



## CITY OF BURLINGTON

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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, June 19, 2018**

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

Mayor Jeannie Hefty called the meeting of the Common Council to order at 6:30 p.m. starting with roll call. Present: Mayor Hefty, Susan Kott, Theresa Meyer, Bob Grandi, Ryan Heft, Steve Rauch, Jon Schultz, Todd Bauman. Excused: Tom Preusker.

Student Representatives Present: Jack Schoepke. Excused: Gabriel King

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Director of Administrative Services Megan Watkins, Finance Director Steve DeQuaker, Director of Public Works Peter Riggs, Building Inspector Gregory Guidry, Library Director Joe Davies.

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

3. **Approval of the June 5, 2018 Committee of the Whole Meeting Minutes**

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

4. **PRESENTATIONS:**

A. Presentation regarding the Central Racine County Health Department Annual Report.

Margaret Gesner of the Central Racine County Health Department presented the 2017 Year in Review and the 2018 initiatives for the City of Burlington.

5. **DISCUSSION:**

A. Status update of the 2016-2018 Strategic Plan Initiatives.

Administrator Walters reviewed the five strategic priorities set forth during the strategic planning process, a series of desired outcomes, key outcome indicators, and a set of performance targets. Walters further stated that staff is on track with the goals and dates at this time and that many initiatives are in progress.

6. **RESOLUTIONS:**

- A. **Resolution 4907(9)** - Approval of the 2017 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.

DPW Director, Peter Riggs reported that the 2017 CMAR grade point average for the City of Burlington Waste Water Utility was a 4.0, which is the seventh time since 2007, and demonstrates a history of excellence and professionalism in wastewater treatment. Riggs further stated that the City's Wastewater treatment plant and collection system are in full compliance with the City's WPDES permit.

- B. **Resolution 4908(10)** - Approval of Change Order Number One with All-Ways Contractors for the Lewis Street Wall Project for an increase of the contract in the amount of \$15,229.

DPW Director Peter Riggs explained the reason for the Change Order stating that a buried AT&T utility was discovered in the public right-of-way on the west side of the site for the Lewis Street wall project. Riggs stated that All-Ways provided a quote to complete the work and that AT&T would reimburse the City.

- C. **Resolution 4909(11)**- Approval of repairs to three (3) sanitary sewer lift stations in the amount of \$16,691.54.

DPW Director Peter Riggs reviewed the background history and explained that as part of routine operations, the Wastewater Utility performs maintenance on pumps and other lift station components and, as part of the 2018 lift station maintenance program, has identified a list of repairs. Riggs stated that the Wastewater Utility solicited quotes from four service providers and received two quotes to perform the repairs. Riggs further stated that LW Allen was the lowest bidder and is qualified to do the work and recommended approval of this service provider.

7. **ORDINANCES:**

- A. **Ordinance 2036(2)** - to create a new Section 254-2.1 of the Municipal Code regarding "Mobile Food Vendors".

Megan Watkins reviewed the background history and based on feedback from the May 15, 2018 Committee of the Whole meeting, presented three options for Council to consider. Option 1 was to approve or deny the ordinance as originally presented. Option 2 included set locations in which mobile food vendors would be allowed to park. Option 3 would allow Mobile Food Vendors only as part of a Special Event. Council asked if a combination of Option 2 and 3 was possible. Walters responded that a revised ordinance to include both Options 2 and 3 would be brought back to Council for review at the July 17 meeting.

8. **MOTIONS:**

- A. **Motion 18-902** - Approval of an Agreement with Northern Illinois University (NIU) for a student intern from August 2018 to May 2020.

Administrator Walters reviewed the background history of the Internship Program and stated that staff interviewed five Master of Public Administration (MPA) students enrolled in the Northern Illinois University (NIU) graduate program. As a result of the interviews and comparing staff rankings with student rankings, the City was matched with one of NIU's top three applicants. Walters further stated that in order to commence the internship, the City is required to approve an agreement with NIU and that the City Attorney and staff have reviewed the agreement and recommend approval for the student intern.

9. **ADJOURNMENT**

A motion was made by Alderman Bauman with a second by Alderman Grandi. With all in favor, the motion carried and the meeting was adjourned at 7:13 p.m.

Minutes respectfully submitted by:

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Diahm C. Halbach  
City Clerk  
City of Burlington