



**AGENDA**  
**COMMITTEE OF THE WHOLE**

**Tuesday, July 2, 2019**

**6:30 p.m.**

**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)

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

2. **Citizen Comments**

3. **Approval of Minutes** (B. Grandi)

A. To approve the Committee of the Whole Minutes for June 18, 2019.

4. **DISCUSSION:**

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

5. **RESOLUTIONS:**

A. **Resolution 4961(14)** - To approve purchase of a new patrol truck cab and chassis for the Department of Public Works from Lakeside International and body from Olson Trailer and Body for the total amount of \$206,517.00.

6. **ORDINANCES:** There are none.

7. **MOTIONS:**

A. **Motion 19-932** - To consider approving a Certificate of Appropriateness for property located at 164 E. Washington Street.

8. **ADJOURNMENT** (R. Heft)



**COMMITTEE OF THE WHOLE**

**ITEM NUMBER 3A**

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**DATE:** July 2, 2019

**SUBJECT:** MEETING MINUTES - To approve the Committee of the Whole Minutes for June 18, 2019.

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

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**BACKGROUND/HISTORY:**

The attached minutes are from the June 18, 2019 Committee of the Whole meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the June 18, 2019 Committee of the Whole meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the July 2, 2019 Common Council meeting.

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**Attachments**

Meeting Minutes

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City Clerk  
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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, June 18, 2019**

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

Mayor Jeannie Hefty called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: None.

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

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Library Director Joe Davies and Intern Nick Faust.

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

3. **Approval of Minutes** - To approve the June 4, 2019 Committee of the Whole Minutes.  
Motion: Alderman Preusker. Second: Alderman Kott. With all in favor, the motion carried.

4. **RESOLUTIONS:**

A. **Resolution 4960(13)** - To approve the Award of Bids for the 2019 Street Improvement Program.

Director Riggs stated that the Board of Public works met on June 6, 2019 and opened three bids for the 2019 Street Improvement Program which includes road repairs for West State Street from Elmwood Avenue to McHenry Street, Milwaukee Avenue from West State Street to Lewis Street, all of Foxtree Circle, the western end of Dale Drive, and driveway installation at the West State Street sanitary lift station; as well as 526 feet of sanitary sewer replacement on Milwaukee Avenue and replacement of eight lead water service lines within the State Street and Milwaukee Street portion of the project.

Riggs confirmed that after staff review, it was recommended that the bid be awarded to the lowest, most responsive bidder, Wanasek Corporation for the not-to-exceed amount of \$982,171. Riggs further stated that the project bid included an alternate item for road construction of West State Street from Oakland Avenue to Elmwood Avenue, however it was determined that these costs significantly exceeded the budget and therefore the alternate was not recommended. Riggs also confirmed that if the alternative was included, then Payne and Dolan, Inc. would have been the lowest bidder with the combined totals.

Alderman Preusker mentioned that during the 2019 Budget Workshops it was discussed that the City would plan to do one continuous mile of road repair each year and asked if the stretch on Milwaukee Avenue equaled one mile. Riggs responded that the repairs scheduled for Milwaukee Avenue is not a full linear mile of street, however it is a long continuous corridor along the entryway which will help a lot. Preusker then inquired about road repairs on Milwaukee Avenue by the railroad tracks and asked if CN will be conducting any improvements there. Riggs responded that he is unaware of any plans with CN to do repairs in that area however, he understands there is definitely a portion along that Milwaukee Street corridor.

needs repairs and will be considered along with the Pine Street corridor for future street improvements. Preusker then inquired about the infrastructure costs and wanted to make sure that the City is capturing these costs and allocating the proper funding in order to avoid the need to bond or borrow money for future projects.

Alderman Grandi asked Riggs how many lead service lines will remain after the eight are replaced. Riggs responded there are approximately 200-300 lead service lines in the entire community, roughly 10%, but did not have an exact number; however, will be replaced as street repairs and improvements are completed.

Alderman Grandi stated that the City bonded for \$1.3 million but the total project costs is \$1.186 million and asked what happens with the additional money. Director DeQuaker responded that the \$1.3 million includes the cost of the bond as well as Ehlers costs and other expenses, therefore the bond is sufficient in the amount of \$1.3 million.

Alderman Bauman inquired as to how many people opted to have their lead pipes replaced. Riggs responded that the City is replacing all publicly owned lead lines from the main to the stop box and it's the private property owner's responsibility to replace it from the stop box into the home if they so choose, but no information was available as to how many homeowners opted to replace lead lines during this project.

Alderman Grandi asked if there was an option for home or business owners to work with the contractor and coordinate replacement of their pipes while working on the city portion of the project. Riggs responded that it may occur and is not prohibited, however the City doesn't facilitate that communication with the property owner and cautioned about the gray area where the contractor works for the city versus the property owner.

5. **ORDINANCES:**

- A. **Ordinance 2049(15)** - To approve annexing territory of 0.84 acres for property located at W. State Street (002-03-19-31-032-000) in the Town of Burlington to the City of Burlington, Racine County, Wisconsin.

Director Watkins provided background history stating that the owners of this property has submitted a petition for direct annexation with the City of Burlington for the purpose of having access to Municipal water and sewer and that passage of this ordinance is the last step in the annexation process.

Alderman Bauman asked if this parcel would remain a parking lot or if there were future development plans. Watkins responded that there are plans to develop this parcel, which will be presented to Council at a future date.

6. **MOTIONS:** There were none.

7. **ADJOURNMENT**

Motion: Alderman Bauman. Second: Alderman Preusker. With all in favor, the motion carried and the meeting adjourned at 6:44 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington



**DATE:** July 2, 2019

**SUBJECT:** DISCUSSION - Status update regarding the 2016-2018 Strategic Plan Initiatives.

**SUBMITTED BY:** Carina Walters, City Administrator

**BACKGROUND/HISTORY:**

The City of Burlington engaged in a strategic planning process over three meetings during October and November 2015. The sessions yielded a Strategic Plan for the three-year period 2016-2019. The Strategic Plan consists of five strategic priorities, which are the highest priority issues for the next three years; a series of desired outcomes, which provide a vision of success, key outcome indicators, which will be monitored to determine success; and a set of performance targets, which define the successful outcome. The five strategic priorities with their strategic initiatives are as follows:

Financial Sustainability (*Finished*)

- a) Monthly reporting system – COMPLETED
- b) Long-term, comprehensive financial plan-all funds – COMPLETED
- c) Develop financial policies – COMPLETED

Economic Development

- a) Focused business development program – IN PROGRESS
- b) Develop business retention program – IN PROGRESS
- c) Create a business incentive policy - IN PROGRESS

Infrastructure Maintenance and Expansion

- a) Develop vehicle, equipment, facilities replacement schedule & funding strategy – IN PROGRESS
- b) Create plan for moving General Transportation Aid for intended purpose - SCHEDULED
- c) Create stormwater utility – SCHEDULED
- d) Comply with water & wastewater treatment limits – IN PROGRESS
- e) Complete schedules and strategy for major facilities (i.e. pool, city hall, library, police dept.) – IN PROGRESS

A Competitive Workforce

- a) Total compensation study – COMPLETED
- b) Succession plan for organization - IN PROGRESS
- c) Employee survey – COMPLETED
- d) Exit interviews – COMPLETED

Citizen Engagement

- a) Develop community engagement & education program – COMPLETED
- b) Citizen Survey - SCHEDULED
- c) Recruitment & application process - COMPLETED

Attached for your convenience is a detailed breakdown for staff to follow indicating the goal date to complete the various steps involved in fulfilling the initiatives. Staff is on track with the goal dates at this time and many initiatives are in progress.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For update only.

**TIMING/IMPLEMENTATION:**

This item is scheduled for discussion at the July 2, 2019 Committee of the Whole meeting.

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**Attachments**

Strategic Plan Initiatives Calendar

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### 2016-2018 Strategic Plan Initiatives Calendar

<b>Winter 2016</b>	Business Development Program	Meet with downtown business owners to update strategic plan	Administration	✓
<b>Winter 2016</b>	Exit Interviews for All Positions	Identify perimeters for exit questionnaire	Administration	✓
<b>Winter 2016</b>	Exit Interviews for All Positions	Prepare standard questionnaire to conduct interviews	Administration	✓
<b>Winter 2016</b>	Community Pool Study	Release RFP	Administration	✓
<b>Winter 2016</b>	Employee Compensation Study	Create and issue RFP for study	Administration	✓
<b>Winter 2016</b>	Major Facilities Study	Meet with BASD and Racine Co. for possible joint facility	Administration	✓
<b>Winter 2016</b>	Employee Compensation Study	Collect job descriptions and current comp package	Dept Heads	✓
<b>Winter 2016</b>	Financial Reporting System	Upgrade accounting software	Finance	✓
<b>Winter 2016</b>	5-Year Financial Plan	Meet with Ehlers to discuss 5-yr Financial Plan	Finance	✓
<b>Winter 2016</b>	5-Year Financial Plan	Budget expenditure for plan	Finance	✓
<b>Spring 2016</b>	Community Pool Study	Interview vendors	Admin & DPW	✓
<b>Spring 2016</b>	Business Development Program	Create a Gap Analysis and Retail Leakage report	Admin & RCEDC	✓
<b>Spring 2016</b>	Employee Compensation Study	RFPs for compensation study due	Administration	✓
<b>Spring 2016</b>	Major Facilities Study	Conduct Feasibility Study	Administration	✓
<b>Spring 2016</b>	Major Facilities Study	Catalog all City facilities, build date and condition	Administration	✓
<b>Spring 2016</b>	Employee Compensation Study	Comp study consultant contract to Council	Administration	✓
<b>Spring 2016</b>	Business Retention Program	Update Downtown Strategic Plan with RCEDC	Administration	✓
<b>Spring 2016</b>	Employee Satisfaction Survey	Develop questions for survey	Dept Heads	✓
<b>Spring 2016</b>	Succession Plan for Organization	Compile list of job descriptions and qualifications	Dept Heads	✓
<b>Spring 2016</b>	Financial Reporting System	Develop budget to actual spreadsheets with links to data	Finance	✓
<b>Spring 2016</b>	Financial Reporting System	Update Dept Head computers with software	Finance	✓
<b>Spring 2016</b>	Develop Financial Policies	Review current financial policy	Finance	✓
<b>Spring 2016</b>	Financial Reporting System	Test excel spreadsheets & modify if needed	Finance	✓
<b>Spring 2016</b>	5-Year Financial Plan	Coordinate draft of plan	Finance	✓
<b>Spring 2016</b>	Financial Reporting System	Final edits to excel sheets	Finance	✓
<b>Spring 2016</b>	Financial Reporting System	Clarity training for Dept. Heads with "Inquiry Access"	Finance	✓
<b>Spring 2016</b>	5-Year Financial Plan	Res of 5-yr Plan to go to Council	Finance	✓
<b>Spring 2016</b>	Develop Financial Policies	Review of changes/edits	Finance & Admin	✓
<b>Spring 2016</b>	Financial Reporting System	Dept Heads utilizing data	Finance & Dpt Hds	✓
<b>Spring 2016</b>	5-Year Financial Plan	Coordinate data for plan	Finance & Dpt Hds	✓

<b>Summer 2016</b>	Community Pool Study	Consultant to complete Phase 1 site assesment	Admin & DPW	✓
<b>Summer 2016</b>	Community Pool Study	Consultant to complete Phase 2 preliminary design	Admin & DPW	✓
<b>Summer 2016</b>	Employee Compensation Study	Conduct comp study	Administration	✓
<b>Summer 2016</b>	Develop Financial Policies	Policies recommended by Ehlers to COW/Council	Finance	✓
<b>Summer 2016</b>	Capital Improvement Plan	Identify capital improvement & Equipment Replacement schedule	Dept Heads	✓
<b>Summer 2016</b>	Limit water/ww treatment limits	Compile list of all treatment limits per user permit	DPW	✓
<b>Summer 2016</b>	Limit water/ww treatment limits	Determine efficiency and problems with current limits	DPW	✓
<b>Summer 2016</b>	Create plan for Gov Transportation Aid	Move GTA funds to street budget	DPW & Finance	✓
<b>Autumn 2016</b>	Business Retention Program	Create property maintenance education program	Admin & B. Inspect	✓
<b>Autumn 2016</b>	Community Pool Study	Consultant to complete Phase 3 management plan	Admin & DPW	✓
<b>Autumn 2016</b>	Community Pool Study	Consultant to complete Phase 4 referendum & educ. assistance	Admin & DPW	✓
<b>Autumn 2016</b>	Employee Compensation Study	Present comp study results to Council	Administration	✓
<b>Autumn 2016</b>	Employee Compensation Study	Implement comp study findings	Dept Heads	✓
<b>Autumn 2016</b>	Develop Financial Policies	Incorporate Financial Policies into 2017 Budget	Finance	✓
<b>Autumn 2016</b>	Capital Improvement Plan	Implement program to track CIP and ERF needs	Dept Heads	✓
<b>Winter 2017</b>	Limit water/ww treatment limits	Compile list of future mandates for processes	DPW	✓
<b>Winter 2017</b>	Create Stormwater Utility	Begin mapping of existing stormwater system	DPW	✓
<b>Spring 2017</b>	Succession Plan for Organization	Establish career development plan for all employees	Dept Heads	
<b>Spring 2017</b>	Develop Community Engagement Program	Review existing public information tools	Administration	✓
<b>Spring 2017</b>	Create Stormwater Utility	Submit data to DNR for future MS4 permit	DPW	✓
<b>Summer 2017</b>	Major Facilities Study	Develop facilities replacement schedule and funding strategy	Administration	
<b>Summer 2017</b>	Develop Community Engagement Program	Research other community practice	Administration	✓
<b>Summer 2017</b>	Business Retention Program	Quarterly update of vacant downtown storefront doc	Adminstration	
<b>Autumn 2017</b>	Develop Community Engagement Program	Create recruitment application	Administration	✓
<b>Autumn 2017</b>	Business Retention Program	Resolution of Business Attraction & Retention Plan to Council	Adminstration	
<b>Autumn 2017</b>	Succession Plan for Organization	Implement training program and succession plan	Dept Heads	
<b>Winter 2018</b>	Business Incentive Program	Present incentive program to Council	Administration	
<b>Winter 2018</b>	Community Pool Study	Consultant to complete Phase 6 construct management & inspection	Admin & DPW	✓
<b>Winter 2018</b>	Major Facilities Study	Possible design and build of combined facility	Administration	✓

<b>Summer 2018</b>	Employee Satisfaction Survey	Distribute survey to employees	Dept Heads	✓
<b>Summer 2018</b>	Employee Satisfaction Survey	Receive employee surveys	Dept Heads	✓
<b>Summer 2018</b>	Develop Community Engagement Program	Create community engagement program	Administration	✓
<b>Summer 2018</b>	Develop Community Engagement Program	Review community engagement program with Council	Administration	✓
<b>Autumn 2018</b>	Employee Satisfaction Survey	Review results with employees	Administration	✓
<b>Autumn 2018</b>	Employee Satisfaction Survey	Review results with Council	Administration	✓
<b>Autumn 2018</b>	Citizen Survey	Develop and RFP for conducting an citizen survey	Administration	
<b>Autumn 2018</b>	Citizen Survey	Hire consultant to conduct study	Administration	
<b>Autumn 2018</b>	Citizen Survey	Market survey with community	Administration	
<b>Winter 2019</b>	Citizen Survey	Residents to complete survey	Administration	
<b>Winter 2019</b>	Citizen Survey	Results of survey presented to Council with recommendations	Administration	
<b>Winter 2019</b>	Citizen Survey	Results of survey presented to community	Administration	
<b>Winter 2019</b>	Create Stormwater Utility	Create Stormwater Utility	DPW	
<b>Winter 2019</b>	Create Stormwater Utility	Create stormwater division with DPW	DPW	
<b>Ongoing</b>	Business Retention Program	Strengthen and enhance relationship with Chamber	Administration	
<b>Ongoing</b>	Business Development Program	Identify Action Plan for Downtown and City Revitalization	Administration	
<b>Ongoing</b>	Business Development Program	Interview larger businesses in city	Admin & RCEDC	
<b>Ongoing</b>	Employee Satisfaction Survey	Implement action plans based on employee feedback	Administration	
<b>Ongoing</b>	Employee Satisfaction Survey	Redistribute survey to employees annually	Administration	
<b>Ongoing</b>	Exit Interviews for all positions	Conduct exit interview with all that terminates employment	Administration	✓
<b>Ongoing</b>	Exit Interviews for all positions	Review results of interview annually and create action plans	Administration	
<b>Ongoing</b>	Develop Community Engagement Program	Implement community engagement program	Administration	✓
<b>Ongoing</b>	Develop Community Engagement Program	Communicate & update citizens of events, programs and legislature	Administration	
<b>Ongoing</b>	Succession Plan for Organization	Discuss training expectations with employees	Dept Heads	
<b>Ongoing</b>	Succession Plan for Organization	Evaluate and monitor process of succession plan	Dept Heads	
<b>Ongoing</b>	Capital Improvement Plan	Update Council annually of needs	Dept Heads	
<b>Ongoing</b>	Capital Improvement Plan	Schedule CIP and ERF needs in annual budget	Dept Heads	
<b>Ongoing</b>	Limit water/ww treatment limits	Seek groups who legally oppose mandates of limits	DPW	
<b>Ongoing</b>	Limit water/ww treatment limits	Meet current mandate limits for water and wastewater	DPW	
<b>Ongoing</b>	Create Plan for GTA	Complete GTA study annually	DPW	

<b>Ongoing</b>	Create Plan for GTA	Develop revolving 5-year right-of-way plan	DPW	
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DATE: July 2, 2019

SUBJECT: **RESOLUTION 4961(14)** - To approve purchase of a new patrol truck cab and chassis for the Department of Public Works from Lakeside International and body from Olson Trailer and Body for the total amount of \$206,517.00.

SUBMITTED BY: Peter Riggs, Director of Public Works

**BACKGROUND/HISTORY:**

The 2019 budget contains funding for the replacement of one patrol/plow truck (truck #520) in Department of Public Works fleet. Truck #520 is a 1991 Mack and is the oldest vehicle in the fleet. Maintenance expenses are increasing and part availability is becoming problematic. The truck is 28 years old, parts are hard to find due to its age. The 5-year repair maintenance expense history for this vehicle totals \$13,812, an average of \$2,762 per year. Maintenance expenses for 2019 YTD are \$3,266. This truck is used in winter weather response and is configured to hold the leaf vacuum unit. The estimate to replace this unit was \$190,000.00 and included the purchase of cab & chassis, dump body, plow, salter, spray at the spinner wet kit, and controller.

Staff sourced three quotes for the cab & chassis. Lakeside International is the low cost option and is recommended by staff. Below, is a listing of all cab and chassis quotes:

- Lakeside International: \$99,527.00
- JX Peterbilt: \$99,791.09
- Wisconsin Kenworth: \$106,717.00

Staff was able to obtain two quotes for the body work to include: dump body, front and wing plow, salter, wet kit, and hydraulic controller. Olson Trailer and Body is the low cost option and is recommended by staff. Below, is a listing of all body quotes:

- Olson Trailer and Body: \$106,990.00
- Monroe Truck Equipment: \$108,144.00

The total purchase price for this truck is \$206,517.00. This exceeds the budgeted amount of \$190,000.00 by \$16,517.00 (8.7%) due to uncertainty in estimation and unexpected fluctuation in the market with steel prices.

Vendernet was explored as a purchasing option. However, Vendernet has not had a contract for this class of truck for several years. Staff at Vendernet said they are exploring a purchasing contract for this class of truck in the future, but they have no firm commitment at this time.

**BUDGET/FISCAL IMPACT:**

The 2019 Budget included \$190,000.00 in the equipment replacement fund for the replacement of truck #520. The recommended purchase has a total cost of \$206,517.00, which is \$16,517.00 greater than the budgeted amount. Estimation always includes an amount of uncertainty. The estimate for truck #520 was created over a year ago and would not have accounted for changes in the market, such as steel price fluctuation.

Staff recommends deferring the 2019 scheduled replacement of the ball diamond rake (\$24,000) in order to temporarily offset the overage in the equipment replacement fund. The ball diamond rake was scheduled for replacement based on its expected useful life, but it is performing well and has not needed major repair. In 2018 staff deferred the replacement of the large snow blower (\$154,000.00) as well. These deferments provide time for more critical purchases to occur, but do not eliminate the need to eventually replace the equipment unless program changes allow for the elimination of the equipment.

**RECOMMENDATION:**

Staff recommends Council approving the purchase of a new patrol truck cab and chassis from Lakeside International and body from Olson Trailer and Body for the total amount of \$206,517.00.

**TIMING/IMPLEMENTATION:**

This item is presented for discussion at the July 2, 2019 Committee of the Whole meeting. Due to ordering deadlines it is also scheduled for final consideration at the same night Common Council meeting.

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**Attachments**

DPW Truck Purchase

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**A RESOLUTION APPROVING THE PURCHASE OF A NEW PATROL TRUCK FOR THE CITY OF BURLINGTON DEPARTMENT OF PUBLIC WORKS TO LAKESIDE INTERNATIONAL, LLC AND OLSON TRAILER AND BODY, LLC FOR TOTAL AMOUNT OF \$206,517.**

**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 Department of Public Works sourced comparable quotes from multiple vendors for a new patrol truck; and,

**WHEREAS**, Lakeside International, LLC submitted the lowest cost quote for the cab and chassis of the vehicle for \$99,527; and,

**WHEREAS**, Olson Trailer and Body, LLC submitted the lowest cost quote for the body of the vehicle for \$106,990; and,

**WHEREAS**, Department of Public Works has determined the cab and chassis provided by Lakeside International, LLC and the body provided by Olson Trailer and Body, LLC will satisfy the department's needs; and,

**WHEREAS**, the purchase of a cab and chassis from Lakeside International, LLC and body from Olson Body and Trailer, LLC for the total amount of \$206,517 has been recommended by the Director of Public Works.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that purchase of the aforementioned vehicle is hereby approved for the total amount of \$206,517.

Introduced: July 2, 2019

Adopted: July 2, 2019

\_\_\_\_\_  
Jeannie Hefty, Mayor

Attest:

\_\_\_\_\_  
Diahnn Halbach, City Clerk



**DATE:** July 2, 2019

**SUBJECT:** MOTION 19-932 - To consider approving a Certificate of Appropriateness for property located at 164 E. Washington Street.

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

**BACKGROUND/HISTORY:**

According to Ch. 315-42E(1), the Common Council must approve any alteration including architectural appearance. Alterations include any exterior change (including painting), addition to, or demolition of any part or all of the exterior of a structure within the HPO District. In determining such approval, the Common Council shall take into consideration the recommendation of the Historic Preservation Committee (HPC).

164 E. Washington (Homestyle Launderette), was previously owned by Brian Torgerson. You may recall the HPC and Common Council approved a Certificate of Appropriateness (COA) in February 2019; however, due to selling the property to the current owners, Torgerson withdrew his awarded facade grant. Dustin & Molly Elsbury purchased the property at 164 E. Washington Street at the end of May.

The Elsbury's are proposing to replace the front windows, replace three doors, replace side windows, replace rear windows (all), remove and replace brick on the corner of the building where needed, paint the doors and all wood, rebuild the bulkhead, replace the lintel above and relocate the side door, and tuck-pointing where needed.

- The windows will be Bronze Marvin Integrity Wood-ultrex
- Replacing the back windows instead of remaining boarded
- All 3 doors to be Simpson Wooden doors with ¾ glass (8' doors)
- Replacing the siding material on the Side Entry Doorway (on alley side of building) with brick for structural purposes
- Adding an exterior light by Side Entry Doorway
- Exterior paint color where needed will be Sherwin Williams Downing Stone

**BUDGET/FISCAL IMPACT:**

The owner was awarded three Façade Grants for this project in the amount of \$5,000 for each side (front, side, and rear - for a total of \$15,000) at the June 27, 2019 Historical Preservation Committee (HPC) meeting. All other costs associated with this project will be paid by the property owner.

**RECOMMENDATION:**

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their June 27, 2019 meeting, contingent on including the front façade upper story window that features the existing muntins, and submit signage and lighting information.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the July 2, 2019 Committee of the Whole meeting and per common practice is scheduled for final consideration at the Common Council meeting the same evening.

**Attachments**

COA 164 E. Washington St.

164 E. Washington Street  
Burlington WI 53105

## Construction Proposal

The general proposals by Mr. Torgerson will be remaining in place. This proposal is to verify that we, as the new owners of the building, will be completing the work to the building. There are a few adjustments made as you will see below. We request that we will receive the Grant's that have been approved upon our completion of the work and we request that the 6 month deadline for the exterior completion to be restarted as of the date of our purchasing the building on May 31, 2019.

Adjustments we'd like to make to the approved proposal:

- Windows to be Bronze Marvin Integrity Wood-ultrex
- Replacing the back windows instead of remaining boarded
- All 3 doors to be Simpson Wooden Doors with  $\frac{3}{4}$  glass (8' doors)
- Replacing the siding material on the Side Entry Doorway (on alley side of building) with brick for structural purposes
- Adding an exterior light by Side Entry Doorway
- Exterior paint color where needed will be Sherwin Williams Downing Stone

### Exterior of Building

- Front of Building
  - Upper Facade Windows
    - Center Windows: 2 - 3' x 6' double hung, 1 - 4' x 6' picture window
      - Marvin Integrity
      - Wood-ultrex
      - Bronze
    - Single Windows: 3' x 6' double hung
      - Marvin Integrity
      - Wood-ultrex
      - Bronze
  - Storefront Windows
    - 4 sets of Marvin Clad Ultimate Casement Picture windows with transom windows above
      - Bronze
    - Wood Trim
      - WindsorOne - exterior grade wood trim, pine
        - <https://windsorone.com/products/trim-boards/>

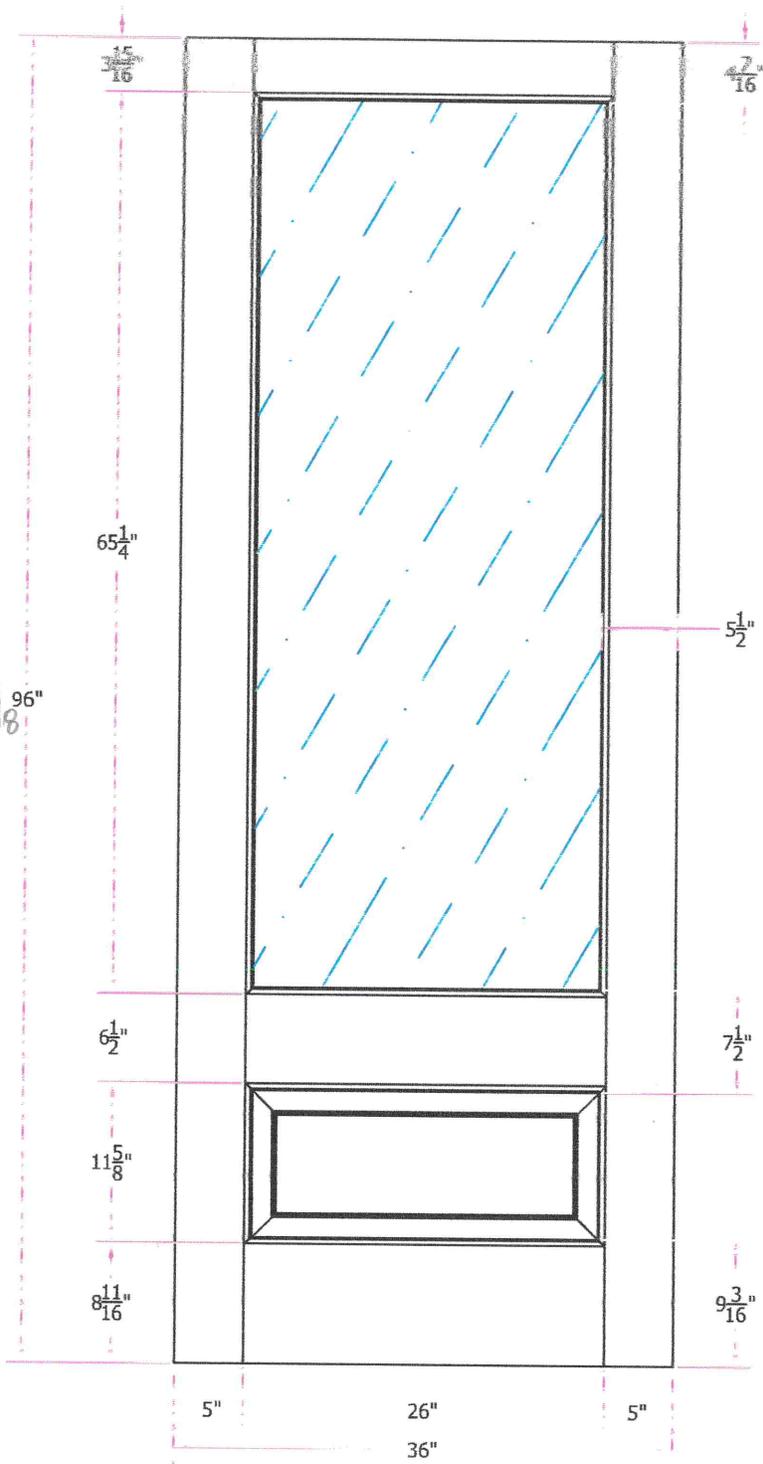
- Painted Sherwin Williams Downing Stone
    - Panelling under windows to match Front door panel
  - Upstairs Entry Door
    - Simpson Wooden Door with ¾ Glass
      - 8' Doors to match with storefront windows and paneling
      - Transom window above the door
    - Door and Trim Painted Sherwin Williams Downing Stone
  - Storefront Entry
    - Simpson Wooden Doors with ¾ Glass
      - 8' Doors to match with storefront windows and paneling
      - Remove current air conditioner unit and install transom window above the door
    - Door and Trim Painted Sherwin Williams Downing Stone
  - Remove rusted metal awning base
  - Brick Facade needs Minimal tuck pointing work
- Side of Building (facing parking lot)
  - All 6 windows 3' x 6' double hung
    - Marvin Integrity
    - Wood-ultrex
    - Bronze
  - Side Entryway : *Due to the major brick damage and structural instability in this corner of the building, we are proposing to add structural brick and block around the door.*
    - Replacing cracked lintel
    - Simpson Wooden Door with ¾ Glass with transom above 8'
    - Adding a light fixture above or next to door
    - Adding brick for structural support in place of the siding
    - Door and Trim Painted Sherwin Williams Downing Stone
  - Brick
    - Repair camber around boiler stack and the parapet
    - Extensive tuck pointing
- Back of Building
  - All 6 windows 3' x 6' double hung
    - Marvin Integrity
    - Wood-ultrex
    - Bronze
    - *\*Reclaiming the 2 downstairs windows that currently are covered*
    - *\*Replacing the damaged upstairs window*
  - Brick

- Extensive Brick Repair
  - Tuck pointing
  - Removal and replacing of the broken/cracked bricks
  - Special attention to the corner of building near the electrical units
- Install gutter
- Reorganizing of the cables/wires on building, removing any unnecessary cables/wires
- Replacement of the Limestone Cap on 3 sides of building to better waterproof building
  - Metal drip cap (as seen on Mercantile building)
- Alley Side of Building
  - Brick
    - Extensive repair to the damaged upper area of building
    - Tuck pointing

110 3/4  
69

98 5/8 96"

2 3/0 +



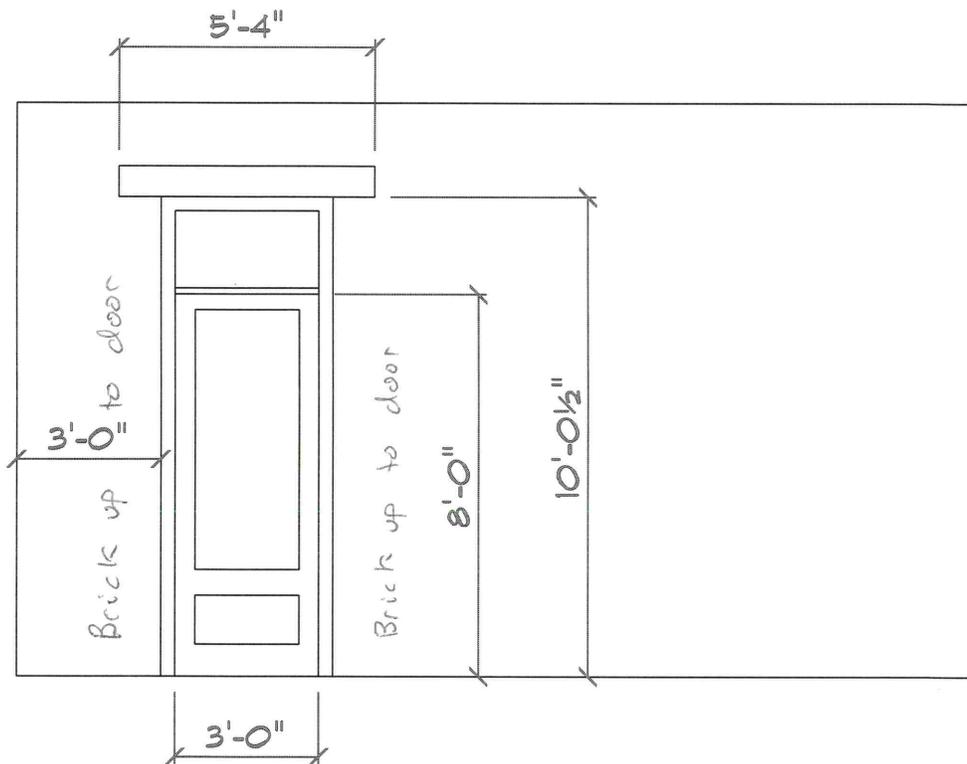
THIS DRAWING AND THE INFORMATION CONTAINED HEREIN IS THE PROPRIETARY TO SIMPSON DOOR COMPANY AND SHALL NOT BE REPRODUCED, COPIED OR DISCLOSED IN WHOLE OR PART, OR USED FOR MANUFACTURE OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN PERMISSION OF SIMPSON DOOR COMPANY.

Revisions

Rev. #	Description	Date	by Whom

TITLE 7501 3/0 x 8/0 Customer Layout			
DRAWING NO. D-7501-300-800-0700			
LAYOUT 00	SCALE NTS	BORE PATTERN # 7009	
DRAWN BY: J. Decker		DATE 04/30/2008	

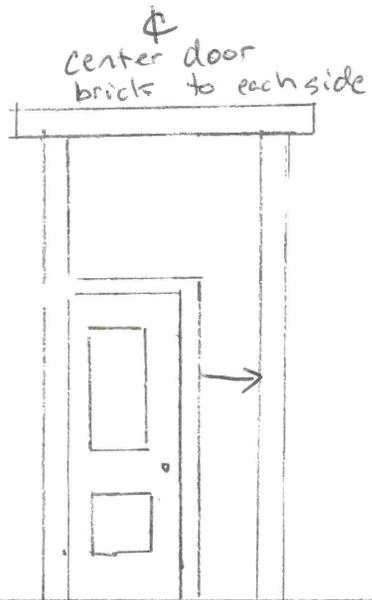
**Simpson**<sup>®</sup>



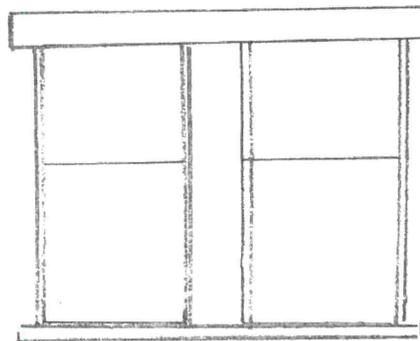
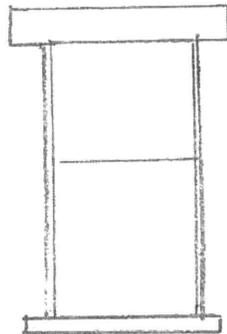
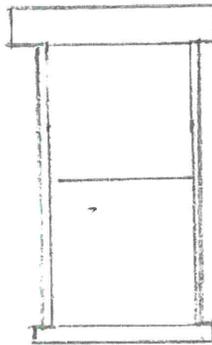
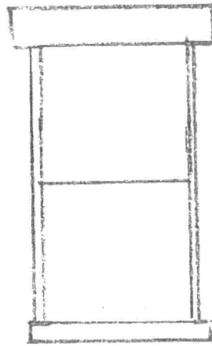
Proposed

\* see existing photo - Alley side

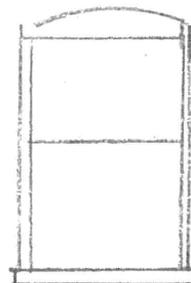
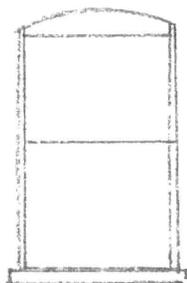
- fix lintel to prevent further sag in brick
- Add structural "block" behind brick to prevent further sag and "square up" corner of building



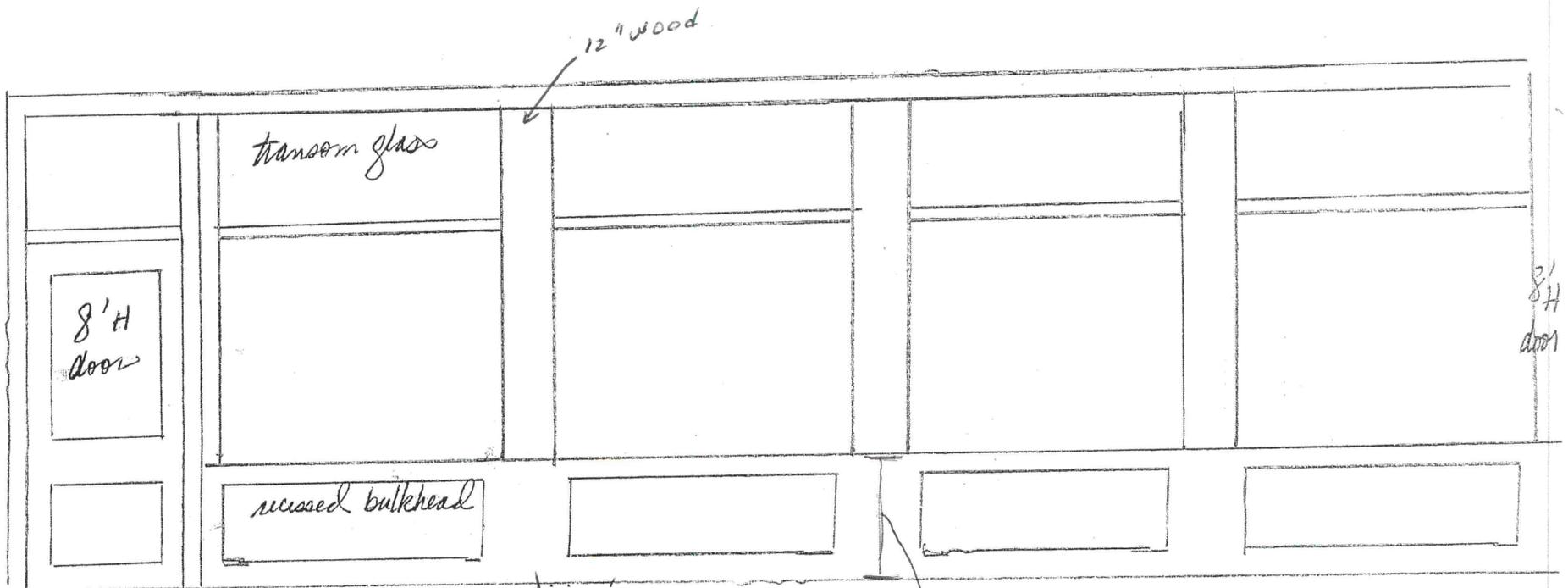
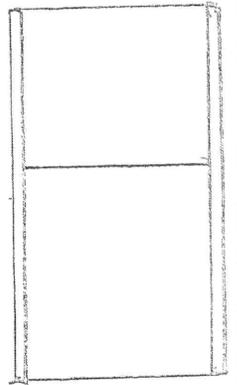
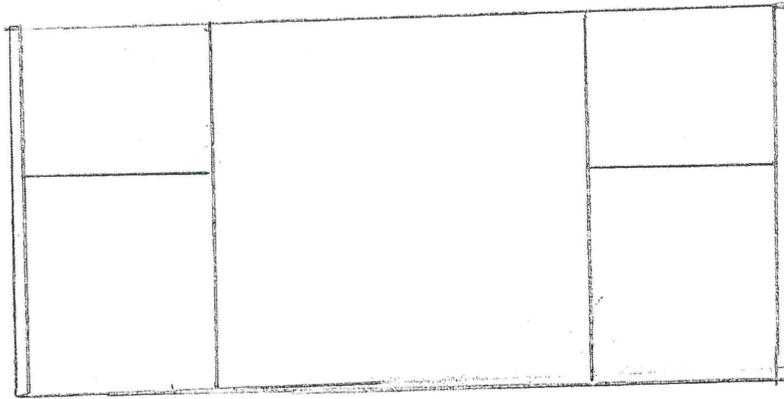
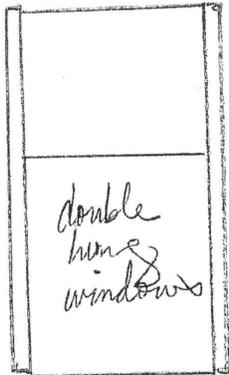
Existing location



Alley Side



Back Urb Garden Side



windows trim bronze

16" - 18"

# Proposal



8151 MCHENRY ST. • BURLINGTON, WI 53105 • (262) 539-2664 • OWNER: STEVE EHLEN

PROPOSAL SUBMITTED TO: <u>DUSTIN ELSBURY</u>	PHONE	DATE <u>5/8/19</u>
STREET <u>NORTHERN PRAIRIE BUILDERS</u>	JOB NAME	
CITY, STATE AND ZIP CODE <u>BURLINGTON WI</u>	JOB LOCATION <u>425 E. WASHINGTON ST. BURLINGTON</u>	

We hereby submit specifications and estimates for: REFURBISH MASONRY BUILDING WALLS

- REMOVE DAMAGED & DETERIORATED BRICK & MORTAR
- REPLACE W/ MATCHING BRICK & MORTAR
- TALKPOINT BAD & MISSING JOINTS
- REFINISH EXISTING CONCRETE WINDOW SILLS
- MISC. REBUILDING AREAS ECT...

ESTIMATED LABOR & MATERIAL PRICE FOR NORTH, WEST & SOUTH SIDES  
APROX \$22,000  
"EAST SIDE TO BE EVALUATED AT LATER DATE"

Does not include additional price for work  
around side entrance  
THANKS.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:  
Twenty Two Thousand dollars (\$ 22,000 ).  
 Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control Owner to carry fire, wind damage and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: 

Note—This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

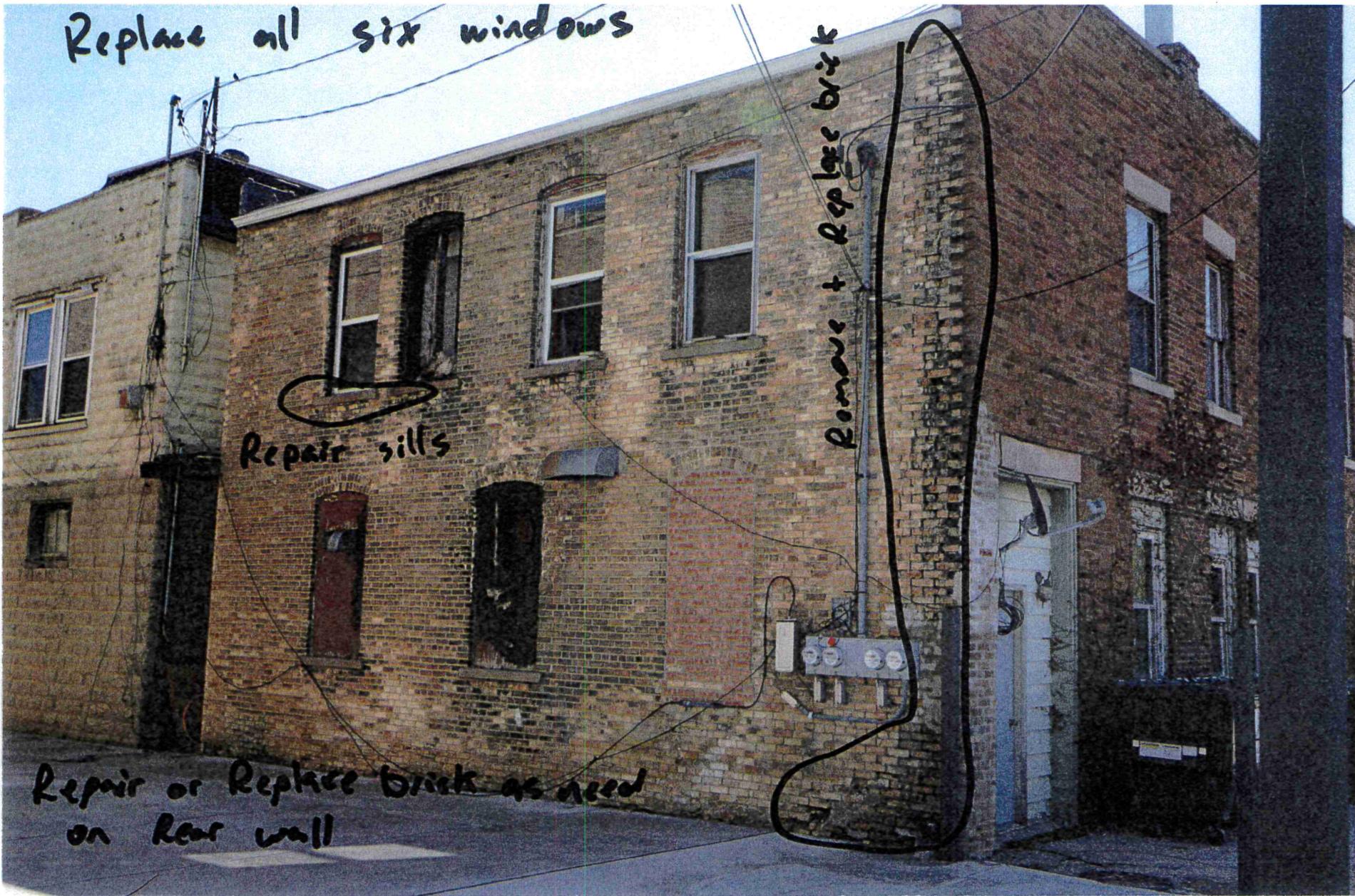


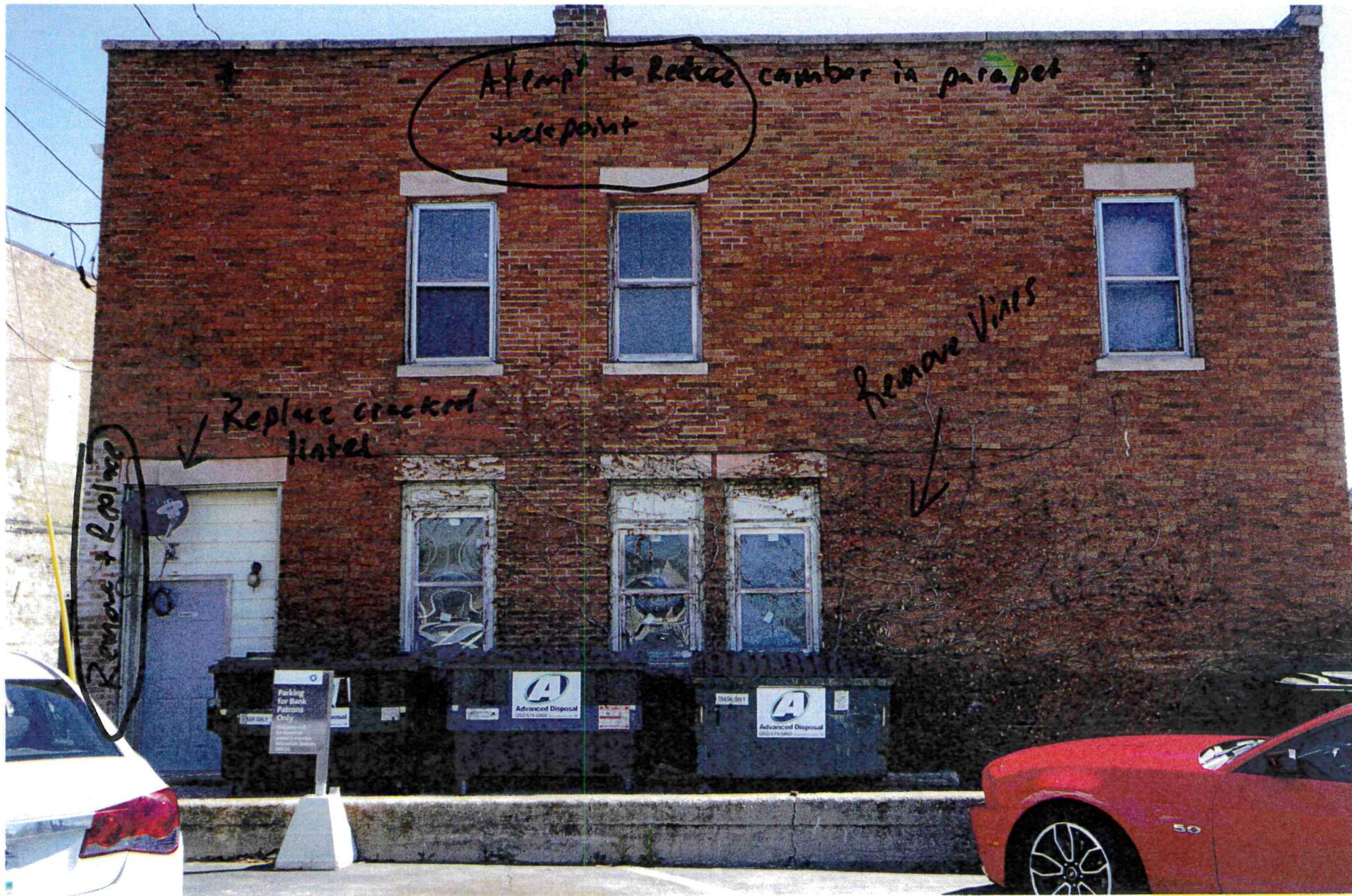
Replace all six windows

Repair sills

Remove + Replace brick

Repair or Replace brick as need  
on Rear wall





Attempt to Reduce camber in parapet steel joint

Remove + Replace

Replace cracked lintel

Remove Vines



