



## CITY OF BURLINGTON

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

### AGENDA COMMON COUNCIL

Wednesday, February 21, 2018

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. Vos*)
  - A. To approve the February 6, 2018 Common Council Minutes.
6. **Letters and Communications** - There are none.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** (*J. Schultz*)
  - A. Approval of Reports 1-3:  
Plan Commission Minutes - 01/09/2018  
Police & Fire Commission Minutes - 01/16/2018  
Committee of the Whole Minutes - 02/06/2018

9. **Payment of Prepays and Vouchers** (T. Preusker)

A. To approve Prepaid and Voucher list for bills accrued through February 20, 2018:

Total Prepaid:	\$ 270,813.73
Total Vouchers:	\$ 99,722.96
<b>Grand Total:</b>	<b>\$ 370,536.69</b>

10. **Licenses and Permits** (T. Bauman)

A. Approval of Licenses and Permits as presented.

11. **Appointments and Nominations** (S. Kott)

A. To appoint Priscilla A. Crowley as an election inspector for a two year term to expire December 31, 2019.

12. **PUBLIC HEARINGS:** (E. Johnson)

A. A Public Hearing to discuss an amendment to the Multi-Jurisdictional Comprehensive Plan for the Burlington Office & Manufacturing Park (BMOP) expansion.

B. A Public Hearing to discuss an amendment to the Multi-Jurisdictional Comprehensive Plan for property located at 100 and 124 S. Dodge Street.

13. **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. Grandi)

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

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

15. **MOTIONS:** There are none.

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

**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.

- Review and consideration of the City Administrator's contract with the City of Burlington.

17. **RECONVENE INTO OPEN SESSION** (J. Schultz)

18. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY** (T. Preusker)

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

19. ADJOURNMENT (T. Bauman)

*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**

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**DATE:** February 21, 2018

**SUBJECT:** Common Council Minutes for February 6, 2018

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

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**BACKGROUND/HISTORY:**

The attached minutes are from the February 6, 2018 Common Council meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the February 6, 2018 Common Council meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the February 21, 2018 Common Council meeting.

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**Attachments**

CC Minutes

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**CITY OF BURLINGTON  
Common Council Minutes  
Jeannie Hefty, Mayor  
Diahnn Halbach, City Clerk  
Tuesday, February 6, 2018**

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

Mayor Hefty called the meeting of the Common Council to Order on Tuesday, February 6, 2018 at 7:22 p.m. starting with Roll Call. Present: Susan Kott, Edward Johnson, Bob Grandi, Ruth Dawidziak, Jon Schultz, Tom Preusker, Todd Bauman. Excused: Tom 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, Fire Chief Alan Babe, Building Inspector Gregory Guidry, DPW Director Peter Riggs, and Library Director Joe Davies. Also in attendance: Gregory Governatori, Kapur and Associates.

2. **Pledge of Allegiance**

3. **Citizen Comments** - There were none.

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

EMS Chief, Brian Zwiebel presented an update for 2017 stating that Burlington Rescue Squad has completed 71 years of volunteer service to the Burlington area and its surrounding areas. Zwiebel stated that during the first three days of the July flood disaster, Burlington Rescue responded to approximately 40 calls for 911 emergency help. Zwiebel also stated the following: Burlington Rescue Squad has 26 Full and Associate Members, 11 High School/College students, and 5 City of Burlington FF/EMT's; there were 1540 Emergency 911 calls responded to, which is a new high call volume and a 7% increase from 2016 and up more than 25% from just five years ago. Zwiebel also stated they had 230 multiple calls, of which they were able to cover 207. In addition BRS assisted with over 1,500 911 calls in the City and surrounding areas. Zwiebel said that squad members donated over 13,900 hours in 2017 and are proud to serve the community.

5. **Approval of Minutes**

A motion was made by Alderman Schultz with a second by Alderman Johnson to approve the January 16, 2018 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**

Peter Riggs gave a Snow Operation Update stating that we are about halfway through the season and so far the City has had approximately 21" of accumulation and 13 response events.

Alderman Bauman gave a kudos to the DPW for their snow removal effort and then inquired about the salt supply. Riggs responded that they have used about 50% of their salt supply, however 350 tons is on order and there is approximately 350 tons still sitting in the barn. Riggs further stated that approximately 64 tons of salt is used per event.

Alderman Schultz offered his appreciation to Mr. Michael Austin for his service to the community.

Alderman Grandi reported on the recent Hot Chocolate Fest and said it appeared to have been a positive and successful event.

Mayor Hefty informed everyone of the upcoming Winter Wine Walk scheduled for Saturday, February 17, and that the downtown expects about 300 participants in this popular event.

8. **Reports**

A motion was made by Alderman Preusker with a second by Alderman Dawidziak to approve Reports 1-4. With all in favor, the motion carried.

9. **Payment of Prepaids and Vouchers**

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

10. **Licenses and Permits**

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

11. **Appointments and Nominations:** There are none.

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

13. **RESOLUTIONS:**

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

A motion was made Alderman Johnson with a second by Alderman Dawidziak to approve Resolution 4877(35). With all in favor, the motion carried.

- 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.

A motion was made by Alderman Grandi with a second by Alderman Kott to approve Resolution 4879(37). Roll Call: Aye - Grandi, Dawidziak, Schultz, Preusker, Bauman, Kott, Johnson. Nay - None. The motion carried 7-0.

- 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.

A motion was made by Alderman Dawidziak with a second by Alderman Grandi. With all in favor, the motion carried.

14. **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.

A motion was made by Alderman Preusker with a second by Alderman Dawidziak. With all in favor, the motion carried.

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

16. **ADJOURN INTO CLOSED SESSION**

**A motion was made by Alderman Schultz with a second by Alderman Grandi to Adjourn into Closed Session. Roll Call: Aye - Schultz, Preusker, Bauman, Kott, Johnson, Grandi, Dawidziak. The motion carried 7-0 and was adjourned into Closed Session at 7:44 p.m.**

**1. 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 the Echo Lake Developers Agreement
- Contract negotiation regarding a Lease Agreement between the City of Burlington and the Senior Center
- Discussion of the feasibility of a possible joint city/county building

**2. Wis. Stats 19.85(1)(g)** Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved, to wit:

- Update regarding Veolia/Advanced Disposal under a prior contract for refuse and recycling collection

**3. 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.

- Review and consideration of the City Administrator's contract with the City of Burlington

17. **RECONVENE INTO OPEN SESSION**

A motion was made by Alderman Kott with a second by Alderman Johnson to reconvene into Open Session. With all in favor, the meeting reconvened into Open Session at 10:54 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 taken.

19. **ADJOURNMENT**

A motion was made by Alderman Johnson with a second by Alderman Grandi to adjourn the meeting. With all in favor, the meeting adjourned at 10:56 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 8A**

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**DATE:** February 21, 2018

**SUBJECT:** REPORTS 1-3

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

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**BACKGROUND/HISTORY:**

Attached please find the following reports:

Plan Commission Minutes - 01/09/2018

Police & Fire Commission Minutes - 01/16/2018

Committee of the Whole Minutes - 02/06/2018

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends that Council approve the submitted reports.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the January 21, 2018 Common Council meeting.

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**Attachments**

Plan Minutes

PFC Minutes

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**Minutes**  
**City of Burlington Plan Commission**  
**January 9, 2018, 6:30 p.m.**

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:33 p.m. Roll call: Alderman Tom Vos; Alderman Bob Grandi was present via phone; Commissioners Chad Redman; Andy Tully; and Art Gardner were present. Commissioner John Ekes was excused. Student Representatives Samuel Jorudd and Aysha Schiller were present.

**APPROVAL OF MINUTES**

Alderman Vos moved, and Commissioner Redman seconded to approve the minutes of December 12, 2017. All were in favor and the motion carried.

**LETTERS & COMMUNICATIONS**

None

**CITIZEN COMMENTS**

None

**OLD BUSINESS**

**A. Public Hearing to hear public comments regarding a Conditional Use application from Casey's Marketing Company for property located at 100 and 124 S. Dodge Street to construct a convenience store and gas station.**

- Mayor Hefty opened the Public Hearing at 6:34 p.m.
- Lauren Downing, of Arc Design Resources Engineering Company, gave a presentation showing the revised renderings of Casey's and explained that the Land Use for Commercial makes sense for the surrounding properties. Ms. Downing explained the corrections that were requested, such as; adding a sidewalk from Adams Street to southwest of the property, the hip roof, brick columns and the lighter color to match the surrounding businesses.
- Tom Preusker, 172 Karyl Street, stated he was involved in assessing the properties damaged during the flood in July and saw how severe the area was under water, as well as other areas even after the grade was raised. Mr. Preusker was concerned that if the tanks had any buoyancy and got flooded, it could cause gasoline to spill and float down the river, as well as concern for the train derailment possibilities.
- Joe Cherian, owner's son of Mobil Gas Station, 500 E. State Street, stated he is against the project. The Mobil Gas Station is already slow and may need to close the store, thus doesn't see the need for another gas station. Mr. Cherian stated Casey's is competition and will affect business. Mr. Cherian asked if the City wants to see one beautiful site, but with six boarded up.
- Brian Wanasek, Attorney for the project, stated he views this as positive addition for the City and owns a business next to this property.

- Amrik Singh, 602 N. Mink Ranch Road, stated he is against the project and owns three businesses close to the area and barely surviving, and now if Casey's opens, it will hurt even more. Mr. Singh stated Casey's has just opened in Waterford.
- There were no further comments.

Commissioner Tully moved, and Commissioner Redman seconded to close the Public Hearing at 6:47 p.m.

*All were in favor and the motion carried.*

Mayor Hefty stated questions and comments will now be heard from the Commissioners.

- Mayor Hefty read a letter from Alderman Grandi that depicts the cons. 1) Safety - Train derailment risks, 2) Flood - Tanks floating in case of a flood, 3) Permanency – Another type of development may have more options to fill, if they were to leave and 4) How can a gas station contribute to one of the highest visibilities and best use located in the City.
- Commissioner Tully stated the new renderings have been met with what was requested and likes the new improvements. Commissioner Tully stated there are other sites like Coaches and the old Standard Press that are still vacant and feels these sites are more of a concern to get occupied. He further stated 100 and 124 S. Dodge Street is another location that has been waiting for years for an improvement, and now Casey's is here to do that. Commissioner Redman asked if there were other locations in Burlington that Casey's considered. Tony Rabino, Casey's Corporate Real Estate, answered he was not sure, but assumes corporate did their research.
- Commissioner Gardner questioned what happens if a flood occurs and the flammable liquid is exposed, and if any other locations have experienced a flood. Ms. Downing replied the tanks are tied down and are watertight sealed. Ms. Downing stated she is unaware of any places where a flood occurred. Commissioner Gardner asked if a delivery route for the petroleum has been identified and was also concerned a driver might stop on the train tracks due to traffic. Mr. Rabino stated the route has not been determined yet, and that they have smart drivers that would not stop on the tracks.
- Alderman Vos stated that what he is hearing are concerns for the "what if" could happen, that might never happen. The competition is everywhere, in fact years ago there were many more gas stations around, and the tanks were not floating during the flood when everything was under water. Alderman Vos stated Casey's have met the requirements and requests and have his support.
- Alderman Grandi agreed with Alderman Vos that it is not the Commissioners decision to determine whether a gas station is appropriate, but if it is the highest and best land use.
- Commissioner Redman stated that if this lot is so great, then why are we bringing up all these issues regarding the flood, train and noise? Commissioner Redman stated he was originally against the project, but now is for it.

- Student Representative Samuel Jorudd stated he understands competition is an issue, and does not see this project as the best use for the land or for the surrounding businesses.
- City Administrator Carina Walters stated that Commissioner Tully and Alderman Vos had indicated the corrections have been met, and the question now is how this will affect long term vision and whether or not this is the highest and best use for this property. Ms. Walters stated this is not the decision of the Commissioners, but rather Council.
- Alderman Vos questioned who determines the highest and best use for this property. For example, the lot next to the parking structure sits empty for years. Alderman Vos stated Casey's is a company that wants to build, and residents do not want it because there is competition. Alderman Vos also stated there would be competition if it were to be a restaurant, but that is the way the world works. Tanya Fonesca, Graef, responded, the first approval is the Comprehensive Plan Amendment, two rezones, Certified Survey Map, Conditional Use and Site Plan. Currently, the highest and best use for this property is zoned for future industrial, since it is sited by the railroad. Ms. Fonesca replied it is the Commissioners decision to recommend approval to Council if a Comprehensive Plan Amendment is desired. Alderman Vos stated since no Commissioners agreed to have an industrial business, then the current Comprehensive Plan Amendment would need to be amended to change the future land use.
- There were no further comments.

**C. Consideration to approve Resolution 24 to amend the Racine County Multi-Jurisdictional Comprehensive Plan for property located at 100 and 124 S. Dodge Street. This item was tabled at the December 12, 2017 meeting.**

- Mayor Hefty opened this item for discussion.
- There were no comments.

Commissioner Tully moved, and Alderman Vos seconded to approve Resolution 24 to amend the Racine County Multi-Jurisdictional Comprehensive Plan.

*Ayes 6, Mayor Jeannie Hefty; Alderman Tom Vos; Alderman Bob Grandi; Commissioner Chad Redman; Commissioner Andy Tully; Commissioner Art Gardner. Nays 0. Motion carried 6-0.*

**D. Consideration to recommend approval of a Rezone Map Amendment application from Casey's Marketing Company for property located at 100 and 124 S. Dodge Street to rezone the property from B-1, Neighborhood Business District and M-1, Light Manufacturing District to B-2, Central Business District, subject to Graef's December 5, 2017 memorandum to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- There were no comments.

Commissioner Redman moved, and Commissioner Tully seconded to recommend approval to rezone the property to B-2, Central Business District.

*Ayes 6, Mayor Jeannie Hefty; Alderman Tom Vos; Alderman Bob Grandi; Commissioner Chad Redman; Commissioner Andy Tully; Commissioner Art Gardner. Nays 0. Motion carried 6-0.*

**E. Consideration to recommend approval to the Common Council of a Certified Survey Map Amendment application from Casey’s Marketing Company for property located at 100 and 124 S. Dodge Street to combine two lots into one parcel, subject to Graef’s December 5, 2017 and Kapur & Associates’ December 4, 2017 memorandums to the Plan Commission. This item was tabled at the December 12, 2017 meeting.**

- Mayor Hefty opened this item for discussion.
- There were no comments.

Alderman Vos moved, and Commissioner Gardner seconded to recommend approval of a Certified Survey Map Amendment.

*Ayes 5, Mayor Jeannie Hefty; Alderman Tom Vos; Commissioner Chad Redman; Commissioner Andy Tully; Commissioner Art Gardner. Nays 1, Alderman Bob Grandi. Motion carried 5-1.*

**B. Consideration to approve a Conditional Use and Site Plan application from Casey’s Marketing Company for property located at 100 and 124 S. Dodge Street to construct a convenience store and gas station, subject to Graef’s December 5, 2017 and Kapur & Associates’ December 4, 2017 memorandums to the Plan Commission. This item was tabled at the December 12, 2017 meeting.**

- Mayor Hefty opened this item for discussion.
- There were no comments.

Alderman Vos moved, and Commissioner Tully seconded to approve the Site Plan with the exception of the Conditional Use coming back next month, after the February 6, 2018 Common Council meeting, to outline the conditions.

*Ayes 5, Mayor Jeannie Hefty; Alderman Tom Vos; Commissioner Chad Redman; Commissioner Andy Tully; Commissioner Art Gardner. Nays 1, Alderman Bob Grandi. Motion carried 5-1.*

**F. Consideration to approve an expansion to the Burlington Area Manufacturing and Office Park.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained there has been no new changes from the December 12, 2017 meeting and this will have a final decision at the February Plan Commission meeting for the

Comprehensive Plan Amendment. Ms. Fonesca distributed a land use table and stated the residents nearby would like to see the Comprehensive Plan Amendment process move forward.

- Alderman Vos asked what the mixed-use can be used for. Ms. Fonesca answered that it could either be multi-family residential and/or manufacturing. Commissioner Tully questioned as to why the Zang residence are not included into the area. Ms. Fonesca responded they are still deciding what they want to see in that area, but are interested in the expansion. Commissioner Redman asked how many residential lots were being proposed. Ms. Fonesca answered about 150 and some might need to be annexed into the City.
- Nancy Washburg, consulting agent for RFD Property, stated everyone is anxious in moving forward. Alderman Vos stated it would be nice to have this started as soon as possible because there are no other buildable lots, and will help with Foxconn coming.
- Jennifer Greeter, 32400 Yahnke Road, inquired what type of residents this area would attract and the values of the homes. Ms. Washburg stated it is too early to determine what class or range of residents will move in. Ms. Washburg stated that it is not envisioned to be a gated community, but possibly an association created for maintenance of common areas. Alderman Vos stated he does not see it as a cookie-cutter subdivision.
- Janice Greeter, 6138 S. Pine Street, asked about how busy the traffic would be. Ms. Walters and Ms. Fonesca replied the traffic flow will be evaluated by the State regarding the public safety and school. Also, the exit/entrance and street connectivity will be evaluated. Ms. Walters stated the timeframe to break ground could be up to 18 months, since there are so many steps for approval.
- There were no further comments.

Commissioner Tully moved, and Commissioner Redman seconded to approve the expansion.

*All were in favor and the motion carried.*

#### **New Business**

None

#### **ADJOURNMENT**

Commissioner Redman moved, and Commissioner Tully seconded to adjourn the meeting at 7:49 p.m.

*All were in favor and the motion carried.*

Recording Secretary

Kristine Anderson

Administrative Assistant



CITY OF BURLINGTON

## POLICE – FIRE COMMISSION

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



### MINUTES

City of Burlington Police and Fire Commission  
Burlington Fire Department  
165 W. Washington Street, Burlington, Wisconsin  
January 16, 2018

**1. Call to Order:**

Commissioner Busch called the meeting to order at 5:30 p.m.

**2. Roll Call:**

Commissioners in attendance: Joe Busch, Bill Smitz, Jeff Erickson, Kevin Morrow, Peter Hintz, Fire Chief Alan Babe, and Police Chief Mark Anderson.

**3. Public Comments:**

None.

**4. Approval of Minutes**

The minutes from the December 5, 2017 PFC meeting was approved on a motion to approve by Commissioner Morrow, seconded by Commissioner Hintz all ayes motion carried.

**5. Police Chief Business**

A. The commission convened into closed session pursuant to section 19.85 (1) (c) Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility on a motion by Commissioner Smitz and seconded by Commissioner Morrow all ayes carried the motion at 5:31pm.

B. The commission reconvened into open session on a motion by Commissioner Erickson, seconded by Commissioner Schmitz all ayes carried the motion at 5:57pm.

C. A motion was made to confirm Matt Barrows to Sergeant of Burlington Police Department by Commissioner Morrow seconded by Commissioner Schmitz all ayes carried the motion.

D. Police Chief Anderson added that Nicholas Aron has completed his 18-month probationary period.

**6. Fire Chief Business**

A. The commission convened into closed session pursuant to section 19.85 (1) (c) Wisconsin Statutes for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility on a motion by Commissioner Smitz and seconded by Commissioner Hintz all ayes carried the motion at 6:03pm.

B. The commission reconvened into open session on a motion by Commissioner Erickson, seconded by Commissioner Morrow all ayes carried the motion at 7:36pm.

C. A motion was made to add Dan Rueter and Ben Schultz to the Fire Department Eligibility List by Commissioner Erickson seconded by Commissioner Busch all ayes carried the motion.

D. Fire Chief Babe passed out the 2018 Fire Department Officer Appointments on a motion by Commissioner Busch, seconded by Commissioner Hintz all ayes approved the 2018 Fire Department Officer Appointments.

**7. Police and Fire Commission Business**

Discussion of updating the PFC Rules and Regulations was discussed again, but the matter was tabled as we must get final clarification from the City Attorney on a few of the changes that were made.

**8. Adjourn**

Motion by Commissioner Morrow to adjourn seconded by Commissioner Smitz; motion carried all ayes at 7:46p.m.

Respectfully submitted,  
Commissioner Erickson, Secretary



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 9A**

**DATE:** February 21, 2018

**SUBJECT:** Prepaid and Vouchers

**SUBMITTED BY:** Steven DeQuaker, Finance Director

**BACKGROUND/HISTORY:**

Attached please find the Prepaid and Voucher list for bills accrued through February 20, 2018:

Total Prepaid:	\$ 270,813.73
Total Vouchers:	\$ 99,722.96
<b>Grand Total:</b>	<b><u>\$ 370,536.69</u></b>

**BUDGET/FISCAL IMPACT:**

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$39,296.24 Johns Disposal Service, Inc. - Contracted Monthly Billing
2. \$25,326.50 Miller Motor Sales, Inc. - 2018 Ford Patrol Vehicle
3. \$25,026.50 Miller Motor sales, Inc. - 2018 Ford Patrol Vehicle
4. \$19,907.21 Ascent Aviation Group, Inc. - Jet A Fuel
5. \$18,766.44 WE Energies - Street Lights 12/29/17 to 01/29/18

**RECOMMENDATION:**

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$370,536.69.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the February 21, 2018 Common Council meeting.

**Attachments**

Prepaid 02-02-18

Prepaid 02-09-18

Vouchers 02-20-18

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100160000</b>						
100-160000 PREPAID EXPENDITURES	DIGICORP	Digicorp - Pre-Paid Block Time	013118	01/31/2018	15,000.00	02/02/2018
Total 100160000:					15,000.00	
<b>10044411000</b>						
100-44411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2018JAN	02/01/2018	1,238.40	02/02/2018
100-44411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2018JAN	02/01/2018	1,183.80	02/02/2018
100-44411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE JAN REMIT	2018JAN	02/01/2018	5,790.66	02/02/2018
Total 10044411000:					8,212.86	
<b>100454544000</b>						
100-454544-000 SPECIAL ASSESS-SIDEWAL	BURLINGTON FAMILY DENTIST	REFUND - 2017 SIDEWALK ASSESSMENT	15.001009	01/29/2018	151.41	02/02/2018
Total 100454544000:					151.41	
<b>100515121157</b>						
100-515121-157 MUNI COURT - TRAINING	WI SUPREME COURT	Continuing Judicial Education	51-0206 2018	01/22/2018	700.00	02/02/2018
Total 100515121157:					700.00	
<b>100515132220</b>						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004JAN18	01/25/2018	646.11	02/02/2018
Total 100515132220:					646.11	
<b>100515132225</b>						
100-515132-225 ADMIN - TELEPHONE	AT & T	057 736 7870 001	2627671389 01/18	01/21/2018	48.47	02/02/2018
100-515132-225 ADMIN - TELEPHONE	AT & T	171-798-6300 001 (split)	6175379304	01/19/2018	350.78	02/02/2018
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	77.35	02/02/2018
Total 100515132225:					476.60	
<b>100515141220</b>						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004JAN18	01/25/2018	392.28	02/02/2018
Total 100515141220:					392.28	
<b>100515141225</b>						
100-515141-225 FINANCE - TELEPHONE	AT & T	171-798-6300 001 (split)	6175379304	01/19/2018	210.47	02/02/2018
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	57.79	02/02/2018
Total 100515141225:					268.26	
<b>100515141330</b>						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Per Diem Cash Advance Ehlers Conference	020718	01/22/2018	62.00	02/02/2018
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Reimbursement - Mileage	2018JAN	01/30/2018	22.89	02/02/2018
Total 100515141330:					84.89	
<b>100525211225</b>						
100-525211-225 POLICE - TELEPHONE	AT & T	171-798-6300 001 (split)	6175379304	01/19/2018	561.24	02/02/2018
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	515.09	02/02/2018
Total 100525211225:					1,076.33	
<b>100525211240</b>						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	869297630805	02/01/2018	2,145.38	02/02/2018

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Total 100525211240:					2,145.38	
<b>100525220220</b>						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057JAN18	01/22/2018	2,085.67	02/02/2018
Total 100525220220:					2,085.67	
<b>100525220225</b>						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	103.28	02/02/2018
Total 100525220225:					103.28	
<b>100525220240</b>						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	869297630805	02/01/2018	499.56	02/02/2018
Total 100525220240:					499.56	
<b>100525220242</b>						
100-525220-242 FIRE - REPAIR & MAINT VE	THOMAS, DAN	Reimbursement:Garmin Dash Mount	010518	01/05/2018	22.78	02/02/2018
Total 100525220242:					22.78	
<b>100525220298</b>						
100-525220-298 FIRE- CONTRACT SERVICE	FIREHOUSE	Firehouse Magazine Acct #10290713	2018	01/16/2018	50.00	02/02/2018
Total 100525220298:					50.00	
<b>100525231220</b>						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004JAN18	01/25/2018	115.38	02/02/2018
Total 100525231220:					115.38	
<b>100525231225</b>						
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	15.00	02/02/2018
Total 100525231225:					15.00	
<b>100525231372</b>						
100-525231-372 BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Bldg Insp	869297630805	02/01/2018	46.04	02/02/2018
Total 100525231372:					46.04	
<b>100535321220</b>						
100-535321-225 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174DEC17	01/11/2018	394.72	02/02/2018
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652DEC17	01/11/2018	86.76	02/02/2018
Total 100535321220:					481.48	
<b>100535321225</b>						
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/18	01/19/2018	81.91	02/02/2018
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	96.49	02/02/2018
Total 100535321225:					178.40	
<b>100535321240</b>						
100-535321-240 STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	869297630805	02/01/2018	4,493.45	02/02/2018

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Total 100535321240:					4,493.45	
<b>100535321261</b>						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988DEC17	01/10/2018	14.90	02/02/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0455-414-409	0455414409JAN18	01/18/2018	242.49	02/02/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266JAN18	01/11/2018	53.98	02/02/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4404-149-064	4404149064JAN18	01/19/2018	48.69	02/02/2018
Total 100535321261:					360.06	
<b>100535321310</b>						
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207555	01/13/2018	56.76	02/02/2018
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207556	01/13/2018	6.29	02/02/2018
Total 100535321310:					63.05	
<b>10055551220</b>						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939DEC17	01/19/2018	64.81	02/02/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2625-548-774	2625548774DEC17	01/11/2018	23.25	02/02/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713JAN18	01/11/2018	69.60	02/02/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983DEC17	01/11/2018	16.80	02/02/2018
Total 10055551220:					174.46	
<b>10055551225</b>						
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/18	01/19/2018	40.96	02/02/2018
Total 10055551225:					40.96	
<b>10055551240</b>						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	869297630805	02/01/2018	696.60	02/02/2018
Total 10055551240:					696.60	
<b>10055551310</b>						
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207555	01/13/2018	28.37	02/02/2018
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207556	01/13/2018	1.40	02/02/2018
Total 10055551310:					29.77	
<b>100565639399</b>						
100-565639-399 ECONOMIC DEVELOPMENT	BURLINGTON AREA CHAMBER	4th qtr 2017 Room Tax	2017 4TH QT ROO	01/31/2018	10,668.75	02/02/2018
100-565639-399 ECONOMIC DEVELOPMENT	RA CO CONVENTION & VISTOR	4th qtr 2017 Room Tax	4TH QTR 2017	01/30/2018	10,668.75	02/02/2018
Total 100565639399:					21,337.50	
<b>100575710299</b>						
100-575710-299 GARBAGE- CNTRCT SVCS	WI DEPT OF NATURAL RESOU	Landfill Annual Report (License #186)	8-11452	01/25/2018	500.00	02/02/2018
Total 100575710299:					500.00	
<b>251555511220</b>						
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657JAN18	01/26/2018	1,038.90	02/02/2018
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487JAN18	01/25/2018	800.34	02/02/2018
Total 251555511220:					1,839.24	

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251555511225						
251-555511-225 TELEPHONE	AT & T	171-798-6300 001 (split)	6175379304	01/19/2018	280.62	02/02/2018
Total 251555511225:					280.62	
<b>251555511247</b>						
251-555511-247 REPAIR,MAINTENANCE BUI	B. SCHNEIDER ELECTRIC, INC	Library - Hook-Up Cubicals	12034	01/22/2018	512.78	02/02/2018
251-555511-247 REPAIR,MAINTENANCE BUI	BEST VALUE FLOORING	Children's Reading Room	3223	12/28/2017	2,038.10	02/02/2018
Total 251555511247:					2,550.88	
<b>251555511327</b>						
251-555511-327 MATERIALS	TASTE OF HOME	TOH Everyday Slow Cooker	0218TOH	02/01/2018	10.00	02/02/2018
251-555511-327 MATERIALS	WT COX SUBSCRIPTIONS	WT Cox: Account Number 2060246	3042906	01/29/2018	2,171.73	02/02/2018
Total 251555511327:					2,181.73	
<b>453565616823</b>						
453-565616-823 2017 Pool Construction Proje	WE ENERGIES	4242-394-201	4242394201JAN18	01/29/2018	774.69	02/02/2018
Total 453565616823:					774.69	
<b>465555551804</b>						
465-555551-804 PARKS CAPITAL OUTLAY P	TCF EQUIPMENT FINANCE, INC	Mower Financing- Contrat # 008-0658807-300	5352542	01/14/2018	343.28	02/02/2018
Total 465555551804:					343.28	
<b>467535320500</b>						
467-535320-500 CONSERVATION AND DEVE	CLARK, LUANNE	HPC FACADE GRANT REIMBURSEMENT 401 N PI	012918	01/29/2018	2,396.50	02/02/2018
Total 467535320500:					2,396.50	
<b>621575740225</b>						
621-575740-225 TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 01/18	01/19/2018	196.30	02/02/2018
621-575740-225 TELEPHONE	VERIZON WIRELESS	Verizon: Acct 286396851-00001 (split)	9800419673	01/23/2018	27.65	02/02/2018
Total 621575740225:					223.95	
<b>621575740240</b>						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	869297630805	02/01/2018	662.54	02/02/2018
Total 621575740240:					662.54	
<b>621575740310</b>						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE	Time Warner WWTP Acct # 702658601	702658601011218	01/12/2018	124.94	02/02/2018
621-575740-310 OFFICE SUPPLIES, POSTA	CANON SOLUTIONS AMERICA,	Copier - WWTP Serial FRU35325	4024166010	11/01/2017	171.30	02/02/2018
Total 621575740310:					296.24	
<b>621575740371</b>						
621-575740-371 REG/PERMITS/OUTSIDE TE	WI EMERGENCY MANAGEMEN	WI EMERGENCY MANAGEMENT WWTP(split)	013018	01/30/2018	205.00	02/02/2018
Total 621575740371:					205.00	
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 01/18	01/19/2018	81.91	02/02/2018
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R2489010118	01/10/2018	73.95	02/02/2018
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207555	01/13/2018	56.76	02/02/2018
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	18207556	01/13/2018	6.29	02/02/2018

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Total 622509210000:					218.91	
<b>622509230000</b>						
622-509230-000 OUTSIDE SERVICES	WI EMERGENCY MANAGEMEN	WI EMERGENCY MANAGEMENT WWTP(split)	013018	01/30/2018	1,025.00	02/02/2018
Total 622509230000:					1,025.00	
<b>622509330000</b>						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	869297630805	02/01/2018	335.14	02/02/2018
Total 622509330000:					335.14	
<b>864212001</b>						
864-212001 REFUNDS PAYABLE	IMRIE, KRISTIN S	Refund 2017 Property Taxes	250068	02/01/2018	.07	02/02/2018
864-212001 REFUNDS PAYABLE	CHEMICAL BANK	206 031932402450 Duplicate pmnt	249605	01/29/2018	2,640.99	02/02/2018
Total 864212001:					2,641.06	
<b>875232000</b>						
875-232000 MUNICIPAL COURT DEP	GIACOMELLI, AUSTIN	pmnt made to wrong municipality	12339	02/01/2018	158.00	02/02/2018
875-232000 MUNICIPAL COURT DEP	JUSAK, ALEXANDER	balance refunded cit sent to SDC	16025764	12/28/2017	71.20	02/02/2018
Total 875232000:					229.20	
Grand Totals:					76,651.54	

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

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

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

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100454521001</b>						
100-454521-001 BOND FEES	RACINE COUNTY FELONY COU	Molkentin, Paul; Case: 18-555	18-555	01/18/2018	5,500.00	02/09/2018
100-454521-001 BOND FEES	VILLAGE OF SUMMIT POLICE D	Caracciolo, Sebastian;Case:AI525947-2, 525946-1	AI525947-2, 525946	02/02/2018	375.10	02/09/2018
Total 100454521001:					5,875.10	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	DINERS CLUB COMMERCIAL	Walmart (split)	5815 01/18	01/28/2018	15.38	02/09/2018
Total 100515121310:					15.38	
<b>100515132225</b>						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262767138901 18	01/28/2018	239.35	02/09/2018
Total 100515132225:					239.35	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	CTC* Constant Contract (ongoing)	5799 01/18	01/28/2018	5.00	02/09/2018
Total 100515132310:					5.00	
<b>100515132399</b>						
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Walmart (split)	5815 01/18	01/28/2018	64.70	02/09/2018
Total 100515132399:					64.70	
<b>100515141225</b>						
100-515141-225 FINANCE - TELEPHONE	DINERS CLUB COMMERCIAL	Polycom Conference Phone	6992 01/18	01/28/2018	279.95	02/09/2018
Total 100515141225:					279.95	
<b>100515141298</b>						
100-515141-298 FINANCE - CONTRACT SER	DINERS CLUB COMMERCIAL	OPC WI Tax Payment	5864 01/18	01/28/2018	11.00	02/09/2018
100-515141-298 FINANCE - CONTRACT SER	RACINE COUNTY	Print & Mail tax Bill	17-COB-TB	01/31/2018	2,314.95	02/09/2018
Total 100515141298:					2,325.95	
<b>100515141310</b>						
100-515141-310 FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	Walmart (split)	5815 01/18	01/28/2018	31.22	02/09/2018
Total 100515141310:					31.22	
<b>100515141330</b>						
100-515141-330 FINANCE - TRAVEL	DINERS CLUB COMMERCIAL	Kalahari	5864 01/18	01/28/2018	116.74	02/09/2018
Total 100515141330:					116.74	
<b>100525211220</b>						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073JAN18	01/25/2018	1,238.94	02/09/2018
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877JAN18	01/26/2018	1,799.07	02/09/2018
Total 100525211220:					3,038.01	
<b>100525211244</b>						
100-525211-244 POLICE - REPAIR & MAINT	DINERS CLUB COMMERCIAL	Gokeyless - Electronic Lock	5781 01/18	01/28/2018	497.00	02/09/2018
Total 100525211244:					497.00	

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<b>100525211310</b>						
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Cellular- vehicle power charger	5815 01/18	01/28/2018	84.06 02/09/2018
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon - Notary Seal Stamps	5898 01/18	01/28/2018	104.97 02/09/2018
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon - Notary Seal Stamps	5898 01/18	01/28/2018	139.96 02/09/2018
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Walmart	5898 01/18	01/28/2018	20.64 02/09/2018
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon - thermal printer paper rolls	5898 01/18	01/28/2018	373.50 02/09/2018
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon - USB Powered Computer Speaker	5898 01/18	01/28/2018	28.54 02/09/2018
Total 100525211310:					751.67	
<b>100525211330</b>						
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Buffalo Wild Wings	5781 01/18	01/28/2018	56.62 02/09/2018
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Gateway - Nicholas Aron 2018 Spring	5898 01/18	01/28/2018	109.65 02/09/2018
Total 100525211330:					166.27	
<b>100525211381</b>						
100-525211-381	POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Dat	Account ID: 777966 Dec. Billing	2018JAN	01/31/2018	25.00 02/09/2018
Total 100525211381:					25.00	
<b>100525220157</b>						
100-525220-157	FIRE - INSERVICE TRAININ	SPENCER, JOSHUA	registration to WEMSA Conference	2018WEMSA	02/02/2018	320.00 02/09/2018
Total 100525220157:					320.00	
<b>100525220220</b>						
100-525220-220	FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558JAN18	01/28/2018	12.91 02/09/2018
Total 100525220220:					12.91	
<b>100535321220</b>						
100-535321-220	STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345JAN18	01/25/2018	753.93 02/09/2018
100-535321-220	STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671JAN18	01/24/2018	590.14 02/09/2018
Total 100535321220:					1,344.07	
<b>100535321241</b>						
100-535321-241	STREETS - REP & MAINT IT	DINERS CLUB COMMERCIAL	DLT (split)	3596 01/18	01/28/2018	313.91 02/09/2018
Total 100535321241:					313.91	
<b>100535321261</b>						
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0818-594-802	0818594802JAN18	01/24/2018	16.25 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0819-473-268	0819473268JAN18	01/25/2018	132.30 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0838-352-542	0838352542JAN18	01/24/2018	50.90 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0850-628-152	0850628152JAN18	01/23/2018	288.94 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	2023-503-060	2023503060JAN18	01/24/2018	157.17 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	4432-157-647	4432157647JAN18	01/29/2018	18,766.44 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5043-084-318	5043084318JAN18	01/23/2018	57.52 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5406-087-899	5406087899JAN18	01/19/2018	134.42 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5459-100-732	5459100732JAN18	01/26/2018	420.48 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5465-979-181	5465979181JAN18	01/22/2018	68.81 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5644-617-733	5644617733JAN18	01/24/2018	142.44 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5695-147-539	5695147539JAN18	01/25/2018	514.38 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	6893-002-943	6893002943JAN18	01/23/2018	17.88 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	7245-068-041	7245068041JAN18	01/25/2018	229.06 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	7255-756-558	7255756558JAN18	01/22/2018	23.48 02/09/2018
100-535321-261	STREETS - LIGHTING	WE ENERGIES	7467-500-426	7467500426JAN18	01/25/2018	242.32 02/09/2018

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100-535321-261 STREETS - LIGHTING	WE ENERGIES	8499-073-119	8499073119JAN18	01/25/2018	224.64	02/09/2018
100-535321-261 STREETS - LIGHTING	WE ENERGIES	9418-285-345	9418285345JAN18	01/25/2018	110.27	02/09/2018
Total 100535321261:					21,597.70	
<b>100535321354</b>						
100-535321-354 STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528JAN18	01/26/2018	647.11	02/09/2018
Total 100535321354:					647.11	
<b>100555514399</b>						
100-555514-399 Senior Citizens Donation City	RUNDLE-SPENCE	Plumbing parts for Senior Center Dishwasher	S2636778.001	01/25/2018	91.39	02/09/2018
Total 100555514399:					91.39	
<b>10055551220</b>						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568JAN18	01/25/2018	39.02	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345JAN18	01/25/2018	376.96	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2428-946-714	2428946714JAN18	01/25/2018	1,200.98	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3698-542-543	3698542543JAN18	01/28/2018	17.33	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211698899JAN18	01/25/2018	65.54	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188JAN18	01/25/2018	144.68	02/09/2018
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671JAN18	01/24/2018	295.08	02/09/2018
Total 10055551220:					2,139.59	
<b>10055551241</b>						
100-555551-241 PARKS - REP & MAINT IT	DINERS CLUB COMMERCIAL	DLT (split)	3596 01/18	01/28/2018	156.96	02/09/2018
Total 10055551241:					156.96	
<b>100575710297</b>						
100-575710-297 GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	161727	01/25/2018	8,587.92	02/09/2018
Total 100575710297:					8,587.92	
<b>100575710298</b>						
100-575710-298 GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	161727	01/25/2018	30,708.32	02/09/2018
Total 100575710298:					30,708.32	
<b>251555511225</b>						
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	5922 01/18	01/28/2018	62.50	02/09/2018
Total 251555511225:					62.50	
<b>251555511247</b>						
251-555511-247 REPAIR,MAINTENANCE BUI	DINERS CLUB COMMERCIAL	sears - Vacuum	5815 01/18	01/28/2018	215.98	02/09/2018
Total 251555511247:					215.98	
<b>251555511312</b>						
251-555511-312 COMPUTER SUPPLIES	DINERS CLUB COMMERCIAL	DNH*Godaddy.com - Credit	5922 01/18	01/28/2018	53.51-	02/09/2018
Total 251555511312:					53.51-	
<b>251555511330</b>						
251-555511-330 INSERVICE TRAINING/TRAV	LEBAK, BARBARA	Mileage Reimbursement	JAN 2018	02/07/2018	29.43	02/09/2018
251-555511-330 INSERVICE TRAINING/TRAV	SCHMIDT, JANE	Reimbursement - mileage	2018 JAN	01/24/2018	33.41	02/09/2018

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511330:					62.84	
<b>453565616830</b>						
453-565616-830 Disaster Exenditure	DINERS CLUB COMMERCIAL	Walmart- Element Roku	5898 01/18	01/28/2018	447.00	02/09/2018
453-565616-830 Disaster Exenditure	DINERS CLUB COMMERCIAL	Amazon - software & cycling shorts	5898 01/18	01/28/2018	153.62	02/09/2018
453-565616-830 Disaster Exenditure	AT & T	262 767-1904 046 8	262767190401 18	01/28/2018	620.90	02/09/2018
Total 453565616830:					1,221.52	
<b>465525211805</b>						
465-525211-805 POLICE CAPITAL OUTLAY V	MILLER MOTOR SALES, INC.	NEW PATROL VEHICLES	K025	02/09/2018	25,326.50	02/09/2018
465-525211-805 POLICE CAPITAL OUTLAY V	MILLER MOTOR SALES, INC.	NEW PATROL VEHICLES	K026	02/09/2018	25,026.50	02/09/2018
Total 465525211805:					50,353.00	
<b>621575740220</b>						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267JAN18	01/18/2018	131.33	02/09/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576JAN18	01/23/2018	14,811.05	02/09/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285JAN18	01/21/2018	38.92	02/09/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215JAN18	01/24/2018	221.42	02/09/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087JAN18	01/24/2018	73.32	02/09/2018
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525JAN18	01/25/2018	3,891.37	02/09/2018
Total 621575740220:					19,167.41	
<b>621575740222</b>						
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067JAN18	01/24/2018	7,455.01	02/09/2018
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614JAN18	01/24/2018	385.10	02/09/2018
Total 621575740222:					7,840.11	
<b>621575740244</b>						
621-575740-244 REPAIRS,MAINT EQUIPMEN	DINERS CLUB COMMERCIAL	First Supply	5849 01/18	01/28/2018	52.72	02/09/2018
621-575740-244 REPAIRS,MAINT EQUIPMEN	DINERS CLUB COMMERCIAL	Carnes - replacement cylinder	5849 01/18	01/28/2018	481.47	02/09/2018
Total 621575740244:					534.19	
<b>622506220000</b>						
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366JAN18	01/24/2018	824.32	02/09/2018
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505JAN18	01/26/2018	4,936.70	02/09/2018
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861JAN18	01/24/2018	2,702.63	02/09/2018
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187JAN18	01/24/2018	173.92	02/09/2018
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384JAN18	01/25/2018	4,018.56	02/09/2018
Total 622506220000:					12,656.13	
<b>622506230000</b>						
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861JAN18	01/24/2018	122.13	02/09/2018
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589JAN18	01/24/2018	124.49	02/09/2018
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384JAN18	01/25/2018	109.60	02/09/2018
Total 622506230000:					356.22	
<b>622509040000</b>						
622-509040-000 UNCOLLECTIBLE ACCOUNT	KEMPER, DAVID	refund for overpmnt - 609 Lewis St	9.2772.00	02/07/2018	164.65	02/09/2018
Total 622509040000:					164.65	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	DINERS CLUB COMMERCIAL	DLT (split)	3596 01/18	01/28/2018	313.91	02/09/2018
Total 622509210000:					313.91	
<b>622509350000</b>						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345JAN18	01/25/2018	753.93	02/09/2018
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671JAN18	01/24/2018	590.14	02/09/2018
Total 622509350000:					1,344.07	
<b>623575740200</b>						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	502277	02/02/2018	19,907.21	02/09/2018
Total 623575740200:					19,907.21	
<b>623575740225</b>						
623-575740-225 TELEPHONE	AT & T	262 757 0907 307 4	262757090701 18	01/25/2018	124.74	02/09/2018
Total 623575740225:					124.74	
<b>802525211310</b>						
802-525211-310 SUPPLIES FOR DOG/K-9 Uni	HERO-INDUSTRIES, INC.	K9 Hero Plush with Custom Options	5678	02/05/2018	470.00	02/09/2018
Total 802525211310:					470.00	
<b>875232000</b>						
875-232000 MUNICIPAL COURT DEP	LAMBERT, MARGARET	PAID WRONG MUNICIPALITY	6Q80LL0Q71	02/05/2018	70.00	02/09/2018
Total 875232000:					70.00	
Grand Totals:					194,162.19	

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

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

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

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100160000</b>						
100-160000 PREPAID EXPENDITURES	DIGICORP	Barracuda Message Archiver	322076	01/27/2018	6,561.00	
Total 100160000:					6,561.00	
<b>10051511298</b>						
100-515111-298 COUNCIL - CONTRACT SER	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: January 2018	10268	01/31/2018	645.00	
Total 10051511298:					645.00	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	020918	02/09/2018	21.04	
Total 100515121310:					21.04	
<b>100515131800</b>						
100-515131-800 MAYOR-OUTLAY	CARLSON DETTMANN CONSUL	Review of City Administrator Salary	2539	01/31/2018	350.00	
Total 100515131800:					350.00	
<b>100515132248</b>						
100-515132-248 REPAIRS & MAINT BUILDIN	VORPAGEL SERVICE INC.	Performed Heating Service Per Agreement	40555	01/18/2018	650.77	
Total 100515132248:					650.77	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1291526	01/31/2018	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	020918	02/09/2018	84.16	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Copies (split)	AR46892	01/29/2018	220.30	
100-515132-310 ADMIN - OFF SUPP-POSTA	QUILL CORPORATION	#10 Peel & Seal Env	4410852	01/23/2018	114.40	
100-515132-310 ADMIN - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	Office Supplies	250443	02/07/2018	7.41	
Total 100515132310:					429.24	
<b>100515132324</b>						
100-515132-324 ADMIN - MEMBERSHIP DUE	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB WALTERS	62151	12/31/2017	160.00	
Total 100515132324:					160.00	
<b>100515140310</b>						
100-515140-310 CLERK - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	252747	02/09/2018	5.96	
Total 100515140310:					5.96	
<b>100515141213</b>						
100-515141-213 FINANCE - ACCTING AND A	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	76029	01/31/2018	4,375.00	
Total 100515141213:					4,375.00	
<b>100515141248</b>						
100-515141-248 FINANCE - REP AND MAINT	VORPAGEL SERVICE INC.	Performed Heating Service Per Agreement	40555	01/18/2018	452.23	
Total 100515141248:					452.23	
<b>100515141310</b>						
100-515141-310 FINANCE - OFFICE SUPP/P	BEAR GRAPHICS, INC.	laser checks	0789284	01/30/2018	401.91	
100-515141-310 FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE PAPER	020918	02/09/2018	42.08	
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Copies (split)	AR46892	01/29/2018	81.75	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515141310:					525.74	
<b>100515142310</b>						
100-515142-310 ELECTIONS - OPERATION S	BEAR GRAPHICS, INC.	election ballots	0789019	01/26/2018	98.23	
Total 100515142310:					98.23	
<b>100515161220</b>						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Veolia Contract	15100-029D 34	01/31/2018	45.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Tri County Training Center	17100-057D 7	01/31/2018	60.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Senior Center	17100-081 D 7	01/31/2018	825.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Zoning Violation	17100-112D 3	01/31/2018	885.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2018	18100-000D 1	01/31/2018	1,530.00	
Total 100515161220:					3,345.00	
<b>100515161272</b>						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2018	18100-099D 1	01/31/2018	4,215.00	
Total 100515161272:					4,215.00	
<b>100525211211</b>						
100-525211-211 POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Neumuth, Nicholas	158907418	01/15/2018	210.00	
100-525211-211 POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Neumuth, Nicholas	158966015	01/17/2018	25.00	
Total 100525211211:					235.00	
<b>100525211239</b>						
100-525211-239 POLICE - EQUIPMENT NON	AXON ENTERPRISES, INC.	cartridge	SI1521135	02/01/2018	196.00	
Total 100525211239:					196.00	
<b>100525211242</b>						
100-525211-242 POLICE - REPAIR/MTCE EQ	BUMPER TO BUMPER BURLING	parts	1-336696	01/15/2018	108.00	
100-525211-242 POLICE - REPAIR/MTCE EQ	PRV UPFITTERS	radio antenna with spring mount	1266	01/25/2018	35.00	
Total 100525211242:					143.00	
<b>100525211244</b>						
100-525211-244 POLICE - REPAIR & MAINT	DIGICORP	Hot Line Wall Phone	321989	01/24/2018	265.71	
Total 100525211244:					265.71	
<b>100525211310</b>						
100-525211-310 POLICE - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	020918	02/09/2018	105.20	
100-525211-310 POLICE - OFF SUPP-POSTA	ZAREK INSURANCE, INC.	Renewal - Notary Bond Wangnoss	7777	01/24/2018	40.00	
100-525211-310 POLICE - OFF SUPP-POSTA	ZAREK INSURANCE, INC.	Renewal - Notary Bond Barrows	7778	01/24/2018	40.00	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	012618PD	01/26/2018	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	013018PD	01/30/2018	8.55	
100-525211-310 POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	020618PD	02/06/2018	5.85	
100-525211-310 POLICE - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	TONER	250444	02/07/2018	97.81	
Total 100525211310:					303.26	
<b>100525211311</b>						
100-525211-311 POLICE - COMP SOFTWARE	IRON DOR	Maintenance - program updates & support	18-6	02/01/2018	400.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211311:					400.00	
<b>100525211330</b>						
100-525211-330 POLICE - TRAVEL	HARTFORD POLICE DEPT	2018 Training	012918	01/29/2018	95.00	
100-525211-330 POLICE - TRAVEL	FBI - LEEDA	ELI - Zmudzinski	200014421	01/26/2018	650.00	
Total 100525211330:					745.00	
<b>100525211344</b>						
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Supplies	139012	02/01/2018	23.38	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Supplies	139058	02/02/2018	47.76	
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	credit	139059	02/02/2018	23.38-	
100-525211-344 POLICE - JANITOR SUPPLIE	BUMPER TO BUMPER BURLING	parts	1-337748	02/06/2018	25.26	
Total 100525211344:					73.02	
<b>100525211346</b>						
100-525211-346 POLICE - UNIFORM REPAIR	RED THE UNIFORM TAILOR	Nameplate	00W68090	01/09/2018	13.95	
Total 100525211346:					13.95	
<b>100525211347</b>						
100-525211-347 POLICE - FIREARM SUPP/R	LAW ENFORCEMENT TARGETS	TARGETS	0313164	02/06/2018	74.16	
Total 100525211347:					74.16	
<b>100525211381</b>						
100-525211-381 POLICE - INVESTIGATIONS	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV1091647	01/29/2018	76.90	
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB 30002225-X661 POLICE DEPT	201801-0	02/01/2018	13.80	
100-525211-381 POLICE - INVESTIGATIONS	ACCELERATED AUTO SERVICE	ACCELERATED AUTO SERV TOW	26655	01/22/2018	357.00	
Total 100525211381:					447.70	
<b>100525220157</b>						
100-525220-157 FIRE - INSERVICE TRAININ	NATIONAL FIRE PROTECTION	Training Technical R	7158865Y	01/05/2018	67.10	
Total 100525220157:					67.10	
<b>100525220159</b>						
100-525220-159 FIRE - CLOTHING ALLOWA	EmbroidMe	Fire Dept	28603	01/29/2018	80.49	
Total 100525220159:					80.49	
<b>100525220242</b>						
100-525220-242 FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	wash solv	1-337446	01/31/2018	16.74	
Total 100525220242:					16.74	
<b>100525220248</b>						
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	55084	01/30/2018	24.54	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Acct # 32120264 - Fire House Supplies	55885	02/08/2018	43.64	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	Ox Bits	138917	01/30/2018	9.89	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	snow thrower	139159	02/05/2018	585.00	
100-525220-248 FIRE - REPAIR MAINT BLDG	SENSIBLE PRODUCTS INC	Fire Dept Supplies	6478	01/29/2018	291.28	
Total 100525220248:					954.35	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525220275						
100-525220-275 FIRE - VOLUNTEER FIRE D	5 ALARM FIRE AND SAFETY	helmets	173765-1	01/29/2018	4,550.00	
Total 100525220275:					4,550.00	
<b>100525220310</b>						
100-525220-310 FIRE - OFFICE SUPPLIES	BURLINGTON AREA SCHOOL D	BASD FIRE DEPT PAPER	020918	02/09/2018	21.04	
100-525220-310 FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	252746	02/09/2018	22.47	
100-525220-310 FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	253750	02/12/2018	10.40	
Total 100525220310:					53.91	
<b>100525231298</b>						
100-525231-298 BLDG INSP - CONTRACT	Safebuilt, LLC	Code Enforcement Services	0038030-IN	01/31/2018	412.50	
Total 100525231298:					412.50	
<b>100535321159</b>						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1291526	01/31/2018	34.69	
Total 100535321159:					34.69	
<b>100535321234</b>						
100-535321-234 STREETS - SALT AND SAND	COMPASS MINERALS AMERICA	BULK HIGHWAY COARSE W/YPS	177002	01/23/2018	10,189.94	
Total 100535321234:					10,189.94	
<b>100535321310</b>						
100-535321-310 STREETS - OFF SUPP/POS	BURLINGTON AREA SCHOOL D	BASD STREET PAPER	020918	02/09/2018	42.08	
100-535321-310 STREETS - OFF SUPP/POS	QUILL CORPORATION	#10 Peel & Seal Env	4373193	01/23/2018	44.50	
100-535321-310 STREETS - OFF SUPP/POS	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW	013018DPW	01/30/2018	29.53	
Total 100535321310:					116.11	
<b>100545430298</b>						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT JAN.	1043	02/01/2018	720.38	
Total 100545430298:					720.38	
<b>100555514399</b>						
100-555514-399 Senior Citizens Donation City	MENARDS	Menards Acct 32120265 (split)	54353	01/22/2018	53.90	
100-555514-399 Senior Citizens Donation City	MENARDS	Menards Acct 32120265 Senior Center	54536	01/24/2018	7.60	
100-555514-399 Senior Citizens Donation City	MENARDS	Menards Acct 32120261 Senior Center	55314	02/02/2018	180.15	
100-555514-399 Senior Citizens Donation City	REINEMANS, INC.	plumbing supplies	138659	01/25/2018	21.84	
100-555514-399 Senior Citizens Donation City	REINEMANS, INC.	plumbing supplies	138725	01/26/2018	6.35	
100-555514-399 Senior Citizens Donation City	REINEMANS, INC.	plumbing supplies	138910	01/30/2018	4.29	
100-555514-399 Senior Citizens Donation City	REINEMANS, INC.	hardware	94659	01/26/2018	13.99	
Total 100555514399:					288.12	
<b>10055551159</b>						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1291526	01/31/2018	34.69	
Total 10055551159:					34.69	
<b>10055551350</b>						
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies	139040	02/02/2018	65.65	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100555551350:					65.65	
<b>251555511310</b>						
251-555511-310 OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD LIBRARY PAPER	020918	02/09/2018	84.16	
Total 251555511310:					84.16	
<b>453565616830</b>						
453-565616-830 Disaster Exenditure	MENARDS	FLOOD SUPPLIES	54779	01/27/2018	206.03	
453-565616-830 Disaster Exenditure	MENARDS	FLOOD SUPPLIES	55252	02/01/2018	166.47	
453-565616-830 Disaster Exenditure	REINEMANS, INC.	FLOOD - Replacement	139078	02/02/2018	10.31	
453-565616-830 Disaster Exenditure	REINEMANS, INC.	FLOOD - Replacement	139240	02/06/2018	45.23	
453-565616-830 Disaster Exenditure	DIGICORP	Flood Recovery	322077	01/22/2018	840.00	
453-565616-830 Disaster Exenditure	RED THE UNIFORM TAILOR	flood - replacement	00W67924	01/09/2018	186.35	
453-565616-830 Disaster Exenditure	RED THE UNIFORM TAILOR	Strion Red Light w/ac Charger	0B210562	01/09/2018	102.65	
453-565616-830 Disaster Exenditure	AUTOMATED LOGIC CONTRAC	repair - changed IP addresses	183263	01/30/2018	1,420.00	
Total 453565616830:					2,977.04	
<b>621181000</b>						
621-181000 CONSTRUCTION IN PROGRESS	KAPUR & ASSOCIATES, INC.	16.0296.01 Pine Street Sanitary Sewer	92957	01/24/2018	393.00	
Total 621181000:					393.00	
<b>621575740159</b>						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1289178	01/24/2018	88.23	
Total 621575740159:					88.23	
<b>621575740244</b>						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1289178	01/24/2018	15.65	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ELKHORN CHEMICAL & PACKA	Janitor Supplies	596185	01/24/2018	228.96	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MENARDS	Menards Acct 32120265	54341	01/22/2018	13.97	
Total 621575740244:					258.58	
<b>621575740248</b>						
621-575740-248 PLANT OPERATION	ENERGENECS, INC.	labor - Flow Meter Calibrations	0035499-IN	01/25/2018	812.50	
Total 621575740248:					812.50	
<b>621575740298</b>						
621-575740-298 CONTRACT SERVICE	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	76029	01/31/2018	2,187.50	
Total 621575740298:					2,187.50	
<b>621575740310</b>						
621-575740-310 OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD WWTP PAPER	020918	02/09/2018	21.04	
Total 621575740310:					21.04	
<b>621575740353</b>						
621-575740-353 REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	BIOXIDE WWTP ODOR CONTROL	903409677	01/24/2018	1,247.40	
Total 621575740353:					1,247.40	
<b>622107000</b>						
622-107000 CONSTRUCTION WORK IN PRO	CENTURY FENCE COMPANY	Furniah & Install Gate by Water Tower	184627301	01/30/2018	9,827.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622107000:					9,827.00	
<b>622501503000</b>						
622-501503-000 MATERIALS & SUPPLIES M	CORE & MAIN LP	clamp	1349460	01/18/2018	103.92	
Total 622501503000:					103.92	
<b>622506510000</b>						
622-506510-000 MAINS, WATER BREAKS-SU	MENARDS	Menards Acct 32120265 (split)	54353	01/22/2018	9.97	
622-506510-000 MAINS, WATER BREAKS-SU	WANASEK CORPORATION	Dodge Street Repair	8102	01/25/2018	1,814.66	
Total 622506510000:					1,824.63	
<b>622506520000</b>						
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Curb Stop Repair - Walnut Street	8103	01/25/2018	2,152.60	
Total 622506520000:					2,152.60	
<b>622506530000</b>						
622-506530-000 METERS, REPAIRS & TESTI	MENARDS	Menards Acct 32120265 (split)	54353	01/22/2018	20.96	
Total 622506530000:					20.96	
<b>622509030000</b>						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1289177	01/24/2018	33.60	
Total 622509030000:					33.60	
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	BURLINGTON AREA SCHOOL D	BASD WATER DEPT PAPER	020918	02/09/2018	42.08	
Total 622509210000:					42.08	
<b>622509230000</b>						
622-509230-000 OUTSIDE SERVICES	KAPUR & ASSOCIATES, INC.	15.0238.01 Plan & Utility review	92956	12/31/2017	327.00	
622-509230-000 OUTSIDE SERVICES	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	76029	01/31/2018	2,187.50	
Total 622509230000:					2,514.50	
<b>623575740242</b>						
623-575740-242 REPAIR,MAINTENANCE EQ	ACM FIRE PROTECTION, INC	Annual Service Charge	23814	01/26/2018	186.00	
623-575740-242 REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK, IN	SERVICE REPAIR AT AIRPORT	9671	01/24/2018	3,830.00	
Total 623575740242:					4,016.00	
<b>623575740244</b>						
623-575740-244 SNOW REMOVAL	WANASEK CORPORATION	Airport - Plow Snow	8202	02/05/2018	3,363.75	
Total 623575740244:					3,363.75	
<b>623575740298</b>						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	2018FEB	02/01/2018	183.00	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2018FEB	02/01/2018	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	2018FEB	02/01/2018	120.42	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	2018FEB	02/01/2018	55.00	
623-575740-298 CONTRACT SERVICES	QT PETROLEUM ON DEMAND	BaseAccess and Annual Cell Plan	68550	01/31/2018	1,425.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 623575740298:					1,819.39	
<b>623575740310</b>						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	kitchen/hangar supplies	2018FEB	02/01/2018	119.40	
Total 623575740310:					119.40	
<b>802525211392</b>						
802-525211-392 MISC DONATIONS	RUSTIC ROAD LANDSCAPING L	Martin Square Plantings as Designed	1064	12/26/2017	14,000.00	
802-525211-392 MISC DONATIONS	REESMANS SERVICE CORPOR	MARTIN SQUARE DONATION	20170268	09/30/2017	9,500.00	
Total 802525211392:					23,500.00	
Grand Totals:					<u>99,722.96</u>	

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

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

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



**DATE:** February 21, 2018

**SUBJECT:** LICENSES AND PERMITS

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

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**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:

Johnson, Jaclyn

Richter, Scott

**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 February 21, 2018 Common Council meeting.

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**COMMON COUNCIL REGULAR**

**ITEM NUMBER 11A**

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**DATE:** February 21, 2018

**SUBJECT:** APPOINTMENTS AND NOMINATIONS

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

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**BACKGROUND/HISTORY:**

To appoint Priscilla A. Crowley as an election inspector for a two year term to expire December 31, 2019.

**BUDGET/FISCAL IMPACT:**

Poll workers are paid an hourly rate of \$9.00 per hour

**RECOMMENDATION:**

Staff recommends that Council approve this appointment

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the February 21, 2018 Common Council meeting.

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**DATE:** February 21, 2018

**SUBJECT:** A Public Hearing to discuss an amendment to the Multi-Jurisdictional Comprehensive Plan for the Burlington Office & Manufacturing Park (BMOP) expansion.

**SUBMITTED BY:** Megan Watkins, Director of Administrative Services

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**BACKGROUND/HISTORY:**

The development and adoption of a conceptual master plan for the Burlington Manufacturing and Office Park (BMOP) will advance the City of Burlington's coordinated growth strategy. Core tenets of this strategy include the efficient expansion of utilities and infrastructure, the provision of quality and affordable housing, the creation of family supporting jobs, the preservation of natural resources, and the expansion of the property tax base. As the BMOP is a successful business park and demand for industrial and manufacturing land continues to grow in Racine County, the City of Burlington can position itself to satisfy this demand through the BMOP expansion with attendant commercial and residential development in the surrounding area.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For public comment only.

**TIMING/IMPLEMENTATION:**

This item is for a Public Hearing at the February 21, 2108 Common Council meeting.

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**Attachments**

Public Hearing Notice

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**NOTICE OF PUBLIC HEARING  
FOR AMENDING THE MULTI-JURISDICTIONAL  
COMPREHENIVE PLAN**

TO WHOM IT MAY CONCERN:

**NOTICE** is hereby given that a Public Hearing will be held by the Common Council of the City of Burlington on **Wednesday, February 21, 2018 at 6:30 p.m.** Council Chambers or shortly thereafter at the Police Department, 224 East Jefferson Street, Burlington, Wisconsin to hear public comments regarding a request for an amendment to the Multi-Jurisdictional Comprehensive Plan for Racine County 2035 by ordinance in accordance with the requirements of Section 66.1001 of the Wisconsin Statutes as it pertains to:

<b>Applicant:</b>	City of Burlington
<b>Applicant Address:</b>	300 N. Pine Street
<b>Location of Request:</b>	The east and west side of South Pine Street south of the Burlington Bypass (STH 11)
<b>Tax I.D. Numbers:</b>	002-02-19-09-002-000 206-02-19-09-006-000 206-02-19-09-002-010 206-02-19-09-007-101 206-02-19-08-002-000 206-02-19-08-001-000 206-02-19-05-001-010 206-02-19-05-021-010 206-02-19-09-009-000 002-02-19-16-003-000 002-02-19-16-006-000 002-02-19-09-010-000 002-02-19-08-017-000 206-02-19-09-011-000 206-02-19-10-014-000

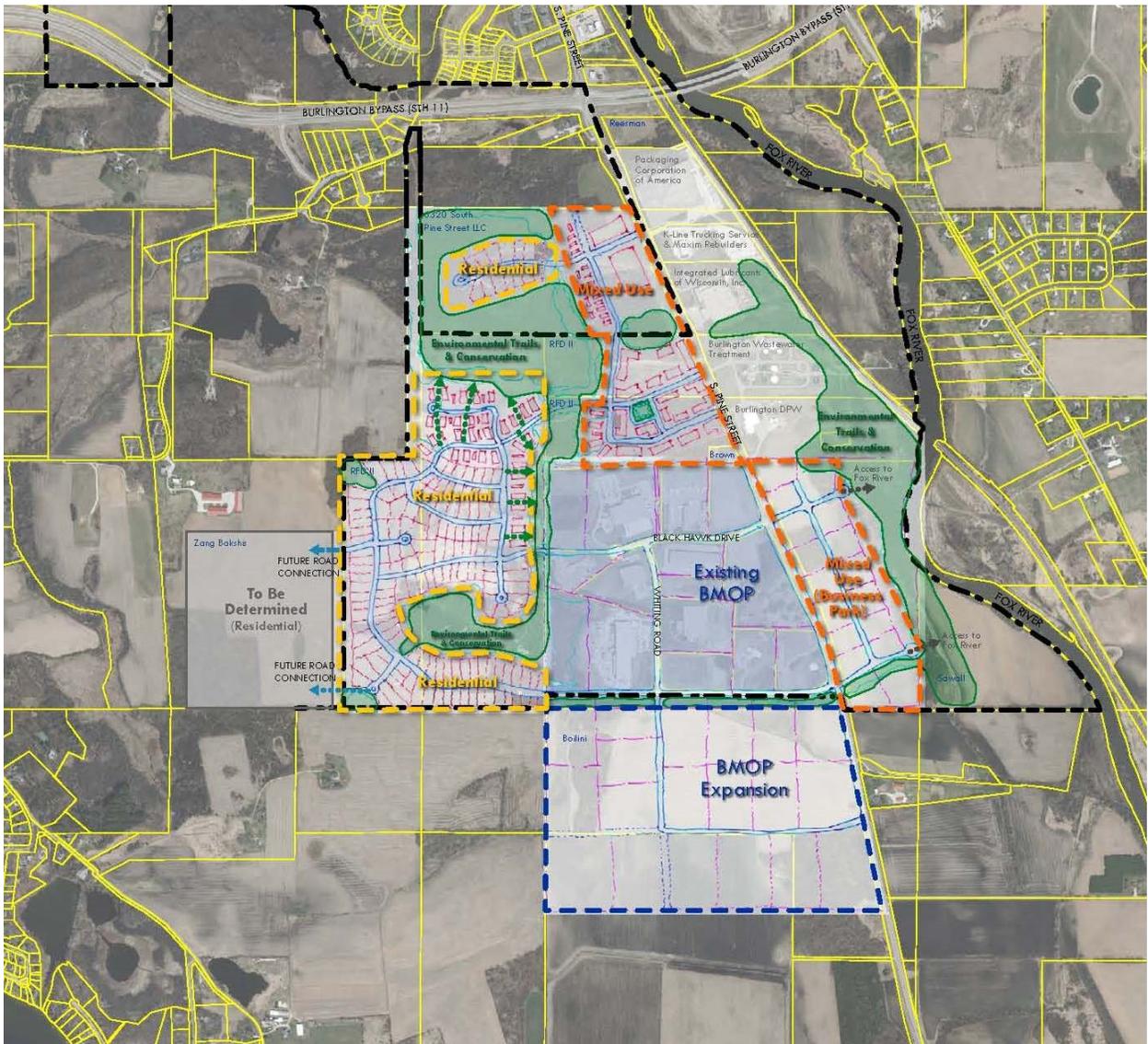
The development and adoption of a conceptual master plan for the Burlington Manufacturing and Office Park (BMOP) will advance the City of Burlington's coordinated growth strategy. Core tenets of this strategy include the efficient expansion of utilities and infrastructure, the provision of quality and affordable housing, the creation of family supporting jobs, the preservation of natural resources, and the expansion of the property tax base. As the BMOP is a successful business park and demand for industrial and manufacturing land continues to grow in Racine County, the City of Burlington can position itself to satisfy this demand through the BMOP expansion with attendant commercial and residential development in the surrounding area.

Copies of the Multi-Jurisdictional Comprehensive Plan for Racine County are available for review at City Hall at 300 N. Pine Street, the Public Library at 166 E. Jefferson, or on-line at <http://racine.uwex.edu/cnred/SmartGrowth.html>

Dated the 16<sup>th</sup> day of January, 2018

Diahnn Halbach  
City Clerk  
City of Burlington

Published in the Burlington Standard Press  
January 18, 2018





**COMMON COUNCIL REGULAR**

**ITEM NUMBER 12B**

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**DATE:** February 21, 2018

**SUBJECT:** A Public Hearing to discuss an amendment to the Multi-Jurisdictional Comprehensive Plan for property located at 100 and 124 S. Dodge Street.

**SUBMITTED BY:** Gregory Guidry, Building Inspector

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**BACKGROUND/HISTORY:**

A Public Hearing has been scheduled to hear comments and concerns from the public to amend the Racine County Multi-Jurisdictional Comprehensive Plan for property located at 100 and 124 S. Dodge Street be changed from its current land use designation of "Industrial" in the Plan to the new land use designation of "Commercial" in the Plan to use the property for Casey's Marketing Company.

This item was recommended for approval by the Plan Commission at their January 9, 2018 meeting and discussed at tonight's Committee of the Whole meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For public comment only.

**TIMING/IMPLEMENTATION:**

This item is for a Public Hearing at the February 21, 2018 Common Council meeting.

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**Attachments**

100 & 124 S. Dodge st. PH Comp Plan

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**NOTICE OF PUBLIC HEARING  
FOR AMENDING THE MULTI-JURISDICTIONAL  
COMPREHENIVE PLAN**

TO WHOM IT MAY CONCERN:

**NOTICE** is hereby given that a Public Hearing will be held by the Common Council of the City of Burlington on **Tuesday, February 21, 2018 at 6:30 p.m.** Council Chambers or shortly thereafter at the Police Department, 224 East Jefferson Street, Burlington, Wisconsin to hear public comments regarding a request for an amendment to the Multi-Jurisdictional Comprehensive Plan for Racine County 2035 by ordinance in accordance with the requirements of Section 66.1001 of the Wisconsin Statutes as it pertains to:

<b>Owner:</b>	Vorpagel Living Trust and Stover Real Estate
<b>Applicant:</b>	Marni Beck of Casey's Marketing Company
<b>Applicant Address:</b>	One Convenience Blvd., Ankeny, IA 50021
<b>Location of Request:</b>	<b>100 and 124 S. Dodge Street</b>
<b>Existing Land Use Zoning:</b>	Industrial
<b>Proposed Land Use Zoning:</b>	Commercial
<b>Tax I.D. Number:</b>	206-03-19-32-402-702 and 206 03-19-32-402-701

LEGAL DESCRIPTION AS CONTAINED IN TITLE COMMITMENT ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY; COMMITMENT NO. 76170

Parcel A:

Lot 2 of Certified Survey Map No. 1178, Recorded November 10, 1986 in the office of the Register of Deeds for Racine County, Wisconsin in Volume 3 of Certified Survey Maps, Pages 453-454, as Document No. 1210923, being Block 66 and Southerly 1/2 of Vacated East State Street of the Original Plat of Burlington, as recorded in the office of the Register of Deeds for Racine County, Excepting the Easterly 27 feet thereof, being part of the South 1/2 of the Northeast 1/4 of Section 32, Township 3 North, Range 19 East, of the 4th P.M. Said land being in the City of Burlington, County of Racine, and State of Wisconsin.

Parcel B:

Perpetual Easement for Ingress and Egress, identified as Easement # 1 in Reciprocal Easement Agreement recorded December 1, 1986 in Volume 1833 of Records, Page 565 as Document No. 1212693.

LEGAL DESCRIPTION AS CONTAINED IN TITLE COMMITMENT ISSUED BY FIRST AMERICAN TITLE INSURANCE COMPANY; COMMITMENT NO. 76171

Lot 1 of Certified Survey Map No. 1178 in Volume 3 Pages 453-454, as recorded in the office of the Register of Deeds for Racine County, Wisconsin on November 10, 1986 as Document No. 1210923, being a part of Lots 5, 6, 7, and 8, Block 66, Original Plat of Burlington according to the recorded plat thereof. Said land being in the City of Burlington, County of Racine, and State of Wisconsin.

ALSO DESCRIBED AS:

All of Lots 1 and 2 as designated upon C.S.M. No. 1178, recorded November 10, 1986 in Volume 3 of Certified Survey Maps on Pages 453 & 454 in the Register's Office of Racine County, Wisconsin, said C.S.M. being in part of the South Half of the Northeast Quarter of Section 32, Township 3 North, Range 19 East of the Fourth Principal Meridian, more particularly described as follows:

Beginning at the Southwest corner of said Lot 1 of said C.S.M. No. 1178, said point being the intersection of the Northerly line of a public road designated Dodge Street with the Northerly line of a public road designated Adams Street; thence North 26 degrees 04 minutes 56 seconds West along the Westerly line of said Lots 1 & 2 of said C.S.M. No. 1178 and the Northerly line of said Dodge Street, a distance of 298.64 feet to the Northwesterly most corner of said Lot 2 of said C.S.M. No. 1178; thence North 63 degrees 38 minutes 14 seconds East along the Northerly line of said Lot 2 of said C.S.M. No. 1178, a distance of 238.24 feet to the Northeasterly most corner thereof; thence South 26 degrees 35 minutes 05 seconds East along the Easterly line of said Lot 2 of said C.S.M. No. 1178, a distance of 298.64 feet to the Southeasterly most corner thereof, said point also being in the Northerly line of said Adams Street; thence South 63 degrees 38 minutes 14 seconds West along the Southerly line of said Lots 1 & 2 of said C.S.M. 1178 and the Northerly line of said Adams Street, a distance of 240.86 feet to the Point of Beginning, containing 71,540 square feet, 1.642 acres, more or less, all being situated in the City of Burlington, County of Racine and the State of Wisconsin.

Copies of the Multi-Jurisdictional Comprehensive Plan for Racine County will be available for review at City Hall at 300 N. Pine Street, the Public Library at 166 E. Jefferson, or on-line at <http://racine.uwex.edu/cnred/SmartGrowth.html>

Dated the 12<sup>th</sup> day of January, 2018

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Diahnn Halbach  
City Clerk  
City of Burlington

Published in the Burlington Standard Press  
January 18, 2018



**DATE:** February 21, 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 was discussed 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**

<b>TASK ORDER 105</b>																		
<b>Burlington 2018 City Street Program- Attachment A</b>																		
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				
<b>S. Perkins Boulevard</b>																		
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	
																	<b>Total</b>	<b>\$26,120.00</b>
<b>Terrace Avenue</b>																		
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	
																	<b>Total</b>	<b>\$19,970.00</b>
<b>Reynolds Avenue</b>																		
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	
																	<b>Total</b>	<b>\$17,014.00</b>
<b>Tuet Road</b>																		
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	
																	<b>Total</b>	<b>\$12,152.00</b>
<b>2017 Sidewalk Improvements</b>																		
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	
																	<b>Total</b>	<b>\$3,690.00</b>
<b>Project Manual/Administration</b>																		
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	
																	<b>Total</b>	<b>\$11,698.00</b>
<b>Construction Management Activities</b>																		
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	
																	<b>Total</b>	<b>\$89,190.00</b>
<b>TOTALS</b>		<b>76</b>	<b>\$10,412.00</b>	<b>262</b>	<b>\$28,820.00</b>	<b>37</b>	<b>3145</b>	<b>741</b>	<b>\$58,779.00</b>	<b>560</b>	<b>\$50,268.00</b>	<b>32</b>	<b>\$2,880.00</b>	<b>222</b>	<b>\$25,530.00</b>	<b>1930</b>	<b>\$179,834</b>	
																<b>Expenses:</b>		
																<b>Project Total:</b>		
																<b>\$179,834</b>		



**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**

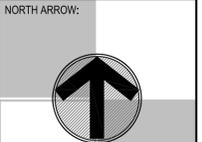


CLIENT:  
 CHOCOLATE CITY USA

RELEASE:  
 ###

REVISIONS:

#	DATE	DESCRIPTION
###	###	###
###	###	###
###	###	###
###	###	###
###	###	###
###	###	###
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###	###	###
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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**

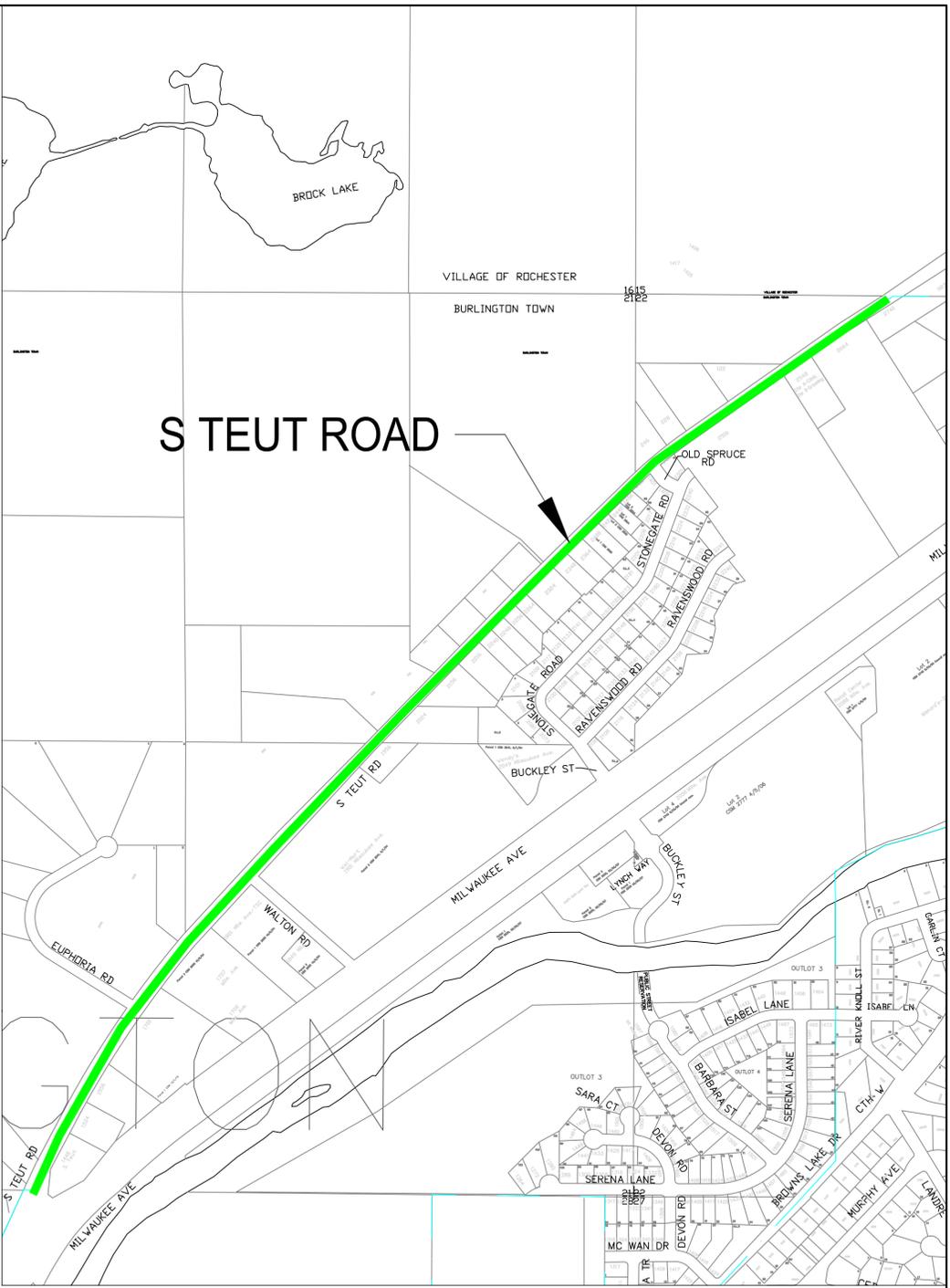
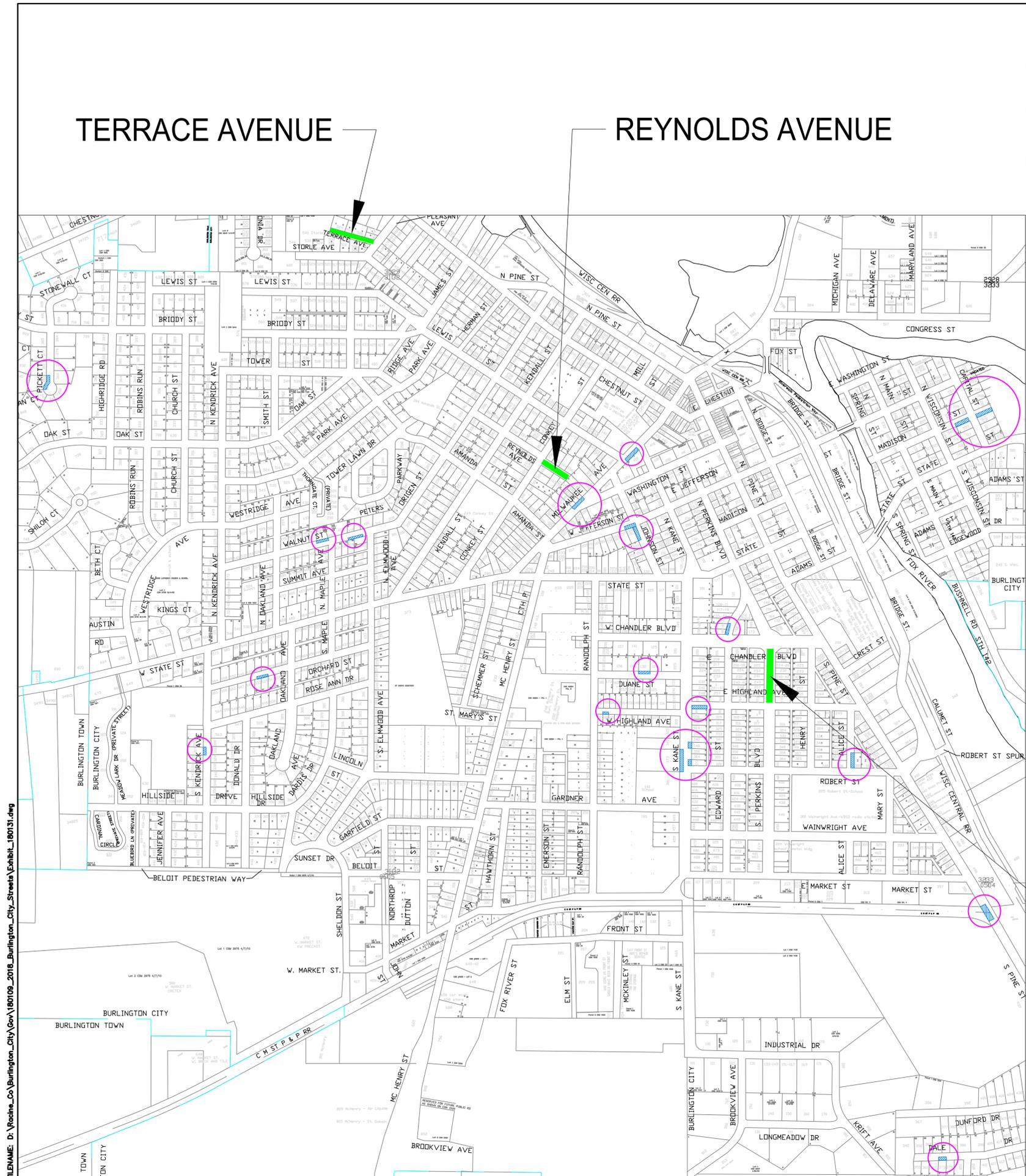
**S TEUT ROAD**

**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



**DATE:** February 21, 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.

**Proposed Assessment Fee Schedule**

Licenses	Issued	Assessment	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

**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 was discussed at the February 6, 2018 Committee of the Whole meeting and is scheduled for final consideration at the February 21, 2018 Common Council meeting.

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**Attachments**

Res 4881(39) W&M

W&M Letter and State Invoice

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**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:

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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).

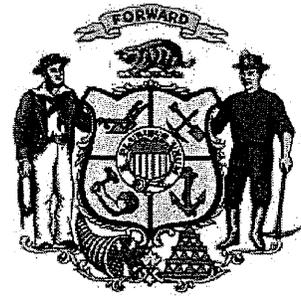
**The Common Council of the City of Burlington will consider the "Assessment of Fees" at the Tuesday, February 6, 2018 meeting, located in the Council Chambers at 224 East Jefferson Street, following the 6:30 p.m. Committee of the Whole meeting.**

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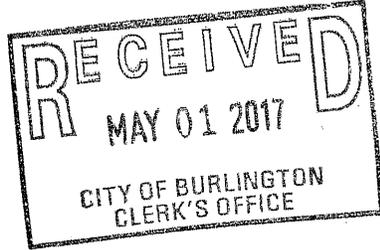
DEPT OF AG, TRADE & CONSUMER PROTECTION  
 ACCOUNTS RECEIVABLE  
 BOX 93423  
 MILWAUKEE WI 53293-0423



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.							
<b>Subtotal:</b>							6,400.00
<b>Amount Due:</b>							<b>6,400.00</b>

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