



City Clerk
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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, January 15, 2019

1. Prior to calling the Committee of the Whole meeting to order, Chief Anderson swore in Officer Scott Wasilevich as Sergeant for City of Burlington. Also, Chief Babe presented a Commendation to Dick Peterson in honor of his retirement and 50 years of service with the Burlington Fire Department.

Call to Order - Roll Call

Mayor Hefty called the Committee of the Whole meeting to order at 6:40 p.m. Roll Call - Present: Mayor Hefty, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman, Alderman Tom Preusker. Excused: Alderman Susan Kott.

Student Representatives - Present: Jack Schoepke (BHS), Morgan Tracy (BHS). Excused: None.

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin, Library Director Joe Davies and Intern Nick Faust.

2. **Citizen Comments** - There were none.
3. **Approval of the December 18, 2018 Committee of the Whole Minutes**
Motion: Alderman Schultz. Second: Alderman Rauch. With all in favor, the motion carried.

4. **PRESENTATIONS:**

- A. A presentation to review the results from the 2018 Employee Satisfaction Survey.

Intern Nick Faust stated that as part of the 2016 Strategic Plan, an employee survey was identified as a strategic initiative to undertake as part of the City's goals of maintaining and building its competitive workforce. Faust stated that in October of 2018, an 18-question, anonymous survey was distributed to all 74 full-time employees via city email as well as paper copies to those who did not have regular computer access. Over a two-week period, 55 responses were received. Faust then provided a summary of the results.

Alderman Schultz asked for clarification to question 5 which asked if individuals had a clear understanding of their career or promotional path and questioned if most positions had opportunities for advancement. Walters responded that there are ceilings on some positions, but identifying future goal paths will help create opportunities through skill sets and continued educations for those wishing to advance.

Human Resource Manager Jason Corbin commented that this being the first survey should be viewed as a baseline survey and that it will help move us forward in the right direction.

5. **DISCUSSION:**

- A. A discussion to provide an overview of the Open Meetings Law compliance guide pertaining to walking quorums.

Administrator Walters provided a brief overview of the Open Meeting Law, defining a meeting as having a purpose and consisting of a number of elected officials. Walters also stated that the manner in which members convene or communicate can factor into complying with Open Meeting Laws.

Attorney John Bjelajac then reviewed his memo explaining how tacit agreements can create an illegal walking quorum and cautioned elected officials to be aware of this potential unintentional situation.

Alderman Schultz stated that constituents contact them all the time and they have no idea if the person has talked to other officials or not. Alderman Grandi added, that as an elected official, avoiding constituents isn't an option. Attorney Bjelajac stressed to just be cautious and if necessary, ask if other officials have already been spoken to.

Alderman Schultz asked who is allowed to post a Notice of a Public Meeting. Walters responded that city staff can post notices.

6. **RESOLUTIONS:**

- A. **Resolution 4928(30)** - To consider authorizing fee assessments for Weights and Measures license holders for the period of July 1, 2016 through June 30, 2017.

City Clerk Diahnn Halbach explained that the State of Wisconsin employs people to conduct inspections for all Weight and Measures license holders and then invoices the municipality for the inspections. The City Clerk then seeks reimbursement from the licensed businesses in order to recoup this cost. There were no further questions.

- B. **Resolution 4929(31)** - To consider approving a Certified Survey Map for property located at 301 W. State Street and 109-111,117 Schemmer Street.

Zoning Director, Megan Watkins, explained that the owners of this property are seeking to reconfigure two parcels into three separate properties. The property at 109-111 Schemmer Street currently contains a residential structure and a commercial garage structure. Directly south of the garage structure is another garage and a residential structure on 117 Schemmer Street. The proposed Certified Survey Map organizes the residential property on 109 Schemmer Street to its own lot (Lot 1), known as 301 W. State Street. The adjacent garage structures from 109 Schemmer Street and 117 Schemmer Street are proposed to be on its own lot (Lot 2), and the residential property and an associated garage accessory structure will be on its own lot (Lot 3) on 117 Schemmer Street. Watkins further stated that both Plan Commission and City staff recommend approval of this Certified Survey Map request. There was no further discussion.

- C. **Resolution 4930(33)** - To consider Task Order Number One Hundred and Nine, with Kapur and Associates, Inc. for the 2019 Street and Sidewalk Improvement Program.

Public Works Director, Peter Riggs, explained that the 2019 Street Improvement Program is to include asphalt resurfacing of Milwaukee Avenue from Lewis Street to West State Street, West State Street from McHenry Street to Elmwood Avenue, and all of Foxtree Circle. Riggs stated these roads were

selected because of pavement conditions and minimal utility replacements. Riggs further stated that approximately 530 feet of sanitary sewer will be replaced in Milwaukee Avenue and no water main replacement is included in these projects. Riggs stated that the cost of Task Order 109 is \$205,564 and will be shared among the General Fund and Wastewater Utilities and is included in the Capital Improvement Plan (CIP) of the 2019 Budget.

- D. **Resolution 4931(33)** - To approve a Suburban Mutual Assistance Response Teams (S.M.A.R.T.) Agreement.

Chief Anderson reviewed the background history of the S.M.A.R.T. Agreement and then explained the updated terms of the Agreement which includes clarification of the extent of responsibility in the event of injuries or accidents arising during a S.M.A.R.T. response and the modification to reduce the impression that S.M.A.R.T. has separate corporate status from the participating entities and is only a collection of participating law enforcement agencies and does not exist as an entity unto itself.

7. **ORDINANCES:** There were none.

8. **MOTIONS:** There were none.

9. **ADJOURNMENT**

Motion: Alderman Preusker. Second: Alderman Bauman. With all in favor, the meeting adjourned at 7:20 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington