



**AGENDA  
COMMON COUNCIL**

**Tuesday, October 1, 2019**

**To immediately follow the 6:30 p.m. Committee of the Whole meeting  
Common Council Chambers, 224 East Jefferson Street**

yor 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

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** (*S. Kott*)
  - A. To approve the September 17, 2019 Common Council Meeting Minutes.
6. **Letters and Communications** - None.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** (*T. Meyer*)
  - A. To approve Reports 1-14 as submitted.
9. **Payment of Prepays and Vouchers** (*B. Grandi*)
  - A. To approve the Prepaid and Vouchers list for bills accrued through October 1, 2019.

Total Prepaid:	\$ 76,720.73
Total Vouchers:	\$ 119,310.11
<b>Grand Total:</b>	<b>\$ 196,030.84</b>

10. **Licenses** *(R. Heft)*
- A. To approve Operator's License Applications as submitted.
11. **Special Events** *(S. Rauch)*
- A. To approve Special Event Permit Applications as submitted.
12. **Appointments and Nominations** - None.
13. **PUBLIC HEARINGS:** None.
14. **RESOLUTIONS:**
- A. **Resolution 4967(20)** - To approve Change Order #1 for the Riverside Improvement Project. *(J. Schultz)*
15. **ORDINANCES:** None.
16. **MOTIONS:**
- A. **Motion 19-942** - To approve a one-day amendment to the liquor license premise description for D&S Ltd (dba Gabby's Palace) to host a fundraising event. *(T. Preusker)*
- B. **Motion 19-943** - To Approve a Sanitary Sewer Connection to Lot 0 in the Town of Burlington (Tax ID 002-03-19-30-021-010). *(T. Bauman)*
- C. **Motion 19-944** - To approve NOVO Physician-Led Healthcare (with incentives) as an alternative savings option to City of Burlington employee healthcare plan members. *(S. Kott)*
- D. **Motion 19-945** - To consider approval a Certificate of Appropriateness for 401 N. Pine Street. *(T. Meyer)*
17. **ADJOURN INTO CLOSED SESSION** *(B. Grandi)*  
**Wis. Stats 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- Discussion regarding possible development strategies for City Hall and the Police Department.
18. **RECONVENE INTO OPEN SESSION** *(R. Heft)*
19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**  
- Consideration and possible action on recommendations for matters discussed in Closed Session by the Common Council.
20. **ADJOURNMENT** *(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:** October 1, 2019

**SUBJECT:** MEETING MINUTES - To approve the September 17, 2019 Common Council Meeting Minutes.

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

---

**BACKGROUND/HISTORY:**

The attached minutes are from the September 17, 2019 Common Council meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the September 17, 2019 Common Council meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the October 1, 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](http://www.burlington-wi.gov)

**CITY OF BURLINGTON  
Common Council Minutes  
Jeannie Hefty, Mayor  
Diahnn Halbach, City Clerk  
Tuesday, September 17, 2019**

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

Mayor Jeannie Hefty called the Common Council meeting to order at 6:48 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: None.

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

2. **Pledge of Allegiance**

3. **Citizen Comments** - None.

4. **Chamber of Commerce Representative and Rescue Squad Representative** - None.

5. **Approval of Minutes** - To approve the Common Council Minutes for September 3, 2019. Motion: Alderman Heft. Second: Alderman Kott. With all in favor, the motion carried.

6. **Letters and Communications** - None.

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

Alderman Rauch asked if the new ID badges were just for employees or if the Aldermen could have new badges too. Administrator Walters replied that the badges were intended for employees, however, the Aldermen may have new badges if they'd like.

8. **Reports** - To approve Reports 1-2 as submitted. Motion: Alderman Rauch. Second: Alderman Meyer. With all in favor, the motion carried.

9. **Payment of Prepays and Vouchers** - To approve the Prepaid and Vouchers list for bills accrued through September 17, 2019. Motion: Alderman Schultz. Second: Alderman Heft. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

10. **Licenses**

- A. To approve Operator's Licenses as submitted. Motion: Alderman Preusker. Second: Alderman Kott. With all in favor, the motion carried.

- B. To approve the Denial of an Operator's License as submitted.  
Motion: Alderman Bauman. Second: Alderman Schultz. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.
11. **Special Events** - To approve the Special Event Permit as submitted.  
Motion: Alderman Kott. Second: Alderman Bauman. With all in favor, the motion carried.
12. **Appointments and Nominations** - NONE
13. **PUBLIC HEARINGS:** NONE
14. **RESOLUTIONS:** NONE
15. **ORDINANCES:** NONE
16. **MOTIONS:**
- A. **Motion 19-939** - To approve an Indemnification Agreement and accept donated equipment from Advanced Safety Technologies Inc.  
Motion: Alderman Meyer. Second: Alderman Preusker. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.
- B. **Motion 19-940** - To approve the 2018 Annual Audit compiled by Sitzberger & Company, S.C.  
Motion: Alderman Grandi. Second: Alderman Kott. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.
17. **ADJOURN INTO CLOSED SESSION**  
**Wis. Stats 19.85(1)(g)** Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- A discussion with City Attorney John Bjelajac regarding possible strategies to be adopted pending possible litigation with Wal-Mart regarding their assessment.
- Motion: Alderman Heft. Second: Alderman Schultz. Roll Call Vote: Aye - 8. Nay - 0. The motion carried and the meeting adjourned into Closed Session at 6:59 p.m.
18. **RECONVENE INTO OPEN SESSION**  
Motion: Alderman Rauch. Second: Alderman Grandi. With all in favor, the motion carried and the meeting reconvened into Open Session at 7:40 p.m.
19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**  
There was no action.
20. **ADJOURNMENT**  
Motion: Alderman Schultz. Second: Alderman Rauch. With all in favor, the meeting adjourned at 7:41 p.m.

Minutes respectfully submitted by:

---

Diahnn C. Halbach  
City Clerk  
City of Burlington



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 8A**

**DATE:** October 1, 2019

**SUBJECT:** REPORTS - To approve Reports 1-14 as submitted.

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

**BACKGROUND/HISTORY:**

Attached please find the following reports:

1. \*Park Board Minutes, 1/17/19, 2/21/19, 4/18/19, 5/16/19, 6/20/19, 7/29/19, 8/15/19
2. Historic Preservation Commission Minutes, 8/22/19
3. Committee of the Whole Minutes, 9/17/19
4. \*\*Burlington Housing Authority Minutes, 3/21/19, 4/18/19, 5/22/19, 7/18/19, 8/22/19

\*There are a total of six reports submitted from the Park Board due to an oversight of not having them previously submitted. The 8/15/19 minutes are current.

\*\*There are a total of five reports submitted from the Burlington Housing Authority due to an oversight of not having them previously submitted. The 8/22/19 minutes are current.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends that Council approves the submitted reports.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the October 1, 2019 Common Council meeting.

**Attachments**

- Park Board 1-17-19
- Park Board 2-21-19
- Park Board 4-18-19
- Park Board 5-16-19
- Park Board 6-20-19
- Park Board (Special) 7-29-19
- Park Board 8-15-19
- HPC Minutes 8-22-19
- BHA Minutes 3-21-19
- BHA Minutes 4-18-19
- BHA Minutes 5-22-19
- BHA Minutes 7-18-19
- BHA Minutes 8-22-19



**Department of Public Works**

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

**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, JANUARY 17, 2019 6:30PM**

**Acting Chairman Lisa Wasik called the meeting to order at 6:30 PM.**

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

**Approval of October 18, 2018 Park Board Minutes:** Aldermanic Representative Rauch entertained a motion to approve the October 18, 2018 Park Board Minutes. Motion to approve made by Aldermanic Representative Rauch. Seconded by Commissioner Brandt. All voted aye, motion carried.

**Citizen Comments:** Bob Prailes advised he would be running the Kiwanis car on the ice at Echo Park this year and questioned when it could be set up. Riggs stated he would check on it and get back to him.

**Aldermanic Report:** Aldermanic Representative Rauch advised that the dogs in the parks issue would be presented before the Committee of the Whole on Tuesday, February 5, 2019 and City Council on Wednesday, February 20, 2019.

**Baseball 2000 (BB2K) Report:**

Bud Milroy, BB2K, advised the board he provided copies of the updated bylaws to the members present at the meeting. Milroy also noted that the updated lease was approved by the City Council and he was in the process of getting all members signatures. Milroy also advised the board they would be launching a website courtesy of Sports Engine. This provider would also be working with BB2K to run and link the teams, websites and calendars for games and schedules to allow for the public to view.

Milroy's main intention for attending tonight's meeting was to inform the board that BB2K had been looking into the replacement of the scoreboard at Beaumont Field. They have since found a sponsor, Lynch Chevrolet, who would be willing to put in the new scoreboard at no cost to the City or BB2K contingent upon sole advertising rights on the board for an agreed amount of time. Milroy stated he was working with Lynch to draw up an agreement regarding the scoreboard, including donated installation by Burli Signs. Riggs and the board commended Milroy and BB2K on the new scoreboard concept. A spelling error of "Beaumont" was brought to Milroy's attention as well. Due to questions raised by commissioners regarding structure durability and size, Riggs noted he would be vetting the issue further as to whether or not the City Engineers, Kapur & Associates, would need to be involved as well as if Park Board approval would be necessary.

## **Director of Public Works Report:**

**Riverside Park** – Riggs advised that the City’s grant application has been approved for the Riverside Park kayak launch and pavilion project. This would be a matching grant in nature up to \$85,000. Riggs advised the City would be working with Blake, Ayers & Associates, in order to write up a plan for these improvements. Riggs advised the plan and task order regarding this project would be presented to the board at their February meeting.

**CORP Update** – Riggs advised the board it was CORP update time. He advised City would be working with Blake, Ayers & Associates, over the course of approximately three months conducting surveys, field inventory and study sessions to incorporate into the new CORP document. Riggs noted that the Riverside Park improvements and the Park Development fund would also be discussed during this time. Teagan Yonash questioned if during this CORP time could scouts come to the City regarding Eagle project potential. Riggs advised that the CORP provides a list of needs in the community regarding this and stated he would advise Yonash of any opportunities when the time gets closer. Yonash also questioned what the plans were for the old Riverside Park Pavilion. Riggs stated there were no plans that he was currently aware of for the old pavilion. Yonash questioned if the City had no plans for it could it be used by the Boy Scouts. Riggs advised he would look further into it. Several commissions questioned what the timeline was for the new Riverside Park pavilion and Riggs advised tentatively Ayers would provide a task order for the scope of work to the Park Board at their February meeting where a recommendation could be made to City Council for March. Work would most likely not commence until late spring early summer with completion in 2019.

## **New Business:**

### **A. Update regarding Parkway Tree Planting Cost Share Program**

Riggs advised the board that during the budgeting process the City Council was able to allocate \$10,000 to this program which would amount to approximately 50 residents, on a first come first serve basis, the ability to obtain a reimbursement of up to \$200 for the installation of a new parkway tree. Riggs advised the resident would have to first obtain a right of way permit from the City, providing which species of tree from the approved Parkway Tree Planting list would be installed, as well as a plan of where the tree would be located on the parkway. Staff would review and inspect each permit to ensure the trees chosen would be suitable and sustainable for the area. Reimbursements would be provided after staff determined the tree was installed as agreed upon in the permit and all invoices obtained during the process had been submitted.

Several commissioners questioned how this new program would be communicated to City residents. Riggs noted he would be putting an article in the summer newsletter as well as on the City’s Facebook page. Riggs also requested feedback from the board regarding their thoughts on other ways to communicate this option to residents. Commissioner Hoffman noted that the language included in the current Park Board policy may need to be amended as it indicates priority is on reforestation over forestation. Riggs agreed and would look into amending the language. Commissioner Brandt suggested a letter be sent to residents who previously had a tree removed in the parkway and advising them of the program. Riggs agreed and stated he could do that as well as provide a date in the letter stating when the program would be open to the general public who may want a parkway tree.

## **Old Business:**

### **A. Update regarding the Dog Park Eagle Scout Project.**

Tristan Yonash was present at the meeting to update the board regarding the project he recently completed at the Dog Park. Yonash advised all work at the Dog Park has been completed and he was awarded his Eagle Scout Award. Yonash noted that in the spring he would be reopening the mounded tunnel and adding hazard signs for kids who have been playing on the tunnels. He would also be reseeding and realigning obstacles as needed. Teagan Yonash advised they were working on a dedication ceremony with the Mayor and Chamber and would keep Riggs advised of the date. Riggs reminded Yonash that any signage to be added at the Dog Park would have to come back to the Park Board for approval prior to being ordered and installed. Riggs offered to assist Yonash with the signage approval process.

### **B. Discussion regarding dogs in parks.**

Acting Chairman Wasik advised this item is on the agenda tonight for discussion and a possible recommendation to the City Council whether to change the current ordinance to allow dogs in parks.

Riggs provided the board with the history of the matter as discussed by the Park Board and the City Council. As of March 17, 2018 the last vote of the Park Board was to leave standing the current ordinance stating no dogs in parks.

Bob Prailes, Burlington resident, stated his opposition for dogs in parks based on the fact that he felt dogs could be unpredictable. Prailes also noted the City has a Dog Park for dogs to run and play in where children and other people who want to enjoy a park would not be. Prailes also mentioned how difficult he felt it would be to enforce only certain restrictions on dog owners if dogs were allowed but only in certain parks or not on playground areas.

Teagan Yonash, Burlington resident, agreed that enforcement would be very difficult if dogs were allowed in parks as each park would be a case by case as all are set up differently. Yonash also felt the dog waste issue would also be a detriment in the parks.

Ryan Heft, Burlington resident & 2<sup>nd</sup> District Alderman, advised the board that the biggest complaint he receives from constituents is the fact that dogs are not allowed in the parks. Heft noted that visitors to the City not knowing the policy regarding dogs bring their dogs to events due to a majority of communities allowing dogs in parks. Heft noted that he could see both the pros and cons regarding this issue; however felt if Burlington is striving to be a welcoming, progressive community for growth, allowing dogs in parks would be a good start. Heft also noted that the Dog Park was great but was more a place for dogs to play and many constituents complained they wanted to walk their dogs and go to events with them and not just watch them play.

Acting Chairman Wasik stated she had spoken with a representative with the Farmers Market which utilizes Wehmhoff Square for their events that includes a variety of vendors several being food related. The Farmers Market is highly concerned with dogs being in the park during these times not only due to food vendors but children running around. Wasik stated she was a dog owner herself but always felt safety first and people before animals. She felt there were plenty of walking trails, the Dog Park and open areas in the City to walk dogs therefore allowing them to be in the parks was unnecessary.

Aldermanic Representative Rauch stated he felt the Park Board should leave the ordinance as is and let the Council decide.

Riggs wanted to ensure three correspondences were added to the minutes as official record:

- Correspondence #1 - email from Park Board President Jennifer Amborn stating her recommendation to keep the ordinance the same – not allowing dogs in parks
- Correspondence #2 – email from 3<sup>rd</sup> District Alderman Jon Schultz stating his recommendation to keep the ordinance the same – not allowing dogs in parks
- Correspondence #3 – email from 2<sup>nd</sup> District Alderman Bob Grandi stating his recommendation in favor of changing the ordinance – allowing dogs in parks

Riggs also agreed with concerns voiced regarding the liability factor and he stated Attorney John Bjelajac would have to vet that issue further.

Commissioner Hoffman voiced her support allowing dogs in parks noting that proper signage could help the public understand the rules and responsibilities that come with bringing your dog into a park. She also stated she didn't feel there was currently any enforcement regarding dogs in parks. Riggs noted he had spoken with Police Chief Mark Anderson who confirmed the Police Department had not written a citation regarding a dog in the park in over five years.

Acting Chairman Wasik made a motion to recommend to the City Council the approval of an ordinance change to allow dogs in parks. Roll Call: Ayes: Commissioners Hoffman & Ledbetter. Nays: Commissioners Brandt, Schopp, Acting Chairman Wasik and Aldermanic Representative Rauch. Motion denied.

**Other Items:** None.

**There being no further items for discussion, Acting Chairman Wasik entertained a motion for adjournment. Motion to adjourn made by Commissioner Hoffman. Seconded by Aldermanic Representative Rauch. All voted aye, and Acting Chairman Wasik adjourned the meeting at 7:40 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, FEBRUARY 21, 2019 6:30PM**

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

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

**Approval of January 17, 2019 Park Board Minutes:** President Amborn entertained a motion to approve the January 17, 2019 Park Board Minutes. Motion to approve made Commission Brandt. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

**Citizen Comments:** None.

**Aldermanic Report:** Aldermanic Representative Rauch advised the board that the Council had the dogs in parks discussion at the February 20, 2019 meeting and were split in their decision. They requested the issue come back before the Committee of the Whole (COW) at the March 5, 2019 meeting along with the ordinance to include changes. The Council would be voting on the issue at the March 19, 2019 Council meeting.

Commissioner Schopp questioned if the Council discussed where dogs would be allowed and Aldermanic Representative Rauch and Riggs stated they did along with varying restrictions.

Commissioner Brandt voiced his frustration with the fact that the Council didn't seem to be taking note of the recommendation of the Park Board to not allow dogs in parks. Riggs reminded the board that in some instances such as this one they are merely a recommending body to the Council with whom all decisions ultimately lie. However, Riggs noted the Park Board was an instrumental part of the upcoming CORP plan which dictates the use of funding for City parks, shorelines and any restorations necessary for City parks for years to come.

Aldermanic Representative Rauch also noted at the COW meeting they approved the plans for the 2<sup>nd</sup> addition to Phase 2 of the Glen at Stonegate which includes the construction of the last 30 units in that development. Riggs confirmed that per the developer's agreement, each lot would be required to pay the City a \$500 park fee which would go directly to the Park Development Fund.

**Baseball 2000 (BB2K) Report:**

No report. Commissioner Jason Ledbetter advised Bud Milroy, BB2K, had been very good about keeping him aware of when the meetings were but he was unable to get to them due to work obligations.

## **Director of Public Works Report:**

Riggs advised the board that due to the extreme winter weather crews have been catching up with forestry work from December but are keeping on track with removals.

### **New Business:**

#### **A. Discussion regarding an Eagle Scout Project at Devor Park.**

Andrew Karnes presented his Eagle Scout project proposal to the board. Karnes advised his project included the installation of a sandbox with built in excavator and benches surrounding it at Devor Park. Karnes would also like to install birdhouses along the tree lines by the pool for parents / children to observe the birds. Karnes noted he would also like to install three (3) benches at the Water Tower Park by the half circle and possibly install some small trees to fill in the area.

President Amborn questioned if there would or could be seating on the sandbox. Karnes stated currently there was not but he could add that. Commissioner Schopp questioned Riggs about the positioning of the sandbox and if there would be any access issue for City / utility vehicles. Riggs agreed and advised there was currently a drainage issue in that location at the pool that crews would be looking into early spring/summer and would need access to that location. Riggs noted another location could be looked at in the park for the sandbox. Commissioner Schopp questioned if the benches were going to be fixed to the ground at the pool. Karnes stated both the benches in Devor Park and the Water Tower Park as well as the excavator in the sandbox would be secured to the ground to avoid being tampered with or moved.

Riggs noted the benches and tree concept for the Water Tower Park was great; however, species type and size would have to be looked into further. Riggs also noted that this area was scheduled to have trees planted as part of Arbor Day coming up in April. Riggs questioned if Karnes had begun fundraising. Karnes advised Reesman's Excavating had agreed to donate the sand for the sandbox and once approved for his project he would begin fundraising efforts for the remainder of his project. Riggs reminded Karnes that once the concept and project was approved he would need to provide his scout beneficiary paperwork to Riggs. President Amborn questioned if the pool board would need to be advised. Riggs stated they did not as the Park Board made the decisions regarding the parks; however once further along with the project it would be good to make them aware.

#### **B. Discussion regarding the Comprehensive Outdoor Recreation Plan (CORP) for 2020 – 2025.**

Riggs reminded the board that it was CORP update time and the importance of the CORP being the guiding document for parks and grant funding. Riggs advised the City would be working with Blake from Ayres who has worked with the CORP in the past and is very knowledgeable on this type of planning. Riggs advised Blake intended to conduct focus groups to gain public input as well formulate the current plan for the City for the next five (5) years. Blake provided the board with two (2) task orders for his work with the CORP as well as the Riverside Park improvements. Riggs advised Blake would be in attendance at the April meeting to discuss his plan for the CORP.

President Amborn entertained a motion to recommend to the Common Council of a task order with Ayres regarding the CORP. Commissioner Brandt motioned and Commissioner Schopp seconded to approve the motion. All were in favor and the motion carried.

**C. Discussion regarding a task order for the Riverside Park improvements.**

Riggs reiterated Blake with Ayres designed the cost management grant application and submitted it to the DNR Stewardship which awarded the City an \$80,000 matching grant to repair shoreline erosion issues, construction a pavilion (matching Wehmhoff Jucker) and construct a kayak and boat launch at Riverside Park. Commissioner Schopp questioned if there was a specific estimate of the costs for these items. Riggs advised Blake would be working on all the specifics as well as bidding out the projects. President Amborn questioned if all of these items would be on the same bid. Riggs advised as of now they would be on the same bid but they could be bid separately and Blake would vet that process to determine what would be in the City's best interest.

President Amborn entertained a motion to recommend to the Common Council of a task order with Ayres regarding the Riverside Park improvements. Commissioner Schopp motioned and Commissioner Brandt seconded to approve the motion. All were in favor and the motion carried.

**Old Business:**

**A. Update regarding Parkway Tree Planting Cost Share Program.**

Riggs advised he had taken into account concerns raised at the January meeting and made some adjustments to the draft memo to incorporate language about a mechanism to check that the City is prioritizing areas that have had trees removed as part of the reforestation policy. Concerns were also raised at last month's meeting as to how residents who were scheduled to have a tree removed in 2019 would be notified of the program. Riggs advised the board he felt that residents would be made aware of the program during the roll out process which should be prior to tree removals occurring. Riggs again reminded the board that the program would provide 50 residents, on a first come first serve basis and those who have had a tree removed since the 2013 parkway tree inventory program, the ability to obtain a reimbursement of up to \$200 for the installation of a new parkway tree. Riggs advised the resident would have to first obtain a right of way permit from the City, providing which species of tree from the approved Parkway Tree Planting list would be installed, as well as a plan of where the tree would be located on the parkway. Staff would review and inspect each permit to ensure the trees chosen would be suitable and sustainable for the area. Reimbursements would be provided after staff determined the tree was installed as agreed upon in the permit and all invoices obtained during the process had been submitted.

Riggs noted any resident who had a tree removed prior to 2012, never had a tree removed or never had a parkway tree, would have to be waitlisted until September 1 of each year when any available grant funds would open up. Riggs advised this program would be advertised via the summer newsletter, the City's Facebook page, and possible local media outlets as well.

**Other Items:** None.

**There being no further items for discussion, President Amborn entertained a motion for adjournment. Motion to adjourn made by Commissioner Schopp. Seconded by Aldermanic Representative Rauch. All voted aye, and President Amborn adjourned the meeting at 7:15 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



**Department of Public Works**

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

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

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

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

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

**Citizen Comments:** None.

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

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

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

**Director of Public Works Report:**

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

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

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

## **New Business:**

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

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

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

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

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

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

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

## **Old Business:**

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

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

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

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

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

**B. Discussion regarding the Riverside Park improvements.**

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

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

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

**Other Items:** None.

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

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



**Department of Public Works**

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

**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, MAY 16, 2019 6:30PM**

**Aldermanic Representative Steve Rauch called the meeting to order at 6:30 PM.**

**Roll Call:** Present: Commissioners Clay Brandt, Jason Ledbetter, Patricia Hoffman, Marilee Hoffman and Aldermanic Representative Steve Rauch. Commissioner Rosemary Dolatowski arrived at 7:30 p.m. Also present: Peter Riggs, Director of Public Works. Excused: President Jennifer Amborn and Park Foreman Aaron DeGrave.

**Approval of April 18, 2019 Park Board Minutes:** Aldermanic Representative Rauch entertained a motion to approve the April 18, 2019 Park Board Minutes. Motion to approve made Commission Hoffman. Seconded by Commissioner Brandt. All voted aye, motion carried.

**Citizen Comments:** None.

**Aldermanic Report:** Aldermanic Representative Rauch advised the board that the City is non-binding talks regarding the approval of rebranding the City. Several commissioners questioned if this rebranding occurs would final approval go through the City Council. Aldermanic Representative Rauch confirmed it would.

**Baseball 2000 (BB2K) Report:** No report. Commissioner Ledbetter advised he met for the last meeting but no BB2K representatives showed up. Riggs questioned if he should send correspondence to BB2K regarding noncompliance. Commissioner Ledbetter stated that was not necessary at this time and requested another month to attempt to get to the meetings with BB2K.

**Director of Public Works Report:**

Riggs advised Burlington Rotary completed their Rotary Round 2 planting at both Wehmhoff and Riverside Parks. With both Rotary plantings, 77 trees were installed between Echo, Wehmhoff Square and Wehmhoff Jucker parks. Riggs noted with this planting this City has completed the reforestation of all City parks with the next step being City parkways.

Riggs advised the board the kickoff of the Parkway Tree Cost Share program would be after approval at the May 21, 2019 Council meeting. This program would be advertised on the City's Facebook page as well on the City's website.

Riggs advised Blake with Ayres provided the board with an initial design of the Riverside Park improvements. He noted Blake was also able to provide the ADA accessibility to the launch per the board's request. Riggs asked that all board members review the plans and get back to him with any feedback. Riggs noted that should rebranding occur in the City's future the trailhead signage proposed in the plans would need to be modified to include some sort of removable facing. Riggs also noted as this improvement includes the teardown and replacement of the existing building on the existing building site, he would work with Ayres on construction time to not begin until October 1 to allow for park rental season to end.

Aldermanic Representative Rauch noted that the ADA accessibility was not on the launch itself. Riggs agreed it was not in the current design and stated maybe the board needed to look into another location where an ADA kayak launch would be more suitable.

Riggs also advised he had received a sample of the survey questions that Blake with Ayres would like to send regarding the CORP. Riggs advised the board he would like to see more questions geared to specific parks. The commissioners agreed that more specific questions per park would be better. It was also noted the survey needed to not be too lengthy as concerns of too many questions may cause residents to lose interest and not complete the survey. Riggs noted that the survey was merely a guide to gather information for the CORP. It was noted that the City's website needed to be updated with better descriptions of each park as well which would not only provide the public with information but assist residents in determining each park's needs.

## **New Business:**

### **A. Park Board orientation.**

Riggs welcomed the newest members to board including Marilee Hoffman and Rosemary Dolatowski. Riggs explained the purpose of the Park Board, member's roles including setting park policy, how park development monies are allocated and park improvements.

Riggs explained each year at this meeting the Park Board elects its officer which consists of a President and Secretary. The President's role is to set the precedence and pace of the meeting with the Secretary being a fill in for the President should they be unable to attend.

Commissioner Ledbetter entertained a motion nominating Patricia Hoffman for Park Board President. Seconded by Commissioner Marilee Hoffman. Roll Call: Ayes: Brandt, M. Hoffman, Ledbetter, Dolatowski and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

President P. Hoffman entertained a motion nominating Marilee Hoffman for Park Board Secretary. Seconded by Commissioner Brandt. Roll Call: Ayes: Brandt, P. Hoffman, Ledbetter, Dolatowski and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

### **B. Discussion regarding Beverly Jo Park - 367 Dunford Drive.**

Samantha Schwanke, 425 Dale Drive, was present at the meeting to request the board look into possibly consider improvements at Beverly Jo Park. Aldermanic Representative Rauch advised he had been in conversations with Schwanke about the potential park improvements and advised the board there currently were no playground amenities for use. Aldermanic Representative Rauch recalled years ago looking into improving this park but a hefty price tag was associated and it was unable to move forward.

Riggs stated discussion regarding the potential improvement of this park comes at a good time as the City is currently working with Blake, Ayres, to vet improvements to City parks. Riggs noted this property is very challenging with ADA issues and general accessibility which all affect the overall cost of any improvements. Schwanke advised it would be nice to have playground accessible within walking distance for 2 – 12 year olds in the neighborhood. Riggs advised the City could reexamine the area for potential and noted Schwanke should draft a petition and attempt to gain signatures from area residents who would have interest in this type of development of the park. Riggs stated this could be brought forward as a larger ticket item in the 2020 capital budget or has the potential to be a part of the CORP with grant possibilities.

Several commissioners questioned if this was the right area for a playground or if there was another suitable location. Suggestions that came up included an area in Springbrook Landing or somewhere in the Conservancy on Eastbrook Drive. Riggs advised Schwanke had options but felt at this point a good start would be to get a letter drafted, which he could assist with, to provide to the area residents stating that Schwanke attended the Park Board meeting and was asking for opinions on the installation of a park/playground in the area. Aldermanic Representative Rauch also advised he would continue to work with Schwanke on this as well.

**Other Items:**

President Patricia Hoffman noted that there was interest in the community for focus groups to discuss the CORP. Riggs explained to the board conducting a focus group was possible and would entail inviting a targeted group, including survey type questions, notice the meeting via agenda and then incorporate the results into the CORP.

**There being no further items for discussion, Aldermanic Representative Rauch entertained a motion for adjournment. Motion to adjourn made by President Patricia Hoffman. Seconded by Commissioner Ledbetter. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 8:10 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



Department of Public Works

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

**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, JUNE 20, 2019 6:30PM**

**President Patricia Hoffman called the meeting to order at 6:30 PM.**

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

**Approval of May 16, 2019 Park Board Minutes:** President Patricia Hoffman entertained a motion to approve the May 16, 2019 Park Board Minutes. Motion to approve made by Commissioner Amborn. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

**Citizen Comments:** None.

**Aldermanic Report:** Aldermanic Representative Rauch advised the board he was continuing to work with Samantha Schwanke, 425 Dale Drive, regarding the possible future development of Beverly Jo Park. Questions were raised whether the old playground equipment the City was acquiring from Karcher School could work there. Riggs advised the City was still currently working with Dan Bocock, Burlington Area Schools, and well as obtaining quotes for removal of the equipment from the Karcher site. Riggs estimated the cost to remove and reinstall the playground equipment would be approximately \$5000. Talks with the City Engineer would need to occur to determine if the park could be developed to include the playground feature. Once feasibility was determined it the future park development would have to be incorporated in the 2020 budget for City Council approval.

**Baseball 2000 (BB2K) Report:** Bud Milroy, BB2K, was present at the meeting to update the board regarding the group's current financial statements as well as the status of the installation of the new scoreboard.

Milroy advised Lynch donated \$30,000 towards the new scoreboard to include advertising on the bottom. Installation of the scoreboard was scheduled for the week of July 15-19 with Burli Signs supplying the sign, Schneider Electric working on the electrical hookups and the possible use of the crane from Wanasek for the install. Milroy noted Hall of Fame Day was on July 21, 2019 and the hope was to have the scoreboard up by then.

Milroy noted BB2K was working on the application for tax exemption status for the organization. Milroy also noted once the stump was removed from the area, the information center that was discussed at previous meetings would be going up. Milroy advised the board the need for bleacher replacement as well as the parking lot sealed. Milroy also voiced his concern with the water drainage issues particularly in the right field area. Riggs advised City staff intended to complete the removal of the spoil piles from the light poles along the 1<sup>st</sup> base dugout as well as the stump removal. Funding for the sealing of the parking lot is available and the City was working on completing that this fall. Riggs noted the removal of the pole stump and walkway would also be completed now that the wet weather has subsided. This project included the removal and replacement of the concrete base around the pole on the 3<sup>rd</sup> base side along with the walkway / stairs that connect to it.

Riggs noted the larger issues for the board to be aware of regarding Beaumont are the need for the bleacher replacement as well as the ongoing storm water issue. Approximate cost for the replacement of the bleacher would be about \$15,000 depending on the style. Riggs noted park development funds could be used for this; however is not currently budgeted for. President Patricia Hoffman questioned what, if any, solutions there were regarding the water issues and their costs. Riggs advised the main cause of these storm water issues is due to an undersized storm sewer on Milwaukee Avenue. Basically the storm sewer in place there is not sufficient and unable to keep up. Milroy noted when Milwaukee Avenue was widened several years ago the water problems began. Milroy noted a temporary solution would be to install a French drain with an approximate cost of \$5000-\$6000.

### **Director of Public Works Report:**

Riggs advised the City seasonal staff in and working well. Maintenance at the Burlington Cemetery has been improved and the City is working well with the sexton to coordinate. New Park Attendant started and was working well with staff with seasonal staff working his off days.

Riggs advised the branding committee was working with the City regarding park signage. Currently the City has 11 park name signs. After the survey of the parks the need for 21 additional signs was found. Also staff removed all of the old park rules signs from the parks. These would eventually need to be replaced along with messaging signage (24). Also bike trail and wayfinding signage would also need to be updated. All of these signage options would be included in the Comprehensive Outdoor Recreation Plan (CORP).

### **New Business:**

#### **A. Discussion regarding Development Impact Fees.**

Riggs stated this issue would be tabled. Riggs advised the City currently has a development fee that is charged to any new development of \$500 per dwelling unit. This fee is payment in lieu of establishing a park or providing designated park land within a development. City Intern, Nick Faust, would be attending a future meeting to present his research findings to the board regarding the impact fees.

#### **A. Discussion regarding a scoreboard update from Burlington Baseball 2000 (BB2K).**

Scoreboard to be installed the week of July 15-19, 2019 with the assistance of Wanasek with a crane to avoid field damage.

#### **B. Discussion regarding preparation of focus groups for the Comprehensive Outdoor Recreation Plan (CORP).**

Riggs advised the board he was looking to gain information from the board regarding the demographics of each park, the language including the descriptive text for each park.

President Patricia Hoffman suggested more tennis courts and continue with more trail signage. Riggs suggested the resurfacing, relining, signage and replacement of the nets at Devor Park.

Aldermanic Representative Rauch questioned if there were any alternatives to the mulch under the playgrounds. Riggs questioned if this would be for new parks or existing as well. Alderman Representative Rauch stated it would be nice to be able to start small and replace existing with possibly the rubberized material which would also assist with ADA compliance. Further questions were raised regarding the ADA walkways being installed in the parks to access equipment. Riggs noted Wagner, McCanna & Steinhoff parks have no trails to access equipment.

Riggs noted Steinhoff Park currently had playground equipment and if connectivity could be made to Grove St, the park would be connected to the main portion of the City through trails.

Commissioner Marilee Hoffman mentioned after looking at the 2017 survey results the public requests of a climbing wall and basketball courts possible at Devor Park. Hoffman also mentioned the possibility of a natural walking trail around Bushnell Park to allow people to watch games while kids are playing.

Aldermanic Representative Rauch mentioned the Wagner Park bathroom being redone and Riggs noted it was already part of the capital items. Rauch also mentioned the possibility of a multi-use court for basketball and pickle ball at McCanna as it's a flat area with sufficient space.

Commissioner Amborn questioned if usage of the Chocolate Fest Grounds was a possibility for installation basketball / pickle ball courts. Riggs stated it could be looked into as the grounds are within walking distance to Riverside, Echo and the area trails. Commissioner Amborn also questioned if there would be grant monies available to redo the bathrooms and a boat launch at Wagner Park. Riggs was confident grant monies would be available.

Commissioner Marilee Hoffman mentioned again how beneficial it would be to have a historic walking route through the City with a marked route using QR codes.

### **Focus Groups**

- Day care facilities
- Bike Burlington (Madonna Carr)
- Community Education Department (Becky Segedal)
- Farmers Market (Carol Reed)
- Historical Society (Don Vandesand)
- Athletic groups – Soccer, baseball, softball, basketball, etc.
- Catholic Central High School athletics (Kyle Scott)
- Burlington High School athletics & Phy Ed - (Sirri Walby)
- Senior Center (Sue Crane)
- Disability groups
- Parents elementary school age children
- Middle & High School age children
- BHS Driven
- Library (Joe Davies, Director)
- Chamber of Commerce (Jan Ludtke)
- Branding Committee
- Bob's Pedal Pushers (Bob Koldeway)
- Area churches
- Wisconsin Vision (WVA) (Jeffrey Erickson)
- Climbing wall (Andrew Debbink)
- Dog Park Board (Guy Williams)

### **Focus Group questions**

- What park & recreation opportunities will promote growth in our community?
- What park & recreation opportunities will promote health & wellness in our community?

### **Survey question options**

The board agreed they would prefer to ask more specific questions during the focus group sessions as they felt more discussion would occur.

**Other Items:** Aldermanic Representative Rauch mentioned a joint Burlington Leadership Team meeting (BLT) to include the City Council and Park Board was scheduled on July 11, 2019 at 6:00 pm in the Public Works meeting room. Further information would be forwarded via email.

Fabulous Fox Water Trail open house was yesterday they would like to forefront the Riverside upgrade and tie it into the trails project.

Due to the majority of board members being out of town in July, it was determined the regularly scheduled meeting for July 18, 2019 should be canceled. The next regularly scheduled meeting would be on August 15, 2019.

**There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Marilee Hoffman. Seconded by Commissioner Amborn. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 8:25 PM.**

### **Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



Department of Public Works

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

**CITY OF BURLINGTON SPECIAL PARK BOARD MINUTES  
MONDAY, JULY 29, 2019 6:30PM**

**President Patricia Hoffman called the meeting to order at 6:30 PM.**

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

**Approval Park Board Minutes:** None.

**Citizen Comments:** None.

**Aldermanic Report:** None.

**Baseball 2000 (BB2K) Report:** None.

**Director of Public Works Report:**

None.

**New Business:**

**A. Discussion regarding the bid for the Riverside Improvement project.**

Riggs advised the low bid for the project came in at \$209,227.70. The grant that was submitted by Ayres Associates last year was based on a total project cost of \$160,000 so the DNR gave the City funding half of that or \$80,000. Riggs noted \$105,000 was budgeted in the 2019 budget for the project. The Park Development Fund has a balance of approximately \$181,000 which could fund the additional \$25,000 necessary to complete the project.

President Patricia Hoffman questioned by using more of the money in this fund how it would affect any other projects for 2019 or any future projects. Riggs explained the Park Development Fund is a perpetual fund that is funded through impact fees, park reservation fees as well as \$30,000 budgeted through the general fund. The fund keeps going year to year and can be saved or utilized as needed.

Aldermanic Representative Rauch question when the grant money for the project had to be utilized by. Riggs advised by June 2021. Riggs noted if the board wanted to reject the bids they could and rebid in the spring but cost could go up even if bids go down. The board questioned the high costs of the trailhead signage and if it could be negotiated. Riggs stated that cost could be discussed as the signage regarding the trailheads becomes more specific.

The board was concerned with leaving the Park Development Fund short. Riggs advised there would be more impact fees and park reservation fees coming in to replenish the account. Riggs noted the remaining amount in the account would be more than enough to fund any small project remaining this year. Riggs

stated he felt this project is very important especially with the focus of the trail components as part of the community. Questions were raised regarding the construction timeline. Riggs advised the project was scheduled to begin in the fall of 2019 and would be completed prior to the end of the year.

President Hoffman entertained a motion to recommend approval to the Common Council of the bid from the PSG Group for the Riverside Improvement project. Roll Call: Ayes: P. Hoffman, Dolatowski, M. Hoffman, Amborn and Aldermanic Representative Rauch. Nays: None. Motion carried 5-0.

**There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Dolatowski. Seconded by Commissioner Amborn. All voted aye, and Aldermanic Representative Rauch adjourned the meeting at 6:45 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



**CITY OF BURLINGTON PARK BOARD MINUTES  
THURSDAY, AUGUST 15, 2019 6:30PM**

**President Patricia Hoffman called the meeting to order at 6:30 PM.**

**Roll Call:** Present: Commissioners Jason Ledbetter, Patricia Hoffman, Marilee Hoffman, and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Excused: Commissioners Jennifer Amborn, Clay Brandt and Park Foreman Aaron DeGrave. Commissioner Rosemary Dolatowski arrived at 6:40 p.m.

**Approval of June 20, 2019 & July 29, 2019 Park Board Minutes:** President Patricia Hoffman entertained a motion to approve the June 20, 2019 & July 29, 2019 Park Board Minutes. Motion to approve made by Aldermanic Representative Rauch. Seconded by Commissioner Ledbetter. All voted aye, motion carried.

**Citizen Comments:** Ron Jadin, 2520 Cedar Dr, Town of Burlington, inquired if the board had considered the installation of pickleball courts in the City. Jadin noted the Town of Muskego was able to repurpose an old basketball court to accommodate the need and he advised it is highly used. Jadin questioned if the Devor Park tennis courts had been considered as an option for this use and noted there was the possibility to rent nets if the City could provide the space. Riggs advised Jadin this was a fairly common request in recent months and the board had discussed the feasibility with adequate funding being a driving issue. Riggs also noted this has been included in the City's Comprehensive Outdoor Recreation Plan (CORP) for consideration in the future.

**Aldermanic Report:** Aldermanic Representative Rauch advised the Riverside Park Improvement agreement was approved by the City Council. Riggs noted the City worked with PSG Group to gain cost savings of approximately \$20,000 by eliminating some of the tree work, tree restoration and the trail kiosks.

Aldermanic Representative Rauch questioned whether or not to request more money be set aside in the budget for the Park Board than the yearly \$30,000.

Aldermanic Representative Rauch also advised the board the petition regarding potential playground equipment for Beverly Jo Park was written and looking to be circulated with results by the September meeting.

**Baseball 2000 (BB2K) Report:** Bud Milroy, BB2K, was present at the meeting to update the board regarding the new scoreboard being near completion. Milroy noted several factors played a role in why crews installing the sign went through Congress field and not the agreed upon Milwaukee Avenue route. Milroy noted any disrupted dirt/grass would be repaired by BB2K once all installation is complete. Milroy noted all advertiser signage would be placed on the front and back of the new scoreboard as before and should be up soon.

Milroy also went over with the board the routine maintenance items being worked on at the field including repainting of the shed, top dressing to the infield and the fall application of weed/feed. Milroy noted several items in need of repair at the field where he would require Park Board / City Council assistance including:

- Foundation repair along the fence lines
- Right field corner water issues
- Bleacher repair / replacement
- Bathroom repair

Commissioner Marilee Hoffman inquired if Milroy had looked into the Burlington Community Fund for grant opportunities. Milroy advised he had not but would check into the possibility. Riggs advised Milroy the bleacher replacement has been discussed in the past and is up for replacement in 2020 as soon a proposal approved by the Park Board is presented to the Council. Aldermanic Representative Rauch suggested Milroy provide the board with a priority list of the items needed with dollar amounts attached to allow a better understanding of the scope of each project.

### **Director of Public Works Report:**

Riggs updated the board on the status of the Karcher playground equipment. He advised the cost to remove and relocate the equipment to the old wastewater plant for storage would be \$2900. Due to construction being in full swing at Karcher this is priority to remove as soon as possible.

Riggs advised he was able to work with Eagle Scout Andrew Karnes on updating his originally proposed project. Instead of the installation of birdhouses and benches at Water Tower Park with a large sandbox at Devor Park, Karnes would be installing two (2) benches at Water Tower Park (one at Lewis north looking down & one at the base), removal of the railroad ties around the tower and replaced with flowers, cleanup of the door on the tower making it more aesthetically pleasing and finally the installation of a historical plaque.

Riggs reminded the board the annual DPW Rodeo was Friday, August 16, 2019 from 11:30am - 1:30pm and all were welcome to attend.

Riggs noted the Casey's commercial shoot was going on in various areas throughout the City.

Riggs advised he had a request from Catholic Central High School regarding the use of the tennis courts at Devor Park for fall practices from 3:30 – 5 pm. The board was in agreement to allow them usage as needed.

### **New Business:**

#### **A. Discussion regarding the Park Development Fund.**

Steve DeQuaker, Finance Director, was present at the meeting to discuss the Park Development Fund with the board. DeQuaker advised the fund was designed to keep and maintain the parks in the City funded by contributions from the City Council general fund. DeQuaker noted this fund was to be more of an aid than total project funding. DeQuaker further explained the Capital Improvement Plan (CIP) was a debt service fund used to bond for projects. The Wehmhoff Fund was monies donated from the family to be utilized for parks. DeQuaker noted this fund balance would be moved to the Park Development Fund to consolidate the accounts as the monies used from both funds were to be used for park projects.

**Old Business:**

**A. Discussion regarding Development Impact Fees.**

Nick Faust, City Intern, was present at the meeting to discuss the City impact fee. Faust advised the board he had been researching this issue and discovered the City of Burlington had set their impact fee of \$500 in 1982 with no increases. Faust noted in working with various communities throughout the state obtaining their fees, he found Burlington's to be very low in comparison. Impact fees ranged from \$900 - \$1700. Faust recommended the City go midway and raise the fee to \$1000. The board discussed the issue debating whether or not \$1000 was enough yet concerns were raised if going to high would be an issue.

Commissioner Ledbetter made a motion to recommend to the City Council an increase to the Park Development fee of \$1400 but no less than \$1000. Commissioner Dolatowski seconded the motion. All voted aye, motion carried.

**Other Items:** None.

**There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Marilee Hoffman. Seconded Aldermanic Representative Rauch. All voted aye, and President Patricia Hoffman adjourned the meeting at 8:30 PM.**

**Minutes submitted by:**

Angela Hansen  
Administrative Assistant - Department of Public Works



**HISTORIC PRESERVATION COMMISSION  
MEETING MINUTES  
THURSDAY, AUGUST 22, 2019**

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

**CITIZEN COMMENTS**

None

**APPROVAL OF MINUTES**

Commissioner Capra moved, and Commissioner O'Brien seconded to approve the minutes of July 25, 2019.

**LETTERS AND COMMUNICATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A. To consider approving a Certificate of Appropriateness (COA) application from Kessler Clock Shop for property located at 160 E. Chestnut Street to repaint the front façade.**

- Chairman Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained this building was purchased by a new owner, Craig Faust, who would like to do maintenance by re-painting the façade at this time.
- Commissioner Wagner asked if a historic picture was submitted with the application. Annette Bauman, property manager, was present for any questions. Chairman Eisenhardt replied no this is strictly a maintenance project, and if repairs or rehabilitation are requested then Mr. Faust will submit information. Commissioner Capra questioned if the Commissioners approve the paint, and the owner does not come back to remove the gable, which would bring the building back to its original look. Capra stated painting the façade would give an extension of any repairs not being done to the building. Chairman Eisenhardt explained this building is in dire need of a paint job, and the Commissioners cannot force the owner to remove part of the façade. Chairman Eisenhardt further explained there are grants available if Mr. Faust wishes to do repairs in the future.

- There were no further comments.
- Commissioner O'Brien moved, and Commissioner Wagner seconded to approve the COA to repaint the façade.
- 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 Round 8 has a \$0.00 balance remaining and Round 9 would have \$9,475.57 remaining.

## **ADJOURNMENT**

Commissioner Wagner moved, and Commissioner O'Brien seconded to adjourn the meeting at 5:36 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson  
Administrative Assistant

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor**

**March 21, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, March 21, 2019 at 5:30 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 February 13, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Lapp, 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 February 28, 2019. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Odeja reported 57 on the waiting list for one bedroom units and 3 for two bedroom units.

**BUILDING AND MAINTENANCE:** Manager Odeja gave a report on the maintenance items that were taken care of in February. There was a water pipe break in a unit that caused water damage to two units which has now been repaired with most of the cost covered by our insurance.

An insurance claim was submitted for light pole damage in our parking lot caused by one of our tenants. Estimates have been submitted. The tenant's insurance will cover the cost of all repairs.

**NEW BUSINESS:** There was a discussion requiring renter's insurance for all of our tenants. A motion to require renter's insurance for all new tenants was made by Lapp, seconded by Merten, and carried unanimously. This insurance requirement will take effect beginning May 1, 2019 for all new leases and subject to review by the Burlington City Attorney for renewed leases.

**OTHER BUSINESS:** A motion to engage the CPA firm Sitzberger & Company, S.C. for our annual 2019 audit, was made by Lapp, seconded by Heck and carried unanimously.

Request for proposal is out for landscaping and snow removal.

Discussion was held on upcoming training for Manager Odeja. She will provide us with cost estimate.

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 P.M. The next monthly meeting is scheduled for April 18, 2019 at 5:30 p.m.



\_\_\_\_\_  
John Smith, Secretary

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor**

**April 18, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, April 18, 2019 at 5:30 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 Odeja.

Minutes from the regular monthly meeting held March 21, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Lapp, 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 March 31, 2019. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Odeja reported 56 on the waiting list for one bedroom units and 4 for two bedroom units.

**BUILDING AND MAINTENANCE:** Manager Odeja gave a report on the maintenance items that were taken care of in March. The Board reviewed the bids for landscaping and snow plowing. Manager Odeja will ask for updated bids.

An insurance claim payment was received for the light pole damage in our parking lot caused by one of our tenants.

**NEW BUSINESS:** There was an updated discussion requiring renter's insurance for all of our tenants. The renter's insurance requirement will take effect beginning June 5, 2019 for all new and renewed leases.

**OTHER BUSINESS:** Discussion was held on upcoming training for Manager Odeja. S.T.A.R. Development training will cost from \$375.00 to \$650.00

Manager Odeja presented a list of items to be considered for the 2019-2020 budget for Riverview Manor.

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 P.M. The next monthly meeting is scheduled for May 15, 2019 at 5:30 p.m.



---

John Smith, Secretary

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
May 22, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, May 22, 2019 at 5:30 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 April 18, 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 April 30, 2019. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Odeja reported 60 on the waiting list for one bedroom units and 2 for two bedroom units. There are no vacancies at this time.

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

The Board walked the grounds and reviewed the list of items to be updated. Three bids will be obtained for the major items over \$5,000 to satisfy reserve account requirements.

A motion to approve the following expenditures was made by Heck, seconded by Lapp and carried unanimously

Purchase outdoor seating to replace picnic table in common courtyard	\$ 991.00
Upgrade window treatments in Community room	\$ 800.00
Add a security camera to outdoor courtyard seating area	\$ 390.00
Parking lot resurfacing and striping	\$3,720.00

A motion to approve two-year contract with Reesman Company for landscaping & snow removal was made by Merten, seconded by Lapp and carried unanimously.

**NEW BUSINESS:** Motion was made by Heck, seconded by Merten and carried unanimously to increase the rent by \$10.00 per month per unit.

**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 7:15 P.M. The next monthly meeting is scheduled for June 12, 2019 at 5:30 p.m.



**John Smith, Secretary**

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
July 18, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, July 18, 2019 at 5:30 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 June 12, 2019 were reviewed. A motion to approve the minutes as written was made by Lapp, 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 June 30, 2019. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Odeja reported 61 on the waiting list for one bedroom units and 4 for two bedroom units. There is one vacancy at this time and two more vacating on August 31, 2019 but will be filled in 30 days.

**BUILDING AND MAINTENANCE:** No items from the past month.

**NEW BUSINESS:** After the Board reviewed the applicant policies, procedures policy and occurrence notice a motion was made by Heck, seconded by Merten and carried unanimously to accept them as written.

**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 5:55 p.m. The next monthly meeting is scheduled for August 22, 2019 at 5:30 p.m.



\_\_\_\_\_  
John Smith, Secretary

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
August 22, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 22, 2019 at 5:30 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 July 18, 2019 were reviewed. A motion to approve the minutes as written was made by Lapp, 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 July 31, 2019. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Odeja reported 64 on the waiting list for one bedroom units and 4 for two bedroom units. There is one vacancy at this time and two more vacating on August 31, 2019 but will be filled in 30 days.

**BUILDING AND MAINTENANCE:** See attached report.  
There was a discussion on need for window replacement and sidewalk replacement.

Our long term maintenance man is retiring and we are advertising for the position

**NEW BUSINESS:** Rural Development review was completed and we were given an outstanding rating.

Capital needs assessments were reviewed with the board members.

**OTHER BUSINESS:**

Discussion was held on the duties and performance of our cleaning person.

A Motion to approve Manager Odeja to attend training at a cost of \$235.00 was made by Heck, seconded by Lapp, and carried unanimously

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 p.m. The next monthly meeting is scheduled for September 19, 2019 at 5:30 p.m.



---

John Smith, Secretary



DATE: October 1, 2019

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through October 1, 2019.

SUBMITTED BY: Steven DeQuaker, Finance Director

**BACKGROUND/HISTORY:**

Attached please find the Prepaid and Voucher list for bills accrued through October 1, 2019:

Total Prepaid:	\$ 76,720.73
Total Vouchers:	\$ 119,310.11
<b>Grand Total:</b>	<b>\$ 196,030.84</b>

**BUDGET/FISCAL IMPACT:**

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$29,328.54 Kapur & Associates, Inc. - 2019 Burlington Street Program
2. \$23,690.05 R.A. Adams Enterprises, Inc. - 2019 Ram 3500 Dump Body Truck-Vehicle #1
3. \$23,690.05 R.A. Adams Enterprises, Inc. - 2019 Ram 3500 Dump Body Truck-Vehicle #2
4. \$17,169.49 Ascent Aviation Group, Inc. - Jet A Aviation Fuel
5. \$ 8,824.62 Baxter & Woodman - Adaptive Management Plan-Phosphorus Removal

**RECOMMENDATION:**

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$196,030.84.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the October 1, 2019 Common Council meeting.

**Attachments**

- Prepaid 09.16.19
- Prepaid 09.20.19
- Vouchers 10.01.19

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100239007</b>						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L Oct Billing	2019OCT	09/11/2019	2,002.82	09/16/2019
Total 100239007:					2,002.82	
<b>100434312000</b>						
100-434312-000 OPERATOR LICENSES	KIEPERT, CHASTIANNE	REFUND-OPERATORS LICENSE	REFUND	09/11/2019	30.00	09/16/2019
Total 100434312000:					30.00	
<b>100454521001</b>						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Faber, Lisa Case #19-10075	19-10075	09/06/2019	500.00	09/16/2019
Total 100454521001:					500.00	
<b>100454591000</b>						
100-454591-000 PARK DEPT	AGUIRRE, SERVANDO	REIMBURSEMENT-PARK SECURITY DEPOSIT	091119	09/11/2019	100.00	09/16/2019
Total 100454591000:					100.00	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	PITNEY BOWES	MUNI SUPPLIES	3309590174	08/30/2019	69.57	09/16/2019
Total 100515121310:					69.57	
<b>100515132225</b>						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 Admin	262763347409 19	09/04/2019	23.32	09/16/2019
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262767138908 201	08/28/2019	317.69	09/16/2019
Total 100515132225:					341.01	
<b>100515132298</b>						
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1904 046 8 (split)	262767190408 201	08/28/2019	240.11	09/16/2019
Total 100515132298:					240.11	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	ADMIN SUPPLIES	3309590174	08/30/2019	77.30	09/16/2019
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	BLDG INSPECTION	3309590174	08/30/2019	69.61	09/16/2019
Total 100515132310:					146.91	
<b>100515140310</b>						
100-515140-310 CLERK - OFFICE SUPPLIES	PITNEY BOWES	CLERK	3309590174	08/30/2019	69.57	09/16/2019
Total 100515140310:					69.57	
<b>100515141225</b>						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 Finance	262763347409 19	09/04/2019	23.32	09/16/2019
Total 100515141225:					23.32	
<b>100515141298</b>						
100-515141-298 FINANCE - CONTRACT SER	AT & T	262 767-1904 046 8 (split)	262767190408 201	08/28/2019	240.10	09/16/2019
Total 100515141298:					240.10	
<b>100515141310</b>						
100-515141-310 FINANCE - OFFICE SUPP/P	PITNEY BOWES	FIN SUPPLIES	3309590174	08/30/2019	69.57	09/16/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515141310:					69.57	
<b>100515142310</b>						
100-515142-310 ELECTIONS - OPERATION S	PITNEY BOWES	ELECTIONS	3309590174	08/30/2019	69.57	09/16/2019
Total 100515142310:					69.57	
<b>100525211160</b>						
100-525211-160 POLICE - WORKERS COMP	UNEMPLOYMENT INSURANCE	DWD-UI acct 692108-000-2	9714653	09/01/2019	554.24	09/16/2019
Total 100525211160:					554.24	
<b>100525211225</b>						
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 Police	262763347409 19	09/04/2019	116.56	09/16/2019
Total 100525211225:					116.56	
<b>100525211310</b>						
100-525211-310 POLICE - OFF SUPP-POSTA	PITNEY BOWES	POLICE SUPPLIES	3309590174	08/30/2019	69.57	09/16/2019
Total 100525211310:					69.57	
<b>100525220225</b>						
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 Fire	262763347409 19	09/04/2019	93.26	09/16/2019
Total 100525220225:					93.26	
<b>100525220310</b>						
100-525220-310 FIRE - OFFICE SUPPLIES	PITNEY BOWES	FIRE	3309590174	08/30/2019	69.57	09/16/2019
Total 100525220310:					69.57	
<b>100535321225</b>						
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 DPW	262763347409 19	09/04/2019	46.63	09/16/2019
Total 100535321225:					46.63	
<b>100535321350</b>						
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019AUGDPW	08/31/2019	25.92	09/16/2019
Total 100535321350:					25.92	
<b>100555551220</b>						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551AUG19	09/03/2019	27.40	09/16/2019
Total 100555551220:					27.40	
<b>100555551350</b>						
100-555551-350 PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019AUGDPW	08/31/2019	12.96	09/16/2019
Total 100555551350:					12.96	
<b>100555561265</b>						
100-555561-265 Parkway Tree Cost Share	PREUSKER, THOMAS & MELISS	PARKWAY TREE COST SHARE PROGRAM	091119	09/11/2019	200.00	09/16/2019
Total 100555561265:					200.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100565641310</b>						
100-565641-310 PLAN COMM - SUPPLIES, P	PITNEY BOWES	PLANNING	3309590174	08/30/2019	69.57	09/16/2019
Total 100565641310:					69.57	
<b>251555511310</b>						
251-555511-310 OFFICE SUPPLIES, POSTA	PITNEY BOWES	LIBRARY SUPPLIES	3309590174	08/30/2019	69.57	09/16/2019
Total 251555511310:					69.57	
<b>251555511318</b>						
251-555511-318 AUTOMATION	MOBILE BEACON	COOLPAD SURF HOTSPOT	091119	09/16/2019	71.99	09/16/2019
Total 251555511318:					71.99	
<b>251555511327</b>						
251-555511-327 MATERIALS	JOURNAL SENTINEL	JOURNAL SENTINEL, LIBRARY SUBSCRIPTION	MJ0077143 2019	09/01/2019	596.69	09/16/2019
Total 251555511327:					596.69	
<b>251555511345</b>						
251-555511-345 PROGRAMS	SMITH, KAREN JO	PROGRAM-HEALTHY STEPS	091119	09/16/2019	35.00	09/16/2019
251-555511-345 PROGRAMS	KRUGR, CHRISTIAN T	OLD FAMIY PHOTOS PROGRAM	092619	09/16/2019	150.00	09/16/2019
Total 251555511345:					185.00	
<b>465535321805</b>						
465-535321-805 DPW CAPITAL OUTLAY VEH	R.A. ADAMS ENTERPRISES, IN	2019 RAM 3500 DUMP BODY TRUCK	J003161	09/16/2019	23,690.05	09/16/2019
465-535321-805 DPW CAPITAL OUTLAY VEH	R.A. ADAMS ENTERPRISES, IN	2019 RAM 3500 DUMP BODY TRUCK	J003162	09/14/2019	23,690.05	09/16/2019
Total 465535321805:					47,380.10	
<b>621575740220</b>						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660AUG19	09/02/2019	45.28	09/16/2019
Total 621575740220:					45.28	
<b>621575740249</b>						
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	Acct. No. 500-08487456-8	2019SEPTWWTP	08/31/2019	88.65	09/16/2019
Total 621575740249:					88.65	
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	PITNEY BOWES	WATER SUPPLIES	3309590174	08/30/2019	69.57	09/16/2019
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 Water	262763347409 19	09/04/2019	46.64	09/16/2019
Total 622509210000:					116.21	
<b>622509350000</b>						
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019AUGDPW	08/31/2019	25.92	09/16/2019
Total 622509350000:					25.92	
<b>623575740200</b>						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	633168	09/10/2019	17,169.49	09/16/2019
Total 623575740200:					17,169.49	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623575740225 623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 Airport	262763347409 19	09/04/2019	69.95	09/16/2019
Total 623575740225:					69.95	
623575740310 623-575740-310 OPERATING SUPPLIES	CULLIGAN OF BURLINGTON	500-08374241-0 Burlington Municipal Airport	2019SEPTAIR	08/31/2019	84.97	09/16/2019
Total 623575740310:					84.97	
875232000 875-232000 MUNICIPAL COURT DEP	SCHUMANN, JORDAN	Refund-Town of Burlington Citation	REFUND	09/09/2019	10.00	09/16/2019
Total 875232000:					10.00	
Grand Totals:					71,102.05	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100444412000</b>						
100-444412-000 PARKING VIOLATIONS	KEATS, JAMES	REIMB-PARKING TICKET-WRONG MUNICIPALITY	PARKING CITATIO	09/16/2019	25.00	09/20/2019
Total 100444412000:					25.00	
<b>100454521001</b>						
100-454521-001 BOND FEES	KENOSHA CIRCUIT COURT	Burney, Tykeisha M Warrant: 18TR11741&18TR1174	18TR11741	09/19/2019	401.00	09/20/2019
100-454521-001 BOND FEES	KENOSHA CIRCUIT COURT	Lamielle, Olivia C Warrant.: 2019-00332390	2019-00332390	09/18/2019	180.50	09/20/2019
Total 100454521001:					581.50	
<b>100454591000</b>						
100-454591-000 PARK DEPT	CHASSE, MEAGAN	Reimburse-Park Security Deposit	091819	09/18/2019	100.00	09/20/2019
100-454591-000 PARK DEPT	YAMBOR, RON	REIMBURSEMENT-PARK SECURITY DEPOSIT	091419	09/18/2019	100.00	09/20/2019
Total 100454591000:					200.00	
<b>100515121225</b>						
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22811537	09/15/2019	61.20	09/20/2019
Total 100515121225:					61.20	
<b>100515132153</b>						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMINISTRATION	2656518	09/15/2019	12.50	09/20/2019
Total 100515132153:					12.50	
<b>100515132225</b>						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291 09/19	09/04/2019	4.21	09/20/2019
Total 100515132225:					4.21	
<b>100515141153</b>						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	2656518	09/15/2019	2.50	09/20/2019
Total 100515141153:					2.50	
<b>100515141225</b>						
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22811537	09/15/2019	125.53	09/20/2019
Total 100515141225:					125.53	
<b>100515141330</b>						
100-515141-330 FINANCE - TRAVEL	SOLOFRA, PATRICIA	Travel Reimbursement - Mileage, Hotel, Meals	091219	09/12/2019	458.76	09/20/2019
100-515141-330 FINANCE - TRAVEL	MARTIN, STACEY	CIVIC SYMPOSIUM, MEALS	09/11/19	09/18/2019	30.00	09/20/2019
100-515141-330 FINANCE - TRAVEL	MARTIN, STACEY	CIVIC SYMPOSIUM, HOTEL	09/11/19*	09/18/2019	277.76	09/20/2019
Total 100515141330:					766.52	
<b>100525211153</b>						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	2656518	09/15/2019	12.50	09/20/2019
Total 100525211153:					12.50	
<b>100525211211</b>						
100-525211-211 POLICE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC POLICE	08909559	08/28/2019	13.59	09/20/2019
Total 100525211211:					13.59	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100525211225</b>						
100-525211-225 POLICE - TELEPHONE	AT & T	287278196495	287278196495X091	09/05/2019	418.41	09/20/2019
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22811537	09/15/2019	187.93	09/20/2019
Total 100525211225:					606.34	
<b>100525211533</b>						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	25485879	09/05/2019	348.47	09/20/2019
Total 100525211533:					348.47	
<b>100525220211</b>						
100-525220-211 FIRE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC FIRE	08909559	08/28/2019	41.06	09/20/2019
Total 100525220211:					41.06	
<b>100525220225</b>						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291 09/19	09/04/2019	9.38	09/20/2019
Total 100525220225:					9.38	
<b>100525231324</b>						
100-525231-324 BLDG INSP - MEMBERSHIP	SWWEIA	2019 Membership	2019 MEMBERSHI	09/20/2019	25.00	09/20/2019
Total 100525231324:					25.00	
<b>100535321220</b>						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652AUG19	09/11/2019	41.78	09/20/2019
Total 100535321220:					41.78	
<b>100535321261</b>						
100-535321-261 STREETS - LIGHTING	WE ENERGIES	0088-492-988	0088492988AUG19	09/10/2019	47.03	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3073-922-427	3073922427AUG19	09/10/2019	16.25	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	3277-994-067	3277994067AUG19	09/11/2019	37.87	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4067-122-145	4067122145AUG19	09/10/2019	23.02	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	4440-397-780	4440397780AUG19	09/11/2019	37.48	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6438-309-692	6438309692AUG19	09/13/2019	101.30	09/20/2019
100-535321-261 STREETS - LIGHTING	WE ENERGIES	6838-102-431	6838102431AUG19	09/12/2019	234.17	09/20/2019
Total 100535321261:					497.12	
<b>10055551220</b>						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053AUG19	09/11/2019	18.00	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997AUG19	09/11/2019	221.68	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405AUG19	09/10/2019	28.63	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3832-053-838	3832053838AUG19	09/06/2019	18.26	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627SEPT1	09/11/2019	28.48	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241AUG19	09/11/2019	55.89	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4485-586-752	4485586752AUG19	09/11/2019	48.50	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983AUG19	09/11/2019	16.25	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324AUG19	09/11/2019	19.48	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410AUG19	08/30/2019	21.75	09/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992AUG19	08/30/2019	15.71	09/20/2019
Total 10055551220:					492.63	
<b>251555511153</b>						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	2656518	09/15/2019	12.50	09/20/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511153:					12.50	
<b>251555511225</b>						
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22811537	09/15/2019	63.87	09/20/2019
Total 251555511225:					63.87	
<b>251555511330</b>						
251-555511-330 INSERVICE TRAINING/TRAV	BRIDGES LIBRARY SYSTEM	Tech Days-Joe Davies	2019-00000252	09/10/2019	12.00	09/20/2019
Total 251555511330:					12.00	
<b>251555511345</b>						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Program Supplies	090319	09/03/2019	29.91	09/20/2019
251-555511-345 PROGRAMS	VAVROCH, JENNIFER	ESSENTIAL OILS PROGRAM	091419	09/16/2019	50.00	09/20/2019
Total 251555511345:					79.91	
<b>621575740153</b>						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	2656518	09/15/2019	10.00	09/20/2019
Total 621575740153:					10.00	
<b>621575740220</b>						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685AUG19	09/11/2019	218.06	09/20/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449AUG19	09/12/2019	35.06	09/20/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051AUG19	09/05/2019	54.55	09/20/2019
Total 621575740220:					307.67	
<b>621575740225</b>						
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9837750305	09/10/2019	67.60	09/20/2019
Total 621575740225:					67.60	
<b>623575740220</b>						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135AUG19	09/10/2019	93.38	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457AUG19	09/10/2019	10.83	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006AUG19	09/11/2019	470.96	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440AUG19	09/11/2019	70.13	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972AUG19	09/11/2019	19.33	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581AUG19	09/10/2019	77.12	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921AUG19	09/11/2019	52.80	09/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002AUG19	09/11/2019	29.55	09/20/2019
Total 623575740220:					824.10	
<b>623575740225</b>						
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22811537	09/15/2019	61.20	09/20/2019
Total 623575740225:					61.20	
<b>875232000</b>						
875-232000 MUNICIPAL COURT DEP	Town of Burlington Clerk of Court	Judicial Transfer-BD448906-3	BD448906-3	09/16/2019	313.00	09/20/2019
Total 875232000:					313.00	

---

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Grand Totals:					<u>5,618.68</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
<b>100160000</b>						
100-160000 PREPAID EXPENDITURES	DIGICORP	Telephone System Labor Support	329637	09/19/2019	3,110.00	
Total 100160000:					3,110.00	
<b>10051511265</b>						
100-515111-265 Festival/Fireworks/Block Party	WIN MEDIA, INC	WIN MEDIA, OUTDOOR JUMBO SCREEN	19091203	09/01/2019	3,400.00	
100-515111-265 Festival/Fireworks/Block Party	BIG SKY BALLOONS	Big Sky Balloons & Searchlights rental	49738	09/19/2019	2,250.00	
Total 10051511265:					5,650.00	
<b>100515121248</b>						
100-515121-248 MUNI COURT - REP & MAIN	DONERITE JANITORIAL SERV I	City Hall Split Muni Court	3417	09/19/2019	40.08	
100-515121-248 MUNI COURT - REP & MAIN	CARLSON RACINE ROOFING	Carlson Racine Roofing Repair Roof-City Hall	28427	09/13/2019	25.25	
Total 100515121248:					65.33	
<b>100515121310</b>						
100-515121-310 MUNI COURT - OFFICE SUP	COMPLETE OFFICE OF WISCO	Office Supplies	458506	09/20/2019	18.55	
Total 100515121310:					18.55	
<b>100515132248</b>						
100-515132-248 REPAIRS & MAINT BUILDIN	DONERITE JANITORIAL SERV I	City Hall Split Admin	3417	09/19/2019	240.00	
100-515132-248 REPAIRS & MAINT BUILDIN	CARLSON RACINE ROOFING	Carlson Racine Roofing Repair Roof-City Hall	28427	09/13/2019	297.95	
Total 100515132248:					537.95	
<b>100515132298</b>						
100-515132-298 ADMIN - CONTRACT SERVI	E-vergent.com, LLC	BUS WIRELESS MONTHLY ACCT 1610	B1610-112	09/06/2019	300.00	
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5B70336-14	09/16/2019	1,200.00	
100-515132-298 ADMIN - CONTRACT SERVI	AAE CONSULTING GROUP	Proerty Insurrance Appraisal	2019120	09/16/2019	277.68	
Total 100515132298:					1,777.68	
<b>100515132310</b>						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1484661	09/11/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1486925	09/18/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	Office Supplies (split)	452581	09/13/2019	58.25	
Total 100515132310:					64.19	
<b>100515140248</b>						
100-515140-248 CLERK-REPAIRS & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Clerk	3417	09/19/2019	39.96	
100-515140-248 CLERK-REPAIRS & MAINT B	CARLSON RACINE ROOFING	Carlson Racine Roofing Repair Roof-City Hall	28427	09/13/2019	25.25	
Total 100515140248:					65.21	
<b>100515141248</b>						
100-515141-248 FINANCE - REP AND MAINT	DONERITE JANITORIAL SERV I	City Hall Split Finance	3417	09/19/2019	240.00	
100-515141-248 FINANCE - REP AND MAINT	CARLSON RACINE ROOFING	Carlson Racine Roofing Repair Roof-City Hall	28427	09/13/2019	156.55	
Total 100515141248:					396.55	
<b>100515141298</b>						
100-515141-298 FINANCE - CONTRACT SER	AAE CONSULTING GROUP	Proerty Insurrance Appraisal	2019120	09/16/2019	277.68	
Total 100515141298:					277.68	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>100515141310</b>						
100-515141-310 FINANCE - OFFICE SUPP/P	COMPLETE OFFICE OF WISCO	Office Supplies	452580	09/13/2019	35.63	
Total 100515141310:					35.63	
<b>100515141312</b>						
100-515141-312 FINANCE - COMP SUPPLIES	DIGICORP	Monitor-Finance-Pat S.	329513	08/31/2019	172.00	
Total 100515141312:					172.00	
<b>100515154299</b>						
100-515154-299 Contract Services-WI DOR M	WI DEPT OF REVENUE	Municipal Fee for Assessment of Manufacturing	2019	09/12/2019	4,757.13	
Total 100515154299:					4,757.13	
<b>100515181310</b>						
100-515181-310 HR-Office Supplies/Postage	COMPLETE OFFICE OF WISCO	Office Supplies (split)	452581	09/13/2019	8.54	
Total 100515181310:					8.54	
<b>100525211239</b>						
100-525211-239 POLICE - EQUIPMENT NON	STREICHER'S	credit-Baton Ring	CM282426	05/06/2019	48.00-	
100-525211-239 POLICE - EQUIPMENT NON	STREICHER'S	Ballistic Helmets	11386443	09/06/2019	393.00	
Total 100525211239:					345.00	
<b>100525211242</b>						
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #905 MAINTENANCE SUPPLIES	3032	09/05/2019	859.62	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #903 MAINTENANCE SUPPLIES	3063	09/09/2019	20.99	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #908 MAINTENANCE SUPPLIES	3065	09/09/2019	20.99	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #909 MAINTENANCE SUPPLIES	3078	09/10/2019	98.93	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #901 MAINTENANCE SUPPLIES	3095	09/18/2019	669.68	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #907 MAINTENANCE SUPPLIES	3096	09/11/2019	20.99	
Total 100525211242:					1,691.20	
<b>100525211298</b>						
100-525211-298 Racine County Contract	AAE CONSULTING GROUP	Progerly Insurrance Appraisal	2019120	09/16/2019	138.84	
Total 100525211298:					138.84	
<b>100525211310</b>						
100-525211-310 POLICE - OFF SUPP-POSTA	COMPLETE OFFICE OF WISCO	Office Supplies	452582	09/13/2019	5.98	
Total 100525211310:					5.98	
<b>100525211324</b>						
100-525211-324 POLICE - PUBL,SUBSCRIPT	WI CHIEFS OF POLICE ASSOC	Police Officer Selection Tests	090419	09/04/2019	504.00	
Total 100525211324:					504.00	
<b>100525211330</b>						
100-525211-330 POLICE - TRAVEL	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Labor & Employment	297555	09/14/2019	44.08	
100-525211-330 POLICE - TRAVEL	FOX VALLEY TECHNICAL COLL	FOX VALLEY TECH COLLEGE TRAINING	TPB0000545565	09/11/2019	65.00	
Total 100525211330:					109.08	
<b>100525211381</b>						
100-525211-381 POLICE - INVESTIGATIONS	LANGUAGE LINE SERVICES, IN	OVER-THE -PHONE INTERPRETATION	4644531	08/31/2019	80.59	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211381:					80.59	
<b>100525220242</b>						
100-525220-242	FIRE - REPAIR & MAINT VE	REINEMANS, INC.	supplies-Fire Dept	169383	09/11/2019	42.59
100-525220-242	FIRE - REPAIR & MAINT VE	RELIANT FIRE APPARATUS, IN	Regulator	CI000519	08/06/2019	252.29
100-525220-242	FIRE - REPAIR & MAINT VE	RELIANT FIRE APPARATUS, IN	Regulator	I19-21794	09/06/2019	165.06-
100-525220-242	FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	#954 Mini Lamp	1-365407	09/09/2019	1.98
100-525220-242	FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	#920 Supplies	1-365865	09/18/2019	27.91
Total 100525220242:					159.71	
<b>100525220244</b>						
100-525220-244	FIRE - REPAIR MAINT EQUI	KNOX COMPANY	KeySecure	INV01850550	09/10/2019	2,440.00
Total 100525220244:					2,440.00	
<b>100525220248</b>						
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	1822	09/14/2019	57.44
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	169253	09/09/2019	29.67
Total 100525220248:					87.11	
<b>100525220298</b>						
100-525220-298	FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Midwest Dental	6061	09/11/2019	235.00
100-525220-298	FIRE- CONTRACT SERVICE	AAE CONSULTING GROUP	Proerty Insurrance Appraisal	2019120	09/16/2019	138.84
Total 100525220298:					373.84	
<b>100525220310</b>						
100-525220-310	FIRE - OFFICE SUPPLIES	COMPLETE OFFICE OF WISCO	Office Supplies	452583	09/13/2019	32.14
Total 100525220310:					32.14	
<b>100525220330</b>						
100-525220-330	FIRE - TRAVEL	VONBRIESEN & ROPER, S.C.	Von Briesen & Roper - Labor & Employment	297555	09/14/2019	44.08
Total 100525220330:					44.08	
<b>100525220389</b>						
100-525220-389	FIRE - PROTECTIVE CLOTH	5 ALARM	5 Alarm Fire & Safety - Equipment	190105-1	09/04/2019	336.60
Total 100525220389:					336.60	
<b>100525231248</b>						
100-525231-248	BLDG INSP REP & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Bldg	3417	09/19/2019	39.96
Total 100525231248:					39.96	
<b>100535321159</b>						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1484661	09/11/2019	33.79
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1486925	09/18/2019	33.79
Total 100535321159:					67.58	
<b>100535321242</b>						
100-535321-242	STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	#53-Tailgate Handle	1-365571	09/12/2019	12.80
100-535321-242	STREETS - REP MAINT VE	BIG R OF BURLINGTON	510/509 Surface Ring	915/25	09/18/2019	31.96

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321242:					44.76	
<b>100535321244</b>						
100-535321-244	STREETS - REP MAINT EQ REINDERS INC	#107 Hydraulic Hose	1800965-00	08/30/2019	76.17	
100-535321-244	STREETS - REP MAINT EQ REINDERS INC	Hydraulic Tube Assemb	1802575-00	09/12/2019	82.31	
100-535321-244	STREETS - REP MAINT EQ BUMPER TO BUMPER BURLING	#107 Auto Clamp	1-365700	09/16/2019	3.05	
Total 100535321244:					161.53	
<b>100535321248</b>						
100-535321-248	STREETS REP & MAINT BL ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1486926	09/18/2019	13.61	
Total 100535321248:					13.61	
<b>100535321298</b>						
100-535321-298	STREETS - CONTRACT SER TAPCO	Milwaukee/Pine repairs	1647524	09/03/2019	825.00	
100-535321-298	STREETS - CONTRACT SER KAPUR & ASSOCIATES, INC.	2018 Burl City Streets 18.0109.01	99415	09/12/2019	46.50	
100-535321-298	STREETS - CONTRACT SER DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3420	09/19/2019	328.00	
100-535321-298	STREETS - CONTRACT SER ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42491	07/30/2019	139.08	
100-535321-298	STREETS - CONTRACT SER ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42985	09/03/2019	98.00	
100-535321-298	STREETS - CONTRACT SER ACTIVE ALARM COMPANY, INC	Hosting Fee - 3 months	121402	10/01/2019	105.00	
100-535321-298	STREETS - CONTRACT SER AAE CONSULTING GROUP	Progerly Insurrance Appraisal	2019120	09/16/2019	936.88	
Total 100535321298:					2,478.46	
<b>100535321310</b>						
100-535321-310	STREETS - OFF SUPP/POS AMAZON.COM/GE MONEY	60457 8781 045088 8	465546833686	09/10/2019	115.28	
100-535321-310	STREETS - OFF SUPP/POS AMAZON.COM/GE MONEY	60457 8781 045088 8	894663445384	09/10/2019	65.79	
100-535321-310	STREETS - OFF SUPP/POS CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20551729	09/12/2019	82.55	
100-535321-310	STREETS - OFF SUPP/POS CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20551730	09/12/2019	5.59	
Total 100535321310:					137.63	
<b>100535321350</b>						
100-535321-350	STREETS - REP MAINT SUP MENARDS	Supplies-DPW	2091	09/18/2019	63.92	
100-535321-350	STREETS - REP MAINT SUP REINEMANS, INC.	Paint Materials	169286	09/10/2019	26.55	
100-535321-350	STREETS - REP MAINT SUP BIG R OF BURLINGTON	Supplies-DPW	906/25	09/13/2019	108.00	
Total 100535321350:					198.47	
<b>100535321352</b>						
100-535321-352	STREETS - REP MAINT STO GLEASON REDI-MIX	Catch basin repair	281401	09/11/2019	58.00	
Total 100535321352:					58.00	
<b>100545430298</b>						
100-545430-298	ANIMAL SHELTER WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT	1518	09/01/2019	570.41	
Total 100545430298:					570.41	
<b>100555551159</b>						
100-555551-159	PARKS - CLOTHING ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1484661	09/11/2019	33.79	
100-555551-159	PARKS - CLOTHING ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1486925	09/18/2019	33.79	
Total 100555551159:					67.58	
<b>100555551242</b>						
100-555551-242	PARKS - REPAIR MAINT VE BUMPER TO BUMPER BURLING	#53-Tailgate Handle	1-365571	09/12/2019	12.79	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-555551-242 PARKS - REPAIR MAINT VE	BIG R OF BURLINGTON	510/509 Surface Ring	915/25	09/18/2019	31.96	
Total 100555551242:					44.75	
<b>100555551244</b>						
100-555551-244 PARKS - REPAIR MAINT EQ	MIKE'S REPAIR SERVICE	MIKES REPAIR DPW	50136	09/13/2019	64.25	
100-555551-244 PARKS - REPAIR MAINT EQ	MIKE'S REPAIR SERVICE	MIKES REPAIR TORO	50143	09/16/2019	72.75	
100-555551-244 PARKS - REPAIR MAINT EQ	REINDERS INC	#107 Hydraulic Hose	1800965-00	08/30/2019	76.18	
100-555551-244 PARKS - REPAIR MAINT EQ	REINDERS INC	Hydraulic Tube Assemb	1802575-00	09/12/2019	82.32	
100-555551-244 PARKS - REPAIR MAINT EQ	REINEMANS, INC.	#107 Mower-Misc Parts	169297	09/10/2019	.66	
100-555551-244 PARKS - REPAIR MAINT EQ	BUMPER TO BUMPER BURLING	#107 Auto Clamp	1-365700	09/16/2019	3.05	
Total 100555551244:					299.21	
<b>100555551245</b>						
100-555551-245 CEMETERY GROUNDS & M	MENARDS	Supplies-Cemetary	1644	09/12/2019	48.79	
Total 100555551245:					48.79	
<b>100555551248</b>						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1486926	09/18/2019	6.80	
Total 100555551248:					6.80	
<b>100555551298</b>						
100-555551-298 PARKS - OUTSIDE SERVICE	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3420	09/19/2019	164.00	
100-555551-298 PARKS - OUTSIDE SERVICE	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42491	07/30/2019	69.54	
100-555551-298 PARKS - OUTSIDE SERVICE	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42985	09/03/2019	49.00	
100-555551-298 PARKS - OUTSIDE SERVICE	AAE CONSULTING GROUP	Properity Insurrance Appraisal	2019120	09/16/2019	1,873.76	
Total 100555551298:					2,156.30	
<b>100555551310</b>						
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20551729	09/12/2019	41.27	
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20551730	09/12/2019	2.80	
Total 100555551310:					44.07	
<b>100555551350</b>						
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Riverwalk pole numbers	1714	09/13/2019	4.90	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Riverwalk pole numbers	1730	09/13/2019	4.90	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Lighting-McCanna	1893	09/16/2019	23.46	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-DPW	2091	09/18/2019	63.92	
100-555551-350 PARKS - REPAIR/MTCE SUP	REVERE ELECTRIC SUPPLY C	DPW-Bulbs	S3948302.001	09/04/2019	657.35	
100-555551-350 PARKS - REPAIR/MTCE SUP	AMAZON.COM/GE MONEY	60457 8781 045088 8	459987734963	09/10/2019	426.88	
100-555551-350 PARKS - REPAIR/MTCE SUP	ARBOR FOREST PRODUCTS &	Msterial-Kiosk	4550	09/06/2019	1,170.80	
100-555551-350 PARKS - REPAIR/MTCE SUP	BIG R OF BURLINGTON	Supplies-DPW	906/25	09/13/2019	107.99	
Total 100555551350:					2,450.40	
<b>100565641298</b>						
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.01 Plan Commission	0105490	09/12/2019	563.44	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.18 Weed Man Lawn Care	0105491	09/12/2019	1,048.00	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.19 Pne-Lynch Way & Buckley	0105492	09/12/2019	1,146.25	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.20 Kitelinger 316 W Grove St.	0105493	09/12/2019	589.50	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	688 Maryland 19.0124.01	99119	08/13/2019	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	Stonegate Subdivision 19.0124.01	99120	08/13/2019	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	120 E Chestnut 19.0124.01	99121	08/13/2019	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	815 McHenry St. 19.0124.01	99124	08/13/2019	200.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	W. Chestnut 19.0124.01	99125	08/13/2019	200.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	McCanna Parkway 19.0124.01	99126	08/13/2019	200.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	Faust Pine St. 19.0139.01	99417	09/12/2019	112.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	GIS-General 19.0315.01	99419	09/12/2019	82.00
100-565641-298	PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	BASD Improvements-Plan 19.0139.01	99467	09/16/2019	465.00
Total 100565641298:						5,206.19
<b>251454572000</b>						
251-454572-000	LIBRARY FINES	UNIQUE MANAGEMENT SERVI	Collection Co.	558264	09/01/2019	89.50
Total 251454572000:						89.50
<b>251555511247</b>						
251-555511-247	REPAIR,MAINTENANCE BUI	ELKHORN CHEMICAL & PACKA	Building Supplies	613957	09/01/2019	493.56
251-555511-247	REPAIR,MAINTENANCE BUI	MENARDS	Supplies-Library	18MEN	09/01/2019	26.03
251-555511-247	REPAIR,MAINTENANCE BUI	REINEMANS, INC.	Building Supplies	169755	09/01/2019	84.61
251-555511-247	REPAIR,MAINTENANCE BUI	CARLSON RACINE ROOFING	Carlson Racine Roofing Reroofing Library	28380	09/01/2019	689.00
Total 251555511247:						1,293.20
<b>251555511298</b>						
251-555511-298	LIBRARY-CONTRACT SERVI	AAE CONSULTING GROUP	Progerly Insurrance Appraisal	2019120	09/16/2019	138.84
Total 251555511298:						138.84
<b>251555511310</b>						
251-555511-310	OFFICE SUPPLIES, POSTA	DEMCO	Tech Services Supplies	6683018	09/01/2019	490.64
251-555511-310	OFFICE SUPPLIES, POSTA	HRdirect	JOB APPLICATION FORMS	8061269	09/01/2019	71.11
251-555511-310	OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	Gift Certificate	092019PC2	09/01/2019	25.00
251-555511-310	OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	postage	092019PC3	09/01/2019	22.00
251-555511-310	OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	popcorn for programs	092019PC4	09/01/2019	44.00
251-555511-310	OFFICE SUPPLIES, POSTA	PETTY CASH LIBRARY	general supplies	092019PC6	09/01/2019	8.24
251-555511-310	OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	Fabric Bandages	0809AMAZ3	09/01/2019	8.81
251-555511-310	OFFICE SUPPLIES, POSTA	MINUTEMAN PRESS OF BURLI	Library - Supplies	40121	09/01/2019	173.77
Total 251555511310:						843.57
<b>251555511318</b>						
251-555511-318	AUTOMATION	PETTY CASH LIBRARY	Roku Fire Stick	092019PC5	09/01/2019	30.48
251-555511-318	AUTOMATION	AMAZON.COM/GE MONEY	Travel Speaker & Case	0809AMAZ1	09/01/2019	41.03
Total 251555511318:						71.51
<b>251555511327</b>						
251-555511-327	MATERIALS	BAKER & TAYLOR	Children's Material	2034771627	09/01/2019	1,956.55
251-555511-327	MATERIALS	BAKER & TAYLOR	Library Materials	2034783255	09/01/2019	3,789.63
251-555511-327	MATERIALS	BAKER & TAYLOR ENTERTAIN	DVD's	H39481690	09/01/2019	482.44
251-555511-327	MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1717696	09/01/2019	436.49
251-555511-327	MATERIALS	MIDWEST TAPE, LLC	DVD's	97751792	09/01/2019	142.42
251-555511-327	MATERIALS	MIDWEST TAPE, LLC	Childrens DVDs	97905386	09/01/2019	440.28
251-555511-327	MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	0809TOHI	09/01/2019	69.84
251-555511-327	MATERIALS	FINDAWAY WORLD LLC	5 Playaways	294861	09/01/2019	360.95
251-555511-327	MATERIALS	FINDAWAY WORLD LLC	Launchpads	297252	09/01/2019	79.99
251-555511-327	MATERIALS	BAKER & TAYLOR - AUDIOBOO	Audiobooks	2034779963	09/01/2019	747.19
Total 251555511327:						8,505.78

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>251555511345</b>						
251-555511-345 PROGRAMS	PETTY CASH LIBRARY	Movie Rentals	092019PC1	09/01/2019	12.66	
251-555511-345 PROGRAMS	AMAZON.COM/GE MONEY	program items	0809AMAZ2	09/01/2019	116.90	
Total 251555511345:					129.56	
<b>465535321805</b>						
465-535321-805 DPW CAPITAL OUTLAY VEH	FORCE AMERICA DISTRIBUTIN	System Replacement	001-1374496	09/12/2019	7,468.77	
Total 465535321805:					7,468.77	
<b>470535321800</b>						
470-535321-800 Other Streets Projects	KAPUR & ASSOCIATES, INC.	2019 Burl Street Program 19.0065.01	99416	09/12/2019	22,541.19	
Total 470535321800:					22,541.19	
<b>501514900000</b>						
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	Monthly fee for Advocacy Serv Oct	AT43614	10/01/2019	165.00	
Total 501514900000:					165.00	
<b>621181000</b>						
621-181000 CONSTRUCTION IN PROGRESS	KAPUR & ASSOCIATES, INC.	2019 Burl Street Program 19.0065.01	99416	09/12/2019	5,572.60	
Total 621181000:					5,572.60	
<b>621575740159</b>						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1484663	09/11/2019	65.04	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1486928	09/18/2019	65.04	
Total 621575740159:					130.08	
<b>621575740244</b>						
621-575740-244 REPAIRS,MAINT EQUIPMEN	A TO Z REFRIGERATION	Repaid-2nd Stage Bldg Bubbler	2263	09/06/2019	518.65	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1484663	09/11/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1484664	09/11/2019	134.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1486928	09/18/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	GRAINGER	Grainger - filters	9288147342	09/10/2019	118.98	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MIKE'S REPAIR SERVICE	Mike's Repair WWTP TRACTOR	24571	09/13/2019	1,500.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3420	09/19/2019	960.00	
Total 621575740244:					3,251.40	
<b>621575740248</b>						
621-575740-248 PLANT OPERATION	REVERE ELECTRIC SUPPLY C	WWTP-LED Driver	S3950412.001	09/09/2019	166.26	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - State St L/S	F6-33974	05/01/2019	418.13	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - 80KW Portable	F6-34010	05/01/2019	447.14	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - 200KW Portable	F6-34077	05/02/2019	625.11	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - 25KW Portable	F6-34137	05/03/2019	383.93	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - for 2nd stage generator	F6-34156	05/03/2019	799.01	
621-575740-248 PLANT OPERATION	CUMMINS NPOWER,LLC	Service Call - Main L/S	F6-34162	05/03/2019	799.01	
Total 621575740248:					3,638.59	
<b>621575740249</b>						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1484664	09/11/2019	94.35	
Total 621575740249:					94.35	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
<b>621575740298</b>						
621-575740-298 CONTRACT SERVICE	BAXTER & WOODMAN, INC.	190063.30 Adaptive Management Plan	0208210	09/12/2019	8,824.62	
621-575740-298 CONTRACT SERVICE	BOND TRUST SERVICES CORP	Sewerage System Revenue Bonds	51739	09/12/2019	400.00	
621-575740-298 CONTRACT SERVICE	BUREAU OF CORRECTIONAL E	RV Sign	295750	08/30/2019	30.82	
621-575740-298 CONTRACT SERVICE	AAE CONSULTING GROUP	Properly Insurrance Appraisal	2019120	09/16/2019	6,129.13	
Total 621575740298:					15,384.57	
<b>621575740310</b>						
621-575740-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	60457 8781 045088 8	676696878867	09/10/2019	22.73	
Total 621575740310:					22.73	
<b>621575740374</b>						
621-575740-374 SAFETY	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX WWTP	42492	07/30/2019	248.80	
Total 621575740374:					248.80	
<b>622501070000</b>						
622-501070-000 WORK IN PROGRESS	KAPUR & ASSOCIATES, INC.	2019 Burl Street Program 19.0065.01	99416	09/12/2019	1,214.75	
Total 622501070000:					1,214.75	
<b>622501503000</b>						
622-501503-000 MATERIALS & SUPPLIES M	MENARDS	Supplies-Water	1644	09/12/2019	12.99	
Total 622501503000:					12.99	
<b>622503460000</b>						
622-503460-000 METERS & LABOR	CORE & MAIN LP	Core & Main - Water Dept	L152219	09/09/2019	80.40	
Total 622503460000:					80.40	
<b>622506230000</b>						
622-506230-000 SUPPLIES	GRAINGER	solenoid valve	9288576953	09/11/2019	353.30	
Total 622506230000:					353.30	
<b>622506520000</b>						
622-506520-000 SERVICE-SUPPLIES	WELDERS SUPPLY COMPANY	WELDERS SUPPLY- WATER DEPT	10093185	09/04/2019	48.66	
622-506520-000 SERVICE-SUPPLIES	CORE & MAIN LP	Core & Main - Water Dept	L105118	09/09/2019	3,621.60	
Total 622506520000:					3,670.26	
<b>622509030000</b>						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1484662	09/11/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1486927	09/18/2019	36.28	
Total 622509030000:					72.56	
<b>622509210000</b>						
622-509210-000 OFFICE SUPPLY	AMAZON.COM/GE MONEY	60457 8781 046912 8	697854398949	09/10/2019	31.98	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	20551729	09/12/2019	82.55	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	20551730	09/12/2019	5.59	
Total 622509210000:					120.12	
<b>622509230000</b>						
622-509230-000 OUTSIDE SERVICES	BOND TRUST SERVICES CORP	Waterworks System Revenue Bonds	51740	09/12/2019	400.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-509230-000 OUTSIDE SERVICES	AAE CONSULTING GROUP	Progerly Insurrance Appraisal	2019120	09/16/2019	1,205.46	
Total 622509230000:					1,605.46	
<b>622509350000</b>						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1486926	09/18/2019	13.61	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3420	09/19/2019	328.00	
622-509350-000 GENERAL PLANT-SUPPLIE	AMAZON.COM/GE MONEY	60457 8781 046912 8	46937755539	09/10/2019	96.10	
622-509350-000 GENERAL PLANT-SUPPLIE	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42491	07/30/2019	139.08	
622-509350-000 GENERAL PLANT-SUPPLIE	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX WATER	42493	07/30/2019	192.30	
622-509350-000 GENERAL PLANT-SUPPLIE	ACTION FIRE & ALARM INC.	ACTION FIRE & ALARM SERVICE EX DPW	42985	09/03/2019	98.00	
Total 622509350000:					867.09	
<b>623575740242</b>						
623-575740-242 REPAIR,MAINTENANCE EQ	INTERSTATE PUMP & TANK LL	Replace Clutch Handle-Jet A Hose Reel	11310	09/11/2019	198.01	
Total 623575740242:					198.01	
<b>623575740298</b>						
623-575740-298 CONTRACT SERVICES	WI DEPT OF TRANSPORTATIO	Project ID 39507514107	395-0000144310	09/04/2019	3,558.83	
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER OCT BILLING	2019OCT	10/01/2019	319.30	
623-575740-298 CONTRACT SERVICES	AAE CONSULTING GROUP	Progerly Insurrance Appraisal	2019120	09/16/2019	267.89	
Total 623575740298:					4,146.02	
Grand Totals:					119,310.11	

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_



**DATE:** October 1, 2019

**SUBJECT:** LICENSES - To approve Operator's 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. Bierer, Kathlees Susan (new)
2. Brown, Brooke R. (new)
3. Haynes, Eden Hope (new)
4. Hughen, Kristina Marie (new)
5. Lustig, Janet L. (new)
6. Osmolak, Joseph Michael (new)
7. Ruarke, Cayla Marie (new)
8. Shepherdson, Lara (new)

**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 October 1, 2019 Common Council meeting.

---



**DATE:** October 1, 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: City of Burlington / Mayor Hefty

Event: Autumn Rib Fest

Date: Saturday, 10/26/2019

Location: Wehmhoff Square Park

Time: 9:00 a.m. to 5:30 p.m.

Expected Attendance: 500-1000

Notes: Street closures include Perkins from Library Parking Lot to Washington Street and Washington from Perkins to Pine. This event coincides with Spooky City.

Organization: Plaza Theater / Shad Branen

Event: Spooky City

Date: Saturday, 10/26/2019

Location: Downtown Burlington

Time: 9:00 a.m. to 3:00 p.m.

Expected Attendance: 1000

Notes: Street closures include the Chestnut Loop, Pine Street from Milwaukee to Jefferson. Per Chief Anderson, intersections will be barricaded and not enforced by the PD. This event coincides with Autumn Rib Fest.

Organization: Chamber of Commerce / Tina Pope or Jan Ludtke

Event: Christmas Parade

Date: Friday, 12/06/2019

Location: Official City Parade Route through Kane to Milwaukee, Chestnut to Pine

Time: 6:30 p.m. - 8:30 p.m.

Expected Attendance: 2000

Organization: Chamber of Commerce / Stephen Quist

Event: Hot Chocolate Fest

Date: January 17, 18, 19 - 2020

Location: Citywide - Downtown, Echo Park, Veteran's Terrace

Time: Various Times

Expected Attendance: 1500

Notes: Event also includes the Cabin Fever 5K sponsored by 5KEvents. Police fees have been estimated to be \$700.

**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 October 1, 2019 Common Council meeting.

---

---

**Attachments**

Autumn Rib Fest 10-26-2019

Spooky City 10-26-2019

Christmas Parade 12-6-219

Hot Chocolate Fest 1-17,18,19-2020

---

---

# CITY OF BURLINGTON

## SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: <u>9/20/2019</u>	Permit Number: _____
Sent for Staff Review: <u>9/20/2019</u>	Council Meeting: <u>10/01/2019</u>

### SUMMARY OF EVENT

Event Title: AUTUMN RIB FESTIVAL

Date of Event: SAT. OCTOBER 26, 2019

Event Location: WEHMHOFF SQUARE PARK - 355 N. PINE STREET

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:** 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.

FUNDRAISER WITH FIRE DEPT., MUSIC, RIBS, ALCOHOL AND VENDORS COMBINED WITH SPOOKY CITY  
- CLOSURE OF PERKINS FROM LIBRARY PARKING LOT TO WASHINGTON STREET  
- CLOSURE OF WASHINGTON FROM PERKINS BLVD TO PINE STREET

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 500-1000

Is this a multi-day event?  Yes  No

If so, how many days? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### EVENT ORGANIZER INFORMATION

Applicant Name: Mayor Jeannie Hefty

Group Represented: City of Burlington

Address: 300 N. Pine Street

Phone: 262-342-1161

Email: mayor@burlington-wi.gov

Person In Charge of Event: Jeannie Hefty

On-Site Contact: Jeannie Hefty

On-Site Phone: 262-716-2061

Billing Address: \_\_\_\_\_

**DETAILED EVENT INFORMATION**

Event Set Up Date: 10/26/2019 Time: 9:00 a.m.

Start Time For Event: 12:00 p.m. a.m./p.m. End Time For Event: 5:30 p.m. a.m./p.m.

Alcohol Being Served\*?  Yes  No Licensed Agent: Volunteer Fire Dept.

*\*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: for street closures

*\*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*

EMS/Fire Services Requested\*?  Yes  No

Hours & Dates EMS/Fire Services Needed: \_\_\_\_\_

*\*This may result in a fee*

Trash Receptacles Needed\*?  Yes  No Amount Needed & Locations several throughout park

*\*This may result in a fee*

Person(s) Responsible for Clean Up After the Event: Burlington Fire Dept and Volunteers

Picnic Tables Needed\*?  Yes  No Amount Needed & Locations several throughout park

*\*This may result in a fee*

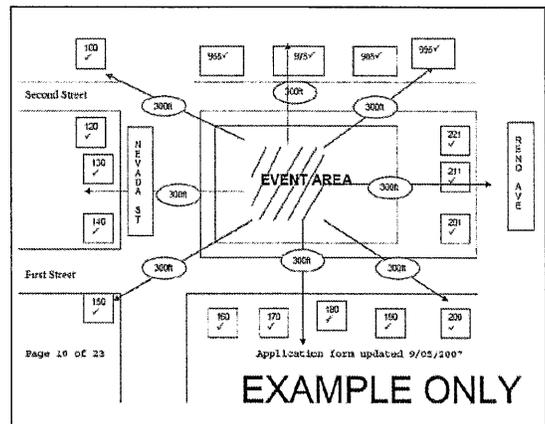
Will Your Event Involve Live Performances, Loud Speakers or a DJ\*?  Yes  No

*\*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**

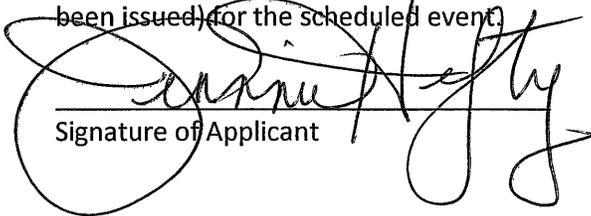
---

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

Sept 19th 2019  
\_\_\_\_\_  
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

Sept 19th 2019  
\_\_\_\_\_  
Date of Signature

**CITY OF BURLINGTON STAFF USE ONLY**

**POLICE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Police Hours Required: \_\_\_\_\_

Estimated Fee for Police Service: \_\_\_\_\_

Reviewed By: M. Anderson

Date: 9/23/2019 via email

Comments and/or Stipulations for Event:

**PUBLIC WORKS DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for DPW Service: \_\_\_\_\_

Reviewed By: P. Riggs

Date: 9/23/2019 via email

Comments and/or Stipulations for Event:

DPW & PD agree, street closures should be as follows:

- The Chestnut Loop
- Pine from Milwaukee to Jefferson
- Washington from Perkins to Pine
- Perkins from library lot to Washington

**FIRE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for BFD Service: \_\_\_\_\_

Reviewed By: A. Babe

Date: 9/23/19 via email

Comments and/or Stipulations for Event:

**BUILDING INSPECTION REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Bldg. Insp. Service: \_\_\_\_\_

Reviewed By: G. Guidry

Date: 9/23/19 via email

Comments and/or Stipulations for Event:

**HEALTH OFFICER REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Health Service: \_\_\_\_\_

Reviewed By: K. Hendricks

Date: 9/23/19 via email

Comments and/or Stipulations for Event:

City Council Meeting Date: 10/01/2019

City Council Approval Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Notes: \_\_\_\_\_

# CITY OF BURLINGTON SPECIAL EVENT PERMIT APPLICATION

Date of Application: 9/5/19

Permit Number: \_\_\_\_\_

## SUMMARY OF EVENT

Event Title: Spooky City Date of Event: Saturday 10/26/19

Event Location: Downtown Burlington

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

**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.

Store-to-store trick-or-treating, walking parade, coffin races along Pine Street, crafts, games, hayrides, movie, music, street performers, etc.  
Closing of Chestnut Street Loop and Pine Street from Milwaukee Avenue to Jefferson Street. # to be combined w/ the Autumn Kid Festival

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

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

## EVENT ORGANIZER INFORMATION

Applicant Name: Shad Branen

Group Represented: Plaza Theater

Office:  
Address: 425 N. Pine St, Suite 203, Burlington, WI 53105

Phone: 262-210-1362 Email: shad@winmedicine.com

Person In Charge of Event: Shad Branen

On-Site Contact: Shad + Kristine Branen On-Site Phone: 262-210-1362  
262-716-5151

Billing Address: 425 N. Pine St, Suite 203, Burlington, WI 53105

**DETAILED EVENT INFORMATION**

Event Set Up Date: Day of (signage and Time: \_\_\_\_\_  
lay the barricades night before)

Start Time For Event: 9:00 a.m./p.m. End Time For Event: 3:00 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: 2 barricades and 6 cones for  
hazard start/stop on Dodge St.  
*\*This may result in a fee* near McDonald's. TBD for street closure.

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: 10 am - Noon for walkway parade and coffin races  
*\*This may result in a fee* down Pine Street and at crosswalk during truck or freighting.

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

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

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

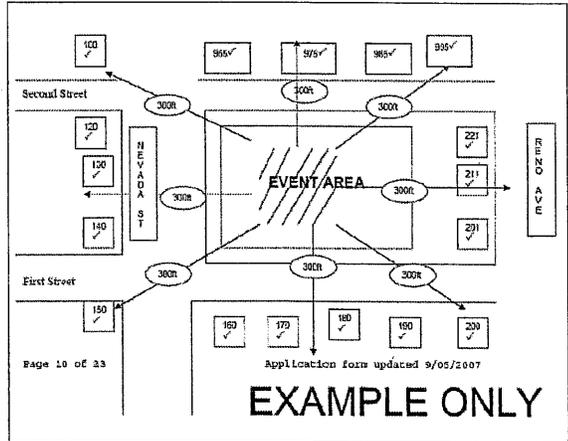
Will Your Event Involve Live Performances, Loud Speakers or a DJ\*?  Yes  No

*\*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**

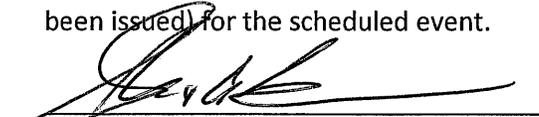
---

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

9/5/19  
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

9/5/19  
Date of Signature

**POLICE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Police Hours Required: \_\_\_\_\_

Estimated Fee for Police Service: \_\_\_\_\_

Reviewed By: M. Anderson

Date: 9/23/2019

Comments and/or Stipulations for Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for DPW Service: \_\_\_\_\_

Reviewed By: P. Riggs

Date: 9/23/2019

Comments and/or Stipulations for Event:  
DPW & PD agree, street closures should be as follows:  
- The Chestnut Loop  
- Pine from Milwaukee to Jefferson  
- Washington from Perkins to Pine  
- Perkins from library lot to Washington

**FIRE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for BFD Service: \_\_\_\_\_

Reviewed By: A. Babe

Date: 9/9/2019 via email

Comments and/or Stipulations for Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Bldg. Insp. Service: \_\_\_\_\_

Reviewed By: G. Guidry

Date: 9/9/2019 via email

Comments and/or Stipulations for Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Health Service: \_\_\_\_\_

Reviewed By: K. Hendricks

Date: 9/9/2019 via email

Comments and/or Stipulations for Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council Meeting Date: 10/01/2019

City Council Approval Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Notes: \_\_\_\_\_

# CITY OF BURLINGTON

## SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: <u>9-10-2019</u>	Permit Number: _____
Sent for Staff Review: <u>9-17-2019</u>	Council Meeting: <u>10-1-19</u>

### SUMMARY OF EVENT

Event Title: Christmas Parade Date of Event: Friday, December 6, 2019

Event Location: City official parade route - through Kane Street to Milwaukee, Chestnut to Pine St.

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:** 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.

Christmas Parade

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 2000

Is this a multi-day event?  Yes  No

If so, how many days? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### EVENT ORGANIZER INFORMATION

Applicant Name: Burlington Area Chamber of Commerce

Group Represented: Burlington Area Chamber of Commerce

Address: 113 E. Chestnut Street

Phone: 262-763-6044

Email: jludtke@burlingtonchamber.org

Person In Charge of Event: Tina Pope/Chair

On-Site Contact: Tina Pope or Jan Ludtke

On-Site Phone: 262-210-9337 or 262-210-1071

Billing Address: 113 E. Chestnut Street Burlington WI 53105

**DETAILED EVENT INFORMATION**

Event Set Up Date: December 6, 2019 Time: 2 p.m.

Start Time For Event: 6:30 p.m. a.m./p.m. End Time For Event: 8:30 p.m. 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: All appropriate intersections  
*\*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: Traffic control during parade 6:30 to approximately 7:30 p.m.  
*\*This may result in a fee*

Trash Receptacles Needed\*?  Yes  No Amount Needed & Locations: Downtown Wehrhoff Park and a few on Kane St.  
*\*This may result in a fee*

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

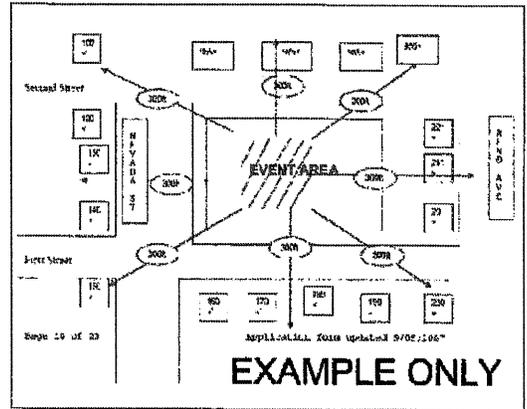
Picnic Tables Needed\*?  Yes  No Amount Needed & Locations: \_\_\_\_\_  
*\*This may result in a fee*

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

**IMPACTED NEIGHBOR NOTIFICATION**

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

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



**AFFIDAVIT OF APPLICANT**

---

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

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.

**Jan Ludtke**

Signature of Applicant

**9-10-2019**

Date of Signature

*Christmas Parade*

**CITY OF BURLINGTON STAFF USE ONLY**

**POLICE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Police Hours Required: \_\_\_\_\_

Estimated Fee for Police Service: \_\_\_\_\_

Reviewed By: *M. Anderson*

Date: *9-19-19 via email*

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for DPW Service: \_\_\_\_\_

Reviewed By: *P. Papp*

Date: *9-19-19 via email*

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for BFD Service: \_\_\_\_\_

Reviewed By: *A. Bobb*

Date: *9/19/19 via email*

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Bldg. Insp. Service: \_\_\_\_\_

Reviewed By: *M. Mundy*

Date: *9-18-19 via email*

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Health Service: \_\_\_\_\_

Reviewed By: *K. Ondricka*

Date: *9-18-19 via email*

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council Meeting Date: 10-1-2019

City Council Approval Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Notes: \_\_\_\_\_

# CITY OF BURLINGTON

## SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: 9/10/2019  
Sent for Staff Review: 9/17/2019

Permit Number: \_\_\_\_\_  
Council Meeting: 10/01/2019

### SUMMARY OF EVENT

Event Title: Hot ChocolateFest

Date of Event: January 17, 18, 19, 2020

Event Location: Citywide/downtown/Echo Park - Veterans Terrace

Nature of Event:  Festival  Parade  Bike Race/Ride  Foot Race/Run  March/Processional  
 Rally  Circus  Demonstration  Other: 5K Run (Sunday); Tastings, music, ice skating

**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.

Friday evening - Music/entertainment at Veterans Terrace; Fire Dept. Storytelling & S'mores; Ice Skating;

Saturday - Miss Burlington pageant; music/entertainment; Hot Chocolate Tasting and Chili tasting in businesses; and restaurants; Ice Skating; Fire Dept. Storytelling & S'mores.

Sunday morning - Cabin Fever 5K run; Pancake Breakfast.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 1500

Is this a multi-day event?  Yes  No

If so, how many days? 3

Start Date: 1-17-2020 End Date: 1-19-2020

### EVENT ORGANIZER INFORMATION

Applicant Name: Stephen Quist

Group Represented: Burlington Area Chamber of Commerce

Address: 113 E. Chestnut Street-Burlington, WI 53105

Phone: 262-763-6044/262-210-2197

Email: info@burlingtonchamber.org or stephenq@mangoldinsurance.com

Person In Charge of Event: Stephen Quist

On-Site Contact: Stephen Quist

On-Site Phone: 262-210-2197

Billing Address: 113 E. Chestnut Street - Burlington, WI 53105

**DETAILED EVENT INFORMATION**

Event Set Up Date: January 17, 2020 Time: 8 a.m.

Start Time For Event: 6 p.m. a.m./p.m. End Time For Event: 11 p.m. 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: Possibly for the 5K run Sunday

*\*This may result in a fee*

Trash Receptacles Needed\*?  Yes  No Amount Needed & Locations Maybe 6 in Echo Park

*\*This may result in a fee*

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

Picnic Tables Needed\*?  Yes  No Amount Needed & Locations \_\_\_\_\_

*\*This may result in a fee*

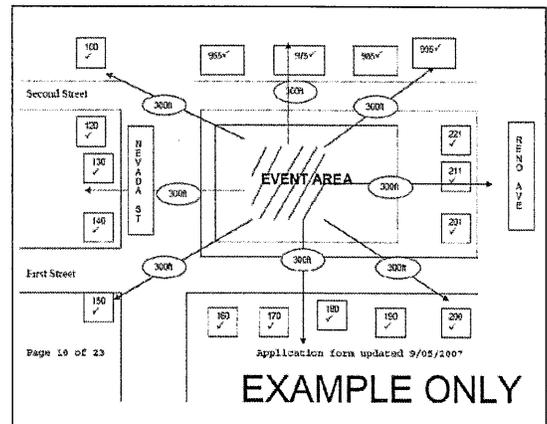
Will Your Event Involve Live Performances, Loud Speakers or a DJ\*?  Yes  No

*\*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.

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.

**Jan Ludtke**

Signature of Applicant

**9-10-2019**

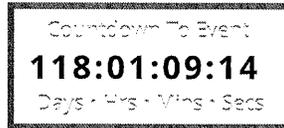
Date of Signature





## 2020 - Cabin Fever 5K at Hot Chocolate Fest - Burlington, WI

Sunday, January 19, 2020 @ 9:00 AM • 5k



### Address:

Veterans Terrace at Echo Park. 589 Milwaukee Ave., Burlington, WI [view map](#)  
([https://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=Veterans Terrace Echo Park. 589 Milwaukee Ave., Burlington, WI&sl=37.0625,-95.677068&sspn=52.418008,54.84375&ie=UTF8&z=16&i](https://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=Veterans Terrace Echo Park. 589 Milwaukee Ave., Burlington, WI&sl=37.0625,-95.677068&sspn=52.418008,54.84375&ie=UTF8&z=16&i))

### Description:

The Cabin Fever 5K will take place on Sunday, January 19, 2020, during the Hot Chocolate Fest. (<https://burlingtonchamber.org/event/hot-chocolatefest>)

- Cabin Fever Run/Walk 5K is at 9:00 am
- Pancake Breakfast with 5K registration: \$7.00 ( Save \$3.00) / at the door \$10



(<http://www.RunWalk.events/Volunteer/Home.asp?VolunteerID=4251>)

<http://hamptoninn3.hilton.com/en/hotels/wisconsin/hampton-inn-burlington-MKEBLHX/index.html>) **MAKE IT A WINTER**

**DESTINATION EVENT!** The Cabin Fever 5K wraps up the weekend's Hot Chocolate Fest (<https://burlingtonchamber.org/event/hot-chocolatefest>) event.



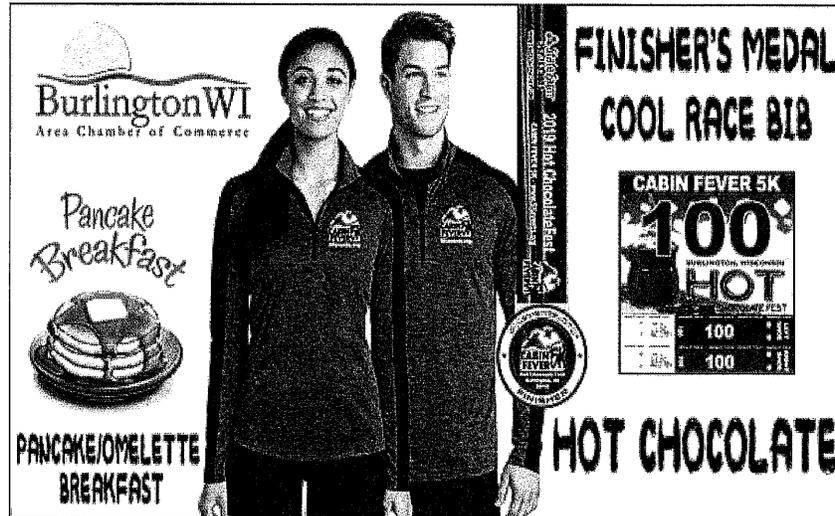
**Come to Chocolate City USA** for the weekend and enjoy all the festivities! Hotel Discounts are available at the Hampton INN

(<http://hamptoninn3.hilton.com/en/hotels/wisconsin/hampton-inn->

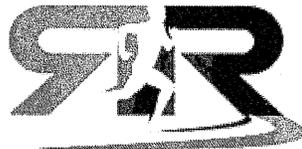
burlington-MKEBLHX/index.html).

*Just ask for the 'Hot Chocolate Rate' to get your runners discount.*  
Hampton Inn 262.767.1900 - 400 N. Dodge Street, Burlington, WI  
53105

**2019 Image below - 2020 Swag to be revealed soon!**  
SWAG will include a Finishers Medal & Hoodie. Breakfast is optional.



Registration includes a performance pullover - Unisex for the men, Ladies fit for the Women, race bib, finisher medal, and optional pancake breakfast, door prizes, and 5yr age group recognition medals.



**REMOTE RUNNERS**  
JOIN THE MOVEMENT!

**Can't Make the event but still want the bling?**

**REMOTE CHECK-IN** (<http://18.218.226.77:8000/create-checkin/>)

**JOIN THE MOVEMENT! with our REMOTE RUNNERS® Program!** All Remote Runners® receive a Finisher's Medal, Race Bib & T-Shirt. You can run as a group or as an individual, and you can run ANYWHERE at any time. You can walk around your neighborhood, trail or track. You can use the treadmill at your house or gym. You can run outdoors or participate in another event. You can run/walk your race at your whenever you like...wherever you like. Just register as a Remote Runner.

## Features:

- ★ T Shirt
- ★ Finisher's Medal

- ★ Goody Bag
- ★ Event Timed
- ★ Raffle
- ★ Food and Drinks
- ★ Awards

## Course maps:

📍 Copy - Hot Chocolate Fest - Cabin Fever 5K  
 (/googlemaps/CourseMap.asp?map\_id=15878)

## Directions to start:

Start and finish line will be Wehmhoff Jucker Park. We will assemble at 8:45 am at Veterans Terrace (589 Milwaukee Ave. Burlington, WI) and then make our way to the start line in Wehmhoff Jucker Park.

## Parking:

Limited parking may be available at Veterans Terrace. There are a couple parking garages nearby if Veterans Terrace is full.

## Awards info:

**All participants will receive a custom finishers medal.** Top three male and female will be recognized as well as the top 3 male and female in respective 5 year age groups.

- 9 and under
- 5 year age categories (starting at 10yrs old on up)
- Wheelchair Division

## Chip Timing:

This Race will use a disposable transponder for timing. These are instructions on how to attach to your shoes.

**How to correctly attach the transponders to your shoe.**  
 No result without a correctly attached transponder!

**1** Separate transponders from bib number along the perforation.

**2** Thread shoelaces through the strip so that the red color shows on the upper side.

**3** Tie your shoe. The transponder now forms a bow on top of your shoe.

**4** Do not fold or push under shoelaces.

If you have a different tying system or Velcro on your shoes, try using a safety pin instead to form a bow from the transponder strip and attach it to your shoe.

## Packet pickup:

### PRE-PACKET PICKUP ADDED!

**Saturday, January 18th 4-5:30 p.m.**

400 N Dodge St, Burlington, WI 53105

Hampton Inn, Burlington, WI 53105

Race day packet pick up:

**Sunday January 19 from 7:45 a.m. - 8:45 a.m.**

Veterans Terrace in Burlington. 589 Milwaukee Ave. Burlington, WI.

## Registration info:

During the registration process, you will have an option to purchase a breakfast ticket for after the run. Proceeds benefit Firefighters 4 Charity.

## Options:

- Early Bird Registration

**\$30.00**

*Expires 12/16/2020 11:59 PM*

- REMOTE RUNNER (See Details above)

**\$35.00**

*Expires 1/19/2020 11:59 PM*

- BREAKFAST (Pancake/Omelettes) (9:00 am start)

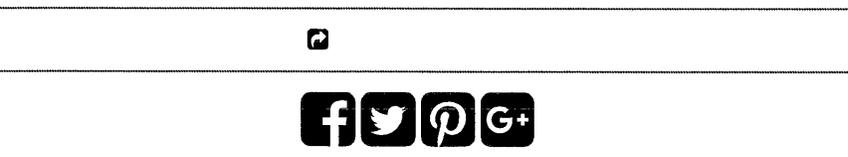
**\$10.00**

*Expires 1/20/2020 11:59 PM*

 REGISTER NOW! (<https://www.RunWalk.Events/EventRegister1.Asp?EID=55584&NewSession=True&SourceCode=Link&:>)

 REGISTER NOW! (<https://www.RunWalk.Events/EventRegister1.Asp?EID=55584&NewSession=True&SourceCode=Link&:>)

 LIVE RUNNER TRACKING ([Googlemaps/CourseMap.Asp?EventId=55584&LiveTracking=Yes](https://Googlemaps/CourseMap.Asp?EventId=55584&LiveTracking=Yes))



 FIND MY REGISTRATION (<FindRegistration.Asp?EID=55584>)

 EMAIL EVENT MANAGER (<RDContact.Asp?EID=55584>)

**CITY OF BURLINGTON STAFF USE ONLY**

**POLICE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Police Hours Required: \_\_\_\_\_

Estimated Fee for Police Service: \_\_\_\_\_

Reviewed By: M. Anderson

Date: 9/20/2019 via email

Comments and/or Stipulations for Event:

The PD approves the event if the organizers agree to reimburse the 4 officers needed for traffic control (estimated total of \$750). Organizers have agreed to pay this amount.

**PUBLIC WORKS DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for DPW Service: \_\_\_\_\_

Reviewed By: P. Riggs

Date: 9/19/2019 via email

Comments and/or Stipulations for Event:

Ok with PW. Please include the following notes for the 5k:  
• All reasonable efforts will be made to perform snow and ice removal on the trails for the 5k. However, snow removal on public roads will take priority.  
• On street parking in the area near Whemhoff-Jucker Park may be limited or complicated due to piled snow. It is recommended that race participants are directed to park at public parking lots at Echo Park or the parking garage on Dodge St.

**FIRE DEPARTMENT REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for BFD Service: \_\_\_\_\_

Reviewed By: A. Babe

Date: 9/19/2019 via email

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUILDING INSPECTION REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Bldg. Insp. Service: \_\_\_\_\_

Reviewed By: G. Guidry

Date: 9/18/2019 via email

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH OFFICER REVIEW**

Approval Recommended:  YES  NO

Hours Required: \_\_\_\_\_

Estimated Fee for Health Service: \_\_\_\_\_

Reviewed By: K. Hendricks

Date: 9/18/2019 via email

Comments and/or Stipulations for Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council Meeting Date: 10/01/2019

City Council Approval Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Notes: \_\_\_\_\_



**DATE:** October 1, 2019

**SUBJECT:** RESOLUTION 4967(20) - To approve Change Order #1 for the Riverside Improvement Project.

**SUBMITTED BY:** Peter Riggs, Director of Public Works

**BACKGROUND/HISTORY:**

On August 6, 2019 the Common Council awarded a contract for improvements in Riverside Park to PSG Construction Inc. for the not to exceed amount of \$209,227.70. City staff, our consultants at Ayres, and staff from PSG Construction, Inc., met to discuss options to contain cost for the project. We were successful in identifying three changes to the project that will result in cost savings for the City, with minimal impacts to the project.

First, we eliminated \$3,750 for tree installation. Several trees were planted this spring as part of EAB reforestation project with Rotary. This area is sufficiently forested at this time and the additional trees are not needed. Also, the unit price was significantly higher than previous purchasing by City staff.

Second, turf restoration (\$6,500.00) will be performed by City staff. City staff perform a significant amount of turf repair and restoration every spring that can be performed successfully and efficiently by City staff. This will require minimal direct costs for the purchase of grass seed and blanket. Staff labor and equipment costs are indirect costs of this task.

Third, we eliminated the aluminum display sign (\$8,500). Instead, the City will purchase and install an information kiosk consistent with a future trail signage and way-finding project. The cost of the kiosk is expected to be \$2,500.

**BUDGET/FISCAL IMPACT:**

The impact of this change order is a reduction of \$18,750.00 to the contract for the Riverside Improvement program. This reduction will be partially offset by purchase of grass seed, blanket, and a future information kiosk.

**RECOMMENDATION:**

Staff and our consultants at Ayres recommend approval of the change order.

**TIMING/IMPLEMENTATION:**

This item was discussed at the September 17, 2019 Committee of the Whole meeting and is scheduled for final consideration at the October 1, 2019 Common Council meeting.

**Attachments**

- Res 4967(20) Change Order #1 Riverside Park Project
- Riverside Improvements Change Order #1

**A RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER ONE  
WITH PSG CONSTRUCTION INC FOR A DECREASE IN THE CONTRACT IN THE  
AMOUNT OF \$18,750.00**

**WHEREAS**, Resolution 4965(18) approved the award of the bid to PSG Construction Inc. for the Riverside Park Improvements for the Lump Sum Bid of \$209,227.70; and,

**WHEREAS**, the City of Burlington entered into a contract with PSG Construction Inc. for said improvements; and,

**WHEREAS**, during preconstruction discussions it was determined that it was necessary to omit certain areas of work regarding the proposed trail head shelter, tree work and area restoration work; and,

**WHEREAS**, said Change Order Number One for an amount of \$18,750.00 has been recommended for approval by the Engineer (Ayres Associates Inc.) and the Director of Public Works; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that Change Order Number One is hereby approved for a decrease in the amount of \$18,750.00.

**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to execute Change Order Number One on behalf of the City.

Introduced: September 17, 2019  
Adopted:

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

Attest:

\_\_\_\_\_  
Diahn Halbach, City Clerk

# CHANGES TO THE WORK AGREEMENT



**BETWEEN OWNER:**

City of Burlington  
2200 South Pine Street  
Burlington, WI 53105

**PROJECT:**

Riverside Park Improvements  
Burlington, WI 53105

**C.O. NO.** 1

**DATE:** 8/27/2019

**AND CONSTRUCTOR:**

PSG Construction, Inc.  
448 Falcon Ridge Drive - Suite B  
Burlington, WI 53105

**ARCHITECT:**

Ayres Associates  
5201 E. Terrace Drive - Suite 200  
Madison, WI 53718

**A/E PROJ. NO.** 52-020.02

The undersigned agree to the following CHANGES to the WORK for the above referenced project:

ITEM NO.	DESCRIPTION	ADD/DEDUCT	AMOUNT
1	Delete work related to line item 10 of bid proposal - Trail Head Shelter	DEDUCT	(8,500)
2	Delete work related to line item 17 of bid proposal - Trees	DEDUCT	(3,750)
3	Delete work related to line item 18 of bid proposal - Restoration	DEDUCT	(6,500)

<u>CONTRACT AMOUNT SUMMARY</u>	Original Contract Amount	Previously Approved Changes	Previous Contract Amount	This Change Order	Current Contract Amount
	209,227.70	-	209,227.70	<b>(18,750.00)</b>	190,477.70

<u>CONTRACT SCHEDULE SUMMARY</u>	Original Completion Date	Previous Time Changes (Days)	Previous Completion Date	Time Change This C.O. (Days)	Current Completion Date
	12/15/2019	0	12/15/2019	<b>0</b>	12/15/2019

All work to be completed consistent with the terms and conditions of the original Agreement as well as the changes defined in this Change Order.

**For Constructor:**

PSG Construction, Inc.

Authorized Signature

8/27/2019

**For Owner:**

City of Burlington

Authorized Signature

Date: \_\_\_\_\_



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 16A**

**DATE:** October 1, 2019

**SUBJECT: MOTION 19-942** - To approve a one-day amendment to the liquor license premise description for D&S Ltd (dba Gabby's Palace) to host a fundraising event.

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

**BACKGROUND/HISTORY:**

Per Chapter 125 of the Wisconsin State Statutes, requests for amendments to liquor license premise descriptions, must go before the governing body for approval.

On September 18, 2019, Sandra Corbett of Gabby's Palace submitted a letter to the City Clerk requesting a temporary amendment to their liquor license premise description to include the parking area located behind their building for the purpose of hosting a one-day fundraiser event. This event was to be held on Sunday, September 29, 2019. The next available Council Meeting was scheduled for October 1, 2019. Due to the timing of this event and the urgency of this fundraiser, City Attorney John Bjelajac and City Administrator Carina Walters, recommended approval of the extension and then formally seek Council approval at the October 1, 2019 Common Council meeting.

The letter from Mrs. Corbett is attached for your review.

**BUDGET/FISCAL IMPACT:**

There is no fiscal impact.

**RECOMMENDATION:**

Staff recommends approval of a one-day amendment to extend the liquor license premise description for Gabby's Palace.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the October 1, 2019 Committee of the Whole meeting, and due timing is scheduled for final consideration at the same evening Common Council meeting.

---

**Attachments**

Premise Extension Request

---

9-18-19

To Whom it may Concern,

D+S Rest Ltd (Gabby's palace) requests a one day extension (Sept. 29, 2019) of liquor licence parameters to include parking area behind the palace. Building located at 356 N. Pine St Burlington, Wis. Additional space measures 24 ft + 6 in. wide and 40 ft. long. It will not include any of the public alleyway or parking lot. The area will be roped off. A tent + picnic tables will be placed in the area requested. No Alcohol will be served in the requested area but consumed in Area. The event is a benefit for Doug Roberts to offset medical and other expenses. Thank you for your consideration in this matter.

Sandra L Corbett  
262-763-4363



**DATE:** October 1, 2019

**SUBJECT:** MOTION 19-943 - To Approve a Sanitary Sewer Connection to Lot 0 in the Town of Burlington (Tax ID 002-03-19-30-021-010).

**SUBMITTED BY:** Peter Riggs, Director of Public Works

**BACKGROUND/HISTORY:**

Mr. and Mrs. Kenneth Walters are petitioning the City of Burlington to connect only to the sanitary sewer located along the front of the property line of Lot 0 W. Chestnut Street (Tax ID 002-03-19-30-021-010). The petitioners have an approved offer to purchase executed on September 19, and have until October 2, 2019 to withdraw the offer.

According to Chapter 259 of the City of Burlington Sewer ordinance, the ordinance does not state the petitioner must live within the municipal boundary of the City to receive wastewater services. In 259-1 (c) the Common Council has the authority to regulate and implement rates to every individual or entity connected to the sewerage system. Further in 259-1(c) (3), the Common Council has the right to make special rates and contracts within the sewerage service area. In 259-7 (A) Service Area, generally, the sewer service area shall be limited to that defined part of the servicing area, whereas, this property has been confirmed to be in the City's sanitary sewer service area. 259-7 (b) the City reserves the right to refuse to provide sewer service to any currently non-served property outside the City but within the sewer service area if:

1. The property owner refuses to annex to the City. (The petitioner does not refuse annexation; however, is unable to seek annexation as they are in the middle of five Town of Burlington parcels beginning on the westerly edge address of 34901 W. Chestnut to 34323 W. Chestnut.)
2. Insignificant capacity within the sewerage system. (This property is located within the sewerage area and will add an insignificant amount to the sewerage system.)
3. The treatment of wastewater would cause the City to violate any effluent limitations. (This is not applicable)

Should the Common Council approve the sewerage connection, in 259-7 (C) the petitioner would provide implied consent; therefore, consents to be governed by the terms and requirements of the chapter.

For additional history, the property has a permanent easement for sanitary sewer, as it was extended along the south side of west Chestnut Street for the development of Shiloh Hills in 1994. We are confident at some point these 5 homes will be annexed in the City; however, unsure when. Staff is also unsure as to why these 5 parcels were not annexed as a part of Shiloh Hills annexation. Please note, the home located in the Town of Burlington at address 34323 W Chestnut Street (adjacent to the City) is not annexed and has both city sewer and water. Although no documents have been located, staff believes the then Director of Public Works, made that decision to allow connection to the system. Therefore, the precedence is there. Lot 0 does not have access to water, only sanitary sewer that runs along the front property line on Chestnut Street.

Staff recognizes the challenge to the possible development to this lot; however, as it would only promote the intended growth and the potential property owner would annex if possible, the City would see some revenue and have control of this system versus allowing a septic/ mound system that will eventually need to be abandoned. It is believed this area will be annexed in the future; however, no development opportunities have been presented.

**BUDGET/FISCAL IMPACT:**

The standard residential connection fee of \$1,650.00 will be required. In addition, the property owner will be billed quarterly and generate revenue for the utility based on their usage.

**RECOMMENDATION:**

Staff recommends approval of the connection to the sanitary sewer.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the October 1, 2019 Committee of the Whole meeting, and is scheduled for final consideration at the same evening during the regularly scheduled Common Council meeting.

---

**Attachments**

W Chestnut Township Sewer Connection

---





**DATE:** October 1, 2019

**SUBJECT:** MOTION 19-944 - To approve NOVO Physician-Led Healthcare (with incentives) as an alternative savings option to City of Burlington employee healthcare plan members.

**SUBMITTED BY:** Jason Corbin, Human Resources Manager

---

**BACKGROUND/HISTORY:**

As healthcare costs continue to rise, staff is continuously looking at ways to provide quality care as cost effective as possible. In early 2019, Health Payment Systems (HPS) approached the City's Human Resource Manager to present a possible new partnership with NOVO. HPS is the payment provider and determines the network for the City of Burlington Employee Health Care Plan. HPS and NOVO presented real-time information with significant savings potential. Information regarding these savings is attached.

NOVO Physician-Led Healthcare is a strategic provider of comprehensive healthcare services that notes an average of 30% savings on bundled services for self-insured employers. To encourage use, NOVO provides a cash incentivization schedule for employees who choose this option and also provides travel arrangements, which could also be incorporated as an incentive after future consideration of savings.

NOVO Bundled Rate Comparisons sheet has been added to illustrate general savings potential after considering possible savings, fees and incentives.

Please refer to the "Bundled Procedures and Cash Bonus" sheet (included in 9/17/19 packet) for the recommended employee incentive schedule.

**BUDGET/FISCAL IMPACT:**

Based on 2016, 2017 and 2018 City health plan data provided by HPS, there could have been an estimated \$221,698 savings to the City using NOVO services. Please note, the employee has the choice to not utilize NOVO services; however, the NOVO recommended incentive program (based on the anticipated savings of each service) will help encourage the employee to choose NOVO.

**RECOMMENDATION:**

Staff recommends approval of partnership with NOVO and utilization of NOVO's incentives schedule for services provided only by NOVO. If approved, implementation would become effective January 1, 2020.

**TIMING/IMPLEMENTATION:**

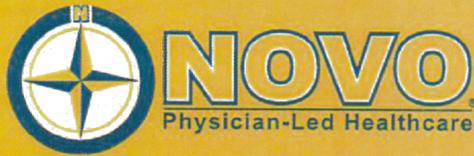
This item was discussed at the September 17, 2019 Committee of the Whole meeting. Per direction of the Common Council, this item is now scheduled as a Motion for the October 1, 2019 Committee of the Whole meeting and due to timing, is scheduled for final consideration at the same evening Common Council Meeting.

---

**Attachments**

NOVO Bundled Rate Comparisons  
9.17.19 COW Discussion Packet

---



# NOVO Bundled Rate Comparisons

Why should self-insured employers consider partnering with NOVO Health?

- New patients are seen within 24 hours
- Quality of care
  - ◊ Among the lowest complication rates
  - ◊ 90-day limited warranty (bundles)
- Industry-leading pricing
- Concierge service and amenities
- Faster Return to Lifestyle<sup>SM</sup>
- Board-Certified Orthopedic Surgeons, Podiatrist, Neurosurgeons, Neurologists, Pain Management Physicians, Physical & Occupational Therapists, Plastic Surgeons, Dentists, Cardiologist, Chiropractor, and Primary Care Physician
- Recovery Inn skilled nursing facility is the state's only recovery center attached to a surgery center and dedicated to hip, knee, and spine surgery recovery

## NOVO Bundled Rate Comparisons

Procedure Description	2017 Average Procedure Cost	NOVO Bundled Procedure Cost	Employer Paid Incentive Amount	NOVO Administration Fee	Average Cost Savings
Bunionectomy	\$13,488.63	\$6,500.00	\$500.00	\$750	\$5,738.63
Carpal Tunnel Release	\$8,899.40	\$3,750.00	\$500.00	\$750	\$3,899.40
Hammertoe	\$7,665.30	\$5,750.00	\$500.00	\$0	\$1,415.30
Knee Arthroscopy	\$14,897.96	\$6,500.00	\$500.00	\$750	\$7,147.96
Removal of Support Implant - Deep	\$10,768.41	\$4,250.00	\$500.00	\$750	\$5,268.41
Trigger Finger Release	\$5,975.84	\$3,750.00	\$500.00	\$0	\$1,725.84
Ulnar Nerve Transposition	\$12,272.92	\$5,500.00	\$500.00	\$750	\$5,522.92
Achilles Repair	\$18,774.41	\$9,500.00	\$750.00	\$750	\$7,774.41
Meniscal Repair	\$22,514.59	\$8,500.00	\$750.00	\$750	\$12,514.59
Shoulder Arthroscopy - Debridement	\$23,761.67	\$8,750.00	\$750.00	\$750	\$13,511.67
Shoulder Biceps Tendon Repair	\$24,161.86	\$8,250.00	\$750.00	\$750	\$14,411.86
Toe Joint Fusion	\$18,975.59	\$9,000.00	\$750.00	\$750	\$8,475.59
ACL Repair	\$24,740.52	\$12,000.00	\$1,000.00	\$750	\$10,990.52
Discectomy	\$25,244.54	\$13,000.00	\$1,000.00	\$750	\$10,494.54
Laminotomy / Laminectomy	\$50,656.74	\$13,500.00	\$1,000.00	\$750	\$35,406.74
Nerve Root Decompression	\$72,101.62	\$14,250.00	\$1,000.00	\$750	\$56,101.62
PCL Repair	\$24,740.52	\$12,000.00	\$1,000.00	\$750	\$10,990.52
Rotator Cuff Repair	\$27,891.22	\$15,250.00	\$1,000.00	\$750	\$10,891.22
Shoulder Arthroscopy - Distal Clavical Resection	\$24,646.42	\$12,250.00	\$1,000.00	\$750	\$10,646.42
Shoulder Arthroscopy - Labral / SLAP Repair	\$21,731.51	\$13,500.00	\$1,000.00	\$750	\$6,481.51
Partial Knee Replacement	\$38,163.17	\$24,500.00	\$1,500.00	\$750	\$11,413.17
Total Shoulder Replacement	\$46,681.86	\$24,500.00	\$1,500.00	\$750	\$19,931.86
Cervical Fusion - 1 Level	\$61,967.03	\$27,750.00	\$2,000.00	\$750	\$31,467.03
Cervical Fusion - 2 Level	\$122,446.85	\$41,000.00	\$2,000.00	\$750	\$78,696.85
Disc Arthroplasty	\$61,967.03	\$27,750.00	\$2,000.00	\$750	\$31,467.03
Lumbar Fusion - 1 Level	\$77,109.43	\$48,000.00	\$2,000.00	\$750	\$26,359.43
Total Hip Replacement	\$40,829.32	\$26,000.00	\$2,000.00	\$750	\$12,079.32
Total Knee Replacement	\$44,556.51	\$26,000.00	\$2,000.00	\$750	\$15,806.51



## **OVERVIEW: NOVO Physician-Led Healthcare**

NOVO is a strategic provider of comprehensive healthcare services

Partnership with Health Payment Systems (HPS)

Self-insured employers save an average of 30% for bundled services

Employee cash incentive based on procedure (issued by employer)

Travel arrangements can be made through NOVO

- Can be incorporated as incentive to employee



## What is NOVO?

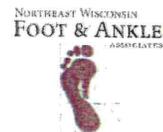
NOVO Health represents independent healthcare providers offering specifically designed surgical and onsite conservative care solutions to self-insured employers.

By uniting single specialty Centers of Excellence, NOVO delivers the highest quality medical services at a dramatically reduced price point. NOVO bundled care services come with a limited warranty, and pricing is known upfront and provided in a single bill.

Self-insured employers searching for cost-saving healthcare options find in NOVO a strategic partner able to create savings while maintaining the highest standards in medical outcomes and patient experience.

### NOVO Health Providers:

- Advanced Physical Therapy & Sports Medicine
- Bayside Chiropractic
- The Center for Aesthetics & Plastic Surgery
- Fox Valley Orthodontics
- Heart Failure Survival Center of America
- Neuroscience Group
- NeuroSpine Center of Wisconsin
- N.E.W. Foot & Ankle Associates
- Oral Surgery Associates of Wisconsin
- Orthollinois
- Orthopedic & Sports Institute
- Premier Health
- RLJ Dental
- Sports Medicine Center





## What is NOVO?

### What is NOVO Health asking of self-insured employers?

- Consider a partnership with NOVO Health as a strategic provider for comprehensive healthcare services – a seamless care experience
- Educate self-insured employers/employees about their ability to purchase healthcare based upon value (quality, service, cost) by using independent providers at recognized centers of excellence

### Why should self-insured employers consider partnering with NOVO Health?

- There is no need to change existing healthcare plan design; start when ready and discontinue at any time
- Board-Certified Orthopedic Surgeons, Podiatrist, Neurosurgeons, Neurologists, Pain Management Physicians, Physical & Occupational Therapists, Plastic Surgeons, Dentists, Cardiologist, Chiropractor, and Primary Care Physician
- Recovery Inn skilled nursing facility is the state's only recovery center attached to a surgery center and dedicated to hip, knee and spine surgery recovery
- Focus on value related to total cost management versus lowest cost provider (infections, re-admissions, continuity of care, etc.)

### How does NOVO provide better results than the industry in quality, service and cost?

- Reduced variability based upon single specialty focus and volume

- Focus on a retail experience for each patient reducing stress and anxiety
- Seamless set of services focused on end goal of return to lifestyle
- Lower re-admissions due to education and communication providing patients the resources they need to address their concerns at home
- Lower overhead costs related to infrastructure and administration

### What are the benefits of NOVO Health for self-insured employees?

- High quality medical services with a hotel-like experience
- Lower overall cost than the market (at least 10% based upon experience)
- Single price for bundled services known in advance and provided on one invoice.
- Limited warranty of services for 90 days

### What are the benefits of NOVO Health for self-insured employers?

- Ability to control high cost medical items by at least 10%
- Provide a lower cost solution for employers trying to control their medical spend
- Improve employee satisfaction based upon faster and safer return to lifestyle
- Develop a strategic relationship with medical providers that will continue to improve results

For more information about NOVO Health, call 833.361.6686 or go to [novohealth.com](http://novohealth.com).





City of Burlington

Performance Summary Package  
1/1/2020

HPS Account Manager: Kia Her  
TPA: Auxiant



the clear solution to healthcare confusion

## HPS Savings Report

Employer Group: City of Burlington  
 Incurred Period: 01/01/2019 - 03/31/2019  
 Paid Period: 01/01/2019 - 03/31/2019  
 Date Prepared: 4/11/2019

### Historical Network Performance

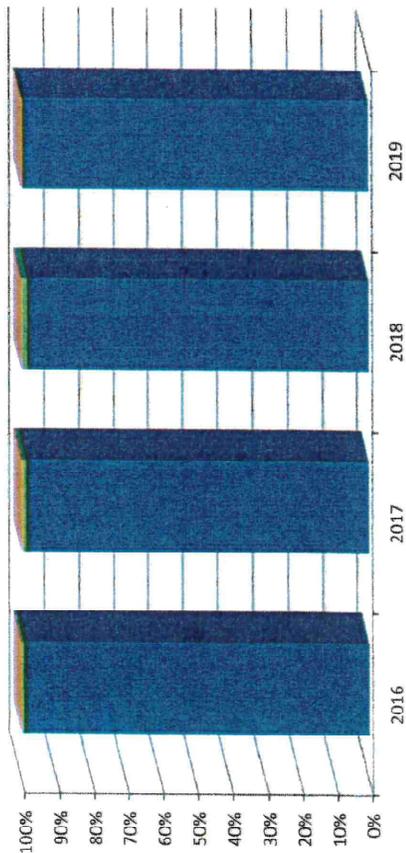
Inc From	Inc To	Network	Percent Utilization	Billed Charges	Non-Covered	Network Savings	Allowed Amount	Employer Paid Amount	Missed Bundled Services
1/1/2016	12/31/2016	HPS/Trilogy HPS Bundled Services	99.6%	\$ 2,154,744	\$ 116,482	\$ 803,305	\$ 1,234,957	\$ 1,105,806	\$ (53,099)
1/1/2017	12/31/2017	HPS/Trilogy HPS Bundled Services	99.4%	\$ 2,213,415	\$ 286,023	\$ 799,153	\$ 1,126,238	\$ 1,027,056	\$ (116,631)
1/1/2018	12/31/2018	HPS/Trilogy HPS Bundled Services	99.7%	\$ 1,638,882	\$ 41,125	\$ 614,531	\$ 983,226	\$ 884,722	\$ (51,968)
1/1/2019	12/31/2019	HPS/Trilogy HPS Bundled Services	99.5%	\$ 441,014	\$ 11,822	\$ 196,013	\$ 233,179	\$ 192,160	\$ -

### Claims Repriced with New Contract Rates

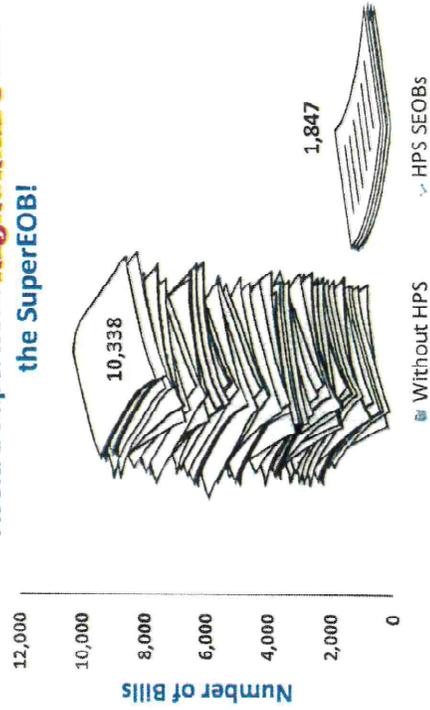
1/1/2019	12/31/2019	Projected HPS/Trilogy	99.5%	\$ 441,014	\$ 11,822	\$ 228,093	\$ 201,099	\$ 165,723	\$ -
----------	------------	-----------------------	-------	------------	-----------	------------	------------	------------	------

Additional Savings From Improved Contracts: **\$32,080**  
 Additional Savings From Bundled Services Utilization: **\$0**

### Network Utilization by Year



### Avoid a Paperwork Nightmare with the SuperEOB!



\*SuperEOB Time Period: Jan 2016 - Apr 2019

\* Projected Claims savings is based on past claim experience. Future claim savings results will vary based on the actual billed charges and provider utilization.  
 \* Data is based on Incurred Claims and is approximately 1.65 months complete.

\* Wisconsin claims only  
 \* Stop Loss Claims are included in claims totals and PEP numbers

\* Missed Bundled Services are procedures done outside of the HPS Bundled Rate Program. Bundled Savings dollars are from procedures done at HPS Bundled Service Providers



health payment systems

Services Performed Outside HPS Bundled Service Providers

From Date: 1/1/2016  
To Date: 12/31/2018

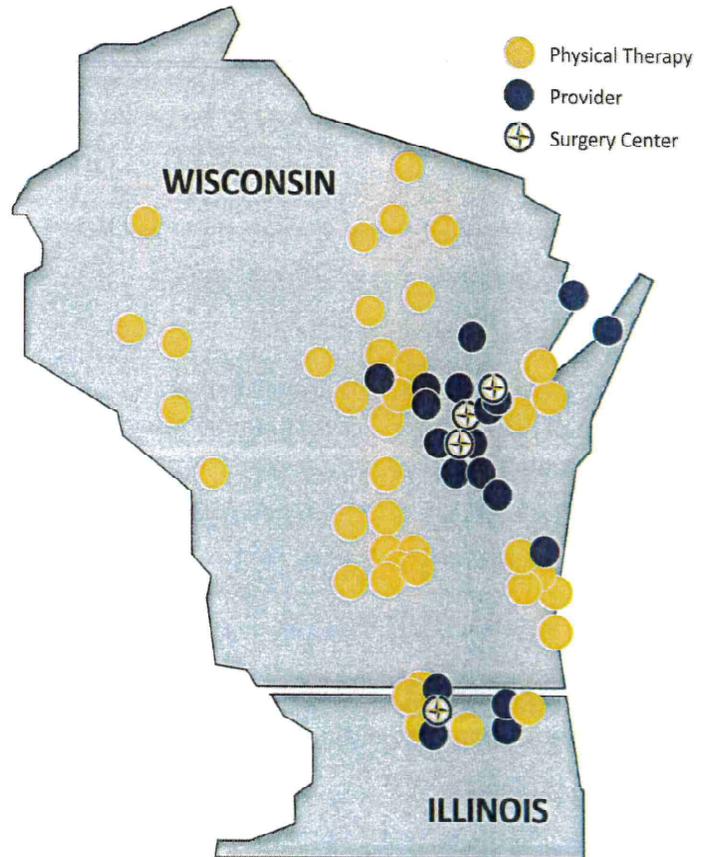
CPT Code	Service Date	Service Bundle	This Service Bundle Typically Costs	HPS Average Bundled Rate	Employer Savings
27447	3/23/2017	Total Knee Replacement	\$48,192	\$28,050	\$20,142
27447	4/26/2017	Total Knee Replacement	\$48,192	\$28,050	\$20,142
27447	4/25/2017	Total Knee Replacement	\$48,192	\$28,050	\$20,142
29888	5/15/2018	ACL or PCL Repair	\$26,759	\$14,625	\$12,134
27446	3/28/2016	Partial Knee Replacement	\$41,277	\$26,000	\$15,277
29823	2/16/2017	Shoulder Arthroscopy – Debridement	\$25,701	\$11,500	\$14,201
28299	10/12/2018	Bunionectomy	\$14,589	\$7,950	\$6,639
63047	10/25/2017	Laminotomy/Laminectomy	\$54,790	\$14,750	\$40,040
29882	5/15/2018	Meniscal Repair	\$24,352	\$10,875	\$13,477
29876	11/29/2016	Knee Arthroscopy/Synovectomy	\$19,681	\$7,750	\$11,931
29881	10/6/2016	Knee Arthroscopy/Meniscetomy	\$14,230	\$7,250	\$6,980
29881	11/29/2016	Knee Arthroscopy/Meniscetomy	\$14,230	\$7,250	\$6,980
29876	10/6/2016	Knee Arthroscopy/Synovectomy	\$19,681	\$7,750	\$11,931
29881	11/14/2018	Knee Arthroscopy/Meniscetomy	\$14,230	\$7,250	\$6,980
28750	7/26/2018	Toe Joint Fusion	\$20,524	\$9,750	\$10,774
26055	2/22/2018	Trigger Finger Release	\$6,463	\$4,500	\$1,963
26055	2/22/2017	Trigger Finger Release	\$6,463	\$4,500	\$1,963

**\$221,698**

**Employer Savings**

## Bundled Procedures and Cash Bonus

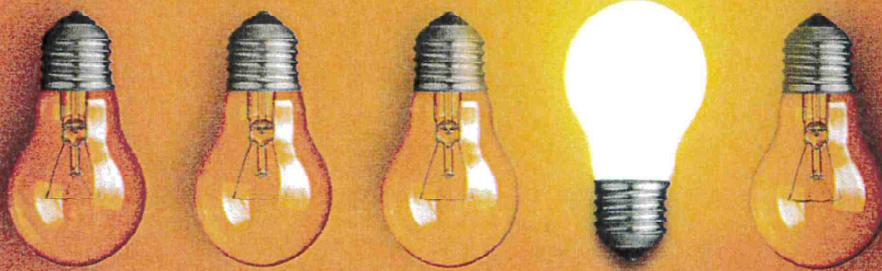
Orthopedic & Spine	Cash Bonus
• Epidural Injection - Cervical	\$250
• Epidural Injection - Cervical/Thoracic Transforaminal - 1 & 2 Level	\$250
• Epidural Injection - Epidural	\$250
• Epidural Injection - Lumbar Trans - 1 & 2 Level	\$250
• Manipulation of Shoulder Joint	\$250
• Bunionectomy	\$500
• Carpal Tunnel Release	\$500
• Cheilectomy/Hallux Rigidus	\$500
• Diagnostic Knee Scope	\$500
• Hammertoe	\$500
• Knee Arthroscopy	\$500
• Manipulation of Knee Joint	\$500
• Removal of Kneecap Bursa	\$500
• Removal of Support Implant - Deep	\$500
• Removal of Support Implant - Superficial	\$500
• Trigger Finger Release	\$500
• Ulnar Nerve Transposition	\$500
• Achilles Repair	\$750
• Elbow Biceps Tendon Repair	\$750
• Elbow Tenotomy (Tennis Elbow)	\$750
• Hip Arthroscopy/Shaving	\$750
• Meniscal Repair	\$750
• Shoulder Arthroscopy - Debridement	\$750
• Shoulder Biceps Tendon Repair	\$750
• Toe Joint Fusion	\$750
• ACL Repair	\$1,000
• Ankle Fusion	\$1,000
• Discectomy	\$1,000
• Laminotomy/Laminectomy	\$1,000
• Nerve Root Decompression	\$1,000
• PCL Repair	\$1,000
• Rotator Cuff Repair	\$1,000
• Shoulder Arthr - Distal Clavical Resection	\$1,000
• Shoulder Arthr - Labral/SLAP Repair	\$1,000
• Partial Knee Replacement	\$1,500
• Partial Shoulder Replacement	\$1,500
• Total Shoulder Replacement	\$1,500
• Anterior/Posterior Lumbar Fusion	\$2,000
• Cervical Fusion - 1 & 2 Level	\$2,000
• Disc Arthroplasty	\$2,000
• Lumbar Fusion	\$2,000
• Total Ankle Replacement	\$2,000
• Total Hip Replacement	\$2,000
• Total Hip Replacement - Conversion	\$2,000
• Total Knee Replacement	\$2,000
• Total Shoulder Replacement - Reverse	\$2,000



Plastic Surgery	Cash Bonus
• Blepharoplasty - Upper eyelids (Bilateral)	\$500
• Breast Cancer Reconstruction Stages 2, 3, 4	\$500
• Breast Reduct-Bilateral incl/Liposuction	\$1,000



Ready for healthcare cost increases?  
Let's do the **OPPOSITE**



Save up to **30%** on your medical spend

## Save Money and Receive Best in Class Care

NOVO Health Centers of Excellence deliver high quality medical services at a dramatically reduced price point.

With NOVO bundles, pricing is known upfront, and employees earn a cash bonus.

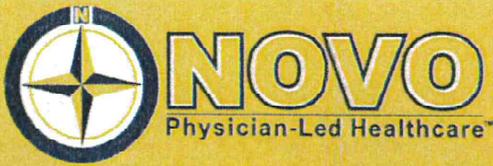
## Your Experience at a NOVO Facility Includes:

- New patients seen within 24 hours
- Quality care
  - ◇ Among the lowest complication rates
  - ◇ 90-day limited warranty
- Industry-leading pricing
- Concierge service and amenities
- Faster Return to Lifestyle<sup>SM</sup>

## EASY 3 STEP PROCESS

- 1. CALL 920.560.1111 TO SPEAK WITH OUR CARE COORDINATOR.** Make an appointment, review your options, and ask questions.
- 2. RECEIVE** industry-leading care with a fast diagnosis for conservative care or surgical procedures.
- 3. A CASH BONUS** will be provided by the employer when a NOVO Health Center of Excellence is used for an eligible NOVO bundled procedure.





## NOVO TRAVEL

*Onsite dining, a heated pool, and easy Hwy 41 access are some of the highlights at Cambria Suites.*



**NOVO offers travel alternatives based on employee needs:**

### SAME-DAY OPTION

- Transportation arrangements made by Fox World Travel, including a professional driver provided for patient and travel companion

### OVERNIGHT OPTION

- Transportation arrangements made by Fox World Travel, including a professional driver provided for patient and travel companion
- Overnight accommodation at Cambria Suites
- Choice of meals provided for travel companion through Cambria Suites or The Corner Café at the Recovery Inn

### MULTI-NIGHT OPTION

- Transportation arrangements made by Fox World Travel, including a professional driver provided for patient and travel companion
- Overnight accommodation at Cambria Suites
- Choice of meals provided for travel companion through Cambria Suites or The Corner Café at the Recovery Inn

**CAMBRIA**  
hotels & suites

**FOX** World  
Travel

**KOBUSSEN BUSES LTD.**

*The*  
**Corner Café & Catering**  
of the **RECOVERY INN**

**For more information on NOVO Travel, call your Care Coordinator @ 920.560.1111**



**DATE:** October 1, 2019

**SUBJECT:** MOTION 19-945 - To consider approval a Certificate of Appropriateness for 401 N. Pine Street.

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

**BACKGROUND/HISTORY:**

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

Luanne Clark, owner, is requesting approval of a Certificate of Appropriateness located at 401 N. Pine Street. The proposed project consists of:

Installation of three awnings. The applicant proposes to install a new front awning to replace the existing one, and two additional new awnings on the south façade facing E. Washington Street. These two new awnings will cover the side entrance, which measures 5 feet wide, off E. Washington Street, and the window that wraps around from the front façade storefront display windows – a side display window, which measures 7 feet wide. The applicant proposes a watershed-designed canvas awning with stripes, similar to the awning currently installed with different coloring – green and white wider stripes (right side of included application photograph of material). The applicant does not propose any lettering on the awning.

- The applicant is to confirm condition of the transoms on the front façade facing N. Pine Street and whether all awnings can be installed beneath the transoms on both facades.
- The applicant is to confirm the height and depth of the awning and whether the awnings will be installed at the same height on the south side façade facing E. Washington Street.

**BUDGET/FISCAL IMPACT:**

The owner was awarded a Façade Grant for this project in the amount of \$4,428.36 at the September 26, 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 September 26, 2019 meeting.

**TIMING/IMPLEMENTATION:**

This item is for discussion at the October 1, 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 401 N. Pine St.

---



FLIPPY'S  
FAST  
FOOD  
703-6756

44' WIDE

Awning Replacement  
401 N Pine St view



5' DOOR

Awning above door

66' WIDE

7' WINDOW

Awning - not wrap around

FLIPPY'S  
FAST FOOD  
Phone  
763-6754

DINE-IN  
or  
CARRY  
OUT  
We Deliver

Sandwiches  
• BEEF  
• BBQ BEEF  
• SAUSAGE  
• CHICKEN  
• GYROS  
• FISH

HOT DOGS  
• Hamburgers  
• Cheeseburgers  
• TACOS &  
• BURRITOS

BBQ RIBS  
Perch  
Dinners  
Jumbo  
Shrimp

7' W

~~2~~ awning replacement fabric

401 N. Pine St.



2



crop

About 1908



**LOOKING NORTHWEST ON PINE ST. FROM WASHINGTON ST. - NOVEMBER 1975  
AT LEFT: TOBIN DRUGS, ROGAN'S SHOES. AT RIGHT: COAST TO COAST, VERICK'S SHOES.**



**BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST CORNER OF N. PINE ST. AND WASHINGTON ST. ABOUT 1992**



**BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST CORNER OF N. PINE & WASHINGTON STREETS. ABOUT 1992**



**LOOKING NORTH AT SIDE VIEW OF BEACH BED TANNING AND UNCLE BOB'S SANDWICH SHOP ON NORTHWEST CORNER OF WASHINGTON & N. PINE STREETS. ABOUT 1992**