



City Clerk
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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, October 1, 2019

**Prior to Calling the Meeting to Order, Mayor Hefty recognized the Merten Family and Jim Spiegelhoff for their years of service to the Community.

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

Mayor Jeannie Hefty called the Common Council meeting to order at 6:33 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, Fire Chief Alan Babe, Police Chief Mark Anderson, and Human Resource Manager Jason Corbin.

2. **Citizen Comments** - None.

3. **Approval of Minutes** - To approve the September 17, 2019 Committee of the Whole Meeting Minutes. Motion: Alderman Preusker. Second: Alderman Kott. With all in favor, the motion carried.

4. **DISCUSSION** - To discuss the possible Contract Bid Structure for Trash and Recyclables Collection. Director Riggs reviewed the background history of the City's current contract with John's Disposal for trash and recyclables collection, which expires at the end of 2019. Riggs stated that the City is preparing to issue a request for proposal for curbside trash and recyclables collection and wanted to alert the Common Council of changes in the solid waste collection industry, including large providers like Waste Management and Advanced Disposal, whom no longer offering manual collection. Riggs further stated that in order to ensure competitive bids, an option for bidding automated trash collection with carts must be provided. Riggs then reviewed the base bid options with alternate options.

Alderman Preusker voiced his concern regarding automated trash pick up and wanted to be sure the right sized containers would be used if weekly bulk pick up would no longer be available, stating that some households may fill a 90-gallon container, while others may barely even fill a single trash bag.

Alderman Bauman inquired if yard waste could be included in the RFP. Riggs stated that it's possible and that he would further explore that option.

Alderman Grandi asked if the City went to automated pickup, would a garbage bag not put inside a garbage container, get picked up. Riggs responded that if the City went to full automated pick up, there

would be a learning curve, however, depending on the garbage service, it's possible that the trash collector's would still manually pick up the garbage if not placed in a container.

5. **RESOLUTIONS:** None.

6. **ORDINANCES:** None.

7. **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.

City Clerk, Diahnn Halbach, explained that per Chapter 125 of the Wisconsin State Statutes, a request for an amendment to a liquor license premise description must be approved by the governing body and that Gabby's had submitted such a request for Sunday, September 29, 2019, however, due to the timing and urgency of the fundraiser, Council was not able to approve prior to the event. Halbach further stated that City Attorney John Bjelajac and City Administrator Carina Walters, recommended approval of the temporary premise extension and then would formally seek Council approval at the October 1, 2019 Common Council meeting.

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).

City Administrator Carina Walters recused herself from the discussion. Director Peter Riggs provided background history stating that Mr. and Mrs. Kenneth Walters have an approved offer to purchase Lot 0 on West Chestnut Street, located in the Town of Burlington, contingent on the approval of sewerage connection. The property has a permanent easement for sanitary sewer that was installed for the development of Shiloh Hills in 1994, however was not annexed as part of the Shiloh Hills annexation. Riggs stated that property located at 34323 W. Chestnut Street, is not annexed and has both city sewer and water, therefore setting the precedence for others to connect. Riggs also stated that the petitioners will annex when possible, however cannot do so at this time as it would create an island parcel, which is not allowed.

Alderman Rauch stated that he isn't opposed to allowing the connection but asked if it could be bound to an annexation agreement. Attorney Bjelajac responded that the City cannot force someone to annex, the people need to come to the City wanting to annex. Bjelajac added that the Walters are willing to annex, however cannot do so until the neighboring parcels ask to be annexed.

Alderman Schultz said he also isn't opposed to allowing the connection, but voiced his concern that allowing people to connect to city sewer and water takes the benefit of annexing away and felt that annexation should be required when possible and that he doesn't trust potential future owners to annex if the property already has sewer and/or water connections.

Alderman Preusker stated that he has concerns with "one-off" situations and felt that property owners should agree to annex when opportunity presents itself.

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.

HR Manager Jason Corbin reviewed the information that was discussed at the September 17, 2019 Committee of the Whole meeting, and explained that utilizing NOVO could save self-insured employers an average of 30% on bundled services and to encourage use, NOVO provides a cash incentivization schedule for employees who choose this option and will also provide travel arrangements. There was no further discussion.

- D. **Motion 19-945** - To consider approval of a Certificate of Appropriateness for 401 N. Pine Street.

Building Inspector Gregory Guidry reviewed the background history stating that Flippy's owner, Luanne Clark, is requesting a Certificate of Appropriateness for the installation of three awnings - one to replace the front awning, and two additional new awnings on the south facade facing E. Washington Street. There was no further discussion.

- E. **Motion 19-946** - To approve The City of Burlington Property Inspection Report from AAE Consulting Group.

Administrator Walters reviewed the background history and explained that City staff hired Austin Engelhardt, of AAE Consulting Group, to complete a thorough appraisal of City buildings, parks, and infrastructure to ensure each fixed asset and municipally owned properties are insured appropriately. Engelhardt then gave an overview of the methodology used to value City owned properties and the total valuation for all city properties including buildings and structures, process equipment, and building contents.

- F. **Motion 19-947** - To accept the 2019 Financial Management Plan Update compiled by Ehlers, Inc.

Jon Cameron, Ehlers, Inc., explained that the Financial Management Plan (FMP) is a roadmap for City borrowing for Capital projects, but also predicts fund balance and Equalized Values. Cameron stated the FMP was created for the City as a strategic goal from the City's Strategic Plan, which requires annual updates as City equalized values, needs and budgets change each year. Cameron stated that the plan is compiled from historical data and "look ahead" figures from the budget documentation and the FMP helps staff and Council prioritize future capital and operational needs. Cameron then presented the 2019 Financial Management Plan.

8. **ADJOURNMENT**

Motion: Alderman Bauman. Second: Alderman Preusker. With all in favor, the motion carried and the meeting was adjourned at 7:44 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington