



CITY OF BURLINGTON

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

AGENDA COMMON COUNCIL

Tuesday, May 21, 2019

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
Theresa Meyer, Alderman, 1st District
Bob Grandi, Alderman, 2nd District
Ryan Heft, Alderman, 2nd District
Steve Rauch, Alderman, 3rd District
Jon Schultz, Council President, Alderman, 3rd District
Thomas Preusker, Alderman, 4th District
Todd Bauman, Alderman, 4th District

Student Representatives:

Jack Schoepke, Student Representative (BHS)
Morgan Tracy, Student Representative (BHS)

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. Preusker)
 - A. To Approve the Common Council Meeting Minutes for May 7, 2019.
6. Letters and Communications - There are none.
7. Reports by Aldermanic Representatives and Department Heads
8. Reports (T. Bauman)
 - A. To Approve Reports 1-4 as submitted.
9. Payment of Prepays and Vouchers (S. Kott)

- A. To approve the Prepaid and Vouchers list for bills accrued through May 21, 2019.

Total Prepaid:	\$ 112,235.40
Total Vouchers:	\$ 162,291.69
Grand Total:	<u>\$ 274,527.09</u>

10. **Licenses** - There are none.

11. **Special Events** (*T. Meyer*)

- A. To Approve Three (3) Special Event Permit Applications as submitted.

12. **Appointments and Nominations** - To approve Appointments as submitted. (*B. Grandi*)
- Sarah Guard, reappointment to the Library Board. Term expires 5/1/2022.
- Bernard Petersen, appointment to the Historic Preservation Committee, to replace Dennis Tully. Term expires 1/4/2022.

13. **PUBLIC HEARINGS:** There are none.

14. **RESOLUTIONS:**

- A. **Resolution 4952(5)** - To accept A Unanimous Petition for Direct Annexation of 0.84 acres for property located at W. State Street (002-03-19-31-032-000) in the Town of Burlington, Racine County, Wisconsin. (*R. Heft*)
- B. **Resolution 4953(6)** - To consider approving a two-year contract for part-time building inspection services with Municipal Services, LLC. (*S. Rauch*)
- C. **Resolution 4954(7)** - To consider approving the award of bid to Axon Enterprise, Inc. for five years in the amount of \$57,296.74 for eighteen body cameras, three six-bay docking stations, user licenses, and cloud storage for the City of Burlington Police Department. (*J. Schultz*)
- D. **Resolution 4957(10)** - To approve Conveying a Sanitary Sewer Easement from the City of Burlington to Integrated Lubricants/Applied Material Solutions (AMS) for City Property Located at 2100 S. Pine St, Parcel Number 51-206-02-19-09-002-110. (*T. Preusker*)

15. **ORDINANCES:**

16. **MOTIONS:**

- A. **Motion 19-928** - To allow alcoholic beverage consumption on premise at the Burlington Senior Center. (*T. Bauman*)
- B. **Motion 19-929** - To consider the annual insurance renewal with Ansay & Associates, LLC. (*S. Kott*)

17. **ADJOURN INTO CLOSED SESSION** (*T. Meyer*)

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.

- An update regarding Burlington Rescue Squad

18. **RECONVENE INTO OPEN SESSION** (*B. Grandi*)
19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
- Consideration and possible action on recommendations for matters discussed in Closed Session by the Common Council.
20. **ADJOURNMENT** (*R. Heft*)

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

DATE: May 21, 2019

SUBJECT: MEETING MINUTES - To Approve the Common Council Meeting Minutes for May 7, 2019.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the May 7, 2019 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the May 7, 2019 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the May 21, 2019 Common Council meeting.

Attachments

CC Min



City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
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**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, May 7, 2019**

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

Mayor Hefty called the Common Council meeting to order at 7:38 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker. Excused: Alderman Todd Bauman

Student Representatives - Present: Jack Schoepke (BHS). Excused: Morgan Tracy (BHS).

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, Building Inspector Gregory Guidry, Library Director Joe Davies and Intern Nick Faust.

2. **Pledge of Allegiance**

3. **Citizen Comments** - There were no comments.

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

Audrey McGaughey, 2 Fancie Gals and Chamber Representative, provided an event update stating that Chocolate Fest is right around corner; a Craft Beer Walk is planned for June 1, 2019; Maxwell Street Days is scheduled for July 26-27, 2019.

5. **Approval of Minutes** - Approval of the April 16, 2019 Common Council Minutes.

Motion: Alderman Heft. Second: Alderman Kott. With all in favor, the motion carried.

6. **Letters and Communications** - To approve correspondence from Alderman Bob Grandi regarding his absence from the May 7, 2019 Committee of the Whole and Common Council meeting.

Alderman Grandi had a change in schedule and was able to attend the meeting, therefore no motions to approve were made.

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

Director Riggs reported that although the numbers were down from last year, Clean Sweep was successful and thanked all who were involved in helping. Riggs stated there were 411 participants. Riggs also stated that round 2 of the tree planting project would take place the weekend of May 11, 2019 in Wehmoff Jucker and Riverside Park and help is needed to dig holes for the 44 trees. Riggs also reported that students from both St. Charles and St. Mary's participated in a tree planting project at the Water Tower Park in celebration of Arbor Day and stated that the flowering trees will be a

beautiful sight in that area as they mature. Riggs also thanked Lucky Star for the donated tree that was planted in Wagner Park.

Alderman Rauch reported that the Park Board met last month for their kickoff of the Comprehensive Outdoor Recreational Plan and that a survey regarding the design of the park would be going out soon.

Alderman Grandi reported that the Pool Board had their second clean-up day at the pool and thanked all those who attended for helping. Grandi also shared that 2-3 boys who had previously tried to break into the pool, were asked to participate in the clean-up, of which they did, and was a positive experience for all involved.

Alderman Preusker reported that the Library Board has selected a Strategic Planning Consultant to better understand future plans of the Library, and they continue to move forward with that process.

Student Representative, Jack Schoepke reported that their fundraisers, Pets for Vets, took place the previous weekend and stated it was a successful event and thanked Council and staff for their assistance with the approval process.

8. **Reports** - Approval of Reports 1 through 5 as submitted.
Motion: Alderman Schultz. Second: Alderman Preusker. With all in favor, the motion carried.
9. **Payment of Prepays and Vouchers** - Approval of the Prepaid and Vouchers list for bills accrued through May 7, 2019.
Motion: Alderman Preusker. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
10. **Licenses** - To approve Operator License Applications as submitted.
Motion: Alderman Rauch. Second: Alderman Grandi. With all in favor, the motion carried.
11. **Special Events** - To approve 4 Special Event Permit Applications as submitted.
Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried.
 - A. To approve 4 Special Event Permit Applications as submitted.
12. **Appointments and Nominations** - There were none.
13. **PUBLIC HEARINGS:** There were none.
14. **RESOLUTIONS:**
 - A. **Resolution 4948(1)** - To Award the Sale of \$1,285,000 General Obligation Corporate Purpose Bonds, Series 2019A.
Motion: Alderman Meyer. Second: Alderman Heft. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
 - B. **Resolution 4949(2)** - To Authorize the Issuance and Sale of \$1,575,000 Waterworks System Revenue Bonds, Series 2019B of the City of Burlington, Racine and Walworth Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds.
Motion: Alderman Heft. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
 - C. **Resolution 4950(3)** - To consider approving an Extraterritorial Zoning Certified Survey Map for property located at 1225 Browns Lake Drive.
Motion: Alderman Rauch. Second: Alderman Preusker. With all in favor, the motion carried.

- D. **Resolution 4951(4)** - To consider approving an Extraterritorial Zoning Certified Survey Map for property located at 6621 Brever Road.
Motion: Alderman Schultz. Second: Alderman Kott. With all in favor, the motion carried.
15. **ORDINANCES:** There were none.
16. **MOTIONS:**
- A. **Motion 19-926** - To consider approving a Certificate of Appropriateness for property located at 533 Milwaukee Avenue.
Motion: Alderman Preusker. Second: Alderman Grandi. With all in favor, the motion carried.
- B. **Motion 19-927** - To consider approving a Certificate of Appropriateness for property located at 541 Milwaukee Avenue.
Motion: Alderman Preusker. Second: Alderman Grandi. With all in favor, the motion carried.
17. **ADJOURN INTO CLOSED SESSION**
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 regarding Contract negotiations with Burlington Rescue Squad.
 - Discussion regarding Applied Material Solutions, Inc.
- 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 or is likely to become involved.
- Discussion regarding strategies for potential litigation with NothingLess.
- Motion: Alderman Kott. Second: Alderman Rauch. Roll Call Vote: Aye - 7. Nay - 0. The motion carried and the meeting adjourned into Closed Session at 7:53 p.m.
18. **RECONVENE INTO OPEN SESSION**
Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the meeting reconvened into Open Session at 10:14 p.m.
19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
There was no action.
20. **ADJOURNMENT**
Motion: Alderman Heft. Second: Alderman Kott. With all in favor, the meeting adjourned at 10:15 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMON COUNCIL REGULAR

ITEM NUMBER 8A

DATE: May 21, 2019

SUBJECT: REPORTS - To Approve Reports 1-4 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Library Minutes, 3-26-19
2. Plan Commission Minutes, 4-9-19
3. Park Board Minutes, 4-18-19
4. Committee of the Whole Minutes, 5-7-19

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the May 21, 2019 Common Council meeting.

Attachments

Library Minutes

Plan Minutes

Park Board

Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

Phone: 262-342-1130 Fax: 262-342-1198



www.burlingtonlibrary.org

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, March 26, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Bahr, Barker Chaffee, Preusker Also present: Davies, McCarthy, Larson
Guard, Musgrave Absent: Savaglia Student Rep Kaitlyn Frohmader

- Smet called the meeting to order at 6:45 pm.
- Introductions were made to Danielle Larson, who is in the process of being appointed by the Racine County Board of Supervisors
- Public Communication to the Board – None
- Trustee Training – Davies demonstrated Wiscat, our Inter-Library (out of the SHARE system) resources from other libraries in Wisconsin and some surrounding states. Once items are ordered through Wiscat, they make their way via van delivery throughout library systems. Only 4% of borrowing occurs using this method, 96% of requests are available within the SHARE system. Davies demonstrated another excellent resource, BadgerLink available to all Wisconsin residents, provided by the DPI. Some of these databases are very expensive, we are fortunate to have them available to us. Many states do not have such a robust set of resources available to them. Ancestry.com is the only resource that must be used inside the library and is not available from home.
- Minutes of the February 26, 2019 meeting, Musgrave moved approval, Guard seconded. Motion passed.
- Preusker moved and Chaffee seconded the motion to approve the General Fund, Prepaid and Reimbursement Expenses of \$14,069.72 and March Trust Fund Expenses of \$62.79 totaling \$14,132.51. Motion passed.

Committee Reports: None

Federated Library Report:

COLAND Listening Session on PLSR - Will happen on March 28, 2019 at Ives Grove Complex at 6:30pm.

Adoption of SHARE Consortium Pest Procedure - A one page policy/procedure document was created by a committee in the event items are infested with a pest. Lakeshores purchased a heating unit to kill any pests found in books or other materials that can be requested by member libraries. It is important that items stay in the library and are not sent out, exposing other libraries.

Director's Report:

Monthly Statistics Report – Davies noted visitor number is slightly down, possibly due to the bad weather we've had in February. We are working on getting a new electronic patron counter in place. We are testing a unit right now and will compare those numbers with our manual device count. Once all the bugs have been worked out, we will have the ability to do reporting on time of day or day of week statistics.

Updates to WiFi Access - Two new Routers have been installed which allows easier access to the public while still going through our filter. The previous routers required some configuration on patron devices before they could get access to our WiFi.

Update on Facilities: Chimney Work and Heat Exchanger Replacement – There had been funds set aside in 2018 to complete chimney work but the actual work was just completed. Plans to lower the chimney height were made after the new boiler was installed. The chimney was in need of repair. Vorpapel had been called sometime in February when the roof heating unit was not working. It was discovered a new part was needed but also the workman found the heat exchanger was cracked. After investigating the options, it was decided to replace the heat exchanger as the Heating Unit was only 8 or 9 years old and still had plenty of life.

National Library Week – April 8-12 is National Library Week, fun activities are planned for each day of the week for patrons.

Unfinished Business

Foundation By-Laws Discussion - Davies was finally able to meet with John Bjelajac regarding changes the library board wanted in the Articles of Incorporation of the Burlington Public Library Foundation, Inc.

- Article D - changing the wording “designated by the Mayor of the City of Burlington and approved by the City of Burlington Common Council” to “Burlington Public Library Board of Trustees”.
- Article III, Section 3.5 Removal - changing the wording “removed with or without cause, by the City of Burlington Common Council” to “Burlington Public Library Board of Trustees”.

Bjelajac felt the wording should not be changed. After a short discussion, a motion was made to accept the By-Laws as presented by Preusker seconded by Barker. Davies, Guard and Barker were appointed as directors back in August.

Celebrate Libraries Podcast/Video – Davies had been interviewed back in December but they had to reschedule the photo shoot for creating a video. They will be coming on April 10 to take pictures, then work on the video production work. Davies indicated that he would follow up with them to determine how their fundraising efforts had gone.

New Business

Review of Strategic Planning Proposals & Determination of Next Steps – Smet reviewed the reason we want to create a Strategic Plan. Before the Foundation starts raising money for remodeling/updates/addition to the Library, we need to know what the community wants, what our space needs will be to accomplish those goals and how we can reach non-library users. Barker felt an outside consultant would help us create an organized plan to present to the community in an un-biased view. Davies put each of the proposals he received into a spreadsheet for review. Smet asked if Davies had a recommendation on which proposals he felt would be best. Davies ruled out several because they were out of our budget and those with no previous experience in libraries, he favored two proposals. Barker didn't see a community survey in the WILS proposal, but we could ask to have that added to the contract. Bahr asked if they would all use a boiler plate result. Davies said if there were funds left we could bring in a space planning firm.

Board members discussed bringing in several of the consultants to pitch their proposals. It was decided Davies would contact four consultants and schedule a time to speak by phone or video chat. Davies will message all board members of the time these phone or video chats will take place. Hopefully several board members will be able to attend. Davies will come back with a recommendation at the April 30 Board Meeting.

Questions the Library Board want answered during this process are:

- What process will they use to contact non-library users to include in the survey?
- Do they have the ability to reach Spanish speaking community members?
- What type of survey support will they give?
- Once the strategic plan is completed, will they do follow-up?
- Get specific examples of how they will fulfill our needs.
- Get 3 examples of completed strategic plans they have completed for other entities.

Motion to adjourn the meeting was made by Musgrave, seconded by Bahr, meeting adjourned at 8:10 pm. Our next meeting will be on Tuesday, April 30 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Tom Preusker
Aldermanic Representative



Minutes
City of Burlington Plan Commission
April 9, 2019, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Alderman Tom Preusker and Bob Grandi; Commissioners Chad Redman; Andy Tully; and John Ekes were present. Commissioner Art Gardner was excused. Student Representatives Thomas Martin and Ryan Stankus were excused.

APPROVAL OF MINUTES

Alderman Grandi moved, and Alderman Preusker seconded to approve the minutes of March 12, 2019. All were in favor and the motion carried.

LETTERS & COMMUNICATIONS

None

CITIZEN COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

A. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map application from Bernard and Tamara Brever for property located at 6621 Brever Road in the Town of Burlington to create one lot, subject to Graef's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Tanya Fonesca, Graef, explained the parcel is an unusual shaped parcel and the applicant is splitting off a piece of it to form another parcel. Bernard Brever stated the property is across from 6621 Brever Road. Ms. Fonesca responded according to the GIS Map the parcel straddles both sides of the street, and may be changed to 6136 Brever Road after the lots are changed.
- There were no further comments.

Commissioner Redman moved, and Commissioner Ekes seconded to recommend approval of an ETZ CSM.

All were in favor and the motion carried.

B. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map application from Arthur and Eileen Naber for property located at 1225 Browns Lake Drive in the Town of Burlington to create two lots, subject to Graef's memorandum to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca stated this is a parcel split to include the farmstead, and a new parcel to possibly build on the property, and is in compliance with the Racine County zoning.
- There were no further comments.

Commissioner Tully moved, and Alderman Grandi seconded to recommend approval of an ETZ CSM.

All were in favor and the motion carried.

C. Public Hearing to hear public comments regarding a Conditional Use application from Michael Simonsen for property located at 732 S. Kane Street to add a new use to the western portion of the building for millwork, lumberyards, sawmills and planning mills, retail stores and services.

- Mayor Hefty opened the Public Hearing at 6:35 p.m.
- There were no comments.

Commissioner Redman moved, and Alderman Preusker seconded to close the Public Hearing at 6:36 p.m.

All were in favor and the motion carried.

D. Consideration to approve a Conditional Use and Site Plan application from Michael Simonsen for property located at 732 S. Kane Street to add a new use to the western portion of the building for millwork, lumberyards, sawmills and planning mills, retail stores and services, subject to Graef's and Kapur & Associates' memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca explained the owner wanted to use this property for another business and it is an appropriate use for the space, however, a Conditional Use permit is required. Ms. Fonesca further explained there are no significant changes to the Site Plan, except the fencing.
- Michael Simonsen, owner, stated the remaining vehicles will be removed by this April 18th, 2019. Mr. Simonsen explained he would like to use the front half of the building and repair the parking lot. This is a seasonal dealership for portable sawmills, and there are direct and internet sales, so traffic will be extremely limited.

- There were no further comments.

Alderman Grandi moved, and Commissioner Redman seconded to approve the Conditional Use and Site Plan.

All were in favor and the motion carried.

E. Public Hearing to hear public comments regarding a Conditional Use application from Miller Motors for property located at 1157 Milwaukee Avenue to repurpose the existing building for use as an automotive body shop, repair center, car rental, and vehicle storage.

- Mayor Hefty opened the Public Hearing at 6:40 p.m.
- There were no comments.

Alderman Preusker moved, and Alderman Grandi seconded to close the Public Hearing at 6:41 p.m.

All were in favor and the motion carried.

F. Consideration to approve a Conditional use and Site Plan application from Miller Motors for property located at 1157 Milwaukee Avenue to repurpose the existing building for use as an automotive body shop, repair center, car rental, and vehicle storage, subject to Graef's, Kapur & Associates', and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.
- Ms. Fonesca stated the applicant will need a few clarifications for outdoor storage, one additional ADA access aisle, and detail for signage.
- Tom Stelling, representative, explained Chris Miller bought the property to have more space for the use of a body shop, so the existing shop at 1196 Milwaukee Avenue could be used for service space. There will not be any cars sold on this lot, but the rentals cars will be placed on it, and on occasion cars for the big sales, until they can move them across the street.

Student Representative Ryan Stankus arrived at 6:45 p.m.

- Alderman Preusker commented that he likes the idea of the delivery for new cars to that location. Mr. Stelling stated the repair vehicles will be kept behind the fenced area. The lighting will have new poles, but the same posts will be used so the ground does not have to be dug up again.
- Commissioner Ekes was concerned about the three doors in the back that do not have an overhead. Mr. Miller replied the spray booths will be serviced from the inside.

- Megan Watkins, Assistant Administrator/Zoning Administrator, asked Mr. Stelling to explain the higher signage than what the code allows. Mr. Stelling replied the existing pole sign was approved approximately 15 years ago. Mr. Stelling further replied when coming down the street from Culvers, the sign does not seem that tall, and from the other direction the sign is back off the road.
- Alderman Preusker asked that there is a place for a retention pond, if needed, because of the DNR. Ms. Fonesca stated staff will confirm with Kapur & Associates regarding the disturbance, running into sewer and water.
- Commissioner Ekes asked when the existing cars will be removed. Mr. Miller replied April 22nd, 2019 is the closing date and expects everything to be gone. Jeff Erickson, representative for Jeff Way, explained most vehicles will be junked. Commissioner Redman questioned if there were any concerns regarding contamination from the vehicles being stored. Mr. Stelling answered there was an environmental test done for the property and nothing showed up.
- Ms. Fonesca asked for further detail regarding the new façade being added. Mr. Stelling responded it will be the same as what is on the existing body shop at 1196 Milwaukee Avenue, which is an insulated metal panel.
- There were no further comments.

Commissioner Tully moved, and Alderman Preusker seconded to approve the Conditional Use and Site Plan and allowed for the existing higher sign to be used.

All were in favor and the motion carried.

ADJOURNMENT

Commissioner Ekes moved, and Commissioner Redman seconded to adjourn the meeting at 6:59 p.m.

All were in favor and the motion carried.

Recording Secretary
Kristine Anderson
Administrative Assistant



Department of Public Works

Street & Park Department
2200 S. Pine Street, Burlington, WI 53105
(262) 342-1181 – (262) 539-3773 fax
www.burlington-wi.gov

**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, APRIL 18, 2019 6:30PM**

President Jennifer Amborn called the meeting to order at 6:30 PM.

Roll Call: Present: President Jennifer Amborn, Commissioners Jeff Schopp, Jason Ledbetter, Patricia Hoffman, and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Excused: Commissioner Clay Brandt, Park Foreman Aaron DeGrave.

Approval of February 21, 2019 Park Board Minutes: President Amborn entertained a motion to approve the February 21, 2019 Park Board Minutes. Motion to approve made Commission Hoffman. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: Aldermanic Representative Rauch advised the board that the City Council had approved dogs in the parks with exceptions including no dogs on Chocolate Fest grounds or any playgrounds. Riggs noted that both he and Park Foreman, Aaron DeGrave, were working on obtaining new signage for the parks. Riggs advised that the dogs not allowed sign were in the process of being taken down. The trash receptacles for the dog waste would be located directly above the existing trash cans in efforts to promote proper disposal.

Aldermanic Representative Rauch also mentioned that he was contacted by a resident questioning if anything could be done with Beverly Jo Park. Riggs advised this issue has come up in the past with several options being brought up including a playground. Riggs stated it could be further explored and put on the May meeting for further discussion.

Baseball 2000 (BB2K) Report: No report. Commissioner Ledbetter advised he had been unable to attend due to work obligations but was planning on attending the meeting this Saturday, April 20, 2019.

Director of Public Works Report:

Riggs advised the board that Monday, April 22, 2019 was Earth Day and Lucky Star Restaurant had donated the purchase of a tree to be installed at Wagner Park.

Riggs also advised the board that Friday, April 27, 2019 was Arbor Day where City crews along with the 4th grade of Burlington Catholic School would be assisting in the planting of nine (9) trees flanking the Water Tower.

Riggs announced the Burlington Rotary would be doing their Rotary Round 2 planting at both Wehmhoff and Riverside installing 42 trees between the two parks. City crews also conducted a large brush removal from the north side of Wehmhoff. Riggs reminded the board that Rotary had successfully assisted in the installation of several trees at Echo Park last fall. The Round 2 planting is scheduled to occur the weekend of May 11 & 12 with a rain date of May 18 & 19. The goal would be to have all trees in and planted prior to Chocolate Fest.

New Business:

A. Discussion regarding an Eagle Scout Project at Wehmhoff Jucker Park.

Will Nazarkewich presented his Eagle Scout project proposal to the board. Nazarkewich advised his project included the installation of a wood Gaga Ball Pit at Wehmhoff Jucker Park as well as the installation of two benches for players and those watching to sit on.

Commissioner Schopp questioned what type of material would be used on the inside. Nazarkewich stated it would most likely be turf or a sand type of material.

Commissioner Hoffman questioned if there was enough room there for the pit and would flooding be an issue. Riggs stated that flooding is an issue at this park which does pose a concern for the installation of the pit.

Alderman Rauch questioned if the pit could be installed near the basketball court and possibly utilize the old volleyball court sand on the inside.

Discussion ensued regarding Wehmhoff would be the appropriate park for this type of equipment and if so could it be installed in the place of the former volleyball sand area using that sand for a base. Questions were also raised regarding if the boards used would be treated. Nazarkewich advised the boards would be treated and noted he was hoping to have it installed this summer. Riggs also voiced concerns regarding the continued maintenance of the site after installation.

President Amborn entertained a motion to recommend proceeding with the project and working with Riggs to verify an appropriate site and materials. Commissioner Schopp motioned and Commissioner Hoffman seconded to approve the motion. All were in favor and the motion carried.

Old Business:

A. Discussion regarding the Comprehensive Outdoor Recreation Plan (CORP) for 2020 – 2025.

Blake, Ayres & Associates, presented the plans for the CORP explaining its purpose was to conduct analysis of all City owned parkland and greenways every five years to continue grant eligibility. Blake noted included in the CORP was the Capital Improvement Plan which would provide the board with a forecast on how all projects would be carried out financially. Blake advised his intention was craft a survey to be submitted to City residents for input followed by focus groups sessions to gain public input in order to formulate the current plan for the City for the next five (5) years. Blake stated this process would be ongoing for the next 6 months with a final report ready for the board's approval by September / October 2019.

Blake went into further detail with the board regarding how the CORP document would be laid out.

- Chapter 1 – Introduction
- Chapter 2 – Inventory and Analysis
- Chapter 3 – 5 year Recommendations – this chapter will list the current issues & inventory and provide costs on how to repair/replace
- Chapter 4 - Implementation - the basic how to's of each project/grant information and a CIP table

Blake further explained included in the CORP documents would be an asset summary sheet for each area which would show what is done, what needs to be completed and/or what could be added to make it better.

B. Discussion regarding the Riverside Park improvements.

Blake reminded the board that the grant application he submitted to the DNR Stewardship awarded the City an \$80,000 matching grant to repair shoreline erosion issues, establish trailhead and connection, construction of a pavilion (matching Wehmhoff Jucker) and construction of a kayak and boat launch.

Blake presented several options for the boat launch to the board and requested they determine which was the most favorable to move forward with. The board discussed the options presented and brought up several items they wanted to see as part of the launch site including: a possible paved spot for boat drop off, ADA accessibility and sustainability to the area. Blake also questioned the board on options for the new pavilion. The basic structure will be the same as Wehmhoff Jucker; however, Blake proposed several other options including whether the board wanted the ceiling to be closed or open, 4 columns on the sides or 3 and whether or not to have power in each column.

Blake noted he would work with Riggs to get a good survey together for residents and welcomed any feedback from the board. Once the survey was complete and results compiled he would determine an appropriate time for a focus group / public meeting to share the results and determine how to incorporate that into the CORP plan.

Other Items: None.

There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Commissioner Ledbetter. Seconded by Aldermanic Representative Rauch. All voted aye, and President Amborn adjourned the meeting at 8:05 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works



COMMON COUNCIL REGULAR

ITEM NUMBER 9A

DATE: May 21, 2019

SUBJECT: PREPAID AND VOUCHERS - To approve the Prepaid and Vouchers list for bills accrued through May 21, 2019.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through May 21, 2019:

Total Prepaid:	\$ 112,235.40
Total Vouchers:	\$ 162,291.69
Grand Total:	\$ 274,527.09

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$46,256.35 Johns Disposal Service Inc, - Garbage/Recycle- Contracted Billing
2. \$18,652.39 WE Energies - Street Lights - 03/28/19 to 04/29/19
3. \$14,595.12 WE Energies - Sewer Treatment - 03/22/19 to 04/23/19
4. \$ 8,638.21 General Communications, Inc. - Police V#903 Install Lightbar and Control Module
5. \$ 7,284.00 Midwest Meter Inc. - Water Meters

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$ 274,527.09.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the May 21, 2019 Common Council meeting.

Attachments

Prepaid 05.03.19

Prepaid 05.10.19

Vouchers 05.21.19

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100444411000						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2019APR	05/01/2019	1,770.27	05/03/2019
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2019APR	05/01/2019	465.80	05/03/2019
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co. IID	2019APR	05/01/2019	50.00	05/03/2019
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE APRIL	2019 APRIL	05/01/2019	6,600.70	05/03/2019
Total 100444411000:					8,886.77	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Zoning	339153*	04/29/2019	29.73	05/03/2019
Total 100515111399:					29.73	
100515132220						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004APR19	04/29/2019	367.40	05/03/2019
Total 100515132220:					367.40	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	057 736 7870 001	262767138904 19	04/21/2019	49.15	05/03/2019
100-515132-225 ADMIN - TELEPHONE	AT & T	171-798-6300 001 (split)	5052487404	04/19/2019	332.90	05/03/2019
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9828748429	04/23/2019	46.44	05/03/2019
Total 100515132225:					428.49	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004APR19	04/29/2019	223.06	05/03/2019
Total 100515141220:					223.06	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	171-798-6300 001 (split)	5052487404	04/19/2019	199.74	05/03/2019
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9828748429	04/23/2019	46.49	05/03/2019
Total 100515141225:					246.23	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Reimbursement - Mileage	043019	04/30/2019	23.20	05/03/2019
Total 100515141330:					23.20	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	171-798-6300 001 (split)	5052487404	04/19/2019	532.62	05/03/2019
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9828748429	04/23/2019	515.68	05/03/2019
Total 100525211225:					1,048.30	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057APR19	04/23/2019	1,051.33	05/03/2019
Total 100525220220:					1,051.33	
100525220225						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9828748429	04/23/2019	96.89	05/03/2019
Total 100525220225:					96.89	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	5 ALARM	5 Alarm Fire & Safety - Equipment	185458-1	04/24/2019	314.85	05/03/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-525220-244 FIRE - REPAIR MAINT EQUI	5 ALARM	5 Alarm Fire & Safety - Equipment	186749-1	04/25/2019	192.71	05/03/2019
Total 100525220244:					507.56	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	JAMES IMAGING SYSTEMS, IN	Lexmark XS654de - Fire Dept overage	901974	04/25/2019	8.95	05/03/2019
Total 100525220298:					8.95	
100525220389						
100-525220-389 FIRE - PROTECTIVE CLOTH	5 ALARM	5 Alarm Fire & Safety - Supplies	186794-1	04/26/2019	148.00	05/03/2019
Total 100525220389:					148.00	
100525231220						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004APR19	04/29/2019	65.61	05/03/2019
Total 100525231220:					65.61	
100525231225						
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	VERIZON BLDG DEPARTMENT	9828748429	04/23/2019	15.00	05/03/2019
Total 100525231225:					15.00	
100535321225						
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9828748429	04/23/2019	81.04	05/03/2019
Total 100535321225:					81.04	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0455-414-409	0455414409APR19	04/22/2019	231.64	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0850-628-152	0850628152APR19	04/25/2019	273.14	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4404-149-064	4404149064APR19	04/22/2019	39.05	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5043-084-318	5043084318APR19	04/24/2019	36.01	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5406-087-899	5406087899APR19	04/22/2019	106.69	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5465-979-181	5465979181APR19	04/24/2019	65.43	05/03/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	7255-756-558	7255756558APR19	04/23/2019	21.78	05/03/2019
Total 100535321261:					773.74	
100535321298						
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0019.01 2018 Burlington Plan Review	96709	01/15/2019	110.00	05/03/2019
Total 100535321298:					110.00	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939APR19	04/22/2019	39.28	05/03/2019
Total 10055551220:					39.28	
100565639399						
100-565639-399 ECONOMIC DEVELOPMENT	KAPUR & ASSOCIATES, INC.	16.0385.01 KW Precast Spring Valley Entrance	96434	12/12/2018	110.00	05/03/2019
100-565639-399 ECONOMIC DEVELOPMENT	KAPUR & ASSOCIATES, INC.	16.0385.01 KW Precast Spring Valley Entrance	96749	01/16/2019	440.00	05/03/2019
Total 100565639399:					550.00	
251555511220						
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657APR19	04/29/2019	1,066.67	05/03/2019
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487APR19	04/28/2019	329.92	05/03/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511220:					1,396.59	
251555511225						
251-555511-225 TELEPHONE	AT & T	171-798-6300 001 (split)	5052487404	04/19/2019	266.32	05/03/2019
Total 251555511225:					266.32	
251555511318						
251-555511-318 AUTOMATION	DAVIES, JOE	Reimbursement: Microphone	050119	05/01/2019	50.67	05/03/2019
Total 251555511318:					50.67	
251555511327						
251-555511-327 MATERIALS	KENOSHA NEWS	KENOSHA NEWS, LIBRARY RENEWAL	10516161 2019	05/01/2019	347.40	05/03/2019
Total 251555511327:					347.40	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	PARRETT, COURTNEY	MILEAGE	043019	04/30/2019	16.32	05/03/2019
251-555511-330 INSERVICE TRAINING/TRAV	DAVIES, JOE	Reimbursement: Mileage	050119*	05/01/2019	105.50	05/03/2019
Total 251555511330:					121.82	
251555511345						
251-555511-345 PROGRAMS	VAVROCH, JENNIFER	ESSENTIAL OILS PROGRAM	042719	05/02/2019	90.00	05/03/2019
Total 251555511345:					90.00	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267APR19	04/21/2019	201.40	05/03/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576APR19	04/23/2019	14,595.12	05/03/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285APR19	04/22/2019	32.77	05/03/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215APR19	04/25/2019	216.18	05/03/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087APR19	04/25/2019	61.53	05/03/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525APR19	04/26/2019	3,841.56	05/03/2019
Total 621575740220:					18,948.56	
621575740222						
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067APR19	04/25/2019	2,193.94	05/03/2019
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614APR19	04/25/2019	134.29	05/03/2019
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199APR19	04/25/2019	60.88	05/03/2019
Total 621575740222:					2,389.11	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	VERIZON WWTP 286396851-00001	9828748429	04/23/2019	27.65	05/03/2019
Total 621575740225:					27.65	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE	Time Warner WWTP Acct # 702658601	702658601041819	04/18/2019	124.94	05/03/2019
Total 621575740310:					124.94	
622506220000						
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366APR19	04/25/2019	697.97	05/03/2019
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861APR19	04/26/2019	1,948.54	05/03/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187APR19	04/25/2019	165.11	05/03/2019
Total 622506220000:					2,811.62	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861APR19	04/26/2019	36.70	05/03/2019
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874859APR19	04/25/2019	27.93	05/03/2019
Total 622506230000:					64.63	
622509040000						
622-509040-000 UNCOLLECTIBLE ACCOUNT	TORGERSON, BRIAN J.	OVERPAYMENT WATER/SEWER	043019	04/30/2019	325.08	05/03/2019
622-509040-000 UNCOLLECTIBLE ACCOUNT	ROWLEY, STEPHEN	OVERPAYMENT-WATER/SEWER	043019	04/30/2019	159.33	05/03/2019
622-509040-000 UNCOLLECTIBLE ACCOUNT	EVERT, WAYNE	REFUND-OVERPAYMENT WATER/SEWER	043019	04/30/2019	133.63	05/03/2019
622-509040-000 UNCOLLECTIBLE ACCOUNT	KRUSE, DANIEL	OVERPAYMENT WATER/SEWER	043019	04/30/2019	105.78	05/03/2019
622-509040-000 UNCOLLECTIBLE ACCOUNT	POLLEK, MATTHEW & REBECC	OVERPAYMENT WATER/SEWER	043019	04/30/2019	124.85	05/03/2019
Total 622509040000:					848.67	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Time Warner WWTP Acct # 715297601	715297601041519	04/15/2019	128.55	05/03/2019
Total 622509210000:					128.55	
875232000						
875-232000 MUNICIPAL COURT DEP	KATZMAN, MEGHAN	RESTITUTION	050119	05/01/2019	256.00	05/03/2019
Total 875232000:					256.00	
Grand Totals:					42,573.11	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239007						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L June Billing	JUNE2019	05/09/2019	1,745.07	05/10/2019
Total 100239007:					1,745.07	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Cook, Miranda: Warrant#19-4543	19-4543	05/01/2019	650.00	05/10/2019
100-454521-001 BOND FEES	WAUKESHA COUNTY SHERIFF'	Samonig, Jason Warrant #19CT416	19CT416	05/03/2019	560.00	05/10/2019
Total 100454521001:					1,210.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	DINERS CLUB COMMERCIAL	Lucky Star Employee Appreciation	5799 04/19	04/28/2019	1,241.07	05/10/2019
Total 100515111265:					1,241.07	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	15.06	05/10/2019
Total 100515121225:					15.06	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	SHRED-IT USA LLC	Muni Court - Shredding	8127106062	04/22/2019	29.99	05/10/2019
Total 100515121310:					29.99	
100515131225						
100-515131-225 MAYOR-TELEPHONE	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	17.45	05/10/2019
Total 100515131225:					17.45	
100515132220						
100-515132-220 ADMIN - UTILITIES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	398.58	05/10/2019
Total 100515132220:					398.58	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262737138904	04/28/2019	315.87	05/10/2019
Total 100515132225:					315.87	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	FIDELITY TITLE INC	Letter Report-340 Dale Dr.	78218	04/22/2019	125.00	05/10/2019
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1904 046 8 (split)	262767190404	04/28/2019	238.70	05/10/2019
Total 100515132298:					363.70	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG* Constant Contract (ongoing)	5799 04/19	04/28/2019	5.00	05/10/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon-Scanner	5799 04/19	04/28/2019	349.00	05/10/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	SHRED-IT USA LLC	Admin - Shredding	8127106062	04/22/2019	29.99	05/10/2019
Total 100515132310:					383.99	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	DINERS CLUB COMMERCIAL	Nepelra Membership	5799 04/19	04/28/2019	210.00	05/10/2019
Total 100515132324:					210.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515132520						
100-515132-520 ADMIN - PROP AND LIABLIT	ANSAY & ASSOCIATES	CYBER LIABILITY INS POLICY	15818	04/25/2019	778.00	05/10/2019
Total 100515132520:					778.00	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	SHRED-IT USA LLC	Clerk - Shredding	8127106062	04/22/2019	29.99	05/10/2019
Total 100515140310:					29.99	
100515141213						
100-515141-213 FINANCE - ACCTING AND A	UNITED STATES TREASURY	ID 39-6005409 Tax form 720 10/01/18	050619	05/06/2019	362.60	05/10/2019
Total 100515141213:					362.60	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	169.52	05/10/2019
Total 100515141220:					169.52	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	AT & T	262 767-1904 046 8 (split)	262767190404	04/28/2019	238.69	05/10/2019
Total 100515141298:					238.69	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	SHRED-IT USA LLC	Finance - Shredding	8127106062	04/22/2019	29.99	05/10/2019
Total 100515141310:					29.99	
100515141399						
100-515141-399 FINANCE - MISC. EXPENSE	DINERS CLUB COMMERCIAL	Wi Policy Forum-Municipal Facts18	5864 04/19	04/28/2019	40.35	05/10/2019
Total 100515141399:					40.35	
100515141520						
100-515141-520 FINANCE - PROP & LIAB IN	ANSAY & ASSOCIATES	CYBER LIABILITY INS POLICY	15818	04/25/2019	778.00	05/10/2019
Total 100515141520:					778.00	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	Subway-Poll Workers	5914 04/19	04/28/2019	109.37	05/10/2019
Total 100515142310:					109.37	
100515181220						
100-515181-220 HR-UTILITY SERVICES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	37.30	05/10/2019
Total 100515181220:					37.30	
100525211160						
100-525211-160 POLICE - WORKERS COMP	UNEMPLOYMENT INSURANCE	DWD-UI acct 692108-000-2	9518128	05/09/2019	554.24	05/10/2019
Total 100525211160:					554.24	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073APR19	04/28/2019	357.41	05/10/2019
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877APR19	04/29/2019	1,985.50	05/10/2019
100-525211-220 POLICE - UTILITY SERVICE	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	797.41	05/10/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211220:					3,140.32	
100525211226						
100-525211-226	POLICE - COMPUTER EQUI	DIGICORP	Police Printer	327888	04/29/2019	364.00 05/10/2019
Total 100525211226:					364.00	
100525211242						
100-525211-242	POLICE - REPAIR/MTCE EQ	DINERS CLUB COMMERCIAL	Big R-Round Dot Roll	5815 04/19	04/28/2019	37.14 05/10/2019
100-525211-242	POLICE - REPAIR/MTCE EQ	DINERS CLUB COMMERCIAL	Big R-Round Dot Roll	5815 04/19	04/28/2019	24.76 05/10/2019
Total 100525211242:					61.90	
100525211324						
100-525211-324	POLICE - PUBL,SUBSCRIPT	DINERS CLUB COMMERCIAL	UW Continuing-CLEW Publications	2208 04/19	04/28/2019	90.00 05/10/2019
100-525211-324	POLICE - PUBL,SUBSCRIPT	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB ANDERSON	62482	03/31/2019	185.00 05/10/2019
Total 100525211324:					275.00	
100525211330						
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Lucky Star-Training	2208 04/19	04/28/2019	202.93 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Tac Team	2208 04/19	04/28/2019	265.00 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	SQ Wis Tint-Tint Meter Training	2208 04/19	04/28/2019	275.00 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Meadowbrook-Chiefs Luncheon	5781 04/19	04/28/2019	11.00 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Wis Police Leadership-Training	5781 04/19	04/28/2019	150.00 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Jimmy Johns-Training Lunch	5781 04/19	04/28/2019	28.35 05/10/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	IL Tollway	5781 04/19	04/28/2019	2.80 05/10/2019
100-525211-330	POLICE - TRAVEL	E-KIT TRAINING	Field Search Software Certification Course	5319-2	01/17/2019	375.00 05/10/2019
Total 100525211330:					1,310.08	
100525211381						
100-525211-381	POLICE - INVESTIGATIONS	DINERS CLUB COMMERCIAL	Walmart-Evidence bags	5815 04/19	04/28/2019	123.58 05/10/2019
Total 100525211381:					123.58	
100525211520						
100-525211-520	POLICE - PROP & LIAB INSU	ANSAY & ASSOCIATES	CYBER LIABILITY INS POLICY	15818	04/25/2019	778.00 05/10/2019
Total 100525211520:					778.00	
100525220157						
100-525220-157	FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Jimmy Johns	8038 04/19	04/28/2019	31.20 05/10/2019
100-525220-157	FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Lucky Star	8038 04/19	04/28/2019	43.89 05/10/2019
100-525220-157	FIRE - INSERVICE TRAININ	MUELLER, ADAM	REIMB-EPICOR ESDM-ROPE RESCUE	050119	05/01/2019	1,154.00 05/10/2019
100-525220-157	FIRE - INSERVICE TRAININ	DIVE RESCUE INTERNATIONAL	Tuition-Floods and Moving Water	179722	05/09/2019	6,885.00 05/10/2019
Total 100525220157:					8,114.09	
100525220220						
100-525220-220	FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558APR19	04/29/2019	12.27 05/10/2019
100-525220-220	FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct # 079780001	079780001050119	05/01/2019	141.86 05/10/2019
100-525220-220	FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	224.28 05/10/2019
Total 100525220220:					378.41	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	Walgreens-Picture Frames	8038 04/19	04/28/2019	10.75 05/10/2019

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Total 100525220248:					10.75	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Jimmy Johns	8038 04/19	04/28/2019	31.80 05/10/2019
Total 100525220310:					31.80	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	DINERS CLUB COMMERCIAL	Identifire	8038 04/19	04/28/2019	31.97 05/10/2019
100-525220-389	FIRE - PROTECTIVE CLOTH	EAGLE ENGRAVING	EAGLE ENGRAVING FIRE DEPT SUPPLIES	2019-2536	05/03/2019	22.60 05/10/2019
Total 100525220389:					54.57	
100525231220						
100-525231-220	BLDG INSP UTILITIES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	23.91 05/10/2019
Total 100525231220:					23.91	
100535321220						
100-535321-220	STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345APR19	04/26/2019	680.15 05/10/2019
100-535321-220	STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671APR19	04/25/2019	154.50 05/10/2019
100-535321-220	STREETS - UTILITIES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	249.15 05/10/2019
Total 100535321220:					1,083.80	
100535321248						
100-535321-248	STREETS REP & MAINT BL	FISH WINDOW CLEANING	DPW Window Cleaning	3063-33343	04/19/2019	145.00 05/10/2019
Total 100535321248:					145.00	
100535321261						
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0818-594-802	0818594802APR19	04/26/2019	16.25 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0819-473-268	0819473268APR19	04/28/2019	72.70 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	0838-352-542	0838352542APR19	04/25/2019	28.12 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	2023-503-060	2023503060APR19	04/26/2019	150.19 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	4432-157-647	4432157647APR19	04/29/2019	18,652.39 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5459-100-732	5459100732APR19	04/29/2019	262.84 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5644-617-733	5644617733APR19	04/26/2019	132.88 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	5695-147-539	5695147539APR19	04/28/2019	251.97 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	6893-002-943	6893002943APR19	04/24/2019	16.25 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	7245-068-041	7245068041APR19	04/29/2019	183.54 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	7467-500-426	7467500426APR19	04/29/2019	265.62 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	8499-073-119	8499073119APR19	04/29/2019	219.40 05/10/2019
100-535321-261	STREETS - LIGHTING	WE ENERGIES	9418-285-345	9418285345APR19	04/29/2019	85.31 05/10/2019
Total 100535321261:					20,337.46	
100535321310						
100-535321-310	STREETS - OFF SUPP/POS	TIME WARNER CABLE	Acct # 079820101 (split)	079820101050119	05/01/2019	35.46 05/10/2019
Total 100535321310:					35.46	
100535321351						
100-535321-351	STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	cold patch	219044	04/20/2019	263.15 05/10/2019
Total 100535321351:					263.15	

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100535321353						
100-535321-353 STREETS REP & MAINT PR	FISH WINDOW CLEANING	Parking Garage Windows	3063-33342	04/19/2019	280.00	05/10/2019
Total 100535321353:					280.00	
100535321354						
100-535321-354 STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528APR19	04/29/2019	548.23	05/10/2019
Total 100535321354:					548.23	
100535321520						
100-535321-520 STREETS - PROP & LIAB IN	ANSAY & ASSOCIATES	CYBER LIABILITY INS POLICY	15818	04/25/2019	778.00	05/10/2019
Total 100535321520:					778.00	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568APR19	04/28/2019	35.06	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345APR19	04/26/2019	340.07	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2428-946-714	2428946714APR19	04/29/2019	220.71	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777APR19	04/30/2019	23.51	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3698-542-543	3698542543APR19	04/29/2019	24.32	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899APR19	04/28/2019	48.64	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188APR19	04/29/2019	120.53	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671APR19	04/25/2019	77.25	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410APR19	05/02/2019	33.45	05/10/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992APR19	05/02/2019	27.01	05/10/2019
100-555551-220 PARKS - UTILITIES	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	59.78	05/10/2019
Total 10055551220:					1,010.33	
10055551245						
100-555551-245 CEMETERY GROUNDS & M	RUNDLE-SPENCE	Boiler Drain	S2752960.001	04/22/2019	68.39	05/10/2019
Total 10055551245:					68.39	
10055551310						
100-555551-310 PARKS - OFFICE SUPP, PO	TIME WARNER CABLE	Acct # 079820101 (split)	079820101050119	05/01/2019	35.46	05/10/2019
Total 10055551310:					35.46	
10055551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	DINERS CLUB COMMERCIAL	TSC-Park Mats	3596 04/19	04/28/2019	147.96	05/10/2019
Total 10055551350:					147.96	
25155551225						
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	3031 04/19	04/28/2019	63.43	05/10/2019
Total 25155551225:					63.43	
25155551247						
251-555511-247 REPAIR,MAINTENANCE BUI	DINERS CLUB COMMERCIAL	Walmart-Garbage Cans	5815 04/19	04/28/2019	20.88	05/10/2019
Total 25155551247:					20.88	
25155551298						
251-555511-298 LIBRARY-CONTRACT SERVI	SARAH KEISTER ARMSTRONG	Strategic Planning Project	19-000124	05/06/2019	4,500.00	05/10/2019

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Total 251555511298:					4,500.00	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Piktochart	3031 04/19	04/28/2019	39.99	05/10/2019
251-555511-310 OFFICE SUPPLIES, POSTA	LAKESHORE LIBRARY SYSTEM	materials	2128	05/09/2019	204.00	05/10/2019
Total 251555511310:					243.99	
251555511327						
251-555511-327 MATERIALS	WALL STREET JOURNAL	Wall Street Journal Renewal	2019WSJ	05/08/2019	539.88	05/10/2019
251-555511-327 MATERIALS	PARRETT, COURTNEY	REIMB-PROGRAM SUPPLIES	050219	05/02/2019	6.23	05/10/2019
Total 251555511327:					546.11	
251555511345						
251-555511-345 PROGRAMS	PARRETT, COURTNEY	REIMB-PROGRAM SUPPLIES	050219	05/02/2019	82.82	05/10/2019
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Crafts	050819	05/08/2019	51.44	05/10/2019
251-555511-345 PROGRAMS	JOHNSON, CHRIS	PROGRAM-DRONES	061319	05/09/2019	300.00	05/10/2019
Total 251555511345:					434.26	
621575740211						
621-575740-211 MEDICAL PHYSICALS	AURORA HEALTH CARE	Acct #600003826 Gerdman, Amber N	173425579	04/04/2019	106.00	05/10/2019
Total 621575740211:					106.00	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357APR19	05/01/2019	197.78	05/10/2019
Total 621575740220:					197.78	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357APR19	05/01/2019	10.73	05/10/2019
Total 621575740222:					10.73	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct # 079820101 (split)	079820101050119	05/01/2019	35.47	05/10/2019
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	249.15	05/10/2019
Total 621575740225:					284.62	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	DINERS CLUB COMMERCIAL	Cranes Co-Steam Cylinder	5849 04/19	04/28/2019	316.86	05/10/2019
621-575740-244 REPAIRS,MAINT EQUIPMEN	USABlueBook	USA BLUEBOOK WWTP Cust No. 85786	864357	04/10/2019	107.33	05/10/2019
621-575740-244 REPAIRS,MAINT EQUIPMEN	FISH WINDOW CLEANING	WWTP Window Cleaning	3063-33344	04/24/2019	322.00	05/10/2019
Total 621575740244:					746.19	
621575740249						
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	Acct. No. 500-08487456-8	2019MAYWWTP	04/30/2019	42.25	05/10/2019
Total 621575740249:					42.25	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Emanifest User Fees	5849 04/19	04/28/2019	45.00	05/10/2019

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Total 621575740310:					45.00	
622506220000						
622-506220-000 POWER	WE ENERGIES	0882-547-355 (split)	0882547355APR19	04/26/2019	3,388.21	05/10/2019
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505APR19	04/29/2019	4,116.41	05/10/2019
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384APR19	04/29/2019	3,642.27	05/10/2019
Total 622506220000:					11,146.89	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355 (split)	0882547355APR19	04/26/2019	44.63	05/10/2019
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919APR19	04/29/2019	11.85	05/10/2019
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365APR19	05/01/2019	42.35	05/10/2019
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384APR19	04/29/2019	32.28	05/10/2019
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303APR19	04/28/2019	10.56	05/10/2019
Total 622506230000:					141.67	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	RUNDLE-SPENCE	Boiler Drain	S2752960.001	04/22/2019	71.18	05/10/2019
622-506250-000 MAINTENANCE-SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8	633336538777	03/15/2019	261.39	05/10/2019
622-506250-000 MAINTENANCE-SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8	863784768867	03/20/2019	260.03	05/10/2019
Total 622506250000:					72.54	
622506520000						
622-506520-000 SERVICE-SUPPLIES	USABlueBook	USA BLUEBOOK WATER DEPT #85786	866732	04/12/2019	136.04	05/10/2019
Total 622506520000:					136.04	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct # 079820101 (split)	079820101050119	05/01/2019	35.47	05/10/2019
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct # 089478701 (split)	089478701050119	05/01/2019	149.44	05/10/2019
Total 622509210000:					184.91	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345APR19	04/26/2019	680.15	05/10/2019
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671APR19	04/25/2019	154.50	05/10/2019
Total 622509350000:					834.65	
623575740298						
623-575740-298 CONTRACT SERVICES	CULLIGAN OF BURLINGTON	500-08374241-0 Burlington Municipal Airport	2019MAYAIR	04/30/2019	95.37	05/10/2019
Total 623575740298:					95.37	
802484842000						
802-484842-000 MISCELLANEOUS DONATIO	DINERS CLUB COMMERCIAL	Bell Sports-Safety Town	2208 04/19	04/28/2019	1,350.50	05/10/2019
Total 802484842000:					1,350.50	
Grand Totals:					69,662.29	

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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

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10051511247						
100-515111-247 Repairs & Maint Software	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: Apr. 2019	12808	04/30/2019	645.00	
Total 10051511247:					645.00	
10051511399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Street & Sewer Projects	342921	04/11/2019	41.76	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Ordinance-Dog in Park	343006	04/11/2019	36.82	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP Hearing 140 E Chestnut	344156	05/02/2019	60.68	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP Hearing 446 S Pine St	344160	05/02/2019	60.68	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - 368 Indian Bend Rd.	344460	05/02/2019	76.14	
Total 10051511399:					276.08	
100515121344						
100-515121-344 MUNI COURT - JANITOR SU	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610588	05/03/2019	2.26	
Total 100515121344:					2.26	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	B1610-108	05/07/2019	300.00	
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5B70336-10	05/16/2019	1,200.00	
Total 100515132298:					1,500.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1442026	05/01/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR83934	04/29/2019	251.42	
Total 100515132310:					254.39	
100515132344						
100-515132-344 ADMIN - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610588	05/03/2019	25.73	
Total 100515132344:					25.73	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	050219CH	05/02/2019	16.01	
Total 100515132399:					16.01	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR83934	04/29/2019	10.00	
Total 100515140310:					10.00	
100515140344						
100-515140-344 CLERK - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610588	05/03/2019	2.26	
Total 100515140344:					2.26	
100515140399						
100-515140-399 GENERAL CODE & MISC PU	GENERAL CODE	GENERAL CODE LASERFICHE ASSURANCE PLA	CMS0021526	05/01/2019	1,412.00	
Total 100515140399:					1,412.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR83934	04/29/2019	42.71	

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Total 100515141310:					42.71	
100515141344						
100-515141-344	FINANCE - JANITOR SUPPLI	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610588	05/03/2019	14.00
Total 100515141344:					14.00	
100515142310						
100-515142-310	ELECTIONS - OPERATION S	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR83934	04/29/2019	15.00
Total 100515142310:					15.00	
100515142321						
100-515142-321	ELECTIONS - BALLOTS & A	RACINE CO CLERK	2019 February Spring Primary Election	051019	05/10/2019	1,539.01
100-515142-321	ELECTIONS - BALLOTS & A	RACINE CO CLERK	2019 April Spring Election	051019-A	05/10/2019	2,875.34
Total 100515142321:					4,414.35	
100515161220						
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Ketterhagen Road Dedication	15100-074D 3	04/30/2019	210.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Browns Lake Sanitary District	16100-041D 3	04/30/2019	195.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Cassie Hoffman Prosecution	16100-076D 14	04/30/2019	285.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Jeff Way-Revocation of CUP	16100-084D 10	04/30/2019	225.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Rick McGaughy Complaint	17100-048D 13	04/30/2019	1,140.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Stormwater Planning	18100-078D 1	04/30/2019	195.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2019	19100-000D 4	04/30/2019	1,860.00
100-515161-220	ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Open Record Request-Dorothy Dean	19100-010D 2	04/30/2019	105.00
Total 100515161220:					4,215.00	
100515161272						
100-515161-272	ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2019	19100-099D 4	04/30/2019	4,215.00
Total 100515161272:					4,215.00	
100515181310						
100-515181-310	HR-Office Supplies/Postage	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR83934	04/29/2019	42.70
Total 100515181310:					42.70	
100515181344						
100-515181-344	HR-JANITOR SUPPLIES	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610588	05/03/2019	.90
Total 100515181344:					.90	
100525211159						
100-525211-159	POLICE - CLOTHING ALLO	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	BC0825328	04/25/2019	2,087.43
100-525211-159	POLICE - CLOTHING ALLO	RUMA SPORTS	Apparel	18200	05/02/2019	160.00
Total 100525211159:					2,247.43	
100525211211						
100-525211-211	POLICE - PHYSICALS	ORGANIZATION DEVELOPMEN	ODC PSYCHOLOGICAL ASSESSMENT	12557	04/30/2019	675.00
Total 100525211211:					675.00	
100525211240						
100-525211-240	POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	869297630918	05/01/2019	2,718.92

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Total 100525211240:					2,718.92	
100525211242						
100-525211-242	POLICE - REPAIR/MTCE EQ	GENERAL COMMUNICATIONS, I	#903-Brracket Kit Fascia Light	269029	05/02/2019	12.00
100-525211-242	POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	1746	05/06/2019	15.00
100-525211-242	POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	Towing to Impound	1790	05/01/2019	250.00
Total 100525211242:					277.00	
100525211248						
100-525211-248	POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	91246	04/26/2019	11.91
100-525211-248	POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	91614	05/01/2019	76.56
100-525211-248	POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	92132	05/07/2019	33.64
Total 100525211248:					122.11	
100525211310						
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	042519PD	04/25/2019	14.57
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	050119PD	05/01/2019	5.85
100-525211-310	POLICE - OFF SUPP-POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	050819PD	05/08/2019	11.44
100-525211-310	POLICE - OFF SUPP-POSTA	PAPER ROLL PRODUCTS	100' Paper Rolls	82863	04/30/2019	334.50
Total 100525211310:					366.36	
100525211344						
100-525211-344	POLICE - JANITOR SUPPLIE	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610587	05/03/2019	194.48
100-525211-344	POLICE - JANITOR SUPPLIE	REINEMANS, INC.	Supplies-Police Dept	162720	05/07/2019	41.38
Total 100525211344:					235.86	
100525211346						
100-525211-346	POLICE - UNIFORM REPAIR	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	BC0828859	04/30/2019	270.00
100-525211-346	POLICE - UNIFORM REPAIR	BURLINGTON GLASS, INC.	Plaque	176431	04/26/2019	125.00
Total 100525211346:					395.00	
100525211381						
100-525211-381	POLICE - INVESTIGATIONS	DASH MEDICAL GLOVES, INC	DASH MEDICAL GLOVES POLICE	INV1149416	04/24/2019	77.90
100-525211-381	POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB 30002225-X661 POLICE DEPT	X661-201904-0	05/01/2019	28.42
100-525211-381	POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Dat	Account ID: 777966 April Billing	2019APRIL	05/01/2019	50.00
100-525211-381	POLICE - INVESTIGATIONS	CITY OF PACIFIC	Background Investigation	217291	05/08/2019	22.80
Total 100525211381:					179.12	
100525211533						
100-525211-533	POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	24744807	05/06/2019	352.95
Total 100525211533:					352.95	
100525220157						
100-525220-157	FIRE - INSERVICE TRAININ	MENARDS	Supplies-Fire Dept	91343	04/27/2019	45.86
100-525220-157	FIRE - INSERVICE TRAININ	REINEMANS, INC.	supplies-Fire Dept	162119	04/26/2019	1.99
Total 100525220157:					47.85	
100525220211						
100-525220-211	FIRE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC FIRE	04909793	04/28/2019	13.93

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Total 100525220211:					13.93	
100525220240						
100-525220-240	FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	869297630918	05/01/2019	503.88
Total 100525220240:					503.88	
100525220242						
100-525220-242	FIRE - REPAIR & MAINT VE	MERTENS AUTO SERVICE CE	Lube, Oil & Filter 2014 Ford Explorer	73017	05/06/2019	43.74
100-525220-242	FIRE - REPAIR & MAINT VE	PERFECTION AUTO BODY	#925 Black bedliner fuel tank	23387	05/02/2019	350.00
Total 100525220242:					393.74	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1444314	05/08/2019	81.48
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	162729	05/07/2019	57.11
100-525220-248	FIRE - REPAIR MAINT BLDG	JIM'S GARAGE DOOR SERVICE	Door #4-Install Opener	191874	04/22/2019	1,475.00
Total 100525220248:					1,613.59	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR83934	04/29/2019	28.32
100-525220-310	FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	337411	04/26/2019	98.50
Total 100525220310:					126.82	
100525220324						
100-525220-324	FIRE - MEMBERSHIP & DUE	SOUTHERN WI & NORTHERN IL	SOUTHERN WI MEMBESHIP DUES	5557	05/13/2019	30.00
Total 100525220324:					30.00	
100525231298						
100-525231-298	BLDG INSP - CONTRACT	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES BLDG INSPECTIONS	201946	04/30/2019	2,650.50
100-525231-298	BLDG INSP - CONTRACT	SAFEBUILT, LLC	Code Enforcement - Site Visits	0057355-IN	04/30/2019	440.00
Total 100525231298:					3,090.50	
100525231310						
100-525231-310	BLDG INSP - OPERATING S	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR83934	04/29/2019	10.00
Total 100525231310:					10.00	
100535321159						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1442026	05/01/2019	30.66
Total 100535321159:					30.66	
100535321240						
100-535321-240	STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	869297630918	05/01/2019	1,642.28
Total 100535321240:					1,642.28	
100535321242						
100-535321-242	STREETS - REP MAINT VE	JX ENTERPRISES INC	JX Peterbilt - Parts Unit 519	1270650P	04/30/2019	310.74
100-535321-242	STREETS - REP MAINT VE	TEREX SERVICES	Annual Inspection Unit 609	90952922	04/24/2019	532.25
Total 100535321242:					842.99	

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100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1442027	05/01/2019	13.61	
Total 100535321248:					13.61	
100535321298						
100-535321-298 STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0019.01 2018 Burlington Plan Review	97994	05/09/2019	5,077.22	
100-535321-298 STREETS - CONTRACT SER	OUTDOOR LIGHTING CONST IN	Repair - Milwaukee & Buckley	8460	05/01/2019	2,326.08	
Total 100535321298:					7,403.30	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	BEST STAMPS	PRE-INKED STAMPER (split)	356232	05/01/2019	10.00	
100-535321-310 STREETS - OFF SUPP/POS	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	050719DPW	05/07/2019	5.28	
Total 100535321310:					15.28	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610352	04/26/2019	133.92	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	162430	05/02/2019	2.51	
100-535321-350 STREETS - REP MAINT SUP	USABlueBook	PVC Suction Hose/Pry Bar	870904	04/17/2019	78.93	
100-535321-350 STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-359272	05/01/2019	141.24	
Total 100535321350:					356.60	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	REINEMANS, INC.	Supplies-DPW	161896	04/23/2019	20.22	
Total 100535321351:					20.22	
100545430298						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	1411	05/01/2019	570.41	
Total 100545430298:					570.41	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1442026	05/01/2019	30.65	
Total 100555551159:					30.65	
100555551211						
100-555551-211 PARKS - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC DPW	04909793	04/28/2019	13.74	
Total 100555551211:					13.74	
100555551240						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	869297630918	05/01/2019	375.79	
Total 100555551240:					375.79	
100555551242						
100-555551-242 PARKS - REPAIR MAINT VE	JX ENTERPRISES INC	JX Peterbilt - Parts Unit 519	1270650P	04/30/2019	310.73	
100-555551-242 PARKS - REPAIR MAINT VE	TEREX SERVICES	Annual Inspection Unit 609	90952922	04/24/2019	532.26	
Total 100555551242:					842.99	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1442027	05/01/2019	6.80	

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Total 10055551248:					6.80	
10055551298						
100-555551-298	PARKS - OUTSIDE SERVICE	BURLI SIGNS LLC	Signage-Compost	51341	05/06/2019	216.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL ECHO PARK	A-176809	04/30/2019	100.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY DOG PARK TOILET RENTAL	A-176837	04/30/2019	90.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL Compost Site	A-176839	04/30/2019	100.00
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL ECHO PARK	A-177013	05/01/2019	6.67
100-555551-298	PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-177175	05/06/2019	180.00
100-555551-298	PARKS - OUTSIDE SERVICE	WELDERS SUPPLY COMPANY	Nitrogen canister	10066391	04/23/2019	26.31
100-555551-298	PARKS - OUTSIDE SERVICE	ULINE	Dog Was System	108008090	04/24/2019	4,890.78
Total 10055551298:					5,609.76	
10055551310						
100-555551-310	PARKS - OFFICE SUPP, PO	BEST STAMPS	PRE-INKED STAMPER (split)	356232	05/01/2019	10.00
100-555551-310	PARKS - OFFICE SUPP, PO	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	050719DPW	05/07/2019	5.28
Total 10055551310:					15.28	
10055551350						
100-555551-350	PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	Bath Tissue/Towel Roll/Facial (split)	610352	04/26/2019	133.92
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-DPW	91183	04/25/2019	64.82
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-DPW	91236	04/26/2019	59.85
100-555551-350	PARKS - REPAIR/MTCE SUP	MENARDS	Lights-Bushnell	91722	05/02/2019	73.46
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-Park	161848	04/22/2019	1.87
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Keys-Bannen Field	162361	05/01/2019	29.90
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Lighting=Bushnell	162419	05/02/2019	20.67
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	162470	05/03/2019	21.58
100-555551-350	PARKS - REPAIR/MTCE SUP	USABlueBook	PVC Suction Hose/Pry Bar	870904	04/17/2019	78.92
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-359272	05/01/2019	141.23
100-555551-350	PARKS - REPAIR/MTCE SUP	FASTENAL COMPANY	Fastenal- Grinding Wheel	WIBUR39285	04/30/2019	12.42
Total 10055551350:					638.64	
100555561298						
100-5555561-298	FORESTRY-CONTRACT SE	BREEZY HILL NURSERY INC.	Trees-Arbor Day	1-222400	04/23/2019	1,593.50
100-5555561-298	FORESTRY-CONTRACT SE	LIMB WALKERS TREE SERVICE	Tree Removal-Henry St.	2243	04/29/2019	1,650.00
Total 100555561298:					3,243.50	
100565639399						
100-565639-399	ECONOMIC DEVELOPMENT	KAPUR & ASSOCIATES, INC.	19.0139.01 2019 Burlington Plan Review	97948	05/08/2019	560.00
Total 100565639399:					560.00	
100575710297						
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	281491	04/26/2019	13,076.00
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	282108	04/30/2019	126.19
Total 100575710297:					13,202.19	
100575710298						
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	281491	04/26/2019	33,180.35
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	282108	04/30/2019	371.00
Total 100575710298:					33,551.35	

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100575710299						
100-575710-299 GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	19.0183.01 Burlington Landfill 2019-2020	97847	04/26/2019	2,134.50	
Total 100575710299:					2,134.50	
251454572000						
251-454572-000 LIBRARY FINES	UNIQUE MANAGEMENT SERVI	Collection Co.	550754	05/13/2019	53.70	
Total 251454572000:					53.70	
251555511242						
251-555511-242 REPAIR, MAINTENANCE EQ	GORDON FLESCH COMPANY, I	staff copier quarterly maintenance fee	12561382	05/13/2019	635.36	
Total 251555511242:					635.36	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	MENARDS	Supplies-Library	91466	05/13/2019	35.98	
251-555511-247 REPAIR,MAINTENANCE BUI	REINEMANS, INC.	Plumbing Supplies	161891	05/13/2019	12.59	
251-555511-247 REPAIR,MAINTENANCE BUI	AMAZON.COM/GE MONEY	General Supplies	0419AMAZ2	05/13/2019	22.48	
Total 251555511247:					71.05	
251555511298						
251-555511-298 LIBRARY-CONTRACT SERVI	BJELAJAC, JOHN M	Library Foundation	17100-091D 10	04/30/2019	60.00	
Total 251555511298:					60.00	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	LAKESHORE LIBRARY SYSTEM	Receipt Printer Rolls	2121LLS	05/13/2019	108.00	
251-555511-310 OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	general supplies	042019A	05/13/2019	29.41	
251-555511-310 OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	postage	042019B	05/13/2019	25.92	
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Supplies	041019RM2	05/13/2019	25.64	
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	General Supplies	0419AMAZ3B	05/13/2019	16.33	
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	General Supplies	0419AMAZ6	05/13/2019	41.51	
251-555511-310 OFFICE SUPPLIES, POSTA	MINUTEMAN PRESS OF BURLI	Library - Supplies	38324	05/13/2019	36.77	
Total 251555511310:					283.58	
251555511318						
251-555511-318 AUTOMATION	AMAZON.COM/GE MONEY	automation	0419AMAZ1	05/13/2019	135.03	
Total 251555511318:					135.03	
251555511327						
251-555511-327 MATERIALS	BAKER & TAYLOR	Children's Material	2034430774	05/13/2019	934.47	
251-555511-327 MATERIALS	BAKER & TAYLOR	Library Materials	2034473018	05/13/2019	2,846.94	
251-555511-327 MATERIALS	BAKER & TAYLOR ENTERTAIN	DVD's	H33498770	05/13/2019	182.06	
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1674791	05/13/2019	360.78	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	Materials	0419AMAZ5	05/13/2019	67.49	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	children's DVD's	9726552	05/13/2019	29.24	
251-555511-327 MATERIALS	BAKER & TAYLOR - AUDIOBOO	Audiobooks	2034473063	05/13/2019	38.93	
251-555511-327 MATERIALS	ONEIDA COMMUNITY LIBRARY	Pay-Damaged Book	0419OCL	05/13/2019	17.00	
Total 251555511327:					4,476.91	
251555511345						
251-555511-345 PROGRAMS	PETTY CASH LIBRARY	Adult Program Expenses	042019C	05/13/2019	18.99	
251-555511-345 PROGRAMS	RICHTER'S MARKETPLACE	Supplies	041019RM1	05/13/2019	90.65	
251-555511-345 PROGRAMS	AMAZON.COM/GE MONEY	Childrens Program Supplies	0419AMAZ3	05/13/2019	63.92	

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Total 251555511345:					173.56	
453565616823						
453-565616-823	2017 Pool Construction Proje	REINEMANS, INC.	Pool-Supplies	161959	04/24/2019	24.90
Total 453565616823:					24.90	
465525211805						
465-525211-805	POLICE CAPITAL OUTLAY V	GENERAL COMMUNICATIONS, I	#907-Digital Ally Premium Kit	267549	03/28/2019	3,810.00
465-525211-805	POLICE CAPITAL OUTLAY V	GENERAL COMMUNICATIONS, I	#903-Install	268858	04/29/2019	8,638.21
465-525211-805	POLICE CAPITAL OUTLAY V	GENERAL COMMUNICATIONS, I	#909-Install	268931	04/30/2019	2,529.86
Total 465525211805:					14,978.07	
621575740159						
621-575740-159	CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1439753	04/24/2019	73.64
621-575740-159	CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1442029	05/01/2019	75.54
Total 621575740159:					149.18	
621575740240						
621-575740-240	FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	869297630918	05/01/2019	495.00
Total 621575740240:					495.00	
621575740242						
621-575740-242	REPAIR,MAINTENANCE VE	BUMPER TO BUMPER BURLING	Oil/Oil Filter	I-359074	04/26/2019	38.28
Total 621575740242:					38.28	
621575740244						
621-575740-244	REPAIRS,MAINT EQUIPMEN	A TO Z REFRIGERATION	Ice Machine Cleaner	98667	04/16/2019	94.95
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	credit	1439753	04/24/2019	73.64-
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	credit	1442029	05/01/2019	14.10-
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1439754	04/24/2019	134.97
621-575740-244	REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1442029	05/01/2019	14.10
621-575740-244	REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	WELDERS SUPPLY- WWTP	10068004	04/30/2019	23.70
621-575740-244	REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Boiler Belt	1-359261	05/01/2019	41.34
Total 621575740244:					221.32	
621575740248						
621-575740-248	PLANT OPERATION	MENARDS	Supplies-WWTP	90561	04/17/2019	95.76
Total 621575740248:					95.76	
621575740249						
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1439754	04/24/2019	94.35
621-575740-249	LABORATORY	IDEXX LABORATORIES	Lab Supplies	3046106882	04/18/2019	381.10
621-575740-249	LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	422520	04/29/2019	121.16
Total 621575740249:					596.61	
621575740254						
621-575740-254	SLUDGE REMOVAL	CORE & MAIN LP	Core & Main - Water Dept	K476127	04/29/2019	237.77
Total 621575740254:					237.77	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621575740298						
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	190063.30 Adaptive Management Plan	0205488	04/19/2019	6,098.75	
621-575740-298 CONTRACT SERVICE	TRANS UNION LLC	TRANS UNION LLC WWTP	04909793	04/28/2019	13.93	
Total 621575740298:					6,112.68	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - WWTP	041019WW	04/10/2019	16.96	
621-575740-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	050719DPW	05/07/2019	5.28	
621-575740-310 OFFICE SUPPLIES, POSTA	CANON SOLUTIONS AMERICA,	Copier - WWTP Serial FRU35325	4029194822	05/01/2019	207.27	
Total 621575740310:					229.51	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	MIDWEST METER INC	Meter Beacon Training	0110897-IN	04/29/2019	425.00	
Total 621575740330:					425.00	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	WWTP BIOXIDE	903971047	04/16/2019	549.56	
Total 621575740353:					549.56	
621575740371						
621-575740-371 REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	NORTHERN LAKE SERVICE WWTP TESTING	353918	04/24/2019	267.00	
621-575740-371 REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	OUTSIDE TESTING	354543	05/03/2019	229.00	
Total 621575740371:					496.00	
622503460000						
622-503460-000 METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0109592-CM	03/20/2019	1,408.00	
622-503460-000 METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0110885-IN	04/29/2019	7,284.00	
Total 622503460000:					5,876.00	
622506230000						
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	300 CF Reconstituted Air	10067509	04/30/2019	53.53	
Total 622506230000:					53.53	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Supplies-Water	90416	04/15/2019	207.82	
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Supplies-Water	90565	04/17/2019	16.77	
622-506250-000 MAINTENANCE-SUPPLIES	CTW CORPORATION	Repair: Flow Meter	39181	04/25/2019	3,150.00	
622-506250-000 MAINTENANCE-SUPPLIES	KOCH KUTS	KOCK KUTS SPRING APPLICATION	CLIP24743	04/30/2019	900.00	
Total 622506250000:					4,274.59	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Chlorine & LPC-4 & Tonkazorb	4489458	05/01/2019	4,270.19	
Total 622506310000:					4,270.19	
622506320000						
622-506320-000 OPERATION SUPLIES, EXP	NORTHERN LAKE SERVICE, IN	OUTSIDE TESTING	354518	05/02/2019	260.00	
Total 622506320000:					260.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622506500000						
622-506500-000 RESERVOIRS & SUPPLES	REINEMANS, INC.	Supplies-Water	162319	04/30/2019	9.89	
Total 622506500000:					9.89	
622506520000						
622-506520-000 SERVICE-SUPPLIES	CORE & MAIN LP	stop boxes	K433601	04/23/2019	585.00	
Total 622506520000:					585.00	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80032908	04/30/2019	192.10	
Total 622506530000:					192.10	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1439752	04/24/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1442028	05/01/2019	36.28	
Total 622509030000:					72.56	
622509210000						
622-509210-000 OFFICE SUPPLY	RICHTER'S MARKETPLACE	Richter's Marketplace - DPW(split)	050719DPW	05/07/2019	5.29	
Total 622509210000:					5.29	
622509230000						
622-509230-000 OUTSIDE SERVICES	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES INSPECTIONS	201944	04/30/2019	1,225.50	
622-509230-000 OUTSIDE SERVICES	REDFORD DATA SERVICES LL	SCADA Communication Issues	159	05/03/2019	4,800.00	
Total 622509230000:					6,025.50	
622509260000						
622-509260-000 EMPLOYEE REIMBURSEME	MIDWEST METER INC	Meter Beacon Training	0110897-IN	04/29/2019	425.00	
Total 622509260000:					425.00	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	869297630918	05/01/2019	564.68	
Total 622509330000:					564.68	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1442027	05/01/2019	13.61	
Total 622509350000:					13.61	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	MERTEN'S AUTO SERVICE CE	Lube,Oil,Filter,Brake Lines-05 Tahoe	72972	04/30/2019	671.21	
623-575740-242 REPAIR,MAINTENANCE EQ	BURLINGTON DEVELOPMENT	Repairs/Maintenance	2019MAY	05/01/2019	1,724.93	
Total 623575740242:					2,396.14	
623575740244						
623-575740-244 SNOW REMOVAL	WANASEK CORPORATION	Snow Removal-Airport	9682	04/30/2019	296.25	
Total 623575740244:					296.25	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623575740245						
623-575740-245 REPAIR,MAINTENANCE GR	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTING	348	05/01/2019	650.00	
Total 623575740245:					650.00	
623575740298						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER	2019MAY	05/01/2019	366.84	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2019MAY	05/01/2019	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Outside Service - Cleaning	2019MAY	05/01/2019	144.44	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	pest control services	2019MAY	05/01/2019	55.00	
Total 623575740298:					602.25	
623575740310						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	ALSCO-Entryway Mats	2019MAY	05/01/2019	34.89	
Total 623575740310:					34.89	
820454590000						
820-454590-000 PARK DEVELOPMENT FEE	AYRES ASSOCIATES	Project 52-0620.02 Riverside Park Improvements	180317	05/06/2019	2,334.00	
Total 820454590000:					2,334.00	
820555551298						
820-555551-298 CONTRACT SERVICES	AYRES ASSOCIATES	Project 52-0620.01 CORP for 2020-2025	180316	05/06/2019	1,187.40	
Total 820555551298:					1,187.40	
Grand Totals:					162,291.69	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: May 21, 2019

SUBJECT: SPECIAL EVENTS - To Approve Three (3) Special Event Permit Applications as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

A Special Event Permit is required for any planned extraordinary occurrence on the public right-of-way or public premises, including but not limited to parades, processions, bicycle or foot races, and festivals. Prior to Council approval, applications must be approved by the Police Department, Fire Department, Department of Public Works, Building Inspection, and Health Department if food is being served.

The following application(s) have been submitted for approval of a Special Event Permit:

Organization: Jaycees

Event: Jaycees Arts and Craft Fair

Date: May 25-26, 2019

Location: Echo Park

Time: 10 a.m. to 4 p.m.

Expected Attendance: 1,000 plus

Notes: Will also provide beer/wine sales this year - all appropriate licenses have been applied for and approved.

Organization: Burlington Area Chamber of Commerce

Event: Craft Beer Walk

Date: June 1, 2019

Location: Downtown Burlington

Time: 1 p.m. to 5 p.m.

Expected Attendance: 300

Notes: 15 area businesses will be participating - all appropriate licenses have been applied for and approved.

Organization: City of Burlington Fire Department Volunteer Association

Event: Annual Firemen's Dance

Date: July 4, 2019

Location: Echo Parl

Time: 1 p.m. to 11 p.m.

Expected Attendance: 300 plus

Notes: Will include live band, food, drink sales - all appropriate licenses have been applied for and approved.

BUDGET/FISCAL IMPACT:

There is no fee to apply for a Special Event Permit, however, the applicant shall pay a fee based on a rate as set by the Common Council per man-hour for City services as determined in the application review and approval process. These costs will be assessed on an individual basis and billed directly to the applicant by the corresponding department.

RECOMMENDATION:

Staff recommends that Council approves the Special Event applications as submitted.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the May 21, 2019 Common Council meeting.

Attachments

JAYCEES ARTS AND CRAFT FAIR

CRAFT BEER WALK

FIREMEN'S DANCE

* 4/25/19 - Dept Heads Emailed
- 5/6/19 Common Council

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION



Date of Application: 4-19-19

Permit Number: _____

SUMMARY OF EVENT

Event Title: Jaycees Arts + Craft Fair Date of Event: 5-25-19 + 5-26-19

Event Location: Echo Park

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Craft fair

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued. Coming from JCI

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Vendors in Echo Park Selling products,

Anticipated Attendance (participants, staff, vendors, crowd, etc.): ~1,000

Is this a multi-day event? Yes No

If so, how many days? 2

Start Date: 5-25-19 End Date: 5-26-19

EVENT ORGANIZER INFORMATION

Applicant Name: Jackie Mangelsdorf

Group Represented: Jaycees

Address: PO Box 312, Burlington WI 53105

Phone: 262-716-6339 Email: mangelsdorf.jackie@gmail.com

Person In Charge of Event: Jackie Mangelsdorf

On-Site Contact: Jackie Mangelsdorf On-Site Phone: 262-716-6339

Billing Address: PO Box 312, Burlington WI 53105

DETAILED EVENT INFORMATION

Event Set Up Date: 5-24-19 Time: 5 pm

Start Time For Event: 10 am a.m./p.m. End Time For Event: 4 pm a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: multiple Jaycee members
**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Are Park Reservations Necessary? Yes No
**Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.*

Barricades Needed*? Yes No Amount Needed & Locations: _____
**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: _____
**This may result in a fee*

Trash Receptacles Needed*? Yes No Amount Needed & Locations Just normal ones should be fine
**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: Jaycees

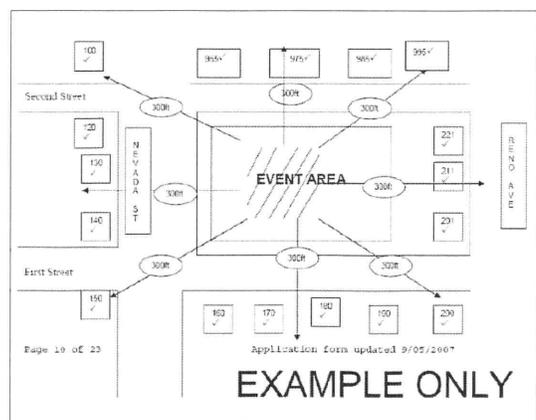
Picnic Tables Needed*? Yes No Amount Needed & Locations Just what is normally there
**This may result in a fee*

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No
**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

Jackie Mangelsdorf 4-22-19
Signature of Applicant Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.

Jackie Mangelsdorf 4-22-19
Signature of Applicant Date of Signature

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: _____
Date: via email

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for DPW Service: _____
Reviewed By: _____
Date: via email

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for BFD Service: _____
Reviewed By: _____
Date: via email

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Bldg. Insp. Service: _____
Reviewed By: _____
Date: via email

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Health Service: _____
Reviewed By: _____
Date: _____

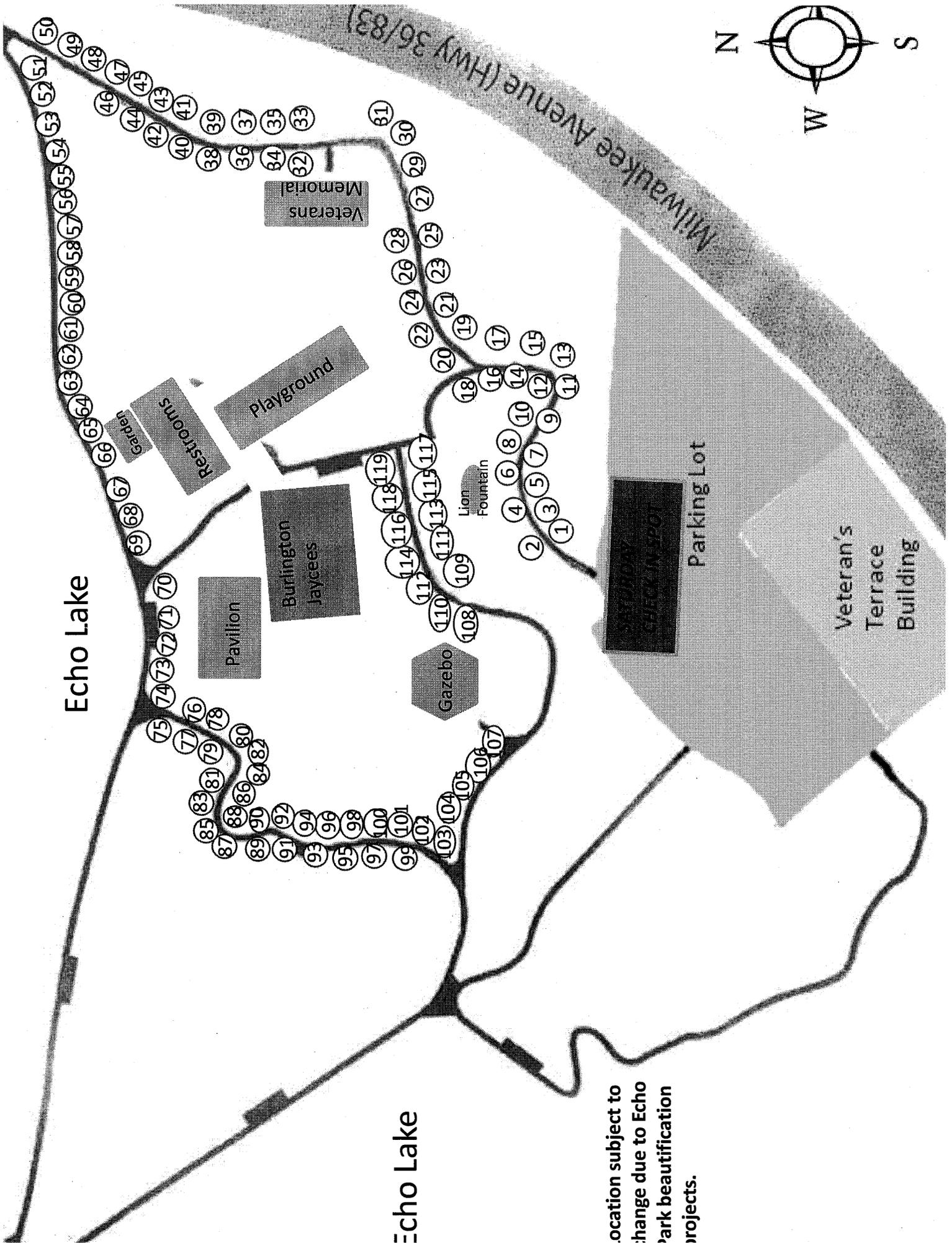
Comments and/or Stipulations for Event:

City Council Meeting Date: 5-21-2019

City Council Approval Date: _____

Permit Number: _____

Notes: _____



Location subject to change due to Echo park beautification projects.

CITY OF BURLINGTON
m 4/22/19
APR 23 2019
PAID

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 4-22-19

Town Village City of Burlington County of Racine

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis, Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning 5-25-19 and ending 5-26-19 and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Burlington Jaycees

(b) Address PO Box 312, Burlington WI 53105
(Street) Town Village City

(c) Date organized 1/21/1920 (?)

(d) If corporation, give date of incorporation _____

(e) Names and addresses of all officers:

President Justin Demant

Vice President N/A

Secretary Lara Shepherdson

Treasurer Cyndi Manty

(f) Individual in charge of event who has a current Operator's License and will be responsible for the sale and serving of the alcohol:

Jackie Mangelodorf, Lara Shepherdson + others
2162-714-12339

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Echo Park, 595 Milwaukee Ave, Burlington

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. NAME OF EVENT

(a) List name of the event Burlington Jaycees Arts + Craft Fair

(b) Dates of event 5-25-19 + 5-26-19

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Burlington Jaycees
(Name of Organization)

Officer Jackie Mangelodorf #122/19
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4-23-19

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

ADDITIONAL INFORMATION

May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Publication: Not required.

Fee: Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

City of Burlington
300 North Pine Street
Burlington WI 53105

262-342-1161

Receipt No: 1.064063

Apr 23, 2019

JACQUELINE MANGELSDORF

Previous Balance:	.00
LICENSES - BUSINESS LICENSES	10.00
100-434310-000 BUSINESS, OCCUPATIONAL PERMITS	
<hr/>	
Total:	10.00
<hr/> <hr/>	
CHECK	10.00
Check No: 3049	
Payor: JACQUELINE MANGELSDORF	
Total Applied:	10.00
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Change Tendered:	.00
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Duplicate Copy

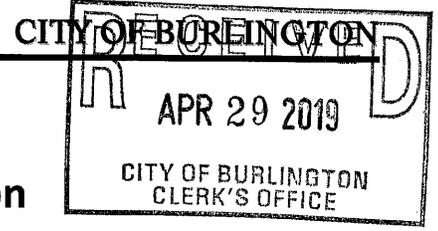
04/23/2019 04:17PM

CIT





4/29/19 - Opt Needs Emailed
5/21/19 - Common Council



Special Event Permit Application

Date of Application: April 19, 2019

Permit Number: _____

SUMMARY OF EVENT

Event Title: Craft Beer Walk Date of Event: June 1, 2019

Event Location: Downtown Burlington

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Beer Walk

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

15 Businesses, stops for sampling food and craft beers.
List attached.
Registration, check in at Wehmhoff Square.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 300

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: 6/1/2019 End Date: 6/1/2019

EVENT ORGANIZER INFORMATION

Applicant Name: Jan Luttke

Group Represented: Burlington Area Chamber of Commerce

Address: 113 E Chestnut St - Suite B

Phone: 262-763-6044 Email: info@burlingtonchamber.org

Person In Charge of Event: Dave Spiegelhoff / Aubrey Mc Gaughy

On-Site Contact: Jan Luttke On-Site Phone: 262-763-6044

Billing Address: Same as above

DETAILED EVENT INFORMATION

Event Set Up Date: 6/1/2019 Time: 11-1

Start Time For Event: 1 a.m./(p.m.) End Time For Event: 5 a.m./(p.m.)

Alcohol Being Served*? Yes No Licensed Agent: Provided

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Barricades Needed*? Yes No Amount Needed & Locations: _____
**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: N/A
**This may result in a fee*

Trash Receptacles Needed*? Yes No Amount Needed & Locations _____
**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: BACC

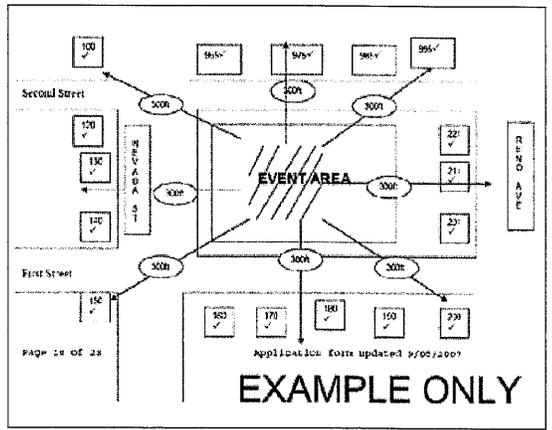
Picnic Tables Needed*? Yes No Amount Needed & Locations _____
**This may result in a fee*

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No
**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

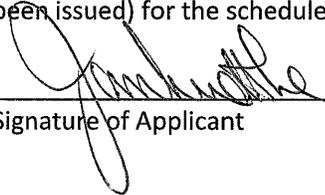


Signature of Applicant

4-19-19

Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.



Signature of Applicant

4-19-19

Date of Signature

✓	2 Fancie Gals	225 E. Jefferson Street
✓	Ansay & Associates - Hayloft	100 E. Chestnut Street
✓	Burlington Hobbies	456 Milwaukee Avenue
✗	Burlington Menswear	113 E. Chestnut Street
✓	Chic N' Unique	173 E. Chestnut Street
✗	The Coffeehouse at Chestnut	488 N. Pine Street
✓	Itzins Shoes	436 N. Pine Street
✓	The Jewelry Center	348 N. Pine Street
✗	John's Main Event	556 N. Pine Street
✗	Plaza Theater	488 N. Milwaukee Ave.
✗	Rugan's	597 N. Pine Street
✓	Thrivent Financial	400 N. Pine Street
✓	Trendsetters	388 N. Pine Street
✓	Zarek Insurance	124 E. Chestnut Street
✗	Zumpanos	180 E. Chestnut Street

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$10.00

Application Date: 4/26/19

Town Village City of Burlington County of Racine

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stat.

at the premises described below during a special event beginning and ending and agrees to comply with all law, resolution, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Burlington Area Chamber of Commerce

(b) Address 113 E Chestnut St Suite B Burlington WI 5305

(c) Date organized 1943 Town Village City

(d) If corporation, give date of incorporation 7-20-92

(e) Names and addresses of all officers: President Jeff Koerner P. Pres Jeff Vanhysal Vice President Amy Singstock, George Penzel, Dave Sprengelhoff, Stephen Quast Secretary Tony Martin, Audrey McGaughey, Stephen Clubb Treasurer Board John Zuberger, Robin Callis, Ebenezer Inzer.

(f) Individual in charge of event who has a current Operator's License and will be responsible for the sale and serving of the alcohol: various businesses - temp op. Lic required if not already licensed

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD: N/A

(a) Street number Sample locations list attached.

(b) Lot Block

(c) Do premises occupy all or part of building?

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. NAME OF EVENT

(a) List name of the event Craft Beer Walk

(b) Dates of event June 1, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Burlington Area Chamber of Commerce (Signature/date) 4-26-19

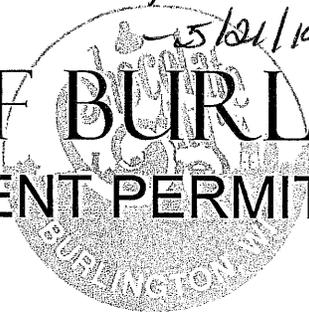
Date Filed with Clerk 4-29-19 Date Reported to Council or Board

Date Granted by Council License No.

*4/25/19 - Dept Heads Emailed
- 5/21/19 - Common Council

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION



Date of Application: 4-22-19

Permit Number: _____

SUMMARY OF EVENT

Event Title: Firemans Dance Date of Event: 7-4-19

Event Location: Echo park

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Fundraiser / Dance

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Annual dance / Fundraiser at Echopark
live band Food and drink sales

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 300 +

Is this a multi-day event? Yes No

If so, how many days? 1 to 3

Start Date: 7/3/19 End Date: 7/5/19

startup cleanup

EVENT ORGANIZER INFORMATION

Applicant Name: FF/EMT Daniel Thomas

Group Represented: CBFD Volunteer Ass.

Address: 165 W Washington

Phone: 763-7842 Email: _____

Person In Charge of Event: LT. Sohn McCourt / FF/EMT Dan Thomas

On-Site Contact: FF/EMT Dan Thomas On-Site Phone: 758 9585

Billing Address: 165 W Washington

DETAILED EVENT INFORMATION

Event Set Up Date: 7-3-19 Time: 10 Am

Start Time For Event: 1 pm a.m./p.m. End Time For Event: 11 pm a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: Daniel Thomas
**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Are Park Reservations Necessary? Yes No
**Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.*

Barricades Needed*? Yes No Amount Needed & Locations: _____
**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: *P.D. will provide 2 police officers
**This may result in a fee*

Trash Receptacles Needed*? Yes No Amount Needed & Locations _____
**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: CBFD

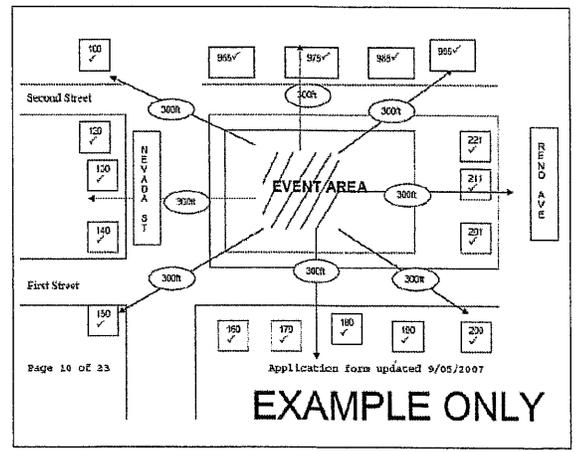
Picnic Tables Needed*? Yes No Amount Needed & Locations _____
**This may result in a fee*

Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No
**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.



Signature of Applicant

4-22-19

Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.



Signature of Applicant

4-22-19

Date of Signature

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Police Service: _____

Reviewed By: Chief Anderson

Date: 4/26/19 via email

Comments and/or Stipulations for Event:

** will provide two officers
for event*

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for DPW Service: _____

Reviewed By: D. Papp

Date: via email

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for BFD Service: _____

Reviewed By: Chief Baker

Date: via email

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Bldg. Insp. Service: _____

Reviewed By: via email

Date: _____

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Health Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

City Council Meeting Date: 5-21-2019

City Council Approval Date: _____

Permit Number: _____

Notes: _____

4/22-19

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 4-22-19

Town Village City of BURLINGTON County of Racine

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning and ending and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name City of Burlington Volunteer Ass.

(b) Address 165 W. Washington Burlington WI 53105

(c) Date organized 01-01-1877

(d) If corporation, give date of incorporation

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Griffin Reed

Vice President Sue Millroy

Secretary Sue Shank

Treasurer Sue Shank

(g) Name and address of manager or person in charge of affair: FF/Emt Daniel Thomas 404 N Pine St Apt 2 Burlington WI 53105 PHONE #: 758 9585

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Echo Park

(b) Lot N/A Block N/A

(c) Do premises occupy all or part of building? N/A

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Located in the Pavilion

3. NAME OF EVENT

(a) List name of the event CBF D Firemans dance

(b) Dates of event (INCLUDE TIME) July 3 set up July 4 Event July 5 clean up

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

City of Burlington Fire Dept. (Name of Organization)

Officer (Signature/date)

Officer (Signature/date) 4-22-19

Officer (Signature/date)

Officer (Signature/date)

Date Filed with Clerk 4-22-2019

Date Reported to Council or Board

Date Granted by Council

License No.



DATE: May 21, 2019

SUBJECT: **RESOLUTION 4952(5)** - To accept A Unanimous Petition for Direct Annexation of 0.84 acres for property located at W. State Street (002-03-19-31-032-000) in the Town of Burlington, Racine County, Wisconsin.

SUBMITTED BY: Megan Watkins, Assistant City Administrator | Zoning Administrator

BACKGROUND/HISTORY:

Larry and Linda Smith, owners, have submitted a petition for direct annexation for property located on W. State Street. This parcel is contiguous and across the street from Gooseberries Fresh Food Market. The property petitioned for annexation will consist of .84 acres and will be permanently zoned B-1, Neighborhood Business District. The applicant is requesting this annexation in order to have access to Municipal water and sewer.

The passage of this resolution is the first step in the annexation process with the Council simply accepting the petition for annexation. The next step will be for the Plan Commission to review the annexation and requested zoning and to make a recommendation to the City Council for consideration.

BUDGET/FISCAL IMPACT:

The 2018 Town of Burlington property tax amount for the parcel was \$735.72. In the event that this land is annexed to the City, then pursuant to Wis. Stat. ss. 66.1105(4)(gm)1 the City of Burlington pledges to pay the Town of Burlington an amount equal to the property taxes levied on the territory that is being annexed for a term of five years.

RECOMMENDATION:

Staff recommends Council accept this petition of direct annexation.

TIMING/IMPLEMENTATION:

This item is for discussion at the May 7, 2019, Committee of the Whole meeting and scheduled for final consideration at the May 21, 2019, Common Council meeting.

Attachments

Res 4952(5) Petition to Annex W. State St
Annexation Petition

**A RESOLUTION ACCEPTING AN UNANIMOUS PETITION FOR DIRECT
ANNEXATION OF 0.844 ACRES ON WEST STATE STREET (002-03-19-31-032-000)
IN THE TOWN OF BURLINGTON, RACINE COUNTY, WISCONSIN**

WHEREAS, a *Unanimous Petition for Direct Annexation* of the following territory in the Town of Burlington, Racine County, Wisconsin was filed with the City Clerk on April 22, 2019:

That part of the Southwest $\frac{1}{4}$ of Section 31, Township 3 North, Range 19 East, bounded as follows: Beginning at a concrete monument located in the center of said Section 31; run thence South 01°44' East 967.52 feet to a point. Said point marks the place of beginning of parcel of land hereinafter described; run thence South 01°44' East 294.44 feet; thence South 880 21' West 127.00 feet; thence North 03°27' West 269.37 feet; thence North 77°50' East, 137.40 feet to the place of beginning. Containing 0.844 acres of land more or less. Said land being in the Town of Burlington, County of Racine, State of Wisconsin.

Lands contain 0.844 acres.

Current population of such territory is 0 persons (0 electors); and,

WHEREAS, the City Attorney has investigated said petition and certified to the Common Council that it was signed by all of the owners of real property in assessed value and land area in the above territory, proposed for annexation as of the date of filing the petition and shown on the scale map attached thereto, is contiguous to the City of Burlington and is unincorporated; and,

NOW, THEREFORE, BE IT RESOLVED the Common Council of the City of Burlington, Wisconsin, determines that the *Petition for Direct Annexation* of the above-described property is sufficient and legal petition conforming with the requirements of Sec. 66.0217(5) of the Wisconsin State Statutes.

BE IT FURTHER RESOLVED in the event that this land is annexed to the City, then pursuant to Wis. Stat. ss. 66.1105(4)(gm)1 the City of Burlington pledges to pay the Town of Burlington an amount equal to the property taxes levied on the territory that is being annexed for a term of five years.

BE IT FURTHER RESOLVED that this petition be forwarded to the Plan Commission for review and recommendation.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to notify the Clerk of the Town of Burlington by personal service or registered mail, return receipt requested, of the Resolution of Acceptance.

Introduced: May 7, 2019

Adopted:

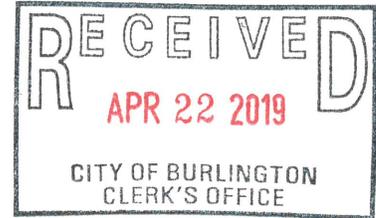
Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

4-22-19

City Clerk Diahnn Halbach
300 N Pine Street
Burlington WI 53105



RE: Annexation of 0.844 acres of Property from the Town of Burlington to the City of Burlington

Dear Ms. Halbach,

In accordance with Section 66.0225, Wis. Stats., I respectfully submit for your information the enclosed Petition for Direct Annexation by Unanimous Consent filed with the City of Burlington Racine County by Smith Rev Trust Larry A & Linda (property owner) to annex real property located in the Town of Burlington to the City of Burlington.

The Petitioner requests to have the property zoned B-1, Neighborhood Business District, at the time of annexation.

Per Wis. Stats. copies of this notice are provided to:

Clerk Town of Burlington
Clerk City of Burlington

If you have any questions in regard to this letter or the enclosed petition, please call the undersigned at 262-745-7857.

Sincerely,

Larry A Smith Trustee
Ginny D Smith, Trustee

Encl:

Copy of Request for Annexation Review Application WI DOA
Copy of Petition for Direct Annexation by Unanimous Consent

4-22-19

Town Clerk Adelheid Streif
32288 Bushnell Road
Burlington WI 53105

RE: Annexation of 0.844 acres of Property from the Town of Burlington to the City of Burlington

Dear Ms. Streif,

In accordance with Section 66.0225, Wis. Stats., I respectfully submit for your information the enclosed Petition for Direct Annexation by Unanimous Consent filed with the City of Burlington Racine County by Smith Rev Trust Larry A & Linda (property owner) to annex real property located in the Town of Burlington to the City of Burlington.

The Petitioner requests to have the property zoned B-1, Neighborhood Business District, at the time of annexation.

Per Wis. Stats. copies of this notice are provided to:

Clerk Town of Burlington
Clerk City of Burlington

If you have any questions in regard to this letter or the enclosed petition, please call the undersigned at 262-745-7857.

Sincerely,

Larry A Smith Trustee
Linda J. Smith, Trustee

Encl:

Copy of Request for Annexation Review Application WI DOA
Copy of Petition for Direct Annexation by Unanimous Consent

PETITION FOR DIRECT ANNEXATION BY UNANIMOUS APPROVAL

BY UNANIMOUS CONSENT OF PROPERTY OWNERS OF TERRITORY LOCATED IN THE TOWN OF BURLINGTON RACINE COUNTY WISCONSIN TO THE CITY OF BURLINGTON RACINE COUNTY WISCONSIN PURSUANT TO SECTION 66.0217 WIS STATS.

THIS PETITION of Smith Rev Trust Larry A & Linda (property owner) hereinafter referred to as Petitioners as the owner of record of real property in the territory sought to be annexed do respectfully state represent and show to the City of Burlington as follows:

1. The Petitioners are the owner of record of the real property in the territory sought to be annexed which property is located contiguous to the City of Burlington in the Town of Burlington Racine County Wisconsin and legally described in Exhibit A herein after Subject Territory.
2. The Petitioners respectfully request all of the Subject Territory contiguous to the City of Burlington Racine County Wisconsin and currently in the Town of Burlington Racine County Wisconsin be annexed to the City of Burlington.
3. Attached hereto as Exhibit B and incorporated herein by reference is a scale map of the subject Territory sought to be annexed.
4. There are 0 electors residing in the Subject Territory sought to be annexed hereunder.
5. The current population of the Subject Territory sought to be annexed hereunder is 0.
6. The Subject Territory is presently zoned B5 Highway Business District by the Town of Burlington pursuant to the Town of Burlington and Racine County Ordinance.
7. The Petitioner believes this Petition and the Subject Territory sought to be annexed hereunder meets all legal requirements for annexation and such annexation is in the public interest.

As provided bylaw this Petition Exhibit A Legal Description of Lands to be Annexed and Exhibit B Scaled Annexation map will be filed with the Clerk of the City of Burlington Racine County Wisconsin and also with the Clerk of the Town of Burlington Racine County Wisconsin.

EXHIBIT C: PURPOSE OF ANNEXATION

Petitioner's Name and Address

Smith Rev Trust Larry A & Linda
1319 Lance Drive
Twin Lakes, WI 53181

Tax Key Number: 002-03-19-31-032-000

Intent

The intent of this petition is to connect to municipal sewer and water services.

Number of Electors: 0

Approximate Value: Land \$95,000 Improvements \$0

Present Land Use: Undeveloped 100% Commercial 0% Industrial 0%
Residential 0% Recreational 0%

Anticipated Land Use: Undeveloped 0% Commercial 100% Industrial 0%
Residential 0% Recreational 0%

We, the undersigned, constituting all of the owners of the real property, and all of the electors residing in, the following territory of the Town of Burlington, Racine County, Wisconsin, lying contiguous with the City of Burlington to annex the territory described below and shown on the attached scale map to the City of Burlington, Racine County, Wisconsin.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation or consolidation proceedings, if any.

Signature of Petitioner	Date of Signing	Owner/Elector	Address or Description of Property
1. <i>Conrad Smith Trustee</i>	<i>4-18-2019</i>	<i>Trustee</i>	<i>002-03-19-31-032-000</i>
2. <i>Janice L. Smith</i>	<i>4-18-2019</i>	<i>Trustee</i>	<i>002-03-19-31-032-000</i>

EXHIBIT A: LEGAL DESCRIPTION OF LAND TO BE ANNEXED

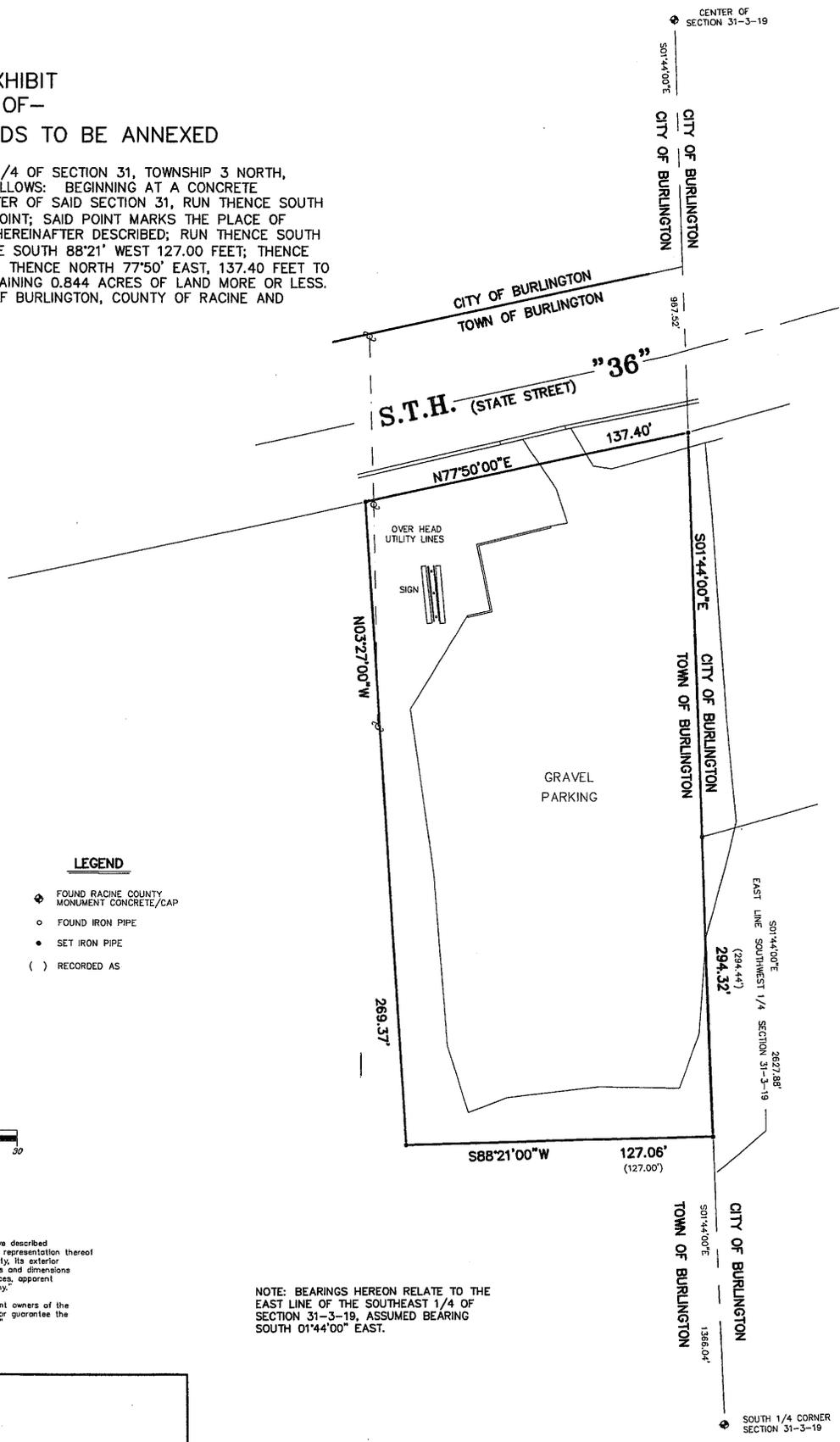
That part of the Southwest $\frac{1}{4}$ of Section 31, Township 3 North, Range 19 East, bounded as follows: Beginning at a concrete monument located in the center of said Section 31; run thence South $01^{\circ} 44'$ East 967.52 feet to a point. Said point marks the place of beginning of parcel of land hereinafter described; run thence South $01^{\circ} 44'$ East 294.44 feet; thence South $88^{\circ} 21'$ West 127.00 feet; thence North $03^{\circ} 27'$ West 269.37 feet; thence North $77^{\circ} 50'$ East, 137.40 feet to the place of beginning. Containing 0.844 acres of land more or less. Said land being in the Town of Burlington, County of Racine, State of Wisconsin.

EXHIBIT B: PLAT OF SURVEY

EXHIBIT
-OF-
PROPOSED LANDS TO BE ANNEXED

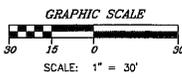
THAT PART OF THE SOUTHWEST 1/4 OF SECTION 31, TOWNSHIP 3 NORTH, RANGE 19 EAST, BOUNDED AS FOLLOWS: BEGINNING AT A CONCRETE MONUMENT LOCATED IN THE CENTER OF SAID SECTION 31, RUN THENCE SOUTH 01°44' EAST 967.52 FEET TO A POINT; SAID POINT MARKS THE PLACE OF BEGINNING OF PARCEL OF LAND HEREINAFTER DESCRIBED; RUN THENCE SOUTH 01°44' EAST 294.44 FEET; THENCE SOUTH 88°21' WEST 127.00 FEET; THENCE NORTH 03°27' WEST 269.37 FEET; THENCE NORTH 77°50' EAST, 137.40 FEET TO THE PLACE OF BEGINNING. CONTAINING 0.844 ACRES OF LAND MORE OR LESS. SAID LAND BEING IN THE TOWN OF BURLINGTON, COUNTY OF RACINE AND STATE OF WISCONSIN.

SURVEY FOR: MARK BROWER



LEGEND

- ◆ FOUND RACINE COUNTY MONUMENT CONCRETE/CAP
- FOUND IRON PIPE
- SET IRON PIPE
- () RECORDED AS



I hereby certify that I have surveyed the above described property and that the above map is a correct representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures and dimensions of all principal buildings thereon, boundary fences, apparent easements, roadways and encroachments, if any."

"This survey is made for the use of the present owners of the property, and those who purchase, mortgage, or guarantee the title thereto within one year from date hereof."

NOTE: BEARINGS HEREON RELATE TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 31-3-19, ASSUMED BEARING SOUTH 01°44'00" EAST.



B.W. SURVEYING, INC.

412 N. PINE STREET
BURLINGTON, WI 53105
(262)-767-0225

DRAWN BY:	bw	REVISED:	APRIL 17, 2019
CHECKED BY:	rw/dw	DATE:	APRIL 4, 2019
JOB NO.:	9827	DRAWING NO.:	9827d1
		SHEET	1 OF 1





DATE: May 21, 2019

SUBJECT: RESOLUTION 4953(6) - To consider approving a two-year contract for part-time building inspection services with Municipal Services, LLC.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

The City has contracted services with Municipal Services, LLC since 2008 for building and zoning inspection purposes on an as needed basis. As the Building Department contains one inspector, there are times additional help is warranted, such as when they attend training sessions, takes personal time off or when inspection requests are unusually high and deadlines are tight.

Jim Deluca, owner of Municipal Services, has worked with the City's Building Inspection Department since 1995 and is fully versed in our code of ordinances. Municipal Services provides licensed inspectors that can provide both residential and commercial inspection services. Expenditures over the last two years for these inspection services average about \$4,000 per year (roughly 70 hours per year).

The 2019–2021 agreement before you contains all the same language and requirements of the current contract in which all services provided will remain the same. The hourly rate; however, will be increased \$8 per hour for a total of \$65 per hour. The City has had the same rate of \$57 per hour since 2010 with no increases.

BUDGET/FISCAL IMPACT:

As these services are on an as needed basis, actual costs can vary. Average expenditures with Municipal Services for 2015 through 2019 were roughly \$4,000 per year. The hourly rate; however, will be increased \$8 per hour for a total of \$65 per hour. The City has had the same rate of \$57 per hour since 2010. These expenditures are included in the Building Department budget under Contract Services.

RECOMMENDATION:

Staff recommends approval of a two-year contract with Municipal Services, LLC.

TIMING/IMPLEMENTATION:

This item is for discussion at the May 7, 2019, Committee of the Whole meeting and is scheduled for the May 21, 2019, Common Council meeting for final consideration.

Attachments

Res 4953(6) Municipal Services Contract
Contract

**A RESOLUTION APPROVING A TWO-YEAR CONTRACT FOR PART-TIME
BUILDING INSPECTION SERVICES WITH MUNICIPAL SERVICES, LLC**

WHEREAS, the City of Burlington has building and zoning activities that warrant the hiring of part-time assistance for the Building Department, specifically to provide staff coverage for all building inspections during peak demand periods; and,

WHEREAS, the City's Building Inspector and Zoning Administrator recommends that the City hire the private firm Municipal Services, LLC, a/k/a James DeLuca, a Wisconsin Limited Liability Company to fill this need. Municipal Services, LLC employs several inspectors which are certified in all areas of the State Building Codes including commercial electrical and they would be capable of serving this community with any building or zoning needs; and,

WHEREAS, the City Administrator and Building Inspector have reviewed the proposed two-year contract from April 1, 2019 through March 31, 2021, attached hereto and made a part hereof, and recommend its approval.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the two-year contract for part-time building and inspection services with Municipal Services, LLC is hereby approved and the Mayor is authorized to execute said Contract on behalf of the City.

Introduced: May 7, 2019
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

CONTRACT FOR PART-TIME BUILDING INSPECTION SERVICES

This agreement is entered between the City of Burlington, a Wisconsin Municipal Corporation whose main offices are located at 300 North Pine Street, Burlington, WI 53105 (“Municipality”) and Municipal Services, LLC, a/k/a/James DeLuca, a Wisconsin Limited Liability Company whose offices are located at 1469 Creekside Dr, P.O. Box 396, Lyons, WI 53148 (“Agency”), alternatively referred to as “Parties” to this agreement.

RECITALS

WHEREAS, the Municipality requires part-time building inspection services utilizing Wisconsin State Certified Inspectors; and

WHEREAS, the Agency is prepared to provide part-time building inspection services as requested and required by the Municipality; and

WHEREAS, the Parties desire to contract with each other concerning matters relating to building inspection services within the confines of the City of Burlington.

NOW THEREFORE, for valuable consideration, and with the express intention on the part of both Parties, and their respective agents, that this agreement is legally binding, the Parties agree and state as follows:

SECTION 1 SCOPE OF SERVICES

The Agency shall provide the Municipality, upon its specific request as from time to time made, with all necessary building inspection services, as the assistant to and back-up for the City of Burlington Building Inspector, as more fully set forth below.

Specifically, the Agency hereby agrees to provide the Municipality with inspection services stemming from the issuance of building permits and their related inspections in all of the following fields: residential construction, commercial construction, residential HVAC, commercial HVAC, residential electrical, commercial electrical, residential plumbing, commercial plumbing, residential erosion control and commercial erosion control.

The Agency further agrees to perform, at municipal request as from time to time made, necessary plan reviews to ascertain compliance with all applicable federal, state and local regulations. In the absence of the City Building inspector, or at his request, the Agency agrees to perform such plan reviews and issuing building, HVAC, electrical and/or plumbing permits, and as part of said issuance shall act as Zoning Administrator and review

and administer the City of Burlington Zoning Ordinance, and other provisions of the Code of the City of Burlington, inclusive of floodland provisions, as part of said plan reviews and permit issuance. In the case of Agency uncertainty as to application of evaluation of the Zoning Ordinance or other Code provisions, the Agency agrees to refer questions to the City Administrator prior to issuing any permit. The Agency shall also ensure that all necessary State and Federal Permits have been obtained prior to the issuance of any permit hereunder.

The Agency agrees to respond to City of Burlington staff inquiries and complaints and initiate enforcement actions regarding building, zoning, property maintenance and nuisance issues as may be necessary and appropriate under circumstances, issue such Notices and Orders as may be necessary, and assist the City Attorney in the prosecution of such matters. The Agency shall request assistance of the Municipality staff if necessary.

The Agency further agrees to provide additional inspection services in case of an emergency situation.

The agency agrees to maintain records of all permits issued, inspections made, work approved, or other official actions, which records shall be the property of the Municipality and are public records. The Agency agrees to provide monthly activity reports.

The Agency agrees to provide State Certified Inspectors to do all work described and set forth above.

The Agency will provide the salary of its Inspectors, field communication equipment and administrative coordination with the Municipality.

SECTION 2 OFFICE HOURS

The Agency agrees to assist with office hours as requested at City Hall for the public to have access to State Certified Inspectors as requested and scheduled by the Municipality.

SECTION 3 EXCLUSIVE AGENCY PROVIDER

The Municipality agrees and asserts that the Agency is to be the exclusive Agency provider of part-time building inspections, as described in Section 1 for the entire term of this contract. Review by Municipality Staff, the City Engineer, City Attorney or City Planner shall not be a violation of this section.

SECTION 4 TERM OF CONTRACT

The Parties to this contract agree that this agreement shall have a two-year contract beginning not later than April 1, 2019 and extending to March 31st, 2021. Extensions of this contract are permissible and shall be made by specific, written amendment thereto.

Except for cause, either the Municipality or the Agency may terminate this contract after six (6) months of the date of this contract and upon sixty (60) days written notice of the intention to terminate. Either party may terminate this contract for cause. Cause shall be defined as failure to adhere to the terms of this contract.

SECTION 5 INSURANCE; INDEMNIFICATION

A. **INSURANCE.** The Agency shall, at its own expense, procure and maintain at all times during the term of this agreement the following insurance, which said insurance shall be provided on an occurrence basis:

COMMERCIAL GENERAL LIABILITY. Agency shall maintain limits of no less than:

GENERAL LIABILITY. One million dollars (\$1,000,000.00) combined single limit and Two Million Dollars (\$2, 000,000.00) aggregate for bodily injury, personal injury and property damage.

AUTOMOBILE LIABILITY. The agency shall maintain Automobile Liability Coverage for all owned and non-owned automobiles of at least One Million Dollars (\$1,000,000.00) combined single limit for each accident.

WORKERS COMPENSATION. Agency shall maintain statutorily required limits for Workers Compensation and Employers Liability coverage.

The Agency shall provide a duplicate original Certificate of Insurance to the City of Burlington at the time of the execution of this agreement and on the anniversary date of this agreement, and upon and change in insurance carrier or coverage.

B. **INDEMNIFICATION.** The Agency agrees to indemnify the Municipality, its employees, officers and agents from and against any and all claims, suits, demands or causes of action arising out of any act or omission of the Agency and causing injury to any person or persons or property, whomsoever and whatsoever, and specifically including any violation of any non-compete provisions of any contract or agreement by the Agency or its Inspectors.

The Municipality agrees to indemnify the Agency, its employees, officers and agents from and against any and all claims, suits, demands or causes of action arising out of any act or omission of the Municipality and causing injury to any person or persons or property, whomsoever and whatsoever.

SECTION 6 FEES

The Municipality agrees to pay the Agency as follows:

Hourly Wage: \$65.00 per hour for inspections, meeting attendance by request of the Municipality, office hours, and travel to, from and between inspection sites within the Municipality limits.

In the event an official State of Emergency is declared in the City of Burlington, or in the case of other emergency requiring overtime, the City Administrator may authorize payment of the hourly wage at time and one-half or double time as appropriate. The increased hourly wage will only be paid if the City Administrator authorizes the additional hours and work in writing prior to the Agency's performance of services.

Trip Charge: \$65.00 per visit.

The fees listed herein shall be the only fees charged to the Municipality. The Municipality shall not be liable to provide vehicle or mileage allowances.

SECTION 7 AGENCY AS INDEPENDENT CONTRACTOR

It is agreed and understood between the Parties hereto that the Agency shall be considered as an Independent Contractor as that term is defined by the Internal Revenue Service and, as such, the Agency, its employees, and any inspector providing services called for by this contract shall not be considered to be an employee of the City of Burlington and shall not be entitled to any benefits as an employee of the City of Burlington including, but not limited to, health benefits, vacation time, sick time, retirement benefits, or any other benefit.

SECTION 8 GOVERNING LAW

At the time of the execution of this Agreement, the Parties are incorporated and doing business within the State of Wisconsin. The Parties agree that this Agreement shall at all times be construed in accordance with the laws of the State of Wisconsin.

SECTION 9 VOLUNTARINESS

Each of the Parties acknowledges that they have voluntarily executed this Agreement, with full knowledge and information, and that no coercion or undue influence has been used by or against either Party in making this Agreement.

SECTION 10 AMENDMENT

This Agreement shall be amended only by a written Agreement signed by both Parties.

SECTION 11 ENTIRE AGREEMENT



COMMON COUNCIL REGULAR

ITEM NUMBER 14C

DATE: May 21, 2019

SUBJECT: RESOLUTION 4954(7) - To consider approving the award of bid to Axon Enterprise, Inc. for five years in the amount of \$57,296.74 for eighteen body cameras, three six-bay docking stations, user licenses, and cloud storage for the City of Burlington Police Department.

SUBMITTED BY: Mark Anderson, Police Chief

BACKGROUND/HISTORY:

Burlington Police officers began carrying body worn cameras in 2014. At that time, the Department purchased 10 VieVu body cameras for \$7,079.77. Recorded video is stored on a local server. Over the past three years, the Department has spent \$6,257.80 in repairing and replacing damaged body worn cameras. As seven of our current units are no longer covered under warranty, replacement costs are approximately \$1,120.00 per unit with a 2-year warranty. VieVu representatives have stated that their body worn camera platform has been sold to Axon and in the near future, VieVu body worn cameras will no longer be sold or supported.

BUDGET/FISCAL IMPACT:

We received three different quotes from Axon:

QUOTE 1:

The first quote is for 14 cameras, 2 six-bay docks, 13 user licenses and 1 administrator license, cloud storage (no videos are stored on a local server), and a warranty. The first year would cost \$15,532.00 with a second and a third year cost of \$6,679.20 per year. The total cost for this three-year contract is \$28,890.40. The contract includes upgrades to next-generation cameras and dock at no additional cost. Once the three-year contract expires, the cost to renew the contract is forecasted to be approximately \$6,679.20 per year. With only 14 cameras, officers would need to share devices which would create ongoing issues as it relates to device management, device assignment, wear, and battery life.

QUOTE 2:

The second quote is for 18 cameras, 3 six-bay docks, 17 user licenses and 1 administrator license, cloud storage (no videos are stored on a local server), and a warranty. The first year would cost \$21,075.12 with a second and third year cost of \$9,113.28 per year. The total cost for this three-year contract is \$39,301.68. The contract includes one spare camera and upgrades to next-generation cameras and docks at no additional cost. Once the three-year contract expires, the cost to renew the contract is forecasted to be approximately \$9,113.28 per year. This is a good option for the police department as each patrol officer can be assigned a camera and if a camera malfunctions, the officer would use the spare camera while the defective camera is repaired under warranty.

QUOTE 3:

The third quote is for 18 cameras, 3 six-bay docks, 17 user licenses and 1 administrator license, cloud storage (no videos are stored on a local server), and a warranty. The first year would cost \$20,985.26 with a second, third, fourth, and fifth year cost of \$9,077.87 per year. The total cost for this five-year contract is \$57,296.74. This contract includes two spare cameras and two cycles of upgrades to next-generation cameras and docks at no additional cost. Once the five-year contract expires, the cost to renew the contract is forecasted to be approximately \$9,077.87 per year. This is the best option for the police department as it includes two upgrades, each patrol officer can be assigned a camera and have a replacement while repairs are done under warranty, and this quote is lower than the per year cost of the second quote (\$11,459.35 versus \$11,505.65).

These items have been included in the 2019 Equipment Replacement Fund. This purchase is above the budgeted amount of \$22,189.00 (\$14,713.10 for an initial purchase and \$3,738.00 per year). Axon was the only submitted

bidder as they are specialized in this type of equipment and have purchased the VieVu body worn camera platform.

RECOMMENDATION:

Staff recommends the Common Council award the bid for a five-year contract for eighteen body cameras, three six-bay docking stations, user licenses, and cloud storage for the City of Burlington Police Department to Axon Enterprise, Inc.

TIMING/IMPLEMENTATION:

This item is for discussion at the May 7, 2019, Committee of the Whole meeting and scheduled for final consideration at the May 21, 2019, Common Council meeting.

Attachments

Res 4954(7) PD Body Cams

14 camera - 3 year Quote

18 camera - 3 year Quote

18 camera - 5 year Quote

**A RESOLUTION APPROVING THE AWARD OF A BODY WORN CAMERA SYSTEM
FOR THE CITY OF BURLINGTON POLICE DEPARTMENT TO AXON ENTERPRISE,
INC. FOR THE AMOUNT OF \$57,296.74**

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18), a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all non-construction related Budget Items requiring expenditures of \$15,000 or more to be reviewed and pre-approved by the Common Council; and,

WHEREAS, the Council may direct, at its discretion, that the item is to be bid in the same manner as construction contracts, or that it is to be combined with or included in another governmental bid, but shall not be required to do so; and,

WHEREAS, the City of Burlington Police Department is scheduled to replace its body worn camera system with funds included in the 2019 Police Department budget; and,

WHEREAS, the purchase of a body worn camera system from Axon Inc. for the amount of \$57,296.74 has been recommended by the Chief of Police.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that purchase of the aforementioned equipment is hereby approved for the amount of \$57,296.74.

Introduced: May 7, 2019
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

Axon Enterprise, Inc.

Protect Life.

17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737
Fax:



Jeremy Krusemark

(262) 342-1100
(262) 763-5158
jkrusemark@burlington-wi.gov

Quotation

Quote: Q-204486-2
Date: 5/2/2019 1:31 PM
Quote Expiration: 5/31/2019
Contract Start Date*: 5/15/2019
Contract Term: 3 years

AX Account Number:

226362

Bill To:

BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

Ship To:

Jeremy Krusemark
BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Claudia Mendiola	480-681-0797	cmendiola@axon.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
14	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 499.00	USD 6,986.00	USD 838.32	USD 6,147.68
14	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
14	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
14	11553	SYNC CABLE, USB A TO 2.5MM	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	USD 42.00	USD 84.00	USD 10.08	USD 73.92
2	74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	USD 1,495.00	USD 2,990.00	USD 358.80	USD 2,631.20
2	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 336.00	USD 672.00	USD 80.64	USD 591.36
13	80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 180.00	USD 2,340.00	USD 280.80	USD 2,059.20
130	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	USD 468.00	USD 468.00	USD 56.16	USD 411.84

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
30	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
14	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 240.00	USD 3,360.00	USD 403.20	USD 2,956.80
1,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 750.00	USD 90.00	USD 660.00
Due Net 30 Total Before Discounts:						USD 17,650.00
Due Net 30 Discount:						USD 2,118.00
Due Net 30 Net Amount Due:						USD 15,532.00

Spares

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1	11553	SYNC CABLE, USB A TO 2.5MM	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
Spares Total Before Discounts:						USD 0.00
Spares Net Amount Due:						USD 0.00

Year 2

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 750.00	USD 90.00	USD 660.00
14	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 240.00	USD 3,360.00	USD 403.20	USD 2,956.80
30	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 468.00	USD 468.00	USD 56.16	USD 411.84
130	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
13	80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	USD 180.00	USD 2,340.00	USD 280.80	USD 2,059.20
2	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 336.00	USD 672.00	USD 80.64	USD 591.36
Year 2 Total Before Discounts:						USD 7,590.00
Year 2 Discount:						USD 910.80
Year 2 Net Amount Due:						USD 6,679.20

Year 3

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1,000	85035	EVIDENCE.COM STORAGE	USD 0.75	USD 750.00	USD 90.00	USD 660.00
14	85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	USD 240.00	USD 3,360.00	USD 403.20	USD 2,956.80
30	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 468.00	USD 468.00	USD 56.16	USD 411.84

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
130	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
13	80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	USD 180.00	USD 2,340.00	USD 280.80	USD 2,059.20
2	87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	USD 336.00	USD 672.00	USD 80.64	USD 591.36
Year 3 Total Before Discounts:						USD 7,590.00
Year 3 Discount:						USD 910.80
Year 3 Net Amount Due:						USD 6,679.20
Grand Total						USD 28,890.40

Hardware Shipping Estimate

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

**Axon Enterprise, Inc.’s Sales Terms and Conditions
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and Axon’s Master Services and Purchasing Agreement posted at <https://www.axon.com/legal/sales-terms-and-conditions>. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____ **Date:** _____
Name (Print): _____ **Title:** _____
PO# (if needed): _____

Quote: Q-204486-2

Please sign and email to Claudia Mendiola at cmendiola@axon.com or fax to

THANK YOU FOR YOUR BUSINESS!

‘Protect Life’© and TASER® are registered trademarks of Axon Enterprise, Inc, registered in the U.S.
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SALES REPRESENTATIVE

Claudia Mendiola

Phone: 480-681-0797

Email: cmendiola@axon.com

Fax:

PRIMARY CONTACT

Jeremy Krusemark

Phone: (262) 342-1100

Email: jkrusemark@burlington-wi.gov



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

SHIP TO

Jeremy Krusemark
BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

BILL TO

BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

Due Net 30

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	295.68	887.04
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	17	180.00	158.40	2,692.80
80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	1	468.00	411.84	411.84
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	211.20	3,801.60
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	18	499.00	439.12	7,904.16
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	3	42.00	36.96	110.88
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	18	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	18	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	18	0.00	0.00	0.00

Due Net 30 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)					
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	3	1,495.00	1,315.60	3,946.80
				Subtotal	21,075.12
				Estimated Shipping	0.00
				Estimated Tax	0.00
				Total	21,075.12

Spares

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	1	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	1	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	1	0.00	0.00	0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	1	0.00	0.00	0.00
				Subtotal	0.00
				Estimated Tax	0.00
				Total	0.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	211.20	3,801.60
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	1	468.00	411.84	411.84
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	17	180.00	158.40	2,692.80
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	295.68	887.04
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
				Subtotal	9,113.28
				Estimated Tax	0.00
				Total	9,113.28

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	211.20	3,801.60
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	1	468.00	411.84	411.84
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	17	180.00	158.40	2,692.80
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	295.68	887.04
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
				Subtotal	9,113.28
				Estimated Tax	0.00
				Total	9,113.28
				Grand Total	39,301.68

Discounts (USD)

Quote Expiration: 05/31/2019

List Amount	44,661.00
Discounts	5,359.32
Total	39,301.68

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Due Net 30	21,075.12
Spares	0.00
Year 2	9,113.28
Year 3	9,113.28
Grand Total	39,301.68

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ **Date:** _____
Name (Print): _____ **Title:** _____
PO# (Or write N/A): _____

Please sign and email to Claudia Mendiola at cmendiola@axon.com or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-204749-43587.805CM

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SALES REPRESENTATIVE

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17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737

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BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

BILL TO

BURLINGTON POLICE DEPT. - WI
224 E Jefferson St
Burlington, WI 53105
US

Due Net 30

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	294.34	883.02
80012	BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	17	180.00	157.68	2,680.56
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
80022	PRO EVIDENCE.COM LICENSE: YEAR 1 PAYMENT	1	468.00	409.97	409.97
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	210.24	3,784.32
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
Hardware					
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	3	42.00	36.79	110.37
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	18	499.00	437.12	7,868.16
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	18	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	18	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	18	0.00	0.00	0.00

Due Net 30 (Continued)

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)					
74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	3	1,495.00	1,309.62	3,928.86
				Subtotal	20,985.26
				Estimated Shipping	0.00
				Estimated Tax	0.00
				Total	20,985.26

- Axon Body 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware					
74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	2	0.00	0.00	0.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	2	0.00	0.00	0.00
74021	MAGNET MOUNT, THICK OUTERWEAR, AXON RAPIDLOCK	2	0.00	0.00	0.00
11553	SYNC CABLE, USB A TO 2.5MM	2	0.00	0.00	0.00
				Subtotal	0.00
				Estimated Tax	0.00
				Total	0.00

Year 2

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	294.34	883.02
80013	BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	17	180.00	157.68	2,680.56
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
80023	PRO EVIDENCE.COM LICENSE: YEAR 2 PAYMENT	1	468.00	409.97	409.97
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	210.24	3,784.32
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
				Subtotal	9,077.87
				Estimated Tax	0.00
				Total	9,077.87

Year 3

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	294.34	883.02
80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	17	180.00	157.68	2,680.56
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT	1	468.00	409.97	409.97
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	210.24	3,784.32
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
				Subtotal	9,077.87
				Estimated Tax	0.00
				Total	9,077.87

Year 4

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	294.34	883.02
80015	BASIC EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	17	180.00	157.68	2,680.56
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
80025	PRO EVIDENCE.COM LICENSE: YEAR 4 PAYMENT	1	468.00	409.97	409.97
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	210.24	3,784.32
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
				Subtotal	9,077.87
				Estimated Tax	0.00
				Total	9,077.87

Year 5

Item	Description	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages					
87026	TASER ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT	3	336.00	294.34	883.02
80016	BASIC EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	17	180.00	157.68	2,680.56
85110	EVIDENCE.COM INCLUDED STORAGE	170	0.00	0.00	0.00
80026	PRO EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	1	468.00	409.97	409.97
85110	EVIDENCE.COM INCLUDED STORAGE	30	0.00	0.00	0.00
85070	TASER ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM	18	240.00	210.24	3,784.32
85035	EVIDENCE.COM STORAGE	2,000	0.75	0.66	1,320.00
				Subtotal	9,077.87
				Estimated Tax	0.00
				Total	9,077.87
				Grand Total	57,296.74

Discounts (USD)

Quote Expiration: 05/31/2019

List Amount	65,373.00
Discounts	8,076.26
Total	57,296.74

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Due Net 30	20,985.26
- Axon Body 2	0.00
Year 2	9,077.87
Year 3	9,077.87
Year 4	9,077.87
Year 5	9,077.87
Grand Total	57,296.74

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ **Date:** _____
Name (Print): _____ **Title:** _____
PO# (Or write N/A): _____

Please sign and email to Claudia Mendiola at cmendiola@axon.com or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-204516-43587.808CM

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DATE: May 21, 2019

SUBJECT: RESOLUTION 4957(10) - To approve Conveying a Sanitary Sewer Easement from the City of Burlington to Integrated Lubricants/Applied Material Solutions (AMS) for City Property Located at 2100 S. Pine St, Parcel Number 51-206-02-19-09-002-110.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

In 2016, Integrated Lubricants/Applied Material Solutions (AMS) developed the property at 1956 S. Pine St, which is directly north of the City's wastewater treatment plant. They have a 4" city water service that supplies the domestic portion of the facility and use a WDNR permitted well for process water. They have a sanitary lift station with two, 2" force mains connected to the City's intake pipe to the treatment plant for domestic wastewater. Process wastewater is discharged to the Fox River through our WWTP discharge piping. This discharge was allowed by WDNR and is subject to the same regulatory scrutiny as our WWTP discharge. During development, the City provided AMS with two sanitary sewer easements, one for the force main connections and the other for the rear discharge to the Fox River. To date AMS has not paid a connection fee for the force main connections to the City's sanitary sewer system.

AMS continues to develop and refine their production operation, which has had an impact on their wastewater discharge and resulted in several challenges for their operations. On April 9, 2019 WDNR issued a Notice of Noncompliance to AMS regarding the violations of their discharge permit. On July 1, 2019, WDNR intends to revoke and reissue a new permit to AMS. AMS has indicated they will not be able to meet the numeric water quality requirements of the new permit without installation of internal wastewater treatment equipment. They intend to install this equipment but it will take several months. In the interim, AMS will need a discharge option other than the Fox River discharge. In the future, AMS will continue to need a discharge option other than the Fox River discharge for periods of time when their internal wastewater treatment equipment is offline for maintenance.

AMS approached the City to connect to the sanitary sewer system for the alternate discharge option. The City's wastewater treatment plant is located directly next to AMS and is the logical choice for wastewater treatment. AMS currently discharges 43.2 million gallons per year to the Fox River. This flow would be discharged to the City's Sanitary Sewer System for the period of time necessary to install internal wastewater treatment equipment. Applied Technologies, the engineers working on behalf of AMS, has submitted a memorandum indicating the long term future discharge, after installation of internal wastewater treatment, would be 500,000 gallons per year. AMS estimates this equipment would be constructed and operational within twelve months. AMS currently discharges 277,500 gallons of wastewater to the sanitary sewer through their existing 2" force main connection. The estimated future discharge of all connections is 777,500 gallons per year. The City's wastewater treatment facility has the capacity to handle this volume of discharge.

To implement this connection, AMS would need to install a new lift station and construct a new 6" force main connection to the sanitary sewer system. This would require an expansion of their existing 20 foot easement on City property to a total width of 40 feet. This connection will require a connection fee. The connection fee is defined in Section 259-5 of the City of Burlington Municipal Code. The purpose of the fee is to repay past capital that created the capacity for the wastewater treatment and fund future capital needed to ensure that capacity remains. The connection fee is determined by estimating the annual discharge volume in units relative to a typical residential property (Residential Equivalent Unit or REU). One REU is equal to 87,600 gallons per year. AMS has an estimated future annual discharge of 777,500 gallons per year, which is equal to 9.0 REU. The current connection fee is \$1,650 per REU; therefore, AMS would be required to pay \$14,850.00 in order to connect to the sanitary sewer.

The connection fee calculation is based on an estimation of future discharge instead of actual known volumes and therefore may not be reflective of actual usage in the future. The Municipal Code provides for future adjustments to the fee if actual usage exceeds the volume estimated at the time of connection. This allows for connection fees to be captured when a property's discharge volume changes over time. For example if a property expands or changes production that results in an increase of wastewater discharge. The code does not allow for return of connection fees if volume decreases.

The City will examine actual volumes of AMS' future discharge to ensure the connection fee is accurate and appropriate. The discharge volumes will be dramatically different before and after installation of internal wastewater treatment. Volumes after installation will be more indicative of their long term capacity needs. Therefore, post installation volumes should be the primary data considered for fee recalculation. It is expected that AMS will have a treatment system installed within 12 months. After installation, a period of time will be needed to collect usage data. Typically, 12 months of data is examined for fee recalculation. Allowing AMS 12 months to install the treatment system and then an additional 12 months for data to be collected will provide for an accurate recalculation of the fee to occur. Staff will preform an analysis 24 months from the date of connection to recalculate AMS' connection fee. Staff will then continue to examine annual discharge volume data to determine if the connection fee requires adjustment in the future.

The attached easement agreement provides AMS a sanitary sewer easement and details the methodology for the interim REU calculation and connection fee as well as outline the intentions of the City for monitoring and recalculating the connection in the future.

BUDGET/FISCAL IMPACT:

The AMS sanitary sewer connection will generate connection fees and ongoing monthly revenue based on their sewer usage. A connection fee for 9.0 REU will generate \$14,850. At the time of connection AMS intends to have a high volume of discharge. We estimate the volume and loading charges to be \$17,000 per month initially. We expect volume to decrease significantly after installation of internal wastewater treatment. We estimate the volume and loading charges to be less than \$700 per month after installation. Monthly billing will be based on actual meter readings and sample results.

RECOMMENDATION:

Staff recommends the approval of the sanitary sewer easement.

TIMING/IMPLEMENTATION:

This item is presented for discussion at the May 21, 2019 Committee of the Whole Meeting. AMS has requested expedited processing due to timing of construction and potential of WDNR discharge compliance impacting business operations. To accommodate AMS' request, this item has also been scheduled for final consideration at the May 21, 2019 meeting of the Common Council.

Attachments

Res 4957(10) AMS Easement Agreement
Integrated Lubricants Sanitary Sewer Easement

A RESOLUTION CONVEYING A SANITARY SEWER EASEMENT FROM THE CITY OF BURLINGTON TO INTEGRATED LUBRICANTS OF WISCONSIN, INC FOR CITY PROPERTY LOCATED AT 2100 S. PINE STREET, PARCEL NUMBER 51-206-02-19-09-002-110

WHEREAS, Integrated Lubricants of Wisconsin, Inc., a Wisconsin corporation doing business at 1956 S. Pine Street, has an existing sanitary sewer easement on the City owned parcel located at 2100 S. Pine Street, for the purposes of conveying sanitary sewerage, generated by their business operations, by a Two Inch (2") force main connected to the City's Sanitary Sewer System for treatment; and

WHEREAS, Integrated Lubricants also has a second existing sanitary sewer easement on the same City owned parcel for the purposes of conveying and discharging treated sewerage effluent generated by their business operations to the Fox River; and

WHEREAS, this effluent must meet water quality standards required by the Wisconsin Department of Natural Resources (WDNR); and

WHEREAS, Integrated Lubricants requires a connection to the City of Burlington Sanitary Sewer System for the purposes of conveying and treating their sanitary sewerage (i) while they construct internal wastewater treatment to meet the effluent water quality standards required by WDNR, (ii) and after the construction of internal treatment systems; and

WHEREAS, the existing Two Inch (2") force main connection will not be sufficient for the conveyance of all sanitary sewerage generated by Integrated Lubricants' business operations; and

WHEREAS, Integrated Lubricants has requested to connect a Six Inch (6") sanitary sewer force main to the City of Burlington Sanitary Sewer System for the purposes of conveying wastewater generated by their business operations to the City of Burlington's Water Pollution Control Facility for treatment. The Integrated Lubricants main will (i) traverse from the Integrated Lubricants building, upon the Integrated Lubricants property, (ii) onto the City parcel, adjacent and parallel to the existing easement for the Two Inch (2") force main, and then connect to the City's Ten Inch (10") sanitary sewer force main located on the City Parcel; and

WHEREAS, said land is a portion of 2100 S. Pine Street, more particularly described as:

A 20' WIDE UTILITY EASEMENT LOCATED WITHIN PARCEL NO. 1, OF CERTIFIED SURVEY MAP NO. 1387, AS DULY RECORDED IN RACINE COUNTY RECORDS AS DOCUMENT NO. 1271844, LOCATED IN THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 19 EAST, CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 9; THENCE S0°15'10"E, ALONG THE WEST LINE OF SAID NORTHEAST 1/4 SECTION,

1,319.48'; THENCE S89°58'54"E, 249.91' TO THE NORTHWEST CORNER OF SAID PARCEL 1; THENCE CONTINUING S89°58'54"E ALONG THE NORTH LINE OF SAID PARCEL ONE, 145.55 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°58'54"E ALONG SAID NORTH LINE OF PARCEL ONE, 20.76 FEET; THENCE S15°31'42"E, 445.64 FEET; THENCE S74°28'18"W, 20.00 FEET; THENCE N15°31'42"W, 451.21 FEET TO THE NORTH LINE OF SAID PARCEL 1 AND THE POINT OF BEGINNING.

SAID EASEMENT CONTAINS 8,968 SQUARE FEET OR 0.206 ACRES, MORE OR LESS.

WHEREAS, Integrated Lubricants is required to pay a connection fee in order to connect to the City of Burlington Sanitary Sewer System as detailed in the City of Burlington Municipal Code. Exhibit C of the easement agreement, attached hereto as Attachment "A", describes in detail the methodology to be used for the determination of the connection fee; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County and Walworth County Wisconsin, that the easement, attached hereto as Attachment "A" attached hereto be and is hereby approved.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: May 21, 2019

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

AGREEMENT FOR THE COMBINED DISCHARGE
OF SEWERAGE EFFLUENT

This Agreement (“Agreement”) is made and entered into this _____ day of May, 2019

by and between the following parties:

- a) The CITY OF BURLINGTON (hereinafter referred to as the “City”), being a Wisconsin municipal corporation with its offices located at the City of Burlington City Hall, 300 North Pine Street, Burlington, Wisconsin 53105; and
- b) INTEGRATED LUBRICANTS OF WISCONSIN, INC. (hereinafter referred to as “Integrated”), being a corporation with offices located at 1001 East Centralia Street, Elkhorn, Wisconsin 53121; and
- c) APPLIED MATERIAL SOLUTIONS, INC. (hereinafter referred to as “AMS”), being an Illinois corporation, with offices located on the below-described “Integrated Property”.

Introduction

Integrated is the sole record-title owner of a parcel of real property described as follows:

- a) A parcel of property located in the City of Burlington, Racine County, Wisconsin, having tax parcel number 51-206-02-19-09-003-000, and having the legal description contained in attached Exhibit A (the “Integrated Property”).
- b) Improved with a commercial manufacturing building (the “Building”), having a street address of 1956 South Pine Street, Burlington, Wisconsin 53105.

c) Occupied and used by AMS for its below-described “Business”.

The City is the sole record-title owner of a parcel of real property (the “City Parcel”) described as follows:

An unimproved tract of land located immediately adjacent to, and south of, the Integrated Property, having tax parcel number 51-206-02-19-09-002-110, and shown as “Parcel No. 1” in Certified Survey Map No. 1387 attached hereto as Exhibit B.

AMS produces colloidal silica defoamers and associated products for a variety of industries, including food and beverage, pharmaceutical, pulp and paper, water treatment, oil, and gas. Collectively, the AMS business is hereinafter referred to as the “Business”.

The City is working with AMS to support AMS’ Business, and AMS is, in turn, seeking to establish at least a part of its Business operations in the City of Burlington, for the benefit of the entire Burlington community.

As a result of its Business operations, AMS creates a particular sanitary sewerage (the “AMS Effluent”) that (i) must be treated in accordance with the applicable laws, rules, and regulations of the State of Wisconsin, and (ii) then discharged into the Fox River that flows in the vicinity of the Integrated Property.

Attached hereto as Exhibit X is a copy of the written agreement (the “AMS Treatment Agreement”), dated June 8, 2016, previously entered into by the present parties, wherein AMS had the right, duty, and obligation to internally treat the AMS Effluent, in accordance with its then-existing separate Wisconsin Pollutant Discharge Elimination System (“WPDES”) permit issued to AMS by the State of Wisconsin Department of Natural Resources (“DNR”).

Once the AMS Effluent was so treated internally by AMS, the AMS treated effluent (the AMS Treated Effluent”) was then, under the provisions of the attached AMS Treatment Agreement (Exhibit X), discharged into a City sanitary sewer discharge main (the “City Main”) that discharged the AMS Treated Effluent directly into the Fox River, along with the treated effluent from the City.

At the present time, however, AMS is not in compliance with the discharge requirements and limits of its original WPDES permit issued to AMS by the DNR. AMS plans on remedying its internal effluent treatment process to again be in compliance, but until that compliance is attained AMS wishes to construct another sanitary sewer main (the “New Main”) that will connect to the City sanitary sewer system (the “City System”), where the AMS Effluent would then be discharged untreated into the City System, go to the City’s sanitary sewer treatment plant, for treatment by the City, and be then discharged by the City into the Fox River as a part of the City’s own effluent discharge.

In the future, it is the intention of the parties that AMS will have the option of (i) continuing to do its own internal treatment, in full compliance with the law, and then directly discharging its treated AMS Effluent into the Fox River under the terms and provisions of the AMS treatment Agreement (Exhibit X), and/or (ii) discharging its untreated AMS Effluent into the City System, through the New Main, for treatment by the City. AMS may utilize both alternative options, either separately and/or in a combined manner, as AMS may, from time to time, elect.

AMS wishes to construct the New Main (the “Project”) as outlined and described in the below-described engineering plans (the “Project Plans”) created by _____, with offices located at _____

_____. As a part of the Project, AMS wishes to contract directly with a private contractor, being _____, located at _____ (the “Contractor”) for the purpose of constructing the Project.

Once constructed by the Contractor and approved by the City, the New Main will continue to be owned and maintained privately by AMS (except for the hereinafter-described equipment and/or infrastructure), but connected to the City System. AMS shall, at its own cost and expense, keep the New Main, and all related infrastructure and equipment, in a good working condition. In the event AMS fails to do so, the City may take steps, at the cost and expense of AMS, to cure any failures of the New Main, and/or related infrastructure and equipment, without any prior notice to AMS being required for the City to do so.

The parties are entering into this present Agreement for such purposes.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES HEREINAFTER DESCRIBED, THE ABOVE-NAMED PARTIES HEREBY AGREE AS FOLLOWS:

1. Introduction is Correct. The foregoing “Introduction” is true and correct, and is hereby incorporated into this Agreement by reference.

2. Consent of the City. The City hereby grants permission to AMS and the Contractor to undertake and construct the Project as a private project (as opposed to a City project requiring compliance with the public bidding statutes.)

3. Construction Project. The Project shall be undertaken and done by Contractor, and AMS (as between AMS and the City) shall be solely responsible for the payment of all costs and expenses for the Project. The Contractor and AMS expressly understand and agree that the City

will not be liable or responsible in any manner for any of the said costs and expenses of the Project.

4. Compliance With Laws. The Project shall be undertaken and done in full compliance with:

- a) The terms and provisions of the Agreement; and
- b) All applicable governmental laws, rules, regulations, statutes, and ordinances; and
- c) All directives, rules, and regulations of the City, and its Administrator, Public Works Director, and the City's officers and authorized employees and agents (including, but not limited to, the consulting engineers of the City); and
- d) All drawings, plans, or diagrams required by and approved by the City; and
- e) The timely payment of all required sanitary sewer connection fees and any other fees/charges required under the ordinances of the City.

5. Approval of Plans. Prior to any work being done on the Project, (i) AMS shall first obtain the written approval from the City's engineers or all of the specifications, drawings, blueprints, diagrams, and plans for the Project (the "Project Plans"), and (ii) the Contractor shall first have a pre-construction meeting with the City's engineers regarding the Project. The Plans shall be of a type and format, and have such content, as the City's engineers may require. Additionally, the Project Plans shall also be submitted to the City's engineers in an electronic format approved by the City's engineers. AMS and Contractor expressly understand and agree that the Project shall be constructed and done in strict compliance with the Project Plans approved by the City's engineers.

6. Inspections. The Project shall be inspected by the City's engineers, and all costs of such inspections shall be paid for by AMS. The inspections to be done by the City's engineers shall primarily include, but not necessarily be limited to:

- a) The installation of the New Main and all related equipment and/or other infrastructure; and
- b) The connection of the New Main to the City System.

7. Inspection Logistics. The Contractor shall provide to the District its work schedule (the "Work Schedule") for the Project prior to any work on the Project being undertaken, such Work Schedule (i) to specify the times, dates, and type of work to be performed, and (ii) have a format and content satisfactory to the City's engineers. Except in exigent or emergency situations, the Work Schedule shall not be increased or expanded in time or scope of work without first providing to the City's engineers at least Forty-Eight (48) Hours prior written notice of such changes to the Work Schedule. AMS and Contractor understand that it is the intent of the City to have one or more inspectors at the construction site at all times that work on the Project is being performed. The City's engineers and/or their inspector(s) at the construction site shall have the full right and authority to stop work on the Project whenever they believe that any such work or materials are not in compliance with the approved Project Plans for the Project, and in such event the Contractor shall then immediately cure any such failure of compliance before proceeding with any other work on the Project. Notwithstanding the foregoing right and authority granted to the City's engineers (to stop the Project in the event of a failure compliance with the approved Project Plans), the parties to this Agreement expressly understand and agree that, as between the parties to this Agreement, the Contractor and/or AMS shall be the sole parties responsible for (i) all safety measures required for the Project, and (ii) the direction of all

laborers and personnel doing the work on the Project (except for the inspector(s) hired by the City's engineers), and (iii) all means and methods required to do the Project, and (iv) the timely and proper completion of the Project pursuant to the terms and provisions of this Agreement.

8. One-Year Guarantee. The Contractor hereby guarantees to the City and AMS that all work and materials furnished and performed on and for construction of the Project shall be free from defects for a period of One (1) Year from the date on which the Project is fully completed. This one-year guarantee, however, shall not in any manner limit, change, or amend any applicable statutes of limitation regarding the duties of AMS and/or the Contractor under this Agreement to construct the Project in strict compliance with the approved Project Plans for the same. In the event any defect(s) is discovered during such one-year time period, the City shall notify AMS in writing, and AMS shall cause such defect(s) to be corrected within Thirty (30) calendar days (or within such shorter period designated by the City of the public health and safety so require). If AMS shall fail to do so within such 30-day time period (or if the public safety sooner requires the remedied work to be done and AMS is not able to timely do so), then the City may cause such defect(s) to be corrected, with AMS being liable to the City for any costs incurred by the City in doing so, including any construction, engineering, legal, or administrative costs with respect to the said remedial work.

9. Connection to the City System. Upon the full completion of the Project, and upon the City's Public Works Director then approving the same in writing, the New Main, and any other related equipment and/or infrastructure, shall be connected to the City System.

10. Contingencies. This Agreement is expressly contingent upon the Project Plans being approved by all of the governmental bodies having jurisdiction in the matter. This shall include, but not be limited to, the written approval (with any conditions stated therein being satisfactory

to both AMS and the City, in their respective sole discretion) of the DNR, if so required under the law.

11. Reimbursement for Costs. AMS shall, within Thirty (30) Days after receiving a written itemized invoice(s) from the City for the same, reimburse and pay to the City all engineering, inspection, and legal costs reasonably incurred by the City with respect to the Project. This shall expressly include, but not be limited to, (i) all engineering costs incurred in the review of the Plans for the Project, and (ii) all inspection costs for the Project, and (iii) all legal costs of the City's attorney pertaining to the Project and/or the drafting of this Agreement.

12. Insurance. AMS shall, within Ten (10) calendar days after the date of this Agreement, and prior to any work on the Project being commenced, procure and then maintain during the entire Project policies of insurance that are satisfactory to the City. The City and the City's engineering firm shall, at the cost and expense of AMS, be named as additional insureds in such policies of insurance. AMS shall deliver to the City within the said 10-day time period described above in this paragraph, a written certificate(s) from the insurer(s) showing such insurance policies to be in effect.

13. Indemnification. AMS shall, and hereby does, agree to INDEMNIFY AND HOLD HARMLESS the City and its respective officials, consultants, contractors, employees, engineers, and/or all other agents, from and against any and all claims, judgments, damages, costs, and expenses (including, but not limited to, reasonable actual attorney fees) and any other liability of any nature whatsoever, that may arise, directly or indirectly, as a result of:

- a) The City entering into this Agreement; and/or
- b) AMS and Contractor undertaking and doing the Project; and/or

- c) AMS and/or Contractor failing to comply with any of the terms and provisions of this Agreement.

14. Connection Fee. The connection fee payable by AMS to the City, upon the connection of the New Main to the City System, shall be established and determined by the City in the manner described in attached Exhibit C. The terms and provisions of Exhibit C, which were prepared by the City's Public Works Director, are hereby incorporated into this Agreement by reference.

15. Contractor. The Contractor is executing this Agreement for the purpose of accepting and consenting to the duties and obligations imposed upon Contractor under this Agreement.

16. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns, except, however, AMS, Integrated, and Contractor may not assign their rights, duties, and responsibilities under this Agreement to any other third party without first obtaining the prior written consent of the City, which consent the City may grant or deny in its sole discretion.

17. Grant of Inspection Rights by Integrated. Integrated shall, and hereby does, through this present Agreement, grant to the City full inspection rights in, on, over, and under the Integrated Property, for the purpose of (i) inspecting the Project infrastructure and equipment, and/or (ii) performing any emergency work on, or with respect to, the Project infrastructure and equipment, and/or (iii) performing any of its other contractual rights under this Agreement, and/or (iv) performing, and thereafter maintaining, repairing, and/or replacing, the infrastructure and equipment of the Project that is on, under, or in the vicinity of the Integrated Property, and/or (v) monitoring and testing the AMS Effluent flows. The cost of all such work done by the City shall be paid by AMS and/or Integrated.

18. Grant of Easement by City. The City shall, and hereby does, through this present Agreement, grant to AMS and Integrated a permanent easement (the “City Easement”) on the City lands shown and depicted in attached Exhibit D, for the purpose of AMS and Contractor constructing the New Main therein (and all related infrastructure and equipment), and the connection to the City System, and thereafter inspecting, maintaining, repairing, and or replacing the same, all at the cost and expense of AMS and/or Integrated, and all as approved in writing by the City prior to any such work being done.

19. Governing Law. This Agreement shall be governed, controlled, construed, and interpreted by and under the laws of the State of Wisconsin. The venue for any legal action pertaining to and/or arising under this Agreement shall solely and exclusively be Racine County Circuit Court in Racine County, Wisconsin.

20. Recording. Upon the execution of this Agreement by all of the parties, this Agreement shall be recorded by the City at the offices of the Register of Deeds for Racine County, Wisconsin.

IN WITNESS WHEREOF, the above-named parties, and the undersigned Contractor, either personally or through their duly authorized undersigned officers/representatives, have executed this Agreement as of the date indicated above.

CITY:
City of Burlington

INTEGRATED:
Integrated Lubricants of Wisconsin, Inc.

By: _____
Jeannie Hefty
Mayor

By: _____
David Klesmith
President

Attest: _____
Diahn Halbach
City Clerk

AMS:
Applied Material Solutions, Inc.

By: _____
Tom Rebernak
President

CONTRACTOR:

By: _____
Printed Name: _____
Title: _____

Authentication

Signatures of Jeannie Hefty, Mayor; Diahnn Halbach, City Clerk; David Klesmith; and

Tom Rebernak authenticated this _____ day of _____, 2019.

Atty. John M. Bjelajac
Member of the State Bar
of the State of Wisconsin

This Agreement drafted by
Attorney John M. Bjelajac
State Bar No. 1015325
601 Lake Avenue
Post Office Box 38
(262)633-9800
(City Attorney for the
City of Burlington, Wisconsin)

Return to:
Attorney John M. Bjelajac
601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038

EXHIBIT "A"
Legal Description

That part of the North 1/2 of Section 9, Township 2 North, Range 19 East of the Fourth Principal Meridian, said Land being in the Town (now City) of Burlington, County of Racine, State of Wisconsin, bounded as follows:

Commencing at an iron pipe in the Northwest corner of Section 9; run thence North along the West line of Section 4, 643.26 feet to an iron pipe; thence South 89° 09' East 1970.60 to a nail in the centerline of State Trunk Highway #83; thence South 23° 21' East along said centerline 1327.28 feet to a nail and the point of beginning of the following described parcel; thence East 1464.89 feet to an iron pipe; thence South 0° 29' East 443.71 feet to an iron pipe on the West right-of-way line of the Soo Line Railroad; thence South 36° 36' East 417.93 feet to a point on the West right-of-way line of the Soo Line Railroad and on the North line of the South 1/2 of the Northeast 1/4 of said Section 9; thence North 89° 28' West along said North line 1387.50 feet to a nail in the centerline of State Trunk Highway #83; thence North 23° 21' West along said centerline of 834.00 feet to the point of beginning. Excepting the Soo Line right-of-way. Further excepting those lands conveyed to the State of Wisconsin, Department of Transportation recorded as Document No. 1450643.

Tax Key No.: 206-02-19-09-003-000

Address: 1966 Pine Street South

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

WARRANTY DEED

2003 STATE BAR OF WISCONSIN

FORM NO. 1-2003

*Type name below signatures

Stock No. 26273

CERTIFIED SURVEY MAP NO. 1387

Page 2 of 3

BEING A PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 9, TOWN 2 NORTH, RANGE 19 EAST, IN THE TOWN OF BURLINGTON, COUNTY OF RACINE, STATE OF WISCONSIN.

LOT NO.	ARC LENGTH	RADIUS LENGTH	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	DEFLECTION ANGLE
1	907.70	6004.28	906.83	S 44°44'02" E	08°39'42"	04°19'51"
2	922.28	5904.28	921.08	S 45°39'59" E	08°56'50"	04°28'25"

SURVEYOR'S CERTIFICATE:

I, PETE L. BAILEY, Registered Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a tract of land in the Southwest 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 9, Town 2 North, Range 19 East, in the Town of Burlington, County of Racine, State of Wisconsin. Commence at the North 1/4 corner of said Section; thence S 01°41'55" E, along the West line of said 1/4 Section, 1319.48 feet to a point; thence N 88°34'21" E, 213.82 feet to a point in the centerline of S.T.H "83" and the point of beginning; thence continuing N 88°34'21" E, 2239.28' to a point being 50' plus or minus west of the high water mark of the Fox River; thence S 09°54'51" E, 667.20 feet to a point being 50' plus or minus west of the high water mark of the Fox River; thence S 88°34'21" W, 2044.55 feet to a point in the centerline of S.T.H "83"; thence N 25°18'39" W, along said centerline, 721.70 feet to the point of beginning.

THAT such map is a correct representation of all the exterior boundaires of the land surveyed and the land-division thereof made.

THAT I have made such survey, land-division and map by the direction of the owners of said lands.

THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the requirements of the County of Racine and the Town of Caledonia in surveying, dividing and mapping the same.



Pete L. Bailey
AMERICAN SURVEYING COMPANY, INC.
PETE L. BAILEY, RLS NO. 1398
Dated this 19th day of August, 1988.
REVISED THIS 28th DAY OF SEPT. 1988

OWNER'S CERTIFICATE OF DEDICATION:

As owners, We here by certify that We caused the land described on this map to be surveyed, divided, dedicated and mapped as represented on this map. We also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: Town of Burlington, County of Racine, Department of Planning and Zoning.

WITNESS the ahnd and seal of said owners this 24 day of August, 1988.

IN PRESENCE OF:

A. R. ...
WITNESS

August Buckle
WITNESS

Robert S. Badame (SEAL)
ROBERT S. BADAME

Rosemary C. Badame (SEAL)
ROSEMARY C. BADAME

VOLUME 4
PAGE 332

CERTIFIED SURVEY MAP NO. 1387

Page 3 of 3

BEING A PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 9, TOWN 2 NORTH, RANGE 19 EAST, IN THE
TOWN OF BURLINGTON, COUNTY OF RACINE, STATE OF WISCONSIN.

OWNER'S CERTIFICATE OF DEDICATION: (continued)

STATE OF WISCONSIN) SS
WALWORTH COUNTY

Personall came before me this 30th day of August, 1988, the above named
~~ROBERT C. BADAME~~ AND ROSEMARY C. BADAME to me known to be the person who executed
the foregoing instrument and acknowledge the same.

Donna K. Parker
NOTARY PUBLIC, STATE OF WISCONSIN
My commission expires 5-29-89

PLANNING COMMISSION APPROVAL:

APPROVED by the Planning Commission of the Town of Burlington on this _____ day
of _____, 1988.

Cecil Ketterhagen
CHAIRMAN

SECRETARY

TOWN BOARD APPROVAL:

APPROVED by the Town Board of the Town of Burlington on this 19th day of
October, 1988.

Cecil Ketterhagen
TOWN CHAIRMAN
Marcel & Marcel Clark
TOWN CLERK

COUNTY OF RACINE, DEPARTMENT OF PLANNING AND ZONING:

APPROVED by the County of Racine, Department of Planning and Zoning on this 6th
day of September, 1988.

Frank A. Riederer
PLANNING AND ZONING DIRECTOR

THIS INSTRUMENT WAS DRAFTED BY PETE L. BAILEY.

Pcl 1 002-02-19-09-002-110
Outlot 1-
002-02-19-09-002-120
From all of-
002-02-19-09-002-100

CITY OF BURLINGTON EXTRATERRITORIAL APPROVAL:

APPROVED BY THE Common Council of the City of Burlington on
this _____ day of _____, 1988.

Steven Deauville
MAYOR
Ralph J. Eppinger
City Clerk



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GENERAL ACKNOWLEDGMENT

NO. 201

State of CA
County of SF } ss.

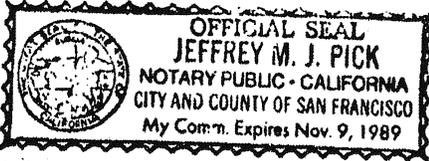
On this the 27 day of AVG 1988, before me,

JEFFREY M. J. PICK

the undersigned Notary Public, personally appeared

ROBERT S. BADAME

personally known to me
 proved to me on the basis of satisfactory evidence
to be the person(s) whose name(s) IS subscribed to the
within instrument, and acknowledged that He executed it.
WITNESS my hand and official seal.



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Notary's Signature

[Handwritten Signature]

Exhibit C

1. Sections 259-4 and 259-5 of the City of Burlington Municipal Code are attached to this exhibit for convenient reference. When and if those sections of the Municipal Code are amended and/or replaced in the future, such amended and/or replaced provisions shall apply.
2. AMS shall pay a sewer connection fee at the time of permit application for the connection to the City System as required by Section 259-4 and 259-5-A of the City of Burlington Municipal Code.
3. Per Section 259-5-B, the sewer connection fee shall be based upon the user's potential needed capacity, in terms of residential equivalent units (REUs), in the sewerage system. One (1) REU is equal to annual discharge of 87,600 gallons of wastewater.
4. Per Section 259-5-C(3), an interim REU for a non-residential property shall be calculated based on a waste disposal questionnaire submitted by the property owner, which includes an annual estimated volume of wastewater discharge. Based on the waste disposal questionnaire and discussions with AMS, the annual future expected discharge volume for AMS is 4,300,000 gallons. The interim REU calculation is therefore 49.5 units.
5. The connection fee, at the time of this agreement, is \$1,650.00 per REU. The total connection fee charged to AMS, at the time of permit application, for 49.5 REU shall be \$81,675.00.
6. Per Section 259-5-C(3)(d) and 259-5-C(3)(e), the City may recalculate the sewer connection fee following an evaluation of actual wastewater discharge over a twelve-month period. The City shall recalculate AMS' sewer connection fee (i) twenty-four (24) months after the date of connection, and (ii) shall do so reflecting only the actual wastewater discharge during the months that AMS has its internal treatment operations in effect. In the event AMS has not made operational an internal treatment system, the basis for the recalculation shall be the actual wastewater discharge during the most recent twelve (12) months.
7. Subject to the provisions of above paragraph 6, and Per Section 259-5-C(4), the City may recalculate the sewer connection fee at any time. The City intends to monitor AMS' wastewater usage on an annual basis and may recalculate the connection fee in accordance with the methodology described in 259-5-C(4). The intent of this recalculation is to ensure all appropriate connection fees are collected as AMS' operations may continue to change over time.

City of Burlington, WI
Monday, May 13, 2019

Chapter 259. Sewers

Article I. General Provisions

§ 259-4. Public sewer connections.

A. Mandatory sewer connection.

[Amended 11-19-2013 by Ord. No. 1973(7)]

- (1) Connection required. Each building usable for human habitation, occupancy, employment, recreation, or any other similar purpose that is located either adjacent to a sewer main or in a block through which the system extends shall connect, and shall remain connected, to the City's sewerage system within 180 days of written notice from the City, except as provided in Subsection **A(2)**.
- (2) Exceptions permitted. If City sewer service is not available, a building may be served by a septic tank, provided that the building connects to the City's sewerage system when sewer service does become available.
- (3) Notification to connect. If a building is subject to the connection requirement of Subsection **A(1)**, the City shall serve on the owner of the building, personally or by certified mail, return receipt requested, a written notice of the need for the owner to connect the building, or cause the building to be connected, to the system. The notification shall specify the amount of any charge or fee to be paid by the owner, including the connection fee as required by § **259-5**, and, if necessary, the type, size, and method of connection with the public sewer to ensure a properly designed and constructed connection.
- (4) Payment of fees. Within 180 days after receipt of the notice, the owner shall pay all applicable charges, including the connection fee, and cause the connection to be made at his own expense in conformity with the requirements prescribed by §§ **259-3C** and **D** and **259-4C** to **E**. If the charges and fees are not paid within 180 days after receipt of notice, such charges shall be assessed as a special tax lien against the property. If the owner is unable to pay the applicable charges and fees in one sum, the owner may request that these costs be paid in a maximum of five equal annual installments with an interest rate to be established by the City's Common Council, but not more than 10% per annum, with the unpaid balance to be a special tax lien against the property, pursuant to § 281.45, Wis. Stats.
- (5) Owner's failure to connect.
 - (a) If an owner fails to comply with the connection notice under Subsection **A(3)** within 180 days, the City may take such steps as are available under the law to have the connection made.
 - (b) If the City causes the connection to be made, the City shall serve on the owner, after the work is fully completed, a detailed statement of the items of cost for the connection, including reasonable actual attorneys' fees, administrative expenses, and any other appropriate charges or fees, including the connection fee required by § **259-5**. The owner shall pay these costs within 30 days after receipt of the City's statement. If the owner fails

to pay these costs within the permitted time period, the City may assess all of the costs as a special tax against the benefited property, provided the owner has not filed a written option as permitted by Subsection **A(5)(c)**.

- (c) Within 30 days after the City's completion of the connection work, the owner may file a written option with the City Clerk stating that he/she cannot pay the outstanding installation costs, including any other applicable charge and the connection fee, in one sum and requesting that these costs and fees be levied in a maximum of five equal installments with an interest rate to be established by the City's Common Council, but not more than 10% per annum from the date of completion of the work. Any unpaid balance shall become a special tax lien against the property in accordance with the authority of § 281.45, Wis. Stats.
- B. Application.
- (1) Application required. No person shall connect any building or other point source to the City's sewerage system without first filing a written application with the City. Nonresidential users are also required to submit a waste disposal questionnaire form. (See Appendix D of this chapter. ^[1]) Forms may be obtained from the Building Inspector. If the applicant is not the owner of the premises, written consent of the owner must accompany the application. If the applicant also intends to file an application for a building permit, the sewer connection application shall be filed at the same time.
- [1] *Editor's Note: Appendix D is on file at the City Clerk's office.*
- (2) Approval of application.
- (a) New connections to the City's sewerage system shall be allowed only if:
- [1] Sufficient capacity in all downstream wastewater collection and treatment facilities is available;
- [2] The proposed sewer service is adequate for the contemplated use;
- [3] The connection is adequately designed and will be properly constructed; and
- [4] The connection fee required by § **259-5** and any other outstanding charges have been paid.
- (b) If all of these conditions are reasonably satisfied, the application shall be approved and a permit for the sewer services shown on the application shall be issued.
- (3) Denial of application. If any of the conditions under Subsection **B(2)** are not adequately met, the application shall be rejected. The applicant may appeal this decision to reject the application in accordance with the procedures prescribed by § **259-33**.
- C. Cost of connection. The owner of the building or point source shall be responsible for all costs necessary to make the connection, including the installation of the connection.
- D. Connection sewer grade. Whenever possible, the connection sewer shall be brought to the building at an elevation below the basement floor. If a building drain is too low to permit gravity flow to the public sewer, domestic wastewater carried by such building drain shall be lifted by an approved means and discharged to the connection sewer. Grinder pumps shall be installed and maintained by the property owner at the property owner's expense.
- E. Plumbing.^[2]
- (1) Conformance to Plumbing Code.

- (a) The Wisconsin Plumbing Code and any other applicable rules and regulations of the City shall govern the materials and method of installation of connection sewers and laterals, including but not limited to:
 - [1] Size, slope, alignment, pipe placement, and materials of construction;
 - [2] Excavation and backfilling of trench; and
 - [3] Method of jointing and testing, and effectiveness (i.e., gastight and watertight) of the connection to the public sewer.
 - (b) Any deviation from the prescribed procedures and materials must be approved by the City before installation.
- (2) Licensed plumbers. No person shall do any plumbing or pipe fitting work in connection with the City sewerage system without a Wisconsin plumber's license or without written permission from the City. Plumbers shall provide the City with proof of such authorization, upon demand.
 - (3) Notification of blockage. Plumbers shall notify the City whenever any blockage in a user's connection sewer is discharged into the City sewerage system.
- [2] *Editor's Note: See also Ch. 243, Plumbing.*
- F. Applicability of other requirements. The requirements and conditions prescribed by § 259-3C and D shall apply to all sewer connection work.
 - G. Backflow preventor. All floor drains in buildings subject to backflow from the sanitary sewer system shall have a backflow prevention valve installed at the owner's expense.
 - H. Maintenance of services. An owner shall maintain the building drain and connection sewer, including all controls, in good repair and free from defects at his own risk and expense. An owner shall additionally keep his connection sewer protected from frost and shall prevent any unnecessary overburdening of the City's sewerage system.
 - I. Owner use only. No owner shall allow any other person or other services to connect to the City's sewerage system through his connection sewer.
 - J. Use of old building sewers. An owner may use an old connection sewer for purposes of a new building, provided that the City finds the existing connection sewer meets all requirements of this section. The owner may also be required to pay a connection fee under § 259-5.
 - K. Vacating of premises and discontinuance of service. Whenever any building or other point source served by the City's sewerage system is to be vacated, or whenever an owner desires to discontinue sewer service, the owner shall notify the City in writing. The owner of the building or point source shall be liable for any loss or damage to the property of the City's system directly or indirectly caused by or resulting from the vacation or discontinuance. The owner, however, shall not be responsible for any damages if caused directly through the fault of the system or any City employee or agent.

§ 259-5. Connection fees.

- A. Establishment of fees. A connection fee shall be collected by the City from all new connections to the sewerage system or existing wastewater connections which have a change in operations or activity resulting in the utilization of additional sewerage system capacity. The imposition of connection fees is intended to ensure that sewerage system capital costs are fairly apportioned between current and future users.

- B. Amount of fee. The connection fees shall be based upon the user's potential needed capacity, in terms of residential equivalent units (REUs), in the sewerage system. The schedule of connection fees shall be as set forth below.
- C. Schedule of connection fees.
- (1) Connection fee per residential equivalent unit (REU).
- (a) All connections except those in extraterritorial sanitary districts: an amount per REU as set by the Common Council.^[1]
[1] Editor's Note: See Fee Schedule on file at the City Clerk's office.
- (b) Connection fees for users in extraterritorial sanitary districts shall be as set forth in the applicable intermunicipal agreement.
- (2) Residential equivalent unit for residential development will be assigned as follows:
- (a) Single-family residence: one REU.
- (b) Multifamily dwellings (duplex, apartments or condominiums):
- [1] Each unit with three or more bedrooms: one REU.
- [2] Each unit with two bedrooms: 0.75 REU.
- [3] Each unit with one bedroom or less: 0.5 REU.
- (3) Nonresidential development fees for nonresidential properties will be determined as follows:
- (a) The property owner shall submit on waste disposal questionnaire forms provided by the City a good faith estimation of the intended water and sewer usage for any nonresidential development. A copy of the waste disposal questionnaire is included in Appendix D of this chapter.^[2]
[2] Editor's Note: Appendix D is on file at the City Clerk's office.
- (b) Based on the information supplied by the property owner, the City shall estimate the annual projected wastewater flow and calculate the number of residential equivalent units for that property. The number of REUs shall be determined by dividing the estimated wastewater flow by the annual flow of the average residential user. The minimum REU for any account shall not be less than 1.00 REU. Upon completion of the REU computations, all REUs will be rounded up to the nearest 0.50 REU.
- (c) Based upon the number of REUs calculated in Subsection **C(3)(b)**, the City shall calculate and impose an interim sewer connection fee under the schedule set forth in Subsection **C(1)**.
- (d) Since the charge determined under Subsection **C(3)(a)** and **(b)** above is based upon estimated usage, the City shall have the right to recalculate the charge based upon actual usage for a twelve-month period. At any time after initial connection to the system and establishment of a nonresidential account, the City may review the account history to determine the highest actual recorded usage in a twelve-month period.
- (e) Based upon the information obtained under Subsection **C(3)(d)**, the City shall recalculate the number of residential equivalent units and may recalculate the charge pursuant to Subsection **C(3)(c)**, provided that the recalculated REU estimate exceeds the current one by at least one REU. If the recalculated charge exceeds the original charge, the difference between the recalculated charge and the amount paid for the original charge shall become due and payable at the time the adjustment is made. There will be no refund notwithstanding the result of the recalculation.

- (4) Connected properties. Each existing property connected to the sewerage system that has a change in operations or activity which results in the utilization of additional sewerage system capacity will be evaluated, on a case-by-case basis, to determine the imposition of a connection fee. The charge shall be based upon the estimated annual usage for the sewer customer operating on the premises reduced by a credit for sewer system capital charges paid through prior connection fees or sewer user charges. The following methodology shall be incorporated into a determination of connection fees for existing properties previously connected to the sewerage system where a change in operations or activity takes place:
- (a) An estimate shall be made of projected future annual usage, in terms of REUs, for the customers utilizing the subject property.
 - (b) The City shall determine if a previous connection fee has been imposed upon the subject property. If a prior connection fee has been paid, the number of REUs determined in Subsection **C(4)(a)** shall be reduced by the total number of REUs on which the previous charge was based. The net number of incremental REUs shall be the basis for the connection fee computation.
 - (c) If the property was developed prior to the inception of the connection fee and no connection fee was paid for the property, then a credit shall be given for the estimated sewer system capital charges previously paid. The estimated contribution toward system capital cost shall be based upon historical sewer usage. The most recent two-year period for which the property had operating activity shall serve as the basis for the credit. The average annual usage in terms of REUs shall be deducted from the number of REUs computed according to Subsection **C(4)(a)** to yield the net number of incremental REUs subject to the connection fee.
 - (d) If the net incremental REUs calculated in Subsection **C(4)(c)** are greater than or equal to two REUs, they shall be multiplied by the charge in Subsection **C(1)(a)** to determine the connection fee. If the net incremental REUs are less than two REUs, no additional connection fee will be charged.
- D. Administration. The Building Inspector shall be responsible for the administration and collection of the connection fee. This fee shall be paid directly to the Building Inspector at the time application is made to him for a building permit or, if no building permit is needed, at the time an application is filed for a permit to connect into the City's wastewater collection system.
- E. Review of fees. The connection fees may be reviewed and, if necessary, adjusted by December 31 of each year for the ensuing calendar year. This year-end review shall not preclude the City from adjusting the connection fee at any other time during the year.
- F. Use of fees. All connection fees received by the City shall be deposited in a segregated interest-bearing account and shall, at the discretion of the City, be used for the future capital needs of the sewerage system or the retirement of outstanding system debt.



VICINITY MAP

SANITARY FORCE MAIN PLANS FOR APPLIED MATERIAL SOLUTIONS BURLINGTON, WI

SHEET INDEX

- C000 TITLE SHEET & VICINITY MAP
- C200 FORCE MAIN PLAN AND PROFILE
- C201 INTERIOR SITE PLAN
- C300 CONSTRUCTION DETAILS

BENCHMARKS

CP 101	EL. 775.58	N: 158797.9570	E: 512776.1460
CP 102	EL. 773.10	N: 158954.4890	E: 512654.1970

CONTACT INFORMATION

COMPANY NAME	ADDRESS	CONTACT	PHONE	EMAIL
LYNCH & ASSOCIATES	440 MILWAUKEE AVE. BURLINGTON, WI 53105	TIMOTHY LYNCH, P.E.	262.402.5040	tlynch@lynch-engineering.com

REVISIONS

NO.	REVISION	DATE
-	-	00.00.00



SANITARY FORCE MAIN PLANS FOR
APPLIED MATERIAL SOLUTIONS
BURLINGTON, WI

LYNCH & ASSOCIATES
ENGINEERING CONSULTANTS, LLC

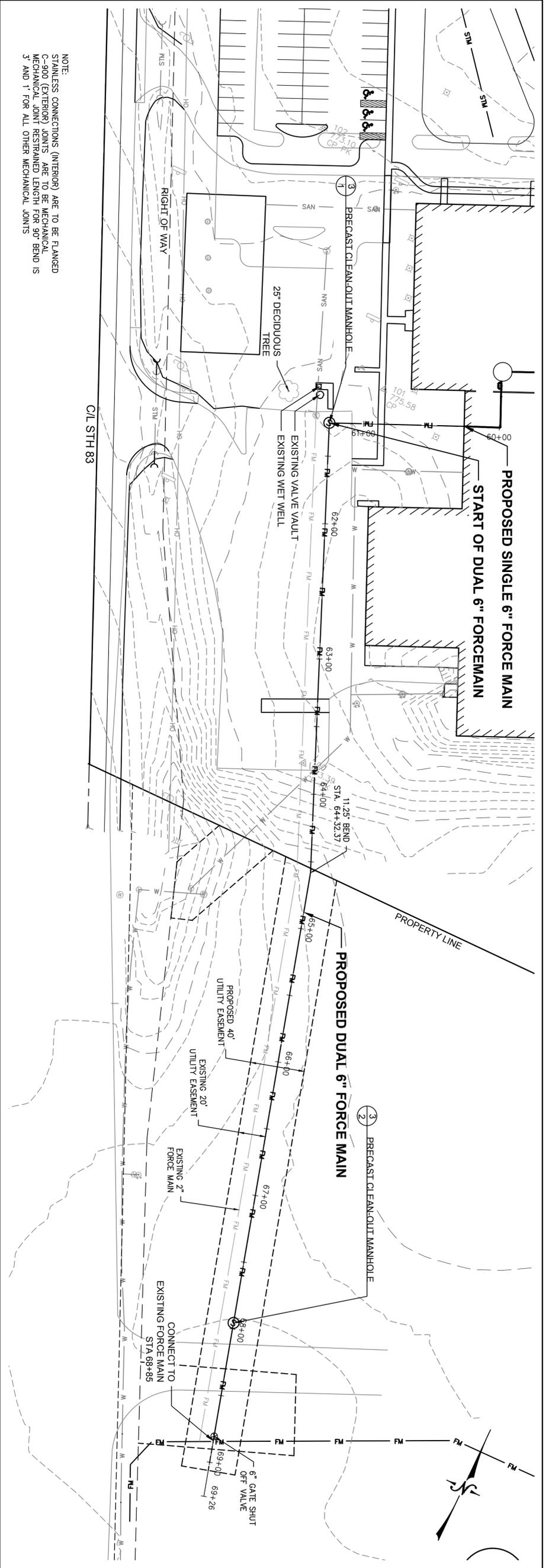
ISSUED FOR REVIEW

PLAN DATE 2.21.2019

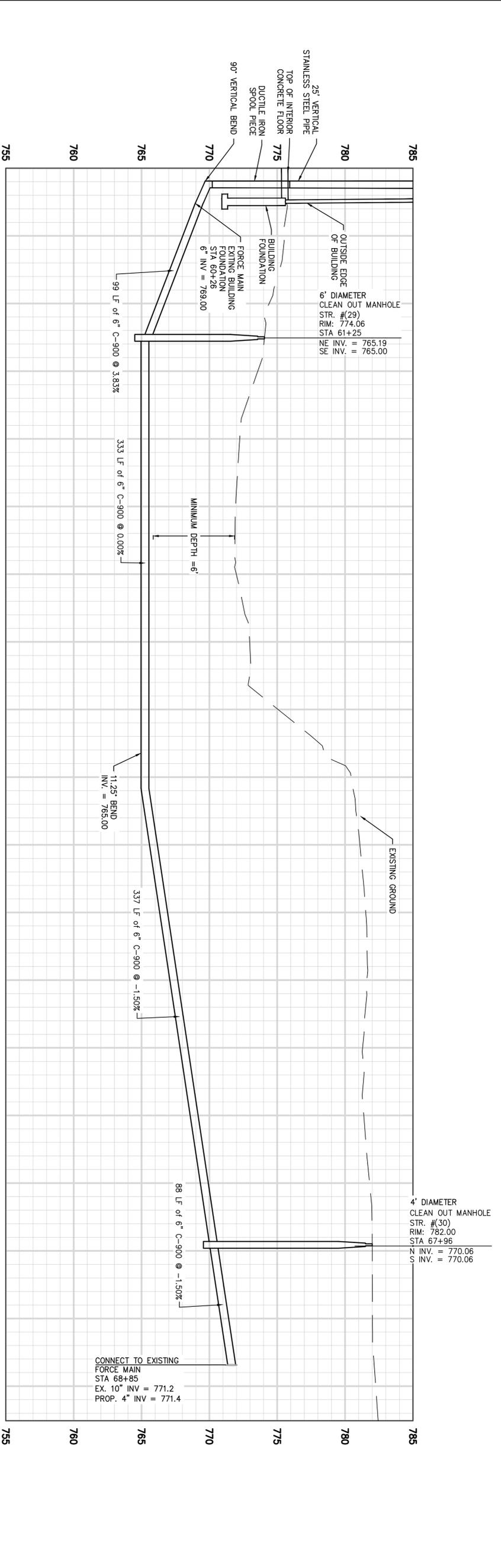
PROJECT NO. 15-035

SHEET NO.

C000



NOTE:
STAINLESS CONNECTIONS (INTERIOR) ARE TO BE FLANGED C-900 (EXTERIOR) JOINTS ARE TO BE MECHANICAL MECHANICAL JOINT RESTRAINED LENGTH FOR 90° BEND IS 3' AND 1' FOR ALL OTHER MECHANICAL JOINTS



FORCE MAIN PLAN AND PROFILE			
NO.	REVISIONS	BY	DATE

SANITARY FORCE MAIN PLANS FOR
APPLIED MATERIAL SOLUTIONS
BURLINGTON, WI

LYNCH & ASSOCIATES
ENGINEERING CONSULTANTS, LLC

ISSUED FOR REVIEW	PLAN DATE	2.21.2019
	DESIGNED BY	TCL
	SCALE	0 40'
	PROJECT NO.	15-035
SHEET NO.		C200

(Draft: 4/14/16)

AGREEMENT FOR THE COMBINED DISCHARGE
OF SEWERAGE EFFLUENT

This Agreement ("Agreement") is made and entered into this 8th day of June, 2016 by and between the following parties:

- a) The CITY OF BURLINGTON (hereinafter referred to as the "City"), being a Wisconsin municipal corporation with its offices located at the City of Burlington City Hall, 300 North Pine Street, Burlington, Wisconsin 53105; and
- b) INTEGRATED LUBRICANTS OF WISCONSIN, INC. (hereinafter referred to as "Integrated"), being a corporation with offices located at 1001 East Centralia Street, Elkhorn, Wisconsin 53121; and
- c) APPLIED MATERIAL SOLUTIONS, INC. (hereinafter referred to as "AMS"), being an Illinois corporation, with offices located on the below-described "Integrated Property".

Introduction

Integrated is the sole record-title owner of a parcel of real property described as follows:

- a) A parcel of property located in the City of Burlington, Racine County, Wisconsin, having tax parcel number 51-206-02-19-09-003-000, and having the legal description contained in attached Exhibit A, and depicted in the diagram shown in Exhibit A (the "Integrated Property").

- b) Improved with a commercial manufacturing building (the “Building”), having a street address of 1956 South Pine Street, Burlington, Wisconsin 53105.
- c) Occupied and used by AMS for its below-described “Business”.

The City is the sole record-title owner of a parcel of real property (the “City Parcel”) described as follows:

An unimproved tract of land located immediately adjacent to, and south of, the Integrated Property, having tax parcel number 51-206-02-19-09-002-110, and shown as “Parcel No. 1” in Certified Survey Map No. 1387 attached hereto as Exhibit B.

AMS produces colloidal silica defoamers and associated products for a variety of industries, including food and beverage, pharmaceutical, pulp and paper, water treatment, oil, and gas. Collectively, the AMS business is hereinafter referred to as the “Business”.

The City is working with AMS to support AMS’ Business, and AMS is, in turn, seeking to establish at least a part of its Business operations in the City of Burlington, for the benefit of the entire Burlington community.

As a result of its Business operations, AMS creates a particular sanitary sewerage (the “AMS Effluent”) that (i) must be treated in accordance with the applicable laws, rules, and regulations of the State of Wisconsin, and (ii) then discharged into the Fox River that flows in the vicinity of the Integrated Property.

To accomplish the treatment of the AMS Effluent, AMS has installed the necessary equipment and created the necessary operational procedures (collectively, the “AMS Treatment System”) to treat the AMS Effluent, in accordance with all of the laws, rules, and regulations of Wisconsin, on site on the Integrated Property.

Once the AMS Effluent is treated by the AMS Treatment System, the City and AMS (and Integrated) have agreed that the AMS treated effluent (the “AMS Treated Effluent”) may be discharged into the Fox River by AMS constructing a sanitary sewer main (the “AMS Main”) that connects the AMS Treatment System to the sanitary sewerage discharge main (the “City Main”), which is used by the City to discharge the City’s treated sanitary sewerage (the “City Treated Effluent”) into the Fox River. In this fashion, both the AMS Treated Effluent and the City Treated Effluent will be discharged, in a combined manner, into the Fox River through the City Main (the “Combined Discharge”).

The use by AMS of the AMS Treatment System and the proposal with the City for the Combined Discharge have been approved by the State of Wisconsin Department of Natural Resources (the “DNR”), as indicated in the DNR letter (the “DNR Letter”) dated March 25, 2016 that is attached hereto as Exhibit C.

The DNR Letter indicates that AMS has been issued a Wisconsin Pollutant Discharge Elimination System (“WPDES”) permit for the foregoing AMS treatment/discharge systems, the AMS WPDES permit (the “AMS Permit”) having Permit No. WI-0065684-01. The present WPDES permit that the DNR has issued to the City (the “City Permit”) is Permit No. WI-0022926-09-0.

To accomplish the Combined Discharge described above, the AMS Main will (i) traverse from the Integrated Property, (ii) onto the City Parcel, and then connect to the City Main. The location of the installed AMS Main traversing the City Parcel is depicted in attached Exhibit D. Such location of the AMS Main on the City Parcel is hereinafter referred to as the “Route”.

AMS/Integrated wishes to enter into an agreement with the City, and the City wishes to enter into an agreement with AMS/Integrated, that allows AMS/Integrated to (i) construct and

use the AMS Main as described above, and (ii) connect the AMS Main to the City Main for the Combined Discharge described above. Integrated, AMS, and the City are entering into this present Agreement for such purposes.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES HEREINAFTER DESCRIBED, THE ABOVE-NAMED PARTIES HEREBY AGREE AS FOLLOWS:

1. “Introduction” is Correct. The foregoing “Introduction” is true and correct, and is hereby incorporated into this Agreement by reference, along with its Exhibits A, B, C, and D.

Grant of Easement Rights

2. Grant of Easement Rights. The City hereby grants to Integrated, and to its successors and assigns in title to the Integrated Property, an easement (the “Easement”) that (i) is Forty Feet (40’) wide, and (ii) centered on the AMS Main constructed in the Route on the City Parcel (the “Easement Area”). The Easement Area has the legal description and is depicted in the diagram attached hereto as Exhibit D. This Easement is granted for the purpose of allowing Integrated to construct, install, operate, maintain, repair, and/or replace the AMS Main located in the Easement Area, subject to the terms and provisions of this Agreement.

3. City’s Use of the Easement Area. Provided that no damage is done to the AMS Main, the City may use the Easement Area in any manner as the City may from time to time elect, including, but not limited to, the construction of a road and/or driveway over the Easement Area. The City shall not, however, construct any type of permanent building in the Easement Area.

When and if Integrated would ever need to disturb or destroy any pavement, road/driveway surface, and/or landscaping installed by the City on the Easement Area, Integrated (and not the City) shall be responsible for any restoration of the disturbed area, at Integrated's own cost and expense, to the condition of the Easement Area existing just prior to the said work.

4. Good Working Condition. Integrated shall, at its own cost and expense, keep the AMS Main, as well as the portion of the AMS Main and related infrastructure located on the Integrated Property, (i) in a good working condition, and (ii) in full compliance with all directives, rules, regulations, laws, and/or ordinances of the State of Wisconsin and/or the City of Burlington. The City may, at any time and at the cost and expense of the City, inspect and/or test the entire AMS Main (whether located on the Integrated Property and/or the City Parcel) to ensure the compliance of the AMS Main with the foregoing provisions.

5. Emergency Repairs. In the event that there is an emergency (as determined by the City) that requires a repair or replacement to the AMS Main (and including the portion of the AMS Main and related infrastructure located on the Integrated Property), the City (whether through its employees or an independent contractor(s)) may take immediate steps to undertake such emergency repair/replacement work, without any prior notice to Integrated being required with respect to such emergency work. (In the event of such an emergency, the City shall attempt to notify Integrated of the same, but any such notice to Integrated is not a condition precedent for the City to undertake the emergency work in question.) Integrated shall then reimburse the City for the reasonable costs incurred by the City in performing such emergency work.

6. Access to Easement Area. Integrated, and its contractors, employees, consultants, and agents, are hereby given the right to go upon the Easement Area to inspect, operate, maintain, repair, and/or replace the AMS Main. If any portion of the AMS Main is located in a fenced-in

area on the City Parcel, however, Integrated shall first have the City open the fence gate before going onto that portion of the Easement Area.

7. Runs with the Land. The foregoing grant of Easement rights shall, subject to the terms of this Agreement, run with the land of the Integrated Property and the City Parcel and shall be binding upon and shall inure to the benefit of the parties hereto, and their successors or assigns.

Combined Discharge

8. Compliance with the Law. Both the City and AMS shall fully and timely comply with all of the laws, rules, directives, and regulations of the State of Wisconsin (including, but not limited to, the DNR), with respect to:

- a) The operation of their respective sanitary sewer treatment facilities;
- b) The treatment of their respective sanitary sewerage/effluent;
- c) Compliance with their respective WPDES Permits issued by the DNR to the City and to AMS.

9. Construction of the AMS Main. AMS/Integrated shall construct, install, maintain, repair, and/or replace the AMS Main, at AMS/Integrated's own cost and expense, in full compliance with:

- a) The provisions of the DNR Letter (Exhibit C); and
- b) The provisions of its AMS Permit issued by the DNR; and
- c) The specifications, drawings, diagrams, and construction details approved by the City prior to any such work being commenced by AMS/Integrated.

10. Emergency Action. In the event that (i) there is a failure of compliance with the provisions of above Paragraph 8 with respect to the Combined Discharge coming out of the City Main and into the Fox River, and (ii) in the further event such failure of compliance is caused by the failure of AMS to conduct its AMS Treatment System in compliance with the provisions of above Paragraph 8, then the City (whether through its employees or an independent contractor(s)) may take immediate steps to stop the flow of the AMS Treated Effluent into the City Main. Except in the case of an emergency, the City shall try to first give AMS oral and/or written notice of the remedial steps proposed by the City (i.e. to stop the AMS Treated Effluent from flowing into the City Main), but any such prior notice is not a condition precedent for the City to take such steps.

11. Repair/Replacement of the City Main. At such time(s) as the City (in the City's sole discretion) elects to undertake maintenance, repairs, and/or replacements of that portion of the City Main through which AMS Treated Effluent flows into the Fox River, then:

- a) Such work shall be done by the City, as a City project (the "Project"); and
- b) AMS shall reimburse the City for its share of the actual final costs of the Project (including legal, engineering, consulting, and construction costs) attributable to the portion of the City Main so used by AMS, and further based on the percentage that the AMS Effluent Treatment flow bears to the total effluent flow coming out of the City Main and into the Fox River.
- c) The City shall provide to AMS copies of any and all documents pertaining to the Project that AMS may reasonably request.

Further Provisions

12. Term of the Agreement. This Agreement shall continue to be in effect indefinitely unless and until one of the following events occurs:

- a) The parties agree in writing to amend and/or cancel this Agreement; or
- b) The City, as a part of any redesign and/or reconstruction of its presently-existing sanitary sewerage facilities, determines, in its sole discretion, that the City Main is no longer needed for the City's sanitary sewerage system, and/or the City Main needs to be relocated; or
- c) The City is ordered by a governmental body (including, but not limited to, the DNR) to discontinue the use of the City Main and/or its discharge of effluent into the Fox River.

13. DNR Testing. The parties to this Agreement shall cooperate and coordinate with each other with respect to any testing and/or inspection requirements imposed by the DNR (or any other governmental body) of the AMS Main and/or the City Main, and/or the sanitary sewerage treatment facilities of AMS and/or the City.

14. Mutual Indemnification. Integrated, AMS, and the City shall, and hereby do, indemnify and hold each other harmless from and against any costs, expenses (including, but not limited to, reasonable actual attorney fees), claims, damages, judgments, and/or liability of any nature whatsoever, that may arise, directly or indirectly, as a result of any failure of a party to fully and timely fulfill any obligation imposed upon that party under this Agreement.

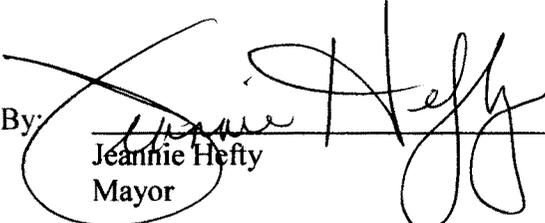
15. Binding Effect. This Agreement shall inure to the benefit of, and be binding upon, Integrated, AMS, and the City, and their respective successors and/or assigns.

16. Recording. Upon the execution of this Agreement by all of the parties, this Agreement shall be recorded by the City at the offices of the Register of Deeds for Racine County, Wisconsin.

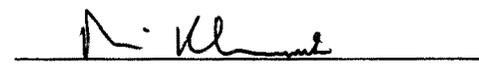
17. Wisconsin Law and Venue. This Agreement shall be governed, controlled, construed, and interpreted by and under the laws of the State of Wisconsin (without giving effect to its conflict of law provisions). The venue for any legal action arising under and/or pertaining to this Agreement shall solely and exclusively be Racine County Circuit Court in Racine County, Wisconsin.

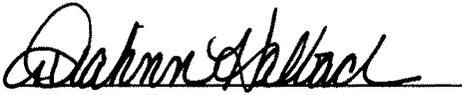
IN WITNESS WHEREOF, the above-named parties, either personally or through their duly authorized undersigned officers/representatives, have executed this Agreement as of the date indicated above.

CITY:
City of Burlington

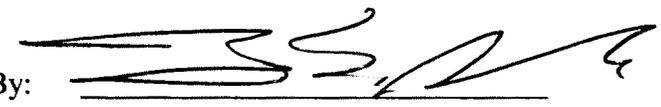
By: 
Jeannie Hefty
Mayor

INTEGRATED:
Integrated Lubricants of Wisconsin, Inc.

By: 
~~Tom Rebernak~~ David Klesmith
President

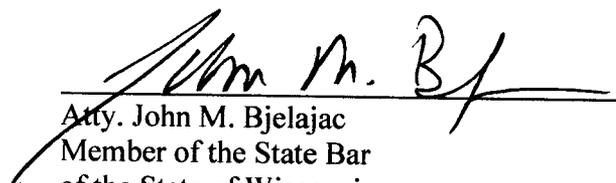
Attest: 
Diahnn Halbach
City Clerk

AMS:
Applied Material Solutions, Inc.

By: 
TOM REBERNAK
PRESIDENT

Authentication

Signatures of Jeannie Hefty, Mayor; Diahnn Halbach, City Clerk; David Klesmith;
and Tom Rebernak authenticated this 10th day of June, 2016.


Atty. John M. Bjelajac
Member of the State Bar
of the State of Wisconsin

This Agreement drafted by
Attorney John M. Bjelajac
State Bar No. 1015325
601 Lake Avenue
Post Office Box 38
(262)633-9800
(City Attorney for the
City of Burlington, Wisconsin)

Return to:
Attorney John M. Bjelajac
601 Lake Avenue
Post Office Box 38
Racine, Wisconsin 53401-0038

EXHIBIT "A"
Legal Description

That part of the North 1/2 of Section 9, Township 2 North, Range 19 East of the Fourth Principal Meridian, said Land being in the Town (now City) of Burlington, County of Racine, State of Wisconsin, bounded as follows:

Commencing at an iron pipe in the Northwest corner of Section 9; run thence North along the West line of Section 4, 643.26 feet to an iron pipe; thence South 89° 09' East 1970.60 to a nail in the centerline of State Trunk Highway #83; thence South 23° 21' East along said centerline 1327.28 feet to a nail and the point of beginning of the following described parcel; thence East 1464.89 feet to an Iron Pipe; thence South 0° 29' East 443.71 feet to an iron pipe on the West right-of-way line of the Soo Line Railroad; thence South 36° 36' East 417.93 feet to a point on the West right-of-way line of the Soo Line Railroad and on the North line of the South 1/2 of the Northeast 1/4 of said Section 9; thence North 89° 28' West along said North line 1387.50 feet to a nail in the centerline of State Trunk Highway #83; thence North 23° 21' West along said centerline of 834.00 feet to the point of beginning. Excepting the Soo Line right-of-way. Further excepting those lands conveyed to the State of Wisconsin, Department of Transportation recorded as Document No. 1450643.

Tax Key No.: 206-02-19-09-003-000

Address: 1856 Pine Street South

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

WARRANTY DEED

2003 STATE BAR OF WISCONSIN

FORM NO. 1-2003

*Type name below signatures

00000000

1 21 1962

1271844

CERTIFIED SURVEY MAP NO. 1387

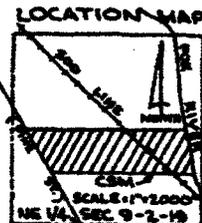
Page 1 of 3

BEING A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 9, TOWN 2 NORTH, RANGE 19 EAST, IN THE TOWN OF BURLINGTON, COUNTY OF RACINE, STATE OF WISCONSIN.

LEGEND:
o - Denotes No. 6 rebar, 24" long w/cap
All bearings are based on Grid North, Southern Zone, Wisconsin State Plane Coordinate System.

PREPARED BY:
AMERICAN SURVEYING COMPANY, INC.
11931 HIGHWAY "K"
FRANKSVILLE, WISCONSIN 53126
(414) 835-4774

OWNER'S ADDRESS:
Route 1, Box 1111
Genoa City, WI 53128



100 YEAR FLOOD PLAIN
ELEV.=755.0

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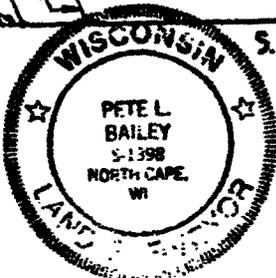
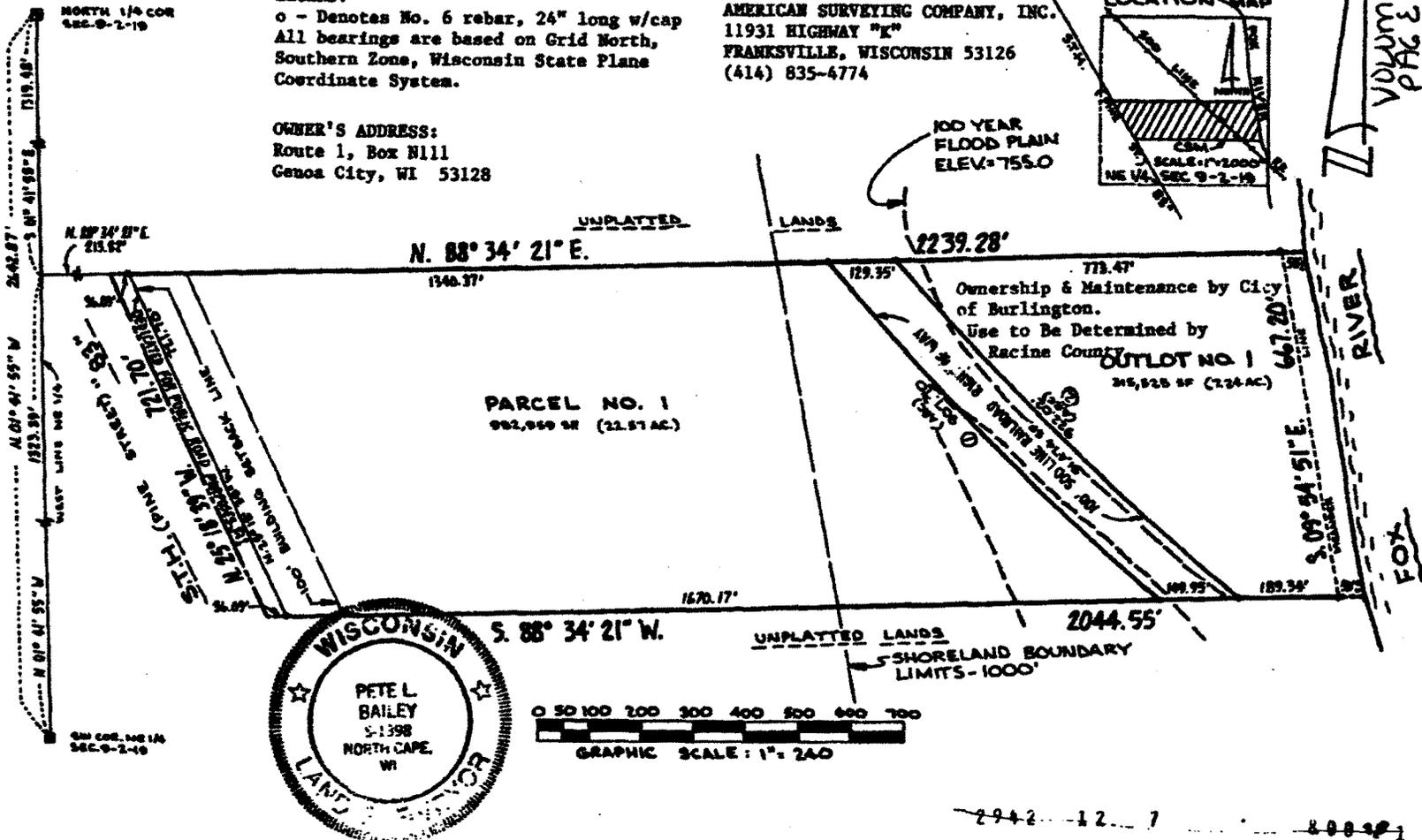
EXHIBIT B
Page 1 of 4

Sheet No. 26273

Register's Office
Racine County, Wis.

Received for Record
December 19, 1962 at 4:55
o'clock P.M. and recorded in Volume
of 5300 on page 33E334

Pete L. Bailey



2942-12-7 8000-1

Stock No. 26273

CERTIFIED SURVEY MAP NO. 1387

Page 2 of 3

BEING A PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF
THE NORTHEAST 1/4 OF SECTION 9, TOWN 2 NORTH, RANGE 19 EAST,
IN THE TOWN OF BURLINGTON, COUNTY OF RACINE, STATE OF WISCONSIN.

LOT NO.	ARC LENGTH	RADIUS LENGTH	CHORD LENGTH	CHORD BEARING	CENTRAL ANGLE	DEFLECTION ANGLE
1	907.70	6004.28	906.83	S 44°44'02" E	08°39'42"	04°19'51"
2	922.28	5904.28	921.08	S 45°39'59" E	08°56'50"	04°28'25"

SURVEYOR'S CERTIFICATE:

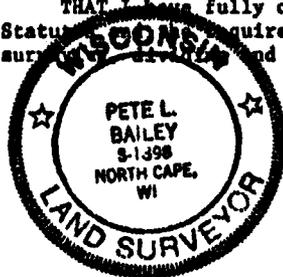
I, PETE L. BAILEY, Registered Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped a tract of land in the Southwest 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 9, Town 2 North, Range 19 East, in the Town of Burlington, County of Racine, State of Wisconsin. Commence at the North 1/4 corner of said Section; thence S 01°41'55" E, along the West line of said 1/4 Section, 1319.48 feet to a point; thence N 88°34'21" E, 213.82 feet to a point in the centerline of S.T.H "83" and the point of beginning; thence continuing N 88°34'21" E, 2239.28' to a point being 50' plus or minus west of the high water mark of the Fox River; thence S 09°54'51" E, 667.20 feet to a point being 50' plus or minus west of the high water mark of the Fox River; thence S 88°34'21" W, 2044.55 feet to a point in the centerline of S.T.H "83"; thence N 25°18'39" W, along said centerline, 721.70 feet to the point of beginning.

THAT such map is a correct representation of all the exterior boundaires of the land surveyed and the land-division thereof made.

THAT I have made such survey, land-division and map by the direction of the owners of said lands.

THAT I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the requirements of the County of Racine and the Town of Caledonia in surveying, dividing and mapping the same.



Pete L. Bailey
AMERICAN SURVEYING COMPANY, INC.
PETE L. BAILEY, RLS NO. 1398
Dated this 19th day of August, 1988.
REVISED THIS 26th DAY OF SEPT, 1988

OWNER'S CERTIFICATE OF DEDICATION:

As owners, We here by certify that We caused the land described on this map to be surveyed, divided, dedicated and mapped as represented on this map. We also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: Town of Burlington, County of Racine, Department of Planning and Zoning.

WITNESS the hand and seal of said owners this 24 day of August, 1988.

IN PRESENCE OF:

[Signature]
WITNESS
[Signature]
WITNESS

Robert S. Badame (SEAL)
ROBERT S. BADAME
Rosemary C. Badame (SEAL)
ROSEMARY C. BADAME

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PAGE 332

Stock No. 26273

CERTIFIED SURVY MAP NO. 1387

Page 3 of 3

BEING A PART OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 9, TOWN 2 NORTH, RANGE 19 EAST, IN THE
TOWN OF BURLINGTON, COUNTY OF RACINE, STATE OF WISCONSIN.

OWNER'S CERTIFICATE OF DEDICATION: (continued)

STATE OF WISCONSIN)
(WALWORTH COUNTY)

Personall came before me this 30th day of August, 1988, the above named
~~ROBERT C. BADAME~~ AND ROSEMARY C. BADAME to me known to be the person who executed
the foregoing instrument and acknowledge the same.

Dianna K. Parker
NOTARY PUBLIC, STATE OF WISCONSIN
My commission expires 5-25-89.

PLANNING COMMISSION APPROVAL:

APPROVED by the Planning Commission of the Town of Burlington on this _____ day
of _____, 1988.

Cecil Ketterhagen
CHAIRMAN

SECRETARY

TOWN BOARD APPROVAL:

APPROVED by the Town Board of the Town of Burlington on this 19th day of
October, 1988.

Cecil Ketterhagen
TOWN CHAIRMAN
Mary G. Mearns
TOWN CLERK

COUNTY OF RACINE, DEPARTMENT OF PLANNING AND ZONING:

APPROVED by the County of Racine, Department of Planning and Zoning on this 6th
day of September, 1988.

Frank A. Riesen
PLANNING AND ZONING DIRECTOR

THIS INSTRUMENT WAS DRAFTED BY PETE L. BAILEY.

Pcl | 002-02-19-09-002-110
Outlet |-
002-02-19-09-002-120
From all of-
002-02-19-09-002-100

CITY OF BURLINGTON EXTRATERRITORIAL APPROVAL:

APPROVED BY THE Common Council of the City of Burlington on
this _____ day of _____, 1988.

Steve Deane
MAYOR
Ralph J. Epping
City Clerk



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PAGE 333

GENERAL ACKNOWLEDGMENT

NO. 201

State of CA
County of SF } ss.

On this the 27 day of AVG 1988, before me,

Jeffrey M. J. Pick

the undersigned Notary Public, personally appeared

Robert S. Badame



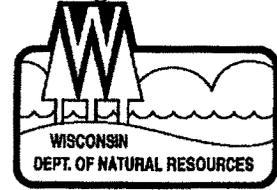
personally known to me
 proved to me on the basis of satisfactory evidence
to be the person(s) whose name(s) is subscribed to the
within instrument, and acknowledged that he executed it.
WITNESS my hand and official seal.

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Notary's Signature

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 South Webster Street
P.O. Box 7921
Madison, WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone (608) 266-2621
FAX (608) 267-3579
TDD (608) 267-6897



March 25, 2016

IN REPLY REFER TO: S-2015-0670A

Travis Hale, Director of Engineering
Applied Material Solutions, Inc.
1001 E. Centralia St.
Elkhorn WI 53121

Subject: Revised Construction Plans and Specifications for the Installation of an Effluent Pipe for
Applied Material Solutions, Inc. – Burlington, WI

Dear Mr. Hale:

The Division of Environmental Management is conditionally approving revised plans and specifications to serve Applied Material Solutions, Inc. (AMSI) located at 1956 S. Pine St., Burlington, WI. The submitted documents include revised plans and specifications for the installation of approximately 1411 linear feet of 8-inch effluent PVC SDR-35 pipe. The documents were submitted under the signature of David K. Vivian, P.E. with Lynch & Associates Engineering Consultants, LLC, New Berlin, WI and received for approval on March 18, 2016.

The plan revisions were prepared to adjust the alignment of the effluent pipe to avoid wetland areas and maintain standard construction depth. AMSI has received approval from the City of Burlington to connect to the effluent pipe of the Burlington Wastewater Treatment Facility located at 2100 S. Pine St., Burlington, WI. The combined effluent will discharge at Outfall 001 to the Fox (IL) River as described in the Wisconsin Pollutant Discharge Elimination System (WPDES) permit No. WI-0022926-09-0.

The Department used the submitted revised plans and specifications along with other documents included on file with the Department as the basis for this conditional approval.

The revised plans and specifications are hereby approved in accordance with s. 281.41, Wis. Stats., Approval Number S-2015-0670A, subject to the following conditions:

1. The proposed effluent pipe be installed in accordance with revised plans and specifications, and the conditions of the original approval (refer to DNR approval letter project S-2015-0670 dated November 20, 2015).

These revised plans and specifications have been reviewed in accordance with s. 281.41, Wis. Stats. Where necessary, plans and specifications should be submitted to the Department of Safety and Professional Services (Safety and Building Division) or other state or local agencies to insure conformance with applicable codes or regulations of such agencies.

The Division of Environmental Management reserves the right to order changes or additions should conditions arise making this necessary.

This approval is not to be construed as a Department determination on the issuance of a WPDES permit or an opinion as to the ability of the proposed system to comply with effluent limitations in such permit, or an approval for any activities requiring a permit under ch. 30 or 31, Wis. Stats.

Tangible personal property which becomes part of a waste treatment or pollution abatement plant or equipment, may be exempt from sales tax under s. 77.54(26), Wis. Stats. Similarly, property purchased or constructed as a waste treatment facility and used for the treatment of industrial wastes may be exempt from general property taxes under s. 70.11(21), Wis. Stats. A prerequisite to exemption is the filing of a statement on forms prescribed by the Department of Revenue. To obtain the necessary forms, and information on whether or not your property qualifies for these exemptions, please contact the Department of Revenue, P.O. Box 8933, Madison, Wisconsin, 53708.

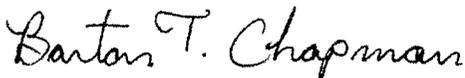
In case installation of these improvements has not been commenced within two years from this date, this approval shall become void. After two years, therefore, new application must be made for approval of these or other plans and specifications before any construction is undertaken.

If you believe you have a right to challenge this decision made by the Department, you should know that Wisconsin statutes, administrative codes and case law establish time periods and requirements for reviewing Department decisions.

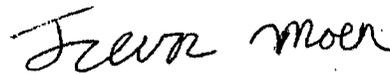
To seek judicial review of the Department's decision, ss. 227.52 and 227.53, Wis. Stats., establish criteria for filing a petition for judicial review. Such a petition shall be filed with the appropriate circuit court and shall be served on the Department. The petition shall name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to s. 227.42, Wis. Stats., and ch. NR 2, Wis. Adm. Code, you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. The filing of a request for a contested case hearing is not a prerequisite for judicial review.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
FOR THE SECRETARY



Barton T. Chapman, P.E.
Wastewater Section Chief
Bureau of Water Quality



Trevor J. Moen
Wastewater Engineer
Wastewater Section

cc: David K. Vivian, P.E. – Lynch & Associates Engineering Consultants, LLC, 5482 S. Westridge Dr., New Berlin, WI
Timothy Thompson/Laura Dietrich/Nick Lent – Milwaukee DNR Service Center
Permit File (WPDES Permit No. WI-0065684-01)
Plan File

EXHIBIT D
SANITARY SEWER EASEMENT EXHIBIT
CITY OF BURLINGTON, RACINE COUNTY, WI

EASEMENT LEGAL DESCRIPTION

SANITARY SEWER EASEMENT

A 40' WIDE UTILITY EASEMENT LOCATED WITHIN PARCEL NO. 1, OF CERTIFIED SURVEY MAP NO. 1387, AS DULY RECORDED IN RACINE COUNTY RECORDS AS DOCUMENT NO. 1271844, LOCATED IN THE NORTHEAST 1/4 OF SECTION 9, TOWNSHIP 2 NORTH, RANGE 19 EAST, CITY OF BURLINGTON, RACINE COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:
COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 9; THENCE S0°15'10"E, ALONG THE WEST LINE OF SAID NORTHEAST 1/4 SECTION, 1,319.48'; THENCE S89°58'54"E, 249.91' TO THE NORTHWEST CORNER OF SAID PARCEL 1; THENCE S89°58'54"E, ALONG THE NORTH LINE OF SAID PARCEL ONE, 1140.92', TO THE PLACE OF BEGINNING; THENCE S89°58'54"E, CONTINUING ALONG SAID NORTH LINE 50.80'; THENCE S38°02'24"E, 549.08'; THENCE S51°57'36"W, 40.00'; THENCE N38°02'24"W, 580.40' TO THE PLACE OF BEGINNING; SAID EASEMENT CONTAINS 0.52 ACRES MORE OR LESS.

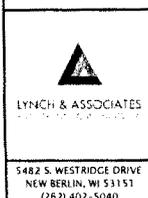
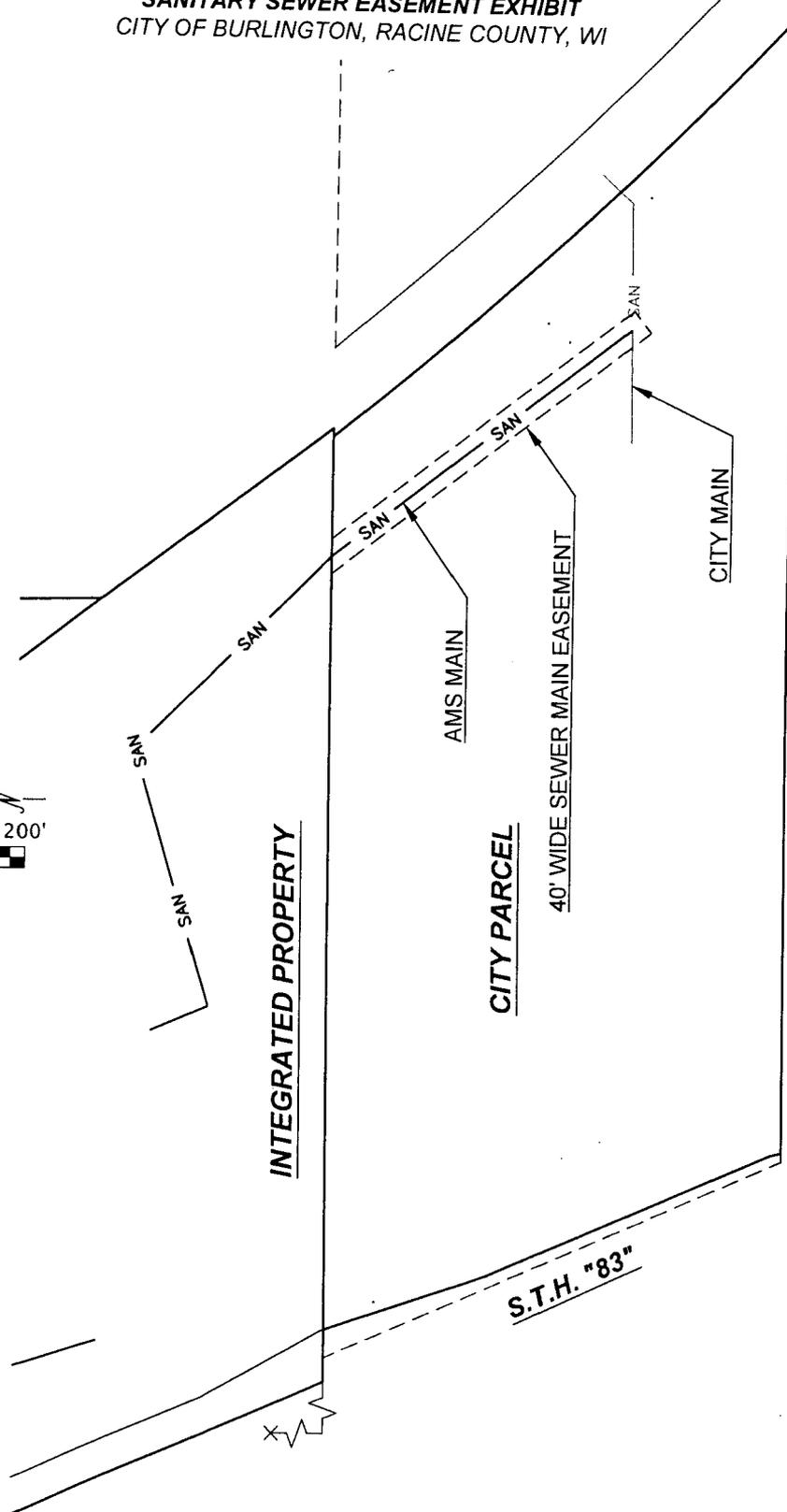
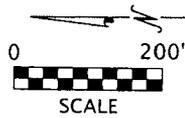


EXHIBIT D
SANITARY SEWER EASEMENT EXHIBIT
CITY OF BURLINGTON, RACINE COUNTY, WI




LYNCH & ASSOCIATES
PLANNING & ENGINEERING
5482 S. WESTRIDGE DRIVE
NEW BERLIN, WI 53151
(262) 402-5040

Exhibit C

1. Sections 259-4 and 259-5 of the City of Burlington Municipal Code are attached to this exhibit for convenient reference. When and if those sections of the Municipal Code are amended and/or replaced in the future, such amended and/or replaced provisions shall apply.
2. AMS shall pay a sewer connection fee at the time of permit application for the connection to the City System as required by Section 259-4 and 259-5-A of the City of Burlington Municipal Code.
3. Per Section 259-5-B, the sewer connection fee shall be based upon the user's potential needed capacity, in terms of residential equivalent units (REUs), in the sewerage system. One (1) REU is equal to annual discharge of 87,600 gallons of wastewater.
4. Per Section 259-5-C(3), an interim REU for a non-residential property shall be calculated based on a waste disposal questionnaire submitted by the property owner, which includes an annual estimated volume of wastewater discharge. A process wastewater discharge estimate of 500,000 gallons per year was submitted by Applied Technologies INC, the engineering firm for AMS. The current annual domestic wastewater usage is 277,500 gallons. The total future expected wastewater discharge volume for AMS is 777,500 gallons. The interim REU calculation is therefore 9.0 units.
5. The connection fee, at the time of this agreement, is \$1,650.00 per REU. The total connection fee charged to AMS, at the time of permit application, for 9.0 REU shall be \$14,850.00.
6. Per Section 259-5-C(3)(d) and 259-5-C(3)(e), the City may recalculate the sewer connection fee following an evaluation of actual wastewater discharge over a twelve-month period. The City shall recalculate AMS' sewer connection fee (i) twenty-four (24) months after the date of connection, and (ii) shall do so reflecting only the actual wastewater discharge during the months that AMS has its internal treatment operations in effect. In the event AMS has not made operational an internal treatment system, the basis for the recalculation shall be the actual wastewater discharge during the most recent twelve (12) months.
7. Subject to the provisions of above paragraph 6, and Per Section 259-5-C(4), the City may recalculate the sewer connection fee at any time. The City intends to monitor AMS' wastewater usage on an annual basis and may recalculate the connection fee in accordance with the methodology described in 259-5-C(4). The intent of this recalculation is to ensure all appropriate connection fees are collected as AMS' operations may continue to change over time.



DATE: May 21, 2019

SUBJECT: MOTION 19-928 - To allow alcoholic beverage consumption on premise at the Burlington Senior Center.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The City of Burlington purchased the Knights of Columbus building in 2016, to provide a new location for the Burlington Senior Center. As a matter of policy, the City of Burlington does not allow for the procurement or consumption of alcoholic beverages on City owned property. As a result of city policy, the Common Council will need to approve the allowance of alcohol on city property, if so determined.

The Seniors were approached by Matt Daniels, owner of Daniels Family Funeral Home, to provide an additional funeral service that would allow food and alcohol beverage consumption, while garnering additional revenue for renting the Senior Center. To clarify, the Senior Center would not be applying for their own liquor license. Daniels would contract with an outside catering business, such as Drink, Inc., who would provide food and beverages to be consumed on premise. No monetary transactions would take place at the Senior Center, other than rental fees. All parties would have the appropriate insurance coverage.

Drink Inc., is a fully licensed food/catering business, which is affiliated with Gooseberries. They are able to provide a full service catered bar for any and all events, including funerals, weddings, holiday parties, birthdays, corporate functions, and many other special occasions. They offer customizable packages which are purchased at their licensed premises. They then bring the pre-purchased items to the designated location.

In addition, the Seniors would also like to have the ability to contract with Drink, Inc. (or a similar company), to provide beer/wine for other celebrations, should the occasion arise.

This evening, Susan Crane, Interim Executive Director, is here to discuss this opportunity in further detail.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff would recommend the granting of alcoholic beverage consumption at the Senior Center, which would allow for additional revenue that will continue to benefit the seniors of being financially independent.

TIMING/IMPLEMENTATION:

This item is for discussion at the May 7, 2019, Committee of the Whole meeting and is scheduled for final consideration at the May 21, 2019, Common Council meeting.



DATE: May 21, 2019

SUBJECT: MOTION 19-929 - To consider the annual insurance renewal with Ansay & Associates, LLC.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Ansay & Associates, LLC, the City's broker since July 2018, has obtained rates for our liability and worker's compensation lines of coverage. The worker compensation and general liability insurance covers all incidents of employees injured on the job and any damage claims to city property. Additionally, it covers the city against losses incurred from injuries occurring on city property.

The City has been working with our insurance carrier EMC for the past several years to reduce workers compensation claims. Ongoing training occurs regularly with the member of our staff in an effort to improve safety and reduce insurance claims.

The total premium for this year is \$387,547. This is an overall increase of less than 1% from the previous year. A detailed list of coverage and items relating to the decrease has been attached for your convenience.

Please note, the Senior Center in the amount of \$3,000 and pool insurance was not added to the premium as they are contractual obligations versus our premium.

Ansay & Associates, LLC will be in attendance at this evening's Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

The total insurance premium of \$387,547 is split between all the applicable funds.

RECOMMENDATION:

Staff recommends approval of the renewal.

TIMING/IMPLEMENTATION:

This item is for discussion at the May 7, 2019 Committee of the Whole meeting and scheduled for final consideration at the May 21, 2019 Common Council meeting.

Attachments

Ansay Stewardship



Ansay & ASSOCIATES
Insurance & Benefit Solutions

STEWARDSHIP REPORT

(2019)



**Service Commitment &
Performance Summary**



Presented by
Corina Kretschmer and Tony Matera

Courtesy of
Ansay & Associates
100 East Chestnut St.
Burlington, WI 53105

Stewardship Report

4/30/2019

Table of Contents

- I. Ansay Stewardship Overview
 - Our Value Proposition/Service Team
 - Executive Summary

- I. Service & Performance Review
 - Service Overview
 - 2019 Service Plan and Recommendations

- II. Insurance Transactional Summary

- III. Current Market Overview
 - Current Carrier Renewal Position

I. ANSAY STEWARDSHIP OVERVIEW

- **Our Value Proposition** for City of Burlington

Our goal is to achieve long-term relationships focused on bringing value to your risk management and insurance programs. We commit to using our collective talent to support your risk management and insurance goals. We promise to deliver to you the highest quality property and casualty insurance programs and strategic planning consultation services in a manner that is most suitable to achieving your business goals. We promise to identify activities that drive claim frequency and severity, and implement an action plan to contain losses. In addition, we promise to identify training needs and provide onsite assistance to actively address loss sources and promote a safe work environment for your employees.

This report helps us fulfill our promises by highlighting the value we have provided to you. We are giving you the opportunity to see how we are meeting your expectations.

Thank you from your service team,

Corina Kretschmer

Commercial Insurance Advisor

Tony Matera

Commercial Insurance Advisor

Kitty Vogt

Account Manager

Michael Anderson

Risk Manager

I. ANSAY STEWARDSHIP OVERVIEW

- **Executive Summary**

Ansay & Associates has been working on behalf of the City of Burlington since July 1, 2018. The City of Burlington was looking for an insurance agency to partner with that offers services to help with claim handling and loss control.

Ansay & Associates and the City of Burlington have developed a strong relationship. The Ansay team met with the department heads in August to make introductions and provide them with the new procedures for workers compensation claims. We also introduced information on our risk management products and services. Ansay & Associates supports the City of Burlington in many ways including, but not limited to: Safety training, policy and procedures review, certificate review, onsite risk control inspections, contract reviews.

The City of Burlington has been insured with EMC Insurance for over 40 years. The relationship will remain with EMC Insurance. The decision to partner with Ansay & Associates has provided the city with the opportunity to more thoroughly review the policy. There have been, and continue to be many coverage adjustments. EMC Insurance offers many online safety management resources that will further advance the City of Burlington's risk management program.



II. SERVICE & PERFORMANCE REVIEW

- **Service Overview**

Due to the many ongoing changes, we did not provide a firm service plan for the first year.

Loss Control-

- Ansay & Associates partnered with EMC Insurance and provided seminars on anti-harassment to all employees and volunteers.
- Corina met with HR to introduce and provide training on Ansay RiskPro, the Risk Assessment Management software program.

New Workers Compensation Claims Procedure Implemented-

- A new procedure for Workers Compensation claims reporting was introduced.
- Corina attended the employee workshop to introduce Ansay and to discuss with employees the new procedure on how to submit a workers compensation claim.
- Ansay & Associates introduced EMC's 24 hour On Call Nurse Hotline for work related injuries to help reduce the liability to the city and to be the first point of contact.
- A new Return to Work policy was implemented, to help reduce lost time claims.

New Certificate of Insurance Procedure Implemented-

- Introduced and trained Stacey on Ansay RiskPro to track the City of Burlington's certificates of insurance.
- Ansay Express was introduced and training was provided to issue certificates, view policies, make changes, and print auto ID cards.

New Contract and Sub-Contractors Agreements Procedure-

- Corina and Kitty met with Carina and attorney John to discuss the contracts and sub-contractors agreements. This is ongoing.

II. SERVICE & PERFORMANCE REVIEW

- **2019 Service Plan Recommendations**

Risk Management Initiatives:

- Implement safety procedures in all departments for employees by providing department heads access to Ansay RiskPro's video library and training portal.
- Have an EMC loss control visit to the Public Works and Water Treatment Plant May-June
- Increase frequency of jobsite visits: June, November, March
- Semi-annual Claim Reviews with EMC Insurance
- Update all contracts and sub-contractors agreements to correspond with minimum insurance requirements.

III. INSURANCE TRANSACTIONAL SUMMARY

Ansay & Associates strives to exceed the City of Burlington's expectations by committing to provide an exceptional customer experience.

Day to day client touches:

- Total number of certificates issued to date – 3
 - Review all insurance contractual requirements provided by the City of Burlington
 - Handling of Additional Insured & Waiver of Subrogation endorsements with EMC 'if any'
- Total number of claims reported to Ansay & Associates from July 1st to current – 33
- Total number of policy changes – 32
- Total number of phone calls for coverage inquiries – 60+
- Total number of accounting transactions – 1
- RiskPro Training – 2
- Number of appointments to review coverage – 7

Additional Customer Experience offerings:

- Ansay Express: 24/7 access to this portal ensures top of the line protection. Anytime, Anywhere
 - Electronic Document Availability
 - View Policy Information
 - Retrieve or Reprint Auto ID cards
 - Reissue Certificates of Insurance

2019-2020 CURRENT MARKET OVERVIEW

- **Renewal Position**



EMC Insurance: Given the long-term relationship, EMC has agreed to offer an 18% Flat Workers Compensation Dividend.

Company	Line of Coverage	7/1/18 – 5/15/19	5/15/19- 5/15/20
EMC	General Liability	\$24,174	\$33,312
EMC	Law Enforcement Liability	\$3,641	\$4,398
EMC	Property	\$93,778	\$113,459
EMC	Crime	\$1,016	\$1,144
EMC	Auto	\$37,652	\$47,966
EMC	Line Backer	\$7,645	\$9,170
EMC	Cyber Liability (\$50,000)	\$864	NA
BCS	Cyber Liability (\$1,000,00)	NA	\$3,112
EMC	Equipment Schedule	\$6,952	\$7,979
EMC	Umbrella	\$14,755	\$19,487
EMC	Work Comp	\$130,398	\$145,365
ACE	Airport Liability	\$2,155	\$2,155
	Total Premium	\$323,030*	\$387,547

*Premium total is reflective of a 10 month premium (7/1/18-5/15/19) cost versus a full year. Estimated full year premium is \$387,205.