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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, November 19, 2019**

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

Mayor Jeannie Hefty called the Common Council meeting to order at 6:35 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker. Excused: Alderman Grandi and Alderman Bauman.

Student Representatives - Present: Thomas Martin (BHS), Peter DeSmidt (CCHS). Excused: None.

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Building Inspector Gregory Guidry, Library Director Joe Davies, and City Intern Nicholas Faust.

2. **Citizen Comments** - None

3. **Approval of Minutes** - To approve the November 5, 2019 Committee of the Whole Meeting Minutes. Motion: Alderman Kott. Second: Alderman Rauch. With all in favor, the motion carried.

4. **DISCUSSION:** A discussion regarding the Library's Strategic Plan.

Library Director, Joe Davies, presented the Library's three-year strategic plan and results from the community survey regarding the Library. Davies stated that the library's mission and vision statement was revised and then reviewed the five core values and three primary goals.

Alderman Schultz asked if the survey specifically targeted tweens or non-english speaking individuals. Davies responded that the survey was sent to the schools and was also translated into Spanish, however no responses were received.

Alderman Rauch asked what the long term goals were for the existing building. Davies responded that the current strategic plan is through 2022 and doesn't include plans for a new facility and financially doesn't foresee plans for a new building in the future.

5. **RESOLUTIONS:**

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

Finance Director Steve DeQuaker reviewed the 2020 Annual Budget and stated that the City's MIL rate is at \$8.35 and that the overall MIL rate will be lower than last year, however, with the 5-6% growth rate, it doesn't necessarily mean the taxes will be lower. DeQuaker stated that there was 10% increase in sewer usage, however water and sewer rates will not be going up in 2020. DeQuaker also stated that the overall budget is less than last year at about \$25 million, and that expenditures were up and down with a net reduction. DeQuaker then opened it up for questions. There were none.

B. **Resolution 4972(25)** - To approve updating the purchasing policy of the City of Burlington. DeQuaker explained that the City was notified in October 2019 that it had received Federal dollars through a FEMA grant for the exhaust control system at the Fire Department. The grant requires the City to add the 2 CFR 200 language to the purchasing policy in order to be compliant and for the funds to be properly distributed. There was no further discussion.

C. **Resolution 4973(26)** - To approve a Revolving Loan Fund Grant to Miller Motor Sales, Inc. in the not-to-exceed amount of \$15,000. Carolyn Engel, RCEDC, explained that Miller Motors has requested a grant in the amount of \$15,000 to assist with the purchase of property and renovations at 1157 Milwaukee Avenue. Engel stated that this project meets all the requirements for the purpose of the grant and that RCEDC staff recommends approval of this grant.

Alderman Schultz stated that 30% of the revolving loan fund has been set aside for grants but wanted to know if the fund is replenished through interest paid on the loan and asked what the growth rate is. Engel responded that she didn't have the growth rate information with her, but it is substantial and will provide that information. Engel also stated she will come back to Council with a year-end report on how the fund is performing and will re-look at what should be allocated for 2020.

D. **Resolution 4974(27)** - To approve a Revolving Loan Fund Grant to the Performing Arts Group in the not-to-exceed amount of \$10,000.

Engel reviewed the grant request from the Burlington Arts Performing Foundation in order to assist with a feasibility study to determine market demand for the proposed performing arts center in Burlington. Engel stated that typically a loan or grant request rely upon an established business or a start-up with a written business plan; however, in this situation, the proposed project is in the very early stages of determining whether to proceed, yet if the feasibility study is favorable, it could have a significant and positive impact for the City. Engel stated that RCEDC staff is recommending approval contingent on an established timeline whereas matching funds can be secured by the Foundation. Tom Niccolai then approached the mic and addressed the Council stating that the primary goal is to build a PAC but needs the feasibility study to determine if they can move forward and needs help with the \$20,000 cost.

Alderman Preusker stated there isn't a business plan and then asked if any money had been raised by the PAC for the feasibility study. Niccolai responded that \$5,000 of the \$10,000 has been raised. Alderman Heft asked how much has been raised for the PAC building itself. Niccolai responded that no dollars have been raised. Alderman Rauch asked if any buildings have been purchased in the area that the project has been proposed. Niccolai responded that offers were put in but no responses were received. Alderman Schultz then asked if the PAC group could raise the additional \$5,000 within 90 days. Niccolai responded they could raise the additional money and then would expect the feasibility study to be completed within 1 to 2 months and estimates the project to cost about \$12 million.

Alderman Preusker voiced his concern and stated that none of the requirements for the grant are being met and that there isn't a business plan, and they have no money. Preusker felt more information was needed.

Alderman Heft stated he would support a grant for PAC building, but not the feasibility study because it's not an appropriate use of the funds.

Mayor Hefty stated there has been much support from the schools and community and that in order to move forward, the feasibility study needs to be completed.

Alderman Schultz stated that the written resolution doesn't address the 90 day timeline to secure the matching funds and should be added.

Alderman Kott asked Niccolai if any donations have been guaranteed by anybody. Niccolai responded that nobody has come forward with donations. Alderman Preusker asked if nobody has even shown interest in supporting the study, then where would all the rest of the money come from. Alderman Heft asked how the property would be purchased. Niccolai replied that buildings would be purchased through loan funds.

Administrator Walters stated that this agenda item is not being voted on this evening and that the memo and resolution will be revised for Council's final consideration at the December 3, 2019 Common Council meeting.

6. **ORDINANCES:**

- A. **Ordinance 2052(18)** - To consider approving a Rezone Map Amendment request at 416 E. Jefferson Street from B-2 District to Rd-2 District.

Director Watkins reviewed the background information and explained that the property owner would like to rezone the property as residential to better reflect the use of the property and would make selling the property more readily accessible.

7. **MOTIONS:** NONE

8. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Preusker. With all in favor, the motion carried, and the meeting adjourned at 7:18 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington