxide Detectors.** ~~Carbon Monoxide detectors shall be installed on each story of the Dwelling Unit, including Basements and Cellars excluding crawl spaces and unfinished attics. The owner of a dwelling shall install a functional carbon monoxide detector in the basement of the dwelling and on each floor level except the attic, garage, or storage area of each dwelling unit. This paragraph does not apply to the owner of a~~

Commented [KH5]: We do not have evidence that lack of heated water is a human health hazard.

dwelling that has no attached garage, no fireplace, and no fuel-burning appliance.

Commented [KH6]: Aligns with WISPS 101.647

- (h7) **Extermination of Vermin.** Every Occupant of a Dwelling containing a single Dwelling Unit shall be responsible for the Extermination of any Vermin in or on the premises; and every Occupant of a Dwelling Unit in a Dwelling containing more than one Dwelling Unit shall be responsible for such Extermination within the unit occupied by them whenever their Dwelling Unit is the only one infested. Notwithstanding such provisions, whenever an infestation is caused by the failure of the Owner to maintain a Dwelling in a reasonably rodent-proof or insect-proof condition, Extermination shall be the responsibility of the Owner. Extermination of any infestation in an unoccupied Dwelling Unit shall be the responsibility of the Owner even though the condition may have been caused by a previous Occupant. All Extermination services shall be performed by a licensed exterminator. Effective Extermination shall continue until all Vermin are eliminated. The responsible person shall submit completed Extermination reports from the licensed exterminator to the appropriate Code Official upon request.
- (i8) **Hazardous Conditions.** Every Dwelling Unit shall be structurally sound and shall be free of conditions that constitute a Human Health Hazard, an Immediate Human Health Hazard to the health and safety of the Occupant(s) or which create an unreasonable risk of personal injury resulting from any reasonably foreseeable use of the Dwelling.
- (i9) **Discontinuance of Service.** No Owner or Occupant shall cause any service, facility, equipment or utility which is required under this Section to be removed or shut off from, or discontinued for, any occupied Dwelling which is let or occupied by such Person, except for such temporary interruption as may be necessary while actual repairs or alterations are in progress, or during a temporary emergency when discontinuance of service is approved by a Code Official.
- (5) **Enforcement.** Upon request of an Owner or Occupant, or upon receipt of a credible complaint, a Code Official shall inspect or cause to be inspected the Dwelling, Dwelling Unit or Exterior Premises which is the subject of the complaint or upon which there exists evidence of a violation of this Section. Such inspection shall be for the purpose of determining whether or not the condition of the Dwelling or Dwelling Unit complies with the standards set forth in this Section.
- (6) **Access to Property.** After presenting proper identification a Code Official shall be permitted to enter upon any property at any reasonable time for the purpose of making inspections to determine compliance with this Section and related ordinances. If denied access, the Code Official may acquire a special inspection warrant for such access, pursuant to Sec. 66.0119, Wis. Stats., as amended from time-to-time.
- (7) **Declaration of Dwelling as Human Health Hazard.** Notwithstanding any other provisions of this Section, if a Code Official determines that any Dwelling or Dwelling Unit is a Human Health Hazard or Immediate Human Health Hazard, the Code Official shall placard such Dwelling and within 24 hours thereafter serve

notice, either, by registered mail, return receipt requested, ~~in addition or by personally served notice in the manner provided for in the State Statutes for service of process to such other notice as may be appropriate~~, to the Occupant and Owner that the Dwelling is unfit for human habitation and that it shall be vacated within a reasonable time as ordered by the Code Official. A Dwelling may be declared a Human Health Hazard or Immediate Human Health Hazard for any of, but not limited to, the following reasons:

Commented [KH7]: Allows us to personally serve

- (a) A Dwelling is so damaged, decayed, dilapidated, dangerous, unsanitary, unsafe or Vermin-infested that it creates a hazard to the health or safety of the Occupants or the public.
 - (b) A Dwelling lacks a potable water supply, a properly functioning public or private sanitary sewer system, or a functioning heating system adequate to protect the health and safety of the Occupants.
 - (c) A Dwelling, because of its condition, has been implicated as the potential source of a severe poisoning by a toxic substance including but not limited to lead-bearing paint.
- (8) **Workmanship.** All repairs, maintenance work, alterations or installations which are required directly or indirectly by the enforcement of this Section shall be executed and installed in a Workmanlike manner.
- (9) **Notice of Violation and Orders for Corrective Actions.** Whenever a Code Official determines that there has been a violation of this Section, notice shall be given to the property Owner, and Occupant as appropriate. Such notice shall:
- (a) Be in writing.
 - (b) Include a statement of the violation with reference to the applicable provision(s) of this Section.
 - (c) Include the correction(s) necessary to bring about compliance.
 - (d) Contain an order to correct said violation by a date certain.
- (10) **Service of Notice.** Each notice or order, other than as provided in Subsection (7), provided under this Section shall be deemed to be properly served if a copy thereof is:
- (a) Personally served in the manner provided for in the State Statutes for service of process or,
 - (b) Sent by U.S. first class mail, postage prepaid, addressed to the last known address or,
 - (c) Posted in a conspicuous place on or about the main entrance to the structure located at the last known address, where there is a structure.
- (11) **Appeal.** Any Person affected by any notice or order which has been issued in connection with the enforcement of any of the provisions of this Section may request in writing a review by the Health Officer or other Code Official issuing such notice or order. Such request shall be submitted before the date for the violation is to be corrected. Subsequent appeal shall be pursuant to the Administrative Review section of this Code or Chapter 68 of the Wisconsin Statutes.
- (12) **Noncompliance with Order.**
- (a) **Citation.** A citation for any violation of this Section may be issued by the Police, Sheriff's Department or by an appropriate Code Official.

(b) **Abatement of Human Health Hazards/Emergency Action.** In extreme cases where a violation poses an Immediate Human Health Hazard as determined by the Health Officer or other implicated Code Official, ~~or in the case of a second violation of the same section by the same Person within one year of a previous violation,~~ the Health Officer or Code Official may immediately commence the actions authorized by this Chapter, or any other statutory or ordinance authority, to abate or removed the hazard.

~~(13) **Reinspection Fees.** To compensate for inspection and administrative costs related to the enforcement of this Section, an escalating fee established by the Board of Health may be charged for any reinspection following the initial inspection which resulted in an order for corrective action. There shall be no reinspection fee for a final inspection indicating compliance or for a reinspection occurring during the period of an approved time extension granted for good cause and involving a good faith effort on the part of the property Owner to comply with the order. In accordance with Section 66.0627, Wis. Stats., reinspection fees that are not paid by or on behalf of the property Owner within thirty (30) days of mailing of an invoice to the property Owner of record shall be charged and collected via the property tax bill as a special charge against the property upon which the reinspections were made. If collection via the tax bill is necessitated, there shall also be a One Hundred (\$100.00) Dollar administrative charge added to the fee and special charge to cover the administrative costs incurred by the Village.~~

~~(14) **Fees.** All fees associated with any provision of this Section shall be established as part of the annual budget process or by resolution of the Village/Town Board from time to time. A current fee schedule itemizing all fees required by this Section shall be maintained at the Central Racine County Health Department during normal business hours.~~

~~(15)~~(13) **Penalties.** Any Person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$300.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.

Commented [KH8]: We have never used this section. We would defer to state statute for the recovery of expenses.

C. Lodging, Recreation And Food Protection.

(1) **Purpose and General Provisions.** The purpose of this Section is to preserve and promote the public health of the Village/Town residents. The Health Department is granted agent status under ~~Sections~~ ~~Chapters~~ ~~Sections~~ 97.41 and 463.16, ~~254.69 and 97.41,~~ Wis. Stats., and accordingly provides all licenses and inspections for retail food establishments, restaurants, public swimming pools, and water attractions, tattoo and body piercing establishments, recreational and educational camps, campgrounds, hotels, motels, tourist rooming houses, bed and breakfast establishments and food vending operations in accordance with the applicable Wisconsin Statutes and/or Administrative Code Chapter.

(2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 251, 252, 254, ~~463.16~~ and Sections 97.41 and 463.16 of the Wisconsin Statutes,

Commented [KH9]: New food safety and recreational license section.

Commented [KH10]: Tattoo and body piercing

as amended from time-to-time, which regulations are hereby adopted, and incorporated by reference as though fully set forth herein. The Health Officer, or his or her designee, shall have the power to enforce the regulations of this Section, including by the issuance of citations.

(3) **Adoption of State Code; Applications, Permits, and Licenses Required.**

Except as otherwise provided in this Section and pursuant to the authority granted by Wisconsin Statutes Chapters 251, 252, 254 and Sections 66.0417 and 97.41, the Village adopts Wisconsin Administrative Code Chapters ~~ATCP 75, COMM 90, SPS 390, DHS 172, SPS 221, ATCP 76, DHS 1, DHS 175, ATCP 78, DHS 178, ATCP 79, DHS 192, DHS 195, ATCP 72, DHS 196, DHS 197, ATCP 73 and DHS 198,~~ as amended from time-to-time, which are incorporated by reference as though fully set forth herein. All applications, permits and licenses required by such regulations are required by the ~~Village/Town~~ Municipality and shall be processed in accordance with the applicable Statute or Code Section.

Commented [m11]: New food safety and recreational license section.

(4) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Section, unless a different meaning is plainly intended:

(a) **Body Piercer.** Means a person who performs body piercing on another person at that person's request.

(b) **Food Establishment.** An operation that stores, prepares, serves, vends, sells or otherwise provides food for human consumption. The term "Food Establishment" includes a "restaurant" as defined in ~~ChapterSection 97.01, Section 254.61(5), Wis. Stats.;~~ a "retail food establishment" as defined in Section 97.30, Wis. Stats.; ~~and a "temporary restaurant" as defined in Section 254.61(5m), Wis. Stats.~~ In addition, the term "Food Establishment" shall also include taverns, soda fountains and non-alcoholic bars where beverages are dispensed into re-usable or other containers.

Commented [m12]: New food safety and recreational license section.

(c) **Tattooist.** Means a person who tattoos another person at that person's request.

Commented [KH13]: Not in Ch. 97 so we would exempt these facilities too.

~~(e) **Youth Sports Concession Stand.** A concession stand at a locally sponsored sporting event, such as a little league game. In this paragraph, "concession stand" means a food stand that serves food and is operated exclusively for the benefit of a participating youth sports team or program or the governing youth sports organization, and "locally sponsored sporting event" means a competitive game, taking place inside or outside, specifically for youth, that is organized or sponsored by one or more local business, governmental or other civic organization, or by parents of the youth, including a school sponsored interscholastic sports competition.~~

Commented [m14]: Not in Ch. 97 so we would exempt these facilities too.

~~(6) **Sanitation Permit.** Any permanent Food Establishment located within the jurisdiction of the Village/Town which does not require a permit under Wisconsin Administrative Code Chapter DHS 196 or ATCP 75 shall be required to obtain a sanitation permit from the Health Department and comply with the provisions of Wisconsin Administrative Code Chapters DHS 196 and ATCP 75 as they relate to the safe handling of food.~~

Commented [m15]: Not in Ch. 97 so we would exempt these facilities too.

~~(7) **Youth Sports Concession Stand.** All Youth Sports Concession Stands serving food for eleven (11) or more days per year shall be required to obtain a permit from the Health Department and comply with the provisions of Wisconsin~~

~~Administrative Code Chapters DHS 196 and ATCP 75 as they relate to the safe handling of food. Youth Sports Concession Stands only serving commercially packaged non-perishable food and/or beverages shall not be required to obtain a permit.~~

Commented [KH16]: Not in Ch. 97 so we would exempt these facilities too.

- ~~(8)~~(5) **Mobile Food Establishments.** A valid Food Establishment permit issued by the State of Wisconsin or any other competent Health Department for any mobile restaurant or mobile retail Food Establishment which chooses to operate within the jurisdiction of the ~~Village/Town~~Central Racine County Health Department will be honored by the ~~Central Racine County Health Department~~Village/Town. The mobile Food Establishment will be required to be inspected by the health department and to satisfy the relevant provisions of Wisconsin Administrative Code Chapter ~~DHS 196 and~~ATCP 75. In addition, the mobile food establishment shall pay an inspection fee for this inspection.
- (9) **Body Piercers and Tattooists.** All body piercers and tattooists shall annually complete a bloodborne pathogen training course that is approved by the Health Department. Any tattoo or body piercing establishment allowing a tattooist or body piercer to practice in the establishment without proof of bloodborne pathogen training will be assessed a fee. This fee shall be established by Board of Health as part of the annual budget process.
- (6)
(7) **Application; Permit.** Any license or permit required under this Section shall make application on a form provided by the Health Department. The Health Department shall determine the contents of the application and may use a form provided by the State. Applications for permits shall be submitted to the Health Department along with the appropriate fee. Applications will be reviewed for compliance with this Section. Permits and licenses issued hereunder shall be conspicuously displayed on the premises of the establishment.
- (8g) **Inspection by Department.** Authorized employees of the Department, upon presenting proper identification, shall have the authority to perform inspections prior to issuance of any permit or license and from time-to-time of any establishment for compliance with this Code, including the state laws incorporated in this Code by reference.
- (9h) **Fees.** All fees associated with the operation of any establishment governed by this Section shall be established as part of the annual budget process or by resolution of the Board of Health from time to time. ~~A current fee schedule itemizing all fees required by this Section shall be maintained at the Health Department for inspection during normal business hours.~~
- (10) **Penalties.** Any Person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$300.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense.
- (11j) **Appeal.** Any person aggrieved by any temporary order issued by the Health Officer pursuant to Sec. 66.0417(2)(a), Wis. Stats., shall be granted a hearing before the ~~Village/Town Board~~Board of Health in accordance with the provisions of such Section. Appeal from any order, notice or determination made by the Health Officer other than one controlled by Sec. 66.0417 shall be to the

~~Village/Town Board~~Board of Health pursuant to the applicable ordinance or Chapter 68 of the Wisconsin Statutes in the absence of an administrative review ordinance. The ~~Village/Town Board~~Board of Health may affirm, set aside, or modify the subject order by majority vote. The ~~Village/Town Board's~~Board of Health's decision shall be final but may be appealed to the Racine County Circuit Court.

D. Rabies Control.

- (1) **Purpose and General Provisions.** The purpose of this Section is to preserve and promote the public health of the residents. Pursuant to Section 254.51, Wis. Stats., the Health Department shall establish measures for the prevention, surveillance and control of human disease that is associated with animal-borne disease transmission.
- (2) **Authority.** This Section is adopted pursuant to the authority granted by Chapters 250, 251, and 254 of the Wisconsin Statutes. The ~~Village/Town Chief of Police or representative of the Sheriff's Department~~Law Enforcement Officer, Humane Officer, Health Officer or their designees shall have the power to enforce the regulations of this Section, including by the issuance of one or more citations, as warranted.
- (3) **Adoption of Wisconsin State Statute.** In addition to the provisions of this Section and pursuant to the authority granted by Chapters 250, 251 and 254 of the Wisconsin Statutes, the ~~Village/Town~~Municipality adopts Section 95.21, Wis. Stats., which is incorporated by reference as though set forth herein. To the extent any provision conflicts with another provision in this Section, the more restrictive provision applies.
- (4) **Definitions.** The following definitions shall apply in the interpretation and enforcement of this Section, unless a different meaning is plainly intended:
 - (a) **Bite.** To seize with teeth or jaws, so as to enter, wound, or pierce the skin.
 - (b) **Cat.** Any member of the species felis catus (the domestic cat).
 - (c) **Code Officer.** The ~~Village/Town Municipality's~~ Law Enforcement Officer ~~Chief of Police or representative of the Sheriff's Department,~~ Humane Officer, Health Officer or their designees.
 - (d) **Dog.** Any member of the species canis familiaris (the domestic dog).
 - (e) **Ferret.** Any member of the species mustela putorius (the domestic ferret).
- (5) **Rabies Vaccination Required for Dogs, ~~Cats and Ferrets.~~** The owner of a Dog, ~~Cat or Ferret~~ shall have the animal vaccinated against rabies. ~~Cats and Ferrets shall meet the requirements for Dogs in Sections 95.21(2) and 95.21(3), Wis. Stats.~~ An owner who fails to obtain a rabies vaccination for a Dog, ~~Cat or Ferret~~ shall be subject to a forfeiture of not less than \$50 and not more than \$100, plus the costs of prosecution.
- (6) **Duty to Report Bite.** Any person having knowledge or reason to believe that any Dog, Cat or Ferret has bitten a person, shall immediately report, so far as is known, the name and address of the owner of the animal and circumstances of such Bite. Such report shall be made to the Village/Town Police Department or Sheriff's Department.

Commented [KH17]: Rabies vaccination of cats and ferrets is not required by Ch. 95. It will be too difficult to require all the cats on a farm to be vaccinated.

- (7) **Quarantine.** Any Dog, Cat or Ferret within the Village/Town Municipality which is believed to have bitten a person, to have been infected with rabies, or to have been in contact with a rabid animal shall be subject to the quarantine requirements and procedures set forth in Sec. 95.21, Wis. Stats. If the Code Official, Chief of Police, the Health Officer, or the Humane Officer determines that a Dog, Cat, Ferret or other domestically-owned animal found in the Village-Municipality has rabies, the Village President or Town Chairman Health Officer may order a district quarantine, as provided by § 95.21(3).
- (8) **Noncompliance with Quarantine Order.** If after a Dog, Cat or Ferret Bites a person, the animal's owner fails to quarantine the animal and/or fails to have the animal examined by a licensed veterinarian, the animal may be seized by the Code Official, Health Officer, Police Officer, Deputy Sheriff, Humane Officer or their designees and held at a designated facility until the quarantine time expires. The owner or custodian of the animal shall pay all applicable fees associated with the quarantine, veterinarian's examinations, vaccination and license prior to releasing the animal from the quarantine facility.
- (9) **Appeal.** Any person affected by any notice or order which has been issued in connection with the enforcement of any of the provisions of this Section may request in writing a review by the Health Officer or other Code Official issuing such notice or order. Such request shall be submitted before the date for the violation is to be corrected. Subsequent appeal shall be to the Village/Town Board pursuant to the applicable ordinance or Chapter 68 of the Wisconsin Statutes in the absence of an administrative review ordinance.
- (10) **Penalties.** Except as otherwise provided herein, any person who violates any provision of this Section shall upon conviction be subjected to a forfeiture of not less than \$3400.00 or more than \$1000.00 for each violation, and in addition, shall pay the costs and expenses of prosecution. Each day such violation continues shall be considered a separate offense."