



**AGENDA
COMMON COUNCIL**

Tuesday, August 6, 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)

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 Minutes for July 16, 2019.
6. **Letters and Communications** *(T. Bauman)*
 - A. To approve Council Correspondence as submitted.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** *(S. Kott)*
 - A. To approve Reports 1-5 as submitted.
9. **Payment of Prepays and Vouchers** *(T. Meyer)*

- A. To approve the Prepaid and Vouchers list for bills accrued through August 6, 2019.

Total Prepaid:	\$ 243,280.39
Total Wire/ACH	\$ 95.03
Total Vouchers:	\$ 81,633.45
Grand Total:	\$ 325,008.87

10. **Licenses** (R. Heft)

- A. To approve Operator License Applications as submitted.

11. **Special Events** (S. Rauch)

- A. To approve Special Event Permit Applications as submitted

12. **Appointments and Nominations** (T. Preusker)

Stephen Plank, Burlington Area School District Superintendent to be appointed to the Library Board.

13. **PUBLIC HEARINGS:** None

14. **RESOLUTIONS:**

- A. **Resolution 4965(18)** - To approve the Bid Award Contract to PSG Construction, Inc. for the Riverside Park Improvement Project. (T. Bauman)

15. **ORDINANCES:** None

16. **MOTIONS:**

- A. **Motion 19-934** - To approve the City of Burlington's Tax Increment Financing (TIF) Guidelines. (S. Kott)

- B. **Motion 19-935** - To consider approving a Certificate of Appropriateness for property located at 488 Milwaukee Avenue. (T. Meyer)

- C. **Motion 19-936** - To consider approving a Certificate of Appropriateness for property located at 473 Milwaukee Avenue. (R. Heft)

17. **ADJOURNMENT** (S. Rauch)

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: August 6, 2019

SUBJECT: MEETING MINUTES - To approve the Common Council Minutes for July 16, 2019.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the July 16, 2019 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the July 16, 2019 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the August 6, 2019 Common Council meeting.

Attachments

CC Min



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

**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahn Halbach, City Clerk
Tuesday, July 16, 2019**

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

Mayor Jeannie Hefty called the Common Council meeting to order at 8:02 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Tom Preusker. Excused: Alderman Jon Schultz and Alderman Todd Bauman.

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, Police Chief Mark Anderson, Human Resource Director Jascon Corbin, Library Director Joe Davies, and City Intern Nick Faust.

2. **Pledge of Allegiance**

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

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

5. **Approval of Minutes** - To approve the July 2, 2019 Common Council Minutes.
Motion: Alderman Grandi. Second: Alderman Rauch. With all in favor, the motion carried.

6. **Letters and Communications** - To approve council correspondence from Alderman Schultz and Alderman Bauman regarding their absence from the July 16, 2019 Committee of the Whole and Common Council meeting.

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

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

Alderman Grandi stated he has received several inquiries regarding the increase in assessments and was seeking more information to provide to the residents and also wanted to know if an overall percentage of the city increase was known. DeQuaker responded that numbers aren't finalized until after Board of Review. Halbach responded that according to Accurate Appraisal, there was an about a 6% increase across the board for residential homeowners. Walters responded that staff is currently in the process of writing a memo explaining the assessment increases and what the process is that determines if there will be an increase or decrease.

Alderman Preusker inquired about west bound left turn arrows by the railroad crossings where traffic

wants to turn left but the light stays red while a train is passing through, which does not allow traffic to turn left on to the Bridge Street overpass. Watkins responded that she had spoken with Riggs and it is a known issue and is being looked into.

8. **Reports** - To approve Reports 1-2 as submitted.
Motion: Alderman Rauch. Second: Alderman Kott. With all in favor, the motion carried.
9. **Payment of Prepays and Vouchers** - To approve Prepaid and Voucher list for bills accrued through July 16, 2019.
Motion: Alderman Preusker. Second: Alderman Heft. Roll Call Vote: Aye - 6. Nay - 0. The motion carried.
10. **Licenses** - To approve Operator's License Applications as submitted.
Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried.
11. **Special Events** - There were none.
12. **Appointments and Nominations**
To appoint Corina Kretschmer to the Community Development Authority (CDA) to replace Jim Spiegelhoff. Term to expire November 1, 2019.

Motion: Alderman Meyer. Second: Alderman Preusker. With all in favor the motion carried.
13. **PUBLIC HEARINGS:** There were none.
14. **RESOLUTIONS:**
 - A. **Resolution 4962(15)** - To consider approving an Extraterritorial Zoning Certified Survey Map for property located between 920 and 1316 S. Teut Road.

Motion: Alderman Grandi. Second: Alderman Meyer. With all in favor, the motion carried.
 - B. **Resolution 4963(16)** - To consider approving a Certified Survey Map for property located at 109-111 and 117 Schemmer Street.

Motion: Alderman Heft. Second: Alderman Preusker. With all in favor, the motion carried.
 - C. **Resolution 4964(17)** - To Accept the Dedication of Land for Public Right of Way Purposes for property located at 340 Dale Drive.

Motion: Alderman Rauch. Second: Alderman Kott. Roll Call Vote: Aye - 6. Nay - 0. The motion carried.
15. **ORDINANCES:**
 - A. **Ordinance 2050(16)** - To amend Chapter 187-7(E) of the City of Burlington Municipal Code, to eliminate the 4 liter limit of hard alcohol sales for retail stores holding a "Class B" liquor license.

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

16. **MOTIONS:**

- A. **Motion 19-933** - To approve the 2020-2022 Union Agreement between the City of Burlington and the Labor Association of Wisconsin, Inc. on behalf of the Burlington Police Benevolent Association Local 218.

Motion: Alderman Kott. Second: Alderman Heft. Roll Call Vote: Aye - 6. Nay - 0. The motion carried.

17. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the meeting adjourned at 8:16 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: August 6, 2019

SUBJECT: LETTERS AND COMMUNICATIONS - To approve Council Correspondence as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following communication:

- a. Email correspondence from Alderman Jon Schultz regarding his absence from the August 6, 2019 Committee of the Whole and Common Council meeting.
- b. Email correspondence from Alderman Bob Grandi regarding his absence from the August 6, 2019 Committee of the Whole and Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Council accept this communication.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the August 6, 2019 Common Council meeting.

Attachments

- Schultz Correspondence
- Grandi Correspondence

Diahnn Halbach

From: Jon Schultz
Sent: Friday, July 26, 2019 1:13 PM
To: Carina Walters
Cc: Diahnn Halbach
Subject: Missing Aug 6 Council

Carina,

[REDACTED] I now have to miss the August 6 council meeting. I have to travel for an important business meeting.

[REDACTED]

Jon E. Schultz II
City Council President
Alderman, 3rd District, City of Burlington

JSchultz@Burlington-WI.gov

[REDACTED]

Diahnn Halbach

From: Bob Grandi <bobgrandi1@gmail.com>
Sent: Monday, July 29, 2019 7:13 AM
To: Jeannie Hefty; Carina Walters; Diahnn Halbach
Subject: August 6th Meeting

I will be unable to attend the August 6th Committee of the Whole and Common Council meetings.

Respectfully,

Bob Grandi
Alderman, 2nd District



DATE: August 6, 2019

SUBJECT: REPORTS - To approve Reports 1-5 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Burlington Housing Authority Minutes, 6-12-19
2. Library Meeting Minutes, 6-25-19
3. Historic Preservation Commission Minutes, 6-27-19
4. Police & Fire Commission Minutes, 7-2-19
5. Committee of the Whole Minutes, 7-16-19

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the August 6, 2019 Common Council meeting.

Attachments

- BHA Minutes
 - PFC Minutes
 - HPC Minutes
 - PFC Minutes
-

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
June 12, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, June 12, 2019 at 12:00 p.m. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioners Lapp and Merten and Manager Arlene Odeja.

Minutes from the regular monthly meeting held May 22, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Copies of the monthly operating statements, bills, and bank statements were dispersed and reviewed by board members including Reserve Account balances as of May 31, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 62 on the waiting list for one bedroom units and 2 for two bedroom units. There is one vacancy at this time.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in April.

A motion was made by Heck, seconded by Merten and carried unanimously to approve the lighting through Joe Morrow/Kuchenbecker Electric for \$7,765.00 and doors through Napco for \$8,560.00. Funds to come out of Reserve Account.

NEW BUSINESS: A motion was made by Heck, seconded by Merten and carried unanimously to increase the rent by \$20.00 per month per unit instead of \$10.00 referred to in the May 22, 2019 minutes.

There was a discussion on budget items for the coming fiscal year.

A motion made by Merten, seconded by Heck and carried unanimously to approve salaries for the 2019-2020 year for the Manager and support staff.

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 1:00 P.M. The next monthly meeting is scheduled for July 18, 2019 at 5:30 p.m.



John Smith, Secretary

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, June 25, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Smet, Larson
Guard, Chaffee, Bahr

Savaglia, Preusker

Also present: Davies and McCarthy

Absent: Musgrave and Czaplewski

- Savaglia called the meeting to order at 6:34 pm.
- Public Communication to the Board – None
- Trustee Training: TE # 13 Library Advocacy – After a short summary of the chapter, Library Board members suggested inviting the city council members to the library to meet the library board members. Lakeshores is planning a fund pool for library board members to attend a WLA training track. During our strategic planning, we may be working on how to advocate to the community and groups or writing a letter to the editor about our goals and accomplishments. The survey ends Sunday June 30. Another suggestion was to create a message board with interesting facts (statistics) and upcoming programming to display at places such as the Farmer' Market.
- Minutes of the May 28, 2019 meeting, Bahr moved approval, Chaffee seconded. Motion passed.
- Smet moved and Preusker seconded the motion to approve the June General Fund, Prepaid and Reimbursement Expenses of \$10,099.81 and June Trust Fund Expenses of \$239.85 totaling \$10,339.66. Motion passed.

Committee Reports: Committee Appointments were sent out after Davies heard back from board members which committees they were interested in.

Personnel Committee: Savaglia, chair, Larson and Plank

Finance Committee: Bahr, chair, Chaffee, Preusker

Building and Grounds: Larson, chair, Musgrave, Guard and Czaplewski

Federated Library Report:

- **LLS/SHARE Member budgets** – Davies explained the budget worksheets and what resources and costs are collectively shared among the Lakeshores Libraries and the SHARE group.
- **County Reimbursement Funding for 2020** – A worksheet showing how county funding is distributed for each library in the Lakeshores Library System was discussed. The funding is based on three year's prior circulation numbers.
- **Library Trustee Training Week in August** – Davies wanted to continue to remind board members of this upcoming online training, and hopes each member will sign up for at least one session.

Director's Report:

- **Monthly Statistics Report** – Davies referred back to the Lakeshores and SHARE budget Funding Formula worksheet to look at how other libraries are trending. The worksheet shows circulation numbers for each library in Share and the up and down trends over a 3 year period.
- **Updates in Library Courtyard**– Davies reviewed the plan for reviving the courtyard after conversations with the city's DPW director Peter Riggs. Going forward, we need clarification on who will be maintaining the landscape around the library. Davies will discuss this with Riggs.
- **Annual Friends of the Library Book Sale is July 11-13** – Friends group will contact board members to see if they want to volunteer to work at the book sale. We have been getting lots of donations.

Unfinished Business:

- **Strategic Planning** – There have been 377 survey responses so far. The deadline is June 30. Sarah Keister-Armstrong will be scheduling staff and community meetings soon. Davies is searching for interested community members.

New Business

- **Review of Unique Management (Library Debt Collection)** – Davies reviewed a worksheet highlighting the number of patrons submitted to collections and the result thus far of bills paid or materials returned. In comparing the dollar amount of materials returned and bills paid with the fees the library has paid for the service, the library is still ahead. Chaffee made a motion to continue the service until November and review the progress at that time, seconded by Larson, motion passed. Davies will review the number of notices the library sends and adjust as needed.
- **Amendment of Library Director Job Description re: EOC** – Davies updated the Library Director job description to include: Serves as a member of the Burlington Emergency Operations Center (EOC) during emergencies, at the direction and discretion of the City Administrator or local incident command. Smet made a motion to accept the addition, seconded by Preusker, motion passed.

Motion to adjourn the meeting was made by Smet, seconded by Musgrave, meeting adjourned at 7:55 pm. Our next meeting will be Tuesday, July 23 at 6:30 pm in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,



Thomas Preusker
Aldermanic Representative



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, JUNE 27, 2019**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:30 p.m. Aldermanic Representative Susan Kott; Commissioners Frank Capra; Ken Morrison; Kevin O'Brien; and Bernard Petersen were present. Commissioners Steve Wagner and Bernard Petersen were excused. City Administrator Carina Walters was also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Aldermanic Representative Kott moved, and Commissioner Morrison seconded to approve the minutes of May 23, 2019.

Commissioner Wagner was present at 5:34 pm.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

- A. To consider approving a Certificate of Appropriateness application from Dustin & Molly Elsbury for property located at 164 E. Washington Street to make improvements to the façade on three sides.
 - Chairman Eisenhardt introduced and opened this item for discussion.
 - Tanya Fonesca, Graef explained the original applicant, Brian Torgerson, withdrew his applications due to selling the property. The new owners have submitted a few changes with new renderings to the front, side, rear, and other higher quality upgrades. If there is lighting and signage, it will need to be submitted for approval. Dustin Elsbury, owner, stated there will be lighting above the side door. Ms. Fonesca asked if the applicant would consider adding the cornice on the building that once existed. Mr. Elsbury replied yes, they would like to add the cornice at some point.
 - Aldermanic Representative Kott questioned if the doors will be retaining the 8 foot height. Mr. Elsbury answered yes, the doors will be 8 feet tall, with approximately a 2 foot transom glass above them.

- Chairman Eisenhardt asked if the satellite dish is going to be removed or something else in its place. Mr. Elsbury responded currently there is structural damage on the corner, so the siding will be removed and a higher door, along with brick will be added to support the corner.
 - Commissioner Wagner questioned if additional verticals, that would add dimension to the building, be considered. Ms. Elsbury replied he would be open to the idea, plus an awning and signage will be coming to a future meeting.
 - Carina Walter, City Administrator, stated the total cost of the project is around \$58,000 with a potential grant of \$15,000 from the City could be given, so the Commissioners could have discretion to express what they want to see. Mr. Elsbury explained they have plans to improve the alley, such as; paving, getting rid of dumpsters, and adding greenery. The side door could be the main entrance for the first floor.
 - There were no further comments.
 - Commissioner Morrison moved, and Aldermanic Representative Kott seconded to withdraw the Façade Grant application from the previous applicant, Mr. Torgerson.
 - Alderman Representative Kott moved, and Commissioner O'Brien seconded to recommend approval of the Certificate of Appropriateness application to make improvements.
 - Alderman Representative Kott moved, and Commissioner O'Brien seconded to amend the motion to recommend approval of the Certificate of Appropriateness application contingent on including muntins on the front upper windows and to submit signage and lighting information.
 - All were in favor and the motion carried.
- B. A Façade Grant Program application from Dustin & Molly Elsbury for property located at 164 E. Washington Street to make improvements to the façade on three sides.**
- Chairman Eisenhardt introduced and opened this item for discussion.
 - There were no comments.
- 1) Façade Grant for the front facade**
 - Commissioner O'Brien moved, and Aldermanic Representative Kott seconded to approve the Façade Grant for the front façade, but not to exceed \$5,000.
 - Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Wagner; Morrison; and O'Brien.
 - All were in favor and the motion carried.
 - 2) Façade Grant for the side façade**

- Commissioner O'Brien moved, and Commissioner Wagner seconded to approve the Façade Grant for the front façade, but not to exceed \$5,000.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Wagner; Morrison; and O'Brien.
- All were in favor and the motion carried.

3) Façade Grant for the rear facade

- Commissioner O'Brien moved, and Commissioner Morrison seconded to approve the Façade Grant for the front façade, but not to exceed \$5,000.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; and Commissioners Capra; Wagner; Morrison; and O'Brien.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt explained the original funds for 164 E. Washington Street were deleted due to the withdrawal of the original application. The new funds were calculated leaving a balance of \$13,630.57 in Round 8, plus \$10,000 in Round 9.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Morrison seconded to adjourn the meeting at 5:57 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES

City of Burlington Police and Fire Commission
Burlington Fire Department
165 W. Washington Street, Burlington, Wisconsin
July 2, 2019

1. Call to Order:

Commissioner Hintz called the meeting to order at 6:00 p.m.

2. Roll Call:

Commissioners in attendance Chris Miller, Peter Hintz, Kevin Morrow, Mark McMullen, Fire Chief Alan Babe and Police Lieutenant Brian Zmudzinski. Commissioner Jeff Erickson was excused.

3. Public Comments:

None.

4. Approval of Minutes

The minutes from the June 4, 2019 PFC meeting was approved on a motion to approve by Commissioner Miller, seconded by Commissioner Hintz all ayes motion carried at 6:03pm.

5. Police Chief Business

Lieutenant Brian Zmudzinski reported that the existing Police Officer Eligibility list should be terminated and that a new one be created as we have hired 3 officers from it, the remaining qualified candidates have accepted positions at other departments and the remaining names on the list have been disqualified from the process. On a motion by Commissioner Morrow and seconded by Commissioner Hintz at 6:05pm all ayes carried the motion to eliminate the existing eligibility.

Lieutenant Zmudzinski discussed a new proposed selection and testing process to create a new eligibility list and on a motion by Commissioner Hintz and seconded by Morrow all ayes carried the motion at 6:15pm to approve the new process and create a new eligibility list.

6. Fire Chief's Report and Business

Fire Chief Babe mentioned that he met with Union Representatives of Local 321 and all went well during the meeting. They have another meeting scheduled for July 9, 2019.

On a motion by Commissioner Morrow and seconded by Commissioner McMullen at 6:20pm all ayes carried the motion we convened into closed session pursuant to section 19.85 (1) (c) Wisconsin statutes for conducting employment, promotion, compensation, or performance evaluation data of any public employee over which this governmental body has jurisdiction or exercises responsibility.

On a motion by Commissioner Hintz and seconded by Commissioner Miller we reconvened into open session at 6:53pm

7. Police and Fire Commission Business

Attorney Kyle J. Gulya came in to discuss Police and Fire Commission responsibilities and governance training. He talked about what the functions are of the Police and Fire Commission and what they are not. He discussed the discipline process and open records rules. He also warned about walking quorums, negative quorums and rebuttal presumptions. The last thing he discussed is what are the proper subjects for closed Session meetings.

8. Adjourn

Motion by Commissioner Erickson to adjourn seconded by Commissioner Morrow, all ayes carried the motion at 7:58p.m.

Respectfully submitted,
Commissioner Erickson, Secretary



DATE: August 6, 2019

SUBJECT: PREPAID AND VOUCHERS - To approve the Prepaid and Vouchers list for bills accrued through August 6, 2019.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through August 6, 2019:

Total Prepaid:	\$ 243,280.39
Total Wire/ACH	\$ 95.03
Total Vouchers:	\$ 81,633.45
Grand Total:	<u>\$ 325,008.87</u>

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$30,100.00 City of Burlington Volunteer Firefighters Assoc - Dues Received 07/11/19 - 2% Dues Distribution
2. \$29,537.41 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
3. \$28,284.89 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
4. \$20,874.89 Axon Enterprises, Inc. - UCP Smart - Year 1 Payment
5. \$18,750.25 Ascent Aviation Group, Inc. - Jet A Fuel

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$325,008.87.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the August 6, 2019 Common Council meeting.

Attachments

- Prepaid 07.12.19
- Prepaid 07.19.19
- Prepaid 07.26.19
- Wire/ACH 07.17.19
- Vouchers 08.06.19

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100160000						
100-160000 PREPAID EXPENDITURES	GEMALTO COGENT INC.	Grant Livescan Machine	34742	06/30/2019	16,634.00	07/12/2019
Total 100160000:					16,634.00	
100239007						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L Aug Billing	2019AUGUST	07/11/2019	1,994.21	07/12/2019
Total 100239007:					1,994.21	
100454511000						
100-454511-000 CLERKS REVENUE	BURLINGTON COMMUNITY POO	WE Energies Refund-05/25/10-08/31/17	070819	07/08/2019	618.85	07/12/2019
Total 100454511000:					618.85	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Rintelman, Todd; Case #19-7396	19-7396	07/08/2019	150.00	07/12/2019
100-454521-001 BOND FEES	MT PLEASANT POLICE DEPART	Bailey, Michelle, Case #AC805269-3	AC805269-3	07/08/2019	148.60	07/12/2019
100-454521-001 BOND FEES	BURNETT COUNTY CLERK OF	Ely, Christopher #16CT58	16CT558	07/08/2019	1,429.00	07/12/2019
Total 100454521001:					1,727.60	
100454591000						
100-454591-000 PARK DEPT	KERKMAN, BRIANNA	REIMBURSE-PARK SECURITY DEPOSIT	071019	07/10/2019	100.00	07/12/2019
100-454591-000 PARK DEPT	RULE, CHARLES EDWARD JR	REIMBURSE-PARK SECURITY DEPOSIT	071019	07/10/2019	100.00	07/12/2019
100-454591-000 PARK DEPT	REGNER, MONICA	REIMBURSE-PARK SECURITY DEPOSIT	071019	07/10/2019	100.00	07/12/2019
Total 100454591000:					300.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	Mystic Fireworks	Deposit for 4th July Fireworks	561	07/08/2019	7,000.00	07/12/2019
Total 100515111265:					7,000.00	
100515121162						
100-515121-162 MUNI COURT-EAP SERVICE	AURORA EAP	AURORA EAP COURT CLERK	20117	07/08/2019	9.50	07/12/2019
Total 100515121162:					9.50	
100515132162						
100-515132-162 ADMIN - EAP SERVICE	AURORA EAP	AURORA EAP ADMIN-COUNCIL	20117	07/08/2019	123.37	07/12/2019
Total 100515132162:					123.37	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262767138906	06/28/2019	316.13	07/12/2019
Total 100515132225:					316.13	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1904 046 8 (split)	262767190406	06/28/2019	238.89	07/12/2019
Total 100515132298:					238.89	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon-Frames	5799 06/19	06/28/2019	17.95	07/12/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon-Wall Hooks	5799 06/19	06/28/2019	14.97	07/12/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon-Credit-Cable	5799 06/19	06/28/2019	18.68	07/12/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Amazon-Credit-Cable	5799 06/19	06/28/2019	6.99	07/12/2019

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100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG*-Constant Contact (ongoing)	5799 06/19	06/28/2019	5.00	07/12/2019
Total 100515132310:					12.25	
100515132330						
100-515132-330 ADMIN - INSVC TRAINING &	DINERS CLUB COMMERCIAL	Radisson-Hotel-WCMA Conf	5799 06/19	06/28/2019	558.42	07/12/2019
Total 100515132330:					558.42	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Walmart	5815 06/19	06/28/2019	30.92	07/12/2019
Total 100515132399:					30.92	
100515140162						
100-515140-162 CLERK - EAP SERVICE	AURORA EAP	AURORA EAP CITY CLERK	20117	07/08/2019	9.50	07/12/2019
Total 100515140162:					9.50	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Amazon-Liquor license supplies	5799 06/19	06/28/2019	8.00	07/12/2019
Total 100515140310:					8.00	
100515140330						
100-515140-330 CLERK - TRAINING & TRAV	DINERS CLUB COMMERCIAL	WMCA Training	5914 06/19	06/28/2019	190.00	07/12/2019
Total 100515140330:					190.00	
100515141162						
100-515141-162 FINANCE - EAP SERVICE	AURORA EAP	AURORA EAP FINANCE	20117	07/08/2019	28.47	07/12/2019
Total 100515141162:					28.47	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	AT & T	262 767-1904 046 8 (split)	262767190406	06/28/2019	238.90	07/12/2019
Total 100515141298:					238.90	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	Walmart	5815 06/19	06/28/2019	32.20	07/12/2019
Total 100515141310:					32.20	
100515141330						
100-515141-330 FINANCE - TRAVEL	DINERS CLUB COMMERCIAL	Parking	5864 06/19	06/28/2019	29.00	07/12/2019
100-515141-330 FINANCE - TRAVEL	DINERS CLUB COMMERCIAL	League of Wis Mun-Hotel	5864 06/19	06/28/2019	246.00	07/12/2019
Total 100515141330:					275.00	
100515181162						
100-515181-162 HR-EAP Service	AURORA EAP	AURORA EAP HR	20117	07/08/2019	9.50	07/12/2019
Total 100515181162:					9.50	
100515181324						
100-515181-324 HR-Membership Dues	DINERS CLUB COMMERCIAL	SHRM-Membership	0066 06/19	06/28/2019	189.00	07/12/2019
100-515181-324 HR-Membership Dues	DINERS CLUB COMMERCIAL	Soc Corp Compl & Ethics	0066 06/19	06/28/2019	325.00	07/12/2019

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Total 100515181324:					514.00	
100515181330						
100-515181-330	HR-Inservice Training & Trave	DINERS CLUB COMMERCIAL	SHRM-Subscription	0066 06/19	06/28/2019	229.00 07/12/2019
Total 100515181330:					229.00	
100525211160						
100-525211-160	POLICE - WORKERS COMP	UNEMPLOYMENT INSURANCE	DWD-UI acct 692108-000-2	9624018	07/09/2019	554.24 07/12/2019
Total 100525211160:					554.24	
100525211162						
100-525211-162	POLICE - EAP SERVICE	AURORA EAP	AURORA EAP POLICE	20117	07/08/2019	218.77 07/12/2019
Total 100525211162:					218.77	
100525211211						
100-525211-211	POLICE - PHYSICALS	DINERS CLUB COMMERCIAL	YMCA-B Beilke Academy Physical	5781 06/19	06/28/2019	50.00 07/12/2019
Total 100525211211:					50.00	
100525211220						
100-525211-220	POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073JUNE1	06/26/2019	55.47 07/12/2019
100-525211-220	POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877JUNE1	06/27/2019	2,108.62 07/12/2019
Total 100525211220:					2,164.09	
100525211242						
100-525211-242	POLICE - REPAIR/MTCE EQ	DINERS CLUB COMMERCIAL	Kwik Trip-Car Washes	2208 06/19	06/28/2019	700.00 07/12/2019
100-525211-242	POLICE - REPAIR/MTCE EQ	DINERS CLUB COMMERCIAL	Hamby Dairy-Neck Tag	5815 06/19	06/28/2019	43.31 07/12/2019
Total 100525211242:					743.31	
100525211244						
100-525211-244	POLICE - REPAIR & MAINT	DINERS CLUB COMMERCIAL	Walmart-TV	5815 06/19	06/28/2019	249.00 07/12/2019
Total 100525211244:					249.00	
100525211247						
100-525211-247	POLICE - REPAIR-MTCE BL	AMAZON CAPITAL SERVICES, I	Alarm Lock	1QLG-9PDG-XNYD	07/02/2019	576.69 07/12/2019
Total 100525211247:					576.69	
100525211311						
100-525211-311	POLICE - COMP SOFTWARE	DIGICORP	Data Jack-Supply room	328683	06/30/2019	131.66 07/12/2019
Total 100525211311:					131.66	
100525211330						
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Wis Law Enf Canine Handler	2208 06/19	06/28/2019	150.00 07/12/2019
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Canine Legal Updates	2208 06/19	06/28/2019	45.00 07/12/2019
Total 100525211330:					195.00	
100525211346						
100-525211-346	POLICE - UNIFORM REPAIR	DINERS CLUB COMMERCIAL	Walmart	5815 06/19	06/28/2019	55.24 07/12/2019

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Total 100525211346:					55.24	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Freds-Lunch Meeting	8038 06/19	06/28/2019	27.71	07/12/2019
Total 100525220157:					27.71	
100525220162						
100-525220-162 FIRE - EAP SERVICE	AURORA EAP	AURORA EAP FIRE	20117	07/08/2019	170.82	07/12/2019
Total 100525220162:					170.82	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	DINERS CLUB COMMERCIAL	Heiman Fire-Veh. Warning Kit	8038 06/19	06/28/2019	65.40	07/12/2019
Total 100525220242:					65.40	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	DINERS CLUB COMMERCIAL	Dive Rescue-Throwline Bag	8038 06/19	06/28/2019	718.10	07/12/2019
Total 100525220244:					718.10	
100525220275						
100-525220-275 FIRE - VOLUNTEER FIRE D	CITY OF BURLINGTON VOLUNT	Fire Dues Distribution	2019	07/11/2019	30,100.00	07/12/2019
Total 100525220275:					30,100.00	
100525220296						
100-525220-296 Emergency Medical	DINERS CLUB COMMERCIAL	EZ-IO Infusion System	8038 06/19	06/28/2019	695.35	07/12/2019
Total 100525220296:					695.35	
100525231162						
100-525231-162 BLDG INSP - EAP SERVICE	AURORA EAP	AURORA EAP BLDING	20117	07/08/2019	9.50	07/12/2019
Total 100525231162:					9.50	
100535321162						
100-535321-162 STREETS - EAP SERVICE	AURORA EAP	AURORA EAP STREETS	20117	07/08/2019	47.45	07/12/2019
Total 100535321162:					47.45	
100535321211						
100-535321-211 STREETS - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC STREET	06909590	06/27/2019	13.93	07/12/2019
Total 100535321211:					13.93	
100535321261						
100-535321-261 STREETS - LIGHTING	BURLNGTON COMMUNITY POO	WE Energies Refund-05/25/10-08/31/17	070819	07/08/2019	85.98	07/12/2019
Total 100535321261:					85.98	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	TIME WARNER CABLE	Time Warner Water Acct #079820101 (split)	079820101070119	07/01/2019	38.09	07/12/2019
Total 100535321310:					38.09	

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10055551162						
100-555551-162 PARKS - EAP SERVICE	AURORA EAP	AURORA EAP PARKS	20117	07/08/2019	28.47	07/12/2019
Total 10055551162:					28.47	
10055551211						
100-555551-211 PARKS - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC PARK	06909590	06/27/2019	41.79	07/12/2019
Total 10055551211:					41.79	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410JUNE1	07/02/2019	55.34	07/12/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992JUNE1	07/02/2019	58.70	07/12/2019
Total 10055551220:					114.04	
10055551310						
100-555551-310 PARKS - OFFICE SUPP, PO	TIME WARNER CABLE	Time Warner Water Acct #079820101 (split)	079820101070119	07/01/2019	38.09	07/12/2019
Total 10055551310:					38.09	
10055551345						
100-555551-345 PARKS - RECREATION SUP	DINERS CLUB COMMERCIAL	American Legion Flags	5849 06/19	06/28/2019	367.05	07/12/2019
Total 10055551345:					367.05	
251555511162						
251-555511-162 EAP SERVICE	AURORA EAP	AURORA EAP LIBRARY	20117	07/08/2019	199.29	07/12/2019
Total 251555511162:					199.29	
251555511211						
251-555511-211 PHYSICALS	TRANS UNION LLC	TRANS UNION LLC LIBRARY	06909590	06/27/2019	27.97	07/12/2019
Total 251555511211:					27.97	
251555511225						
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	3031 06/19	06/28/2019	66.66	07/12/2019
Total 251555511225:					66.66	
251555511327						
251-555511-327 MATERIALS	DINERS CLUB COMMERCIAL	Lulu.com	6861 06/19	06/28/2019	17.59	07/12/2019
251-555511-327 MATERIALS	BIRDS & BLOOMS EXTRA	1-YEAR RENEWAL	2019	07/12/2019	14.98	07/12/2019
251-555511-327 MATERIALS	PARRETT, COURTNEY	Materials	071019	07/10/2019	75.26	07/12/2019
Total 251555511327:					107.83	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	PUCCINI, JENNIFER	Reimbursement - mileage	071019	07/10/2019	12.88	07/12/2019
Total 251555511330:					12.88	
251555511345						
251-555511-345 PROGRAMS	PARRETT, COURTNEY	Supplies-Program	071019	07/10/2019	126.77	07/12/2019
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Program Supplies	071019	07/10/2019	22.61	07/12/2019
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Program Supplies	071119	07/11/2019	42.00	07/12/2019

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Total 251555511345:					191.38	
465525211800						
465-525211-800 POLICE OUTLAY	AXON ENTERPRISES, INC.	UCP SMART - YEAR 1 PAYMENT	SI-1595528	06/11/2019	20,874.89	07/12/2019
465-525211-800 POLICE OUTLAY	AXON ENTERPRISES, INC.	Wall Mount Bracket	SI-1596283	06/17/2019	110.37	07/12/2019
465-525211-800 POLICE OUTLAY	AXON ENTERPRISES, INC.	LICENSE - YEAR 1 PAYMENT	SI-1599250	06/30/2019	468.00	07/12/2019
Total 465525211800:					21,453.26	
621575740162						
621-575740-162 EAP SERVICE	AURORA EAP	AURORA EAP WWTP	20117	07/08/2019	85.41	07/12/2019
Total 621575740162:					85.41	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357JUNE1	07/01/2019	150.49	07/12/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660JUNE1	07/02/2019	45.66	07/12/2019
Total 621575740220:					196.15	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357JUNE1	07/01/2019	10.23	07/12/2019
Total 621575740222:					10.23	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Time Warner Water Acct #079820101 (split)	079820101070119	07/01/2019	38.10	07/12/2019
Total 621575740225:					38.10	
621575740242						
621-575740-242 REPAIR, MAINTENANCE VE	DINERS CLUB COMMERCIAL	Twin Lakes Marine-Starter	5849 06/19	06/28/2019	185.95	07/12/2019
Total 621575740242:					185.95	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Post Office	5849 06/19	06/28/2019	87.00	07/12/2019
621-575740-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Post Office	5849 06/19	06/28/2019	55.00	07/12/2019
Total 621575740310:					142.00	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	DINERS CLUB COMMERCIAL	Univ of Wis-D Hefty	5849 06/19	06/28/2019	150.00	07/12/2019
Total 621575740330:					150.00	
621575740371						
621-575740-371 REG/PERMITS/OUTSIDE TE	DINERS CLUB COMMERCIAL	USEPA e-Manifest	5864 06/19	06/28/2019	2,865.00	07/12/2019
Total 621575740371:					2,865.00	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365JUNE1	07/01/2019	10.42	07/12/2019
Total 622506230000:					10.42	
622509210000						
622-509210-000 OFFICE SUPPLY	DINERS CLUB COMMERCIAL	Walmart-USB Adaptor	5831 06/19	06/28/2019	20.99	07/12/2019

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622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Time Warner Water Acct #079820101 (split)	079820101070119	07/01/2019	38.09	07/12/2019
Total 622509210000:					59.08	
622509260162						
622-509260-162 EAP SERVICE	AURORA EAP	AURORA EAP WATER	20117	07/08/2019	47.45	07/12/2019
Total 622509260162:					47.45	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	617777	07/02/2019	29,537.41	07/12/2019
Total 623575740200:					29,537.41	
802484840000						
802-484840-000 K-NINE UNIT	WILLMS, ERIC	Reimbursement - Dog Kennel	070119	07/01/2019	79.00	07/12/2019
Total 802484840000:					79.00	
802484842000						
802-484842-000 MISCELLANEOUS DONATIO	DINERS CLUB COMMERCIAL	Vista Outdoors	2208 06/19	06/28/2019	555.00	07/12/2019
Total 802484842000:					555.00	
Grand Totals:					<u>124,618.95</u>	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policy No. 14150001 Aug. Billing	287623	07/18/2019	608.23	07/19/2019
Total 100239006:					608.23	
100454591000						
100-454591-000 PARK DEPT	CAPRA, FRANK	REIMBURSEMENT-PARK SECURITY DEPOSIT	071519	07/15/2019	100.00	07/19/2019
100-454591-000 PARK DEPT	OWENS, SHARON	REIMBURSEMENT-PARK SECURITY DEPOSIT	071619	07/16/2019	100.00	07/19/2019
100-454591-000 PARK DEPT	RAYAMUNDO, KAYLA	REIMBURSE-PARK SECURITY DEPOSIT	071519	07/15/2019	100.00	07/19/2019
Total 100454591000:					300.00	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22779207	07/15/2019	61.20	07/19/2019
Total 100515121225:					61.20	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291 07/19	07/04/2019	7.70	07/19/2019
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	23.32	07/19/2019
Total 100515132225:					31.02	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	B1610-110	07/07/2019	300.00	07/19/2019
Total 100515132298:					300.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	PETTY CASH	PETTY CASH ADMIN	071819	07/18/2019	100.00	07/19/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	Return	7219970918	06/10/2019	8.70	07/19/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES ADMIN OFFICE SUPPLIES	8054934247	07/06/2019	117.41	07/19/2019
Total 100515132310:					208.71	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	PETTY CASH	PETTY CASH ADMIN	071819	07/18/2019	60.00	07/19/2019
Total 100515132399:					60.00	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	23.32	07/19/2019
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22779207	07/15/2019	125.90	07/19/2019
Total 100515141225:					149.22	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES BUSINESS ADVANTA	STAPLES CITY FINANCE SUPPLIES	8054934247	07/06/2019	384.75	07/19/2019
Total 100515141310:					384.75	
100525211211						
100-525211-211 POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Beilke, Brian	175209250*	07/07/2019	61.00	07/19/2019
Total 100525211211:					61.00	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	116.56	07/19/2019
100-525211-225 POLICE - TELEPHONE	AT & T	287278196495	287278196495X071	07/05/2019	418.41	07/19/2019

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100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22779207	07/15/2019	187.93	07/19/2019
Total 100525211225:					722.90	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	WI DEPT OF JUSTICE	MUNI000090 - Services 07/01/19 - 09/30/19	455TIME-00000069	07/10/2019	390.00	07/19/2019
Total 100525211299:					390.00	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES POLICE DEPT	8054934247	07/06/2019	245.87	07/19/2019
Total 100525211310:					245.87	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	25110554	07/04/2019	345.69	07/19/2019
Total 100525211533:					345.69	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291 07/19	07/04/2019	18.87	07/19/2019
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	93.26	07/19/2019
Total 100525220225:					112.13	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1453458	06/05/2019	81.48	07/19/2019
Total 100525220248:					81.48	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	STAPLES FIRE DEPT SUPPLIES	8054934247	07/06/2019	168.98	07/19/2019
Total 100525220310:					168.98	
100525231310						
100-525231-310 BLDG INSP - OPERATING S	STAPLES BUSINESS ADVANTA	STAPLES BLDG INSPCTOR SUPPLIES	8054934247	07/06/2019	59.55	07/19/2019
Total 100525231310:					59.55	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652JUNE1	07/12/2019	41.78	07/19/2019
Total 100535321220:					41.78	
100535321225						
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	46.63	07/19/2019
Total 100535321225:					46.63	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145JUNE1	07/11/2019	23.02	07/19/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431JUNE1	07/15/2019	250.30	07/19/2019
Total 100535321261:					273.32	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551JUNE1	07/04/2019	23.09	07/19/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405JUNE1	07/11/2019	40.04	07/19/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838JUNE1	07/09/2019	19.49	07/19/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627JULY19	07/12/2019	35.33	07/19/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241JUNE1	07/12/2019	60.73	07/19/2019
Total 100555551220:					178.68	
10055551298						
100-555551-298 PARKS - OUTSIDE SERVICE	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-174802	03/11/2019	180.00	07/19/2019
Total 100555551298:					180.00	
251555511225						
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22779207	07/15/2019	63.15	07/19/2019
Total 251555511225:					63.15	
251555511247						
251-555511-247 REPAIR, MAINTENANCE BUI	DONERITE JANITORIAL SERV I	Library Janitorial Service	3391	07/16/2019	1,410.00	07/19/2019
Total 251555511247:					1,410.00	
251555511327						
251-555511-327 MATERIALS	PARRETT, COURTNEY	Reimburse-Book Purchase	071219	07/12/2019	133.10	07/19/2019
Total 251555511327:					133.10	
251555511345						
251-555511-345 PROGRAMS	PARRETT, COURTNEY	Reimburse-Program Supplies	071219	07/12/2019	14.27	07/19/2019
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Supplies	071519	07/15/2019	37.99	07/19/2019
Total 251555511345:					52.26	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685JUNE1	07/14/2019	281.87	07/19/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051JUNE1	07/08/2019	58.18	07/19/2019
Total 621575740220:					340.05	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9833763240	07/10/2019	28.08	07/19/2019
Total 621575740225:					28.08	
621575740298						
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	190063.30 Adaptive Management Plan	0206921	06/25/2019	5,691.25	07/19/2019
Total 621575740298:					5,691.25	
622506220000						
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864JUNE1	06/27/2019	2,736.72	07/19/2019
Total 622506220000:					2,736.72	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	46.64	07/19/2019
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R24890107 19	07/10/2019	68.95	07/19/2019
Total 622509210000:					115.59	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	620211	07/12/2019	18,750.25	07/19/2019
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	620790	07/17/2019	28,284.89	07/19/2019
Total 623575740200:					47,035.14	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135JUNE1	07/11/2019	106.00	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457JUNE1	07/11/2019	11.70	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006JUNE1	07/12/2019	442.99	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440JUNE1	07/12/2019	92.03	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972JUNE1	07/12/2019	18.81	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581JUNE1	07/11/2019	33.04	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921JUNE1	07/12/2019	52.52	07/19/2019
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002JUNE1	07/12/2019	27.94	07/19/2019
Total 623575740220:					785.03	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 (split)	262763347407	07/04/2019	69.95	07/19/2019
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22779207	07/15/2019	61.20	07/19/2019
Total 623575740225:					131.15	
623575740298						
623-575740-298 CONTRACT SERVICES	CULLIGAN OF BURLINGTON	500-08374241-0 Burlington Municipal Airport	2019JULAIR	06/30/2019	107.57	07/19/2019
Total 623575740298:					107.57	
Grand Totals:					63,640.23	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100160000						
100-160000 PREPAID EXPENDITURES	DIGICORP	Fortigate 1 year	328846	07/15/2019	1,300.00	07/26/2019
Total 100160000:					1,300.00	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Fox, Peter J:Warrant #05FA1200	05FA1200	07/22/2019	3,035.00	07/26/2019
Total 100454521001:					3,035.00	
100454591000						
100-454591-000 PARK DEPT	RADSEK, JERRY	REIMBURSEMENT-PARK SECURITY DEPOSIT	072219	07/22/2019	100.00	07/26/2019
Total 100454591000:					100.00	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMINISTRATION	2596314	07/15/2019	12.50	07/26/2019
Total 100515132153:					12.50	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	2596314	07/15/2019	2.50	07/26/2019
Total 100515141153:					2.50	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Reimbursement - Mileage	2019 JULY	07/22/2019	24.36	07/26/2019
Total 100515141330:					24.36	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	2596314	07/15/2019	12.50	07/26/2019
Total 100525211153:					12.50	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	831-000-7991 401	1546868407	07/11/2019	1,223.30	07/26/2019
Total 100525211225:					1,223.30	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174JULY19	07/15/2019	371.74	07/26/2019
Total 100535321220:					371.74	
100535321225						
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 07/19	07/19/2019	48.08	07/26/2019
Total 100535321225:					48.08	
100535321261						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988JUNE1	07/11/2019	47.16	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	2019-198-266	2019198266JULY19	07/15/2019	41.52	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427JUNE1	07/11/2019	16.25	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067JUNE1	07/12/2019	38.95	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4440-397-780	4440397780JUNE1	07/12/2019	12.58	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	5639-265-567	5639265567JULY19	07/11/2019	459.22	07/26/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692JUNE1	07/16/2019	103.72	07/26/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321261:					719.40	
10055551145						
100-555551-145 PARKS - EMPLOYEE REIMB	DEGRAVE, AARON P	Reimbursement-Flowers-City Planters	072519	07/25/2019	47.11	07/26/2019
Total 10055551145:					47.11	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359JUNE1	07/12/2019	411.52	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053JUNE1	07/12/2019	18.00	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997JUNE1	07/12/2019	213.08	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713JULY19	07/12/2019	70.12	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4485-586-752	4485586752JUNE1	07/12/2019	65.56	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983JUNE1	07/12/2019	16.25	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324JUNE1	07/12/2019	18.94	07/26/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262JUNE1	07/11/2019	59.25	07/26/2019
Total 10055551220:					872.72	
10055551225						
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 07/19	07/19/2019	96.15	07/26/2019
Total 10055551225:					96.15	
100565639399						
100-565639-399 ECONOMIC DEVELOPMENT	BURLINGTON AREA CHAMBER	2nd qtr 2019 Room Tax	2019 2ND ROOM T	07/26/2019	10,802.51	07/26/2019
100-565639-399 ECONOMIC DEVELOPMENT	RA CO CONVENTION & VISTOR	2nd qtr 2019 Room Tax	2ND QTR 2019	07/26/2019	10,802.51	07/26/2019
Total 100565639399:					21,605.02	
251555511153						
251-555551-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	2596314	07/15/2019	12.50	07/26/2019
Total 251555511153:					12.50	
251555511345						
251-555551-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Program Supplies	071919	07/19/2019	71.59	07/26/2019
251-555551-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	072019	07/20/2019	51.65	07/26/2019
Total 251555511345:					123.24	
621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	2596314	07/15/2019	10.00	07/26/2019
Total 621575740153:					10.00	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267JULY19	07/21/2019	198.57	07/26/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449JUNE1	07/15/2019	45.14	07/26/2019
Total 621575740220:					243.71	
621575740225						
621-575740-225 TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 07/19	07/19/2019	193.10	07/26/2019
Total 621575740225:					193.10	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE	Time Warner WWTP Acct # 702658601	702658601071819	07/18/2019	124.94	07/26/2019
Total 621575740310:					124.94	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	AMAZON.COM/GE MONEY	60457 8781 045088 8	045088 07/19	07/10/2019	89.90	07/26/2019
Total 621575740353:					89.90	
622506230000						
622-506230-000 SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 07/19	07/10/2019	44.72	07/26/2019
Total 622506230000:					44.72	
622509040000						
622-509040-000 UNCOLLECTIBLE ACCOUNT	MUNDT, TYSON & JOANNE	REIMBURSE-OVERPAYMENT WATER BILLS	072519	07/25/2019	1,149.31	07/26/2019
Total 622509040000:					1,149.31	
622509210000						
622-509210-000 OFFICE SUPPLY	PETTY CASH WWTP	PETTY CASH WWTP - POST OFFICE	2019 JULY	07/23/2019	6.50	07/26/2019
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 07/19	07/19/2019	96.16	07/26/2019
622-509210-000 OFFICE SUPPLY	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 07/19	07/10/2019	113.81	07/26/2019
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Time Warner WWTP Acct # 715297601	715297601071519	07/15/2019	128.94	07/26/2019
Total 622509210000:					345.41	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	AMAZON.COM/GE MONEY	60457 8781 046912 8 (split)	046912 07/19	07/10/2019	17.50	07/26/2019
Total 622509350000:					17.50	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	620793	07/24/2019	17,921.58	07/26/2019
Total 623575740200:					17,921.58	
623575740246						
623-575740-246 REPAIR MAINT.RUNWAY,TA	WI DEPT OF TRANSPORTATIO	Project ID 39507514006	395-0000136264	07/05/2019	1,960.03	07/26/2019
Total 623575740246:					1,960.03	
623575740247						
623-575740-247 REPAIR,MAINTENANCE BUI	MIDWEST IT SOLUTIONS	CAMERA & EQUIPMENT	21464	06/30/2019	3,314.89	07/26/2019
Total 623575740247:					3,314.89	
Grand Totals:					55,021.21	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

PrePays via Wire or Auto Pay
for Council Packet

<u>Date</u>	<u>Paid To</u>	<u>Amount</u>	<u>Purpose</u>	<u>Paid Via</u>
07/17/19	AT&T	\$ 95.03	City Hall/PD Uverse Direct Pay	ACH

Signed:  Date: 7/19/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - Riverside Park	350381	07/04/2019	80.56	
Total 100515111399:					80.56	
100515121248						
100-515121-248 MUNI COURT - REP & MAIN	DONERITE JANITORIAL SERV I	City Hall Split Muni Court	3389	07/16/2019	40.00	
Total 100515121248:					40.00	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	072519	07/25/2019	27.20	
Total 100515121310:					27.20	
100515132241						
100-515132-241 ADMIN - REP & MAINT IT	DIGICORP	Email Filtering-(split)	328887	07/22/2019	30.75	
Total 100515132241:					30.75	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	DONERITE JANITORIAL SERV I	City Hall Split Admin	3389	07/16/2019	240.00	
Total 100515132248:					240.00	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5870336-12	07/16/2019	1,200.00	
Total 100515132298:					1,200.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1464689	07/10/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1466899	07/17/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1469149	07/24/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	072519	07/25/2019	108.80	
Total 100515132310:					117.71	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB WALTERS	62510	06/30/2019	170.00	
Total 100515132324:					170.00	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - #1083 City Hall	071119CH	07/11/2019	5.85	
100-515132-399 ADMIN - SUNDRY EXPENSE	RICHTER'S MARKETPLACE	Richter's Marketplace - City Hall	072319CH	07/23/2019	5.85	
Total 100515132399:					11.70	
100515140248						
100-515140-248 CLERK-REPAIRS & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Clerk	3389	07/16/2019	40.00	
Total 100515140248:					40.00	
100515141241						
100-515141-241 FINANCE - REP & MAINT IT	DIGICORP	Email Filtering-(split)	328887	07/22/2019	30.75	
Total 100515141241:					30.75	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515141248						
100-515141-248 FINANCE - REP AND MAINT	DONERITE JANITORIAL SERV I	City Hall Split Finance	3389	07/16/2019	240.00	
Total 100515141248:					240.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE DEPT PAPER	072519	07/25/2019	27.20	
Total 100515141310:					27.20	
100515161298						
100-515161-298 ATTORNEY - CONTRACT S	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Labor & Employment	11862	07/03/2019	192.50	
Total 100515161298:					192.50	
100525211159						
100-525211-159 POLICE - CLOTHING ALLO	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	012910241	06/06/2019	82.97-	
100-525211-159 POLICE - CLOTHING ALLO	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	BC0882130	07/15/2019	2,734.60	
Total 100525211159:					2,651.63	
100525211241						
100-525211-241 POLICE - REP & MAINT IT	DIGICORP	Email Filtering-(split)	328887	07/22/2019	30.75	
Total 100525211241:					30.75	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	MENARDS	Supplies-Police Dept	96638	07/05/2019	31.83	
100-525211-242 POLICE - REPAIR/MTCE EQ	REINEMANS, INC.	Supplies-Police Dept	166126	07/09/2019	16.19	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #907 MAINTENANCE SUPPLIES	2369	07/05/2019	19.99	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	2434	07/10/2019	20.99	
Total 100525211242:					89.00	
100525211244						
100-525211-244 POLICE - REPAIR & MAINT	TACTICAL SOLUTIONS	Certification of Radar Units	7356	07/09/2019	308.00	
Total 100525211244:					308.00	
100525211247						
100-525211-247 POLICE - REPAIR-MTCE BL	MENARDS	Supplies-Police Dept	95624	06/21/2019	36.45	
100-525211-247 POLICE - REPAIR-MTCE BL	REINEMANS, INC.	Supplies-Police Dept	165877	07/03/2019	5.34	
Total 100525211247:					41.79	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	95362	06/18/2019	15.87	
100-525211-248 POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	97009	07/10/2019	123.95	
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Supplies-Police Dept	166194	07/10/2019	2.45	
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Supplies-Police Dept	166278	07/11/2019	9.41	
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Supplies-Police Dept	166313	07/12/2019	2.96	
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Supplies-Police Dept	166498	07/16/2019	5.84	
Total 100525211248:					160.48	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	DONERITE JANITORIAL SERV I	DONERITE BILLING POLICE	3390	07/16/2019	600.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211299:					600.00	
100525211310						
100-525211-310	POLICE - OFF SUPP-POSTA BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	072519	07/25/2019	136.00	
100-525211-310	POLICE - OFF SUPP-POSTA REINEMANS, INC.	Supplies-Police Dept	165909	07/03/2019	11.97	
100-525211-310	POLICE - OFF SUPP-POSTA GOOSEBERRIES	Catering	97441	05/15/2019	82.33	
100-525211-310	POLICE - OFF SUPP-POSTA RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	070219PD	07/02/2019	14.34	
100-525211-310	POLICE - OFF SUPP-POSTA RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	070919PD	07/09/2019	7.14	
100-525211-310	POLICE - OFF SUPP-POSTA RICHTER'S MARKETPLACE	Richter's Marketplace - Police Dept	071519PD	07/15/2019	3.90	
100-525211-310	POLICE - OFF SUPP-POSTA RICHTER'S MARKETPLACE	Richter's Marketplace - #1012 Police Dept	071919PD	07/19/2019	19.83	
Total 100525211310:					275.51	
100525211330						
100-525211-330	POLICE - TRAVEL ProPhoenix Corporation	Conference Registration	2019200	07/25/2019	525.00	
Total 100525211330:					525.00	
100525211344						
100-525211-344	POLICE - JANITOR SUPPLIE MENARDS	Supplies-Police Dept	97355	07/15/2019	29.99	
100-525211-344	POLICE - JANITOR SUPPLIE REINEMANS, INC.	Supplies-Police Dept	166812	07/22/2019	43.17	
100-525211-344	POLICE - JANITOR SUPPLIE MID-AMERICAN RESEARCH CH	MARC- SUPPLIES	0669809-IN	07/05/2019	244.85	
Total 100525211344:					318.01	
100525211346						
100-525211-346	POLICE - UNIFORM REPAIR GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	BC0863316	06/18/2019	69.50	
Total 100525211346:					69.50	
100525211381						
100-525211-381	POLICE - INVESTIGATIONS MERTENS AUTO SERVICE CE	MERTENS AUTO SERVICE TOWING	340933	06/28/2019	150.00	
100-525211-381	POLICE - INVESTIGATIONS MERTENS AUTO SERVICE CE	MERTENS AUTO SERVICE TOWING	340949	06/08/2019	110.00	
100-525211-381	POLICE - INVESTIGATIONS ULINE	Grocery Bag	110235139	07/08/2019	193.47	
100-525211-381	POLICE - INVESTIGATIONS SIRCHIE FINGER PRINT LAB	Evident Box	0408083-IN	07/16/2019	304.72	
100-525211-381	POLICE - INVESTIGATIONS ACL LABORATORIES	ACL LAB POLICE DEPT	4512-20190608	06/08/2019	26.80	
100-525211-381	POLICE - INVESTIGATIONS ACL LABORATORIES	ACL LAB POLICE DEPT	8604-20190530	05/30/2019	26.80	
100-525211-381	POLICE - INVESTIGATIONS TransUnion Risk & Alternative Dat	Account ID: 777966 June Billing	2019JUNE	07/01/2019	100.00	
100-525211-381	POLICE - INVESTIGATIONS WISCO AUTOMOTIVE	Towing to Impound	2335	07/01/2019	75.00	
Total 100525211381:					986.79	
100525220242						
100-525220-242	FIRE - REPAIR & MAINT VE Emergency Apparatus	V954 - Rebuild Basket Leveling	106825	07/05/2019	2,749.67	
100-525220-242	FIRE - REPAIR & MAINT VE Emergency Apparatus	V941-Fuel & Air Filters	106904	07/05/2019	933.39	
100-525220-242	FIRE - REPAIR & MAINT VE LOIS TIRE SHOP,INC.	04 Ford Econoline-Tires	440720	06/14/2019	1,928.52	
100-525220-242	FIRE - REPAIR & MAINT VE MENARDS	Supplies-Fire Dept	97024	07/10/2019	1.99	
100-525220-242	FIRE - REPAIR & MAINT VE REINEMANS, INC.	supplies-Fire Dept	166103	07/08/2019	12.12	
100-525220-242	FIRE - REPAIR & MAINT VE AIR ONE EQUIPMENT, INC	Supplies-Fire Dept	146265	07/16/2019	42.00	
100-525220-242	FIRE - REPAIR & MAINT VE SENSIBLE PRODUCTS INC	V951&920-Channel Panel	7883	07/16/2019	765.33	
Total 100525220242:					6,433.02	
100525220244						
100-525220-244	FIRE - REPAIR MAINT EQUI ATLAS OUTFITTERS	Glove/Water boot	13780	07/17/2019	148.25	
100-525220-244	FIRE - REPAIR MAINT EQUI AIR ONE EQUIPMENT, INC	Repair-Fire Hose	146161	07/11/2019	53.50	

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Total 100525220244:					201.75	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	97024	07/10/2019	34.14
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	97359	07/15/2019	33.75
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	166103	07/08/2019	35.09
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	166615	07/17/2019	2.69
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	166811	07/22/2019	35.09
Total 100525220248:					140.76	
100525220296						
100-525220-296	Emergency Medical	WELDERS SUPPLY COMPANY	Oxygen	10081282	07/02/2019	914.61
100-525220-296	Emergency Medical	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2083218	07/01/2019	173.78
100-525220-296	Emergency Medical	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2084268	07/05/2019	309.98
100-525220-296	Emergency Medical	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2085538	07/11/2019	22.00
100-525220-296	Emergency Medical	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2085554	07/11/2019	899.99
Total 100525220296:					2,320.36	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	BURLINGTON AREA SCHOOL D	BASD FIRE DEPT PAPER	072519	07/25/2019	54.40
Total 100525220310:					54.40	
100525220324						
100-525220-324	FIRE - MEMBERSHIP & DUE	CLIA LABORATORY PROGRAM	CLIA ID #52D2168920 7/19-7/21	2019-2021	07/11/2019	180.00
Total 100525220324:					180.00	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	013077865	06/27/2019	3.96
Total 100525220389:					3.96	
100525231248						
100-525231-248	BLDG INSP REP & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Bldg	3389	07/16/2019	40.00
Total 100525231248:					40.00	
100535321159						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1464689	07/10/2019	32.44
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1466899	07/17/2019	30.65
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1469149	07/24/2019	36.94
Total 100535321159:					100.03	
100535321248						
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1464689	07/10/2019	31.66
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1464690	07/10/2019	13.61
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1469150	07/24/2019	13.61
Total 100535321248:					58.88	
100535321298						
100-535321-298	STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	18.0109.01 2018 Burlington Streets (split)	98746	07/22/2019	604.50
100-535321-298	STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3388	07/16/2019	328.00
100-535321-298	STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3392	07/16/2019	357.30

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Total 100535321298:					1,289.80	
100535321310						
100-535321-310	STREETS - OFF SUPP/POS	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	8522975	07/05/2019	5.75
100-535321-310	STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20327987	07/13/2019	82.45
100-535321-310	STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20327988	07/13/2019	5.59
Total 100535321310:					93.79	
100555551159						
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1464689	07/10/2019	32.45
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1466899	07/17/2019	30.66
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1469149	07/24/2019	24.37
Total 100555551159:					87.48	
100555551248						
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1464689	07/10/2019	31.66
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1464690	07/10/2019	6.80
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1469150	07/24/2019	6.80
Total 100555551248:					45.26	
100555551298						
100-555551-298	PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3388	07/16/2019	164.00
100-555551-298	PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3392	07/16/2019	178.65
Total 100555551298:					342.65	
100555551310						
100-555551-310	PARKS - OFFICE SUPP, PO	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	8522975	07/05/2019	5.74
100-555551-310	PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20327987	07/13/2019	41.23
100-555551-310	PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20327988	07/13/2019	2.80
Total 100555551310:					49.77	
100565639399						
100-565639-399	ECONOMIC DEVELOPMENT	RACINE CO ECONOMIC DEV. C	RCEDC 3RD QUARTER CONTRACT	Q3 2019	07/11/2019	10,600.00
Total 100565639399:					10,600.00	
100565641298						
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.00 Burl Ongoing Planning Ser	0104570	07/24/2019	1,910.25
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.02 Historic Preservation Com	0104571	07/24/2019	2,831.62
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.13 Schaefer Farm Devel. Revi	0104572	07/24/2019	1,486.24
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.14 CUP-Peterson & Lois 940	0104573	07/24/2019	851.50
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	18.0019.01 2018 Burlington Plan Review	98741	07/22/2019	11,495.52
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	18.0176.01 2018 BMOP Expansion Planning	98744	07/22/2019	784.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	19.0139.01 2019 Burlington Plan Review	98753	07/22/2019	465.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	GIS-General	98760	07/22/2019	82.00
Total 100565641298:					19,906.13	
251454572000						
251-454572-000	LIBRARY FINES	UNIQUE MANAGEMENT SERVI	Collection Co.	555515	07/30/2019	53.70
Total 251454572000:					53.70	

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251555511242						
251-555511-242 REPAIR, MAINTENANCE EQ	GORDON FLESCH COMPANY, I	staff copier quarterly maintenance fee	12646245	07/30/2019	1,100.51	
251-555511-242 REPAIR, MAINTENANCE EQ	QUILL CORPORATION	Toner	8352300B	07/30/2019	137.69	
Total 251555511242:					1,238.20	
251555511247						
251-555511-247 REPAIR, MAINTENANCE BUI	REINEMANS, INC.	Building Supplies	165769	07/30/2019	38.67	
251-555511-247 REPAIR, MAINTENANCE BUI	VORPAGEL SERVICE INC.	Cooling Maintenance-Library	062719VS	07/30/2019	1,338.48	
251-555511-247 REPAIR, MAINTENANCE BUI	AMAZON.COM/GE MONEY	Baby Changing Pads	0719AMAZ4	07/30/2019	32.95	
Total 251555511247:					1,410.10	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	BURLINGTON AREA SCHOOL D	BASD LIBRARY PAPER	072519	07/25/2019	163.20	
251-555511-310 OFFICE SUPPLIES, POSTA	QUILL CORPORATION	QUILL CORP LIBRARY OFFICE SUPPLIES	8352300	07/30/2019	49.03	
251-555511-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - Library	070119RM	07/30/2019	73.91	
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	Pens	0719AMAZ1B	07/30/2019	8.62	
Total 251555511310:					294.76	
251555511318						
251-555511-318 AUTOMATION	AMAZON.COM/GE MONEY	Synergy Digital Battery	0719AMAZ3	07/30/2019	20.64	
Total 251555511318:					20.64	
251555511327						
251-555511-327 MATERIALS	BAKER & TAYLOR	Children's Material	2034649448	07/30/2019	424.97	
251-555511-327 MATERIALS	BAKER & TAYLOR	Library Materials	2034662886	07/30/2019	2,386.47	
251-555511-327 MATERIALS	BAKER & TAYLOR ENTERTAIN	DVD's	H37209590	07/30/2019	97.13	
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	Adult Large Print Material	1702622	07/30/2019	361.53	
251-555511-327 MATERIALS	CAVENDISH SQUARE PUBLISHI	CHILDREN'S MATERIALS	3190251	07/30/2019	195.54	
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	books	0719AMAZ1	07/30/2019	19.98	
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	children's DVD's	97661589	07/30/2019	337.32	
251-555511-327 MATERIALS	MIDAMERICA BOOKS	Childrens Materials	487754	07/30/2019	181.55	
Total 251555511327:					4,004.49	
251555511345						
251-555511-345 PROGRAMS	AMAZON.COM/GE MONEY	Childrens Big Book Holder	0719AMAZ2	07/30/2019	191.70	
Total 251555511345:					191.70	
470535321800						
470-535321-800 Other Streets Projects	KAPUR & ASSOCIATES, INC.	19.0065.01 2019 Burlington Streets Program	98748	07/22/2019	4,790.38	
Total 470535321800:					4,790.38	
621181000						
621-181000 CONSTRUCTION IN PROGRESS	KAPUR & ASSOCIATES, INC.	19.0065.01 2019 Burlington Streets Program	98748	07/22/2019	1,184.27	
Total 621181000:					1,184.27	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1464692	07/10/2019	65.04	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1466901	07/17/2019	65.04	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1469152	07/24/2019	65.04	

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Total 621575740159:					195.12	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-362983	07/18/2019	206.10	
Total 621575740240:					206.10	
621575740241						
621-575740-241 REPAIRS & MAINT IT	DIGICORP	Email Filtering-(split)	328887	07/22/2019	15.38	
Total 621575740241:					15.38	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-362983	07/18/2019	8.86	
Total 621575740242:					8.86	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	A TO Z REFRIGERATION	1st Stage-Repair AC	1651	07/18/2019	460.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1464692	07/10/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1466901	07/17/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1466902	07/17/2019	134.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1469152	07/24/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	GRAINGER	Grainger - filters	9222199771	07/02/2019	53.04	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MENARDS	Supplies-WWTP	96989	07/10/2019	15.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3388	07/16/2019	960.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-362983	07/18/2019	54.00	
Total 621575740244:					1,706.18	
621575740245						
621-575740-245 GROUND IMPROVEMENTS	MENARDS	Supplies-WWTP	96989	07/10/2019	71.84	
621-575740-245 GROUND IMPROVEMENTS	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-362983	07/18/2019	31.78	
Total 621575740245:					103.62	
621575740246						
621-575740-246 REPAIRS,MAINT OFF EQUIP	JAMES IMAGING SYSTEMS, IN	Acct No. Acme-C3646	920111	07/17/2019	130.00	
Total 621575740246:					130.00	
621575740248						
621-575740-248 PLANT OPERATION	WELDERS SUPPLY COMPANY	Nitrogen canister	10083631	07/18/2019	48.48	
621-575740-248 PLANT OPERATION	UNISON SOLUTIONS, INC	Uni-CL2V 330Lbs	2019-6959	07/01/2019	3,477.50	
Total 621575740248:					3,525.98	
621575740249						
621-575740-249 LABORATORY	ALSCO	credit	1466901	07/24/2019	102.90-	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1466901	07/17/2019	205.80	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1466902	07/17/2019	94.35	
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1469152	07/24/2019	102.90	
Total 621575740249:					300.15	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	JAMES IMAGING SYSTEMS, IN	Acct No. Acme-C3646	920138	07/17/2019	172.50	
621-575740-310 OFFICE SUPPLIES, POSTA	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIES	8595549	07/10/2019	33.58	

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621-575740-310 OFFICE SUPPLIES, POSTA	QUILL CORPORATION	QUILL CORP WWTP OFFICE SUPPLIES	8609293	07/10/2019	14.49	
621-575740-310 OFFICE SUPPLIES, POSTA	RICHTER'S MARKETPLACE	Richter's Marketplace - WWTP	052919WWTP	05/29/2019	21.23	
Total 621575740310:					241.80	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	BIOXIDE WWTP ODOR CONTROL	904083158	07/16/2019	737.50	
Total 621575740353:					737.50	
621575740374						
621-575740-374 SAFETY	MENARDS	Supplies-WWTP	97349	07/15/2019	17.43	
621-575740-374 SAFETY	WELDERS SUPPLY COMPANY	Safety Glasses	10083631	07/18/2019	43.96	
Total 621575740374:					61.39	
622501070000						
622-501070-000 WORK IN PROGRESS	KAPUR & ASSOCIATES, INC.	19.0065.01 2019 Burlington Streets Program	98748	07/22/2019	258.15	
Total 622501070000:					258.15	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Supplies-Water	97350	07/15/2019	84.96	
622-506250-000 MAINTENANCE-SUPPLIES	REINEMANS, INC.	Supplies-Water	166334	07/12/2019	14.39	
622-506250-000 MAINTENANCE-SUPPLIES	CTW CORPORATION	CTW CORPORATION WELL #9 REPAIR	39288	07/12/2019	380.00	
Total 622506250000:					479.35	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	LPC-4	4536763	07/11/2019	355.12	
622-506310-000 CHEMICALS	HAWKINS, INC	Tonkazorb 3%	4539617	07/16/2019	1,578.52	
Total 622506310000:					1,933.64	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1464691	07/10/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1466900	07/17/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1469151	07/24/2019	36.28	
Total 622509030000:					108.84	
622509210000						
622-509210-000 OFFICE SUPPLY	BURLINGTON AREA SCHOOL D	BASD WATER DEPT PAPER	072519	07/25/2019	81.60	
622-509210-000 OFFICE SUPPLY	QUILL CORPORATION	QUILL CORP DPW OFFICE SUPPLIES	8522975	07/05/2019	47.48	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20327987	07/13/2019	82.45	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20327988	07/13/2019	5.59	
Total 622509210000:					217.12	
622509230000						
622-509230-000 OUTSIDE SERVICES	DIGICORP	Email Filtering-(split)	328887	07/22/2019	15.37	
Total 622509230000:					15.37	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-362615	07/11/2019	19.50	
Total 622509330000:					19.50	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1464690	07/10/2019	13.61	
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1469150	07/24/2019	13.61	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Supplies-Water	97068	07/11/2019	86.02	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Supplies-Water	97150	07/12/2019	69.24	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3388	07/16/2019	328.00	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DoneRite Janitorial Cleaning for DPW (split)	3392	07/16/2019	357.30	
Total 622509350000:					729.30	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	QT PETROLEUM ON DEMAND	M4000 Card Reader	76670	07/16/2019	550.00	
Total 623575740242:					550.00	
623575740245						
623-575740-245 REPAIR,MAINTENANCE GR	HUGHES ELECTRIC, INC	Grass Mowing at Airport	11414	07/19/2019	1,499.87	
Total 623575740245:					1,499.87	
623575740246						
623-575740-246 REPAIR MAINT.RUNWAY,TA	HUGHES ELECTRIC, INC	Repairs: runway & taxiway lights	11413	07/17/2019	1,080.26	
Total 623575740246:					1,080.26	
623575740247						
623-575740-247 REPAIR,MAINTENANCE BUI	H J FAUST INC	Furance Repair	SRV37418	07/15/2019	1,578.26	
623-575740-247 REPAIR,MAINTENANCE BUI	GARLAND COMPANY INC	Green-Lock Adh & Sealant	CI-GUS0159588	07/03/2019	223.30	
Total 623575740247:					1,801.56	
623575740298						
623-575740-298 CONTRACT SERVICES	BURLI SIGNS LLC	Burli Sign - Airport Signs	51404	07/18/2019	1,538.00	
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER AUG BILLING	2019AUGUST	08/01/2019	319.30	
Total 623575740298:					1,857.30	
802484840000						
802-484840-000 K-NINE UNIT	E-COLLAR TECHNOLOGIES, IN	K9 HANDLER	271293	07/17/2019	210.00	
Total 802484840000:					210.00	
Grand Totals:					81,633.45	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: August 6, 2019

SUBJECT: LICENSES - To approve Operator License Applications as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Operator’s License Applications Operator’s licenses (aka Bartender’s License) shall be issued to individuals 18 years of age or over who do not have an arrest or conviction record subject to secs. 111.321, 111.322, and 111.335 and will be responsible for supervising activities and pouring of Class “A” beer, Class “B” beer, “Class B” intoxicating liquor, and “Class A” intoxicating liquor and “Class C” wine on premises during required hours in absence of the licensee or approved agent of licensed businesses.

The following individuals have submitted an Operator's License application and have been approved by the Burlington Police Department:

1. Barrios, Savanna (renewal)
2. Burris, Courtney (renewal)
3. Eddmonds, Lela (new)
4. Grego, Frances (new)
5. McGovern, Elizabeth (new)
6. Naber, Amy (new)
7. Perez, Jake (new)
8. Sullivan, Alex (new)
9. Thomas, Tiffany (new)
10. Villa, Merry (new)
11. Weber, Erin (renewal)

BUDGET/FISCAL IMPACT:

Applicants are charged an administrative fee of which a portion of the funds are applied towards background checks performed by the police department. Liquor license fees for businesses are calculated on a case by case basis depending on the type of license applied for (noted above).

RECOMMENDATION:

Staff recommends that Council approves the submitted applications.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the August 6, 2019 Common Council meeting.



DATE: August 6, 2019

SUBJECT: SPECIAL EVENTS - To approve 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: Tessa Films

Event: **Commercial Shoot for Casey's General Store**

Date: August 12-14, 2019 (10-14 hours per day)

Location: throughout Burlington including Casey's, parks, fire dept., schools, Chestnut Loop, etc.

Time: various times throughout the day

Expected Attendance: approx 75 (film crew and various actors/actresses)

Notes: Details are still being sorted out and a final planning meeting is scheduled for Friday, August 9 with City Staff and Nick Langholff, Location Manager for Tessa Films. Mr. Langholff is here tonight to answer any questions you might have.

Organization: Tall Tales, Inc.

Event: **Tall Tales Music Festival**

Date: August 9-10, 2019

Location: Downtown Burlington

Time: Friday, 5 p.m. - 11 p.m.; Saturday, 10 a.m. - 11 p.m.

Expected Attendance: 1000+

Notes: various events scheduled throughout the day/night.

Organization: Faith Chapel

Event: **"Declare the Square"**

Date: August 24, 2019

Location: Wehmhoff Square Park

Time: 1 p.m. to 8 p.m.

Expected Attendance: 50-150

Notes: Live music and worship throughout the day

Organization: Tri County Riders, Inc.

Event: **Toy Run for Love Inc.**

Date: September 8, 2019

Location: Ride to begin and end at Chocolate Fest Grounds - various ride routes

Time: 7:00 a.m. to 10:00 p.m.

Expected Attendance: 600

Notes: No fees are charges for police services

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 August 6, 2019 Common Council meeting.

Attachments

Casey's Commerical Shoot

Tall Tales

Declare the Square

Toy Run

CITY OF BURLINGTON SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: _____	Permit Number: _____
Sent for Staff Review: _____	Council Meeting: _____

SUMMARY OF EVENT

Event Title: CASEY'S Date of Event: 8/12/19 - 8/14/19
 Event Location: Various (see attached breakdown)

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

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. - *Detailed plan to follow.*
 Certificate of Insurance: The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

(Minimum Liability Limits, unless otherwise specified: General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate; Automobile: \$1,000,000 Combined Single limits; Umbrella Liability: \$1,000,000; Workers Compensation: State Minimum)

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

We are filming two commercials for CASEY'S. We are shooting various vignettes and looking at multiple locations. I am attaching the boards and a breakdown of the locations per the boards.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 75

Is this a multi-day event? Yes No If so, how many days? 3
 Start Date: 8/12/19 End Date: 8/14/19

EVENT ORGANIZER INFORMATION

Applicant Name: Mary Langenfeld
 Group Represented: Tessa Films
 Address: 106 N. Aberdeen St. Chicago, IL 60607
 Phone: 312 757 4389 Email: mary@tessafilms.com
 Person In Charge of Event: Jonah Mueller (producer)
 On-Site Contact: TBD On-Site Phone: TBD
 Billing Address: 106 N. Aberdeen St. Chicago, IL 60607

DETAILED EVENT INFORMATION

Event Set Up Date: 8/12/19 Time: _____

Start Time For Event: TBD a.m./p.m. End Time For Event: TBD a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____
 *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: TBD
 *This may result in a fee

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

Police Services Requested*? Yes No

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

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

Person(s) Responsible for Clean Up After the Event: We will take care of garbage removal if necessary

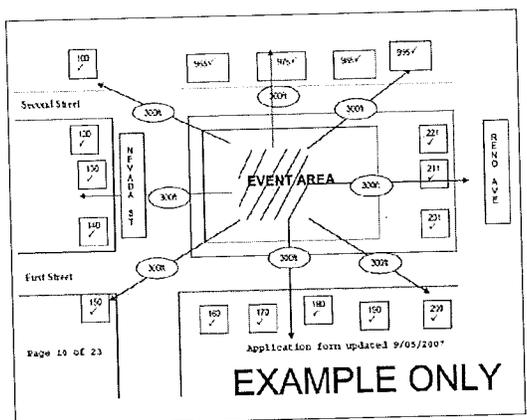
Picnic Tables Needed*? Yes No Amount Needed & Locations _____
 *This may result in a fee

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.

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.

Mary Langenfeld
Signature of Applicant

7/31/19
Date of Signature

Diahnn Halbach

From: mary@storyco.tv
Sent: Wednesday, July 31, 2019 8:44 PM
To: Diahnn Halbach
Cc: jdmueller@gmail.com; ChicagoFilmsUs@gmail.com; nlangholff@hotmail.com
Subject: CASEY'S TV COMMERCIAL
Attachments: BurlingtonSpecialEventPermit.pdf; CASEY'sPermitLocations.docx; City of Burlington.pdf

Hi Diahnn,

Dan Marcus forwarded your email and the special permit application. I am attaching the permit (filled out to the best of my ability but clearly some TBDs as we are still working this out) as well as the agency boards for the two spots and the certificate of insurance. Update...I have been trying to send this for a few hours and think that I have too many attachments so I am sending them in separate emails. Well that has not worked so now I'm trying through my web based email and lets hope this one works!

Our three shooting days are 8/12 - 8/14. At this point we are not sure where we want to film each day or what time we want to film. There are a few sunrise shots and evening shots and we are still figuring out how to best fit them into our schedule based on talent and location availability. Please let me know if there are any city ordinances that state hours we can film. I put in TBD for now as I was not sure of any limitations.

We will work with the city and the various departments in order to get permission to film and will abide by any rules. If we need police officers with us we are happy to pay for this and ditto on any city workers. We would love help in finding parking locations for our working trucks at each location. We will only move necessary vehicles to each location and are hoping to find one location to leave our personal vehicles and use shuttle vans to get crew to/from locations. My best guess is we would have 4 Cube trucks, 2-3 passenger/shuttle vans, 1 DIT van, 1 video assist van, 1 motorhome, 1 generator, 1 G/E truck, 1 swing truck and 2-3 personal vehicles.

The detailed even information is very vague since we don't know the particulars each day. We are not serving alcohol or selling any food. We will have a catering feeding us meals but can be responsible for removing all related trash unless you have a source we can use and we would be happy to pay for it. We are interested in shooting in two parks (see locations list). We can contact Public Works to secure these locations. We would only shoot in certain areas at the parks and the other areas could remain open to the public. We might need barricades and street closure for the parade scene but will defer to you and the police department on that. It will be a very tight shot of a few kids in profile watching a parade. I do not think we will need any picnic tables.

Our producer on the job is Jonah Mueller and we will also have a location scout which could be either Dan Marcus or Nicholas Langhoff. Once we have the particulars we can get back to you on dates and times for each location and will have someone notify the residences and businesses about filming. I will also make sure that we have a representative at the city council meeting on 8/6. I think you said it started at 6:30 correct? Can you also share the address with me when you get a chance?

If you have any questions, please give me a call at 312.560.5670.

Thanks,

mary

“HERE FOR GOOD”

CASEY’S – 100 S. Dodge Street, Burlington, WI - We will shoot an exterior shot of the store with the lights turning on. We have permission to shoot at the CASEY’S.

Suburban home – 302 Margaret Court, Burlington, WI – The homeowners have been contacted and have given permission for us to shoot their home.

Light switches on – this will be shot in Milwaukee.

Farm – 5741 Brever Road, Burlington, WI – The homeowners have been contacted and have given permission for us to shoot their home. This is an exterior shot of someone carrying a lantern from the house to a barn.

Women gets into truck with coffee and drives away from the CASEY’S will take place at the CASEY’S. I’m not sure which street they will want to show her driving down yet.

Woman on way to work carrying a coffee will take place in Milwaukee.

Post game celebration with players and coach will take place at Catholic Central High School, 148 McHenry St., Burlington, WI – This will be an exterior shot at night on the football field. We have permission to shoot there. Our contact is James Anest.

Mixed group of teenagers eating pizza will either take place at the suburban home (above) or at the gazebo at Wehmhoff Square – 355 N. Pine St., Burlington, Wi. This would also take place at night.

Family celebrates 1st birthday would be an interior shot at the suburban house location (above).

Kids watch 4th of July parade – We would like to shoot this on Chestnut St. between Pine and Milwaukee. This would be near the Chamber of Commerce at 113 E. Chestnut, Burlington, WI. We have reached out to them to get permission and will follow up with them. We will likely need intermittent road closure for around 1 to 2 hours. The shot will be tight and feature a few kids in profile watching a parade.

Three old friends hang out and drink coffee and the shot with the CASEY’S employee will take place inside the CASEY’S store.

Firefighters eating lunch will take place at the firehouse – 165 Washington, Burlington, WI. We have already spoken to fire chief Alan Babe and have permission to shoot interiors at the firehouse.

Community works would be talent handling sand bags on the riverfront. We would like to shoot at Echo Veterans Memorial Park along the river. We might also have some rain effects and spoke to fire chief Alan Babe about using a fire hydrant to achieve this and we will pay him any usage fees.

Construction workers eating lunch will take place on the back of a truck at one of the locations already being filmed. We are not sure which one yet and will likely choose the one that fits best with our schedule.

Grandfather and grandson looking out at the river and community members embracing would take place at Wehmhoff Jucker Park on Washington.

Kid hugging the dog would take place at one of the locations already being filmed.

We would also like to shoot with a drone one of the days and get footage of the town. I'm not sure where we will start but possibly at the CASEY'S and travel through the parks etc.

Another location they were interested in shooting is at the Public Works department. Our location scout, Dan, and our director, Leroy, were driving around last Friday and came upon a great garage door at the location and they are interested in possibly shooting there. They spoke with Peter Riggs and he is very excited about being involved in the project. The address is 2200 S. Pine St., Burlington, WI but the building they want to shoot at is next door and is part of the Water Reclamation Department.

“Loyalty Program”

This spot will take place at the CASEY'S and also at Cooper Elementary School – 249 Conkey St., Burlington, WI. We will be shooting interiors and exteriors at both locations. Our contact for Cooper Elementary is Julie Thomas and we have permission to shoot here.

CASHEY'S[®]

Here For Good

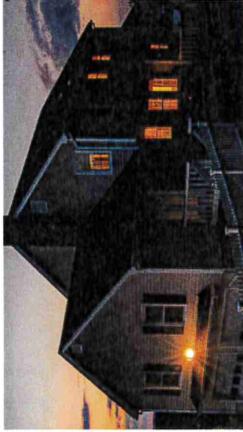
HERE FOR GOOD | VIDEO

HERE FOR GOOD :30



CASEY'S EARLY MORNING. LIGHT COMES ON.

VO: AT CASEY'S, WE'RE NOT JUST HERE IN OUR TOWN.



LIGHT GOES ON IN SUBURBAN HOME

VO: WE'RE HERE FOR OUR TOWN



LIGHT SWITCHES ON IN APARTMENT WINDOW



PERSON CARRIES LANTERN TO BARN



DETAILS / DRIVING SHOTS FROM AROUND TOWN (TBD)



WOMAN GETS INTO TRUCK WITH COFFEE

VO: HERE FOR EARLY MORNINGS.



TRUCK PULLS AWAY FROM CASEY'S



WOMAN ON WAY TO WORK WITH COFFEE

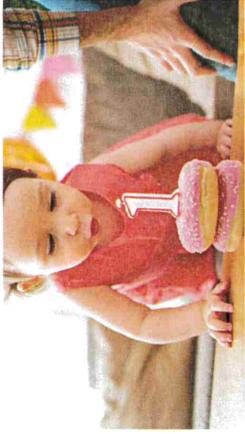
HERE FOR GOOD :30



POSTGAME CELEBRATION WITH PLAYERS & COACH
VO: AND FRIDAY NIGHTS.



MIXED GROUP OF TEENAGERS EAT PIZZA TOGETHER



FAMILY CELEBRATES FIRST BIRTHDAY. LITTLE GIRL BLOWS OUT FIRST BIRTHDAY CANDLE ON DONUT.
VO: HERE FOR THE FIRSTS.



KIDS WATCH 4TH OF JULY PARADE
VO: AND THE TRADITIONS.



DETAIL SHOTS OF PARADE SCENE



3 OLD FRIENDS & HANG OUT. DRINK COFFEE
VO: AND THE FRIENDSHIPS.



CASEY'S EMPLOYEE JOKES WITH OLD FRIENDS

HERE FOR GOOD | VIDEO

HERE FOR GOOD :30



FIREMEN EATING LUNCH IN FIREHOUSE
VO: THROUGH THE GOOD DAYS.



SALAD IS PASSED



COMMUNITY WORKS TOGETHER TO PLACE SANDBAGS BY RIVER'S EDGE
VO: AND THE TOUGH TIMES.



CASEY'S EMPLOYEE HANDS OUT COFFEE TO VOLUNTEERS



CONSTRUCTION WORKERS EAT SANDWICHES ON THE BACK OF A PICKUP TRUCK

VO: WE ARE HERE FOR THE PEOPLE



DETAIL SHOT OF SANDWICH



GRANDFATHER AND GRANDSON LOOK OUT AT RIVER, GRANDFATHER PUTS ARM AROUND THE GRANDSON.

VO: WHO ARE THERE FOR EACH OTHER.



COMMUNITY MEMBERS EMBRACE

HERE FOR GOOD :30



KID HUGS DOG



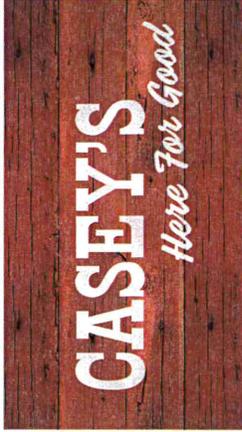
BEGINNING OF DRONE SHOT THAT OPENS ON CASEY'S STORE, GOES UPWARDS.

VO: CASEY'S.



CONTINUATION OF DRONE SHOT TO REVEAL TOWN

VO: HERE FOR OUR TOWN.



ENDFRAME

VO: HERE FOR GOOD

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

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

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

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

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

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

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

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

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: _____

City Council Approval Date: _____

Permit Number: _____

Notes: _____

Emailed Staff 7-23-2019
Council Mtg 8-6-2019

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION



Date of Application: 07/17/19

Permit Number: _____

SUMMARY OF EVENT

Event Title: TALL TALES MUSIC FESTIVAL Date of Event: AUG 9-10, 2019

Event Location: CHESTNUT + PINE ST. DOWNTOWN BURLINGTON

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

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.

** See attached schedule of events*

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

Is this a multi-day event? Yes No

If so, how many days? 2

Start Date: 8/9/19 End Date: 8/10/19

EVENT ORGANIZER INFORMATION

Applicant Name: CARLY HURLEY (TALL TALES, INC.)

Group Represented: TALL TALES, INC.

Address: 492 N. PINE ST. BURLINGTON, WI 53105

Phone: (262) 758-1895 (BOB SULLIVAN) Email: bsullivan1@wi.rr.com

Person In Charge of Event: PATRICK SULLIVAN

On-Site Contact: " " On-Site Phone: (262) 332-0238

Billing Address: _____

DETAILED EVENT INFORMATION

Event Set Up Date: 8/9/19 Time: 7AM

Start Time For Event: 5pm a.m./p.m. End Time For Event: 8/10/19 11pm a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: THE COFFEE HOUSE (CARLY HURLEY)
 *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: 8-10, outside TCH
 *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: 7-11pm BOTH NIGHTS OF EVENT.
 *This may result in a fee

Trash Receptacles Needed*? Yes No Amount Needed & Locations 6-8, drop off outside TCH
 *This may result in a fee

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

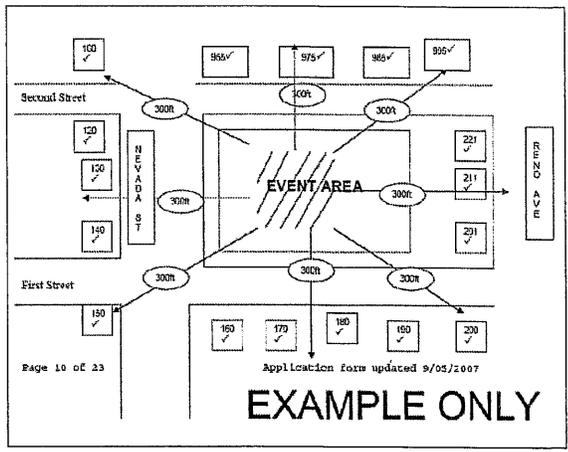
Picnic Tables Needed*? Yes No Amount Needed & Locations _____
 *This may result in a fee

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

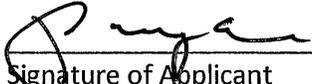
The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- 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

7.19.19

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

7.19.19

Date of Signature

Tall Tales Music Festival / AUGUST 9 - 10

Friday, August 9

7 a.m.: Close down Chestnut Street from Pine to Dodge

Late morning - Early afternoon: Stage and Sound Setup; General festival setup (Toilets, Ice Trailer, Tables, Chairs, tents, etc.)

5 p.m.: Beer Truck opens Live Music Begins

11 p.m. Evening concludes

Saturday, August 10

7 a.m. Close down Pine Street from Milwaukee to Washington and extend Chestnut Street closure from Milwaukee to Dodge.

7 - 10 a.m. Set up Kids' Zone inflatables, Set Up Music Matters Tent, Set up Bags Tournament and additional Games

10 - 2 p.m. Youth Music Workshops, Activities, and Family Stage Kick off!

3 p.m. Main Stage Acts begin

11 p.m. Evening concludes

**Please let us know if you need a more detailed schedule*

Example letter sent to all area businesses

Dear Neighbors,

We are seeking your support for the Tall Tales Music Festival that will take place Friday, August 9 and Saturday, August 10, 2019.

We will be requesting to close off Chestnut Street between Pine and Dodge streets starting Friday morning into Sunday morning (Aug 9 – 11). We will also be blocking off Pine St. between Milwaukee Ave. and Washington St. as well as “the Loop” all day Saturday.

Please let us know if you have any questions or concerns so we can work with you to make this a beneficial event for all of the neighboring businesses!

Friday, 8/9/19

7:00 a.m. - 200 block of E. Chestnut Street (side street to Coffee House) closed to through traffic

12:00 p.m. - Stage and sound installation complete

2:00 p.m. - Sound check

5:00 p.m. - Live music begins

11:00 p.m. Live music concludes for evening

Saturday, 8/10/19

7 a.m. Pine St. closed

10:00 a.m. - Youth music workshops begin at participating downtown businesses, Kids Zone opens, Family Stage kicks off

12:00 p.m. - Live music for kids!

2:00 p.m. - Live music featuring national touring musicians

11:00 p.m. - Live music concludes for the evening

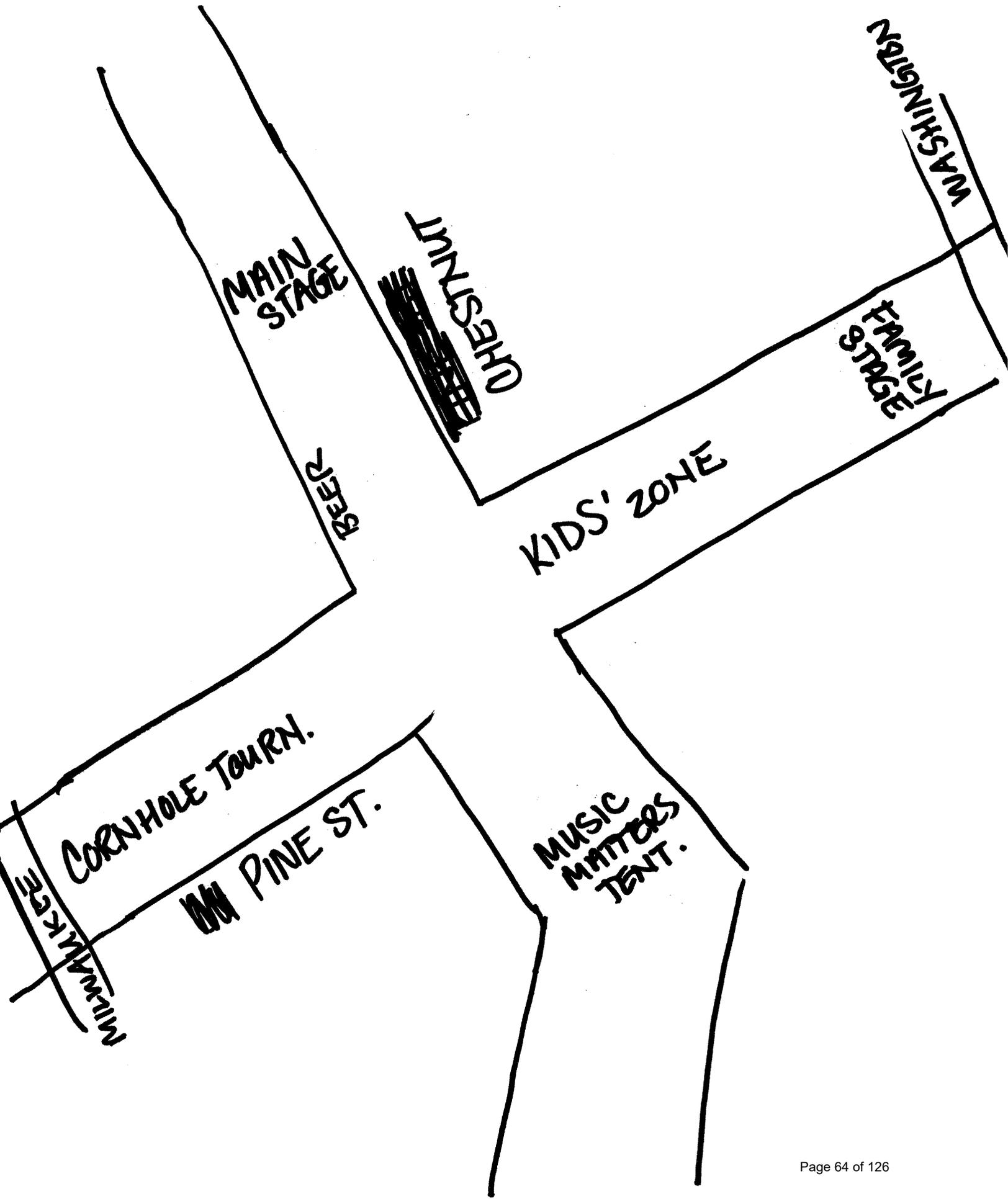
We are asking for your signature of support below to submit with our permit application to the city.

Sincerely,

Tall Tales Committee

talltaleswi@gmail.com

Bob or Carly





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mays Insurance Agency Inc 500 N Pine Street Burlington WI 53105		CONTACT NAME: Nicole Baumeister PHONE (A/C, No, Ext): (262) 763-2408 FAX (A/C, No): (262) 763-5080 E-MAIL ADDRESS: n.baumeister@maysinsurance.com	
		INSURER(S) AFFORDING COVERAGE INSURER A : CINCINNATI INSURANCE COMPANY NAIC # 10677 INSURER B : SFM Mutual INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED 492 PINE COFFEEHOUSE LLC, DBA: THE COFFEE HOUSE AT 492 N PINE ST BURLINGTON WI 53105			

COVERAGES **CERTIFICATE NUMBER:** 2018-2019 MASTER **REVISION NUMBER:**

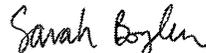
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		EPP0467144	12/21/2018	12/21/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		94298.102	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY			EPP0467144	12/21/2018	12/21/2019	EACH CAUSE 1,000,000 AGGREGATE 1,000,000 DEDUCTIBLE 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CITY OF BURLINGTON IS LISTED AS ADDITIONAL INSURED IN REGARD TO GENERAL LIABILITY. LIABILITY EXTENDS OFF PRIVATE PROPERTY, INTO THE PUBLIC RIGHT-OF-WAY, TO COVER TABLES AND CHAIRS ON SIDEWALK IN FRONT OF RESTAURANT.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF BURLINGTON 2200 S PINE ST BURLINGTON WI 53105	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Police Service: No fee

Reviewed By: M. Anderson

Date: 7/24/19

Comments and/or Stipulations for Event:

* should be staffed by police/security on 8/9/19 from 7pm-11pm & on 8/10/19 from 2pm-11pm - Not only 7-11pm both nights.

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for DPW Service: _____

Reviewed By: P. Riggs

Date: 7/31/19 via email

Comments and/or Stipulations for Event:

-will they need electric for merch. tents off the lights on Chestnut"

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for BFD Service: _____

Reviewed By: A. Sale

Date: 7/29/19

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Bldg. Insp. Service: _____

Reviewed By: James Ochoa

Date: 7/23/19

Comments and/or Stipulations for Event:

* Note where power comes from & what is ground fault protected to prevent electric shocks.

HEALTH OFFICER REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Health Service: _____

Reviewed By: Kaiti Alexander

Date: 7/23

Comments and/or Stipulations for Event:

* will be in touch w/ engineers to determine any food service requiring inspections

City Council Meeting Date: 8-6-19

City Council Approval Date: _____

Permit Number: _____

Notes: _____

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: 7-18-19

Permit Number: _____

Sent for Staff Review: 7-23-19

Council Meeting: 8-6-2019

SUMMARY OF EVENT

Event Title: Declare From The Square

Date of Event: 8/24/19

(Saturday)

Event Location: Wehmhoff Square

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Music in the Park

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: The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

(Minimum Liability Limits, unless otherwise specified: General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate; Automobile: \$1,000,000 Combined Single limits; Umbrella Liability: \$1,000,000; Workers Compensation: State Minimum)

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

We are looking to have a band in the gazebo at Wehmhoff Square next to the Library.

We plan to have chairs surrounding the band for the public to come and listen to the music.

There will be opportunities for the pastor's of Faith Chapel to say a few words interspersed in the music.

The public is encouraged and will be welcome to join us, and we are planning to advertise with the businesses around the square and encourage them to participate in the event, with discounts, sales, etc.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 50-150?

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: John Olkowski

Group Represented: Faith Chapel

Address: 672 W State St. Burlington WI

Phone: (262) 763-9008

Email: faithchapel.john@gmail.com

Person In Charge of Event: John Olkowski

On-Site Contact: John Olkowski

On-Site Phone: (262) 661-3336

Billing Address: 672 W State St. Burlington WI

DETAILED EVENT INFORMATION

Event Set Up Date: 8/24/19 Time: 1 pm

Start Time For Event: 6 pm a.m./p.m. End Time For Event: 8 pm a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____

**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 _____

**This may result in a fee*

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

Picnic Tables Needed*? Yes No Amount Needed & Locations _____

**This may result in a fee*

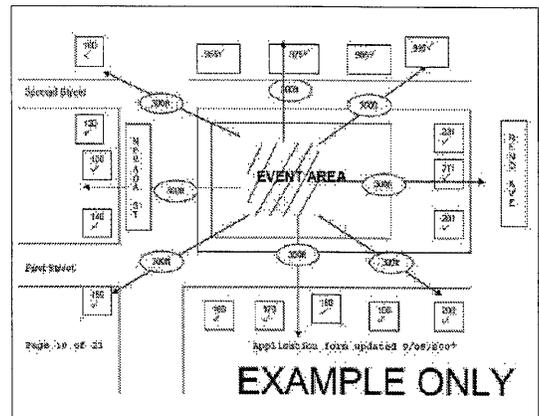
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No

**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.*

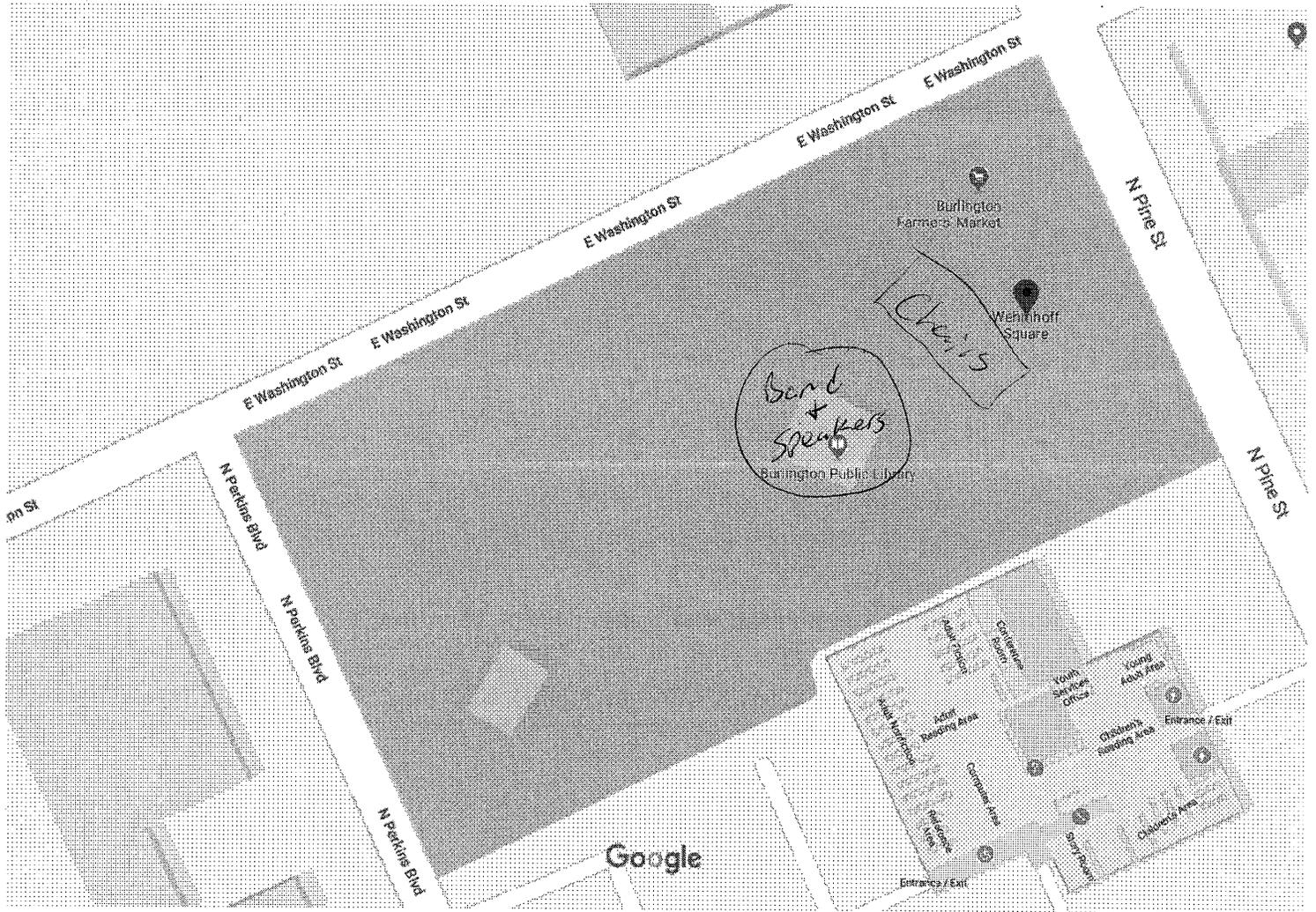
IMPACTED NEIGHBOR NOTIFICATION

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:

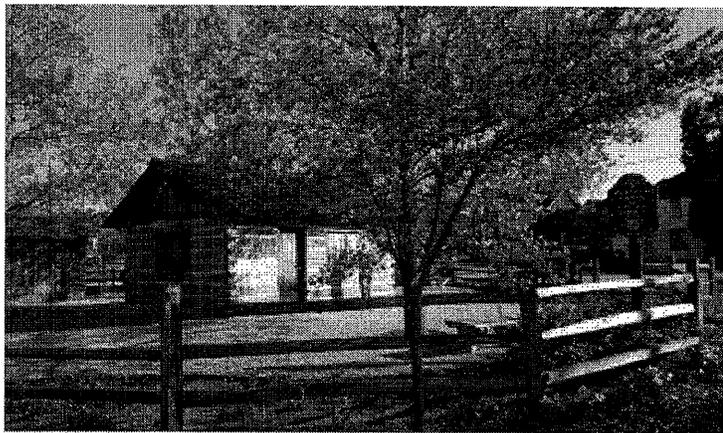
- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



Google Maps Wehmhoff Square



Map data ©2019 20 ft



Wehmhoff Square

4.7 ★★★★★ (31)

Park



Directions



Save



Nearby



Send to your phone

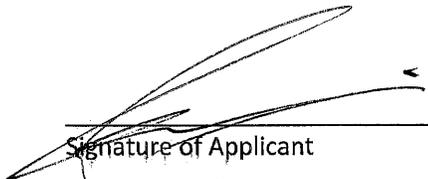


Share

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.

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

7-18-19

Date of Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Church Mutual Insurance Company 3000 Schuster Lane P.O. Box 357 Merrill WI 54452	CONTACT NAME: Tanner J Finnell PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 E-MAIL ADDRESS: customerservice@churchmutual.com FAX (A/C, No): 855-264-2329													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Church Mutual Insurance Company</td> <td>18767</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Church Mutual Insurance Company	18767	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A : Church Mutual Insurance Company	18767													
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED FAITH CHAPEL EVANGELICAL FREE CHURCH 141 WESTRIDGE AVE BURLINGTON WI 53105-1757														

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	0148126-21-157133	11/18/2018	11/18/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Revised 8/24/2019, Music in the Park, Additional Insured = City of Burlington City Hall, E206, SAAP 573

CERTIFICATE HOLDER**CANCELLATION**

City of Burlington City Hall 300 N Pine St Burlington WI 53105-1435	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Tanner Finnell</i>
---	--

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: 0

Estimated Fee for Police Service: _____

Reviewed By: M. Anderson

Date: via email 7-24-19

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for DPW Service: _____

Reviewed By: P. Pigg

Date: 7-31-19

Comments and/or Stipulations for Event:

Needs to reserve park!

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: 0

Estimated Fee for BFD Service: _____

Reviewed By: A. Bate

Date: 7/29/19 via email

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO

Hours Required: 0

Estimated Fee for Bldg. Insp. Service: _____

Reviewed By: J. Wieruka

Date: 7/23/19 via email

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO

Hours Required: 0

Estimated Fee for Health Service: _____

Reviewed By: K. Andricks

Date: 7/23/19 via email

Comments and/or Stipulations for Event:

City Council Meeting Date: 8-6-19

City Council Approval Date: _____

Permit Number: _____

Notes: _____

CITY OF BURLINGTON
JUL 02 2019
PAID

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION



Date of Application: 7-2-19

Permit Number: _____

SUMMARY OF EVENT

Event Title: Tri County Riders Toy Run for Love Inc. Date of Event: 9-8-19

Event Location: Chocolatefest Grounds - Maryland Ave.

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

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.

9-8-19 members arrive by 7AM to setup for registration for motorcycle run. Runs leave grounds starting 10 AM. Return to Chocolatefest grounds between 3:30-4:30 to enjoy food, beverages and music. Love Inc. will have food set up prior to our return. Vendors also.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 600

Is this a multi-day event? Yes No If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: Maureen George

Group Represented: Tri County Riders Inc.

Address: 211 Nevada Ave. / P.O. Box 586, Burlington, WI 53105

Phone: 262-210-7211 Email: paokrataandme@gmail.com

Person In Charge of Event: Rich Dexter

On-Site Contact: Rich Dexter On-Site Phone: 262-498-4405

Billing Address: 36107 52nd St., Burlington, WI 53105

DETAILED EVENT INFORMATION

Event Set Up Date: 9-7-19 Time: 9:00 A.M.

Start Time For Event: 7:00 a.m./p.m. End Time For Event: 10:00 a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: David Corbett
 *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: 3 for Maryland Ave.
 *This may result in a fee we also need 20 cones please

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: certain members work with them
 *This may result in a fee as to what is needed.

Trash Receptacles Needed*? Yes No Amount Needed & Locations: 20 trash barrels
 *This may result in a fee Chocolatefest Grounds

Person(s) Responsible for Clean Up After the Event: Members of Tri County Riders

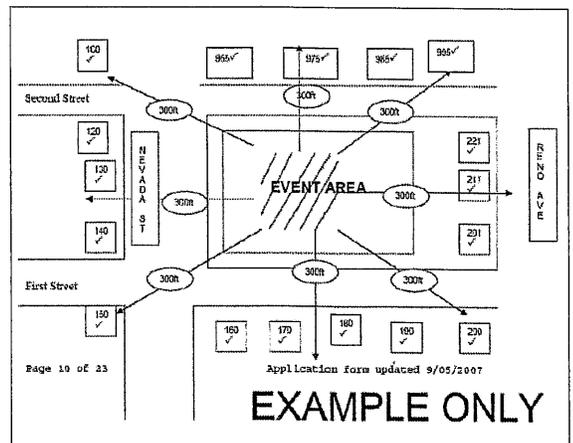
Picnic Tables Needed*? Yes No Amount Needed & Locations we work with
 *This may result in a fee Elite Rentals
we also request 15 tables from city

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.

Maureen George
Signature of Applicant

7-2-19
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.

Maureen George
Signature of Applicant

7-2-19
Date of Signature

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Burlington

300 N Pine St, Burlington, WI 53105-1435

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: Mark Anderson
Date: 7/8/19 via email

Comments and/or Stipulations for Event:
No Police fees

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO
~~Police~~ Hours Required: _____
Estimated Fee for DPW Service: _____
Reviewed By: P. Dugg
Date: 7/31/19 via phone

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO
Police Hours Required: _____
Estimated Fee for BFD Service: _____
Reviewed By: A. Babe
Date: 7-10-19 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: J. Hickey
Date: 7-2-19 via verbal

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO
~~Police~~ Hours Required: 0
Estimated Fee for Health Service: _____
Reviewed By: Keith Hendricks
Date: 7-2-19 via email

Comments and/or Stipulations for Event:
will be on touch w/ organizers to determine if licensing and/or inspections for food service will be required.

City Council Meeting Date: 8-6
7-16-2019

City Council Approval Date: _____

Permit Number: _____

Notes: Emailed Staff 7-2-2019 for dept



DATE: August 6, 2019

SUBJECT: RESOLUTION 4965(18) - To approve the Bid Award Contract to PSG Construction, Inc. for the Riverside Park Improvement Project.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

In February 2019 the City was awarded a Wisconsin Department of Natural Resources (DNR) Stewardship Grant in the amount of \$80,000 to assist with funding improvements to Riverside Park. The project includes replacement of the pavilion, canoe/kayak launch, paved trails, and trail information center. Ayres Associates was secured to design, bid, and manage the construction of the project. Ayres worked with City staff on the design and received feedback from the Park Board on the project. We must complete the project by July 2021, or we will lose access to the grant funding.

The City received 5 competitive bids for the project. The bids are all relatively consistent so it does appear that there is consensus in the market on the cost to perform the requested work. The lowest bid was submitted by PSG Construction, Inc. in the amount of \$209,227.70. The bid tabulation is attached.

The low bid exceeds the project estimate supplied by Ayres (\$162,909) by \$46,318.70. Ayres staff identified the primary discrepancy between the project estimate and the bid amounts being related to the pavilion costs. Ayres based the estimate on costs for the construction on the similar pavilion at Wehmhoff Jucker Park. However, market factors have changed since the construction of the Wehmhoff Jucker structure that were not accounted for in their estimate. There was also donated and volunteer labor included in the Wehmhoff Jucker project that was not accounted for by Ayres in their estimate. A memo from Ayres is attached.

BUDGET/FISCAL IMPACT:

There is a total of \$181,000 in the Park Development Fund including the annual \$30,000 General Fund transfer and the closure of the Wehmhoff Trust. The 2019 budget for the Park Development Fund anticipated a total project cost of \$105,000 for the Riverside Improvement (less the \$80,000 in grant funding). Proceeding with a contract with the low bidder, PSG, would require \$129,227.70 in funds from the Park Development Fund, and increase of \$24,227.70. There are sufficient funds in the Park Development Fund to cover the increased cost of this project.

At their July 29, 2019 meeting, the Park Board, made a recommendation to award the contract to PSG and further recommended using Park Development Funds to pay for the project.

RECOMMENDATION:

Staff, and our consultants at Ayres Associates, recommend approval of this bid award contract to PSG Construction, Inc.

On July 29, 2019, the Park Board passed a motion recommending approval of this bid award to PSG Construction, Inc.

TIMING/IMPLEMENTATION:

This item is for discussion at the August 6, 2019 Committee of the Whole meeting and due to timing is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Res 4965(18) Riverside Park Bid Award

Ayres Memo

Riverside Improvements Bid Tab

RESOLUTION NO. 4965(18)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE AWARD OF BID FOR THE RIVERSIDE PARK
IMPROVEMENTS TO PSG CONSTRUCTION, INC FOR THE
TOTAL AMOUNT OF \$209,227.70**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the Riverside Park Improvements on July 4 and July 11, 2019; and,

WHEREAS, bids received by the City were opened and reviewed at the Board of Public Works Bid Opening on July 25, 2019 and forwarded to the Engineer (Ayres Associates Inc.) for final review; and,

WHEREAS, the Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from PSG Construction a copy of which is hereto and made a part thereof; and,

WHEREAS, the Park Board reviewed and discussed the bids on July 29, 2019 and recommended approval of the lowest, most responsive bid from PSG Construction, INC; and,

WHEREAS, the Engineer, and the Director of Public Works have recommended approval of the Lump Sum Bid for \$209,227.70.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Riverside Park Improvements bid be awarded to PSG Construction, for the not to exceed amount of \$209,227.70 for the Total Lump Sum Bid.

Introduced: August 6, 2019
Adopted: August 6, 2019

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

July 30, 2019

Peter Riggs
Public Works Director
City of Burlington
2200 South Pine Street
Burlington, WI 53105

Re: Riverside Park Improvements Bid Results

Dear Peter:

This memo is in reference to the bid opening for the Riverside Park Improvements that took place Thursday July 25th, 2019 at the City of Burlington Department of Public Works at 10:00 am.

We have reviewed the five bids received (Absolute Construction, PSG Construction Inc., Rasch Construction & Engineering, Inc., The Reese Group LLC, and Scherrer Construction Inc.), and found several minor errors in the as-read item totals and as-read bid totals in 3 of the 5 bids. No errors affected the overall bid order results. The six bid totals ranged from \$209,227.70 to \$268,366.00, and there were no Alternate Bid items. PSC Construction provided the lowest bid total.

The bid received from PSG Construction was a Bid of \$209,227.70. Our estimate for the Bid was \$162,909.00. The low bid came in at \$46,318.70 over the estimate. The largest discrepancy in unit pricing was in the Shelter Pavilion; all pavilion bid amounts came in higher than estimated. Although some other unit prices came in higher than the estimate, this is likely due to possible construction timing and small quantities. We have also seen consistently escalated bid prices during the 2019 season, especially on projects bid during the summer season, and don't forecast any reductions in bid prices during 2020.

We would suggest opening discussions with the contractor post-award for value engineering options. Some possible options include:

- Explore Value Engineering Options for the Shelter Pavilion
- Change type of Trailhead Signage
- Substitute restoration for owner responsibility

The City of Burlington was granted a 2018 Stewardship/RTA Grant for the amount of \$80,000 for the proposed construction, with anticipated completion in Summer 2019.

It is our opinion that the city should accept the bid received from PSG Construction of \$209,227.70 for Riverside Park Improvements. We have verified their references and determined that they are qualified to perform the requested work.

Please contact me if you have any questions.

Sincerely,



Blake Theisen, PLA, ASLA
Project Manager/Landscape Architect
Ayres Associates, Inc.

BID TABULATION

Project: RIVERSIDE PARK IMPROVEMENTS
 Project Number: 52-0620.02
 Bid Opening Date: July 25, 2019 10:00 AM



BASE BID			ENGINEER'S ESTIMATE		REESE GROUP		RASCH CONST		SCHERRE		PSG CONST		ABSOLUTE CONST		
Item	Qty.	Unit	Unit Price	Item Total	Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total	
1	MOBILIZATION	1	LS	\$15,000.00	\$15,000.00	\$11,331.96	\$11,331.96	\$24,963.00	\$24,963.00	\$6,500.00	\$6,500.00	\$500.00	\$500.00	\$11,700.00	\$11,700.00
2	EROSION CONTROL	1	LS	\$5,260.00	\$5,260.00	\$9,730.43	\$9,730.43	\$4,592.00	\$4,592.00	\$8,837.00	\$8,837.00	\$2,600.00	\$2,600.00	\$3,100.00	\$3,100.00
3	DEMOLITION	1	LS	\$13,220.00	\$13,220.00	\$6,658.20	\$6,658.20	\$6,779.00	\$6,779.00	\$8,965.00	\$8,965.00	\$5,400.00	\$5,400.00	\$6,300.00	\$6,300.00
4	EARTHWORK	1	LS	\$4,092.11	\$4,092.11	\$6,884.25	\$6,884.25	\$8,607.00	\$8,607.00	\$11,125.00	\$11,125.00	\$7,450.00	\$7,450.00	\$8,700.00	\$8,700.00
5	BASE AGGREGATE DENSE. 1-1/4"	388	TN	\$18.00	\$6,984.00	\$26.24	\$10,181.12	\$22.79	\$8,842.52	\$22.07	\$8,563.16	\$18.50	\$7,178.00	\$21.60	\$8,380.80
6	ASPHALT PAVEMENT	10	TN	\$110.00	\$1,100.00	\$372.42	\$3,724.20	\$354.90	\$3,549.00	\$236.50	\$2,365.00	\$196.00	\$1,960.00	\$183.15	\$1,831.50
7	ASPHALT PATH	70	TN	\$110.00	\$7,700.00	\$247.29	\$17,310.30	\$174.90	\$12,243.00	\$200.36	\$14,025.20	\$187.00	\$13,090.00	\$183.15	\$12,820.50
8	CONCRETE PAVEMENT, 4"	621	SF	\$5.00	\$3,105.00	\$18.78	\$11,662.38	\$13.05	\$8,104.05	\$8.76	\$5,439.96	\$4.90	\$3,042.90	\$5.75	\$3,570.75
9	CONCRETE SHELTER PAD	2,272	SF	\$12.00	\$27,264.00	\$17.36	\$39,441.92	\$10.74	\$24,401.28	\$7.66	\$17,403.52	\$4.90	\$11,132.80	\$5.75	\$13,064.00
10	TRAILHEAD SIGNAGE	1	EA	\$1,000.00	\$1,000.00	\$2,311.88	\$2,311.88	\$1,800.00	\$1,800.00	\$900.00	\$900.00	\$8,500.00	\$8,500.00	\$3,800.00	\$3,800.00
11	SHELTER PAVILION	1	LS	\$50,000.00	\$50,000.00	\$66,697.08	\$66,697.08	\$97,384.00	\$97,384.00	\$84,738.00	\$84,738.00	\$92,000.00	\$92,000.00	\$98,400.45	\$98,400.45
12	ELECTRICAL PROVISIONS	1	LS	\$12,000.00	\$12,000.00	\$17,893.91	\$17,893.91	\$16,932.00	\$16,932.00	\$15,785.00	\$15,785.00	\$15,974.00	\$15,974.00	\$14,200.00	\$14,200.00
13	OUTCROPPING STONE	13	EA	\$500.00	\$6,500.00	\$806.90	\$10,489.70	\$1,171.30	\$15,226.90	\$1,105.00	\$14,365.00	\$275.00	\$3,575.00	\$325.00	\$4,225.00
14	ROCK OUTCROPPING STAIRS	20	TN	\$65.00	\$1,300.00	\$287.70	\$5,754.00	\$938.10	\$18,762.00	\$885.00	\$17,700.00	\$975.00	\$19,500.00	\$1,140.00	\$22,800.00
15	BREAKER RUN	19	CY	\$30.00	\$570.00	\$70.09	\$1,331.71	\$92.10	\$1,749.90	\$78.26	\$1,486.94	\$175.00	\$3,325.00	\$204.00	\$3,876.00
16	RIP RAP	25	CY	\$45.00	\$1,125.00	\$162.35	\$4,058.75	\$151.20	\$3,780.00	\$291.72	\$7,293.00	\$150.00	\$3,750.00	\$175.00	\$4,375.00
17	TREES	5	EA	\$500.00	\$2,500.00	\$736.41	\$3,682.05	\$632.80	\$3,164.00	\$597.00	\$2,985.00	\$750.00	\$3,750.00	\$600.00	\$3,000.00
18	RESTORATION	1	LS	\$4,188.89	\$4,188.89	\$10,924.89	\$10,924.89	\$6,970.00	\$6,970.00	\$6,575.00	\$6,575.00	\$6,500.00	\$6,500.00	\$6,000.00	\$6,000.00
BASE BID TOTAL			\$162,909.00	\$240,068.73	\$267,849.65	\$235,051.78	\$209,227.70	\$230,144.00							
				AS READ \$243,063.15	AS READ \$268,366.00	AS READ \$234,447.15	AS READ \$209,227.70	AS READ \$230,144.00							
Yellow Highlight Indicates Different from "AS READ" Amount															
5% Bid Bond Included				X		X		X		X		X		X	
Pre - Qualifications															



DATE: August 6, 2019

SUBJECT: MOTION 19-934 - To approve the City of Burlington's Tax Increment Financing (TIF) Guidelines.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Historically, the City of Burlington has had success with its various Tax Increment Districts (TID)'s formed. Once the TID or boundary is identified, this creates a base value in which the property taxes collected on the base value, continue to be distributed to the taxing jurisdictions. The difference or increased value created above and beyond the base value are placed into a special fund that is used to pay for TID eligible project costs. The Tax Increment Financing (TIF) is the funding tool that local municipalities may make available to spur economic development.

The City has only one TID District open, TID #5, or the Aurora Health Center. In 2018, the City closed both the Environmental Remediation TID #1 and TID #3; therefore, TID capacity is available. In the past developers and/or property owners have approached the City to purchase their property and or create a TID district in order to develop property. In order to provide parameters to Developers regarding TIF eligibility and/or possible assistance, Jon Cameron of Ehlers, Jenny Trick of RCEDC and city staff created the following guidelines.

The purpose of the guidelines are to educate and articulate to existing or potential businesses, the City of Burlington's desire to promote economic development that is consistent with the City/County Comprehensive Plan and provides a community benefit that will ultimately be shared by all taxing entities (City, County, Burlington Area School District, Gateway Technical College, and State). Most importantly the developer must prove the "but for" test, in order to potentially see any financial assistance.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the Tax Increment Financing Guidelines that will help as a template for both staff and developers to ensure appropriate and responsible development that will futuristically benefit the City and other taxing jurisdictions.

TIMING/IMPLEMENTATION:

This item was originally discussed at the July 16, 2019 Committee of the Whole meeting and has been placed on the August 6, 2019 Committee of the Whole meeting for further discussion. It has also been placed for final approval at this same evening Common Council meeting.

Attachments

TIF Guidelines
TIF Application



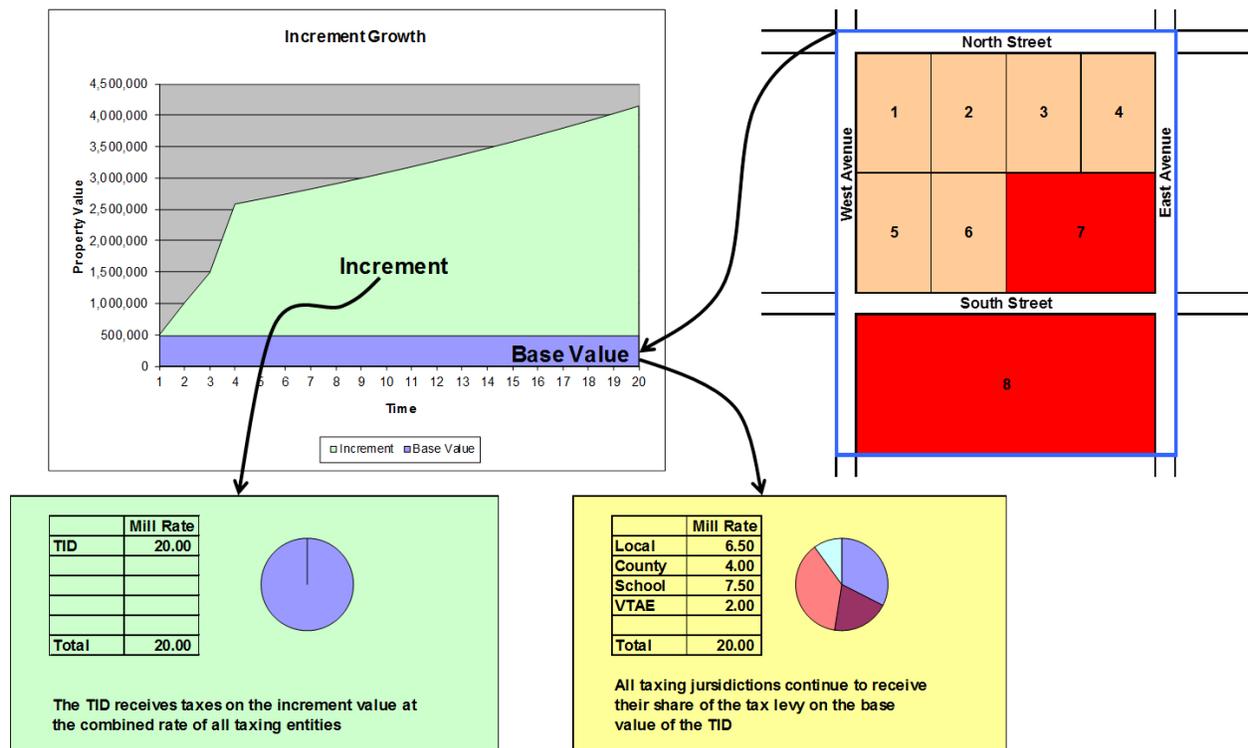
City of Burlington

Tax Increment Financing Guidelines

What is TIF?

Tax Incremental Financing (TIF) is a special funding tool available to local municipalities that spurs economic development which; otherwise, at this time and quality would not occur. When a Tax Increment District (TID), or physical boundary of the district is created, property owners within the designated area continue to pay the same property tax rates as those outside the district. Once the TID or boundary is identified, this creates an equalized base value in which the property taxes collected on the base value, continue to be distributed to the four taxing (City, County, Gateway Technical, Burlington Area School District) jurisdictions. Each year as the MIL Rate changes, the Tax collected on the base value continues and is paid out to the taxing jurisdictions. If the base equalized Value increases it creates an increment.

The difference or increment, over and above the “base value” are placed into a special fund that is used to pay for TID eligible project costs. Once all costs incurred by the creation of the TID are recouped and/or paid, the additional tax increment created is shared by all taxing entities.



The use of TIF varies from project to project and district to district. By State Statute, there are four kinds of TIDS: Industrial, Blight, Mixed-Use and Environmental Remediation. The City of Burlington (“City”) can use TIF to promote redevelopment of older parts of the community, create Mixed-Use TIF which is a mixed residential and commercial TIF and eliminate Blight. In other cases, the City may use TIF to create a new industrial park through land acquisition and construction of public infrastructure. In all cases, the taxes collected on the increased value (increment) of property in the TID, which has been set aside in the special TIF fund, is used to pay down debt service associated with project costs. The following outlines the City’s guidelines regarding TIF.

Purpose:

The purpose of this Guideline document is to articulate to existing or potential businesses and developers the City’s desire to promote economic development that is consistent with the City/ County Comprehensive Plan and provides a community benefit that will ultimately be shared by all taxing entities (City, Burlington Area School District, Gateway Technical College, Racine County, and State) impacted through the establishment TIDs.

Notwithstanding compliance with any or all of the guidelines herein, the provision of TIF assistance is a guideline choice to be evaluated on a case-by-case basis by the Common Council. The burden of establishing the public value of TIF shall be placed upon the applicant and the application must substantially meet the criteria contained herein. City Administration reserves the right to bring any TIF proposal forward for Council consideration. Meeting statutory requirements, guidelines or other criteria listed herein does not guarantee the provision of TIF assistance nor does the approval or denial of one project set precedence for approval or denial of another project. The City reserves the right to amend, modify, or withdraw these guidelines as deemed necessary.

TIF Authority:

The authority and regulations for TIFs and the establishment of TIDs are found in Wis. Stats. 66.1105 and 66.1106. The City reserves the right to be more restrictive than provided under the statutes.

Basic Provisions:

As a matter of policy, the City will consider using TIF resources to assist private development in those circumstances where the proposed private project shows a demonstrated financial gap and that the financial assistance request is the minimum necessary to make the project feasible. The developer’s proformas should reflect that every other financial alternative(s) are included and/or have been investigated prior to requesting the use of TIF, including equity participation, other federal and state funds, bonds, tax credits, loans, etc.

It is the intent of the City to provide the minimum amount of TIF assistance to make the project viable and not solely to increase a developer's profit margin on the project. Prior to consideration of a TIF request, the City will undertake (at the requestor's cost) an independent analysis of the project to ensure the request for assistance is valid.

In requesting TIF assistance, the developer must demonstrate that there will be a substantial and significant public benefit to the community. Public benefit may include but is not limited to the elimination of blight, strengthening the economic and employment base of the City, positively impacting surrounding neighborhoods, increasing property values and the tax base, creating new and retaining existing jobs, and implementing the Comprehensive Plan.

Each project and location are unique; therefore, every proposal shall be evaluated on its individual merit, including its potential impact on city service levels, its overall contribution to the economy and its consistency with the City/County Comprehensive Plan, Strategic Plan or other community planning documents. Each project must demonstrate probability of financial success.

The "BUT FOR" TIF TEST:

The fundamental principle and that which the City must determine through information provided by the developer is that the project would not occur "but for" the assistance provided through Tax Incremental Financing. The burden is on the developer to make this case to the City and not the City to make this case for the developer. Should this "but for" determination not be made, TIF assistance for the project cannot be provided.

TIF Objectives:

The City will consider utilizing TIF to meet one or more of the following basic objectives:

1. Stimulate and continued revitalization of the downtown or City Boundary area by:
 - a. Improving infrastructure;
 - b. Creating a variety of housing opportunities to increase the number of residents;
 - c. Preventing or eliminating slums and blighting conditions;
 - d. Constructing mixed-use developments;
 - e. Attracting desirable businesses and retaining existing businesses;
 - f. Encouraging development projects that enhance the streetscape and pedestrian experience and improve the vitality of the downtown area by adding interest and activity on the first floor of mixed- use buildings.

2. Promote efficient usage of land through redevelopment of blighted areas, that are in need of rehabilitation and/or the elimination of environmental concerns on specific sites.
3. Strengthen the economic base of the City and support Economic Development.
4. Stabilize and upgrade targeted neighborhoods.
5. Create and retain family supporting jobs in the City.
6. Increase property values and tax revenues.
7. Leveraging the maximum amount of non-city funds into a development and back into the community.

What Development is Eligible?

The type of development that the City will consider TIF funding includes:

1. Business development (attraction, retention, expansion). TIF assistance will be evaluated on its impact on the City, existing local markets, and other pertinent elements.
2. Mixed-use developments that creatively integrate commercial, light industrial and retail projects into an area of the City.
3. Revitalization of historically significant or deteriorated buildings.
4. Projects that promote downtown city office and retail development.
5. Projects that promote neighborhood stabilization or revitalization.
6. Projects that promote industrial development.
7. Projects consistent with approved TIF Project Plans.
8. Projects that involve environmental clean-up, removal of slum and blighting conditions.
9. Projects that contribute to the implementation of other public policies, as adopted by the City in its strategic plans such as long-term revenue strategy that supports intended growth, expanded tax base, and promotion of high-quality architectural design



**Hampton Hotel
Environmental TID (ER TID)**



**Aurora Health Center
TID #5**



Cannella Response Television, LLC

TID #4

What Development is Ineligible?

The City will not favor the use of TIF funding to help support the following types of development.

1. Speculative development (projects that have no secured tenants).
2. Relocation of offices, retail and/or commercial uses for purposes other than retaining or substantially expanding the City business.
3. Projects not consistent with the Comprehensive Plan.

Eligible Costs:

TIF eligible expenditures are defined by Section 66.1105(2)(e) of Wisconsin Statutes, which the City may further limit on a project by project basis. The following are examples of eligible costs as noted within the above State Statute.

1. Capital costs, including actual costs of:
 - a. Construction of public works or infrastructure improvements;
 - b. Construction of new buildings, structures, and fixtures;
 - c. Demolition, alteration, rehabilitation, repair or reconstruction of existing buildings, structures and fixtures, other than historic buildings and structures.
 - d. Acquisition of equipment to service the district;
 - e. Restoration of soil or groundwater affected by environmental pollution; and
 - f. Clearing and grading of land.
2. Real property assembly costs.
3. Professional service costs (planning, architectural, engineering, and legal).
4. Relocation costs.
5. Environmental remediation.
6. Organizational costs (environmental and other studies, publication and notification costs).

Criteria for TIF Assistance:

All of the following financial criteria must be met in order to be considered for TIF assistance.

1. Equity Requirement. Developers must provide evidence of a minimum 15% equity contribution toward total project costs. Projects that exceed the 15% equity requirement will be looked upon favorably by the City. Equity is defined as cash or un-leveraged

value in land or prepaid costs attributable to the project. TIF shall not be used to supplant cash equity.

2. 75% Rule. No more than 75% of the net present value of the tax increment generated by a private development shall be made available to the project.

3. Payback Period. Dependent on the type of TID created there is a 20 year maximum payback period. Preference will be given to projects with payback periods of 10 years or under.

4. TIF Cap. The total amount of TIF assistance should not exceed 25% of total project costs. This limitation may be waived if the project involves redevelopment of existing structures or the assembly and clearance of land upon which existing structures are located.

5. Self-Supporting Projects. Each project requesting TIF assistance should generate sufficient tax increment to cover the requested TIF assistance and a portion of any public infrastructure costs within the district.

a. No increment from other private development projects within the district may be used to supplement another project's inability to generate sufficient tax increment to cover project costs.

6. Land Assembly Cap. TIF assistance for land/property assembly costs will not be provided in an amount exceeding 10% of the fair market value of the land. The fair market value will be determined by an independent appraiser contracted by the City with cost of appraisal paid for by developer.

7. Internal Rate of Return. The amount of assistance provided to a developer will be limited to the amount necessary to provide the developer a reasonable rate of return on investment in the project and the subject site. A developer's return on equity, return on cost or internal rate of return will be based on current market conditions as determined by the City or City's financial advisor. In no case shall the internal rate of return exceed 30%.

8. Taxable Increase. The project should result in an increase in taxable valuation of at least 20% upon project completion.

9. Any recipient of TIF assistance will be asked to provide a guarantee or security in a form satisfactory to the City that the project will be developed as proposed.

Types of TIF Assistance:

1. **Traditional TIF Assistance** – Traditional TIF assistance may take the form of direct cash assistance for eligible projects that will result in increment. In such cases that City would use existing funds or newly borrowed proceeds.

2. **"Pay-as-you-go" TIF** – The City will use "pay-as-you-go" financing, also known as developer financing, as a method to help reduce the financial exposure of the City. Under this financing method the developer pays the upfront costs of the project. The City would provide a Municipal Revenue Obligation (MRO) to establish the criteria to fully or partially reimburse the developer using future tax increment. "Pay-as-you-go" is the preferred TIF financing mechanism of the Common Council.

3. Land – In lieu of or in combination with other incentives, the City may assist development or redevelopment projects by providing City-owned land to a developer at no cost or a reduced cost.

Structure for Tax Incremental Financing Assistance:

In all cases where City resources are required, the developer must agree to enter into a Development Agreement with the City. The Development Agreement will reflect the obligations of both parties. Examples of Development Agreement contents may include the following:

1. Tax Incremental Financing assistance will be provided by the City on a “pay-go” note method or via bond proceeds. Requests for up-front financing may be considered on a case-by-case basis if increment generation is sufficient to meet initial financing and debt service costs.
2. For “pay-go” structured projects, the project owner shall agree to pay all other outstanding City property tax bills prior to disbursement of any pay-go payments by the City.
3. No Mortgage Guarantees. The City will not provide mortgage guarantees.
4. Personal Guarantee. The City will require a personal guaranty for receiving TIF assistance i.e. Letter of Credit and form shall be acceptable to the City.
5. The property owner shall agree not to protest to the Board of Review or Circuit Court the Assessor’s determination of the property value for the properties for which the grant is requested.
6. The City will retain a minimum of 10% of any tax increment received from the project to reimburse for administrative costs. Until such time as the project generates positive tax increment, the City will charge an administrative fee to the developer to partially offset the cost of record keeping, report preparation, and accounting.
7. When the project is intended as a for-sale development (i.e., office, retail or residential Condominiums), the developer must retain ownership of the overall project until final completion; provided, however, that individual condominium units may be sold as they are completed. For all other projects, the developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate payment of taxes based on the increased project value.
8. Projects receiving assistance will be subject to a “look back” provision. The look back mandates a developer to provide the City or its financial advisor with evidence of its annualized cumulative internal rate of return on the investment (IRR) at specified periods of time after project completion. The IRR shall be calculated with equity, revenues, and expenses in accord with generally accepted accounting principles. When the developer owns the subject property and rents space to tenants, supporting documentation shall include certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the

developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally proposed to the City at the time of development agreement, the developer and the City shall split, on a 50/50 basis, the increase above the originally projected rates of return. When the subject property is a for-sale development and the IRRI cannot be completed, the developer is to provide financial data after the project is completed. This shall include a calculation of profit on total development costs minus the TIF assistance. If the financial records indicate that the developer has received a higher return on equity, a higher return on cost, or a higher internal rate of return than originally contemplated at the time of development agreement approval, the developer and the City shall split, on a 50/50 basis, any increase at or above original projected rates of return.

9. Exceptions to TIF Guideline. The City reserves the right to amend, modify, or withdraw these policies or require additional statements or information as deemed necessary. Any party requesting waiver from the guidelines found herein or on any other forms provided for TIF assistance may do so on forms provided by the City with the burden being on the requestor to demonstrate that the exception to these policies is in the best interests of the City.

10. Any TIF's not generating sufficient increment the developer will be responsible for paying any debt service payments.

General Incentive Guidelines.

1. Request. Any request by a developer for assistance must be made to the Common Council in writing, setting forth the specific assistance requested (e.g. cash incentive, installation of a public improvement, etc.), the scope of the developer's project, construction timeline, and expected valuation upon completion.

2. Analysis. Upon receipt of a request for development or redevelopment assistance, the City will designate its Financial Advisor and legal counsel or other competent party provides an economic feasibility analysis to determine whether the level of assistance requested is supportable. The analysis will consider the economic value of the development or redevelopment proposal by determining the present value of the tax increments expected to be generated by the project over the remaining life of the TID. The Developer should provide to the Financial Advisor or other consultant a detailed "sources and uses" estimate for the project detailing revenues and expenditures for the project. A determination will be made regarding the appropriate amount of future increment, if any will be provided to a Developer with the balance retained to pay the general costs of the TID to include projects which provide benefit to the entire TID. Furthermore, the analysis must demonstrate that "but for" the use of TIF, the project is not financially feasible.

3. Consideration to Grant Assistance. Based on the economic feasibility analysis, the Common Council will consider granting, modifying or rejecting a developer's request for assistance.

4. **Developers Agreement Required.** No assistance will be provided unless the recipient developer first enters into an agreement with the City setting forth the mutual obligations of the parties.
5. **Cash Incentive Payments.** It is the preference of the City that any agreed on payments of cash incentives will be made on a “pay as you go” basis, meaning that:
 - a. The first payment will not occur until the budget year in which the City first collects tax increments resulting from the incremental value generated by the project (for example, construction in 2019 will be first valued as of January 1, 2020, with first incremental taxes collected in 2021).
 - b. Payment of development incentives will be structured so that payments made do not exceed the incremental taxes generated by the project in any given year.
 - c. If for any reason incremental taxes generated by a project are insufficient to make the agreed upon payment, the City will only pay those amounts available. Furthermore, prior to making any payments in satisfaction of Development Agreement, the TID as a whole must have sufficient funds available to meet all other obligations of the TID.

Process of TIF Approval:

TID creation requires following statutory prescribed timelines that include notification to the overlying taxing jurisdictions (i.e. public school district, technical college, county, city), property owners within the district, and published meeting notification in the newspaper. Ultimately the City’s Plan Commission, Common Council, and Joint Review Board all must approve the TID creation request.

1. A pre-application meeting is held between the developer and the City.
2. A Tax Incremental Financing Application is submitted by the developer to the City.
3. The City will review the Application and determine completeness and whether the proposed project is eligible under the City’s guideline and statutory requirements.
4. An analysis of the TIF Plan, financial proformas, and impact on City services will be conducted by city staff and/or outside consultants.
5. Within ninety (90) days of receipt of a completed application, staff will schedule a public hearing before the Plan Commission on the Project Plan and District Boundaries. If approved by the Plan Commission, the Project Plan and recommended boundaries will be sent to the Common Council for review. There is a minimum 14 day wait from the public hearing to Council review.
6. The Common Council may approve or deny the proposal to create the Tax Increment District. The Common Council may also adjust the boundaries (retraction only) of the proposed district from that which was recommended by the Plan Commission. If approved, the plan is forwarded to the Joint Review Board to make the final determination that the development will not proceed “but for” the use of TIF.
7. If approved, a Development Agreement is drafted and negotiated between the City and Developer.

8. Once general agreement has been reached on the terms of the Development Agreement, it will require approval by the Common Council.
9. Execution of the Development Agreement between the City and Developer.

Professional Studies

Market Studies: Applications for commercial and residential projects must include a comprehensive market study provided by the developer. The market study must include but not limited to the identification of target markets, analysis of competition, demographics, market rents, letters of intent/interest from prospective tenants, or for housing developments, sale prices or rental rates of comparable properties.

Appraisal: All projects that involve the transfer of land must include a recent appraisal. Projects that include land as a form of equity or collateral must also submit a recent appraisal. The appraisal must value the property “as is”, and the impact on value must be considered for such items as demolition, environmental remediation, relocation of utilities, lease buy-outs, and other work necessary to make the site developable. The property must be valued assuming that the highest and best use is the proposed use.

Pro Forma Income and Expense Schedule

Applicants whose projects involve the rental of commercial, retail, industrial, or living units must submit a project pro forma identifying income and expense projections on an annual basis for a minimum five-year to a maximum eleven-year period. If you expect a reversion of the asset after a holding period, please include that in your pro forma as well. Please check with City staff to determine the time period needed for the pro forma. Identify all assumptions (such as absorption, vacancies, debt service, operational costs, etc.) that serve as the basis for the pro formas. **Two sets of pro formas are to be submitted. The first set should show the project without TIF assistance and the second set with TIF assistance.** For owner-occupied industrial and commercial projects, detailed financial information must be presented that supports the need for financial assistance (see below).

Analysis of Financial Need

Each application must include financial analyses that demonstrate the need for TIF assistance. **Two analyses must be submitted: one WITHOUT TIF assistance and one WITH TIF assistance.** The applicant must indicate the minimum return or profit the applicant needs to proceed with the project and rationale for this minimum return or profit. The analyses will necessarily differ according to the type of project that is being developed.

Rental Property: For projects involving rental of space by the developer to tenants (tenants include offices, retail stores, industrial companies, and households), an internal rate of return on equity must be computed with and without TIF assistance based on

the pro forma of income and expense prepared for the **Income and Expense Schedule** below. The reversion at the end of the ten-year holding period must be based on the capitalized 11th year net operating income. The reversionary value is then added to the 10th year cash flow before discounting to present value. State all assumptions to the analyses.

For Sale Residential: Show profit as a percent of project cost (minus developer fee and overhead and minus sales commissions and closing costs, which should be subtracted from gross sales revenue). Other measure of profitability may be submitted, such as profit as a percent of sales revenue.

Mixed Use Commercial / For-Sale Residential: Provide either separate analyses for each component of the project or include in the revenue sources for the for-sale portion, the sale value of the commercial component based on the net operating income of the commercial space at stabilization. Indicate how the sale value was derived.

Owner-Occupied Commercial: For projects, such as “big-box” retail projects, provide copies of the analyses that the company needs to meet or exceed the company’s minimum investment threshold(s) for proceeding with the project.

Competitive Projects: In instances where the City is competing with other jurisdictions for the project (e.g., corporate headquarters, new manufacturing plant), present detailed analyses that demonstrate the capital and operating cost differential between the proposed location(s) in the City and locations that are seriously being considered by the applicant.

Application:

The applicant must submit the following information to the City for a more detailed review of the feasibility of your request for TIF assistance. The application is comprised of five parts:

1. Applicant Information
2. Project/Property Information
3. Project Narrative including “But For” the use of TIF
4. Project Budget/Financial Information
5. Buyer Certification and Acknowledgement.

City Administration and its Financial Advisor review all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the City reserves the right to reject or halt processing the application for incomplete submittals. For further information please refer to the “City of Burlington Tax Incremental Financing Guidelines” document.



Tax Increment Financing Application

The applicant must submit the following information to the City with a \$500 non-refundable fee made payable to the City of Burlington for the processing of the initial application. The application fee shall be paid to the City at the time of the application submittal. Fees and applications will be accepted at City Hall.

At the time a final TID application is submitted, the applicant shall also submit a \$5,000 developer's deposit to cover the City's legal and other professional services incurred for drafting and negotiating a development agreement, and conducting any fiscal analysis that may be required to meet the requirements of utilizing the TID. If additional expenses are incurred beyond the \$5,000, the applicant shall be notified in writing and the applicant will be required to deposit additional funds upon notice.

If the project is approved and the applicant proceeds with the project, the applicant shall be reimbursed any unused portion of the deposit as of the date of execution of the development agreement. Further, if the TID District is fully approved, the applicant may receive further reimbursements for any costs that are TID eligible. If the applicant does not proceed with the project, the applicant shall be reimbursed for the unused portion of the deposit as of the date the Common Council is notified in writing that the applicant desires to withdraw its application (Note: All incurred fees to that date will still be applied). Further, if the project is denied for any reason, the applicant shall be reimbursed for the unused portion of the deposit as of the date of the denial (Note: All incurred fees to that date will still be applied).

1. Applicant Information and/or Developer(s)/ Owners

List all owners, officers, directors, investors, members and/or partners. List the Name, % of Ownership (and provide updates to Village when significant ownership changes occur), Title, Company, Address, City, State, Zip, Email Address, Phone, and Fax for these individuals.

Legal Entity:

d/b/a:

Main Office Location:

Type of Business:

Project Description:

2. Project/Property Information

Parcel 1

Address:
 Size:
 Current Use:
 Current Assessed Value:
 Current Property Taxes:

Parcel 2

Address:
 Size:
 Current Use:
 Current Assessed Value:
 Current Property Taxes:

Proposed Improvements (Detailed Site Plans)

3. Project Narrative including “But For” the use of TIF

Summary of how the project relates to the variables found in the City’s adopted TID Guidelines (Including Job Information if Applicable).

- Anticipated value to be added to the TID as a result of the project (resulting fair market values, possible future assessments, increment generations, etc.).
- Identification of security provision for the City for cash incentives or payments towards debt service (letters of credit, personal guarantees, special assessments, etc.)

4. Project Budget/Financial Information

Project Costs

	Amount (\$)	Source of Funds	Phasing of Project *
Land Acquisition			
Demolition Costs			
Site Improvements			
Purchase Price of Existing Facility			
Construction Cost of New Buildings			
Renovation of Existing Structure			
Machinery & Equipment			
Architectural & Engineering Fees			
Legal & Other Professional Fees			

Contingency			
Working Capital			
Other (Please Specify)			
Total Project Costs			

***Phasing of Project by year including commencement and completion**

Value of Property

- Lot Size (in acres): _____
- Improvement Square Footage: _____
- Current Assessed Values:
Land \$ _____ + Improvements \$ _____ = _____

- Calculated Property Value:
Land \$ _____ + Improvements \$ _____ = _____

Projected Property Taxes

- Current Property Taxes: \$ _____
- Calculated Property Taxes: _____
- Calculated Tax Increment: _____

Zoning:

- Current Zoning: _____
- Proposed Zoning: _____

Requested City Participation/Financing

Source	Amount	Terms: Years/Interest	Contact Information
Loans:			
Equity			
Requested City Funding			
Loan:			
Grant:			
Other:			
Total Financing			

City of Burlington Return on Investment (ROI): _____

Jobs Created

- Up to \$15,000: _____
- \$15,001-\$30,000: _____
- \$30,001-\$45,000: _____
- \$45,001-\$60,000: _____
- \$60,001 and above: _____
- Description of Employee benefits:

5. Buyer Certification and Acknowledgement.

City Administration and its Financial Advisor review all applications for TIF assistance. Failure to provide all required information in a complete and accurate manner could delay processing of your application and the City reserves the right to reject or halt processing the application for incomplete submittals. For further information please refer to the "City of Burlington Tax Incremental Financing Guidelines" document. These guidelines and timelines are provided as guidance and does not commit the City legally or otherwise. The process is subject to change by the Common Council.



DATE: August 6, 2019

SUBJECT: MOTION 19-935 - To consider approving a Certificate of Appropriateness for property located at 488 Milwaukee Avenue.

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

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.

Bevin Dawson, owner, is requesting approval of a Certificate of Appropriateness and Sign Permit located at 488 Milwaukee Avenue. The proposed project consists of:

- Replacing the front windows, replace doors, replace side windows, remove existing front façade material to expose the material underneath, restore the stucco of both adjoining structures (1-story and 3-story), add new EIFS material on the upper edge of the corner structure at Milwaukee Avenue and E. Chestnut Street. The applicant proposes to retain and preserve the historic character of the property. The applicant proposes to remove a non-historical façade that was added to the 1-story structure to restore what remains of the original materials of the 3-story Hotel Badger structure.
- Install sign band signage and a projecting sign. The proposed sign letters measure 12 inches in height and cover approximately 4% of the sign board. The applicant proposes one sign on the sign board of the 1-story structure, and a projecting sign hanging 14 feet above the ground and five feet from the surface of the supporting building on the corner of E. Chestnut Street and Milwaukee Avenue.

The applicant shall share a diagram indicating the specific materials being used or restored on the façade (drawn over a photo is sufficient).

The applicant shall bring HPC approved color samples for the proposed signage.

The applicant has not included information about lighting, and are requested to submit designs if installed.

BUDGET/FISCAL IMPACT:

The owner was awarded a Façade Grant for this project in the amount of \$15,000, which was \$5,000 for each of the three sides at the July 25, 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 July 25, 2019 meeting, contingent on retaining/replicating the window sills if damaged, and site visits by members of the HPC as facade is being torn off.

TIMING/IMPLEMENTATION:

This item is for discussion at the August 6, 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 488 Milw.

1950



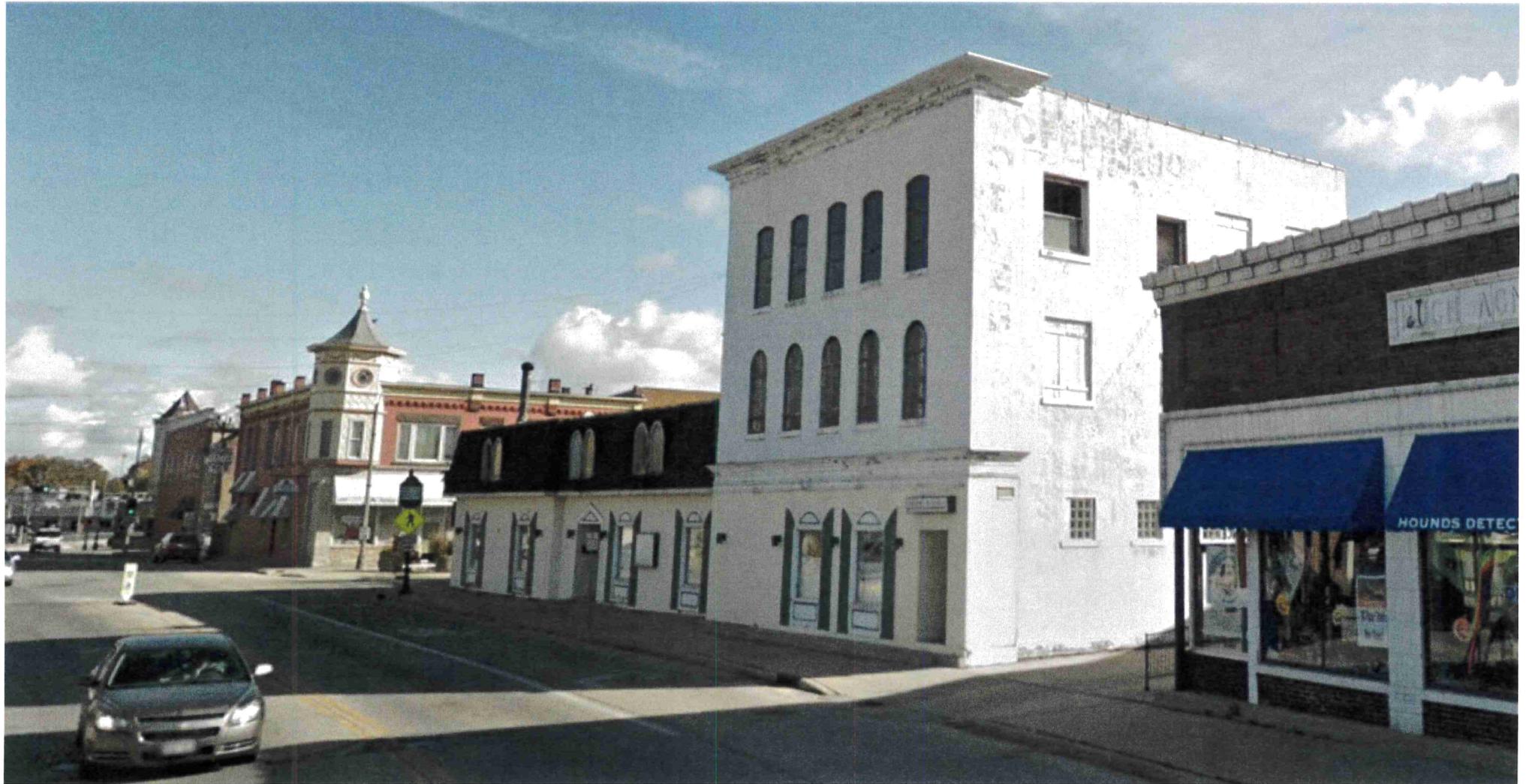
499 Milwaukee Ave
Burlington, Wisconsin

Google, Inc.

Street View - Aug 2015

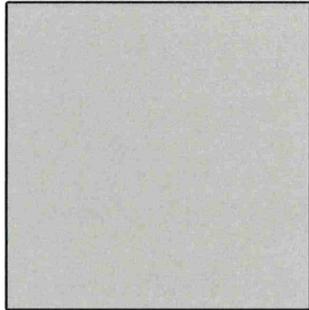






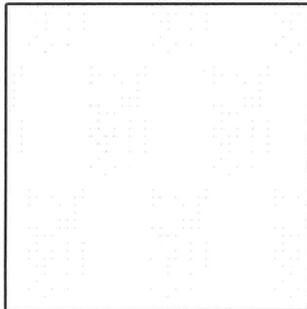


Exterior Paint Colors



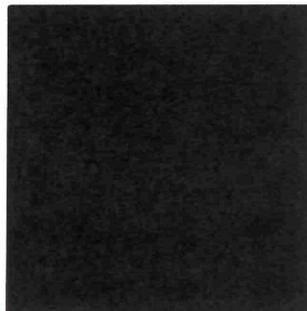
Main Body

Color: Benjamin Moore Apparition
Finish: Existing stucco and EIFS Sandpebble



Sign Board

Color: Benjamin Moore Decorator's White
Finish: EIFS Finesse



Cornice / SIGN

Color: Benjamin Moore Onyx
Finish: EIFS Finesse



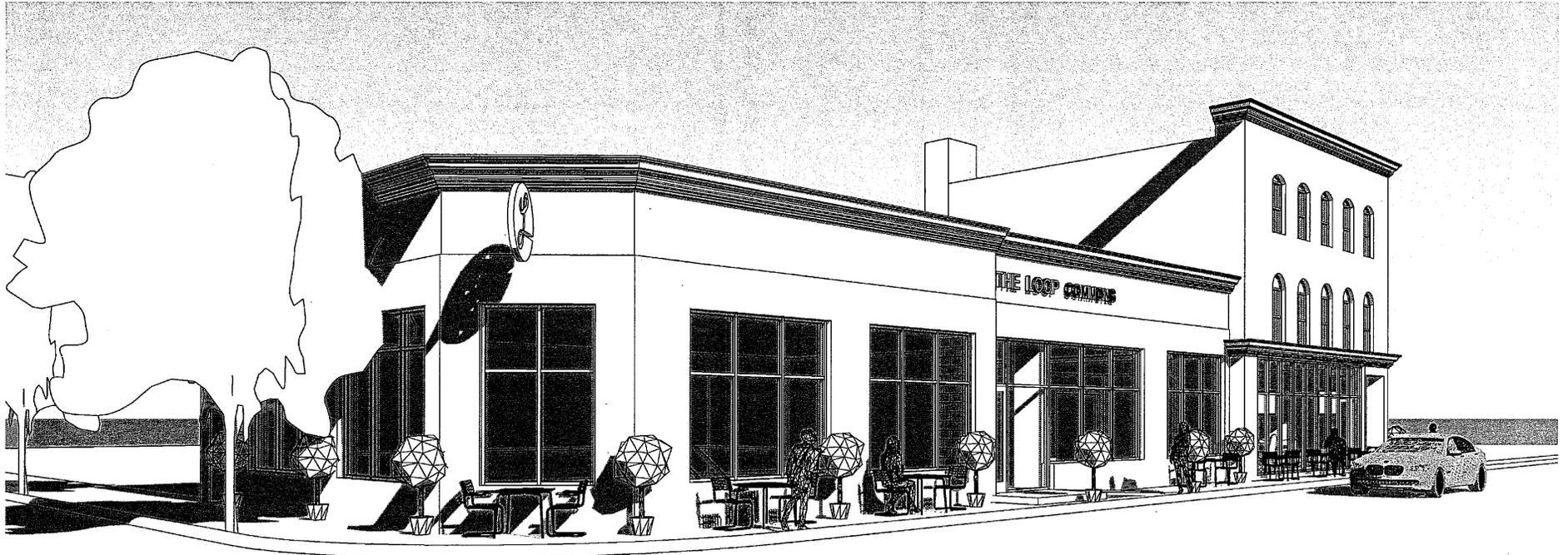
06-11-2019

THE LOOP

BURLINGTON, WI
 PROJ. NO. 2018-96

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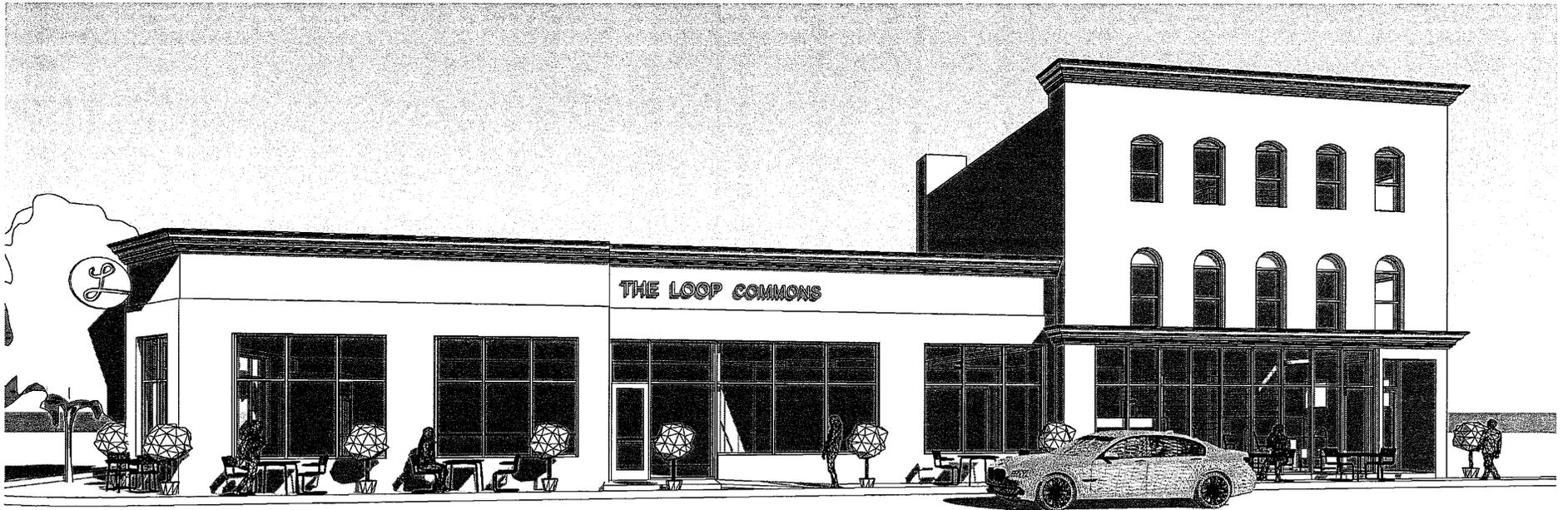
06-11-2019

THE LOOP

BURLINGTON, WI
PROJ. NO. 2018-96

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06-11-2019

THE LOOP

BURLINGTON, WI
PROJ. NO. 2018-96

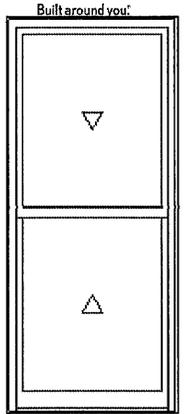
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LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit:	Net Price:		964.96
Qty: 5		Ext. Net Price:	USD	4,824.80

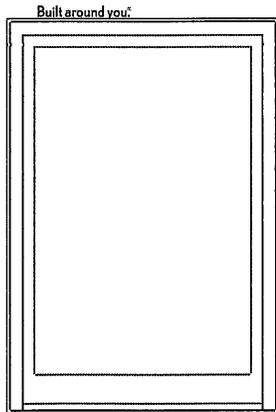


As Viewed From The Exterior

Entered As: IO
IO 34 3/4" X 77"
Egress Information
 Width: 30 11/16" Height: 33 37/64"
 Net Clear Opening: 7.16 SqFt

Ebony Clad Exterior
 Bare Pine Interior
 Clad Ultimate Insert Double Hung - Next Generation 2.0.....964.96
 Inside Opening 34 3/4" X 77"
 8° Degree Frame Bevel
 Top Sash
 Ebony Clad Sash Exterior
 Bare Pine Sash Interior
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Ogee Interior Glazing Profile
 Bottom Sash
 Ebony Clad Sash Exterior
 Bare Pine Sash Interior
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 Black Exterior Weather Strip Package
 White Sash Lock
 White Top Sash Strike Plate Assembly Color
 Aluminum Screen
 Ebony Surround
 Charcoal Fiberglass Mesh
 ***Screen/Combo Ship Loose
 3 1/4" Jamb
 ***Note: Unit Availability and Price is Subject to Change

Line #2	Mark Unit:	Net Price:		808.08
Qty: 2		Ext. Net Price:	USD	1,616.16



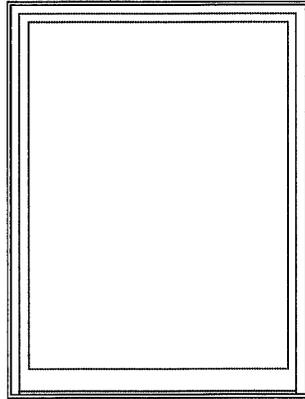
As Viewed From The Exterior

Entered As: IO
IO 32" X 44 1/2"
Egress Information
 No Egress Information available.

Ebony Clad Exterior
 Bare Pine Interior
 Clad Ultimate Insert Double Hung Picture - Next Generation 2.0.....808.08
 Inside Opening 32" X 44 1/2"
 8° Degree Frame Bevel
 Ebony Clad Sash Exterior
 Bare Pine Sash Interior
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 Black Exterior Weather Strip Package
 3 1/4" Jamb
 ***Note: Unit Availability and Price is Subject to Change

Line #3	Mark Unit:	Net Price:		1,043.40
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Qty: 12		Ext. Net Price:	USD	12,520.80
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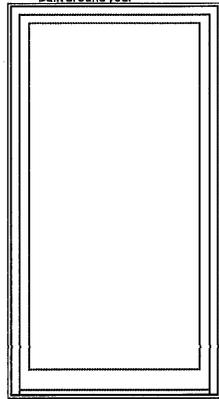


As Viewed From The Exterior

Entered As: IO
 IO 48" X 61"
Egress Information
 No Egress Information available.

Ebony Clad Exterior
 Bare Pine Interior
 Clad Ultimate Insert Double Hung Picture - Next Generation 2.0 1,043.40
 Inside Opening 48" X 61"
 8° Degree Frame Bevel
 Ebony Clad Sash Exterior
 Bare Pine Sash Interior
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 Black Exterior Weather Strip Package
 3 1/4" Jamb
 ***Note: Unit Availability and Price is Subject to Change

Line #4	Mark Unit:	Net Price:		919.08
Qty: 5		Ext. Net Price:	USD	4,595.40



As Viewed From The Exterior

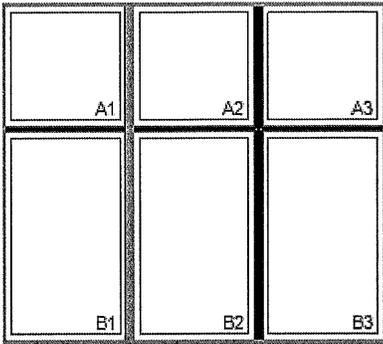
Entered As: IO
 IO 33 3/4" X 60"
Egress Information
 No Egress Information available.

Ebony Clad Exterior
 Bare Pine Interior
 Clad Ultimate Insert Double Hung Picture - Next Generation 2.0 919.08
 Inside Opening 33 3/4" X 60"
 8° Degree Frame Bevel
 Ebony Clad Sash Exterior
 Bare Pine Sash Interior
 IG - 1 Lite
 Low E2 w/Argon
 Stainless Perimeter Bar
 Ogee Interior Glazing Profile
 Beige Interior Weather Strip Package
 Black Exterior Weather Strip Package
 3 1/4" Jamb
 ***Note: Unit Availability and Price is Subject to Change

Line #5	Mark Unit:	Net Price:		5,798.10
Qty: 6		Ext. Net Price:	USD	34,788.60



Ebony Clad Exterior
 Bare Pine Interior
 3W2H - Rectangle Assembly
 Assembly Rough Opening
 133 1/8" X 114 1/2"
Assembly exceeds size limitation. To confirm availability, alternative solutions, or pricing, submit an assistance request or speak with a Marvin representative.
 Prep for Field Mull Assembly 291.20
 Mull Kit(s) Included
 Sub Assembly 1 - 1W2H
 Basic Frame 43 3/8" x 114"



As Viewed From The Exterior

Entered As: Size by Units
 RO 133 1/8" X 114 1/2"
 Egress Information A1, A2, A3, B1, B2, B3
 No Egress Information available.

Unit Locations: A1,B1
 Sub Assembly 2 - 2W2H
 Basic Frame 87 3/4" x 114"
 Unit Locations: A2,A3,B2,B3

Unit: A1	541.10	
Clad Ultimate Casement Picture		
Basic Frame 43 3/8" X 42"		
Rough Opening 44 3/8" X 42 1/2"		
Ebony Clad Sash Exterior		
Bare Pine Sash Interior		
IG - 3/4" - 1 Lite		
Low E2 w/Argon		
Stainless Perimeter Bar		
Ogee Interior Glazing Profile		
Standard Bottom Rail		
Black Weather Strip		
Solid Wood Covers		
Unit: A2	541.10	
Clad Ultimate Casement Picture		
Basic Frame 43 3/8" X 42"		
Rough Opening 44 3/8" X 42 1/2"		
Ebony Clad Sash Exterior		
Bare Pine Sash Interior		
IG - 3/4" - 1 Lite		
Low E2 w/Argon		
Stainless Perimeter Bar		
Ogee Interior Glazing Profile		
Standard Bottom Rail		
Black Weather Strip		
Solid Wood Covers		
Unit: A3	541.10	
Clad Ultimate Casement Picture		
Basic Frame 43 3/8" X 42"		
Rough Opening 44 3/8" X 42 1/2"		
Ebony Clad Sash Exterior		
Bare Pine Sash Interior		
IG - 3/4" - 1 Lite		
Low E2 w/Argon		
Stainless Perimeter Bar		
Ogee Interior Glazing Profile		
Standard Bottom Rail		
Black Weather Strip		
Solid Wood Covers		
Unit: B1	871.50	
Clad Ultimate Casement Picture		
Basic Frame 43 3/8" X 72"		
Rough Opening 44 3/8" X 72 1/2"		
Ebony Clad Sash Exterior		
Bare Pine Sash Interior		
IG - 3/4" - 1 Lite		273.00
Tempered Low E2 w/Argon		
Stainless Perimeter Bar		
Ogee Interior Glazing Profile		
Standard Bottom Rail		
Black Weather Strip		
Solid Wood Covers		
Unit: B2	871.50	
Clad Ultimate Casement Picture		
Basic Frame 43 3/8" X 72"		
Rough Opening 44 3/8" X 72 1/2"		
Ebony Clad Sash Exterior		
Bare Pine Sash Interior		
IG - 3/4" - 1 Lite		273.00
Tempered Low E2 w/Argon		
Stainless Perimeter Bar		
Ogee Interior Glazing Profile		
Standard Bottom Rail		
Black Weather Strip		

Solid Wood Covers	
Unit: B3	871.50
Clad Ultimate Casement Picture	
Basic Frame 43 3/8" X 72"	
Rough Opening 44 3/8" X 72 1/2"	
Ebony Clad Sash Exterior	
Bare Pine Sash Interior	
IG - 3/4" - 1 Lite	273.00
Tempered Low E2 w/Argon	
Stainless Perimeter Bar	
Ogee Interior Glazing Profile	
Standard Bottom Rail	
Black Weather Strip	
Solid Wood Covers	
Vertical Structural Mull 1"	327.60
Mull 1 - Prep for Vertical Structural Mull 1" - 114" Long	
Standard Mull Charge	122.50
4 9/16" Jambs	
Nailing Fin	
***Note: Non-Certified mull: check with local code officials for project specific requirements.	
***Note: Unit Availability and Price is Subject to Change	

Project Subtotal Net Price: USD	58,345.76
5.100% Sales Tax: USD	2,975.63
Project Total Net Price: USD	61,321.39



DATE: August 6, 2019

SUBJECT: MOTION 19-936 - To consider approving a Certificate of Appropriateness for property located at 473 Milwaukee Avenue.

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

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.

Jonathan Thorngate, applicant, is requesting approval of a Certificate of Appropriateness located at 473 Milwaukee Avenue. The proposed project consists of:

- Improving the façade and outdoor space by extending the parapet wall and paneling, recessed panel finish, provide an ADA ramp and patio area, new exterior finishes, and new signage.
- The signage is for LifeBridge Church, which operates next door and proposes to use 473 Milwaukee Avenue for an office and meeting space. LifeBridge Church is currently negotiating a long-term lease with the owner, William Smith. The proposed sign letters measure 12 inches in height and cover approximately 17% of the sign board.
- In order to accomplish the parapet wall, the applicant would use a recessed panel finish, similar to what the Coffee House Bakery and Rugans used. The panel color is Puritan Gray (HC-164), which is an approved color.
- To make the building ADA accessible, which includes both an ADA bathroom on the interior and an ADA ramp on the exterior. Along with the ramp, the applicant wants to install new concrete on the existing green space and across the alley. By also adding a slat privacy fence on the alley, this will create a small outdoor patio area that will be a significant aesthetic improvement.
- The design finishes out the exterior with new roofing, windows, front door, black gooseneck lighting, and letter signage, and fascia, all designed to match and/or be cohesive with LifeBridge’s primary building.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their July 25, 2019 meeting for the design, contingent the applicant comes back with a rendering of a different style railing.

TIMING/IMPLEMENTATION:

This item is for discussion at the August 6, 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-473 Milw

LifeBridge Church

473 MILWAUKEE- FACADE, SIGNAGE+EXTERIOR PROPOSAL

OVERVIEW

LifeBridge is negotiating a long-term lease with the owner of 473 Milwaukee. The intent is to use the building for office and meeting space.

DESIGN NARRATIVE

Parapet Wall Extension and Paneling

Our main goal for the facade is to extend the parapet wall on top of the existing building. The taller facade will look better, allow for a signboard above the existing roof, and limit street visibility to apartment behind the building.

Recessed Panel Finish

In order to accomplish the parapet wall, we used a recessed panel finish, similar to what the Coffee House Bakery and Rugans used. The panel color is Puritan Gray (HC-164) from the HPC-approved Benjamin Moore Historical Collection.

ADA Ramp+Patio Area

Part of our renovation plan is to make the building ADA accessible, which includes both an ADA bathroom on the interior and an ADA ramp on the exterior. Along with the ramp, we want to install new concrete on the existing green space and across the alley. By also adding a privacy fence on the alley, this will create a small outdoor patio area that will be a significant aesthetic improvement.

New Exterior Finishes

Our design finishes out the exterior with new roofing, windows, front door, gooseneck lighting, and letter signage, and fascia, all designed to match and/or be cohesive with LifeBridge's primary building.

MATERIALS

Siding

Smooth Panel Siding+Trim, Creating Recessed Panel Look (similar to Coffee House+Rugans)

Siding Color - Benjamin Moore- Puritan Gray (from HPC approved collection)

Railings + Gate

Black Metal

ADA Ramp

Slat Privacy Alley Fence

Window+Door

Trulite Glass

Black Aluminum

Light Fixtures

Black Gooseneck

Roofing

Black Corrugated Metal Roofing to Replace Brown Shingles

Black Metal Fascia Trimming out the Roof Line

Signage Lettering

White, High Density Foam

DIMENSIONS

Building Width

Total- 34'2"

Left Section- 18'7"

Center Section- 13'5"

Right Section- 2'2"

Building Height

Proposed Total- 15'10"

Existing= 13'4"

Parapet Extension= 30"

New Proposed Signboard

Height- 2'6"

Width- 13'5"

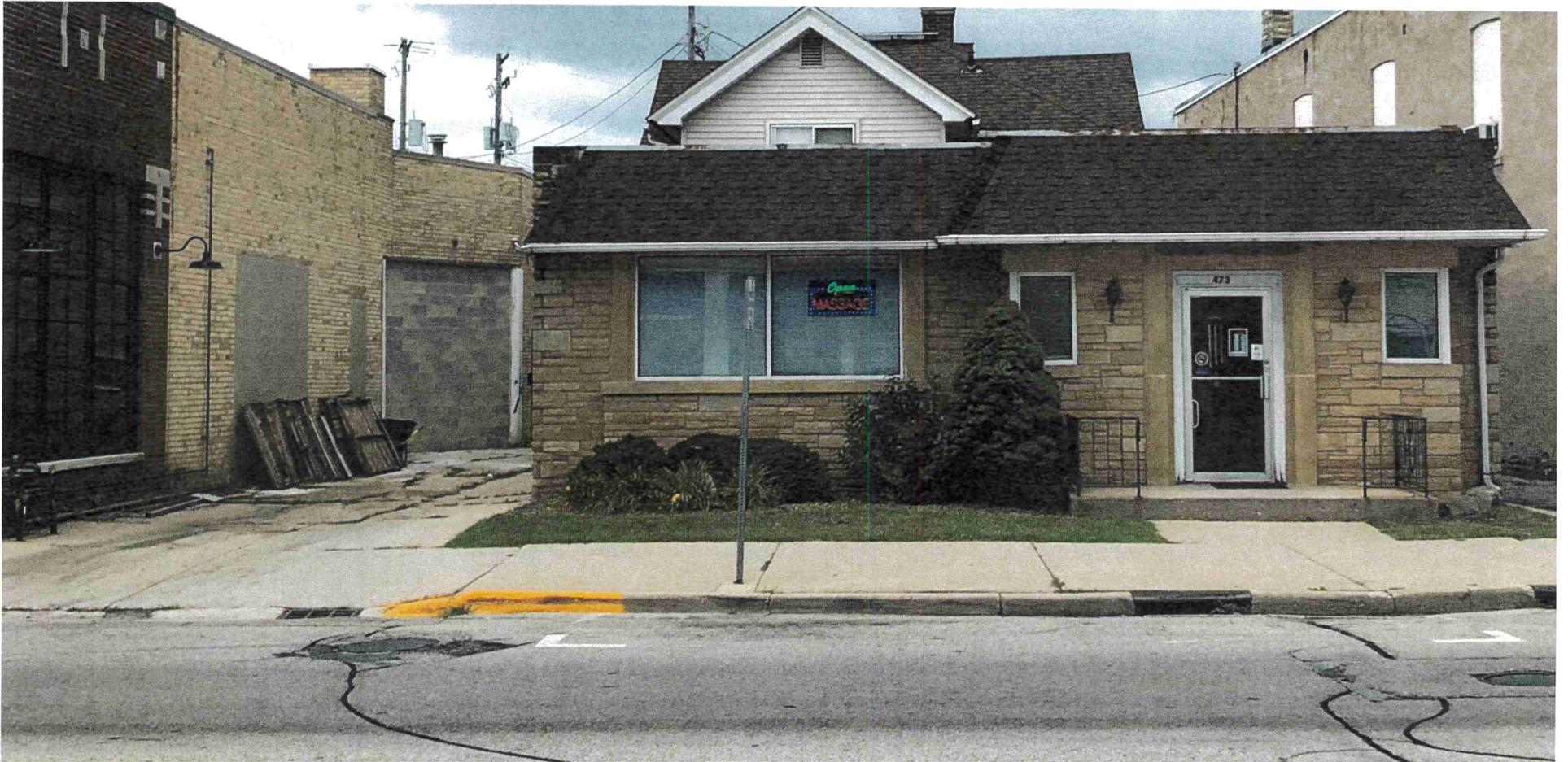
Area- 33'6"

Sign Lettering

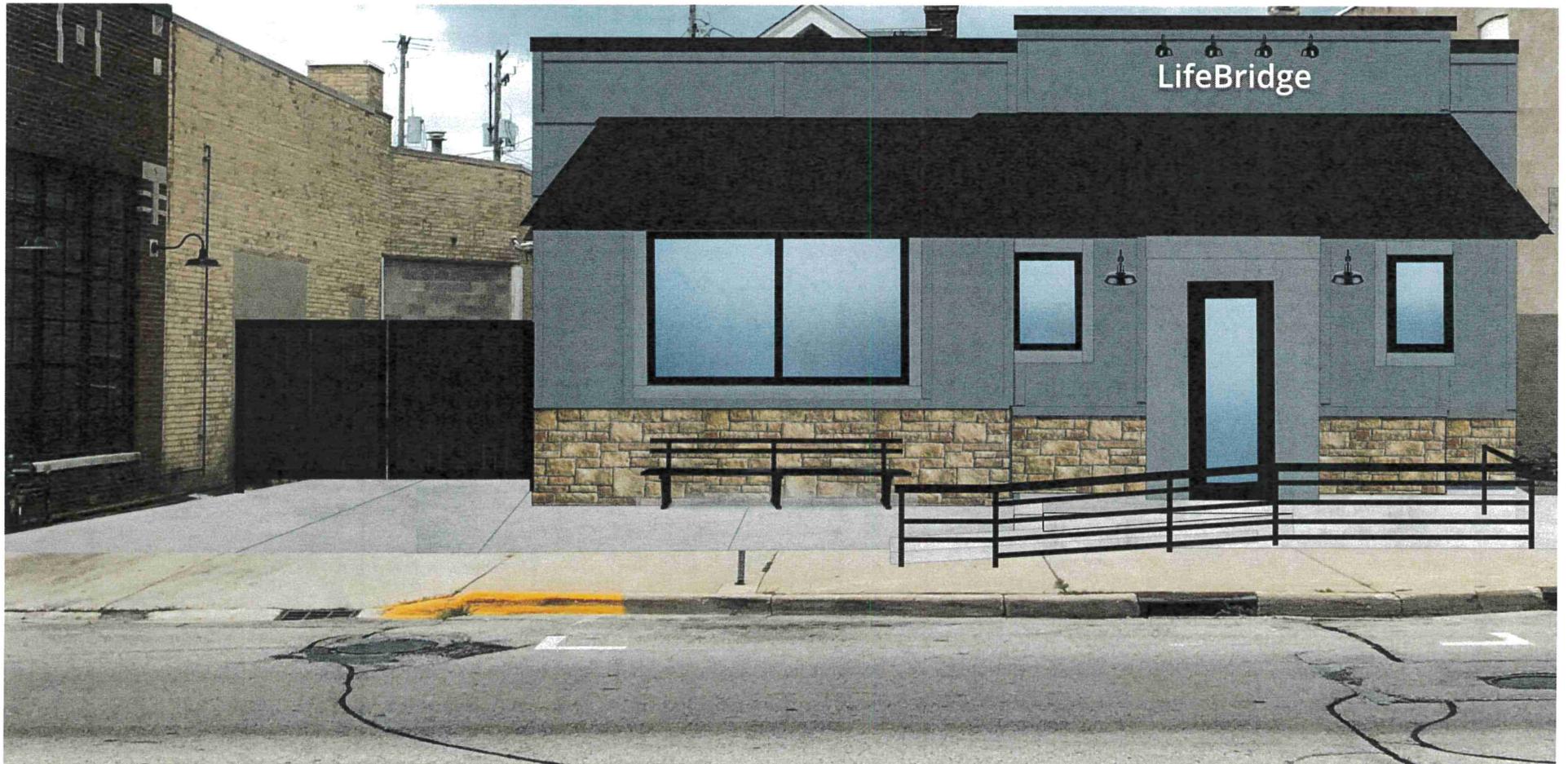
Height- 12"

Width+Area- 6"

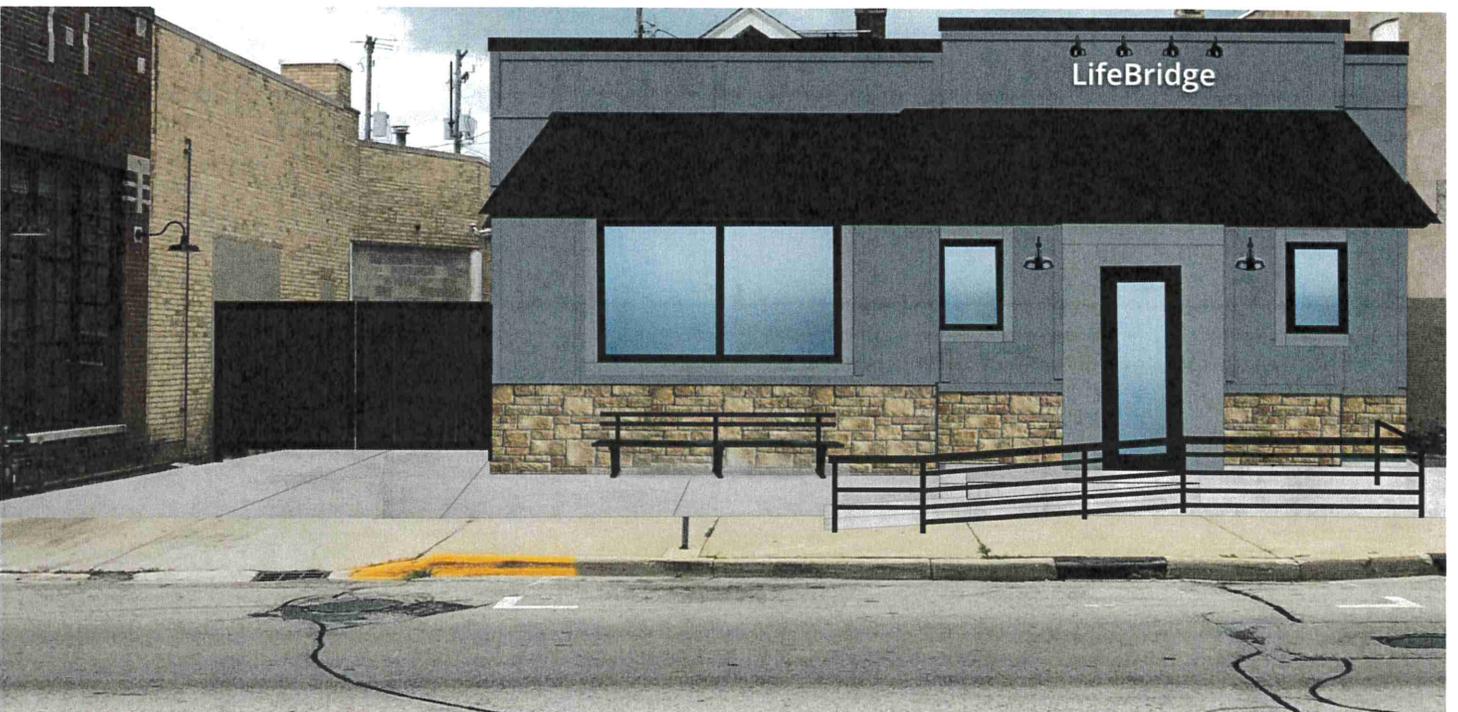
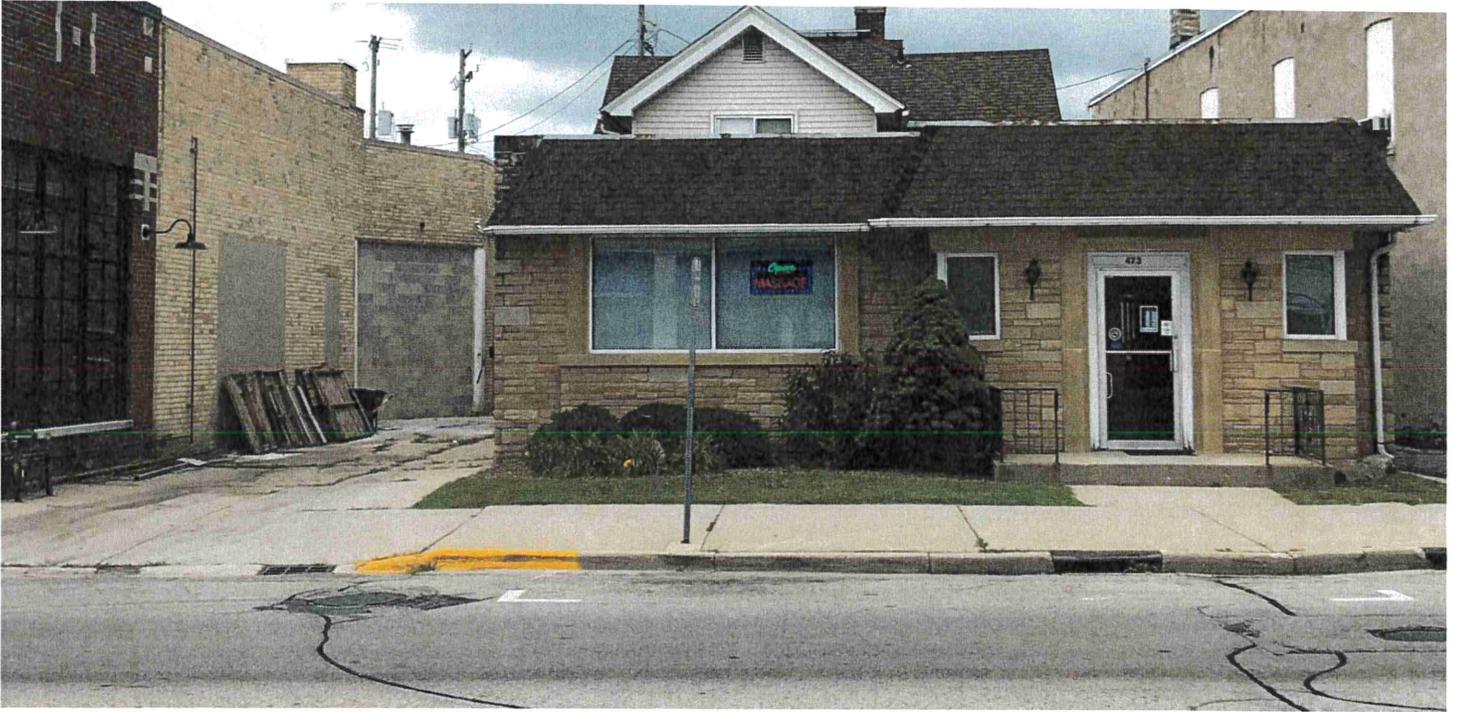
EXISTING BUILDING



2D Sketch w/Alley



COMPARISON



3D RENDERING



Sketch with Existing Stone Exposed



This sketch illustrates how strange and out of balance the parapet extension would look without carrying the recessed paneling finish down over the existing stone.

RECESSED PANELING EXAMPLES

COFFEE HOUSE



RUGANS



HISTORICAL PHOTOS

