CITY OF BURLINGTON

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

AGENDA
COMMON COUNCIL MEETING
Tuesday, October 18, 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 October 4, 2016 *(J. Ekes)* .....*pg. 3*

6. Letters and Communications - None

7. Reports by Aldermanic Representatives and Department Heads

8. Reports 1-4 *(E. Johnson)* .....*pg. 8*

9. Payment of Vouchers *(B. Grandi)* .....*pg. 17*

10. Licenses and Permits (*R. Dawidziak)*..... *pg. 37*

11. Appointments and Nominations: *(T. Vos)*..... *pg. 38*

A. Mary Jean Vevang to be appointed an Election Inspector, term to expire 12/31/2017

B. Marianne Groenland to be appointed an Election Inspector, term to expire 12/31/2017

12. Public Hearings: ..... *pg. 39*

A. A Public Hearing to hear comments and concerns regarding a rezone request for property located at 672 W. State Street from B-1, Neighborhood Business District to I-1, Institutional District. This item was discussed at tonight's Committee of the Whole meeting and will be placed on the November 1, 2016 Common Council for final consideration. *(J. Schultz)*

13. RESOLUTIONS:

A. Resolution 4806(25) to adopt a Five Year Financial Management Plan. This item was discussed at the October 4, 2016 Committee of Whole meeting. *(T. Preusker)*..... *pg. 41*

B. Resolution 4807(26) to approve the submittal of a Joint Grant application between the City of Burlington and the Town of Burlington to the Federal Emergency Management Agency (FEMA) f for Self-Contained Breathing Apparatus (SCBA) packs. This item was discussed at tonight's Committee of the Whole meeting. *(T. Bauman)*

14. ORDINANCES: There are none

15. MOTIONS:

A. Motion 16-853 to approve a Memorandum of Understanding regarding the Burlington Dog Park. This item was discussed at the October 4, 2016 Committee of the Whole meeting. *(J. Ekes)* ..... *pg. 74*

B. Motion 16-854 to approve a Certificate of Appropriateness for 597 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. *(E. Johnson)*

16. ADJOURN INTO CLOSED SESSION *(B. Grandi)*

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

   - Payments made to Veolia/Advanced Disposal under the prior contract for refuse and recycling collection.

17. RECONVENE INTO OPEN SESSION

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

18. ADJOURNMENT *(R. Dawidziak)*

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

COMMON COUNCIL **ITEM NUMBER: 5**

DATE: October 18, 2016

SUBJECT: October 4, 2016 Common Council Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:
The attached minutes are from the October 4, 2016 Common Council meeting.

BUDGET/FISCAL IMPACT:
N/A

RECOMMENDATION:
Staff recommends approval of the attached minutes from the October 4, 2016 Common Council meeting.

TIMING/IMPLEMENTATION:
This item is scheduled for consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
Common Council Minutes

CITY OF BURLINGTON
City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1171 – (262) 763-3474 fax
www.burlington-wi.gov

CITY OF BURLINGTON
Minutes of the Common Council
Jeannie Hefty, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, October 4, 2016

1. **Call To Order – Roll Call**

Mayor Jeannie Hefty called the meeting to order at 7:32 p.m. starting with roll call. Aldermen present: Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz, Tom Preusker and Todd Bauman. Excused: John Ekes

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, DPW Director James Bergles, and Building Inspector Gregory Guidry.

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 20, 2016 Common Council Minutes**

A motion was made by Alderman Dawidziak with a second by Alderman Johnson to approve the Council Minutes from September 20, 2016. With all in favor, the motion to approve the minutes was carried.

6. **Letters and Communications**

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

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

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

7. **Reports by Aldermanic Representatives and Department Heads**

Alderman Johnson reported that Gayle Falk has given notice that she will be resigning from her position on the Library Board and they are currently in the process of seeking a new appointment.

Alderman Grandi reported that informational brochures regarding the pool referendum has been mailed to residents of the City of Burlington. Grandi also reminded everyone that Burlington High School will be hosting two informational sessions. The first session is scheduled for Wednesday, October 5, 2016 from 6 p.m. to 8 p.m. The second session is scheduled for Wednesday, October 26, 2016 from 6 p.m. to 8 p.m.

Alderman Preusker stated that the Historic Preservation Committee's façade grants funds have all been used wants to be sure there is funding budgeted for 2017. In addition, the HPC has asked to increase the funds to $50,000 in order to help the downtown businesses comply with current codes. Administrator Walters responded that this item will be discussed in the upcoming budget meetings.

Treasurer, Steve DeQuaker reminded everyone that the Budget Workshops are scheduled to start on Thursday October 6th; however, less than half of council was able to attend, therefore was cancelled and will begin October 13th. Alderman Vos questioned whether or not the budget workshops were still necessary. Alderman Schultz and Alderman Dawidziak both replied that the workshops are very informative and necessary and the City should continue with this practice.

8. Reports 1-4

A motion was made by Alderman Vos 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 Schultz with a second by Alderman Vos to approve vouchers, pre-paids and reimbursements in the amount of $185,765.81.

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

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

A motion was made by Alderman Bauman with a second by Alderman Preusker to approve the Appointments and Nominations as presented:

A. Joshua Dow to be appointed an Election Inspector, term to expire 12/31/2017

B. Lori Clark to be appointed to the Zoning Board of Appeals, term to expire 1/1/2019

C. Jake Hanson to appointed to the Zoning Board of Appeals, term to expire 1/1/2019

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

12. Public Hearings

- There were 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.

A motion was made by Johnson with a second by Vos to approve Resolution 4805(24) as presented.

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

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.

A motion was made by Dawidziak with a second by Preusker to approve Ordinance 2007(3) as presented. With all in favor, the motion carried

15. 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 or is likely to become involved.

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

A motion was made by Grandi with a second by Vos to adjourn into closed session.

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

Council adjourned into Closed Session at 8:00 p.m.

16. RECONVENE INTO OPEN SESSION

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

A motion was made by Vos with a second by Dawidziak to reconvene into Open Session at 8:31 p.m. With all in favor, the motion carried.

A motion was made by Preusker with a second by Vos to authorize the City Attorney to file legal action on behalf of the City of Burlington, in the Racine County Circuit Court, under Chapter 823 of the Wisconsin Statutes, against the owner of the property located at 300-302 W. Chestnut Street, Burlington, Wisconsin, to abate and remove the existing nuisances on that property.

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

17. Adjourn

A motion was made by Dawidziak with a second by Preusker to adjourn the meeting. With all in favor, the meeting adjourned at 8:33 p.m.

Meeting Minutes Respectfully Submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington

COMMON COUNCIL **ITEM NUMBER: 8**

DATE: October 18, 2016

SUBJECT: Reports 1-4

SUBMITTED BY: City Staff

BACKGROUND/HISTORY:
Attached please find the following reports:

Library Meeting Minutes – 08/23/216
Plan Commission Minutes – 09/13/2016
Park Board Minutes – 09/15/2016
Committee Of The Whole Meeting Minutes – 10/04/2016

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 18, 2016 Common Council meeting.

ATTACHMENTS:
Meeting Minutes

Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105
(262) 342-1130 • Fax (262) 763-1938

www.burlingtonlibrary.org

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, August 23, 2016 in the Burlington Public Library Meeting Room. Present were Peter Smet, Ellen Blair, Megan Barker, Pat Hoffman, and Mike Kelly. Excused were Bridget Savaglia, Ed Johnson, and Lori Haas. Also present were Administrative Assistant Linda Berndt, and Automation System Administrator Tammy McCarthy. Excused was Director Gayle Falk.

Hoffman called the meeting to order at 4:02.

Minutes of the July 19th meeting were approved. Smet moved approval, and Kelly seconded. Motion passed.

The August 2016 General Fund Bills, Prepaids, Reimbursements, and July General Deposits were discussed and approved. Smet moved approval and Blair seconded. Motion passed.

Smet moved and Kelly seconded the motion to approve the July 2016 Trust Deposits and August 2016 Trust Fund Bills. Motion passed.

Committee Reports: There were no reports at this time.

Federated Library Report: There was no report at this time.

Old Business:

Book Sale Update: The Book Sale total sales were down this year. The weather was very hot during the sale. There were a few people that showed up during Maxwell Street Days looking for the booksale.

Joint building feasibility study update: McCarthy handed out an overview of the study and what they were planning to do. There was also a copy of the questionnaire that McCarthy had to fill out and submit to PSG, along with additional information from questions they had for her. September 8th is the next meeting. There will be a tour of our facility with some Bray representatives and Peter Scherrer.

Disruptive behavior in the Library: The person who has been banned from our Library did not appear in front of the Board today.

New Business:

Landscaping: McCarthy had some pictures of a large evergreen shrub that needs to be removed because it is protruding over the sidewalk and is very prickly. They will try to cut it back first, but it may look terribly bare. McCarthy showed pictures of the back steps at the delivery door to the Library. They have been repaired several times but the repairs don't last. The stairs need to be to be fixed before winter arrives. One estimate for $5,200.00 has come in, we are hoping to get another. The Street Dept. does not do stairs.

The railings are also breaking away from the cement and many of the entrance railings will need to be repaired or replaced at some point.
The board suggested maybe a more inexpensive answer to the back stairs would be a wood deck over the top of the stairs. McCarthy reminded them we are in the Historical District and a wooden deck would not be permitted.

Summary of Social Media apps: McCarthy will be attending a seminar on the subject and will be getting back to us with information at the next meeting.

List of needs for our new library: Barker said they tried to meet but with school starting, they ran out of time. They are scheduled to meet on September 14th. McCarthy told her that there are photo albums from new libraries and renovated libraries. You are welcome to look through these for ideas. She will stop and pick them up before the meeting.

Directors Report:

Monthly Report: The Circulation numbers are down a bit. The overdrive checkouts are steady. The walk-in count is way up, probably due to the SRP, and the WiFi usage keeps going up.

BPL in the News: There were several calendar items in the papers this month.

Public Communications to the Board: There were none at this time.

The Board adjourned into executive session to discuss the Interim Director Compensation. The Board discussed and will return with a proposal at the next meeting.

Library Board reconvened into open session and the meeting was adjourned at 4:55 p.m. Kelly moved and Blair seconded. Motion passed.

Our next meeting will be on Tuesday, September 27th at 4:00 p.m. in the basement meeting room in the Burlington Public Library.

Respectfully submitted,

Edward Johnson
Aldermanic Representative

CITY OF BURLINGTON

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

Minutes
City of Burlington Plan Commission
September 13, 2016, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Bob Grandi; Commissioners Darrel Eisenhardt; Chad Redman; and Chris Reesman were present. Alderman Tom Vos and Commissioner Andy Tully were excused.

APPROVAL OF MINUTES

Alderman Grandi moved, and Commissioner Redman seconded to approve the minutes of July 12, 2016. All were in favor, and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

PUBLIC HEARINGS

A. A Public Hearing to hear public comments regarding a Conditional Use application from Jim Flowers for property located at 2300 Browns Lake Drive to operate a car rental business.

- Mayor Hefty opened the Public Hearing at 6:31 p.m.
- Gregory Guidry, Building Inspector, stated that currently the car rental is located inside the Lynch oil change area, which is on the same property but a different location.
- There were no further comments.

Commissioner Eisenhardt moved, and Commissioner Reesman seconded to close the Public Hearing at 6:32 p.m. All were in favor and the motion carried.

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map from Mark & Dawn Petges for property located at 1620 Crossway Road in the Town of Burlington, subject to Graef's September 7, 2016 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Mr. Guidry stated the Extraterritorial Certified Survey Map in the Town of Burlington would like to divide the land into two properties without changing the zoning and was approved by

the Town of Burlington Plan Commission. Graef commented that a typo error had to be corrected.

- There were no further comments.

Commissioner Eisenhardt moved, and Commissioner Reesman seconded to recommend approval of an Extraterritorial Certified Survey Map application to divide the lot.

All were in favor and the motion carried.

B. Consideration to approve a Site Plan application for property located at 1196 Milwaukee Avenue to demolish the existing buildings and use the space as an additional parking lot to display vehicles, subject to Graef's September 7, 2016 and Kapur & Associates' August 26, 2016 memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Mr. Guidry stated that Miller Motors is purchasing the small lot between the dealership and Dunham. Mr. Guidry stated they plan to tear down the existing buildings and incorporate the lot into the sales parking facility. Miller Motors shall make sure storm water is diverted properly, lighting plans and greenspace meet the city ordinance. Tom Stelling, Stelling & Associates, stated the current driveway is steep and would like to investigate into moving the power lines that were used for the house since the lines would be right in the middle of the parking lot. The fire department will practice with the house, once it is torn down and flattened out, further information regarding utilities and greenspace will be available. Mr. Stelling stated the greenspace will meet the city ordinance once the parking lot is figured out for the display of the vehicles.

- There were no further comments.

Alderman Grandi moved, and Commissioner Reesman seconded to recommend approval of a Site Plan application to demolish the buildings and use the additional space as parking.

All were in favor and the motion carried.

C. Consideration to approve a Conditional Use application for property located at 2300 Browns Lake Drive to operate a car rental business, subject to Graef's September 7, 2016 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Mr. Guidry stated the Enterprise Car Rental will relocate into the Jiffy Lube facility and additional permits are required to be pulled for minor renovation for the interior of the building, lighting and signage. Mr. Guidry commented that a Site Plan is required for the photometric lighting on the perimeter of the building.

- There were no further comments.

Commissioner Eisenhardt moved, and Commissioner Redman seconded to recommend approval of a Conditional Use application to

All were in favor and the motion carried

ADJOURNMENT

Alderman Grandi moved, and Commissioner Redman seconded to adjourn the meeting at 6:42 p.m. *All were in favor and the motion carried.*

Recording Secretary
Kristine Anderson
Administrative Assistant

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
THURSDAY, SEPTEMBER 15, 2016 6:30PM
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 6:30 P.M.

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

Approval of August 17, 2016 Park Board Minutes: Chairman Eisenhardt entertained a motion to approve the August 17, 2016 Park Board Minutes. Motion to approve made by Commissioner Brandt. Seconded by Commissioner Schopp. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: Ruth Dawidziak: Ald. Dawidziak reported the Community Block party was a success and attendance numbers were up from last year. The Pool Committee was also at the Block Party to answer questions from any interested parties.

DPW Report: Jim Bergles, Director of Public Works: Mr. Bergles stated he had received a quote for replacing the Storle Wall and the price quoted was $200,000. This item would need to go before the Common Council for the 2017 budget. The Park Board members all felt this was such a large sum of money for something that would need to be done again in several years, and thought perhaps pursuing other avenues for the Tower and the land it was located on.

The discussion came up of relocating the tower to another location. Mr. Bergles thought Echo Park would be a good choice as it would be viewed by people driving past on Milwaukee Avenue. The Park Board discussed the possibility of moving the bottom 10 feet of the rock wall portion and the tower itself, and what costs would be involved.

After some discussion, Chairman Eisenhardt made a motion to approve having Jim Bergles, Director of Public Works review other options and obtain a quote for moving the water tower from its current location to Echo Park, in addition to find out what the value of the land would be once the tower is removed, and options for either selling the land as is, or costs associated to having the land leveled. Seconded by Commissioner Brandt. All voted aye, motion carried.

The Park Board Commissioners inquired about the bike markings on bike trails on City streets. Mr. Bergles stated that iron on markings are available from Sherwin Williams at a cost of approximately $200.00 for a 2 X 2' sign. He has been looking at the original bike trail, and was looking for a safer alternative than using Market Street. He will report back at the October Park Board meeting regarding which streets the iron on markings could be placed.

New Business:

Consideration to reallocate Soccer funds approved in November 2012, back into Park Funds: In 2012, fifty thousand ($50,000) was approved for Soccer improvements at Bushnell Park that was to be done by various service groups. Phase I of several phases was to begin in 2013. Park Board to consider what should be done with funds as no phases have begun or been completed:

The Park Board discussed $50,000 that had been approved in November 2012 for Soccer improvements at Bushnell Park. The improvements were to begin in 2013, and to date nothing has begun. Soccer officials had been notified this item would be on the Agenda if they were interested in attending.

Chairman Eisenhardt had stated at the time it was hopeful that all of the Soccer groups were going to work together to make the improvements happen, but it did not turn out that way. After some discussion, Chairman Eisenhardt entertained a motion to reallocate the $50,000 back into the Park Board Funds to be used towards other items. Motion made by Commissioner Brandt. Seconded by Ald. Dawidziak. All voted aye, motion carried.

Old Business:

Comp Plan Review: The Park Board went through the listing from the Five Year Comp Plan and reprioritized each of the items. Chairman Eisenhardt went through each item and the Commissioners prioritized by giving each item either a 1, 2 or 3 priority.

Some items that have been completed will be removed from the listing by Deb Rintamaki. Other items the Park Board chose to remove entirely. A compilation of the new listing will be done by Deb Rintamaki and presented at the October Park Board Meeting.

Also during discussion of the Five Year Comp Plan, it was determined that since nothing is going to be done at Beverly-Jo Park, all items pertaining to Beverly-Jo Park should be removed from the Comp Plan,.

There was discussion regarding the weeds and it was determined that at in the spring, the Department of Public Works would spray for thistles. Mr. Bergles agreed that DPW would spray for thistles..

Dog Signs For Parks: Jim Bergles: Mr. Bergles had received a quote for signs stating Dogs, Cats and any other Animal are not allowed in City of Burlington Parks. After some discussion, the Commissioners thought the word Animal should be changed to Pets.

Chairman Eisenhardt then entertained a motion to approve purchasing eleven (11) of the signs at a maximum cost of $355.30, stating Dogs, Cats and any other Pets are not allowed in City of Burlington Parks, with the City ordinance number printed on the bottom of the signs. Motion to approve made by Commissioner Schopp. Seconded by Commissioner Amborn. All voted aye, motion carried.

Other Items: Commissioner Schopp stated he had a Boy Scout, Seth Wilson who is interested in refurbishing the bridge at McCanna Park. Commissioner Schopp asked that his name be placed on the October Park Board Meeting Agenda.

Jim Bergles, Director of Public Works stated he had gone to McCanna Park and inspected the bridge. The main support structure is in good condition and does not need anything done to it. However, the wood walkway and handrails need to be replaced as they are in poor condition.

Commissioner Hintz reported there was a lot of garbage on the sidewalk areas around Charcoal Grille that belonged to Charcoal Grille. Jim Bergles, Director of Public Works stated he would send a letter to them asking them clean up their garbage.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Amborn. All voted aye and Chairman Eisenhardt adjourned the meeting at 8:02 P.M.

Minutes respectfully submitted by:

Deb Rintamaki
Department of Public Works

COMMON COUNCIL **ITEM NUMBER: 9**

DATE: October 18, 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 18, 2016:

Total Prepaid:	$55,714.31
Total Vouchers:	$151,545.68
Total Reimbursements:	$1,800.00
Grand Total:	$209,059.99

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. $38,202.70 Johns Disposal Service Inc. – Monthly Contract Billing for Garbage /Recycle
2. $15,564.00 Digicorp Inc. – RC814S Plus 36 Months of Support
3. $14,250.32 WE Energies – WWTP Electric Service for 08/20/16 to 09/23/16
4. $11,049.00 Kapur & Associates, Inc. – Project 16.0078.01 Burlington MS4 07/31/16 to 09/03/16
5. $ 7,000.00 Baxter & Woodman – Project 160550.30 CMOM Program Assistance

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of $209,059.99.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:

Detail listing of Prepaid and Vouchers.

For Council Approval October 18, 2016

Prepaid:	09/30/16	$	10,560.18
	10/07/16	$	45,154.13
Total Prepaid		$	55,714.31
Vouchers:	10/18/16	$	151,545.68
Reimbursement:	09/28/16	$	1,800.00
GRAND TOTAL		**$**	**209,059.99**

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	RACINE CO COURT	Weinkauf, Nicholas; Case: C437290-0	C437290-0	09/09/2016	5,000.00	09/30/2016
100-454521-001 BOND FEES	RACINE POLICE DEPARTMENT	Trevino, Tamara; Case:14-044328	14-044328	09/26/2016	334.50	09/30/2016
100-454521-001 BOND FEES	MUSKEGO MUNICIPAL COURT	Gerber-Rickets, Lisa; Case: B034065-3	B034065-3	09/26/2016	313.00	09/30/2016
100-454521-001 BOND FEES	Town of Burlington Clerk of Court	Gerber-Rickets, Lisa; Case: 16-2652,2651,2650,2649	GERBER-RICKETS	09/26/2016	496.80	09/30/2016
Total 100454521001:					6,144.30	
100454523000						
100-454523-000 Fire-Sprinkler, Alarm Dev Rei	STARFIRE SYSTEMS, INC	Refund Echo Lake Foods Permit Fee	39342	09/22/2016	970.00	09/30/2016
Total 100454523000:					970.00	
100515121157						
100-515121-157 MUNI COURT - TRAINING	DILLON, DEBRA	reimbursement for Training	092216	09/22/2016	495.92	09/30/2016
Total 100515121157:					495.92	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	AT & T	171-798-6300 001 (split)	4230213300	09/19/2016	120.00	09/30/2016
Total 100515121225:					120.00	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	171-798-6300 001 (split)	4230213300	09/19/2016	296.65	09/30/2016
Total 100515132225:					296.65	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	171-798-6300 001 (split)	4230213300	09/19/2016	177.98	09/30/2016
Total 100515141225:					177.98	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	171-798-6300 001 (split)	4230213300	09/19/2016	474.62	09/30/2016
Total 100525211225:					474.62	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057SEPT1	09/21/2016	1,024.03	09/30/2016
Total 100525220220:					1,024.03	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	REGISTRATION FEE TRUST-WI	2017 Kenworth Truck	2017	09/28/2016	5.00	09/30/2016
Total 100535321310:					5.00	
251555511225						
251-555511-225 TELEPHONE	AT & T	171-798-6300 001 (split)	4230213300	09/19/2016	237.31	09/30/2016
Total 251555511225:					237.31	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	LEBAK, BARBARA	Reimbursement- Mileage	092116	09/21/2016	39.72	09/30/2016
Total 251555511330:					39.72	

prepaid
09-30-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
501514900000						
501-514900-000 ADMINISTRATIVE EXPENSE	LABYRINTH HEALTHCARE GRO	Monthly fee for Advocacy Serv Oct	300014	09/28/2016	183.00	09/30/2016
Total 501514900000:					183.00	
621575740225						
621-575740-225 TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 09/16	09/16/2016	190.67	09/30/2016
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9771733734	09/10/2016	83.74	09/30/2016
Total 621575740225:					274.41	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	JOHN DEERE FINANCIAL	John Deere - purchase parts	V63412	09/12/2016	92.34	09/30/2016
621-575740-242 REPAIR,MAINTENANCE VE	JOHN DEERE FINANCIAL	John Deere - purchase parts	V63427	09/12/2016	5.65	09/30/2016
621-575740-242 REPAIR,MAINTENANCE VE	JOHN DEERE FINANCIAL	John Deere - purchase parts	V63665	09/15/2016	19.25	09/30/2016
Total 621575740242:					117.24	
Grand Totals:					10,560.18	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100444411000						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2016SEPT	10/04/2016	759.60	10/07/2016
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2016SEPT	10/04/2016	121.60	10/07/2016
100-444411-000 COURT FINES & COSTS	O'REILLY AUTO PARTS	Restitution - Alex Jusak	DQ80DCL4JC	10/04/2016	159.99	10/07/2016
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE SEPT	2016SEPT	10/04/2016	2,870.62	10/07/2016
Total 100444411000:					3,911.81	
100454521001						
100-454521-001 BOND FEES	MT PLEASANT POLICE DEPART	Calvin, Dirian D.;Case: 16-1347	16-1347	09/29/2016	136.00	10/07/2016
Total 100454521001:					136.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	Burlington High School -	2016 Community Block Party - Cheer Team	CHEER 2016	09/19/2016	400.00	10/07/2016
100-515111-265 Festival/Fireworks/Block Party	Burlington High School -	2016 Community Block Party - Driven	DRIVEN 2016	09/16/2016	400.00	10/07/2016
100-515111-265 Festival/Fireworks/Block Party	BURLINGTON LIONS CLUB	2016 Community Block Party Sales	2016 BLOCK PART	09/19/2016	1,423.00	10/07/2016
100-515111-265 Festival/Fireworks/Block Party	BURLINGTON LIONS CLUB	2016 Community Block Party Volunteers	2016 BLOCK PART	09/19/2016	400.00	10/07/2016
Total 100515111265:					2,623.00	
100515132220						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004SEPT1	09/26/2016	306.33	10/07/2016
Total 100515132220:					306.33	
100515132225						
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	17.13	10/07/2016
Total 100515132225:					17.13	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004SEPT1	09/26/2016	185.98	10/07/2016
Total 100515141220:					185.98	
100515141225						
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	7.41-	10/07/2016
Total 100515141225:					7.41-	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Mileage Reimbursement	2016SEPT	09/30/2016	21.60	10/07/2016
Total 100515141330:					21.60	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073AUG16	08/25/2016	36.47	10/07/2016
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073SEPT1	09/26/2016	41.38	10/07/2016
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877AUG16	08/26/2016	2,209.52	10/07/2016
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877SEPT1	09/27/2016	2,114.67	10/07/2016
Total 100525211220:					4,402.04	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 767-1857 136 4	26276718570816	08/28/2016	127.44	10/07/2016
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	585.66	10/07/2016

prepaid
10-07-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211225:					713.10	
100525211240						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	1,444.62	10/07/2016
Total 100525211240:					1,444.62	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	STATE OF WI - DSPS	Permit to operate elevators	41604	08/30/2016	50.00	10/07/2016
Total 100525211248:					50.00	
100525211330						
100-525211-330 POLICE - TRAVEL	BANKS, NATHAN	Reimbursement - Meals	09/21/16	09/21/2016	20.00	10/07/2016
Total 100525211330:					20.00	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	19329830	09/05/2016	308.32	10/07/2016
Total 100525211533:					308.32	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558SEPT1	09/27/2016	11.61	10/07/2016
Total 100525220220:					11.61	
100525220225						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	117.36	10/07/2016
Total 100525220225:					117.36	
100525220240						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	434.87	10/07/2016
Total 100525220240:					434.87	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	PETTY CASH - FIRE DEPT	FIRE DEPT TSC	2016SEPT	10/07/2016	68.29	10/07/2016
Total 100525220244:					68.29	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT WAL*MART	2016SEPT	10/07/2016	7.84	10/07/2016
100-525220-310 FIRE - OFFICE SUPPLIES	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT WAL*MART	2016SEPT	10/07/2016	8.66	10/07/2016
Total 100525220310:					16.50	
100525231220						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004SEPT1	09/26/2016	54.70	10/07/2016
Total 100525231220:					54.70	
100525231225						
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	39.99	10/07/2016
Total 100525231225:					39.99	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525231372						
100-525231-372 BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	21.50	10/07/2016
Total 100525231372:					21.50	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345SEPT1	09/26/2016	798.23	10/07/2016
100-535321-220 STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671SEPT1	09/25/2016	51.42	10/07/2016
Total 100535321220:					849.65	
100535321225						
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	59.67	10/07/2016
Total 100535321225:					59.67	
100535321240						
100-535321-240 STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	1,084.52	10/07/2016
Total 100535321240:					1,084.52	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0455-414-409	0455414409AUG16	09/19/2016	227.26	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0818-594-802	0818594802SEPT1	09/25/2016	17.33	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0838-352-542	0838352542SEPT1	09/22/2016	25.61	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0850-628-152	0850628152SEPT1	09/22/2016	241.54	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2023-503-060	2023503060SEPT1	09/25/2016	166.24	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4404-149-064	4404149064SEPT1	09/19/2016	46.57	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5043-084-318	5043084318SEPT1	09/22/2016	33.65	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5465-979-181	5465979181SEPT1	09/21/2016	62.36	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5644-617-733	5644617733SEPT1	09/25/2016	149.93	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6893-002-943	6893002943SEPT1	09/22/2016	16.25	10/07/2016
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7255-756-558	7255756558SEPT1	09/21/2016	20.96	10/07/2016
Total 100535321261:					1,007.70	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939AUG16	09/20/2016	53.91	10/07/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345SEPT1	09/26/2016	399.11	10/07/2016
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671SEPT1	09/25/2016	25.70	10/07/2016
Total 100555551220:					478.72	
100555551240						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	1,165.33	10/07/2016
Total 100555551240:					1,165.33	
100555551265						
100-555551-265 PARKS - FESTIVAL EXPENS	BURLINGTON KIWANIS BAND	BURLINGTON KIWANIS CIVIC BAND	2016	10/07/2016	1,900.00	10/07/2016
Total 100555551265:					1,900.00	
251555511220						
251-555511-220 UITLITIES	WE ENERGIES	0810-148-657	0810148657SEPT1	09/27/2016	1,201.12	10/07/2016
251-555511-220 UITLITIES	WE ENERGIES	5852-857-487	5852857487SEPT1	09/26/2016	30.45	10/07/2016
Total 251555511220:					1,231.57	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Supplies	100516	10/05/2016	43.52	10/07/2016
251-555511-345 PROGRAMS	HOYER HOMESTEAD	Aquaponic Kits	2016	09/29/2016	126.00	10/07/2016
Total 251555511345:					169.52	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267SEPT1	09/19/2016	126.18	10/07/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576SEPT1	09/23/2016	14,250.32	10/07/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285SEPT1	09/20/2016	26.04	10/07/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215AUG16	09/23/2016	150.40	10/07/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087SEPT1	09/25/2016	56.70	10/07/2016
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525SEPT1	09/26/2016	2,683.74	10/07/2016
Total 621575740220:					17,293.38	
621575740222						
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067SEPT1	09/25/2016	448.03	10/07/2016
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614SEPT1	09/25/2016	10.56	10/07/2016
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199SEPT1	09/25/2016	14.38	10/07/2016
Total 621575740222:					472.97	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	286396851-00001	09/23/2016	39.99	10/07/2016
Total 621575740225:					39.99	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	521.13	10/07/2016
Total 621575740240:					521.13	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	PETTY CASH WWTP	PETTY CASH WWTP WAL*MART	2016SEPT	09/30/2016	17.47	10/07/2016
Total 621575740244:					17.47	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	PETTY CASH WWTP	PETTY CASH WWTP WAL*MART	2016SEPT	09/30/2016	12.41	10/07/2016
621-575740-310 OFFICE SUPPLIES, POSTA	PETTY CASH WWTP	PETTY CASH WWTP - POST OFFICE	2016SEPT	09/30/2016	65.80	10/07/2016
Total 621575740310:					78.21	
622509040000						
622-509040-000 UNCOLLECTIBLE ACCOUNT	WHITESIDE, BRENT	refund overpayment 318 Margaret Ct	19.3388.01	10/04/2016	153.43	10/07/2016
Total 622509040000:					153.43	
622509280000						
622-509280-000 REG. COMM. EXPENSE	PUBLIC SERVICE COMMISSION	2016 - 2017 Advance Assessment	RA17-I-00840	09/30/2016	2,465.90	10/07/2016
Total 622509280000:					2,465.90	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630	869297630640	10/01/2016	307.85	10/07/2016
Total 622509330000:					307.85	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345SEPT1	09/26/2016	798.23	10/07/2016
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671SEPT1	09/25/2016	51.42	10/07/2016
Total 622509350000:					849.65	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 757 0907 307 4	26275709070916	09/25/2016	110.13	10/07/2016
Total 623575740225:					110.13	
Grand Totals:					45,154.13	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515111298						
100-515111-298 COUNCIL - CONTRACT SER	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: Sept 2016	7848	09/30/2016	645.00	
Total 100515111298:					645.00	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Ordinance	256942	09/15/2016	23.85	
Total 100515111399:					23.85	
100515131800						
100-515131-800 MAYOR-OUTLAY	CARLSON DETTMANN CONSUL	Compensation Study- Installment 4 of 5	1864	09/19/2016	3,920.00	
Total 100515131800:					3,920.00	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	EHLERS & ASSOCIATES, INC	Project: Continuing Disclosure Reporting	71644	10/07/2016	1,900.00	
Total 100515132298:					1,900.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1121911	09/28/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1124416	10/05/2016	2.75	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	C337072	09/30/2016	297.70	
100-515132-310 ADMIN - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	TAPE	662878	09/28/2016	4.28	
100-515132-310 ADMIN - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	Office Supplies	669930	10/07/2016	3.07	
Total 100515132310:					310.55	
100515140246						
100-515140-246 CLERK-REP & MAINT OFFIC	DIGICORP	MALWAREBYTES	314980	09/28/2016	30.00	
Total 100515140246:					30.00	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	C337072	09/30/2016	20.00	
100-515140-310 CLERK - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	664921	09/30/2016	5.42	
Total 100515140310:					25.42	
100515141246						
100-515141-246 FINANCE, REPAIR,MAINT O	ACME OFFICE EQUIPMENT CO,	OFFICE PRINTER HP 4350 (split)	093016A	09/30/2016	175.00	
Total 100515141246:					175.00	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	EHLERS & ASSOCIATES, INC	Project: Continuing Disclosure Reporting	71644	10/07/2016	1,900.00	
Total 100515141298:					1,900.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	C337072	09/30/2016	81.00	
100-515141-310 FINANCE - OFFICE SUPP/P	COMPLETE OFFICE OF WISCO	TONER	664919	09/30/2016	352.03	
100-515141-310 FINANCE - OFFICE SUPP/P	COMPLETE OFFICE OF WISCO	COFFEE	COFFEE	09/28/2016	36.94	
Total 100515141310:					469.97	
100515141533						
100-515141-533 FINANCE - COPY MACHINE	JAMES IMAGING SYSTEMS, IN	Fin Toshiba ES550	701802	09/23/2016	56.18	

Vouchers
10-18-2016

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-515141-533 FINANCE - COPY MACHINE	JAMES IMAGING SYSTEMS, IN	Muni Toshiba ES550	701802	09/23/2016	18.73	
Total 100515141533:					74.91	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	BEAR GRAPHICS, INC.	election labels	0752987	09/19/2016	6.28	
Total 100515142310:					6.28	
100515161220						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Petition to DNR: Phosphorus Limit	15100-008D 4	09/30/2016	195.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Veolia Contract	15100-029D 19	09/30/2016	4,560.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2016	16100-000D 9	09/30/2016	765.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	CDA: 2016 Sale of Land to Burlington Core Upgrades	16100-004D 6	09/30/2016	510.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Sale of 265 W State St: Brian Torgerson	16100-056D 2	09/30/2016	30.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Knopow Driveway	16100-058D 3	09/30/2016	210.00	
Total 100515161220:					6,270.00	
100515161272						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2016	16100-099D 10	09/30/2016	5,872.50	
Total 100515161272:					5,872.50	
100525211211						
100-525211-211 POLICE - PHYSICALS	GATEWAY - KENOSHA CAMPU	Physical Readiness Testing	21719	09/19/2016	45.79	
Total 100525211211:					45.79	
100525211240						
100-525211-240 POLICE - FUEL, OIL	DOUG'S AUTO	905 2013 Ford Explorer	026392	07/13/2016	24.95	
100-525211-240 POLICE - FUEL, OIL	DOUG'S AUTO	908 2013 Ford Explorer	026732	09/20/2016	24.95	
100-525211-240 POLICE - FUEL, OIL	MERTEN'S AUTO SERVICE CE	Lube, Oil & Filter 2015 Ford Interceptor	064450	09/01/2016	93.50	
Total 100525211240:					143.40	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	DOUG'S AUTO	905 2013 Ford Explorer	026632	08/29/2016	41.90	
100-525211-242 POLICE - REPAIR/MTCE EQ	DOUG'S AUTO	2011 Ford Tauras - Repairs	026715	09/15/2016	229.81	
Total 100525211242:					271.71	
100525211244						
100-525211-244 POLICE - REPAIR & MAINTE	STREICHER'S	STREICHERS POLICE DEPT SUPPLIES	I1226966	09/13/2016	249.98	
100-525211-244 POLICE - REPAIR & MAINTE	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV1018362	09/29/2016	71.90	
100-525211-244 POLICE - REPAIR & MAINTE	TASER INTERNATIONAL	DPM Battery PK Assembled	SI451092	09/08/2016	165.32	
100-525211-244 POLICE - REPAIR & MAINTE	DIGITAL ALLY, INC	Digital Ally: Cable	1088222	08/29/2016	70.00	
Total 100525211244:					557.20	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	RUNDLE-SPENCE	Faucet	S2497437.001	08/24/2016	122.55	
100-525211-248 POLICE - REP & MAINT BUIL	VORPAGEL SERVICE INC.	Performed Heating Service Per AgreementCooling S	38653	09/14/2016	1,622.21	
100-525211-248 POLICE - REP & MAINT BUIL	SCHINDLER ELEVATOR CORP	Service Call - Elevator Door Stalling	7152388615	08/22/2016	425.04	
Total 100525211248:					2,169.80	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	DOUG'S AUTO	Towing Charge	026499	08/02/2016	35.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211299:					35.00	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	REINEMANS, INC.	Police Dept	109178	09/09/2016	19.66	
100-525211-310 POLICE - OFF SUPP-POSTA	ZAREK INSURANCE, INC.	Renewal - Notary Bond Bogusz	7554	09/21/2016	40.00	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	08/30/16PD	08/30/2016	15.60	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	082516PD	08/25/2016	15.11	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/06/16PD	09/06/2016	13.98	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/08/16PD	09/08/2016	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/12/16PD	09/12/2016	16.40	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/12/16PD*	09/12/2016	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/16/16PD	09/16/2016	14.45	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/21/16PD	09/21/2016	19.30	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	09/28/16PD	09/28/2016	5.85	
Total 100525211310:					172.05	
100525211330						
100-525211-330 POLICE - TRAVEL	GATEWAY - KENOSHA CAMPU	DAAT/POSC Instructor Training	21713	09/19/2016	800.00	
Total 100525211330:					800.00	
100525211344						
100-525211-344 POLICE - JANITOR SUPPLIE	MENARDS	Menards Acct 32120263	14836	08/30/2016	33.73	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Supplies	109078	09/08/2016	20.09	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Jig Blade	109165	09/09/2016	11.69	
100-525211-344 POLICE - JANITOR SUPPLIE	BAYCOM INC	Baycom - Supplies	004182	09/01/2016	338.00	
Total 100525211344:					403.51	
100525211347						
100-525211-347 POLICE - FIREARM SUPP/R	MENARDS	Menards Acct 32120263	16580	09/23/2016	129.25	
100-525211-347 POLICE - FIREARM SUPP/R	MENARDS	Menards Acct 32120263	16802	09/26/2016	52.28	
Total 100525211347:					181.53	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	LANGUAGE LINE SERVICES, IN	OVER-THE -PHONE INTERPRETATION	3907335	08/31/2016	29.77	
Total 100525211381:					29.77	
100525211384						
100-525211-384 POLICE - CRIME PREVENTI	FOREMOST PROMOTIONS	Traffic Safety Coloring/Activity Book	360978	09/19/2016	240.30	
Total 100525211384:					240.30	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	REINEMANS, INC.	Fire Dept Supplies	110236	09/26/2016	23.83	
Total 100525220157:					23.83	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	LARK UNIFORM OUTFITTERS	Lark Uniform - Fire Dept	229050	09/16/2016	386.05	
100-525220-159 FIRE - CLOTHING ALLOWA	LARK UNIFORM OUTFITTERS	Lark Uniform - Fire Dept	230157	10/05/2016	215.70	
100-525220-159 FIRE - CLOTHING ALLOWA	HOOK-FAST SPECIALTIES, INC	Collar Pins, Uniform Tags, Badge	7025136	10/06/2016	205.69	
Total 100525220159:					807.44	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	RENNERT'S FIRE EQUIP SERV,	Equipment service test	35820	09/23/2016	1,343.48	
Total 100525220242:					1,343.48	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	BENDLIN FIRE EQUIP. CO., INC.	Bendlin - Fire Dept.	93652	09/19/2016	363.00	
100-525220-244 FIRE - REPAIR MAINT EQUI	BENDLIN FIRE EQUIP. CO., INC.	Bendlin - Fire Dept.	93799	10/06/2016	219.00	
100-525220-244 FIRE - REPAIR MAINT EQUI	JEFFERSON FIRE & SAFETY	Groves 3 Tier Hose Cart	230550	09/30/2016	2,215.69	
100-525220-244 FIRE - REPAIR MAINT EQUI	MENARDS	Acct # 32120264 - Fire House Supplies (split)	16951	10/11/2016	35.97	
Total 100525220244:					2,833.66	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	GRAINGER	Exhaust Fan	9239626592	09/29/2016	296.90	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Menards Acct 32120266	15839	09/13/2016	56.43	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	16569	09/23/2016	57.28	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	17294	10/03/2016	234.92	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Credit	17369	10/04/2016	46.41-	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	17371	10/04/2016	53.88	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	tape	110286	09/27/2016	19.21	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	carpet knife	111180	10/10/2016	15.55	
100-525220-248 FIRE - REPAIR MAINT BLDG	UCC, INC	UCC FIRE DEPT REPAIRS	21484	09/29/2016	396.00	
100-525220-248 FIRE - REPAIR MAINT BLDG	BURLINGTON GLASS, INC.	Plex to fit into slot on shelf	168889	09/23/2016	10.00	
100-525220-248 FIRE - REPAIR MAINT BLDG	GEARGRID CORPORATION	LKR-24Wx72HX20D	0013196-IN	09/23/2016	928.00	
Total 100525220248:					2,021.76	
100525220293						
100-525220-293 FIRE - FIRE PREVENTION	THE FIREFIGHTER'S DAUGHTE	Junior Firefighter Badge Stickers	1898	09/21/2016	299.00	
Total 100525220293:					299.00	
100525220295						
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	1855193	09/23/2016	323.52	
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	1856249	09/28/2016	21.53	
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	credit	RGA0341140	09/28/2015	147.20-	
Total 100525220295:					197.85	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1121902	09/28/2016	52.99	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm control panel review Oak Park	5498	09/26/2016	4,822.50	
Total 100525220298:					4,875.49	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	BNDR	662876	09/28/2016	13.40	
100-525220-310 FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	669932	10/07/2016	13.17	
Total 100525220310:					26.57	
100525220389						
100-525220-389 FIRE - PROTECTIVE CLOTH	MENARDS	Acct # 32120264 - Fire House Supplies (split)	16951	10/11/2016	2.99	
Total 100525220389:					2.99	
100525231310						
100-525231-310 BLDG INSP - OPERATING S	COMPLETE OFFICE OF WISCO	Office Supplies	669931	10/07/2016	10.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525231310:					10.00	
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1121911	09/28/2016	64.96	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1124416	10/05/2016	129.63	
100-535321-159 STREETS - CLOTHING ALL	HUMPHREY SERVICE & PARTS,	Gloves	1124223	09/23/2016	53.76	
Total 100535321159:					248.35	
100535321242						
100-535321-242 STREETS - REP MAINT VE	BADGER TRUCK CENTER, INC.	BADGER TRUCK CENTER UNIT 503	681076	09/26/2016	203.13	
100-535321-242 STREETS - REP MAINT VE	BADGER TRUCK CENTER, INC.	BADGER TRUCK CENTER UNIT 503	681188	09/27/2016	14.62	
100-535321-242 STREETS - REP MAINT VE	LOIS TIRE SHOP,INC.	LOIS TIRE - Unit 110	391499	09/27/2016	24.00	
100-535321-242 STREETS - REP MAINT VE	KRIETE GROUP	Racine Truck Sales- Unit 520 parts	334751	09/20/2016	1,288.82	
Total 100535321242:					1,530.57	
100535321244						
100-535321-244 STREETS - REP MAINT EQ	REINEMANS, INC.	Supplies	109920	09/21/2016	13.93	
Total 100535321244:					13.93	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1124417	10/05/2016	10.93	
Total 100535321248:					10.93	
100535321251						
100-535321-251 STREETS - REP/MAINT CRA	REINEMANS, INC.	Sakrete concrete	110068	09/23/2016	12.94	
Total 100535321251:					12.94	
100535321298						
100-535321-298 STREETS - CONTRACT SER	OUTDOOR LIGHTING CONST IN	Repair - Milw & Buckley	7566	09/26/2016	1,102.41	
100-535321-298 STREETS - CONTRACT SER	JMB & ASSOCIATES, LLC	Service Call for Annual Calibration (split)	27698	09/23/2016	152.48	
Total 100535321298:					1,254.89	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4020335461	10/01/2016	20.76	
100-535321-310 STREETS - OFF SUPP/POS	COMPLETE OFFICE OF WISCO	CORRECTION FLUID	664920	09/30/2016	4.84	
Total 100535321310:					25.60	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01837000	09/30/2016	18.62	
100-535321-350 STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	Glove Nitrile Black XXL (split)	578573-2	09/23/2016	52.74	
100-535321-350 STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	Roll Towel (split)	579664	09/23/2016	105.77	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	Unit 503 - Parts	1124697	09/29/2016	287.30	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	4 Way Valve	1124788	09/30/2016	97.18	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	credit	1124807	09/30/2016	126.25-	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	chamber	1124812	09/30/2016	154.28	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	slim work lamp	1125010	10/04/2016	73.00	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	shop	1125161	10/04/2016	108.62	
100-535321-350 STREETS - REP MAINT SUP	LYNCH TRUCK CENTER	LYNCH TRUCK CENTER UNIT 53	2013721	09/28/2016	407.31	
100-535321-350 STREETS - REP MAINT SUP	MENARDS	culvert pipe	16476	09/22/2016	94.99	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321350:					1,273.56	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	MENARDS	Menards Acct 32120266	16790	09/26/2016	33.54	
100-535321-351 STREETS - MAINT CURB,G	MENARDS	Menards Acct 32120266	17405	10/05/2016	35.12	
100-535321-351 STREETS - MAINT CURB,G	REINEMANS, INC.	Supplies	109995	09/22/2016	18.06	
100-535321-351 STREETS - MAINT CURB,G	REINEMANS, INC.	Sakrete concrete	110715	10/04/2016	31.81	
100-535321-351 STREETS - MAINT CURB,G	REINEMANS, INC.	mortar mix	110938	10/06/2016	6.20	
100-535321-351 STREETS - MAINT CURB,G	KAPUR & ASSOCIATES, INC.	16.0112.01 Burlington 2016 Sidewalk Program	88697	09/23/2016	40.00	
Total 100535321351:					164.73	
100535321352						
100-535321-352 STREETS - REP MAINT STO	ASPHALT CONTRACTORS, INC	Asphalt Contractors - E-1 12.5mm	2016466	09/29/2016	47.60	
100-535321-352 STREETS - REP MAINT STO	ASPHALT CONTRACTORS, INC	Asphalt Contractors - E-1 12.5mm	2016468	09/30/2016	22.10	
Total 100535321352:					69.70	
100545430298						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	739	10/01/2016	798.47	
Total 100545430298:					798.47	
100555532350						
100-555532-350 POOL	BJELAJAC, JOHN M	Community Pool II	15100-039D 6	09/30/2016	690.00	
Total 100555532350:					690.00	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1121911	09/28/2016	18.58	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1124416	10/05/2016	16.83	
Total 100555551159:					35.41	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1124417	10/05/2016	5.46	
Total 100555551248:					5.46	
100555551298						
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL DEVOR PARK	A-132914	08/19/2016	90.00	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-133114	09/28/2016	180.00	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL DEVOR PARK	A-133495	10/04/2016	24.00	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-133678	10/05/2016	90.00	
100-555551-298 PARKS - OUTSIDE SERVICE	CRETEX MATERIALS INC	Cretex Materials: Cretex Screen	157102	09/24/2016	282.97	
100-555551-298 PARKS - OUTSIDE SERVICE	JMB & ASSOCIATES, LLC	Service Call for Annual Calibration (split)	27698	09/23/2016	76.25	
Total 100555551298:					743.22	
100555551310						
100-555551-310 PARKS - OFFICE SUPP, PO	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4020335461	10/01/2016	10.39	
100-555551-310 PARKS - OFFICE SUPP, PO	COMPLETE OFFICE OF WISCO	CORRECTION FLUID	664918	09/30/2016	4.84	
Total 100555551310:					15.23	
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01837000	09/30/2016	9.31	
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	Glove Nitrile Black XXL (split)	578573-2	09/23/2016	52.75	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	Roll Towel (split)	579664	09/23/2016	105.77	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	17258	10/03/2016	1.36	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	manifold	110457	09/29/2016	30.58	
100-555551-350 PARKS - REPAIR/MTCE SUP	FAIRCHILD EQUIPMENT	Nylon Slings	J60900	09/27/2016	103.57	
Total 100555551350:					303.34	
100555561298						
100-555561-298 FORESTRY-CONTRACT SE	ARBOR FOREST PRODUCTS &	TOP SOIL	2550	09/27/2016	180.00	
Total 100555561298:					180.00	
100565641298						
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	16.0113.01 2016_Burlington_General	88698	09/23/2016	2,893.00	
Total 100565641298:					2,893.00	
100575710297						
100-575710-297 GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	89775	09/23/2016	8,473.46	
100-575710-297 GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	90635	09/29/2016	108.00	
Total 100575710297:					8,581.46	
100575710298						
100-575710-298 GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	89775	09/23/2016	29,729.24	
100-575710-298 GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	90635	09/29/2016	371.00	
Total 100575710298:					30,100.24	
100575710299						
100-575710-299 GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	15.0107.01 Burlington Landfill 2015-2016	88665	09/22/2016	2,016.00	
Total 100575710299:					2,016.00	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	REESMAN'S SERVICE CORP	Landscape Maintenance	20160155	09/27/2016	210.00	
251-555511-247 REPAIR,MAINTENANCE BUI	MENARDS	maintenance repair	15111	09/27/2016	6.48	
251-555511-247 REPAIR,MAINTENANCE BUI	REINEMANS, INC.	building supplies	109688	09/27/2016	72.50	
Total 251555511247:					288.98	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	5949526	09/27/2016	357.87	
251-555511-310 OFFICE SUPPLIES, POSTA	LAKESHORE LIBRARY SYSTEM	CASE OF RECEIPT PRINTER ROLLS	1743	09/27/2016	54.00	
251-555511-310 OFFICE SUPPLIES, POSTA	LAKESHORE LIBRARY SYSTEM	Library Bags	1743C	09/27/2016	309.00	
251-555511-310 OFFICE SUPPLIES, POSTA	MENARDS	Clorox disinfectant wipes	15991	09/27/2016	21.96	
251-555511-310 OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	PETTY CASH LIBRARY MATERIALS	092716PC2	09/27/2016	25.26	
251-555511-310 OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	PETTY CASH LIBRARY POSTAGE	092716PCI	09/27/2016	59.48	
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	LIBRARY SUPPLIES	082316	09/27/2016	39.10	
251-555511-310 OFFICE SUPPLIES, POSTA	BALDWIN COOKE	Baldwin Cooke - calendars	5393914	09/27/2016	164.34	
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	Koala Kare Supplies	0916AMAZ2	09/27/2016	40.38	
Total 251555511310:					1,071.39	
251555511312						
251-555511-312 COMPUTER SUPPLIES	LAKESHORE LIBRARY SYSTEM	Refurbished Router	1743B	09/27/2016	129.99	
251-555511-312 COMPUTER SUPPLIES	LAKESHORE LIBRARY SYSTEM	Tech Mileage and Fees	1746	09/27/2016	885.46	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511312:					1,015.45	
251555511318						
251-555511-318 AUTOMATION	LAKESHORE LIBRARY SYSTEM	7 Computers & Desktop	1716	09/27/2016	3,870.00	
Total 251555511318:					3,870.00	
251555511327						
251-555511-327 MATERIALS	BAKER & TAYLOR	Childrens Materials	2032263947	09/27/2016	749.50	
251-555511-327 MATERIALS	BAKER & TAYLOR	Adult Material	2032273755	09/27/2016	1,416.28	
251-555511-327 MATERIALS	BAKER & TAYLOR CONT. SERV	reference materials	5014256828	09/27/2016	29.70	
251-555511-327 MATERIALS	BAKER & TAYLOR CONT. SERV	ADULT MATERIALS	5014265424	09/27/2016	144.70	
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1400165	09/27/2016	306.24	
251-555511-327 MATERIALS	THE H W WILSON COMPANY IN	REFERENCE MATERIALS	340085	09/27/2016	188.00	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	Childrens Materials	0916AMAZ1	09/27/2016	167.25	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	Adult Materials	0916AMAZ5	09/27/2016	106.92	
251-555511-327 MATERIALS	SCHOLASTIC LIBRARY PUBLIS	SCHOLASTIC LIBRARY CHILDRENS MATERIALS	11468973	09/27/2016	152.10	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	audiobooks	94302677	09/27/2016	109.97	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	DVD's	94326766	09/27/2016	943.58	
251-555511-327 MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	0916TOH	09/27/2016	34.66	
251-555511-327 MATERIALS	MIDAMERICA BOOKS	Childrens Materials	391495	09/27/2016	94.75	
251-555511-327 MATERIALS	WT COX SUBSCRIPTIONS	WT Cox Magazine Subscriptions	091916WTC	09/27/2016	28.56	
Total 251555511327:					4,472.21	
452565639399						
452-565639-399 Planning Expenditures	KAPUR & ASSOCIATES, INC.	14.0081.01 Utility Planning & Design for TIF #5	88694	09/28/2016	760.00	
Total 452565639399:					760.00	
462565641298						
462-565641-298 Contract Services	KAPUR & ASSOCIATES, INC.	16.0078.01 Burlington MS4	88696	09/23/2016	11,049.00	
Total 462565641298:					11,049.00	
465515132802						
465-515132-802 ADMIN CAPITAL OUTLAY C	DIGICORP	RC814S PLUS 36 MONTHS OF SUPPORT	315150	09/30/2016	15,564.00	
Total 465515132802:					15,564.00	
621181000						
621-181000 CONSTRUCTION IN PROGRESS	K&M WELDING AND FABRICATI	removal of tank from GM chassis	1106	09/19/2016	2,205.00	
Total 621181000:					2,205.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1121913	09/28/2016	71.35	
Total 621575740159:					71.35	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1121913	09/28/2016	13.78	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1121914	09/28/2016	117.93	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ELKHORN CHEMICAL & PACKA	Janitor Supplies	579610	09/23/2016	849.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	BUMPER TO BUMPER WWTP	1-312986	09/22/2016	11.38	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	credit	304558	04/23/2016	.03-	
621-575740-244 REPAIRS,MAINT EQUIPMEN	VULCAN INDUSTRIES, INC	VULCAN WWTP SUPPLIES	16407-13643	09/22/2016	340.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740244:					1,332.06	
621575740245						
621-575740-245 GROUND IMPROVEMENTS	REINDERS INC	Reinders- parts for 0-turn mower	1655716-00	09/19/2016	183.77	
Total 621575740245:					183.77	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1121913	09/28/2016	4.71	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1121914	09/28/2016	83.50	
Total 621575740249:					88.21	
621575740253						
621-575740-253 PHOSPHATE REMOVAL	KEMIRA WATER SOLUTIONS	KEMIRA WWTP PIX-201 BULK	9017516814	09/23/2016	1,842.15	
Total 621575740253:					1,842.15	
621575740298						
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	160550.30 CMOM Program Assistance	0188254	09/22/2016	7,000.00	
621-575740-298 CONTRACT SERVICE	KAPUR & ASSOCIATES, INC.	16.0296.01 Pine Street Sanitary Sewer	88708	09/23/2016	3,309.00	
Total 621575740298:					10,309.00	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	ACME OFFICE EQUIPMENT CO,	OFFICE PRINTER HP 4350 (split)	093016A	09/30/2016	87.50	
Total 621575740310:					87.50	
621575740374						
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003828 Steffen, Nathan	145981852	09/19/2016	20.00	
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003826 Blink, Benjamin	146005274	09/20/2016	108.00	
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003828 Medrow, Jessie	146043959	09/21/2016	20.00	
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003826 Odea, Daniel T	146079799	09/22/2016	108.00	
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003826 Weithaus, Christopher	146083220	09/22/2016	108.00	
Total 621575740374:					364.00	
622503460000						
622-503460-000 METERS & LABOR	MIDWEST METER INC	Orion Data for RTR	0082075-IN	09/23/2016	150.03	
Total 622503460000:					150.03	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1121912	09/28/2016	28.72	
Total 622509030000:					28.72	
622509210000						
622-509210-000 OFFICE SUPPLY	REINEMANS, INC.	UPS Delivery	109937	09/21/2016	9.07	
622-509210-000 OFFICE SUPPLY	ACME OFFICE EQUIPMENT CO,	OFFICE PRINTER HP 4350 (split)	093016A	09/30/2016	87.50	
622-509210-000 OFFICE SUPPLY	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4020335461	10/01/2016	20.76	
Total 622509210000:					117.33	
622509250000						
622-509250-000 EDUCATION-SUPPLIES	AURORA HEALTH CARE	Acct #600003826 Harjes, Glenn	146007021	09/20/2016	108.00	
622-509250-000 EDUCATION-SUPPLIES	AURORA HEALTH CARE	Acct #600003826 Lois, Brian	146045570	09/21/2016	108.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622509250000:					216.00	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1124417	10/05/2016	10.93	
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01837000	09/30/2016	18.62	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Menards Acct 32120265 - shop supplies	16497	09/22/2016	95.23	
622-509350-000 GENERAL PLANT-SUPPLIE	JMB & ASSOCIATES, LLC	Service Call for Annual Calibration (split)	27698	09/23/2016	152.48	
Total 622509350000:					277.26	
623575740245						
623-575740-245 REPAIR,MAINTENANCE GR	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTING	89	10/01/2016	2,400.00	
623-575740-245 REPAIR,MAINTENANCE GR	GRANITE RIDGE LAWN AND LA	Landscaping	10226	09/14/2016	2,945.00	
Total 623575740245:					5,345.00	
623575740265						
623-575740-265 Airport Fly-In	BAISC	BAISC for May's Comm Liability - Annual	092116	09/21/2016	240.84	
Total 623575740265:					240.84	
623575740298						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	2016OCT	10/01/2016	183.00	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2016OCT	10/01/2016	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	2016OCT	10/01/2016	120.42	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	2016OCT	10/01/2016	55.00	
Total 623575740298:					394.39	
623575740310						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	kitchen/hangar supplies	2016OCT	10/01/2016	119.40	
Total 623575740310:					119.40	
Grand Totals:					151,545.68	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Employee Number	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	23-00 TRAVL REIM Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amount
100051173	SPENCER, JOSHUA JAMES	1,800.00	.00	.00	.00	.00	.00	1,800.00
Grand Totals:	1	1,800.00	.00	.00	.00	.00	.00	1,800.00

COMMON COUNCIL **ITEM NUMBER: 10**

DATE: October 18, 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:
Clunie, Michael
Cogdill, Jenny Lynn
Henning, Victoria Ann
Krause, Kourtnie
McDonough, Shannon
Stephens, Melissa
Tollers, Valerie
Bakke, Levi
Moffat, Justine
Erickson, Jesse

Upcoming Special Events:
Spooky City – Saturday, October 29, 2016
Light Up the Night – Friday, November 18, 2016

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

RECOMMENDATION:
Staff recommends that the Common Council approve the presented licenses.

TIMING/IMPLEMENTATION:
This item is scheduled for consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
None

COMMOM COUNCIL **ITEM NUMBER: 11**

DATE: October 18, 2016

SUBJECT: Appointments and Nominations

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Election Day Poll Worker Appointment:
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. 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 and 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:

- **Mary Jean Vevang – Term Expires 12/31/2017**
- **Marianne Groenland – Term Expires 12/31/2017**

BUDGET/FISCAL IMPACT:
N/A

TIMING/IMPLEMENTATION:
This item is scheduled for consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
None

COMMON COUNCIL **ITEM NUMBER: 12A**

DATE: October 18, 2016

SUBJECT: **Public Hearing** to hear comments and concerns regarding a rezone request for property located at 672 W. State Street.

SUBMITTED BY: Gregory Guidry, Building Inspector and Zoning Adminstrator

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BACKGROUND/HISTORY:
A Public Hearing has been scheduled to hear comments and concerns from the public regarding a rezone request from the Jeffery Erickson on behalf of Faith Chapel Evangelical Free Church for property located at 672 W. State Street. The applicant is requesting to rezone the property from B-1, Neighborhood Business District to I-1, Institutional District, for a lot consolidation and expansion of Faith Chapel Evangelical Free Church, located at 141 Westridge Avenue.

BUDGET/FISCAL IMPACT:
There are no financial implication with this Public Hearing.

RECOMMENDATION:
For Public comment only.

TIMING/IMPLEMENTATION:
This item is for Public Hearing at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
Public Hearing Notice

NOTICE OF PUBLIC HEARING
FOR AMENDING THE ZONING MAP

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the Common Council of the City of Burlington proposes to amend Chapter 315 of the Municipal Code, Zoning Map, as it pertains to:

Owner:	Spiegelhoff Development, LLC
Applicant:	Jeffery Erickson
Applicant Address:	141 Westridge Avenue
Location of Request:	**672 W. State Street**
Existing Zoning:	B-1, Neighborhood Business District
Proposed Zoning:	I-1, Institutional District
Proposed Use:	To be used for an expansion of Faith Chapel Evangelical Free Church

Legal Description:
THAT PART OF THE SOUTHWEST ¼ OF SECTION 31, TOWNSHIP 3 NORTH, RANGE 19 EAST, BOUNDED AS FOLLOWS: BEGINNING IN CENTER OF SAID SECTION 31 SAID POINT MARKS PLACE OF BEGINNING OF PARCEL OF LAND HEREINAFTER DESCRIBED; RUN THENCE NORTH 87° 58' WEST ALONG EAST AND WEST ½ SECTION LINE 125.00 FEET TO CONCRETE MONUMENT; THENCE SOUTH 1° 44' WEST 957.13 FEET TO CROSS CUT IN PAVEMENT IN CENTER OF STATE TRUNK HIGHWAY 36; THENCE NORTH 81° 18' EAST ALONG CENTER LINE OF SAID HIGHWAY 127.10 FEET TO CROSS CUT IN PAVEMENT; THENCE NORTH 1° 44' EAST ALONG NORTH AND SOUTH ½ SECTION LINE 933.46 FEET TO THE PLACE OF BEGINNING. EXCEPTING THEREFROM DEED RECORDED IN VOLUME 1710 OF RECORDS, PAGE 78, DOCUMENT NO. 1145051. SAID LAND BEING IN THE CITY OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN.

NOTICE IS FURTHER GIVEN that a Public Hearing on the above matter will be held by the Common Council in the City Council Chambers, in the City of Burlington located at 224 E. Jefferson Street on:

TUESDAY, OCTOBER 18, 2016 DURING THE MEETING OF THE COMMON COUNCIL SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER

To hear any persons objecting to, or in support thereof, on the above mentioned matter.

CITY OF BURLINGTON

Dated at Burlington, Wisconsin, this 26th day of September, 2016.

Diahnn Halbach, City Clerk

Published in the Burlington Standard Press
September 29th and October 6th, 2016

COMMON COUNCIL **ITEM NUMBER: 13A**

DATE: October 18, 2016

SUBJECT: **RESOLUTION 4806(25)** Adopting a 5 Year Financial Management Plan

SUBMITTED BY: Carina Walters, City Administrator
Steve DeQuaker, Budget Officer/Treasurer

BACKGROUND/HISTORY:
During the 2016 Budget Workshops, staff and council discussed the need for a Financial Management Plan (FMP) for the City. The financial plan needed to address several areas: TIF 3/ER TIF 1 close and the monetary effects on the City, resolving infrastructure and other fund deficiencies as noted in the annual audit, Water and Sewer Rate plans to address capital and infrastructure needs, General Fund Equipment and Capital funding needs, Expenditure restraint, borrowing and levy limit challenges for operational funding needs. Staff was directed to engage Ehlers, Inc. to create this fluid document.

On August, 30, 2016, staff and council attended a FMP workshop conducted by Jim Mann and Jon Cameron of Ehlers, Inc. to review recommendations moving forward and addressing the concerns of the council. Jim Mann and Jon Cameron Ehlers, Inc. will be making a presentation to the council to recap the workshop discussions and answer questions that may arise.

BUDGET/FISCAL IMPACT:
The FMP attached will affect borrowing, debt service, utility rates, capital improvements for 5 years and a plan moving forward for continued borrowing to meet the needs of the current known capital plan. A utility rate adjustment plan is also included with the idea of raising sewer rates about 3% every other year and then every opposite year raising water rates through simplified rate case filings with the PSC. Initial larger increase and full rate case analysis will be needed to get rates increased to cover current debt load. 2 TIF closures beginning in 2017 will affect the 2019 budget year with a one-time cash infusion of excess increment (should an excess exist) along with a first year bump up in the levy limit due to the TIF closures.

RECOMMENDATION:
Staff recommends adopting this Financial Management Plan with an annual review as part of the overall City Budget Process.

TIMING/IMPLEMENTATION:
This item was discussed at the October 4, 2016 Committee of the Whole meeting and is scheduled for final consideration at tonight's Common Council meeting.

ATTACHMENTS:
Financial Management Plan.

Resolution No. 4806(25)
Introduced by: Committee of the Whole

A RESOLUTION ADOPTING A 5 YEAR FINANCIAL MANAGEMENT PLAN

WHEREAS, in October, 2015 the Common Council and staff during 2016 budget discussions determined a need for a Financial Management Plan; and,

WHEREAS, staff was directed to engage Ehlers, Inc., the City's Municipal Advisors, to develop a 5 Year Financial Management Plan covering General Fund, Capital, Equipment, Infrastructure Funds, TIF funds Utility Rates and Utility Capital; and,

WHEREAS, Ehlers, Inc. did develop this plan and present the information to the Common Council members and staff on August 30, 2016; and,

WHEREAS, additional suggestions were brainstormed and evaluated by the group; and,

WHEREAS, the financial planning session led to the development of strategies that will guide city officials on the development of future municipal budgets focusing on the services that promote the present quality of life for residents and enterprise in the City of Burlington and revenue limitations mandated by the State of Wisconsin and effective use of TIF close funding and Levy Limit changes.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the City of Burlington 5 Year Financial Management Plan as described in the presentation documentation from August 20, 2016 and October 4, 2016, facilitated and compiled by James Mann and Jon Cameron of Ehlers, Inc. and attached hereto is hereby adopted; and,

BE IT FURTHER RESOLVED by the Common Council of the City of Burlington that the City of Burlington 5 Year Financial Management Plan be reported by the City Administrator and Treasurer during annual budget workshops, with plan updates and data provided by Ehlers Inc.

Introduced: October 4, 2016
Adopted:

_____
Jeannie Hefty, Mayor

Attest:

_____
Diahnn C. Halbach, City Clerk

Final Report: Financial Management Plan

September 30, 2016

Section 1 – Background

The City of Burlington being cognizant of the near future closing of Tax Increment District (TID) Number Three, which comprises approximately 24% of the equalized value of the City. With the projected closure of the TID prior to May 15, 2018 the City's levy authority will be impacted in 2019. To provide some future guidance and assist in developing a plan for the impact of the TID closure, the City of Burlington retained Ehlers to develop a Financial Management Plan to guide future budgeting and financing decisions. The report focuses on the City's General Fund, Debt Service Fund, Water Utility, and Sewer Utility. This plan has accomplished several objectives including examining existing financial strengths and weaknesses, identifying the potential financial impact to taxpayers to fund operational and capital needs, and establishing financial guidelines related to debt management.

This document summarizes the results of the City's Financial Management Plan. The spreadsheet model developed as part of the process is intended to be used as an analytical framework for making future decisions with respect to annual budgets, service levels, and capital expenditures. Because conditions can change rapidly, and assumptions may or may not be borne out over time, it is recommended that this plan be updated annually as part of the annual budget process, or at other key times prior to making long-term financing commitments.

Section 2 – Process

Ehlers met with staff on several occasions to discuss the formulation of the plan that was presented to the Common Council Committee of the Whole (COW) on August 30, 2016. The results of the staff meetings and presentation to the Common Council COW are the drivers of the content of this plan.

Section 3 – Current Financial Position of the City

3.1 General Obligation (G.O.) Debt Schedule

G.O. debt is secured by the "full faith and credit" of the issuer, meaning the City has an irrevocable duty to levy annually a property tax in an amount sufficient to ensure timely repayment of the debt. While the debt is ultimately secured by the ability to levy a property tax, the City can abate portions of the levy if other sources of revenue are available for debt payments. **Table 1** provides a schedule of existing City G.O. debt. **Table 2** summarizes this debt, and identifies sources of revenue other than the tax levy used to make debt payments in order to determine the actual annual levy requirement and associated tax rate impact. The Wisconsin State Constitution limits the amount of G.O. debt principal that a municipality may have outstanding to 5% of its equalized value. The City's equalized value as of January 1, 2016 is $858,346,500 (including TIDs) with a corresponding debt principal limit of $41,382,345. The City's outstanding debt principal as of December 31, 2016 will be$25,725,000 which is 61.1% of the limit.

Table 1: Existing General Obligation Debt

	Refunding Bonds			Refunding Bonds		Refunding Bonds Series 2011A		Street Improvement Bonds Series 2012A		Taxable GO Refunding Bonds Series 2012B		GO Refunding Bonds Series 2014A		GO Refunding Bonds Series 2015A		Taxable GO Promissory Notes Series 2015B			GO Bank Note - Fox River Bank 2016						
Dated	9/20/2007			5/12/2010		11/15/2011		5/23/2012		6/12/2012		6/10/2014		5/13/2015		5/13/2015			2/1/2016						
Amount	$1,500,000			$4,290,000		$9,120,000		$3,155,000		$1,460,000		$6,200,000		$4,215,000		$4,500,000			$300,000						
Maturity	4/1			5/1		4/1		4/1		4/1		5/1		4/1		4/1			4/1						
Fiscal Year Ending	Principal		Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal		Interest	Principal	Interest	Total Principal	Total Interest	Principal & Interest	Principal Outstanding	Principal %Paid	Year
2016			63,975	680,000	8,075	875,000	116,609	50,000	75,335	145,000	13,376	480,000	117,875	1,400,000	77,300			69,829		1,988	3,630,000	544,361	4,174,361	22,095,000	20.59%	2016
2017	100,000	4.375%	61,788			905,000	97,131	50,000	74,335	145,000	11,709	485,000	114,978	1,405,000	42,250	700,000	0.70%	67,378		6,844	3,790,000	476,412	4,266,412	18,305,000	34.21%	2017
2018	110,000	4.100%	57,345			940,000	75,200	50,000	73,335	150,000	9,679	245,000	112,055	1,410,000	14,100	715,000	1.10%	60,995	60,000	6,463	3,680,000	409,170	4,089,170	14,625,000	47.44%	2018
2019	120,000	4.150%	52,600			970,000	48,900	155,000	71,185	145,000	7,946	245,000	109,299			735,000	1.40%	51,918	60,000	5,550	2,440,000	346,698	2,786,698	12,185,000	56.21%	2019
2020	130,000	4.200%	47,380			1,145,000	17,175	170,000	67,535	155,000	4,364	255,000	106,855			755,000	1.70%	40,355	60,000	4,346	2,670,000	287,300	2,957,300	9,515,000	65.60%	2020
2021	140,000	4.250%	41,675					120,000	64,785	55,000	2,133	340,000	101,263			780,000	2.00%	26,138	60,000	2,811	1,495,000	238,594	1,733,594	8,020,000	71.18%	2021
2022	150,000	4.250%	35,513					125,000	62,029	60,000	750	360,000	94,743			815,000	2.25%	9,169	60,000	986	1,570,000	203,188	1,773,188	6,450,000	76.82%	2022
2023	160,000	4.250%	29,138					165,000	58,766			370,000	87,436								665,000	175,341	840,341	5,765,000	79.28%	2023
2024	150,000	4.300%	22,725					200,000	54,660			380,000	79,183								730,000	156,568	886,568	5,035,000	81.90%	2024
2025	150,000	4.300%	16,275					190,000	50,273			390,000	69,938								730,000	136,485	866,485	4,305,000	84.53%	2025
2026	150,000	4.350%	9,788					195,000	45,844			410,000	59,528								755,000	115,159	870,159	3,550,000	87.24%	2026
2027	150,000	4.350%	3,263					200,000	41,103			425,000	47,906								775,000	92,901	867,901	2,775,000	90.03%	2027
2028								205,000	36,039			435,000	35,356								640,000	71,394	711,394	2,135,000	92.93%	2028
2029								215,000	30,576			450,000	21,855								665,000	52,431	717,431	1,470,000	94.72%	2029
2030								220,000	24,758			465,000	7,440								685,000	32,198	717,198	785,000	97.18%	2030
2031								365,000	16,494												365,000	16,494	401,494	400,000	88.56%	2031
2032								400,000	5,600												400,000	5,600	405,600	0	100.00%	2032
2033																										
	1,500,000		505,438	1,275,000	30,175	5,680,000	489,372	3,155,000	929,285	1,000,000	64,000	6,200,000	1,284,533	4,215,000	171,332	4,500,000		352,546	300,000	28,987	27,825,000	3,855,667	31,680,667			

Table 2: Tax Rate Impact of Existing G.O. Debt

Fiscal Year	Debt Payments	TID #3	TID #5	ER TID #1	Sewer	Water	Misc. Adjustments	Net Debt Payments	Equalized Value	Tax Rate	Fiscal Year
2016	4,174,361	(3,449,655)	(69,828)	(145,419)	(61,918)	(39,398)	(1,701)	406,444	666,283,100	0.61	2016
2017	4,266,412	(2,815,659)	(767,378)	(144,326)	(61,678)	(39,248)		438,124	686,712,400	0.64	2017
2018	4,089,170	(2,439,300)	(775,995)	(272,358)	(61,338)	(34,060)		506,120	699,588,258	0.72	2018
2019	2,786,698	(1,018,900)	(786,918)	(264,333)	(60,888)	(38,804)		616,857	881,872,337	0.70	2019
2020	2,957,300	(1,162,175)	(795,355)	(265,720)	(60,338)	(38,460)		635,253	898,407,444	0.71	2020
2021	1,733,594		(806,138)	(167,653)	(79,528)	(52,933)		627,344	915,252,583	0.69	2021
2022	1,773,188		(824,169)	(170,265)	(83,400)	(57,165)		638,190	932,413,569	0.68	2022
2023	860,341			(172,513)	(87,048)	(56,265)		544,516	991,896,324	0.55	2023
2024	886,568			(174,375)	(85,508)	(55,275)		571,410	1,010,494,380	0.57	2024
2025	866,485			(175,833)	(83,828)	(59,133)		547,693	1,029,441,149	0.53	2025
2026	870,159			(176,865)	(91,873)	(57,833)		543,589	1,048,743,171	0.52	2026
2027	867,301			(172,564)	(94,581)	(61,374)		538,783	1,068,407,105	0.50	2027
2028	711,394			(172,955)	(97,020)	(59,765)		381,654	1,088,439,738	0.35	2028
2029	717,431			(172,998)	(94,275)	(63,010)		387,149	1,108,847,984	0.35	2029
2030	717,198			(172,720)	(91,440)	(66,040)		386,998	1,129,638,883	0.34	2030
2031	401,494							401,494	1,150,819,612	0.35	2031
2032	405,600							405,600	1,172,397,480	0.35	2032
2033								0	1,194,379,933	0.00	2033
2034								0	1,216,774,557	0.00	2034
2035								0	1,239,589,079	0.00	2035
2036								0	1,262,831,375	0.00	2036
	29,084,693	(10,885,689)	(4,825,779)	(2,820,894)	(1,194,656)	(778,760)	(1,701)	8,577,215			

Equalized Value based on average 0.88% plus 1.00% inflationary growth

Section 4 – Financial Plan Data Tables

4.1 General Fund Operating Projections

Projections were developed for the City's General Fund. A separate **Appendix A** contains line item level detail for the projections. **Table 3** summarizes the assumptions used for forecasting annual increases or decreases within major revenue categories. **Table 4** provides the same information as it relates to major expenditure categories.

Table 3: Revenue Forecast Assumptions

Revenues	Assumptions
Tax Levy	• Increasing based on projected Levy Limit calculations, including increases in net new construction and TID closures
Intergovernmental Aids	• No increase in State Shared Revenues. • No increase in Transportation Aids. • Library Aid from County increasing 2% per year.
Licenses and Permits	• Increasing 2% per annum.
Fines and Penalties	• Increasing 2% per annum.
Public Charges for Services	• Increasing 2% per annum.
Transfers	• No increase. • No surplus funds applied.

Table 4: Expenditure Forecast Assumptions

Expenditures	Assumptions
Salaries & Wages	Increase 1.50% per year.
Health Insurance	Health insurance premiums increase 5% annually.
Supplies and Contractual Items	Increase 1% per year.
Equipment Replacement Fund	Increase funding from $400,000 to $600,000 annually

4.2 Capital Improvements Financing Plan Scenarios

The City produced a Capital Improvement Plan (CIP) that identified total project costs of $11,468,000 from 2016 – 2020, including utility projects. This list reflects project costs associated with the City's capital initiatives. Over the course of the staff discussions, the construction of a aquatic facility was reviewed separately.

Table 5, below, summarizes the proposed financing plan for the City's CIP projects, summarized into broad categories. For planning purposes, projects are generally financed the year which the expenditure will occur. However, in 2017 it is anticipated that the City would issue Sewer Revenue Bonds that finance projects in both 2017 and 2018. Similarly, in 2018, the City would issue general obligation debt to finance projects for both 2018 and 2019. As the City proceeds towards implementation the timing and phasing of the projects should be revisited annually as part of the budgeting process.

Capital Plan	2016	2017		2018		2019	2020
		GO	Sewer REV	GO	Sewer REV		GO
General	0						
Police Department	0						
Fire Department	153,000						3,500,000
Public Works		1,280,000		850,000		520,000	510,000
Parks							
Miscellaneous							
Sewer			1,720,000		585,000		180,000
Water	1,400,000	270,000		335,000			165,000
Refunding 2007 GO Bonds							
Offsetting Funds	(153,000)						(1,000,000)
Capital Needs	1,400,000	1,550,000	2,305,000	1,705,000		520,000	3,355,000
Borrowing Costs	43,500	48,000	344,500	52,800			103,800
Funds Needed	1,443,500	1,598,000	2,649,500	1,757,800			3,458,800
Rounding	6,500	2,000	500	2,200			1,200
Total Borrowing	**1,450,000**	**1,600,000**	**2,650,000**	**1,760,000**			**3,460,000**

The estimated allocation of debt service for each of the proposed financings is shown in **Table 6.** Whenever general obligation debt is issued for utility purposes, the cost is anticipated to be offset by revenues of the particular utility. While this plan does not contemplate economic development initiatives, it is assumed that any said initiative would be part of a tax increment district and the costs offset by the revenues of the TID. For the purposes of the plan, we have attempted to use a predominantly level principal structure for debt amortization. As the City moves into the financing stage of projects, it is anticipated that a further evaluation of the amortization structure will occur.

Table 7 illustrates the impact of the construction of an approximate $5.0 M aquatic center that would be constructed in 2017. For the purposes of the analysis, a level payment structure was utilized

Table 8 provides a projection of the City's tax rate and tax levy requirement for debt service considering the existing debt structure of the City as well as the proposed new issues to finance all project costs within the CIP as shown in Table 5. The City's present equalized tax rate for debt service is $0.64/$1,000 of value. The maximum debt service tax rate is projected to be $1.50/$1,000 of equalized value.

As the developed plan only includes five years of capital projects, we have averaged the annual issuance, less utility and facility projects, and projected a continuation of an average level of borrowing. **Table 9** projects the continuation of annual projects on an averaged basis (approximately $790,000 borrowed annually indexed at 3%). The added impact of the annual borrowings maximizes the tax rate at $1.55/$1,000 of equalized value.

The chart included below is a projection of the City's G.O. debt limit including the proposed 2015 and 2017 G.O. Bonds. The City's G.O. debt limit is equal to 5% of the total equalized value of the community. Based upon the capital plan, not including the aquatic facility, the City will maintain a more than adequate reserve of borrowing capacity to address additional infrastructure or facility needs and any economic development initiatives in the future.

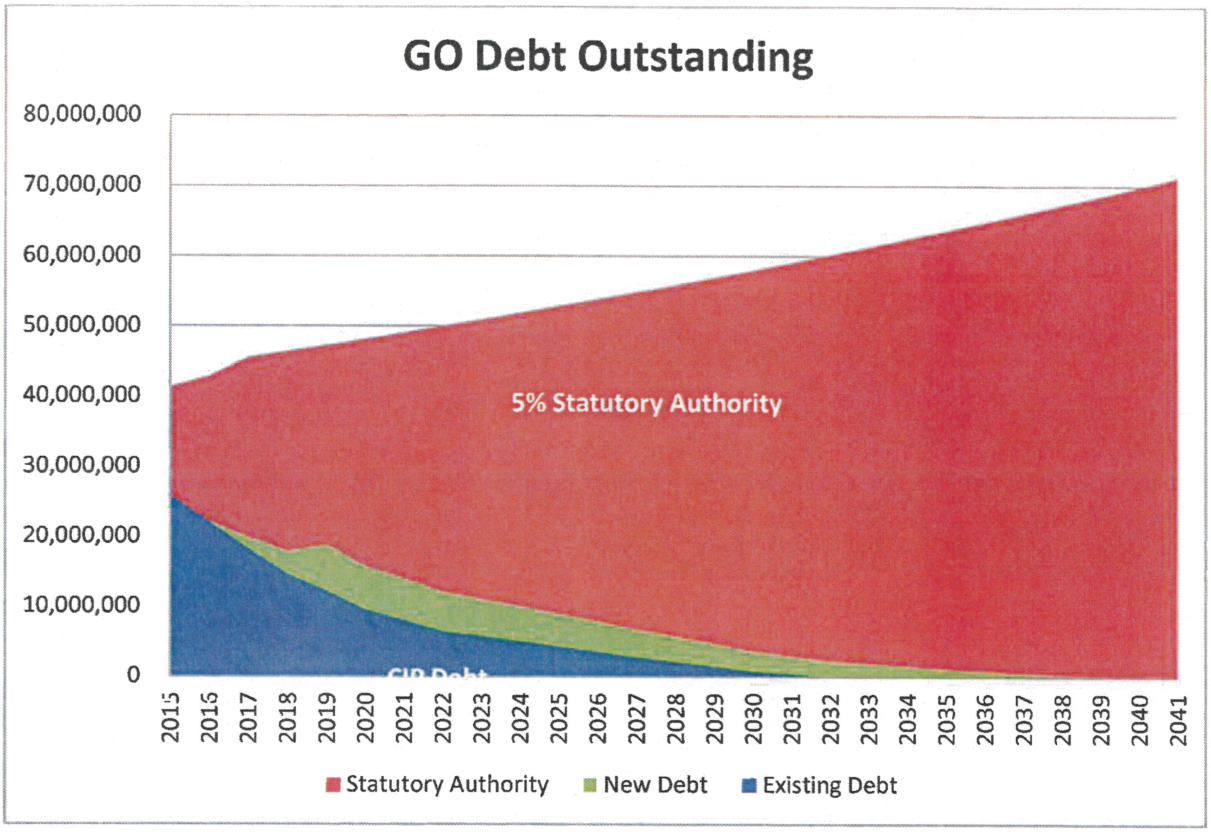
GO Debt Outstanding
80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0
5% Statutory Authority
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030
2031
2032
2033
2034
2035
2036
2037
2038
2039
2040
2041
Statutory Authority
New Debt
Existing Debt

Table 6.1: Allocation of 2017 Debt Issue

Table 6.1

Allocation of 2017 Issue - By Payment Authority

			Issue Size	Rounded	
			1,600,000		
General	1,280,000	82.58%	1,321,290	1,320,000	
Sewer	0	0.00%	0		
Water	270,000	17.42%	278,710	280,000	
				1,600,000	TRUE

Year	General Principal	General Rate	General Interest	Sewer Principal	Sewer Rate	Sewer Interest	Water Principal	Water Rate	Water Interest	Total Principal	Total Interest	Total
2017												
2018	50,000	3.25%	63,538		3.25%	0	25,000	3.25%	13,244	75,000	76,781	151,781
2019	75,000	3.25%	40,056		3.25%	0	25,000	3.25%	7,881	100,000	47,938	147,938
2020	125,000	3.25%	36,806		3.25%	0	25,000	3.25%	7,069	150,000	43,875	193,875
2021	50,000	3.25%	33,963		3.25%	0	25,000	3.25%	6,256	75,000	40,219	115,219
2022	45,000	3.25%	32,419		3.25%	0	30,000	3.25%	5,363	75,000	37,781	112,781
2023	45,000	3.25%	30,956		3.25%	0	30,000	3.25%	4,388	75,000	35,344	110,344
2024	45,000	3.25%	29,494		3.25%	0	30,000	3.25%	3,413	75,000	32,906	107,906
2025	45,000	3.25%	28,031		3.25%	0	30,000	3.25%	2,438	75,000	30,469	105,469
2026	45,000	3.25%	26,569		3.25%	0	30,000	3.25%	1,463	75,000	28,031	103,031
2027	45,000	3.25%	25,106		3.25%	0	30,000	3.25%	488	75,000	25,594	100,594
2028	75,000	3.25%	23,156		3.25%	0		3.25%	0	75,000	23,156	98,156
2029	75,000	3.25%	20,719		3.25%	0		3.25%	0	75,000	20,719	95,719
2030	75,000	3.25%	18,281		3.25%	0		3.25%	0	75,000	18,281	93,281
2031	75,000	3.25%	15,844		3.25%	0		3.25%	0	75,000	15,844	90,844
2032	75,000	3.25%	13,406		3.25%	0		3.25%	0	75,000	13,406	88,406
2033	75,000	3.25%	10,969		3.25%	0		3.25%	0	75,000	10,969	85,969
2034	75,000	3.25%	8,531		3.25%	0		3.25%	0	75,000	8,531	83,531
2035	75,000	3.25%	6,094		3.25%	0		3.25%	0	75,000	6,094	81,094
2036	75,000	3.25%	3,656		3.25%	0		3.25%	0	75,000	3,656	78,656
2037	75,000	3.25%	1,219	0	3.25%	0	0	3.25%	0	75,000	1,219	76,219
	1,320,000		468,813	0		0	280,000		52,000	1,600,000	520,813	2,120,813

Table 6.2: Allocation of 2018 Debt Issue

Table 6.2

Allocation of 2018 Issue - By Payment Authority

			Issue Size	Rounded	
			1,760,000		
General	1,370,000	80.35%	1,414,194	1,415,000	
Sewer	0	0.00%	0		
Water	335,000	19.65%	345,806	345,000	
				1,760,000	TRUE

Year	General Principal	General Rate	General Interest	Sewer Principal	Sewer Rate	Sewer Interest	Water Principal	Water Rate	Water Interest	Total Principal	Total Interest	Total
2018												
2019	50,000	3.75%	78,656		3.75%	0	25,000	3.75%	18,938	75,000	97,594	172,594
2020	120,000	3.75%	48,938		3.75%	0	30,000	3.75%	11,438	150,000	60,375	210,375
2021	45,000	3.75%	45,844		3.75%	0	30,000	3.75%	10,313	75,000	56,156	131,156
2022	45,000	3.75%	44,156		3.75%	0	30,000	3.75%	9,188	75,000	53,344	128,344
2023	45,000	3.75%	42,469		3.75%	0	30,000	3.75%	8,063	75,000	50,531	125,531
2024	45,000	3.75%	40,781		3.75%	0	30,000	3.75%	6,938	75,000	47,719	122,719
2025	45,000	3.75%	39,094		3.75%	0	30,000	3.75%	5,813	75,000	44,906	119,906
2026	45,000	3.75%	37,406		3.75%	0	30,000	3.75%	4,688	75,000	42,094	117,094
2027	45,000	3.75%	35,719		3.75%	0	30,000	3.75%	3,563	75,000	39,281	114,281
2028	55,000	3.75%	33,844		3.75%	0	30,000	3.75%	2,438	85,000	36,281	121,281
2029	75,000	3.75%	31,406		3.75%	0	25,000	3.75%	1,406	100,000	32,813	132,813
2030	75,000	3.75%	28,594		3.75%	0	25,000	3.75%	469	100,000	29,063	129,063
2031	75,000	3.75%	25,781		3.75%	0		3.75%	0	75,000	25,781	100,781
2032	75,000	3.75%	22,969		3.75%	0		3.75%	0	75,000	22,969	97,969
2033	75,000	3.75%	20,156		3.75%	0		3.75%	0	75,000	20,156	95,156
2034	100,000	3.75%	16,875		3.75%	0		3.75%	0	100,000	16,875	116,875
2035	100,000	3.75%	13,125		3.75%	0		3.75%	0	100,000	13,125	113,125
2036	100,000	3.75%	9,375		3.75%	0		3.75%	0	100,000	9,375	109,375
2037	100,000	3.75%	5,625		3.75%	0		3.75%	0	100,000	5,625	105,625
2038	100,000	3.75%	1,875	0	3.75%	0	0	3.75%	0	100,000	1,875	101,875
	1,415,000		622,688	0		0	345,000		83,250	1,760,000	705,938	2,465,938

Table 6.3: Allocation of 2020 Debt Issue

Table 6.3

Allocation of 2018 Issue - By Payment Authority

			Issue Size	Rounded	
			3,460,000		
General	3,010,000	89.72%	3,104,203	3,105,000	
Sewer	180,000	5.37%	185,633	185,000	
Water	165,000	4.92%	170,164	170,000	
				3,460,000	TRUE

Year	General Principal	General Rate	General Interest	Sewer Principal	Sewer Rate	Sewer Interest	Water Principal	Water Rate	Water Interest	Total Principal	Total Interest	Total
2020												
2021	130,000	4.25%	195,181	15,000	4.25%	11,475	15,000	4.25%	10,519	160,000	217,175	377,175
2022	145,000	4.25%	123,356	15,000	4.25%	6,906	15,000	4.25%	6,269	175,000	136,531	311,531
2023	145,000	4.25%	117,194	15,000	4.25%	6,269	15,000	4.25%	5,631	175,000	129,094	304,094
2024	140,000	4.25%	111,138	20,000	4.25%	5,525	15,000	4.25%	4,994	175,000	121,656	296,656
2025	140,000	4.25%	105,188	20,000	4.25%	4,675	15,000	4.25%	4,356	175,000	114,219	289,219
2026	140,000	4.25%	99,238	20,000	4.25%	3,825	15,000	4.25%	3,719	175,000	106,781	281,781
2027	160,000	4.25%	92,863	20,000	4.25%	2,975	20,000	4.25%	2,975	200,000	98,813	298,813
2028	160,000	4.25%	86,063	20,000	4.25%	2,125	20,000	4.25%	2,125	200,000	90,313	290,313
2029	160,000	4.25%	79,263	20,000	4.25%	1,275	20,000	4.25%	1,275	200,000	81,813	281,813
2030	160,000	4.25%	72,463	20,000	4.25%	425	20,000	4.25%	425	200,000	73,313	273,313
2031	175,000	4.25%	65,344		4.25%	0		4.25%	0	175,000	65,344	240,344
2032	175,000	4.25%	57,906		4.25%	0		4.25%	0	175,000	57,906	232,906
2033	175,000	4.25%	50,469		4.25%	0		4.25%	0	175,000	50,469	225,469
2034	175,000	4.25%	43,031		4.25%	0		4.25%	0	175,000	43,031	218,031
2035	175,000	4.25%	35,594		4.25%	0		4.25%	0	175,000	35,594	210,594
2036	150,000	4.25%	28,688		4.25%	0		4.25%	0	150,000	28,688	178,688
2037	150,000	4.25%	22,313		4.25%	0		4.25%	0	150,000	22,313	172,313
2038	150,000	4.25%	15,938		4.25%	0		4.25%	0	150,000	15,938	165,938
2039	150,000	4.25%	9,563		4.25%	0		4.25%	0	150,000	9,563	159,563
2040	150,000	4.25%	3,188	0	4.25%	0	0	4.25%	0	150,000	3,188	153,188
	3,105,000		1,413,975	185,000		45,475	170,000		42,288	3,460,000	1,501,738	4,961,738

Table 7: Impact of Proposed $5.0 M Aquatic Facility

Table 7

Impact of $5.0 M Aquatic Facility

Fiscal Year	Existing Debt Payments	2017 GO Pool Bonds			Future Debt Issues	Sewer	Water	Misc. Adjustments	Net Debt Payments	Equalized Value	Tax Rate	Fiscal Year
2016	406,444								406,444	666,283,100	0.61	2016
2017	438,124								438,124	686,712,400	0.64	2017
2018	696,145	105,000	3.25%	242,044					1,043,189	699,588,258	1.49	2018
2019	1,014,207	190,000	3.25%	156,000					1,360,207	881,872,337	1.54	2019
2020	1,113,009	195,000	3.25%	149,744					1,457,753	898,407,444	1.62	2020
2021	1,374,456	200,000	3.25%	143,325					1,717,781	915,252,583	1.88	2021
2022	1,308,571	210,000	3.25%	136,663					1,655,233	932,413,569	1.78	2022
2023	1,198,835	215,000	3.25%	129,756					1,543,591	991,896,324	1.56	2023
2024	1,214,560	220,000	3.25%	122,688					1,557,248	1,010,494,380	1.54	2024
2025	1,174,568	230,000	3.25%	115,375					1,519,943	1,029,441,149	1.48	2025
2026	1,154,189	235,000	3.25%	107,819					1,497,008	1,048,743,171	1.43	2026
2027	1,162,470	245,000	3.25%	100,019					1,507,489	1,068,407,105	1.41	2027
2028	968,091	255,000	3.25%	91,894					1,314,985	1,088,439,738	1.21	2028
2029	966,449	260,000	3.25%	83,525					1,309,974	1,108,847,984	1.18	2029
2030	948,973	270,000	3.25%	74,913					1,293,885	1,129,638,883	1.15	2030
2031	833,463	280,000	3.25%	65,975					1,179,438	1,150,819,612	1.02	2031
2032	824,881	290,000	3.25%	56,713					1,171,594	1,172,397,480	1.00	2032
2033	406,594	300,000	3.25%	47,125					753,719	1,194,379,933	0.63	2033
2034	418,438	310,000	3.25%	37,213					765,650	1,216,774,557	0.63	2034
2035	404,813	320,000	3.25%	26,975					751,788	1,239,589,079	0.61	2035
2036	366,719	330,000	3.25%	16,413					713,131	1,262,831,375	0.56	2036
2037	354,156	340,000	3.25%	5,525					699,681	1,286,509,463	0.54	2037
2038	267,813								267,813	1,310,631,515	0.20	2038
2039	159,563								159,563	1,335,205,856	0.12	2039
2040	153,188								153,188	1,360,240,966	0.11	2040
2041	0								0	1,385,745,484	0.00	2041
	19,328,715	5,000,000		1,909,700		0	0	0	26,238,415			

Equalized Value based on average 0.88% plus

Pool Only Impact		
2018	347,044	0.50
2019	346,000	0.39
2020	344,744	0.38
2021	343,325	0.38
2022	346,663	0.37
2023	344,756	0.35
2024	342,688	0.34
2025	345,375	0.34
2026	342,819	0.33
2027	345,019	0.32
2028	346,894	0.32
2029	343,525	0.31
2030	344,913	0.31
2031	345,975	0.30
2032	346,713	0.30
2033	347,125	0.29
2034	347,213	0.29
2035	346,975	0.28
2036	346,413	0.27
2037	345,525	0.27
Average		0.33

Table 8: Tax Rate Projection for Capital Plan (2016-2020)

Table 8

Option 1

Fiscal Year	Existing Debt Payments	2017 GO Bonds			2018 GO Bonds			2020 GO Bonds			Future Debt Issues	Sewer	Water	Misc. Adjustments	Net Debt Payments	Equalized Value	Tax Rate	Fiscal Year
2016	406,444														406,444	666,283,100	0.61	2016
2017	438,124														438,124	686,712,400	0.64	2017
2018	506,120	75,000	3.25%	76,781								0	(38,244)		696,145	699,588,258	1.00	2018
2019	616,857	100,000	3.25%	47,938	75,000	3.75%	97,594					0	(76,819)		1,014,207	881,872,337	1.15	2019
2020	635,253	150,000	3.25%	43,875	150,000	3.75%	60,375					0	(73,506)		1,113,009	898,407,444	1.24	2020
2021	627,344	75,000	3.25%	40,219	75,000	3.75%	56,156	160,000	4.25%	217,175		(26,475)	(97,088)		1,374,456	915,252,583	1.50	2021
2022	638,190	75,000	3.25%	37,781	75,000	3.75%	53,344	175,000	4.25%	136,531		(21,906)	(95,819)		1,308,571	932,413,569	1.40	2022
2023	544,516	75,000	3.25%	35,344	75,000	3.75%	50,531	175,000	4.25%	129,094		(21,269)	(93,081)		1,198,835	991,896,324	1.21	2023
2024	571,410	75,000	3.25%	32,906	75,000	3.75%	47,719	175,000	4.25%	121,656		(25,525)	(90,344)		1,214,560	1,010,494,380	1.20	2024
2025	547,693	75,000	3.25%	30,469	75,000	3.75%	44,906	175,000	4.25%	114,219		(24,675)	(87,606)		1,174,568	1,029,441,149	1.14	2025
2026	543,589	75,000	3.25%	28,031	75,000	3.75%	42,094	175,000	4.25%	106,781		(23,825)	(84,869)		1,154,189	1,048,743,171	1.10	2026
2027	538,783	75,000	3.25%	25,594	75,000	3.75%	39,281	200,000	4.25%	98,813		(22,975)	(87,025)		1,162,470	1,068,407,105	1.09	2027
2028	381,654	75,000	3.25%	23,156	85,000	3.75%	36,281	200,000	4.25%	90,313		(22,125)	(54,563)		968,091	1,088,439,738	0.89	2028
2029	387,149	75,000	3.25%	20,719	100,000	3.75%	32,813	200,000	4.25%	81,813		(21,275)	(47,681)		966,449	1,108,847,984	0.87	2029
2030	386,998	75,000	3.25%	18,281	100,000	3.75%	29,063	200,000	4.25%	73,313		(20,425)	(45,894)		948,973	1,129,638,883	0.84	2030
2031	401,494	75,000	3.25%	15,844	75,000	3.75%	25,781	175,000	4.25%	65,344		0	0		833,463	1,150,819,612	0.72	2031
2032	405,600	75,000	3.25%	13,406	75,000	3.75%	22,969	175,000	4.25%	57,906		0	0		824,881	1,172,397,480	0.70	2032
2033		75,000	3.25%	10,969	75,000	3.75%	20,156	175,000	4.25%	50,469		0	0		406,594	1,194,379,933	0.34	2033
2034		75,000	3.25%	8,531	100,000	3.75%	16,875	175,000	4.25%	43,031		0	0		418,438	1,216,774,557	0.34	2034
2035		75,000	3.25%	6,094	100,000	3.75%	13,125	175,000	4.25%	35,594		0	0		404,813	1,239,589,079	0.33	2035
2036		75,000	3.25%	3,656	100,000	3.75%	9,375	150,000	4.25%	28,688		0	0		366,719	1,262,831,375	0.29	2036
2037		75,000	3.25%	1,219	100,000	3.75%	5,625	150,000	4.25%	22,313		0	0		354,156	1,286,509,463	0.28	2037
2038					100,000	3.75%	1,875	150,000	4.25%	15,938		0	0		267,813	1,310,631,515	0.20	2038
2039								150,000	4.25%	9,563		0			159,563	1,335,205,856	0.12	2039
2040								150,000	4.25%	3,188		0			153,188	1,360,240,966	0.11	2040
2041															0	1,385,745,484	0.00	2041
	8,577,215	1,275,000		352,219	1,535,000		547,969	3,460,000		1,501,738		(230,475)	(972,538)	0	19,328,715			

Equalized Value based on average 0.88% plus 1.00% inflationary growth

Table 9: Tax Rate Projection for Capital Plan (2016-2020 + Average Annual Debt Issuance thereafter)

Table 9

Option 1a

Fiscal Year	Existing Debt Payments	2017 GO Bonds			2018 GO Bonds			2020 GO Bonds			Future Debt Issues	Sewer	Water	Misc. Adjustments	Net Debt Payments	Equalized Value	Tax Rate	Fiscal Year
2016	406,444														406,444	666,283,100	0.61	2016
2017	438,124														438,124	686,712,400	0.64	2017
2018	506,120	75,000	3.25%	76,781								0	(38,244)		696,145	699,588,258	1.00	2018
2019	616,857	100,000	3.25%	47,938	75,000	3.75%	97,594					0	(76,819)		1,014,207	881,872,337	1.15	2019
2020	635,253	150,000	3.25%	43,875	150,000	3.75%	60,375					0	(73,506)		1,113,009	898,407,444	1.24	2020
2021	627,344	75,000	3.25%	40,219	75,000	3.75%	56,156	160,000	4.25%	217,175		(26,475)	(97,088)		1,374,456	915,252,583	1.50	2021
2022	638,190	75,000	3.25%	37,781	75,000	3.75%	53,344	175,000	4.25%	136,531	78,216	(21,906)	(95,819)		1,386,786	932,413,569	1.49	2022
2023	544,516	75,000	3.25%	35,344	75,000	3.75%	50,531	175,000	4.25%	129,094	158,293	(21,269)	(93,081)		1,357,128	991,896,324	1.37	2023
2024	571,410	75,000	3.25%	32,906	75,000	3.75%	47,719	175,000	4.25%	121,656	240,234	(25,525)	(90,344)		1,454,794	1,010,494,380	1.44	2024
2025	547,693	75,000	3.25%	30,469	75,000	3.75%	44,906	175,000	4.25%	114,219	324,036	(24,675)	(87,606)		1,498,604	1,029,441,149	1.46	2025
2026	543,589	75,000	3.25%	28,031	75,000	3.75%	42,094	175,000	4.25%	106,781	409,701	(23,825)	(84,869)		1,563,890	1,048,743,171	1.49	2026
2027	538,783	75,000	3.25%	25,594	75,000	3.75%	39,281	200,000	4.25%	98,813	497,228	(22,975)	(87,025)		1,659,698	1,068,407,105	1.55	2027
2028	381,654	75,000	3.25%	23,156	85,000	3.75%	36,281	200,000	4.25%	90,313	586,617	(22,125)	(54,563)		1,554,708	1,088,439,738	1.43	2028
2029	387,149	75,000	3.25%	20,719	100,000	3.75%	32,813	200,000	4.25%	81,813	677,869	(21,275)	(47,681)		1,644,317	1,108,847,984	1.48	2029
2030	386,998	75,000	3.25%	18,281	100,000	3.75%	29,063	200,000	4.25%	73,313	770,982	(20,425)	(45,894)		1,719,955	1,129,638,883	1.52	2030
2031	401,494	75,000	3.25%	15,844	75,000	3.75%	25,781	175,000	4.25%	65,344	865,958	0	0		1,699,421	1,150,819,612	1.48	2031
2032	405,600	75,000	3.25%	13,406	75,000	3.75%	22,969	175,000	4.25%	57,906	962,797	0	0		1,787,678	1,172,397,480	1.52	2032
2033		75,000	3.25%	10,969	75,000	3.75%	20,156	175,000	4.25%	50,469	1,061,497	0	0		1,468,091	1,194,379,933	1.23	2033
2034		75,000	3.25%	8,531	100,000	3.75%	16,875	175,000	4.25%	43,031	1,162,060	0	0		1,580,498	1,216,774,557	1.30	2034
2035		75,000	3.25%	6,094	100,000	3.75%	13,125	175,000	4.25%	35,594	1,264,486	0	0		1,669,298	1,239,589,079	1.35	2035
2036		75,000	3.25%	3,656	100,000	3.75%	9,375	150,000	4.25%	28,688	1,368,773	0	0		1,735,492	1,262,831,375	1.37	2036
2037		75,000	3.25%	1,219	100,000	3.75%	5,625	150,000	4.25%	22,313	1,396,707	0	0		1,750,863	1,286,509,463	1.36	2037
2038					100,000	3.75%	1,875	150,000	4.25%	15,938	1,424,641	0	0		1,692,454	1,310,631,515	1.29	2038
2039								150,000	4.25%	9,563	1,452,575	0			1,612,138	1,335,205,856	1.21	2039
2040								150,000	4.25%	3,188	1,480,510	0			1,633,697	1,360,240,966	1.20	2040
2041											1,508,444				1,508,444	1,385,745,484	1.09	2041
	8,577,215	1,275,000		352,219	1,535,000		547,969	3,460,000		1,501,738	17,691,624	(230,475)	(972,538)	0	37,020,338			

Equalized Value based on average 0.88% plus 1.00% inflationary growth

Section 5: Operational and Debt Levy Forecasts

Development of the forecasts discussed in the previous sections allows for a projection of the future tax levy and corresponding tax rates needed to support City operations and debt service. Since 2005, the amount that the City is permitted to increase its tax levy by has been limited by State law. The current version of State levy limits allows the City to increase its levy over the preceding year's actual levy by a percentage equal to its prior year net new construction increase. The City will also be allowed to increase its levy above the net new construction factor associated with the closure of the City's tax increment districts. Additionally, any amounts needed to pay General Obligation debt service authorized after July 1, 2005 is exempted from the limits. Because the City uses utility, TIF, and other revenues to abate a large portion of its annual debt service payment, the City could, but does not, levy to its maximum amount.

The General Fund and Debt Service levies are projected based on the methodology and capital finance models included in this report.

Equalized value projections for calculating the estimated property tax rates were based on the following assumptions:

- TID-OUT Value as of 1/1/2016 for the 2017 budget is based on the actual value.
- TID-OUT Value projection for 1/1/2017 for the 2018 budget is based on adding the remaining value associated with the Aurora Development
- TID OUT Value thereafter is based on the average net new construction factor of 0.88% plus 1% for inflation.

Table 10 illustrates the impact of the equalized value projections.

Table 11 projects the impact of levy limits and allowable growth in the overall tax levy of the City. Of note, the City's is positioned to utilize base levy for the majority of Post July 1, 2005 debt adjustments, leaving the City flexibility to address future budget considerations.

Table 12 includes a summary the City's overall budget and projected tax levy for levy years 2016-2025, covering budget years 2017-2026. This projection includes the levy authority that will be available with the closure of the TIDs, includes the operational increase indicated in the report and includes funding of the capital plan. Not included is the impact of the aquatic facility. The total levy is projected to increase an average of 3.76% per year from 2016-2025 for operations and debt service.

Due to the increased levy authority through the closure of the TIDs, the operational projection shows a surplus of funds each year moving forward, averaging $330,000. These additional

funds are the "discretionary" funds that the City has to use to address additional operational initiatives.

Also included in the Table is the projected impact that the tax levy will have on an average home of $200,000, indexed at the same inflationary growth rate of 1.00%. Based on those assumptions, the tax burden for the average homeowner remains relatively stable through the planning period.

Table 10: Equalized Value Projection

Table 10

Equalized Value

Historical	EV TID Out	Change	Change %	Net New Construction	TID #3	TID #5	ER TID #1	Total EV TID In
2010	690,669,600				165,341,900			856,011,500
2011	694,541,000	3,871,400	0.56%	1.56%	190,874,000		2,098,300	887,513,300
2012	662,417,800	(32,123,200)	-4.63%	0.49%	170,311,700		1,913,400	834,642,900
2013	638,322,700	(24,095,100)	-3.64%	0.52%	179,358,700		2,508,000	820,189,400
2014	639,419,400	1,096,700	0.17%	0.26%	167,826,200		1,362,500	808,608,100
2015	666,283,100	26,863,700	4.20%	1.43%	159,771,500		1,592,300	827,646,900
2016	686,712,400	20,429,300	3.07%	0.99%	167,411,200	4,222,900	1,755,600	858,346,500
		(3,957,200)		0.88%				
	Net New Construction	0.88%	Inflation	1.00%				
2017	692,721,134		699,588,258			37,777,100		912,217,597
2018	867,949,243		881,872,337	24.18%	167,411,200		1,755,600	929,321,677
2019	875,543,799		898,407,444					946,746,458
2020	883,204,808		915,252,583					964,497,954
2021	890,932,850		932,413,569					982,582,291
2022	940,728,512		991,896,324	4.50%		42,000,000		1,001,005,709
2023	948,959,887		1,010,494,380					1,019,774,566
2024	957,263,286		1,029,441,149					1,038,895,339
2025	965,639,339		1,048,743,171					1,058,374,627
2026	974,088,683		1,068,407,105					1,078,219,151
2027	982,611,959		1,088,439,738					1,098,435,760
2028	991,209,814		1,108,847,984					1,119,031,431
2029	999,882,900		1,129,638,883					1,140,013,270
2030	1,008,631,875		1,150,819,612					1,161,388,519
2031	1,017,457,404		1,172,397,480					1,183,164,553
2032	1,026,360,157		1,194,379,933					1,205,348,889
2033	1,035,340,808		1,216,774,557					1,227,949,180
2034	1,044,400,040		1,239,589,079					1,250,973,228
2035	1,053,538,540		1,262,831,375					1,274,428,976
2036	1,062,757,003		1,286,509,463					1,298,324,519
2037	1,072,056,126		1,310,631,515					1,322,668,104
2038	1,081,436,617		1,335,205,856					1,347,468,131
2039	1,090,899,188		1,360,240,966					1,372,733,158
2040	1,100,444,556		1,385,745,484					1,398,471,905
2041	1,110,073,446		1,411,728,212					1,424,693,253

Table 11: Levy Limit Projection

Table 11

	Levy	2014		2015		2016		2017		2018		2019		2020		2021
	Budget	2015		2016		2017		2018		2019		2020		2021		2022
		Actual		Actual		Pending		Pending		Pending		Pending		Pending		Pending
Prior Year Levy		5,531,616		5,746,109		6,031,797		6,144,491		6,294,697		7,080,610		7,191,531		7,277,786
Less Prior Year Non-Base Levy		0		(200,000)		(406,444)		(438,124)		(506,120)		(616,857)		(635,253)		(627,344)
Base Levy		5,531,616		5,546,109		5,625,353		5,706,367		5,788,577		6,463,753		6,556,279		6,650,442
Growth plus terminated TID		5,531,616		0	0	0	0	0	12.09%	699,865	0	0	0	0	0	0
Net New Construction (Populated by DOR)	0.26%	5,546,109	1.43%	5,625,640	0.99%	5,681,044	4.40%	5,957,513	0.88%	5,839,227	0.88%	6,520,311	0.88%	6,613,646	0.88%	6,708,634
Base Levy Prior to Adjustments		5,546,109		5,625,640		5,681,044		5,957,513		6,539,092		6,520,311		6,613,646		6,708,634
Adjustments																
Misc Adjustments		0														
Pre 2005 Debt																
Post 2005 Debt		200,000		406,444		438,124		506,120		616,857		635,253		627,344		638,190
Net Levy		5,746,109		6,032,084		6,119,168		6,463,633		7,155,949		7,155,563		7,240,990		7,346,823
Actual Levy		5,746,109		6,031,797		6,144,491		6,294,697		7,080,610		7,191,531		7,277,786		7,346,823

	Levy	2022		2023		2024		2025		2026		2027		2028		2029
	Budget	2023		2024		2025		2026		2027		2028		2029		2030
		Pending		Pending		Pending		Pending		Pending		Pending		Pending		Pending
Prior Year Levy		7,346,823		7,462,944		7,550,374		7,587,722		7,645,218		7,702,552		7,608,106		7,676,832
Less Prior Year Non-Base Levy		(638,190)		(544,516)		(571,410)		(547,693)		(543,589)		(538,783)		(381,654)		(387,149)
Base Levy		6,708,634		6,918,427		6,978,964		7,040,029		7,101,630		7,163,769		7,226,452		7,289,683
Growth plus terminated TID	2.25%	151,093	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net New Construction (Populated by DOR)	0.88%	6,767,334	0.88%	6,978,964	0.88%	7,040,029	0.88%	7,101,630	0.88%	7,163,769	0.88%	7,226,452	0.88%	7,289,683	0.88%	7,353,468
Base Levy Prior to Adjustments		6,918,427		6,978,964		7,040,029		7,101,630		7,163,769		7,226,452		7,289,683		7,353,468
Adjustments																
Misc Adjustments																
Pre 2005 Debt																
Post 2005 Debt		544,516		571,410		547,693		543,589		538,783		381,654		387,149		386,998
Net Levy		7,462,944		7,550,374		7,587,722		7,645,218		7,702,552		7,608,106		7,676,832		7,740,466
Actual Levy		7,462,944		7,550,374		7,587,722		7,645,218		7,702,552		7,608,106		7,676,832		7,740,466

Table 12: Summary Budgetary Projection, Fund Balance, Tax Levy, Tax Rate and Average Impact

City of Burlington Wisconsin

Table 12

EHLERS LEADERS IN PUBLIC FINANCE

Base Finance Plan			2016 Budget	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
								Projection					
Revenues													
General Taxes		Levy Sheet	5,625,640	5,681,044	5,957,513	6,539,092	6,520,311	6,613,646	6,708,634	6,918,427	6,978,964	7,040,029	7,101,630
Debt Levy taxes		Debt	406,444	438,124	696,145	1,014,207	1,113,009	1,374,456	1,308,571	1,198,835	1,214,560	1,174,568	1,154,189
Other Taxes			140,150	140,150	140,150	140,150	140,150	140,150	140,150	140,150	140,150	140,150	140,150
Intergovernmental Revenues			1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270	1,372,270
Licenses and Permits		2.00%	382,480	390,130	397,932	405,891	414,009	422,289	430,735	439,349	448,136	457,099	466,241
Fines & Forfeitures		2.00%	195,000	198,900	202,878	206,936	211,074	215,296	219,602	223,994	228,474	233,043	237,704
Charges for Service		2.00%	51,000	52,020	53,060	54,122	55,204	56,308	57,434	58,583	59,755	60,950	62,169
Special Assessments		2.00%	25,000	25,500	26,010	26,530	27,061	27,602	28,154	28,717	29,291	29,877	30,475
Property Sales & Recoveries		2.00%	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
Intvestment Income		2.00%	12,500	12,750	13,005	13,265	13,530	13,801	14,077	14,359	14,646	14,939	15,237
Other		2.00%	68,600	69,972	71,371	72,799	74,255	75,740	77,255	78,800	80,376	81,983	83,623
Library Revenues		2.00%	337,496	339,146	345,929	352,847	359,904	367,102	374,444	381,933	389,572	397,363	405,311
Transfers													
Airport			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
CDBG			24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Water PILOT			474,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000	480,000
TID Fund Balance Transfer (after close)					342,417				267,751				
Total Revenues			9,144,580	9,259,205	10,158,084	10,797,721	10,840,601	11,218,701	11,539,357	11,395,904	11,496,909	11,543,222	11,610,188
Expenditures													
General Government			849,317	862,485	875,965	889,769	903,907	918,394	933,242	948,463	964,073	980,087	996,519
Public Safety			3,669,185	3,735,502	3,803,585	3,873,500	3,945,319	4,019,114	4,094,963	4,172,945	4,253,145	4,335,650	4,420,552
Public Works			2,619,693	2,657,281	2,695,687	2,734,937	2,775,060	2,816,089	2,858,055	2,900,992	2,944,935	2,989,920	3,035,987
Health, Education & Recreation			846,718	860,358	874,318	888,611	903,249	918,243	933,606	949,353	965,496	982,052	999,035
Planning & Development			196,261	198,224	200,206	202,208	204,230	206,272	208,335	210,418	212,523	214,648	216,794
Total Expenditures			8,181,174	8,313,850	8,449,761	8,589,025	8,731,766	8,878,113	9,028,201	9,182,171	9,340,172	9,502,357	9,668,888
Debt Payments			406,444	438,124	696,145	1,014,207	1,113,009	1,374,456	1,308,571	1,198,835	1,214,560	1,174,568	1,154,189
Transfers													
Transfer to Equipment Replacement Fund			400,000	450,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Park Development			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Façade Grants			20,000			30,000							
Total w/ CIP Debt			9,032,618	9,226,974	9,770,906	10,258,232	10,469,774	10,877,569	10,961,772	11,006,006	11,179,732	11,301,924	11,448,076
Over/Under Budget			111,962	32,231	387,179	479,489	370,826	341,132	577,566	389,897	317,177	241,298	162,112
Fund Balance January 1			2,063,448	2,175,410	2,207,641	2,594,820	3,074,309	3,445,135	3,786,267	4,363,833	4,753,730	5,070,907	5,312,205
Surplus/(Deficit)			111,962	32,231	387,179	479,489	370,826	341,132	577,566	389,897	317,177	241,298	162,112
Fund Balance December 31			2,175,410	2,207,641	2,594,820	3,074,309	3,445,135	3,786,267	4,363,833	4,753,730	5,070,907	5,312,205	5,474,317
			23.79%	23.84%	25.54%	28.63%	31.78%	33.75%	37.82%	41.71%	44.11%	46.02%	47.15%
Calendar Year			**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**
Operating Levy			5,625,640	5,681,044	5,957,513	6,539,092	6,520,311	6,613,646	6,708,634	6,918,427	6,978,964	7,040,029	7,101,630
Debt Levy (Including CIP & Future)			406,444	438,124	696,145	1,014,207	1,113,009	1,374,456	1,308,786	1,357,128	1,454,794	1,498,604	1,563,890
Total Levy			6,032,084	6,119,168	6,653,658	7,553,299	7,633,320	7,988,102	8,095,420	8,275,556	8,433,757	8,538,633	8,665,519
EV (TID Out)			666,283,100	686,712,400	699,588,258	881,872,337	898,407,444	915,252,583	932,413,569	991,896,324	1,010,494,580	1,029,441,149	1,048,743,171
Tax Rate			9.05	8.91	9.51	8.57	8.50	8.73	8.68	8.34	8.35	8.29	8.26
Taxes on a home valued at	200,000		1,811	1,800	1,940	1,765	1,768	1,835	1,843	1,789	1,808	1,814	1,825
Change in City Taxes				(11)	140	(175)	3	66	9	(54)	19	7	11

Section 6 - Tax Incremental Finance Districts

Updates to the cash flow projections for each Tax Incremental Finance District were prepared to monitor the performance of each TID. Increment values as of 1/1/2016 are included in each projection. The cash flow projections should be monitored and updated annually.

Table 13: Tax Incremental Finance District #3 Increment Projections

City of Burlington, Wisconsin

Tax Increment District #3

Tax Increment Projection Worksheet

Valuation Date	Jan 1,	2011
Max Remaining Life (Years)	8	
Expenditure Periods/Termination	3	9/29/2014
Remaining Revenue Periods/Final Year	8	2020
Extension Eligibility/Years	N/A	0
Recipient District	No Longer	

Base Tax Rate	$24.43
Rate Adjustment Factor	0.00%
Tax Exempt Discount Rate	N/A
Taxable Discount Rate	N/A

	Construction Year	Value Added/(De-creased)	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment
1	2011		2012	0	170,311,700	2013	$24.43	4,161,342
2	2012	9,047,000	2013	0	179,358,700	2014	$25.45	4,565,540
3	2013	(11,532,500)	2014	0	167,826,200	2015	$24.73	4,150,548
4	2014	(8,054,700)	2015	0	159,771,500	2016	$24.68	3,943,827
5	2015	7,639,700	2016	0	167,411,200	2017	$24.68	4,132,407
6	2016	0	2017	0	167,411,200	2018	$24.68	4,132,407
7	2017	0	2018	0	167,411,200	2019	$24.68	4,132,407
8	2018	0	2019	0	167,411,200	2020	$24.68	4,132,407
Totals		(2,900,500)		0			Future Value of Increment	33,350,883

Notes:

Actual results will vary depending on development, inflation & overall tax rates.

Table 14: TID #3 Cash Flow Projection

City of Burlington, Wisconsin

Tax Increment District #3

Cash Flow Projection - TID 3 2014 TID DONATED 2 YEARS

Year	Cash Inflows: Tax Increments	Interest Earnings/ (Cost)	BAB Rebates on 2010 Taxable G.O.	Other Revenue	Total Revenues	Cash Outflows: CDA Lease Revenue Refunding Bond 11,810,000 Dated Date: 05/26/05 Principal	Interest	Taxable G.O. Bond (BAB) 1,055,000 Dated Date: 05/12/10 Principal	Interest	G.O. Refunding Bond 2,840,000 Dated Date: 05/12/10 Principal	Interest	G.O. Refunding Bond 7,270,000 Dated Date: 11/15/11 Principal	Interest	G.O. Refunding Bond 1,075,000 Dated Date: 03/06/14 Principal	Interest	Other & Admin	Donation to ER-TID	Total Cash Outflows	Balances: Annual	Cumulative	Principal Outstanding	Year
2013	4,161,342	36,735	14,989	16,630	4,229,695	1,050,000	341,125		42,825	780,000	51,306	780,000	166,806			452,587		3,664,650			18,630,000	2013
2014	4,565,540	36,735	14,989	16,630	4,633,894	1,100,000	302,950		42,825	915,000	34,356	810,000	150,906			315,500		3,671,538			16,020,000	2014
2015	4,150,548	6,927	0	16,630	4,174,104	1,100,000	262,525			530,000	19,906	845,000	134,356	345,000	5,020	2,500		3,244,308		3,436,062	13,205,000	2015
2016	3,943,827	3,791	0	16,630	3,964,248	1,400,000	77,300			615,000	7,303	875,000	116,609	355,000	3,443	5,000		3,454,655	509,593	3,945,655	10,385,000	2016
2017	4,132,407	4,810	0	16,630	4,153,847	1,405,000	42,250					905,000	97,131	365,000	1,278		1,400,000	4,215,659	(61,812)	3,883,843	7,140,000	2017
2018	4,132,407	4,686	0	16,630	4,153,723	1,410,000	14,100					940,000	75,200				2,504,931	4,944,231	(790,508)	3,093,335	4,465,000	2018
2019	4,132,407	3,105	0	16,630	4,152,142							970,000	48,900					1,018,900	3,133,242	6,226,577	2,115,000	2019
2020	4,132,407	9,372	0	16,630	4,158,409							1,145,000	17,175					1,162,175	2,996,234	9,222,811	1,145,000	2020
Total	33,350,883	106,161	29,978	133,040	33,620,062	7,465,000	1,040,250	0	85,650	2,840,000	112,872	7,270,000	807,084	1,065,000	9,740	775,587	3,904,931	25,376,115			0	Total

Notes:

- 2013 & 2014 per PC-202s 2015 based on 8/15/14 values & forcast tax rate decrease of 0.89 mills for technical college. Assume no change in value or tax rate after that.
- ignores reductions Went away when 2010 Taxable G.O. Bond was refunded
- Use 2013 actual
- May be prepaid or current refunded 4/1/15. Shown as Refunding with the 2015A GO Refunding Bonds, dated May 13, 2015 in the amount of $4,215,000
- Refunded by 2014 G.O. Refunding Bonds
- May NOT be called (prepaid)
- May be prepaid 4/1/18
- Refunded 2010 BABs
- Expenditure period ends 9/29/14
- Make Donation after providing for remaining debt
- As of 12/31/13 Audit includes Net Advances to Other Funds of $1,771,462

Table 15: Tax Incremental Finance District #5 Increment Projections

City of Burlington, Wisconsin

Tax Increment District # 5

Tax Increment Projection Worksheet

Type of District	Mixed Use		Base Value	121,197	
Creation Date	November 4, 2014		Appreciation Factor	1.00%	x Apply to Base Value
Valuation Date	Jan 1,	2015	Base Tax Rate	$25.30	
Max Life (Years)	7		Rate Adjustment Factor	0.00%	
Expenditure Periods/Termination	2	10/1/2016			
Revenue Periods/Final Year	6	2022			
Extension Eligibility/Years	No	3	Tax Exempt Discount Rate	1.50%	
Recipient District	No		Taxable Discount Rate	3.00%	

	Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt NPV Calculation	Taxable NPV Calculation
1	2015	4,222,900	2016	1,212	4,224,112	2017	$24.68	104,269	102,728	101,232
2	2016	37,777,100	2017	43,453	42,044,665	2018	$24.68	1,037,838	1,110,117	1,079,493
3	2017	0	2018	421,659	42,466,324	2019	$24.68	1,048,246	2,112,573	2,038,787
4	2018	0	2019	425,875	42,892,199	2020	$24.68	1,058,758	3,110,118	2,979,480
5	2019	0	2020	430,134	43,322,333	2021	$24.68	1,069,376	4,102,777	3,901,933
6	2020	0	2021	434,435	43,756,768	2022	$24.68	1,080,100	5,090,574	4,806,499
Totals		42,000,000		7,816,020			Future Value of Increment	5,398,586		

Notes:

Actual results will vary depending on development, inflation of overall tax rates

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs)

Table 16: TID #5 Cash Flow Projection

City of Burlington, Wisconsin

Tax Increment District # 5

Cash Flow Projection

Year	Projected Cash Inflows				Projected Cash Outflows					Balances			Year
					Taxable G.O. Note 4,500,000								
	Tax Increments	Interest Earnings/ (Cost)	Other Revenue (Note 1)	Total Revenues	Dated Date: 05/13/15 Principal	Est. Rate	Interest	Admin.	Total Expenditures	Annual	Cumulative (Note 2)	Principal Outstanding	
		0.15%			6/1								
2015			230,000	230,000			26,721		26,721	203,279	203,279	4,500,000	2015
2016		305		305			69,828	1,500	71,328	(71,023)	132,256	4,500,000	2016
2017	104,269	198		104,467	700,000	0.70%	67,378	1,500	768,878	(664,410)	(532,154)	3,800,000	2017
2018	1,037,838	(798)		1,037,039	715,000	1.10%	60,995	1,500	777,495	259,544	(272,610)	3,085,000	2018
2019	1,048,246	(409)		1,047,837	735,000	1.40%	51,918	1,500	788,418	259,420	(13,190)	2,350,000	2019
2020	1,058,758	(20)		1,058,739	755,000	1.70%	40,355	1,500	796,855	261,884	248,693	1,595,000	2020
2021	1,069,376	373		1,069,749	780,000	2.00%	26,138	1,500	807,638	262,111	510,805	815,000	2021
2022	1,080,100	766		1,080,866	815,000	2.25%	9,169	2,500	826,669	254,197	765,002	0	2022
Total	5,398,586	416	230,000	5,629,002	4,500,000		352,500	11,500	4,864,000				Total

Notes:

Note 1 Reimbursement for non-TIF-eligible project costs

Note 2 City will receive approximately 35% of cumulative fund balance at close.

Projected TID Closure

Section 7 – Water and Sewer Utilities Analysis

7.1 Water Utility Analysis

Historical water utility revenues and expenditures were analyzed from 2013-2015. An estimate of 2016 revenues and expenditures was also developed based upon current water rates and 2016 budgeted expenditures. The water utility has generally experienced break-even to positive cash flow on an annual basis historically, and has realized low rates of return between 2013 and 2015 that range from 0.09% to 0.49%.

The City anticipates Water Utility capital expenditures over the next 5-year of $1.0 million in 2017 and $165,000 in 2020 as is shown on **Table 17**. The City has applied for a Safe Drinking Water Fund Loan to fund the in 2017 planned expenditures and anticipates financing the $1650,000 of water projects in 2020 as part of a larger City-wide borrowing. The preliminary financing plan for these capital expenditures is shown on **Table 18**.

Table 19 shows the projection of revenues, expenditures and future rate increases for the water utility through the year 2025. Under the expenses, the Utility's existing annual debt service payments are shown as well as future annual payments related to the capital expenditures described above. As is shown in the table, it is anticipated that the City will need to increase user rates by 5% in 2018. It is further anticipated that the City will need to increase water rates by 3% every other year starting in 2020. Water rates are regulated by the Wisconsin Public Service Commission (PSC). To increase water rates initially in 2018 the City will need to complete an Application to Increase Water Rates through the PSC and go through a conventional rate case process, which can take upwards of 9 months to complete. It is recommended that the City start this process in early to mid-2017 to ensure rates are in place by the beginning of 2018. The 3% rate increases can be completed with the PSC through a process known as a "simplified rate increase". The estimated impact of the recommended rate increases shown in the cash flow analysis are listed on **Table 20**.

Table 17: Water and Sewer Utilities Capital Improvement Plan (2016-2020)

City of Burlington, WI

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2016-2020 Water and Sewer Utility Capital Improvement Plan

Project	Department	2016	2017	2018	2019	2020	Totals
Water	Water	0	1,000,000	0	0	165,000	1,165,000
Sewer	Sewer	0	1,720,000	585,000	0	180,000	2,485,000
Total Project Costs		**0**	**2,720,000**	**585,000**	**0**	**345,000**	**3,650,000**
Funding Sources							
CIP Water Borrowing		**0**	**1,000,000**	**0**	**0**	**165,000**	**1,165,000**
CIP Sewer Borrowing		**0**	**1,720,000**	**585,000**	**0**	**180,000**	**2,485,000**
Water Fund Balance		**0**	**0**	**0**	**0**	**0**	**0**
Sewer Fund Balance						**0**	**0**
Total Funding Sources		**0**	**2,720,000**	**585,000**	**0**	**345,000**	**3,650,000**

[1]CIP project totals and categories taken from 2016-2020 Capital Improvement Plan document.

Table 18: Water and Sewer Utilities Preliminary Funding Plan

City of Burlington, WI

2016-2020 Capital Improvments Financing Plan

EHLERS

For Discussion Only

	Debt To Be Issued in 2017		Debt To Be Issued in 2020	
	Safe Drinking Water Fund Loan	Sewer Revenue Bond	Sewer G.O. Bond	Water G.O. Bond
	2017 Water Project	2017-18 Sewer Projects	2020 Sewer Projects	2020 Water Projects
CIP Projects[1]	**1,000,000**	**2,305,000**	**180,000**	**165,000**
Less Other Available Revenues				
Sewer Utility Cash On Hand	0	0	0	0
Water Utility Cash On Hand	0	0	0	0
Net Borrowing Requirement	**1,000,000**	**2,305,000**	**180,000**	**165,000**
Debt Service Reserve				
Debt Service Reserve Funds On Hand		0		
New Debt Service Reserve Requirement		172,366		
Subtotal Reserve Fund Requirement	0	172,366	0	0
Estimated Issuance Expenses				
Subtotal Issuance Expenses	17,500	95,163	5,633	5,164
TOTAL TO BE FINANCED	**1,017,500**	**2,572,529**	**185,633**	**170,164**
Estimated Interest Earnings	0	(1,275)	0	
Rounding	-	3,747	(633)	(164)
NET BOND SIZE	**1,017,500**	**2,575,000**	**185,000**	**170,000**

NOTES:

[1]CIP project totals and categories taken from Capital Improvement Plan document provided by City staff on 2-15-16.

[3]Discount allowance of 1.25% for utility revenue bonds, and 0.5% for RBAN.

Water Utility Cash Flow Analysis - Projected 2016-2025
City of Burlington

EHLERS
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	Actual 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues											
Total Revenues from User Rates	$2,230,719	$2,230,719	$2,230,719	$2,342,255	$2,342,255	$2,412,523	$2,412,523	$2,484,898	$2,484,898	$2,559,445	$2,559,445
Percent Increase to User Rates Required			**0.00%**	**5.00%**	**0.00%**	**3.00%**	**0.00%**	**3.00%**	**0.00%**	**3.00%**	**0.00%**
Cumulative Percent Rate Increase			**0.00%**	**5.00%**	**5.00%**	**8.00%**	**8.00%**	**11.00%**	**11.00%**	**14.00%**	**14.00%**
Dollar Amount Increase to Revenues Required			**$0**	**$111,536**	**$0**	**$70,268**	**$0**	**$72,376**	**$0**	**$74,547**	**$0**
Other Revenues											
Interest Income	$8,304	$8,000	$1,438	$2,038	$2,695	$6,473	$7,685	$8,483	$9,396	$11,224	$13,190
Other Income	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090	$15,090
Total Other Revenues	$23,394	$23,090	$16,528	$17,128	$17,785	$21,563	$22,775	$23,573	$24,486	$26,314	$28,280
Total Revenues	**$2,254,113**	**$2,253,809**	**$2,247,247**	**$2,359,382**	**$2,360,040**	**$2,434,086**	**$2,435,298**	**$2,508,471**	**$2,509,385**	**$2,585,759**	**$2,587,726**
Expenses											
Operating and Maintenance	$1,015,950	$1,046,145	$1,077,240	$1,109,262	$1,142,239	$1,176,200	$1,211,173	$1,247,189	$1,284,279	$1,322,475	$1,361,810
PILOT Payment	$507,989	$518,149	$528,512	$539,082	$549,864	$560,861	$572,078	$583,520	$595,190	$607,094	$619,236
Net Before Debt Service and Capital Expenditures	$730,174	$689,515	$641,495	$711,038	$667,937	$697,025	$652,047	$677,763	$629,916	$656,190	$606,679
Debt Service											
Existing Debt P&I	$393,326	$394,561	$393,764	$387,779	$391,574	$394,847	$407,334	$414,004	$184,141	$183,125	$186,957
New (2016-2025) Debt Service P&I		$0	$7,928	$60,223	$59,755	$59,749	$85,261	$81,005	$80,361	$79,717	$79,073
Total Debt Service	$393,326	$394,561	$401,692	$448,002	$451,329	$454,596	$492,596	$495,009	$264,502	$262,843	$266,030
Transfer Out	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cash Funded Capital Improvements	$176,380	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Net Annual Cash Flow	$160,468	$294,954	$239,803	$263,036	$216,608	$242,430	$159,452	$182,754	$365,414	$393,347	$340,650
Restricted and Unrestricted Cash Balance											
Balance at first of year		$280,261	$575,215	$815,019	$1,078,055	$1,294,663	$1,537,093	$1,696,544	$1,879,298	$2,244,712	$2,638,059
Net Annual Cash Flow Addition/(subtraction)		$294,954	$239,803	$263,036	$216,608	$242,430	$159,452	$182,754	$365,414	$393,347	$340,650
Balance at end of year	$280,261	$575,215	$815,019	$1,078,055	$1,294,663	$1,537,093	$1,696,544	$1,879,298	$2,244,712	$2,638,059	$2,978,709
Target Min Restricted and Unrestricted Cash Balance[1]	$1,207,668	$1,229,897	$1,291,754	$1,311,093	$1,330,848	$1,385,828	$1,405,727	$1,193,229	$1,210,114	$1,232,400	$1,232,400

Notes:
1. Includes 6 month's operating expenses including depreciation plus next year's debt service payment.

Table 19 Water Utility Long Range Cash Flow Analysis

City of Burlington

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Projected Impact of CIP on Typical Residential Property

Year	Water User Charge	Water Service Charge + PFP	Utility Bill (Annual)	Change Over Prior Year
	CCF	Gen Service		
2016	2.15	53.93	$ 353.69	
2017	2.15	53.93	$ 353.69	$ -
2018	2.26	56.63	$ 371.37	$ 17.68
2019	2.26	56.63	$ 371.37	$ -
2020	2.33	58.33	$ 382.51	$ 11.14
2021	2.33	58.33	$ 382.51	$ -
2022	2.39	60.08	$ 393.99	$ 11.48
2023	2.39	60.08	$ 393.99	$ -
2024	2.47	61.88	$ 405.81	$ 11.82
2025	2.47	61.88	$ 405.81	$ -

NOTES:

2. The water user charges include a volumetric rate of 2.15 per 100 cubic feet plus a quarterly charge of 28.69 and $25.24 for public fire protection for a 5/8 inch meter. The usage is assumed to be 4,000 gallons per month or 535 cubic feet.

2. 2020 is the final year of the City's Capital Improvement Plan.

