



**AGENDA  
COMMON COUNCIL MEETING  
Tuesday, June 20, 2017**

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

Mayor Jeannie Hefty  
Susan Kott, Alderman, 1<sup>st</sup> District  
Edward Johnson, Alderman, 1<sup>st</sup> District  
Bob Grandi, Alderman, 2<sup>nd</sup> District  
Ruth Dawidziak, Alderman, 2<sup>nd</sup> District  
Tom Vos, Council President, Alderman, 3<sup>rd</sup> District  
Jon Schultz, Alderman, 3<sup>rd</sup> District  
Thomas Preusker, Alderman, 4<sup>th</sup> District  
Todd Bauman, Alderman, 4<sup>th</sup> District

1. Roll Call
2. Pledge of Allegiance to the Flag
3. Citizen Comments
4. Chamber of Commerce Representative and Rescue Squad Representative
5. Approval of the Common Council minutes from June 6, 2017 (*T. Vos*) .....pg. 3
6. Letters and Communications (*T. Preusker*) .....pg. 9
  - a. Correspondence from Alderman Schultz in regards to his absence from the June 20, 2017 Committee of the Whole and Common Council meetings.
  - b. Correspondence from Municipal Judge Kelly Iselin regarding her resignation from the Housing Authority of the City of Burlington.
7. Reports by Aldermanic Representatives and Department Heads
8. Reports 1-3 (*T. Bauman*) .....pg. 12
9. Payment of Vouchers (*S. Kott*) .....pg. 21
10. Licenses and Permits (*E. Johnson*) ..... pg. 39
11. Appointments and Nominations: There are none.

**12. PUBLIC HEARINGS:** There is none.

**13. RESOLUTIONS:**

- A. **Resolution 4855(13)** - to consider approval of the 2016 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Treatment Plant. This item was discussed at the June 6, 2017 Committee of the Whole meeting. (*B. Grandi*) ..... pg. 41
- B. **Resolution 4856(14)** – to consider authorizing the issuance and sale of up to \$896,473 Taxable Waterworks System Revenue Bonds, Series 2017c, and providing for other details and covenants with respect thereto, and approval of related \$1,054,675 Financial Assistance Agreement. This item was discussed at tonight’s Committee of the Whole meeting. (*R. Dawidziak*)

**14. ORDINANCES:** There are none.

**15. MOTIONS:**

- A. **Motion 17-876** - to approve an Airport Hangar Lease with BBS Investments, LLC for 707 Airport Road, at the Burlington Municipal Airport. This item was discussed at the June 6, 2017 Committee of the Whole meeting (*T. Vos*) ..... pg. 73
- B. **Motion 17-877** – to approve Julie Verhagen as the Pool Manager for the Burlington Community Pool. This item was discussed at tonight’s Committee of the Whole. (*T. Preusker*)

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

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

- To discuss the Labor Association of Wisconsin (LAW) in regards to Arbitration with the Police Department.
- To discuss the Pool Management Agreement for the Burlington Community Pool.

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

- Regarding mediation with Advanced Disposal

**17. RECONVENE INTO OPEN SESSION** (*S. Kott*)

**18. ADJOURNMENT** (*E. Johnson*)

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



**COMMON COUNCIL**

**ITEM NUMBER: 5**

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**DATE:** June 20, 2017

**SUBJECT:** June 6, 2017 Common Council Minutes

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

The attached minutes are from the June 6, 2017 Common Council meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the June 6, 2017 Common Council meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the June 20, 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, June 6, 2017**

**1. Call To Order – Roll Call**

Council President Jon Schultz called the meeting to order at 7:10 p.m. starting with roll call. Aldermen present: Susan Kott, Ed Johnson, Bob Grandi, Ruth Dawidziak, Jon Schultz, Tom Preusker and Todd Bauman. Absent: Tom Vos, Mayor Hefty

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, DPW Director Jim Bergles, Library Director Joe Davies and Building Inspector Gregory Guidry.

Council President Schultz announced that he would retain his right to vote during tonight's meeting.

**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 May 16, 2017 Common Council Minutes**

A motion was made by Alderman Johnson with a second by Alderman Bauman to approve the amended Council Minutes from May 16, 2017. With all in favor, the motion to approve the minutes was carried.

**6. Letters and Communications**

There were none.

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

City Administrator, Carina Walters announced that the City would soon be transitioning to e-Checks, which will eventually eliminate hard copies of employees paycheck stubs and W2's, and allow users to access their information online at any time. Walters requested Council to submit their email addresses to her no later than June 9, 2017.

**8. Reports 1-7**

A motion was made by Alderman Grandi with a second by Alderman Dawidziak approve Reports 1-7. With all in favor, the motion carried.

**9. Payment of Vouchers**

A motion was made by Alderman Preusker with a second by Alderman Kott to approve vouchers, pre-pays and reimbursements in the amount of \$239,362.00.

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

**10. Licenses and Permits**

A motion was made by Alderman Bauman with a second by Alderman Grandi to approve licenses and permits as presented.

Alderman Bauman questioned as to when is Council allowed to deny a liquor license renewal. Attorney Bjelajac responded that once a license is issued, only with due cause can a license be revoked and due process must be followed.

Alderman Schultz stated that it was his understanding that Council had full and complete discretion to renew or not renew liquor licenses. Attorney Bjelajac responded that Council has infinite discretion when issuing an original license, but once a license has been issued, authorities may only refuse to renew a license if a sworn or written complaint has been filed with the clerk of the municipality alleging one or more violations about a person holding a liquor license.

Alderman Schultz stated that it's time to get serious about the state's limits on the number of licenses allowed per municipality and urged everyone to get involved with our legislatures and other municipalities. Alderman Dawidziak suggested that Alderman Schultz spearhead this endeavor and he glad accepted.

With all in favor the motion carried.

**11. Appointments and Nominations**

- A. Art Gardner to be appointed to the Plan Commission to replace Chris Reesman - term expires 05/01/2018.
- B. John Ekes to be appointed to the Plan Commission to replace Darrel Eisenhardt – term expires 05/01/2018.
- C. Suzanne Boutcher to be appointed to the Zoning Board of Appeals as an alternate member to replace Amy Zott – term expires 01/01/2018.

President Schultz moved this item to be approved after the ordinances were read and voted on.

A motion was made by Alderman Johnson with a second by Alderman Dawidziak to approve Appointments and Nominations as presented. With all in favor the motion carried.

**12. Public Hearings**

There were none.

### 13. Resolutions

- A. **Resolution 4828(47)** to consider approving a Final Resolution and Installment Assessment Notice under §66.0703 Exercising its Assessment Power for Sanitary Sewer from 928 S. Pine Street to 1008 S. Pine Street.

A request for a second reading and a motion was made by Alderman Grandi with a second by Alderman Dawidziak to adopt Resolution 4828(47).

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

- B. **Resolution 4851(9)** – to consider approving an Agreement between Burlington Rescue Squad, Inc. and the City of Burlington to convey ambulance #931.

A request for a second reading and a motion was made by Alderman Dawidziak with a second by Alderman Johnson to adopt Resolution 4851(9).

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

- C. **Resolution 4852(10)** – to consider approving a Certified Survey Map for Paul and Patricia Naber for property located at the intersection of Stoney Hill Road and Rocky Road in the Town of Burlington within the City’s Extraterritorial Plat Jurisdiction.

A request for a second reading and a motion was made by Alderman Bauman with a second by Alderman Dawidziak to adopt Resolution 4852(10).

With all in favor the motion carried.

- D. **Resolution 4854(12)** – to consider approving Change Order Number One from the 2017 Street and Sidewalk Improvement Program to benefit the Burlington Community Pool Project to Reesman’s Excavating & Grading, Inc. in the not-to-exceed amount of \$137,386.39.

A request for a second reading and a motion was made by Alderman Schultz with a second by Alderman Grandi to adopt Resolution 4854(12).

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

### 14. Ordinances

- A. **Ordinance 2025(2)** – to consider approving an At-Large Charter Ordinance for the City of Burlington in order to provide a mixed Council of both Elected and At-Large Officials.

A request for a second reading was made by Alderman Preusker. Discussion ensued.

Alderman Grandi stated his opposition to this ordinance and suggested tabling this vote until citizen engagement could be better evaluated and then reconsider this in 2018.

President Schultz stated that he felt this ordinance was a good compromise and would actually improve citizen engagement and give more people an opportunity to represent the City as a whole and not district specific. Schultz also stated that elected officials, although are

representative of the district they reside in, also represent the City as a whole. Allowing half the council to be At-Large opens the pool of candidates that want to be involved with the City.

Aldermen Dawidziak and Bauman both stated that feedback from social media as well as face-to-face conversations with constituents liked the idea of a mixed-council and were both in favor with moving forward with the change.

Attorney Bjelajac explained stated that the Charter Ordinance requires a two-thirds majority of the governing body, which is six affirmative votes, in order for the motion to pass. Tabling the motion would require 4 affirmatives votes, which is the majority of the Alderman present.

A motion to table Ordinance 2025(2) was made by Alderman Grandi with a second by Alderman Preusker.

Roll Call Aye: Kott, Grandi. Nay: Johnson, Dawidziak, Schultz, Preusker, Bauman

The Motion to Table failed: 2-5.

A motion to approve Ordinance 2025(2) was made my Alderman Preusker with a second by Alderman Dawidziak.

Roll Call Aye: Johnson, Dawidziak, Schultz, Preusker, Bauman. Nay: Kott, Grandi.

The Motion to adopt Ordinance 2025(2) failed: 5-2.

**B. Ordinance 2026(3)** – to consider amending Section 6-8, “Plan Commission” of the Municipal Code of the City of Burlington.

A request for a second reading and a motion was made by Alderman Bauman with a second by Alderman Preusker to adopt Ordinance 2026(3). With all in favor the motion carried.

**C. Ordinance 2027(4)** – to consider amending Chapter 297-1(e)(1) “Taxicabs” in the Municipal Code of the City of Burlington.

A request for a second reading and a motion was made by Alderman Johnson with a second by Alderman Dawidziak to adopt Ordinance 2027(4). With all in favor the motion carried.

**D. Ordinance 2028(5)** – to consider amending Chapter 234, “Park Regulations” of the City of Burlington Municipal Code, to create Section 234-2 (E) to prohibit abandonment of any boat or watercraft from City of Burlington Park property.

A request for a second reading and a motion was made by Alderman Grandi with a second by Alderman Kott to adopt Ordinance 2028(5). With all in favor the motion carried

**16. Motions**

**A. Motion 17-873** - to consider approving an Eagle Scout Project and City Project Regarding City Owned Property Located at 256 State Street.

A motion was made by Alderman Dawidziak with a second by Alderman Preusker to approve Motion 17-873. With all in favor the motion carried.

**B. Motion 17-874** – to consider the annual insurance renewal with Zarek Insurance.

A motion was made by Alderman Bauman with a second by Alderman Grandi to approve Motion 17-874. With all in favor the motion carried

**C. Motion 17-875** – to consider approving a Certificate of Appropriateness for 564 N. Pine Street.

A motion was made by Alderman Preusker with a second by Alderman Dawidziak to adopt Motion 17-875. With all favor the motion carried.

**16. ADJOURN INTO CLOSED SESSION**

*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.

- Knight of Columbus building
- Discussion of possible site acquisition for Government Center
- Discussion of possible Joint Facility

A motion was made by Alderman Preusker with a second by Alderman Kott to adjourn into closed session.

Roll Call Aye: Kott, Johnson, Grandi, Dawidziak, Schultz, Preusker and Bauman. Nay: None. Motion carried 7-0. Meeting adjourned into Closed Session at 8:01 p.m.

**17. RECONVENE INTO OPEN SESSION**

A motion was made by Alderman Bauman with a second by Alderman Johnson to reconvene into open session. With all in favor, the meeting reconvened into open session at 9:14 p.m.

**18. ADJOURN**

A motion was made by Alderman Johnson with a second by Alderman Dawidziak to adjourn the meeting. With all in favor, the meeting adjourned at 9:15 p.m.

Meeting Minutes Respectfully Submitted by:



Diahm C. Halbach  
City Clerk  
City of Burlington



**COMMOM COUNCIL AGENDA**

**ITEM NUMBER: 6**

**DATE:** June 20, 2017

**SUBJECT:** Letters and Communications

**SUBMITTED BY:** Jon Schultz, Third District Alderman; Kelly Iselin, Municipal Judge

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**BACKGROUND/HISTORY:**

- A. Correspondence from Alderman Jon Schultz regarding his absence from the June 20, 2017 Committee of the Whole and Common Council meetings.
- B. Correspondence from Judge Kelly Iselin regarding her resignation from the Housing Authority of the City of Burlington.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION**

Staff recommends that the Council accept this communication.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the June 20, 2017 Common Council meeting.

**ATTACHMENTS:**

Correspondence

## Diahnn Halbach

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**From:** Megan Watkins  
**Sent:** Wednesday, January 25, 2017 4:24 PM  
**To:** Diahnn Halbach  
**Subject:** FW: June 20th Council Meeting

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**From:** Jon Schultz  
**Sent:** Wednesday, January 25, 2017 4:05 PM  
**To:** Carina Walters; Megan Watkins  
**Subject:** June 20th Council Meeting

Carina and Megan,

I will be unable to attend this meeting.

Thanks,

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Jon E. Schultz II  
Alderman, 3rd District, City of Burlington  
[JSchultz@Burlington-WI.gov](mailto:JSchultz@Burlington-WI.gov)  
262.757.8580  
<http://www.LifeInBurlington.com>  
<https://www.facebook.com/LifeInBurlington>  
<https://twitter.com/LifeInBTownWI>

# Riverview Manor

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Burlington, WI 53105  
(262) 763-5566  
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rivmanor@att.net  
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**May 1, 2017**

**Dear Chairman Lapp and Mayor Hefty,**

**Please accept my resignation from the Housing Authority of the City of Burlington, Wisconsin – Riverview Manor project. It has been a pleasure serving on the Board for the past nine years.**

**Kind Regards,**

  
**Kelly Iselin**





**COMMON COUNCIL**

**ITEM NUMBER: 8**

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**DATE:** June 20, 2017

**SUBJECT:** Reports 1-3

**SUBMITTED BY:** City Staff

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**BACKGROUND/HISTORY:**

Attached please find the following reports:

Planning Commission Meeting Minutes – May 9, 2017

Historic Preservation Commission Meeting Minutes – May 25, 2017

Committee of the Whole Meeting Minutes – June 6, 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 June 20, 2017 Common Council meeting.

**ATTACHMENTS:**

Meeting Minutes



**Minutes**  
**City of Burlington Plan Commission**  
**May 9, 2017, 6:30 p.m.**

Alderman Tom Vos called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Bob Grandi; Commissioners Chad Redman; Andy Tully were present. BHS Student Representative, Jack Schoepke was also present. Mayor Jeannie Hefty and Commissioner Chris Reesman were excused.

**APPROVAL OF MINUTES**

Commissioner Redman moved, and Alderman Grandi seconded to approve the minutes of April 11, 2017. All were in favor, and the motion carried.

**LETTERS & COMMUNICATIONS**

City Administrator Carina Walters read two Public Disclosure letters from Alderman Tom Vos and State Representative Robin Vos. The letters state there will be future discussions regarding a potential new facility represented by PSG, Inc. The new facility will house Rojo Popcorn, Troy-Star Packaging and Robin J. Vos Enterprises. Tom Vos has ownership and financial interest in these businesses and is disqualifying himself from participation or voting, since there is a conflict of interest.

**CITIZEN COMMENTS**

None

**PUBLIC HEARINGS**

**A. A Public Hearing to hear public comments regarding a Conditional Use application from Burlington Storage for property located at 1456 S. Pine Street to construct a new storage facility.**

- Alderman Vos opened the Public Hearing at 6:37 p.m.
- Kristian Vaughn, Graef, explained a few concerns will need to be corrected or indicated on the Site Plan, such as the curb and gutter, five required parking spaces with one being handicap accessible and the terrain to be seeded with ground cover after construction.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to close the Public Hearing at 6:39 p.m. All were in favor and the motion carried.

**OLD BUSINESS**

**A. Consideration to approve a Conditional Use and Site Plan application from Mike Lewandowski for property located at 996 S. Pine Street to construct a building for marine equipment sales and services that was tabled at the October 13, 2015 meeting and withdrawn at the December 8, 2015 meeting, subject to Patrick Meehan's November 25, 2015 and Kapur & Associates' November 30, 2015 memorandums to the Plan Commission.**

- Alderman Vos opened this item for discussion.
- Alderman Grandi questioned if the sewer situation is still in limbo. Ms. Walters explained she had two meetings with the five owners in regards to extending gravity sanitary sewer running to the other side of Pine Street. The total cost of the sewer only, not including water, to extend to the east side of Pine Street was about \$125,000 and the City would pay about \$30,000 of that. The remaining amount of approximately \$100,000 would be split between the five property owners.
- Commissioner Tully asked if this project includes any land south of the Kwik Trip parcel. Ms. Walters stated the project includes the house located at 928 S. Pine Street south to 1008 S. Pine Street (HJ Faust). Commissioner Tully stated the parcel directly south of Kapur and Associates is not connected and asked if it would be wise to consider having that parcel connected so that everything on the same side of the road up to the bypass would be connected. Ms. Walters responded this project is including the five properties more north of the bypass to be connected to the infrastructure. Alderman Vos questioned if the owners agreed to the assessment. Ms. Walters stated the City would recommend a payback of an assessment of over a 20 year period and waiving the sewer connection fee of about \$1,600, as well as recommend 2 years for the connection.
- Alderman Vos asked if the owner would have to wait until Council approves the sewer project May 16, 2017. Ms. Walters answered it would be a good idea. Mike Lewandowski, 996 S. Pine Street, stated he had 2½ years to plan for changes that were required, so waiting a few more weeks was fine. Alderman Grandi asked if the neighbors are in agreement with the proposal. Ms. Walters stated the majority of the neighbors are on board. Mr. Lewandowski asked if there is a possibility the sewer project may not get approved. Ms. Walters responded yes, there is a chance that it will be denied.
- There were no further comments.

Alderman Grandi moved, and Commissioner Redman seconded to recommend approval of a Conditional Use and Site Plan application contingent on Kapur changes, City Planner's modifications and the approval of the Common Council regarding the Pine Street sewer extension project discussed at the May 16, 2017 meeting.

*All were in favor and the motion carried.*

## **NEW BUSINESS**

### **A. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map from Paul & Patricia Naber for property located at Stoney Hill Road in the Town of Burlington to subdivide a parcel, subject to Graef's May 3, 2017 memorandum to the Plan Commission.**

- Alderman Vos opened this item for discussion.
- There were no comments.

Commissioner Tully moved, and Alderman Grandi seconded to recommend approval to Common Council of an Extraterritorial Certified Survey Map to subdivide a parcel.

*All were in favor and the motion carried.*

**B. Consideration to approve a Conditional Use and Site Plan from Jason Riehle for property located at 1456 S. Pine Street, to construct a new storage facility, subject to Graef's May 3, 2017 and Kapur & Associates' May 2, 2017 memorandums to the Plan Commission.**

- Alderman Vos opened this item for discussion.
- Alderman Grandi questioned since there is no sewer hook-up, according to Kapur & Associates, would the owner be aware of the possible costs if sewer was needed in the future. Ms. Walters replied yes, should a business change hands or have any other changes the City will work with the property owner. Alderman Vos stated currently there is no sewer on the south side of Pine Street.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to approve a Conditional Use and Site Plan to construct a new storage facility.

*All were in favor and the motion carried.*

**ADJOURNMENT**

Commissioner Redman moved, and Alderman Grandi seconded to adjourn the meeting at 6:55 p.m. *All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
Thursday, May 25, 2017**

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

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Eisenhardt moved, and Commissioner Colwell seconded to approve the minutes of April 27, 2017.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. 400 N. Pine Street – Thrivent Financial**

**1. Certificate of Appropriateness to install a mounted bracket for a sign**

- Chairman Stelling introduced and opened this item for discussion.
- Dennis Spankowski, Burli Signs, explained that there was a change regarding the size and material of the signboard. The signboard will be a 2 inch thick synthetic signboard in lieu of ½ inch thick. Chairman Stelling questioned if there will be any balls at the end of the bracket. Mr. Spankowski replied yes, there will be a brass ball at the end of the bracket. Alderman Kott asked why the sign will be mounted so high on the building compared to other downtown buildings. Chairman Stelling stated that at a previous meeting the owner was approved to replace windows. Mr. Spankowski added his main concern was getting the side supports for the bracket and will install the bracket based on the height of the windows.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve of the Certificate of Appropriateness to install the mounted bracket for a hanging sign, subject to Graef's May 15, 2017 memorandum.

- Commissioner Erickson moved, and Alderman Kott seconded to amend the approval to reflect the 2 inch thick signboard in lieu of the ½ inch thick signboard.
- All were in favor and the motion carried.

## **2. Sign Permit application to install a sign**

- Chairman Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Alderman Kott seconded to approve a Sign Permit application to install a hanging sign, subject to Graef's May 15, 2017 memorandum.
- All were in favor and the motion carried.

## **B. 564 N. Pine Street – Uncle Steve's Garage**

### **1. Certificate of Appropriateness for the rear facade**

- Chairman Stelling introduced and opened this item for discussion.
- Alderman Kott asked if treated lumber would be used for the hand rails and deck. Commissioner Colwell stated according to Graef's memorandum treated lumber would be used. Gregory Guidry, Building Inspector, and Steve Madey, owner, explained the railings would be the same treated wood that was used on the Silver Cloud Vape Café located at 588 N. Pine Street and Sacred Image Tattoo located at 580 N. Pine Street. Mr. Madey stated the wood for the hand rails, stairs to the upper apartments and the deck has rotted out and needs replacing. Chairman Stelling commented the required clearance for the baluster spacing is a 4 inch sphere. Commissioner Erickson questioned how high the fence would be that is enclosing the trash receptacle. Mr. Madey stated he realizes it is not required to have an enclosure, but chooses to. Chairman Stelling suggested it could be any height, but thought 6 feet would be good. Chairman Stelling asked if the top of the fence would be decorative with dog ears. Commissioner Erickson stated an 8 foot fence would be too high. Mr. Madey replied the fence will be 6 feet high and have the decorative dog ear top.
- There were no further comments.
- Commissioner Erickson moved, and Alderman Kott seconded to approve of the Certificate of Appropriateness to repair the rear façade with the baluster spacing no more than 4 inches apart and install a 6 foot high trash receptacle enclosure, subject to Graef's May 15, 2017 memorandum.
- All were in favor and the motion carried.

## **2. Façade Grant application for the rear façade**

- Chairman Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve of the Façade Grant in the amount of \$2,525.
- Roll call: Chairman Tom Stelling; Alderman Susan Kott; Commissioner Darrel Eisenhardt; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.
- All were in favor and the motion carried.

## **C. 202 E. Chestnut Street –C. Mae Design, LLC**

### **1. Certificate of Appropriateness to install an awning with signage**

- Chairman Stelling introduced and opened this item for discussion.
- The Commissioners discussed the signage on the top of the awning would be eliminated and would only be located on the sides of the awning.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve of the Certificate of Appropriateness to install an awning with signage, subject to Graef's May 15, 2017 memorandum.
- All were in favor and the motion carried.

### **2. Sign Permit to install an awning with signage**

- Chairman Stelling introduced and opened this item for discussion.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner Eisenhardt seconded to approve of the Sign Permit to install an awning with signage, subject to Graef's May 15, 2017 memorandum.
- Alderman Kott asked if "Hello Beautiful" would be on the west side of the awning as well. Chairman Stelling replied "Hello Beautiful" would only be located on the east side as indicated in the memorandum.

- All were in favor and the motion carried.

### **3. Façade Grant application for the awning**

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Erickson stated it looks like a \$2,000 job including the signage on the awning.
- There were no further comments.
- Commissioner Erickson moved, and Alderman Kott seconded to approve a Façade Grant in the amount of \$242.50 for the lettering and \$645 for the awning, totaling \$887.50.
- Gregory Guidry, Building Inspector, asked how many signs are considered for this awning. Commissioner Erickson and Chairman Stelling responded since the signage is on an awning it would constitute as one sign since the awning is one piece of fabric.
- Roll call: Chairman Tom Stelling; Alderman Susan Kott; Commissioner Darrel Eisenhardt; Commissioner Jeff Erickson; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.
- All were in favor and the motion carried.

## **DISCUSSION ITEMS**

### **A. Review of Façade Grant Funding Status.**

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated approximately \$3,000 of the façade grant would be deducted after tonight's approval, with a remaining balance of around \$17,000.
- Chairman Stelling commented that IDE Fine Jewelry received a grant and are now closing the store. Chairman Stelling stated the Mercantile façade grant was extended until October 22, 2017. Chairman Stelling was questioning if that project would be completed on time. Mr. Guidry replied that he was not sure, but noticed the façade and signage has changed from the original approval and is required to bring any revised plans to staff and Commissioners for approval. Mr. Guidry stated the siding is complete at Flitcroft (580-588 N. Pine Street).
- There were no further comments.

**B. Discussion regarding recommendation to City Staff for review of any ordinance changes. This item was discussed at the April 27, 2017 and tabled for more review.**

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the Commissioners should recommend to Common Council of any changes in the ordinance and guidelines they feel are necessary. The Commissioners had a long discussion regarding the handout that was given at the April 27, 2017 meeting from Judith Schulz, 525 Milwaukee Avenue. Mr. Guidry stated the Commissioners are to suggest bullet points such as type of lighting, how many signs are allowed and colors choices to be changed in the ordinance.
- Commissioner Colwell moved, and Alderman Kott seconded to table this discussion to the next meeting to allow time to look at bullet points for the changes in the ordinance.

**ADJOURNMENT**

Commissioner Erickson moved, and Commissioner Eisenhardt seconded to adjourn the meeting at 7:45 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson  
Administrative Assistant



**COMMON COUNCIL**

**ITEM NUMBER: 9**

**DATE:** June 20, 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 June 20, 2017:

Total Prepaid:	\$409,853.99
Total Vouchers:	\$167,369.16
Reimbursements:	\$626.48
<b>Grand Total:</b>	<b>\$577,849.63</b>

**BUDGET/FISCAL IMPACT:**

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$308,543.00 Zarek Insurance, Inc. – City of Burlington Renewal
2. \$ 39,317.82 Johns Disposal Service, Inc. – Monthly Contracted Billing Garbage/Recycle
3. \$ 25,897.89 Ayres Associates – Project 27-1051.00 Community Pool Design
4. \$ 18,830.61 We Energies – Street Lights for 04/28/17 to 05/26/17
5. \$ 16,401.76 Racine County – City of Burlington Fire Department Annual Partial Payment for Term Business Note

**RECOMMENDATION:**

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$577,849.63

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the June 20, 2017 Common Council meeting.

**ATTACHMENTS:**

Detail listing of Prepaid and Vouchers.

**For Council Approval June 20, 2017**

Prepaid:	06/02/17	\$	56,015.29
	06/07/17	\$	353,838.70
<b>Total Prepaid</b>		\$	<u>409,853.99</u>
Vouchers:	06/20/17	\$	167,369.16
Reimbursements:	06/03/17	\$	626.48
<b>GRAND TOTAL</b>		\$	<u><u>577,849.63</u></u>

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100454521001</b>						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Seidl, Ashleigh; Case: 15-5410	15-5410	05/17/2017	500.00	06/02/2017
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Schreiber, Devina; Case: 15-5480	15-5480	05/18/2017	5,000.00	06/02/2017
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Imrie, Kristen; Case: 17-5991	17-5991	05/26/2017	5,000.00	06/02/2017
100-454521-001 BOND FEES	KENOSHA CIRCUIT COURT	Thom, Jenny; Case: 17052528A & 17052528	17052528	05/22/2017	451.40	06/02/2017
100-454521-001 BOND FEES	VILLAGE OF GREENDALE	Yakes, Kyleigh;Case: C307483-1	C307483-1	05/19/2017	118.80	06/02/2017
Total 100454521001:					11,070.20	
<b>100515132220</b>						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004MAY17	05/25/2017	310.16	06/02/2017
Total 100515132220:					310.16	
<b>100515132225</b>						
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	98.82	06/02/2017
Total 100515132225:					98.82	
<b>100515141220</b>						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004MAY17	05/25/2017	188.31	06/02/2017
Total 100515141220:					188.31	
<b>100515141225</b>						
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	57.55	06/02/2017
Total 100515141225:					57.55	
<b>100515141330</b>						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Mileage Reimbursement	2017MAY	05/30/2017	14.98	06/02/2017
100-515141-330 FINANCE - TRAVEL	RAEBEL, DOREEN	Reimbursement - Mileage	052617	05/26/2017	7.49	06/02/2017
Total 100515141330:					22.47	
<b>100515142330</b>						
100-515142-330 ELECTIONS - TRAVEL	SOLOFRA, PATRICIA	Travel Reimbursement - Mileage	05/18/17	05/18/2017	17.23	06/02/2017
Total 100515142330:					17.23	
<b>100525211225</b>						
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	602.88	06/02/2017
Total 100525211225:					602.88	
<b>100525220225</b>						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	117.28	06/02/2017
Total 100525220225:					117.28	
<b>100525231220</b>						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004MAY17	05/25/2017	55.38	06/02/2017
Total 100525231220:					55.38	
<b>100525231225</b>						
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	39.99	06/02/2017

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06-02-2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525231225:					39.99	
<b>100525231310</b>						
100-525231-310 BLDG INSP - OPERATING S	DOCUMENT SALES AND DISTRI	Building Permit Seals - Order #17-002336	17002336	06/01/2017	330.57	06/02/2017
Total 100525231310:					330.57	
<b>100535321220</b>						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671MAY17	05/24/2017	99.27	06/02/2017
Total 100535321220:					99.27	
<b>100535321225</b>						
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	76.53	06/02/2017
Total 100535321225:					76.53	
<b>100535321261</b>						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0455-414-409	0455414409MAY17	05/18/2017	219.17	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0818-594-802	0818594802MAY17	05/24/2017	15.71	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0819-473-268	0819473268MAY17	05/25/2017	53.78	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0838-352-542	0838352542MAY17	05/24/2017	23.98	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0850-628-152	0850628152MAY17	05/23/2017	260.32	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	1638-891-345 (split)	1638891345MAY17	05/25/2017	648.01	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2023-503-060	2023503060MAY17	05/24/2017	146.55	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4404-149-064	4404149064MAY17	05/19/2017	35.07	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5043-084-318	5043084318MAY17	05/23/2017	29.97	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5465-979-181	5465979181MAY17	05/22/2017	59.28	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5695-147-539	5695147539MAY17	05/25/2017	184.10	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7255-756-558	7255756558MAY17	05/22/2017	18.25	06/02/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	9418-285-345	9418285345MAY17	05/25/2017	91.28	06/02/2017
Total 100535321261:					1,785.47	
<b>10055551220</b>						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939APR17	05/19/2017	45.54	06/02/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345MAY17	05/25/2017	324.01	06/02/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899MAY17	05/25/2017	53.23	06/02/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671MAY17	05/24/2017	49.64	06/02/2017
Total 10055551220:					472.42	
<b>25155551220</b>						
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657MAY17	05/26/2017	1,066.93	06/02/2017
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487MAY17	05/25/2017	185.48	06/02/2017
Total 25155551220:					1,252.41	
<b>453565616823</b>						
453-565616-823 2017 Pool Construction Proje	AYRES ASSOCIATES	Project 27-0151.00 Community Pool Design	168280	04/06/2017	25,897.89	06/02/2017
453-565616-823 2017 Pool Construction Proje	AYRES ASSOCIATES	Project 27-0151.00 Community Pool Design	168738	05/05/2017	6,578.95	06/02/2017
Total 453565616823:					32,476.84	
<b>501514900000</b>						
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	Monthly fee for Advocacy Serv June	AT36055	06/01/2017	174.00	06/02/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 50151490000:					174.00	
<b>621575740220</b>						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215MAY17	05/24/2017	178.96	06/02/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087MAY17	05/24/2017	59.14	06/02/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525MAY17	05/25/2017	3,763.39	06/02/2017
Total 621575740220:					4,001.49	
<b>621575740222</b>						
621-575740-222 GAS	WE ENERGIES	0862-239-067	08622390607MAY1	05/24/2017	1,908.40	06/02/2017
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614MAY17	05/24/2017	52.00	06/02/2017
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199MAY17	05/24/2017	18.35	06/02/2017
Total 621575740222:					1,978.75	
<b>621575740225</b>						
621-575740-225 TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9786296827	05/23/2017	39.99	06/02/2017
Total 621575740225:					39.99	
<b>622509350000</b>						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345MAY17	05/25/2017	648.01	06/02/2017
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671MAY17	05/24/2017	99.27	06/02/2017
Total 622509350000:					747.28	
Grand Totals:					56,015.29	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100160000</b>						
100-160000 PREPAID EXPENDITURES	ZAREK INSURANCE, INC.	Zarek - City of Burlington	7652	05/16/2017	308,543.00	06/07/2017
Total 100160000:					308,543.00	
<b>10044411000</b>						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2017MAY	06/05/2017	940.00	06/07/2017
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2017MAY	06/05/2017	656.40	06/07/2017
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE MAY REMIT	2017MAY	06/05/2017	4,217.10	06/07/2017
Total 10044411000:					5,813.50	
<b>100454521001</b>						
100-454521-001 BOND FEES	RACINE CO T & M COURT	Jeziorski, Christopher; Case:17-6204	17-6204	06/02/2017	650.00	06/07/2017
100-454521-001 BOND FEES	RACINE CO T & M COURT	Perez Rodas, Nelson; Case: 17-6211 & AC484013-5	17-6211	06/02/2017	200.00	06/07/2017
100-454521-001 BOND FEES	KENOSHA MUNI COURT	Arroyo-Benitez, Israel; Case: 10116580	10116580	06/02/2017	228.00	06/07/2017
100-454521-001 BOND FEES	KENOSHA CIRCUIT COURT	Day, Timothy; Case: 16003497	16003497	06/02/2017	300.00	06/07/2017
Total 100454521001:					1,378.00	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	DINERS CLUB COMMERCIAL	Walmart (split)	5815 05/17	05/28/2017	4.55	06/07/2017
Total 100515121310:					4.55	
<b>100515131330</b>						
100-515131-330 MAYOR-TRAVEL	DINERS CLUB COMMERCIAL	Delta - Hefty, J.	5781 05/17	05/28/2017	25.00	06/07/2017
100-515131-330 MAYOR-TRAVEL	DINERS CLUB COMMERCIAL	National Emergency Training	5799 05/17	05/28/2017	121.00	06/07/2017
Total 100515131330:					146.00	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	CTC* Constant Contract (ongoing)	5799 05/17	05/28/2017	5.00	06/07/2017
Total 100515132310:					5.00	
<b>100515132330</b>						
100-515132-330 ADMIN - INSVC TRAINING &	DINERS CLUB COMMERCIAL	WCMA Summer Conference	5799 05/17	05/28/2017	484.10	06/07/2017
100-515132-330 ADMIN - INSVC TRAINING &	DINERS CLUB COMMERCIAL	Kalahari	5799 05/17	05/28/2017	199.00	06/07/2017
Total 100515132330:					683.10	
<b>100515132399</b>						
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Gooseberries - TID Planning Workshop	5799 05/17	05/28/2017	112.34	06/07/2017
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Walmart (split)	5815 05/17	05/28/2017	37.53	06/07/2017
Total 100515132399:					149.87	
<b>100515140330</b>						
100-515140-330 CLERK - TRAINING & TRAV	DINERS CLUB COMMERCIAL	WMCA Conference	5914 05/17	05/28/2017	175.00	06/07/2017
Total 100515140330:					175.00	
<b>100515141310</b>						
100-515141-310 FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	Walmart (split)	5815 05/17	05/28/2017	9.25	06/07/2017
Total 100515141310:					9.25	

Prepay  
06-07-2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515141330						
100-515141-330 FINANCE - TRAVEL	DINERS CLUB COMMERCIAL	Baymont Inn	5864 05/17	05/28/2017	147.38	06/07/2017
Total 100515141330:					147.38	
100525211239						
100-525211-239 POLICE - EQUIPMENT NON	DINERS CLUB COMMERCIAL	Advance Design System	5781 05/17	05/28/2017	209.00	06/07/2017
100-525211-239 POLICE - EQUIPMENT NON	DINERS CLUB COMMERCIAL	Police Bike Store	5815 05/17	05/28/2017	314.95	06/07/2017
Total 100525211239:					523.95	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Walmart	5815 05/17	05/28/2017	77.57	06/07/2017
100-525211-310 POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon	5898 05/17	05/28/2017	247.50	06/07/2017
100-525211-310 POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Gooseberries	5898 05/17	05/28/2017	100.00	06/07/2017
Total 100525211310:					425.07	
100525211330						
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Airport Parking	5781 05/17	05/28/2017	45.02	06/07/2017
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	The Greene Turtle	5781 05/17	05/28/2017	101.31	06/07/2017
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Holiday Inn	5898 05/17	05/28/2017	525.21	06/07/2017
Total 100525211330:					671.54	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	National Emergency Training	8038 05/17	05/28/2017	121.00	06/07/2017
Total 100525220157:					121.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558MAY17	05/29/2017	12.46	06/07/2017
Total 100525220220:					12.46	
100525220246						
100-525220-246 FIRE - REPAIR MAINT OFFI	DINERS CLUB COMMERCIAL	PDF Complete Office Edition	8038 05/17	05/28/2017	38.95	06/07/2017
Total 100525220246:					38.95	
100525220330						
100-525220-330 FIRE - TRAVEL	DINERS CLUB COMMERCIAL	Walgreens	8038 05/17	05/28/2017	47.11	06/07/2017
100-525220-330 FIRE - TRAVEL	DINERS CLUB COMMERCIAL	Fuel	8038 05/17	05/28/2017	221.75	06/07/2017
100-525220-330 FIRE - TRAVEL	DINERS CLUB COMMERCIAL	Meals	8038 05/17	05/28/2017	53.44	06/07/2017
100-525220-330 FIRE - TRAVEL	DINERS CLUB COMMERCIAL	Baymont Inn	8038 05/17	05/28/2017	147.38	06/07/2017
100-525220-330 FIRE - TRAVEL	DINERS CLUB COMMERCIAL	Tollway	8038 05/17	05/28/2017	40.00	06/07/2017
Total 100525220330:					509.68	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4432-157-647	4432157647MAY17	05/26/2017	18,830.61	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5459-100-732	5459100732MAY17	05/26/2017	216.93	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5644-617-733	5644617733MAY17	05/24/2017	121.67	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6893-002-943	6893002943MAY17	05/23/2017	15.71	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7245-068-041	7245068041MAY17	05/25/2017	141.71	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7467-500-426	7467500426MAY17	05/25/2017	230.21	06/07/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	8499-073-119	8499073119MAY17	05/25/2017	200.47	06/07/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321261:					19,757.31	
<b>100535321298</b>						
100-535321-298	STREETS - CONTRACT SER	DINERS CLUB COMMERCIAL	Richter's Marketplace	8795 05/17	05/28/2017	23.47 06/07/2017
Total 100535321298:					23.47	
<b>100535321310</b>						
100-535321-310	STREETS - OFF SUPP/POS	DINERS CLUB COMMERCIAL	Richter's Marketplace	8795 05/17	05/28/2017	10.08 06/07/2017
Total 100535321310:					10.08	
<b>100535321330</b>						
100-535321-330	STREETS - TRAVEL	DINERS CLUB COMMERCIAL	Delta - Bergles (split)	8795 05/17	05/28/2017	92.39 06/07/2017
100-535321-330	STREETS - TRAVEL	DINERS CLUB COMMERCIAL	Delta - Bergles	8795 05/17	05/28/2017	25.00 06/07/2017
Total 100535321330:					117.39	
<b>100535321354</b>						
100-535321-354	STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528MAY17	05/25/2017	407.17 06/07/2017
Total 100535321354:					407.17	
<b>100555551220</b>						
100-555551-220	PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568MAY17	05/25/2017	34.27 06/07/2017
100-555551-220	PARKS - UTILITIES	WE ENERGIES	2428-946-714	2428946714MAY17	05/25/2017	316.03 06/07/2017
100-555551-220	PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777MAY17	05/29/2017	43.81 06/07/2017
100-555551-220	PARKS - UTILITIES	WE ENERGIES	6419-916-677	6419916677MAY17	05/29/2017	18.94 06/07/2017
100-555551-220	PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188MAY17	05/25/2017	92.77 06/07/2017
Total 100555551220:					505.82	
<b>100555551310</b>						
100-555551-310	PARKS - OFFICE SUPP, PO	DINERS CLUB COMMERCIAL	Walmart	8795 05/17	05/28/2017	9.19 06/07/2017
100-555551-310	PARKS - OFFICE SUPP, PO	DINERS CLUB COMMERCIAL	Walmart	8795 05/17	05/28/2017	38.36 06/07/2017
100-555551-310	PARKS - OFFICE SUPP, PO	DINERS CLUB COMMERCIAL	USPS	8795 05/17	05/28/2017	6.59 06/07/2017
Total 100555551310:					54.14	
<b>100555551330</b>						
100-555551-330	PARKS - TRAVEL	DINERS CLUB COMMERCIAL	Delta - Bergles (split)	8795 05/17	05/28/2017	92.38 06/07/2017
Total 100555551330:					92.38	
<b>251555511225</b>						
251-555511-225	TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	5922 05/17	05/28/2017	50.00 06/07/2017
Total 251555511225:					50.00	
<b>251555511247</b>						
251-555511-247	REPAIR,MAINTENANCE BUI	RUNDLE-SPENCE	Lav Faucet	S2575305.001	05/31/2017	97.51 06/07/2017
Total 251555511247:					97.51	
<b>251555511327</b>						
251-555511-327	MATERIALS	KENOSHA NEWS	Kenosha News Subscription Renewal	10516161 2017	06/06/2017	300.00 06/07/2017
251-555511-327	MATERIALS	VANIDADES	1 year magazine subscription	2017	06/06/2017	10.00 06/07/2017
251-555511-327	MATERIALS	TV Y NOVELAS	1 year magazine subscription	2017	06/06/2017	16.50 06/07/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511327:					326.50	
<b>621575740249</b>						
621-575740-249 LABORATORY	MEDROW, JESSIE	reimbursement- Best Buy - Printer	060217	06/02/2017	169.82	06/07/2017
Total 621575740249:					169.82	
<b>621575740330</b>						
621-575740-330 SEWER - INSRVC TRNG & T	DINERS CLUB COMMERCIAL	Delta - Bergles (split)	8795 05/17	05/28/2017	92.39	06/07/2017
Total 621575740330:					92.39	
<b>622506220000</b>						
622-506220-000 POWER	WE ENERGIES	0882-547-355 (split)	0882547355MAY17	05/24/2017	376.05	06/07/2017
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366MAY17	05/24/2017	638.01	06/07/2017
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505MAY17	05/26/2017	4,593.13	06/07/2017
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861MAY17	05/25/2017	2,855.48	06/07/2017
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187MAY17	05/24/2017	153.82	06/07/2017
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384MAY17	05/25/2017	3,862.24	06/07/2017
Total 622506220000:					12,478.73	
<b>622506230000</b>						
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355 (split)	0882547355MAY17	05/24/2017	11.03	06/07/2017
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861MAY17	05/25/2017	23.89	06/07/2017
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589MAY17	05/24/2017	16.40	06/07/2017
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384MAY17	05/25/2017	22.60	06/07/2017
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303MAY17	05/25/2017	9.57	06/07/2017
Total 622506230000:					83.49	
<b>622509260000</b>						
622-509260-000 EMPLOYEE REIMBURSEME	DINERS CLUB COMMERCIAL	Delta - Bergles (split)	8795 05/17	05/28/2017	92.39	06/07/2017
Total 622509260000:					92.39	
<b>623575740225</b>						
623-575740-225 TELEPHONE	AT & T	262 757 0907 307 4	26275709070517	05/25/2017	122.81	06/07/2017
Total 623575740225:					122.81	
Grand Totals:					353,838.70	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100515111298</b>						
100-515111-298 COUNCIL - CONTRACT SER	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: MAY 2017	9011	05/31/2017	645.00	
100-515111-298 COUNCIL - CONTRACT SER	SWAGIT PRODUCTIONS, LLC	AgendaQuick Annual License 2017	9012	05/31/2017	4,200.00	
Total 100515111298:					4,845.00	
<b>100515111313</b>						
100-515111-313 CITY COUNCIL - PRINTING	LIGHTHOUSE COMMUNICATIO	Quarterly Newsletter	1020617	06/02/2017	2,031.50	
Total 100515111313:					2,031.50	
<b>100515111399</b>						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Liquor License Apps	283132	05/25/2017	36.11	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Variance hearing	283647	06/01/2017	57.70	
Total 100515111399:					93.81	
<b>100515111800</b>						
100-515111-800 CITY COUNCIL - CAPITAL O	PSG Solutions LLC	Auto Sales Site/MS Consulting	01-2332	05/27/2017	312.50	
Total 100515111800:					312.50	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	PITNEY BOWES	MUNI SUPPLIES	3303625263	06/01/2017	69.57	
Total 100515121310:					69.57	
<b>100515131800</b>						
100-515131-800 MAYOR-OUTLAY	PSG Solutions LLC	Joint Facility Job 10-242	01-2331	05/27/2017	1,212.50	
Total 100515131800:					1,212.50	
<b>100515132248</b>						
100-515132-248 REPAIRS & MAINT BUILDIN	SIGN GUYZ	Digital Printed Vinyl	16592	06/01/2017	200.00	
Total 100515132248:					200.00	
<b>100515132298</b>						
100-515132-298 ADMIN - CONTRACT SERVI	Safebuilt, LLC	Code Enforcement Services	0032958-IN	05/31/2017	1,800.00	
Total 100515132298:					1,800.00	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1208616	05/31/2017	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N	AR27508	05/31/2017	216.14	
100-515132-310 ADMIN - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	05312017 CH	05/31/2017	5.85	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	ADMIN SUPPLIES	3303625263	06/01/2017	77.30	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	BLDG INSPECTION	3303625263	06/01/2017	69.61	
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES ADMIN OFFICE SUPPLIES	8044748009	05/27/2017	47.00	
100-515132-310 ADMIN - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	InkCart	830564	06/05/2017	49.33	
Total 100515132310:					468.20	
<b>100515132399</b>						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Flowers	05/17/17CH	05/17/2017	50.00	
Total 100515132399:					50.00	

Vouchers  
06-20-2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	PITNEY BOWES	CLERK	3303625263	06/01/2017	69.57	
100-515140-310 CLERK - OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	CITY CLERK OFFICE SUPPLIES	8044748009	05/27/2017	25.61	
Total 100515140310:					95.18	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN	AR27508	05/31/2017	11.37	
100-515141-310 FINANCE - OFFICE SUPP/P	PITNEY BOWES	FIN SUPPLIES	3303625263	06/01/2017	69.57	
Total 100515141310:					80.94	
100515141510						
100-515141-510 FINANCE - INSURANCE BO	ZAREK INSURANCE, INC.	Treasures Bond	7662	06/12/2017	1,300.00	
Total 100515141510:					1,300.00	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	PITNEY BOWES	ELECTIONS	3303625263	06/01/2017	69.57	
Total 100515142310:					69.57	
100515161220						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Option to Purchase: Leslie Scherrer Development	10100-089D 5	05/31/2017	240.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Sale of Property to Burlington Core	14100-047D 7	05/31/2017	195.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Veolia Contract	15100-029D 27	05/31/2017	90.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Aldermanic Elections	15100-079D 7	05/31/2017	60.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	New City Hall	16100-101D 5	05/31/2017	450.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2017	17100-000D 5	05/31/2017	2,430.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Special Assessment Project: Pine Street	17100-002D 5	05/31/2017	270.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Pool Management Contract: Scherrer Construction	17100-030D 2	05/31/2017	1,995.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Purchase of 233 N Main St., Burlington	17100-031D 3	05/31/2017	60.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Burlington Rescue Squad Ambulance	17100-039H 1	05/31/2017	45.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Rick McGaughy Complaint	17100-048D 1	05/31/2017	675.00	
100-515161-220 ATTORNEY - CONTRACT	Guttormsen & Terry LLC	City of Burlington vs. Advanced Disposal	7401	05/22/2017	1,020.00	
Total 100515161220:					7,530.00	
100515161272						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2017	17100-099D 5	05/31/2017	5,160.00	
Total 100515161272:					5,160.00	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	PITNEY BOWES	POLICE SUPPLIES	3303625263	06/01/2017	69.57	
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES POLICE DEPT	8044748009	05/27/2017	212.54	
Total 100525211310:					282.11	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	KUCHENBECKER ELECTRIC	Gear Area - material and labor	2866	05/24/2017	576.00	
Total 100525220244:					576.00	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1211022	06/07/2017	75.32	
100-525220-248 FIRE - REPAIR MAINT BLDG	AUTUMN SUPPLY	Autumn Supply -Towel	11753	05/25/2017	129.16	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct# 32120264 - Fire House Supplies	34725	05/30/2017	70.25	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220248:					274.73	
<b>100525220310</b>						
100-525220-310	REINEMANS, INC.	FLAGS & ZIP TIES	124456	05/26/2017	18.05	
100-525220-310	REINEMANS, INC.	MASTER KEY	125037	06/05/2017	2.99	
100-525220-310	PITNEY BOWES	FIRE	3303625263	06/01/2017	69.57	
100-525220-310	STAPLES BUSINESS ADVANTA	STAPLES FIRE DEPT SUPPLIES	8044748009	05/27/2017	115.98	
100-525220-310	COMPLETE OFFICE OF WISCO	Office Supplies	830563	06/05/2017	3.94	
Total 100525220310:					210.53	
<b>100525231310</b>						
100-525231-310	COMPLETE OFFICE OF WISCO	Office Supplies	830565	06/05/2017	16.60	
Total 100525231310:					16.60	
<b>100535321159</b>						
100-535321-159	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1208616	05/31/2017	64.67	
Total 100535321159:					64.67	
<b>100535321211</b>						
100-535321-211	AURORA HEALTH CARE	Acct #600003826 Hocking, Bryce	152026908	05/02/2017	96.00	
Total 100535321211:					96.00	
<b>100535321248</b>						
100-535321-248	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1208617	05/31/2017	12.05	
Total 100535321248:					12.05	
<b>100535321298</b>						
100-535321-298	ORKIN COMMERCIAL SERVICE	ORKIN PEST CONTROL DPW (split)	053017	05/30/2017	23.00	
100-535321-298	SOUTHERN LAKES NEWSPAPE	E Tech Assistance	279825	05/03/2017	828.00	
100-535321-298	SOUTHERN LAKES NEWSPAPE	Maintenance Worker	280681	05/10/2017	1,104.00	
100-535321-298	TEREX SERVICES	Annual Inspection Unit 609	90839166	05/31/2017	1,045.57	
100-535321-298	OUTDOOR LIGHTING CONST IN	TYPE 3 TWIN STREET LIGHT UNIT	7827	06/01/2017	9,340.25	
100-535321-298	MINUTEMAN PRESS OF BURLI	Minuteman - Labels	31220	06/05/2017	46.86	
100-535321-298	CARLSON DETTMANN CONSUL	Classification Review - E-Tech Assisstant (split)	2198	05/31/2017	125.00	
Total 100535321298:					12,512.68	
<b>100535321310</b>						
100-535321-310	STAPLES BUSINESS ADVANTA	STAPLES STREET OFFICE SUPPLIES	8044748009	05/27/2017	49.02	
Total 100535321310:					49.02	
<b>100535321350</b>						
100-535321-350	HUMPHREY SERVICE & PARTS,	Stock	1145803	05/26/2017	69.28	
100-535321-350	HUMPHREY SERVICE & PARTS,	air filter	1145983	05/31/2017	27.66	
100-535321-350	MILLER-BRADFORD & RISBER	Unit 601 parts	P01974	02/03/2017	8.13	
Total 100535321350:					105.07	
<b>100535321520</b>						
100-535321-520	ZAREK INSURANCE, INC.	Case Tractors	7660	06/06/2017	196.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321520:					196.00	
<b>100545430298</b>						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	883	06/01/2017	348.08	
Total 100545430298:					348.08	
<b>100555532350</b>						
100-555532-350 POOL	BJELAJAC, JOHN M	Community Pool II	15100-039D 13	05/31/2017	270.00	
Total 100555532350:					270.00	
<b>10055551159</b>						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1208616	05/31/2017	18.81	
Total 10055551159:					18.81	
<b>10055551211</b>						
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Koch, Zachary	151813840	04/24/2017	96.00	
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Degrave, Aaron	151832348	04/25/2017	50.00	
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Weidert, William	152402105	05/16/2017	48.00	
Total 10055551211:					194.00	
<b>10055551242</b>						
100-555551-242 PARKS - REPAIR MAINT VE	REINDERS INC	REINDERS PARKS	1687180-00	05/25/2017	306.59	
Total 10055551242:					306.59	
<b>10055551248</b>						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1208617	05/31/2017	6.03	
Total 10055551248:					6.03	
<b>10055551298</b>						
100-555551-298 PARKS - OUTSIDE SERVICE	ORKIN COMMERCIAL SERVICE	ORKIN PEST CONTROL DPW (split)	053017	05/30/2017	11.50	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL DEVOR PARK	A-142036	05/22/2017	90.00	
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY DOG PARK TOILET RENTAL	A-142236	05/30/2017	80.00	
100-555551-298 PARKS - OUTSIDE SERVICE	CARLSON DETTMANN CONSUL	Classification Review - E-Tech Assisstant (split)	2198	05/31/2017	125.00	
Total 10055551298:					306.50	
<b>10055551350</b>						
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	Janitor Supplies	588002	05/26/2017	440.88	
100-555551-350 PARKS - REPAIR/MTCE SUP	HUMPHREY SERVICE & PARTS,	charger	1146029	05/31/2017	40.46	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	34793	05/31/2017	17.90	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	124354	05/25/2017	31.49	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	military flag	124424	05/26/2017	54.88	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	credit	124430	05/26/2017	29.69	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	124445	05/26/2017	19.78	
100-555551-350 PARKS - REPAIR/MTCE SUP	AMERICAN POWER EQUIPMEN	AMER POWER, PARKS DEPT	65811	06/02/2017	50.00	
Total 10055551350:					625.70	
<b>100555561298</b>						
100-555561-298 FORESTRY-CONTRACT SE	COMPLETE TREE SERVICE, LL	DPW - tree removal	209633	05/26/2017	3,450.00	
100-555561-298 FORESTRY-CONTRACT SE	ARBOR IMAGES, INC.	natural mulch	60181BC	05/31/2017	192.00	
100-555561-298 FORESTRY-CONTRACT SE	WITTE SUPPLY COMPANY	pulverized topsoil yd	59411	06/02/2017	376.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100555561298:					4,018.00	
<b>100565641298</b>						
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.13 - ETZ CSM	0092927	05/18/2017	371.00
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.14 - CUP & Site Plan	0092928	05/18/2017	1,231.50
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.00	0092936	05/18/2017	955.50
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.01 - Ongoing Planning Servic	0092937	05/18/2017	378.75
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.02 - Historic Preservation Co	0092938	05/18/2017	317.50
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.04 - Schaefer Property	0092939	05/18/2017	2,257.25
Total 100565641298:					5,511.50	
<b>100565641310</b>						
100-565641-310	PLAN COMM - SUPPLIES, P	PITNEY BOWES	PLANNING	3303625263	06/01/2017	69.57
Total 100565641310:					69.57	
<b>100575710297</b>						
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	122353	05/25/2017	8,755.11
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	122819	05/31/2017	108.00
Total 100575710297:					8,863.11	
<b>100575710298</b>						
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	122353	05/25/2017	30,562.71
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	Riverview Manor (split)	122819	05/31/2017	371.00
Total 100575710298:					30,933.71	
<b>100575710299</b>						
100-575710-299	GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	17.0115.01 Burlington Landfill 2017-2018	90796	05/24/2017	5,613.75
Total 100575710299:					5,613.75	
<b>251555511310</b>						
251-555511-310	OFFICE SUPPLIES, POSTA	PITNEY BOWES	LIBRARY SUPPLIES	3303625263	06/01/2017	69.57
Total 251555511310:					69.57	
<b>453565616823</b>						
453-565616-823	2017 Pool Construction Proje	AYRES ASSOCIATES	Project 27-1051.00 Community Pool Design	169159	06/01/2017	16,060.91
Total 453565616823:					16,060.91	
<b>465525220806</b>						
465-525220-806	FIRE COMMUNICATION EQ	RACINE COUNTY	Radio Upgrade Annual Payment 2017	2017	06/20/2017	16,401.76
Total 465525220806:					16,401.76	
<b>621575740159</b>						
621-575740-159	CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1208619	05/31/2017	76.95
621-575740-159	CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1211033	06/07/2007	83.31
621-575740-159	CLOTHING ALLOWANCE	CLASSIC INDUSTRIAL SUPPLIE	Orange Short Sleeve Shirts	53683	06/05/2017	352.25
Total 621575740159:					512.51	
<b>621575740244</b>						
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1208619	05/31/2017	14.91

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1211033	06/07/2007	14.91
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1211034	06/07/2017	130.61
621-575740-244	REPAIRS,MAINT EQUIPMEN	ELKHORN CHEMICAL & PACKA	c-fold towels	587971	05/25/2017	108.92
621-575740-244	REPAIRS,MAINT EQUIPMEN	MENARDS	Menards Acct 32120265	34327	05/25/2017	37.92
621-575740-244	REPAIRS,MAINT EQUIPMEN	REINEMANS, INC.	Ant Bait	125190	06/07/2017	6.74
621-575740-244	REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	WELDERS SUPPLY CO OXYGEN	455371	05/31/2017	21.45
Total 621575740244:						335.46
<b>621575740245</b>						
621-575740-245	GROUND IMPROVEMENTS	MENARDS	Menards Acct 32120265	34323	05/25/2017	69.25
621-575740-245	GROUND IMPROVEMENTS	MENARDS	Menards Acct 32120265	34327	05/25/2017	32.98
621-575740-245	GROUND IMPROVEMENTS	REINDERS INC	Gearbox	1686000-00	05/19/2017	956.34
621-575740-245	GROUND IMPROVEMENTS	ARBOR IMAGES, INC.	natural mulch	60180BC	05/31/2017	816.00
Total 621575740245:						1,874.57
<b>621575740247</b>						
621-575740-247	WWTP-RESERVE PLANT RE	L.W. ALLEN, LLC.	REPLACEMENT-FINAL SCUM PUMPS	103484	05/24/2017	11,521.86
Total 621575740247:						11,521.86
<b>621575740248</b>						
621-575740-248	PLANT OPERATION	ENERGENECS, INC.	ENERGENECS INC WWTP SCREEN BAGS	0034167-IN	05/25/2017	586.10
621-575740-248	PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - for failed water pump	805-48458	05/30/2017	2,727.84
Total 621575740248:						3,313.94
<b>621575740249</b>						
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1208619	05/31/2017	5.10
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1211033	06/07/2007	5.10
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1211034	06/07/2017	90.89
621-575740-249	LABORATORY	CULLIGAN OF BURLINGTON	CULLIGAN M9 MIXED BED 9" SERVICE	500X01955208	05/31/2017	222.25
Total 621575740249:						323.34
<b>621575740359</b>						
621-575740-359	SANITARY SEWER REPAIR,	DIGGERS HOTLINE, INC	Diggers Hotline WWTP	170 5 42701	05/31/2017	175.74
Total 621575740359:						175.74
<b>622506230000</b>						
622-506230-000	SUPPLIES	MENARDS	Menards Acct 32120265	34390	05/26/2017	59.99
622-506230-000	SUPPLIES	REINEMANS, INC.	hardware	125012	06/05/2017	4.44
Total 622506230000:						64.43
<b>622506250000</b>						
622-506250-000	MAINTENANCE-SUPPLIES	CARLSON RACINE ROOFING	Shingle Work Completed on Well #10	25701	05/15/2017	8,169.00
Total 622506250000:						8,169.00
<b>622506510000</b>						
622-506510-000	MAINS, WATER BREAKS-SU	DIGGERS HOTLINE, INC	Diggers Hotline Water	170 5 42701	05/31/2017	175.74
Total 622506510000:						175.74
<b>622506520000</b>						
622-506520-000	SERVICE-SUPPLIES	HD SUPPLY WATERWORKS, LT	HD Supply - Water Dept	H205851	05/26/2017	600.00

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-506520-000 SERVICE-SUPPLIES	HD SUPPLY WATERWORKS, LT	3/4 Rubber Mtr Washers	H250094	05/26/2017	531.38	
Total 622506520000:					1,131.38	
<b>622506540000</b>						
622-506540-000 HYDRANTS & SUPPLIES	AMSOIL INC	Amsoil - WATER Supplies	17244600 RI	05/24/2017	230.43	
Total 622506540000:					230.43	
<b>622509030000</b>						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1208618	05/31/2017	31.46	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1211032	06/07/2017	31.46	
Total 622509030000:					62.92	
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	PITNEY BOWES	WATER SUPPLIES	3303625263	06/01/2017	69.57	
Total 622509210000:					69.57	
<b>622509230000</b>						
622-509230-000 OUTSIDE SERVICES	BAXTER & WOODMAN, INC.	140318.60 Radium Compliance Construction Service	0192762	05/23/2017	5,890.00	
Total 622509230000:					5,890.00	
<b>622509300000</b>						
622-509300-000 MISCELLANEOUS-SUPPLIE	SOUTHERN LAKES NEWSPAPE	Hydrant Flushing	276294 (2)	05/03/2017	54.00	
622-509300-000 MISCELLANEOUS-SUPPLIE	SOUTHERN LAKES NEWSPAPE	Hydrant Flushing	276294 (3)	05/27/2017	54.00	
622-509300-000 MISCELLANEOUS-SUPPLIE	SOUTHERN LAKES NEWSPAPE	Hydrant Flushing	276295 (2)	05/11/2017	47.40	
Total 622509300000:					155.40	
<b>622509350000</b>						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1208617	05/31/2017	12.05	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Menards Acct 32120265	34390	05/26/2017	2.68	
622-509350-000 GENERAL PLANT-SUPPLIE	ORKIN COMMERCIAL SERVICE	ORKIN PEST CONTROL DPW (split)	053017	05/30/2017	23.00	
622-509350-000 GENERAL PLANT-SUPPLIE	AMSOIL INC	Amsoil - WATER Supplies	17244600 RI	05/24/2017	18.30	
Total 622509350000:					56.03	
<b>623575740245</b>						
623-575740-245 REPAIR,MAINTENANCE GR	HUGHES ELECTRIC, INC	Grass Mowing at Airport	11317	06/07/2017	496.00	
623-575740-245 REPAIR,MAINTENANCE GR	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTING	137	06/01/2017	2,400.00	
Total 623575740245:					2,896.00	
<b>623575740246</b>						
623-575740-246 REPAIR MAINT.RUNWAY,TA	HUGHES ELECTRIC, INC	Repairs: runway & taxiway lights	11317	06/07/2017	487.50	
Total 623575740246:					487.50	
<b>623575740298</b>						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	2017JUNE	06/01/2017	183.00	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2017JUNE	06/01/2017	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	2017JUNE	06/01/2017	120.42	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	2017JUNE	06/01/2017	55.00	
Total 623575740298:					394.39	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>623575740310</b>						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	kitchen/hangar supplies	2017JUNE	06/01/2017	119.40	
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	MISCELLANEOUS-CONES	2017JUNE	06/01/2017	77.73	
Total 623575740310:					197.13	
Grand Totals:					167,369.16	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

Employee Number	Name	21-01 MISC REIMB Emp Amt	22-00 MOVING EXP Emp Amt	23-00 TRAVL REIM Emp Amt	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	Total Amount
100051173	SPENCER, JOSHUA JAMES	626.48	.00	.00	.00	.00	.00	626.48
Grand Totals:		1 626.48	.00	.00	.00	.00	.00	626.48



**DATE:** June 20, 2017

**SUBJECT:** Licenses & Permits

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

**1. Operator's License Applications**

**SEE ATTACHED LIST**

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.

**2. Special Events**

Pedal, Paddle & Play – June 24, 2017 – Riverside Park, 7-Waters Trail  
Burlington Lions Street Dance – July 29, 2017, Wehmhoff Square  
Maxwell Street Days - July 28-29, 2017, City Wide

**BUDGET/FISCAL IMPACT:**

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

**RECOMMENDATION:**

Staff recommends that the Common Council approve the presented licenses and permits.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the June 20, 2017 Common Council meeting.

**ATTACHMENTS:**

2017-2018 Operator License Renewals

## Operator License Renewals – June 20, 2017 Common Council Meeting

1.	Alvarez	Maria
2.	Behnke	Sarah
3.	Bieneman	Lee
4.	Brumley	Kim
5.	Clunie	Michael
6.	Crandall	Cody
7.	DePatis	Amanda
8.	Fennema	Cathy
9.	Fischer	Cassandra
10.	Goldschmidt	Timothy
11.	Harris	Christine
12.	Hofer	Leah
13.	Hollow	Jacob
14.	Islas	Mercedes
15.	Johnson	Yvonne
16.	Kieffer	Melissa
17.	Klanbunde	Kristina
18.	LaFleur	Geoff
19.	Linden	Chrisandra
20.	Lois	Mary
21.	Maccaux	Brenda
22.	Mason	Michael
23.	May	Donna
24.	Nickel	Andrew
25.	Onstad	Samantha
26.	Pulczynski	Tammy
27.	Reiherzer	Kristi
28.	Rich	Heather
29.	Sailors	Elaine
30.	Schneider	Heidi
31.	Schouten	Jessica
32.	Seifert	Courtney-Paige
33.	Sims	Jeannette
34.	Stone-Busch	Julie
35.	Swanson	Jeana
36.	Taylor	Richard
37.	Thomas	Alyssa Marie
38.	Tyler	Tami
39.	Vandegenachte	Susan
40.	Wiess	Sarah
41.	Zavaleta	Olga



**DATE:** June 20, 2017

**SUBJECT: RESOLUTION 4855(13)** to consider approval of the 2016 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Treatment Plant.

**SUBMITTED BY:** James Bergles, Director of Public Works

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**BACKGROUND/HISTORY:**

The Compliance Maintenance Annual Report (CMAR) is a report required by the Wisconsin Department of Natural Resources (DNR) to ensure the City's Wastewater Treatment Plant is in compliance with the permit issued by the DNR. The CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements. This report, which is required to be completed and submitted annually, must be reviewed and approved by the Common Council and the DNR.

The purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies. Owners identify proposed actions to prevent violations of WPDES permits and water quality degradation. The CMAR program also encourages actions that promote awareness and responsibility for wastewater collection, treatment needs that maximize the useful life of wastewater treatment systems through improved operation and maintenance, and formal planning, design and construction for system upgrades.

The 2016 CMAR grade point average for the Burlington Wastewater Treatment Plant was 4.0, based on a 4.0-point grading system. In 2013, we received a sub-par grade for operator certification. Although the operators at the Burlington Wastewater Treatment Plant are highly capable of running the plant and collection system, the DNR requires the operator in charge to have held a license for 4 or more years. This requirement has been met and Donny Hefty is certified as the Operator in Charge.

The City's Wastewater Plant and collection system are in full compliance with our WPDES permit, and the City of Burlington should be proud if it's efforts of efficient wastewater treatment.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends Common Council approve the resolution for the 2016 CMAR.

**TIMING/IMPLEMENTATION:**

This item was discussed at the June 6, 2017 Committee of the Whole meeting and scheduled for consideration at the Common Council meeting June 20, 2017.

**ATTACHMENTS:**

Resolution  
Grading Summary

**RESOLUTION NO. 4855(13)**  
**Introduced by: Committee of the Whole**

**A RESOLUTION APPROVING THE 2016 COMPLIANCE MAINTENANCE ANNUAL  
REPORT (CMAR)**

**WHEREAS**, the Wisconsin Department of Natural Resources requires the completion of a Compliance Maintenance Annual Report (CMAR), which will evaluate and document the performance and condition of the Wastewater Utility: and,

**WHEREAS**, the CMAR will assist treatment plant owners to plan for the future where necessary so that each plant will maintain their permit requirement: and,

**WHEREAS**, the operators of the Burlington Water Pollution Control Facility will continue to have training and testing opportunities to further their license status and safety understanding; and,

**WHEREAS**, scheduled preventive maintenance activities will continue to be performed on the collection system in order to prevent future sanitary system overflows.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Burlington has reviewed and approved the 2016 CMAR. A copy of which is attached hereto.

Introduced: June 6, 2017  
Adopted:

\_\_\_\_\_  
Jeannie Hefty, Mayor

Attest:

\_\_\_\_\_  
Diahnn Halbach, City Clerk

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## Grading Summary

WPDES No: 0022926

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>148</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Influent Flow and Loading

### 1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	2.9089	x	261	x	8.34	=	6,341
February	2.8086	x	205	x	8.34	=	4,797
March	2.9328	x	259	x	8.34	=	6,338
April	3.1883	x	226	x	8.34	=	5,996
May	2.8775	x	213	x	8.34	=	5,119
June	2.7026	x	270	x	8.34	=	6,085
July	2.5173	x	269	x	8.34	=	5,644
August	2.4637	x	314	x	8.34	=	6,445
September	2.4197	x	313	x	8.34	=	6,315
October	2.3774	x	369	x	8.34	=	7,306
November	2.5012	x	313	x	8.34	=	6,519
December	2.4705	x	314	x	8.34	=	6,473

### 2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	4.9	x	90	=	4.41
		x	100	=	4.9
Design (C)BOD, lbs/day	11350	x	90	=	10215
		x	100	=	11350

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
<b>Total Number of Points</b>					<b>0</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks                      Holding Tanks                      Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes  gallons

No

Holding Tanks

Yes  gallons

No

Grease Traps

Yes  gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <p>Landfill leachate, cleaning solution waste.</p>	
--	--

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	6	1	0	0
March	30	27	6	1	0	0
April	30	27	5	1	0	0
May	30	27	7	1	0	0
June	30	27	8	1	0	0
July	30	27	7	1	0	0
August	30	27	6	1	0	0
September	30	27	6	1	0	0
October	30	27	6	1	0	0
November	30	27	4	1	0	0
December	30	27	4	1	0	0

\* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
<b>Total number of points</b>			<b>0</b>

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
--

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	10	1	0	0
February	30	27	7	1	0	0
March	30	27	6	1	0	0
April	30	27	5	1	0	0
May	30	27	4	1	0	0
June	30	27	5	1	0	0
July	30	27	4	1	0	0
August	30	27	5	1	0	0
September	30	27	6	1	0	0
October	30	27	8	1	0	0
November	30	27	10	1	0	0
December	30	27	7	1	0	0

0

\* Equals limit if limit is <= 10

Months of Discharge/yr	12		
<b>Points per each exceedance with 12 months of discharge:</b>	<b>7</b>	<b>3</b>	
Exceedances	0	0	
Points	0	0	
<b>Total Number of Points</b>		<b>0</b>	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

--

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January									
February									
March									
April									
May									
June									
July									
August									
September									
October	13		.018714236	0					
November									
December									

0

Points per each exceedance of Monthly average:	10
Exceedances, Monthly:	0
Points:	0
Points per each exceedance of weekly average (when there is no monthly average):	2.5
Exceedances, Weekly:	0
Points:	0
<b>Total Number of Points</b>	<b>0</b>

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.6	1	0
February	1	0.6	1	0
March	1	0.7	1	0
April	1	0.7	1	0
May	1	0.6	1	0
June	1	0.7	1	0
July	1	0.8	1	0
August	1	0.6	1	0
September	1	0.7	1	0
October	1	0.7	1	0
November	1	0.6	1	0
December	1	0.6	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

### 2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

717 acres

2.1.2 How many acres did you use?

132 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

N/A.

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

#### Outfall No. 004 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		3.6		2			3.2			4.5				0	0
Cadmium		39	85		1.5		1.6			1.6			1.3				0	0
Copper		1500	4300		780		800			910			910				0	0
Lead		300	840		43		45			38			53				0	0
Mercury		17	57		1		.86			.74			.81				0	0
Molybdenum	60		75		21		18			20			19			0		0
Nickel	336		420		59		54			50			55			0		0
Selenium	80		100		3.7		7.8			6.1			4.9			0		0
Zinc		2800	7500		940		920			870			950				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<ul style="list-style-type: none"> <li><input type="radio"/> 1-2 (10 Points)</li> <li><input type="radio"/> &gt; 2 (15 Points)</li> </ul> <p>3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes</li> <li><input type="radio"/> No (10 points)</li> <li><input checked="" type="radio"/> N/A - Did not exceed limits or no HQ limit applies (0 points)</li> <li><input type="radio"/> N/A - Did not land apply biosolids until limit was met (0 points)</li> </ul> <p>3.1.3 Number of times any of the metals exceeded the ceiling limits = 0 Exceedence Points</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0 (0 Points)</li> <li><input type="radio"/> 1 (10 Points)</li> <li><input type="radio"/> &gt; 1 (15 Points)</li> </ul> <p>3.1.4 Were biosolids land applied which exceeded the ceiling limit?</p> <ul style="list-style-type: none"> <li><input type="radio"/> Yes (20 Points)</li> <li><input checked="" type="radio"/> No (0 Points)</li> </ul> <p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
--	---

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2016 - 03/31/2016
Density:	40,429
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2016 - 12/31/2016
Density:	40,429
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	
Process Description:	

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

Outfall Number:	<b>004</b>	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	04/01/2016 - 06/30/2016	
Density:	17,777	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
Outfall Number:	<b>004</b>	0
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	07/01/2016 - 09/30/2016	
Density:	3,217	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
Outfall Number:	<b>004</b>	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	10/01/2016 - 12/31/2016	
Density:	1,122	
Sample Concentration Amount:	CFU/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:		
Process Description:		
<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p>		

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

Outfall Number:	<b>004</b>
Method Date:	03/31/2016
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	<b>004</b>
Method Date:	12/31/2016
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	<b>004</b>
Method Date:	06/30/2016
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	<b>004</b>
Method Date:	09/30/2016
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	<b>004</b>
Method Date:	12/31/2016
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

0

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> <li>● <input checked="" type="radio"/> &gt;= 180 days (0 Points)</li> <li>○ <input type="radio"/> 150 - 179 days (10 Points)</li> <li>○ <input type="radio"/> 120 - 149 days (20 Points)</li> <li>○ <input type="radio"/> 90 - 119 days (30 Points)</li> <li>○ <input type="radio"/> &lt; 90 days (40 Points)</li> <li>○ <input type="radio"/> N/A (0 Points)</li> </ul> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">None.</div>	

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (Continue with question 2)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No (10 points)</li> </ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes             <ul style="list-style-type: none"> <li><input type="radio"/> Paper file system</li> <li><input type="radio"/> Computer system</li> <li><input checked="" type="radio"/> Both paper and computer system</li> </ul> </li> <li><input type="radio"/> No (10 points)</li> </ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Excellent</li> <li><input type="radio"/> Very good</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Fair</li> <li><input type="radio"/> Poor</li> </ul> <p>Describe your rating:</p>	

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

Detailed work orders are generated weekly for preventative maintenance to be performed on all plant equipment. These work orders include daily, weekly, bi-weekly, monthly, quarterly, semi-annual and annual maintenance on all plant equipment (pumps, blowers, etc.).
--

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## Operator Certification and Education

1. Operator-In-Charge  
 1.1 Did you have a designated operator-in-charge during the report year?  
 Yes (0 points)  
 No (20 points)  
 Name:   
 Certification No:

0

2. Certification Requirements  
 2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes	X			X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)  
 Yes (0 points)  
 No (20 points)

0

3. Succession Planning  
 3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?  
 One or more additional certified operators on staff  
 An arrangement with another certified operator  
 An arrangement with another community with a certified operator  
 An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year  
 A consultant to serve as your certified operator  
 None of the above (20 points)  
 If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. Advanced Certification: <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year.	
---	--

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 80%;" type="text" value="Steve DeQuaker, Treasurer"/></p> <p>Telephone: <input style="width: 30%;" type="text" value="(262) 342-1170"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 80%;" type="text" value="sdequaker@burlington-wi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>	0												
<p><b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b></p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2015"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; border: 1px solid black; text-align: right;">258,287.52</td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">258,287.52</td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	258,287.52	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00	3.2.3 Adjusted January 1st Beginning Balance	\$	258,287.52	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	0.00	
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	258,287.52											
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3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	0.00											

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;"></td> <td style="width:20%; text-align: right; border: 1px solid black;">\$ 20,091.74</td> </tr> </table> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;"></td> <td style="width:20%; text-align: right; border: 1px solid black;">\$ 238,195.78</td> </tr> </table> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">             Waste gas flare replacement project, influent and effluent sampler replacement.         </div> <p>3.3 What amount should be in your Replacement Fund? <span style="float: right; border: 1px solid black; padding: 2px;">\$ 205,000.00</span></p> <p>Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.</p> <p>3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?</p> <p><input checked="" type="radio"/> Yes  <input type="radio"/> No</p> <p>If No, please explain.</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		\$ 20,091.74		\$ 238,195.78	0																				
	\$ 20,091.74																								
	\$ 238,195.78																								
<p>4. Future Planning</p> <p>4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?</p> <p><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below.  <input type="radio"/> No</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:5%;">Project #</th> <th style="width:65%;">Project Description</th> <th style="width:15%;">Estimated Cost</th> <th style="width:15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Phosphorous reduction project - contested case hearing</td> <td style="text-align: right;">50000</td> <td style="text-align: center;">2016</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Phosphorous Treatment, if contested case hearing is lost.</td> <td style="text-align: right;">5000000</td> <td style="text-align: center;">2020</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Waste Gas Flare Upgrades</td> <td style="text-align: right;">50000</td> <td style="text-align: center;">2015</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Plant generator project</td> <td style="text-align: right;">50000</td> <td style="text-align: center;">2015</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Kendall Street Sewer Relay</td> <td style="text-align: right;">884,538.21</td> <td style="text-align: center;">2017</td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Phosphorous reduction project - contested case hearing	50000	2016	2	Phosphorous Treatment, if contested case hearing is lost.	5000000	2020	3	Waste Gas Flare Upgrades	50000	2015	4	Plant generator project	50000	2015	5	Kendall Street Sewer Relay	884,538.21	2017
Project #	Project Description	Estimated Cost	Approximate Construction Year																						
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3	Waste Gas Flare Upgrades	50000	2015																						
4	Plant generator project	50000	2015																						
5	Kendall Street Sewer Relay	884,538.21	2017																						
<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>																									
<p><b>ENERGY EFFICIENCY AND USE</b></p>																									
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p><b>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</b></p> <p>Number of Municipally Owned Pump/Lift Stations: <span style="border: 1px solid black; padding: 2px 10px;">9</span></p>																									

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	47,766	282
February	42,107	586
March	42,599	539
April	41,388	331
May	36,995	78
June	38,134	0
July	32,966	1
August	31,599	1
September	34,203	0
October	30,322	1
November	32,968	64
December	45,838	340
<b>Total</b>	<b>456,885</b>	<b>2,223</b>
<b>Average</b>	<b>38,074</b>	<b>222</b>

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

LED lighting; possible addition of VFD's.

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	169,482	90.18	1,879	196.57	862	11,746
February	148,078	81.45	1,818	139.11	1,064	9,595
March	148,116	90.92	1,629	196.48	754	8,347
April	155,209	95.65	1,623	179.88	863	5,115
May	138,756	89.20	1,556	158.69	874	2,463
June	151,898	81.08	1,873	182.55	832	937
July	155,278	78.04	1,990	174.96	888	840
August	148,357	76.37	1,943	199.80	743	785
September	162,614	72.59	2,240	189.45	858	656
October	149,343	73.70	2,026	226.49	659	1,309
November	159,943	75.04	2,131	195.57	818	2,134
December	152,660	76.59	1,993	200.66	761	6,669
<b>Total</b>	<b>1,839,734</b>	<b>980.81</b>		<b>2,240.21</b>		<b>50,596</b>
<b>Average</b>	<b>153,311</b>	<b>81.73</b>	<b>1,892</b>	<b>186.68</b>	<b>831</b>	<b>4,216</b>

#### 7.1.2 Comments:

## 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## 7.2.2 Comments:

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

##### Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Televise 10% of the collection system; Safety procedures reviewed and updated; repair major I & I areas.

Did you accomplish them?

- Yes
- No

If No, explain:

##### Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

##### Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 09/15/1998

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

##### Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 **2016**

A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation  
 A description of routine operation and maintenance activities (see question 2 below)  
 Capacity assessment program  
 Basement back assessment and correction  
 Regular O&M training  
 Design and Performance Provisions [NR 210.23 (4) (e)]  
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?  
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements  
 Construction, Inspection, and Testing  
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]  
 Does your emergency response capability include:  
 Responsible personnel communication procedures  
 Response order, timing and clean-up  
 Public notification protocols  
 Training  
 Emergency operation protocols and implementation procedures  
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]  
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="17.4"/>	% of system/year
Root removal	<input type="text" value="5"/>	% of system/year
Flow monitoring	<input type="text" value="5"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="10"/>	% of system/year
Manhole inspections	<input type="text" value="25.6"/>	% of system/year
Lift station O&M	<input type="text" value="52"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="2"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

Private sewer I/I removal	<input style="width: 80%;" type="text" value="1"/>	% of private services
River or water crossings	<input style="width: 80%;" type="text" value="20"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input style="width: 100%; height: 100%;" type="text"/>		

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

33.289	Total actual amount of precipitation last year in inches
33.74	Annual average precipitation (for your location)
57.66	Miles of sanitary sewer
9	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
12	Number of complaints
2.681	Average daily flow in MGD (if available)
3.188	Peak monthly flow in MGD (if available)
<input style="width: 80%;" type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.21	Complaints (number/sewer mile)
1.2	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

# Compliance Maintenance Annual Report

**Burlington Water Pollution Control**

Last Updated: Reporting For:  
5/5/2017 **2016**

<ul style="list-style-type: none"> <li>● No</li> </ul> <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">None.</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 2px;">Sanitary sewers are televised on an annual basis. Repairs and/or upgrades are made to address any problem areas.</div>	
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<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## Grading Summary

WPDES No: 0022926

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>148</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:  
5/5/2017 2016

## Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text" value="City of Burlington Common Council"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):</b>	
Influent Flow and Loadings: Grade = A	<input type="text"/>
Effluent Quality: BOD: Grade = A	<input type="text"/>
Effluent Quality: TSS: Grade = A	<input type="text"/>
Effluent Quality: Ammonia: Grade = A	<input type="text"/>
Effluent Quality: Phosphorus: Grade = A	<input type="text"/>
Biosolids Quality and Management: Grade = A	<input type="text"/>
Staffing: Grade = A	<input type="text"/>
Operator Certification: Grade = A	<input type="text"/>
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS</b> (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 4.00</b>	
<input type="text"/>	



**DATE:** June 20, 2017

**SUBJECT:** MOTION 17-876 to approve an Airport Hangar Lease with BBS Investments, LLC for 707 Airport Road, at the Burlington Municipal Airport.

**SUBMITTED BY:** Gary Meisner, Airport Manager

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**BACKGROUND/HISTORY:**

The Airport Committee met on April 27, 2017 and recommends that the City enter into a not-to-exceed twenty-nine year Airport Hangar Lease agreement with BBS Investments, LLC for 707 Airport Road.

The amount of the lease equals the sum of \$.115 per square foot with a total of 4,032 square feet, equaling \$463.68, prorated in the first and last years of the Lease with the first-year payment of \$0 due at signing, and payable thereafter in advance of the 1<sup>st</sup> day of January of each and every consecutive year of the lease term commencing January 1, 2018.

**BUDGET/FISCAL IMPACT:**

An annual payment of \$463.68 will be paid to the City each year by January 1 for lease of the hangar.

**RECOMMENDATION**

Staff recommends approval of this Airport Hangar lease with BBS Investments, LLC.

**TIMING/IMPLEMENTATION:**

This item was discussed at the June 6, 2017 Committee of the Whole meeting and placed on the June 20, 2017 Common Council agenda for final consideration.

**ATTACHMENTS:**

Airport Hangar Lease

## AIRPORT LEASE

This lease Agreement, made and entered into this 1st day of April, 2017 by and between the City of Burlington, State of Wisconsin, a municipal corporation existing through and under the authority of the laws of the State of Wisconsin, hereinafter referred to as "Lessor", and BBS Investments, LLC whose mailing address is 1012 West Wisconsin Ave Oconomowoc, WI 53066 hereinafter referred to as "Lessee"; the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

### ARTICLE 1 PREMISES SUBJECT TO LEASE

The premises subject of this Lease are:

That part of the hangar area of the Burlington Municipal Airport delineated on the official map of the Burlington Municipal Airport maintained at the office of the City Clerk at City Hall and identified as 707 Airport Rd. This Lease does include use of City Water.

### ARTICLE 2 TERM

The term of this Lease shall be from April 1, 2017 to March 31, 2046 [not to exceed 29 years] both dates inclusive. This Lease shall be automatically renewed for successive ten-year periods thereafter upon mutually agreed-upon terms and approval of the renewal shall not be unreasonably withheld by the Lessor. This Lease is not transferable, See Article 5, Section G.

### ARTICLE 3 RENT

The Lessee shall pay to the Lessor as rent for the Leased Premises the sum of \$ .115cents per square foot for the leased area, which contains a total of 4032 square feet, for a total amount of \$ 463.68, prorated in the first and last years of the Lease with the first-year payment of \$ 0 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2018 subject to the provisions set forth in Article 5, Section A.

### ARTICLE 4

Lessee agrees that rent charged is based on intended:

\_\_\_\_\_ Personal Use, defined as the use of the Leased Premises in a manner which does not meet the definition of Commercial Use; or

XX Commercial Use, defined as the operation of an airport-related business, which is open to the public, on or in the Leased Premises.

Lessee may change the intended use to that of another type, to be effective the following January 1<sup>st</sup>, if Lessee petitions the Airport Committee in writing no later than December 10<sup>th</sup> and the Committee approves the change no later than its December meeting. See also Article 5, Section F.

## ARTICLE 5

### ADDITIONAL PROVISIONS

- A. RENTAL INCREASES.** The Lessor may adjust the rental charge rate in the year 2010 and every five years thereafter, as determined by the Airport Committee in the same proportion as the cumulative change in the Consumer Price Index for all urban customers (CPI-U) over the same time period. In the event of a rate change, Lessor shall give Lessee sixty (60) days advance notice.
- B. IMPROVEMENTS.** Lessee agrees to erect on the Leased Premises a hangar, if not already constructed, and shall comply with all ordinances, building codes, and zoning restrictions for said airport, and the rules, regulations, and orders of the Airport Committee relative thereto.
- C. USE OF FACILITIES.** Lessee shall have the right to the non-exclusive use in common with others of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to approval of the Airport Committee, all equipment necessary for the safe hangaring of the Lessee's planes, specifically excluding any aviation gasoline or fuel; the right of ingress to or egress from the demised premises, which shall extend to Lessee's employees, guests and patrons; the right, in common with others so to do, to use common areas of the airport including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft of Lessee. Lessee shall not store any equipment or other material outside of its hangar without the written consent of the Airport Committee.
- D. COMPLIANCE WITH LAWS.** Lessee agrees to observe and obey during the term of this Lease all laws and ordinances, and the rules and regulations promulgated and enforced by the Airport Committee of the City of Burlington, and other proper authority having jurisdiction over the conduct of the operations of the airport including city, county, state and federal agencies or departments.
- E. INDEMNIFICATION.** Lessee agrees to indemnify and hold the Airport Committee and the City of Burlington free and harmless from loss from each and every claim and demand, of whatever nature, made on the behalf of or by any person or persons for any act or omission on the part of the Lessee, or Lessee's agents, employees, guests and patrons and from all loss or damage by reason of such acts or omissions.
- F. SUBLEASE-RENTAL OF PREMISES.** Lessee may sublet portions of the hangar constructed on the Leased Premises for the same purposes as stated in this Lease, subject to this policy of the Airport Committee relative to rental rates: It is agreed and understood by Lessee that the rate agreed to in this Lease is for (choose one) \_\_\_\_ personal use \_\_XX commercial use. Under this agreement it is understood by the parties that if property is sublet, the appropriate rate will be applied to this Lease from the following January 1. In the event that Lessee fails to disclose a sublease, he agrees to pay the City the amount of the increased rental for the period of any failure to so disclose.

In the event Lessee does enter into a sublease, Lessee shall require any subtenant to abide with all of the conditions of this lease agreement including the requirement that the subtenant shall hold the Airport Committee and the City of Burlington free and harmless from any loss for each and every claim or demand, of whatever nature, made by the subtenant against the Lessee

herein or on behalf of or by any other person or persons for any act or omission on the part of the Lessee or subtenant or their agents or employees, or for any loss or damage by reason of such acts or omissions by the Lessee or its subtenant.

**G. OWNERSHIP OF IMPROVEMENTS.** Lessee shall retain title to all building or buildings constructed on said premises and such title shall be transferable subject to the Common Council's approval of a new Lease by and between the City of Burlington and the proposed transferee.

**H. MAINTENANCE.** Lessee shall maintain the structure(s) it occupies and the surrounding land and premises in good order and shall make such repairs as are necessary. In the event of fire or any other casualty, the owner of any such structure so affected shall either repair or replace the building and restore the leased land to its original condition or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. In the event that Lessee determines not to rebuild and in fact restores the Leased area to its original condition, this Lease may be terminated pursuant to Article 5, Section U(3).

In the event Lessee fails to comply with this provision, Lessor may, after thirty (30) days notice to the Lessee, enter onto the premises for the purpose of completing said maintenance, making such repairs as are necessary, or restoring the leased land to its original condition. In the event Lessor does so, Lessor shall charge the Lessee the cost of any such maintenance or repairs. If Lessee refuses to pay any such charge within thirty (30) days, Lessor shall have the right to terminate this lease. See Article 5, Section U. In the event the Lessor removes Lessee's hangar under this section, Lessor shall proceed to enforce its lien rights pursuant to Article 5, Section U.

**I. ACCESS FOR INSPECTION.** Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

**J. FIRE AND POLICE PROTECTION.** Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants of facilities in the airport. Lessee shall arrange for annual inspection of the hangar sites and buildings by the local fire inspector, or at such other frequency as required by state statute.

**K. TAXES.** Lessee shall pay all taxes or assessments that are levied against personal property of the Lessee and/or the buildings which are erected on lands leased exclusively to Lessee. In the event that said personal property taxes are not paid 30 days after becoming due, Lessee shall be considered in default of this Lease. See Article 5, Section M.

**L. ADVERTISING.** Lessee agrees that no sign or advertising matter may be erected without the written consent of the Lessor.

**M. DEFAULT.** If Lessee fails to pay rent when due, or commits waste or breaches any other covenant or condition of this Lease, Lessor shall give Lessee notice to pay the rent, repair the waste or comply with the Lease on or before a date at least 30 days after the giving of the notice, and that failure to comply will result in the termination of the tenancy. If the tenancy is so terminated, Lessor shall proceed under Article 5, Section U.

**N. FUTURE DEVELOPMENT.** Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the

Lessee and without interference or hindrance from Lessee. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport; together with the right to direct and control all activities of the Lessee in this regard.

Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against construction, together with the right to prevent the Lessee from erecting, or permit to be erected, any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

**O. RESTRICTIONS.** Lessor will not exercise or grant any right or privilege which would operate to prevent the Lessee from performing any services on its aircraft with its own employees that it may choose to perform. These services shall include, but are not limited to, maintenance and repair. Lessee may not provide any type of maintenance or service to aircraft not owned by Lessee upon said Leased Premises .

**P. PREEMPTION OF LEASE.** During the time of war or national emergency, Lessor shall have the right to lease the landing area, or any part thereof, to the United States Government for military or naval use; and if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government shall be suspended.

All leases shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

**Q. NON-DISCRIMINATION.** The Lessee, for himself or successors in interest and assigns, as a part of the consideration hereof, does hereby covenants and agree that: (1) no person, on the grounds of race, color, religion, or national origin, shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination in the use of the leased facilities of the City of Burlington Municipal Airport; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination; (3) the Lessee shall use the premises in compliance, as applicable, with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Sub-Title A, Office of the Secretary, Part 2I, Non-Discrimination, in federally assisted programs of Title VI of the Civil Rights Act of 1964, and as said regulation may be amended.

**R. HAZARDOUS SUBSTANCE INDEMNIFICATION.** Lessee represents and warrants that its use of the Premises herein will not generate any Hazardous Substance, and it will not store or dispose on the Premises nor transport to or over the Premises any Hazardous Material or Substance in violation of any applicable federal, state, or local law, regulation or rule then presently in effect. Lessee further agrees to hold the City of Burlington harmless from and indemnify the City of Burlington against any release of such Hazardous Substance and any damage, loss, or expense or liability resulting from such release, including all attorney's fees, costs and penalties incurred as a result thereof which was caused by Lessee or any of its employees or agents. "Hazardous Substance" shall be interpreted broadly to mean any substance or material defined as a radioactive substance, or other similar term by any

federal, state or local environmental law, regulation or rule presently in effect or promulgated in the future, as such laws, regulations or rules may be amended from time to time, and it shall be interpreted to include, but shall not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

The City of Burlington represents and warrants that it has no knowledge of any Hazardous Substance existing on the Owned Premises in violation of any applicable federal, state or local law, regulation or rule. The City of Burlington further agrees to hold Lessee harmless from and indemnify Lessee against any damage, loss, or expense or liability resulting from the existence on the Owned Premises of any such Hazardous Substance, including all attorneys' fees, costs and penalties incurred as a result thereof, unless caused by Lessee, any other Lessee, or any of their employees, agents, guests or patrons.

**S. INSURANCE.** The Lessee agrees that it will deposit with the Lessor a policy of comprehensive liability insurance. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of \$1,000,000 for each occurrence and in the amount of \$2,000,000 aggregate, which shall name the Lessor as an additional insured. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the Lease unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

**T. SNOW REMOVAL POLICY.** The Lessor's and the Lessee's responsibilities for snow removal are defined under the City of Burlington's Snow Removal Policy. This Policy was adopted by a resolution of the Burlington Common Council. This policy may be amended or updated at any time without notification. Each party agrees to abide by the then-current terms of said Policy.

**U. TERMINATION.** (1) By Default. In the event that Lessee defaults under Article 5, Sections H., M., or S., or by other operation of law, the tenancy shall be terminated, Lessor shall have the right to re-enter or repossess the leased property, either by force, summary proceedings, surrender, or otherwise, and dispossess and remove there from Lessee, and its effects, without being liable to any prosecution therefore, and Lessee shall surrender possession of the premises, and Lessee hereby expressly waives the service of notice of intention to re-enter or of instituting legal proceedings to that end.

(2) By Expiration. In the event that this Lease is terminated pursuant to Article 2 hereof, Lessee shall either: a. Sell its hangar to a third party, and the buyer thereof shall enter into a new Lease with the City of Burlington, which sale and transfer shall not be effective until and unless approved by the Common Council; or b. By or before the last date of the term of the Lease, remove its hangar and all equipment and restore the premises to the condition it was in prior to the construction of the hangar.

(3) By Mutual Consent. This Lease may be terminated by the mutual consent of the parties, upon the entry into a new Lease or such other terms and conditions agreed to as evidenced by the signatures of the parties hereto.

(4) Lien Rights. Lessor shall, in any event, have liens on Lessee's hangar and other personality, including Lessee's aircraft, pursuant to Wis. Stat. §§ 704.05(5) and 779.43(3), and shall enforce such liens as provided by law, but shall have, in addition to those rights provided by Wis. Stat. § 704.05(5)(a) 1. and 2., the right to demand payment of past due rent and/or other charges due from Lessee under the terms of this Lease for release of the lien, or apply the

proceeds of sale to past due rent and/or other charges due from Lessee under the terms of the Lease.

V. GENERAL PROVISIONS. The following provisions shall apply to this Agreement:

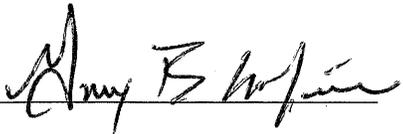
- (1) Rights and liabilities of the parties shall bind and inure to the benefit of their personal representatives, heirs, successors and assigns.
- (2) This agreement constitutes the entire agreement pertaining to the subject matter and supersedes all prior and contemporaneous agreements of the parties in connection therewith.
- (3) In construing this Lease, feminine or neuter pronouns may be substituted for those masculine in form and vice versa and plural terms may be substituted for singular and singular for plural in any place in which the context so requires.
- (4) The captions contained in this Agreement are for reference only and do not form part of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals they day and year first herein written.

Approved by the Airport Committee on: 4/27/17

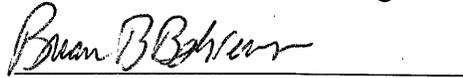
AIRPORT MANAGER:

LESSEE:



Signature

Gary B. Meisner  
Print (or type) name



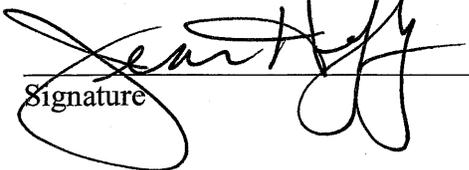
Signature

Print (or type) name

BRIAN B. BEHRENS

Approved by Common Council on: 5/16/2017

CITY OF BURLINGTON

  
Signature

MANAGING MEMBER

Title