



CITY OF BURLINGTON

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

AGENDA COMMON COUNCIL

Tuesday, December 5, 2017

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

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

Student Representatives:

Gabriel King, Burlington High School
Jack Schoepke, Burlington High School

1. **Call to Order / Roll Call**
2. **Pledge of Allegiance**
3. **Citizen Comments**
4. **Chamber of Commerce Representative and Rescue Squad Representative**
5. **Approval of Minutes** (*T. Bauman*)
 - A. Approval of Minutes from the November 21, 2017 Common Council meeting.
6. **Letters and Communications** - There are none.
7. **Reports by Aldermanic Representatives and Department Heads**

8. **Reports** *(S. Kott)*

A. **Approval of Reports 1-6:**

1. Airport Committee Minutes - 6/22/2017
2. Burlington Housing Authority Minutes - 10/19/2017
3. Burlington Public Library Minutes - 10/24/2017
4. Historic Preservation Commission Minutes - 10/26/2017
5. Historic Preservation Commission Minutes Special - 11/1/2017
6. Committee of the Whole Minutes - 11/21/2017

9. **Payment of Prepays and Vouchers** *(E. Johnson)*

A. Approval of Prepays and Vouchers for bills accrued through December 5, 2017:

Total Prepaid:	\$ 48,714.13
Total Vouchers:	\$142,832.95
Grand Total:	<u>\$191,547.08</u>

10. **Licenses and Permits** *(B. Grandi)*

A. Approval of Licenses and Permits as submitted.

11. **Appointments and Nominations**

A. Appointment of Election Inspectors for a two-year term beginning from January 1, 2018 to December 31, 2019. *(R. Dawdziak)*

12. **PUBLIC HEARINGS:**

13. **RESOLUTIONS:**

- A. **Resolution 4870(28)** - to approve wage increases for Chief Inspectors from \$8.75 to \$11.00 per hour and Election Inspectors from \$7.25 to \$9.00 per hour. *(J. Schultz)*
- B. **Resolution 4872(30)** - to consider adoption of the 2018 Annual Budget for the City of Burlington.

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

15. **MOTIONS:**

A. **Motion 17-882** - to consider approving a Downtown Historic District Façade Improvement Grant Policy. *(T. Preusker)*

16. **ADJOURN INTO CLOSED SESSION** (*T. Bauman*)
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; and,
Wis. Stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- To consider employment and compensation of specific Police Department dispatch employees.
17. **RECONVENE INTO OPEN SESSION** (*S. Kott*)
18. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
Consideration and possible action on recommendation for matters discussed in Closed Session by the Common Council.
19. **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 REGULAR

ITEM NUMBER 5A

DATE: December 5, 2017

SUBJECT: Common Council Minutes for November 21, 2017.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the November 21, 2017 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

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

TIMING/IMPLEMENTATION:

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

Attachments

CC Minutes



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

**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, November 21, 2017**

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

Mayor Jeannie Hefty called the meeting of the Common Council to Order on Tuesday, November 21, 2017 at 6:40 p.m. starting with Roll Call. Present: Kott, Johnson, Grandi, Dawidziak, Schultz, Preusker, Bauman. Excused: Vos.

Student Representatives Present: Gabriel King, Jack Schoepke. Excused: None.

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Director of Finance Steve DeQuaker, Police Chief Mark Anderson, DPW Director Peter Riggs, and Library Director Joe Davies.

2. **Pledge of Allegiance**

3. **Citizen Comments**

4. **Chamber of Commerce Representative and Rescue Squad Representative**

There were none.

5. **Approval of Minutes**

A motion was made by Alderman Preusker with a second by Alderman Bauman to approve the November 7, 2017 Common Council minutes. With all in favor, the motion carried.

6. **Letters and Communications** - There were none.

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

Mayor Hefty reminded everyone that the Annual Christmas Parade is December 1 and asked who would be participating.

Alderman Johnson commented on the new signage at Martin Square, and said it looked really nice.

Administrator Walters stated that John's Disposal would not be increasing their rates and thanked Nate from John's Disposal for their service and extra help during the flood.

Alderman Bauman asked how much longer leaves would be picked up. DPW Director

Peter Riggs replied that leaf pick up would continue until the snow starts to fall and the crews are no longer able to continue picking up leaves.

8. **Reports**

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

9. **Payment of Prepaids and Vouchers**

A motion was made by Alderman Kott with a second by Alderman Johnson to approve Prepaids and Vouchers as presented. Roll Call: Aye - Kott, Johnson, Grandi, Dawidziak, Schultz, Preusker, and Bauman. Nay - None. Motion carried 7-0.

10. **Licenses and Permits**

A. **Denial of Operator's License**

A motion was made by Alderman Johnson with a second by Alderman Schultz to deny the issuance of an Operator's License to Desiree Brit. Roll Call: Aye - Johnson, Grandi, Dawidziak, Schultz, Preusker, Bauman, Kott. Nay - None. The motion carried 7-0.

B. **Approval of Licenses and Permits**

A motion was made by Alderman Grandi with a second by Alderman Preusker to approve Licenses and Permits as presented. With all in favor, the motion carried.

11. **Appointments and Nominations** - There were none.

12. **PUBLIC HEARINGS:**

- A. A motion was made by Alderman Dawidziak with a second by Alderman Preusker to hear comments and concerns from the public regarding the 2018 Annual Budget. With all in favor, Mayor Hefty opened the Public Hearing at 6:50 p.m. There were no comments.

A motion was made by Alderman Dawidziak, with a second by Alderman Bauman, to close to the Public Hearing. With all in favor, Mayor Hefty closed the Public Hearing at 6:50 p.m.

13. **RESOLUTIONS:**

- A. **Resolution 4868(26)** - approving Contract Change Order Number Three with Reesman's Excavating and Grading, Inc. for the 2017 Street and Sidewalk Improvement Program in the amount of \$13,213.66.

A motion was made by Alderman Schultz with a second by Alderman Kott to approve Resolution 4868(26). Roll Call: Aye - Schultz, Preusker, Bauman, Kott, Johnson, Grandi, Dawidziak. Nay - None. The motion carried 7-0.

- B. **Resolution 4869(27)** - A resolution Authorizing the Issuance and Sale of \$1,495,000 General Obligation Promissory Notes, Series 2017D.

A motion was made by Alderman Preusker with a second by Alderman Dawidziak to approved Resolution 4869(27). Roll Call: Aye - Preusker, Bauman, Kott, Johnson, Grandi, Dawidziak, Schultz. The motion carried 7-0.

- C. **Resolution 4871(29)** - to consider approving an Extraterritorial Zoning (ETZ) Certified Survey Map (CSM) application for property located at 34525 Walburg Lane in the Town of Burlington.

A motion was made by Alderman Bauman with a second by Alderman Grandi to approve Resolution 4871(29). With all in favor, the motion carried.

14. **ORDINANCES:** There were none.

15. **MOTIONS:** There were none.

16. **ADJOURN INTO CLOSED SESSION** (*S. Kott*)

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.

- Discussion of a possible Intergovernmental Agreement with Racine County for consolidated joint dispatch services..

17. **RECONVENE INTO OPEN SESSION**

A motion was made by Alderman Johnson with a second by Alderman Schultz to reconvene into Open Session. With all in favor, the meeting reconvened at 7:18 p.m.

18. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**

Consideration and possible action on recommendation for matters discussed in Closed Session by the Common Council.

There was no action.

19. **ADJOURNMENT**

A motion was made by Alderman Dawidziak with a second by Alderman Grandi to adjourn the meeting. With all in favor, the meeting adjourned at 7:18 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: December 5, 2017

SUBJECT: REPORTS 1-6

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Airport Committee Minutes - 6/22/2017
2. Burlington Housing Authority Minutes - 10/19/2017
3. Burlington Public Library Minutes - 10/24/2017
4. Historic Preservation Commission Minutes - 10/26/2017
5. Historic Preservation Commission Minutes Special - 11/1/2017
6. Committee of the Whole Minutes - 11/21/2017

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approve the submitted reports.

TIMING/IMPLEMENTATION:

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

Attachments

- Airport Minutes
 - BHA Minutes
 - Library Meeting Minutes
 - HPC Minutes
 - HPC Minutes - Special
-



City of Burlington Airport Committee Minutes

Date: June 22, 2017

Meeting was called to order at 6:03 pm at the BUU Terminal Building

Present: Jerry DeLay
Alderman Todd Bauman
David Uhen
Rob Bach
Arlene Runkel

Excused: Gary Meisner
Annette Rule

Motion was made by Rob Bach, seconded by Arlene Runkel, to approve the April 27, 2017 minutes as written. Motion carried.

Open Floor Audience comments: None

New Business: Motion was made by David Uhen, seconded by Arlene Runkel, to proceed with a consulting firm for location of additional hangar space directly west of Runway 01/19. Motion carried.

Motion was made by Rob Bach, seconded by Jerry DeLay, to proceed with an invitation to the Burlington Chamber of Commerce to hold Burlington Business After Hours at BUU August 10, 2017. Motion carried

There being no further business, motion was made by Arlene Runkel, seconded by Rob Bach, to adjourn the meeting. Motion carried.

Meeting was adjourned at 6:25 PM

Next meeting will be July 27, 2017 at 6:00 PM.

Respectfully submitted,
Arlene Runkel
Committee Secretary

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
October 19, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, October 19, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Petersen and Manager Eileen Olson.

Minutes from the regular monthly meeting held September 21, 2017, were reviewed and approved as written with a motion by Heck, seconded by Petersen, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of September 30, 2017. (See statement balance sheet). Patrick Romenski will start our annual audit in November.

OCCUPANCY REPORT: Manager Olson reported 44 on the waiting list for one bedroom units and 10 for two bedroom units.

BUILDING AND MAINTENANCE:
Blinds were installed in 23 apartments on the south and east side Oct. 18th.

Troy Ketterhagen hopes to complete the new sidewalk from the parking lot to the property line by year end if weather permits.

Attic fans have been received and will be installed this month by Mathers, with Kuchenbecker Electric doing the power connections.

A fire drill was held October 17th for the tenants.

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

NEW BUSINESS: The Board reviewed several resumes for the manager position and discussed steps to move forward. Resumes will be accepted through 11/15/17.

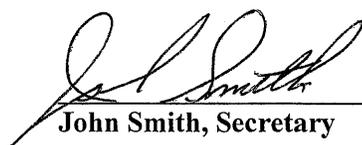
Motion made and approved to increase wage for part-time housekeeping employee by 50 cents an hour effective 11/1/17.

RESIDENT COMMENTS: Discussion on moving tenant from a two bedroom to a one bedroom apartment.

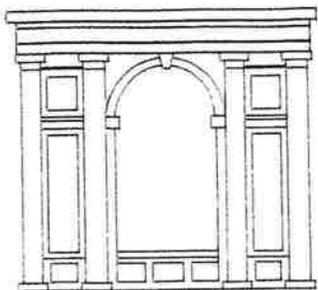
UNFINISHED BUSINESS: None

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:30 P.M. The next monthly meeting is tentatively scheduled for November 15, 2017 at 6:00 p.m.



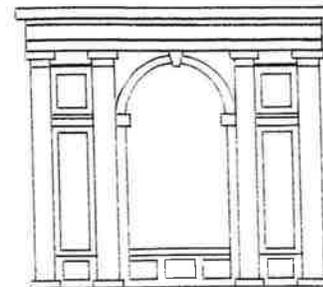
John Smith, Secretary



Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105
(262) 342-1130 • Fax (262)-342-1198

www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 24, 2017 in the Burlington Public Library Meeting Room. Present were Bridget Savaglia, Peter Smet, Tom Preusker, and Megan Barker. Absent were Rosemarie Buse, Lori Haas, Jordan Debbink, and Ellen Blair. Also present were Director, Joe Davies, Administrative Assistant, Linda Berndt, and Automation System Administrator, Tammy McCarthy.

- Savaglia called the meeting to order at 4:36 pm.
- Minutes of the September 26, 2017 meeting were approved. Preusker moved approval, Smet seconded. Motion passed.
- Smet moved and Barker seconded the motion to approve the October 2017 General Fund Bills, Prepaids, Reimbursements, and General Deposits. Motion passed.
- Smet moved and Barker seconded the motion to approve the October 2017 Trust Fund Bills and Deposits. Motion passed.

Trustee Essentials Training

Trustee Essential #17 will be discussed later in the meeting.

Committee Reports

There is no report at this time.

Federated Library Report

- Trustee Appreciation Dinner is scheduled for Thursday, November 2nd at 5:00 at Hawksview Golf Course. They will have a speaker on Library strategies. Savaglia and Davies are attending and Barker may be attending.
- Davies and Savaglia attended the meeting with Federal and State Legislators on October 16th. Savaglia said that it was a good discussion. There was great conversation and the Legislators left with lots of good library information.

Director's Report

- Overview of WLA Conference Attendance.
 - Davies said that there were really cool sessions. There was one on creative problem solving. There was a lot on managing changes in Libraries. Puccini participated in the session with Author, Linda Lucus. Her

program is all about girls in computer programming. We are buying her books and Jen is doing this program.

- Budget Presentation to Common Council
 - Davies said that he talked about the goals and accomplishments that were achieved. Preusker discussed that the correct way is to balance our Revenue with our expenditures and we are to budget as close to what is needed. If you come in under budget you get penalized. Preusker also said that Pat Romenesko has been the City's Auditor for many years. He also said that the Library Budget was well received by the City Council.
- Monthly statistics Report
 - Overdrive usage is up
 - Zinio count is up
 - The Hotspot usage is down some because we used to have 17 units and now we have 11 units.
 - The walk-in count was up
 - Monthly Circ is up

Old Business

There is no Old Business at this time.

New Business

- Discussion of changing library board meeting time to 6:30 p.m.
 - The Board discussed the possibility of changing the time of the meeting to 6:30. Those in attendance said that the time change would not be a problem for them. This would help with the prospective new Board members. The early meeting time was an issue with previous possible new members. It was suggested that it be put on the November Agenda to start in January 2018 with the 6:30 meeting time.
- Adoption of 2018 Calendar of Library Closing dates and also 2018 Library Board of Trustees Meeting Calendar.
 - Preusker moved for the adoption of the 2018 Library Closing Dates and the 2018 Library Board Meeting dates as presented on the handout. Motion passed.
- Approval of purchase of new Book/AV Drop
 - Davies explained the dual model on the handout that would be a middle of the road model and would work well for the library. It has a cushioned cart that fits inside the unit so there is less damage to materials as they drop in the bin. There are a total of 3 carts that come with the unit. If the unit is damaged or dented they can remove one panel and replace it rather than the whole unit. Smet suggested talking to a stainless steel fabricator that works in the Burlington Industrial Park, he may be able to make the unit cheaper. They talked about the locking mechanism being the most difficult part of the book drop. There quite often freezes because of the weather. Also the book drop chute also is difficult so water does not get inside the unit. Davies will talk to the person and see if it can be done. Smet moved to not exceed \$9,500.00 for a book drop box and also check out the local fabricator. Preusker seconded the motion and the motion passed.

Trustee Essentials Training #17 – Membership in the Library System

We get a lot of good stuff from our system
Library systems – how they got created
Cooperation vs. competition

Other states – some have to pay lots of money for a library card
Delivery – share books – benefit for the patrons
Burlington gets City funding – more than other communities

Meeting was adjourned at 5:25 p.m. Preusker moved, and Barker seconded. Motion passed.

Our next meeting will be on Tuesday, November 28th at 4:30 p.m. in the basement meeting room at the Burlington Public Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tom Preusker', with a long, wavy horizontal line extending to the right.

Tom Preusker
Aldermanic Representative



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, October 26, 2017**

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

CITIZEN COMMENTS

Judith Schulz, 533 Milwaukee Avenue, stated the paint color on the pipe on the side of the building at Rugans, 597 N. Pine Street, does not match the brick color. Commissioner Erickson and Aldermanic Representative Kott explained they both agreed that it was a great attempt to match the brick and approved it. Commissioner O'Brien stated there will never be a perfect match since the color change depends on the shadows from the natural light and the substrate depends on what surface the paint is placed on. Ms. Schulz commented the fresh air intake has not been painted to match the windows, but perhaps the owner should consider not painting it because paint could make it stand out more and might look better if it stays the way it is.

APPROVAL OF MINUTES

Commissioner Erickson moved, and Alderman Kott seconded to approve the minutes of September 28, 2017.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. Downtown Historic District Façade Improvement Grant Policy for finalization.

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Erickson stated Megan Watkins, Director of Administrative Services, revised changes to the new Façade Improvement Grant Policy, such as adding a definition section which came out of the code and everything will be re-numbered accordingly. The Commissioners thought all changes were good.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approval to the Common Council as presented.
- Ms. Schulz gave handouts on her thoughts of what should be changed, which will be kept on file for the record. Chairman Stelling stated this policy has not been changed in over 20 years

and feels this corrected policy works and some façades will be taken on a case-by-case basis. Commissioner Erickson stated that Ms. Watkins worked very hard on these improvements and feels they are no necessary changes.

- All were in favor and the motion carried.

B. Review of Mercantile north wall.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the Certificate of Appropriateness for the north wall, green wall, at 425 N. Pine Street expired October 22, 2017. Aldermanic Representative Kott stated the extension should not be a whole year, maybe 2 or 3 months. Commissioner Erickson commented he did not want to rescind the grant, because otherwise the façade would never be completed. Commissioner O'Brien questioned if the wall would be chemically cleaned. Commissioner O'Brien also mentioned that Shad Branen, owner, has already been given ample time to take care of this wall. Chairman Stelling stated the brick cannot be painted now, being that there is no insulation and come warmer weather, the paint will fall off. Chairman Stelling stepped down from voting. Commissioner O'Brien asked if the brick could be brought back to its original brick state since the paint will eventually come off.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to allow the owner, Shad Branen, until December 31, 2017 to let the commissioners know if he agrees to chemically clean the façade with a completion date of June 30, 2018 or the grant will be rescinded.
- All were in favor and the motion carried.

NEW BUSINESS

A. 316-344 N. Pine Street

1. Certificate of Appropriateness for the front and rear façade

- Commissioner Stelling introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the owner proposes to do maintenance work to the façade such as; repaint, replace broken windows and rotten lumber. Commissioner Erickson asked if the plywood in the rear is staying and being repainted. Mr. Guidry replied yes, it is being repainted and there are no changes to the façade. Aldermanic Representative Kott suggested when the front windows get replaced, to keep the same color placement. Commissioner O'Brien asked that the owner or contractor be present to answer questions as to what exactly is being replaced or repaired and with what.

- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to table the Certificate of Appropriateness along with the front and rear façade grant applications until the next meeting that they will attend.
- All were in favor and the motion carried.

B. 557 N. Pine Street – Arcade Driving School

1. Certificate of Appropriateness for the front façade

- Chairman Stelling introduced and opened this item for discussion.
- Michelle Petersen, owner, explained the storefront windows and store door will be replaced, the façade repainted, the apartment door will be repainted, the awning canvas will be replaced and the existing signage on the storefront window will not be going back on. The front door will be the same door as 120 E. Chestnut Street. Commissioner Erickson questioned if both the upper and lower windows are being replaced. Ms. Petersen responded the upper windows are not being touched. Mr. Guidry asked if the front door will have a higher kick-plate. Ms. Petersen stated the wood framed doors with windows are made with a lower kick-plate, whereas the aluminum doors are made with the higher kick-plate. Chairman Stelling stated wood doors are now made with the higher kick-plate.
- Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness with the higher kick-plate.
- Ms. Petersen questioned as to why the lower kick-plate door was approved at 120 E. Chestnut Street about 2 years ago. Mr. Guidry replied he has learned more about the styles since then.
- All were in favor and the motion carried.

2. Façade Grant application for the front façade

- Chairman Stelling introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant Program application in the amount of \$5,000, but not to exceed \$5,000.
- Roll call: Chairman Tom Stelling; Aldermanic Representative Susan Kott; Commissioner Jeff Erickson; and Commissioner Kevin O'Brien.
- 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.
- Commissioner Stelling stated there is a pending grant for 316-344 N. Pine Street in the amount of \$7,550, which was tabled, and 557 N. Pine Street was approved for \$5,000 leaving approximately \$4,200 for the remaining balance.
- Commissioner Erickson asked as to when the Council could request more grant money for next year. Aldermanic Representative Kott stated she will ask Council for the same as last year, which was \$50,000. Ms. Watkins stated some downtown groups have already requested \$75,000.
- Chairman Stelling asked if anyone else had news to add.
- Aldermanic Representative Kott stated that Burly Duck (old Coaches) have pulled out of the business since they will not be spending money for a sprinkler system.
- Mr. Guidry stated the laundromat is looking awful and needs to come before the Historic Preservation Commission. Commissioner Erickson replied there is not enough grant money available.
- Ms. Watkins stated a student representative will be appointed November 7, 2017 and will be able to attend the November 30, 2017 meeting.

ADJOURNMENT

Commissioner Erickson moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 7:26 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



**HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING MINUTES
WEDNESDAY, NOVEMBER 1, 2017**

The meeting was called to order by Commissioner Darrel Eisenhardt at 6:31 p.m. Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell were present. Chairman Tom Stelling and Aldermanic Representative Susan Kott were excused.

CITIZEN COMMENTS

None

OLD BUSINESS

A. 316-344 N. Pine Street

1. Certificate of Appropriateness for the front and rear façade

- Commissioner Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the owner proposes to do maintenance work to the front and rear façade such as; repaint, replace broken windows and rotten lumber. Mr. Guidry explained the upper and lower windows in the front façade will be either repaired or replaced and painted brown. The air conditioning unit above 332 N. Pine Street will be removed and replaced with matching transom windows. The storefront doors will be repaired or replaced, then sanded, stained and varnished. Mr. Guidry stated the lumber below the storefront windows, across the whole building, will be repaired and painted Canary Grass for the interior and Toasted Sesame for the border. Gus De Boey, contractor, stated any tiles that are missing or damaged will be replaced in the entryway. Mr. Guidry stated both front and rear fire escapes will be painted black.
- Mr. Guidry explained that the rear windows will be repaired and painted brown, and five screens will be replaced with brown storm windows to match. Mr. De Boey stated all 3 doors in the rear will be painted brown. Commissioner O'Brien asked if the air conditioning unit in the rear still functions. Mr. De Boey replied yes, it is currently in working condition. Commissioners O'Brien and Veronico would like to see windows in place of the plywood. Commissioner Eisenhardt suggested maybe a lighter color on the plywood instead of brown. Mr. Guidry explained for the rear façade, the window frames, as well as the door frames, are painted Afternoon Tea with the trim around the doors painted Caramelized Pears. Everything else will be brown, including the louvers.

- Commissioner Colwell moved, and Commissioner Erickson seconded to approve the Certificate of Appropriateness for the front façade, provided the air conditioning unit is removed and replaced with matching transom windows.
- Commissioner O'Brien moved, and Commissioner Veronico seconded to approve the Certificate of Appropriateness for the rear façade pending further investigation of cost to replace the plywood with windows or to brick it up, but not exceed \$5,000, and the trim for the door frames be painted Caramelized Pears. If the window or bricking does not work, then paint the plywood to match as closely as possible.
- Aye: Commissioner Eisenhardt; Commissioner Veronico; Commissioner O'Brien; Commissioner Colwell. Nay: Commissioner Erickson. Motion carried 4-1.

2. Façade Grant application for the front façade

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner Colwell seconded to approve a Façade Grant Program application in the amount of \$4,700.
- Roll call: Commissioner Eisenhardt; Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.
- All were in favor and the motion carried.

3. Façade Grant application for the rear façade

- Commissioner Eisenhardt introduced and opened this item for discussion.
- There were no comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to approve a Façade Grant Program application not to exceed \$5,000.
- Roll call: Commissioner Eisenhardt; Commissioner Jeff Erickson; Commissioner Maria Veronico; Commissioner Kevin O'Brien; and Commissioner Daniel Colwell.
- All were in favor and the motion carried.

NEW BUSINESS

None

ADJOURNMENT

Commissioner Erickson moved, and Commissioner Veronico seconded to adjourn the meeting at 7:36 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



COMMON COUNCIL REGULAR

ITEM NUMBER 9A

DATE: December 5, 2017

SUBJECT: PREPAIDS AND VOUCHERS

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

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

Total Prepaid:	\$ 48,714.13
Total Vouchers:	\$142,832.95
Grand Total:	<u>\$191,547.08</u>

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$27,033.02 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
2. \$24,179.00 Wausau Equipment Company, Inc. - Installation of Plow Wing and Additional Labor and Materials to Rebuild Hitch, Change Pump Location, Build Wing Extension Rear, Add Plow Extenda Hitch Weldment, Run Hydraulic Fittings, Prepare Chassis
3. \$ 9,941.50 Kapur & Associates, Inc. - Project 17.0040.01 2017 Burlington Streets
4. \$ 9,210.00 L.W. Allen, LLC - Furnish and Install a New Lift Station Pump Control Panel at Ball Park Lift Station
5. \$ 6,233.00 LF Green Development, LLC - Phase II Environmental Site Investigation Site - Final

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$191,547.08.

TIMING/IMPLEMENTATION:

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

Attachments

- Prepaid 11-17-17
- Prepaid 11-22-17
- Vouchers 12-05-17

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policy No. 141500 Dec. Billing	84578	11/13/2017	640.65	11/17/2017
Total 100239006:					640.65	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY FELONY COU	Goldschmidt, Teran; Case: 17-11343	17-11343	11/13/2017	5,100.00	11/17/2017
100-454521-001 BOND FEES	Town of Burlington Clerk of Court	Block, Forrest; Case: 17-2119	17-2119	11/10/2017	318.00	11/17/2017
100-454521-001 BOND FEES	Elkhorn Clerk of Courts	Howell, Michael; Case: 06199351	06199351	11/03/2017	505.00	11/17/2017
Total 100454521001:					5,923.00	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Autumn Festival	296811	10/11/2017	173.55	11/17/2017
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Autumn Festival - Reschedule	297825	10/18/2017	173.55	11/17/2017
Total 100515111399:					347.10	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMIN	2015958	11/15/2017	10.00	11/17/2017
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	2018 Renewal Fees	2015958	11/15/2017	700.00	11/17/2017
Total 100515132153:					710.00	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291-10/17	10/17/2017	.43	11/17/2017
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	18.73	11/17/2017
Total 100515132225:					19.16	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	1610-89	11/06/2017	300.00	11/17/2017
Total 100515132298:					300.00	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	WI CITY/CO MANAGEMENT AS	WCMA DUES CARINA WALTERS	2018DUES WALTE	11/13/2017	191.00	11/17/2017
100-515132-324 ADMIN - MEMBERSHIP DUE	WI CITY/CO MANAGEMENT AS	WCMA DUES MEGAN WATKINS	2018DUES WATKI	11/13/2017	102.00	11/17/2017
Total 100515132324:					293.00	
100515132570						
100-515132-570 Disaster Expenditures	AT & T	287278196495	287278196495X111	11/05/2017	420.52	11/17/2017
Total 100515132570:					420.52	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	2015958	11/15/2017	.63	11/17/2017
Total 100515141153:					.63	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	18.73	11/17/2017
Total 100515141225:					18.73	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	2015958	11/15/2017	8.11	11/17/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211153:					8.11	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	93.69	11/17/2017
Total 100525211225:					93.69	
100525220153						
100-525220-153 FIRE - EMPLOYEE BENEFIT	EMPLOYEE BENEFITS CORPO	EBC FIRE	2015958	11/15/2017	12.50	11/17/2017
Total 100525220153:					12.50	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291-10/17	10/17/2017	2.48	11/17/2017
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	74.94	11/17/2017
Total 100525220225:					77.42	
100525220246						
100-525220-246 FIRE - REPAIR MAINT OFFI	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT REINEMANS	021017	02/10/2017	3.67	11/17/2017
Total 100525220246:					3.67	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	Wisconsin Dept of Safety and	Apt '17 - Oct '17 Muni Fees	111517	11/15/2017	505.00	11/17/2017
Total 100525220298:					505.00	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT WAL*MART	100416	10/04/2016	174.98	11/17/2017
100-525220-310 FIRE - OFFICE SUPPLIES	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT WAL*MART	111116	11/11/2016	10.97	11/17/2017
Total 100525220310:					185.95	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174OCT17	11/08/2017	413.07	11/17/2017
Total 100535321220:					413.07	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	37.47	11/17/2017
Total 100535321225:					37.47	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988OCT17	11/07/2017	44.04	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266NOV17	11/08/2017	39.23	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427OCT17	11/07/2017	15.71	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067OCT17	11/07/2017	50.94	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145OCT17	11/07/2017	23.13	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4440-397-780	4440397780OCT17	11/07/2017	121.56	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5639-265-567	5639265567OCT17	11/07/2017	123.26	11/17/2017
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431OCT17	11/08/2017	239.21	11/17/2017
Total 100535321261:					657.08	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW ACCT #4249	5950983	11/01/2017	65.50	11/17/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321350:					65.50	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	394 Amanda St Final Bill (swimming pool)	0088492988OCT17	11/07/2017	88.98	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551OCT17	10/31/2017	70.98	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053OCT17	11/08/2017	18.16	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774OCT17	11/07/2017	49.73	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997OCT17	11/07/2017	230.33	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777OCT17	10/25/2017	34.94	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405OCT17	11/07/2017	29.96	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838OCT17	11/02/2017	19.73	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241OCT17	11/07/2017	16.11	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713NOV17	11/07/2017	68.96	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983OCT17	11/07/2017	15.71	11/17/2017
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324OCT17	11/08/2017	21.49	11/17/2017
Total 100555551220:					665.08	
251555511153						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	2015958	11/15/2017	2.50	11/17/2017
Total 251555511153:					2.50	
621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	2015958	11/15/2017	12.50	11/17/2017
Total 621575740153:					12.50	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660OCT17	10/30/2017	38.98	11/17/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051OCT17	11/02/2017	68.75	11/17/2017
Total 621575740220:					107.73	
621575740249						
621-575740-249 LABORATORY	COMDATA	Roundy's WWTP Account RH230	M73059425	11/01/2017	128.16	11/17/2017
Total 621575740249:					128.16	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919OCT17	10/26/2017	9.57	11/17/2017
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365OCT17	10/29/2017	21.47	11/17/2017
Total 622506230000:					31.04	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	37.46	11/17/2017
Total 622509210000:					37.46	
622509260153						
622-509260-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WATER	2015958	11/15/2017	3.76	11/17/2017
Total 622509260153:					3.76	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135OCT17	11/07/2017	88.19	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457OCT17	11/07/2017	57.36	11/17/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006OCT17	11/07/2017	404.14	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440OCT17	11/07/2017	285.91	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972OCT17	11/08/2017	17.86	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581OCT17	11/07/2017	70.84	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921OCT17	10/09/2017	55.25	11/17/2017
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002OCT17	11/07/2017	26.73	11/17/2017
Total 623575740220:					1,006.28	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 (split)	26276334741117	11/04/2017	56.20	11/17/2017
Total 623575740225:					56.20	
Grand Totals:					12,782.96	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100454521001						
100-454521-001 BOND FEES	STURTEVANT POLICE DEPT	Kortesmaki, Dale: Case: 09-4232	09-4232	11/14/2017	606.00	11/22/2017
100-454521-001 BOND FEES	EUREY, AALIYAH	paid wrong municipality	001850	11/20/2017	50.00	11/22/2017
Total 100454521001:					656.00	
100515132570						
100-515132-570 Disaster Expenditures	ENFORCEMENT TECHNOLOGY	Miscellaneous Supplies	4583	10/18/2017	2,504.22	11/22/2017
Total 100515132570:					2,504.22	
100525211211						
100-525211-211 POLICE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC POLICE	10711325	10/25/2017	28.08	11/22/2017
Total 100525211211:					28.08	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877OCT17	10/25/2017	1,731.23	11/22/2017
Total 100525211220:					1,731.23	
100525211225						
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	2627671857 Intoxilyzer Line	22363616	10/15/2017	81.30	11/22/2017
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	2627671857 Intoxilyzer Line	22383379	11/15/2017	83.58	11/22/2017
Total 100525211225:					164.88	
100525211244						
100-525211-244 POLICE - REPAIR & MAINTENANCE	TACTICAL SOLUTIONS	Certification of Radar Units	6229	07/12/2017	264.00	11/22/2017
Total 100525211244:					264.00	
100525211330						
100-525211-330 POLICE - TRAVEL	BAUMHARDT, MATTHEW	REIMBURSEMENTS - MEALS 09/27 TO 11/01	110117	11/02/2017	50.00	11/22/2017
Total 100525211330:					50.00	
100525211344						
100-525211-344 POLICE - JANITOR SUPPLIES	ELKHORN CHEMICAL & PACKAGING	Janitor Supplies	592404-1	10/03/2017	115.00	11/22/2017
Total 100525211344:					115.00	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Data	Account ID: 777966 Oct Billing	2017OCT	11/01/2017	25.00	11/22/2017
Total 100525211381:					25.00	
100525211533						
100-525211-533 POLICE - COPY MACHINE REPAIRS	JAMES IMAGING SYSTEMS, INC	TOSHIBA- 4555C	21589983	11/06/2017	382.11	11/22/2017
Total 100525211533:					382.11	
100525220157						
100-525220-157 FIRE - INSERVICE TRAINING	MINER, WES	Reimbursement - Fire Prevention Professionals Conf	102217	11/21/2017	860.34	11/22/2017
Total 100525220157:					860.34	
100525220211						
100-525220-211 FIRE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC FIRE	10711325	10/25/2017	41.37	11/22/2017

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220211:					41.37	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	SHEPHERDSON CONCRETE LL	for work at 225 S Kane St	1157	11/20/2017	1,224.00	11/22/2017
Total 100535321351:					1,224.00	
100555514399						
100-555514-399 SENIOR CITIZENS DONATI	WE ENERGIES	1837-215-292	1837215292OCT17	11/15/2017	174.15	11/22/2017
Total 100555514399:					174.15	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685OCT17	11/08/2017	209.36	11/22/2017
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449NOV17	11/09/2017	31.45	11/22/2017
Total 621575740220:					240.81	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9795998392	11/10/2017	31.40	11/22/2017
Total 621575740225:					31.40	
621575740249						
621-575740-249 LABORATORY	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	145088 10/17	11/10/2017	149.94	11/22/2017
Total 621575740249:					149.94	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	145088 10/17	11/10/2017	153.83	11/22/2017
Total 621575740353:					153.83	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Time Warner WWTP Acct # 715297601	715297601110817	11/08/2017	101.79	11/22/2017
Total 622509210000:					101.79	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	484889	11/15/2017	27,033.02	11/22/2017
Total 623575740200:					27,033.02	
Grand Totals:					35,931.17	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10051511247						
100-515111-247 Repairs & Maint Software	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: Oct 2017	9789	10/31/2017	645.00	
Total 10051511247:					645.00	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	112217	11/22/2017	21.04	
100-515121-310 MUNI COURT - OFFICE SUP	MINUTEMAN PRESS OF BURLI	Minuteman - Envelopes	32921	11/15/2017	164.17	
Total 100515121310:					185.21	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	KAPUR & ASSOCIATES, INC.	17.0292.01 Burlington GIS 2017	92400	11/22/2017	345.00	
100-515132-298 ADMIN - CONTRACT SERVI	LF GREEN DEVELOPMENT, LLC	Phase II Environmental Site Investigation	17250	06/29/2017	6,233.00	
100-515132-298 ADMIN - CONTRACT SERVI	CivicPlus	SSL Certificate Annual Fee	168074	11/27/2017	25.00	
100-515132-298 ADMIN - CONTRACT SERVI	TRANSCENDENT TECHNOLOGI	Annual Software Maintenance	M1693	11/15/2017	210.00	
Total 100515132298:					6,813.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1262759	11/08/2017	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1265109	11/15/2017	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1267616	11/22/2017	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	112217	11/22/2017	105.20	
Total 100515132310:					114.11	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB WALTERS	62092	09/30/2017	140.00	
Total 100515132324:					140.00	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	11/13/17CH	11/13/2017	5.85	
Total 100515132399:					5.85	
100515132570						
100-515132-570 Disaster Expenditures	L.W. ALLEN, LLC.	Field Service - Ballpark Lift Station	104471	10/31/2017	9,210.00	
100-515132-570 Disaster Expenditures	Defensive Edge Training &	SLR15 Armorer Tool Kit	1916	10/06/2017	905.00	
100-515132-570 Disaster Expenditures	MENARDS	FLOOD - REPLACEMENT SUPPLIES	47817	11/02/2017	265.32	
100-515132-570 Disaster Expenditures	MENARDS	FLOOD - REPLACEMENT SUPPLIES	49880	11/27/2017	17.45	
100-515132-570 Disaster Expenditures	REINEMANS, INC.	paint	134258	11/03/2017	150.55	
100-515132-570 Disaster Expenditures	REINEMANS, INC.	FLOOD - Replacement	135008	11/16/2017	31.16	
100-515132-570 Disaster Expenditures	REINEMANS, INC.	22pc comb hex-l key set	135040	11/17/2017	21.59	
100-515132-570 Disaster Expenditures	REINEMANS, INC.	FLOOD - Replacement	135072	11/17/2017	45.00	
100-515132-570 Disaster Expenditures	REINEMANS, INC.	200ct lgt set	135565	11/27/2017	19.99	
100-515132-570 Disaster Expenditures	STREICHER'S	flood - ammo	11284808	10/23/2017	532.50	
100-515132-570 Disaster Expenditures	LARK UNIFORM OUTFITTERS	AXII - Black-Custom*Point Blank Vision	254998	11/10/2017	832.95	
100-515132-570 Disaster Expenditures	B. SCHNEIDER ELECTRIC, INC	Flood Damage Work	11896	10/26/2017	874.14	
100-515132-570 Disaster Expenditures	AK ATHLETIC EQUIPMENT INC	Flood Replacement -Athletic Equipment	30491	11/10/2017	5,053.00	
100-515132-570 Disaster Expenditures	MIDWEST DEFENSE SOLUTION	sabre 5.0 crossfire 1.8oz stream	1442	11/07/2017	239.25	
Total 100515132570:					18,197.90	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE PAPER	112217	11/22/2017	42.08	
100-515141-310 FINANCE - OFFICE SUPP/P	COMPLETE OFFICE OF WISCO	Office Supplies	196189	11/21/2017	21.88	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515141310:					63.96	
100515161298						
100-515161-298	ATTORNEY - CONTRACT S	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Labor & Employment	11170	11/08/2017	1,038.96
Total 100515161298:					1,038.96	
100525211211						
100-525211-211	POLICE - PHYSICALS	ORGANIZATION DEVELOPMEN	ODC - Professional Service	12085	10/31/2017	675.00
100-525211-211	POLICE - PHYSICALS	ORGANIZATION DEVELOPMEN	ODC - Professional Service	12096	11/17/2017	1,350.00
100-525211-211	POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Vogt, Joel	155521843*	09/13/2017	61.00
100-525211-211	POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Dimzoff, Richard	156116100	10/04/2017	296.00
100-525211-211	POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Lascola, Samuel	156783624	10/27/2017	296.00
100-525211-211	POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Romano, Anthony	156875780	10/31/2017	296.00
Total 100525211211:					2,974.00	
100525211239						
100-525211-239	POLICE - EQUIPMENT NON	VIEVU	LE4 - BODY WORN VIDEO CAMERA	26192	11/09/2017	318.00
100-525211-239	POLICE - EQUIPMENT NON	LARK UNIFORM OUTFITTERS	Blackinton Custom Badge	255131	11/13/2017	125.95
Total 100525211239:					443.95	
100525211242						
100-525211-242	POLICE - REPAIR/MTCE EQ	DOUG'S AUTO	repairs - replace front brake pads & rotors	028680	10/20/2017	474.96
100-525211-242	POLICE - REPAIR/MTCE EQ	DOUG'S AUTO	repairs - replace starter	028804	11/14/2017	329.14
100-525211-242	POLICE - REPAIR/MTCE EQ	MILLER MOTOR SALES, INC.	install left mirror	76834	10/23/2017	558.14
100-525211-242	POLICE - REPAIR/MTCE EQ	PRV UPFITTERS	904 Repair	1220	10/30/2017	200.00
Total 100525211242:					1,562.24	
100525211244						
100-525211-244	POLICE - REPAIR & MAINT	STREICHER'S	Traffic Vests	11286620	11/03/2017	324.89
100-525211-244	POLICE - REPAIR & MAINT	AXON ENTERPRISES, INC.	battery pack	SI1509729	11/10/2017	149.00
Total 100525211244:					473.89	
100525211248						
100-525211-248	POLICE - REP & MAINT BUIL	MENARDS	Menards Acct 32120263	45886	10/09/2017	94.50
Total 100525211248:					94.50	
100525211299						
100-525211-299	POLICE - SUNDRY CONTRA	CARLSON DETTMANN CONSUL	Classification Review - Police Clerk	2438	11/18/2017	250.00
Total 100525211299:					250.00	
100525211310						
100-525211-310	POLICE - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	112217	11/22/2017	105.20
100-525211-310	POLICE - OFF SUPP-POSTA	REINEMANS, INC.	art norwood wreath	135071	11/17/2017	90.00
100-525211-310	POLICE - OFF SUPP-POSTA	REINEMANS, INC.	UPS Delivery	135250	11/21/2017	1.50
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/19/17PD	10/19/2017	26.82
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/24/17PD	10/24/2017	5.85
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/26/17PD	10/26/2017	25.16
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/28/17PD	10/28/2017	5.85
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/30/17PD	10/30/2017	15.65
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	10/31/17PD	10/31/2017	22.19
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/01/17PD	11/01/2017	5.85

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/06/17PD	11/06/2017	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/10/17PD	11/10/2017	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/16/17PD	11/16/2017	19.83	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/17/17PD	11/17/2017	19.83	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	11/21/17PD	11/21/2017	12.84	
100-525211-310 POLICE - OFF SUPP-POSTA	BURLINGTON GLASS, INC.	Plaque	173287	10/24/2017	75.00	
100-525211-310 POLICE - OFF SUPP-POSTA	WE BACK THE BADGE	Yard Signs	4031 10/17	10/18/2017	250.00	
Total 100525211310:					693.27	
100525211330						
100-525211-330 POLICE - TRAVEL	WPLF	2018 WPLF CONFERENCE	2018	11/14/2017	270.00	
Total 100525211330:					270.00	
100525211344						
100-525211-344 POLICE - JANITOR SUPPLIE	MENARDS	Menards Acct 32120263 Janitor Supplies	46688	10/19/2017	72.94	
100-525211-344 POLICE - JANITOR SUPPLIE	MENARDS	Menards Acct 32120263	47035	10/23/2017	381.05	
100-525211-344 POLICE - JANITOR SUPPLIE	MENARDS	Menards Acct 32120263	48395	11/09/2017	80.75	
100-525211-344 POLICE - JANITOR SUPPLIE	MENARDS	Menards Acct 32120263 Janitor Supplies	48738	11/13/2017	24.63	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Magnet Nutsetter	133705	10/25/2017	12.59	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	sawzall blade kit	134012	10/30/2017	8.89	
100-525211-344 POLICE - JANITOR SUPPLIE	MID-AMERICAN RESEARCH CH	MARC- SUPPLIES	0620412-IN	10/20/2017	329.40	
Total 100525211344:					910.25	
100525211347						
100-525211-347 POLICE - FIREARM SUPP/R	REINEMANS, INC.	single cut key	134189	11/01/2017	8.76	
Total 100525211347:					8.76	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	LANGUAGE LINE SERVICES, IN	OVER-THE -PHONE INTERPRETATION	4192636	10/31/2017	4.36	
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB 30002225-X661 POLICE DEPT	201710-0	11/01/2017	40.20	
Total 100525211381:					44.56	
100525211384						
100-525211-384 POLICE - CRIME PREVENTI	WORLDWIDE LTD	Circle-Roll Stickers/Decal	114290	11/13/2017	316.12	
Total 100525211384:					316.12	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	GATEWAY - KENOSHA CAMPU	EMT	22859	11/13/2017	997.35	
Total 100525220157:					997.35	
100525220211						
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Grochowski, Brent	156739271	10/26/2017	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Sympson, Heather	157381069	11/17/2017	163.00	
Total 100525220211:					326.00	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	REINEMANS, INC.	hardware	134657	11/10/2017	6.90	
100-525220-242 FIRE - REPAIR & MAINT VE	RELIANT FIRE APPARATUS, IN	RELIANT FIRE DEPT SUPPLIES	117-18360	11/22/2017	38.50	
100-525220-242 FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	back-up lamp	1-334097	11/20/2017	38.44	

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Total 100525220242:					83.84	
100525220244						
100-525220-244	FIRE - REPAIR MAINT EQUI	BENDLIN FIRE EQUIP. CO., INC.	Quarterly NFPA 1500 Grade E	97104	11/16/2017	371.52
100-525220-244	FIRE - REPAIR MAINT EQUI	REINEMANS, INC.	Supplies	135596	11/27/2017	58.69
100-525220-244	FIRE - REPAIR MAINT EQUI	THE SIGN RESOURCE	Vinyl Lettering	7615	11/21/2017	1,200.00
Total 100525220244:					1,630.21	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1267607	11/22/2017	75.32
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	48746	11/15/2017	9.12
100-525220-248	FIRE - REPAIR MAINT BLDG	JIM'S GARAGE DOOR SERVICE	Emergency commercial service call	174288	11/11/2017	189.00
100-525220-248	FIRE - REPAIR MAINT BLDG	PQL	F32T8/850/M.E./COMM Duty-7yr	3100576-01	11/15/2017	383.63
Total 100525220248:					657.07	
100525220298						
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Planet Fitness	5684	11/08/2017	235.00
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Village Clean	5685	11/08/2017	235.00
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Fire alarm control panel review Planet Fitness	5686	11/09/2017	472.50
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm control panel review Nestle	5687	11/09/2017	232.50
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm control panel review Aurora	5688	11/09/2017	210.00
Total 100525220298:					1,385.00	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	BURLINGTON AREA SCHOOL D	BASD FIRE DEPT PAPER	112217	11/22/2017	42.08
100-525220-310	FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	197724	11/22/2017	7.73
Total 100525220310:					49.81	
100525231298						
100-525231-298	BLDG INSP - CONTRACT	Safebuilt, LLC	Code Enforcement Services	0035551-IN	10/31/2017	990.00
Total 100525231298:					990.00	
100535321159						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1262759	11/08/2017	74.44
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1265109	11/15/2017	70.94
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1267616	11/22/2017	70.94
100-535321-159	STREETS - CLOTHING ALL	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0349306-IN	11/15/2017	106.34
100-535321-159	STREETS - CLOTHING ALL	CLASSIC INDUSTRIAL SUPPLIE	CIS DPW (split)	55376	10/31/2017	550.60
Total 100535321159:					873.26	
100535321234						
100-535321-234	STREETS - SALT AND SAND	COMPASS MINERALS AMERICA	BULK HIGHWAY COARSE W/YPS	110513	11/06/2017	4,030.34
100-535321-234	STREETS - SALT AND SAND	COMPASS MINERALS AMERICA	BULK HIGHWAY COARSE W/YPS	111573	11/07/2017	4,994.60
Total 100535321234:					9,024.94	
100535321244						
100-535321-244	STREETS - REP MAINT EQ	CREATIVE WELDING & FABRIC	Repair Loader Bucket	5021	11/09/2017	687.60
Total 100535321244:					687.60	

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100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1265110	11/15/2017	12.81	
Total 100535321248:					12.81	
100535321261						
100-535321-261 STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	DPW - Supplies	S3426569.002	11/07/2017	176.28	
100-535321-261 STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	DPW - Supplies	S3426569.003	11/07/2017	220.00	
100-535321-261 STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	DPW - Supplies	S3426569.004	11/08/2017	29.33	
100-535321-261 STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	DPW - Supplies	S3429101.001	11/09/2017	88.01	
100-535321-261 STREETS - LIGHTING	NELSON ELECTRIC SUPPLY	DPW - Supplies	S3429101.002	11/13/2017	88.01	
Total 100535321261:					601.63	
100535321298						
100-535321-298 STREETS - CONTRACT SER	ORKIN COMMERCIAL SERVICE	Acct. #28333531 (split)	166172097	09/29/2017	50.00	
100-535321-298 STREETS - CONTRACT SER	VORPAGEL SERVICE INC.	Service Call DPW (split)	41718	11/10/2017	398.60	
100-535321-298 STREETS - CONTRACT SER	WANASEK CORPORATION	Storm Repair	7752	11/02/2017	4,965.46	
100-535321-298 STREETS - CONTRACT SER	WANASEK CORPORATION	Sweep up gravel spill - Market Street	7824	11/15/2017	243.13	
100-535321-298 STREETS - CONTRACT SER	RC ELECTRONIC, INC	Mt Tom Trunking Service (split)	643827	11/15/2017	1,440.00	
100-535321-298 STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3100	11/20/2017	288.00	
100-535321-298 STREETS - CONTRACT SER	JMB & ASSOCIATES, LLC	Replacement E3 cells & calibration (split)	29806	11/14/2017	174.00	
Total 100535321298:					7,559.19	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	BURLINGTON AREA SCHOOL D	BASD STREET PAPER	112217	11/22/2017	42.08	
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987488	11/12/2017	51.98	
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987489	11/12/2017	6.29	
Total 100535321310:					100.35	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	Stock	1160405	11/15/2017	26.94	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	Stock	1160736	11/17/2017	28.32	
100-535321-350 STREETS - REP MAINT SUP	HUMPHREY SERVICE & PARTS,	Stock	1160936	11/21/2017	183.53	
Total 100535321350:					238.79	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	LT Grade #5 9.5mm	217637	11/06/2017	121.83	
100-535321-351 STREETS - MAINT CURB,G	REESMANS SERVICE CORPOR	Additional McHenry St Sidewalk Installation	20170268	09/30/2017	1,365.00	
Total 100535321351:					1,486.83	
10055551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1262759	11/08/2017	18.81	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1265109	11/15/2017	18.81	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1267616	11/22/2017	18.81	
100-555551-159 PARKS - CLOTHING	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0349306-IN	11/15/2017	70.90	
100-555551-159 PARKS - CLOTHING	CLASSIC INDUSTRIAL SUPPLIE	CIS DPW (split)	55376	10/31/2017	550.60	
Total 10055551159:					677.93	
10055551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1265110	11/15/2017	6.40	
Total 10055551248:					6.40	

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10055551265						
100-55551-265	PARKS - FESTIVAL EXPENS	MENARDS	Menards Acct 32120266	48878	11/15/2017	652.43
Total 10055551265:						652.43
10055551298						
100-55551-298	PARKS - OUTSIDE SERVICE	MENARDS	Menards Acct 32120266	48905	11/15/2017	78.97
100-55551-298	PARKS - OUTSIDE SERVICE	ORKIN COMMERCIAL SERVICE	Acct. #28333531 (split)	166172097	09/29/2017	25.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL BUSHNELL PARK	A-151431	10/30/2017	90.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-151692	11/08/2017	90.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL DEVOR PARK	A-151694	11/08/2017	90.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY DOG PARK TOILET RENTAL	A-151951	11/15/2017	80.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	CITY OF BURLINGTON RIVERSIDE PARK	A-152230	11/21/2017	180.00
100-55551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	CITY OF BURLINGTON DEVOR PARK	A-152248	11/21/2017	27.00
100-55551-298	PARKS - OUTSIDE SERVICE	VORPAGEL SERVICE INC.	Service Call DPW (split)	41718	11/10/2017	199.30
100-55551-298	PARKS - OUTSIDE SERVICE	RC ELECTRONIC, INC	Mt Tom Trunking Service (split)	643827	11/15/2017	720.00
100-55551-298	PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3100	11/20/2017	144.00
100-55551-298	PARKS - OUTSIDE SERVICE	JMB & ASSOCIATES, LLC	Replacement E3 cells & calibration (split)	29806	11/14/2017	87.00
100-55551-298	PARKS - OUTSIDE SERVICE	REESMANS SERVICE CORPOR	Christmas Trees for Pots	20170322	11/19/2017	625.00
Total 10055551298:						2,436.27
10055551310						
100-55551-310	PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987488	11/12/2017	11.54
100-55551-310	PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987489	11/12/2017	1.40
Total 10055551310:						12.94
10055551350						
100-55551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	48143	11/06/2017	23.98
100-55551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Menards Acct 32120266	48789	11/14/2017	23.07
100-55551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	hardware	134917	11/15/2017	16.60
Total 10055551350:						63.65
100565641298						
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2017-1005.15 - Burl Manufacturing & Offi	0095391	11/20/2017	3,052.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	17.0080.01 2017 Burlington General Engineering	92388	11/27/2017	540.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	17.0080.01 2017 Burlington General Engineering	92390	11/27/2017	163.50
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	17.0095.01 Burlington 2017 Plan Review	92394	11/27/2017	46.50
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	17.0095.01 Burlington 2017 Plan Review	92395	11/27/2017	983.00
Total 100565641298:						4,785.00
25155511242						
251-555511-242	REPAIR, MAINTENANCE EQ	NAVIANT, INC	Naviant Microfilm Imaging Cartridge	0133169	11/29/2017	443.69
251-555511-242	REPAIR, MAINTENANCE EQ	NAVIANT, INC	Naviant Microfilm Maint. Contract	11207NAV	11/29/2017	850.00
251-555511-242	REPAIR, MAINTENANCE EQ	STAPLES BUSINESS ADVANTA	toner	3359355358C	11/29/2017	756.47
Total 25155511242:						2,050.16
25155511247						
251-555511-247	REPAIR, MAINTENANCE BUI	WATER WORKS PLUMBING CO.	labor- installation of new drinking fountain	40368	10/26/2017	169.20
251-555511-247	REPAIR, MAINTENANCE BUI	MENARDS	Library- Christmas Decorations	48736	11/29/2017	24.93
251-555511-247	REPAIR, MAINTENANCE BUI	REINEMANS, INC.	Supplies	134848	11/29/2017	67.83
Total 25155511247:						261.96

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251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD LIBRARY PAPER	112217	11/22/2017	84.16	
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	6246543	11/29/2017	176.99	
251-555511-310 OFFICE SUPPLIES, POSTA	LAKESHORE LIBRARY SYSTEM	Library Trustee Dinners	11884LLS	11/29/2017	30.00	
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	LIBRARY SUPPLIES	241017RM	11/29/2017	29.19	
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	wall calendar refill	1117AMAZ1	11/29/2017	17.36	
251-555511-310 OFFICE SUPPLIES, POSTA	WAREHOUSE DIRECT OFFICE	WAREHOUSE DIRECT LIBRARY SHREDDER	3683429	11/29/2017	529.00	
251-555511-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	Directional Sign for Programer	3359355358A	11/29/2017	103.99	
251-555511-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES LIBRARY SUPPLIES	3359355358B	11/29/2017	315.25	
251-555511-310 OFFICE SUPPLIES, POSTA	ELM USA, INC.	Disc Repair System	6959EU	11/29/2017	1,214.95	
Total 251555511310:					2,500.89	
251555511312						
251-555511-312 COMPUTER SUPPLIES	LAKESHORE LIBRARY SYSTEM	Technical Support	1186LLS	11/29/2017	1,388.98	
Total 251555511312:					1,388.98	
251555511324						
251-555511-324 MEMBERSHIP DUES	AMERICAN LIBRARY ASSOCIAT	LIBRARY MEMBERSHIP RENEWAL	1117ALA	11/29/2017	403.00	
Total 251555511324:					403.00	
251555511327						
251-555511-327 MATERIALS	BAKER & TAYLOR	Children's Material	2033291498	11/29/2017	2,975.97	
251-555511-327 MATERIALS	BAKER & TAYLOR	Library Materials	2033304509	11/29/2017	2,988.34	
251-555511-327 MATERIALS	BAKER & TAYLOR CONT. SERV	nonfiction materials	5014768637	11/29/2017	108.64	
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1522987	11/29/2017	317.94	
251-555511-327 MATERIALS	THE H W WILSON COMPANY IN	REFERENCE MATERIALS	345271	11/29/2017	216.00	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	DVD's	1117AMAZ2	11/29/2017	73.66	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	Music cd	117AMAZ3	11/29/2017	5.99	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	children's DVD's	95526820	11/29/2017	68.97	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	audiobooks	95526824	11/29/2017	161.95	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	audiobooks	95549785	11/29/2017	14.99	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	DVD's	95571791	11/29/2017	361.86	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	CD's	95581155	11/29/2017	18.99	
251-555511-327 MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	1117TOH	11/29/2017	55.66	
251-555511-327 MATERIALS	FINDAWAY WORLD LLC	Five Playaways	233790	11/29/2017	413.20	
Total 251555511327:					7,782.16	
251555511345						
251-555511-345 PROGRAMS	WIN MEDIA, INC	Spooky City Candy	17102810	11/29/2017	140.00	
251-555511-345 PROGRAMS	S&S WORLDWIDE	Children's Program Supplies	9939678	11/29/2017	26.10	
Total 251555511345:					166.10	
453565616823						
453-565616-823 2017 Pool Construction Proje	KAPUR & ASSOCIATES, INC.	17.0095.01 Community Pool Review	92396	11/27/2017	488.00	
Total 453565616823:					488.00	
453565616825						
453-565616-825 2017 Kendall Street Project	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	92387	11/27/2017	4,473.68	
Total 453565616825:					4,473.68	
453565616826						
453-565616-826 2017 Lewis Street Project	KAPUR & ASSOCIATES, INC.	17.0165.01 Lewis Street Wall	92397	11/27/2017	1,995.50	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 453565616826:					1,995.50	
453565616827						
453-565616-827 2017 Water Portion Kendall St	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	92387	11/27/2017	1,690.05	
Total 453565616827:					1,690.05	
453565616829						
453-565616-829 2017 Sewer Portion Kendall S	KAPUR & ASSOCIATES, INC.	17.0040.01 2017 Burlington Streets (split)	92387	11/27/2017	3,777.77	
Total 453565616829:					3,777.77	
465535321805						
465-535321-805 DPW CAPITAL OUTLAY VEH	WAUSAU EQUIPMENT COMPA	Installation of plow wing	PRO25	08/31/2017	24,179.00	
Total 465535321805:					24,179.00	
621181000						
621-181000 CONSTRUCTION IN PROGRESS	KAPUR & ASSOCIATES, INC.	16.0296.01 Pine Street Sanitary Sewer	92380	11/27/2017	909.00	
Total 621181000:					909.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1265112	11/15/2017	76.26	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1267618	11/22/2017	76.26	
Total 621575740159:					152.52	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	LOIS TIRE SHOP,INC.	tire repair	413360	11/20/2017	30.00	
Total 621575740242:					30.00	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1265112	11/15/2017	14.91	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1267618	11/22/2017	14.91	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1267619	11/22/2017	130.63	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	WWTP Nov. Cleaning	3101	11/20/2017	960.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BIG R OF BURLINGTON	hose repair parts	56/R	11/13/2017	251.95	
Total 621575740244:					1,372.40	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1267619	11/22/2017	90.87	
621-575740-249 LABORATORY	IDEXX LABORATORIES	IDEXX SUPPLIES WWTP	3023434208	11/06/2017	967.10	
621-575740-249 LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	397805	11/03/2017	143.96	
Total 621575740249:					1,201.93	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	QUILL CORPORATION	Post-It notes	2511081	11/15/2017	12.89	
621-575740-310 OFFICE SUPPLIES, POSTA	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIES	2513859	11/15/2017	51.78	
Total 621575740310:					64.67	
621575740359						
621-575740-359 SANITARY SEWER REPAIR,	D & K SERVICES	sewer rodding	20170331	11/09/2017	350.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740359:					350.00	
621575740371						
621-575740-371	REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	NORTHERN LAKE SERVICE WWTP TESTING	324947	11/10/2017	267.00
Total 621575740371:					267.00	
622503460000						
622-503460-000	METERS & LABOR	MIDWEST METER INC	3" T-450 Turbo Head Assembly	0095327-IN	11/07/2017	504.60
Total 622503460000:					504.60	
622506230000						
622-506230-000	SUPPLIES	REINEMANS, INC.	pistol grip twister	135158	11/20/2017	5.84
622-506230-000	SUPPLIES	WELDERS SUPPLY COMPANY	WELDERS SUPPLY- WATER DEPT	481452	11/02/2017	48.19
Total 622506230000:					54.03	
622506310000						
622-506310-000	CHEMICALS	HAWKINS, INC	Chlorine & Tonkazorb	4184156	11/15/2017	2,541.16
Total 622506310000:					2,541.16	
622506410000						
622-506410-000	SUPPLIES	REINEMANS, INC.	ice hard hole saw	134639	11/10/2017	14.39
622-506410-000	SUPPLIES	REINEMANS, INC.	Supplies	135006	11/16/2017	15.18
Total 622506410000:					29.57	
622506520000						
622-506520-000	SERVICE-SUPPLIES	GRAINGER	Acct. 806371381 (split)	9607998375	11/06/2017	24.84
622-506520-000	SERVICE-SUPPLIES	WANASEK CORPORATION	Curb Stop Replacement - Briody St	7762	11/09/2017	3,154.10
Total 622506520000:					3,178.94	
622509030000						
622-509030-000	OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1265111	11/15/2017	32.19
622-509030-000	OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1267617	11/22/2017	32.19
Total 622509030000:					64.38	
622509210000						
622-509210-000	OFFICE SUPPLY	BURLINGTON AREA SCHOOL D	BASD WATER DEPT PAPER	112217	11/22/2017	21.04
622-509210-000	OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987488	11/12/2017	51.98
622-509210-000	OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	17987489	11/12/2017	6.29
Total 622509210000:					79.31	
622509230000						
622-509230-000	OUTSIDE SERVICES	CTW CORPORATION	Repair: Chlorination Equipment	27102	01/10/1987	1,713.00
622-509230-000	OUTSIDE SERVICES	SERVPRO	Residential Water Damage	5256608	11/13/2017	1,738.59
Total 622509230000:					3,451.59	
622509330000						
622-509330-000	TRANSPORTATION-SUPPLI	CHICO'S, LLC	WP Hyd Fluid	46518	11/09/2017	64.00
622-509330-000	TRANSPORTATION-SUPPLI	CHICO'S, LLC	mower parts	46616	11/16/2017	111.63

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622509330000:					175.63	
622509350000						
622-509350-000	GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1265110	11/15/2017	12.81
622-509350-000	GENERAL PLANT-SUPPLIE	GRAINGER	Grainger - filters	9607136695	11/06/2017	75.84
622-509350-000	GENERAL PLANT-SUPPLIE	GRAINGER	Grainger - filters	9607648780	11/06/2017	70.68
622-509350-000	GENERAL PLANT-SUPPLIE	GRAINGER	Acct. 806371381 (split)	9607998375	11/06/2017	71.76
622-509350-000	GENERAL PLANT-SUPPLIE	ORKIN COMMERCIAL SERVICE	Acct. #28333531 (split)	166172097	09/29/2017	50.00
622-509350-000	GENERAL PLANT-SUPPLIE	VORPAGEL SERVICE INC.	Service Call DPW (split)	41718	11/10/2017	398.60
622-509350-000	GENERAL PLANT-SUPPLIE	RC ELECTRONIC, INC	Mt Tom Trunking Service (split)	643827	11/15/2017	1,440.00
622-509350-000	GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3100	11/20/2017	288.00
622-509350-000	GENERAL PLANT-SUPPLIE	JMB & ASSOCIATES, LLC	Replacement E3 cells & calibration (split)	29806	11/14/2017	174.00
Total 622509350000:					2,581.69	
623575740242						
623-575740-242	REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK, IN	Service Repair - rotary hand pump	9496	11/22/2017	463.15
Total 623575740242:					463.15	
623575740298						
623-575740-298	CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER DEC BILLING	2017DEC	12/01/2017	319.30
Total 623575740298:					319.30	
802525211392						
802-525211-392	MISC DONATIONS	BURLI SIGNS LLC	Outdoor Sign - Martin Square	50890	11/22/2017	3,300.00
Total 802525211392:					3,300.00	
Grand Totals:					142,832.95	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: December 5, 2017

SUBJECT: LICENSES AND PERMITS

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Operator's License Applications: Operator's licenses (aka Bartender's License) shall be issued to individuals 18 years of age or over who do not have an arrest or conviction record subject to secs. 111.321, 111.322, and 111.335 and will be responsible for supervising activities and pouring of Class "A" beer, Class "B" beer, "Class B" intoxicating liquor, and "Class A" intoxicating liquor and "Class C" wine on premises during required hours in absence of the licensee or approved agent of licensed businesses.

Applicants are as follows:

Pawanvir Singh

Makayla Kohn

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 Council approve the submitted reports.

TIMING/IMPLEMENTATION:

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



DATE: December 5, 2017

SUBJECT: APPOINTMENTS AND NOMINATIONS

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

According to State Statutes (7.30(4)) the Mayor, President or Board Chairperson of the municipality is required to nominate poll workers to the governing body no later than the last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term before December 31. The next term begins January 1, 2018 and ends December 31, 2019.

The nominees are to come first from lists submitted by the two dominant political parties, which are due no later than November 30 of odd numbered years, and may be supplemented at any time. Local party chairpersons are responsible for submitting these lists of names to the Mayor, President or Board Chairperson of the municipality, for each polling place.

If a local party does not submit a list, or does not submit enough names, the Mayor, President or Board Chairperson may nominate qualified individuals on a non-partisan basis, without regard to party affiliation.

To be a poll worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- NOT be a candidate for any office to be voted on at the polling place at that election

For your convenience, a list of the nominees to be appointed are attached for your review.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approve these appointments.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the December 5, 2017 Common Council meeting. Any additional nominees will be scheduled for appointment at the last meeting of the year, which is December 19, 2017.

Attachments

Poll Worker Appointments

Election Inspectors to Appointed from January 1, 2018 to December 31, 2019

12/5/2017 Common Council Meeting

1.	Bauman	Betty	30.	Kendall	Patricia
2.	Beix	Barbara	31.	Lapp	Pat
3.	Beix	Judy	32.	Lebak	Tom
4.	Bird	Tim	33.	Lehn	Barbara
5.	Birkett	Nancy	34.	Lodle	Jill
6.	Datzer-Fell	Shirley	35.	Lodle	Richard
7.	Dawson	Lorraine	36.	Lorfeld	Sharon K.
8.	DeGreef	Marilyn	37.	Mastalir	Joyce
9.	DeGreef	Phil	38.	Mastalir	Lester
10.	Dow	Joshua	39.	McDonald	Lois
11.	Edge	Sue	40.	Meurer	Maureen E.
12.	Edwards	Beverly A.	41.	Musgrave	Robert
13.	Epping	Lynne	42.	Nienhaus	Dianna
14.	Friedel	Kim A.	43.	Peterson	Elizabeth
15.	Grandi	Jennifer A.	44.	Prailes	Diane
16.	Groenland	Marianne	45.	Rasmusson	Shirley
17.	Hartwick	Phyllis	46.	Roanhouse	Norma
18.	Hartwick	Robert	47.	Robers	Phyllis
19.	Heilengenthal	Jackie	48.	Scherrer	Barbara
20.	Herrick	Constance	49.	Schlitz	Deborah
21.	Hintz	Lori	50.	Skwierawski	Mary
22.	Hoffman	Jennifer L.	51.	Smet	Teresa R.
23.	Hoffman	Margie	52.	Stardy	Susan A.
24.	Hoffman	Patricia	53.	Streeter	Rhonda
25.	Hurst	Mary	54.	Trimberger	Kathy
26.	Iselin	Karen	55.	Vevang	Mary Jean
27.	James Lampe	Mary P.	56.	Wilhelmi	Kristine
28.	Karl	Barbara	57.	Willis	Geraldine
29.	Karpinski	Jean	58.	Yambor	Mary Lee



COMMON COUNCIL REGULAR

ITEM NUMBER 13A

DATE: December 5, 2017

SUBJECT: **RESOLUTION 4870(28)** - to approve wage increases for Chief Inspectors from \$8.75 to \$11.00 per hour and Election Inspectors from \$7.25 to \$9.00 per hour.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

On December 18, 2007, per Resolution 4188(83), Council approved a wage increase to \$7.00 per hour for regular election inspectors and \$8.25 per hour for Chief Inspectors. In January 2010, U.S. federal law required a minimum wage of at least \$7.25 per hour. Subsequently, wages for Chief and Election Inspectors were increased by \$.25. There has not been a wage increase since 2010.

Attached is a survey from 108 Wisconsin municipalities. Chief Inspector's pay ranged from \$7.15 - \$21.00 and Election Inspectors ranged from \$7.15 - \$14.00. Several municipalities pay a stipend, rather than a wage. For the purposes of figuring out an equivalent wage, stipend pay was based on a 14 hour day. The averaged turned out to be \$10.73 per hour for Chief Inspectors and \$9.14 per hour for Election Inspectors.

The City of Burlington has approximately 88 appointed election inspectors and 4 Chief Inspectors. A typical election requires a minimum of 7 workers (2 of which are Chief Inspectors) at each polling location. Poll workers have the option of working a half day or a full day. Half days average approximately 6.5 hours. Full days average approximately 14 hours; however, can be as long as 16-20 hours for the closers and Chief Inspectors. There are typically 2 elections per odd year and 4 elections per even year.

Poll workers are also required to attend election training at least once every two years; however, the Clerk's office offers an election training prior to every election as a refresher course and to brief the workers on any changes that may have taken place since the last election. These trainings can last anywhere from 30 minutes to 2 hours. Workers are paid for their training time.

BUDGET/FISCAL IMPACT:

The 2017 budget for election workers wages is \$7,500, in which there were only two elections. In 2016, there were four elections including the mayoral and presidential races; \$16,000 was budgeted and \$15,268 was the actual amount spent for wages. Based on the proposed new wages, the 2018 budget for election wages would be increased to \$18,000 for the 4-election year cycle and \$10,000 for the 2019 2-election year cycle.

This has been accounted for in the 2018 Budget.

RECOMMENDATION:

Staff recommends that Council approve the proposed wage increases.

TIMING/IMPLEMENTATION:

This item was discussed at the November 21, 2017 Committee of the Whole meeting and is scheduled for final consideration at the this evening's Common Council meeting.

Attachments

Res 4870(28) Poll Worker Wage Increases
Poll Worker Wages

Resolution No. 4864(22)
Introduced by: Committee of the Whole

**A RESOLUTION FOR A WAGE INCREASE FOR CHIEF INSPECTORS AND
ELECTION INSPECTORS WITHIN THE CITY OF BURLINGTON**

WHEREAS, persons working as Election Inspectors for the City of Burlington, whose current wages are \$7.25 per hour shall be increased to the rate of \$9.00 per hour; and,

WHEREAS, the Chief Inspectors of each polling place, whose current wages are \$8.75 per hour shall be increased to the rate of \$11.00 per hour; and,

WHEREAS, said Election Inspectors who conduct the elections at nursing homes, qualified retirement homes and qualified community-based residential facilities be paid at their Election Day wages.

BE IT FURTHER RESOLVED THAT said Chief and Election Inspectors shall be paid the foregoing rates for all elections within the City of Burlington following the adoption of this resolution until otherwise modified or changed by the Common Council.

Introduced: September 19, 2017
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

**Election Inspector Wage Survey
dated 8-17-17**

<u>MUNICIPALITY</u>	<u>Chief</u>	<u>Equiv</u>	<u>Inspector</u>	<u>Equiv</u>
Allouez, Village	\$11.00	\$11.00	\$9.00	\$9.00
Bayfield, City	\$10.47	\$10.47	\$10.47	\$10.47
Belmont, Town	\$16.00	\$16.00	\$14.00	\$14.00
Biron, Village	\$11.00	\$11.00	\$10.00	\$10.00
Bloomfield Town	\$12.00	\$12.00	\$10.00	\$10.00
Bloomfield Village	\$12.00	\$12.00	\$10.00	\$10.00
Bone Lake, Town	\$10.00	\$10.00	\$10.00	\$10.00
Brookfield City	\$12.50	\$12.50	\$9.00	\$9.00
Brookfield Town	\$7.75	\$7.75	\$7.25	\$7.25
Brule, Town	\$12.00	\$12.00	\$10.00	\$10.00
Burlington City	\$8.75	\$8.75	\$7.25	\$7.25
Butler Village	\$10.00	\$10.00	\$8.25	\$8.25
Camp Douglas, Village	\$8.00	\$8.00	\$8.00	\$8.00
Chenequa Village	\$21.00	\$21.00	VOLUNTEER	\$0.00
Clinton, Village	\$9.00	\$9.00	\$8.00	\$8.00
Conover, Town	\$10.00	\$10.00	\$10.00	\$10.00
Cooperstown, Town	\$8.00	\$8.00	\$8.00	\$8.00
Cuba City, City	\$10.00	\$10.00	\$8.50	\$8.50
Darien Town	\$10.00	\$10.00	\$10.00	\$10.00
Darien Village	\$135/day	\$9.65	\$110/day	\$7.86
Delafield City	\$14.25	\$14.25	\$10.50	\$10.50
Delafield Town	\$10.00	\$10.00	\$8.50	\$8.50
Delavan City	\$165/day	\$11.79	\$140/day	\$10.00
Delavan Town	\$10.00	\$10.00	\$9.50	\$9.50
Dousman Village	\$8.00	\$8.00	\$8.00	\$8.00
Eagle Town	\$11.00	\$11.00	\$9.00	\$9.00
Eagle Village	\$10.50	\$10.50	\$9.50	\$9.50
East Troy Town	\$11.00	\$11.00	\$9.00	\$9.00
East Troy Village	\$9.00	\$9.00	\$8.00	\$8.00
Eden, Village	\$18.35	\$18.35	\$11.60	\$11.60
Elkhorn City	\$200/day	\$14.29	\$130/day	\$9.29
Ellsworth, Village	\$12.00	\$12.00	\$11.00	\$11.00
Elm Grove Village	\$135/day	\$9.65	\$105/day	\$7.50
Excelsior, Town	\$140/day	\$9.33	\$140/day	\$9.33
Fox Lake, City	\$150/day	\$10.00	\$150/day	\$10.00
Franklin, Town	\$8.00	\$8.00	\$8.00	\$8.00
Genesee Town	\$10.00	\$10.00	\$9.00	\$9.00
Geneva Town	\$12.00	\$12.00	\$10.00	\$10.00
Genoa City Village	\$9.00	\$9.00	\$9.00	\$9.00
Grand Rapids, Town	\$9.00	\$9.00	\$9.00	\$9.00
Hartland Village	\$11.00	\$11.00	\$8.50	\$8.50
Hazel Green, Village	\$13.00	\$13.00	\$12.00	\$12.00
Hobart, Village	\$9.50	\$9.50	\$9.50	\$9.50
Hunter, Town	\$10.00	\$10.00	\$10.00	\$10.00
Lac La Belle Village	\$10.00	\$10.00	\$10.00	\$10.00
Lafayette Town	\$16.00	\$16.00	\$10.00	\$10.00

**Election Inspector Wage Survey
dated 8-17-17**

LaGrange Town	\$175/day	\$12.50	\$175/day	\$12.50
Lake Geneva City	\$9.00	\$9.00	\$8.00	\$8.00
Lannon Village	\$9.00	\$9.00	\$8.00	\$8.00
LaValle, Town	\$9.50	\$9.50	\$9.00	\$9.00
Linn Town	\$9.50	\$9.50	\$8.50	\$8.50
Lisbon Town	\$9.14	\$9.14	\$9.14	\$9.14
Mayville, City	\$10.00	\$10.00	\$10.00	\$10.00
Menomonee Falls Village	\$175/day	\$12.50	\$120/day	\$8.58
Merton Town	\$10.00	\$10.00	\$9.00	\$9.00
Merton Village	\$9.25	\$9.25	\$9.25	\$9.25
Mishicot, Village	\$7.50	\$7.50	\$7.50	\$7.50
Montana, Town	\$11.00	\$11.00	\$10.50	\$10.50
Montrose, Town	\$10.00	\$10.00	\$10.00	\$10.00
Mount Pleasant, Village	\$12.00	\$12.00	\$10.00	\$10.00
Mukwonago Town	\$10.00	\$10.00	\$8.00	\$8.00
Mukwonago, Village	\$8.36	\$8.36	\$7.65	\$7.65
Muskego City	\$10.00	\$10.00	\$9.00	\$9.00
Nashotah Village	\$9.50	\$9.50	\$9.00	\$9.00
New Berlin City	\$10.00	\$10.00	\$8.25	\$8.25
North Prairie Village	\$10.00	\$10.00	\$7.50	\$7.50
Oconomowoc City	\$125/day	\$8.93	\$100/day	\$7.15
Oconomowoc Lake Village	\$7.25	\$7.25	\$7.25	\$7.25
Oconto Falls, City	\$10.50	\$10.50	\$10.00	\$10.00
Omro, City	\$10.00	\$10.00	\$9.00	\$9.00
Ottawa Town	\$12.00	\$12.00	\$10.00	\$10.00
Pardeeville, Village	\$9.00	\$9.00	\$7.50	\$7.50
Pewaukee City	\$10.00	\$10.00	\$8.50	\$8.50
Pewaukee Village	\$8.25	\$8.25	\$7.25	\$7.25
Pleasant Prairie, Village	\$11.00	\$11.00	\$10.50	\$10.50
Plum Lake, Town	\$10.00	\$10.00	\$10.00	\$10.00
Port Washington	\$15.00	\$15.00	\$10.00	\$10.00
Racine, Village	\$10.50	\$10.50	\$8.50	\$8.50
Rice Lake, Town	\$11.00	\$11.00	\$10.00	\$10.00
Richford, Town	\$13.00	\$13.00	\$10.00	\$10.00
Richmond Town	\$10.00	\$10.00	\$10.00	\$10.00
Ridgeway, Village	\$10.50	\$10.50	\$9.00	\$9.00
Scott, Town	\$11.00	\$11.00	\$9.00	\$9.00
Sharon Town	\$12.00	\$12.00	\$8.00	\$8.00
Shelby, Town	\$9.00	\$9.00	\$8.50	\$8.50
Spring Prairie Town	\$175/day	\$12.50	\$125/day	\$8.93
Spring Valley, Village	\$9.25	\$9.25	\$8.65	\$8.65
Stetsonville, Village	\$10.00	\$10.00	\$8.50	\$8.50
Sugar Creek Town	\$15.00	\$15.00	\$14.00	\$14.00
Sullivan, Village	\$10.00	\$10.00	\$9.00	\$9.00
Sumner, Town	\$100/shift	\$13.33	\$75/shift	\$10.00
Superior, City	\$14.17	\$14.17	\$10.84	\$10.84
Sussex Village	\$12.00	\$12.00	\$7.25	\$7.25

**Election Inspector Wage Survey
dated 8-17-17**

Tomah, City	\$180/day	\$12.00	\$145/day	\$9.67
Troy Town	\$12.00	\$12.00	\$10.00	\$10.00
Two Creeks, Town	\$10.50	\$10.50	\$10.50	\$10.50
Two Rivers, City	\$10.00	\$10.00	\$8.00	\$8.00
Vernon Town	\$11.00	\$11.00	\$9.00	\$9.00
Verona, City	\$12.00	\$12.00	\$10.50	\$10.50
Wales Village	\$100/day	\$7.15	\$100/day	\$7.15
Walworth Town	\$10.00	\$10.00	\$9.50	\$9.50
Walworth Village	\$8.50	\$8.50	\$8.00	\$8.00
Washington Island, Town	\$15.00	\$15.00	\$12.00	\$12.00
Watertown, City	\$9.00	\$9.00	\$8.50	\$8.50
Waukesha City	\$9.50	\$9.50	\$8.50	\$8.50
Waukesha Town	\$10.00	\$10.00	\$8.00	\$8.00
Whitewater City	\$12.00	\$12.00	\$10.00	\$10.00
Whitewater Town	\$10.00	\$10.00	\$10.00	\$10.00
Average		\$10.73		\$9.14
Median		\$10.00		\$9.00



COMMON COUNCIL REGULAR

ITEM NUMBER 13B

DATE: December 5, 2017

SUBJECT: **RESOLUTION 4872(30)** - to consider adoption of the 2018 Annual Budget for the City of Burlington.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

The 2018 Annual Budget workshops were held on October 11, October 18 and November 1. Part of the process included departments discussing current and future operations and capital budget needs. A Public Hearing on the Budget was held on November 21, 2017.

Overall Assessed Values in the City of Burlington, including TIF Districts increased about 2.2% to \$879,086,350. Equalized or "Market" Values rose to \$903,9995,500, giving an equalization factor of 97.2%. Less than 100% Equalized Value to Assessed Value indicates higher market values than assessed values. Net New Construction was 3.51% in 2017. Net New construction is one of the driving factors for the allowable City Levy. The City Budget funded by Taxes was increased by Net New Construction and total General Obligation Debt.

The attached budget encompasses all of the items as discussed with Council:

- Projected Fund Balance is \$2,111,138 or 24.5% of projected expenditures, meeting a Council fiscal policy.
- Water Rates will be increased by about 5% beginning in 2nd quarter 2018.
- Sewer Rates will remain unchanged for 2018.
- The Cost of Living Adjustment (COLA) applied to the Tiered Pay Scale is 1.5%
- All Non-Major funds are fully funded through grants, loans or general fund transfers, with the exception of the Capital Projects Infrastructure fund, which remains at a negative balance. This balance can be cleared after the close of TIF District 3 and the Environmental Remediation District 1 planned for 2018, which is a financial priority.
- Equipment Replacement Fund has been funded at \$300,000. Net change in the fund is (\$409,484).
- Library has been funded at \$405,500.
- Self Insurance fund continues as in the past with premiums covering claims and the fund ending 2018 with a positive fund balance.
- H.S.A. Premiums will increase overall by an average of 59% in 2018. Very high claims at the end of 2016 and all of 2017 are the main reason for the large increase. Premiums DID NOT increase in 2017 compared to 2016, so there has been a 2 year consistent rate, but claims history has been growing. The employee portion of the premium will increase to 4.8%, double the 2017 contribution. Additionally, Family and Single H.S.A. deductible contribution from the City has been reduced an additional \$400 and \$200 respectively as passed by resolution of Council in 2016. Family Deductible Contribution is \$1,200 and Single Deductible Contribution is \$600. The City will maintain a general stop loss coverage of \$50,000 per claim, with some specific stop loss coverages being higher for identified claims from the carrier.
- PPO Plan premiums are expected to increase 34% with the employees portion increasing to 10.8%, or .4% more than the 2017 contribution. Again, high claims in 2017 and no premium increase in 2017 over 2016 are the reason for the large increase.

BUDGET/FISCAL IMPACT:

All funds have been discussed and funded per Council Direction at the 2018 Budget Workshops. The City is projected to qualify for the Expenditure Restraint portion of shared revenue in 2018. Fund Balance is projected to be 25.4%. Water, Sewer Utility and Municipal Airport are projected to have positive cash flow and cash balances as required in 2018. All other funds, except for the Capital Projects Infrastructure Fund as noted in the history are fully funded in 2018. Internal Service Funds are fully funded in 2018. The 2017 Flood damage is expected to be fully repaired by early 2018 with minimal additional expenditures in 2018.

Projected MIL rate for the City of Burlington is \$9.87 per 1,000 with approximately \$0.40 per 1,000 related to the Pool debt service. The City MIL rate is \$0.91 cents higher in 2017 than in 2016 or \$163 for an average household. Debt Services is about double compared to 2017 and is an additional driver for the higher MIL Rate. Overall, The MIL rate for all taxing jurisdictions is expected to be about 60 cents per 1,000 higher than in 2017.

MIL rates are subject to change based on rounding and any changes to the budget prior to adoption and tax bill generation.

RECOMMENDATION:

Staff recommends adopting the 2018 Annual Budget.

TIMING/IMPLEMENTATION:

Due to the timeliness and generation of Tax bills for the City of Burlington related to this item, it is on the Council agenda the same night for final discussion.

Attachments

Res 4872(30) 2018 Budget

**A RESOLUTION ADOPTING THE 2018 BUDGET, 2018 FUND BALANCE,
GENERAL OBLIGATION DEBT LIMITATION AND UTILITY RATES**

WHEREAS, the draft 2018 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the draft 2018 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law, at the Burlington Public Library and online at the City of Burlington Website; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW THEREFORE, BE IT RESOLVED that the Common Council adopts as policy for the 2018 budget year a fund balance of 18% to 25% of operating expenditures, with any excess fund balance over 25% to be applied to a Capital Project Fund; and

BE IT FURTHER RESOLVED that the Common Council adopts as policy for the 2018 budget year a limit on General Obligation Debt to not greater than 75% of the borrowing authority as defined by the State of Wisconsin, except by Super Majority vote of the Common Council or by authorization through binding or advisory referenda; and,

BE IT FURTHER RESOLVED that the 2018 City of Burlington Budget in the amounts shown in the attached Budget Summary as part of this resolution is hereby approved; and,

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the City Finance Director Treasurer to levy a total tax of \$6,766,600 for the General Fund in the following amounts: \$6,765,180.18 including debt for Racine County property in the City of Burlington; to levy tax for the General Fund in the amount of \$1,419.82 including debt for Walworth County property in the City of Burlington. The City Treasurer is also directed to levy TIF District taxes as prescribed by statute in the amount of \$4,617,047.09 For TID 3 and ER TID 1 in Racine County and \$378,913.28 for TID 5 in Walworth County, plus or minus rounding; and to collect these taxes to meet and operate, pursuant to said budget, the fiscal and calendar year of 2018.

Introduced: December 5, 2017
Adopted: December 5, 2017

Jeannie Hefty, Mayor

Attest: _____
Diahnn Halbach, City Clerk



COMMON COUNCIL REGULAR

ITEM NUMBER 15A

DATE: December 5, 2017

SUBJECT: MOTION 17-882 - to consider approving a Downtown Historic District Façade Improvement Grant Policy.

SUBMITTED BY: Megan Watkins, Director of Administrative Services

BACKGROUND/HISTORY:

In 2015, the Director of Administrative Services assumed the role of reviewing HPC Façade Grant applications from Racine County Economic Development Corporation (RCEDC). Upon doing so there was no formal policy in place for the HPC Façade Grant program, merely minutes from previous Historic Preservation Commission (HPC) and Community Development Authority (CDA) meetings that set guidelines for the program. In comparing these minutes, as well as researching other community façade grant programs, the attached policy was drafted to create a clear and direct policy for staff, HPC commissioners and applicants to follow. A comprehensive comparable chart of the twenty-two researched communities has also been attached for your convenience.

A summary of the general guidelines to this program are as follows. A comprehensive list of the guidelines and requirements can be found within the policy.

- Owners and/or tenants of existing buildings that are 50 percent or more commercial within the Burlington Downtown Historic District may apply.
- The grant only applies to exterior facades, signs and architectural features of such buildings in the Historic District that front a public street.
- Eligible Activities included, but not limited to: Repair/replacement of the original building's materials and decorative details; cleaning of exterior building surfaces; tuck pointing and masonry repair; painting of exterior building surfaces; repair/replacement/restoration or addition of entrances, doors, display windows, transoms, or windows; removal, repair/replacement/restoration of existing signs and awnings; new signage and awnings; landscaping improvements; permanent exterior lighting; architectural assistance; and other activities as designated by the Historic Preservation Commission.
- Projects shall be completed within one (1) year of the grant approval date.
- Real Estate taxes, Personal Property taxes, and Utility bills must be up to date and current on payments.

Please Note - All of the guidelines that have been in place since the program was created have remained intact; however, language creating an application waiting period has been added to the policy as follows:

- Building owners must wait ten years after an initial grant award before reapplying (phased renovations will be considered on a case-by-case basis) for the same property.
- A maximum lifetime cap of \$15,000 may be awarded to a single property, excluding grants used for signage.

BUDGET/FISCAL IMPACT:

The funding for this program is provided with public monies through the General Fund based on availability within the City of Burlington Annual Budget. The City of Burlington Historical Preservation Commission (HPC) is responsible for administering the Historic District Façade Improvement Grant Program, intended to stimulate improvements to the exterior of downtown commercial buildings.

The Grant Program provides grants of up to 50% of the total cost of the eligible façade renovation, up to a maximum of \$5,000 per façade in accordance with the guidelines set forth in Section III of this policy. No more than \$250 of matching funds of the \$5,000 grant maybe used for exterior signage.

RECOMMENDATION:

The Historic Preservation Commission approved the Downtown Historic District Façade Improvement Grant Policy at their October 26, 2017 meeting and recommend Council approval.

TIMING/IMPLEMENTATION:

This item is for discussion at the November 7, 2017 Committee of the Whole meeting and is scheduled for final consideration at the November 21, 2017 Common Council meeting.

Attachments

HPC Facade Grant Policy



CITY OF BURLINGTON HISTORIC DISTRICT FAÇADE IMPROVEMENT GRANT POLICY & GUIDELINES

I. PURPOSE

A. The City's intent in establishing this Downtown Historic District Façade Improvement Grant Program is to encourage downtown business owners to undertake business facade improvements. Physical improvements to structures downtown will assist in spurring economic vitality downtown. By improving the exteriors of commercial buildings downtown, the City will enhance the appearance of the downtown and the community as a whole overall. The resulting effect will be the attraction of new businesses, encourage visitors downtown supporting the retention, preservation and expansion of existing businesses.

B. Façade. The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

II. OBJECTIVES

The Downtown Historic District Façade Improvement Grant Program has the following objectives:

- A. To renovate or rehabilitate commercial properties so as to prevent or eliminate deteriorating conditions, being mindful of the historical significance and uniqueness of the downtown structures.
- B. To attract and retain businesses downtown.
- C. To retain jobs and bring additional employment opportunities to the City.
- D. To make use of funds the City has set aside for the enhancement of the City's downtown, which is deemed an asset of the City and strategic initiatives.
- E. To spur activity which will provide return to the City by way of physical improvements accomplished which may not otherwise have occurred.

III. PROGRAM FUNDING

The funding for this program is provided with public monies through the General Fund based on availability within the City of Burlington Annual Budget. Grants are available on a calendar year cycle, beginning January 1, on a first come, first served basis. The City of Burlington Historical Preservation Commission (HPC) is responsible for administering the Historic District Façade Improvement Grant Program, in conjunction with an approved Certificate of Appropriateness, intended to stimulate improvements to the exterior of downtown commercial buildings.

- A. Maximum Grant Amount
The Grant Program provides grants of up to 50% of the total cost of the eligible façade renovation, up to a maximum of \$5,000 per façade in accordance with the guidelines set forth in Section III of this policy. No more than \$250 of matching funds of the \$5,000 grant maybe used for exterior signage.

III. **PROJECT & APPLICANT ELIGIBILITY:**

- A. Owners and/or tenants of existing buildings within the Burlington Downtown Historic District (Exhibit A) may apply. Tenant applicants are required to submit written evidence of building owner approval with applications. Proposals are considered by the Historic Preservation Commission on a first come, first served, case-by-case basis and evaluated based on the ability of the project to further the goals of the City of Burlington.

No owner or person in charge of a historic structure, historic site, or structure within an HPO Historic Preservation Overlay District shall reconstruct or alter all or any part of the exterior of such property, construct any improvement upon such designated property, or cause or permit any such work to be performed upon such property (including the placement of signage) unless a Certificate of Appropriateness (COA) has been granted by the Historic Preservation Commission.

B. General and Designated Area:

1. Downtown Historic District Façade Improvement Grant Program only applies to the exterior facades, signs and architectural features for properties within the HPO Historic Preservation Overlay District (Exhibit A) that are 50 percent or more commercial/commercial mixed-use and only to those exterior facades, signs and architectural features of such buildings that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation. Secondary elevations may also be eligible for façade grants.

C. Requirements:

1. Projects shall occur within the established Historic Preservation Overlay District..
2. A Certificate of Appropriateness shall be approved by the HPC for any work being done to the façade and/or installation of signage.
3. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, the HPC may allow completion extensions upon request of the applicant. The HPC reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
4. Projects shall comply with all applicable building codes and zoning standards and requirements.
6. Priority consideration will be given to proposals that make visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Burlington.
7. ~~Building owners Successful applicants~~ must wait ten (10) four (4) years after an initial grant award before reapplying (phased renovations will be considered on a case-by-case basis) for the same façade-.
8. A maximum lifetime cap of \$15,000 may be awarded to a single property, excluding grants used for signage.
89. Real Estate taxes, Personal Property taxes, and Utility bills must be up to date and current on payments.

D. Eligible Activities included, but not limited to:

1. Repair/replacement/restoration of the original building's materials and decorative details.
 2. Cleaning of exterior building surfaces.
 3. Tuck pointing and masonry repair.
 4. Painting of exterior building surfaces.
 5. Repair/replacement/restoration or addition of entrances, doors, display windows, transoms, or windows.
 6. Removal, repair/replacement/restoration of existing signs and awnings.
 7. New signage and awnings.
 9. Permanent exterior lighting.
 10. Architectural assistance
 11. Other activities as designated by the Historic Preservation Commission.
 12. Repainting of exterior building surfaces four (4) years after receipt of original façade grant.
 13. Repair/replacement/restoration of façade elements to become ADA compliant.
- E. Non-Eligible Activities include, but are not limited to:
1. Interior improvements.
 2. Purchase of property.
 3. Construction of a new building.
 4. Fixtures and equipment.
 5. Sidewalk repairs.
 6. Correction of code violations.
 7. Any roof repair or replacements, except in cases where a new roof "style" is a critical component of the façade restoration or replacement project.
 8. Compensation for time and labor spent by applicant or members of applicant's immediate family. *(Note that one needn't be the building owner to apply.)*
 9. Inappropriate cleaning methods.
 10. Landscaping improvements
 11. Repair/replacement/restoration of façade elements without an approved Certificate of Appropriateness
 12. Repair/replacement/restoration of façade elements prior to four year waiting period.

IV. **APPROVAL PROCESS**

- 1) A Certificate of Appropriateness for any work to the façade and/or installation of signage is required in order to apply for a façade grant. Certificate of Appropriateness and Façade Grant applications for the same project can be submitted together. Applications must be returned to Burlington City Hall, Building Inspection Department, 300 N. Pine Street, Burlington, WI 53105.
- 2) Although it is not a requirement, it is recommended to consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches that are drawn to scale and illustrate the alterations (except painting) must be submitted with a Certification of Appropriateness application.
- 3) It is recommended that the applicant research the history of the building, perhaps by visiting the Burlington Historical Society Museum at 232 North Perkins Blvd. This research will provide a better understanding of the past uses and architectural features of the building.

- 4) It is recommended to meet with the local building inspector to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with the inspector or other appropriate City Staff.
- 5) Completed Certificate of Appropriateness and Façade Improvement Grant applications with all required attachments must be returned to the Building Inspection Department at City Hall for review the fourth Monday of the month prior to the HPC meeting. All applications will be time and date stamped to ensure efficient receipt and ranking of grant distribution process.
- 6) The HPC meets every 4th Thursday of the month at 6:30 p.m. within the City Council Chambers located at 224 East Jefferson Street, Burlington. Applicants are encouraged to attend and present materials as deemed necessary. The HPC will review the application and ensure compliance with the requirements of the HPC zoning ordinance.
- 7) If the application is not approved, the HPC will provide information to the applicant regarding the appeal process.
- 8) Upon approval of the Grant and Certificate of Appropriateness applications, grant dollars will be awarded to the applicant for reimbursement purposes.
- 9) The HPC will not use race, sex, age or religion as grounds for refusing a grant to an eligible applicant.

V. POST APPROVAL STEPS

Grant monies will be distributed to the applicant upon completion of the following activities:

1. Applicants, after approval, have up to twelve months to complete their projects. If an applicant needs more time to complete a project, he or she must provide a written statement with a reasonable justification for an extension. Extensions are reviewed and considered by the HPC and are not guaranteed.
2. The Building Inspector will monitor the progress of the project. Any and all changes from the original application must be approved by the HPC. Any unapproved deviations from the original work specified in the application will disqualify the applicant from receiving grant monies.
3. The Building Inspector and members of the HPC will conduct a Response Team Visit to conduct a final inspection.
4. The applicant shall submit paid invoices, receipts, cancelled checks and/or a contractor lien waiver for the cost of the project promptly to City Hall. Received documentation will be reviewed to ensure compliance with original application. Applicants will receive reimbursements once the project is completed, proper documentation received and the project is approved by the Building Inspector. If documentation is not received within six (6) months of project completion, the HPC has the right to disqualify the applicant from receiving grant funds.

Projects not completed in a manner consistent with the agreed upon scope for work will be deemed ineligible. The HPC has an obligation to be a careful steward of public funds.

6. Property taxes and utility payments must be current and applicants may have no debts in arrears to the City when the grant is considered.

V. DEFINITIONS

Façade

The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street or alley and exposed to public view will be considered a secondary elevation.

HPC Response Team

The Building Inspector and three members of the HPC will conduct a response team visit to conduct a final inspection of all properties that have completed façade repairs/replacement/renovations in accordance with a Certificate of Appropriateness and Façade Grant. The HPC Response Team shall make a recommendation to grant approval or reject payment of the grant until necessary conditions are corrected.

Architectural Drawings

Project drawings provided by the architect, typically showing the floor plan; elevations (views of the various sides of the structure); finish schedules; and details of moldings, doors, and other such matters necessary for the builder to order the proper materials for construction. Exceptions can include mechanical, electrical and structural drawings, as well as specialized data that are normally handled by specialists in those fields.



<i>Official Use Only</i>
Date Received _____
Application No. _____

City of Burlington

Historic District Façade Improvement Grant Application

Project Address: _____, Burlington, WI

Applicant Name: _____

Owner Name: _____

Name of Business: _____

Telephone Number: _____ Facsimile Number: _____

E-Mail Address: _____

Applicant Mailing Address: _____

Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

Will you be using the services of an architect or engineer? Yes No

If yes, list your architect or engineer of preference: _____

Description of Project: _____

Estimated Project Cost (include quotes/bid for proposed work): _____

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

Proposed start date: _____

Proposed completion date: _____

What is (are) the existing use(s) of the building? _____

Will this project proposal cause a change in the building's use? _____

If so, please explain. _____

Do you intend to apply for the Historic Preservation Tax Credit on this project? Yes No

As a part of this application, if your project includes any improvement with the exception of only signage, you must complete the attached "Application for the Certificate of Appropriateness".

Signature of Applicant

Signature of Property Owner

Print Name

Print Name

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.



City of Burlington
Application for the Certificate of Appropriateness

Per section § 315-42 of the HPO Historic Preservation Overlay District zoning ordinance, the following application must be completed when alterations in the architectural appearance of any structure within the HPO district is proposed.

Please provide the following:

1. Architectural plans, elevations, photographs, color samples and/or perspective drawings and sketches illustrating the design and character of all proposed alterations (except painting, see below) must be submitted. Said elevations and drawings shall indicate the location and placement of all auxiliary building equipment such as heating, ventilating, and/or air-conditioning equipment. These drawings are to be completed to a recognized architectural scale with the name of the project noted. Building plans shall be submitted with all detail drawn on each elevation. Plans drawn with partial building details indicated will be returned to the Applicant for redrafting.

For alterations consisting of painting only, color samples and photographs shall be submitted indicating the areas to be painted.

2. Project Address: _____, Burlington, WI
3. Applicant Name: _____
4. Owner Name: _____
5. Name of Tenant: _____
6. Name of Business: _____
7. What is (are) the existing use(s) of the building? _____
8. Telephone Number: _____ Facsimile Number: _____
9. E-Mail Address: _____
10. Applicant Mailing Address: _____
11. Does the applicant own the project building? _____ Yes _____ No
12. If no, please list owner's name and address: _____
13. Architect or engineer's name and address: _____
14. Date of submittal of plans: _____
15. Scale of drawings noted on each drawing: _____
16. Building type, size and location: _____
17. Height of building: _____
18. Exterior material samples to be provided: _____

NOTE: Please supply material samples of all exterior alterations for the HPC meeting.

19. Proposed Start Date: _____

20. Proposed Completion Date: _____

21. Additional information may be requested to include, but not limited to, the following:

- A. Photographs from the site adjacent neighboring structures and/or property;
- B. Detailed drawings of decorative elements of the buildings and/or structure(s);
- C. Sectional building or site drawings drawn to recognized engineering or architectural scale.

NOTE: Please provide any and all information that will illustrate to the Commission the effect of the proposed change.

Property Owner

Print Signature Date

Applicant

Print Signature Date

STOP! Have you included the following with your application?

1. Color photographs of current building façade, including some view of the buildings on either side for context;
2. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the design and character of all proposed alterations completed to a recognized architectural scale with the name of the project noted;
3. Historic photos of your building as it appeared in the past. You are encouraged to visit the Burlington Historical Society Museum at 232 North Perkins Blvd. for this information if your project includes façade renovations;
4. Material samples of all exterior alterations; i.e., color samples, siding. Only one sample per design element is required;
5. Nine copies of all supplemental information; i.e., drawings, renderings, elevations, photos/pictures, etc. that are not easily duplicated due to size or other restrictions.

If any of the above pertain to your project and are not included with your application, your application will be considered INCOMPLETE and will not be placed on the meeting agenda for discussion.

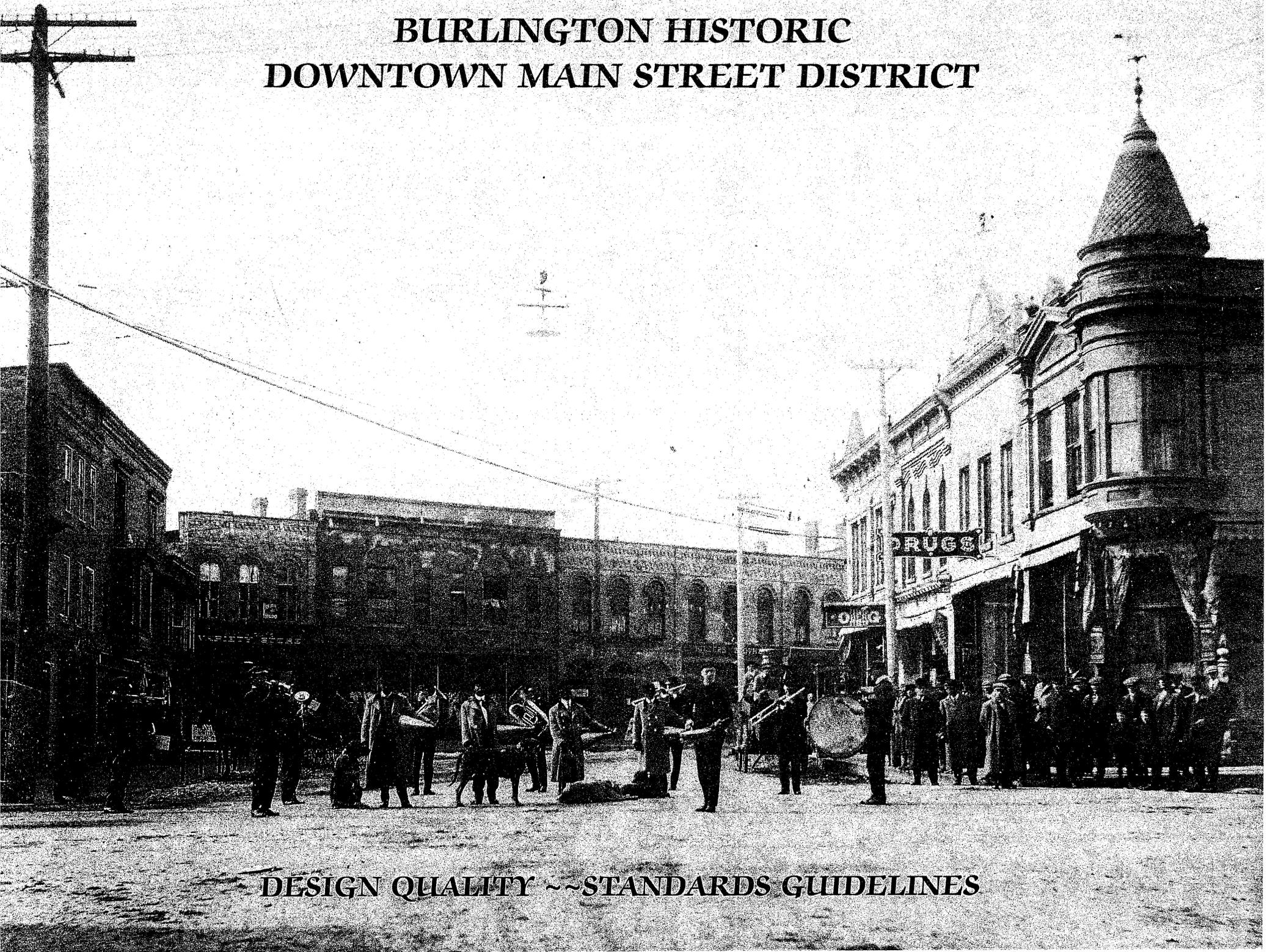
THANK YOU FOR YOUR COOPERATION!

NOTE: You are encouraged to attend said meeting to address any questions or concerns that the Commission members may have regarding your application.

Exhibit A
Downtown Historic District Boundaries



BURLINGTON HISTORIC DOWNTOWN MAIN STREET DISTRICT



DESIGN QUALITY ~ ~ STANDARDS GUIDELINES

INTRODUCTION

Design Quality Standards Guidelines

Each building in Burlington's downtown plays a unique and vital role in its overall image. The storefront and its window displays; the signage, awnings and canopies; the scale and proportion of the building; as well as the materials and ornamentation are all integral components in the successful design of the building. Property owners interested in improving the visual appeal of their building need to assess the current condition of the entire facade keeping in mind the following questions:

- ⦿ What impact does a visual improvement have upon the image of my business?
- ⦿ How can a storefront improvement relate to the entire visual impact of the building?
- ⦿ How does the building relate to the neighboring buildings?
- ⦿ How does a storefront improvement relate to the historic upper facade of the building?
- ⦿ What changes can be made to improve the appearance and integrity of the upper facade of the building?

The following Design Quality Standards Guidelines serve as a reference for rehabilitation and improvement projects in the Burlington Historic Downtown Main Street District.

Building Owners wishing to participate in the Burlington Historic Downtown Main Street District's Low Interest Loan Program are required to have all drawings approved by the Historic Downtown Main Street Design Review Committee in order to access the funds. Information on the Low Interest Loan Program is located in Appendix C.



*Southeast corner of Chestnut and Milwaukee.
Former site of the Jones House Hotel*

DESIGN ISSUES

The Traditional Facade

The traditional commercial storefront is the most important element that distinguishes and gives historical significance and a unique character to downtown Burlington. The majority of our historic commercial buildings date from the late 1800's to the early 1900's. When originally constructed, the buildings shared a consistency in design and proportion that created a strong visual image. A visually unified downtown goes a long way in attracting people to our area as well as to the individual shops and businesses that are located here.

The basic commercial facade consists of three parts: the storefront with an entrance and large display windows, an upper masonry facade with regularly spaced windows, and a decorative cornice. These components may appear in various shapes, sizes, and styles but the result is essentially the same facade.

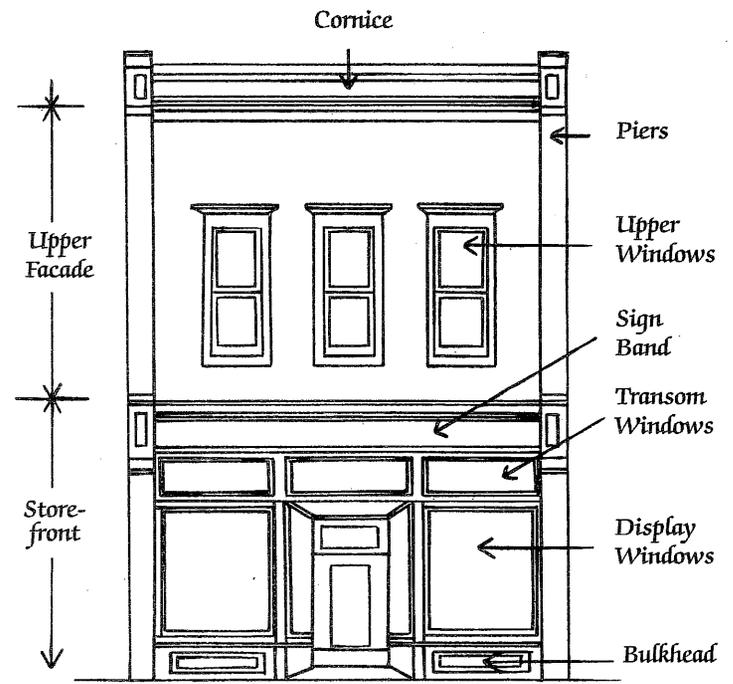
Over the years changes have occurred to commercial buildings in response to various merchandising trends, technology, and changing tenants. In most cases the changes are only at the storefront level while the upper facade remains intact. Most revisions to the storefront area are superficial, leaving the structural integrity of the original storefronts in place.

Storefront Design

The traditional building facade has a well-defined opening that the original storefront filled. The opening is bounded on each side by piers that were usually constructed of masonry. It is bounded on the top by the storefront cornice which is the structural member that supports the upper facade, the opening is bounded below by the bulkheads and sidewalk.

The storefront is composed almost entirely of windows. The large glazed opening of the storefront served as an area to display goods. Additionally, the transom windows above the display area served to allow natural light to reach deep into the store thus minimizing the need for artificial lighting.

The windows of the storefront are also an important factor because they contribute to the overall proportion of the facade. The proportion of window to wall areas in the traditional facade calls for more glass and less wall at the storefront level. It is balanced by more wall and less glass on the upper facade. When buildings were constructed using these proportions, the downtown maintained a consistent design theme.



TRADITIONAL FACADE
COMPONENTS

Storefront Improvements

In considering improvements to the facade it is very important that the original storefront opening is respected and maintained. The renovated storefront should be designed to fit the dimensions of the original storefront opening.

Ideally, the basic storefront design should include: large windows with narrow framing members, a recessed entrance, an overhead transom, a storefront cornice, an exposed structural element of a horizontal sign panel at the top of the storefront cornice to separate it from the upper facade, and low bulkheads at the base to protect the windows and act as a platform for window displays. The basic configuration can be constructed from traditional or contemporary materials.

Key points to consider in storefront improvements:

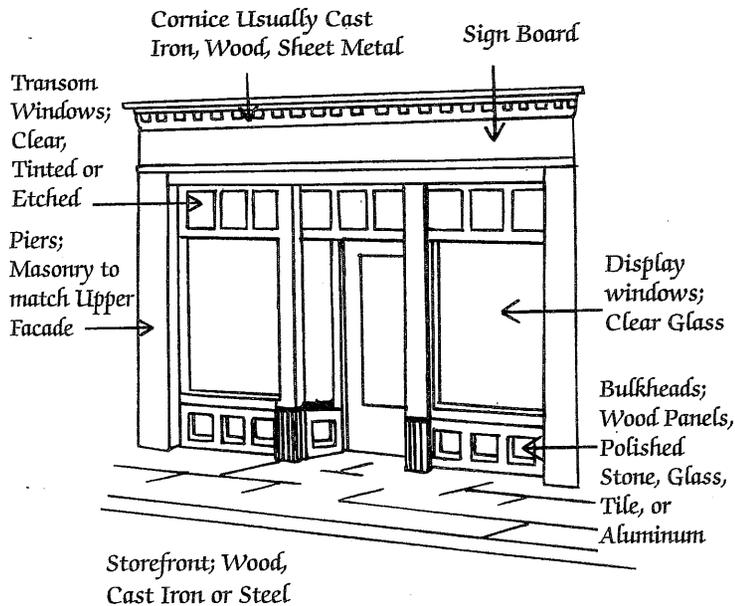
- The storefront should be composed almost entirely of glass. If glass is not appropriate for the business, consider the use of interior window treatments as a solution.
- The entry should be maintained and restored in its original location and configuration. If the original entry has been changed, the new entry should be designed and placed considering traditional design themes and its relationship to the overall building facade and symmetry.
- Transom windows that have been covered or blocked should be restored.
- Storefront bulkheads should be restored or renovated.
- Original elements such as cast iron columns, storefront cornices, entry doors and lighting fixtures should be restored.
- Lighting, signage and awnings should all be integrated into the overall design of the storefront.

The storefront design must be true to the time period in which the building was constructed. Renovating late 19th and early 20th century buildings such as the ones we have in Burlington with inappropriate historical motifs is unsuitable.

Building owners planning the renovation of a storefront will find it very helpful to contact the Burlington Historical Society to inquire if any historic photographs of the building are available. These photographs can be valuable tools in helping to determine the original design, materials, and signage used on the building.

Storefront Materials

When designing a new storefront or renovating an existing storefront, the goal should be a transparent facade. Keeping the storefront materials simple and unobtrusive will help to achieve this goal. There is no need to introduce additional types of building materials to those that originally existed on the building.



COMMON STOREFRONT MATERIALS

Utilization of existing materials is preferred whenever possible. Repairing those materials when not up to standards is more appropriate than replacing them. If replacement is necessary, quality materials and their consistent use throughout the building is necessary to achieve simplicity and uniformity in the design.

Typical examples of materials and their location on the storefront:

- Storefront Frame – wood, cast iron, anodized aluminum
- Display Windows – clear untinted glass
- Transom Windows – clear, tinted, stained or etched glass
- Entrance Doors – wood or commercial aluminum with a large glass panel
- Bulkheads – wood panels, polished stone, glass, tile or metal clad plywood panels
- Storefront Cornice – wood, cast iron or sheet metal
- Side Piers – same material as the upper facade (typically masonry)

Certain materials should never be used on traditional commercial buildings because they have no relationship to the building's original design themes and therefore flaw the consistency of appearance of the building and as a result the entire downtown area. Such inappropriate materials include but are not limited to: cultured stone, artificial brick, rough textured wood siding, wooden shingles on mansard roofs, gravel aggregate and stucco materials.

Color

As with materials, the color scheme chosen for the facade should be sensitive to the time period of the building. It should also be sensitive to the neighboring buildings and to the style of the building itself.

If the masonry facade was painted at some time and the paint seems to be holding - it should be painted again. When repainted the masonry should be within its natural color range.

Colors should accentuate the architectural details of the building. The levels of coloration can be broken down as follows:

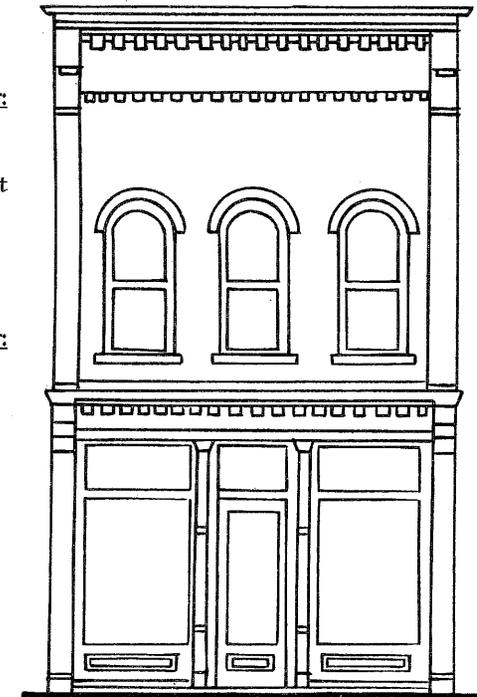
- Base Color
- Major Trim Color
- Minor Trim Color
- Accent Color

Base Color: Wall Surfaces, Storefront Piers,
Cornice – When it is the same material as
the wall

Major Trim Color:
Cornice, Window
Hoods, Window
Frames, Storefront
Cornice

Minor Trim Color:
Window Sash,
Doors

Accent Colors:
Small Details on
Window Lintels,
Cornices,
Columns,
Bulkheads



PAINT SCHEME COMPONENTS

MAINTENANCE AND REPAIR

Many of the buildings in downtown Burlington possess two favorable qualities. One is that they have been minimally altered, thus keeping the structural integrity intact. The second quality is the survival of original design features and materials. Many alterations consist of materials that were merely attached to existing walls and did not involve reconstruction or demolition. This very favorable situation will enable downtown property owners to renovate and repair their buildings with little effort. With very few exceptions, each building can easily be restored to its original design creating a beautiful and visually pleasing business center.

Before considering any repair or remodeling, materials should be examined by an architect or contractor as to their actual condition and potential for cleaning and repair. Once the materials have been evaluated then cleaning, maintenance, and repair may proceed.

All work should be professionally done, so that proper equipment and technique can be utilized. A brief description of repair and maintenance follow for the property owner's basic familiarity.

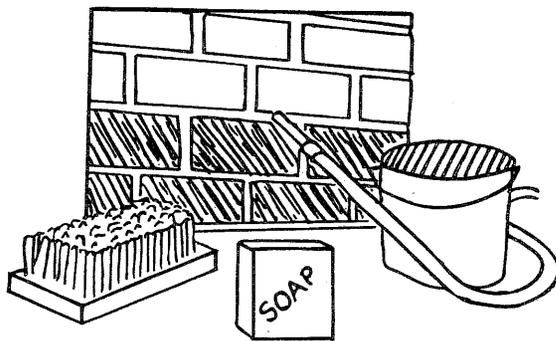
Masonry –

Many of the buildings in downtown Burlington are constructed of brick; there are few made from stone or concrete block. It should not be assumed that all masonry needs to be cleaned. Minor staining or discoloration adds character to the structure and should remain as an acceptable condition. If the masonry is deemed unacceptable, several cleaning methods may be used. Because of the wide variety of unforeseeable factors in masonry cleaning, a test patch of the chosen method in an inconspicuous area of the building should always be required.

Water Cleaning –

Washing with water and a detergent is the simplest method and is successful on lightly soiled masonry. This method is probably the easiest for the amateur. Water cleaning involves two steps: the first is spraying with water to presoak the masonry, thus removing dirt deposits not tightly bonded to the surface. The final step involves scrubbing with a hand or power brush.

Whether done by an amateur or professional, care must be taken to avoid water damage. Brick cleaning should be done before finishing the interior of that particular wall to avoid water damage. Water cleaning should be avoided in colder weather, as absorbed water can freeze and fracture surfaces. Test washing a small area of the wall will determine how long it will take and how effective it will be.



*Use of a detergent and scrub brush
is the safest method*

Pressurized Water Cleaning –

PRESSURIZED WATER CLEANING SHOULD NOT EXCEED 600 PSI ON MASONRY SURFACES AND EXTREME CARE SHOULD BE TAKEN WHEN CLEANING WOOD SURFACES WITH WATER.

High pressure water cleaning can be as detrimental as sand blasting on some building surfaces. The process uses special equipment to develop enough hydraulic pressure to “force spray” the building surface. If too much pressure is used it will force mortar out from between the joints creating the need to repoint the masonry. It can also severely damage already unsound masonry. Interior water damage and unacceptable water absorption are also concerns with this method of cleaning.

Chemical Cleaning –

Due to the large variety of chemicals, potential toxicity, clean-up, and specialized equipment, professional help must be used. Chemical cleaning is best suited for paint removal and for the removal of deep stains. Once the chemical has been applied and the paint has softened, it is then rinsed off with a spray of water not to exceed 600 psi. Care must be taken in the use of acids. It is important to recognize that even in a diluted solution, acids can be harmful to limestone, marble and some types of metals.

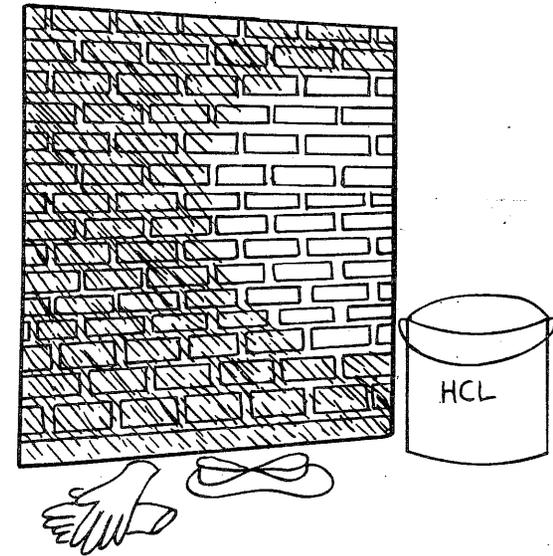
Sandblast Cleaning –

SANDBLASTING IS NOT RECOMMENDED ON ANY MASONRY WALL.

Sandblasting is the most detrimental of all cleaning methods, especially when considering brick. Sandblasting removes the hard outer surface of the brick and exposes the softer inner surface to weathering. The pitting and roughness that sandblasting creates will hasten premature weathering and damage. Sandblasting can, however, be used for the cleaning of cast iron.

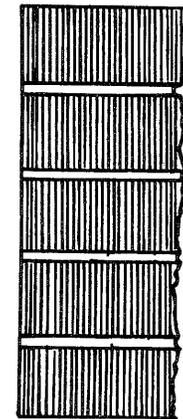
Tuckpointing –

Weathering of masonry also involves the mortar joints. If the masonry is to be cleaned, the addition of new mortar to the joints may be necessary. This is called tuckpointing. The joints are first thoroughly cleaned in a manner which will be the least damaging to the sound mortar still in place and to the bricks. Then, new mortar that matches the historic mortar in color and texture, and is softer than the brick and is as soft or softer than the historic mortar can be filled in and finished to match the original depth and style of the joint. Mortar can also be tinted to match any existing color. After tuckpointing, the surrounding masonry must be cleaned free of the excess mortar.

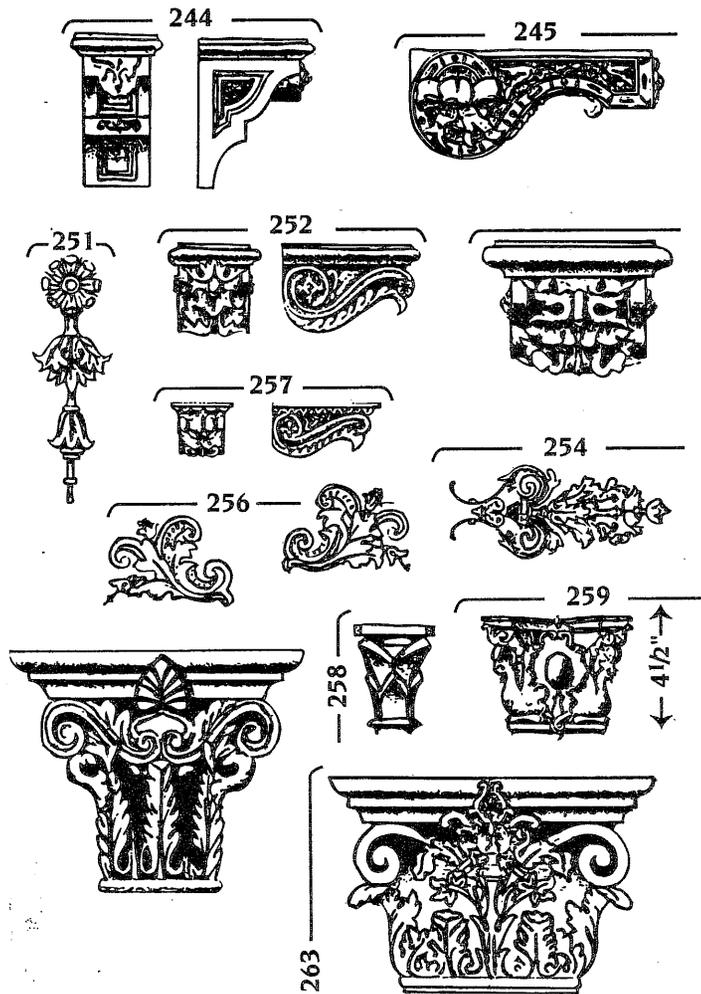


DO A TEST PATCH FIRST TO DETERMINE EFFECTIVENESS

Sandblasting destroys outer surface of the brick exposing the softer inner surface to weathering



Zinc Roofing & Ornamenting Co.



Wood

The exterior use of wood on buildings in downtown Burlington has been primarily for the construction of window and door framing. Although masonry dominates storefronts as a building material, wood was also used in creating cornices, brackets, bracing and trim. It is important to recognize the value of retaining the wood elements contained in the original design to keep the building's integrity intact.

When repairing wood there are a variety of options that can be used depending upon the severity of damage. Retaining the existing wood is the first option to be considered. Repairing the wood in place, whether by splicing or using a consolidant, is the next best method. Total replacement of the damaged wood is the final option. The philosophy being, retain if it is possible, repair if it is necessary, and replace if there is no other option.

Architectural Metals

Architectural metals such as cast iron, copper, galvanized steel, tin and zinc, are also used on the traditional building facade. Aluminum can also be found, primarily on window and door frames.

Any metal encountered can be cleaned. As with masonry, care must be taken to avoid damage by using the gentlest means possible. Sand blasting is to be avoided on all metals with the exception being cast iron. Softer metals can be cleaned with solvents or sanding.

Ferrous metals (metals with an iron content) such as steel door frames, should be painted to prevent rusting. Copper, stainless steel or other similar metals are meant to be exposed. Aluminum can be painted, unpainted or installed with a factory finish.

Metals that are damaged beyond repair can be reconstructed from a variety of materials including wood, fiberglass, epoxy, or another metal. Please note, there is a naturally occurring reaction called electrolysis which happens when two dissimilar metals come into contact with each other. The result is damaging to both surfaces. When replacing a damaged element with metal always be sure to insulate between the two dissimilar metals.

Windows

Windows are a prominent and important feature of storefronts. Unfortunately, they are often the most altered and neglected of storefront materials. Repair of the existing window frames and sash should be done whenever possible. This can be accomplished by patching, splicing and consolidating the existing materials. Only if the existing windows are beyond repair should total window replacement be considered. Good windows contain several attributes.

1. ENERGY CONSERVATION – Modern units contain insulated glazing and “thermally broken” frames. Both glazing and frames contain either an air space or gasketing to eliminate frost and moisture penetration. If original units are repaired, custom fabricated storm units can be installed to provide similar energy savings.
2. LIGHT QUALITY – Proper sizing of the storefront window will enhance the amount of natural light entering the store. Modern glass can even control the type of light entering through it. This type of glass is known as E-rated glass and can help prevent the discoloration of merchandise. All storefront glass should be untinted.
3. AESTHETICS – Window manufacturers offer many colors, shapes and styles in a variety of standard and custom sizes. Custom units can be made to fit any opening or building style. Properly designed windows will enhance the original character of the building and add to its overall value.

If windows are to be completely replaced, the new units should fill the entire original opening and match the profile of the existing units. If replacement windows are currently in place that do not fill the entire opening the new units should restore what has been lost through the previous remodeling. Consideration should be given to the window mullions which will help provide design continuity throughout the entire building.

A WORD OF WARNING

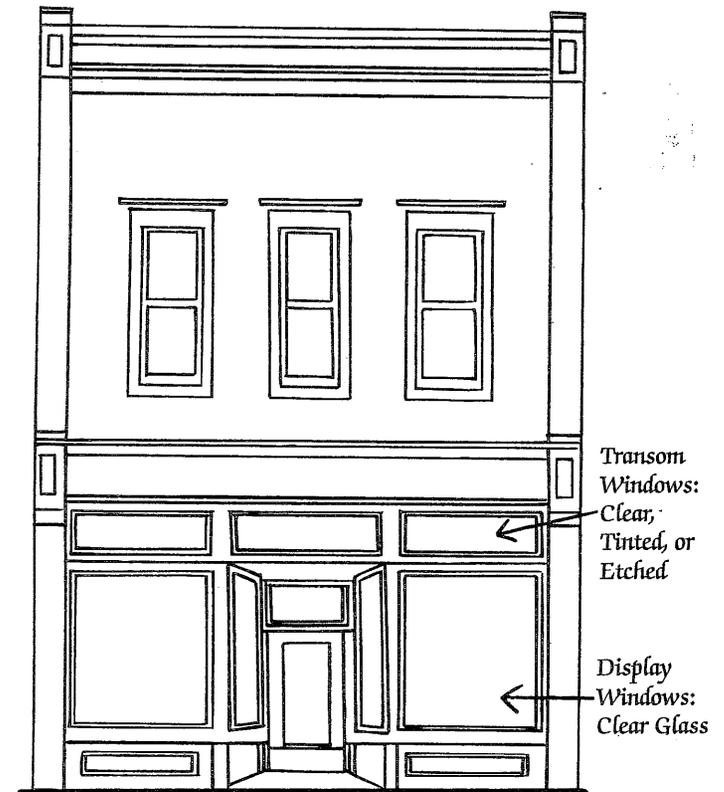
Maintenance and repair of existing buildings often require removal of undesirable or damaged materials. Burlington’s buildings were constructed before asbestos or lead paint were discovered to be hazardous materials. Not only is it unhealthy to remove certain forms of asbestos, it is unlawful. If asbestos or materials containing asbestos or lead paint is suspected, notify an architect or contractor who will verify its presence and recommend a certified removal company, if necessary.

AWNINGS AND SIGNS

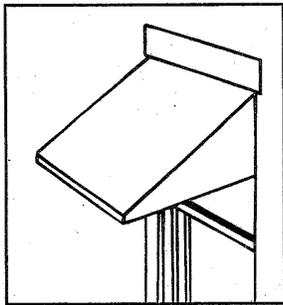
Awnings

Canvas awnings were traditionally used to provide protection for pedestrians and shade for the storefront window. Today, both awnings and signs are important design elements and contribute to the overall appearance of the building. A quality awning and an appropriate sign can add significantly to the image of the business inside the building.

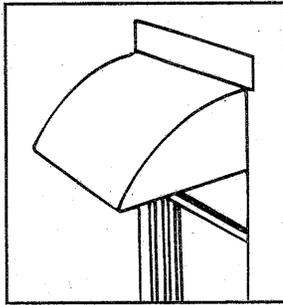
Lettering and signage on the awning should be limited to the valance and ideally will meet the standards set forth in the section on signs and the City of Burlington Sign Ordinance.



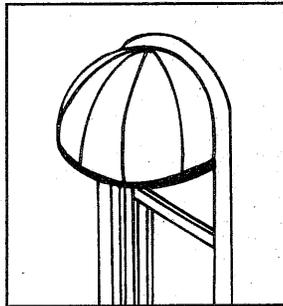
Windows



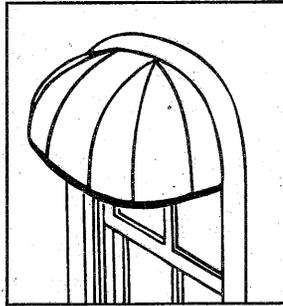
Standard



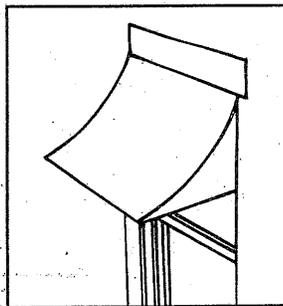
Convex



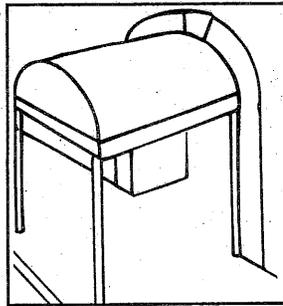
Dome



Bullnose



Concave



Marquee

Cloth awnings are the type typically used in historic downtowns. Other materials are available and may be acceptable provided they reinforce the integrity of the building and the surrounding buildings.

The awning color selected should be compatible with the building and with adjacent buildings.

The traditional commercial awning profile is of the watershed design, a standard design with straight seams and no curves. Other profiles are available but tend to be too contemporary when placed on a traditional facade. The dome or bullnose profile should only be used in conjunction with arched window openings.

Sign Guidelines and Recommendations

The purpose of these guidelines is to make suggestions to building owners on how to better enhance their business image and the image of downtown Burlington through signage. After a building's facade, signage is the next most important element in creating a positive first impression on customers. These recommendations have been written with the intention of promoting voluntary change. The committee has had to consider both the needs of the business and the public. It should be noted that in all cases concerning signage the City of Burlington Sign Ordinance, section 2-17-0609, and the city Building Inspector should be consulted.

Types of Signs:

PLASTIC FORMED SIGNS – are not appropriate for downtown. Their original intention was to be used in strip shopping center areas and with newer structures. The integrity of the historic building is lost when plastic formed signs are applied.

NEON – is an appropriate sign type for downtown, especially on some buildings that were built between 1920 and 1950. The size should fit within the guidelines published in this booklet.

WOODEN – painted or carved signs, or wooden letters are appropriate for all buildings in downtown.

BANNERS and CLOTH SIGNS – are appropriate for the downtown area. Care must be taken to be sure that the sign is fastened securely.

METAL – aluminum, copper and steel are a few of the options available for metal signs and are appropriate for downtown.

PAINTED – signs placed directly on the storefront window are appropriate for downtown.

STANDARDS FOR SIGNS

SIZE – The size of the lettering on the sign usually determines the size of the sign. The lettering should be no larger than 12 inches in height, and cover no more than 60% of the surface area of the sign board. The actual sign board should be no larger than the length of the building and two feet high.

NUMBER OF SIGNS – Each business should have no more than three signs on its storefront, indicating the name and type of business. The building number is not considered a sign. The committee recommends that all businesses paint their building number somewhere near the entrance of the business. There should be only one overhanging sign, one flush mounted sign and one window sign or signage on the awning. Each business should have no more than one sign on the back of the building. Signs used on the rear facade of buildings should be similar in style and color to the front signage.

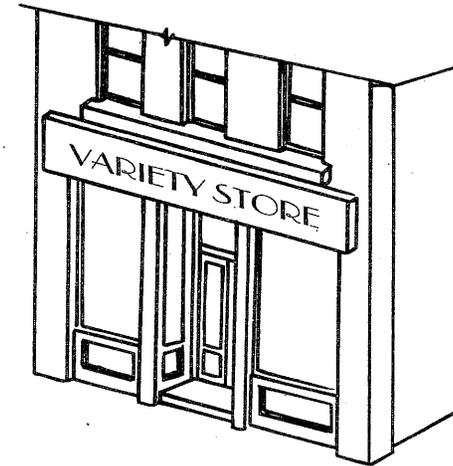
PLACEMENT OF SIGNS – Signs may be flush mounted on the building. Two places which are ideal for signage, depending on the type of sign being considered, are the transom area and that area directly over the transom. Overhanging signs are also acceptable and should be limited to one per business. Overhanging signs must meet the requirements in the city sign ordinance. Signs may also be painted on the window or on the awning valance.

Too much signage, poorly maintained signage, or signs placed in competition with one another can give the entire downtown a negative image. Each business owner should be aware of how their signs look in relationship to their buildings, their neighbors' buildings and also how their signs affect the look of the business district as a whole.

LIGHTING

Buildings are illuminated for a number of reasons such as business identity, prestige, aesthetics, safety, or symbolism. Regardless of reason, lighting is a subtle and refined, yet highly effective means of advertising.

Today's light sources provide an excellent opportunity to enhance the charm and individual characteristics of a building's exterior. Whatever the application, well-planned night-time lighting is a chance to dramatize building facades with a minimal investment. Neon lighting can be an option if it is in keeping with the historic character and time frame of the building.



Letters are to be 50% (maximum) of the height of the signboard

Window signs should be small and concise so as to not interfere with the merchandise



Pine Street, Burlington, Wisconsin

Entry Lighting

A recessed light fixture with a diffuser lens can often be incorporated in an entry way if a sufficient cavity above is available. Other alternatives are surface mounted ceiling fixtures or possibly traditional style wall mounted lanterns, as long as they are appropriate for the building style.

Sign Lighting

Depending on the type and style of signage, most can be illuminated with directional light sources mounted directly to the sign or from the building. Consideration must be given to passing pedestrian and vehicular traffic, so that the lights do not create glare.

VISUAL SCREENING

Many places of business require outside trash receptacles, mechanical units and other apparatus that is obtrusive, unsightly and often impedes pedestrian traffic. As essential as this equipment may be, these objects provide little to the aesthetics of the building. There are several methods of reducing their negative effects.

1. **ELIMINATION** – If possible, eliminate these objects. Trash receptacles can be located inside if there is space available without endangering health or creating an odor problem. Air conditioning condensers can be roof mounted and electrical transformers can be installed inside the building. It must be noted however, that some equipment must be housed in fire-rated and ventilated areas.
2. **PLACEMENT** – The most economical method of “screening” is placing unwanted objects away from pedestrian and vehicular traffic. Attention should be given to access for maintenance and pickup, especially if the objects in question are trash receptacles. Consideration should also be given to adjacent property owners and their pedestrian and vehicular traffic patterns.
3. **CONCEALMENT** – In many instances, trash receptacles, condensers or transformers must occupy the same general area desired for pedestrians. At that point the only option is concealment. There are many types of visual barriers that are available. The preferred method would be to construct the barrier out of the same material as the adjacent building. Barriers can also be made of wood or metal fencing material, but keep in mind that wood is the preferred material when considering historic buildings. Another viable option would be to use landscaping as concealment. Landscaping can be a beautiful addition to any downtown area.

PEDESTRIAN ACCESS

Building entrances must be planned in such a way as to ensure convenience, safety and repeat business. Customer access must be associated with a clear identification of entry points.

Front Entrances – are an integral part of the storefront design. It is the first impression a customer has of a business and is therefore very important. A strong image and positive first impression can be created around the front entrance by taking into account how awnings, canopies, color, lighting, signs, and the overall proportions will affect the customer.

Rear and Side Entrances – are important additional points of entry and should not be overlooked. In some instances these additional points of entry are accessible to more convenient parking than the front entrance. For that reason, rear and side entrance treatments should include the entire exposed wall for identity. The potential impact of those walls should not be overlooked.

A combination of front entrances along with side or rear entrances is known as “double fronting”. There are certain advantages to this:

1. Circulation patterns are enhanced.
2. Customers may have better access to off street parking.
3. Store identity can be created on more than one side of the building.

INFILL STRUCTURES

Appropriate new construction on vacant downtown lots is encouraged. The success of these buildings can be enhanced by recreating the rhythm of existing building facades. It is important that individual buildings act as part of the entire street facade, also known as the streetscape. When a building is missing and a parking lot or out of scale building is built, for example, the streetscape is disrupted and the rhythm of the buildings is thrown off.

The design of the new buildings must be compatible with neighboring buildings. Because these infill buildings are new they should look new and not attempt to duplicate historic structures. The appearance, however, should be sensitive and appropriate to the characteristics of the surrounding buildings. Infill structures must take design cues from existing architectural parameters already established in the downtown area, such as height, width and the rhythm of the bays that surrounding buildings have established.



Western Corner of Chestnut and Pine Streets