



**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, October 18, 2016**

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

Mayor Jeannie Hefty called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: John Ekes, Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Vos, Jon Schultz and Tom Preusker. Excused: Todd Bauman

Also present: Treasurer and Budget Officer Steve DeQuaker, City Attorney John Bjelajac, Police Chief Mark Anderson, Fire Chief Alan Babe, DPW Director James Bergles, Building Inspector Gregory Guidry and Airport Manager Gary Meisner.

**2. Citizens Comments and Questions**

Shad Branen, owner of property at 413 and 425 N. Pine Street, updated the Council regarding his Keuper Mercantile (former Schuette-Daniels furniture store) building. Mr. Branen stated he received a grant from the Wisconsin Economic Development Corporation (WEDC) and a façade grant from the City. Both grants will be used for the interior and exterior of the building with the reconstruction project. He stated he has been securing leases with future tenants, which include a wedding reception venue, a photography studio, and smaller professional office space, as well as space for WIN Media and green space at the rear of the building. He further stated he is still searching for tenants for the smaller building space at 413 N. Pine Street.

**3. Approval of Minutes from October 4, 2016**

A motion was made by Preusker with a second by Dawidziak to approve the minutes from October 4, 2016. With all in favor, the motion carried to approve the minutes.

**4. Topic: Discussion regarding conducting an Airport Feasibility Study to expand the runway at the Burlington Municipal Airport.**

Gary Meisner stated the Airport Commission is looking to have a feasibility study conducted to determine if the runway could be expanded. Wendy Hottenstein, Airport Development Engineer/Project Manager Bureau of Aeronautics, stated a runway expansion would need to be per Federal Aviation Administration (FAA) rules and process. The initiative from the Airport Commission is to make improvements. A feasibility study would analyze surrounding areas to ensure adjacent and nearby properties are in a safety zone. The first step of a feasibility study would be to have a consultant analyze operations, then, upon FAA approval, design criteria for an expanded runway. Ms. Hottenstein stated this process could take two to three years and was not a commitment to actually extend the runway.

Dawidziak questioned why the Commission wants to expand. Meisner stated it is out of a safety concern. The current runway is not long enough to handle some planes due to insurance requirements. He further stated that an extended runway could bring in more aviation traffic, which in turn could increase airplane fuel sales.

Dawidziak questioned if an expanded runway would affect future sales of the adjacent farm fields should they want to sell. Hottenstein responded the Airport would need to potentially purchase nearby land and homes if necessary. Vos questioned if the current status of the airport was compliant with a protection zone. Hottenstein responded that it is not compliant; however, the Airport has been 'grandfathered' with regulations, but any changes would prompt the airport to become compliant with current regulations. Bjelajac stated he would like to review the grandfather status with Meisner, Hottenstein, and staff to ensure the impact on the residents in the protected zone.

Dawidziak sought to confirm the feasibility study does not commit the Airport to expand the runway. Hottenstein stated that is correct, but finds a need in the study.

Schultz sought confirmation that certain planes can land at the airport, but cannot fuel up and take off from there. Meisner responded that is correct as fueling may make certain planes with a full tank too heavy for take-off.

Bjelajac stated to members of the audience that this was not a public hearing, and that it was at the Mayor and Council's discretion to allow public comment since it was a discussion item amongst the Council. Schultz questioned why this item was before the Council at this time and why staff did not provide more detail to the Council previously.

Hottenstein stated that in order for the Airport Commission to move forward with a study, the Council would need to petition to the State with a public hearing and approved resolution. Vos stated that staff needs to look at priorities on what needs to be done. Meisner stated that as the Airport Manager, he takes pride in listening to the neighboring properties, as well as the people of the community. He wants to provide the best airport in the state that is self-sufficient and not seek tax-payer dollars. He further stated he feels complaints against the airport have gone down in recent years due to changes that were made.

- 5. Topic:** **Resolution 4807(26)** to consider approving the submittal of a Joint Grant Application between the City of Burlington and the Town of Burlington to the Federal Emergency Management Agency (FEMA) for Self-Contained Breathing Apparatus (SCBA) packs.

Chief Babe gave an overview of the grant and stated the application process opened on October 4, 2016 with applications due November 18th. Alderman Grandi questioned what the cost classification meant. Chief Babe responded that it was the cost to apply for the grant. Alderman Vos stated the cost gamble for the grant writer is worth the benefit of possibly receiving the grant dollars.

- 6. Topic:** **Resolution 4808(27)** to consider approving a Certified Survey Map for properties located at 449 Storle Avenue and 488 Lewis Street.

Alderman Ekes questioned the property dimensions, as there was a discrepancy in the calculation of acreage. Gregory Guidry stated he would verify the numbers for accuracy. Alderman Johnson questioned the purpose of the land division. Guidry stated the property owners, mother and daughter respectively, want to clean up the lot lines with what is visually seen on the property in respect to landscaping and outbuildings in the case of future sale.

7. **Topic:** **Ordinance 2008(4)** to consider rezoning property located at 672 W. State Street from B-1, Neighborhood Business District to I-1, Institutional District.

Gregory Guidry stated the Plan Commission recommended approval of this rezone at their October 11<sup>th</sup> meeting. He further stated the rezone will allow the church to consolidate their current property with this parcel in the future and use 672 W. State Street for future parking and a driveway connecting to State Street.

8. **Topic:** **Motion 16-854** to consider approving a Certificate of Appropriateness for 597 N. Pine Street.

Alderman Schultz stated that this work was done prior to this Certificate of Appropriateness being applied for or approved. He stated he would like to know what the intent of the Historic Preservation District is and what is and isn't allowed. He also wanted to know if what is allowed is discretionary based on the Historic Preservation Commission's (HPC) opinion. Gregory Guidry responded that the property owner put a lot of time and effort into what they thought was the best option for the district and downtown. Vos responded that the historic district is meant to preserve the historical ambience, but not be so restrictive that it prohibits businesses from renovating or coming to Burlington. Dawidziak agreed with Vos' interpretation. Preusker stated the HPC seeks to help bring buildings in the downtown to historical standards, but with exceptions when necessary.

9. **Adjourn**

A motion was made by Johnson with a second by Ekes to adjourn the meeting. With all in favor, the meeting adjourned at 7:36 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington