



**AGENDA
COMMON COUNCIL MEETING**

Wednesday, April 5, 2017

**To immediately follow the 6:30 p.m. Committee of the Whole meeting
Council Chambers, 224 East Jefferson Street**

Mayor Jeannie Hefty
John Ekes, Alderman, 1st District
Edward Johnson, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ruth Dawidziak, 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

Student Representatives
Gabriel King, Burlington High School
Ryan Werner, Burlington High School

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 March 21, 2017 (*R. Dawidziak*) pg.
6. Letters and Communications (*T. Vos*)
 - A. Arbor Day Proclamation, submitted by Public Works Director Jim Bergles
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1- 5(*J. Schultz*) pg.
9. Payment of Vouchers (*T. Preusker*) pg.
10. Licenses and Permits (*T. Bauman*)..... pg.
 - A. Operator’s Licenses
 - B. Application for “Class B” Reserve Liquor License from Gooseberries
 - C. Special Event Permits
11. Appointments and Nominations: There are none.

12. PUBLIC HEARINGS:

- A. **A Public Hearing** to hear comments and concerns regarding City of Burlington’s intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property as described in Resolution 4827(46) for reconstruction of various sidewalks. (*E. Johnson*)pg.

13. RESOLUTIONS:

- A. **Resolution 4824(43)** to consider amending the City of Burlington Fee Schedule. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*B. Grandi*)..... pg.
- B. **Resolution 4825(44)** to consider engaging Ehlers, Inc. to assist in performing new required Tax Increment District (TID) reporting for the not-to-exceed amount of \$6,500. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*R. Dawidziak*)..... pg.
- C. **Resolution 4826(45)** to consider approving Standard Operating Guidelines between the City of Burlington Fire Department and Burlington Rescue Squad, Inc. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*T. Vos*).....pg.
- D. **Resolution 4827(46)** to consider a Final Resolution declaring Special Assessment powers for reconstruction of sidewalks at various locations. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*J. Schultz*)pg.
- E. **Resolution 4829(48)** to consider approving the purchase of two 2017 Toro Zero Turn Mowers from Grove Power and Equipment, LLC, for the purchase price of \$19,258.00. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*T. Preusker*)pg.
- F. **Resolution 4830(49)** to consider approval of a Certified Survey Map for property located at 180 Industrial Drive. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*T. Bauman*).....pg.
- G. **Resolution 4832(51)** to consider approving an Engineering service Agreement with Baxter Woodman for the Well 11 Radium Compliance Improvement Project in the amount of \$43,0000. This item was discussed at tonight’s Committee of the Whole meeting. (*E. Johnson*)pg.
- H. **Resolution 4833(52)** to consider approving an award of bid for the Radium and Strontium Treatment System for Well No. 11 to Butters Fetting for the total amount of \$847,500. This item was discussed at tonight’s Committee of the Whole meeting. (*B. Grandi*)pg.
- I. **Resolution 4834(53)** to consider approving the award of bid for the 2017 Street and Sidewalk Improvement Program to Reesman’s Excavating and Grading, Inc., for the total Base Bid of \$1,435,623.90. This item was discussed at tonight’s Committee of the Whole meeting. (*R. Dawidziak*)pg.

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.

- J. **Resolution 4835(54)** to consider an Initial Resolution Authorizing \$1,240,000 General Obligation Bonds for Street Improvement Projects. This item was discussed at tonight’s Committee of the Whole meeting. (*T. Vos*).....pg.
- K. **Resolution 4836(55)** to consider an Initial Resolution Authorizing \$180,000 General Obligation Bonds for Parks and Public Grounds Projects. This item was discussed at tonight’s Committee of the Whole meeting. (*J. Schultz*)pg.
- L. **Resolution 4837(56)** to consider an Initial Resolution Authorizing \$5,400,000 General Obligation Bonds for Swimming Pool Project. This item was discussed at tonight’s Committee of the Whole meeting. (*T. Preusker*)pg.
- M. **Resolution 4838(57)** to consider an Initial Resolution Authorizing \$290,000 General Obligation Bonds for Water System Projects. This item was discussed at tonight’s Committee of the Whole meeting. (*T. Bauman*)pg.
- N. **Resolution 4839(58)** to consider an Initial Resolution Authorizing \$1,230,000 General Obligation Refunding Bonds. This item was discussed at tonight’s Committee of the Whole meeting. (*E. Johnson*)pg.
- O. **Resolution 4840(59)** to consider a Resolution Direction Publication of the Notice to Electors. This item was discussed at tonight’s Committee of the Whole meeting. (*B. Grandi*).....pg.
- P. **Resolution 4841(60)** to consider a Resolution Providing for the Sale of \$8,340,000 General Obligation Corporate Purpose Bonds, Series 2017A. This item was discussed at tonight’s Committee of the Whole meeting. (*R. Dawidziak*)pg.
- Q. **Resolution 4842(61)** to consider a Resolution Providing for the Sale of Approximately \$1,660,000 Sewerage System Revenue Bonds, Series 2017B. This item was discussed at tonight’s Committee of the Whole meeting. (*T. Vos*)pg.

14. ORDINANCES:

- A. **Ordinance 2022(18)** - to consider approving a Rezone Map Amendment for property located at 173 S. Perkins Blvd. from I-1, Institutional District to Rs-3, Single-Family Residential. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*J. Schultz*) pg.
- B. **Ordinance 2023(19)** - to consider repealing Chapter 100-4, “Music Devices” of the Municipal Code in its entirety. This item was discussed at the March 21, 2017 Committee of the Whole meeting. (*T. Preusker*)..... pg.

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15. MOTIONS:

- A. **Motion 17-870** to consider approving a Certificate of Appropriateness in the HPC Overlay for 208 E. Washington Street and 400 N. Pine Street (Thrivent Financial Building). This item was discussed at tonight’s Committee of the Whole meeting. (*T. Bauman*).....pg.
- B. **Motion 17-871** to consider approving a Certificate of Appropriateness in the HPC Overlay for 525 Milwaukee Avenue (Commercial Investment Properties). This item was discussed at tonight’s Committee of the Whole meeting. (*E. Johnson*).....pg.

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

Wis. Stats 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- To discuss possible site acquisition for the proposed Joint Government Center
- To deliberate and negotiate the purchase the Knights of Columbus building located at 587 E. State Street, Burlington, Wisconsin
- To discuss police collective bargaining/ mediation negotiations, pursuant to *Wis. Stats 19.85(1)(c),(e)*,

17. RECONVENE INTO OPEN SESSION (*R. Dawidziak*)

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

18. ADJOURNMENT (*T. Vos*)

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



COMMON COUNCIL

ITEM NUMBER: 5

DATE: April 5, 2017

SUBJECT: March 21, 2016 Common Council Minutes

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

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

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the March 21, 2017 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Common Council Minutes



CITY OF BURLINGTON
Minutes of the Common Council
Jeannie Hefty, Mayor
Diahnn C. Halbach, City Clerk
Tuesday, March 21, 2017

1. Call To Order – Roll Call

Council President, Tom Vos, called the meeting to order at 7:55 p.m. starting with roll call. Aldermen present: Ed Johnson, Bob Grandi, Ruth Dawidziak, Tom Vos, Tom Preusker, Jon Schultz and Todd Bauman. Excused: Mayor Hefty, John Ekes

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Director of Administrative Services Megan Watkins, Police Chief Mark Anderson, Fire Chief Alan Babe, and Chris Keefer (DPW).

Student Representatives - Present: Gabriel King and Ryan Werner. Excused: None

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 March 7, 2017 Common Council Minutes

A motion was made by Alderman Preusker with a second by Alderman Dawidziak to approve the amended Council Minutes from March 7, 2017. With all in favor, the motion to approve the minutes was carried.

6. Letters and Communications

Communication from Alderman Ekes regarding his absence from the March 21, 2017 and April 5, 2017 Committee of the Whole and Common Council meetings, and the April 18, 2017 Organizational meeting, were noted in file by Alderman Tom Vos.

7. Reports by Aldermanic Representatives and Department Heads

Alderman Grandi congratulated Student Representative Gabriel King for his successful role as Mr. Banks in the Burlington High School play, Mary Poppins.

8. Reports 1-3

A motion was made by Alderman Grandi with a second by Alderman Johnson approve Reports 1-3. With all in favor, the motion carried.

9. Payment of Vouchers

A motion was made by Alderman Dawidziak with a second by Alderman Grandi to approve vouchers, pre-pays and reimbursements in the amount of \$191,936.49.

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

10. Licenses and Permits

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

11. Appointments and Nominations

A motion was made by Alderman Johnson with a second by Alderman Preusker to approve appointments and nominations as follows:

- Jack Schoepke (BHS Student) to be appointed to the Plan Commission – term expires 05/31/2017
- Tom Steffy to be appointed to the Zoning Board of Appeals – term expires 01/01/2018

With all in favor the motion carried.

12. Public Hearings

- A. At 8:03 p.m., President Vos declared a public hearing open to hear comments and concerns from the public regarding a proposed Special Assessment for a sanitary sewer construction project along South Pine Street.

Bob Pias, 928 South Pine Street, stated that the original agreement when these properties were annexed into the City, was to hook-in to City sewer lines if and when their current septic systems failed. Pias further stated that he doesn't feel it should be his responsibility to help finance somebody else's project, which is what prompted this in the first place.

Mike Lewandowski, 996 S. Pine Street, stated that he purchased the property about 2 ½ years ago with the intent of building a structure on the property and assumed that because the property is in the City, that he would have city services such as sewer and water. Lewandowski further stated, that in order for him to continue with his project, he needs access to sewer and water.

Alderman Dawidziak asked if the property owners are required to hook-up or if they had other options. Attorney Bjelajac responded that once sewer becomes available, property owners are required to hook-up within 90 days of the sewer being operational; however, there is no mandatory hook-up for water, which is currently not part of this project.

Alderman Bauman asked if the previous agreement regarding the owners not having to hook-up until their septic systems failed is superseded by this new project. Attorney Bjelajac responded that he doesn't know about a previous arrangement involving an owner not having to do anything until their septic fails, but by virtue of the City running sanitary sewer to these

properties, it requires that owners hook-up to the sanitary sewer system once it becomes operational.

Chad Pias, 928 South Pine Street, asked if any of the neighboring homes were being required to hook-up to city sewer. Attorney Bjelajac responded that just the five properties that are along this route will be affected.

Alderman Schultz asked if there were any other properties within the City that aren't on sewer. Chad Pias stated that the homes across the street from him are not on city sewer, which is why he was asking if they would be required to hook-up as well.

Schultz stated that it's problematic for him to force people to spend \$18,000 to hook up to city services and wanted to know if it's simply per the City's ordinance that it's required.

Bob Pias stated that he would gladly hook-up to city sewer, however the cost to do so is more than just the cost of the hooking up to the sewer itself. Pias stated he would also be required to pay for the pipe that goes up to the house, which would cost another \$15,000 to \$20,000.

Chad Pias stated that for a homeowner, to be able to come up with \$18,000 in 90 days and need to spend additional money to hook their house up, is not as feasible as it is for a business owner who can more easily justify the cost. Bjelajac responded that there is a 10 year pay plan at 4% interest for the owners to take advantage of.

Walters responded to Alderman Schultz's question regarding if the City had a list of homes that were currently not hooked up to City sewer. Walters stated that there is a list, however, it's antiquated and they are in the process of verifying which homes remain without sanitary sewer hook-up, but believes there are only a couple.

Alderman Schultz stated that the issue is two-fold, in that it's one thing to have the homeowner pay to hook-up from their house to the sewer line; it's another to have them pay to have the sewer line installed in front of their property, which they should have already had. Schultz further stated that he is not convinced that all five property owners are on board with doing this project right now and in this manner, and wanted to know if there is a way for homeowners to choose to do this when their current septic fails, and not be forced to do so, especially considering the costs involved.

Dawidziak stated she also wished there was a better way to help this homeowner, as these costs would be a hardship on most anyone, and shouldn't be forced. Dawidziak asked if there were other options to consider or if this is a black and white issue. Bjelajac responded with three possible options: 1) Don't do the project; 2) Do the project, but eliminate the requirement for mandatory connection to the sanitary sewer; or 3) Do the project, but increase the time period for which the property owners can pay.

Alderman Preusker suggested a more orderly process on how to handle road improvements when annexing property into the City and that it's not reasonable to expect an existing

homeowner to unexpectedly pay for something like this and suggested that the City pay for running the lateral, while the homeowner pays for the pipe from their home to the lateral.

Alderman Schultz agreed with Alderman Preusker and stated that this property was annexed into the City 37 years ago, in which the City failed to connect, and expressed that there must be a more eloquent way to deal with this.

Alderman Johnson suggested directing staff to figure out a better way to deal with this.

There were no further comments. A motion was made by Alderman Preusker with a second by Alderman Johnson to close the public hearing. With all in favor, Council President Vos closed the public hearing 8:59 p.m.

- B. At 8:59 p.m., Council President Vos declared a public hearing open to hear comments and concerns from the public regarding a Rezone Map Amendment request for property located at 173 S. Perkins Blvd.

There were no comments. A motion was made by Alderman Preusker with a second by Alderman Grandi to close the public hearing. With all in favor, Council President Vos closed the public hearing at 9:00 p.m.

13. Resolutions

- A. **Resolution 4823(42)** to consider approving the purchase of a “Class B” Liquor License from the Town Spring Prairie, Wisconsin.

A motion was made by Alderman Bauman with a second by Alderman Preusker to approve Resolution 4823(42).

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

14. Ordinances

- A. **Ordinance 2021(17)** to consider repealing Chapter 100-2, “Public Dances and Dance Halls” of the Code of the City of Burlington in its entirety.

A motion was made by Alderman Johnson with a second by Alderman Dawidziak to approve Ordinance 2021(17) as presented. With all in favor, the motion carried.

15. Motions

- A. **Motion 17-865** - to consider approving the 2017 Fireworks for the Fourth of July. This item was discussed at the March 7, 2017 Committee of the Whole meeting.

A motion was made by Alderman Grandi with a second by Alderman Preusker to approve Motion 17-865. Roll Call Aye: Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0

- B. Motion 17-866** - to consider approving an Airport Hangar Lease with Dale Severs and Karen Riccio for 832 Hotel Taxiway, at the Burlington Municipal Airport. This item was discussed at the March 7, 2017 Committee of the Whole meeting.

A motion was made by Alderman Dawidziak with a second by Alderman Preusker to approve Motion 17-866. Roll Call Aye: Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0

- C. Motion 17-867** - to consider approving a Certificate of Appropriateness for 224 E. Chestnut Street. This item is scheduled for final consideration at the same night Common Council meeting.

A motion was made by Alderman Vos with a second by Alderman Preusker to approve Motion 17-867. Roll Call Aye: Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0

- D. Motion 17-868** - to consider approving a Certificate of Appropriateness for 425 N. Pine Street. This item is scheduled for final consideration at the same night Common Council meeting.

A motion was made by Alderman Schultz with a second by Alderman Grandi to approve Motion 17-868. Roll Call Aye: Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0

- E. Motion 17-869** - to consider approving a Certificate of Appropriateness for 488 N. Pine Street. This item is scheduled for final consideration at the same night Common Council meeting.

A motion was made by Alderman Preusker with a second by Alderman Johnson to approve Motion 17-869. Roll Call Aye: Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0

16. Adjourn

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

Meeting Minutes Respectfully Submitted by:



Diahnn C. Halbach
City Clerk
City of Burlington



COMMON COUNCIL AGENDA

ITEM NUMBER: 6

DATE: April 5, 2017

SUBJECT: Letters and Communications

SUBMITTED BY: Jim Bergles, Public Works Director

BACKGROUND/HISTORY:

Attached is a copy of the proclamation requested to be read at the tree planting ceremony at Echo Park in celebration of Arbor Day on April 28, 2017 at 10:00 a.m. All over the world, people are planting trees in their yards and in their communities, caring for them and learning about their value. The idea of Arbor Day, started with Julius Sterling Morton after he moved to Nebraska City, in the Nebraska Territory in 1854. Mr. Morton missed the trees he loved in Michigan and as the editor of Nebraska's first newspaper, he promoted tree planting and in 1872 submitted to the Nebraska State Board of Agriculture a resolution to "to set aside one day to plant trees, both forest and fruit." With their acceptance of Mr. Morton's resolution, the first Arbor Day was born. Now Arbor Day is celebrated in all 50 states and around the world. In Wisconsin, Arbor Day is celebrated on the last Friday in April.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council accept this communication.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Proclamation



City of Burlington



Proclamation by The Mayor of the City of Burlington

WHEREAS,

in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS,

the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS,

Arbor Day is now observed throughout the nation and the world; and

WHEREAS,

trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS,

trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS,

trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS,

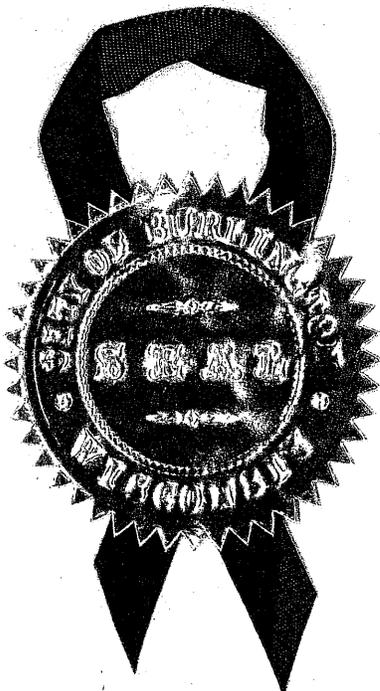
trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE,

I, Jeannie Hefty, Mayor of the City of Burlington, hereby proclaim April 28, 2017 as ARBOR DAY in the City of Burlington, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I further call upon all citizens of the City of Burlington to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

In witness thereof, I have hereunto set my hand and caused the Seal of the City of Burlington to be affixed this 29th day of March 2017



Jeannie Hefty
Jeannie Hefty, Mayor



DATE: April 5, 2017

SUBJECT: Reports 1-5

SUBMITTED BY: City Staff

BACKGROUND/HISTORY:

Attached please find the following reports:

- Police and Fire Commission Meeting Minutes – 2/7/2017
- Burlington Housing Authority Meeting Minutes – 2/9/2017
- City of Burlington Plan Commission Meeting Minutes – 2/14/2017
- Historic Preservation Commission Meeting Minutes – 3/9/2017
- Committee of the Whole Meeting Minutes – 3/21/2017

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION

Staff recommends that the Council approve submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Meeting Minutes



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES
City of Burlington Police and Fire Commission
City Hall
300 N. Pine Street, Burlington, Wisconsin
February 7, 2017

1. Call to Order:

President Busch called the meeting to order at 6:01 p.m.

2. Roll Call:

Commissioners in attendance: Joe Busch, Kevin Morrow, Jeff Erickson, and William Smitz, City Fire Chief Alan Babe, and City Police Chief Mark Anderson. Commissioner Peter Hintz was excused.

3. Public Comments:

None.

4. Approval of Minutes

The minutes of the January 3, 2017 meeting of the Police and Fire Commission were approved Commissioner Smitz made the motion to approve with Commissioner Morrow seconding the motion 4 ayes the motion carried.

5. Police Chief Business

Chief Anderson let us know that the eligibility list has been exhausted as the last of the approved candidates has been hired and he is at the academy for the next 4 months.

6. Fire Chief Business

A. The commission convened into closed session pursuant to section 19.85 (1) (c) Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility on a motion by Commissioner Erickson and a second by Commissioner Smitz all 4 ayes carried the motion at 6:08pm.

B. The commission reconvened into open session on a motion by Commissioner Morrow seconded by Commissioner Smitz all 4 ayes carried the motion at 6:12pm.

C. Officer appointments were approved as follows Deputy Chief William McCourt, Assistant Chief Eric Jones, Assistant Chief Erich Kurth, Safety Officer Jared Owen, General Secretary Bernard (Joe) Milroy, General Treasurer Joe Schenk, Hose Company 1 Captain Adam Mueller, Lieutenant Michael Bauman, Secretary Joe Schenk, Treasurer Larry Berndt, Hose Company 2 Captain Jeremy Lazenby, Lieutenant John McCourt, Secretary Dalton McCourt, Treasurer Kyle Oldenburg, Hook and Ladder Captain Frank Solofra, Lieutenant Matt Leduc, Secretary Brad Ekola, and Treasurer Aaron Nelson. Commissioner Morrow made a motion to approve the candidates that was seconded by Commissioner Erickson all 4 ayes carried the motion.

7. Police and Fire Commission Business

None.

8. Adjourn

Motion by Commissioner Erickson to adjourn; motion seconded by Commissioner Morrow; motion carried by 4 ayes at 6:12 p.m.



Minutes
City of Burlington Plan Commission
February 14, 2017, 6:30 p.m.

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

APPROVAL OF MINUTES

Alderman Vos moved, and Commissioner Reesman seconded to approve the minutes of December 13, 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 Sunnyside Ventures, LLC for property located at 200 S. Pine Street to operate a child daycare for ages 0-3 years old.

- Mayor Hefty opened the Public Hearing at 6:31 p.m.
- Tom Stelling, Stelling & Associates, stated Michael & Heidi Wiley, owners, were there to answer any questions.
- There were no further comments.

Alderman Vos moved, and Commissioner Redman 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 approve to the Common Council of a Conditional Use application from Michael & Heidi Wiley for property located at 200 S. Pine Street to operate a child daycare for ages 0-3 years old, subject to Graef's February 10, 2017 memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Commissioner Tully questioned if traffic all around the drive-thru is a passable area. Mr. Stelling stated the drive-thru will be used for pick-up and drop-off for children as well as a drop-off window for laundry. Mr. Stelling also stated the drive-thru will continue all the way around. Alderman Grandi asked if the current drive-thru structures will come down. Mr. Wiley replied they will be gone to allow a more open area. Commissioner Eisenhardt inquired what the term was for the Conditional Use. Gregory Guidry, Building Inspector, commented the term is for the life of the property.
- Mr. Guidry clarified if the drive-thru window was a similar concept to Jimmy John's because if it is, a Conditional Use would need to be applied for. Mr. Stelling stated there are also parking spaces to be able to get out and drop off laundry. Carina Walters, City Administrator, stated the laundry would need a Conditional Use, but currently we are discussing the daycare.
- There were no further comments.

Alderman Vos moved, and Commissioner Eisenhardt seconded to approve a Conditional Use to operate a child daycare.

All were in favor and the motion carried.

B. Consideration to approve a Site Plan application for property located at 200 S. Pine Street to use the building for two businesses; a coin laundry and a child daycare for ages 0-3 years old, subject to Graef's February 10, 2017 and Kapur's January 31, 2017 memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Tanya Fonseca, Graef, stated some of the parking areas were waived, but suggests permission from the surrounding property owners to allow the use of their parking lots. Mr. Stelling stated the owners wanted the Conditional Use approval for the daycare before getting too involved with the parking and lighting plans. Commissioner Eisenhardt asked if the entrance to the daycare is off of Pine Street. Mr. Stelling answered no, the children get dropped off in an enclosed area and then go up the lawn on a sidewalk path which is fenced in. Mr. Wiley stated the drive-thru is for convenience.
- Ms. Fonseca stated the owners should consider a parcel consolidation.
- Commissioner Eisenhardt asked if the exterior will change in looks. Mr. Stelling replied no and that this building is within three years of being a historical building.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to approve a Conditional Use to use the building for two businesses; a coin laundry and a child daycare.

All were in favor and the motion carried.

C. Consideration to approve an extension to a Conditional Use Permit application for one year Cretex Materials, Inc. for property located at 500 W. Market Street.

- Mayor Hefty recused herself from this item, because she had to attend another meeting. Commissioner Reesman recused himself from this item.
- Alderman Vos opened this item for discussion.
- Paul Thomsen, 5000 Thomsen Road, stated that no aerial photos have been taken in years and clear cutting of trees have been removed out of the buffer zone where it should not have. Mr. Guidry stated he sent Carl Beck, the owner of Cretex, a list of items that should be updated such as future plans, aerial photos, stormwater and elevations to name a few.
- Ms. Walters recommended to the Commissioners to wait until next month when Mr. Guidry would have time to go over the list with Mr. Beck and possibly give him 30 days to correct a few items. Commissioner Tully verified that Mr. Beck received the report for corrections that Mr. Guidry prepared. Alderman Grandi inquired why the trees in the buffer zone were removed. Mr. Guidry stated the access road can only go across the buffer zone and not through it. Mr. Thomsen stated restoration has been done in Phase I and Phase II.
- There were no further comments.

Commissioner Eisenhardt moved, and Alderman Grandi seconded to table the one year extension for the Conditional Use Permit until next month Plan Commission meeting.

All were in favor and the motion carried.

ADJOURNMENT

Alderman Grandi moved, and Commissioner Redman seconded to adjourn the meeting at 7:00 p.m. *All were in favor and the motion carried.*

Recording Secretary
Kristine Anderson
Administrative Assistant



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, March 9, 2017**

The meeting was called to order by Chairman Tom Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner Darrel Eisenhardt; Commissioner Kevin O'Brien; and Commissioner Maria Veronico were present. Commissioner Jeff Erickson was excused.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Eisenhardt moved, and Commissioner Veronico seconded to approve the minutes of December 22, 2016. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Certificate of Appropriateness for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the owner was not present to give just cause and suggested tabling this item until the end of the meeting in case he showed.
- Commissioner O'Brien moved, and Alderman Preusker seconded to table this item until the end of the meeting.
- All were in favor and the motion carried.

B. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Façade Grant Program for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.

- Chairman Stelling stated the owner was not present to give just cause and suggested tabling this item until the end of the meeting in case he showed.
- Commissioner Eisenhardt moved, and Alderman Preusker seconded to table this item until the end of the meeting.
- All were in favor and the motion carried.

NEW BUSINESS

A. A Certificate of Appropriateness application from John Fleischman for property located at 488 N. Pine Street to remove existing concrete stoop with a ramp, replace existing door and expose the existing stone.

- Chairman Stelling introduced and opened this item for discussion.
- John Fleischman, applicant, stated the proposed new door to be installed will swing out instead of in, which will also provide more safety. Gregory Guidry, Building Inspector, mentioned that there was a misprint on the cover sheet regarding the stoop height, it should read “1½ inch” not “1½ foot”.
- Chairman Stelling questioned if the steel pipe column will be exposed. Mr. Fleischman replied yes. Commissioner O’Brien asked if the new door will have a kick plate. Mr. Fleischman answered the door will look the same as the existing door, with the kick plate and glass in the center with wood around it.
- Mr. Guidry informed Mr. Fleischman that the project address on the application should be 488 N. Pine Street and not 492 N. Pine Street for emergency vehicles.
- There were no further comments.
- Commissioner O’Brien moved, and Alderman Preusker seconded to recommend approval of the Certificate of Appropriateness to remove existing stoop with a ramp, replace existing door and expose the existing stone, subject to Gregory Guidry’s February 17, 2017 memorandum.
- All were in favor and the motion carried.

B. A Certificate of Appropriateness application from Kelly Rausch for property located at 224 E. Chestnut Street to paint the façade, door and triangle peak.

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

- Commissioner Eisenhardt moved, and Commissioner Veronico seconded to recommend approval a Certificate of Appropriateness application to paint the façade, door and triangle peak with the colors presented, subject to Gregory Guidry's February 17, 2017 memorandum.
- All were in favor and the motion carried.

C. A Sign Permit application from Kelly Rausch for property located at 224 E. Chestnut Street to repaint existing signage with business name (Forever Beading).

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner O'Brien clarified the same sign board will used and just painted over.
- There were no further comments.
- Alderman Preusker moved, and Commissioner O'Brien seconded to approve the Sign Permit to repaint the existing sign, subject to Gregory Guidry's February 17, 2017 memorandum.
- All were in favor and the motion carried.

D. A Façade Grant Program application from David Flitcroft for property located at 580-588 N. Pine Street to install new siding, windows and a back door.

- Chairman Stelling introduced and recused himself.
- Alderman Presuker opened this item for discussion.
- Commissioner O'Brien stated previously there had been a brief discussion regarding this topic and the Commissioners were good with the approval of the Façade Grant.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Veronico seconded to approve a Façade Grant Program application in the amount of \$5,000.
- Roll call: Commissioner Maria Veronico; Commissioner Kevin O'Brien; Commissioner Darrel Eisenhardt; and Alderman Tom Preusker.
- All were in favor and the motion carried.

E. A Certificate of Appropriateness application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.

- Chairman Stelling recused himself.
- Alderman Preusker introduced and opened this item for discussion.
- Mr. Guidry stated at the July 23, 2015 and October 22, 2015 HPC meetings Mr. Branen, owner, stated he would try to remove the paint from the wall. Commissioner O'Brien stated now Mr. Branen is deviating from the original Certificate of Appropriateness by painting the wall. Mr. Branen responded there were many issues when stripping the green paint and decided to match the color. Mr. Branen stated the side wall will be Narragansett Green.
- There were no further comments.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to recommend approval of a Certificate of Appropriateness application to paint the façade, install a sign and banners, subject to Gregory Guidry's February 17, 2017 memorandum.
- All were in favor and the motion carried.

F. A Sign Permit application from Shad Branen for property located at 425 N. Pine Street to paint the façade, install a sign and banners.

- Alderman Preusker introduced and opened this item for discussion.
- Mr. Branen stated there was a slight change with the transom windows, they will not be replaced in the center of the building but instead have a metal background for the sign with raised letters. Mr. Guidry commented the city code states no metal is allowed in the historic district and should be glass, also backlighting is not mentioned. Alderman Preusker stated the sign is metal and lit from behind and thought it would add a great touch to downtown. Alderman Preusker also stated it is not a big plastic sign in front, which will look nicer. Mr. Stelling, Stelling & Associates, stated the light is not a box type lighting, but a backlight. Commissioner Veronico commented since the backlight is not in the codes, it could be allowed. Alderman Preusker suggested the codes should be updated for future projects regarding backlight. Mr. Guidry also suggested to correct the confusion with three signs per business in the Burlington Historic Downtown Main Street District guideline verses three signs per building in the HPO Codes. Mr. Branen stated the banners are for the four individual businesses.
- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Veronico seconded to approve a Sign Permit application to install a sign made of metal with backlighting and banners, subject to Gregory Guidry's February 17, 2017 memorandum.

- All were in favor and the motion carried.

Commissioner Veronico asked for a copy of the historic ordinances. Chairman Stelling would like to see on the next agenda a discussion regarding codes, backlighting and the steps to revise the ordinance.

Old Business

A. A recommendation to the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Certificate of Appropriateness for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to take this item off the table.
- Chairman Stelling stated Mr. Thorngate did not attend. Commissioner Eisenhardt stated the Commissioners had three options to vote on; 1) have it expire, 2) extend for year or less or 3) extend for two months, allowing Mr. Thorngate to attend one of the upcoming meetings.
- Commissioner O'Brien moved, and Alderman Preusker seconded table the extension of the Certificate of Appropriateness for two months.

B. A recommendation the Common Council from Jon Thorngate of LifeBridge Church for property located at 457 Milwaukee Avenue for an extension of the Façade Grant Program for up to one year. (The owner will be present to give just cause.)

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Veronico moved, and Commissioner Eisenhardt seconded to take this item off the table.
- Chairman Stelling stated Mr. Thorngate did not attend. Commissioner Eisenhardt stated the Commissioners had three options to vote on; 1) have it expire, 2) extend for year or less or 3) extend for two months, allowing Mr. Thorngate to attend one of the upcoming meetings.
- Commissioner Eisenhardt moved, and Commissioner Veronico seconded to table the extension of the Façade Grant Program for two months.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Alderman Preusker stated that he brought to Council the suggestion of having a waiting list for façade grants. Alderman Preusker stated there was no discussion since it was not on the agenda, but \$50,000 in grants were approved.
- Chairman Stelling stated there is \$5,000 pending in 2017 for Flitcroft Rentals. Chairman Stelling requested to either add a column for specific expiration dates of grants or write it in the Notes column.
- There were no further comments.

ADJOURNMENT

Commissioner Veronico moved, and Commissioner O'Brien seconded to adjourn the meeting at 7:23 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
February 9, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, February 9, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT:

Chairman Lapp, Interim Vice Chairman Heck, Secretary Iselin, Commissioner Merten, Commissioner Smith and Manager Eileen Olson.

MINUTES:

Minutes from the regular monthly meeting held January 26, 2017, were reviewed and approved as written with a motion by Heck, seconded by Smith, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of January 31, 2017. (See statement balance sheet).

OCCUPANCY REPORT:

Manager Olson reported 51 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson obtained two bids for the attic insulation; one from Alpine Insulation for \$22,574, and one from Rainbow Insulators for \$32,500. She is waiting for a bid from Wholesale Insulation. She will do more research into other options.

Manager Olson signed a contract with Cintas. They will change out the rugs twice a month in the winter at a cost of \$60 per month, and once monthly in the summer at a cost of \$41 per month.

The door at the north side of the building has been temporarily fixed because it wasn't closing automatically. Troy Ketterhagen will look into a permanent solution for the recurring problem.

Parking lot islands and blacktop are scheduled to be repaired in the 2018 budget. Manager Olson will obtain bids and consider moving it up into this year's budget due to the poor condition of the curbs and surface.

Commissioner Heck and Vic will continue to look into the problem with the outlets in the parking lot.

Furniture and window treatments for the lounge have been ordered. Furniture includes one sofa and seven chairs plus shipping for \$4,543. Tables and window treatments will cost \$3,571.20 including shipping and installation.

Manager Olson received a new cleaning/maintenance contract from PBBS for a yearly fee of \$964 which services the two Patterson Kelly boilers in the base building for fireside and waterside cleaning and burner/boiler checkout.

COMMUNICATION:

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

Manager Olson will be on vacation from April 4-17.

NEW BUSINESS:

Manager Olson will attend the WI-CARH training in Madison on 4/20/17.

UNFINISHED BUSINESS:

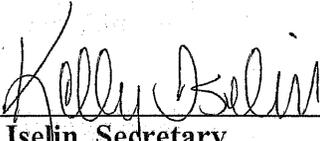
None

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT:

There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:45 P.M. The next monthly meeting is tentatively scheduled for March 16, 2017 at 6:00 p.m.



Kelly Iselin, Secretary



COMMON COUNCIL

ITEM NUMBER: 9

DATE: April 5, 2017

SUBJECT: Prepaid and Vouchers

SUBMITTED BY: Steve DeQuaker, City Treasurer 

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through April 5, 2017:

Total Prepaid:	\$80,787.72
Total Vouchers:	\$93,510.11
Grand Total:	\$174,297.83

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$43,919.50 Kapur & Associates, Inc. – Project 17.0040.01 217 Burlington Streets
2. \$26,555.25 Ascent Aviation Group, Inc. – 100LL Aviation Gasoline
3. \$18,830.61 WE Energies – Street Lights 01/30/17 to 02/28/17
4. \$12,500.00 Town of Spring Prairie – Purchase Class B Liquor License
5. \$ 9,741.00 Midwest Meter, Inc. – Meters

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$174,297.83.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Detail listing of Prepaid and Vouchers.

For Council Approval April 5, 2017

Prepaid:	03/17/17	\$	34,769.53
	03/24/17	\$	<u>46,018.19</u>
Total Prepaid		\$	80,787.72

Vouchers:	04/05/17	\$	93,510.11
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GRAND TOTAL \$ 174,297.83

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	RACINE CO T & M COURT	Robinson, Brandon; Case: 17-2283	17-2283	03/02/2017	500.00	03/17/2017
Total 100454521001:					500.00	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	Account # 171-798-6300 001 (split)	6824215304	02/19/2017	348.33	03/17/2017
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-02/17	03/04/2017	.29	03/17/2017
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	16.31	03/17/2017
Total 100515132225:					364.93	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	Account # 171-798-6300 001 (split)	6824215304	02/19/2017	209.00	03/17/2017
100-515141-225 FINANCE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FINANCE	829440291-02/17	03/04/2017	.08	03/17/2017
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	16.31	03/17/2017
Total 100515141225:					225.39	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073FEB17	02/26/2017	767.26	03/17/2017
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073JAN17	01/26/2017	972.08	03/17/2017
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877FEB17	02/27/2017	1,824.65	03/17/2017
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877JAN17	01/27/2017	1,760.54	03/17/2017
Total 100525211220:					5,324.53	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	Account # 171-798-6300 001 (split)	6824215304	02/19/2017	557.32	03/17/2017
100-525211-225 POLICE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE POLICE	829440291-02/17	03/04/2017	3.30	03/17/2017
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	81.55	03/17/2017
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22207945	02/15/2017	77.79	03/17/2017
Total 100525211225:					719.96	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	20119350	02/03/2017	469.76	03/17/2017
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	20282860	03/06/2017	353.64	03/17/2017
Total 100525211533:					823.40	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	NAPOLI'S PIZZA RESTAURANT	NAPOLIS - FIRE DEPT.	058555	02/15/2017	227.00	03/17/2017
100-525220-157 FIRE - INSERVICE TRAININ	PETTY CASH - FIRE DEPT	Tip for Napoli	058555	02/15/2017	10.00	03/17/2017
Total 100525220157:					237.00	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-02/17	03/04/2017	5.00	03/17/2017
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	65.22	03/17/2017
Total 100525220225:					70.22	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE DPW	829440291-02/17	03/04/2017	.46	03/17/2017
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	32.62	03/17/2017
Total 100535321225:					33.08	

prepaid
03-17-2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0819-473-268	0819473268FEB17	02/26/2017	99.33	03/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4432-157-647	4432157647FEB17	02/28/2017	18,830.61	03/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5695-147-539	5695147539FEB17	02/26/2017	370.15	03/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	9418-285-345	9418285345FEB17	02/26/2017	128.01	03/17/2017
Total 100535321261:					19,428.10	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4021622049	03/01/2017	25.65	03/17/2017
Total 100535321310:					25.65	
100535321356						
100-535321-356 STREETS-Rep & Maint Street	WI DEPT OF TRANSPORTATIO	State Project No. 3834-00-02	395-0000018576	03/01/2017	2,123.26	03/17/2017
Total 100535321356:					2,123.26	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551FEB17	03/05/2017	23.79	03/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777FEB17	02/27/2017	36.79	03/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838FEB17	03/07/2017	15.71	03/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899FEB17	02/26/2017	51.36	03/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410FEB17	03/01/2017	69.76	03/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992FEB17	03/02/2017	80.26	03/17/2017
Total 100555551220:					277.67	
100555551310						
100-555551-310 PARKS - OFFICE SUPP, PO	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4021622049	03/01/2017	12.82	03/17/2017
Total 100555551310:					12.82	
251555511225						
251-555511-225 TELEPHONE	AT & T	Account # 171-798-6300 001 (split)	6824215304	02/19/2017	278.66	03/17/2017
Total 251555511225:					278.66	
251555511318						
251-555511-318 AUTOMATION	AMAZON.COM/GE MONEY	shipping charge	0217AMAZ1*	02/28/2017	9.49	03/17/2017
Total 251555511318:					9.49	
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Crafts	030917	03/14/2017	22.01	03/17/2017
Total 251555511345:					22.01	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	KOCH KUTS	Maentenance Agreement for Pump Stations	2017	02/02/2017	2,565.00	03/17/2017
Total 622506250000:					2,565.00	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T LONG DISTANCE	AT & T LONG DISTANCE WATER	829440291-02/17	03/04/2017	.08	03/17/2017
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	32.62	03/17/2017
622-509210-000 OFFICE SUPPLY	CANON SOLUTIONS AMERICA,	Copier - DPW Serial FRU34827 (split)	4021622049	03/01/2017	25.65	03/17/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622509210000:					58.35	
622509280000						
622-509280-000 REG. COMM. EXPENSE	PUBLIC SERVICE COMMISSION	840-CW-105 Well #11 Radium Compliance	1702-I-00841	03/08/2017	352.04	03/17/2017
Total 622509280000:					352.04	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135FEB17	03/12/2017	99.50	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457FEB17	03/12/2017	127.39	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006FEB17	03/12/2017	529.64	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440FEB17	03/12/2017	321.79	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972FEB17	03/13/2017	19.62	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581FEB17	03/12/2017	77.31	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921FEB17	03/12/2017	65.08	03/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002FEB17	03/12/2017	28.63	03/17/2017
Total 623575740220:					1,268.96	
623575740225						
623-575740-225 TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE AIRPORT	829440291-02/17	03/04/2017	.08	03/17/2017
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334740317	03/04/2017	48.93	03/17/2017
Total 623575740225:					49.01	
Grand Totals:					34,769.53	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policey No. 141500 April Billing	IA608000	03/07/2017	553.00	03/24/2017
Total 100239006:					553.00	
100444412000						
100-444412-000 PARKING VIOLATIONS	WIGHTMAN, CRAIG	Refund Tax Intercept	020817	02/08/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	SHEETZ, STEVEN J	Refund Tax Intercept	021617	02/16/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	Boggs, Alexandria	Refund Tax Intercept	022117	02/21/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	KOEBERL, SHERMAN	Refund Tax Intercept	022217	02/17/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	HERDA, JOSEPH	Refund Tax Intercept	021617	02/16/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	VOS, MICHAEL	refund Tax Intercept	021617	02/16/2017	50.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	GERNDT, MELISSA	Refund Tax Intercept	021317	02/13/2017	25.00	03/24/2017
100-444412-000 PARKING VIOLATIONS	CRONE, DARRELL	Refund Tax Intercept	021317	02/13/2017	25.00	03/24/2017
Total 100444412000:					225.00	
100515121298						
100-515121-298 MUNI COURT - CONTRACT	WI MUNI JUDGES ASSOCIATIO	WMJA 2017 Dues	2017KI	03/23/2017	100.00	03/24/2017
Total 100515121298:					100.00	
100515131390						
100-515131-390 MAYOR-SUPLIES-OTHER E	FOCUS ON COMMUNITY	Donation to BASD Partners2 Program	2017	03/24/2017	1,000.00	03/24/2017
Total 100515131390:					1,000.00	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174FEB17	03/13/2017	358.36	03/24/2017
Total 100535321220:					358.36	
100535321225						
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 03/17	03/19/2017	81.30	03/24/2017
Total 100535321225:					81.30	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988FEB17	03/12/2017	47.19	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266MAR17	03/13/2017	40.32	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427FEB17	03/12/2017	24.33	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067FEB17	03/12/2017	58.75	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145FEB17	03/10/2017	23.13	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5639-265-567	5639265567FEB17	03/12/2017	133.13	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692FEB17	03/14/2017	133.51	03/24/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431FEB17	03/13/2017	241.76	03/24/2017
Total 100535321261:					702.12	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	5486115	03/15/2017	428.74	03/24/2017
Total 100535321350:					428.74	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359FEB17	03/12/2017	43.69	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053FEB17	03/13/2017	18.16	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774FEB17	03/12/2017	41.81	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672344997FEB17	03/12/2017	215.96	03/24/2017

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100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405FEB17	03/12/2017	41.14	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627FEB17	03/12/2017	34.95	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241FEB17	03/12/2017	76.24	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713MAR17	03/12/2017	69.64	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983FEB17	03/12/2017	16.80	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324FEB17	03/12/2017	22.18	03/24/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262FEB17	03/12/2017	16.80	03/24/2017
Total 100555551220:					597.37	
100555551225						
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 03/17	03/19/2017	40.64	03/24/2017
Total 100555551225:					40.64	
100565639399						
100-565639-399 ECONOMIC DEVELOPMENT	TOWN OF SPRING PRAIRIE	Purchase Class B Liquor License	RES NO. 4823(42)	03/07/2017	12,500.00	03/24/2017
Total 100565639399:					12,500.00	
501514900000						
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	Monthly fee for Advocacy Serv - April	33676	03/20/2017	180.00	03/24/2017
Total 501514900000:					180.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 03/17	03/10/2017	594.36	03/24/2017
Total 621575740159:					594.36	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685FEB17	03/13/2017	296.76	03/24/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449MAR17	03/14/2017	31.98	03/24/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051FEB17	03/07/2017	82.54	03/24/2017
Total 621575740220:					411.28	
621575740225						
621-575740-225 TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 03/17	03/19/2017	196.37	03/24/2017
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9781819608	03/10/2017	63.74	03/24/2017
Total 621575740225:					260.11	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE-MILW	Time Warner WWTP Acct # 702658601	702658601 03/17	03/10/2017	124.94	03/24/2017
Total 621575740310:					124.94	
622506410000						
622-506410-000 SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 03/17	03/10/2017	377.31	03/24/2017
Total 622506410000:					377.31	
622509030000						
622-509030-000 OFFICE SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 03/17	03/10/2017	358.13	03/24/2017
Total 622509030000:					358.13	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622509210000						
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 03/17	03/19/2017	81.30	03/24/2017
Total 622509210000:					81.30	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	427533	03/20/2017	26,555.25	03/24/2017
Total 623575740200:					26,555.25	
864212001						
864-212001 REFUNDS PAYABLE	NEW BERLIN MUNICIPAL COUR	Schneider, Kathleen; Case: AO-12-2145	AO-12-2145	03/10/2017	488.98	03/24/2017
Total 864212001:					488.98	
Grand Totals:					46,018.19	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515111310						
100-515111-310 CITY COUNCIL - OFF SUP-P	LIGHTHOUSE COMMUNICATIO	Quarterly Newsletter	1130317	03/16/2017	2,031.50	
Total 100515111310:					2,031.50	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Public Hearing	273446	03/02/2017	84.02	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - Liquor License App	274224	03/09/2017	13.46	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	2 x Bids: Roads	274381	03/09/2017	205.52	
Total 100515111399:					303.00	
100515121520						
100-515121-520 MUNI COURT - PROP & LIA	ZAREK INSURANCE, INC.	Bond - Annual Public Official Judge	7618	03/06/2017	100.00	
Total 100515121520:					100.00	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	Safebuilt, LLC	Code Enforcement Services	0028716-IN	02/28/2017	165.00	
Total 100515132298:					165.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1179470	03/08/2017	2.86	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1181920	03/15/2017	2.86	
100-515132-310 ADMIN - OFF SUPP-POSTA	ZAREK INSURANCE, INC.	Renewal - Notary Bond Anderson	7625	03/24/2017	40.00	
Total 100515132310:					45.72	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	03/24/17CH	03/24/2017	5.85	
Total 100515132399:					5.85	
100515140399						
100-515140-399 GENERAL CODE & MISC PU	GENERAL CODE	GENERAL CODE SUPPLEMENT NO 26	PG000011425	03/13/2017	4,462.52	
Total 100515140399:					4,462.52	
100515161298						
100-515161-298 ATTORNEY - CONTRACT S	VONBRIESEN & ROPER, S.C.	VON BRIESEN & PURTELL LABOR & EMPLOYME	10910	03/10/2017	392.00	
Total 100515161298:					392.00	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	ENHELDER, PAUL M.	FCSN Cancer Awareness Program	1	03/20/2017	300.00	
Total 100525220157:					300.00	
100525220211						
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Mason, Ronnie	150575494	03/08/2017	148.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Oldenburg, Kyle	150587457	03/08/2017	148.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Herring, Mandalyn	150611190	03/09/2017	148.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Weavers, Amelia	150625412	03/09/2017	160.00	
Total 100525220211:					604.00	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	MAYER REPAIR	service call for 2009/9A009365 Pierce/Empel	9314M	03/14/2017	5,321.15	

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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220242:					5,321.15	
100525220244						
100-525220-244	FIRE - REPAIR MAINT EQUI	BENDLIN FIRE EQUIP. CO., INC.	credit	95149	03/06/2017	225.00-
100-525220-244	FIRE - REPAIR MAINT EQUI	RC ELECTRONIC, INC	Sound off 48" nForce Lightbar	643098	03/17/2017	2,499.00
100-525220-244	FIRE - REPAIR MAINT EQUI	PAUL CONWAY SHIELDS	FIRE DEPT - SUPPLIES	0400345-IN	03/13/2017	39.00
100-525220-244	FIRE - REPAIR MAINT EQUI	K&M WELDING AND FABRICATI	brackets	1231	03/06/2017	116.00
100-525220-244	FIRE - REPAIR MAINT EQUI	DUO-SAFETY LADDER CORPO	Heat Sensor Label	459722-00	03/07/2017	139.85
Total 100525220244:					2,568.85	
100525220246						
100-525220-246	FIRE - REPAIR MAINT OFFI	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1181911	03/15/2017	75.32
Total 100525220246:					75.32	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	29101	03/16/2017	9.76
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	29367	03/20/2017	47.36
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies (split)	29549	03/22/2017	8.68
Total 100525220248:					65.80	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	MENARDS	Acct # 32120264 - Fire House Supplies (split)	29549	03/22/2017	18.87
100-525220-310	FIRE - OFFICE SUPPLIES	REINEMANS, INC.	UPS Delivery	118181	02/07/2017	84.32
100-525220-310	FIRE - OFFICE SUPPLIES	MINUTEMAN PRESS OF BURLI	Fire Inspection Reports	30342	03/20/2017	168.35
Total 100525220310:					271.54	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	PAUL CONWAY SHIELDS	FIRE DEPT - SUPPLIES	0400165-IN	03/08/2017	279.05
Total 100525220389:					279.05	
100535321159						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1179470	03/08/2017	71.45
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1181920	03/15/2017	67.95
Total 100535321159:					139.40	
100535321242						
100-535321-242	STREETS - REP MAINT VE	KRIETE GROUP	Racine Truck Sales- Unit 520 parts	146253R	03/15/2017	85.20
Total 100535321242:					85.20	
100535321248						
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1179471	03/08/2017	12.05
Total 100535321248:					12.05	
100535321261						
100-535321-261	STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	Lamps HPS 150W Ecolux	820084-01	03/01/2017	94.64
Total 100535321261:					94.64	
100535321298						
100-535321-298	STREETS - CONTRACT SER	RACINE CO PUBLIC WORKS	TVCCOG Revenue	55	03/02/2017	56.41

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-535321-298	STREETS - CONTRACT SER	USABlueBook	USA BLUEBOOK WATER DEPT #85786 (split)	187127	02/21/2017	472.22
100-535321-298	STREETS - CONTRACT SER	VORPAGEL SERVICE INC.	Service Call DPW (split)	40457	02/27/2017	424.80
100-535321-298	STREETS - CONTRACT SER	FISH WINDOW CLEANING	Clean Office Windows (split)	3063-20202	03/14/2017	58.00
Total 100535321298:						1,011.43
100535321350						
100-535321-350	STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01913603	02/28/2017	16.20
100-535321-350	STREETS - REP MAINT SUP	McMASTER-CARR	Hand Wheel Revolving Handle	16627838	03/03/2017	26.24
100-535321-350	STREETS - REP MAINT SUP	LOIS TIRE SHOP,INC.	DPW-TIRE REPAIR	400383	03/15/2017	35.00
100-535321-350	STREETS - REP MAINT SUP	OLSEN SAFETY EQUIP. COR.	Coil, 2 Wire	72218C	03/10/2017	65.11
Total 100535321350:						142.55
100555551159						
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1179470	03/08/2017	19.57
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1181920	03/15/2017	17.82
Total 100555551159:						37.39
100555551248						
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1179471	03/08/2017	6.03
Total 100555551248:						6.03
100555551265						
100-555551-265	PARKS - FESTIVAL EXPENS	Mystic Fireworks	Deposit for Fireworks	394	03/26/2017	3,000.00
Total 100555551265:						3,000.00
100555551298						
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	CITY OF BURLINGTON DOG PARK	A-139094	03/06/2017	80.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL ECHO PARK	A-139366	03/15/2017	90.00
100-555551-298	PARKS - OUTSIDE SERVICE	USABlueBook	USA BLUEBOOK WATER DEPT #85786 (split)	187127	02/21/2017	203.66
100-555551-298	PARKS - OUTSIDE SERVICE	VORPAGEL SERVICE INC.	Service Call DPW (split)	40457	02/27/2017	212.41
100-555551-298	PARKS - OUTSIDE SERVICE	FISH WINDOW CLEANING	Clean Office Windows (split)	3063-20202	03/14/2017	29.00
100-555551-298	PARKS - OUTSIDE SERVICE	MIGRATORY BIRD MANAGEME	Goose Control - 4 Weeks	2241	03/01/2017	1,500.00
Total 100555551298:						2,115.07
100555551350						
100-555551-350	PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01913603	02/28/2017	8.10
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	28180	03/03/2017	105.57
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	28605	03/09/2017	246.33
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	Gen. Purp. Clnr.	1-321311	03/06/2017	11.99
Total 100555551350:						371.99
100555561298						
100-555561-298	FORESTRY-CONTRACT SE	ALLIED SAFETY PRODUCTS, LL	Waterproof Gloves	7118	02/27/2017	31.00
Total 100555561298:						31.00
100555561350						
100-555561-350	FORESTRY-REPAIR/MTCE	ALLIED SAFETY PRODUCTS, LL	Waterproof Gloves	7196	03/13/2017	273.00
100-555561-350	FORESTRY-REPAIR/MTCE	GROVE OUTDOOR POWER LLC	Chainsaw Parts	6899	03/17/2017	710.16
Total 100555561350:						983.16

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100565641298						
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	17.0095.01 Burlington 2017 Plan Review	90260	03/15/2017	572.50
Total 100565641298:						572.50
100575710297						
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	110334	02/28/2017	108.00
Total 100575710297:						108.00
100575710298						
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	110334	02/28/2017	371.00
Total 100575710298:						371.00
251555511225						
251-555511-225	TELEPHONE	DIGICORP	Digicorp - Library	31739	03/22/2017	60.00
Total 251555511225:						60.00
251555511242						
251-555511-242	REPAIR, MAINTENANCE EQ	STAPLES BUSINESS ADVANTA	toner	0317ST1	03/22/2017	183.99
Total 251555511242:						183.99
251555511247						
251-555511-247	REPAIR, MAINTENANCE BUI	REINEMANS, INC.	Supplies	119835	03/22/2017	45.58
Total 251555511247:						45.58
251555511310						
251-555511-310	OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	6079458	03/22/2017	154.85
251-555511-310	OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Library	022117RM	03/22/2017	24.00
251-555511-310	OFFICE SUPPLIES, POSTA	MINUTEMAN PRESS OF BURLI	Library - General Supplies	30040	03/22/2017	63.16
251-555511-310	OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES LIBRARY SUPPLIES	0317ST2	03/22/2017	17.96
251-555511-310	OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	supplies	331974911	03/22/2017	22.86
Total 251555511310:						282.83
251555511318						
251-555511-318	AUTOMATION	STAPLES BUSINESS ADVANTA	laserjet printer	3331974911B	03/22/2017	169.99
Total 251555511318:						169.99
251555511327						
251-555511-327	MATERIALS	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIALS	2032686447	03/22/2017	847.37
251-555511-327	MATERIALS	BAKER & TAYLOR	BAKER & TAYLOR LIBRARY MATERIALS	2032699847	03/22/2017	1,107.52
251-555511-327	MATERIALS	BAKER & TAYLOR ENTERTAIN	BAKER & TAYLOR ENTERTAINMENT DVD'S	B45596260	03/22/2017	155.57
251-555511-327	MATERIALS	BAKER & TAYLOR CONT. SERV	nonfiction materials	5014463423	03/22/2017	33.04
251-555511-327	MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1452733	03/22/2017	307.74
251-555511-327	MATERIALS	MICROMARKETING ASSOCIAT	MICROMARKETING LIBRARY MATERIALS	658469	03/22/2017	8.50
251-555511-327	MATERIALS	JUNIOR LIBRARY GUILD	Juvenile Fictional Material	356168	03/22/2017	559.80
251-555511-327	MATERIALS	MIDWEST TAPE, LLC	audiobooks	94773097	03/22/2017	39.99
251-555511-327	MATERIALS	MIDWEST TAPE, LLC	DVD's	94854544	03/22/2017	784.65
251-555511-327	MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	0317TOH	03/22/2017	21.00
251-555511-327	MATERIALS	MIDAMERICA BOOKS	MIDAMERICA BOOKS LIBRARY JUV MATERIALS	410075	03/22/2017	105.70
251-555511-327	MATERIALS	DODGEVILLE HIGH SCHOLL LIB	LOST ITEM	032217DHS	03/22/2017	13.95

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Total 251555511327:					3,984.83	
251555511345						
251-555511-345 PROGRAMS	S&S WORLDWIDE	Childrens Program Supplies	031617SS	03/24/2017	60.06	
Total 251555511345:					60.06	
46555551804						
465-555551-804 PARKS CAPITAL OUTLAY P	REINDERS INC	GM360/7200/7210 Snowblow	1671159-00	03/02/2017	3,828.00	
Total 46555551804:					3,828.00	
470535321800						
470-535321-800 Other Streets Projects	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	89731	03/16/2017	19,763.78	
Total 470535321800:					19,763.78	
621181000						
621-181000 CONSTRUCTION IN PROGRESS	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	89731	03/16/2017	16,689.41	
Total 621181000:					16,689.41	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1181922	03/15/2017	76.95	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1184375	03/22/2017	76.95	
Total 621575740159:					153.90	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	BUMPER TO BUMPER BURLING	Plastic Dome Cap	1-321801	03/15/2017	1.99	
621-575740-242 REPAIR,MAINTENANCE VE	BUMPER TO BUMPER BURLING	Vehicle Maintenance Supplies	1-322089	03/22/2017	16.01	
Total 621575740242:					18.00	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1181922	03/15/2017	14.91	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1181923	03/15/2017	123.72	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1184375	03/22/2017	14.91	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	WWTP March Cleaning	2988	03/21/2017	1,080.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	FISH WINDOW CLEANING	WWTP Window Cleaning	0363-20310	03/21/2017	322.00	
Total 621575740244:					1,555.54	
621575740246						
621-575740-246 REPAIRS,MAINT OFF EQUIP	JAMES IMAGING SYSTEMS, IN	CNDY447424 - WWTP	737459	03/21/2017	148.20	
Total 621575740246:					148.20	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1181922	03/15/2017	5.10	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1181923	03/15/2017	87.05	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1184375	03/22/2017	5.10	
Total 621575740249:					97.25	
621575740342						
621-575740-342 DISINFECTION ULTRA VIOL	UV DOCTOR LAMPS LLC	UV Doctor Lamps LLC - WWTP Supplies	10311	03/15/2017	1,186.30	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740342:					1,186.30	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	SIEMENS WWTP BIOXIDE	903011130	03/06/2017	267.14	
Total 621575740353:					267.14	
622501070000						
622-501070-000 WORK IN PROGRESS	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	89731	03/16/2017	7,466.31	
Total 622501070000:					7,466.31	
622503460000						
622-503460-000 METERS & LABOR	MIDWEST METER INC	3/4" Meters	0087095-IN	03/08/2017	9,741.00	
Total 622503460000:					9,741.00	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Perm. Clnr.	4036872	03/01/2017	125.30	
Total 622506310000:					125.30	
622506410000						
622-506410-000 SUPPLIES	REINEMANS, INC.	outdoor center parts	120388	03/22/2017	20.25	
Total 622506410000:					20.25	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	REINEMANS, INC.	buckets	120059	03/06/2017	32.77	
Total 622506530000:					32.77	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1181921	03/15/2017	31.46	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1184374	03/22/2017	31.46	
Total 622509030000:					62.92	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1179471	03/08/2017	12.05	
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	500X01913603	02/28/2017	16.20	
622-509350-000 GENERAL PLANT-SUPPLIE	VORPAGEL SERVICE INC.	Service Call DPW (split)	40457	02/27/2017	424.80	
622-509350-000 GENERAL PLANT-SUPPLIE	FISH WINDOW CLEANING	Clean Office Windows (split)	3063-20202	03/14/2017	58.00	
Total 622509350000:					511.05	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK, IN	SERVICE REPAIR AT AIRPORT	2017-006568	03/03/2017	377.00	
623-575740-242 REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK, IN	SERVICE REPAIR AT AIRPORT	2017-006594	03/21/2017	297.00	
Total 623575740242:					674.00	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER APR BILLING	2017APRIL	04/05/2017	309.00	
Total 623575740298:					309.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Grand Totals:					<u>93,510.11</u>	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: April 5, 2017

SUBJECT: Licenses & Permits

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Operator's License Applications -

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.

The following individuals have applied for an Operator's License in the City of Burlington:

- Beyerl, Adam
- Meagher, Jennifer
- Moritz, Antoinette
- Morrow, Rex
- Pisani, Jason
- Schacht, Breanna
- Klein, Sarah
- Taff, Chantel

Liquor License Applications -

On February 6, 2017, an application for a "Class B" Combination Liquor License was submitted for Spiegelhoff Super Foods, Inc. (aka Gooseberries), located at 690 W. State Street, Burlington, WI 53105. Kathleen Spiegelhoff, 3201 S. Browns Lake Drive, is listed as the Agent. A \$20 publication fee was paid and a Notice of Application was published in the Standard Press on March 9, 2017.

Attached to this Cover Sheet is a letter submitted by Mr. David Spiegelhoff in regards to being considered for the above license, if and when a "Class B" Liquor License were to become available.

At the time of submittal, there were no available liquor licenses. However, as of March 21, 2017, the City of Burlington was able to purchase a "Class B" Reserve license from the Town of Spring Prairie in the amount of \$12,500. This license is now available and may be purchased in the amount of \$12,500. To date, no other applications have been submitted to the City Clerk.

Special Event Permits –

The following “Special Event” applications have been received and reviewed and approved by the appropriate department heads:

- 05/05/2017 – Lucky Star Pub & Eatery – Cinco de Mayo Festival
- 5/21/2017 – Burlington Conservation Club – Kid’s Fisheree at Echo Park
- 5/29/2017 – Burlington Chocolate Fest - Veteran’s Memorial Day Parade
- 6/8/2017 to 8/31/2017 (every other Thursday) – B-Town Sounds Concert Series at Echo Park
- 7/15/2017 – LifeBridge Church – Kids Fest at Echo Park
- 8/20/2017 – Bumper to Bumper Car Show at the Chocolate Fest Grounds

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 license and permits.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

- Letter from Mr. David Spiegelhoff
- Special Event Applicant Information



DATE: April 5, 2017

SUBJECT: **A Public Hearing** to hear comments and concerns regarding City of Burlington's intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property for reconstruction of various sidewalks.

SUBMITTED BY: Jim Bergles, Director of Public Works

BACKGROUND/HISTORY:

A Public Hearing has been scheduled to hear comments and concerns from the public regarding the final step in the special assessment process for the reconstruction of sidewalks associated with the 2016 Sidewalk Improvement Project. The associated resolution is the final step in the special assessment process for sidewalk reconstruction associated with the 2017 Sidewalk Reconstruction Project.

Consistent with past practices of the City, the proposed assessments may be paid in cash or in three annual installments with an interest rate of 3.5% payable to the Treasurer. The City Clerk will mail a copy of the resolution to each property owner, as well as publish an Installment Notice when the contract is set.

BUDGET/FISCAL IMPACT:

This work was planned and accounted for within the 2017 DPW Streets Budget. The total estimated cost for the project is \$27,687.90, with one-half of that cost (\$13,843.95) being assessed to the property owners, and the City responsible for the remaining one-half.

RECOMMENDATION:

Staff recommends that the City Council approve this final intent to exercise Special Assessments for the reconstruction of certain sidewalks as listed in the Preliminary Resolution No. 4818(37).

TIMING/IMPLEMENTATION:

This item for Public Hearing at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Public Hearing Notice

STATE OF WISCONSIN

COUNTY OF RACINE AND WALWORTH

The Common Council in and for the City of Burlington

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN THE CITY OF BURLINGTON, WISCONSIN.

To Whom It May Concern:

NOTICE is given that the Common Council of the City of Burlington, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property within the following described assessment district for benefits conferred upon the properties at the following locations:

ASSESSMENT DISTRICT

Reconstruction of portions of existing sidewalk at various individual properties at the following locations:

HOUSE NUMBER	STREET NAME
525	Adams Street
100, 116, 125, 133, 200, 201-203, 208, 216, 224	North Kane Street
101, 109, 125, 140, 232, 233, 241, 248, 309, 325, 341, 356,	South Kane Street
340	East Market Street
472	Mary Street
108	McHenry St. (McHenry St. side and Randolph St. side)
448	Westridge Avenue

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file at City Hall and may be inspected there during any business day between the hours of 8:00 a.m. and 5:00 p.m.

You are further notified that the Common Council of the City of Burlington, Wisconsin, will hear all interested persons, or their agents or attorneys, concerning matters contained in the preliminary resolution authorizing the assessments and in the above described report during the meeting of the Common Council scheduled for:

WEDNESDAY, APRIL 5, 2017 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.

Dated at Burlington, Wisconsin, this 27TH day of February, 2017

Diahnn Halbach, City Clerk

Published in the Burlington Standard Press
March 23, 2017

	Parcel No.	Owner	Mailing Address	OF 4" WALK	OF 6" WALK	OF SIDEWALK	SQ. FT. OF 4"	ST (
Wisconsin side	031932402970	Arrin Jones	525 Adams St.	Burlington, WI 53105	100.00	0.00	4.00	400.00
Kane St. side	031932402070	Burlington School District	100 N. Kane St.	Burlington, WI 53105	13.60	0.00	5.00	68.00
	031932402050	Jeffrey Gren	116 N. Kane St.	Burlington, WI 53105	0.00	8.40	5.00	0.00
	031932081000	Justin S. Widiker	125 N. Kane St.	Burlington, WI 53105	9.40	0.00	5.00	47.00
	031932080000	Luella Ueble	133 N. Kane St.	Burlington, WI 53105	30.70	16.20	5.00	153.50
	031932401980	Thomas & Meg Regner et-al, c/o Beatrice Regner	200 N. Kane St.	Burlington, WI 53105	18.60	14.80	5.00	93.00
	031932079000	John Christopher Springer	201 N. Kane St.	Burlington, WI 53105	10.20	10.10	5.00	51.00
	031932401950	Martin & Joan Lois Rev Tr	208 N. Kane St.	Burlington, WI 53105	9.10	4.80	5.00	45.50
	031932401940	William & Lucille Dinegan	216 N. Kane St.	Burlington, WI 53105	4.80	4.80	5.00	24.00
Kane St. side	031932401990	Kevin & Kimberly McGuinness-Rook	224 N. Kane St.	Burlington, WI 53105	11.00	0.00	5.00	55.00
Kane St. side	031932320000	Robert & Phyllis Hartwick	101 S. Kane St.	Burlington, WI 53105	30.00	0.00	4.50	135.00
	031932320200	Philip & Susan Hein	109 S. Kane St.	Burlington, WI 53105	30.10	0.00	4.50	135.45
	031932320020	Michael & Julianne Springer	125 S. Kane St.	Burlington, WI 53105	50.40	0.00	4.50	226.80
	031932360050	Ryan & Ashley Adams	140 S. Kane St.	Burlington, WI 53105	5.00	0.00	5.00	25.00
	031932520520	Joseph & Karen Iselin Tr.	232 S. Kane St.	Burlington, WI 53105	60.90	4.90	5.00	304.50
Kane St. side	031932320180	Phillip & Patricia Birch Fam. Tr.	1112 Pauline St.	Oak Park, IL 60302	10.00	0.00	4.00	40.00
	031932320190	Richard & Maryellen Ellingstad Tr.	241 S. Kane St.	Burlington, WI 53105	10.00	0.00	4.00	40.00
	031932520540	Frank & Betty Voss	248 S. Kane St.	Burlington, WI 53105	5.00	0.00	5.00	25.00
Kane St. side	031932134000	Thomas McLaughlin	309 S. Kane St.	Burlington, WI 53105	58.20	4.50	4.50	261.90
	031932300000	Elisabeth Peters	325 S. Kane St.	Burlington, WI 53105	19.70	15.00	4.50	88.65
	031932300010	J. Charles Mesec	341 S. Kane St.	Burlington, WI 53105	39.30	0.00	4.50	176.85
	031932520690	Jason & Jodi Kendall	W1769 Hwy J	Mukwonago, WI 53149	22.70	0.00	4.00	90.80
Mary St. side	031932561120	Sergio Tamayo	340 E. Market St.	Burlington, WI 53105	61.00	0.00	4.50	274.50
	031932561110	Harris & Jean Schultz	472 Mary St.	Burlington, WI 53105	30.00	0.00	4.50	135.00
McHenry St.,SW corner of parcel	031932122000	Church of the Immaculate Conception	108 McHenry St.	Burlington, WI 53105	12.00	0.00	5.00	60.00
Randolph St. side, near playground	031932490120	St. Mary's Immac. Conception Cath. Ch.	108 McHenry St.	Burlington, WI 53105	71.00	0.00	4.50	319.50
	031931140420	Brian Riggs	448 Westridge Ave.	Burlington, WI 53105	44.20	0.00	4.50	198.90
					766.90	83.50		3,474.85



DATE: April 5, 2017

SUBJECT: RESOLUTION 4824(43) to consider approving an amendment to the City of Burlington Fee Schedule.

SUBMITTED BY: Megan Watkins, Director of Administrative Services

BACKGROUND/HISTORY:

The City maintains an official fee schedule that encapsulates all fees among the various city departments. This fee schedule was last updated in 2012. In an effort to be fiscally responsible with services provided, as well as cognizant of trends among comparable communities, staff analyzed this schedule to remain consistent with other municipalities, while maintaining reasonable fees for our patrons. The current fees that were amended are incorporated with the proposed changes (in red) on the attached fee schedule.

A number of fees were amended as highlighted below:

Ch. 67 – Records

- Copies of compact discs/DVDs were reduced to \$10 each
- 24” x 36 prints were added for \$3.75 each

Ch. 100 – Amusements & Special Events

- Removed Dance Hall license fees
- Removed Dance Permit fees

Ch. 187 – Intoxicating Liquor/Fermented Malt Beverages

- Changed ‘Reserved License’ to state “No less than \$10,000 plus publication charge

Ch. 274 – Streets & Sidewalks

- Added Right-of-way Permit – Dumpster or construction vehicle placement - \$30

Ch. 304 – Water

- Reduced well operation permit to \$75 and must be renewed every five years

Ch. 315 – Zoning

- Added fee to apply for a Historical Preservation District Certificate of Appropriateness - \$150 Deposit +/- Actual
- Added fee to apply for a Historical Preservation District Sign Permit - \$150 Deposit +/- Actual

* These fees would be deposits that would be used for plan review fees similar to the fees associated with Plan Commission submittals.

Ch. 115, 142, 243 and 278

A complete revision was made to the Building Construction, Electrical, Plumbing and Zoning sections of the Fee Schedule. Building Inspector Gregory Guidry was tasked with reviewing the Building Department fees to ensure proper alignment with similar communities. Upon first beginning employment with the City, Inspector Guidry noticed a complex and non-user friendly fee schedule that led to confusion with applicants and inspectors.

Guidry set out to make the schedule easier to understand to avoid missed fees in the review and allow applicants ease in their budgeting process. He further streamlined and lowered some of the fees, essentially creating 'flat fees' for common projects such as kitchen and bath remodels, rather than collecting fees from multiple sections of the schedule (for example, building, zoning, plan review, occupancy, electrical and plumbing).

Several local communities were compared to determine consistent and fair fees. These municipalities include Town of Spring Prairie, Village of Mount Pleasant, Delavan, Village of Caledonia, Village of Waterford, Village of Union Grove, Village of Rochester, Town of Waterford, Town of Troy and the City of Lake Geneva.

While some fees were combined and lowered, other fees were increased 30 to 100% based on comparable community fees and staff time and/or materials to facilitate a request/project (for example plan reviews and inspections).

BUDGET/FISCAL IMPACT:

As a matter of best practices, fees associated with the official Fee Schedule should be renewed and evaluated yearly. It is not anticipated revenue from the fee revisions will increase considerably, as some fees were decreased in the schedule.

RECOMMENDATION:

Staff recommends approval of these fee amendments for the City of Burlington Municipal Code as costs of personnel, transportation and supplies increase yearly.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole meeting and is scheduled for the April 5, 2017 Common Council meeting for final consideration.

ATTACHMENTS:

Resolution
2017 City of Burlington Fee Schedule with proposed changes

RESOLUTION NO. 4824(43)
Introduced by the Common Council

**A RESOLUTION AMENDING THE FEE SCHEDULE
FOR THE CITY OF BURLINGTON**

WHEREAS the City of Burlington issues permits and licenses and performs other reviews, inspections and services as provided in its Municipal Code; and

WHEREAS the City defrays its costs of administration, investigation, and processing of said services by imposing fees; and

WHEREAS the City wishes to assemble all of said fees in a centralized document for convenience and economy of administration:

NOW, THEREFORE, BE IT RESOLVED by the City of Burlington Common Council, that, pursuant to all of the above, the City of Burlington Fee Schedule attached hereto is approved and adopted in its entirety.

BE IT FURTHER RESOLVED that the Fee Schedule shall be kept on file in the office of the City Clerk.

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



City of Burlington Fee Schedule

Revised 3/2017

Ordinance	Department/Type	Current Fee	Proposed Fee
Ch. 9 Budget and Finance			
9.8	Special Assessment or other status letter		\$35
Ch. 22 Departments			
22-7	Fingerprint Fee		\$20
Ch. 31 Emergency Government			
31-9	Vehicle Storage Fee		\$10/day or portion thereof
Ch. 67 Records			
67-6	Photocopies (letter or legal size, copied on site)		\$0.25 per page
	Other reproductions or photography		Actual cost
	Audio Tape		\$15
	Compact Disc/DVD	\$15	\$10
	Video Tape		\$20
	Search fees if in excess of \$50.00		\$17.60 per hour, or actual cost
	Mailing		Actual cost
	Frequently asked for documents		
	Entire Municipal Code		Actual cost charged by code company
	Municipal Code Supplements		\$0.25 per page printed
	Zoning Code		\$20
	Fire Prevention Code		\$20
	Zoning Map		\$15
	Voting Map		\$15
	24" x 36" prints	New	\$3.75 each
Ch. 100 Amusements and Special Events			
100-1	Circus or Caravan License		\$30 per day
100-1	Show, Event or Amusement License		\$25 per day
100-2	Dance Hall License	\$10	Removed
100-2	Dance Permit	\$10	Removed
100-3	Block Party Permit		Actual cost per man hour for City services
100-4	Music Device License	\$10	Removed
100-5	Special Event Permit		Actual cost per man hour and items requested for city services and processing fees

Ch. 104		Animals	
104-2	Special Permit		\$10
104-3	Dog - Altered		\$6
	Dog - Unaltered		\$10
	Late Fee		\$10 after April 1 or 8 mo. old within year
104-4	Cat - Altered		\$6
	Cat - Unaltered		\$10
	Late Fee		\$10 after April 1 or 8 mo. old within year
104-8	First Impoundment		\$15
	Second Impoundment		\$25
	Third Impoundment		\$40
104-12	Commercial License		\$15

Ch. 110		Bicycles and Play Vehicles	
110-1	Bicycle Registration		No charge-Valid for life of bicycle

Ch. 115		Building Construction	
115-6	Weatherization stipulation or waiver fee	<i>No change</i>	\$25
115-9	1 and 2 Family Dwelling		
	Minimum Permit Fee for All Building Permits	\$50	\$65
	Early Start	\$190	\$200
	Plan Review	\$150	\$175
	Zoning	\$25	\$75
	Erosion Control	<i>No change</i>	\$150
	New 1 & 2 Family (including decks)	<i>No change</i>	\$0.32/ sq. ft.
	State Seal	\$20 plus State fee	\$50
	Occupancy	\$50	\$65
	Temporary Occupancy	<i>No change</i>	\$80
	911 Address number	\$10	\$15
	Additions + Mechanicals	\$0.32/sq. ft.	\$0.32/sq. ft. Min. \$190
	Plan Review	\$75	\$100
	Certificate of Completion/occupancy	<i>No change</i>	\$50
	Remodel/Basement Finish + Mechanicals	\$0.32/sq. ft.	\$0.32/ sq. ft. Min. 120
	Plan Review	<i>No change</i>	\$50
	Certificate of Completion	\$50	\$25
	Add Bath (all trades included)	New*	\$200
	Kitchen Remodel all trades (cabinet replacement)	New*	\$165
	Bath Remodel (fixture replace only) all trades	New*	\$120
	Modular Home (includes all trades)	New*	\$800
	Accessory Building (includes zoning)		
	Plan Review		
	Less than 120 sq. ft.	New	\$100
	Greater than 120 sq. ft.	\$60	\$0.28 sq. ft. Min \$120
	Manufacture built (no plan review needed)	New	\$75

Decks/Gazebo/Pergolas (includes plan review and zoning)	\$50	\$150
Fence	No change	\$50
Driveway	New	\$50
Exterior Entry Landing (under 25 sq. ft.) (Includes plan review)	New	\$85
Re-inspection fee	No change	\$75
Where sq. footage cannot be calculated	\$10/\$1000 of valuation	\$11 per \$1000 of valuation

* New project fees, such as Bath Remodel or Kitchen Remodel are a combination of plan review, building, electrical, plumbing, HVAC and certificate of completion in one flat rate.

115-9 Miscellaneous 1 and 2 Family

Permit renewal	\$50	\$75/inspection, Min. \$100
Roof/Siding	No change	\$50
Add window/door	New	\$85/inspection
Foundation Repair	New	\$120

115-9 Commercial/Multifamily

Minimum permit fee	\$50	\$100
Permit Renewal	\$50	\$85/Inspection, Min. \$200
Early Start	No change	\$245
Plan Review	\$200+\$25/unit	\$250 + \$25/ unit
Zoning	\$25	\$125
Erosion Control	No change	\$180/Building + \$5/1,000 sq. ft. Max. \$2,000
New Building	No change	\$0.32/ sq. ft.
Occupancy	\$50/unit	\$190 + \$ 50/unit
Temporary Occupancy	No change	\$80
Tenant Finish/Remodel/Addition	\$0.32/sq. ft.	\$0.32/ sq. ft., Min. \$200
Plan Review	No change	\$225
Certificate of Completion	No change	\$50
Decks/Gazebo/Pergolas (includes plan review and zoning)	New	\$200
Accessory Structures	\$0.32/sq. ft.	\$0.32/ sq. ft., Min. fee \$180
Plan review	\$60	\$75
Certificate of completion	No change	\$50/unit
Where Square footage cannot be calculated	\$10/\$1000 of valuation	\$12/ \$1,000 value of project

115-9 Industrial/Manufactory Building

Minimum Permit Fee	\$50	\$100
Permit Renewal	\$50	\$85/Inspection Min. \$200
Early Start	No change	\$245
Plan Review	No change	\$225
Zoning	\$25	\$125
Erosion Control	No change	\$180/Building+\$5/1000 sq. ft.
New Building (not including office/lab or similar area)		\$0.26/sq. ft.
Office/Lab or similar area	\$0.30/sq. ft.	\$0.32/sq. ft.
Occupancy	No change	\$190
Temporary Occupancy	\$80	\$190
Remodel/Addition (not including office/lab or similar area)		\$0.26/ sq. ft.
Office/Lab or similar areas	\$0.30/sq. ft.	\$0.32/ sq. ft.
Plan review	\$225	\$100

	Certificate of Compliance	\$190	\$50/unit
115-9	Miscellaneous Commercial/Multifamily/Industrial/Manufactory Fees		
	Minimum Permit Fee	\$50	\$65
	Re-inspection Fee	\$75/inspection	\$75 1st time/100 each time after
	Missed inspections	\$100	\$75
	Work Started without permits	<i>No change</i>	Double Fee
	Special Inspection, Reports or Letter	\$150	\$75/hr.
	Wrecking, Razing or Demolition	\$75 + \$0.10/sq. ft./\$750 per building	\$75 + \$0.10/sq. ft. / Max. (Fees may be waived at the discretion of the Building Inspector) \$750/building
	Roof	\$10/\$1000 of valuation	\$11/\$1,000 value of project
	Siding	\$10/\$1000 of valuation	\$100
	Fence (include zoning)	<i>No change</i>	\$50
	Driveway	<i>No change</i>	\$50
	Pools/Hot tub above ground (include zoning) + Mechanicals	\$10/\$1000 of valuation, Min. \$50 Plus \$35 plan Review	\$120 (includes 2 inspections)
	Pools built-in (include zoning) + Mechanicals	\$10/\$1000 of valuation Min. \$50, plus \$35 plan review	\$180 (includes 3 inspections), \$65 each additional inspection
	Signs/Awning (each)	\$35	\$65
	Temporary Sign Permit	\$35	\$65
	Dumpster / Receptacle Enclosure Permit	\$60	\$65
	Yard Sprinkler System	New	\$65

Note: The state fee schedule for commercial buildings (DSPS 305) projects may be charged in lieu of or in addition to this fee schedule at the Municipalities discretion

Note: Gross square footage calculations are based on exterior dimensions, including garage and each finished floor level. Unfinished basements or portions thereof are not included

Note: The state fee schedule for commercial building projects may be charged in lieu of or in addition to this fee schedule at the City's discretion.

Note: All fee categories shall be rounded up to the next full dollar amount.

Note: Where fees are based upon square footage, they shall be based on exterior dimensions, including garage and each unfinished floor level. Unfinished basements or portions thereof are not included.

Ch. 115 Heating and Air Conditioning

	Plan Review if not submitted at time of original review	New	\$65
	Minimum Permit fee	\$50	\$65
115-9	New 1 and 2 Family Residential		
	New/Addition/Remodel	\$1.80/100 sq. ft. of area	\$ 60 base fee + .07/ sq. ft.
	Addition	New	\$ 60 base fee + .07/ sq. Ft.
	Remodel (duct alteration only)	New	\$ 65
	HVAC Appliance replace/added + electrical	\$50	\$ 65 each
115-9	Commercial/Multi Family		
	New/Addition/Remodel	\$1.80/100 sq. ft. of area	\$100 base fee + \$.06/ sq. ft.
	Minimum permit fee	\$50	\$100
	Per HVAC unit	\$16/unit per 50,000 BTU or or fraction thereof, Max \$750/unit	\$65
115-9	Industrial/Manufactory		
	New/Addition/Remodel	\$1.80/100 sq. ft. of area	\$100 base fee+ \$0.04 sq. ft.
	Minimum permit fee	\$50	\$100
	Per HVAC unit	16/unit per 50,000 BTU or or fraction thereof, Max \$750/unit	\$65
115-9	Commercial/Multi Family/Industrial/Manufactory		
	Air Conditioning Permit (Up to 3 tons or 36,000 BTUs)	\$50/unit	\$100/unit
	Air Conditioning Permit (Over 3 tons)	No change	\$16/ton (12,000 BTUs) or fraction thereof, Max. \$750/unit
	Exhaust Hood System Permit (New/ Replace)	\$155	\$200
	Heating & Air Conditioning Distribution System	\$1.80/100 sq. ft. of condition area, min. \$50	\$0.04/ sq. ft. of conditioned area. Min. \$100
	Heating, Incinerator Unit or Wood Burning Appliance (Up to & including 150,000 BTUs)	\$50/unit	\$65/unit
	Heating, Incinerator Unit or Wood Burning Appliance (Over 150,000 BTUs)	No change	\$16/unit per 50,000 BTUs or fraction thereof, Max. \$750/unit

Ch. 128 Cigarettes and Tobacco Products

128-1	Cigarette License		\$100
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Ch. 142	Electrical		
142-2	Electrician-License (City of Burlington)	\$55 new/\$40 Renewal	Removed
142-2	Maintenance Electrician's License (COB)	\$30	Removed
	Minimum permit fee	\$50	\$65
	New /Remodel/Addition	The greater of: Area Fee: \$0.10/ sq. ft. for area + service fee of \$50 For 200 amp or less + \$15 for ea. 100 amps In excess of 200 amps -OR- \$100/inspection, min. \$100	\$60 base + \$0.10/ sq. ft. \$65 + \$3/device
	Where Sq. Ft. cannot be calculated	New	\$60 base fee +\$0.10/ sq. ft.
	Accessory Building	\$0.08/sq. ft. Min. \$50	\$60 base fee +\$0.10/ sq. ft.
142-5	Multi Family/ Commercial		
	Minimum permit fee	\$50	\$100
	New/Addition/Remodel (plus electric service)	The greater of: Area Fee: \$0.06/ sq. ft. for area + service fee of \$50 For 200 amp or less + \$10 for ea. 100 amps In excess of 200 amps -OR- \$75/inspection, min. \$200	\$100 base + \$0.10/ sq. ft. \$85 + \$4 /device
	Where sq. ft. cannot be calculated	New	\$100 base + \$0.10/ sq. ft. \$85 + \$4 /device
	Plan review if not submitted at time of original review	New	\$65
142-5	Industrial/Manufactory		
	Minimum permit fee	New	\$100
	New /Addition/ Remodel (plus electric service)	New	\$120 Base fee + \$.08/ sq. ft.
	Office/Lab /similar areas	New	\$0.10/ sq. ft.
	Where Sq. Ft. cannot be calculated	New	\$85 + \$4/device
	Plan review if not submitted at time of original review	New	\$65
142-5	Miscellaneous Fees		
	Special Inspections	New	\$85
	New/Temporary/Upgrade service		
	Feeder panel	New	\$65
	0 to 200 amp	New	\$100
	201- 400 amp	New	\$120
	401 amp and up	New	\$240
	Accessory Structure+ electrical service	\$0.08/sq. ft. Min. \$50	\$65 Base fee + \$ 4/device
	Solar/Wind generation	New	\$120
	Generators/Transformer	New	\$120

Low Voltage system	New	\$75 + \$0.02/ sq. ft.
Appliances	New	\$65
Hot Tubs/pools above ground	New	\$120
Built in Pools/Hot Tubs	New	\$180
Parking Lot lighting	New	\$65 Base fee + \$15/fixture
Pump/Grinders	New	\$65 /device
Heating Units	New	\$65 /unit
Sign	\$35	\$65
Miscellaneous	New	\$65

Ch. 165 Geographical Designation and Logo

165-1	Use of Geographical Designation and Logo	\$110
165-2	Use of Logo Only	\$30

Ch. 187 Intoxicating Liquor/Fermented Malt Beverages

187-7	Retail Class "A" Fermented Malt Beverages	\$100 Plus publication charge
187-7	Retail Class "B" Fermented Malt Beverages	
	Full Year	\$100 Plus publication charge
	Six Month	\$50 Plus publication charge
	Temporary/Picnic (Special Gathering)	\$10
187-7	Wholesaler's Ferm. Malt. Bev.	\$25 Plus publication charge
187-7	Retail "Class A" Liquor	\$500 Plus publication charge
187-7	"Class B" Liquor	
	Full Year	\$500 Plus publication charge
	Six Months	\$250 Plus publication charge
187-7	Operator's	\$25
	Provisional Operator's	\$15
	Temporary Operator's	\$10
187-7	Retail "Class C" (Wine)	\$100 Plus publication charge
187-7	Retail Reserve "Class B" Liquor	\$10,000 plus Publication charge
		No less than \$10,000 plus publication charge

Ch. 193 Junk Collectors / Dealers

193-2	Junk Collector	\$25
	Junk Dealer	\$25
	Junk Yard	\$25
	Each Additional Vehicle	\$15
193-7	Duplicate License	\$5

Ch. 219 Noise

219-1	Construction Equip. Operation	\$125 for operation outside of regular hours
219-1	Loudspeaker Permit	\$30

Ch. 227 Public Nuisance

227-3	Noxious and other weeds	\$110.00 Administration fee, Plus equipment cost, and hourly labor (doubled)
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Ch. 234	Parks and Public Areas		
234-2	Special Occasion Permit		\$15
234-3	Overnight Camping Permit		\$15
	Pavilion Rental for City residents		\$50
	Pavilion Rental for non-residents		\$100
	Park rental security deposit		\$100
Ch. 243	Plumbing		
243-5	Plan Review if not submitted at time of original review	New	\$65
	Minimum Permit Fee	\$50	\$65
	Addition/Remodel (All building types)	<i>No change</i>	\$15/fixture + \$65/ anticipated inspections, min. fee \$ 225
	Sanitary & Storm Sewer Building Drain	\$50 for 1 st 100 ft +\$0.45/ea. add. ft.	\$75 for 1st. 100 ft. + \$0.45/ea. additional ft.
	Water, San. & Storm Sewer Laterals	\$50 for 1 st 100 ft +\$0.40/ea. add. ft.	\$75 for 1st 100 ft. + \$0.45/ea. additional ft.
	Sanitary & Storm Sewer	\$50 for 1 st 100 ft +\$0.45/ea. add. ft.	\$75 for 1st. 100 ft. + \$0.45/ea. additional ft.
	Manhole & Catch Basin Back Flow Preventers	<i>No change</i> New	\$15/each \$120
243-5	New 1 and 2 Family Addition/Remodel	<i>No change</i> <i>No change</i>	\$ 60 base fee + \$.10/ sq. ft. \$ 15 per fixture +\$65 per inspection, Minimum \$125
243-5	New Commercial/ Multifamily	\$60 base fee + \$0.06/sq. ft.	\$100 base fee + \$0.10/sq. ft.
243-5	New Manufactory/Industrial	\$60 base fee + \$0.06/sq. ft.	\$100 Base fee + \$0.06/sq. ft.
Ch. 254	Sales		
254-1	Direct Seller's Registration		\$50.00
254-1.1	Weights and Measures License Annual Assessment		\$30.00 Amount set by Council According to class of license
254-2	Vendor Vehicle Permit Pushed, Pedaled or Pulled Vehicle Motorized Vehicle		\$20.00 \$30.00
254-3	Farmer's Market Permit		Handled by Farmers Market
254-5	Special Event Sales Permit		\$30.00
Ch. 259	Sewers		
259-5	Sewer Connection Fee, within City		\$1,650.00 per REU
259-13	Industrial Discharge Permit		\$110.00
259-16	Septage Disposal Permit		\$110.00

Ch. 270	Stormwater Management	
270-12	Stormwater Permit	Actual cost of City Engineer's charges
Ch. 274	Streets and Sidewalks	
274-11	Outdoor Seating Permit B2 & B2A Zoning Dist. Sidewalk Seating Permit without alcohol	\$30
	Sidewalk Seating Permit with alcohol	\$45
274-18	Right-of-way Work	Deposit \$2,000 refundable on satisfactory restoration
274-20	Right-of-way Permit Excavation below 12" deep or pavement Surface or above 12" below surface Dumpster or construction vehicle placement	\$175 \$30 \$30
		New
Ch. 278	Subdivision of Land	
278-76	Objecting Agency Review Fee	Actual cost charged by Agency
278-77	Preliminary Plat/CSM Review Reapplication	\$35 Base fee, plus \$7 per lot \$30
278-78	Improvement Review Fee	1% of estimated cost of public improvements
278-79	Inspection Fee	Actual cost of City Engineer's charges
278-80	Final Plat/CSM Review Reapplication	\$8 Base fee, plus \$2 per lot \$8
278-81	Public Site Fee	\$500 per dwelling unit
278-82	Street Tree Fee	\$135 per tree required
278-83	Engineering Fee	Actual cost of City Engineer's charges
278-84	Administrative Fee	Actual cost of City's expenses
Ch. 293	Vehicles and Traffic	
293-3	All Night Parking Permit	\$10 per month
293-6	Parking Permit for Municipal Lot	\$10 per month
293-8	Key Return Fee	\$5
293-18	Impoundment Storage Fee	\$50 per day or portion thereof
Ch. 297	Vehicles for Hire	
297-1	Taxicab License First vehicle Each additional vehicle	\$60 plus publication charge \$30
297-2	Carriage License	\$30 per carriage
Ch. 304	Water	
304-11	Flow Tests	\$10
304-11	Water Rates	As approved by the PSC & Council in Rate Schedule
304-13	Well Operation Permit	\$75 permit must be renewed every five years

Ch. 315**Zoning**

PUD Overlay District		\$500 Deposit +/- Actual
Conditional Use Permit		\$500 Deposit +/- Actual
Certified Survey Map Review		\$500 Deposit +/- Actual
Site Plan Review		\$500 Deposit +/- Actual
Rezoning/change Application		\$500 Deposit +/- Actual
Historic Preservation District Certificate of Appropriateness	New	\$150 Deposit +/- Actual
Historic Preservation District Sign Application	New	\$150 Deposit +/- Actual
Variance Application/Zoning Appeal		\$150 Deposit +/- Actual
Quarry Operation Cond. Use		\$200 per year

Permit Fees	City of Burlington (Current)	City of Burlington (Proposed)	WI Uniform Building Code	Village of Mt. Pleasant	Whitewater	Grafton	City of Elkhorn	City of Delavan	City of Lake Geneva	Village of Waterford	Village of Rochester	Village of Union Grove	Town of Spring Prairie	Village of East Troy
Population	10,603	10,603	N/A	26,224	14,390	11,519	10,084	8,463	7,651	5,400	3,736	4,716	2,200	1,737
Last Fee Schedule Update	2,012	Proposed	2,015	2,011	2,013	UNK	2,015	2,007	2,016	2,014	2,014	2,012	2,014	2,015
Residential														
Min. fee-all permits	\$50	\$65	\$50	\$55	\$30	\$50	UNK	\$40	\$50	\$50	\$50	\$60	\$65	\$45
Kitchen remodel	N/A	165 (Combination of plan review, building, electrical, plumbing, HVAC and certificate of completion)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$100	N/A
Bathroom remodel	N/A	120 (Combination of plan review, building, electrical, plumbing, HVAC and certificate of completion)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$75	N/A
1 & 2 Family-new	\$0.32 per sq. ft.	\$0.32 per sq. ft.	\$0.35 / sq. ft	\$0.32 sq. ft.	\$30 + \$5/\$1000 valuation	\$0.39/sq ft	\$150 + \$0.27 per sq. ft.	\$0.31 per sq. ft.	\$0.31 per sq. ft. w/garage	\$0.25 per sq. ft. w/garage	\$0.34 per sq. ft. w/garage	\$0.30 per sq. ft. w/garage-\$1000 min.	\$850 first 2000 sq. ft. then \$150 each additional 1000 sq. ft.	UNK
Alterations/additions	\$0.32 per sq. ft.	\$0.32 per sq. ft. / min \$190	\$0.35 / sq. ft	\$0.32 per sq. ft.	\$30 + \$5/\$1000 valuation	\$11.75/1000 valuation	\$40 + \$7 per \$1000 valuation	\$40 min. or \$0.31 per sq. ft.	\$10 per \$1000 valuation	\$0.13 per sq. ft.	\$0.34 per sq. ft., or \$11.50 per \$1000 valuation where sq. ft. cannot be calculated	\$0.30 per sq. ft.-\$250 min./\$0.25 per sq. ft. for alteration	\$0.15 per sq. ft., \$250 min. + mechanicals/ \$0.11 per sq. ft. or \$100 + mechanicals for remodel	\$7 per \$1000 valuation, \$60 min./\$150 for addition
Early Start (footing & foundation)	\$190	\$200	\$200	\$190	UNK	\$200	\$50	\$100	\$100	\$100	\$200	\$150	\$50	\$75
Erosion Control	\$150	\$150	\$165/lot	\$150	UNK	\$165	\$75(1 & 2 family, accessory bldg) / \$40 (decks, patios, retaining walls, pools)	\$75	\$100-new / \$50-addition & accessory structures	\$50	\$160	\$0.05 per sq. ft.-\$60 min. & \$1000 max.	\$75	UNK
Raze/demo	\$75 + \$0.10 per sq. ft.-\$750 max	\$75 + \$0.10 per sq. ft.-\$550 max	\$80 + \$0.10/sq. ft. - \$800 max	\$75 min. + \$0.10 per sq. ft.-\$750 max.	\$30 + \$5/\$1000 valuation	\$80 + \$0.10/sq. ft	\$40	\$75	\$75 (& accessory structure over 250 sq. ft.)	\$50 + \$0.06 per sq. ft.	\$80 min. + \$0.10 per sq. ft. w/\$785 max.	\$100, \$50-accessory bldg >120 sq. Ft.	\$50	UNK
Detached garage & accessory bldgs (sheds)	\$0.26 per sq. ft.	\$100 up to 120 sq. ft. - Over 120 sq ft - \$0.28 sq ft - min \$120	\$0.28 sq. ft.	\$55 up to 180 sq. ft. or \$11 per \$1000 valuation where sq. ft. cannot be calculated	\$0.12/sq ft	\$11.75/\$1000 valuation	\$40 for first 600 sq. ft. & \$0.27 thereafter	\$15 up to 80 sq. ft., \$0.31 per sq. ft. over 80 sq. ft.	\$0.22 per sq. ft.	\$0.20 per sq. ft.	\$0.28 per sq. ft.	\$0.25 per sq. ft.	\$0.20 per sq. ft., min. \$65	\$40 150 to 600 sq. ft., \$0.18 per sq. ft. over 600 sq. ft.
Structures, repairs, alterations where sq. ft. cannot be calculated	\$10 per \$1000 valuation	\$11 per \$1000 valuation	\$11.75/\$1000 valuation	\$55 up to 180 sq. ft. or \$11 per \$1000 valuation where sq. ft. cannot be calculated	UNK	\$11.75/\$1000 valuation	UNK	UNK	UNK	UNK	\$11.50/\$1000 valuation	\$9 per \$1000 valuation	UNK	UNK
Decks/porches	\$110 (includes plan review & zoning)	150 (includes plan review & zoning)	\$50	\$55	\$0.12/sq ft	\$11.75/\$1000 valuation	\$75	\$40	\$0.10 per sq. ft. or \$50 min	\$0.20 per sq. ft.	\$50	UNK	\$120	\$50-under 300 sq. ft., \$0.12 per sq. ft. over 300 sq. ft.

Permit Fees	City of Burlington (Current)	City of Burlington (Proposed)	WI Uniform Building Code	Village of Mt. Pleasant	Whitewater	Grafton	City of Elkhorn	City of Delavan	City of Lake Geneva	Village of Waterford	Village of Rochester	Village of Union Grove	Town of Spring Prairie	Village of East Troy
Siding/re-siding	\$50	\$50	\$50	UNK	UNK	\$11.75/\$1000 valuation	\$40	\$40	\$50	\$7 per \$1000 valuation where sq. ft. cannot be calculated	\$50	\$50	UNK	UNK
Re-roofing	\$50	\$50	\$50	\$55	\$30 + \$5/\$1000 valuation	\$11.75/\$1000 valuation	\$40	\$40	\$40	\$7 per \$1000 valuation where sq. ft. cannot be calculated	\$50	\$50	UNK	\$35
Fence	\$50	\$50	UNK	UNK	\$30 + \$5/\$1000 valuation	UNK	UNK	\$35	UNK	\$50	\$50	\$50	UNK	\$35
Driveway	N/A	\$50	UNK	UNK	\$0	UNK		\$30				UNK	\$75	UNK
State UDC seal (State charge \$33)	State charge + \$20	\$50	\$60	State charge + \$25	UNK	\$25 + State charge	\$30	\$35	\$35	\$40	State charge + \$25	\$45	\$30	State charge + \$25
Certificate of Completion addition, alteration	\$50	\$50	\$50/unit	\$50	\$65	\$50/unit	\$65 or \$40 per unit	\$45	\$50	\$50	\$50	UNK	\$50	50
Temp. Occupancy	\$80	\$80	\$80	UNK	UNK	UNK	\$65	UNK	\$75	\$50	UNK	UNK	\$50	UNK
Plan review	\$150-new, \$75-additions, \$60-accessory bldgs less than 120 sq. ft., \$50-alterations, \$35-deck, \$60-htg, plumbing & lighting or energy calcs.	\$175-new, \$100-additions, \$100-accessory bldgs less than 120 sq. ft., \$65-htg, plumbing & lighting or energy calcs.	\$235 new, \$80 addition, \$60 accessory bldgs, \$50 deck/pool	\$220-new, \$75-additions, \$50-alterations, \$35-decks & pools	UNK	\$235 New, \$80 alteration, \$50 accessory, \$50 deck/pool	\$175 new 1 & 2 family/\$65 addition/\$40 alteration/\$225 multi-family + \$20 per unit	\$90 up to 2000 sq. ft./\$105 over 2000 sq. ft./\$60 + \$150 per unit/\$50 additions or alterations	\$100 1 & 2 family / additions or alterations \$50	\$150	\$230-new, \$80-additions, \$50-alterations, \$60-accessory bldgs over 120 sq. ft., \$40-decks, \$60 htg & lighting or energy calcs.	\$200-new, \$125-additions, \$50-alterations, \$30-accessory >180 sq. ft.	\$65	\$220-new, \$75-additions, \$50-alterations, \$35-decks & pools
Re-inspection	\$75	\$75	\$50/inspection	\$50	\$30	\$75	\$50	\$50	\$100/\$50 additions/alterations	\$50	\$50	\$60 each	\$50	\$50
Plumbing	\$15 per fixture + \$65 per number of insp.-min. \$125 for alterations, \$60 for base & area fee-\$0.10 per sq. ft. of area-new home	\$15 per fixture + \$65 per number of insp.-min. \$125 for alterations, \$60 for base & area fee-\$0.10 per sq. ft. of area-new home	UNK	UNK	\$30 + \$0.03/sq ft + fixtures	\$35 + fixtures	\$40 + \$7 per fixture-new	\$9-1st fixture & each additional	\$12 per fixture or drain-\$50 min.	\$12 per \$1000 valuation-pumps and each fixture with new/additions		\$100 + \$11 per fixture-\$60 per inspection min.,	\$65-addition/remodel	\$45 + \$0.04 per sq. ft.
Electrical	The greater of: \$0.10 per sq. ft. for area + service fee, min. \$100	\$60 base fee + \$0.07/sq ft, min permit fee \$65	UNK	UNK	\$30 + \$0.03/sq ft + fixtures	Individual fixture fees, \$35 min.	\$40+\$0.05 per sq. ft.	\$50-min, \$50 + \$15 per 100 amps over 200 amps-temp service, \$50 + \$15 per 100 amps over 200 amps-service upgrade, \$50 + \$75 up to 1000 sq. ft. or about \$40 per almost 2000 sq. ft.-new/additions/remodel	\$0.10 per sq. ft. or \$1 per device box if area cannot be calculated-\$50 min.,	\$50 base + \$0.05 per sq. ft., \$12 per \$1000 valuation + base-alterations, temp service	UNK	\$60 min., \$50 + \$0.05 per sq. ft.-new, \$75 1st 200 amps then \$10 per 100 amps-services	\$65-addition/remodel, \$80 up to 200 amps then \$15 each 100 amp-service	\$45 min. + \$0.04 per sq. ft.
HVAC	\$50-A/C up to 3 tons, \$16 per ton over 3 tons, \$1.80 per 100 sq. ft. of cond. area for htg & A/C distrib., \$50-htg up to 150,000 BTUs	\$100/unit, \$16 per ton or fraction thereof, \$60 base fee + \$0.10/sq ft, \$0.04/sq. ft. of conditioned area.	\$50/unit up to 150,000 BTU, \$17 each additional 50,000 BTU - \$800 max. \$1.90 per 100 sq. ft. of cond. area, min \$50	\$55 up to 150,000 BTU and \$16 additional for each 50,000 BTU-htg	\$30 + \$0.03/sq ft + fixtures	UNK	\$40 + \$0.05 per sq. ft.-new, \$40 min.-replace	\$45 + \$1 per 100 sq. ft. of cond. area, \$45 up to 150,000 BTUs w/additional \$10 each 50,000 BTU-htg unit, \$45 per unit up to 3 tons with additional \$10 each ton or 12,000 BTUs for A/C	\$100 1st unit each additional \$50-new, \$2 per 100 sq. ft. of cond. area-htg & A/C distrib., \$50-A/C, 20-permanent wall unit	\$50 base + \$0.05 per sq. ft.-new/additions, \$12 per \$1000 valuation + base-alterations	\$50 up to 150,000 BTU and additional of \$17 for 50,000 BTU-htg, heat pumps, split HVAC units	\$60 per inspection, \$50 + \$0.04 per sq. ft.-new/addition/alteration for distribution system, \$50-furnace, A/C, addition/ replacement	\$65-addition/remodel, \$65 base + \$25-furnace & A/C	\$45 + \$0.04 per sq. ft., \$25-gas, oil, furnaces, boilers, A/C, duct work 1st 150,000 BTU

Permit Fees	City of Burlington (Current)	City of Burlington (Proposed)	WI Uniform Building Code	Village of Mt. Pleasant	Whitewater	Grafton	City of Elkhorn	City of Delavan	City of Lake Geneva	Village of Waterford	Village of Rochester	Village of Union Grove	Town of Spring Prairie	Village of East Troy
Commercial														
New	\$0.32 per sq. ft.	\$0.32 per sq. ft.	\$0.28 / sq. ft.	\$0.26/sq ft	\$30 + \$5/\$1000 valuation	\$0.37/sq ft	\$200 + \$0.27 per sq. ft.	\$0.31 per sq. ft.	\$0.30 per sq. ft.	\$0.20 per sq. ft.	\$0.28 sq ft	\$60	\$0.17 per sq. ft. min. \$400 + mechanicals	\$0.18 per sq. ft.
Alterations/additions	\$0.32 per sq. ft.	\$0.32 per sq. ft., min \$200	\$0.28 / sq. ft.	\$0.30/sq ft	\$30 + \$5/\$1000 valuation	\$0.37/sq ft	\$150 for first 600 sq. ft. & \$0.27 after	\$50 min.	\$0.30 per sq. ft.	\$0.13 per sq. ft.	\$0.32 per sq. ft.	\$0.15 per sq. ft., \$0.25 per sq. ft.-alterations	\$0.17 per sq. ft. min. \$300 + mechanicals	\$7 per 1000 valuation-\$60 min., \$300 for additions
Business, office bldgs or additions	\$0.30 per sq. ft.	\$0.32 per sq. ft.	\$0.33/sq ft	\$0.30 per sq. ft.	\$30 + \$5/\$1000 valuation	\$11.75/\$1000 valuation	UKN	\$0.27 per sq. ft.	\$0.30 per sq. ft.	\$0.13 per sq. ft.	\$0.32 per sq. ft.	UKN	remodel-\$0.17 per sq. ft. + mechanicals	\$7 per 1000 valuation-\$60 min., \$300 for additions
Early Start (footing & foundation)	\$245	\$245	\$265	\$245	UKN	\$265	\$200	\$125	\$150	\$150	\$260	\$250	\$75	\$150
Erosion Control	\$180 + \$5 per 1000 sq. ft. of disturbed lot	\$180 + \$5 per 1000 sq. ft. of disturbed lot	\$15/building + \$5/1000 sq. ft. of disturbed lot	\$180 + \$5 per 1000 sq. ft. of disturbed lot	UKN	\$315/building + \$5/1000 sq ft of lot	UKN	\$150 bldg + \$5 per 1000 sq. ft. of disturbed lot	\$150 bldg + \$5 per 1000 sq. ft. lot up to \$2000	\$150	\$190	\$0.05 per sq. ft.-\$100 min. & \$1500 max.	\$75 up to 1.99 acres, \$150 for 2 or more	\$175 first acre, \$75 ea. additional acre
Raze/demo	\$75 + \$0.10 per sq. ft.-\$750 max	\$75 + \$0.10 per sq. ft.-\$750 max	\$80 + \$0.10 sq. ft. - \$800 max	\$75 min. + \$0.10 per sq. ft.-\$750 max.	\$30 + \$5/\$1000 valuation	\$80 + \$0.10/sq ft	\$75	\$75	\$250	\$50 + \$0.06/sq ft + \$1/\$1000 valuation	\$80 min. + \$0.10 per sq. ft. w/\$785 max.	\$100	\$75	UKN
Detached garage & accessory bldgs (sheds)	\$0.32 per sq. ft.	\$0.32 per sq. ft., min \$180	\$0.28/ sq. ft.	\$0.26 per sq. ft. over 180 sq. ft./\$11 per \$1000 valuation where sq. ft cannot be calculated	\$30 + \$5/\$1000 valuation	\$0.37/sq ft	\$0.27/sq ft	\$0.31/sq ft	\$10 per \$1000 valuation-bldgs/structures where sq. ft. cannot be calculated	\$0.32/sq ft	\$0.28/sq ft	\$0.20 per sq. ft.	\$0.20 sq ft, min \$65	UKN
Decks/porches	N/A	200 (includes plan review & zoning)	\$50	UKN	\$30 + \$5/\$1000 valuation	UKN	\$40 and retaining walls	UKN		\$0.20/sq ft	\$40	UKN	\$150	\$0.12/sq ft
Siding/re-siding	\$10 per \$1000 valuation-\$250 max.	\$100	\$11.75/\$1000 valuation - \$265 max	\$11/\$1000 valuation	\$30 + \$5/\$1000 valuation	\$11.75/\$1000 valuation	UKN	\$40	\$10 per \$1000 valuation-bldgs/structures where sq. ft. cannot be calculated	\$0.07/\$1000 valuation	\$11.50 per \$1000 valuation, \$260 max.	\$60	UKN	UKN
Re-roofing	\$10 per \$1000 valuation-\$250 max.	\$11 per \$1000 valuation-\$250 max.	\$11.75/\$1000 valuation - \$265 max	\$11/\$1000 valuation	\$30 + \$5/\$1000 valuation	\$11.75/\$1000 valuation	\$100	\$250 + \$0.05 per sq. ft. over 2500 sq. ft.	\$10 per \$1000 valuation-bldgs/structures where sq. ft. cannot be calculated	\$0.07/\$1000 valuation	\$11.50 per \$1000 valuation, \$260 max.	\$60	UKN	UKN
Occupancy permit-new, addition, alteration	\$190	\$190	\$205	\$190	\$130 + \$10/unit	\$205	\$65	\$85	\$100	\$50	\$200	\$75	\$60	\$75
Temp. Occupancy	\$80	\$80	\$80	UKN	UKN	\$80	\$65		\$75	\$50	\$80	UKN	\$60	\$75
Plan review	\$225	\$225	\$285	\$270, \$60-accessory bldg over 180 sq. ft.	UKN	\$285	\$225, accessory bldg over 120 sq. ft.-\$55	\$85	\$150, State approved-\$50	WI Admin. Code	\$280-new/addition/alteration, \$60-accessory bldg more than 120 sq. ft.	\$250, \$150 + \$10 per unit-(multi-family), \$100-additions, \$75-accessory bldgs	\$75	\$75

Permit Fees	City of Burlington (Current)	City of Burlington (Proposed)	WI Uniform Building Code	Village of Mt. Pleasant	Whitewater	Grafton	City of Elkhorn	City of Delavan	City of Lake Geneva	Village of Waterford	Village of Rochester	Village of Union Grove	Town of Spring Prairie	Village of East Troy
Plumbing	\$15 per fixture + \$65 per number of insp.-min. \$225 for alterations, \$60 for base & area fee-\$0.06 per sq. ft. of area-new, \$15 each-new manhole & catch basin, \$20 for 1st 75 ft. + \$0.40 each additional ft.-new storm sewer	Commercial - \$100 base fee + \$0.10/sq ft; Industrial - \$100 base fee + \$0.06/sq ft	UKN	UKN	\$30 + \$0.03 sq ft + fixtures	\$35 + fixtures	\$40 + \$7/fixture	\$9-1st fixture & each additional	\$12/fixture, drain or device, \$50 min.	\$12 per \$1000 valuation-pumps and each fixture with new/additions, \$12 per \$1000 valuation for 1st 100 ft. then \$0.45-sanitary and storm drain/ sewer	\$50 + \$10/fixture	\$200 + \$11 per fixture-additions/ alterations	\$45 + \$0.05 per sq. ft., \$75-addition/remodel	\$45 + \$0.04 per sq. ft.
HVAC	\$155-exhaust hood & system; \$16 per unit for 50,000 BTUs; htg over 150,000 BTUs; \$1.80/100 sq. ft. of conditioned area, min. \$50	\$200-exhaust hood & system; \$16 per unit for 50,000 BTUs; htg over 150,000 BTUs; \$0.04/ sq. ft. of conditioned area, Min. \$100	\$170 exhaust hood & system; \$50/unit up to 150,000 BTU, \$17 each additional 50,000 BTU - \$800 max. \$1.90 per 100 sq. ft. of cond. area, min \$50	\$155 exhaust hood & systems, \$1.80 per 100 sq. ft. of cond. Area-htg and A/C distribution, \$55 up to 3 tons and \$16 additional for each ton-A/C	\$30 + \$0.03 sq ft + fixtures	\$150-exhaust hood & system; \$50 per unit for 150,000 BTUs, \$17 ea additional 50,000 BTU	new bldg rate- 2nd & 3rd level alteration	\$75-exhaust hood & system	\$75-exhaust hood, \$100 per unit up to 150,000 BTU and each additional \$16 for each 50,000 BTU, \$2 per 100 sq. ft. of cond. area-htg & A/C distrib., \$100 per unit up to 5 tons with each additional at \$16 per ton-A/C, 20-permanent wall unit	\$50 base + \$0.05 per sq. ft.-new/additions, \$12 per \$1000 valuation + base-alterations	\$1.90 per 100 sq. ft. of cond. area-htg & A/C, \$165-exhaust hood, \$50 up to 3 tons and additional \$17 each ton-A/C, heat pumps, split HVAC units	\$90 + \$0.04 per sq. ft.- new/addition/ alteration for distribution system, \$75 1st unit then \$15 additional	\$45 + \$0.05 per sq. ft., \$75-addition/remodel, \$65 base + \$40-furnace/exhaust system & A/C	\$45 + \$0.04 per sq. ft., \$35-gas, oil, furnaces, boilers, duct work 1st 150,000 BTU then \$3 per 50,000 BTU, \$35-A/C then \$2 per 12,000 BTU over 36,000



COMMON COUNCIL

ITEM NUMBER:13B

DATE: April 5, 2017

SUBJECT: RESOLUTION 4825(44) to consider engaging Ehlers, Inc. to assist in performing new required Tax Increment District (TID) reporting for the not to exceed amount of \$6,500.

SUBMITTED BY: Steve DeQuaker, Finance Director Treasurer

BACKGROUND/HISTORY:

The 2015 Wisconsin State Act 257 requires that any political subdivision with a Tax Increment District (TID) file an annual report with all taxing jurisdictions and the Wisconsin Department of Revenue (DOR). Additionally, a meeting of the Joint Review Board for each TID must be convened to review the annual report and review the performance of each TID. Required reporting includes a newly implemented On-line information form for the annual report that is due no later than July 1.

Ehlers, Inc., the City's Municipal Advisor, has been instrumental in assisting the City with the creation, development, financing and management of the City's three TIF Districts. With the increased mandates in completing the required documents, reporting and JRB meetings, Ehlers has offered their services to assist in the coordination and submittals of these new requirements.

BUDGET/FISCAL IMPACT:

Funding for this ongoing project will be provided by the active TID's miscellaneous or administrative contract services, which are allowed expenditures under statutes. There is sufficient budgeted dollars in the 2017 budget to allow for the expenditure. Funding would be annual but only relative to active TID's. Once TID's are closed, the fee amount will be reduced. \$6,500 is broken down as follows: \$1,500 base fee per TID, plus \$1,000 max for meeting attendance including travel and a maximum of 2 JRB meetings to be scheduled. At \$500 per meeting.

RECOMMENDATION:

Staff recommends adopting this resolution to assist the Finance department with the required filings.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole Meeting and for final consideration at the April 5, 2017 Common Council Meeting.

ATTACHMENTS:

Background information
Engagement Letter

RESOLUTION NO. 4825(44)
Introduced by: Committee of the Whole

**A RESOLUTION AUTHORIZING THE ENGAGEMENT OF EHLERS, INC.
TO ASSIST IN REQUIRED ACT 257 TAX INCREMENT DISTRICT
FILINGS RELATED TO THE CITY'S ACTIVE TAX INCREMENT DISTRICTS
FOR THE NOT TO EXCEED AMOUNT OF \$6,500**

WHEREAS, the City of Burlington has three (3) active Tax Increment Districts, and;

WHEREAS, Wisconsin Department of Revenue requires filings of reports and Joint Review Board meetings of each Tax Increment District through 2015 Wisconsin Act 257; and,

WHEREAS, Ehlers, Inc. is the City's Municipal Advisor and has expertise in these areas to assist the City Finance Department in the filing and meeting of these new requirements.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Engagement Letter offered by Ehlers, Inc. for these services in the not to exceed amount of \$6,500 for 2017 is hereby authorized, and;

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute such documents as may be necessary to complete the engagement.

Introduced: March 21, 2017

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



New Annual TIF Reporting Requirements for 2017

[By Todd Taves, Senior Municipal Advisor](#)



[2015 Wisconsin Act 257](#) requires that any political subdivision with a tax incremental district (TID) file an annual report with all overlapping taxing jurisdictions and the Wisconsin Department of Revenue (DOR). Additionally, a meeting of the Joint Review Board must be convened to review the annual report and to review the performance and status of each of the political subdivision's TIDs.

This Act was one of four pieces of legislation approved during the 2015-2016 legislative session that originated from the 2014 Legislative Council Study Committee on the Review of Tax Increment Financing.

Required Report

Prior to Act 257, political subdivisions were required to provide an annual report to overlapping taxing jurisdiction's not later than May 1 annually. The law did not specify a format for the report and there were no penalties for non-compliance.

Under Act 257, political subdivisions must now file their annual report electronically through the DOR's website not later than July 1 annually. The first report, due July 3, 2017 (first business day following the statutory deadline) will be for the 2016 reporting year. The DOR expects the online form to be available in mid-February, and a separate report must be filed for each active TID.

Unlike the prior reporting requirement, the new report will contain mandatory field entries and consists largely of the information found on the Statement of Revenues, Expenditures and Changes in Fund Balance in a typical audited financial statement. Accordingly, political subdivisions may want to ask their auditors to complete this portion of their work earlier in the process, especially if the overall audit is not expected to be complete prior to the July 1 deadline. In addition to filing the online form, a copy of the submitted report must also be transmitted by the political subdivision to each overlapping taxing entity.

The reporting requirement applies to all types of political subdivisions and to all types of TIDs, to include environmental TIDs, industry-specific Town TIDs created under Wis. Stat. § 60.23 and Town TIDs created under Wis. Stat. § 60.85.



Estimated Reports and Filing Extensions

If a governmental unit is not prepared to file its annual report for 2016 by the July 3, 2017 deadline, an estimated report may be filed. Provided that the estimated report is filed by the deadline, an automatic 30-day filing extension to August 2, 2017 will be granted.

There is also an ability to file an amended report through November 1 if it becomes necessary to restate any information following filing of the annual report.

Political subdivisions which do not file their annual report on or prior to the July 3, 2017 deadline, or the August 2, 2017 deadline in cases where an estimated report was filed, will receive notice from DOR of the failure to file. If the annual report is not filed within 60 days following issuance of this notice, DOR is required to assess a \$100 penalty for each day the report is past due.

Joint Review Board Meeting Requirement

Act 257 also requires that the Joint Review Board meet each year to review the annual report and the performance and status of each district governed by the Board. A single meeting can be held for purposes of reviewing all active TIDs within the political subdivision provided that all are overlapped by the same taxing jurisdictions.

While the Act requires that the meeting be held on July 1, or when the annual report becomes available, DOR has issued guidance indicating that there is no specific requirement as to how soon the Joint Review Board meeting must occur following availability of the annual report. As such, meetings should be scheduled based on the availability of Joint Review Board representatives noting that county and technical college district representatives will be asked to attend multiple meetings throughout their jurisdictions in the same general timeframe.

As the purpose of the meeting is to review the annual report, no action by the Joint Review Board is required other than to convene the meeting. To make the annual meeting a more useful exercise, Ehlers recommends preparation of updated forward looking cash flow projections for your TIDs and provision of other supplemental information that helps to more fully explain the current position of each TID.

How Can Ehlers Help?

Ehlers has developed a scope of services for governmental units that may require or prefer to have assistance in complying with some or all of these requirements. Your Ehlers' Municipal Advisor will be contacting you soon to discuss these services so that you can determine what assistance you may need.

Letter of Engagement (“Letter”) to Retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting

As a governmental entity (“Client”) with one or more active Tax Incremental Districts (“TIDs”) you are required to prepare and file an annual report with the Wisconsin Department of Revenue not later than July 1. Following filing, the Joint Review Board (“JRB”) must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

Client has requested that Ehlers assist Client in complying with its annual TID reporting and JRB meeting requirement under Wisconsin Statutes 66.1105(6m)(c)(intro.) and 66.1105(4m)(f)¹. Ehlers proposes and agrees to provide the following scope of services and for the following fees:

Scope of Service & Fee Compensation

Annual Report Submission

Annual reports must be filed electronically by Client not later than July 1 through the Department of Revenue’s website with copies provided to each overlapping taxing entity. The information needed to complete the report will be found within Client’s financial statements and supporting accounting records.

Scope: If requested, Ehlers will provide input to Client and Client’s auditor with respect to required report entries.

Fee: **No charge for routine questions or review of report entries.** Additional assistance may be subject to hourly charges. Client will be advised prior to incurring fees for this scope item if charges become necessary.

Preparation of Supplemental Information for JRB

Given that the DOR annual report format provides limited information for a single fiscal year, Ehlers recommends preparation of supplemental information that will assist Client in more fully presenting the TID’s current financial position, key activities, and anticipated future performance.

- Scope:**
1. Request from Client information necessary for preparation of summary page and updated TID cash flow.
 2. Prepare supplemental information package to include:
 - a. Cover and summary page.
 - b. Current map of TID boundaries.
 - c. Updated cash flow projection.
 - d. Copy of Annual Report.

¹ Or Wisconsin Statutes 60.85(8)(c)(intro.) and 60.85(4)(d); or Wisconsin Statutes 66.1106(10)(a)(intro.) and 66.1106(e)(3); as applicable.

Fee: \$1,500 flat fee per TID.

Flat fee applicable provided that Ehlers has available an existing cash flow model to update. If a cash flow model must be created, the additional time required for that task may be billed hourly. Client will be advised prior to incurring hourly fees for this scope item if charges become necessary. In the event Ehlers has already prepared an updated cash flow for the current year as part of other work for which it has been compensated, the fee charged may be reduced.

JRB Meeting Coordination

Following submission of the annual report with the Department of Revenue, the JRB must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

- Scope:**
1. Obtain from Client preferred meeting dates and times and contact overlapping taxing jurisdictions to confirm availability and attendance.
 2. Prepare required Class 1 meeting notice and transmit to Client's Official Newspaper for publication.
 3. Prepare, and via electronic mail, provide Client and overlapping taxing jurisdictions with:
 - a. Cover letter with meeting details and requirements.
 - b. Agenda.
 - c. Supplemental information package.
 - d. Joint Review Board resolution.

Fee: \$500 flat fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

JRB Meeting Attendance

Scope: Attend Joint Review Board meeting to review cash flow projections and answer questions. Meeting attendance may be in person, or by conference call, as agreed to by Client. Ehlers can provide a call-in number for meetings to be held telephonically. If phone participation in meetings is permitted by Client's ordinance or policy, this may also be used to facilitate attendance by taxing jurisdiction representatives.

Fee: \$500 Flat Fee per meeting. In addition, travel time to and from the meeting will be billed hourly, not to exceed \$1,000.



It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

Fee Example

A Client with three active TIDs for which all services are requested would be charged \$4,500 for preparation of the supplemental reports (\$1,500 per TID), \$500 for JRB meeting coordination and \$500 for JRB meeting attendance for a total of \$5,500. This assumes a single JRB meeting is held, and excludes hourly charges for travel.

Hourly Charges

For any service requested by Client related to the Project that exceeds the Scope of Service defined in this Letter, Client will be charged on an hourly basis. Hourly charges will also apply as identified in the Scope of Services & Fee Compensation section of this Letter. Ehlers will bill Client at our then current hourly rates dependent upon the task/staff required to meet Client request. Prior to charging Client hourly fees, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. (Does not apply to hourly fees charged for travel if in person JRB meeting attendance is requested).

Payment for Services

Ehlers will invoice Client upon completion of the work. The invoice is due and payable upon receipt by Client.

Future Fee Changes

Prior to any fee adjustments, Client will be notified in writing of the revised fees and their effective date.

TID Eligible Expense

Fees charged by Ehlers for the services outlined in this Letter are a TID eligible expense.

Client Responsibility

For each TID that Ehlers is assisting with, Client agrees to:

- Provide Ehlers with the following information:
 - A copy of the TID Annual Report as filed with the Department of Revenue. (Client must also provide a copy directly to each overlapping taxing jurisdiction).
 - A copy of the prior year's audited financial statements if available.
 - A copy of the prior year's DOR Form PC-202 (Tax Increment Collection Worksheet).
 - A current TID boundary map.
 - Copies of documents related to TID debt or other TID liabilities which Client may have incurred and which Ehlers does not have on file.





- Complete and return a questionnaire which we will provide you inquiring as to other information we may need to prepare an updated cash flow.
- Post the Annual JRB meeting agenda and provide notification as required by statute. (Ehlers will prepare and coordinate publication of the Class I Notice if this service is elected).
- Take and prepare minutes at the Annual JRB meeting.
- Provide any technology required for telephonic meeting participation by Ehlers or other parties if such participation is allowed by Client.
- Pay the following costs, which are not include within our Scope of Services:
 - Services rendered by Client’s engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to assist with preparing the annual report or related supplemental information.
 - Publication charge for the Notice of Joint Review Board meeting.

Acceptance

Client hereby accepts this Letter and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client and shall remain in effect for a period of one (1) year. This Letter shall thereafter renew automatically for successive one (1) year periods.

Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. Client may change their scope of service elections, or modify the list of TIDs for which services are being provided prior to commencement of each annual reporting cycle.

Scope of Service	Election of Services
Preparation of Supplemental Information for JRB	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Coordination	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Attendance	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service

Provide these services for all active TIDs.

OR

Provide these services for the following TIDs only: _____

By: _____

Title: _____

Name: _____

Date: _____





DATE: April 5, 2017

SUBJECT: RESOLUTION 4826(45) to consider approving Standard Operating Guidelines between the City of Burlington Fire Department and Burlington Rescue Squad, Inc.

SUBMITTED BY: Alan Babe, Fire Chief, and Brian Zwiebel, Burlington Rescue Squad Chief

BACKGROUND/HISTORY:

As the City of Burlington and the Burlington Rescue Squad's primary focus is to provide the best and vital patient care to the citizens of the City and rescue squad service territory, the City of Burlington Fire Department is looking to assist the City of Burlington's contracted ambulance service (Burlington Rescue Squad Inc.) to assist during a call(s) or patient transport with the approved operational hours of 8 a.m. to 5 p.m., Monday through Friday.

Burlington Rescue Squad (BRS), a truly volunteered run organization, like other charitable organizations have run into a lack of volunteers during the day time. Recognizing the need, in 2013 the City of Burlington approved a First Responder Program allowing on-duty medically trained fire personnel and/or medically trained volunteers to respond immediately with a first response vehicle (FRV), to stabilize and initiate patient care for medical emergencies in the City limits until the BRS arrived. The initial response program was created to support and assist the Burlington Rescue Squad for quicker push-out times.

As the City of Burlington Fire Department and Burlington Rescue Squad have been working more unified, both Chief Zwiebel and Chief Babe created the attached Standard Operating Guideline that provides direction to both BRS and City Fire employees as well as protocols on assisting Burlington Rescue during scene operations and when transporting to the hospital. This standard operating guideline includes BRS calls located in/outside city limits.

The guidelines state the City of Burlington Fire department members that are approved (as Burlington Rescue Squad associate members) by both Fire and EMS Chief will run on BRS' ambulances with one City EMT rotating schedule Monday through Friday. The EMT will be responsible to work in conjunction with Emergency Medical Technicians from Burlington Rescue Squad to assess, treat and transport patients safely and effectively. This schedule will be implemented as City of Burlington / BRS Associate members have completed the BRS Mentee program with the approved skills, tasks and outlined training.

BUDGET/FISCAL IMPACT:

No monetary dollars will be traded; however, city employees will be making service calls outside of City limits. BRS and the City will take special care to limit the duration of time that any City EMT is outside of and/or missing their normal work duties.

RECOMMENDATION:

Staff recommends adopting this resolution to assist the Burlington Rescue Squad.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole Meeting and for final consideration at the April 5, 2017 Common Council Meeting.

ATTACHMENTS:

Resolution

Standard Operating Guideline

**A RESOLUTION APPROVING STANDARD OPERATING GUIDELINES BETWEEN
THE CITY OF BURLINGTON FIRE DEPARTMENT AND BURLINGTON RESCUE
SQUAD, INC.**

WHEREAS, the City of Burlington Fire Department and the Burlington Rescue Squad's primary focus is to provide the best and vital patient care to the citizens of the City and rescue squad territory; and,

WHEREAS, the City of Burlington Fire Department is looking to assist the City of Burlington's contracted ambulance service, Burlington Rescue Squad, Inc., to assist during a call(s) or patient transport with the approved operational hours of 8 a.m. to 5 p.m. Monday through Friday; and,

WHEREAS, in a joint effort between the City of Burlington Fire Department and the Burlington Rescue Squad, a more unified Standard Operating Guidelines has been created; hereto attached as "Attachment A"; and,

WHEREAS, the Standard Operating Guidelines states that only City of Burlington Fire Department members that are approved as Burlington Rescue Squad associate members may work in conjunction with Burlington Rescue Squad to assess, treat and transport patients safely and effectively; and,

WHEREAS, this Guideline will be implemented as City of Burlington Fire Department and Burlington Rescue Squad members have completed the Burlington Rescue Squad Mentee program with approved skills, tasks, and outlined training.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County and Walworth County, State of Wisconsin, that the City of Burlington shall approve a Standard Operating Guidelines between the City of Burlington Fire Department and the Burlington Rescue Squad, Inc.

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

BE IT FURTHER RESOLVED that the City Clerk is directed to send a copy of this resolution to Burlington Rescue Squad, Inc., 432 Milwaukee Avenue, P.O. Box 700, Burlington, WI, 53105.

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn C. Halbach Clerk

City Of Burlington Fire Department Standard Operating Guideline

Daytime Joint EMS Response

Section: Emergency Medical Services 400
Date: 02/23/2017
Chief: Alan J. Babe
S.O.G. Number: 404
Revision Level: N/A
Effective Date: 03/01/2017
Purpose:

Scope: The scope of this policy is to provide direction to City Fire Department employees, Emergency Medical Technicians and Officers when assisting Burlington Rescue during scene operations and when transporting to the hospital during approved operational hours between 0800 and 1700 hrs.

Enforcement: Fire Chief, EMS Chief, BRS Company Officers and City Associated Emergency Medical Technicians and City First Responders.

Approvals

Name	Role	Signature	Date
Alan J. Babe	Fire Chief		03/01/2017
Brian Zwiebel	EMS Chief		03/01/2017

Procedure:

As the City of Burlington and the Burlington Rescue Squad's primary focus is to provide the best and vital patient care to the citizens of the City and rescue squad service territory, the City of Burlington Fire Department will assist the City of Burlington's contracted ambulance service (Burlington Rescue Squad Inc.) to assist during a call(s) or during patient transport.

The City of Burlington Fire department members that are approved through both Fire and EMS Chief as Burlington Rescue Squad associate members will run on BRS' ambulances with one City EMT rotating schedule Monday through Friday. The EMT will be responsible to work in conjunction with Emergency Medical Technicians from Burlington Rescue Squad to assess, treat and transport patients safely and effectively. This schedule will be implemented as City of Burlington / BRS Associate members have completed the BRS Mentee program with the approved skills, tasks and outlined training.

City of Burlington personnel will be gradually ushered into their roles under the mentee program by mentors within the Burlington Rescue Squad's membership. That mentee/mentor program will be the measurable rate that will indicate the increasing patient care and call responsibilities duties for City Fire EMT's.

It is our goal to have all members of both City of Burlington Fire and Burlington Rescue Squad execute the duties of emergency pre-hospital patient care flawlessly and seamlessly. City Fire EMT's will not be asked to take sole responsibility for any patient care intervention until they and their mentor/senior BRS EMT deem it safe.

During calls that are located outside of the city limits, special care will be given by both departments to limit the duration of time that any City EMT is outside of and or missing their normal work duties. This will be done in a reasonable and safe manner with each incident being looked at individually.

To insure that local medical protocols are being followed it is mandatory to have City Fire EMT's and Burlington Rescue Squad EMT's involved with monthly joint EMS trainings. The Fire and EMS Chief's and their appropriate Officers will maintain the attendance rate for all EMT's.

Under no circumstances will a piece of fire apparatus (fire engine, pumper, tower ladder or quint) be left at the scene, unmanned or without an approved driver-operator.

Burlington Rescue Squad is licensed through the Wisconsin Division of Health as an A-EMT ambulance service providing that care 24/7 for all first due EMS calls. The ambulance may be staffed with either a regular BRS or associate BRS A-EMT. All ALS Paramedic services are available on an as needed basis regarding mutual aid requests. Second and simultaneous EMS calls may be run at the EMT-Basic level.



DATE: April 5, 2017

SUBJECT: **RESOLUTION 4827(46)** to declare intent to exercise Special Assessment powers for reconstruction of sidewalks at various locations.

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

BACKGROUND/HISTORY:

This resolution is the final step in the special assessment process for sidewalk reconstruction associated with the 2017 Sidewalk Reconstruction Project.

Consistent with past practices of the City, the proposed assessments may be paid in cash or in three annual installments with an interest rate of 3.5% payable to the Treasurer. The City Clerk will mail a copy of the resolution to each property owner, as well as publish an Installment Notice when the contract is set. A public hearing will be held before the Common Council on April 5, 2017.

The attached Resolution identifies the sidewalks that will be completed in 2017.

BUDGET/FISCAL IMPACT:

This work was planned and accounted for within the 2017 DPW Streets Budget. The total estimated cost for the project is \$27,687.90, with one-half of that cost (\$13,843.95) being assessed to the property owners, and the City responsible for the remaining one-half.

RECOMMENDATION:

Staff recommends that the Common Council approve this final intent to exercise Special Assessments for the reconstruction of certain sidewalks as listed in the Preliminary Resolution No. 4818(37).

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole meeting and scheduled for final consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Resolution
Cost Estimate
Map

RESOLUTION NO. 4827(46)
Introduced by: Committee of the Whole

**A FINAL RESOLUTION EXERCISING ASSESSMENT POWER REGARDING THE 2017
SIDEWALK RECONSTRUCTION PROJECT, AT VARIOUS LOCATIONS.**

WHEREAS, the Common Council of the City of Burlington, Racine County and Walworth County, Wisconsin, have had plans and specifications prepared for the reconstruction of certain sidewalks in the area described in the Report mentioned below and which is on file with the City Clerk, such area is located in the City of Burlington, as follows:

HOUSE NUMBER	STREET NAME
525	Adams Street
100, 116, 125, 133, 200, 201-203, 208, 216, 224	North Kane Street
101, 109, 125, 140, 232, 233, 241, 248, 309, 325, 341, 356	South Kane Street
340	East Market Street
472	Mary Street
108	McHenry St. (McHenry St. side and Randolph St. side)
448	Westridge Avenue

WHEREAS, the Common Council intends to award a contract for such sidewalk reconstruction project to the lowest responsible bidder for such project; and

WHEREAS, the Common Council intends to pay for the cost of such reconstruction project by levying special assessments, in an exercise of its police power, pursuant to the terms and provisions of Section 66.0703 of the Wisconsin Statutes, and the Common Council expressly declared this in a Preliminary Resolution No. 4818(37) adopted February 21, 2017, all as required by such Statute; and

WHEREAS, as further required by Section 66.0703 of the Wisconsin Statutes, a Report has been prepared and duly filed with the City Clerk regarding such project and proposed special assessments, written notice of the same having been properly and timely mailed to all interested parties, as required by law; and

WHEREAS, as further required by Section 66.0703 of the Wisconsin Statutes, a public hearing was held on April 5, 2017, regarding the said project, the Report and proposed special assessments, at which hearing persons appeared and voiced their questions and objections to the same;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Report on file with the City Clerk regarding said 2017 Sidewalk Reconstruction project, including the plans and specifications therefore, is hereby amended to be in conformity with any final amendments made to the same by the Common Council of the City of Burlington (if any), and as so modified, such Report is hereby adopted and finally approved; and

2. That said sidewalk reconstruction project shall be implemented and conducted in accordance with the said Report and related plans and specifications; and

3. The cost of such sidewalk reconstruction project shall be paid by the levying of special assessments, in an exercise of the police power of the City of Burlington Common Council, pursuant to Section 66.0703 of the Wisconsin Statutes, and that such special assessments be levied in the amounts and in the manner specified in the said Report referred to above (payment for said improvements is to be made by assessing 50% of the total cost to the property benefitted), such special assessments being determined on a reasonable basis and all of the assessed properties being benefitted by the said project; and,

4. That the assessments may be paid in cash or in three installments to the Treasurer, installment payments to bear an interest rate of three point five percent (3.5%) per annum on the unpaid balance from the date of the publication of the Installment Notice; and,

5. That the City Clerk is directed to publish this Final Resolution as a Class I notice in the official paper; and the City Clerk is further directed to mail a copy of this Final Resolution to all interested parties whose post office address is known or can be ascertained with reasonable diligence. Additionally, to the extent provided for by law, the City Clerk is further directed to publish an Installment Notice regarding the said special assessments.

Introduced: March 21, 2017

Adopted:

Jeannie Hefty, Mayor

Attest: _____
Diahnn Halbach, City Clerk

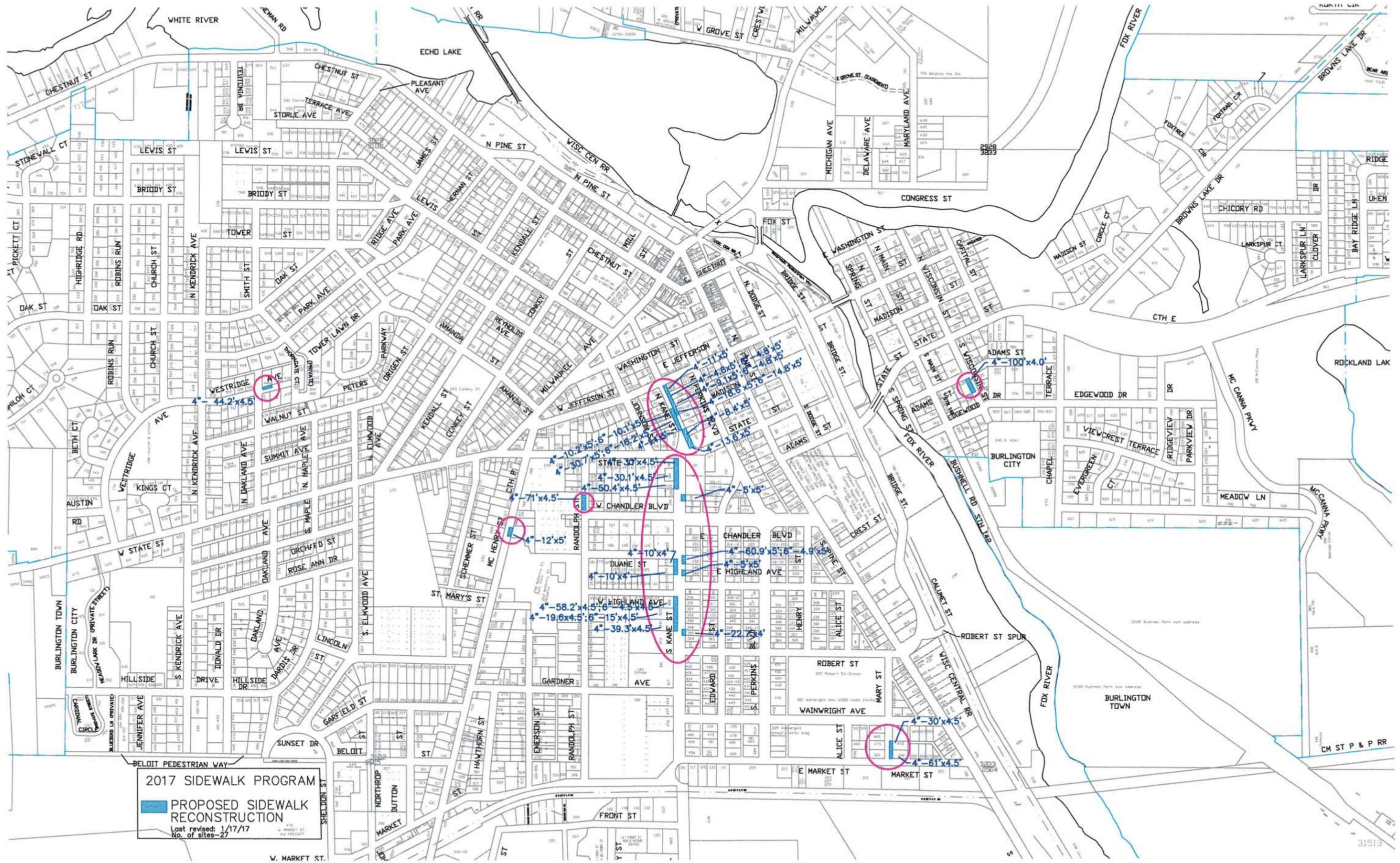
**CITY OF BURLINGTON ENGINEERING REPORT
SIDEWALK RECONSTRUCTION PROGRAM 2017
COST ESTIMATE**

1/17/17

4" - \$7.00/s.f. regular sidewalk
6" - \$8.25/ s.f. sidewalk thru driveway

PRELIMINARY

Inv. No.	Property	Address		Parcel No.	Owner	Mailing Address	LENGTH OF 4" WALK	LENGTH OF 6" WALK	WIDTH OF SIDEWALK	TOTAL SQ. FT. OF 4"	TOTAL SQ. FT. OF 6"	TOTAL COST ESTIMATE	OWNER COST 50%
525		Adams St.	Wisconsin side	031932402970	Arrin Jones	525 Adams St. Burlington, WI 53105	100.00	0.00	4.00	400.00	0.00	\$2,800.00	\$1,400.00
100	N.	Kane St.	Kane St. side	031932402070	Burlington School District	100 N. Kane St. Burlington, WI 53105	13.60	0.00	5.00	68.00	0.00	\$476.00	\$238.00
116	N.	Kane St.		031932402050	Jeffrey Gren	116 N. Kane St. Burlington, WI 53105	0.00	8.40	5.00	0.00	42.00	\$346.50	\$173.25
125	N.	Kane St.		031932081000	Justin S. Widiker	125 N. Kane St. Burlington, WI 53105	9.40	0.00	5.00	47.00	0.00	\$329.00	\$164.50
133	N.	Kane St.		031932080000	Luella Ueble	133 N. Kane St. Burlington, WI 53105	30.70	16.20	5.00	153.50	81.00	\$1,742.75	\$871.38
200	N.	Kane St.		031932401980	Thomas & Meg Regner et-al, c/o Beatrice Regner	200 N. Kane St. Burlington, WI 53105	18.60	14.80	5.00	93.00	74.00	\$1,261.50	\$630.75
201 -203	N.	Kane St.		031932079000	John Christopher Springer	201 N. Kane St. Burlington, WI 53105	10.20	10.10	5.00	51.00	50.50	\$773.63	\$386.81
208	N.	Kane St.		031932401950	Martin & Joan Lois Rev Tr	208 N. Kane St. Burlington, WI 53105	9.10	4.80	5.00	45.50	24.00	\$516.50	\$258.25
216	N.	Kane St.		031932401940	William & Lucille Dinegan	216 N. Kane St. Burlington, WI 53105	4.80	4.80	5.00	24.00	24.00	\$366.00	\$183.00
224	N.	Kane St.	Kane St. side	031932401990	Kevin & Kimberly McGuinness-Rook	224 N. Kane St. Burlington, WI 53105	11.00	0.00	5.00	55.00	0.00	\$385.00	\$192.50
101	S.	Kane St.	Kane St. side	031932320000	Robert & Phyllis Hartwick	101 S. Kane St. Burlington, WI 53105	30.00	0.00	4.50	135.00	0.00	\$945.00	\$472.50
109	S.	Kane St.		031932320200	Philip & Susan Hein	109 S. Kane St. Burlington, WI 53105	30.10	0.00	4.50	135.45	0.00	\$948.15	\$474.08
125	S.	Kane St.		031932320020	Michael & Julianne Springer	125 S. Kane St. Burlington, WI 53105	50.40	0.00	4.50	226.80	0.00	\$1,587.60	\$793.80
140	S.	Kane St.		031932360050	Ryan & Ashley Adams	140 S. Kane St. Burlington, WI 53105	5.00	0.00	5.00	25.00	0.00	\$175.00	\$87.50
232	S.	Kane St.		031932520520	Joseph & Karen Iselin Tr.	232 S. Kane St. Burlington, WI 53105	60.90	4.90	5.00	304.50	24.50	\$2,333.63	\$1,166.81
233	S.	Kane St.	Kane St. side	031932320180	Phillip & Patricia Birch Fam. Tr.	1112 Pauline St. Oak Park, IL 60302	10.00	0.00	4.00	40.00	0.00	\$280.00	\$140.00
241	S.	Kane St.		031932320190	Richard & Maryellen Ellingstad Tr.	241 S. Kane St. Burlington, WI 53105	10.00	0.00	4.00	40.00	0.00	\$280.00	\$140.00
248	S.	Kane St.		031932520540	Frank & Betty Voss	248 S. Kane St. Burlington, WI 53105	5.00	0.00	5.00	25.00	0.00	\$175.00	\$87.50
309	S.	Kane St.	Kane St. side	031932134000	Thomas McLaughlin	309 S. Kane St. Burlington, WI 53105	58.20	4.50	4.50	261.90	20.25	\$2,000.36	\$1,000.18
325	S.	Kane St.		031932300000	Elisabeth Peters	325 S. Kane St. Burlington, WI 53105	19.70	15.00	4.50	88.65	67.50	\$1,177.43	\$588.71
341	S.	Kane St.		031932300010	J. Charles Mesece	341 S. Kane St. Burlington, WI 53105	39.30	0.00	4.50	176.85	0.00	\$1,237.95	\$618.98
356	S.	Kane St.		031932520690	Jason & Jodi Kendall	W1769 Hwy J Mukwonago, WI 53149	22.70	0.00	4.00	90.80	0.00	\$635.60	\$317.80
340	E.	Market St.	Mary St. side	031932561120	Sergio Tamayo	340 E. Market St. Burlington, WI 53105	61.00	0.00	4.50	274.50	0.00	\$1,921.50	\$960.75
472		Mary St.		031932561110	Harris & Jean Schultz	472 Mary St. Burlington, WI 53105	30.00	0.00	4.50	135.00	0.00	\$945.00	\$472.50
108		McHenry St.	McHenry St., SW corner of parcel	031932122000	Church of the Immaculate Conception	108 McHenry St. Burlington, WI 53105	12.00	0.00	5.00	60.00	0.00	\$420.00	\$210.00
108		McHenry St.	Randolph St. side, near playground	031932490120	St. Mary's Immac. Conception Cath. Ch.	108 McHenry St. Burlington, WI 53105	71.00	0.00	4.50	319.50	0.00	\$2,236.50	\$1,118.25
448		Westridge Ave.		031931140420	Brian Riggs	448 Westridge Ave. Burlington, WI 53105	44.20	0.00	4.50	198.90	0.00	\$1,392.30	\$696.15
							766.90	83.50		3,474.85	407.75	\$27,687.90	\$13,843.95



2017 SIDEWALK PROGRAM
PROPOSED SIDEWALK RECONSTRUCTION
 Last revised: 1/17/17
 No. of sites: 27



COMMON COUNCIL

ITEM NUMBER: 13E

DATE: April 5, 2017

SUBJECT: RESOLUTION 4829(48) to consider approving the purchase of two 2017 Toro Zero Turn Mowers from Grove Power and Equipment, LLC, for the purchase price of \$19,258.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

The City of Burlington Department of Public Works (DPW) has been operating two Toro Zero Turn mowers in its grass cutting fleet since 2005. Currently, each of the two Toro Zero Turn mowers have approximately 1300 hours of use. The DPW is pleased with the operation and performance of the mowers in both summer mowing and winter snow removal. The current mowers have reached their 10-year life cycle and still possess great auction value because of their condition and proper maintenance. Our current two mowers should recover \$7,000 at the Spring Construction Auction in Janesville, WI. The auction of the old mowers will lower the cost of the new mowers which have been budgeted for in the 2017 CIP. With the new purchase, both mowers will be under warranty while our existing two are not.

BUDGET/FISCAL IMPACT:

The City of Burlington solicited bids from two local Toro Dealers. The bids are shown in the attachments. Each bid was under the budgeted CIP of \$25,000. The DPW has decided to accept the Grove Outdoor Power, LLC low bid of \$19,258.00 for two 2017 Toro Zero Turn mowers. Our 2017 CIP allocation for mower replacement is \$25,000. The low bid falls under the CIP amount by \$5,742.00. As an update, the auction returned \$7,750 for our two oldest mowers, the total price of the two, 2017 mowers will be \$11,508.00.

MOWER BIDS	TOTAL
Grove Outdoor Power, LLC	\$19,258.00
American Power Equipment	\$20,797.92

RECOMMENDATION:

Staff recommends purchasing two 2017 Toro Zero Turn mowers from Grove Outdoor Power, LLC for the price of \$19,258.00.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole meeting and for final consideration at the April 5, 2017 Common Council meeting. The average delivery time for the new mowers is two weeks.

ATTACHMENTS:

Resolution / Bid sheets

RESOLUTION NUMBER: 4829(48)
Introduced by: Committee of the Whole

**A RESOLUTION TO APPROVE THE PURCHASE OF TWO 2017 TORO ZERO TURN
MOWERS FROM GROVE POWER AND EQUIPMENT, LLC FOR THE PRICE OF \$19,258.00**

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

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

WHEREAS, the Department of Public Works is scheduled to purchase two lawn mowers with funds allocated in the 2017 Equipment Replacement Fund; and,

WHEREAS, the Parks Department has searched local dealerships for available zero turn mowers that meet the required specifications of the department; and,

WHEREAS, the City wishes to purchase two 2017 Toro Zero Turn mowers from Grove Power and Equipment, LLC; and,

WHEREAS, the purchase of two 2017 Toro Zero Turn mowers from Grove Power and Equipment, LLC for the amount of \$19,258.00 has been recommended by the Director of Public Works.

NOW, THEREFORE, BE IT RESOLVED by the Common Council that the City of Burlington shall approve the purchase of two 2017 Toro Zero Turn mowers from Grove Power and Equipment, LLC for the amount of \$19,258.00

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

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



CITY OF BURLINGTON

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

2/28/17

Two (2) Zero turn mowers

I am recommending we purchase the mowers from Grove Outdoor Power of Union Grove, WI. They are low bid and meet our specifications. The cost of each machine is \$9629.00 for a total of \$19258.00 which comes in \$5742.00 under budget. American Power Equipment of Waterford, WI was the only other bidder they meet spec but came in at \$20797.92 which is \$1539.92 higher in cost for the same machines.

These mowers are replacing our 2 oldest zero turns. The old mowers will be sold at auction March 25th 2017. We are asking council to pass this so I can get the mowers ordered and have them here for the start of the mowing season this spring.

Thank you for your consideration on this. Please let me know if you have any questions.

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

Q U O T A T I O N

PAGE: 1

AMERICAN POWER EQUIPMENT
 4144 NORTHWEST HIGHWAY
 WATERFORD, WI 53185
 Phone #: (262)534-4785
 Fax #: (262)534-4790

PHONE #: (262)342-1185 Ext: CHRIS DATE: 2/13/2017
 CELL #:
 ALT. #:
 P.O.#:
 TERMS: Net 10th EOM
 SALES TYPE: Quote

ORDER #: 27231
 CUSTOMER #: 106614
 CP: Phil N
 LOCATION: 1
 STATUS: Active

BILL TO 106614

CITY OF BURLINGTON - DPW/STREETS/PARKS
 2200 SOUTH PINE ST
 BURLINGTON, WI 53105

SHIP TO

CITY OF BURLINGTON -
 DPW/STREETS/PARKS
 2200 SOUTH PINE ST
 BURLINGTON, WI 53105

IER	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
OR	74961	6000 SERIES 31HP KAW FX W/72" TURBO FORCE DECK	2	\$14,443.00	\$14,443.00	\$28,886.00
***	DISC	28% BID ASSISTANCE ON Z-TURN UNIT	-1	\$8,088.08	\$8,088.08	(\$8,088.08)

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	\$20,797.92
TAX:	\$0.00
ORDER TOTAL:	\$20,797.92

Authorized By: _____

Grove Outdoor Power, LLC

19529 Durand Avenue
Union Grove, WI 53182
Phone 262-878-3828
Fax 262-878-3883

February 24, 2017

Please review the bid quoted from Grove Outdoor Power on the requested machines for the City of Burlington.

Quantity (2) 74961 31HP Kawasaki FX with 72" Turbo Force Deck- Full Suspension Seat

List: \$14,554.00

Sale: \$ 13,099.00

Bid Cost: \$9629.00 per machine

Total bid Cost \$19258.00

Price includes setup and delivery of machines. Both machines will include 1 extra set of blades and have a 5 year, 1200 hour warranty.

Thank you,



"For all your outdoor power equipment needs"



DATE: April 5, 2017

SUBJECT: RESOLUTION 4830(49) to consider approval of a Certified Survey Map for property located at 180 Industrial Drive.

SUBMITTED BY: Gregory Guidry, Building Inspector and Zoning Administrator

BACKGROUND/HISTORY:

This item is to consider recommending approval of a Certified Survey Map request from Lunch Ventures, LLC for property located at 180 Industrial Drive. This CSM, drafted by Kenneth B. Mehring, WLS, seeks to combine two lots into one parcel. The applicant is proposing to allow for the expansion of Lynch Display Van's principal production facility and parking lot.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Plan Commission and City Staff recommend a conditional approval of this Certified Survey Map request.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole meeting and for final consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Resolution

CSM

RESOLUTION NO. 4830(49)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING A CERTIFIED SURVEY MAP IN THE CITY OF BURLINGTON
FOR PROPERTY LOCATED AT 180 INDUSTRIAL DRIVE**

WHEREAS, the Plan Commission of the City of Burlington has reviewed a Certified Survey Map (CSM) for property described as:

LOT 2 OF CERTIFIED SURVEY MAP NO. 3050, AS DULY RECORDED IN RACINE COUNTY RECORDS AS DOCUMENT NO. 2311057 AND LOT 10 IN BLOCK 1 OF BURLINGTON INDUSTRIAL COMPLEX SECOND ADDITION, AS DULY RECORDED IN RACINE COUNTY RECORDS IN VOLUME 34 OF PLATS ON PAGES 13-15, LOCATED IN THE NORTHEAST ¼ AND SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 5, TOWN 2 NORTH, RANGE 19 EAST, CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN.

TAX PARCEL ID: 206 02-19-05-050-070
CONTAINING 440,746 SQUARE FEET (10.12 ACRES)

WHEREAS, at their March 14, 2017 meeting, the Plan Commission did recommend a conditional approval of the CSM.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the attached CSM prepared on February 1, 2017 by Kenneth B. Mehring, WLS, is hereby approved.

BE IT FURTHER RESOLVED that the City Clerk record said CSM with the Racine County Register of Deeds and provide a copy of the recorded CSM to the Planning and Development Director, Julie Anderson, of Racine County Planning and Development, located at 14200 Washington Ave., Sturtevant, WI 53177.

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map No. 3050, as duly recorded in Racine County records as document no. 2311057 and Lot 10 in Block 1 of Burlington Industrial Complex Second Addition, as duly recorded in Racine County records in Volume 34 of plats on pages 13-15, located in the Northeast 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 5, Town 2 North, Range 19 East, City of Burlington, Racine County, Wisconsin.

NOTES:

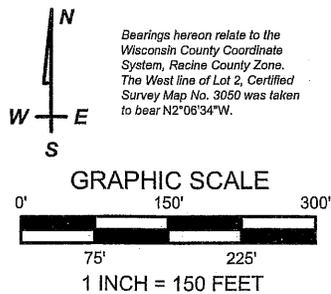
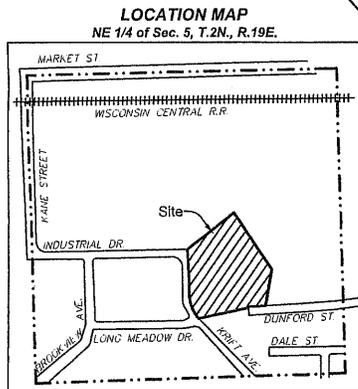
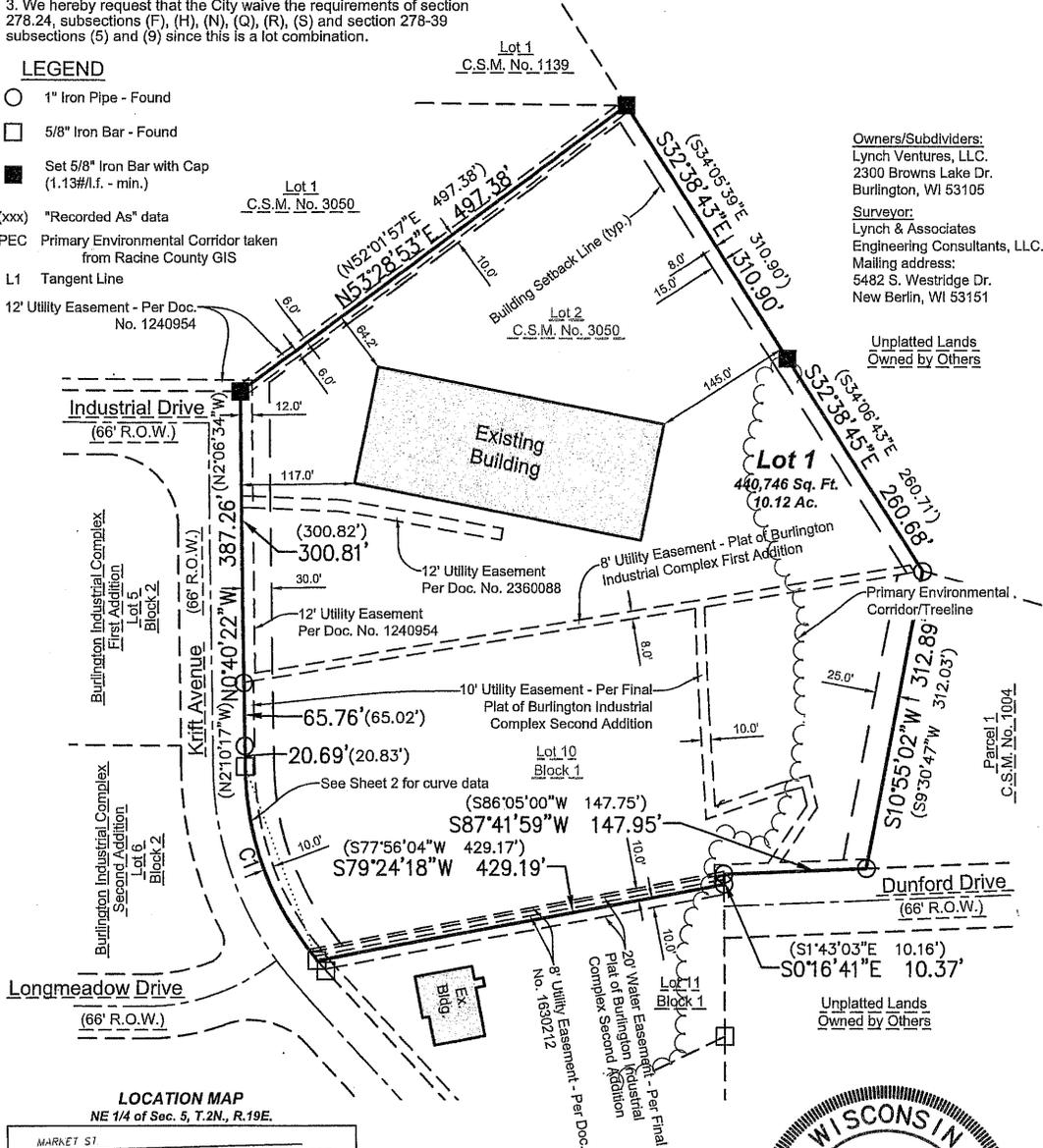
1. The Purpose of this Certified Survey Map is to combine two platted lots into one parcel.
2. See sheets 2 and 3 for certificates.
3. We hereby request that the City waive the requirements of section 278.24, subsections (F), (H), (N), (O), (R), (S) and section 278-39 subsections (5) and (9) since this is a lot combination.

LEGEND

- 1" Iron Pipe - Found
- 5/8" Iron Bar - Found
- Set 5/8" Iron Bar with Cap (1.13#/l.f. - min.)
- (xxx) "Recorded As" data
- PEC Primary Environmental Corridor taken from Racine County GIS
- L1 Tangent Line
- 12' Utility Easement - Per Doc. No. 1240954

Owners/Subdividers:
Lynch Ventures, LLC.
2300 Browns Lake Dr.
Burlington, WI 53105

Surveyor:
Lynch & Associates
Engineering Consultants, LLC.
Mailing address:
5482 S. Westridge Dr.
New Berlin, WI 53151



Bearings hereon relate to the Wisconsin County Coordinate System, Racine County Zone. The West line of Lot 2, Certified Survey Map No. 3050 was taken to bear N2°06'34"W.

DATE 2/1/2017
SHEET 1 OF 3
JOB#16-0035

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map No. 3050, as duly recorded in Racine County records as document no. 2311057 and Lot 10 in Block 1 of Burlington Industrial Complex Second Addition, as duly recorded in Racine County records in Volume 34 of plats on pages 13-15, located in the Northeast 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 5, Town 2 North, Range 19 East, City of Burlington, Racine County, Wisconsin.

SURVEYOR'S CERTIFICATE:

I, KENNETH B. MEHRING, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED AND MAPPED THE FOLLOWING LAND HEREIN DESCRIBED:

Lot 2 of Certified Survey Map No. 3050, as duly recorded in Racine County records as document no. 2311057 and Lot 10 in Block 1 of Burlington Industrial Complex Second Addition, as duly recorded in Racine County records in Volume 34 of plats on pages 13-15, located in the Northeast 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 5, Town 2 North, Range 19 East, City of Burlington, Racine County, Wisconsin.

I FURTHER CERTIFY THAT I HAVE MADE SAID LAND DIVISION BY THE DIRECTION OF LYNCH VENTURES, LLC., OWNER(S) OF SAID LAND. THAT SUCH LAND DIVISION IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LANDS SURVEYED AND THE DIVISION THEREOF.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND THE LAND DIVISION ORDINANCES OF THE CITY OF BURLINGTON IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS 1st DAY OF February, 2017.



KENNETH B. MEHRING
PROFESSIONAL LAND SURVEYOR



CURVE DATA

C1
Arc Length= 218.22' (217.99')
Radius= 316.78'
Delta= 39°28'10" (39°25'40")
Chord Length= 213.93' (213.71')
Chord Bearing= N20°24'27"W (N21°53'07"W)
Tan. In= N40°08'32"W
Tan Out= N0°40'22"W

CERTIFICATE OF PLAN COMMISSION APPROVAL:

APPROVED BY THE PLAN COMMISSION OF THE CITY OF BURLINGTON

ON THIS _____ DAY OF _____, 2017.

JEANNIE HEFTY
MAYOR

DIAHNN HALBACH
CITY CLERK

CERTIFICATE OF COMMON COUNCIL APPROVAL:

APPROVED BY THE COMMON COUNCIL OF THE CITY OF BURLINGTON

ON THIS _____ DAY OF _____, 2017.

JEANNIE HEFTY
MAYOR

DIAHNN HALBACH
CITY CLERK

CERTIFIED SURVEY MAP NO. _____

Lot 2 of Certified Survey Map No. 3050, as duly recorded in Racine County records as document no. 2311057 and Lot 10 in Block 1 of Burlington Industrial Complex Second Addition, as duly recorded in Racine County records in Volume 34 of plats on pages 13-15, located in the Northeast 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 5, Town 2 North, Range 19 East, City of Burlington, Racine County, Wisconsin.

CORPORATE OWNER'S CERTIFICATE

AS OWNERS, WE, LYNCH VENTURES, LLC., HEREBY CERTIFY THAT WE HAVE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, AND MAPPED AS REPRESENTED ON THIS MAP.

AS OWNER(S), WE, FURTHER CERTIFY THAT THIS PLAT IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION:

1.) THE CITY OF BURLINGTON

DATED THIS _____ DAY OF _____, 2017.

NAME: _____
TITLE: _____

NAME: _____
TITLE: _____

**STATE OF WISCONSIN) ss
COUNTY OF _____)**

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2017

THE ABOVE NAMED _____, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

CONSENT OF CORPORATE MORTGAGEE

_____, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND

BY VIRTUE OF THE LAWS OF THE STATE OF _____, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, AND MAPPING OF THE LAND DESCRIBED ON THIS MAP, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF LYNCH VENTURES, LLC., OWNERS.

IN WITNESS WHEREOF, THE SAID _____ HAS CAUSED THESE PRESENTS TO BE SIGNED AND IT'S CORPORATE SEAL TO BE HEREUNTO AFFIXED

THIS _____ DAY OF _____, 2017.

NAME: _____
TITLE: _____

NAME: _____
TITLE: _____

**STATE OF _____) ss
COUNTY OF _____)**

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2017

THE ABOVE NAMED _____, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____



DATE 2/1/2017
SHEET 3 OF 3
JOB#16-0035



DATE: April 5, 2017

SUBJECT: Resolution 4832(51) to consider approving an Engineering Service Agreement with Baxter Woodman for the Well 11 Radium Compliance Improvement Project in the amount of \$43,000.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

In 2013, Well No. 11 tested above the maximum concentration level (MCL) for radium. Because of the high concentration levels, the Department of Natural Resources (DNR) required that a treatment system be installed to treat the radium at Well No.11. In an attempt to keep Well 11 running, staff conducted several sampling tests to identify if compliance could be met. As a result of non-compliance, on December 31, 2015 Well No. 11 was mandated to be placed into emergency use only by the DNR as the City had not yet installed treatment equipment and or gained a waiver from the DNR to maintain its use.

In order to bring Well No. 11 back into service, a new treatment system must be installed to address radium. The new treatment system has been designed by Baxter & Woodman and has been approved by the DNR. The financial commitment to the city’s water customers has also been reviewed and approved by the Wisconsin Public Service Commission (WPSC). As you are aware, strontium is the next contaminant the Environmental Protection Agency (EPA) is looking at limiting in the near future. This treatment system proposed by Baxter & Woodman will also remove strontium.

The City has notified the Wisconsin Department of Natural Resources (WDNR) that it plans to make use of low interest loan money available through the Safe Drinking Water Loan Program for the installation of treatment at Well No. 11. The DNR has extended our deadline to close on the loan until June 28, 2017. The City of Burlington also qualifies for a loan principal forgiveness of \$152,595 (attachment B) in which the total project cost is \$1,017,000. The contract has been publicly bid and an approved bidder has been selected. The resolution to award the contract will also be presented during tonight’s meeting.

The City must now approve Baxter & Woodman as the engineering firm that will provide construction related services to oversee the radium removal system installation. Baxter & Woodman’s work order is attachment (A.)

BUDGET/FISCAL IMPACT:

The fee for engineering related services to monitor the construction of Well No. 11 radium removal system, will be \$43,000. This will be paid out of the Safe Drinking Water Loan Fund.

RECOMMENDATION:

Staff recommends approving Baxter & Woodman as the engineering firm to oversee the radium removal system installation at Well No. 11 for the not to exceed amount of \$43,000.

TIMING/IMPLEMENTATION:

This item is placed on the April 5, 2017 Committee of the Whole agenda and on the Common Council agenda the same night due to its timeliness for approval.

ATTACHMENTS:

Resolution

Attachment A

Attachment B

Resolution Number: 4832(51)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING AN ENGINEERING SERVICE AGREEMENT WITH
BAXTER & WOODMAN, INC. FOR THE WELL 11 RADIUM COMPLIANCE
IMPROVEMENT PROJECT IN THE AMOUNT OF \$43,000**

WHEREAS, the City contracted with Baxter & Woodman, Inc. for the design of a radium removal system for Well No. 11; and,

WHEREAS, the radium removal design for Well No. 11 has been approved by the Wisconsin Department of Natural Resources; and,

WHEREAS, the City of Burlington staff recommends Baxter & Woodman, Inc. be retained by the City to provide engineering related services for the construction of the Well No. 11 radium removal system; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin that the City of Burlington shall enter into an Engineering Service Agreement with Baxter & Woodman, Inc. (Attachment A) to oversee the radium removal system installation at Well No. 11.

BE IT FURTHER RESOLVED by the Common Council of the City of Burlington that the City of Burlington shall approve a Work Order, specific to the assignment of providing engineering services, hereto attached as Attachment "A" for the not-to-exceed amount of \$43,000.

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

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

**CITY OF BURLINGTON, WI
WELL NO. 11 RADIUM COMPLIANCE IMPROVEMENTS
CONSTRUCTION ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140318.60

Project Description:

Provide construction-related engineering services for the Well No. 11 Radium Compliance Improvements including construction administration, Safe Drinking Water Loan Program assistance, field observation, and project closeout.

Engineering Services:

The general provisions of this contract are enumerated in the Engineering Services Agreement between the City and Engineers dated February 7, 2014. The scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated February 7, 2014. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, a lump sum amount of \$43,000. Any work performed or furnished after the contract completion date will be invoiced separately based on the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses, including travel. The additional cost will not exceed the total liquidated damage amount of the construction contract.

Submitted by **Baxter & Woodman, Inc.**

By: _____

Douglas R. Snyder, P.E.

Title: Regional Manager

Date: March 16, 2017

Approved: **City of Burlington, WI**

By: _____

Jeannie Hefty

Title: Mayor

Date: _____

Attest: _____

Diahnn Halbach, City Clerk

Additional Comments and Conditions: None

Project Description

This Project will provide construction related engineering services for the radium compliance improvements at Well No. 11 including acting as the City's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents. The improvements include installation of water softening equipment and appurtenances within the existing pumphouse, construction of a below grade backwash storage tank, a sanitary sewer connection, and other miscellaneous improvements at the Well No. 11 facility. This Project also includes the engineering aspects associated with the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program Application.

Scope of Services

This Project includes the following Scope of Services:

1. **ADMINISTRATION & MEETINGS** – Confer with the City and their staff, from time to time, to clarify and define the general scope, extent, and character of the Project.
2. **PROJECT MANAGEMENT** – Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope.
3. **PROJECT INITIATION**
 - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
 - Attend and prepare minutes for the preconstruction conference and review the Contractor's proposed construction schedule and list of subcontractors.
4. **CONSTRUCTION ADMINISTRATION**
 - Attend periodic construction progress meetings.
 - Check, Review, and approve shop drawings, manufacturer's literature, samples, and other submittals by the Contractor, but only for compliance with the drawings and specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the Contractor of the responsibility to meet requirements of the construction contract documents.
 - Review construction record drawings for completeness prior to submission to CADD.
 - Prepare construction contract change orders and work directives when authorized by the City.
 - Review the Contractor's requests for payments as construction work progresses, and advise the City of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

- Research and prepare written response by Engineers to requests for information from the City and Contractor.
- Visit site as needed by project manager or other office staff.

5. FIELD OBSERVATION

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineers, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The construction Contractor is a separate company from the Engineers. The City understands and acknowledges that the Engineers are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineers do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the construction contract documents.
- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the City of the construction progress and working days charged against the Contractor's time for completion.

6. SUBSTANTIAL COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

7. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the City.
- Review the Contractor's requests for final payment, and advise the City of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Complete field survey work to be used in completing the construction record drawings.
- Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the City with one set of reproducible record drawings within ninety (90) days of the Project completion.

-
8. PROJECT CLOSEOUT – Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.
 9. SAFE DRINKING WATER LOAN APPLICATION (SDWLP) – Assist the City with the engineering aspects of Safe Drinking Water Loan Program Application.

Hours, Budget & Compensation by Employee

City of Burlington				Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Level 2	Level 3	Emp	Work Code						
Plan Number: 140318.60									
Plan Name: BURWI Radium Compliance Construction Services									
Overall Project Total				354.00	43,150.00	43,000.00	0.00	0.00	43,000.00
CS100 Project Initiation				18.00	2,460.00	2,390.00	0.00	0.00	2,390.00
		Julie Crayton		2.00	140.00				
			01560 Word Process Print	2.00	140.00				
		Anthony Machi		4.00	460.00				
			01020 Attend Meeting	4.00	460.00				
		Joseph Marchese		2.00	260.00				
			01360 Prepare Agreement	2.00	260.00				
		Douglas Snyder		10.00	1,600.00				
			01020 Attend Meeting	8.00	1,280.00				
			01360 Manage Project	2.00	320.00				
CS105 Construction Administration				64.00	8,800.00	8,720.00	0.00	0.00	8,720.00
		Julie Crayton		4.00	280.00				
			01560 Word Process Print	4.00	280.00				
		Anthony Machi		8.00	920.00				
			01260 Engineering, Record Construction	8.00	920.00				
		Joseph Marchese		24.00	3,120.00				
			01260 Engineering, Field	8.00	1,040.00				
			01550 Visit Site	8.00	1,040.00				
			01360 Prepare Pay Request	8.00	1,040.00				
		Douglas Snyder		28.00	4,480.00				
			01020 Attend Meeting	12.00	1,920.00				
			01360 Check & Review	16.00	2,560.00				
CS106 Preparation of Loan Documents				50.00	6,200.00	6,200.00	0.00	0.00	6,200.00
		Julie Crayton		10.00	700.00				
			01560 Word Process Print	10.00	700.00				
		Joseph Marchese		30.00	3,900.00				
			01360 Review and Check	30.00	3,900.00				
		Douglas Snyder		10.00	1,600.00				
			01360 Manage Project	10.00	1,600.00				

Hours, Budget & Compensation by Employee

ATTACHMENT B

City of Burlington									
Plan Number: 140318.60									
Plan Name: BURWI Radium Compliance Construction Services									
Level 2	Level 3	Emp	Work Code	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
CS107 Designer Reviews				40.00	4,980.00	4,980.00	0.00	0.00	4,980.00
		Joseph Marchese		24.00	3,120.00				
			01360 Check and Review	24.00	3,120.00				
		Lee Rito Rigos		4.00	460.00				
			01360 Check and Review	4.00	460.00				
		Adam Stec		4.00	560.00				
			01360 Check and Review	4.00	560.00				
		Phung Tran		8.00	840.00				
			01360 Check and Review	8.00	840.00				
CS110 Field Observation				140.00	16,100.00	16,100.00	0.00	0.00	16,100.00
		Anthony Machi		140.00	16,100.00				
			01260 Observe Construction, Full Time	140.00	16,100.00				
CS140 Project Closeout				42.00	4,610.00	4,610.00	0.00	0.00	4,610.00
		Timothy Brey		20.00	1,900.00				
			01530 Survey, Construction Record Drawings	20.00	1,900.00				
		Julie Crayton		4.00	280.00				
			01560 Word Process Print	4.00	280.00				
		Anthony Machi		10.00	1,150.00				
			01260 Observe Construction, Part Time	10.00	1,150.00				
		Douglas Snyder		8.00	1,280.00				
			01360 Manage Project	8.00	1,280.00				

SDWLP SFY 2017 FINAL FUNDING LIST
October 27, 2016

WI MHI = \$52,413

Total Loan \$ Available = \$ 89,554,313
 Total PF \$ Available = \$ 4,040,829

Priority Score	Municipality	Project Number	Project Description	Project Manager	Region	CME	MHI (<\$42,192)	Population	Applicable % of Market Rate	Total Costs Requested	Core Costs Requested	Total PF Points	% PF on Core Costs	PF Estimate	Non-Core Costs
392	PHILLIPS, C. ²	4878-02	Construct New Well To Replace Wells 4 & 5	Maka	NO	Ohm	\$ 32,895	1,447	33%	\$ 1,976,000	\$ 1,881,000	125	60%	\$ 500,000	\$ 95,000
332	RADISSON, V.	5535-01	Construct Well/Well House #4 w/SCADA Upgrade	Calhoon	NO	Ohm	\$ 33,958	243	33%	\$ 672,482	\$ 672,482	145	60%	\$ 403,490	\$ -
165	MANITOWOC, C.	5191-07	Extend Water Main Along Viebahn Street	Eis	NE	Hannes	\$ 41,744	33,649	55%	\$ 422,489	\$ 422,489	55	30%	\$ 126,747	\$ -
150	WHITING, V.	5388-03	Construct Two Additional Raw H2O Treatment Tanks	Leizinger	WC	Blodgett	\$ 44,922	1,688	55%	\$ 167,247	\$ 167,247	55	30%	\$ 50,175	\$ -
102	NEW LISBON, C. ²	5450-03	Construct New Well/Wellhouse #7	Calhoon	WC	Blodgett	\$ 40,368	2,570	33%	\$ 2,075,951	\$ 2,025,951	75	30%	\$ 500,000	\$ 50,000
93	BURLINGTON, C.	5475-03	Install HMO System for Radium Removal at Wellhouse 11	Wagner	SE	Fuja	\$ 47,087	10,511	55%	\$ 1,017,300	\$ 1,017,300	37	15%	\$ 152,595	\$ -
92	SOUTH WAYNE, V. ²	5435-05	Replace Undersized 6" Watermains with 8" on Grove Street	Scott	SC	Robertson	\$ 28,750	489	33%	\$ 1,252,650	\$ 1,252,650	140	60%	\$ 500,000	\$ -
92	SWOLWER, V.	5112-02	Treat/Blend Wells #1 & 3 For Nitrates/Replace/Upgrade SCADA	Eis	NE	Hannes	\$ 32,500	294	33%	\$ 427,500	\$ 427,500	130	60%	\$ 256,500	\$ -
87	PARK FALLS, C. ²	5249-04	Replace Downtown Area Mains/ Valves/Hydrants/Manholes	Maka	NO	Ohm	\$ 38,281	2,514	33%	\$ 1,628,444	\$ 1,578,444	85	45%	\$ 500,000	\$ 50,000
87	GLENWOOD CITY, C.	5551-01	Construct New Well; Abandon Old Well	Calhoon	WC	Blodgett	\$ 41,563	1,219	33%	\$ 1,202,286	\$ 1,105,286	80	45%	\$ 497,379	\$ 97,000
83	BAYFIELD, C.	5385-05	Replace 2,050' of Undersized Mains/850' Svcs in Swede Hill	Maka	NO	Ohm	\$ 34,653	480	33%	\$ 496,500	\$ 496,500	125	70%	\$ 347,550	\$ -
83	CURTISS, V.	4792-05	Construct Wellhouse#12/Well#13/Treatment & Raw H2O Trans Main	Calhoon	WC	Blodgett	\$ 41,563	211	33%	\$ 978,570	\$ 978,570	100	60%	\$ 206,393	\$ -
82	REDGRANITE, V.	4890-02	Upgrade Wellhouse #1 Electrical, Generator, Controls	Farmer	NE	Hannes	\$ 30,368	2,137	33%	\$ 892,200	\$ 892,200	130	60%	\$ -	\$ -
73	RICHLAND CENTER, C.	4893-05	Construct Storage Reservoir, Replace/Upgrade Mains & SCADA	Leizinger	SC	Robertson	\$ 38,527	5,187	33%	\$ 2,315,353	\$ 2,265,353	70	30%	\$ -	\$ 50,000
70	REDGRANITE, V.	4890-01	Rehab Water Tower	Farmer	NE	Hannes	\$ 30,368	2,137	33%	\$ 398,700	\$ 398,700	130	60%	\$ -	\$ -
69	TIGERTON, V.	5438-02	Replace Control Panels @ Wells & Water Tower/SCADA	Eis	NE	Hannes	\$ 38,250	732	33%	\$ 371,725	\$ 371,725	100	60%	\$ -	\$ -
68	MARKESAN, C.	5122-02	Replace Mains on S High/E Water/John/Park Sts & Willow Ct	Farmer	NE	Hannes	\$ 35,855	1,449	33%	\$ 1,051,520	\$ 1,051,520	105	60%	\$ -	\$ -
67	SHULLSBURG, C.	5493-04	Replace WM's on Iowa and Oates Streets	Leizinger	SC	Robertson	\$ 41,313	1,222	33%	\$ 848,915	\$ 798,915	80	45%	\$ -	\$ 50,000
66	COTTAGE GROVE, V.	5515-03	Install Mains/Valves/Hydrants on West Side, Improve Zones	Jordt	SC	Robertson	\$ 80,000	6,322	55%	\$ 1,770,500	\$ 1,770,500	10	0%	\$ -	\$ -
63	ST. CROIX FALLS, C.	5430-03	Replace Undersized Main w/8" plus Appurtenances	Calhoon	NO	Blodgett	\$ 37,269	2,111	33%	\$ 1,206,790	\$ 1,204,790	85	45%	\$ -	\$ 2,000
63	LOYAL, C.	4836-02	Reduce Water Loss, Replace Mains/Laterals-Division/South/Elm	Scott	WC	Blodgett	\$ 40,547	1,253	33%	\$ 622,580	\$ 622,580	80	45%	\$ -	\$ -
57	WATERTOWN, C. ¹	5439-02	Construct New Pump House/Fe/Mn Treatment	Cargill	SC	Robertson	\$ 49,828	23,911	55%	\$ 7,726,468	\$ 7,702,468	25	0%	\$ -	\$ 24,000
57	WAUPACA, C.	4929-03	Improve WMs on USH 10 and Bailey Street	Eis	NE	Hannes	\$ 37,942	6,076	33%	\$ 465,753	\$ 465,753	75	30%	\$ -	\$ -
46	LAKE DELTON, V.	5389-02	Construct Well/House #7, Modify SCADA, Install Chem Fd/GEN/MAIN	Leizinger	SC	Robertson	\$ 43,169	2,921	55%	\$ 1,673,113	\$ 1,673,113	60	30%	\$ -	\$ -
46	WESTBY, C.	5440-03	Replace 4" WM w/8" Iron Mains on E. State Street	Calhoon	WC	Blodgett	\$ 42,330	2,228	55%	\$ 886,260	\$ 886,260	60	30%	\$ -	\$ -
46	STRATFORD, V.	5290-04	Replace Mains on N 2nd Ave, N 3rd Ave, and N Elm St	Leizinger	WC	Blodgett	\$ 48,879	1,591	55%	\$ 1,145,622	\$ 1,145,622	50	15%	\$ -	\$ -
42	LITTLE CHUTE, V.	5361-03	Replace & Install Ion Xchange System/Upgrade SCADA	Farmer	NE	Hannes	\$ 59,319	10,539	55%	\$ 1,950,660	\$ 1,950,660	12	0%	\$ -	\$ -
41	CLINTON, V.	4982-03	Rehab Wellhouse #4/Construct Chem Feed Bldg & Replace VFD	Jordt	SC	Robertson	\$ 52,578	2,119	55%	\$ 822,404	\$ 822,404	45	15%	\$ -	\$ -
41	BROWNTOWN, V.	5056-01	Rehab Wellhouse #1 & Trtmt, Conn Mains/SCADA	Jordt	SC	Robertson	\$ 55,125	283	55%	\$ 665,200	\$ 615,200	55	30%	\$ -	\$ 50,000
38	ROTHSCHILD, V.	4896-10	Replace Undersized WMs Along Katherine & Becker St	Maka	WC	Blodgett	\$ 53,861	5,287	55%	\$ 935,361	\$ 885,361	25	0%	\$ -	\$ 50,000
36	CLINTON, V.	4982-02	Rehab Wellhouse #3/Construct Chem Feed Bldg & Replace VFD	Jordt	SC	Robertson	\$ 52,578	2,119	55%	\$ 648,411	\$ 648,411	45	15%	\$ -	\$ -
33	TWO RIVERS, C.	4920-13	Replace Main/Lead Gaskets & Services (Pilon/Harbor to South)	Marcum	NE	Hannes	\$ 39,914	11,628	55%	\$ 45,000	\$ 45,000	57	30%	\$ -	\$ -
33	CAMERON, V.	5054-05	Install 1,600' of Main & Services in 6th St. Area	Maka	NO	Blodgett	\$ 42,632	1,809	55%	\$ 663,066	\$ 663,066	70	30%	\$ -	\$ -
33	RANDOM LAKE, V.	4889-06	Replace Filter Sys; Piping/SCADA/Emergency Gen @ Well #2	Jordt	SE	Fuja	\$ 50,526	1,583	55%	\$ 668,600	\$ 668,600	45	15%	\$ -	\$ -
30	ELKHORN, C.	5525-03	Construct Koopman Ln Bldg Additions	Marcum	SE	Fuja	\$ 50,887	9,956	55%	\$ 1,059,495	\$ 1,059,495	60	30%	\$ -	\$ -
29	MILWAUKEE, C.	4851-29	Replace Water Main for 2016	Cargill	SE	Fuja	\$ 35,467	595,993	55%	\$ 4,433,122	\$ 4,433,122	80	45%	\$ -	\$ -
29	WATERTOWN, C. ¹	5439-03	Construct Service Building	Cargill	SC	Robertson	\$ 49,828	23,911	55%	\$ 3,798,110	\$ 3,798,110	25	0%	\$ -	\$ -
28	TWO RIVERS, C.	4920-04	Replace Main & Services along STH 42/Lincoln Ave.	Marcum	NE	Hannes	\$ 39,914	11,628	55%	\$ 1,115,000	\$ 1,115,000	57	30%	\$ -	\$ -
28	CASHTON, V.	5156-05	Replace WM/Valves/Hydrants Along Kissel & Johnson Streets	Marcum	WC	Blodgett	\$ 49,922	1,107	55%	\$ 375,450	\$ 375,450	55	30%	\$ -	\$ -
24	CASHTON, V.	5156-02	Replace Undersized WM Along Hwy 33	Marcum	WC	Blodgett	\$ 49,922	1,107	55%	\$ 350,050	\$ 350,050	55	30%	\$ -	\$ -
TOTALS										\$ 51,222,847	\$ 50,704,847			\$ 4,040,829	\$ 518,000

NOTES: The Safe Drinking Water Act (SDWA) requires 15% of available funds to be allocated to systems serving a population of less than 10,000. This funding list allocates 32.82% of available funds to these systems.

¹ Designated Federal Equivalency projects

² Municipalities that have been allocated \$500,000 - the maximum Principal Forgiveness amount allowed for a single municipality in SFY 2017.



COMMON COUNCIL

ITEM NUMBER: 13H

DATE: April 5, 2017

SUBJECT: RESOLUTION 4833(52) to consider approving an award of bid for the Radium and Strontium Treatment System for Well No. 11 to Butters Fetting for the total amount of \$847,500.

SUBMITTED BY: James Bergles, Director of Public Works

BACKGROUND/HISTORY:

The Board of Public Works opened 4 bids for the Radium and Strontium Treatment System for Well No. 11 on Thursday, February 9, 2017. Pursuant to the review and recommendation by the project engineer Baxter and Woodman and the Director of Public Works, it is recommended that the bid be awarded to the lowest, most responsive bidder. Butters Fetting Co, Inc. for the total base bid amount of \$847,500. The base bid amount is over the Engineering Estimate of \$800,000. This work is required to bring Well No. 11 into compliance with the US EPA drinking water standards addressing the Wisconsin DNR Noncompliance letter dated August 10, 2010.

BUDGET/FISCAL IMPACT:

Common Council may reject the bids and rebid the project. However, this is not recommended due to the competitive pricing received and the time frame established by the Department of Natural Resources and the Safe Drinking Water Loan Program.

RECOMMENDATION:

Staff recommends Common Council approval of the low bid of \$847,500 from Butters Fetting Co. Inc.,

TIMING/IMPLEMENTATION:

This item is for discussion at the April 5, 2017 Committee of the Whole meeting and scheduled for final consideration at the Common Council meeting the same night.

ATTACHMENTS:

Bid totals
Resolution

RESOLUTION NUMBER: 4833(52)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE AWARD OF BID FOR THE RADIUM AND STRONTIUM
TREATMENT SYSTEM FOR WELL NO. 11 TO BUTTERS FETTING FOR THE TOTAL
AMOUNT OF \$847,500**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the Well Number 11 Radium Compliance Improvement Project on January 19, 2017 and January 26, 2017; and,

WHEREAS, bids received by the City were opened and reviewed at the Board of Public Works Bid Opening on February 9, 2017 and forwarded to the Engineer (Baxter & Woodman, Inc.) for final review; and,

WHEREAS, the Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from Butters Fetting Co. Inc., a copy of which is hereto and made a part thereof; and,

WHEREAS, the Engineer, and the Director of Public Works have recommended approval of the Lump Sum Bid for \$847,500.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Well Number 11 Radium Compliance Improvement Project bid be awarded to Butters Fetting Co. Inc., for the not to exceed amount of \$847,500 for the Total Lump Sum Bid.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

February 9, 2017

Mr. James Bergles, Director of Public Works
City of Burlington
2200 S. Pine Street
Burlington, WI 53105

Subject: Burlington – Wells No. 11 Radium Compliance Improvements

Dear Jim,

We received the following bids at 10:00 A.M. on February 9, 2017 for the Well 11 Radium Compliance Improvements:

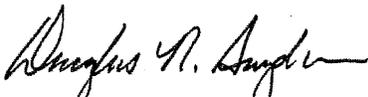
<u>BIDDER</u>	<u>TOTAL BID AMOUNT</u>
Butters Fetting Co. Milwaukee, WI	\$847,500.00
Gilbank Construction Inc. Clinton, WI	\$925,000.00
Boller Construction Company, Inc. Waukegan, IL	\$997,800.00
Scherrer Construction Company, Inc. Burlington, WI	\$1,066,338.00

We analyzed each of the bids and find Butters Fetting Co. to be the lowest, responsible, and responsive Bidder and believe that Butters Fetting Co., is qualified to complete the Project. We recommend that you award the Contract to Butters Fetting Co., in the amount of \$847,500, contingent on Public Service Commission Approval and Safe Drinking Water Loan Program financing.

As requested, we will keep the original bids and return the bid bonds to the bidders after the contract is signed. Please advise us of your decision and call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Douglas R. Snyder, P.E.

DRS:jmc
Encs.

C: Carina Walters, Administrator (email)
Glenn Harjes, Water Foreman (email)

PROJECT UPDATE
WELL NO. 11 RADIUM COMPLIANCE IMPROVEMENTS
CITY OF BURLINGTON
March 13, 2017

- Wisconsin Public Service Commission (WPSC): We spoke with Mark Williams; he noted that our recent submittal satisfied their concerns and that the project would receive the necessary authority to construct permit. This approval will not officially occur until April 10th.
- Wisconsin DNR: We spoke with Mary Wagner, SDWLP loan manager, on March 9th. She understands that the WPSC will approve the project and requested that we begin submitting the items on Page 2 of the SDWLP Financial Assistance Application so that she can prepare the loan. The following items are the most critical:
 - Notice of award, municipal resolution, or meeting minutes awarding the construction contract. She needs this by March 30, therefore, this must be on the agenda for both the Committee of the Whole and the Common Council on March 21.
 - Executed contract with engineering firm for construction management. She needs this by March 30, therefore, this must also be on the agenda for both the Committee of the Whole and the Common Council on March 21. We are currently preparing the work order agreement and plan to have it submitted by March 16th.
 - Executed construction contract with low bidder as soon as practically possible after notice of award.
 - Request for Disbursement (first draw) and supporting invoices by April 30.
 - Loan closing on or before June 28.

**CITY OF BURLINGTON, WI
WELL NO. 11 RADIUM COMPLIANCE IMPROVEMENTS
CONSTRUCTION ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 140318.60

Project Description:

Provide construction-related engineering services for the Well No. 11 Radium Compliance Improvements including construction administration, Safe Drinking Water Loan Program assistance, field observation, and project closeout.

Engineering Services:

The general provisions of this contract are enumerated in the Engineering Services Agreement between the City and Engineers dated February 7, 2014. The scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated February 7, 2014. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, a lump sum amount of \$43,000. Any work performed or furnished after the contract completion date will be invoiced separately based on the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses, including travel. The additional cost will not exceed the total liquidated damage amount of the construction contract.

Submitted by: **Baxter & Woodman, Inc.**

By: _____

Douglas R. Snyder, P.E.

Title: Regional Manager

Date: March 16, 2017

Approved: **City of Burlington, WI**

By: _____

Jeannie Hefty

Title: Mayor

Date: _____

Attest: _____

Diahnn Halbach, City Clerk

Additional Comments and Conditions: None

Project Description

This Project will provide construction related engineering services for the radium compliance improvements at Well No. 11 including acting as the City's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents. The improvements include installation of water softening equipment and appurtenances within the existing pumphouse, construction of a below grade backwash storage tank, a sanitary sewer connection, and other miscellaneous improvements at the Well No. 11 facility. This Project also includes the engineering aspects associated with the Wisconsin Department of Natural Resources Safe Drinking Water Loan Program Application.

Scope of Services

This Project includes the following Scope of Services:

1. ADMINISTRATION & MEETINGS – Confer with the City and their staff, from time to time, to clarify and define the general scope, extent, and character of the Project.
2. PROJECT MANAGEMENT – Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope.
3. PROJECT INITIATION
 - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.
 - Attend and prepare minutes for the preconstruction conference and review the Contractor's proposed construction schedule and list of subcontractors.
4. CONSTRUCTION ADMINISTRATION
 - Attend periodic construction progress meetings.
 - Check, Review, and approve shop drawings, manufacturer's literature, samples, and other submittals by the Contractor, but only for compliance with the drawings and specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the Contractor of the responsibility to meet requirements of the construction contract documents.
 - Review construction record drawings for completeness prior to submission to CADD.
 - Prepare construction contract change orders and work directives when authorized by the City.
 - Review the Contractor's requests for payments as construction work progresses, and advise the City of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.

- Research and prepare written response by Engineers to requests for information from the City and Contractor.
- Visit site as needed by project manager or other office staff.

5. FIELD OBSERVATION

- Provide Resident Project Representatives at the construction site on a periodic part-time basis from the Engineers' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineers, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The construction Contractor is a separate company from the Engineers. The City understands and acknowledges that the Engineers are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the Project, and the Engineers do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the construction contract documents.
- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the City of the construction progress and working days charged against the Contractor's time for completion.

6. SUBSTANTIAL COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

7. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the City.
- Review the Contractor's requests for final payment, and advise the City of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Complete field survey work to be used in completing the construction record drawings.
- Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the City with one set of reproducible record drawings within ninety (90) days of the Project completion.

8. PROJECT CLOSEOUT - Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.
9. SAFE DRINKING WATER LOAN APPLICATION (SDWLP) - Assist the City with the engineering aspects of Safe Drinking Water Loan Program Application.

Hours, Budget & Compensation by Employee

ATTACHMENT B

City of Burlington									
Plan Number: 140318.60									
Plan Name: BURWI Radium Compliance Construction Services									
Level 2	Level 3	Emp	Work Code	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total				354.00	43,150.00	43,000.00	0.00	0.00	43,000.00
CS100 Project Initiation				18.00	2,460.00	2,390.00	0.00	0.00	2,390.00
		Julie Crayton		2.00	140.00				
			01560 Word Process Print	2.00	140.00				
		Anthony Machi		4.00	460.00				
			01020 Attend Meeting	4.00	460.00				
		Joseph Marchese		2.00	260.00				
			01360 Prepare Agreement	2.00	260.00				
		Douglas Snyder		10.00	1,600.00				
			01020 Attend Meeting	8.00	1,280.00				
			01360 Manage Project	2.00	320.00				
CS105 Construction Administration				64.00	8,800.00	8,720.00	0.00	0.00	8,720.00
		Julie Crayton		4.00	280.00				
			01560 Word Process Print	4.00	280.00				
		Anthony Machi		8.00	920.00				
			01260 Engineering, Record Construction	8.00	920.00				
		Joseph Marchese		24.00	3,120.00				
			01260 Engineering, Field	8.00	1,040.00				
			01550 Visit Site	8.00	1,040.00				
			01360 Prepare Pay Request	8.00	1,040.00				
		Douglas Snyder		28.00	4,480.00				
			01020 Attend Meeting	12.00	1,920.00				
			01360 Check & Review	16.00	2,560.00				
CS106 Preparation of Loan Documents				50.00	6,200.00	6,200.00	0.00	0.00	6,200.00
		Julie Crayton		10.00	700.00				
			01560 Word Process Print	10.00	700.00				
		Joseph Marchese		30.00	3,900.00				
			01360 Review and Check	30.00	3,900.00				
		Douglas Snyder		10.00	1,600.00				
			01360 Manage Project	10.00	1,600.00				

Hours, Budget & Compensation by Employee

ATTACHMENT B

City of Burlington									
Plan Number: 140318.60									
Plan Name: BURWI Radium Compliance Construction Services									
Level 2	Level 3	Emp	Work Code	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
CS107	Designer Reviews			40.00	4,980.00	4,980.00	0.00	0.00	4,980.00
		Joseph Marchese		24.00	3,120.00				
			01360 Check and Review	24.00	3,120.00				
		Lee Rito Rigos		4.00	460.00				
			01360 Check and Review	4.00	460.00				
		Adam Stec		4.00	560.00				
			01360 Check and Review	4.00	560.00				
		Phung Tran		8.00	840.00				
			01360 Check and Review	8.00	840.00				
CS110	Field Observation			140.00	16,100.00	16,100.00	0.00	0.00	16,100.00
		Anthony Machi		140.00	16,100.00				
			01260 Observe Construction, Full Time	140.00	16,100.00				
CS140	Project Closeout			42.00	4,610.00	4,610.00	0.00	0.00	4,610.00
		Timothy Brey		20.00	1,900.00				
			01530 Survey, Construction Record Drawings	20.00	1,900.00				
		Julie Crayton		4.00	280.00				
			01560 Word Process Print	4.00	280.00				
		Anthony Machi		10.00	1,150.00				
			01260 Observe Construction, Part Time	10.00	1,150.00				
		Douglas Snyder		8.00	1,280.00				
			01360 Manage Project	8.00	1,280.00				



COMMON COUNCIL

ITEM NUMBER: 13I

DATE: April 5, 2017

SUBJECT: RESOLUTION 4834(53) to consider approving an award of bid for the 2017 Street and Sidewalk Improvement Program to Reesman's Excavating and Grading, Inc., for the total Base Bid of \$1,435,623.90.

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

BACKGROUND/HISTORY:

On March 23, 2017, the Board of Public Works opened four bids for the 2017 Street and Sidewalk Improvement Program. Pursuant to the review and the recommendation by the City's Engineer and Director of Public Works, it is recommended that the bid be awarded to the lowest, most responsive bidder, Reesman's Excavating and Grading, Inc., for the not-to-exceed amount of \$1,435,623.90. This contract includes the Kendall Street reconstruction project, as well as the 2017 Sidewalk Program. These projects were planned during the 2017 Budget process.

BUDGET/FISCAL IMPACT:

This work was planned and accounted for within the 2017 Budget. The project will be shared amongst the General Fund and the Utility Funds as such: General Fund for Capital Projects Infrastructure, Acct. #470-535321-800 \$422,281.40; Sidewalks Acct. #100-535321-351 \$32,929.15; Water Utility \$216,046.34, and Wastewater \$764,367.01. This project comes in under the Engineer's Estimate and is within the parameters of the adopted 2017 Budget.

RECOMMENDATION:

Staff recommends that the Common Council award the 2017 Street and Sidewalk Improvement Program to Reesman's Excavating and Grading, Inc. for a Total Base Bid of \$1,435,623.90.

TIMING/IMPLEMENTATION:

This item is for discussion at the April 5, 2017 Committee of the Whole meeting and due to its timeliness, is scheduled for final consideration at the Common Council meeting this same evening.

ATTACHMENTS:

- Resolution
- Engineer's Recommendation
- Bid Tabulation

**A RESOLUTION APPROVING AN AWARD OF BID FOR THE 2017 STREET AND
SIDEWALK IMPROVEMENT PROGRAM TO REESMAN'S EXCAVATING AND GRADING
INC. FOR THE BASE BID OF \$1,435,623.90**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the 2017 Street and Sidewalk Improvement Program on March 9, and March 16, 2017 and,

WHEREAS, four bids were received by the City and were opened and reviewed at the Board of Public Works bid opening on March 23, 2017 and forwarded to the City Engineer for final review; and,

WHEREAS, the City Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from Reesman's Excavating and Grading, Inc., a copy of which is attached hereto, and made a part thereof; and,

WHEREAS, the City Engineer, and the Director of Public Works have recommended approval of the Base Bid of \$1,435,623.90,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the 2017 Street and Sidewalk Improvement Program be awarded to Reesman's Excavating and Grading, Inc., for the not-to-exceed amount of \$1,435,623.90 for the Total Base Bid.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Jim Bergles
From: Mike Timmers
CC: Carina Walters, Judy Gerulat, Greg Governatori
Date: March 24, 2017
Re: Bid Approval – Engineer’s Recommendation
2017 Street & Sidewalk Improvement Program

A total of four bids were received on Thursday, March 23, 2017 for the **2017 Street & Sidewalk Improvement Program**. The bids were reviewed and the final bid tab results are as follows:

Bidder #1:	Reesman’s Excavating, Burlington, WI. Base Bid Price = <u>\$1,435,623.90</u>
Bidder #2:	Super Excavators, Menomonee Falls, WI. Base Bid Price = \$1,457,691.66
Bidder #3:	Townsend Construction, Darien, WI. Base Bid Price = \$1,459,077.00
Bidder #4:	The Wanasek Corp, Burlington, WI. Base Bid Price = \$1,537,644.00

Based on the review of the bids, the review of the bidder’s qualification statement, and discussion with Jim Bergles and the DPW staff, it is my recommendation to award the **2017 Street & Sidewalk Improvement Program** contract to **Reesman’s Excavating & Grading, Inc.** for the base bid total cost of \$1,435,623.90. A bid bond of 5% of the contract price, and qualification statement were submitted and complete.

Also, please find the attached project General Bid Tab for your review.

KAPUR & ASSOCIATES, INC.

2017 STREET & SIDEWALK IMPROVEMENT PROGRAM - General Bid Tab
 City of Burlington, Racine County, Wisconsin
 Bid Opening: March 23, 2017 8:00 AM

BASE BID:

KENDALL ST - ROADWAY ITEMS				Wansek Corp		Townsend Construction		Super Excavators		Reesman's Excavating	
Item No.	Item Description	Unit	Bid Qty.	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
201.0120	Clearing	ID	625	\$ 20.00	\$ 12,500.00	\$ 25.53	\$ 15,956.25	\$ 17.00	\$ 10,625.00	\$ 24.30	\$ 15,187.50
201.0220	Grubbing	ID	625	\$ 7.00	\$ 4,375.00	\$ 5.33	\$ 3,331.25	\$ 5.00	\$ 3,125.00	\$ 6.35	\$ 3,968.75
204.0100	Removing Pavement (Concrete Driveway)	SY	635	\$ 5.00	\$ 3,175.00	\$ 23.05	\$ 14,636.75	\$ 3.00	\$ 1,905.00	\$ 4.60	\$ 2,921.00
204.0100	Removing Pavement (Concrete Roadway)	SY	135	\$ 7.00	\$ 945.00	\$ 10.99	\$ 1,483.65	\$ 4.50	\$ 607.50	\$ 5.65	\$ 762.75
204.0150	Removing Curb and Gutter	LF	5400	\$ 2.50	\$ 13,500.00	\$ 3.49	\$ 18,846.00	\$ 3.00	\$ 16,200.00	\$ 4.50	\$ 24,300.00
204.0155	Removing Concrete Sidewalk	SY	760	\$ 4.00	\$ 3,040.00	\$ 8.75	\$ 6,650.00	\$ 3.50	\$ 2,660.00	\$ 3.80	\$ 2,888.00
204.0210	Removing Manholes (Storm)	EACH	4	\$ 240.00	\$ 960.00	\$ 402.70	\$ 1,610.80	\$ 310.00	\$ 1,240.00	\$ 210.00	\$ 840.00
204.0220	Removing Inlets	EACH	16	\$ 145.00	\$ 2,320.00	\$ 402.70	\$ 6,443.20	\$ 225.00	\$ 3,600.00	\$ 220.00	\$ 3,520.00
204.0245	Removing Storm Sewer - 12"	LF	373	\$ 6.00	\$ 2,238.00	\$ 8.91	\$ 3,323.43	\$ 20.00	\$ 7,460.00	\$ 9.55	\$ 3,562.15
204.0245	Removing Storm Sewer - 15"	LF	209	\$ 20.00	\$ 4,180.00	\$ 9.22	\$ 1,926.98	\$ 23.00	\$ 4,807.00	\$ 13.50	\$ 2,821.50
204.0245	Removing Storm Sewer - 24"	LF	1267	\$ 6.00	\$ 7,602.00	\$ 10.45	\$ 13,240.15	\$ 9.00	\$ 11,403.00	\$ 13.00	\$ 16,471.00
205.0100	Excavation Common	CY	4820	\$ 19.00	\$ 91,580.00	\$ 15.60	\$ 75,192.00	\$ 17.00	\$ 81,940.00	\$ 6.70	\$ 32,294.00
205.0100	Excavation Common - EBS (undistributed)	CY	600	\$ 19.00	\$ 11,400.00	\$ 16.00	\$ 9,600.00	\$ 17.00	\$ 10,200.00	\$ 15.00	\$ 9,000.00
305.0110	Base Aggregate Dense 3/4-Inch (undistributed)	TON	40	\$ 24.00	\$ 960.00	\$ 36.43	\$ 1,457.20	\$ 18.75	\$ 750.00	\$ 16.70	\$ 668.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	7500	\$ 12.50	\$ 93,750.00	\$ 13.26	\$ 99,450.00	\$ 15.50	\$ 116,250.00	\$ 11.00	\$ 82,500.00
305.0130	Base Aggregate Dense 3-Inch (Undistributed)	TON	600	\$ 15.50	\$ 9,300.00	\$ 16.26	\$ 9,756.00	\$ 19.00	\$ 11,400.00	\$ 21.50	\$ 12,900.00
311.0110	Breaker Run (Undistributed)	TON	600	\$ 18.00	\$ 10,800.00	\$ 20.53	\$ 12,318.00	\$ 19.00	\$ 11,400.00	\$ 21.85	\$ 13,110.00
415.0080	Concrete Pavement 8-Inch	SY	80	\$ 53.00	\$ 4,240.00	\$ 50.73	\$ 4,058.40	\$ 50.00	\$ 4,000.00	\$ 50.25	\$ 4,020.00
416.0160	Concrete Driveway 6-Inch	SY	660	\$ 45.00	\$ 29,700.00	\$ 44.82	\$ 29,581.20	\$ 42.50	\$ 28,050.00	\$ 42.70	\$ 28,182.00
416.0610	Drilled Tie Bars (No. 4)	EACH	40	\$ 8.00	\$ 320.00	\$ 10.38	\$ 415.20	\$ 7.00	\$ 280.00	\$ 7.05	\$ 282.00
416.0620	Drilled Dowel Bars (1 1/4" Dia)	EACH	16	\$ 13.00	\$ 208.00	\$ 20.48	\$ 327.68	\$ 12.00	\$ 192.00	\$ 12.05	\$ 192.80
460.5223	HMA Pavement Type 3LT 58-28 S	TON	1391	\$ 55.00	\$ 76,505.00	\$ 51.98	\$ 72,304.18	\$ 51.19	\$ 71,205.29	\$ 51.50	\$ 71,636.50
460.5224	HMA Pavement Type 4LT 58-28 S, Item also includes tack coat (455.0605)	TON	1083	\$ 55.00	\$ 59,565.00	\$ 51.98	\$ 56,294.34	\$ 51.19	\$ 55,438.77	\$ 51.50	\$ 55,774.50
465.0120	Asphaltic Surface Driveways & Field Entrances (Undistributed)	TON	10	\$ 93.00	\$ 930.00	\$ 88.45	\$ 884.50	\$ 87.29	\$ 872.90	\$ 87.75	\$ 877.50
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	5400	\$ 10.00	\$ 54,000.00	\$ 12.91	\$ 69,714.00	\$ 9.25	\$ 49,950.00	\$ 11.25	\$ 60,750.00
602.0405	Concrete Sidewalk 4-Inch	SF	7010	\$ 5.00	\$ 35,050.00	\$ 4.83	\$ 33,858.30	\$ 4.60	\$ 32,246.00	\$ 4.60	\$ 32,246.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	300	\$ 37.00	\$ 11,100.00	\$ 30.58	\$ 9,174.00	\$ 35.00	\$ 10,500.00	\$ 35.20	\$ 10,560.00
608.0312	Storm Sewer Pipe Reinforced Concrete Class III 12-Inch	LF	343	\$ 69.00	\$ 23,667.00	\$ 63.10	\$ 21,643.30	\$ 75.00	\$ 25,725.00	\$ 58.55	\$ 20,082.65
608.0324	Storm Sewer Pipe Reinforced Concrete Class III 24-Inch	LF	1267	\$ 134.00	\$ 169,778.00	\$ 119.38	\$ 151,254.46	\$ 100.00	\$ 126,700.00	\$ 123.30	\$ 156,221.10
611.0535	Manhole Covers Type J-Special	EACH	4	\$ 290.00	\$ 1,160.00	\$ 373.58	\$ 1,494.32	\$ 570.00	\$ 2,280.00	\$ 410.00	\$ 1,640.00
611.0624	Inlet Covers Type H	EACH	16	\$ 430.00	\$ 6,880.00	\$ 490.90	\$ 7,854.40	\$ 685.00	\$ 10,960.00	\$ 545.00	\$ 8,720.00
611.1230	Catch Basins 2x3-ft (12-inch sumps)	EACH	16	\$ 1,240.00	\$ 19,840.00	\$ 1,212.74	\$ 19,403.84	\$ 840.00	\$ 13,440.00	\$ 1,321.00	\$ 21,136.00
611.2004	Manholes 4-FT Diameter	EACH	2	\$ 3,440.00	\$ 6,880.00	\$ 1,799.98	\$ 3,599.96	\$ 1,600.00	\$ 3,200.00	\$ 2,171.50	\$ 4,343.00
611.2006	Manholes 6-FT Diameter	EACH	1	\$ 8,850.00	\$ 8,850.00	\$ 3,743.15	\$ 3,743.15	\$ 4,000.00	\$ 4,000.00	\$ 4,660.00	\$ 4,660.00
611.2008	Manholes 8-FT Diameter	EACH	1	\$ 8,000.00	\$ 8,000.00	\$ 6,912.21	\$ 6,912.21	\$ 5,400.00	\$ 5,400.00	\$ 5,165.00	\$ 5,165.00
611.8110	Adjusting Manhole Covers	EACH	13	\$ 490.00	\$ 6,370.00	\$ 740.53	\$ 9,626.89	\$ 490.00	\$ 6,370.00	\$ 420.00	\$ 5,460.00
611.8115	Adjusting Inlet Covers	EACH	1	\$ 325.00	\$ 325.00	\$ 740.53	\$ 740.53	\$ 490.00	\$ 490.00	\$ 445.00	\$ 445.00
624.0100	Water (for Dust control - Undistributed)	MGAL	40	\$ 50.00	\$ 2,000.00	\$ 100.00	\$ 4,000.00	\$ 50.00	\$ 2,000.00	\$ 112.00	\$ 4,480.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	3800	\$ 1.50	\$ 5,700.00	\$ 1.65	\$ 6,270.00	\$ 1.30	\$ 4,940.00	\$ 1.10	\$ 4,180.00
628.7015	Inlet Protection Type C	EACH	26	\$ 50.00	\$ 1,300.00	\$ 40.68	\$ 1,057.68	\$ 40.00	\$ 1,040.00	\$ 72.00	\$ 1,872.00
646.0106	Pavement Marking Epoxy 4-Inch (Yellow)	LF	446	\$ 1.00	\$ 446.00	\$ 1.29	\$ 575.34	\$ 1.00	\$ 446.00	\$ 1.05	\$ 468.30
647.0356	Pavement Marking Words Epoxy (SCHOOL)	EACH	2	\$ 280.00	\$ 560.00	\$ 262.88	\$ 525.76	\$ 260.00	\$ 520.00	\$ 262.00	\$ 524.00
647.0566	Pavement Marking Stop Line Epoxy 18-Inch (White)	LF	142	\$ 7.50	\$ 1,065.00	\$ 7.35	\$ 1,043.70	\$ 7.00	\$ 994.00	\$ 7.05	\$ 1,001.10
647.0766	Pavement Marking Crosswalk Epoxy 6-Inch (White)	LF	1170	\$ 6.25	\$ 7,312.50	\$ 6.24	\$ 7,300.80	\$ 5.90	\$ 6,903.00	\$ 6.00	\$ 7,020.00
690.0150	Sawing Asphalt	LF	300	\$ 1.75	\$ 525.00	\$ 1.29	\$ 387.00	\$ 1.25	\$ 375.00	\$ 1.25	\$ 375.00
690.0250	Sawing Concrete	LF	1465	\$ 2.50	\$ 3,662.50	\$ 2.81	\$ 4,116.65	\$ 1.85	\$ 2,710.25	\$ 1.90	\$ 2,783.50
SPV.0105.01	Traffic Control (Kendall work)	LS	1	\$ 13,484.00	\$ 13,484.00	\$ 11,110.28	\$ 11,110.28	\$ 11,536.00	\$ 11,536.00	\$ 20,000.00	\$ 20,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	3800	\$ 5.00	\$ 19,000.00	\$ 4.25	\$ 16,150.00	\$ 6.30	\$ 23,940.00	\$ 5.05	\$ 19,190.00
ROADWAY SUBTOTAL				\$	851,048.00	\$	850,643.73	\$	802,276.71	\$	782,002.60

KENDALL ST - SANITARY SEWER ITEMS				Wansek Corp		Townsend Construction		Super Excavators		Reesman's Excavating	
Item No.	Item Description	Unit	Bid Qty.	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
204.0210	Removing Manholes (Sanitary)	EACH	6	\$ 540.00	\$ 3,240.00	\$ 488.45	\$ 2,930.70	\$ 750.00	\$ 4,500.00	\$ 420.00	\$ 2,520.00
SPV.0060.01	Manhole Frame & Cover (Sanitary)	EACH	7	\$ 560.00	\$ 3,920.00	\$ 697.44	\$ 4,882.08	\$ 740.00	\$ 5,180.00	\$ 630.00	\$ 4,410.00
SPV.0060.02	Sanitary Manhole Seal - External	EACH	9	\$ 590.00	\$ 5,310.00	\$ 440.01	\$ 3,960.09	\$ 415.00	\$ 3,735.00	\$ 400.00	\$ 3,600.00
SPV.0090.01	Sanitary Sewer 6-Inch PVC Lateral Relay (Granular Backfill)	LF	2115	\$ 84.00	\$ 177,660.00	\$ 59.12	\$ 125,038.80	\$ 95.00	\$ 200,925.00	\$ 79.80	\$ 168,777.00
SPV.0090.02	Sanitary Sewer 8-Inch PVC Relay (Granular Backfill)	LF	2051	\$ 102.00	\$ 209,202.00	\$ 87.58	\$ 179,626.58	\$ 85.00	\$ 174,335.00	\$ 100.65	\$ 206,433.15
SPV.0090.03	Sanitary Sewer 10-Inch PVC Relay (Granular Backfill)	LF	586	\$ 148.00	\$ 86,728.00	\$ 117.59	\$ 68,907.74	\$ 100.00	\$ 58,600.00	\$ 149.00	\$ 87,314.00
SPV.0090.04	Sanitary Sewer 10-Inch PVC Relay (Slurry Backfill)	LF	39	\$ 320.00	\$ 12,480.00	\$ 442.03	\$ 17,239.17	\$ 260.00	\$ 10,140.00	\$ 382.00	\$ 14,898.00
SPV.0200.01	Sanitary Manhole 48-Inch	VF	69	\$ 375.00	\$ 25,875.00	\$ 213.06	\$ 14,701.14	\$ 225.00	\$ 15,525.00	\$ 266.00	\$ 18,354.00
SANITARY SEWER SUBTOTAL				\$	524,415.00	\$	417,286.30	\$	472,940.00	\$	506,306.15
KENDALL ST - WATER ITEMS				Wansek Corp		Townsend Construction		Super Excavators		Reesman's Excavating	
Item No.	Item Description	Unit	Bid Qty.	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
SPV.0060.03	Hydrant Assembly	EACH	4	\$ 3,735.00	\$ 14,940.00	\$ 5,412.62	\$ 21,650.48	\$ 4,800.00	\$ 19,200.00	\$ 4,260.00	\$ 17,040.00
SPV.0060.04	Removing Hydrant Assembly	EACH	3	\$ 495.00	\$ 1,485.00	\$ 732.53	\$ 2,197.59	\$ 520.00	\$ 1,560.00	\$ 732.00	\$ 2,196.00
SPV.0060.05	Curb Stop/Box, 1-Inch	EACH	22	\$ 165.00	\$ 3,630.00	\$ 128.27	\$ 2,821.94	\$ 230.00	\$ 5,060.00	\$ 250.00	\$ 5,500.00
SPV.0060.06	Corporation Stop, 1-Inch	EACH	22	\$ 130.00	\$ 2,860.00	\$ 1,623.42	\$ 35,715.24	\$ 135.00	\$ 2,970.00	\$ 195.00	\$ 4,290.00
SPV.0060.07	Water Valve & Valve Box 6-inch (Hydrant)	EACH	4	\$ 1,130.00	\$ 4,520.00	\$ 960.19	\$ 3,840.76	\$ 1,090.00	\$ 4,360.00	\$ 996.00	\$ 3,984.00
SPV.0060.08	Adjusting Valve Boxes (Undistributed)	EACH	6	\$ 140.00	\$ 840.00	\$ 269.65	\$ 1,617.90	\$ 690.00	\$ 4,140.00	\$ 205.00	\$ 1,230.00
SPV.0060.09	Tracer Wire Access Box	EACH	4	\$ 25.00	\$ 100.00	\$ 26.95	\$ 107.80	\$ 30.00	\$ 120.00	\$ 62.00	\$ 248.00
SPV.0060.10	Explore Existing Water Service at Existing Main (Undistributed)	EACH	5	\$ 500.00	\$ 2,500.00	\$ 606.28	\$ 3,031.40	\$ 600.00	\$ 3,000.00	\$ 532.00	\$ 2,660.00
SPV.0090.05	Hydrant Lead 6-Inch (Granular Backfill)	LF	54	\$ 128.00	\$ 6,912.00	\$ 39.56	\$ 2,136.24	\$ 95.00	\$ 5,130.00	\$ 57.00	\$ 3,078.00
SPV.0090.06	PVC Watermain 8-Inch (Granular Backfill)	LF	532	\$ 91.00	\$ 48,412.00	\$ 68.97	\$ 36,692.04	\$ 100.00	\$ 53,200.00	\$ 75.00	\$ 39,900.00
SPV.0090.07	PVC Watermain 8-Inch (Slurry Backfill)	LF	17	\$ 240.00	\$ 4,080.00	\$ 353.91	\$ 6,016.47	\$ 175.00	\$ 2,975.00	\$ 126.00	\$ 2,142.00
SPV.0090.08	Water Service Copper Lateral 1-Inch	LF	606	\$ 70.00	\$ 42,420.00	\$ 51.95	\$ 31,481.70	\$ 85.00	\$ 51,510.00	\$ 53.00	\$ 32,118.00
WATER SUBTOTAL				\$	132,699.00	\$	147,309.56	\$	153,225.00	\$	114,386.00
SUBTOTAL - KENDALL ST				\$	1,508,162.00	\$	1,415,239.59	\$	1,428,441.71	\$	1,402,694.75
SIDEWALK IMPROVEMENT PROGRAM ITEMS				Wansek Corp		Townsend Construction		Super Excavators		Reesman's Excavating	
Item No.	Item Description	Unit	Bid Qty.	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$	Bid Unit \$	Bid Total \$
204.0155	Removing Concrete Sidewalk	SY	386	\$ 10.00	\$ 3,860.00	\$ 25.53	\$ 9,854.58	\$ 3.50	\$ 1,351.00	\$ 12.10	\$ 4,670.60
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	70	\$ 20.00	\$ 1,400.00	\$ 15.43	\$ 1,080.10	\$ 28.00	\$ 1,960.00	\$ 22.10	\$ 1,547.00
416.0160	Concrete Driveway 6-Inch	SY	46	\$ 52.00	\$ 2,392.00	\$ 62.65	\$ 2,881.90	\$ 55.00	\$ 2,530.00	\$ 55.30	\$ 2,543.80
465.0120	Asphaltic Surface Driveways & Field Entrances (Undistributed)	TON	5	\$ 145.00	\$ 725.00	\$ 137.64	\$ 688.20	\$ 135.29	\$ 676.45	\$ 136.00	\$ 680.00
602.0405	Concrete Sidewalk 4-Inch	SF	3475	\$ 4.60	\$ 15,985.00	\$ 6.65	\$ 23,108.75	\$ 5.50	\$ 19,112.50	\$ 5.55	\$ 19,286.25
690.0150	Sawing Asphalt	LF	60	\$ 2.00	\$ 120.00	\$ 3.31	\$ 198.60	\$ 1.25	\$ 75.00	\$ 5.90	\$ 354.00
SPV.0105.01	Traffic Control (Sidewalk Program)	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,525.28	\$ 2,525.28	\$ 500.00	\$ 500.00	\$ 505.00	\$ 505.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	350	\$ 10.00	\$ 3,500.00	\$ 10.00	\$ 3,500.00	\$ 8.70	\$ 3,045.00	\$ 9.55	\$ 3,342.50
SUBTOTAL - SIDEWALK				\$	29,482.00	\$	43,837.41	\$	29,249.95	\$	32,929.15
TOTAL BASE BID				\$	1,537,644.00	\$	1,459,077.00	\$	1,457,691.66	\$	1,435,623.90



COMMON COUNCIL

ITEM NUMBERS 13 J-Q:

DATE: April 5, 2016

SUBJECT: To consider Initial Resolutions 4835(54), 4836(55), 4837(56), 4838(57), 4839(58) for \$8,340,000 General Obligation Corporate Purpose Bonds Series 2017A and \$1,660,000 Sewer System Revenue Bonds Series 2017B; Resolution 4840(59) Notice to Electors for these same issues; Resolutions 4841(60), 4842(62) providing for the sale of 2017(A) and 2017(B).

SUBMITTED BY: Steve DeQuaker, Finance Director Treasurer; Carina Walters, City Administrator

BACKGROUND/HISTORY:

As reported at the March 21, 2017 Committee of the Whole, Ehlers, Inc. has been engaged to assist the City on funding its 2017 Capital Projects. This is part of the Financial Management Plan (FMP) that was adopted by Council in 2016. There are several Resolutions on this evenings Common Council agenda to accomplish the funding objectives. Jim Mann from Ehlers Inc. will be discussing the Pre-Sale Reports and Resolutions for the two issues to accomplish the FMP. He will also outline a Refunding opportunity on a 2007 GO bond that will save the City money in interest charges.

BUDGET/FISCAL IMPACT:

Corporate Purpose bond payments will be paid through General Debt Service and the annual Debt Levy, pool portion was approved by Advisory Referendum. The Water portion of the bond payment will be paid with Water System Revenue. Sewer System Revenue Bonds will be paid by Sewer System Revenue. The 2007 Refunding opportunity will save the City approximately \$117,000 in interest charges.

RECOMMENDATION:

Staff is recommending approval of the resolutions presented.

TIMING/IMPLEMENTATION:

At the direction of the Committee of the Whole at its March 21, 2017 discussion in which Ehlers, Inc. and staff was directed to have one large bond versus two bond sales. Due to the timeliness of this issue, it is also scheduled the same night for consideration. There are 5 initial resolutions describing the General Obligation Corporate Bond loan, 1 resolution for a notice to electors, 2 separate resolutions authorizing Ehlers to begin the offering of the GO Corporate Purpose Bond and the Sewer System Revenue Bond. Resolutions have been prepared by Bond Counsel for these purposes.

ATTACHMENTS:

\$8,340,000 General Obligation Corporate Purpose Bond Pre-Sale Report
\$1,660,000 Sewer System Revenue Bond Pre-Sale Report
8 Resolutions

April 5, 2017

Pre-Sale Report for

City of Burlington, Wisconsin

\$8,340,000 General Obligation Corporate Purpose
Bonds, Series 2017A



Prepared by:

James A. Mann, CIPMA
Senior Municipal Advisor / Director

And

Jon Cameron, CIPMA
Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$8,340,000 General Obligation Corporate Purpose Bonds, Series 2017A
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <p>Streets, Pool, & Water Utility</p> <ul style="list-style-type: none"> • Current refund a portion of the City’s General Obligation Refunding Bonds, dated September 20, 2007. Debt service will be paid from ad valorem property taxes. <p>Interest rates on the obligations proposed to be refunded are 4.1% to 4.35%. The refunding is expected to reduce interest expense by approximately \$117,000 over the next 11 years. The Net Present Value Benefit of the refunding is estimated to be \$100,279, equal to 8.57% of the refunded principal.</p> <p>This refunding is a Current Refunding as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Bonds.</p> <ul style="list-style-type: none"> • Swimming pool projects. Debt service will be paid from ad valorem property taxes. • Street improvement projects. Debt service will be paid from ad valorem property taxes. • Water System improvement projects. Debt service will be paid from water revenues.
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statutes, Section 67.04.</p> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City’s General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City’s total General Obligation debt principal outstanding will be \$29.3 million, which is 68.2% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$13.7 million.</p>
Term/Call Feature:	<p>The Bonds are being issued for a 20-year term. Principal on the Bonds will be due on April 1 in the years 2018 through 2037. Interest is payable every six months beginning April 1, 2018.</p> <p>The Bonds maturing on and after April 1, 2029 will be subject to prepayment at the discretion of the City on April 1, 2028 or any date thereafter.</p>



Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	<p>The City’s most recent bond issues were rated “AA-” by Standard & Poor’s. The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating if the bond rating of the insurer is higher than that of the City.</p>
Basis for Recommendation:	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on:</p> <ul style="list-style-type: none"> • The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption. • The City having adequate General Obligation debt capacity to undertake this financing. • The nature of the projects, not including the Water System projects, being financed will not generate user or other fees that could be pledged to secure a revenue obligation. • The City’s current Financial Management Plan identified issuance of General Obligation Bonds to finance these projects. • The existing General Obligation pledge securing the obligations to be refunded.
Method of Sale/Placement:	<p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.25% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid more than face value is considered “reoffering premium.”</p>



	<p>Any premium amount received for that portion of the Bonds being issued for refunding existing debt will be used to reduce the issue size. Any premium amount received for the remainder of the Bonds that is more than the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. These adjustments may slightly change the true interest cost of the original bid, either up or down.</p>
Other Considerations:	<p>The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. If the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you. We also recommend that you establish written procedures regarding compliance with IRS rules if you have not already done so.</p>



<p>Risk Factors:</p>	<p>GO with Planned Abatement: The City expects to abate a portion of the City debt service with water utility revenues. In the event this revenue is not available; the City is obligated to levy property taxes in an amount sufficient to make all debt payments.</p> <p>Current Refunding: The Bonds are being issued for current refunding prior City debt obligations. Those prior debt obligations are “callable” now and can therefore be paid off within 90 days or less. The new Bonds will not be pre-payable until April 1, 2028.</p> <p>This refunding is being undertaken based in part on an assumption that the City does not expect to have future revenues to pay off this debt and that market conditions warrant the refinancing now.</p>
<p>Other Service Providers:</p>	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a firm to provide a service, we have assumed that you will continue that relationship. For other services, you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Quarles & Brady LLP</p> <p>Paying Agent: Bond Trust Services Corp. (if term bond option utilized)</p> <p>Rating Agency: Standard & Poor's Global Ratings (S&P)</p>

This presale report summarizes our understanding of the City’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City’s objectives.



Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	April 5, 2017
Distribute Official Statement:	On or about April 25, 2017
Conference with Rating Agency:	Week of April 24, 2017
City Council Meeting to Award Sale of the Bonds:	May 2, 2017
Estimated Closing Date:	May 25, 2017
Redemption Date for 2007 Bonds:	June 9, 2017

Attachments

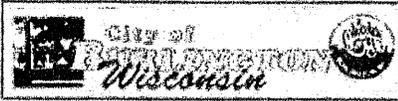
- Sources and Uses of Funds
- Proposed Debt Service Schedule
- Refunding Savings Analysis
- Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	James Mann	(262) 796-6162
	Jon Cameron	(262) 796-6179
Disclosure Coordinator:	Brendan Leonard	(262) 796-6169
Financial Analyst:	Kathy Myers	(262) 796-6177

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.





EHLERS
LEADERS IN PUBLIC FINANCE

Capital Plan	2016	2017		2018		2019	2020	Future
		GO	Sewer REV	GO	Sewer REV		GO	Annual GO
General	0							
Police Department	0							
Fire Department	153,000						3,500,000	
Public Works		1,166,263		850,000		520,000	510,000	761,566
Parks		5,568,000						
Miscellaneous								
Sewer			862,447		585,000		180,000	
Water	1,400,000	274,109		335,000			165,000	
Refunding 2007 GO Bonds		1,179,465						
Less Funds on Hand		(25,055)						
Offsetting Funds	(153,000)						(1,000,000)	
Capital Needs	1,400,000	8,162,783	1,447,447	1,705,000		520,000	3,355,000	761,566
Borrowing Costs	43,500	178,525	215,800	52,800			103,800	24,450
Funds Needed	1,443,500	8,341,308	1,663,247	1,757,800			3,458,800	786,016
Rounding	6,500	(1,308)	(3,247)	2,200			1,200	28,984
Total Borrowing	1,450,000	8,340,000	1,660,000	1,760,000			3,460,000	815,000
	SDWF							



Table 8



Preferred Option

Fiscal Year	Existing Debt Payments	2017 GO Bonds			2018 GO Bonds			2020 GO Bonds			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	461,568	205,000	1.10%	300,618						0	(33,052)		1,000,238	699,588,258	1.43	2018	
2019	449,512	470,000	1.38%	218,018	75,000	1.85%	90,566			0	(71,037)		1,374,133	681,972,937	1.56	2019	
2020	462,653	575,000	1.63%	210,088	200,000	2.13%	57,323			0	(69,894)		1,574,957	898,407,444	1.75	2020	
2021	449,964	530,000	1.82%	200,579	75,000	2.38%	54,300	135,000	2.35%	205,560	(24,347)	(92,389)	1,767,139	915,252,583	1.93	2021	
2022	456,515	535,000	2.06%	190,246	75,000	2.57%	52,444	175,000	2.63%	132,624	(20,799)	(92,810)	1,730,437	932,413,569	1.86	2022	
2023	359,004	530,000	2.29%	178,667	75,000	2.81%	50,426	175,000	2.88%	127,803	(20,386)	(90,938)	1,607,223	991,896,324	1.62	2023	
2024	392,273	505,000	2.51%	166,260	75,000	3.04%	48,233	175,000	3.07%	122,596	(24,863)	(88,894)	1,598,118	1,010,494,380	1.58	2024	
2025	374,968	500,000	2.68%	153,223	75,000	3.26%	45,870	175,000	3.31%	117,014	(24,225)	(86,692)	1,551,991	1,029,441,149	1.51	2025	
2026	377,314	495,000	2.82%	139,543	75,000	3.43%	43,361	175,000	3.54%	111,020	(23,540)	(84,350)	1,524,128	1,048,743,171	1.45	2026	
2027	378,995	495,000	2.92%	125,337	75,000	3.57%	40,736	200,000	3.76%	104,163	(22,810)	(86,797)	1,528,837	1,068,407,105	1.43	2027	
2028	228,391	360,000	3.03%	112,656	85,000	3.67%	37,838	200,000	3.93%	96,473	(22,041)	(54,504)	1,196,902	1,088,439,738	1.10	2028	
2029	387,149	350,000	3.12%	101,742	80,000	3.78%	34,766	200,000	4.07%	88,473	(21,241)	(47,681)	1,311,051	1,108,847,984	1.18	2029	
2030	386,998	355,000	3.21%	90,584	80,000	3.87%	31,706	200,000	4.17%	80,233	(20,417)	(45,901)	1,290,838	1,129,638,883	1.14	2030	
2031	401,494	355,000	3.30%	79,029	75,000	3.96%	28,673	200,000	4.28%	71,783	0	0	1,210,978	1,150,819,612	1.05	2031	
2032	405,600	355,000	3.38%	67,172	75,000	4.05%	25,669	175,000	4.37%	63,679	0	0	1,167,120	1,172,397,480	1.00	2032	
2033		355,000	3.45%	55,048	75,000	4.13%	22,602	175,000	4.46%	55,953	0	0	738,603	1,194,379,933	0.62	2033	
2034		355,000	3.51%	42,694	100,000	4.20%	18,953	175,000	4.55%	48,069	0	0	739,716	1,216,774,557	0.61	2034	
2035		355,000	3.56%	30,145	100,000	4.26%	14,723	175,000	4.63%	40,036	0	0	714,904	1,239,589,079	0.58	2035	
2036		330,000	3.60%	17,886	100,000	4.31%	10,438	150,000	4.70%	32,460	0	0	640,784	1,262,831,375	0.51	2036	
2037		330,000	3.62%	5,973	100,000	4.35%	6,108	150,000	4.76%	25,365	0	0	617,446	1,286,509,463	0.48	2037	
2038					90,000	4.37%	1,967	150,000	4.81%	18,188	0	0	260,154	1,310,631,515	0.20	2038	
2039								150,000	4.85%	10,943	0	0	160,943	1,335,205,856	0.12	2039	
2040								150,000	4.87%	3,653	0	0	153,653	1,360,240,966	0.11	2040	
2041													0	1,385,745,484	0.00	2041	
	6,816,962	8,340,000		1,756,781	1,760,000		568,812	3,460,000		1,556,083	(224,670)	(944,938)	0	26,304,858			

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



Table 6.1

Allocation of 2017 Issue - By Payment Authority

			Issue Size	Rounded
			8,340,000	
General		0.00%	0	
Streets	1,166,263	14.29%	1,191,583	1,195,000
Parks	5,568,000	68.21%	5,688,883	5,690,000
Refunding	1,154,410	14.14%	1,179,473	1,175,000
Sewer	0	0.00%	0	0
Water	274,109	3.36%	280,060	280,000
	8,162,783		8,340,000	8,340,000

TRUE

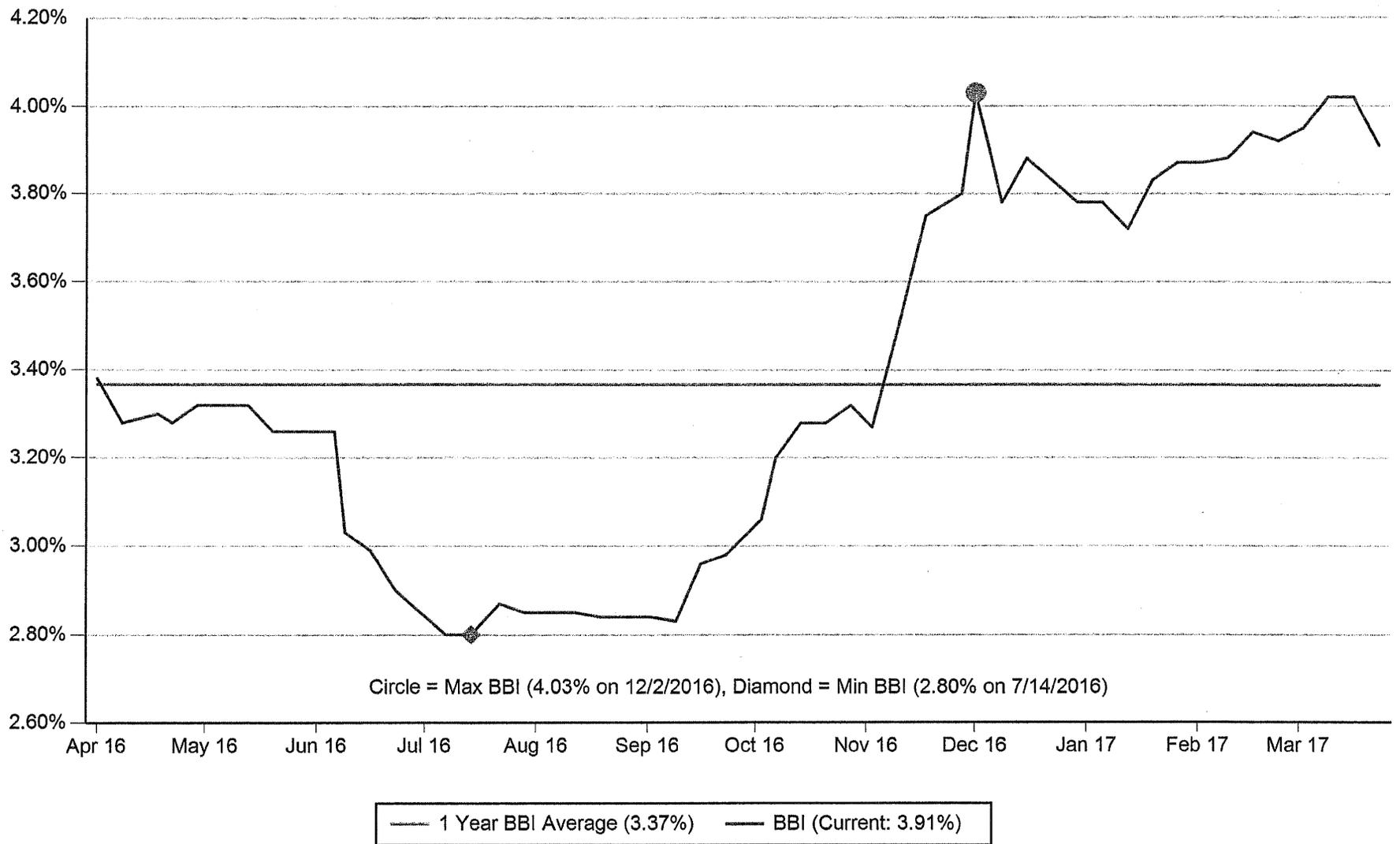
Year	Public Works			Parks			Refunding			Sewer			Water			Total	
	Principal	Rate	Interest	Principal	Rate	Interest	Principal	Rate	Interest	Principal	Rate	Interest	Principal	Rate	Interest	Principal	Total Interest
2017																	
2018	30,000	1.10%	42,982	150,000	1.10%	212,630			1.10%	36,955	1.10%	0	25,000	1.10%	8,052	205,000	300,618
2019	85,000	1.38%	31,044	350,000	1.38%	154,050	10,000	1.38%	27,305	1.38%	0	0	25,000	1.38%	5,619	470,000	218,018
2020	85,000	1.63%	29,765	325,000	1.63%	148,986	140,000	1.63%	26,095	1.63%	0	0	25,000	1.63%	5,243	575,000	210,088
2021	75,000	1.82%	28,390	285,000	1.82%	143,744	145,000	1.82%	23,635	1.82%	0	0	25,000	1.82%	4,812	530,000	200,579
2022	70,000	2.06%	26,986	280,000	2.06%	138,266	155,000	2.06%	20,719	2.06%	0	0	30,000	2.06%	4,275	535,000	190,246
2023	70,000	2.29%	25,464	280,000	2.29%	132,176	150,000	2.29%	17,405	2.29%	0	0	30,000	2.29%	3,623	530,000	178,667
2024	60,000	2.51%	23,909	265,000	2.51%	125,644	150,000	2.51%	13,805	2.51%	0	0	30,000	2.51%	2,903	505,000	166,260
2025	60,000	2.68%	22,352	265,000	2.68%	118,768	145,000	2.68%	9,979	2.68%	0	0	30,000	2.68%	2,124	500,000	153,223
2026	55,000	2.82%	20,773	270,000	2.82%	111,410	140,000	2.82%	6,062	2.82%	0	0	30,000	2.82%	1,299	495,000	139,543
2027	60,000	2.92%	19,121	265,000	2.92%	103,734	140,000	2.92%	2,044	2.92%	0	0	30,000	2.92%	438	495,000	125,337
2028	65,000	3.03%	17,260	295,000	3.03%	95,395		3.03%	0	3.03%	0	0		3.03%	0	360,000	112,656
2029	60,000	3.12%	15,340	290,000	3.12%	86,402		3.12%	0	3.12%	0	0		3.12%	0	350,000	101,742
2030	65,000	3.21%	13,360	290,000	3.21%	77,224		3.21%	0	3.21%	0	0		3.21%	0	355,000	90,584
2031	65,000	3.30%	11,245	290,000	3.30%	67,784		3.30%	0	3.30%	0	0		3.30%	0	355,000	79,029
2032	55,000	3.38%	9,243	300,000	3.38%	57,929		3.38%	0	3.38%	0	0		3.38%	0	355,000	67,172
2033	55,000	3.45%	7,364	300,000	3.45%	47,684		3.45%	0	3.45%	0	0		3.45%	0	355,000	55,048
2034	55,000	3.51%	5,450	300,000	3.51%	37,244		3.51%	0	3.51%	0	0		3.51%	0	355,000	42,694
2035	55,000	3.56%	3,506	300,000	3.56%	26,639		3.56%	0	3.56%	0	0		3.56%	0	355,000	30,145
2036	35,000	3.60%	1,897	295,000	3.60%	15,989		3.60%	0	3.60%	0	0		3.60%	0	330,000	17,886
2037	35,000	3.62%	634	295,000	3.62%	5,340	0	3.62%	0	0	3.62%	0	0	3.62%	0	330,000	5,973
	1,195,000		356,082	5,690,000		1,907,034	1,175,000		184,002	0	0	0	280,000		38,387	8,340,000	2,485,505

324.73684

5/25/2017
4/1/2018
306

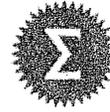
1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates March, 2016 - March, 2017



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.





EHLERS
LEADERS IN PUBLIC FINANCE

April 5, 2017

Pre-Sale Report for

City of Burlington, Wisconsin

\$1,660,000 Sewer System Revenue Bonds, Series 2017B



Prepared by:

James Mann, CIPMA
Senior Municipal Advisor

And

Jon Cameron, CIPMA
Municipal Advisor



Executive Summary of Proposed Debt

Proposed Issue:	\$1,660,000 Sewer System Revenue Bonds, Series 2017B
Purposes:	The proposed issue includes financing for sewer collection system improvements. Debt service will be paid from sewer revenues.
Authority:	The Bonds are being issued pursuant to Wisconsin Statutes, Section 66.0621. The Bonds are not general obligations of the City but are payable only from and secured by a pledge of income and revenue to be derived from the operation of the Sewer System.
Term/Call Feature:	The Bonds are being issued for a 20-year term. Principal on the Bonds will be due on May 1 in the years 2018 through 2037. Interest is payable every six months beginning November 1, 2017. The Bonds maturing on and after May 1, 2028 will be subject to prepayment at the discretion of the City on May 1, 2027 or any date thereafter.
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	We recommend selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating. For a larger bond issue, or a longer-term bond issue, a rating might broaden the market for the Bonds and result in an overall reduction in interest costs.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on: <ul style="list-style-type: none"> • Net system revenues available for debt service that provide sufficient coverage for the estimated principal and interest payments of the proposed Bonds and existing parity debt. • The City’s past practice of using revenue bonds to finance enterprise system improvements. • The City’s current Financial Management Plan which identified issuance of revenue bonds to finance these projects.



<p>Method of Sale/Placement:</p>	<p>To obtain the lowest interest cost to the City, we will competitively bid the purchase of the Bonds from local and national underwriters/banks.</p> <p>We have included an allowance for discount bidding equal to 1.25% of the principal amount of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to lower your borrowing amount.</p> <p>Premium Bids: Under current market conditions, most investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.”</p> <p>For this issue of Bonds, any premium amount received may: be retained; used to reduce the issue size; or combination thereof. These adjustments may slightly change the true interest cost of the original bid, either up or down. We anticipate using any premium amounts received to reduce the issue size.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City’s objectives for this financing.</p>
<p>Other Considerations:</p>	<p>The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. If the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.</p>
<p>Review of Existing Debt:</p>	<p>We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities other than that which is included in the 2017A issue being sold concurrently.</p> <p>We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.</p>



Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds are tax-exempt obligations/tax credit obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you. We also recommend that you establish written procedures regarding compliance with IRS rules if you have not already done so.
Risk Factors:	<p>Utility Revenue: The City expects to pay the Bond debt service with Sewer Revenues.</p> <p>In the event utility revenues are insufficient to pay debt service, the City Council is committing to consider appropriating funds from any other available sources in an amount sufficient to cover the shortfall. If it chooses to do so, the City may levy a tax to make up a shortfall. Any amount levied for this purpose is exempted from levy limits. While the City is not required to appropriate the funds necessary to remedy any shortfall in revenues needed to pay debt service, failure to do so would result in either a lack of access to capital markets in the future, or access at a substantially higher cost.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services, you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, so their final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Attorney: Quarles & Brady LLP</p>



	Paying Agent: To be determined Rating Agency: This issue will not be rated
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This presale report summarizes our understanding of the City’s objectives for the structure and terms of this financing as of this date. As additional facts become known or capital markets conditions change, we may need to modify the structure and/or terms of this financing to achieve results consistent with the City’s objectives.

Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	April 5, 2017
Distribute Official Statement:	On or about April 25, 2017
City Council Meeting to Award Sale of the Bonds:	May 2, 2017
Estimated Closing Date:	May 25, 2017

Attachments

- Sources and Uses of Funds
- Proposed Debt Service Schedule
- Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	James Mann	(262) 796-6162
	Jon Cameron	(262) 796-6179
Disclosure Coordinator:	Brendan Leonard	(262) 796-6169
Financial Analyst:	Kathy Myers	(262) 796-6177

The Official Statement for this financing will be mailed to the City Council at their home address or e-mailed for review prior to the sale date.



City of Burlington, Wisconsin

\$1,660,000 Sewerage System Revenue Bonds, Series 2017B

SINGLE PURPOSE

Dated May 25, 2017 Assumes A1 Portage Rev sale 3/23/17 + .25

Sources & Uses

Dated 05/25/2017 | Delivered 05/25/2017

Sources Of Funds

Par Amount	\$1,660,000.00
Est. Interest Earnings	3,247.00
Total Sources	\$1,663,247.00

Uses Of Funds

Total Underwriter's Discount (1.250%)	20,750.00
Municipal Advisor	26,500.00
Disclosure Counsel	7,800.00
Bond Counsel	13,000.00
Paying Agent	675.00
Deposit to Debt Service Reserve Fund (DSRF)	116,830.00
Deposit to Project Construction Fund	1,447,447.00
Project Contingency	30,000.00
Rounding Amount	245.00
Total Uses	\$1,663,247.00



City of Burlington, Wisconsin

\$1,660,000 Sewerage System Revenue Bonds, Series 2017B

SINGLE PURPOSE

Dated May 25, 2017 Assumes A1 Portage Rev sale 3/23/17 + .25

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
05/25/2017	-	-	-	-	-
11/01/2017	-	-	21,128.25	21,128.25	21,128.25
05/01/2018	65,000.00	1.450%	24,378.75	89,378.75	-
11/01/2018	-	-	23,907.50	23,907.50	113,286.25
05/01/2019	65,000.00	1.600%	23,907.50	88,907.50	-
11/01/2019	-	-	23,387.50	23,387.50	112,295.00
05/01/2020	65,000.00	1.800%	23,387.50	88,387.50	-
11/01/2020	-	-	22,802.50	22,802.50	111,190.00
05/01/2021	70,000.00	2.000%	22,802.50	92,802.50	-
11/01/2021	-	-	22,102.50	22,102.50	114,905.00
05/01/2022	70,000.00	2.250%	22,102.50	92,102.50	-
11/01/2022	-	-	21,315.00	21,315.00	113,417.50
05/01/2023	70,000.00	2.450%	21,315.00	91,315.00	-
11/01/2023	-	-	20,457.50	20,457.50	111,772.50
05/01/2024	75,000.00	2.550%	20,457.50	95,457.50	-
11/01/2024	-	-	19,501.25	19,501.25	114,958.75
05/01/2025	75,000.00	2.650%	19,501.25	94,501.25	-
11/01/2025	-	-	18,507.50	18,507.50	113,008.75
05/01/2026	75,000.00	2.750%	18,507.50	93,507.50	-
11/01/2026	-	-	17,476.25	17,476.25	110,983.75
05/01/2027	80,000.00	2.900%	17,476.25	97,476.25	-
11/01/2027	-	-	16,316.25	16,316.25	113,792.50
05/01/2028	80,000.00	3.100%	16,316.25	96,316.25	-
11/01/2028	-	-	15,076.25	15,076.25	111,392.50
05/01/2029	85,000.00	3.100%	15,076.25	100,076.25	-
11/01/2029	-	-	13,758.75	13,758.75	113,835.00
05/01/2030	85,000.00	3.250%	13,758.75	98,758.75	-
11/01/2030	-	-	12,377.50	12,377.50	111,136.25
05/01/2031	90,000.00	3.250%	12,377.50	102,377.50	-
11/01/2031	-	-	10,915.00	10,915.00	113,292.50
05/01/2032	95,000.00	3.500%	10,915.00	105,915.00	-
11/01/2032	-	-	9,252.50	9,252.50	115,167.50
05/01/2033	95,000.00	3.500%	9,252.50	104,252.50	-
11/01/2033	-	-	7,590.00	7,590.00	111,842.50
05/01/2034	100,000.00	3.500%	7,590.00	107,590.00	-
11/01/2034	-	-	5,840.00	5,840.00	113,430.00
05/01/2035	105,000.00	3.650%	5,840.00	110,840.00	-
11/01/2035	-	-	3,923.75	3,923.75	114,763.75
05/01/2036	105,000.00	3.650%	3,923.75	108,923.75	-
11/01/2036	-	-	2,007.50	2,007.50	110,931.25
05/01/2037	110,000.00	3.650%	2,007.50	112,007.50	-
11/01/2037	-	-	-	-	112,007.50
Total	\$1,660,000.00	-	\$618,537.00	\$2,278,537.00	-

Yield Statistics

Bond Year Dollars	\$18,924.33
Average Life	11.400 Years
Average Coupon	3.2684745%
Net Interest Cost (NIC)	3.3781216%
True Interest Cost (TIC)	3.3740457%
Bond Yield for Arbitrage Purposes	3.2366934%
All Inclusive Cost (AIC)	3.7013874%

IRS Form 8038

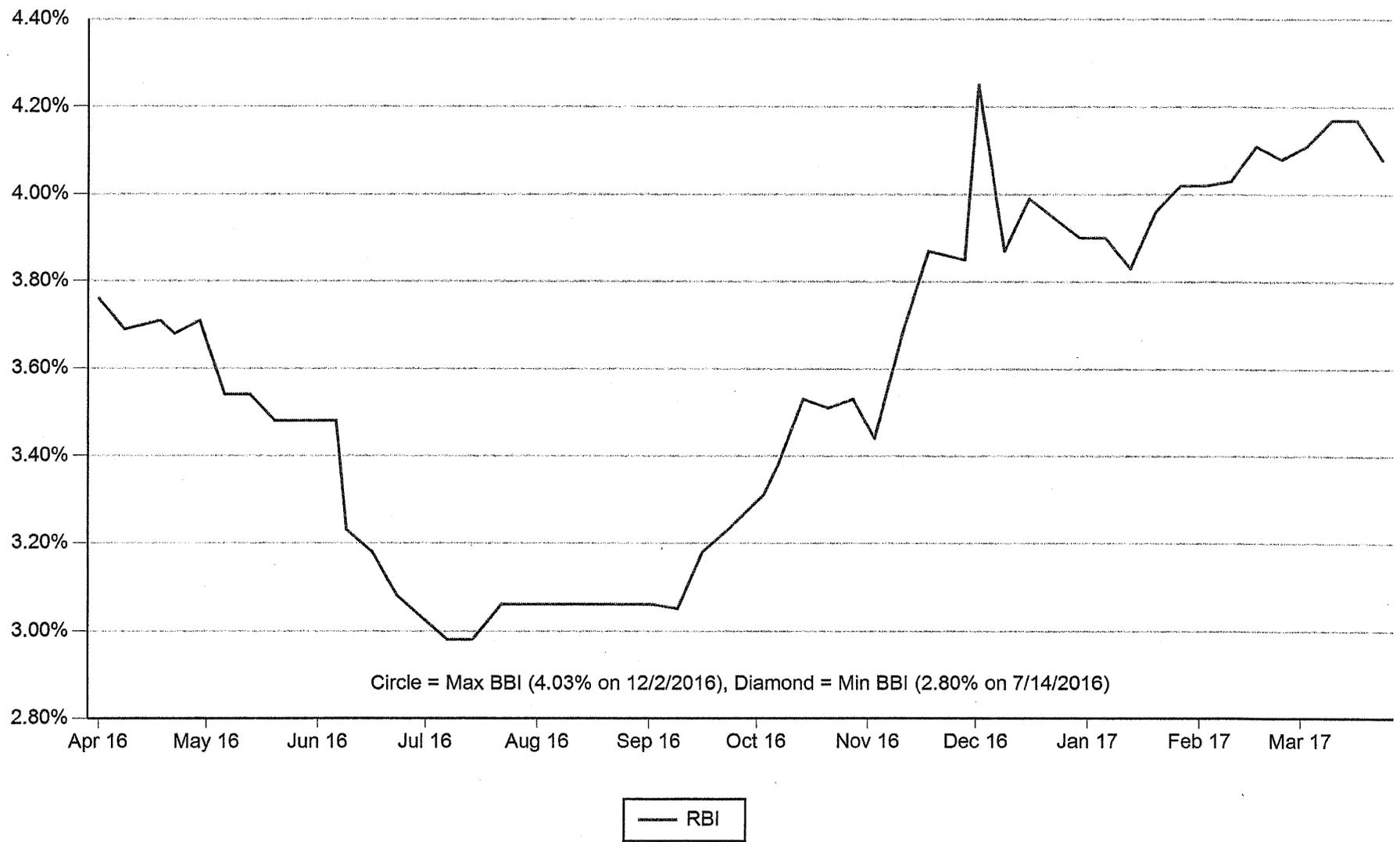
Net Interest Cost	3.2684745%
Weighted Average Maturity	11.400 Years

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1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates March, 2016 - March, 2017



Source: *The Bond Buyer*

The Revenue Bond Index (RBI) shows the average yield on a group of revenue bonds that mature in 30 years and have an average rating equivalent to Moody's A1 and S&P's A+.



EHLERS
LEADERS IN PUBLIC FINANCE

Page 134 of 159

Resolution 4835(54)
Introduced by the Committee of the Whole

I
**NITIAL RESOLUTION AUTHORIZING \$1,240,000
GENERAL OBLIGATION BONDS FOR STREET
IMPROVEMENT PROJECTS**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,240,000 for the public purpose of paying the cost of street improvement projects.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahn C. Halbach, City Clerk

(SEAL)

**INITIAL RESOLUTION AUTHORIZING
\$180,000 GENERAL OBLIGATION BONDS
FOR PARKS AND PUBLIC GROUNDS PROJECTS**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$180,000 for the public purpose of paying the cost of parks and public grounds projects.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)

Resolution No. 4837(56)
Introduced by the Committee of the Whole

**INITIAL RESOLUTION AUTHORIZING
\$5,400,000 GENERAL OBLIGATION BONDS
FOR SWIMMING POOL PROJECT**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$5,400,000 for the public purpose of paying the cost of the swimming pool project.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)

Resolution 4838(57)
Introduced by the Committee of the Whole

**INITIAL RESOLUTION AUTHORIZING
\$290,000 GENERAL OBLIGATION BONDS
FOR WATER SYSTEM PROJECTS**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$290,000 for the public purpose of paying the cost of water system projects.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)

**INITIAL RESOLUTION AUTHORIZING
\$1,230,000 GENERAL OBLIGATION REFUNDING BONDS**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,230,000 for the public purpose of paying the cost of refunding obligations of the City, including interest on them.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)

**RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES**

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin (the "City") and it is now necessary that certain of the initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn C. Halbach, City Clerk

(SEAL)

**RESOLUTION PROVIDING FOR THE SALE OF
\$8,340,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A**

WHEREAS the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin (the "City") has adopted initial resolutions authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

\$1,240,000 to finance street improvement projects;

\$180,000 to finance parks and public grounds projects;

\$5,400,000 to finance the swimming pool project;

\$290,000 to finance water system projects; and

\$1,230,000 to refund obligations of the City.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2017A" (the "Bonds") and the City shall issue Bonds in an amount not to exceed \$8,340,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Award of the Bonds. Following receipt of bids for the Bonds, the Common Council shall consider taking further action to provide the details of the Bonds; to award the Bonds to the lowest responsible bidder therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal and interest on the Bonds as the same becomes due as required by law.

Section 6. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Introduced: April 5, 2017

Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$1,660,000
SEWERAGE SYSTEM REVENUE BONDS, SERIES 2017B**

WHEREAS the City of Burlington, Racine and Walworth Counties, Wisconsin, is presently in need of approximately \$1,660,000 for the public purpose of paying the cost of additions, improvements and extensions to the City's Sewerage System; and

WHEREAS it is desirable to borrow said funds through the issuance of Sewerage System Revenue Bonds pursuant to Section 66.0621, Wis. Stats;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Bonds. The City shall issue its Sewerage System Revenue Bonds, Series 2017B in an approximate amount of \$1,660,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with the City's financial advisor, Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Introduced: April 5, 2017
Adopted:

Jeannie Hefty, Mayor

ATTEST:

Diahnn C. Halbach, City Clerk

(SEAL)



DATE: April 5, 2017

SUBJECT: **ORDINANCE 2022(18)** to consider approving a Rezone Map Amendment for property located at 173 S. Perkins Blvd. from I-1, Institutional District to Rs-3, Single-Family Residential.

SUBMITTED BY: Gregory Guidry, Building Inspector and Zoning Administrator

BACKGROUND/HISTORY:

This item is to consider recommending approval of a rezone request from the Michelle Peterson on behalf of St. John the Divine Episcopal Church for property located at 173 S. Perkins Blvd. The applicant is requesting to rezone the property from I-1, Institutional District to Rs-3, Single-Family Residential District. St. John the Divine Episcopal Church has been using the single-family residence as a daycare. Recently, the home was restored to a single-family residence and the current intent is to occupy it with a residential tenant.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

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

TIMING/IMPLEMENTATION:

This was discussed at the March 21, 2017 Committee of the Whole meeting, scheduled for a Public Hearing the same night and for final consideration at the April 5, 2017 Common Council meeting.

ATTACHMENTS:

Ordinance

Map

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP BY REZONING 173 S. PERKINS
BLVD. FROM I-1, INSTITUTIONAL DISTRICT TO RS-3, SINGLE-FAMILY RESIDENTIAL.**

WHEREAS, the City of Burlington, owner, requests property located at 173 S. Perkins Blvd. as described in Attachment "A" to be rezoned to Rs-3, Single-Family Residential and,

WHEREAS, this request was heard at, and recommended for approval by the Plan Commission at their March 14, 2017 meeting; and,

WHEREAS, a public hearing was held regarding this matter at the Common Council's March 21, 2017 meeting.

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

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

Owner:	St. John the Divine Episcopal Church
Applicant:	Michelle Peterson of MPC Property Management
Applicant Address:	109 E. Chestnut Street, Burlington, WI 53105
Location of Request:	173 S. Perkins Blvd.
Existing Zoning:	I-1, Institutional District
Proposed Zoning:	Rs-3, Single-Family Residential
Proposed Use:	To be used as a residential unit

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

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

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

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

ATTACHMENT A

Legal Description

206-03-19-32-540-280

173 S. Perkins Blvd.

THAT PART OF LOT 2, BLOCK 3, PERKINS' NORTH PARK, ACCORDING TO THE RECORDED PLAT THEREOF, BOUNDED AS FOLLOWS, TO-WIT: BEGIN AT THE SOUTHEAST CORNER OF LOT 2, AFORESAID; RUN THENCE NORTHWESTERLY ALONG THE WESTERLY LINE OF PERKINS' BLVD. 55 FEET; THENCE WESTERLY PARALLEL WITH THE SOUTH LINE OF SAID LOT 2, TO THE WESTERLY LINE OF PROPERTY DESCRIBED IN DEED WHEREIN WILLIAM G. FINKE AND MARGARET FINKE ARE GRANTORS AND LOUIS SMITHERS IS GRANTEE, SAID DEED DATED JUNE 7, 1915 AND RECORDED IN VOL. 155-450; THENCE SOUTH ON SAID WESTERLY LINE TO THE NORTH LINE OF CHANDLER BLVD; THENCE EAST ALONG THE NORTH LINE OF CHANDLER BLVD., 117 FEET TO THE PLACE OF BEGINNING. SAID LAND BEING IN THE CITY OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN.



DATE: April 5, 2017

SUBJECT: ORDINANCE 2023(19) to consider repealing Chapter 100-4, "Music Devices" of the Municipal Code of the City of Burlington in its entirety.

SUBMITTED BY: Megan Watkins, Director of Administrative Services

BACKGROUND/HISTORY:

At the request of Alderman Schultz, staff evaluated the need for the City to enforce a Music Device, or more commonly known as a Jukebox License. Upon investigation, there is not state statute that requires a municipality to enforce the license. In fact, the State of Wisconsin formally repealed the requirement for businesses to obtain a jukebox permit from the Department of Revenue on April 29, 1994.

The annual fee for a jukebox license is \$10. Currently there are nine (9) business that hold the license, including:

- Chris' USA
- Gabby's Palace
- John's Main Event
- Lucky Mojo's
- Tailgator's Bar & Grill
- The Rivalry
- Therapy
- Towne & Country Lanes
- Log Cabin Tavern

Staff recommends repealing Chapter 100-4 in its entirety to eliminate the licensing of music devices.

BUDGET/FISCAL IMPACT:

As a Juke Box license fee is \$10 per year with nine licenses issued in the city, the City would stand to lose \$90 per year in revenue if this ordinance is approved.

RECOMMENDATION:

Staff recommends the approval to repeal Ch. 100-4.

TIMING/IMPLEMENTATION:

This item was discussed at the March 21, 2017 Committee of the Whole meeting and is scheduled for the Wednesday, April 5, 2017 Common Council meeting for final consideration.

ATTACHMENTS:

Ordinance

**AN ORDINANCE TO REPEAL CHAPTER 100-4, "MUSIC DEVICES" OF THE MUNICIPAL
CODE OF THE CITY OF BURLINGTON IN ITS ENTIRETY**

The Common Council of the City of Burlington do ordain as follows:

I. Chapter 100-4 of the Code of the City of Burlington, Racine County, Wisconsin, "Music Devices", is hereby repealed in its entirety as follows:

Chapter 100-4. Music devices.

A. Definition. As used in this section, the following terms shall have the meanings indicated:

MUSIC MACHINE or MUSIC DEVICE

Includes any mechanical device, operated by the insertion of currency, coin, slug, token, bar-coded voucher or similar means, dispensing music and used for that purpose in the City.

B. License required. No person shall operate a music machine or permit the same to be operated in any restaurant, tavern, store or other public place under the control of such person without a license first being obtained for such machine.

C. Application. Application for a license to own or operate a music machine in the City shall be made to the City Clerk upon a form furnished by him for that purpose. The application form shall contain a statement of the applicant's name and residence, the type of music device for which the license is desired, together with the full description of such device, definitely identifying it by number and other marks, the location of the machine, the name of the owner, and other material facts and a statement as to whether or not the applicant is a citizen of the United States. A copy of the applicant's current Wisconsin Seller's Permit shall be provided.

D. Expiration of licenses. The license granted hereunder shall expire on June 30.

E. Issuance and fee. The fee to be paid for each license granted hereunder shall be as set by the Common Council. The license shall be issued by the City Clerk upon the presentation to him of a duly prepared application showing that the applicant is entitled to a license under this section and upon the presentation of the license fee. The City Clerk shall deliver to each licensee hereunder, as evidence of his license, a small card or tag containing the words "Music Device License Issued by City of Burlington," together with the number of the license and the date of the expiration of the same. Such license card or tag shall be placed in a conspicuous place on or near the machine for which the license is issued. The license may be transferred from one mechanical device to another to be placed in the same location.

F. Hours of operation. No music device for which a license has been issued shall be operated in the City from 1:00 a.m. to 8:00 a.m., and a violation of this subsection may constitute grounds for revocation of the license.

II. It is further ordained that the application of this ordinance shall be effective upon its passage and publication as required by law.

All other language as contained in the Code of the City of Burlington shall remain without change and in full force and effect.

Introduced: March 21, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



DATE: April 5, 2017

SUBJECT: **MOTION 17-870** to consider approving a Certificate of Appropriateness in the Historic Preservation Overlay District for 208 E. Washington Street and 400 N. Pine Street (Thrivent Financial).

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

Leslie Scherrer Pella, on behalf of Thrivent Financial, has petitioned the City to repair and repaint the side/alley façade for a property located within the Historic Preservation Overlay District at 400 N. Pine Street and 208 E. Washington Street. It should be noted that both buildings are adjoining and operate one business, Thrivent Financial.

The proposed project consists of:

- 208 E. Washington (side)
The renovations along the side façade include removal and capping of the existing chimney, brick cleaning, repair and tuck-pointing, and painting of the side door and framing.
- 208 E. Washington (front)
The renovations along the front façade include brick cleaning, repair and tuck-pointing, the replacement of the boards covering the transom with aluminum panels and the repair and painting of the storefront wood framing.
- 400 N. Pine (front)
The renovations along the front façade include glass repair and replacement, brick cleaning, repair and tuck-pointing and restoration and replacement of the storefront façade, including exposure and painting of original features, brick cleaning and repair, door replacement, glass replacement and the installation of decorative trim.
- 400 N. Pine (side)
The renovations along the side façade along E. Washington Street include glass repair and replacement, brick cleaning and tuck-pointing, the removal of an air conditioner and abandoned pipes, and painting of a side door and transom. The existing arched wood panels will be removed and replaced with clear glass to expose the original windows.

* The colors for all of the accents and panels will be Classic White and Westchester Gray, which are approved historic colors.

BUDGET/FISCAL IMPACT:

The owner was awarded Façade Grants for this project in the amount of \$20,000 at the March 23, 2017 HPC meeting. All other costs associated with this project will be paid by the property owner.

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their March 23, 2017 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the April 5, 2017 Committee of the Whole meeting and per common practice is scheduled for final consideration at the Common Council meeting the same evening.

ATTACHMENTS:

Photos

400 N. Pine St - Front/Pine Street Facade
Proposed Facade Repairs



Glass to be repaired behind storms in original windows (typ)

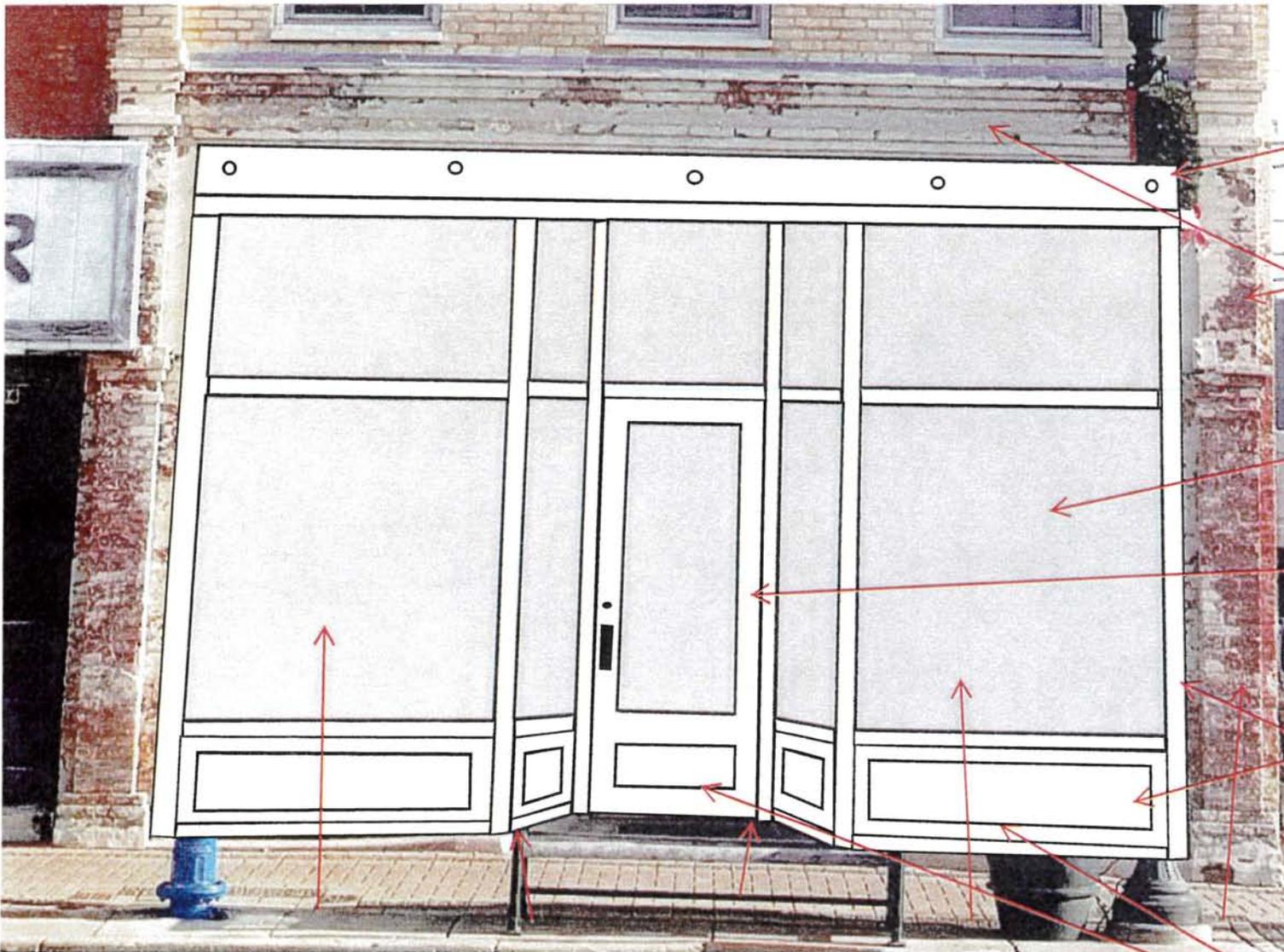
Arched panel to be removed and replaced with clear glass to expose original windows (typ)

Brick to be cleaned, repaired, and tuckpointed

Paint to be removed from brick

Storefront replaced, see enlarged elevation for scope of repairs

400 N. Pine Street - Front/Pine Street Facade
Proposed Storefront Changes



Existing steel beam & rosettes
to be exposed and painted
See paint selections attached.

Paint to be removed from
brick. Brick to be tuckpointed
and repaired where damaged
(typ)

Clear insulated glazing units
(typ)

Door and hardware, see
attached spec sheets

Wood storefront framework
throughout painted. See
paint selections attached.

Applied decorative trim to
match door trim profile
painted. See paint
selections attached.

Glass to be repaired behind storms in original windows. Arched panel to be removed and replaced with clear glass to expose original windows (typ)

Remove abandoned pipes (typ)

Repair and tuckpoint brick (typ)

Remove air conditioner



Replace glass in existing transom and add clear glass in front to create an insulated unit. Paint door & transom "Classical White SW 2829"

Remove insulation to expose existing wood window & replace broken glass behind storms. Arched panel to be removed and replaced with clear glass to expose original windows.

Remove plywood enclosure and add matching brick & sill at same elevation to create new window opening. Add matching storm and clear glass transom to match other windows.

208 Washington Street - Front/Washington Street Facade
Proposed Facade Repairs



Clean, repair, and
tuckpoint brick (typ)

Remove paint from brick

Remove existing panels
and replace with 3mm
double faced aluminum
panels. Spec and sample
submitted.

Existing wood storefront
to be repaired as needed
and entire wood framing
system and door to be
painted "Classical White
SW 2829"



Top of Chimney to be removed and capped. Height to equal opposite parapet.

Paint to be Removed From Brick

Clean, Repair, & Tuckpoint Brick (typ)

Existing Framing to be Painted "Classical White SW 2829"

200 E. Washington St. - Side/Alley Facade
Proposed Facade Repairs



COMMON COUNCIL

ITEM NUMBER:15B

DATE: April 5, 2017

SUBJECT: MOTION 17-871 to consider approving a Certificate of Appropriateness in the Historic Preservation Overlay District for 525 Milwaukee Avenue.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

Thomas Stelling, on behalf of Commercial Investment Properties Corp., has petitioned the City to repair the façade, add an awning and signage at 525 Milwaukee Avenue.

The proposed project consists of:

- The installation of a new awning, recessed LED lighting, concrete curb, a new glazed door and a hanging sign. The proposed awning is a marine-grade fabric awning in True Brown color over the existing mansard awning with recessed lighting. The storefront renovations include installing new trim, framing and paneling to cover the existing brick façade, construct a concrete curb at the base of the storefront façade along the sidewalk, install a new door and install a hanging sign. The colors for the façade are Ranch Mink for the major trim, Chocolate Pretzel for the minor trim, Madonna Lily for the accent and Toasted Almond for the base, which are all approved historic colors.

BUDGET/FISCAL IMPACT:

The owner was awarded Façade Grants for this project in the amount of \$5,000 at the March 23, 2017 HPC meeting. All other costs associated with this project will be paid by the property owner.

RECOMMENDATION:

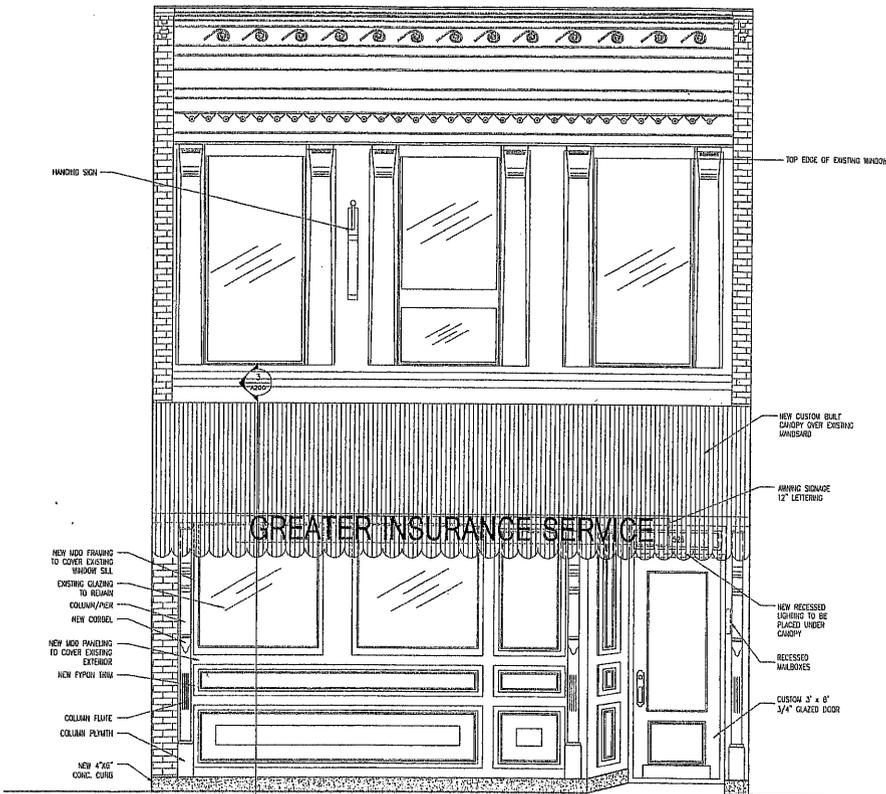
The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their March 23, 2017 meeting.

TIMING/IMPLEMENTATION:

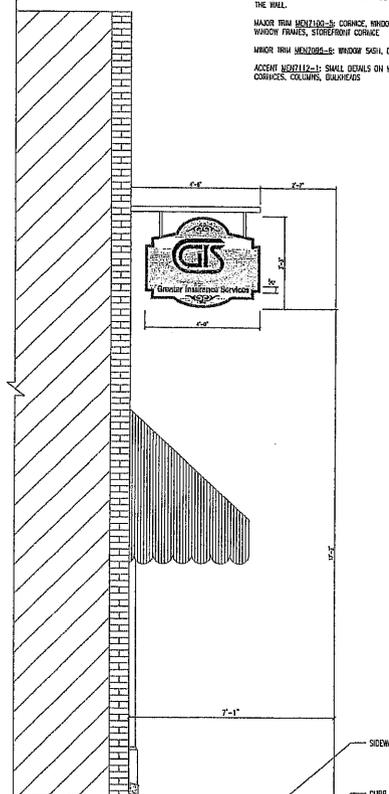
This item is for discussion at the April 5, 2017 Committee of the Whole meeting and per common practice is scheduled for final consideration at the Common Council meeting the same evening.

ATTACHMENTS:

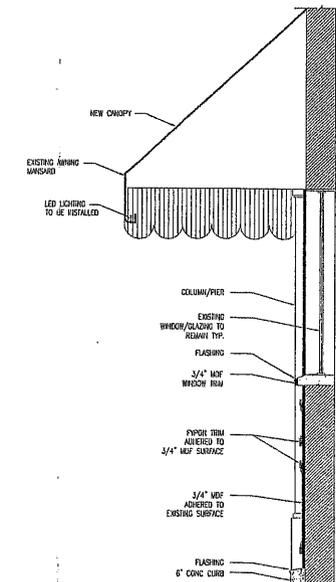
Photos



1 PROPOSED WEST ELEVATION
1/2"=1'-0"



2 PROPOSED NORTH ELEVATION
1/2"=1'-0"



3 SECTION WALL DETAIL
3/8"=1'-0"

NOTE
GENERAL CONTRACTOR TO DISTRIBUTE ALL SHEETS IN SET TO SUBCONTRACTORS!
DO NOT DISTRIBUTE PARTIAL SETS

ALL DISTRIBUTION DRAWINGS TO BE MADE FROM FACE OF THIS PROJECT NUMBER SHEET
DO NOT SCALE FROM DRAWING
IF ANY QUESTION CONCERNING ARCHITECT'S RESPONSIBILITY

FACADE REMODEL
 COMMERCIAL INVESTMENT
 PROPERTIES CORP
 505 MAIN STREET
 BURLINGTON, WI 53105

STELLING & ASSOCIATES
 ARCHITECTS, LTD.
 1000 WISCONSIN STREET
 BURLINGTON, WI 53105
 TELEPHONE: (715) 765-4272 FAX: (715) 765-1971

PROPOSED ELEVATIONS
 & SECTION DETAILS

REVISIONS
 APPROVED
 DESIGNED BY: NB
 DATE: 02-24-17
 ARCHITECT'S PROJECT NUMBER: 18007
 SHEET NUMBER: A201
 2 OF 4

20e

20e

Linen Ruffle
MEN7100-1

Indian Muslin
MEN7100-2

Casual Elegance
MEN7100-3

Thumper
MEN7100-4

Ranch Mink
MEN7100-5

Fudge Truffle
MEN7100-6

Chocolate Pretzel
MEN7095-6

23b

ACCENT
X

23b

Madonna Lily
MEN7112-1

25d

25d

Colonial White
MEN7124-1

Toasted Almond
MEN7124-2

Dusty Trail
MEN7124-3

Stony Creek
MEN7124-4

Rain Barrel
MEN7124-5

Chocolate Mink
MEN7124-6

MAJOR TRIM
X

BASE