



**CITY OF BURLINGTON  
Common Council Minutes  
Jeannie Hefty, Mayor  
Diahnn Halbach, City Clerk  
Tuesday, July 17, 2018**

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

Mayor Jeannie Hefty called the meeting of the Common Council to order at 7:14 p.m. starting with roll call. Present: Mayor Hefty, Susan Kott, Theresa Meyer, Bob Grandi, Ryan Heft, Steve Rauch, Jon Schultz, Tom Preusker, Todd Bauman. Excused: None.

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

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. **Pledge of Allegiance**

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

4. **Chamber of Commerce Representative and Rescue Squad Representative** - There were none.

5. **Approval of Minutes**

- A. A motion was made by Alderman Kott with a second by Alderman Rauch to approve the June 19, 2018 Common Council meeting minutes. With all in favor, the motion carried.

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

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

Alderman Grandi inquired about the beautification plans for City Hall. Administrator Walters responded that Director Riggs is in the process of determining what plant material would be best suited for City Hall and will hopefully have this project completed soon.

Alderman Schultz asked if it might be necessary to amend our city code to allow businesses to put benches and planters on the sidewalks.

Alderman Bauman stated that he will be switching from Park Board to the Public Works Board due to a new job which would conflict with the meeting time for Park Board.

Administrator Walters stated that she has received correspondence from County stating they have signed a letter of intent for a seven year lease at 1072 Milwaukee Avenue for the relocation of the

Racine County Services office.

8. **Reports**

- A. A motion was made by Alderman Meyer, with a second by Alderman Kott to approve Reports 1-6. With all in favor, the motion carried.

9. **Payment of Prepays and Vouchers**

- A. A motion was made by Alderman Grandi with a second by Alderman Preusker to approve Prepaid and Vouchers as presented. Roll Call: Aye - 8. Nay - 0.

10. **Licenses**

- A. A motion was made by Alderman Heft with a second by Alderman Bauman to approve Operator's Licenses for the 2018-2019 licensing year. With all in favor, the motion carried.
- B. A motion was made by Alderman Rauch with a second by Alderman Schultz to approve the issuance of a "Class B" Liquor License to Brian Torgerson for BJ Wentkers located at 230 Milwaukee Avenue.

Jeff Erickson of Bear Realty and agent for Mr. Torgerson, spoke on Torgerson's behalf, stating that Torgerson's intent is to obtain the liquor license and run the business as a bar until they are able to find a party interested in running a restaurant. Alderman Grandi asked if there was any outstanding paperwork that still needed to be submitted. City Clerk Halbach responded that the WI Seller's Permit had not been submitted. Torgerson said it was applied for and would submit right away. Alderman Schultz clarified that any new party wishing to obtain the liquor license will still be required to go through the process of working with the RCEDC and presenting a business plan to the Council before being approved.

Roll Call: Aye - 8. Nay - 0. The motion carried.

11. **Special Events**

- A. A motion was made by Alderman Schultz with a second by Alderman Grandi to approve a Special Event Permit Application for the Tall Tales Festival scheduled for August 10 - 11, 2018.

Administrator Walters explained that the Special Event still needed approval from the police department; however the charges for police services is being disputed. Walters presented the option to Council of whether or not to donate the services or continue to charge Tall Tales as they have in the past. Patrick Sullivan, organizer for Tall Tales, explained to Council that everything they do is for non-profit and that Tall Tales is a marketing tool used to spotlight downtown Burlington which attracts people from all over generating revenue for the City and its business owners. Sullivan stated that everyone that works for Tall Tales are volunteers and nobody gets paid; proceeds covers expenses and any remaining monies is applied towards next year's event.

A motion was made by Alderman Preusker with a second by Alderman Kott to amend the original motion to donate the cost of police services during the Tall Tales Festival. Roll Call: Aye - 7. Nay - 1. The primary motion was amended.

Roll call vote to approve the motion as amended: Aye - 8. Nay - 0. The motion carried.

12. **Appointments and Nominations**  
A. A motion was made by Alderman Preusker with a second by Alderman Kott to approve the appointments of Election Inspectors for the 2017-2019 Election Term to Karla Herrmann and Julia Hancock. With all in favor, the motion carried.  
  
B. A motion was made by Alderman Preusker with a second by Alderman Grandi to nominate the appointment of Alderman Steve Rauch to the Park Board to replace Alderman Todd Bauman. With all in favor, the motion carried.  
  
C. A motion was made by Alderman Kott with a second by Alderman Preusker to appoint Alderman Todd Bauman to the Board of Public Works to replace Alderman Steve Rauch. With all in favor, the motion carried.

13. **PUBLIC HEARINGS:**

- A. Mayor Hefty declared a Public Hearing at 9:01 p.m. to hear comments and concerns from the public regarding a rezone request for property located at 169 Industrial Drive.

Richard Torhorst spoke on behalf of Brian Ehlert and stated that the applicant is requesting to rezone the property from M-2, General Manufacturing to M-2 PUD, General Manufacturing District with a Planned Unit Development Overlay so that he would be able to convert an existing multi-tenant industrial building to condominium ownership, which required a Planned Unit Development (PUD) Overlay District.

A motion was made by Alderman Meyer with a second by Alderman Schultz to close the Public Hearing. With all in favor, the Public Hearing was closed at 9:04 p.m.

- B. Mayor Hefty declared a Public Hearing at 9:04 p.m. to hear comments and concerns from the public regarding a rezone request for property located at 332 Milwaukee Avenue.

Brad Lois, Bear Realty agent for Craig Faust, stated that the applicant is requesting to rezone the property from B-2, Central Business District to Rd-2, Two-Family Residential, in order to be able to convert an existing commercial business rental unit into a single-family residence, with a Conditional Use Permit.

A motion was made by Alderman Grandi with a second by Alderman Bauman to close the Public Hearing. With all in favor, the Public Hearing was closed at 9:05 p.m.

14. **RESOLUTIONS:** There were none.

15. **ORDINANCES:** There were none.

16. **MOTIONS:**

- A. **Motion 18-903** - to approve Ansay & Associates, LLC as the City of Burlington's Workman's Compensation and General Liability Advisor and pay the remaining seven month balance for the City's insurance premium in the amount of \$299,567.

A motion was made by Alderman Rauch with a second by Alderman Grandi to approve Motion 18-903. Roll Call: Aye - 8. Nay - 0. The motion carried.

- B. **Motion 18-904** - to approve the 2017 Annual Audit completed by Sitzberger & Company, S.C.

A motion was made by Alderman Schultz with a second by Alderman Preusker to approve Motion 18-904. With all in favor, the motion carried.

17. **ADJOURN INTO CLOSED SESSION**

**Wis. Stats 19.85(1)(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- To discuss the Department of Administration and Finance Organizational Review that includes staffing changes and possible position restructuring.
- To discuss compensation of specific employees to include Accounts Payable / Deputy Clerk, and elimination of the Benefit and Payroll Coordinator position.

A motion was made by Alderman Preusker with a second by Alderman Bauman to adjourn into Closed Session. Roll Call: Aye - 8. Nay - 0. The meeting adjourned into Closed Session at 9:07 p.m.

18. **RECONVENE INTO OPEN SESSION**

A motion was made by Alderman Bauman with a second by Alderman Preusker to reconvene into Open Session. With all in favor, the motion carried and the meeting reconvened into open session at 9:43 p.m.

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

A motion was made by Alderman Kott with a second by Alderman Meyer to promote Pat Solofra to Deputy Treasurer/Clerk, hire a part-time Accounting Clerk, eliminate the Payroll & Benefits Coordinator position and hire a Human Resources Manager within the City's Organizational Structure. Roll Call: Aye - 8. Nay - 0. The motion carried.

20. **ADJOURNMENT**

A motion was made by Alderman Kott with a second by Alderman Heft to adjourn. With all in favor, the meeting adjourned at 9:46 p.m.

Minutes respectfully submitted by:

---

Diahnn C. Halbach  
City Clerk  
City of Burlington