CITY OF BURLINGTON

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

AGENDA
COMMON COUNCIL
Tuesday, November 19, 2019
To immediately follow the 6:30 p.m. Committee of the Whole meeting
Common Council Chambers, 224 East Jefferson Street

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

Student Representatives:
Thomas Martin, Student Representative (BHS)
Peter DeSmidt, Student Representative (CCHS)

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** *(R. Heft)*

   A. To approve the November 5, 2019 Common Council Meeting Minutes.

6. **Letters and Communications** *(S. Rauch)*

   A. To accept correspondence from Alderman Bauman and Alderman Grandi regarding their absence from the November 19, 2019 Committee of the Whole and Common Council meetings.

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

8. **Reports** *(J. Schultz)*

   A. To approve Reports 1-6 as submitted.

9. **Payment of Prepaids and Vouchers** *(T. Preusker)*

A. To approve the Prepaid and Vouchers list for bills accrued through November 19, 2019.

Total Prepaid:	$ 116,896.56
Total Vouchers:	$ 162,533.74
Reimbursement-Tuition	$ 621.00
Grand Total:	**$ 280,051.30**

10. **Licenses** *(S. Kott)*

A. To approve Operator's License Applications as submitted.

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

A. To approve a Special Event Permit Application for "Light Up the Night" scheduled for November 22, 2019.

12. **Appointments and Nominations** *(R. Heft)*

A. To approve the appointment of election inspectors for a two-year term beginning January 1, 2020

13. **PUBLIC HEARINGS:** *(S. Rauch)*

A. To hear comments and concerns regarding a rezone request for property located at 416 E. Jefferson Street.

14. **RESOLUTIONS:**

A. **Resolution 4971(24)** - To consider adopting the 2020 Annual Budget. *(J. Schultz)*

B. **Resolution 4972(25)** - To approve updating the purchasing policy of the City of Burlington. *(T. Preusker)*

15. **ORDINANCES:** NONE

16. **MOTIONS:** NONE

17. **ADJOURN INTO CLOSED SESSION** *(S. Kott)*
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.

- A discussion regarding Emergency Medical Services (EMS) between the City of Burlington and the Town of Burlington.

Wis. Stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- A discussion regarding the engagement of a secondary attorney.

18. **RECONVENE INTO OPEN SESSION** *(T. Meyer)*

19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
- Consideration and possible action on recommendations for matters discussed in Closed Session by the Common Council.

20. **ADJOURNMENT** *(R. Heft)*

***Note**: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.*

COMMON COUNCIL REGULAR **ITEM NUMBER 5A**

DATE: November 19, 2019

SUBJECT: **MEETING MINUTES** - To approve the November 5, 2019 Common Council Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the November 5, 2019 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the November 5, 2019 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the November 19, 2019 Common Council meeting.

Attachments

CC Min

CITY OF BURLINGTON

City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
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CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, November 5, 2019

1. **Call to Order / Roll Call**
Mayor Jeannie Hefty called the Common Council meeting to order at 7:23 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Alderman Theresa Meyer.

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, Police Chief Mark Anderson, Library Director Joe Davies, and City Intern Nicholas Faust.

2. **Pledge of Allegiance**

3. **Citizen Comments** - None.

4. **Chamber of Commerce Representative and Rescue Squad Representative**
Tony Martin, Chamber of Commerce representative, stated that they are in the process of fundraising for a new Santa's Chalet and upcoming events include the Christmas Parade, Chamber Auction Dinner, and the Hot Chocolate Festival.

5. **Approval of Minutes** - To approve the October 15, 2019 Common Council Meeting Minutes.
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 Preusker asked if there were any updates regarding vandalism in the City parking lots. Chief Anderson responded that he would include an update in this Friday's memo.

8. **Reports** - To approve Reports 1 - 4 as submitted.
Motion: Alderman Rauch. Second: Alderman Grandi. With all in favor, the motion carried.

9. **Payment of Prepaids and Vouchers** - To approve the Prepaid and Vouchers list for bills accrued through November 5, 2019 for the total amount of $1,376,295.69
Motion: Alderman Schultz. Second: Alderman Preusker. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

10. **Licenses** - To approve Operator's License Applications as submitted.
Motion: Alderman Preusker. Second: Alderman Bauman. With all in favor, the motion carried.

11. **Special Events** - To approve Special Event Permit Applications as submitted.
Motion: Alderman Bauman. Second: Alderman Preusker. With all in favor, the motion carried.

12. **Appointments and Nominations** - To approve the appointments of Student Representatives to their respective Boards for the 2019-2020 school year.
Motion: Alderman Kott. Second: Alderman Grandi. With all in favor, the motion carried.

13. **PUBLIC HEARINGS**
At 7:29 p.m. Mayor Hefty called to order a Public Hearing to hear comments from the public regarding the City of Burlington 2020 Annual Budget. There were no comments.
Motion: Alderman Grandi. Second: Alderman Bauman. With all in favor, the Public Hearing was closed at 7:30 p.m.

14. **RESOLUTIONS:**

A. **Resolution 4968(21)** - To approve a Revolving Loan Fund Grant to Fox River Plaza in the not-to-exceed amount of $14,680.50.
Motion: Alderman Grandi. Second: Alderman Rauch. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

B. **Resolution 4969(22)** - To approve Contract Change Order #1 for the 2019 Street Improvement Program with Wanasek Corporation for an increase in the contract in the amount of $30,525.26.
Motion: Alderman Heft. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

C. **Resolution 4970(23)** - To approve an Award of Bid for Milwaukee Avenue and Pine Street concrete repairs to the Wanasek Corporation for the amount of $17,630.00.
Motion: Alderman Rauch. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

15. **ORDINANCES:** None

16. **MOTIONS:** None

17. **ADJOURN INTO CLOSED SESSION**
Wis. Stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- A discussion regarding the engagement of a secondary attorney.

Wis. Stats 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- Discussion with Attorney Bjelajac and City Administrator Walters regarding legal strategies and action steps to be taken should the City of Burlington join the National Prescription Opiate Litigation, MDL: No. 2804 (N.D Ohio) class action lawsuit.

Prior to adjourning into Closed Session, Alderman Schultz made a motion, with a second by Alderman Preusker, to table the discussion listed under ***Wis. Stats 19.85(1)(c)*** regarding the engagement of a secondary attorney. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the item was

tabled.

Alderman Schultz then made a motion, with a second by Alderman Preusker to Adjourn into Closed session. Roll Call Vote: Aye - 7. Nay - 0. With all in favor the meeting adjourned into Closed Session at 7:34 p.m.

18. **RECONVENE INTO OPEN SESSION**
Motion: Alderman Preusker. Second: Alderman Rauch. With all in favor, the meeting reconvened into open session at 7:49 p.m.

19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
There was no action.

20. **ADJOURNMENT**
Motion: Alderman Bauman. Second: Alderman Grandi. With all in favor the motion carried and the meeting was adjourned at 7:50 p.m.

Minutes respectfully submitted by:

_____
Diahnn C. Halbach
City Clerk
City of Burlington

COMMON COUNCIL REGULAR **ITEM NUMBER 6A**

DATE: November 19, 2019

SUBJECT: **LETTERS AND COMMUNICATION** - To accept correspondence from Alderman Bauman and Alderman Grandi regarding their absence from the November 19, 2019 Committee of the Whole and Common Council meetings.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following communication:

- Email correspondence from Alderman Bauman regarding his absence from the November 19, 2019 Committee of the Whole and Common Council meetings.
- Email correspondence from Alderman Grandi regarding his absence from the November 19, 2019 Committee of the Whole and Common Council meetings.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the Council accept this communication.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the November 19, 2019 Common Council meeting.

Attachments

Alderman Bauman Correspondence

Alderman Grandi Correspondence

Diahnn Halbach

From: Todd Bauman
Sent: Wednesday, November 13, 2019 6:02 PM
To: Diahnn Halbach
Subject: Next meeting

Di,

I will not be able to attend next Tuesday's cow or common council meetings.

Alderman Bauman

Diahnn Halbach

From: Bob Grandi <bobgrandi1@gmail.com>
Sent: Thursday, November 14, 2019 9:35 AM
To: Carina Walters; Diahnn Halbach; Jeannie Hefty
Subject: 11/19 Meeting

Regretfully, I will not be able to attend the 11/19 COW and Council meetings.

Bob Grandi
Alderman, 2nd Districtt

COMMON COUNCIL REGULAR **ITEM NUMBER 8A**

DATE: November 19, 2019

SUBJECT: **REPORTS** - To approve Reports 1-6 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Plan Commission Minutes - 8/13/2019
2. Library Minutes (Special Meeting) - 8/13/2019
3. Burlington Housing Authority Minutes - 9/19/2019
4. Library Minutes - 9/24/2019
5. Police and Fire Commission Minutes - 11/05/2019
6. Committee of the Whole Minutes - 11/05/2019

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the November 19, 2019 Common Council meeting.

Attachments

Plan Minutes

Library Minutes 8-13-19

BHA Minutes 9-19-19

Library Minutes 9-24-19

PFC Minutes 11-5-19

CITY OF BURLINGTON

Administration Department
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Minutes
City of Burlington Plan Commission
August 13, 2019, 6:30 p.m.

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. Roll call: Aldermen Tom Preusker and Bob Grandi; Commissioners Chad Redman; and Art Gardner were present. Commissioners Andy Tully and John Ekes were excused.

APPROVAL OF MINUTES
Commissioner Redman moved, and Alderman Preusker seconded to approve the minutes of July 9, 2019. All were in favor and the motion carried.

LETTERS & COMMUNICATIONS
None

CITIZEN COMMENTS
None

OLD BUSINESS
None

NEW BUSINESS

A. Public Hearing to hear public comments regarding a Conditional Use application from WM Kenosha Racine, Inc. for property located at 400 S. Pine Street to store trucks and supplies in order to operate a lawn care business.

- Mayor Hefty opened the Public Hearing at 6:33 p.m.
- Mary Anders, 409 S. Pine Street, stated she would like to know if the front of the building will stay clean and crisp as it is, and that all construction vehicles will be in back so it doesn't affect her property value of it becoming a junk yard.
- There were no further comments.

Alderman Grandi moved, and Commissioner Gardner seconded to close the Public Hearing at 6:34 p.m.

All were in favor and the motion carried.

B. Consideration to approve a Conditional Use and Site Plan application from WM Kenosha Racine, Inc. for property located at 400 S. Pine Street to store trucks and supplies in order to operate a lawn care business, subject to Graef's, Kapur & Associates', and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Tanya Fonseca, Graef, explained the trucks will be kept in back. Ms. Fonseca recommended that the landscape and overall appearance meet the conforming requirements, add screening to the fence, and the parking area be paved within one year.

- Alderman Preusker stated it is a high traffic area and a highly visible corner coming from the south, and was concerned with the kicking of dust from all the gravel in the rear. Alderman Preusker asked if the ordinance for paving the lot was for aesthetics, or because of chemicals being used. Ms. Fonseca responded because the asphalt is giving the City would like to see the condition of the lot kept up, but is not a disturbance since it is only resurfacing. Ms. Fonseca stated this is a change of use, thus requires the lot to be paved.

- Brad Lois, Bear Realty, explained Weed Man Lawn Care is a new tenant with a 5-year lease who would like to make improvements to the property. Mr. Lois stated the full intention is to have the front of the building look appealing with some landscaping, fresh paint, and signage. Brandon Burns, Weed Man representative, explained the trucks will be kept in the rear of the building and the products will be stored inside.

- Commissioner Redman questioned since the vehicles would be stored outside overnight, is there consideration to replacing the driveway approach up to the fencing. Mr. Burns replied yes, that is something that could be done. The Commissioners agreed that the paving of the back lot within one year should not be waived. Commissioner Gardner stated the ordinance for paving is set in place for a reason. Mr. Burns asked how many stalls are required to be paved. Ms. Fonseca answered it is usually be based upon the square footage, but since there are no customers, it is based on the number of employees, with a minimum of 6 stalls. Commissioner Redman stated that he would like to see the screening for the fence, replace the approach, and asphalt the triangular surface or landscape it.

- There were no further comments.

Commissioner Redman moved, and Alderman Grandi seconded to approve the Conditional Use and Site Plan contingent they add screen to the fence, pave the approach off of Robert Street, pave 6 stalls for employees inside the fenced area within one year, and review the Conditional Use in one year.

All were in favor and the motion carried.

C. Consideration to approve a Site Plan application from Jason Pyne for property located at Lynch Way and Buckley Street to construct a new facility for a dialysis clinic, subject to Graef's, Kapur & Associates', and Fire Department's memorandums to the Plan Commission.

- Mayor Hefty opened this item for discussion.

- Ms. Fonseca explained there is enough space to build on that meet all the guidelines. The lights require clarification, and which days of the week of operation. The 40 parking stalls is a little below the requirement, but there are more ADA stalls than what is required. However,

with the City not wanting to overbuild parking lots, there can be an exception to have less stalls since there are multiple clinics regionally.

- Kurt Clapbridge, realtor, and Jason Pyne, lead architect, explained all patients get delivered by van or dropped off. Mr. Pyne stated the parking requirement can be less if there is more storage for the company, which there is.

- Alderman Preusker asked if the landscape is in front for the patients viewing. Mr. Pyne replied no, the windows would have to be so high for the cabinets underneath, but it is more for natural light. Mr. Pyne stated landscape is towards the street though. Mr. Pyne commented the hours are Monday thru Friday 6 am – 5 pm, with a possibility of expanding to Saturday hours, 6 am – 5 pm.

- Mayor Hefty questioned if there is an area where family members can sit with the patient like they do at cancer facilities. Mr. Pyne answered there is a big waiting room for the family, but not next to the patient.

- There were no further comments.

Commissioner Redman moved, and Alderman Preusker seconded to approve the Site Plan as presented in the packet.

All were in favor and the motion carried.

D. Consideration to recommend approval to the Common Council to amend Chapter 315-74, Signs in the Historic Preservation Overlay (HPO) District if the Code.

- Mayor Hefty opened this item for discussion.

- Ms. Fonseca explained the Historic Preservation Commission (HPC) have been working on code revisions to clarify sign requirements for applicants. Some of the decisions made were: allow a maximum of 4 signs instead of 3; have vinyl signage counted towards the number of signs; corner signs to be the same size or smaller than front façade signage; hours of operation shall not be included as signage; and alleyway signage for deliveries were added. Ms. Fonseca stated the codes have not been revised since it was created.

- Megan Watkins, Assistant City Administrator/Zoning Administrator, questioned if the ordinance covers signs put in the windows, but not attached. Ms. Fonseca replied yes there is language stating signs visible will be counted as a sign. Ms. Watkins stated there are a number of businesses that have signs hanging, not touching the window, and asked the Commissioners if the businesses should be given time to comply or be grandfathered in. Alderman Preusker responded the owners should be informed they are not compliant, and hopefully they will volunteer to become compliant. Ms. Watkins clarified only the business signs are not compliant, but advertising signs would be okay to have.

- Alderman Grandi questioned if the ordinance can be changed so that HPC does not have flexibility to override a City ordinance regarding painted walls. Ms. Fonseca answered they have the same discretion for being flexible like Plan Commission does with parking.

- There were no further comments.

Alderman Grandi moved, and Alderman Preusker seconded to approve Chapter 315-74 HPO sign amendment.

All were in favor and the motion carried.

ADJOURNMENT

Alderman Preusker moved, and Commissioner Gardner seconded to adjourn the meeting at 7:51 p.m.

All were in favor and the motion carried.

Recording Secretary

Kristine Anderson
Administrative Assistant

Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

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

www.burlingtonlibrary.org

Minutes of the Burlington Public Library
Board of Trustees

The Burlington Public Library Board of Trustees held a special meeting on Tuesday, August 13, 2019 at 6:30 p.m. in the Burlington Public Library Main Floor Meeting Room.

Present: Savaglia, Larson Excused: Preusker, Guard Also present: Davies, Puccini, consultant
Czaplewski, Musgrave Sarah Keister Armstrong

Plank, Bahr, Chaffee

- Savaglia called the meeting to order at 6:32 p.m.
- Strategic Planning Consultant led a discussion of community survey results and provided drafts of Mission, Vision, Values, and Goals, and gathered feedback from the Board for discussion at the next meeting.
- Savaglia adjourned the meeting at 8:01 p.m.
- There will be no meeting on August 27. Next meeting will be September 24 at 6:30 p.m.

Respectfully submitted,

Walter Bahr
Secretary

Housing Authority of City of Burlington Wisconsin
Riverview Manor
September 19, 2019

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 19, 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 August 22, 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 August 31, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 62 on the waiting list for one bedroom units and 5 for two bedroom units. There are 3 vacancies at this time but they will be filled in 45 days.

BUILDING AND MAINTENANCE: See attached report.
There was a discussion on need for review of water heaters and boiler systems.

Our long term maintenance man is retiring and we have received 5 resume`s for this position.

NEW BUSINESS: No new business to report.

OTHER BUSINESS: None to report.

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:00 p.m. The next monthly meeting is scheduled for October 24, 2019 at 5:30 p.m.

_____John Smith, Secretary

Burlington Public Library

166 East Jefferson Street, Burlington, Wisconsin 53105

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

www.burlingtonlibrary.org

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 24, 2019 at 6:30 p.m. in the Burlington Public Library Upstairs Meeting Room.

Present: Savaglia, Larson Guard, Czaplewski, Bahr

Preusker Excused: Chaffee Plank Musgrave

Also present: Davies, McCarthy and Consultant Sarah Keister Armstrong

- Savaglia called the meeting to order at 6:32 pm.
- Sarah Keister Armstrong reviewed the Mission and Vision statements from the survey. After discussion on several points in Our Values statements, Sarah agreed to tweak the order and some of the wording and bring back the changes next month. Sarah will work with Joe and library staff on an action plan.
- Public Communication to the Board – None
- Minutes of the July 23 and August 13, 2019 meeting, Larson moved approval, Bahr seconded. Motion passed.
- Bahr moved and Preusker seconded the motion to approve the August/September General Fund, Prepaid and Reimbursement Expenses of $31,945.97 and August/September Trust Fund Expenses of $1,179.63 totaling $33,125.60. Motion passed.

Committee Reports:

- Building & Grounds Committee – Met on August 2, 2019. The committee toured the grounds and building noting areas in need of attention. Larson noted the grounds will need regular maintenance, the parking lot is difficult to maneuver, there are sidewalks in need of repair, and wooden benches in the courtyard need replacing. The Pine Street entrance could have a ramp added, the front columns need repair. The bathrooms sometimes leak into the basement and are not ADA accessible. There is a broken basement window. Larson wanted input from library staff on any needs they have that are not being met. Davies pointed out the great job the DPW did in revamping the library courtyard. The trees that were installed came out of the annual city tree program. Davies also noted the leak on the adult side near the DVD shelves was looked at, the roofing company did not find any holes in the roof lining but did find a clogged drain. We are hopeful that will solve the problem. Preusker asked if we need dedicated maintenance staff to keep up with the needs of this aging building. Davies will be meeting with city staff on the budget very soon and may discuss questions about grounds and building maintenance for the library.

Federated Library Report:

- **Vacancy from Burlington area on LLS Board –** The LLS Board tries to find library board members from area Library Boards to fill vacancies. The Lakeshores System provides many resources to SHARE libraries. Savaglia is a past LLS Board member and enjoyed the experience immensely noting the information she learned helped her understand how many decisions are made and how funding from state and local agencies works. If anyone is interested in joining the LLS Board, Davies can put you in contact with the director. Davies also noted two Lakeshores Directors will be retiring, one from Union Grove, the other from Delavan.

Director's Report:

- **Monthly Statistics Report** – Circulation was up for July and went down as usual in August when many families are vacationing and getting ready to go back to school. Self-Check station is becoming popular, many children enjoy checking out their own books. Programs, both adult and children remain popular. The weekly Tuesday and Thursday storytimes added two sessions each day as the room was becoming overcrowded.

- **Exploring joint library possibilities–** Davies is exploring the possibility of partnering with the Town of Burlington to become a joint library similar to the partnership of fire and rescue. The advantages are the Town could appoint representatives, not the county, Town tax dollars would come directly to us instead of going to the County to be divided up with area libraries. This change would be a more secure funding source than yearly fluctuations we now have. Many of our non-city library patrons are already Town of Burlington residents. The next highest circulation numbers come from Walworth County, Town of Lyons and Spring Prairie residents. If the Town is interested, there are several Boards that would need to approve the change. First the Town of Burlington Board, then the City of Burlington Council, next the Lakeshores Library Board and finally the Racine County Board. Davies will keep the board updated on any developments.
- **Library Foundation 501(c)3 status** –Our application has been accepted and is official. Davies will be setting up bank accounts soon. We will be listed in Guidestar in a few months. Davies will also be setting up an Amazon Smile account for the public to donate items on a wishlist.

New Business

- **Discussion of Preliminary Budget & Capital Requests to City** – Davies pointed to the Budget worksheets for next year. The total budget increase for 2020 mainly consists of monies for a Space Needs plan and following the City step wage increase and cost of living program. On the 5 year capital improvement plan is sidewalk replacement near the parking lot and concrete slabs to connect new park benches. On the Equipment Replacement plan is a new copier that will replace a 9 year old unit and a new coin-op that will replace a 20 year old unit. The board suggested trying to get a targeted percentage increase next year. Davies will discuss future budgeting strategies with city hall for the future. The only questions Davies received from the Budget Partners was where we are at with the new library plans.

Motion to adjourn the meeting was made by Preusker, seconded by Larson, meeting adjourned at 8:20 pm. Our next meeting date is Tuesday, October 22, in the main floor meeting room at the Burlington Public Library.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative

CITY OF BURLINGTON

POLICE – FIRE COMMISSION

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

MINUTES
City of Burlington Police and Fire Commission
Burlington Fire Department
165 W. Washington Street, Burlington, Wisconsin
November 5, 2019

1. Call to Order:
Commissioner Hintz called the meeting to order at 5:00p.m.

2. Roll Call:
Commissioners in attendance Chris Miller, Peter Hintz, Kevin Morrow, Jeff Erickson, Fire Chief Alan Babe, Police Chief Mark Anderson and Fireman Josh Spencer. Mark McMullen was excused.

3. Public Comments:
None.

4. Approval of Minutes
The minutes from the October 1, 2019 PFC meeting was approved on a motion to approve by Commissioner Morrow, seconded by Commissioner Miller all ayes motion carried at 5:02pm.

5. Police Chief Business
None.

6. Fire Chief's Report and Business
On a motion by Commissioner Miller and seconded by Commissioner Morrow at 5:05pm all ayes carried the motion we convened into closed session pursuant to section 19.85 (1) (c) Wisconsin statutes for conducting employment, promotion, compensation, or performance evaluation data of any public employee over which this governmental body has jurisdiction or exercises responsibility.

On a motion by Commissioner Miller and seconded by Commissioner Morrow we reconvened into open session at 7:50pm

On a motion by Commissioner Erickson and seconded by Commissioner Miller, Brian Tello, Christopher Medlock, Robert Steier, Nicolas Keller, and Cody Reynolds were added to the Fire Department eligibility list all ayes carried the motion.

On a motion by Commissioner Morrow and seconded by Commissioner Miller Stephen Kalmer was added to the Fire Department Intern eligibility list.

7. Police and Fire Commission Business
None.

8. Adjourn
Motion by Commissioner Erickson to adjourn seconded by Commissioner Morrow, all ayes carried the motion at 7:55p.m.

Respectfully submitted,
Commissioner Erickson, Secretary

Please note if you are disabled and have accessibility needs or information interpreted for you, please call the City Clerk's office at 262-763-3717 at least 24 hours prior to the meeting.

COMMON COUNCIL REGULAR **ITEM NUMBER 9A**

DATE: November 19, 2019

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through November 19, 2019.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through November 19, 2019:

Total Prepaid:	$ 116,896.56
Total Vouchers:	$ 162,533.74
Reimbursement-Tuition	$ 621.00
Grand Total:	**$ 280,051.30**

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:
1. $48,391.69 PSG Construction, Inc. - Riverside Park Improvements-Payment #2
2. $32,702.60 Pats Services - WWTP - Bio-Solids Applied
3. $18,652.39 WE Energies - Street Lights - 09/30/19 to 10/28/19
4. $17,705.52 Ascent Aviation Group, Inc. - Jet A Aviation Fuel
5. $13,771.91 WE Energies - Sewer Treatment Plant - 09/24/19 to 10/22/19

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of $280,051.30.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the November 19, 2019 Common Council meeting.

Attachments

Prepaid 11.01.19

Prepaid 11.08.19

Vouchers 11.19.19

Reimbursement-Tuition

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policey No. 14150001 Nov Billing	318472	11/01/2019	616.95	11/01/2019
Total 100239006:					616.95	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Turner, Ryan S: Warrant #19CT784	19CT784	10/28/2019	1,285.00	11/01/2019
Total 100454521001:					1,285.00	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMIN	2683745	10/15/2019	12.50	11/01/2019
Total 100515132153:					12.50	
100515132220						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004OCT19	10/25/2019	339.35	11/01/2019
Total 100515132220:					339.35	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	171 798 6300 001 Ad,om	5380490509	10/19/2019	337.17	11/01/2019
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9840717822	10/23/2019	87.06	11/01/2019
Total 100515132225:					424.23	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	2683745	10/15/2019	2.50	11/01/2019
Total 100515141153:					2.50	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004OCT19	10/25/2019	206.03	11/01/2019
Total 100515141220:					206.03	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	171 798 6300 001 Finance	5380490509	10/19/2019	202.30	11/01/2019
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9840717822	10/23/2019	47.02	11/01/2019
Total 100515141225:					249.32	
100515181225						
100-515181-225 HR-Telephone	VERIZON WIRELESS	VERIZON HUMAN RESOURCE 286396851-00001	9840717822	10/23/2019	40.09	11/01/2019
Total 100515181225:					40.09	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	2683745	10/15/2019	12.50	11/01/2019
Total 100525211153:					12.50	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073OCT19	10/24/2019	194.57	11/01/2019
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877OCT19	10/25/2019	2,135.06	11/01/2019
Total 100525211220:					2,329.63	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	057 736 7870 001	262767138910 19	10/21/2019	476.06	11/01/2019
100-525211-225 POLICE - TELEPHONE	AT & T	171 798 6300 001 Police	5380490509	10/19/2019	539.47	11/01/2019
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9840717822	10/23/2019	825.80	11/01/2019
Total 100525211225:					1,841.33	
100525211244						
100-525211-244 POLICE - REPAIR & MAINTE	AMAZON CAPITAL SERVICES, I	Defibrillator Battery	1PYY-9K3V-JW1T	10/22/2019	240.00	11/01/2019
Total 100525211244:					240.00	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	VORPAGEL SERVICE INC.	Cooling Service per agreement	44689	09/30/2019	1,232.50	11/01/2019
Total 100525211248:					1,232.50	
100525211330						
100-525211-330 POLICE - TRAVEL	RICE, WILLIAM	meal reimbursement	102219	10/22/2019	30.00	11/01/2019
Total 100525211330:					30.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057OCT19	10/21/2019	920.04	11/01/2019
Total 100525220220:					920.04	
100525220225						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9840717822	10/23/2019	102.21	11/01/2019
Total 100525220225:					102.21	
100525231220						
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004OCT19	10/25/2019	60.60	11/01/2019
Total 100525231220:					60.60	
100525231225						
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	VERIZON BLDG DEPARTMENT	9840717822	10/23/2019	55.09	11/01/2019
Total 100525231225:					55.09	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345OCT19	10/24/2019	691.79	11/01/2019
100-535321-220 STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671OCT19	10/23/2019	79.52	11/01/2019
Total 100535321220:					771.31	
100535321225						
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9840717822	10/23/2019	117.00	11/01/2019
Total 100535321225:					117.00	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0455-414-409	0455414409OCT19	10/18/2019	227.19	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0818-594-802	0818594802OCT19	10/24/2019	15.71	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0819-473-268	0819473268OCT19	10/24/2019	87.37	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0838-352-542	0838352542OCT19	10/23/2019	28.98	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0850-628-152	0850628152OCT19	10/23/2019	255.26	11/01/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	2023-503-060	2023503060OCT19	10/24/2019	146.57	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4404-149-064	4404149064OCT19	10/18/2019	40.69	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5043-084-318	5043084318OCT19	10/22/2019	41.00	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5406-087-899	5406087899OCT19	10/18/2019	106.67	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5459-100-732	5459100732OCT19	10/25/2019	393.49	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5465-979-181	5465979181OCT19	10/22/2019	59.64	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5644-617-733	5644617733OCT19	10/24/2019	137.17	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5695-147-539	5695147539OCT19	10/24/2019	305.20	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6893-002-943	6893002943OCT19	10/23/2019	15.71	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7245-068-041	7245068041OCT19	10/25/2019	196.55	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7255-756-558	7255756558OCT19	10/21/2019	3.91	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7467-500-426	7467500426OCT19	10/25/2019	245.05	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	8499-073-119	8499073119OCT19	10/25/2019	209.18	11/01/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	9418-285-345	9418285345OCT19	10/25/2019	88.26	11/01/2019
Total 100535321261:					2,603.60	
100535321354						
100-535321-354 STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528OCT19	10/25/2019	551.87	11/01/2019
Total 100535321354:					551.87	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939OCT19	10/18/2019	42.50	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568OCT19	10/24/2019	35.45	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345OCT19	10/24/2019	345.89	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2428-946-714	2428946714OCT19	10/25/2019	450.42	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777OCT19	10/28/2019	21.09	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3698-542-543	3698542543OCT19	10/27/2019	26.87	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899OCT19	10/24/2019	40.83	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188OCT19	10/25/2019	101.29	11/01/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671OCT19	10/23/2019	39.76	11/01/2019
Total 100555551220:					1,104.10	
100555551225						
100-555551-225 PARKS - TELEPHONE	VERIZON WIRELESS	VERIZON PARK 286396851-00001	9840717822	10/23/2019	51.21	11/01/2019
Total 100555551225:					51.21	
251555511153						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	2683745	10/15/2019	12.50	11/01/2019
Total 251555511153:					12.50	
251555511220						
251-555511-220 UITLITIES	WE ENERGIES	0810-148-657	0810148657OCT19	10/25/2019	887.52	11/01/2019
251-555511-220 UITLITIES	WE ENERGIES	5852-857-487	5852857487OCT19	10/24/2019	144.73	11/01/2019
Total 251555511220:					1,032.25	
251555511225						
251-555511-225 TELEPHONE	AT & T	171 798 6300 001 Library	5380490509	10/19/2019	269.73	11/01/2019
Total 251555511225:					269.73	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	WIN MEDIA, INC	2019 Spooky City Participation	19102408	10/26/2019	145.00	11/01/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511310:					145.00	
251555511327						
251-555511-327 MATERIALS	MIDAMERICA BOOKS	MIDAMERICA BOOKS LIBRARY MATERIALS	494278	09/05/2019	492.70	11/01/2019
Total 251555511327:					492.70	
251555511345						
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Supplies	102519	10/25/2019	61.61	11/01/2019
Total 251555511345:					61.61	
453565616826						
453-565616-826 2017 Lewis Street Project	WE ENERGIES	341 Origen St.-Rewired Service	WR4437635	10/18/2019	3,508.62	11/01/2019
Total 453565616826:					3,508.62	
465515132800						
465-515132-800 CITY ADMINISTRATOR	BEST VALUE FLOORING	Labor-Carpet-Finance/HR	3834	10/11/2019	1,005.00	11/01/2019
465-515132-800 CITY ADMINISTRATOR	BEST VALUE FLOORING	Labor-Carpet-Finance/HR	3835	10/11/2019	295.00	11/01/2019
Total 465515132800:					1,300.00	
621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	2683745	10/15/2019	10.00	11/01/2019
Total 621575740153:					10.00	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576OCT19	10/22/2019	13,771.91	11/01/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215OCT19	10/23/2019	212.41	11/01/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087OCT19	10/23/2019	60.85	11/01/2019
Total 621575740220:					14,045.17	
621575740222						
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067OCT19	10/23/2019	1,749.21	11/01/2019
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614OCT19	10/23/2019	10.02	11/01/2019
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199OCT19	10/23/2019	30.92	11/01/2019
Total 621575740222:					1,790.15	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	VERIZON WWTP 286396851-00001	9840717822	10/23/2019	67.95	11/01/2019
Total 621575740225:					67.95	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	HEFTY, DONALD	Reimbursement-mileage	103119	10/31/2019	88.57	11/01/2019
Total 621575740330:					88.57	
622506220000						
622-506220-000 POWER	WE ENERGIES	0882-547-355 (split)	0882547355OCT19	10/24/2019	3,387.23	11/01/2019
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864OCT19	10/25/2019	2,158.70	11/01/2019
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366OCT19	10/23/2019	555.39	11/01/2019
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505OCT19	10/25/2019	3,680.70	11/01/2019
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861OCT19	10/24/2019	1,716.34	11/01/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187OCT19	10/23/2019	152.07	11/01/2019
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384OCT19	10/24/2019	3,206.90	11/01/2019
Total 622506220000:					14,857.33	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355 (split)	0882547355OCT19	10/24/2019	15.80	11/01/2019
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919OCT19	10/27/2019	10.23	11/01/2019
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861OCT19	10/24/2019	15.35	11/01/2019
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589OCT19	10/23/2019	16.68	11/01/2019
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384OCT19	10/24/2019	14.47	11/01/2019
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303OCT19	10/24/2019	9.57	11/01/2019
Total 622506230000:					82.10	
622509210000						
622-509210-000 OFFICE SUPPLY	VERIZON WIRELESS	VERIZON WATER DEPT	9840717822	10/23/2019	80.25	11/01/2019
Total 622509210000:					80.25	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345OCT19	10/24/2019	691.78	11/01/2019
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671OCT19	10/23/2019	79.52	11/01/2019
Total 622509350000:					771.30	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	641692	10/21/2019	17,705.52	11/01/2019
Total 623575740200:					17,705.52	
Grand Totals:					71,519.71	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239007						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L Dec. Billing	2019DEC	11/01/2019	1,964.00	11/08/2019
Total 100239007:					1,964.00	
100444411000						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2019OCT	11/01/2019	1,872.08	11/08/2019
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2019OCT	11/01/2019	248.80	11/08/2019
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE OCT	2019 OCT	11/01/2019	6,667.36	11/08/2019
Total 100444411000:					8,788.24	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	WILSON FARM MEATS, INC	Autumn Rib Fest	24668	10/26/2019	1,000.00	11/08/2019
Total 100515111265:					1,000.00	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	TIME WARNER CABLE	Acct#089478701 MUNI COURT	089478701110119	11/01/2019	15.06	11/08/2019
Total 100515121225:					15.06	
100515131225						
100-515131-225 MAYOR-TELEPHONE	TIME WARNER CABLE	Acct#089478701 MAYOR	089478701110119	11/01/2019	17.45	11/08/2019
Total 100515131225:					17.45	
100515132220						
100-515132-220 ADMIN - UTILITIES	TIME WARNER CABLE	Acct#089478701 ADMIN	089478701110119	11/01/2019	398.58	11/08/2019
Total 100515132220:					398.58	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1389 327 6	262767138910 201	10/28/2019	366.57	11/08/2019
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1904 046 8 (split)	262767190410 19	10/28/2019	276.76	11/08/2019
Total 100515132298:					643.33	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	TIME WARNER CABLE	Acct#089478701 FINANCE	089478701110119	11/01/2019	169.52	11/08/2019
Total 100515141220:					169.52	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	GOOSEBERRIES	Fruit Tray-Budget Meeting	99659	10/01/2019	31.99	11/08/2019
100-515141-298 FINANCE - CONTRACT SER	AT & T	262 767-1904 046 8 (split)	262767190410 19	10/28/2019	276.77	11/08/2019
Total 100515141298:					308.76	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Mileage Reimbursement	110619	11/06/2019	25.52	11/08/2019
Total 100515141330:					25.52	
100515181220						
100-515181-220 HR-UTILITY SERVICES	TIME WARNER CABLE	Acct#089478701 HR	089478701110119	11/01/2019	37.30	11/08/2019
Total 100515181220:					37.30	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525211160						
100-525211-160 POLICE - WORKERS COMP	UNEMPLOYMENT INSURANCE	DWD-UI acct 692108-000-2	9802848	11/01/2019	554.24	11/08/2019
Total 100525211160:					554.24	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	TIME WARNER CABLE	Acct#089478701 POLICE	089478701110119	11/01/2019	797.41	11/08/2019
Total 100525211220:					797.41	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	TILAPA, BRIAN	REIMBURSMENT-DRUG TEST	110119	11/01/2019	37.00	11/08/2019
Total 100525220157:					37.00	
100525220211						
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Fernandez, Charlotte	180107989	10/17/2019	163.00	11/08/2019
Total 100525220211:					163.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558OCT19	10/27/2019	11.55	11/08/2019
100-525220-220 FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct#079780001 FIRE	079780001110119	11/01/2019	152.37	11/08/2019
100-525220-220 FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct#089478701 FIRE	089478701110119	11/01/2019	224.28	11/08/2019
Total 100525220220:					388.20	
100525231220						
100-525231-220 BLDG INSP UTILITIES	TIME WARNER CABLE	Acct#089478701 BLDG INSPECT	089478701110119	11/01/2019	23.91	11/08/2019
Total 100525231220:					23.91	
100535321220						
100-535321-220 STREETS - UTILITIES	TIME WARNER CABLE	Acct#089478701 STREETS	089478701110119	11/01/2019	249.15	11/08/2019
Total 100535321220:					249.15	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4432-157-647	4432157647OCT19	10/28/2019	18,652.39	11/08/2019
Total 100535321261:					18,652.39	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019OCTDPW	10/31/2019	23.04	11/08/2019
Total 100535321350:					23.04	
100555532350						
100-555532-350 POOL	WE ENERGIES	6682-248-573	6682248573OCT19	10/28/2019	308.48	11/08/2019
Total 100555532350:					308.48	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551OCT19	10/31/2019	49.43	11/08/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410OCT19	10/30/2019	18.93	11/08/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992OCT19	10/30/2019	15.71	11/08/2019
100-555551-220 PARKS - UTILITIES	TIME WARNER CABLE	Acct#089478701 PARKS	089478701110119	11/01/2019	59.78	11/08/2019

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Total 100555551220:					143.85	
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019OCTDPW	10/31/2019	11.52	11/08/2019
Total 100555551350:					11.52	
251555511242						
251-555511-242 REPAIR, MAINTENANCE EQ	GORDON FLESCH COMPANY, I	GORDON FLESCH LIBRARY	IN12730411	10/07/2019	757.15	11/08/2019
Total 251555511242:					757.15	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	ARTISTIC CLEANERS	Library carpet cleaning	6738	11/02/2019	3,131.28	11/08/2019
Total 251555511247:					3,131.28	
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Library Crafts	110419	11/04/2019	73.80	11/08/2019
251-555511-345 PROGRAMS	ANDERS, MARY	SUPPLIES-PROGAM	110419	11/04/2019	35.00	11/08/2019
251-555511-345 PROGRAMS	POLOVINA, CATHY	PROGRAM	110419	11/04/2019	100.00	11/08/2019
Total 251555511345:					208.80	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357OCT19	10/29/2019	175.05	11/08/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525OCT19	10/24/2019	5,356.43	11/08/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660OCT19	10/30/2019	43.79	11/08/2019
Total 621575740220:					5,575.27	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357OCT19	10/29/2019	9.57	11/08/2019
Total 621575740222:					9.57	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct#089478701 SEWER	089478701110119	11/01/2019	249.15	11/08/2019
Total 621575740225:					249.15	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	TRACTOR SUPPLY CREDIT PLA	TRACTOR SUPPLY 6035301200098372 WWTP CH	100508008	10/01/2019	519.95	11/08/2019
621-575740-242 REPAIR,MAINTENANCE VE	TRACTOR SUPPLY CREDIT PLA	TRACTOR SUPPLY 6035301200098372 WWTP CH	100508029	10/01/2019	24.99-	11/08/2019
621-575740-242 REPAIR,MAINTENANCE VE	TRACTOR SUPPLY CREDIT PLA	TRACTOR SUPPLY 6035301200098372 WWTP CH	100508145	10/02/2019	74.99-	11/08/2019
Total 621575740242:					419.97	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	MCGHEE, ELIZABETH	REIMBURSE-MEALS-TRAINING	110119	11/01/2019	61.66	11/08/2019
621-575740-330 SEWER - INSRVC TRNG & T	GERDMAN, AMBER	Reimbursement-Meals	110119	11/01/2019	41.02	11/08/2019
Total 621575740330:					102.68	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365OCT19	10/29/2019	30.55	11/08/2019

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Total 622506230000:					30.55	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct#089478701 WATER	089478701110119	11/01/2019	149.44	11/08/2019
Total 622509210000:					149.44	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (split)	2019OCTDPW	10/31/2019	23.04	11/08/2019
Total 622509350000:					23.04	
Grand Totals:					45,376.85	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policey No. 14150001 Dec. Billing	329524	11/13/2019	637.08	
Total 100239006:					637.08	
100515111247						
100-515111-247 Repairs & Maint Software	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: Oct 2019	13911	10/31/2019	645.00	
Total 100515111247:					645.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	39.00	
100-515111-265 Festival/Fireworks/Block Party	BLACK TIE CARRIAGE SERVIC	2019 ICE FESTIVAL	2019 ICE FESTIVA	10/16/2019	1,095.00	
100-515111-265 Festival/Fireworks/Block Party	STRACK, KARINA	ICE FESTIVAL POSTER/BANNER	2019 ICE FESTIVA	11/01/2019	100.00	
Total 100515111265:					1,234.00	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP Hearing 496 S Pine St.	359424	10/24/2019	67.70	
Total 100515111399:					67.70	
100515132241						
100-515132-241 ADMIN - REP & MAINT IT	DIGICORP	Email Filtering	330064	10/28/2019	30.75	
Total 100515132241:					30.75	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1500818	10/30/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1503281	11/06/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1505729	01/13/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	177.24	
100-515132-310 ADMIN - OFF SUPP-POSTA	MENARDS	Supplies-City Hall (spilit)	5615	11/06/2019	22.78	
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES ADMIN OFFICE SUPPLIES	8056332770	11/02/2019	12.55	
Total 100515132310:					221.48	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	20.00	
Total 100515140310:					20.00	
100515140399						
100-515140-399 GENERAL CODE & MISC PU	GENERAL CODE	GENERAL CODE MAINT FEE	GC00108420	11/01/2019	995.00	
Total 100515140399:					995.00	
100515141241						
100-515141-241 FINANCE - REP & MAINT IT	DIGICORP	Email Filtering	330064	10/28/2019	30.75	
Total 100515141241:					30.75	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	TRANSCENDENT TECHNOLOGI	Annual Software Maintenance 2019	M3432	10/31/2019	1,352.00	
Total 100515141298:					1,352.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR98380	10/28/2019	93.15	

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100-515141-310 FINANCE - OFFICE SUPP/P	MENARDS	Supplies-Finance	5615	11/06/2019	16.99	
100-515141-310 FINANCE - OFFICE SUPP/P	ST. CROIX COMPUTER GRAPHI	ST CROIX COMPUTER GRAPHICS FINANCE	009935	11/04/2019	212.64	
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES BUSINESS ADVANTA	STAPLES CITY FINANCE SUPPLIES	8056332770	11/02/2019	15.08	
Total 100515141310:					337.86	
100515161220						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Browns Lake Sanitary Sewer Agreement	17100-067D 6	10/31/2019	465.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2019	19100-000D 10	10/31/2019	3,705.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Wal-Mart Section	19100-059D 2	10/31/2019	30.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Brickyard Parking Lot	19100-072H 1	10/31/2019	300.00	
Total 100515161220:					4,500.00	
100515161272						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2019	19100-099H 10	10/31/2019	5,790.00	
Total 100515161272:					5,790.00	
100515181310						
100-515181-310 HR-Office Supplies/Postage	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR98380	10/28/2019	93.16	
Total 100515181310:					93.16	
100525211211						
100-525211-211 POLICE - PHYSICALS	ORGANIZATION DEVELOPMEN	ORGANIZATION DEVELOPMENT POLICE DEPT	12674	10/15/2019	675.00	
100-525211-211 POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Hennlich, Justin	179786167	10/01/2019	61.00	
100-525211-211 POLICE - PHYSICALS	AURORA HEALTH CARE	Acct #600003827 Sallis, Phillip	180176913	10/11/2019	296.00	
100-525211-211 POLICE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC POLICE	10909406	10/28/2019	13.93	
Total 100525211211:					1,045.93	
100525211239						
100-525211-239 POLICE - EQUIPMENT NON	GENERAL COMMUNICATIONS, I	GCI Battery	275970	11/04/2019	115.80	
100-525211-239 POLICE - EQUIPMENT NON	AMAZON CAPITAL SERVICES, I	Supplies-Police Dept	1VWQ-MVXC-QJQ6	11/12/2019	59.88	
100-525211-239 POLICE - EQUIPMENT NON	IDEMIA IDENTITY & SECURITY	Morphoident-Police	125040	10/31/2019	3,800.00	
Total 100525211239:					3,975.68	
100525211240						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	869297630	11/01/2019	2,669.19	
Total 100525211240:					2,669.19	
100525211241						
100-525211-241 POLICE - REP & MAINT IT	DIGICORP	Email Filtering	330064	10/28/2019	30.75	
100-525211-241 POLICE - REP & MAINT IT	TKK ELECTRONICS	Toughbook 31	140314	11/07/2019	4,266.00	
Total 100525211241:					4,296.75	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	LOIS TIRE SHOP,INC.	LOIS TIRE - Unit 74 Tires	448305	11/12/2019	608.48	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	3365	10/14/2019	20.99	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #901 MAINTENANCE SUPPLIES	3420	10/21/2019	297.11	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #904 MAINTENANCE SUPPLIES	3525	10/29/2019	21.00	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	3537	10/30/2019	21.00	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #908 MAINTENANCE SUPPLIES	3592	11/05/2019	128.48	

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Total 100525211242:					1,097.06	
100525211244						
100-525211-244 POLICE - REPAIR & MAINTE	GENERAL COMMUNICATIONS, I	Noise Canceling Microphone-Police	275918	10/31/2019	102.40	
Total 100525211244:					102.40	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	HALVERSON DOOR LLC.	service call-Police	8148	10/29/2019	350.27	
100-525211-248 POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	4889	10/28/2019	27.23	
100-525211-248 POLICE - REP & MAINT BUIL	MENARDS	Supplies-Police Dept	5077	10/30/2019	31.20	
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Supplies-Police Dept	171617	10/29/2019	29.47	
Total 100525211248:					438.17	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	DONERITE JANITORIAL SERV I	DONERITE BILLING POLICE	3435	10/22/2019	750.00	
Total 100525211299:					750.00	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	MENARDS	Supplies-Police Dept	4988	10/29/2019	21.06	
100-525211-310 POLICE - OFF SUPP-POSTA	MENARDS	Supplies-Police Dept	6072	11/12/2019	18.95	
100-525211-310 POLICE - OFF SUPP-POSTA	REINEMANS, INC.	Supplies-Police Dept	172058	11/07/2019	41.38	
100-525211-310 POLICE - OFF SUPP-POSTA	MINUTEMAN PRESS OF BURLI	business cards-Justin Hennlich	40566	10/31/2019	39.00	
100-525211-310 POLICE - OFF SUPP-POSTA	MINUTEMAN PRESS OF BURLI	business cards-Phillip Sallis	40566	10/31/2019	39.00	
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES POLICE DEPT	8056332770	11/02/2019	342.27	
100-525211-310 POLICE - OFF SUPP-POSTA	AMAZON CAPITAL SERVICES, I	Supplies-Police Dept	1WMT-YNVK-FXV3	11/01/2019	23.25	
100-525211-310 POLICE - OFF SUPP-POSTA	PAPER ROLL PRODUCTS	100' Paper Rolls	101346	10/18/2019	334.50	
Total 100525211310:					859.41	
100525211311						
100-525211-311 POLICE - COMP SOFTWAR	ALADTEC, INC	ALADTEC SUBSCRIPTION	2019-3216	11/12/2019	407.65	
100-525211-311 POLICE - COMP SOFTWAR	ALADTEC, INC	ALADTEC SUBSCRIPTION	2019-3217	11/12/2019	2,995.00	
Total 100525211311:					3,402.65	
100525211330						
100-525211-330 POLICE - TRAVEL	WCTC	Acct #240707 Jones, Robert	240707 09/19	11/04/2019	249.00	
100-525211-330 POLICE - TRAVEL	NWTC	Evidence&Property Room-Jones, Robert	CS33682	10/25/2019	229.00	
100-525211-330 POLICE - TRAVEL	WI CHIEFS OF POLICE ASSOC	WPLF CONFERENCE	2770	11/05/2019	950.00	
100-525211-330 POLICE - TRAVEL	WI CHIEFS OF POLICE ASSOC	WPLF CONFERENCE	2830	11/06/2019	200.00	
100-525211-330 POLICE - TRAVEL	PoliceOne.Com	Taser CEW Instructor Cerf.-Hennlich, Justin	63606	10/21/2019	495.00	
Total 100525211330:					2,123.00	
100525211347						
100-525211-347 POLICE - FIREARM SUPP/R	STREICHER'S	Practice Ammo	I1393694	10/18/2019	50.99	
100-525211-347 POLICE - FIREARM SUPP/R	AMAZON CAPITAL SERVICES, I	Supplies-Police Dept	136H-PNNH-XFKF	10/30/2019	190.22	
Total 100525211347:					241.21	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	LANGUAGE LINE SERVICES, IN	OVER-THE -PHONE INTERPRETATION	4687057	10/31/2019	53.67	
100-525211-381 POLICE - INVESTIGATIONS	TRANS UNION LLC	TRANS UNION LLC POLICE	10909406	10/28/2019	14.23	
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB POLICE DEPT	5703-20191015	10/15/2019	26.80	
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB POLICE DEPT	9152-20191023	11/01/2019	26.80	

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100-525211-381 POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Dat	Account ID: 777966 Oct Billing	2019OCTOBER	11/01/2019	50.00	
Total 100525211381:					171.50	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	25858853	11/05/2019	358.35	
Total 100525211533:					358.35	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	PRAETORIAN DIGITAL	Fire Dept-Subscription	010135-3302	10/28/2019	1,292.50	
Total 100525220157:					1,292.50	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014043439	10/22/2019	52.98	
Total 100525220159:					52.98	
100525220211						
100-525220-211 FIRE - PHYSICALS	TRANS UNION LLC	TRANS UNION LLC FIRE	10909406	10/28/2019	13.93	
Total 100525220211:					13.93	
100525220240						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	869297630	11/01/2019	394.74	
Total 100525220240:					394.74	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	5 ALARM	5 Alarm Fire & Safety - Supplies	191336-1	10/24/2019	25.00	
Total 100525220244:					25.00	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	5482	11/04/2019	12.27	
Total 100525220248:					12.27	
100525220295						
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2110737	10/25/2019	280.72	
Total 100525220295:					280.72	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	JAMES IMAGING SYSTEMS, IN	Lexmark XS654de - Fire Dept	945630	10/31/2019	13.15	
100-525220-298 FIRE- CONTRACT SERVICE	ALADTEC, INC	ALADTEC SUBSCRIPTION	2019-3008	11/01/2019	2,620.00	
Total 100525220298:					2,633.15	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	2.79	
Total 100525220310:					2.79	
100525231298						
100-525231-298 BLDG INSP - CONTRACT	SAFEBUILT, LLC	Code Enforcement - Site Visits	0062845-IN	10/31/2019	1,155.00	

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Total 100525231298:					1,155.00	
100525231310						
100-525231-310 BLDG INSP - OPERATING S	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	20.00	
Total 100525231310:					20.00	
100525231372						
100-525231-372 BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Bldg Insp	869297630	11/01/2019	83.22	
Total 100525231372:					83.22	
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1500818	10/30/2019	35.97	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1503281	11/06/2019	33.79	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1505729	01/13/2019	33.79	
100-535321-159 STREETS - CLOTHING ALL	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0370853-IN	10/24/2019	194.98	
Total 100535321159:					298.53	
100535321211						
100-535321-211 STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Koch, Thomas	1977439	10/27/2019	20.00	
100-535321-211 STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Dexter, Mason	1977439	10/27/2019	120.00	
100-535321-211 STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Lahodik, Jeffrey	1977439	10/27/2019	20.00	
100-535321-211 STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Smolik, James	1977439	10/27/2019	20.00	
100-535321-211 STREETS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Vos, Ryan A	1977439	10/27/2019	120.00	
Total 100535321211:					300.00	
100535321240						
100-535321-240 STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	869297630	11/01/2019	1,765.27	
Total 100535321240:					1,765.27	
100535321242						
100-535321-242 STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	Starter&Battery-Truck spare	1-367245	10/18/2019	384.21	
100-535321-242 STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	#48 Fuel Cap	1-367568	10/25/2019	5.65	
Total 100535321242:					389.86	
100535321244						
100-535321-244 STREETS - REP MAINT EQ	LOIS TIRE SHOP,INC.	300 Chipper-Tires	447196	10/23/2019	155.97	
100-535321-244 STREETS - REP MAINT EQ	AMERICAN POWER EQUIPMEN	Guard-Saw	109215	10/22/2019	19.81	
Total 100535321244:					175.78	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1500818	10/30/2019	31.66	
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1500819	10/30/2019	13.61	
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1505730	11/13/2019	13.61	
100-535321-248 STREETS REP & MAINT BL	HALVERSON DOOR LLC.	service&Repair Doors-DPW	8147	10/29/2019	395.01	
Total 100535321248:					453.89	
100535321298						
100-535321-298 STREETS - CONTRACT SER	ASDA ENTERPRISES INC	Empty & Return	53751	11/01/2019	250.00	
100-535321-298 STREETS - CONTRACT SER	TAPCO	Knockdown Buckley & Milw Ave	I652881	10/23/2019	324.40	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100535321298:					574.40	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	GOOSEBERRIES	gooseberries-DPW (split)	100869	10/01/2019	4.25	
Total 100535321310:					4.25	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	MENARDS	Supplies-DPW	4187	10/18/2019	27.72	
100-535321-350 STREETS - REP MAINT SUP	WISCONSIN STAMPING	DPW-Supplies	1039048	10/24/2019	68.07	
Total 100535321350:					95.79	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1500818	10/30/2019	35.97	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1503281	11/06/2019	33.79	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1505729	01/13/2019	33.79	
100-555551-159 PARKS - CLOTHING	OLSEN SAFETY EQUIP. COR.	OLSEN SAFETY EQUIPMENT DPW (split)	0370853-IN	10/24/2019	194.98	
Total 100555551159:					298.53	
100555551211						
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Degrave, Aaron	1977439	10/27/2019	20.00	
100-555551-211 PARKS - PHYSICALS	AURORA HEALTH CARE	Acct #600003828 Phillips, Joseph J	1977439	10/27/2019	20.00	
Total 100555551211:					40.00	
100555551240						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	869297630	11/01/2019	918.56	
Total 100555551240:					918.56	
100555551242						
100-555551-242 PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	Starter&Battery-Truck spare	1-367245	10/18/2019	384.21	
100-555551-242 PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	#48 Fuel Cap	1-367568	10/25/2019	5.64	
Total 100555551242:					389.85	
100555551244						
100-555551-244 PARKS - REPAIR MAINT EQ	LOIS TIRE SHOP,INC.	300 Chipper-Tires	447196	10/23/2019	155.97	
100-555551-244 PARKS - REPAIR MAINT EQ	AMERICAN POWER EQUIPMEN	Guard-Saw	109215	10/22/2019	19.81	
Total 100555551244:					175.78	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1500818	10/30/2019	31.66	
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1500819	10/30/2019	13.61	
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1505730	11/13/2019	6.80	
100-555551-248 PARKS - REPAIR MAINT BL	HALVERSON DOOR LLC.	service&Repair Doors-DPW	8147	10/29/2019	197.50	
Total 100555551248:					249.57	
100555551310						
100-555551-310 PARKS - OFFICE SUPP, PO	GOOSEBERRIES	gooseberries-DPW (split)	100869	10/01/2019	4.25	
Total 100555551310:					4.25	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-DPW	4187	10/18/2019	27.72	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Park Winterization	4538	10/23/2019	42.95	
100-555551-350 PARKS - REPAIR/MTCE SUP	WISCONSIN STAMPING	DPW-Supplies	1039048	10/24/2019	68.06	
Total 100555551350:					138.73	
100565641310						
100-565641-310 PLAN COMM - SUPPLIES, P	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR98380	10/28/2019	40.00	
Total 100565641310:					40.00	
100575710297						
100-575710-297 GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	357485	10/30/2019	212.00	
Total 100575710297:					212.00	
100575710298						
100-575710-298 GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	357485	10/30/2019	371.00	
Total 100575710298:					371.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1500821	10/30/2019	65.04	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1503283	11/06/2019	65.04	
Total 621575740159:					130.08	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	869297630	11/01/2019	732.94	
Total 621575740240:					732.94	
621575740241						
621-575740-241 REPAIRS & MAINT IT	DIGICORP	Email Filtering	330064	10/28/2019	15.38	
Total 621575740241:					15.38	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	A TO Z REFRIGERATION	Repairs-HVAC WW Maint Bldng	2931	11/04/2019	540.16	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1500821	10/30/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1503283	11/06/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1503284	11/06/2019	134.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	Small Argon & Mixes	10103783	10/31/2019	23.70	
Total 621575740244:					717.63	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1503284	11/06/2019	94.35	
621-575740-249 LABORATORY	IDEXX LABORATORIES	IDEXX SUPPLIES WWTP	3055049712	10/22/2019	1,046.87	
621-575740-249 LABORATORY	IDEXX LABORATORIES	IDEXX SUPPLIES WWTP	3055049734	10/22/2019	213.48	
621-575740-249 LABORATORY	WI STATE LABORATORY OF HY	WWTP Proficiency Testing for SL #50286	610904	10/31/2019	493.00	
Total 621575740249:					1,847.70	
621575740254						
621-575740-254 SLUDGE REMOVAL	PATS SERVICES, INC	Pats Services - Bio-Solids Applied	849944	10/31/2019	32,702.60	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740254:					32,702.60	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	GOOSEBERRIES	gooseberries-DPW (split)	100869	10/01/2019	4.25	
Total 621575740310:					4.25	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	ENERGENECS, INC.	ENERGENECS INC SERVICE CALL- WWTP	0038842-IN	10/08/2019	7,887.50	
Total 621575740353:					7,887.50	
621575740371						
621-575740-371 REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	4th Qtr Mercuty Analysis	367336	10/25/2019	267.00	
621-575740-371 REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	4th Qtr Sludge Testing	367835	11/05/2019	304.50	
Total 621575740371:					571.50	
621575740374						
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003828 Blink Benjamin	1977439	10/27/2019	120.00	
621-575740-374 SAFETY	AURORA HEALTH CARE	Acct #600003828 Weithaus, C	1977439	10/27/2019	120.00	
Total 621575740374:					240.00	
621575740505						
621-575740-505 Legal Fees	BOARDMAN & CLARK LLP	Legal Services-Matter 00006	211317	10/29/2019	4,340.00	
Total 621575740505:					4,340.00	
622501070000						
622-501070-000 WORK IN PROGRESS	K&M WELDING AND FABRICATI	#8 Water Station-Replace doors	1987	10/27/2019	9,730.00	
Total 622501070000:					9,730.00	
622506230000						
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	300 CF Reconstituted Air	10101498	10/18/2019	53.53	
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	Cylinder Rental	10103782	10/31/2019	7.90	
Total 622506230000:					61.43	
622506520000						
622-506520-000 SERVICE-SUPPLIES	CORE & MAIN LP	Core & Main - Dog Park Service	L133452	10/29/2019	747.16	
Total 622506520000:					747.16	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1500820	10/30/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1503282	11/06/2019	36.28	
Total 622509030000:					72.56	
622509210000						
622-509210-000 OFFICE SUPPLY	GOOSEBERRIES	gooseberries-DPW (split)	100869	10/01/2019	4.25	
Total 622509210000:					4.25	
622509230000						
622-509230-000 OUTSIDE SERVICES	DIGICORP	Email Filtering	330064	10/28/2019	15.37	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-509230-000 OUTSIDE SERVICES	REDFORD DATA SERVICES LL	SCADA Communication Issues	186	11/01/2019	525.00	
Total 622509230000:					540.37	
622509250000						
622-509250-000 EDUCATION-SUPPLIES	AURORA HEALTH CARE	Acct #600003828 Harjes, Glenn A	1977439	10/27/2019	120.00	
622-509250-000 EDUCATION-SUPPLIES	AURORA HEALTH CARE	Acct #600003828 Lois, Brian M	1977439	10/27/2019	120.00	
Total 622509250000:					240.00	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	LOIS TIRE SHOP,INC.	2015 Silverado-Rpr Tire	447429	10/28/2019	47.00	
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	869297630	11/01/2019	463.72	
Total 622509330000:					510.72	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1500819	10/30/2019	6.80	
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1505730	11/13/2019	13.61	
622-509350-000 GENERAL PLANT-SUPPLIE	HALVERSON DOOR LLC.	service&Repair Doors-DPW	8147	10/29/2019	395.01	
622-509350-000 GENERAL PLANT-SUPPLIE	CARLSON RACINE ROOFING	Sheldon St.-Roof Repair	28699	10/25/2019	406.00	
Total 622509350000:					821.42	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	MERTEN'S AUTO SERVICE CE	2005 Tahoe Towing-Repair Brake Lines	74947	10/23/2019	927.00	
Total 623575740242:					927.00	
623575740298						
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Time Warner Cable	2019NOVEMBER	11/01/2019	366.84	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2019NOVEMBER	11/01/2019	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Cleaning Services	2019NOVEMBER	11/01/2019	144.44	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pest Control	2019NOVEMBER	11/01/2019	55.00	
Total 623575740298:					602.25	
623575740310						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	Alsco-Entryway Mats	2019NOVEMBER	11/01/2019	34.89	
Total 623575740310:					34.89	
802484840000						
802-484840-000 K-NINE UNIT	EAGLE MEDIA, INC	Police Ball-Veritas Patch sign	00129364	10/30/2019	144.00	
802-484840-000 K-NINE UNIT	ACE K9.COM	Server Service-1 year	268752	10/23/2019	168.00	
Total 802484840000:					312.00	
820555551800						
820-555551-800 Parks Projects	PSG CONSTRUCTION, INC.	job no: 1-R1 Riverside Park Improvements	02-2564	10/31/2019	48,391.69	
Total 820555551800:					48,391.69	
Grand Totals:					162,533.74	

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

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Employee Number	Name	23-01 MILEAGE Emp Amt	23-02 MEALS Emp Amt	23-03 OTHER TRAV Emp Amt	21-05 GEN REIMB5 Emp Amt	21-01 MISC REIMB Emp Amt	Total Amount
100041362	RICE, WILLIAM T.	.00	.00	.00	.00	621.00	621.00
Grand Totals:	1	.00	.00	.00	.00	621.00	621.00

COMMON COUNCIL REGULAR **ITEM NUMBER 10A**

DATE: November 19, 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. Arnold, Alexis Kathryn (new)
2. Boguslawske, Brittney Jewel (new)
3. Stokes, Danielle Rene (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 November 19, 2019 Common Council meeting.

COMMON COUNCIL REGULAR **ITEM NUMBER 11A**

DATE: November 19, 2019

SUBJECT: **SPECIAL EVENTS** - To approve a Special Event Permit Application for "Light Up the Night" scheduled for November 22, 2019.

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: Light Up the Night Committee
Event: Light Up the Night
Date: Friday, November 22, 2019
Location: Downtown Burlington
Time: 4:00 p.m. to 8:00 p.m.
Expected Attendance: 1000
Notes: includes horse and carriage rides - route map is attached

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 application as submitted.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the November 19, 2019 Common Council meeting.

Attachments

Light Up the Night_Application

RECEIVED
NOV 08 2019
CITY OF BURLINGTON
CLERK'S OFFICE

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: November 6, 2019 Permit Number: _____

Sent for Staff Review: 11-8-2019 Council Meeting: 11-19-19

SUMMARY OF EVENT

Event Title: LIGHT UP THE NIGHT Date of Event: November 22, 2019

Event Location: Downtown and adjacent areas - City of Burlington

Nature of Event: ☐ Festival ☐ Parade ☐ Bike Race/Ride ☐ Foot Race/Run ☐ March/Processional ☐ Rally ☐ Circus ☐ Demonstration ☒ Other: City wide festival

☐ **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.

3 search lights directing people to our downtown business district, horse and carriage with route as follows,all right hand turns minimizing impact on traffic, (see attached map), approximately 50 businesses stay open from 4 to 8 pm to showcase our community and businesses. People can pick up a punch card , visit 8 businesses and be eligible for door prizes.

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

Is this a multi-day event? ☐ Yes ☒ No If so, how many days? 1

Start Date: November 22 End Date: November 22

EVENT ORGANIZER INFORMATION

Applicant Name: Shelly Leverenz/Chair - Light up the Night

Group Represented: Light up the Night committee

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

Phone: 262-767-9726 Email: info@burlingtonmenswearwi.com

Person In Charge of Event: Shelly Leverenz

On-Site Contact: Shelly Leverenz On-Site Phone: 262.767.9726

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

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

DETAILED EVENT INFORMATION

Event Set Up Date: November 22, 2019 Time: 4-8 pm

Start Time For Event: 4 pm a.m./p.m. End Time For Event: 8 pm a.m./p.m.

Alcohol Being Served*? ☐ Yes ☒ No Licensed Agent: _____

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

Are Park Reservations Necessary? ☐ Yes ☒ No

**Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.*

Barricades Needed*? ☐ Yes ☒ No Amount Needed & Locations: _____

**This may result in a fee*

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

Police Services Requested*? ☐ Yes ☒ No

Hours & Dates Police Services Needed: _____

**This may result in a fee*

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 _____

**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: each business participating

Picnic Tables Needed*? ☐ Yes ☒ No Amount Needed & Locations n/a

**This may result in a fee*

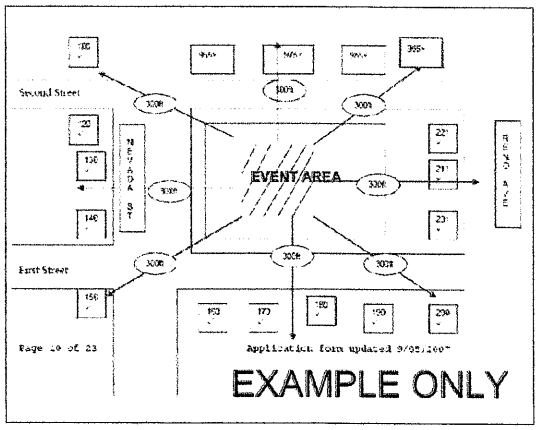
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? ☐ Yes ☒ No

**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



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

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.

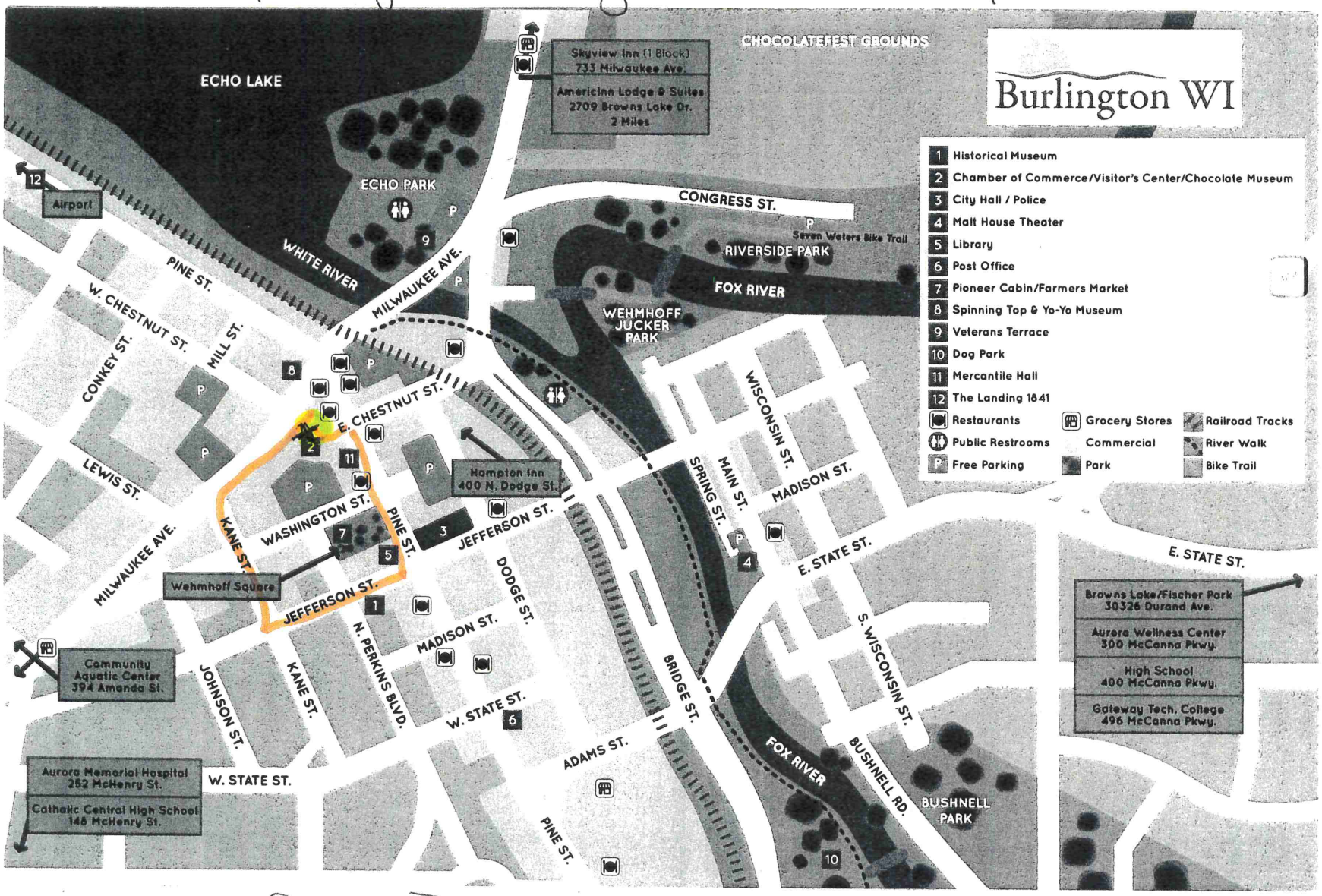
☐ I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that 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.

Kelly Lewis
Signature of Applicant

11/6/19
Date of Signature

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

Light up the Night Nov 22, 2014



X Horse + Carriage Park on Chestnut

Carriage Route

From 4 to 8 pm

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: ☒ YES ☐ NO

Police Hours Required: _____

Estimated Fee for Police Service: _____

Reviewed By: Chief Anderson

Date: 11-8-19 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: D. Pigg

Date: 11-8-19 via email

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: ☒ YES ☐ NO

Hours Required: _____

Estimated Fee for BFD Service: _____

Reviewed By: Chief Bolz

Date: 11-8-19 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: _____

Date: _____

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: ☐ YES ☐ NO

Hours Required: _____

Estimated Fee for Health Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

City Council Meeting Date: 11-19-2019

City Council Approval Date: 11-19-2019

Permit Number: _____

Notes: _____

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

COMMON COUNCIL REGULAR **ITEM NUMBER 12A**

DATE: November 19, 2019

SUBJECT: **APPOINTMENTS AND NOMINATIONS** - To approve the appointment of election inspectors for a two-year term beginning January 1, 2020.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

According to State Statutes (7.30(4)) the Mayor, President or Board Chairperson of the municipality is required to nominate poll workers to the governing body no later than the last regular meeting in December of odd-numbered years. The governing body of the municipality appoints the poll workers for a two-year term prior to December 31. The next term begins January 1, 2020 and ends December 31, 2021.

To be a poll worker, a person must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote)
- Be able to speak, read, and write fluently in the English language
- Have strong clerical skills
- Be able to solve problems
- Be an effective communicator
- NOT be a candidate for any office to be voted on at the polling place at that election

Please see the attached list of persons who have submitted an application for appointment.

BUDGET/FISCAL IMPACT:

There are four scheduled elections in 2020 and two scheduled elections in 2021. Poll workers wages have been budgeted for in the 2020 Budget and will also be provided for in the 2021 Budget.

RECOMMENDATION:

Staff recommends that Council approves these appointments.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the November 19, 2019 Common Council meeting.

Attachments

2020-2021 Poll Worker Appointments

2020 – 2021 ELECTION INSPECTOR APPOINTMENTS (2 YEAR TERM)

	LAST NAME	FIRST NAME	ADDRESS
1.	Adams	Judi M	349 Randolph Street
2.	Bauer	Cindy	635A Meadow Lane
3.	Bauer	William "Otto"	635A Meadow Lane
4.	Beix	Barbara A.	316 Randolph Street
5.	Beix	Judith	401 Briody Street
6.	Birkett	Nancy M.	651 Cardinal Circle, #4
7.	Cotey	Connie	208 S. Kane Street
8.	Cotey	Robert	208 S. Kane Street
9.	Crowley	Priscilla	116 N. Wisconsin St.
10.	Datzer-Fell	Shirley	653 Hillside Drive #8
11.	Dawson	Lorraine	7775 Lakeview Drive
12.	DeGreef	Marilyn A.	473 Park Avenue
13.	DeGreef	Philip F.	473 Park Avenue
14.	Doerflinger	Allyson	817 Briody Street
15.	Edge	Susan	1200 Raptor Ct., #2
16.	Edwards	Beverly	558 Orchard Street
17.	Epping	Lynne	424 Origen Street
18.	Epping	Margaret L.	516 Westridge Avenue
19.	Friedel	Bob	225 Karyl Street
20.	Friedel	Kim	225 Karyl Street
21.	Grandi	Jennifer	225 N. Kane Street
22.	Groenland	Marrianne	569 Adams Street
23.	Hancock	Julia	1541 Serena Lane
24.	Hartwick	Phyllis A.	101 S. Kane Street
25.	Hartwick	Robert H.	101 S. Kane Street
26.	Heiligenthal	Jacqueline J.	473 Summit Avenue
27.	Herrick	Constance	561 W. Chestnut Street
28.	Hintz	Lori	368 Dale Drive
29.	Hoffman	Marjorie	318 Monica Avenue
30.	Hoffman	Patricia	308 S. Oakland Avenue
31.	Hurst	Mary	400 Congress Street
32.	Iselin	Karen	232 S. Kane Street
33.	James Lampe	Mary	216 Monica Avenue
34.	Karl	Barbara	1096 Hidden Creek Lane, #101
35.	Karpinski	Jean	372 Monica Avenue
36.	Kendall	Patricia	580 Madison St., #139
37.	Lapp	Patricia K.	272 Church Street
38.	Lebak	Thomas	378 W. Chestnut Street
39.	Lodle	Jill	240 Robins Run
40.	Lodle	Richard	240 Robins Run
41.	Lorfeld	Sharon	543 Briody Street
42.	Lynch	Paul J.	257 S. Kane Street
43.	Mastalir	Joyce	267 Robins Run
44.	Mastalir	Lestesr	267 Robins Run
45.	McDonald	Lois	449 James Street
46.	Miller	Mary M.	509 Westridge Avenue
47.	Miller	Simon (James)	509 Westridge Avenue
48.	Musgrave	Robert	372 Church Street

2020 – 2021 ELECTION INSPECTOR APPOINTMENTS (2 YEAR TERM)

49.	Neal	Robin	542 Briody Street
50.	Olson	Eileen R.	1100 Hidden Creek Ln., #202
51.	Rasmusson	Shirley	939 Spy Glass Hill, Waterford
52.	Roanhouse	Norma	272 W. State Street
53.	Robers	Phyllis	756 Crestwood Drive
54.	Satola	Nancy	833 Browns Lake Dr., #204
55.	Scherrer	Barbara	661 S. Browns Lake Dr.
56.	Schlitz	Deborah	825 Crestwood Drive
57.	Skwierawski	Mary	124 N. Kane Street
58.	Smet	Teresa R.	900 Appomattox Road
59.	Springer	Michael	125 S. Kane Street
60.	Stardy	Susan	232 Bridge St., #137
61.	Streeter	Rhonda M.	317 Church Street
62.	Sullivan	Ruth	616 Madison Street
63.	Trimberger	Kathleen	353 Travellers Run
64.	Vevang	Mary Jean	569 Adams Street
65.	Wilhelm	Kristine M.	232 Bridge St., #442
66.	Willis	Geri	116 S. Main Street
67.	Yambor	Mary	124 Randolph Street

COMMON COUNCIL REGULAR **ITEM NUMBER 13A**

DATE: November 19, 2019

SUBJECT: **PUBLIC HEARING** - To hear comments and concerns regarding a rezone request for property located at 416 E. Jefferson Street.

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

BACKGROUND/HISTORY:

This item is to consider recommending approval of a rezone request from David Stauffacher for property located at 416 E. Jefferson Street. The applicant is requesting to rezone the property from B-2, Central Business District to Rd-2, Two-Family Residential District.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

For Public comment only.

TIMING/IMPLEMENTATION:

This item is for Public Hearing at the November 19, 2019 Committee of the Whole and is scheduled for final consideration at the December 3, 2019 Common Council meeting.

Attachments

Rezone 416 E. Jefferson St.

NOTICE OF PUBLIC HEARING
FOR AMENDING THE ZONING MAP

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the Common Council of the City of Burlington proposes to amend Chapter 315 of the Municipal Code, Zoning Map, as it pertains to:

Owner:	David Stauffacher
Applicant:	David Stauffacher
Applicant Address:	424 E. Jefferson Street, Burlington, WI 53105
Location of Request:	**416 E. Jefferson Street**
Existing Zoning:	B-2, Central Business District
Proposed Zoning:	Rd-2, Two-Family Residential
Proposed Use:	To use the property for residential use

NOTICE IS FURTHER GIVEN that a Public Hearing on the above matter will be held by the Common Council in the City Council Chambers, in the City of Burlington located at 224 E. Jefferson Street on:

TUESDAY, NOVEMBER 19, 2019 DURING THE MEETING OF THE COMMON COUNCIL SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER

To hear any persons objecting to, or in support thereof, on the above mentioned matter.

CITY OF BURLINGTON

Dated at Burlington, Wisconsin, this 28th day October, 2019.

Diahnn Halbach, City Clerk

Published in the Burlington Standard Press
October 31st and November 7th, 2019

COMMON COUNCIL REGULAR **ITEM NUMBER 14A**

DATE: November 19, 2019

SUBJECT: **RESOLUTION 4971(24)** - To consider adopting the 2020 Annual Budget.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

The 2020 Annual Budget workshops were held on October 9, October 16 and October 22. This process included updates on the Financial Management Plan (FMP), Revolving Loan Fund (RLF), Community Development Block Grant (CDBG) accounts, departmental needs review with department heads, and identified projected Capital Expenditures in all funds for 2020. Strategic initiatives were also discussed. A Public Hearing on the 2020 Annual Budget was held on November 5, 2019 with no comments for or against recorded.

The combined City Budget, all funds is $25,913,946 for 2020 which is a reduction from the 2019 Adopted Budget of aboout 4.7% overall.

The City continues it's equalized value growth with an overall increase of about 5%. Some segments of the City saw much higher growth. Assessed values were at 100.93% of Equalized values. Total Assessed Value was just over $969 Million (combined Walworth and Racine Counties, TID IN).

For 2020, the general fund debt levy increased to $1,334,134 from $1,278,353. This was a planned increase as part of the TIF close and reflects all General Obligation Principal and Interest Debt Payments, except for Leases for 2020. This is the full Debt Levy as allowed by statute. The Operations Levy increased from $6,685,059 to $6,745,055. This is the maximum allowable levy increase according to statutes and accounts net new construction and money paid to the Town of Burlington and the Town of Lyons for annexation reimbursement payments. Total Levy is $8,079,189 which is $115,777 more than in 2018, again due to TIF close and planned debt and allowed levy increase.

The net effect of increased values and increased budget dollars allowed, account for an overall reduction in the MIL rate for the City of Burlington. Current projection is approximately $8.35 per 1,000 of value down from $8.55 in 2018. This is only the City portion of the MIL rate. A lower MIL rate does not necessarily mean lower taxes as values also increased as noted above.

Average residential home value jumped to $206,723 in 2019 from $196,300 in 2018, showing positive growth of 5.3% in values and property sales in the City. Manufacturing growth was approximately .8% and Industrial/Commercial showed growth at about 4.3%. Manufacturing, which is assessed by the State of Wisconsin showed an assessed value growth of about 4.7% There were some small reductions to personal property values in the City and some net small increases in Ag and Forest land values.

BUDGET/FISCAL IMPACT:

The attached Budget sheet encompasses all the items discussed during budget workshops and is recapped as follows:

- Projected Fund Balance of $1,888,757 or 20.47% of expenditures.
- No Water Rate increases planned for 2020 due to A full rate case increases in 2019.
- Sewer Rate increase of about 10% combined for residential, industrial and commercial. The bulk of which is commercial and industrial as discussed at prior 2019 Common Council meetings.
- Cost of Living Adjustment to the Tiered Pay Scale of a positive 1.9%.
- All non-major funds are fully funded through grants, loans or General Fund Transfers as requested by Council during workshops. This includes a large General Fund Transfer of $450,000 million to further

reduce the Capital Projects Infrastructure Fund. This was a planned transfer.

- Equipment Replacement Fund funded at $300,000.
- Library funded at $426,000.
- Self-Insurance fund continues with premiums covering claims and the fund ending with a positive balance.
- Health Savings Account and PPO premiums increasing overall about 11% with employee contributions toward those premiums also increasing as required by Council resolution in 2016. HSA premium contribution rises to 9.6% up from 7.2% of premium with a reduction in deductible contribution to $400 for Family and $200 for single plans. 2020 is the fourth of five years in these changes. All plans going to 12% of total premium for the employee contribution and elimination of the deductible contribution for the HSA by the 2021 Budget Year.
- Equipment Replacement and CIP has been sufficiently funded by General Fund transfers and future loans or bonds in 2020.
- The 2020 budget includes $50,000 in facade grant funding and $30,000 in Park Development funding.

RECOMMENDATION:

Staff recommends adoption of the 2020 Annual Budget.

TIMING/IMPLEMENTATION:

This item is for discussion at the November 19, 2019 Committee of the Whole meeting and due to the timeliness and generation of tax bills for the City of Burlington, is scheduled for final consideration at Common Council meeting the same evening.

Attachments

RES 4971(24) 2020 Budget

Executive Summary

Combined Budget

Resolution No. 4971(24)
Introduced by committee of the whole

A RESOLUTION ADOPTING THE 2020 BUDGET, 2020 FUND BALANCE, AND GENERAL OBLIGATION DEBT LIMITATION

WHEREAS, the draft 2020 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the 2020 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law, at the Burlington Public Library; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW THEREFORE, BE IT RESOLVED that the Common Council adopts as policy for the 2020 budget year a fund balance of 18% to 25% of operating expenditures, with any excess fund balance over 25% to be applied to a Capital Project Fund or Capital Equipment Fund; and

BE IT FURTHER RESOLVED that the Common Council adopts as policy for the 2020 budget year a limit on General Obligation Debt to not greater than 75% of the borrowing authority as defined by the State of Wisconsin, except by Super Majority vote of the Common Council or by authorization through binding or advisory referenda; and,

BE IT FURTHER RESOLVED that the 2020 City of Burlington Budget in the amounts shown in the attached Budget Summary as part of this resolution is hereby approved; and,

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the City Finance Director/Treasurer to levy a total tax of $8,079,189 for the General Fund in the following amounts: $8,075,839 including debt for Racine County property in the City of Burlington; to levy tax for the General Fund In the amount of $3,350 including debt for Walworth County property in the City of Burlington. The City Finance Director/Treasurer is also directed to levy TIF District (TID) taxes as prescribed by statute for TID 5 in Walworth County in the amount of $248,243.14, plus or minus rounding; and to collect these taxes to meet and operate, pursuant to said budget, the fiscal and calendar year of 2020.

Introduced: November 19, 2019
Adopted: November 19, 2019

_____
Jeannie Hefty, Mayor

Attest: _____
Diahnn Halbach, City Clerk

BUDGET SUMMARY FOR THE CITY OF BURLINGTON

GENERAL FUND	Budget 2019	Proposed Budget 2020	Percent Change
Revenues			
General Levy Taxes	$ 6,685,059	$ 6,745,055	0.9%
Debt Levy Taxes	$ 1,278,353	$ 1,334,134	4.4%
Other Taxes	$ 208,200	$ 182,200	-12.5%
Intergovernmental Revenues	$ 1,414,913	$ 1,199,338	-15.2%
Licenses and Permits	$ 472,185	$ 423,414	-10.3%
Fines and Forfeitures	$ 138,000	$ 188,000	36.2%
Charges for Services	$ 84,600	$ 82,350	-2.7%
Special Assessments	$ 15,000	$ 22,000	46.7%
Property Sales and Recoveries	$ 10,000	$ 12,000	20.0%
Investment Income	$ 27,500	$ 110,300	301.1%
Other	$ 332,500	$ 5,200	-98.4%
Total Revenues	$ 10,666,310	$ 10,303,991	-3.4%
Expenditures			
General Government	$ 1,255,903	$ 1,349,887	7.5%
Public Safety	$ 4,556,849	$ 4,704,657	3.2%
Public Works	$ 2,069,558	$ 2,131,233	3.0%
Health and Human Services	$ 87,300	$ 89,427	2.4%
Culture, Recreation and Education	$ 564,885	$ 640,829	13.4%
Conservation and Development	$ 279,150	$ 311,350	11.5%
Total Expenditures	$ 8,813,645	$ 9,227,383	4.7%
Excess Revenues Over (Under) Expenditures	$ 1,852,665	$ 1,076,607	
Other Financing Sources (Uses)			
Special Capital Outlay	$ -	$ -	
Operating Transfers In	$ 524,000	$ 475,000	-9.4%
Operating Transfers Out	$ (1,786,052)	$ (1,840,134)	3.0%
Total Other Financing Sources (Uses)	$ (1,262,052)	$ (1,365,134)	8.2%
Excess Revenues and Other Financing Sources Over (Under) Expenditures & Other Uses			
Net Change in Fund Balance			
Fund Balances - January 1	$ 2,528,884	$ 2,610,844	
Fund Balances - December 31	$ 2,610,844	$ 1,888,757	

	Fund Balance 1/1/2019	Total Revenues	Total Expenditures	Fund Balance 12/31/2019
Governmental:				
General Fund	$ $ 2,610,844	$ 8,505,296	$ 9,227,383	$ 1,888,757
Library	$ 75,864	$ 768,607	$ 793,342	$ 51,129
Block Grant	$225,789	$ 61,000	$ 286,789	$ (0)
Revolving Loan Fund	$ 67,883	$ 35,000	$ -	$ 102,883
Wehmoff Trust	$ -	$ -	$ -	$ -
Park Development	$ 53,158	$ 38,000	$ 70,000	$ 21,158
Library Trust	$ 120,249	$ 15,480	$ 7,300	$ 128,429
Donation Fund	$70,433	$ 16,500	$ 29,000	$ 57,933
Debt Service Fund	$ 0	$ 790,330	$ 790,329	$ 0
TIF District 3	$ 1,211,075	$ -	$ 1,145,000	$ 66,075
TIF District 5	$ 1,247,844	$ 999,214	$ 1,247,844	$ 999,214
ER TIF District 1	$ 1,700,245	$ -	$ 265,720	$ 1,434,525
2017 Projects Fund	$ 0	$ -	$ -	$ 0
Special Revenue Fund 458	$ -	$ 632,161	$ 632,161	$ 0
Capital Projects Infrast.	$ (644,053)	$ 1,756,500	$ 1,350,000	$ (237,553)
Storm Water Mgmt	$ -	$ -	$ -	$ -
Façade Grants	$ 16,835	$ 50,430	$ 50,000	$ 17,265
Downtown Redevelop	$ -	$ -	$ -	$ -
DeRozier/Seniors Fund	$ 26,677	$ 550	$ 9,500	$ 17,727
Equipment Replacement	$ 1,274,686	$ 368,857	$ 1,033,218	$ 610,325
Enterprise:	**Net Position 1/1/2019**	**Total Inflows**	**Total Outflows**	**Net Position 12/31/2019**
Sewer	$ 15,093,982	$ 3,784,300	$ 3,999,663	$ 14,878,619
Water	$ 15,675,171	$ 2,772,195	$ 2,400,485	$ 16,046,881
Airport	$ 2,038,778	$ 734,021	$ 862,837	$ 1,909,962
Internal Service:	**Fund Balance 1/1/2019**	**Total Revenues**	**Total Expenditures**	**Fund Balance 12/31/2019**
Self Insurance Fund	$498,852	$ 1,753,200	$ 1,713,375	$ 538,677
Government Wide	$ $ 41,364,312	$ 23,081,640	$ 25,913,946	$ 38,532,005

Date: November 11, 2019

Submitted by: Steven J. DeQuaker, Finance Director Treasurer

CITY OF BURLINGTON, WISCONSIN

PROPOSED ANNUAL BUDGET EXECUTIVE SUMMARAY

MANAGEMENT DISCUSSION AND ANALYSIS

January 1, 2020 – December 31, 2020

Mayor Jeannie Hefty

District 1

Susan Kott	**Theresa Meyer**
Alderman	**Alderman**

District 2

Ryan Heft	**Bob Grandi**
Alderman	**Alderman**

District 3

Steve Rauch	**Jon Schultz**
Alderman	**Council President**

District 4

Todd Bauman	**Tom Preusker**
Alderman	**Alderman**

Carina G. Walters	**Steven DeQuaker**
City Administrator	**City Finance Director/ Treasurer**

THE HONORABLE MAYOR AND MEMBERS OF THE COMMON COUNCIL
JANUARY 1, 2020

Introduction

On behalf of the entire Burlington City staff, I am pleased to present you the proposed FY 20 (January 1, 2020 – December 31, 2020) Annual Operating and Capital Budget totaling $ 25,913,946. The proposed FY 20 budget is balanced with all operating expenditures and the equipment fund covered from current revenues, and capital expenditures coming from the reserves of the General Fund, the Water/Sewer Utility and issuance of GO and Water Revenue Bonds.

The operating expenditures in the proposed budget are aligned with available revenues and prepared consistent with legislative directives and our modified zero-based budgeting. The total City budget will decrease 4.7% to the FY 19 estimated actual. The following provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

Seamlessly, over the last several years the City has changed the way services have been provided to the community. This has been credited to city staff thoughtfully and thoroughly reviewing past and current practices, identifying what process improvements could be made and overall seamless implementation.

During the 2019 budget message, I reflected resiliency of the Community and your staff during the 2017 Flood and consolidation of Dispatch Services with Racine County effective January 2018. In 2020 the City will continue to seamlessly and efficiently begin providing ambulatory services to the Burlington Area. For over 73 years the ambulatory service has been provided by the Burlington Rescue Squad Inc. (BRS), a 501c3 volunteer organization. BRS has selflessly provided excellent service to the Burlington Area, which included both the City and Town. Over the last 5 years, call volume has steadily increased to almost unsustainable levels, whereas volunteerism has reduced, causing BRS to recognize this change seeking collaboration with the City to ensure the Burlington Area does not suffer.

Effective January 2020, the City will begin providing the ambulatory service. The City has received its state certifications to become Advanced Emergency Medical Technicians (A-EMT) and completed compliance mandates to resume the service. We anticipate some BRS members will continue to volunteer and provide EMT service under the direction of the City of Burlington. As a result of BRS's dissolution, they will be giving the City of Burlington their newest ambulance and other various equipment.

Based on my initial introduction and stating that the City will be assuming ambulatory services one may ask, the following questions:

- How does the City's budget reduce 4.7%?
- How does the needed budget reduce?
- Where did the City save dollars?
- Why wouldn't you ask for the same dollars this year and "save" that 4.7%

Simply stated, the City levies tax dollars based on operational need. Therefore, the proposed FY 2020 budget needed dollars to run the City of Burlington and what was spent in comparison to the FY 2019 proposed budget was reduced. This highlights the staff's commitment to transparency and the dedication to spend tax payer dollars judiciously, while not over extending their allocated budgets and underspending the department budgets. In addition to staff commitment, the overall equalized value of the community continues to rise incrementally, also reducing the operational need. Any unspent dollars will remain in the general fund unless the Common Council allocates the dollars elsewhere. This can also mean as the equalized value increases, tax dollars needed can reduce. Please note, there are three (3) other taxing jurisdictions also needing funding (Racine County, Burlington Areas School District, Gateway Technical College and the overall tax levy may increase based on the need.

Additionally, in 2018, Tax Increment District (TID) Number Three and the Environmental Remediation Tax Increment District in downtown Burlington, which comprised approximately 22% of the equalized value of the City, closed. After closing TID #3 and ER TID #1, the 2019 net base levy for the City increased $795,084 as a one-time increase to the general fund. These one-time funds were expended on the 2018 road project and Infrastructure Capital.

In response to adding ambulatory services, the City will be hiring 3 AEMT's/Fire Fighters and 2 part-time staff with the same credentials. Yes, these are expenditures; however, the City will bill just as BRS billed to gain revenue. The City is in the midst of finalizing an agreement with the Town of Burlington to provide ambulatory services, thus generating revenues. The revenues generated will not be net zero, but the partnership will reduce the overall expenditure. This will be further explained in 2020 Initiatives.

Other Financial outcomes the City has to look forward to is responsible growth. The City of Burlington has a shortage of residential and industrial and commercial businesses. We are critically examining the possible use of Tax Increment Financing in 2020 to leverage and fill these needed assets that allow the city to responsibly grow. The City of Burlington will continue to remain focused on sound policy decisions, transparency, and making fiscally responsible decisions for the tax payers.

By way of transparency, staff will outline the 2019 accomplishments of the Strategic Plan (adopted January 2016) that outlined the city's five highest priority issues over fiscal years 2016 through 2019 and beyond.

The following strategic priorities allow the Common Council and staff to continue to build a desirable community.

The five strategic priorities included:

1. **Long Term Financial Stability** of the city that support operations, long term revenue strategies that also support growth and overall expenditures.
2. **Economic Development** that will create thriving retail areas, increasing quality jobs that ultimately lead to an expanded tax base.
3. **Infrastructure Maintenance and Expansion** which includes a comprehensive equipment (funded) and capital infrastructure improvement program (unfunded) of city-owned facilities that will allow staff and Council to understand all needs; therefore, guiding staff to appropriately budget and prioritize capital expenses based on Council approval.
4. **A competitive workforce**, which reflects the Common Council's statement that employees are the most important asset of the city. High quality employees that recognize and adhere to the overall mission of building and enhancing our community by safely, respectfully, proudly and effectively executing daily work activities. As an organization we are committed to continuous improvement.
5. **Citizen Engagement** to include better two-way communication and more citizen involvement which may lead to increased volunteerism at city functions and services.

A complete listing of the Strategic Plan summary may be found within the City's budget document.

Of the five strategic priorities, the following strategic initiatives have been completed or are in process. This shows the community the City is zealously and deliberately moving towards being a proactive community that pursues priority issues directly, versus adopting a mentality of "this is the way it has always been."

1. Long Term Financial Stability- According to the last Standard and Poor's S&P Global Ratings Assessment in 2019, the City is assigned a "AA-." As a reminder, S&P stated the City has the following positioning:
   - Weak economy, with projected per capita effective buying income at 83.9% of the national level and market value per capita of $86,697;
   - Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology;
   - Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2017;
   - Strong budgetary flexibility, with an available fund balance in fiscal year 2017 of 8.7% of operating expenditures;
   - Very strong liquidity, with total government available cash at 47.6% of total-governmental-fund expenditures and 136.2% of governmental debt service, and access to external liquidity we consider strong;
   - Weak debt-and-contingent-liability position, with debt service carrying charges at 35% of expenditures and net direct debt that is 157.0% of total-governmental-fund revenue, but rapid amortization, with 69.9% of debt scheduled to be retired within 10 years; and
   - Adequate institutional framework score.

The Common Council has continued to review its Financial Plan in accordance with this strategic Priority.

2. Economic Development – Economic Development – In 2019 the City continued to see an influx of new business openings and blighted properties that have been purchased. New businesses in 2019 include: Forward Healthy Lifestyles, C2R Global Manufacturing, Ultimate

Home Services, Not Your Grandma's Pantry, Kessler's Clock, Creative Photography, Fratelli, Starbucks, Verizon, Casey's General Store, Burlington Self-Storage Phase II, Better Scents Bath & Body, The Urb Garden, The Rustic Barrel, and Cultivated.

3. Businesses that had an addition or major remodel include: Aurora Health Care, Liar's Club, Circle Inc., C & N Drywall, Zumpanos, MPC Property Management, Wal-Mart, Square One Heating & Cooling, Schuette-Daniels Funeral Home, Haylofters, and Gateway Technical College. These economic development opportunities and residential home values increased the overall assessed value from $936,174,770 in 2018 to $979,505,380 in 2019.

4. Infrastructure Maintenance – In 2017 staff completed the initial steps of selecting a comprehensive Capital Improvement Program (CIP) (unfunded) and Equipment Replacement (funded) software program that would allow the Common Council to prioritize and identify long term funding strategies. With the selection of a new Public Works Director, this program was assessed and will be discontinued year ending 2018. In 2020 staff will have a CIP program identified and implemented for the 2021 budget.

5. Competitive Workforce- In 2018 the City hired its first Human Resource Manager to effectively manage employee benefits and promote, educate and be the staff liaison for internal customer service. With the on-boarding of an HR Manager, we have been able to conduct a city wide employee satisfaction survey, implement an employee newsletter and host an employee benefits fair to educate staff on benefit options prior to open enrollment of the next fiscal year, just to name a few accomplishments.

6. Citizen Engagement – Staff has rolled out an online tool called POLCO that will assist with seeking public input. This tool is similar to "Survey Monkey;" however, tremendously magnified to incorporate verified demographic information verified by voter registration. This tool would link to all the City web and social media sites to encourage more participation on the go versus the traditional meeting attendance. As of November 2019 we have approximately 123 users enrolled, of which 63 are COB residents. In an effort to see increased members, we attempt to roll out survey questions bi-monthly to garner a vast of different subscribers with different interests.

   Secondly, staff created a citizen engagement pamphlet highlighting the roles/responsibilities of the various Boards/Committees one may want to volunteer and/or participate in. Applications have been created in an effort to allow the elected officials the opportunity to see and understand an applicant's interests in becoming engaged.

The above outcomes of the Strategic Plan will also allow staff to demonstrate how the 2019 Budget and beyond serves the three priorities:

1. Provide a basis of accountability to the taxpayers for the investment of their tax dollars
2. Reflect Common Council policies as the elected representatives of the citizens of Burlington, and,
3. Provide fiscal policy direction to the city staff.

1. **Provide a basis of accountability to the taxpayers for the investment of their tax dollars.**

The 2019 Budget Document, budget process, and related data provide an extremely high level of transparency to the City of Burlington citizens and stakeholders. The budget process included a four week crash course for citizens of the community (Citizen Budget Partners) to learn and understand how the city prioritizes and develops its budget while seeking potential policy initiatives for the Common Council to consider during its Budget workshop. In addition to the Citizen Budget Partners, three budget workshops were held with the elected officials identifying revenues, expenditures, the performance of individual funds and the impact of unfunded state mandates that all impact the City's budget.

2. **Reflect Common Council policies as the elected representatives of the citizens of Burlington**

The Common Council's policies are reflected throughout the budget document. As stated above, the budget reflects the strategic goals and initiatives outlined in the City's Strategic Plan. The adopted budget will create an additional .9% or a $59,996 increase in the operating levy due to net new construction.

In 2016, the City began levying its full debt levy capacity. This leads us towards the goal of reducing our dependency from the State of Wisconsin's Expenditure Restraint Program and financial sustainability. This will lead the City to a stronger financial position, upholding community traditions and values, leading towards a higher resident satisfaction rating. The Debt Levy in 2020 is $1,334,134 up 4.4% from the 2019 levy. The debt increase was planned as part of the TIF closure, paying off more principal debt because of overall increased assessed values in the City.

3. Provide fiscal policy direction to the city staff

The Common Council continues to approve policies which reflect a conservative approach and a focus on the essential city services. As a result of the financial management plan, the Council will strive to develop and incorporate the following financial policy initiatives that will be reviewed annually as part of the overall budget process:

- Fund Balance
  - When possible, strive to maintain a minimum of 25% of annual operating revenues in reserve for the General Fund
  - Maintain a minimum of six months of operating expenses, including depreciation plus the following years debt service in each utility
  - Define use of excess reserve policy
- Debt Issuance
  - Define what is the general policy of how long to finance a project/item to meet the expected life of the asset
  - Limit debt issuance to not greater than 75% of General Obligation borrowing authority as defined by state statute.
- Financial and Capital Planning
  - Annually update plans to address changing assumptions and initiatives
- Utilities
  - Annually evaluate the utility cash flows to determine debt service coverage on both a revenue debt and all debt basis
  - Annually evaluate the utility cash flows to determine need of increasing rates.

FY 19 Capital Initiatives

1) Tax Increment Finance District (TID) – After closing Tax Increment District (TID) #3 and Environmental Remediation TID (ER TID)#1, the 2019 net base levy for the City increased $795,084, thus reducing our overall TID capacity from 22% (state allowable capacity is 12%) to approximately .3%, leaving sufficient room for a possible 2019 Tax Increment Financing District (TIF). Staff has been exploring the Burlington Office Manufacturing Park and approximately 300 surrounding acres within the City of Burlington to develop housing and commercial development through a TIF District along the south Pine Street Corridor.

2) 2019 Road Project Plan – The Common Council identified an alternative road program to achieve greater impact on the public perception of our overall road conditions; in addition, to lessen the compounding of spikes in the water capital caused by the stand pipe work to be completed. Therefore, the 2019 road improvement project included resurfacing of Milwaukee Avenue from Amanda Street to Lewis Street and West State Street from Milwaukee Avenue to McHenry Street. The project also included replacement of 523 feet of sanitary sewer initially installed in 1908.

   Resurfacing also occurred on West State Street from Milwaukee Avenue to Elmwood Drive. This project included no water or sewer replacement. The final resurfacing project occured along Foxtree Circle. The totals of these projects are approximately $1,400,000 million to be paid for by general obligation bonding.

1) Standpipe Painting – The coating of the standpipe on Dunford Drive needs to be replaced, as it is well beyond its useful life of 20 years. The coating is used to protect the structure of the tower from corrosion. This protects water quality, prolongs the life of the structure, and minimizes repairs due to corrosion. The new coating will also improve the aesthetics of the highly visible structure. The projected cost for this project is approximately $1,200,000 million, which would be paid for by a water/sewer revenue bond.

2) Capital Improvement/ Equipment Replacement Program – Staff will be identifying a comprehensive Capital Improvement/Replacement Program to be incorporated in the 2020 Budget.

3) Southeastern Region Planning Commission - The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is the official metropolitan planning organization (MPO) and regional planning commission (RPC) for the seven county southeastern Wisconsin area. Through State Representative Robin Vos and state approval, $50,000 was placed in the State budget for a regional study to identify the flooding that has occurred at Lavelle. SEWRPC has presented existing stormwater conditions and are finalizing some modeling results. The final report was received in April of 2019, recommending avenues to mitigate stormwater impact to those businesses highlighted within the report. The groups would then pay for all of their portion of the chosen alternative, including final design, field investigations, and plans and specifications. Most likely, the City will then need to have a consultant input all the plan level designs into the hydraulic model to

confirm the designed alternative still works. This could still be a two-year project and there are grant mitigation opportunities for final design, and construction.

4) Parkway Tree Planting Cost Share – A new program designed to provide greater choice and responsiveness to resident requests for parkway tree replacement. The initial program provided $10,000 worth of funding; whereas, each resident would be eligible for up to $200 worth of reimbursement. This would provide funding for approximately 50 tree installations. Staff has proposed a first-come, first-served basis for the award, assuming the plan is appropriate. Residents would be limited to one award per year. Essentially, a resident would apply for the program by filing a Right-Of-Way permit for their tree planting project. Public works staff would then review the planting location to ensure its appropriateness regarding species of tree and that the tree was on the Park Board's recommended tree planting list. Once approved, the resident may perform the installation. The resident would receive a check for reimbursement following verification of project and supporting submittal of receipts by the resident.

5) Roger Brooks Assessment Implementation – In spring of 2018 Roger Brooks conducted a secret shopper visit within the City of Burlington and Village of Waterford in order to provide insights into improving economic development within the communities. That June he presented findings to both municipalities to identify how the communities were viewed by consumers. The assessment included a review of local marketing efforts, signage, attractions, critical mass, retail mix, ease of getting around, customer service, visitor amenities i.e. parking, public restrooms, overall appeal and the communities ability to attract overnight visitors. The recommendations include a new downtown Wayfinding signage system and possible City wide branding.

6) 617 Pine Street - In March 2017 the City of Burlington petitioned Racine County for the acquisition of the 617- 625 N. Pine Street property in historic downtown Burlington. In June 2018, the County quit claim deeded the property (similarly to Martin Square) to the City. The City paid for the special assessments of approximately $6,000 for City assessed dollars levied to the property. Should the property be redeveloped and sold, the City would need to pay the County for the approximate $46,000 in back taxes owed. The property is an eyesore and severely dilapidated. The City should, at a minimum, consider demolishing the building until the Common Council determines the future of the property. The prior Common Council had discussions indicating this property would serve as a municipal parking lot to eliminate the perceived lack of parking on the north side of the City.

FY20 Initiatives

1) Ambulatory Services - For over seventy (73) years the Burlington Rescue Squad Inc., (BRS) a 501c(3) provided emergency medical services or ambulatory services via separate contracts with the City and Town of Burlington. Effective January 1, 2020 the City of Burlington will be providing the Ambulatory services to its residents. If a mutually beneficial Agreement is struck with the Town of Burlington, the City will also provide these services to the Town. The City would look to charge the Town on a percentage of total calls in the Town region. The City has received its licensure with the State of Wisconsin (same as BRS) to become Advanced Emergency Technicians (A-EMT)'s. We hope BRS members will join the Department and continue to volunteer.

2) Roger Brooks Assessment Implementation – In spring of 2018 Roger Brooks conducted a "secret shopper" visit within the City of Burlington and Village of Waterford in order to provide insights into improving economic development within the communities. That June he presented findings to both municipalities to identify how the communities were viewed by consumers. Pursuant to his recommendations, in 2019, the Branding Leadership Team (BLT) a committee, apprised of twenty plus volunteers, explored the possibility of rebranding the city from "Chocolate City" to a new Brand. Should the brand name of "City of Trails" be approved by the Common Council in 2019 or early 2020 new wayfinding signage, park signage, trail enhancement and trail creation would need to be identified and begin implementation stages. This process should take approximately three (3) years.

   Other components of the assessment included a review of local marketing efforts, signage, attractions, critical mass, retail mix, ease of getting around, customer service, visitor amenities i.e. parking, public restrooms, overall appeal and the communities ability to attract overnight visitors.

3) 617 Pine Street - In March 2017 the City of Burlington petitioned Racine County for the acquisition of the 617- 625 N. Pine Street property in historic downtown Burlington. In June 2018, the County quit claim deeded the property (similarly to Martin Square) to the City. The City paid for the special assessments of approximately $6,000 for City assessed dollars levied to the property. Should the property be redeveloped and sold, the City would need to pay the County for the approximate $46,000 in back taxes owed. The property is an eyesore and severely dilapidated. The City should, at a minimum, consider demolishing the building until the Common Council determines the future of the property. The prior Common Council had discussions indicating this property would serve as a municipal parking lot to eliminate the perceived lack of parking on the north side of the City. The City would recommend utilizing Community Development Block Grant Dollars.

4) Community Development Block Grant (CDBG) – The State of Wisconsin will be administering the CDBG program. This program allows communities who currently have CDBG programs in place to purchase the balance of the outstanding loans, and in turn,

would be qualified to access the dollars that were originally within the Fund for projects meeting the low to moderate Income (LMI) income. The City of Burlington does not qualify as LMI; however, projects for the senior center, ADA, blight may qualify in order to access those dollars. The City has a CDBG outstanding loan of approximately $200,000, and should we pay the $200,000, we would have the ability of accessing the approximate $900,000 in the fund. Staff will identify projects, and submit project plans to the Department of Administration, in hopes of having sufficient projects approved by the state to purchase the outstanding balance in the 2021 budget and expend those dollars towards viable projects.

5) 2020 Road Project Plan –2020 Road Project Plan – In 2019, the Common Council identified an alternative road program to achieve greater impact on the public perception of our overall road conditions in addition to lessen the compounding of spikes in the water capital caused by the stand pipe work to be completed.

   Starting in 2020, the City will perform road improvement design and engineering tasks a year ahead of expected construction. This will provide for greater accuracy, more time to explore alternatives, better information for borrowing and budgeting, and the flexibility to bid the work at the optimal time for the market. In 2020 the City will complete design for the 2021 Maryland Avenue road and utility reconstruction project. To continue progress on road maintenance the City will also perform several low complexity road maintenance projects in 2020 including mill and overlay of portions of Amanda St, Briody St, Smith St, Beth Ct, and Austin Ct.

6) Standpipe Painting – The coating of the standpipe on Dunford Drive needs to be replaced, as it is well beyond its useful life of 20 years. The coating is used to protect the structure of the tower from corrosion. This protects water quality, prolongs the life of the structure, and minimizes repairs due to corrosion. The new coating will also improve the aesthetics of the highly visible structure. The projected cost for this project is approximately $1,200,000 million which would be paid for by a water/ sewer revenue bond.

7) Capital Improvement/ Equipment Replacement Program – Staff will identify a comprehensive Capital Improvement/Replacement Program to be incorporated in the 2021 Budget.

8) Southeastern Region Planning Commission - The Southeastern Wisconsin Regional Planning Commission (SEWRPC) is the official metropolitan planning organization (MPO) and regional planning commission (RPC) for the seven county southeastern Wisconsin area. Through State Representative Robin Vos and state approval, $50,000 was placed in the State budget for a regional study to identify the flooding that has occurred at Lavelle. SEWRPC has presented existing stormwater conditions and are finalizing some modelling results. We expect to have a draft report by the end of 2018; however, we anticipate the report to have recommendations to mitigate stormwater impact to Lavelle and all other private parties including a possible recommendation for the City's infrastructure. The groups will then pay for all of their portion of the chosen alternative, including final design, field investigations, and plans and specifications. Most likely, the City will then need to have a consultant input all the plan level designs into the hydraulic model to confirm the designed alternative still works. This could still be a two-year

project and there are grant mitigation opportunities for final design, and construction. Staff is still striving to attain this goal.

9) Strategic Plan – In early 2020 the City will undergo a Strategic Planning process to identify strategic initiatives, goals and milestone to attain those initiatives identified by the Common Council.

10) Comprehensive Plan – In early 2020 the City will update its Comprehensive Plan that will identify a development path for residential, redevelopment, and Greenfield development. This plan provides staff and the elected officials a strategy for what development should look like for the community.

FY 20 Planning and Preparation

The City thoroughly examines aspects of our operations to determine if there are more efficient or cost-effective ways of providing service to residents. Planning and preparation is a crucial component ensuring that we end up in a positive place. This organization does not want to subscribe to "business as usual" or "that is the way we have always done it". This type of thinking can handcuff creativity or blind us to potential improvements that are possible from restructuring operations, forming partnerships, or developing other strategies that control costs and maintain desired service levels. Tradition dictates that we achieve consistent progress through thoughtful planning and community engagement.

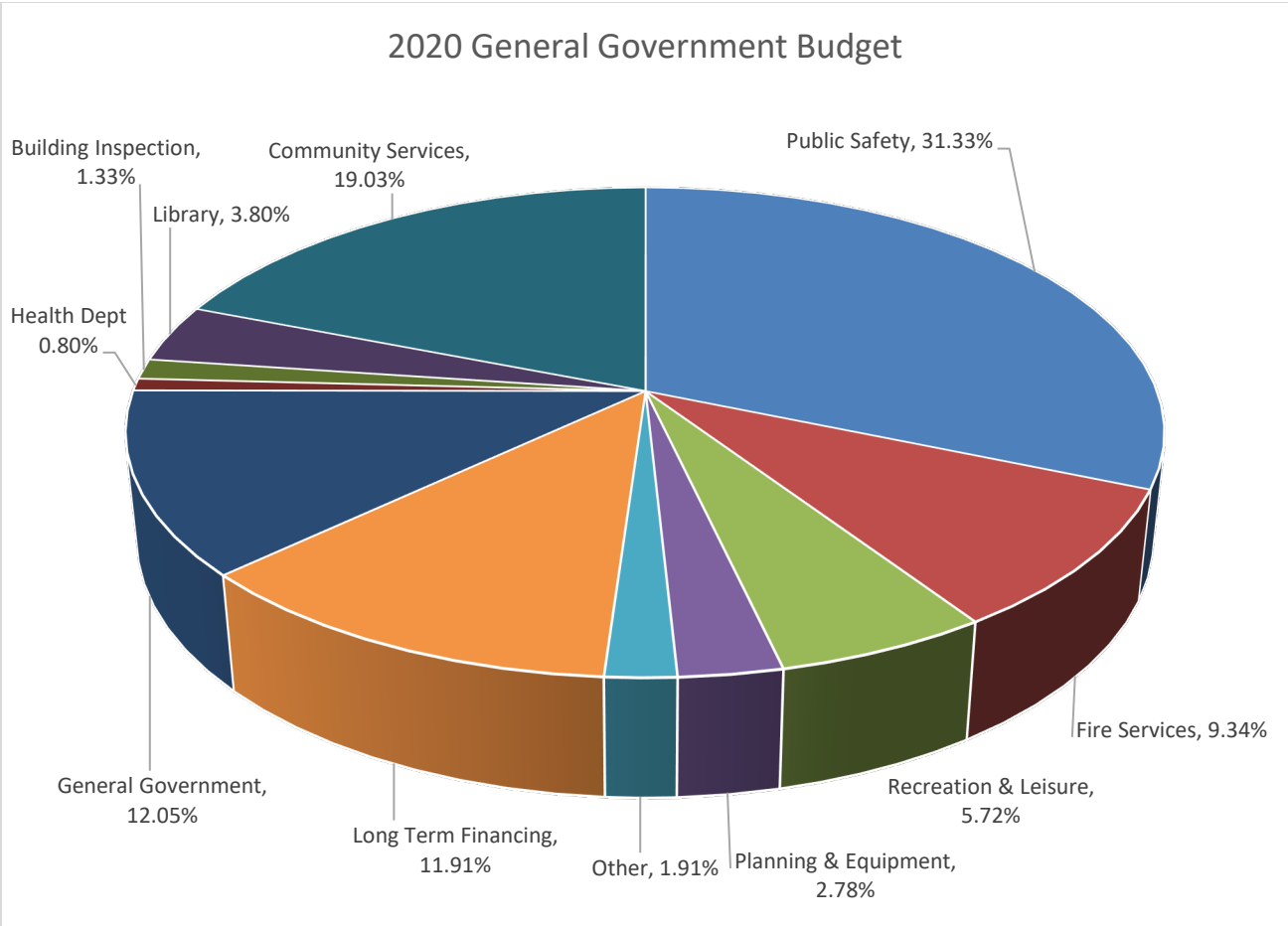
FINAL THOUGHTS

The Council must continue to be engaged as the City is experiencing growth with increased assessment values and the reduction of empty storefronts. We still have much work to be done; however, we can only continue to be proactive and continue to prepare as best as we can. With the initial development of Foxconn, we still don't know how this will impact the City of Burlington's commercial and residential outlook. However, we will need to continue planning the City's growth objectively and equitably, differentiate between community/individual "wants" and "needs", and rationally allocate available resources to achieve the greatest common good. Staff and Council should continue to promote new thinking, new relationships and structures, and more realistic expectations in our delivery of services.

General Fund Revenues

The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.). The total FY20 projected revenue of $9,877,9891 for the general fund includes a total levy, including debt service, of $8,079,189. The question that comes from Burlington residents is where do my property taxes go? The average assessed value in 2019 is $206,723. The following charts illustrate where the City of Burlington 2020 budgeted tax dollars will go for the average home:

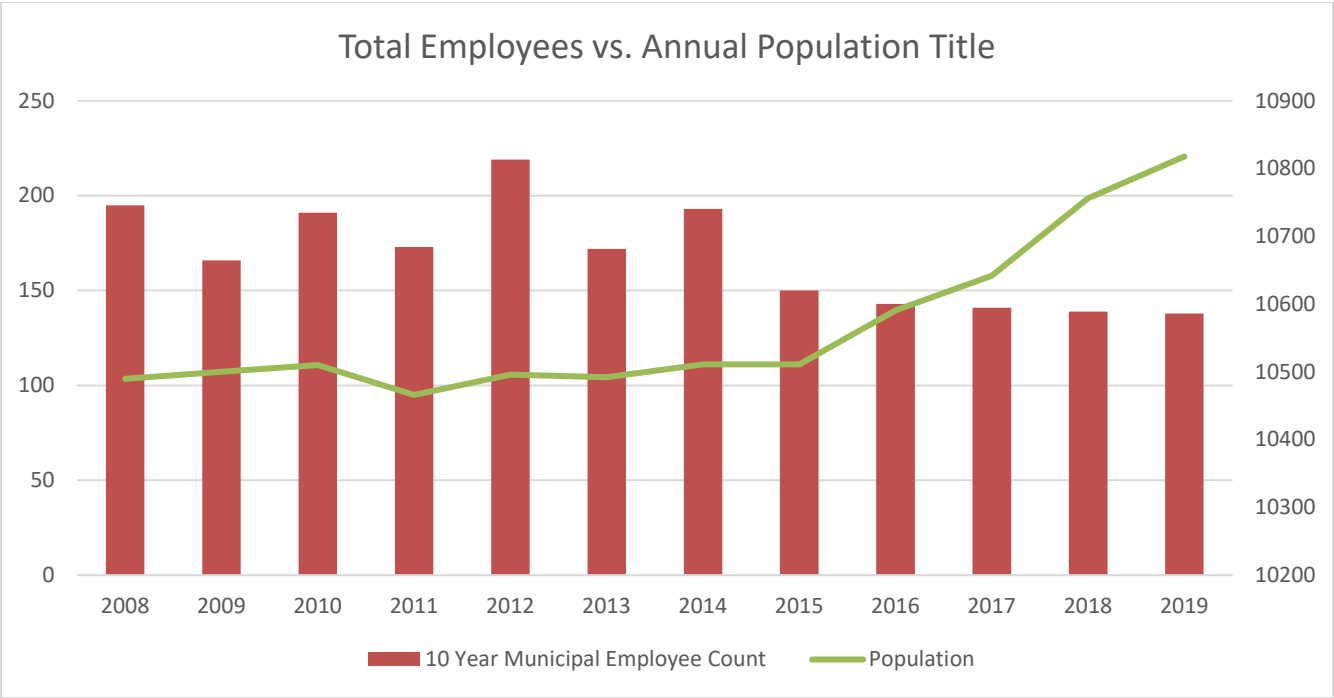
Average Assessed Value:	**$206,723**
City Portion of Tax Bill	$1,757.15 ($8.50 projected per $1,000 of assessed value)



General Fund revenue highlights include:

- The Common Council approved a tax levy for all City functions.
- Council also approved a full General Obligation Debt Levy for principal and interest payments in 2020. Full General Obligation Debt Levy relieves General Fund dollars that were being used in previous years to pay for debt prior to 2016.

In an effort to show the community the City is performing more work with less employees and still trying to maintain a high quality of customer service, below depicts an overall reduction of 15 employees from 2005 through 2015. 2019 staffing levels remained about the same as the 2016, 2017 and 2018 levels. Some increases in staffing are expected in 2020 with the EMS Service starting January 1, 2020.



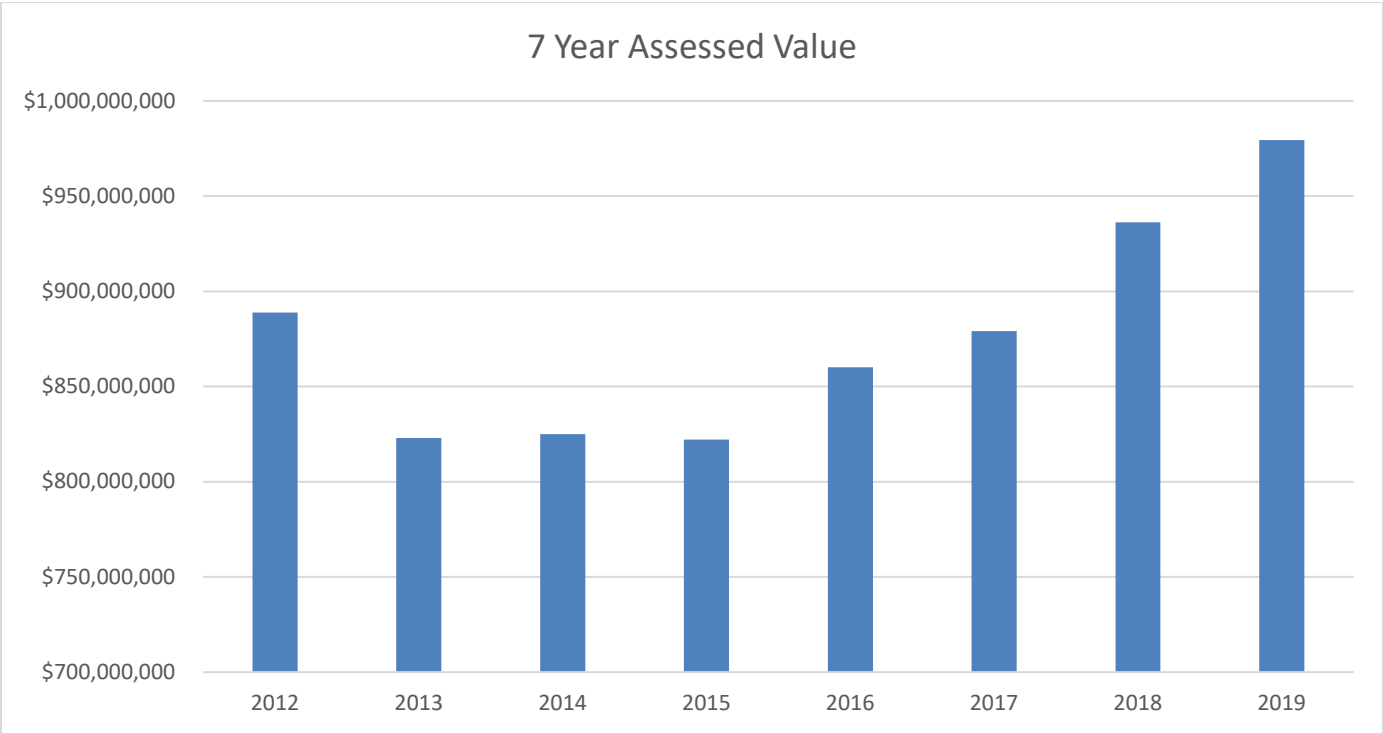
The top ten taxpayers in the City continue to be primarily a mix of retail projects and multifamily projects. While large industrial projects provide significant employment for the City, due to the way manufacturing properties are assessed by the state, commercial, industrial and multifamily projects provide more balance to the tax base.

Top Ten Taxpayers (Equalized Value) from 2018 (2019 data is not yet available)

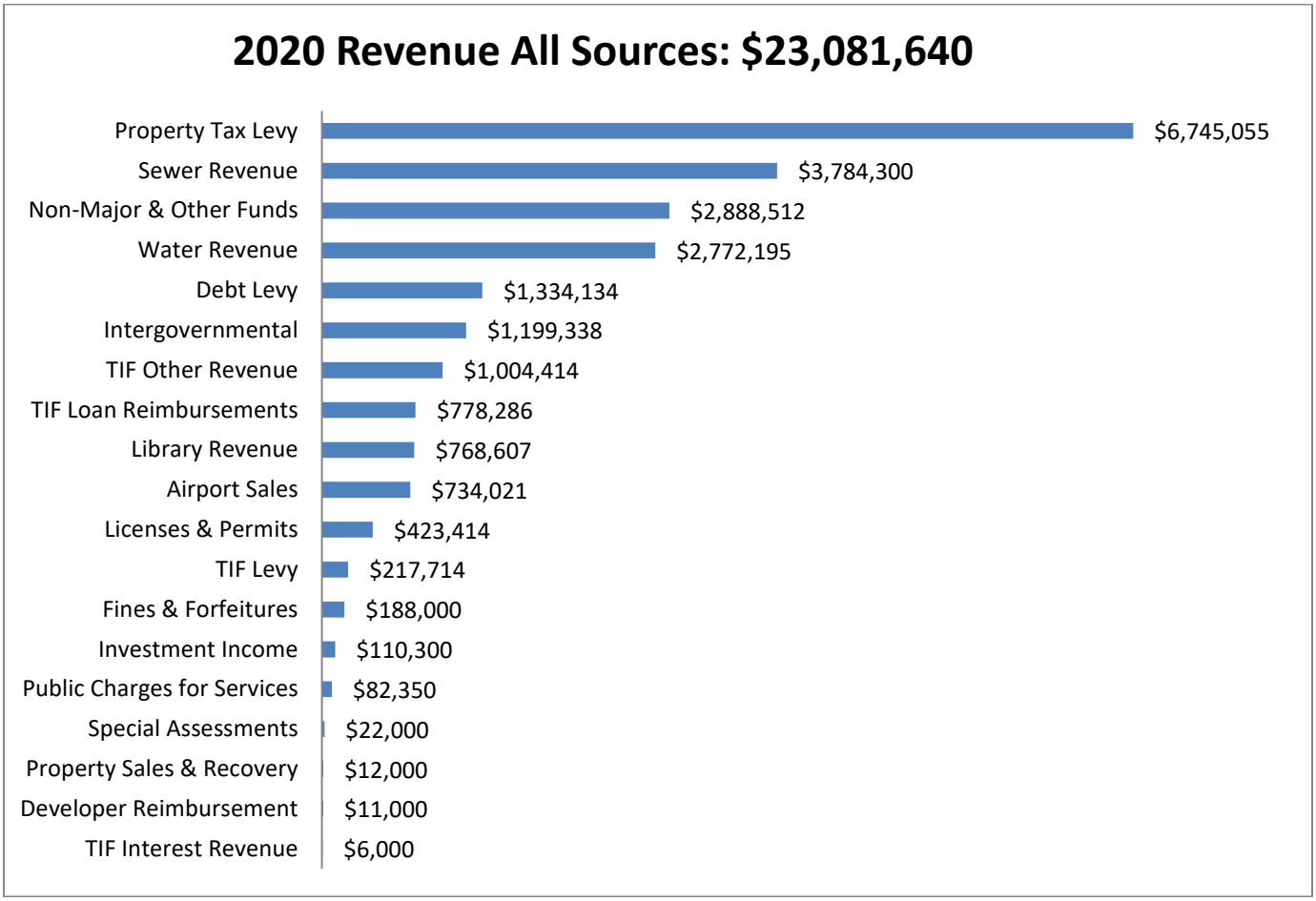
Aurora Medical Group	$17,000,740
Nestle	$14,841,808
Oak Park Properties	$11,312,982
JW Westridge	$10,886,283
Burlington Boardwalk	$10,381,948
Wal-Mart	$10,144,781
Echo Lake Farm Produce	$ 9,897,174
Menards	$ 8,760,089
Ball Foster Glass/Ardagh Group	$ 7,498,237
Memorial Hospital of Burlington	$ 6,764,032

City of Burlington Property Values

The chart below reflects the current trends for the City's Equalized property values. The City's Equalized Value this year is approximately $972.1 million, up from $941.4 million a year ago. The increase in assessed values is directly related to property being sold for more than the assessed value in the City. According to our Assessor, overall values have increased and average of approximately 6% including Manufacturing.



Breakdown of 2020 Revenues All Sources including loans, excluding transfers



Reading the Proposed Budget

2020 Budget Format

The 2020 budget format remains much the same as the format adopted in 2011. On the second page of each department's section, we have included a list of employees, the position's annual salary, and the percentage of that salary charged to that department. Additionally, we have included a "Budget Notes" section which indicates changes, clarifications or amendments made to this particular department's budget. Finally, we have added color and included an Executive Summary to help explain big picture items and provide a quick reference on major policy issues and program changes.

In governmental accounting the resources of the government are accounted for in funds.

Explanation of Fund Accounting
"Funds" are defined as an independent accounting entity with a self-balancing set of accounts. Funds are categorized into fund types each of which is associated with major services provided by the governmental unit. The equity accounts in governmental accounting are referred to as fund balance. The fund balance accounts can be divided into unreserved fund balance accounts and reserved fund balance accounts. Unreserved fund balance is the difference between assets, liabilities and fund reserves. "Reserved" indicates that a portion of the fund balance is not available for appropriation or is legally separated for a specific future use.

- Fund balance "designations" may be established to indicate managerial plans or intent. For example, a portion of the unreserved fund balance may be "designated" for future capital equipment replacement.

There are basically three groups of funds in governmental accounting: governmental funds, proprietary funds, and fiduciary funds. The City of Burlington does not operate a fiduciary fund.

- Governmental funds are often referred to as "source and use" funds. These are the funds through which most governmental functions typically are financed. The fund types included in this category are general, special revenue, capital projects, and debt service funds.

- Proprietary funds are used to account for a government's ongoing organizations and activities which are similar to those often found in the private sector. The fund types included in this category are enterprise and internal service funds. For example, the City utilizes the following enterprise funds: Water and Wastewater Utility, Airport, and Self Insurance funds.

CITY OF BURLINGTON PUBLIC HEARING NOTICE

Notice is hereby given that on TUESDAY, November 5, 2019 at or shortly after 6:30 p.m. in the Council Chambers of the Police Department, the Common Council for the City of Burlington will hold a PUBLIC HEARING on the Proposed 2020 Budget for the City of Burlington. The Proposed Budget in detail is available for inspection at the City Clerk's Office and at the Burlington Public Library during regular hours. The following is a summary of the Proposed 2020 Budget and is likely to change based upon State budgetary input until the Proposed 2020 Budget is adopted by the Common Council.

BUDGET SUMMARY FOR THE CITY OF BURLINGTON

GENERAL FUND	Budget 2019	Proposed Budget 2020	Percent Change
Revenues			
General Levy Taxes	$ 6,685,059	$ 6,745,055	0.9%
Debt Levy Taxes	$ 1,278,353	$ 1,334,134	4.4%
Other Taxes	$ 208,200	$ 182,200	-12.5%
Intergovernmental Revenues	$ 1,414,913	$ 1,199,338	-15.2%
Licenses and Permits	$ 472,185	$ 423,414	-10.3%
Fines and Forfeitures	$ 138,000	$ 188,000	36.2%
Charges for Services	$ 84,600	$ 82,350	-2.7%
Special Assessments	$ 15,000	$ 22,000	46.7%
Property Sales and Recoveries	$ 10,000	$ 12,000	20.0%
Investment Income	$ 27,500	$ 110,300	301.1%
Other	$ 332,500	$ 5,200	-98.4%
Total Revenues	$ 10,666,310	$ 10,303,991	-3.4%
Expenditures			
General Government	$ 1,255,903	$ 1,349,887	7.5%
Public Safety	$ 4,556,849	$ 4,704,657	3.2%
Public Works	$ 2,069,558	$ 2,131,233	3.0%
Health and Human Services	$ 87,300	$ 89,427	2.4%
Culture, Recreation and Education	$ 564,885	$ 640,829	13.4%
Conservation and Development	$ 279,150	$ 311,350	11.5%
Total Expenditures	$ 8,813,645	$ 9,227,383	4.7%
Excess Revenues Over (Under) Expenditures	$ 1,852,665	$ 1,076,607	
Other Financing Sources (Uses)			
Special Capital Outlay	$ -	$ -	
Operating Transfers In	$ 524,000	$ 475,000	-9.4%
Operating Transfers Out	$ (1,786,052)	$ (1,840,134)	3.0%
Total Other Financing Sources (Uses)	$ (1,262,052)	$ (1,365,134)	8.2%
Excess Revenues and Other Financing Sources Over (Under) Expenditures & Other Uses			
Net Change in Fund Balance			
Fund Balances - January 1	$ 2,528,884	$ 2,610,844	
Fund Balances - December 31	$ 2,610,844	$ 1,888,757	

	Fund Balance 1/1/2019	Total Revenues	Total Expenditures	Fund Balance 12/31/2019
Governmental:				
General Fund	$ $ 2,610,844	$ 8,505,296	$ 9,227,383	$ 1,888,757
Library	$ 75,864	$ 768,607	$ 793,342	$ 51,129
Block Grant	$225,789	$ 61,000	$ 286,789	$ (0)
Revolving Loan Fund	$ 67,883	$ 35,000	$ -	$ 102,883
Wehmoff Trust	$ -	$ -	$ -	$ -
Park Development	$ 53,158	$ 38,000	$ 70,000	$ 21,158
Library Trust	$ 120,249	$ 15,480	$ 7,300	$ 128,429
Donation Fund	$70,433	$ 16,500	$ 29,000	$ 57,933
Debt Service Fund	$ 0	$ 790,330	$ 790,329	$ 0
TIF District 3	$ 1,211,075	$ -	$ 1,145,000	$ 66,075
TIF District 5	$ 1,247,844	$ 999,214	$ 1,247,844	$ 999,214
ER TIF District 1	$ 1,700,245	$ -	$ 265,720	$ 1,434,525
2017 Projects Fund	$ 0	$ -	$ -	$ 0
Special Revenue Fund 458	$ -	$ 632,161	$ 632,161	$ 0
Capital Projects Infrast.	$ (644,053)	$ 1,756,500	$ 1,350,000	$ (237,553)
Storm Water Mgmt	$ -	$ -	$ -	$ -
Façade Grants	$ 16,835	$ 50,430	$ 50,000	$ 17,265
Downtown Redevelop	$ -	$ -	$ -	$ -
DeRozier/Seniors Fund	$ 26,677	$ 550	$ 9,500	$ 17,727
Equipment Replacement	$ 1,274,686	$ 368,857	$ 1,033,218	$ 610,325
Enterprise:	**Net Position 1/1/2019**	**Total Inflows**	**Total Outflows**	**Net Position 12/31/2019**
Sewer	$ 15,093,982	$ 3,784,300	$ 3,999,663	$ 14,878,619
Water	$ 15,675,171	$ 2,772,195	$ 2,400,485	$ 16,046,881
Airport	$ 2,038,778	$ 734,021	$ 862,837	$ 1,909,962
Internal Service:	**Fund Balance 1/1/2019**	**Total Revenues**	**Total Expenditures**	**Fund Balance 12/31/2019**
Self Insurance Fund	$498,852	$ 1,753,200	$ 1,713,375	$ 538,677
Government Wide	$ $ 41,364,312	$ 23,081,640	$ 25,913,946	$ 38,532,005

Date: November 11, 2019

Submitted by: Steven J. DeQuaker, Finance Director Treasurer

COMMON COUNCIL REGULAR **ITEM NUMBER 14B**

DATE: November 19, 2019

SUBJECT: **RESOLUTION 4972(25)** - To approve updating the purchasing policy of the City of Burlington.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

On May 16, 2006 the Common Council adopted an "Update to the Purchasing Policy for the City of Burlington" by Resolution 4015(3). This update defined internal limits and controls on purchases by Department Heads and the City Administrator.

The City was notified in October 2019 that it had received Federal Dollars (FEMA grant) for the exhaust control system at the Fire Department. The utilization of Federal Funds for purchases requires the City to add to their purchasing policy additional language in compliance with 2 CFR 200.

The original City of Burlington policy language was not changed. The 2 CFR 200 language has been added as Attachment "A" to the existing policy.

BUDGET/FISCAL IMPACT:

Use of FEMA dollar require certain policies to be in place controlling the expenditures. Without these policies, the grant dollars may not be distributed.

RECOMMENDATION:

Staff recommends approval of updating the purchasing policy of the City of Burlington.

TIMING/IMPLEMENTATION:

This item is for discussion at the November 19, 2019 Committee of the Whole meeting, and due to the timeliness of this issue, is scheduled for final consideration the same evening.

Attachments

Res 4972(25) Revised Purchasing Policy

Resolution No. 4972(25)
Introduced by: Committee of the Whole

A RESOLUTION UPDATING THE PURCHASING POLICY OF THE CITY OF BURLINGTON

WHEREAS the Common Council has established uniform guidelines for review and pre-approval of purchasing by the City's Departments, Committees, Commissions and Boards; and,

WHEREAS the City Administrator, City Finance Director and City Attorney recommended to the Common Council that an internal purchasing limit policy as enacted and set forth herein below be amended to include Purchases utilizing Federal Funds; and,

WHEREAS such a policy will serve to benefit the public and will contribute to the welfare of the citizens of the City of Burlington by providing oversight and control of expenditures.

WHEREAS, any purchases that utilize federal funds shall be made in compliance with 2 CFR 200, a Federal Purchasing Policy, hereto attached as Attachment "A"

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the purchasing policy as set forth below be amended to include Purchases Utilizing Federal Funds as described in Attachment "A" as part of this policy enacted, effective immediately:

CITY OF BURLINGTON PURCHASING POLICY

This purchasing policy applies to all Departments, Boards, Commissions and Committees of the City of Burlington, except the Community Development Authority and the Library Baard. It shall be followed for all expenditures to be made for items included in the budget, excepting only those items that are classified as standard operating expenses or as excepted herein. All expenditures are to be approved prior to orders being placed, and, when not subject to the bidding process, shall be based upon price quotations obtained within 60 days of such approval or upon bid unit process for any open City of Burlington bid project. Such approval shall be made on a separate form. Multiple items of similar character shall not be ordered separately so as to circumvent the policy herein. Any invoice presented to the City's Finance Department for payment approval shall have a copy of the approval form attached thereto. Any purchases that utilize federal funds shall be made in compliance with 2 CFR 200 as described in Attachment "A".

Prior approval for expenditures shall be obtained as follows:

1. Budget Items under $1,000. Budget items requiring expenditures under $1,000 do not require pre-approval or the procurement of quotes by the Department Head, but the Department Head shall approve the invoice for payment prior to forwarding it to the City Finance Department

2. Budget Items from $1,000 to under $5,000. All Budget items requiring expenditures from $1,000 to under $5,000 shall be reviewed and pre-approved by the Department Head and/or Board, Commission or Committee Chairperson. Price quotes shall be obtained prior to purchase. Normally a minimum of three written quotes will be required.

3. Budget Items $5,000 to under $25,000. All Budget items requiring expenditures of $5,000 to less than $25,000 shall be reviewed and pre-approved by the Department Head and the City Administrator. In the Administrator's absence the Mayor or the Board, Commission or Committee Chairperson shall review and pre-approve such expenditure.

Written price quotes shall be obtained prior to purchase subject to the following:

a. All written quotes for non-construction related Budget Items requiring expenditures of $5,000 to less than $15,000 shall be reviewed and pore-approved by the Department Head and the City Administrator. In the Administrator's absence the Mayor or the Board, Commission or Committee Chairperson shall review the Department Head's recommendation and pre-approve such expenditure. Normally a minimum of three written quotes will be required.

b. All Budget Items for public construction requiring expenditures of $5,000 to less than $25,000 shall be reviewed and pre-approved by the Department Head and the City Administrator. In the Administrator's absence the Mayor or the Board, Commission or Committee Chairperson shall review the Department Head's recommendation and pre-approve such expenditure. The public construction shall then be advertised as a Class 1 notice under Wis. Stat. ch. 985 at least one week before the contract for the construction is executed. Normally a minimum of three written quotes will be required.

3. Budget Items $15,000 and Over

a. All non-construction related Budget Items requiring expenditures of $15,000 or more shall be reviewed and pre-approved by the Common Council. The Council may direct, at its discretion, that the item is to be bid in the same manner as construction contracts, or that it is to be combined with or included in another governmental bid, but shall not be required to do so.

b. All Budget Items for public construction requiring expenditures of $25,000 or more shall be reviewed and pre-approved by the Common Council. The construction shall be let by contract to the lowest responsible bidder pursuant to Wis. Stat. §§ 62.15 and 66.0901.

4. Non-Budgeted Items. All projected or requested purchases not included in the budget shall be presented to the Common Council for review and pre-approval.

5. Exception for Emergencies. In cases of emergency, where pre-approval is required herein but cannot be obtained prior to the purchase. The person(s) required to pre-approve the purchase shall complete the Purchase Approval Form and document the emergency and the necessity of the purchase to the City's Finance Department or City Administrator for approval.

Introduced: November 19, 2019
Adopted: November 19, 2019

_____
Jeannie Hefty, Mayor

ATTEST:

_____
Diahnn Halbach, City Clerk

Attachment "A"
Purchases Utilizing Federal Funds

Any Purchases that utilize federal funds shall be made in compliance with 2 CFR 200 and this purchasing policy:

General Procurement Standards

a) Procurements by City of Burlington when utilizing federal funds shall conform to applicable Federal law and the standards identified in this policy.

b) City of Burlington shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchases.

c) No employee, officer, or agent of City of Burlington May participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of City of Burlington may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Any Employee determined to be in violation of this section, could be subject to discipline action up to and including termination. Any Elected Official determined to be in violation of this section, could be subject to prosecution and or recall of their position.

d) City of Burlington will consider consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

e) City of Burlington, to the extent possible, shall utilize state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

f) City of Burlington, to the extent possible, shall utilize federal excess and surplus property in lieu of purchasing new equipment and prope1ty whenever such use is feasible and reduces project costs.

g) City of Burlington, to the extent possible, shall utilize use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable oppo1tunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

h) City of Burlington, to the extent possible, shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

i) City of Burlington, to the extent possible, shall maintain records sufficient to detail the

history of procurement. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

j) City of Burlington, to the extent possible, shall utilize a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contracts are defined as a contract whose cost to City of Burlington is the sum of:

1) The actual cost of materials; and

2) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

k) City of Burlington, to the extent possible, shall, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

Competition

a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1) Placing unreasonable requirements on firms for them to qualify to do business;
2) Requiring unnecessary experience and excessive bonding;
3) Noncompetitive pricing practices between firms or between affiliated companies;
4) Noncompetitive contracts to consultants that are on retainer contracts;
5) Organizational conflicts of interest;
6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
7) Any arbitrary action in the procurement process.

b) City of Burlington shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

c) City of Burlington ensures that all solicitations:

1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2) Identify all requirements which the offers must fulfill and all other factors to be used in evaluating bids or proposals.

d) City of Burlington shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, City of Burlington shall not preclude potential bidders from qualifying during the solicitation period.

Methods of procurement to be followed

City of Burlington use one of the following methods of procurement when purchasing items with federal funds.

a) Procurement by micro-purchases - Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of $10,000. To the extent practicable, City of Burlington shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations.

b) Procurement by small purchase procedures - Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold ($250,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

c) Procurement by sealed bids (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(l) of this section apply.

1) For sealed bidding to be feasible, the following conditions should be present:

i. A complete, adequate, and realistic specification or purchase description is available;

ii. Two or more responsible bidders are willing and able to compete effectively for the business; and

iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

2) If sealed bids are used, the following requirements apply:

i. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

ii. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond;

iii. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

v. Any or all bids may be rejected if there is a sound documented reason.

d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

2) Proposals must be solicited from an adequate number of qualified sources;

3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

4) Contracts must be awarded to the responsible film whose proposal is most advantageous to the program, with price and other factors considered; and

5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

e) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1) The item is available only from a single source;

2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

4) After solicitation of several sources, competition is determined inadequate.

Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

a) City of Burlington shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

b) Affirmative steps must include:

1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Contract cost and price.

a) City of Burlington shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold ($250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, City of Burlington shall make independent estimates before receiving bids or proposals.

b) City of Burlington shall negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable for City of Burlington.

d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

Federal awarding agency or pass-through entity review

a) City of Burlington shall make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document.

b) City of Burlington shall make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

    1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

    2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

    3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

    4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

    5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

c) City of Burlington is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

    1) City of Burlington may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party

contracts are awarded on a regular basis;

2) City of Burlington may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Burlington that it is complying with these standards. City of Burlington must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Bonding requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of City of Burlington provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract provisions

All City of Burlington contracts utilizing federal funds must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Appendix II to Part 200-Contract Provisions for City of Burlington Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by City of Burlington under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and

penalties as appropriate.

B. All contracts in excess of $10,000 must address termination for cause and for convenience by City of Burlington including the manner by which it will be affected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and implementing regulations at 41 CFR pa1t 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity Department of Labor."

D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by City of Burlington must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. City of Burlington shall report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a halftime the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets

the definition of “funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business film or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended-Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non--Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-767 lq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. Debarment and Suspension (Executive Orders 12549 and 126 89)- A contract award (see 2 CFR 180.220) must not be made to patties listed on the government wide e exclusions in the System for Award Management (SAM), in accordance with the 0MB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)-Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. See §200.322 Procurement of recovered materials.