Table 20 Projected Impact of Water CIP on a Typical Residential Property

7.2 Sewer Utility Analysis

The City of Burlington retained Ehlers to perform a comprehensive Sanitary Sewer User Rate Study that was independent of the Financial Management Plan. As part of that study detailed sewer user rates were developed for 2017 based upon a cost of service study. The results of that study were incorporated into the cash flow projections in this Financial Management Plan.

The Capital Improvement Plan and preliminary financing plan for sewer utility capital expenditures over the next five year period is shown above on **Tables 5** and **6**. The primary debt issue for the utility is planned in 2017 for 2017 and 2018 capital projects, with a more minor debt issuance planned in 2020 as part of a larger overall City-wide borrowing. It is also possible that the utility will have sufficient cash on hand in 2020 to pay for the recommended projects in cash in lieu of borrowing.

The long range cash flow analysis through the year 2025 for the utility is shown on **Table 21**. The results of the Sewer User Rate Study recommend an approximate 12.50% increase to revenues from user rates for 2017. The increase to user rates will allow for the utility to generate sufficient revenues to all operations expenses, as well as take on the proposed financing in 2017.

Beyond 2017 it is recommended that the City consider increasing sewer user rates by 3% every other year starting in 2019. This is opposite the years that water rates are recommended to increase by the same percentage. It is further recommended that the City continue to monitor the projected net annual cash flow to the utility to determine if the future increases to user rates are necessary and at what level.

Sewer Utility Cash Flow Analysis - Projected 2016-2025
City of Burlington

EHLERS
LEADERS IN PUBLIC FINANCE

	Year End Est 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues											
Total Revenues from User Rates	$2,934,820	$2,934,820	$3,221,748	$3,221,748	$3,318,401	$3,318,401	$3,417,953	$3,417,953	$3,520,491	$3,520,491	$3,626,106
Percent Increase to User Rates Required			**12.52%**	**0.00%**	**3.00%**	**0.00%**	**3.00%**	**0.00%**	**3.00%**	**0.00%**	**3.00%**
Cumulative Percent Rate Increase			**12.52%**	**12.52%**	**15.89%**	**15.89%**	**19.37%**	**19.37%**	**22.95%**	**22.95%**	**26.64%**
Dollar Amount Increase to Revenues Required			**$286,928**	**$0**	**$96,652**	**$0**	**$99,552**	**$0**	**$102,539**	**$0**	**$105,615**
Total Other Revenues	$31,228	$17,995	$93,803	$95,478	$96,686	$103,715	$106,097	$108,480	$110,589	$112,885	$114,874
Total Revenues	**$2,966,048**	**$2,952,815**	**$3,315,551**	**$3,317,227**	**$3,415,087**	**$3,422,116**	**$3,524,050**	**$3,526,432**	**$3,631,080**	**$3,633,376**	**$3,740,980**
Expenses											
Operating and Maintenance	$1,529,223	$1,727,246	$1,778,669	$1,831,627	$1,886,165	$1,942,331	$2,000,174	$2,059,744	$2,121,092	$2,184,272	$2,249,338
Net Before Debt Service and Capital Expenditures	$1,436,825	$1,225,569	$1,536,882	$1,485,600	$1,528,922	$1,479,784	$1,523,875	$1,466,688	$1,509,988	$1,449,104	$1,491,643
Debt Service											
Existing Debt P&I	$974,991	$835,333	$834,916	$834,395	$833,759	$833,018	$852,012	$855,684	$859,125	$857,373	$855,476
New (2016-2025) Debt Service P&I		$0	$31,784	$167,964	$166,720	$170,365	$195,355	$189,163	$191,667	$193,825	$195,682
Total Debt Service	$974,991	$835,333	$866,700	$1,002,359	$1,000,479	$1,003,383	$1,047,367	$1,044,847	$1,050,792	$1,051,198	$1,051,158
Net Annual Cash Flow	$461,834	$390,236	$670,182	$483,241	$528,443	$476,402	$476,509	$421,841	$459,196	$397,907	$440,484
Restricted and Unrestricted Cash Balance											
Balance at first of year		$210,914	$601,150	$1,271,332	$1,754,572	$2,283,015	$2,759,417	$3,235,926	$3,657,767	$4,116,963	$4,514,870
Net Annual Cash Flow Addition/(subtraction)		$390,236	$670,182	$483,241	$528,443	$476,402	$476,509	$421,841	$459,196	$397,907	$440,484
Balance at end of year	$210,914	$601,150	$1,271,332	$1,754,572	$2,283,015	$2,759,417	$3,235,926	$3,657,767	$4,116,963	$4,514,870	$4,955,354
Target Min Restricted and Unrestricted Cash Balance[1]	$2,433,321	$2,530,323	$2,691,694	$2,716,292	$2,746,465	$2,818,532	$2,844,934	$2,880,664	$2,911,744	$2,943,294	$2,943,294

Notes:
1. Includes 6 month's operating expenses including depreciation plus next year's debt service payment.

Table 21: Sewer Utility Cash Flow Analysis (2016-2025)

Section 8 – Financial Policy Initiatives

As part of the development of the financial management plan, a key area that will aid the City in managing finances, as well as maintaining the City's rating is the development of a variety of financial policies that guide decision making. These policies should be incorporated annually to the budget process to ensure that they remain understood and acknowledged by the Common Council, Staff and also the general citizen.

Polices that Ehlers would recommend be developed and incorporated into the 2017 Budget document are as follows:

- Fund Balance:
  - Maintain a minimum 25% of annual operating revenues in reserve for the General Fund
  - Maintain a minimum six months of operating expenses, including depreciation plus following years debt service in each of the utilities
  - Define use of excess reserve use policy – recommend to be used for non-recurring expenditures (purchases of land, etc. that will have a permanent asset value)
- Debt Issuance
  - Define what is and what is not considered a capital project
  - Define general policy of how long to finance a project/item over to meet the expected life of the asset
  - Limit debt issuance to not greater than 65% of General Obligation borrowing authority as defined by statute
    - Consider exception to rule by super majority vote of council
    - Consider exception to rule for economic development projects that have an offsetting revenue source (i.e. TID)
- Financial and Capital Planning
  - Annually update plans to address changing assumptions and initiatives
- Utilities
  - Annually evaluate the utility cash flows to determine debt service coverage on both a revenue debt and all debt basis
  - Annually evaluate the utility cash flows to determine need of increasing rates

Section 9 – Conclusions & Recommendations

The following is a summary of key conclusions and recommendations developed as a result of the modeling and development of the Financial Management Plan:

1. The primary challenges going forward will be:
   - Managing the levy authority granted through the closure of the tax increment districts.
   - Maintaining revenue sources available to abate the property tax levy from debt service include TIF revenues, utilities, and special assessment revenues. Particular focus on how the City applies potential special assessment revenue to abate the tax levy is important to ensure anticipated revenues are available to abate the levy if that is the expectation at the time of debt issuance.
   - Planning for the anticipated civic infrastructure initiatives.
   - Eliminating the negative fund balance in the capital projects fund.

2. Update the CIP annually so that it maintains a planning horizon, and accurately reflects planned projects and associated costs. As capital needs continue to mount, maintaining an updated CIP will be crucial to the City's ability to manage and allocate resources.

3. The City should assign a workgroup to review updates to the models developed in conjunction with the Financial Management Plan annually to review the impact of adjustments to the City's capital improvement plan and changes in equalized values.

4. Utilize a portion of the anticipated annual surpluses in the budget to eliminate the capital projects fund negative fund balance.

5. Implement a rate action process for the Water Utility in mid-2017 to increase rates approximately 5%. Implement simplified increases every other year thereafter.

6. Implement a rate increase as part of the 2016 budgeting process of approximately 12.5%. Implement a 3% increase every other year thereafter.

COMMON COUNCIL **ITEM NUMBER: 15A**

DATE: October 18, 2016

SUBJECT: **MOTION 16-853** to consider approving revisions to the Memorandum of Understanding (MOU) between the City of Burlington and the Burlington Area Dog Park Committee, as recommended by the Park Board.

SUBMITTED BY: James T. Bergles, Director of Public Works

BACKGROUND/HISTORY:
In 2008, the City and the Burlington Area Dog Park entered into a Memorandum of Understanding (MOU). The MOU outlines the roles and responsibilities of the Dog Park and City. As stated under the "Terms of Agreement", when terms and conditions change, the City must approve these amendments. Since 2008, a few changes have occurred in operations. These changes are reflected in the revised MOU.

These changes include:

- Removing the portion pertaining to fence pay back since the Dog Park Committee repaid the debt for the fence in 2012
- Changes in City representatives and Dog Park Committee members
- The requirement of having two (2) Dog Park Committee members attend each monthly Park Board meeting and provide monthly financial statement, was changed to require one (1) member to attend Park Board meetings and provide quarterly financial statements

BUDGET/FISCAL IMPACT:
Financial statements would be submitted quarterly, rather than monthly, as previously requested.

RECOMMENDATION:
The Park Board and staff recommend the City of Burlington approve the revised MOU.

TIMING/IMPLEMENTATION:
This item was discussed at the October 4, 2016 Committee of the Whole meeting and scheduled for final consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF BURLINGTON
AND THE
BURLINGTON AREA DOG PARK COMMITTEE
BURLINGTON AREA DOG PARK

THIS MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is hereby made and entered into by and between the City of Burlington, a Municipal Corporation located in Racine and Walworth Counties, Wisconsin, hereinafter referred to as CITY, and the Burlington Area Dog Park Committee, an independent unincorporated citizens group, hereinafter referred to as DOG PARK COMMITTEE.

The term CITY shall also refer to the City of Burlington as referenced above as well as any subordinate departments or committees including, but not limited to, the City Parks Department, City Street Department, and the City of Burlington Police Department.

A. INTRODUCTION AND PURPOSE

In response to the expressed interest of several citizens and aldermen of the City of Burlington, the gates of the Burlington Area Dog Park, herein after referred to as DOG PARK, were opened on December 2, 2006 off of Maryland Avenue. A year and half later the location of the Dog Park was moved to an area near St. Mary's Park, and was opened again May 3, 2008. The Dog Park has received great response from City residents and surrounding community members. The park is a "use-at your own risk" area for patrons to allow their dogs to run unleashed in a public area. The park is fully fenced and maintained by the Dog Park Committee, the City Park Department and patrons that visit the park.

The purpose of this MOU is to delineate the responsibilities for the maintenance and care of the Dog Park as agreed to by the parties involved.

B. SCOPE OF AGREEMENT

1. Term of Agreement

The term of this MOU shall commence on the date of signature. This MOU shall remain in effect indefinitely or until such time that the Dog Park closes, the Dog Park Committee disbands, or an amendment or termination of the MOU is approved by the City.

2. City Responsibilities for the Dog Park

(a) The City Park Department shall provide lawn care maintenance to the fenced-in portion of the Dog Park as needed, including cutting of the grass and weed control and/or maintenance.

(b) The City Street Department shall provide snow removal for public roadways to the Dog Park and the parking lot southeast of the Park.

(c) The City Park Department shall collect and properly dispose of garbage collected in city supplied garbage cans. Trash placed or located outside of city provided containers shall not be responsibility of the City to dispose of.

(d) The City Park Department shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the Dog Park Committee's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.

(e) The City Street Department shall maintain the parking lot immediately south of the park by providing adequate lighting and gravel pavement to ensure its safety and integrity.

3. Dog Park Committee Responsibilities

(a) The Dog Park Committee shall be responsible for maintenance and care of the Dog Park in all manners except lawn care to keep the Dog Park presentable and safe.

(b) The Dog Park Committee shall maintain and provide care for all fencing surrounding the Dog Park including repair as needed.

(c) The Dog Park Committee shall maintain and supply disposal bags for patrons of the Park to use for dog defecation cleanup. The Dog Park Committee shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.

(d) The Dog Park Committee shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.

(e) The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

4. Rules of Use for the Dog Park

(a) Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dog(s), children and guests.

(b) The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.

(c) Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.

(d) All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses along with rabies and license tags. The City may conduct random checks to ensure compliance.

(e) In the event of a bite or injury to a dog, owners, or custodians must exchange current tag information and phone numbers. In the event of a dog bite to a person, the owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.

(f) Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.

(g) No more than three (3) dogs are allowed per owner or custodian.

(h) No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.

(i) No food, glass bottles or alcohol are allowed in the Dog Park.

(j) The Dog Park may be used between the hours of 6:00 a.m. and 10:00 p.m., 365 days per year.

(k) There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

C. TERMINATION OF AGREEMENT

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party.

D. AMENDMENT OF AGREEMENT

This MOU shall not be altered, changed or amended except by written mutual agreement of the parties.

E. AMENDMENT OF AGREEMENT

The City and the Dog Park Committee will from time to time need to discuss matters relating to this agreement and the operation of the Dog Park. Communication shall be in written and verbal form between the Contacts listed in Section F of this MOU.

F. CONTACTS

City of Burlington Park Department Contacts:

Jim Bergles, Director of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105
(262) 539-3770
jbergles@burlington-wi.gov

Carina Walters, City Administrator
City of Burlington, City Hall
300 N. Pine Street
Burlington, WI 53105
(262) 342-1161
cwalters@burlington-wi.gov

Dog Park Committee Contacts:

Karlie Thate, President
Cell: (262) 758-3979
ktsnarles@yahoo.com

Jason Fricke, Vice President
Cell: (920) 912-6607
jasonfricke@gmail.com

Chris Hohensee, Treasurer
Cell: (414) 651-3788
cmhohensee@gmail.com

Megan Schroeder, Fundraising Chairperson
Cell: (262) 716-9159
Megan.schroeder@gmail.com

The above contacts shall be revised from time to time as appropriate by mutually creating and executing an addendum to this agreement.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding this

_____date of __ _____, 2016.

City of Burlington, 300 North Pine Street, Burlington, WI 53105

Burlington Area Dog Park Committee, Burlington, WI 53105

By: _____
Name: Jeannie Hefty, Mayor

By: _____
Name: Karlie Thate, President

ATTEST:
Name: Diahnn Halbach
Title: City Clerk

_____

Date: _____

BURLINGTON AREA DOG PARK

COMMITTEE BY LAWS

Adopted 16 December 2008
Revised 17 August 2016

Article 1 – Name & Mission

Section 1: The name of this organization is "Burlington Area Dog Park Committee" (BADPC).

Section 2: BADPC is an independent, unincorporated citizen group committed to assisting the City of Burlington and Burlington area residents with sustaining the Burlington Area Dog Park (BADP), an official off-leash Dog Park.

The BADPC is an officially recognized advocacy group, representing people who use the BADP and seek to ensure the BADP remains an asset to the park users and the City.

Article II – Purpose

A. To support the City of Burlington and the Public Works Department by raising funds and providing volunteer support to improve and maintain the Burlington Area Dog Park by providing a clean, healthy and safe environment in which pet dogs can exercise off-leash.

B. To receive, invest, donate and use funds acquired through fundraising events, donations, gifts, grants, bequests, and solicitations necessary for maintenance and improvement projects at Burlington Area Dog Park.

C. The intent of this organization is not for the private gain of any individual but is organized for public and charitable purposes.

Article III – Limitations

A. The organization may not act independently of the City of Burlington, Public Works Department and the Park Board in the implementation of health, safety, maintenance or improvement projects. All park projects are to be cooperatively identified, prioritized and implemented with specific approval by and under the supervision of the City of Burlington Public Works and the Park Board.

B. In the event the BADPC disbands, all money in the BADP accounts will be surrendered to the City of Burlington and/or the Public Works Department for maintaining the BADP.

C. At least one member of the BADPC will attend quarterly Park Board meetings and represent the BADPC. The representatives will include at least one executive committee member or any other Committee members that are able to attend. At every monthly BADPC meeting, the decision about who will attend the next Park Board meeting will be included on the agenda and agreed upon. Current expenditures, upcoming fundraising events and projects,

and other concerns will be presented quarterly at the meeting for Park Board or Council approval.

D. No one person is authorized to make any agreements, solicitations or binding obligations on behalf of the BADP or the BAPDC without prior approval by the BAPDC.

E. The organization is not recognized as an enforcement agency and cannot be held liable for the assumed risk of park patrons.

F. Changes or amendments to these Bylaws shall be brought to a vote by the BADPC, then presented and approved by the Park Board before being adopted. All changes become effective upon Park Board approval unless otherwise noted.

Article IV - Membership

Section 1: Eligibility

A. Membership shall be open to anyone who endorses the purpose of the Dog Park, abides by these Bylaws, and who meets the requirements of one of the classes of membership defined below.

B. Class One (Committee Member) consists of Members of the BADPC. Committee members are eligible to vote at committee meetings. All Committee members agree to comply with the current BADPC Bylaws.

C. Class Two (Supporting) consists of any individual or organization supporting the purpose and mission of the BADPC. Supporting members are encouraged to attend committee meetings and participate in the discussions, but are ineligible to vote.

Article V – Executive Board

Section 1: Identification and Terms of the Executive Board Members

A. The Executive Board members will consist of no more than four (4) voting members who shall be elected and installed at the October meeting. The officers of the board will be president, vice president, secretary and treasurer.

B. Board members receive no compensation.

C. No member of the Executive Board shall have a financial self-interest in the investments, fundraising efforts of the organization, projects funded by the organization, or on-going maintenance efforts paid for by the organization.

D. All Board members shall serve one year terms (October 1 through September 30), and are eligible for re-election.

E. If an Executive Board member misses three BADPC meetings, the member forfeits their position and all voting rights until the end of the fiscal year.

F. All Executive Board members agree, upon acceptance of the office, to comply with current BADPC Bylaws.

Section 2: Nominations & Elections

A. A Nominating Committee will consist of three BADPC members and be appointed to recommend a slate of Executive Board members at the July BADPC meeting.
B. The Executive Board nominees will be advised and approve of the nomination prior to the September meeting.
C. The nominees will present a short platform (no longer than three minutes in length) at the September meeting which will include their objective and intentions for the proposed office.
D. The Executive Board members will be elected by a simple, written majority vote of the active membership at the annual October meeting.

Section 3: Officers and Duties

A. President-

a. Shall convene regularly scheduled Committee meetings or if necessary, arrange for other officers to preside at each meeting in the following order: Vice President, Secretary, and Treasurer.
b. Shall preside and create the meeting agenda prior to all Committee meetings and submit it to the Secretary for circulation.
c. Shall be a liaison to the City of Burlington and any other media, a representative of the BADP and participate with any promotional or advertising for the BADP, as authorized by the BADPC.

B. Vice President –

a. Shall assume responsibilities of President in their absence.
b. All committee chairpersons will report to the Vice President upon request.

C. Secretary –

a. Shall be responsible for keeping records of Committee actions, including overseeing the taking of minutes at all Committee meetings and assuring that good records are maintained.
b. Shall post meeting agenda on message board at least three (3) days prior to the meeting and minutes of previous Committee meeting on message board and group list every month.
c. Shall be responsible for any flyers or other written materials that relate to the BADP, unless pertaining to the duties of a subcommittee.

D. Treasurer –

a. Shall maintain BADPC checking account.
b. Present a financial report at each Committee meeting.
c. Treasurer shall provide quarterly Profit & Loss statements to the City of Burlington Treasurer.
d. Provide financial information to Committee members upon request.

e. Distribute reimbursement checks to ensure continuity and documentation of all BADP funds.

Section 4: Vacancies

A. Executive Board members may resign by giving written notice to any board member.

B. Any unscheduled vacancy on the Executive Board shall cause a special election to occur to fill the board member's position.

C. When a vacancy on the Board exists, nominations for new members may be received from the present Committee members. A special, written vote will occur at the next Committee meeting.

Section 5: Special Meetings

A. Other than regular monthly meetings, special meetings of the Executive Board may be called by the President or by two other Executive Board members. Such meetings may be held without advance notice, and may be held by conference telephone, video screen communication, or other electronic communications, including but not limited to e-mail. Participation in the meeting under this section shall constitute presence in person at the meeting if all of the above apply.
B. Each Executive Board member participating in the meeting can communicate with all other Board Members.
C. Each Executive Board member has the opportunity to participate in all matters before the Board, including the capacity to propose or to interpose an objection to a specific action to be taken.

ARTICLE VI – Committee Meetings

Section 1: Monthly Meetings

A. All Dog Park members are encouraged to participate in the formation of the Agenda. Agenda for monthly meetings will be distributed to Committee members no less than three (3) days before a Committee meeting via Committee group list.
B. The President, or designated officer, will moderate and direct the meeting and its agenda.
C. The Burlington Area Dog Park Committee shall hold regular monthly meetings at an agreed upon time and place, to address and administer on-going planning, financial and operational needs of the BADP.
D. Agenda items will have an assigned time allotment (usually 5 minutes) before the items is tabled. A designated Committee member will ensure that agenda matters will be conducted in a timely manner.
E. All Executive Board and Committee members are required to attend, unless excused by an Executive Board member.

F. Condensed minutes will be posted on the message board following the monthly meeting. Detailed minutes will be sent via committee group list to all committee members.
G. Consultants may attend any monthly meeting but have no voting rights unless they are current Committee members.
H. The September BADPC meeting will be dedicated to concluding any pending or old business. Any business that cannot be finalized will be tabled until the November meeting. A yearly financial report will be presented by the Treasurer.
I. The October BADPC meeting will be designated as the Annual meeting and dedicated solely for the purpose of electing new Executive Board members, appointing new Committee members and subcommittee members.

Section 2: Committee Members

A. Committee members may resign by giving written notice to any executive board member.

B. Committee members are required to attend all monthly meetings, but may be excused from no more than three meetings per year. If a committee member misses more than three meetings, voting rights are revoked until the next fiscal year.

C. Committee members will serve a term of one year (October 1 through September 30) and may renew each October.

D. To become a committee member after the regular October meeting, a supporting member must attend three consecutive BADPC meetings. The member then has the opportunity to advise an executive board member of their intent to become a BADPC member. The candidate is then nominated and voted on at the committee meeting. If approved, the member serves as a BADPC member until the end of the fiscal year. New committee members are allowed to have one excused absence during the remainder of the fiscal year.

Section 3: Voting Rights

A. Paper voting is required for any monetary request over totaling $500.00. Lesser amounts may be approved by verbal vote.
B. Paper voting is required for all Executive Board member elections at the Annual meeting.

Section 4: Quorum

A: A quorum must be attended by no less 50% of committee members and three Executive Board members before business can be transacted or motions made or passed.

