



CITY OF BURLINGTON

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

AGENDA COMMITTEE OF THE WHOLE

Tuesday, February 6, 2018

6:30 p.m.

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**
**Prior to tonight's Call to Order for the Committee of the Whole meeting, Officer Matthew Barrows is scheduled to be sworn in as Sergeant for the City of Burlington's Police Department.*
2. **Citizen Comments**
3. **Approval of Minutes** (*T. Vos*)
 - A. Approval of the Committee of the Whole Minutes for January 16, 2018.
4. **DISCUSSION**
An update regarding the 2016-2019 Strategic Plan Initiatives.
5. **DISCUSSION:**
 - A discussion regarding the City of Burlington's Winter Ice Festival.
 - An update regarding the proposed TID legislation.
6. **RESOLUTIONS:**
 - A. **Resolution 4878(36)** - to consider Task Order Number One Hundred Five, with Kapur and Associates, Inc. for the 2018 Street and Sidewalk Improvement Program and associated utility improvements.
 - B. **Resolution 4879(37)** - to consider approving an award of bid for the Congress Street Baseball Diamond Restroom Facility to Reese Group for the total amount of \$160,000.

- C. **Resolution 4880(38)** - to consider approving a Memorandum of Understanding (MOU) between the City of Burlington, Town of Burlington, the Rochester Volunteer Fire Company, and the Tichigan Volunteer Fire Company for the submittal of a joint grant application to the Federal Emergency Management Agency (FEMA) for Self-Contained Breathing Apparatus (SCBA) packs and Rapid Intervention Team (RIT) packs.

- D. **Resolution 4881(39)** to consider authorizing fee assessments for Weights and Measures license holders for July 1, 2016 through June 30, 2017.

- 7. **ORDINANCES:** There are none.

- 8. **MOTIONS:** There are none.

- 9. **ADJOURNMENT** (*J. Schultz*)

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.



COMMITTEE OF THE WHOLE

ITEM NUMBER 3A

DATE: February 6, 2018

SUBJECT: Committee of the Whole Minutes for January 16, 2018.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the January 16, 2018 Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the January 16, 2018 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the February 6, 2018 Common Council meeting.

Attachments

COW Minutes



CITY OF BURLINGTON

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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, January 16, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the meeting of the Committee of the Whole to Order on Tuesday, January 16, 2018 at 6:30 p.m. starting with Roll Call. Present: Kott, Johnson, Grandi, Dawidziak, Vos, Schultz, Preusker, Bauman. Excused: None.

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, Lt. Brian Zmudzinski, Building Inspector Gregory Guidry, and DPW Director Peter Riggs. Also in attendance: Gregory Governatori, Kapur and Associates.

2. **Citizen Comments**

3. **Approval of Minutes**

A motion was made by Alderman Grandi with a second by Alderman Vos to approve the December 19, 2017 Committee of the Whole meeting minutes. With all in favor, the motion carried.

4. **PRESENTATIONS:**

A. **Presentation of the Burlington Business Toolbox created by the Downtown Strategic Plan Design & Profile Committee.**

Megan Watkins presented the Burlington Business Toolbox and explained that this was developed as a "how to" guide to help business and property owners navigate City policies, procedures, and financial incentives to assist with starting and/or expanding a business. Watkins further stated that the next step is to meet with real estate professionals, developers, and financial institutions.

Alderman Schultz commented that he thought the business toolbox document was awesome and suggested that specific names and phone numbers be omitted as that information could change and keeping it more generic would decrease the need to for constant revisions.

Alderman Johnson commented that the report was very comprehensive and included everything it needed to.

Alderman Grandi suggested researching additional avenues for distribution.

Alderman Preusker suggested to not list specific businesses as those could change as well.

B. Emerald Ash Borer Plan Update

Peter Riggs explained the 5 year management plan that was originally created in 2013 to combat the Emerald Ash Borer epidemic. Riggs stated ash trees were treated in 2014-2016, but the treatments effectiveness didn't meet the expectations of preventing declining tree health, and as a result, a decision was made to not invest resources into treatment and focus instead on the growing list of priority removals. Riggs then reviewed the 2018 plan and presented the options of either continuing to use in-house removal of the trees, or bid out to private tree contractors, which would cost more, but speed up the timeline for the removals.

Alderman Schultz inquired what the cost per year would be for in-house removal. Riggs responded that the cost per year is broken down through 2021, which means each budget year \$28,000 would need to be allocated, which is the total contract cost divided by the number of years.

Alderman Grandi asked about replanting costs and if there was money budgeted for that in 2018. Riggs stated that \$23,000 has been allocated in the Forestry Budget.

Mayor Hefty asked how large are the trees that are replanted. Riggs responded that the replanted trees average about 2-3 inches in diameter and about 6 feet tall.

Alderman Schultz suggested having a separate discussion on the philosophy of how to decide where and to whom trees should be replanted and to have a 5 year goal in order for Council to determine how much should be allocated towards the budget.

Alderman Bauman stated that he thought the budget was doubled for this project. Walters responded that the budget was doubled for a total of approximately \$50,000 but it's split into two areas within the budget.

Walters stated that based on the budget workshops, Council asked staff to bring forward this tree update presentation to outline what has already been done, what are the recommendations, and what are the steps to move forward and that this presentation is a stepping stone for future discussions.

Alderman Preusker stated that he felt this project should be outsourced considering the City doesn't have the resources to keep up with it by staying in-house and there should be a new five-year plan, including a reforestation plan and suggested offering homeowners a discount if they choose to replace their own trees or apply special assessments similar to the sidewalk projects.

5. DISCUSSION:

A discussion regarding an expansion to the Burlington Area Manufacturing and Office Park (BMOP).

Walters explained that the BMOP expansion has been in planning for the past two years for future long term development and the surrounding property owners have been contacted in respect to future long term development. Walters stated that the next steps involve creating a timeline with all of the various stakeholders that need to be included in the next steps. Walters then introduced Tanya Fonesca from Graef to further explain the plan for the BMOP area. Fonesca explained that the plan is conceptual and is an overall snapshot with flexibility built in and proposed there be an amendment to the comprehensive plan in order to give this plan a little more teeth, which will allow incoming proposals to be in line with future plans for the

area. Fonesca further explained that expanding the BMOP was discussed prior to the announcement of Foxconn and includes the need for more businesses and manufacturing space, as well as integrating residential needs into the plan.

Alderman Schultz inquired about the Comprehensive Plan and what that does to add "teeth" to this project. Fonesca responded that whenever someone comes forward with a plan, it is reviewed against the Comprehensive Plan to see if it's consistent with the overall plan and if it's not consistent, the applicant is requested to submit an amendment to the Comprehensive Plan, which is then reviewed to see if the amendment makes sense for the future of the community. Fonesca further stated that Comprehensive Plans are done every ten years and are a longer range plan that encompasses short term plans but also projects long term plans 20-30 years out. Amendments allow for changes that might have been overlooked or not thought of at the time; however, because this is a Multi-Jurisdictional County Plan and not just a stand alone City plan, this amendment would cater more specifically to the City, which in essence gives "teeth" in the respect that it's consistent and can move forward so long as the proper approvals are received.

Alderman Dawidziak inquired about this becoming a TID and assumed the infrastructure in the BMOP would be included but wanted to know how this might affect the residential portion. Walters responded that if a TID were created, it would be all encompassing and would be negotiable between the City, contractors and property owners, as well as to consider the best financial opportunity for the City. Dawidziak stated that there are other existing under developed sub-divisions and was concerned about setting a precedence. Alderman Preusker suggested the City consider an infrastructure policy. Fonesca explained that generally a mixed-use TID has a set allocation of incentives that can go to the residential areas, which she believed to be 30% of the land area.

Walters explained that this conceptual plan is a 5-25 year plan of what this corridor could look like and the financial mechanisms for future growth needs to be looked at, including both industrial and additional residential properties. Alderman Kott asked how many homes might be projected in this area. Walters responded that it could be as many as 150 lots.

Alderman Grandi asked what the next steps would be. Fonesca replied that once details are finalized, the plan would first be submitted to Plan Commission for approval, then Council for their approval, and then finally would be submitted to Racine County as an amendment to the Comprehensive Plan, all while simultaneously working with Ehlers, Inc. to plan for the Tax Increment District.

Steve Rauch, 333 Oakland Avenue, Burlington, Wisconsin, recommended that soil borings be done to determine the quality of soil and whether or not it's good to build on, prior to moving to far forward with this plan. Walters responded that everything is still in planning and there are many contacts that still need to be made.

6. **RESOLUTIONS:**

- A. **Resolution 4875(33)** - to consider approving a Letter of Engagement from Sitzberger for 2017 Audit Services.

Stever DeQuaker reviewed the background history regarding auditing services with Sitzberger CPA's and Advisors, which was recommended by the City's long term auditor Patrick Romenesko. DeQuaker stated that Romenesko would be one of the auditors, due to his knowledge and 30 plus years of performing the City audit. DeQuaker stated that the cost of audit services would be the same \$35,000 fee that Romenesko would have charged for completing the audit.

- B. **Resolution 4876(34)** - to consider approving the award of bid for 10 Electronic Control Devices, 20 holsters, and a 5-year supply of training and duty cartridges and batteries for the City of Burlington Police Department to Axon Enterprise, Inc. in the amount of \$21,432.36.

Lt. Zmudzinski explained that the current equipment is outdated and failing and needs replacement and has been budgeted for in the 2018 Equipment Replacement Fund. Zmudzinski stated that although this was sent out for bid, Axon was the only submitted bidder, as they are specialized in this type of equipment and that the bid came in below the budgeted amount of \$22,612.

Alderman Schultz asked how often tasers are discharged by the police officers. Zmudzinski responded they are used approximately 25-40 times throughout the year and is the greatest tool for compliancy.

- C. **Resolution 4877(35)** - to consider approval of a Certified Survey Map for property located at 100 S. Dodge Street and 124 S. Dodge Street.

Prior to discussion, Alderman Dawidziak recused herself from the discussion in accordance with the ethics guideline due to her affiliation with the realty firm working on this project.

Gregory Guidry explained that this resolution is seeking approval of a Certified Survey Map (CSM) application from Casey's Marketing Company, which seeks to combine two lots into one parcel so that the owner can construct a convenience store and gas station. Guidry stated that Plan Commission has approved this CSM.

Alderman Preusker voiced concern about flooding and other potential disasters considering its location to the train tracks and questioned if there may be a better location for them to consider. Mayor Hefty stated that her main concern was safety as well but has been reassured that this will be a state inspected project, and there will be auto shut-off valves and double layered tanks; Kapur will be conducting inspections as well. Hefty stated that she feels more at ease with this information and is also pleased with the well-blended design of the building they have submitted.

Lauren Downing, ARC Design Resources - Civil Engineer and Surveying Consultant for Casey's, stated that the grading has been looked at based on the most recent post flood elevations and the proposed building is 3.5 feet above the 100 year base flood elevation.

Alderman Grandi stated that this property is located in a Flood Fringe Overlay District (FFO) and inquired as to the requirements for building above flood grade. Greg Governatori, Kapur, stated that this property is shown in the 500 year flood district and is typically not regulated by the FFO. Alderman Grandi asked if Casey's has any experience with building gas stations in FFO's, flood districts or in close proximity to trains. Downing responded that Casey's has researched any possible history regarding this and no information or specific examples were found. Downing further stated that the setbacks for this building are further back than other surrounding properties. Governatori added that according to CN Railway, setback requirements for tanks are 25' and the Casey's tanks are closer to 75' and that CN cited no concerns.

Alderman Schultz stated that these are all great questions, however, the City can't be paralyzed by exceptionally unlikely events, and that Casey's has more than provided adequate answers and thinks this is a great project. Alderman Grandi agreed, however questioned if this is this best use for the property. Alderman Vos responded that this is not City property, it's the sellers. Alderman Bauman added that this has been a vacant property for quite awhile and the owner can sell to whomever they want; and if Casey's has done their due diligence and is willing to invest a large amount of money in our community, then they should be allowed to do so.

7. **ORDINANCES:**

- A. **Ordinance 2031(8)** - to consider an approval of a Rezone Map Amendment request for property located at 100 S. Dodge Street and 124 S. Dodge Street from B-1 District and M-1 District to B-2 District.

Gregory Guidry explained that this is the second item regarding Casey's Marketing Company.

There was no further discussion.

8. **MOTIONS:** There are none.

9. **ADJOURNMENT**

A motion was made by Alderman Dawidziak with a second by Alderman Vos. With all in favor, the meeting adjourned at 7:57 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMITTEE OF THE WHOLE

ITEM NUMBER 4

DATE: February 6, 2018

SUBJECT: DISCUSSION - An update regarding the 2016-2019 Strategic Plan Initiatives

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City of Burlington engaged in a strategic planning process over three meetings during October and November 2015. The sessions yielded a Strategic Plan for the three-year period 2016-2019. The Strategic Plan consists of five strategic priorities, which are the highest priority issues for the next three years; a series of desired outcomes, which provide a vision of success, key outcome indicators, which will be monitored to determine success; and a set of performance targets, which define the successful outcome. The five strategic priorities with their strategic initiatives are as follows:

Financial Sustainability

- a) Monthly reporting system – COMPLETED
- b) Long-term, comprehensive financial plan-all funds – COMPLETED
- c) Develop financial policies - COMPLETED

Economic Development

- a) Focused business development program – IN PROGRESS
- b) Develop business retention program – IN PROGRESS
- c) Create a business incentive policy - SCHEDULED

Infrastructure Maintenance and Expansion

- a) Develop vehicle, equipment, facilities replacement schedule & funding strategy – IN PROGRESS
- b) Create plan for moving General Transportation Aid for intended purpose - SCHEDULED
- c) Create stormwater utility – IN PROGRESS
- d) Comply with water & wastewater treatment limits – IN PROGRESS
- e) Complete schedules and strategy for major facilities – IN PROGRESS

A Competitive Workforce

- a) Total compensation study – COMPLETED
- b) Succession plan for organization – IN PROGRESS
- c) Employee survey – SCHEDULED
- d) Exit interviews - COMPLETED

Citizen Engagement

- a) Develop community engagement, recruitment & education program – IN PROGRESS
- b) Citizen Survey - SCHEDULED
- c) Recruitment & application process - SCHEDULED

Attached for your convenience is a detailed breakdown for staff to follow indicating the goal date to complete the various steps involved in fulfilling the initiatives. Unfortunately, due to the 2017 July flood, staff is behind a few initiatives; however, are in progress.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

For update only

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the February 6, 2018 Committee of the Whole meeting

Attachments

Strategic Plan Initiatives timeline

2016-2018 Strategic Plan Initiatives Calendar

Winter 2016	Business Development Program	Meet with downtown business owners to update strategic plan	Administration	✓
Winter 2016	Exit Interviews for All Positions	Identify perimeters for exit questionnaire	Administration	✓
Winter 2016	Exit Interviews for All Positions	Prepare standard questionnaire to conduct interviews	Administration	✓
Winter 2016	Community Pool Study	Release RFP	Administration	✓
Winter 2016	Employee Compensation Study	Create and issue RFP for study	Administration	✓
Winter 2016	Major Facilities Study	Meet with BASD and Racine Co. for possible joint facility	Administration	✓
Winter 2016	Employee Compensation Study	Collect job descriptions and current comp package	Dept Heads	✓
Winter 2016	Financial Reporting System	Upgrade accounting software	Finance	✓
Winter 2016	5-Year Financial Plan	Meet with Ehlers to discuss 5-yr Financial Plan	Finance	✓
Winter 2016	5-Year Financial Plan	Budget expenditure for plan	Finance	✓
Spring 2016	Community Pool Study	Interview vendors	Admin & DPW	✓
Spring 2016	Business Development Program	Create a Gap Analysis and Retail Leakage report	Admin & RCEDC	✓
Spring 2016	Employee Compensation Study	RFPs for compensation study due	Administration	✓
Spring 2016	Major Facilities Study	Conduct Feasibility Study	Administration	✓
Spring 2016	Major Facilities Study	Catalog all City facilities, build date and condition	Administration	✓
Spring 2016	Employee Compensation Study	Comp study consultant contract to Council	Administration	✓
Spring 2016	Business Retention Program	Update Downtown Strategic Plan with RCEDC	Administration	✓
Spring 2016	Employee Satisfaction Survey	Develop questions for survey	Dept Heads	✓
Spring 2016	Succession Plan for Organization	Compile list of job descriptions and qualifications	Dept Heads	✓
Spring 2016	Financial Reporting System	Develop budget to actual spreadsheets with links to data	Finance	✓
Spring 2016	Financial Reporting System	Update Dept Head computers with software	Finance	✓
Spring 2016	Develop Financial Policies	Review current financial policy	Finance	✓
Spring 2016	Financial Reporting System	Test excel spreadsheets & modify if needed	Finance	✓
Spring 2016	5-Year Financial Plan	Coordinate draft of plan	Finance	✓
Spring 2016	Financial Reporting System	Final edits to excel sheets	Finance	✓
Spring 2016	Financial Reporting System	Clarity training for Dept. Heads with "Inquiry Access"	Finance	✓
Spring 2016	5-Year Financial Plan	Res of 5-yr Plan to go to Council	Finance	✓
Spring 2016	Develop Financial Policies	Review of changes/edits	Finance & Admin	✓
Spring 2016	Financial Reporting System	Dept Heads utilizing data	Finance & Dpt Hds	✓
Spring 2016	5-Year Financial Plan	Coordinate data for plan	Finance & Dpt Hds	✓

Summer 2016	Community Pool Study	Consultant to complete Phase 1 site assesment	Admin & DPW	✓
Summer 2016	Community Pool Study	Consultant to complete Phase 2 preliminary design	Admin & DPW	✓
Summer 2016	Employee Compensation Study	Conduct comp study	Administration	✓
Summer 2016	Develop Financial Policies	Policies recommended by Ehlers to COW/Council	Finance	✓
Summer 2016	Capital Improvement Plan	Identify capital improvement & Equipment Replacement schedule	Dept Heads	✓
Summer 2016	Limit water/ww treatment limits	Compile list of all treatment limits per user permit	DPW	✓
Summer 2016	Limit water/ww treatment limits	Determine efficiency and problems with current limits	DPW	✓
Summer 2016	Create plan for Gov Transportation Aid	Move GTA funds to street budget	DPW & Finance	✓
Autumn 2016	Business Retention Program	Create property maintenance education program	Admin & B. Inspect	✓
Autumn 2016	Community Pool Study	Consultant to complete Phase 3 management plan	Admin & DPW	✓
Autumn 2016	Community Pool Study	Consultant to complete Phase 4 referendum & educ. assistance	Admin & DPW	✓
Autumn 2016	Employee Compensation Study	Present comp study results to Council	Administration	✓
Autumn 2016	Employee Compensation Study	Implement comp study findings	Dept Heads	✓
Autumn 2016	Develop Financial Policies	Incorporate Financial Policies into 2017 Budget	Finance	✓
Autumn 2016	Capital Improvement Plan	Implement program to track CIP and ERF needs	Dept Heads	✓
Winter 2017	Limit water/ww treatment limits	Compile list of future mandates for processes	DPW	✓
Winter 2017	Create Stormwater Utility	Begin mapping of existing stormwater system	DPW	✓
Spring 2017	Succession Plan for Organization	Establish career development plan for all employees	Dept Heads	✓
Spring 2017	Develop Community Engagement Program	Review existing public information tools	Administration	✓
Spring 2017	Create Stormwater Utility	Submit data to DNR for future MS4 permit	DPW	✓
Summer 2017	Major Facilities Study	Develop facilities replacement schedule and funding strategy	Administration	
Summer 2017	Develop Community Engagement Program	Research other community practice	Administration	✓
Summer 2017	Develop Community Engagement Program	Create community engagement program	Administration	
Summer 2017	Capital Improvement Plan	Update Council of needs	Dept Heads	
Summer 2017	Business Retention Program	Quarterly update of vacant downtown storefront doc	Adminstration	
Autumn 2017	Develop Community Engagement Program	Create recruitment application	Administration	
Autumn 2017	Develop Community Engagement Program	Review community engagement program with Council	Administration	
Autumn 2017	Business Retention Program	Resolution of Business Attraction & Retention Plan to Council	Adminstration	
Autumn 2017	Employee Satisfaction Survey	Distribute survey to employees	Dept Heads	
Autumn 2017	Employee Satisfaction Survey	Receive employee surveys	Dept Heads	

Autumn 2017	Employee Satisfaction Survey	Review results with employees	Administration	
Autumn 2017	Employee Satisfaction Survey	Review results with Council	Administration	
Autumn 2017	Succession Plan for Organization	Implement training program and succession plan	Dept Heads	
Winter 2018	Business Incentive Program	Present incentive program to Council	Administration	
Spring 2018	Community Pool Study	Consultant to complete Phase 6 construct management & inspection	Admin & DPW	
Summer 2018	Create Stormwater Utility	Create Stormwater Utility	DPW	
Summer 2018	Create Stormwater Utility	Create stormwater division with DPW	DPW	
Fall 2018	Major Facilities Study	Possible design and build of combined facility	Administration	
Winter 2019	Citizen Survey	Develop and RFP fro conducting an citizen survey	Administration	
Winter 2019	Citizen Survey	Hire consultant to conduct study	Administration	
Spring 2019	Citizen Survey	Market survey with community	Administration	
Spring 2019	Citizen Survey	Residents to complete survey	Administration	
Summer 2019	Citizen Survey	Results of survey presented to community	Administration	
Ongoing	Business Development Program	Identify Action Plan for Downtown and City Revitalization	Administration	
Ongoing	Business Development Program	Interview larger businesses in city	Admin & RCEDC	
Ongoing	Employee Satisfaction Survey	Implement action plans based on employee feedback	Administration	
Ongoing	Employee Satisfaction Survey	Redistribute survey to employees annually	Administration	
Ongoing	Exit Interviews for all positions	Conduct exit interview with all that terminates employment	Administration	
Ongoing	Exit Interviews for all positions	Review results of interview annually and create action plans	Administration	
Ongoing	Develop Community Engagement Program	Implement community engagement program	Administration	
Ongoing	Develop Community Engagement Program	Communicate & update citizens of events, programs and legislature	Administration	
Ongoing	Succession Plan for Organization	Discuss training expectations with employees	Dept Heads	
Ongoing	Succession Plan for Organization	Evaluate and monitor process of succession plan	Dept Heads	
Ongoing	Capital Improvement Plan	Schedule CIP and ERF needs in annual budget	Dept Heads	
Ongoing	Limit water/ww treatment limits	Seek groups who legally oppose mandates of limits	DPW	
Ongoing	Limit water/ww treatment limits	Meet current mandate limits for water and wastewater	DPW	
Ongoing	Create Plan for GTA	Complete GTA study annually	DPW	
Ongoing	Create Plan for GTA	Develop revolving 5-year right-of-way plan	DPW	



COMMITTEE OF THE WHOLE

ITEM NUMBER 6A

DATE: February 6, 2018

SUBJECT: **RESOLUTION 4878(36)** - to consider Task Order Number One Hundred Five, with Kapur and Associates, Inc. for the 2018 Street and Sidewalk Improvement Program and associated utility improvements.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

During the budget workshop, staff identified four roads to be resurfaced in 2018 as part of the Five year Street Improvement Plan. One of the subsequent steps includes approving a task order with Kapur and Associates for engineering services.

The 2018 Street and Sidewalk Improvement Program includes asphalt resurfacing of S Perkins Blvd from Chandler Blvd to Highland Ave, all of Terrace Ave, Reynolds Ave from Conkey St to the dead end, Teut Rd from Milwaukee Ave to the town line, and the annual sidewalk replacement program. Teut Rd will be performed in cooperation with the Town of Burlington as the road has segmented jurisdiction. Utility work includes sanitary sewer replacement on S Perkins Blvd and Terrace Ave, and water main replacement on Reynolds Ave and Terrace Ave. Storm sewer repairs will be investigated on S Perkins Blvd and Reynolds Ave.

Task Order 105 includes all work necessary to develop plans, specifications, and bid documents. Additionally, the task order provides for assistance with utility coordination, cost estimates, and all aspects associated with construction management.

BUDGET/FISCAL IMPACT:

The cost of Task Order 105 is \$179,834, which will be share among the General Fund, Wastewater, and Water utilities as included in the CIP portion of the 2018 Budget. The City will enter into an agreement with the Town of Burlington for reimbursement of the Town's portion of engineering related costs for Teut Rd. This amount is expected to be approximately \$10,000.

RECOMMENDATION:

Staff recommends approval of this Task Order.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 6, 2018 Committee of the Whole Meeting and is scheduled for final consideration at the February 21, 2018 Common Council Meeting.

Attachments

- Res 4878(36) TO 105
- Task Order 105
- Map of 2018 Street Projects

RESOLUTION NO. 4878(36)
Introduced by: Committee of the Whole

A RESOLUTION APPROVING TASK ORDER NUMBER 105 WITH KAPUR AND ASSOCIATES, INC. FOR THE 2018 STREET AND SIDEWALK IMPROVEMENT PROGRAM AND ASSOCIATED UTILITY IMPROVEMENTS FOR THE NOT-TO-EXCEED AMOUNT OF \$179,834

WHEREAS, the City of Burlington has entered into a master agreement for engineering services with Kapur and Associates, Inc.; and,

WHEREAS, the City has requested assistance with: the 2018 Street and Sidewalk Improvement Program and associated utility improvements. This includes the asphalt resurfacing of Terrace Avenue, S. Perkins Boulevard, Reynolds Avenue and Teut Road. Water Main Utility replacement will be completed on both Terrace Avenue and Reynolds Avenue. Sanitary sewer replacement will be completed on S. Perkins Boulevard and Terrace Avenue. Storm sewer investigation will be completed on S. Perkins Boulevard and Reynolds Avenue with repairs completed as necessary. In addition, annual sidewalk repairs, curb and gutter repairs, and additional utility improvements will be coordinated with the roadway improvements.

This has resulted in a task order, a copy of which is attached hereto and made a part thereof; and,

WHEREAS, said task order is for the not-to-exceed amount of \$179,834 and has been recommended for approval by the Director of Public Works.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington Task Order Number 105 is hereby approved for the not-to-exceed amount of \$179,834.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute Task Order Number 105 on behalf of the City.

Introduced: February 6, 2018
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

**TASK ORDER NUMBER #105
CIVIL ENGINEERING SERVICES**

This Task Order is made as of December 19, 2017, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Burlington (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the complete design and specification preparation for the 2018 City of Burlington - Street and Sidewalk Improvement Program and associated utility improvements. This project includes the asphalt resurfacing of Terrace Avenue, S. Perkins Boulevard, Reynolds Avenue and Tuet Road. Water Main Utility replacement will be completed on both Terrace Avenue and Reynolds Avenue. Sanitary sewer replacement will be completed on S. Perkins Boulevard and Terrace Avenue. Storm sewer investigation will be completed on S. Perkins Blvd and Reynolds Avenue with repairs completed as necessary. In addition, annual sidewalk repairs, curb & gutter repairs, and additional utility improvements will be coordinated with the roadway improvements.

Section A. – Scope of Services

Engineer shall perform the following Services:

1. Provide topographic survey and mapping, field reviews and plan preparation for the resurfacing of:
 - a. S. Perkins Boulevard from Chandler Blvd to E. Highland Avenue.
 - b. Terrace Avenue from Pleasant Avenue to the End
 - c. Reynolds Avenue from Conkey Street to End
 - d. Tuet Road from Milwaukee Avenue to City Limits

Plans will include location and detail of pavement and base removals, new asphaltic paving, sidewalk repairs and curb and gutter replacement. Utility improvement plans will be prepared for approximately 950 feet of sanitary sewer and lateral replacements, 700 Feet of watermain and service replacement and storm sewer replacement. It is anticipated that a traffic control plan will be prepared for this work. As required by federal law accessible ramps will be review and replaced as needed to meet minimum standards for access.

2. Coordinate with the Wisconsin DOT for plans, advertising requirements and information regarding the (Local Roads Improvement program) LRIP funding that is part of the project.
3. Provide plan preparation with the coordination of City staff for the repair of sidewalks in complaint areas within the City.

4. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.
5. Provide construction cost estimate for all streets, sidewalk and utility improvements.
6. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
7. Attend Bid Opening.
8. Review Bids, make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
9. Attend meetings as required and provide update memos to the Department of Public Works.

Construction Management Activities

10. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
11. Provide construction survey staking for necessary items within the construction contract. This survey provides for a "one time" staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
12. Coordinate and complete necessary material testing services for work completed.
13. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work approved for the prior month.)**
14. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
15. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff weekly.

16. Attend meetings as needed and coordinate with adjacent property owners and business as needed.
17. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records. In addition, Mylar as-builts, and AutoCAD information will be provided for City record.
18. It is anticipated the construction work under the 2018 City of Burlington - Street and Sidewalk Improvement Program will begin on or after April 30, 2018 and be completed by August 24, 2018. This schedule has been provided for estimating purposes only. Engineer and staking construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for up to 14 weeks.

Section B. – Schedule

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule:

1. Provide “Preliminary Plans” to the Department of Public Works for review and comment on or before March 2, 2018.
2. Provide “Draft” Final Plans and Specification to the Department of Public Works for review on or before March 16, 2018.
3. Final plans and project manual complete for bid on or before March 22, 2018.
4. Anticipated Bid Opening of April 5, 2018 with recommendation to council for April 17, 2018 meeting.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed One Hundred Seventy-Nine Thousand Eight Hundred Thirty-Four Dollars (\$179,834.00) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

Owner: City of Burlington

Engineer: Kapur & Associates, Inc.

By: _____

By: Gregory L. Governatori

Signature: _____

Signature: _____

Title: _____

Title: Project Manager

Date: _____

Date: _____

Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs
for the
City of Burlington

TASK ORDER 105																		
Burlington 2018 City Street Program- Attachment A																		
CLASSIFICATION	ACT. Code	Project Manager		Senior Project Engineer		Surveyor		Staff Engineer II		Construction Engineer		GIS Technician		Survey Crew		Total Labor		
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Average Hourly Wage		\$137.00		\$110.00		\$85.00		\$79.00		\$90.00		\$79.00		\$115.00				
S. Perkins Boulevard																		
Review Master Plan/Field Review				4	\$440.00			8	\$632.00	8	\$720.00					20	\$1,792.00	
Survey/Mapping				8	\$880.00	8	\$680.00					12	\$1,380.00			28	\$2,940.00	
Meetings as Required		20	\$2,740.00	10	\$1,100.00	5	\$425.00									35	\$4,265.00	
Plan Preparation/Review		10	\$1,370.00	20	\$2,200.00			25	\$1,975.00							55	\$5,545.00	
Sanitary Sewer Design				12	\$1,320.00			30	\$2,370.00							42	\$3,690.00	
Storm Sewer Design				4	\$440.00			8	\$632.00							12	\$1,072.00	
WDNR Permitting				16	\$1,760.00			64	\$5,056.00							80	\$6,816.00	
																	Total	\$26,120.00
Terrace Avenue																		
Review Master Plan/Field Review				4	\$440.00			8	\$632.00	8	\$720.00					20	\$1,792.00	
Survey/Mapping				8	\$880.00	8	\$680.00					12	\$1,380.00			28	\$2,940.00	
Plan Preparation/Review		10	\$1,370.00	20	\$2,200.00			20	\$1,580.00							50	\$5,150.00	
Sanitary Sewer Design				24	\$2,640.00			24	\$1,896.00							48	\$4,536.00	
Storm Sewer Design				4	\$440.00			8	\$632.00							12	\$1,072.00	
Water Main Design				12	\$1,320.00			40	\$3,160.00							52	\$4,480.00	
																	Total	\$19,970.00
Reynolds Avenue																		
Review Master Plan/Field Review				4	\$440.00			8	\$632.00	8	\$720.00					20	\$1,792.00	
Survey/Mapping				8	\$880.00	8	\$680.00					12	\$1,380.00			28	\$2,940.00	
Plan Preparation/Review		10	\$1,370.00	20	\$2,200.00			40	\$3,160.00							70	\$6,730.00	
Storm Sewer Design				4	\$440.00			8	\$632.00							12	\$1,072.00	
Water Main Design				12	\$1,320.00			40	\$3,160.00							52	\$4,480.00	
																	Total	\$17,014.00
Tuet Road																		
Review Master Plan/Field Review				4	\$440.00			8	\$632.00							12	\$1,072.00	
Survey/Mapping						8	\$680.00					24	\$2,760.00			32	\$3,440.00	
Plan Preparation/Review				12	\$1,320.00			80	\$6,320.00							92	\$7,640.00	
																	Total	\$12,152.00
2017 Sidewalk Improvements																		
Field Reviews								4	\$316.00	4	\$360.00					8	\$676.00	
Plan Preparation/Review		2	\$274.00	4	\$440.00			20	\$1,580.00	8	\$720.00					34	\$3,014.00	
																	Total	\$3,690.00
Project Manual/Administration																		
Administration		8	\$1,096.00	16	\$1,760.00			10	\$790.00	20	\$1,800.00					54	\$5,446.00	
Advertisement/Project Manual		4	\$548.00	10	\$1,100.00			24	\$1,896.00	16	\$1,440.00					54	\$4,984.00	
Attend Bid Opening		4	\$548.00													4	\$548.00	
Post Bid Opening Activities										8	\$720.00					8	\$720.00	
																	Total	\$11,698.00
Construction Management Activities																		
Construction Management Admin		8	\$1,096.00	20	\$2,200.00			20	\$1,580.00	40	\$3,600.00					88	\$8,476.00	
Shop Drawing Approvals				2	\$220.00			4	\$316.00	8	\$720.00					14	\$1,256.00	
Sanitary Sewer								80	\$6,320.00	140	\$12,600.00			16	\$1,840.00	236	\$20,760.00	
Storm Sewer								40	\$3,160.00	60	\$5,400.00			32	\$3,680.00	132	\$12,240.00	
Watermain								40	\$3,160.00	140	\$12,600.00			40	\$4,600.00	220	\$20,360.00	
Roadway								40	\$3,160.00	80	\$7,200.00			50	\$5,750.00	170	\$16,110.00	
As-Builts								40	\$3,400.00	12	\$948.00			24	\$2,760.00	76	\$7,108.00	
GIS Coordination												32	\$2,880.00			32	\$2,880.00	
																	Total	\$89,190.00
TOTALS		76	\$10,412.00	262	\$28,820.00	37	3145	741	\$58,779.00	560	\$50,268.00	32	\$2,880.00	222	\$25,530.00	1930	\$179,834	
																Expenses:		
																Project Total:		
																\$179,834		



KAPUR & ASSOCIATES, INC.
 CONSULTING ENGINEERS
 7711 N. PORT WASHINGTON ROAD
 MILWAUKEE, WISCONSIN 53217
 Phone: 414.351.6668 Fax: 414.351.4117
 www.kapurengineers.com

PROJECT:
2018 BURLINGTON STREETS PROGRAM

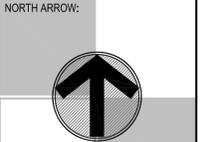
LOCATION:
CITY OF BURLINGTON, RACINE COUNTY, WI



CLIENT:
 #####

REVISIONS:

#	DATE	DESCRIPTION
#####	#####	#####
#####	#####	#####
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SCALE:
 0 500 1000
 IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:
 We listen. We innovate.
 We turn your vision into reality.

SHEET:
EXHIBIT 1

PROJECT MANAGER: GLG
 PROJECT NUMBER: 180109
 DATE: 01-31-2018

SHEET NUMBER:
EX1

TERRACE AVENUE

REYNOLDS AVENUE

S TEUT ROAD

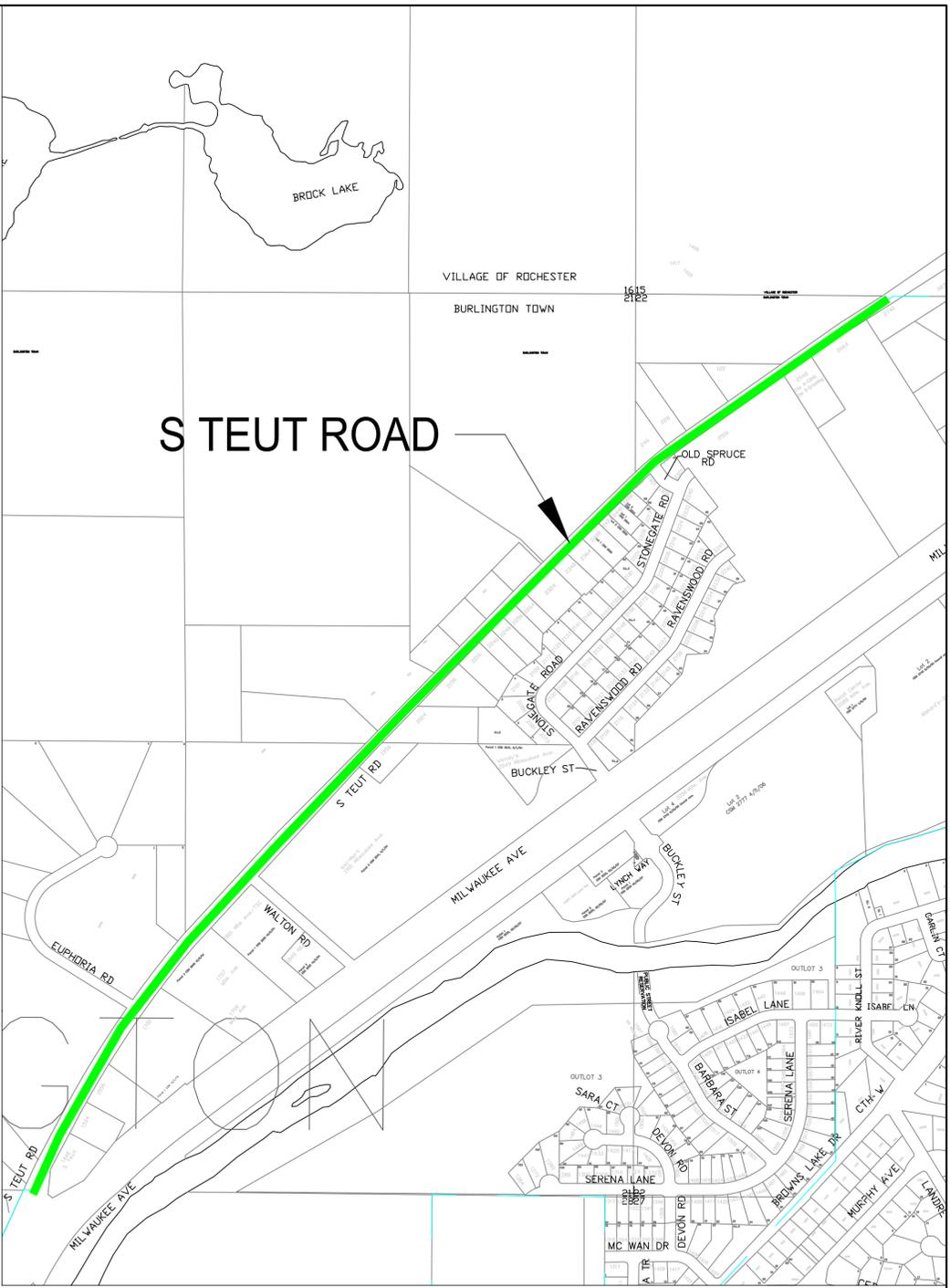
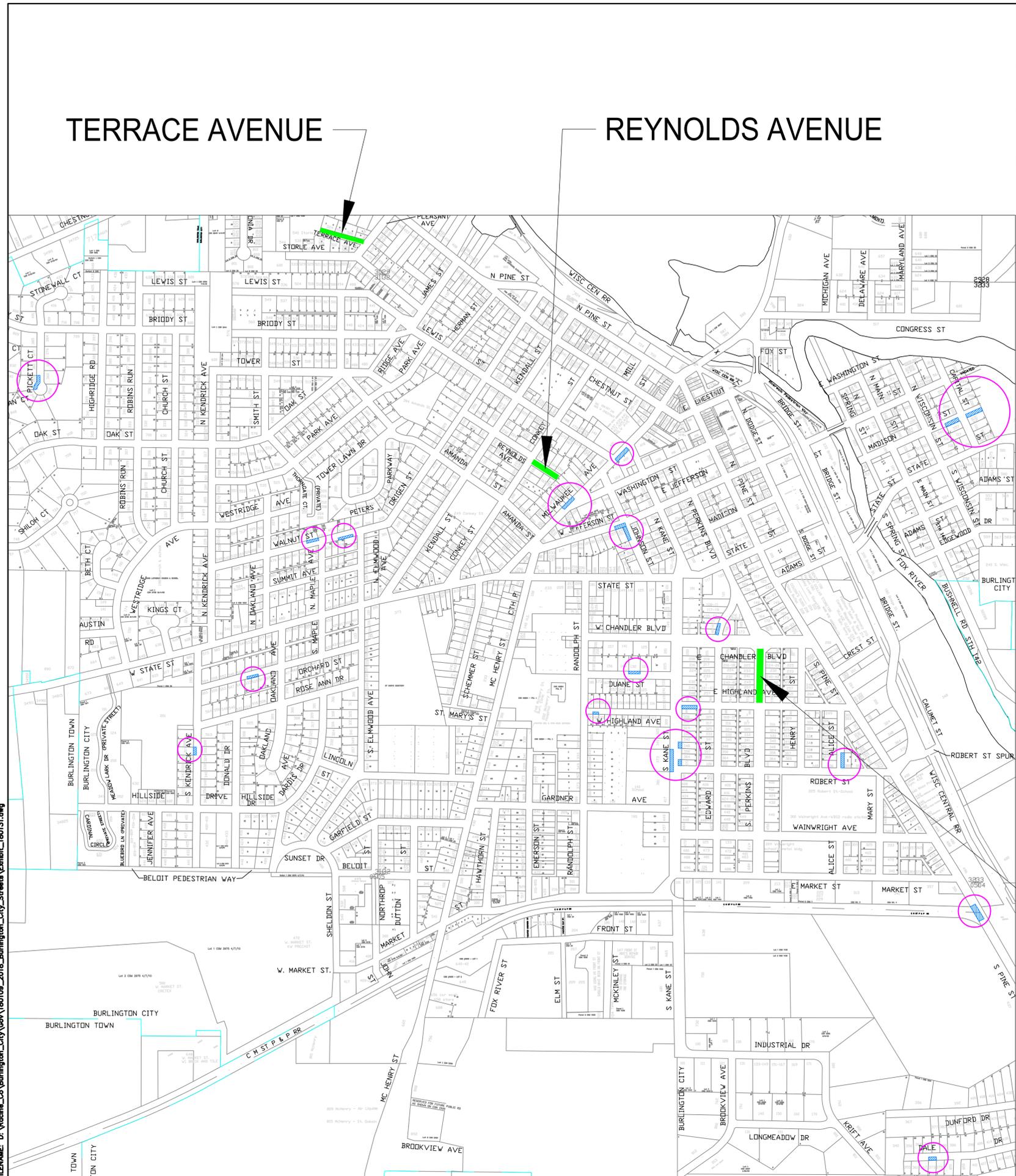
S PERKINS BLVD

2018 STREETS & SIDEWALK PROGRAM

 PROPOSED SIDEWALK RECONSTRUCTION

 PROPOSED STREET RECONSTRUCTION/RESURFACE

FILENAME: D:\Racine_Co\Burlington_City\Gov\180109_2018_Burlington_City_Streets\Exhibit_180131.dwg





COMMITTEE OF THE WHOLE

ITEM NUMBER 6B

DATE: February 6, 2018

SUBJECT: **RESOLUTION 4879(37)** - to consider approving an award of bid for the Congress Street Baseball Diamond Restroom Facility to Reese Group for the total amount of \$160,000.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

The Board of Public Works opened 4 bids for the Congress Street Baseball Diamond Restroom Facility on Thursday, January 25, 2018. Pursuant to review and recommendation by the project engineer Kapur and the Director of Public Works, it is recommended that the bid be awarded to the lowest responsible bidder, Reese Group, for the total lump sum bid amount of \$160,000.

Poor soils, utility considerations, and an aggressive timeline have all contributed to the increased cost of the project.

BUDGET/FISCAL IMPACT:

This project was initially funded in the 2017 CIP for \$168,000 and included renovations of the restrooms at Hintz Field and Congress Street. The Hintz field work was completed in 2017 at a cost of \$24,916. Task Order Number 102 for Kapur for engineering costs for the Congress Street restroom was approved in the amount of not to exceed \$15,118. This leaves \$127,966 to fund the construction of the facility. The low bid of \$160,000 exceeds the available project funds by \$32,034.

This issue was discussed with the Park Board at their meeting on Thursday, January 25, 2018. The Park Board agreed to call a special meeting to discuss funding options regarding the short fall for the project. At the Wednesday, January 31, 2018 special meeting of the Park Board they voted and approved to use Wehmhoff Funds to cover the remaining balance of the project.

The Common Council may reject the bids and rebid the project. However, this is not recommended due to the competitive pricing received and the time frame established to have construction completed prior to Memorial Day, May 28, 2018.

RECOMMENDATION:

Staff recommends Common Council approval of the low bid of \$160,000 from Reese Group.

TIMING/IMPLEMENTATION:

Due to timing, this item is for discussion at the February 6, 2018 Committee of the Whole Meeting and is scheduled for final consideration during the Common Council Meeting.

Attachments

Res 4879(37) Bid Award to Reese Group
Bid Tabulation

Resolution Number 4879(37)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE AWARD OF BID FOR THE CONGRESS STREET
BASEBALL DIAMOND RESTROOM FACILITY TO REESE GROUP
FOR THE TOTAL AMOUNT OF \$160,000**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the Congress Street Baseball Diamond Restroom Facility on January 11, 2018 and January 18, 2018; and,

WHEREAS, bids received by the City were opened and reviewed at the Board of Public Works Bid Opening on January 25, 2018 and forwarded to the Engineer (Kapur and Associates, Inc.) for final review; and,

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

WHEREAS, the Engineer, and the Director of Public Works have recommended approval of the Lump Sum Bid for \$160,000.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Congress Street Baseball Diamond Restroom Facility bid be awarded to Reese Group, for the not to exceed amount of \$160,000 for the Total Lump Sum Bid.

Introduced: February 6, 2018
Adopted: February 6, 2018

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Megan Watkins
From: Greg Governatori
CC: Carina Walters, Peter Riggs
Date: January 26, 2018
Re: Bid Approval and Recommendation for Congress Street Restroom

A total of four bids were received on Thursday, January 26, 2018 for the **Congress Street Restroom**. The bids were reviewed and the final bid tab results are as follows:

Item	Bidder No. 1 Gilbank Construction, Inc (Clinton, WI)	<u>Bidder No. 2</u> A.J. Heinen, Inc. (New Berlin, WI)	<u>Bidder No. 3</u> Scherrer Construction Co.,Inc. (Burlington, WI)	<u>Bidder No. 4</u> <u>The Reese Group, LLC</u> <u>(Milwaukee, WI)</u>
Total Base Bid:	\$225,000	\$199,936	\$199,675.00	<u>\$160,000</u>

** Denotes adjusted bid total due to math error.

Based on the review of the bids, the review of the bidder's qualification statement, and discussion with the City and DPW staff, it is our recommendation to award the **Congress Street Restroom Project** base bid contract to **The Reese Group** for the total cost of \$160,000. A bid bond of 5% of the contract price, and qualification statement have been provided and our complete.



COMMITTEE OF THE WHOLE

ITEM NUMBER 6C

DATE: February 6, 2018

SUBJECT: RESOLUTION 4880(38) - to consider approving a Memorandum of Understanding (MOU) between the City of Burlington, Town of Burlington, the Rochester Volunteer Fire Company, and the Tichigan Volunteer Fire Company for the submittal of a Joint Grant Application to the Federal Emergency Management Agency (FEMA) or Self-Contained Breathing Apparatus (SCBA) packs and Rapid Intervention Team (RIT) packs.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

The City of Burlington Fire Department (COBFD), Town of Burlington Fire Department (TOBFD), Rochester Volunteer Fire Company (RVFC), and Tichigan Volunteer Fire Company (TVFC) have agreed to enter into a collaborative agreement in which the Rochester Volunteer Fire Company will be the lead agency and named applicant, whereas the other agencies will be partners in this grant application. The City of Burlington has unsuccessfully attempted two previous FEMA Assistance to Firefighters Grant (AFG) applications for SCBA's. The contracted grant writer is Fire Grants Help, who filed a grant on behalf of the City and Town last year. Although we didn't receive the grant, it made it through to the final review board. This interoperability approach to obtain federal funding is showing our desire to continue to work together.

For example:

- COBFD has an existing Automatic Aid Agreement in place with RVFC.
- RVFC, TVFC, COBFD and TOBFD have been partners of a county wide Mutual Aid Agreement for over 40 years and all are currently part of Wisconsin MABAS Division 102.
- RVFC, TVFC, COBFD and TOBFD wish to improve Firefighter Safety that would allow for improved safety of all responders on scene.
- RVFC, COBFD, TVFC and TOBFD initiated a conversation about the possibility of writing a regional grant to improve breathing equipment within the four organizations.
- RVFC, TVFC, COBFD and TOBFD will each provide the necessary information regarding their departments to Fire Grants Help, so that a grant application can be prepared and submitted to FEMA.
- RVFC will pay an initial fee of \$2275.00 to Fire Grants Help for writing the grant. TVFC will pay RVFC 50% or \$1137.50 for 50% of the fee incurred. RVFC will also pay another fee of \$500.00 to add COBFD and TOBFD to the grant application. COBFD and TOBFD will each pay RVFC \$250.00 for 50% of the \$500.00 fee incurred.
- If awarded, each department will be responsible for paying the 10% matching grant required for the equipment.
- RVFC, TVFC, COBFD and TOBFD have committed to work together to try and improve Firefighter safety and to improve safety of our emergency responder's.

BUDGET/FISCAL IMPACT:

COBFD Budget/Fiscal Impact:
Potential Grant Monies Awarded

33 new units*	x \$6,500	= \$ 214,500
14 extra masks	x \$ 500	= \$ 7,000
2 RIT Packs	x \$5,000	= \$ 10,000
Total Grant Dollar Amount:		= \$ 231,500

Cost for AFG process:

Ten Percent (10%) by City Match of Grant {Federal Calculation's 100.00 = 90.09}	= \$ 21,046
COBFD's Contracted Services for Grant Writing	= \$ 250
Total Financial Impact for the City Of Burlington	= \$ 21,296

**New SCBA units will include air pack harness, two (2) air cylinders, and face piece.*

Match Monies:

\$84,000 in Equipment replacement fund for SCBA bottles and new air compressor in 2018 Budget. No new SCBA bottles have been purchased in 2015, 2016 and 2017. Additionally the donated SCBA's and bottles from SC Johnson's Fire Brigade in 2017 was a factor in not purchasing new bottles.

RECOMMENDATION:

Staff recommends the Common Council approve the Joint Grant Application between the City of Burlington, Rochester Volunteer Fire Company, Tichigan Volunteer Fire Company and the Town of Burlington that will include the creation of a Memorandum of Understanding (MOU) in an effort to jointly collect data and define the grant characteristics, prepare the grant application, submit the grant application, manage awarded grant money, complete the closeout process, and agree to share the cost of the grant process. The Rochester Volunteer Fire Company will be the lead agency; therefore, the dollars will be funneled through the Rochester Volunteer Fire Company. This also serves as the City's commitment to the 10% grant match.

TIMING/IMPLEMENTATION:

This item is for discussion during the February 6, 2018 Committee of the Whole meeting and for final consideration the same evening.

Attachments

Res 4880(38) MOU Fire Department
SCBA MOU
FEMA Cost Share Calculator

RESOLUTION NO. 4880(38)
Introduced by: Committee of the Whole

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BURLINGTON, THE TOWN OF BURLINGTON, THE ROCHESTER VOLUNTEER FIRE COMPANY AND THE TICHIGAN VOLUNTEER FIRE COMPANY FOR THE SUBMITTAL OF A JOINT GRANT APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR SELF-CONTAINED BREATHING APPARATUS (SCBA) PACKS AND RAPID INTERVENTION TEAM PACKS

WHEREAS, the applicant, City of Burlington is interested in obtaining a cost-share grant from the Federal Emergency Management Agency (FEMA) for the purpose of funding the purchase of self-contained breathing apparatus (SCBA) packs and rapid intervention team (RIT) packs; and,

WHEREAS, the City of Burlington will work jointly with the Town of Burlington Fire Department, the Rochester Volunteer Fire Company (RVFC), and the Tichigan Volunteer Fire Company (TVFC) to apply for said grant and equally share the cost requirements, as set forth in a Memorandum of Understanding attached hereto as Exhibit "A"; and,

WHEREAS, the City of Burlington has budgeted \$21,296, which is the sum sufficient to pay the required ten percent match of the total cost of the SCBA packs and grant writing fees.

NOW, THEREFORE, BE IT RESOLVED, the applicant, the City of Burlington, will comply with all local, state, and federal rules, regulations and ordinances relating to the purchase of SCBA and rapid intervention team equipment and the cost-share agreement;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Common Council of the City of Burlington, Racine County, State of Wisconsin hereby adopts the attached *Memorandum of Understanding* between the City of Burlington, Town of Burlington Fire Department, the Rochester Volunteer Fire Company (RVFC), and the Tichigan Volunteer Fire Company (TVFC).

NOW, THEREFORE, BE IT FUTHER RESOLVED that the Mayor and Alan J. Babe, Fire Chief, are hereby authorized to execute this Memorandum of Understanding on behalf of the City.

Introduced: February 6, 2018
Adopted: February 6, 2018

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

Memorandum of Understanding

WHEREAS, **Rochester Volunteer Fire Company (RVFC), Tichigan Volunteer Fire Company (TVFC), City of Burlington Fire Department (COBFD), and the Town of Burlington Fire Department (TOBFD)** have come together to collaborate and to make an application for **Assistance to Firefighters** grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which **Rochester Volunteer Fire Company** will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the **Federal Emergency Management Agency by Fire Grants Help**.

I) Description of Partner Agencies

RVFC, TVFC, COBFD, and TOBFD desire to work together to try and obtain federal funding to improve emergency communications with equipment that will allow for interoperability.

II) History of Relationship

- *RVFC and TVFC have been partners of an Automatic Aid Agreement for over 40 years.*
- *RVFC, TVFC, COBFD, and TOBFD have been partners of a county wide Mutual Aid Agreement for over 40 years and are all currently a part of Wisconsin MABAS Division 102.*
- *RVFC, TVFC, COBFD, and TOBFD wish to improve Firefighter Safety that would allow for improved safety of all responders on scene.*

III) Development of Application

- *RVFC initiated a conversation with TVFC, COBFD, and TOBFD about the possibility of writing a regional grant to improve breathing equipment within the four organizations.*
- *RVFC, TVFC, COBFD, and TOBFD will each provide the necessary information regarding their departments to Fire Grants Help so that a grant application can be prepared and submitted.*

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- *Each department will provide the necessary information to Fire Grants Help to assist in the preparation of a grant to be submitted to FEMA.*
- *RVFC will pay an initial fee of \$2275.00 to Fire Grants Help for grant writing fees. TVFC will pay RVFC 50% or \$1137.50 for 50% of the fee incurred. RVFC will also pay another fee of \$500.00 to add COBFD and TOBFD to the grant application. COBFD and TOBFD will each pay RVFC \$250.00 for 50% of the \$500.00 fee incurred.*

- *Each department will be responsible for paying the 10% required match for the equipment that department is requesting.*
- *RVFC, TVFC, COBFD, and TOBFD have committed to work together to try and improve Firefighter safety and to improve the overall safety of emergency responder.*

V) Timeline

The roles and responsibilities described above are contingent on **Rochester Volunteer Fire Company** receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **02/01/2018** through **02/01/2019**.

VI) Commitment to Partnership

- 1) The collaboration service area includes: Village of Rochester, Town of Waterford, City of Burlington, Town of Burlington, and any MABAS division or department that requests assistance from the departments listed above.
- 2) Compensation for TVFC's, COBFD's, and TOBFD's contribution to this project will be provided as outlined above.
- 3) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By: _____ Fire Chief, Rochester Volunteer Fire Company Date: _____	By: _____ Fire Chief, Tichigan Volunteer Fire Company Date: _____
By: _____ Fire Chief, City of Burlington Fire Department Date: _____	By: _____ Fire Chief, Town of Burlington Fire Department Date: _____

Assistance to Firefighters Grant Program (AFG)



FEMA

Cost Share Calculator 2017



Calculating Federal Share and Local Cost Share for AFG Grants

In order to assist you with determining your organization's Local Cost Share for AFG Grants, a calculator and explanation of the formula is provided below. All applicants should ensure they are familiar with FEMA's administration of cost sharing requirements. Grantees are not required to have their cost share available when submitting the application. For additional information, refer to the Cost Share and Maintenance of Effort Requirements section of the Notice of Funding Opportunity (NOFO).

Determine the Organization's Local Cost Share Percentage

Cost share requirements for AFG Grants are based on population. An eligible applicant seeking a grant to carry out an activity is required to provide non-federal funds to carry out the activity. In order to determine the Local Cost Share Percentage, use the guide below:

- 15% =** When serving a jurisdiction of more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 15 percent of the grant awarded.
- 10% =** When serving a jurisdiction of more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- 5% =** When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 5 percent of the grant awarded.

Once you have determined your Organization's Local Cost Share Percentage, use the formula below to determine the Organization's Local Cost Share.

Example Cost Share Calculation

Total project cost:	\$100,000.00
Local Cost Share Percentage:	15%
Federal Funding Assistance:	\$86,956.52
Local Cost Share:	\$13,043.48

Example Cost Share Formula

X = Federal Funding Assistance
 Y = Total Project Cost
 P = Local Cost Share Percentage
 $X + (P)(X) = Y$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X + (P)(X) = Y$
 $X = Y/1.15$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X = \$100,000/1.15$
 X = \$86,956
 Local Cost Share = \$13,044

Use the Calculator Below to Determine the Local Cost Share for your Organization

Total project cost:	\$ 231,500.00
Local Cost Share Percentage:	10.00%

*For 15% enter .15 into the calculator
 For 10% enter .10 into the calculator
 For 5% enter .05 into the calculator*

Federal Funding Assistance:	\$ 210,454.55
Local Cost Share:	\$ 21,045.45



COMMITTEE OF THE WHOLE

ITEM NUMBER 6D

DATE: February 6, 2018

SUBJECT: RESOLUTION 4881(39) to consider authorizing fee assessments for Weights and Measures license holders for July 1, 2016 through June 30, 2017.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The City Clerk’s Office for the City of Burlington acts as an agent for the Weights and Measures Program on behalf of the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP). While State-employed inspectors conduct all program inspections, it is the City Clerk that handles billing for the program. The Weights and Measures Program protects consumers by monitoring the accuracy of gas station pumps, grocery store scales and packages (those sold by weight), checkout scanners, and timers (found in laundromats, taxis, etc.). All establishments in the City of Burlington that utilize pumps, scales, scanners, or timers (as described above) in the sale of goods to consumers are routinely inspected by a State-employed Weights and Measures inspector.

The City of Burlington has received an invoice from the State of Wisconsin in the amount of \$6,400 for inspection services provided July 1, 2016 through June 30, 2017. The City must recoup the cost of Weights and Measures Inspections and Certifications mandated by the State of Wisconsin. According to our ordinance, we must notify these businesses of the City’s intent to recoup this cost.

Notices have been sent to the license holders ten days prior to this evening’s meeting to allow them to be present to discuss this assessment fee schedule. Upon approval of this resolution, the City will invoice according to the businesses License Class, which is determined by the number of pumps, scales, scanners, and/or timers.

The proposed “Assessment Fee Schedule” for the fees associated with the Weights and Measures License is listed below. This schedule has been prepared pursuant to the City of Burlington’s Municipal Code § 254-1.1K, which requires the City to assess fees to each Weights and Measures License holder.

Licenses	Issued	Assessment	Cost Recouped	<u>Proposed Assessment Fee Schedule</u>
Class 1	5	\$500.00	\$2,500.00	
Class 2	13	\$225.00	\$2,925.00	
Class 3	4	\$141.25	\$ 565.00	
Class 4	6	\$ 45.00	\$ 270.00	
Class 5	7	\$ 20.00	\$ 140.00	
Totals	35		\$6,400.00	

BUDGET/FISCAL IMPACT:

The annual bill from the State of Wisconsin to the City of Burlington for the Weights and Measures inspection is \$6,400 with this being the method the City uses to recoup this expense.

RECOMMENDATION:

Staff recommends approval of this resolution, which will result in invoicing the affected businesses to recoup fees paid by the City of Burlington.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 6, 2018 Committee of the Whole meeting and is scheduled for final consideration at the February 21, 2018 Common Council meeting.

Attachments

Res 4881(39) W&M

W&M Letter and State Invoice

RESOLUTION NO. 4881(39)

Introduced by: Committee of the Whole

**A RESOLUTION AUTHORIZING FEE ASSESSMENTS FOR WEIGHTS AND MEASURES
LICENSE HOLDERS FOR JULY 1, 2016 THROUGH JUNE 30, 2017**

WHEREAS, pursuant to City of Burlington Municipal Code s. 254-1.1K, the City assesses fees to each Weights and Measures License holder pursuant to the class of license held in order to recoup the cost of weights and measures inspections and certifications mandated by the State of Wisconsin; and,

WHEREAS, the cost of said inspections and certifications incurred under the City's agreement with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection for the period from July 1, 2016 through June 30, 2017 was \$6,400; and,

WHEREAS, the City Clerk has prepared an assessment schedule based upon the number of each class of licenses, the amount of time required to inspect each licensee, and the cost of the agreement with the State, attached hereto and made a part hereof; and,

WHEREAS, the City Clerk has mailed a copy of the Assessment Schedule to each licensee and has mailed to each licensee at least 10 days notice of the date and time at which the Common Council will consider these fee assessments.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, pursuant to the above, that fees shall be assessed to the holders of Weights and Measures Licenses in the City of Burlington for the period of July 1, 2016 through June 30, 2017 as set forth on the Assessment Schedule attached hereto.

BE IT FURTHER RESOLVED that the Clerk shall mail an invoice to each licensee for the applicable fee assessment, and shall notify each licensee that the fee is to be paid within 30 days of the date of mailing.

Introduced: February 6, 2018

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



CITY OF BURLINGTON

City Clerk

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

Date: Friday, January 19, 2018
From: Diahn Halbach, City Clerk
Re: Annual State Weights and Measures Assessment Fee

Please Note: This is the State Assessment Fee, not the Annual Permit Fee which will be billed in April 2018.

The City Clerk's Office for the City of Burlington acts as an agent for the Weights and Measures Program of the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP). While State-employed inspectors conduct all program inspections, it is the City Clerk that handles billing for the program.

All establishments in the City of Burlington that utilize pumps, scales, scanners, or timers in the sale of goods to consumers are routinely inspected by a State-employed Weights and Measures inspector.

The City must recoup the cost of Weights and Measures Inspections mandated by the State of Wisconsin. The City of Burlington has received an invoice from the State of Wisconsin in the amount of \$6,400 for inspection services provided July 1, 2016 through June 30, 2017.

The proposed "Assessment Fee Schedule" for the fees associated with your Weights and Measures License is listed below. This schedule has been prepared pursuant to the City of Burlington's Municipal Code § 254-1.1K, which requires the City to assess fees to each Weights and Measures License holder based on their Class. (A description of "Class Types" is listed on the back of this page).

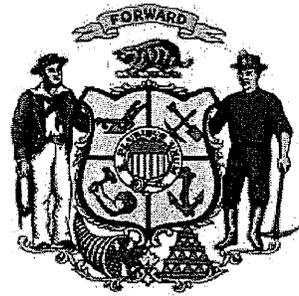
The Common Council of the City of Burlington will consider the "Assessment of Fees" at the Tuesday, February 6, 2018 meeting, located in the Council Chambers at 224 East Jefferson Street, following the 6:30 p.m. Committee of the Whole meeting.

Upon Council approval of the assessment schedule, you will receive an invoice according to your License Class. This invoice will be due and payable to the City of Burlington within thirty days. There is no payment due at this time.

Proposed Assessment Fee Schedule

Licenses	Issued	Assessment Fee	Cost Recouped
Class 1	5	\$500.00	\$2,500.00
Class 2	13	\$225.00	\$2,925.00
Class 3	4	\$141.25	\$565.00
Class 4	6	\$45.00	\$270.00
Class 5	7	\$20.00	\$140.00
Totals	35		\$6,400.00

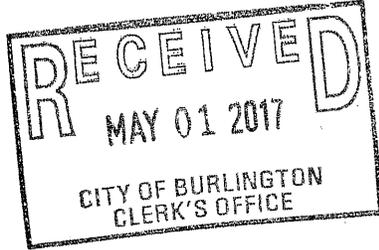
DEPT OF AG, TRADE & CONSUMER PROTECTION
 ACCOUNTS RECEIVABLE
 BOX 93423
 MILWAUKEE WI 53293-0423



INVOICE
 State of Wisconsin
 Dept of Ag, Trade & Cons Protc

Bill To:

000011
 CITY OF BURLINGTON
 DIAHNN HALBACH
 300 N PINE ST
 BURLINGTON WI 53105



Invoice No: 115-000004916
 Invoice Date: 4/28/17
 Page: 1 of 1

Customer Number: MUNI000090
 Payment Terms: NET30
 Due Date: 5/28/17
 AMOUNT DUE: 6,400.00 USD

Amount Remitted

Wisconsin Department of Agriculture, Trade and Consumer Protection
 or billing questions, please call 608-224-4952

Line	Identifier	Description	Project	Quantity	UOM	Unit Amt	Original Net Amount
1	WM_CONTRACT	W & M Contract Inspection		1.00	EA	6,400.00	6,400.00
Weights and Measures inspection service as per contract for the period of July 1, 2016 through June 30, 2017.							
Subtotal:							6,400.00
Amount Due:							6,400.00

RECEIVED			
DEPARTMENT			
APPROVED:		VENDOR:	
FUND	DEPT	ITEM	AMOUNT
100	525231	219	6400
DATE			TOTAL 6400