Section 5: Guidelines for all Sub-Committees

A. Sub-Committees can be either permanent or temporary, depending on the nature of the committee. Their purpose is to address specific issues and concerns of members.
B. The Chairperson –
   a. Shall be a Committee member and attend all Committee meetings.
   b. Shall be responsible for reporting to the Vice President as requested.
   c. Shall determine when and location of the meetings.
   d. Shall determine whether the meeting is closed or by invitation only. The chairperson has the right to allow or disallow any member from presenting their ideas or concept to the subcommittee. Otherwise, they are closed meetings to resolve specific issues.
   e. Shall moderate and direct the meetings and be responsible for its content.
C. Meetings –
   a. All ideas and suggestions should be addressed to the committee and if agreed, shall be presented at the next BADPC.
   b. During the first meeting of a permanent subcommittee, the members will define the committee's responsibilities and define the duties of the chairperson and its members.
   c. Subcommittee members may be allowed to discuss with the presenter, if their idea is presented and discussed at the subcommittee meeting.
      1. Permanent Sub-Committees
         a. A detailed report is required at the Committee meeting following the event, including profit or loss.
         b. All events must obtain prior Committee approval and any future money expenditures for the even must be reserved in the BADPC accounts.
      2. Maintenance Committee
         a. Shall be responsible for the regular maintenance of the BADP.
         b. Shall follow the guidelines set forth by the City in the Memorandum of Understanding between the City of Burlington and the BADPC, dated December 2008.

Section 6: Distribution of Funds

A. Any committee or sub-committee member must present a detailed and written budget proposal, no later than one month prior to event.
B. An itemized and complete actual budget, including all receipts, must be presented to the Treasurer following the purchase of all supplies and materials.
C. Any money request over $250.00 must have prior committee approval before check dispersal.
D. Checks over $250.00 require two signatures – the Treasurer and one other Executive Board member.
E. All current Executive Board members will have authorization to sign checks.

Article VII – Rules of Operation – taken from Memorandum of Understanding between the City of Burlington and THE BADPC originally dated and signed December 2008.

Section 1: Dog Park Committee Responsibilities

A. The BADPC shall be responsible for maintenance and core of the BADP in all manners except lawn care to keep the Dog Park presentable and safe.
B. The BADPC shall maintain and provide care for all fencing surrounding the BADP including repair as needed.
C. The BADPC shall maintain and supply disposal bags for patrons of the Park to use for dog defecation clean up.
D. The BADPC shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.
E. The BDPC shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.
F. The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

Section 2: Rules of Use for the Dog Park

A. Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dog(s), children and guests.
B. The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.
C. Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.
D. All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses, along with rabies and license tags. The City may conduct random checks to ensure compliance.
E. In the event of a bite or injury to a dog, owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.
F. Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.
G. No more than three (3) dogs are allowed per owner or custodian.
H. No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.
I. No food, glass bottles or alcohol are allowed in the Dog Park.
J. The Dog Park may be used between the hours of 6:00am and 10:00pm., 365 days per year.
K. There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

Article VIII – Bylaws

Section 1: Adoption of Bylaws and Amendments

A. Bylaws are effective immediately upon approval by the BADPC.
B. All committee members MUST read and sign bylaws and all amendments.
C. Shall be reviewed each end of calendar year.
D. Comments shall be submitted to the Secretary to be presented to the BADPC for bylaw consideration.

Karlie Thate, President
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ktsnarles@yahoo.com

Jason Fricke, Vice President
Cell: (920) 912-6607
jasonfricke@gmail.com

Chris Hohensee, Treasurer
Cell: (414) 651-3788
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Megan Schroeder, Fundraising Chairperson
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Revised 8/2016

COMMON COUNCIL **ITEM NUMBER: 15A**

DATE: October 18, 2016

SUBJECT: **MOTION 16-853** to consider approving revisions to the Memorandum of Understanding (MOU) between the City of Burlington and the Burlington Area Dog Park Committee, as recommended by the Park Board.

SUBMITTED BY: James T. Bergles, Director of Public Works

BACKGROUND/HISTORY:
In 2008, the City and the Burlington Area Dog Park entered into a Memorandum of Understanding (MOU). The MOU outlines the roles and responsibilities of the Dog Park and City. As stated under the "Terms of Agreement", when terms and conditions change, the City must approve these amendments. Since 2008, a few changes have occurred in operations. These changes are reflected in the revised MOU.

These changes include:

- Removing the portion pertaining to fence pay back since the Dog Park Committee repaid the debt for the fence in 2012
- Changes in City representatives and Dog Park Committee members
- The requirement of having two (2) Dog Park Committee members attend each monthly Park Board meeting and provide monthly financial statement, was changed to require one (1) member to attend Park Board meetings and provide quarterly financial statements

BUDGET/FISCAL IMPACT:
Financial statements would be submitted quarterly, rather than monthly, as previously requested.

RECOMMENDATION:
The Park Board and staff recommend the City of Burlington approve the revised MOU.

TIMING/IMPLEMENTATION:
This item was discussed at the October 4, 2016 Committee of the Whole meeting and scheduled for final consideration at the October 18, 2016 Common Council meeting.

ATTACHMENTS:
Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF BURLINGTON
AND THE
BURLINGTON AREA DOG PARK COMMITTEE
BURLINGTON AREA DOG PARK

THIS MEMORANDUM OF UNDERSTANDING, hereinafter referred to as MOU, is hereby made and entered into by and between the City of Burlington, a Municipal Corporation located in Racine and Walworth Counties, Wisconsin, hereinafter referred to as CITY, and the Burlington Area Dog Park Committee, an independent unincorporated citizens group, hereinafter referred to as DOG PARK COMMITTEE.

The term CITY shall also refer to the City of Burlington as referenced above as well as any subordinate departments or committees including, but not limited to, the City Parks Department, City Street Department, and the City of Burlington Police Department.

A. INTRODUCTION AND PURPOSE

In response to the expressed interest of several citizens and aldermen of the City of Burlington, the gates of the Burlington Area Dog Park, herein after referred to as DOG PARK, were opened on December 2, 2006 off of Maryland Avenue. A year and half later the location of the Dog Park was moved to an area near St. Mary's Park, and was opened again May 3, 2008. The Dog Park has received great response from City residents and surrounding community members. The park is a "use-at your own risk" area for patrons to allow their dogs to run unleashed in a public area. The park is fully fenced and maintained by the Dog Park Committee, the City Park Department and patrons that visit the park.

The purpose of this MOU is to delineate the responsibilities for the maintenance and care of the Dog Park as agreed to by the parties involved.

B. SCOPE OF AGREEMENT

1. Term of Agreement

The term of this MOU shall commence on the date of signature. This MOU shall remain in effect indefinitely or until such time that the Dog Park closes, the Dog Park Committee disbands, or an amendment or termination of the MOU is approved by the City.

2. City Responsibilities for the Dog Park

(a) The City Park Department shall provide lawn care maintenance to the fenced-in portion of the Dog Park as needed, including cutting of the grass and weed control and/or maintenance.

(b) The City Street Department shall provide snow removal for public roadways to the Dog Park and the parking lot southeast of the Park.

(c) The City Park Department shall collect and properly dispose of garbage collected in city supplied garbage cans. Trash placed or located outside of city provided containers shall not be responsibility of the City to dispose of.

(d) The City Park Department shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the Dog Park Committee's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.

(e) The City Street Department shall maintain the parking lot immediately south of the park by providing adequate lighting and gravel pavement to ensure its safety and integrity.

3. Dog Park Committee Responsibilities

(a) The Dog Park Committee shall be responsible for maintenance and care of the Dog Park in all manners except lawn care to keep the Dog Park presentable and safe.

(b) The Dog Park Committee shall maintain and provide care for all fencing surrounding the Dog Park including repair as needed.

(c) The Dog Park Committee shall maintain and supply disposal bags for patrons of the Park to use for dog defecation cleanup. The Dog Park Committee shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.

(d) The Dog Park Committee shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.

(e) The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

4. Rules of Use for the Dog Park

(a) Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dog(s), children and guests.

(b) The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.

(c) Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.

(d) All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses along with rabies and license tags. The City may conduct random checks to ensure compliance.

(e) In the event of a bite or injury to a dog, owners, or custodians must exchange current tag information and phone numbers. In the event of a dog bite to a person, the owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.

(f) Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.

(g) No more than three (3) dogs are allowed per owner or custodian.

(h) No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.

(i) No food, glass bottles or alcohol are allowed in the Dog Park.

(j) The Dog Park may be used between the hours of 6:00 a.m. and 10:00 p.m., 365 days per year.

(k) There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

C. TERMINATION OF AGREEMENT

This MOU may be terminated by either party upon delivery of 30-day written notice to the other party.

D. AMENDMENT OF AGREEMENT

This MOU shall not be altered, changed or amended except by written mutual agreement of the parties.

E. AMENDMENT OF AGREEMENT

The City and the Dog Park Committee will from time to time need to discuss matters relating to this agreement and the operation of the Dog Park. Communication shall be in written and verbal form between the Contacts listed in Section F of this MOU.

F. CONTACTS

City of Burlington Park Department Contacts:

Jim Bergles, Director of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105
(262) 539-3770
jbergles@burlington-wi.gov

Carina Walters, City Administrator
City of Burlington, City Hall
300 N. Pine Street
Burlington, WI 53105
(262) 342-1161
cwalters@burlington-wi.gov

Dog Park Committee Contacts:

Karlie Thate, President
Cell: (262) 758-3979
ktsnarles@yahoo.com

Jason Fricke, Vice President
Cell: (920) 912-6607
jasonfricke@gmail.com

Chris Hohensee, Treasurer
Cell: (414) 651-3788
cmhohensee@gmail.com

Megan Schroeder, Fundraising Chairperson
Cell: (262) 716-9159
Megan.schroeder@gmail.com

The above contacts shall be revised from time to time as appropriate by mutually creating and executing an addendum to this agreement.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding this

_____date of __ _____, 2016.

City of Burlington, 300 North Pine Street, Burlington, WI 53105

Burlington Area Dog Park Committee, Burlington, WI 53105

By: _____
Name: Jeannie Hefty, Mayor

By: _____
Name: Karlie Thate, President

ATTEST:
Name: Diahnn Halbach
Title: City Clerk

_____

Date: _____

BURLINGTON AREA DOG PARK

COMMITTEE BY LAWS

Adopted 16 December 2008
Revised 17 August 2016

Article 1 – Name & Mission

Section 1: The name of this organization is "Burlington Area Dog Park Committee" (BADPC).

Section 2: BADPC is an independent, unincorporated citizen group committed to assisting the City of Burlington and Burlington area residents with sustaining the Burlington Area Dog Park (BADP), an official off-leash Dog Park.

The BADPC is an officially recognized advocacy group, representing people who use the BADP and seek to ensure the BADP remains an asset to the park users and the City.

Article II – Purpose

A. To support the City of Burlington and the Public Works Department by raising funds and providing volunteer support to improve and maintain the Burlington Area Dog Park by providing a clean, healthy and safe environment in which pet dogs can exercise off-leash.

B. To receive, invest, donate and use funds acquired through fundraising events, donations, gifts, grants, bequests, and solicitations necessary for maintenance and improvement projects at Burlington Area Dog Park.

C. The intent of this organization is not for the private gain of any individual but is organized for public and charitable purposes.

Article III – Limitations

A. The organization may not act independently of the City of Burlington, Public Works Department and the Park Board in the implementation of health, safety, maintenance or improvement projects. All park projects are to be cooperatively identified, prioritized and implemented with specific approval by and under the supervision of the City of Burlington Public Works and the Park Board.

B. In the event the BADPC disbands, all money in the BADP accounts will be surrendered to the City of Burlington and/or the Public Works Department for maintaining the BADP.

C. At least one member of the BADPC will attend quarterly Park Board meetings and represent the BADPC. The representatives will include at least one executive committee member or any other Committee members that are able to attend. At every monthly BADPC meeting, the decision about who will attend the next Park Board meeting will be included on the agenda and agreed upon. Current expenditures, upcoming fundraising events and projects,

and other concerns will be presented quarterly at the meeting for Park Board or Council approval.

D. No one person is authorized to make any agreements, solicitations or binding obligations on behalf of the BADP or the BAPDC without prior approval by the BAPDC.

E. The organization is not recognized as an enforcement agency and cannot be held liable for the assumed risk of park patrons.

F. Changes or amendments to these Bylaws shall be brought to a vote by the BADPC, then presented and approved by the Park Board before being adopted. All changes become effective upon Park Board approval unless otherwise noted.

Article IV - Membership

Section 1: Eligibility

A. Membership shall be open to anyone who endorses the purpose of the Dog Park, abides by these Bylaws, and who meets the requirements of one of the classes of membership defined below.

B. Class One (Committee Member) consists of Members of the BADPC. Committee members are eligible to vote at committee meetings. All Committee members agree to comply with the current BADPC Bylaws.

C. Class Two (Supporting) consists of any individual or organization supporting the purpose and mission of the BADPC. Supporting members are encouraged to attend committee meetings and participate in the discussions, but are ineligible to vote.

Article V – Executive Board

Section 1: Identification and Terms of the Executive Board Members

A. The Executive Board members will consist of no more than four (4) voting members who shall be elected and installed at the October meeting. The officers of the board will be president, vice president, secretary and treasurer.

B. Board members receive no compensation.

C. No member of the Executive Board shall have a financial self-interest in the investments, fundraising efforts of the organization, projects funded by the organization, or on-going maintenance efforts paid for by the organization.

D. All Board members shall serve one year terms (October 1 through September 30), and are eligible for re-election.

E. If an Executive Board member misses three BADPC meetings, the member forfeits their position and all voting rights until the end of the fiscal year.

F. All Executive Board members agree, upon acceptance of the office, to comply with current BADPC Bylaws.

Section 2: Nominations & Elections

A. A Nominating Committee will consist of three BADPC members and be appointed to recommend a slate of Executive Board members at the July BADPC meeting.
B. The Executive Board nominees will be advised and approve of the nomination prior to the September meeting.
C. The nominees will present a short platform (no longer than three minutes in length) at the September meeting which will include their objective and intentions for the proposed office.
D. The Executive Board members will be elected by a simple, written majority vote of the active membership at the annual October meeting.

Section 3: Officers and Duties

A. President-

a. Shall convene regularly scheduled Committee meetings or if necessary, arrange for other officers to preside at each meeting in the following order: Vice President, Secretary, and Treasurer.
b. Shall preside and create the meeting agenda prior to all Committee meetings and submit it to the Secretary for circulation.
c. Shall be a liaison to the City of Burlington and any other media, a representative of the BADP and participate with any promotional or advertising for the BADP, as authorized by the BADPC.

B. Vice President –

a. Shall assume responsibilities of President in their absence.
b. All committee chairpersons will report to the Vice President upon request.

C. Secretary –

a. Shall be responsible for keeping records of Committee actions, including overseeing the taking of minutes at all Committee meetings and assuring that good records are maintained.
b. Shall post meeting agenda on message board at least three (3) days prior to the meeting and minutes of previous Committee meeting on message board and group list every month.
c. Shall be responsible for any flyers or other written materials that relate to the BADP, unless pertaining to the duties of a subcommittee.

D. Treasurer –

a. Shall maintain BADPC checking account.
b. Present a financial report at each Committee meeting.
c. Treasurer shall provide quarterly Profit & Loss statements to the City of Burlington Treasurer.
d. Provide financial information to Committee members upon request.

e. Distribute reimbursement checks to ensure continuity and documentation of all BADP funds.

Section 4: Vacancies

A. Executive Board members may resign by giving written notice to any board member.

B. Any unscheduled vacancy on the Executive Board shall cause a special election to occur to fill the board member's position.

C. When a vacancy on the Board exists, nominations for new members may be received from the present Committee members. A special, written vote will occur at the next Committee meeting.

Section 5: Special Meetings

A. Other than regular monthly meetings, special meetings of the Executive Board may be called by the President or by two other Executive Board members. Such meetings may be held without advance notice, and may be held by conference telephone, video screen communication, or other electronic communications, including but not limited to e-mail. Participation in the meeting under this section shall constitute presence in person at the meeting if all of the above apply.
B. Each Executive Board member participating in the meeting can communicate with all other Board Members.
C. Each Executive Board member has the opportunity to participate in all matters before the Board, including the capacity to propose or to interpose an objection to a specific action to be taken.

ARTICLE VI – Committee Meetings

Section 1: Monthly Meetings

A. All Dog Park members are encouraged to participate in the formation of the Agenda. Agenda for monthly meetings will be distributed to Committee members no less than three (3) days before a Committee meeting via Committee group list.
B. The President, or designated officer, will moderate and direct the meeting and its agenda.
C. The Burlington Area Dog Park Committee shall hold regular monthly meetings at an agreed upon time and place, to address and administer on-going planning, financial and operational needs of the BADP.
D. Agenda items will have an assigned time allotment (usually 5 minutes) before the items is tabled. A designated Committee member will ensure that agenda matters will be conducted in a timely manner.
E. All Executive Board and Committee members are required to attend, unless excused by an Executive Board member.

F. Condensed minutes will be posted on the message board following the monthly meeting. Detailed minutes will be sent via committee group list to all committee members.
G. Consultants may attend any monthly meeting but have no voting rights unless they are current Committee members.
H. The September BADPC meeting will be dedicated to concluding any pending or old business. Any business that cannot be finalized will be tabled until the November meeting. A yearly financial report will be presented by the Treasurer.
I. The October BADPC meeting will be designated as the Annual meeting and dedicated solely for the purpose of electing new Executive Board members, appointing new Committee members and subcommittee members.

Section 2: Committee Members

A. Committee members may resign by giving written notice to any executive board member.

B. Committee members are required to attend all monthly meetings, but may be excused from no more than three meetings per year. If a committee member misses more than three meetings, voting rights are revoked until the next fiscal year.

C. Committee members will serve a term of one year (October 1 through September 30) and may renew each October.

D. To become a committee member after the regular October meeting, a supporting member must attend three consecutive BADPC meetings. The member then has the opportunity to advise an executive board member of their intent to become a BADPC member. The candidate is then nominated and voted on at the committee meeting. If approved, the member serves as a BADPC member until the end of the fiscal year. New committee members are allowed to have one excused absence during the remainder of the fiscal year.

Section 3: Voting Rights

A. Paper voting is required for any monetary request over totaling $500.00. Lesser amounts may be approved by verbal vote.
B. Paper voting is required for all Executive Board member elections at the Annual meeting.

Section 4: Quorum

A: A quorum must be attended by no less 50% of committee members and three Executive Board members before business can be transacted or motions made or passed.

Section 5: Guidelines for all Sub-Committees

A. Sub-Committees can be either permanent or temporary, depending on the nature of the committee. Their purpose is to address specific issues and concerns of members.
B. The Chairperson –
   a. Shall be a Committee member and attend all Committee meetings.
   b. Shall be responsible for reporting to the Vice President as requested.
   c. Shall determine when and location of the meetings.
   d. Shall determine whether the meeting is closed or by invitation only. The chairperson has the right to allow or disallow any member from presenting their ideas or concept to the subcommittee. Otherwise, they are closed meetings to resolve specific issues.
   e. Shall moderate and direct the meetings and be responsible for its content.
C. Meetings –
   a. All ideas and suggestions should be addressed to the committee and if agreed, shall be presented at the next BADPC.
   b. During the first meeting of a permanent subcommittee, the members will define the committee's responsibilities and define the duties of the chairperson and its members.
   c. Subcommittee members may be allowed to discuss with the presenter, if their idea is presented and discussed at the subcommittee meeting.
      1. Permanent Sub-Committees
         a. A detailed report is required at the Committee meeting following the event, including profit or loss.
         b. All events must obtain prior Committee approval and any future money expenditures for the even must be reserved in the BADPC accounts.
      2. Maintenance Committee
         a. Shall be responsible for the regular maintenance of the BADP.
         b. Shall follow the guidelines set forth by the City in the Memorandum of Understanding between the City of Burlington and the BADPC, dated December 2008.

Section 6: Distribution of Funds

A. Any committee or sub-committee member must present a detailed and written budget proposal, no later than one month prior to event.
B. An itemized and complete actual budget, including all receipts, must be presented to the Treasurer following the purchase of all supplies and materials.
C. Any money request over $250.00 must have prior committee approval before check dispersal.
D. Checks over $250.00 require two signatures – the Treasurer and one other Executive Board member.
E. All current Executive Board members will have authorization to sign checks.

Article VII – Rules of Operation – taken from Memorandum of Understanding between the City of Burlington and THE BADPC originally dated and signed December 2008.

Section 1: Dog Park Committee Responsibilities

A. The BADPC shall be responsible for maintenance and core of the BADP in all manners except lawn care to keep the Dog Park presentable and safe.
B. The BADPC shall maintain and provide care for all fencing surrounding the BADP including repair as needed.
C. The BADPC shall maintain and supply disposal bags for patrons of the Park to use for dog defecation clean up.
D. The BADPC shall be responsible for snow removal of areas to and from the parking lot leading to the Dog Park and within the fenced area if necessary. This excludes public roadways and the parking lot to the southeast of the Park.
E. The BDPC shall update the Park Board of any issues related to the care or maintenance of the Dog Park that are the City's responsibility or any other issue that is deemed necessary for the Park Board to be aware of.
F. The Dog Park Committee shall be responsible for any liability issues relating to the fencing erected within the Dog Park as well as any signage on such fencing or erected within the Dog Park.

Section 2: Rules of Use for the Dog Park

A. Use of the Dog Park shall be at the risk of the user, who shall be solely responsible for himself or herself and his/her dog(s), children and guests.
B. The owner or custodian of the dog is responsible for supervision and cleanup of their pet(s). Dog defecation is to be immediately removed by the owner or custodian.
C. Aggressive dogs and dogs in heat are not allowed in the park. Dogs exhibiting unusually aggressive behavior or that are in heat are to be removed from the park immediately.
D. All dogs shall be vaccinated and fully licensed according to the requirements of the jurisdiction where the dog resides. All dogs must wear collars or harnesses, along with rabies and license tags. The City may conduct random checks to ensure compliance.
E. In the event of a bite or injury to a dog, owners or custodians must exchange current tag information, and full names, addresses and telephone numbers. The person who suffered the bite shall also report the matter to the City of Burlington Police Department.
F. Dogs shall remain on a leash while entering or leaving the Dog Park and shall remain on the leash until fully within the fenced area. Unleashed dogs outside the perimeter of the fenced area shall be considered running at large.
G. No more than three (3) dogs are allowed per owner or custodian.
H. No animal other than a dog is allowed in the Dog Park. No wolf-hybrids are allowed in the Dog Park.
I. No food, glass bottles or alcohol are allowed in the Dog Park.
J. The Dog Park may be used between the hours of 6:00am and 10:00pm., 365 days per year.
K. There shall be no unaccompanied minors (i.e. 17 years of age or younger) in the Dog Park.

Article VIII – Bylaws

Section 1: Adoption of Bylaws and Amendments

A. Bylaws are effective immediately upon approval by the BADPC.
B. All committee members MUST read and sign bylaws and all amendments.
C. Shall be reviewed each end of calendar year.
D. Comments shall be submitted to the Secretary to be presented to the BADPC for bylaw consideration.

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