



**AGENDA
COMMON COUNCIL**

Tuesday, January 7, 2020

**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**
5. **Approval of Minutes** (*J. Schultz*)
 - A. To approve the December 17, 2019 Common Council Meeting Minutes.
6. **Letters and Communications** - None.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** (*T. Preusker*)
 - A. To approve Reports 1- 3 as submitted.
9. **Payment of Prepays and Vouchers** (*T. Bauman*)

- A. To approve the Prepaids and Vouchers list for bills accrued through January 7, 2020.

Total Prepaid:	\$ 151,287.72
Total Vouchers:	\$ 138,001.02
Grand Total:	\$ 289,288.74

10. **Licenses**

- A. Consideration to issue a "Class B" Liquor License to Michael Hammes for 597 N. Pine Street, LLC located at 597 N. Pine Street (aka Rugan's). (*S. Kott*)
- B. To approve Operator's License Applications as submitted. (*T. Meyer*)

11. **Special Events** - None.

12. **Appointments and Nominations** (*B. Grandi*)

To approve the appointment of Election Inspector to Brenda Belot for a two-year term expiring December 31, 2021.

13. **PUBLIC HEARINGS:** None

14. **RESOLUTIONS:**

- A. **Resolution 4978(31)** - To accept a Grant Agreement from the Federal Emergency Management Agency (FEMA) under the Assistance to Firefighters Grant Program (AFG) in the amount of \$87,620.95 for the purchase of a Direct Source Exhaust Extraction System. (*R. Heft*)
- B. **Resolution 4979(32)** - To approve the bid award to Hastens Air Energy Control, Inc. for a Plymovent Direct Capture Exhaust System for the not-to-exceed amount of \$92,000.00, as a part of the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) program. (*S. Rauch*)

15. **ORDINANCES:**

- A. **Ordinance 2054(20)** - To approve Repealing and Recreating the Provisions of Chapter 67-10 of the Municipal Code for the City of Burlington regarding Destruction of Records and to Adopt and Replace with the State of Wisconsin Municipal Records Schedule (WMRS). (*J. Schultz*)

16. **MOTIONS:**

- A. **Motion 20-952** - To consider approving a Certificate of Appropriateness for property located at 109 E. Chestnut Street. (*T. Preusker*)
- B. **Motion 20-953** - To consider approval of a Certificate of Appropriateness for property located at 473 Milwaukee Avenue. (*T. Bauman*)

17. **ADJOURNMENT** (*S. Kott*)

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: January 7, 2020

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

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

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

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

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

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the January 7, 2020 Common Council meeting.

Attachments

CC Min



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

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

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

Mayor Jeannie Hefty called the Common Council meeting to order at 6:56 p.m. Roll Call - Present: Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman. Excused: Alderman Tom Preusker.

Student Representatives - Present: Thomas Martin (BHS). Excused: Peter DeSmidt (CCHS).

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, Building Inspector Gregory Guidry, Human Resource Manager Jason Corbin, and City Intern Nicholas Faust.

2. **Pledge of Allegiance**

3. **Citizen Comments** - None.

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

5. **Approval of Minutes** - To approve the December 3, 2019 Common Council Meeting Minutes. Motion: Alderman Rauch. Second: Alderman Bauman. With all in favor, the motion carried.

6. **Letters and Communications** - None

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

Alderman Bauman commented on the Christmas parade and was pleased to announce that they did not run out of candy this year. Bauman also requested an update from Chief Babe regarding the EMS transition. Chief Babe responded that everything is on track and that the EMS Agreement was sent for State approval on Monday, December 16, 2019.

Alderman Kott reported on the Ice Festival and commented that there was a great turnout for the Hug-A-Husky, with over 200 visitors, and was a lot of fun. Mayor Hefty thanked Peter Riggs and the DPW crews, Nick Faust, and Megan Watkins for all their help with the Ice Festival.

Alderman Grandi extended his thanks and appreciation to all City Staff for the work they've done in 2019.

8. **Reports** - To approve Reports 1-5 as submitted.
Motion: Alderman Schultz. Second: Alderman Kott. With all in favor, the motion carried.
9. **Payment of Prepaids and Vouchers** - To approve the Prepaids and Vouchers list for bills accrued through December 17, 2019.
Motion: Alderman Bauman. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
10. **Licenses**
- A. To approve a Class "B" Fermented Malt Beverage License to The Runaway Micropub & Nanobrewery, LLC, located at 109 E. Chestnut Street, Burlington, WI 53105.
Motion: Alderman Bauman. Second: Alderman Schultz. With all in favor, the motion carried.
- B. To approve Operator's License Applications as submitted.
Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried.
11. **Special Events** - To approve the Special Event Permit Application from Burlington Rescue Squad to allow Horse Carriage Rides during their Final Toast Celebration on New Year's Eve at the Veteran's Terrace.
Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the motion carried.
12. **Appointments and Nominations** - To approve the appointment of election inspectors for a two-year term beginning January 1, 2020
Motion: Alderman Grandi. Second: Alderman Bauman. With all in favor, the motion carried.
13. **PUBLIC HEARINGS:** NONE
14. **RESOLUTIONS:**
- A. **Resolution 4975(28)** - Approving an Agreement with Life Line Billing Systems as a Third Party Provider for City of Burlington Ambulance Billing Services.
Motion: Alderman Heft. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
- B. **Resolution 4976(29)** - Approval of an Agreement between Burlington Rescue Squad, Inc. and the City of Burlington to Convey Assets of both Equipment and Property according to the Plan of Dissolution.
Motion: Alderman Rauch. Second: Alderman Heft. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
- C. **Resolution 4977(30)** - To consider approving an amendment to the City of Burlington Fee Schedule.
Motion: Alderman Schultz. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
15. **ORDINANCES:**
- A. **Ordinance 2053(19)** - To amend Section 286-3B to increase Hotel/Motel Room Tax to 8%.
Motion: Alderman Bauman. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

16. **MOTIONS:**

- A. **Motion 19-950** - To approve a Pediatric Jump Kit donated by the Wisconsin EMS Association (WEMSA) Foundation and Kids Health Vista Foundation.
Motion: Alderman Bauman. Second: Alderman Grandi. With all in favor, the motion carried.

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 City Administrator's Annual Review.

Motion: Alderman Kott. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the motion carried and the meeting adjourned into Closed Session at 7:13 p.m.

18. **RECONVENE INTO OPEN SESSION**

Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the motion carried and the meeting reconvened into Open Session at 7:34 p.m.

19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**

No action taken.

20. **ADJOURNMENT**

Motion: Alderman Grandi. Second: Alderman Heft. With all in favor, the motion carried and the meeting adjourned at 7:35 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: January 7, 2020

SUBJECT: REPORTS - To approve Reports 1- 3 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Historic Preservation Minutes, 10-24-19
2. Library Minutes, 11-26-19
3. Committee of the Whole Minutes, 12-17-19

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the January 7, 2020 Common Council meeting.

Attachments

HPC Minutes

Library Minutes



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, OCTOBER 24, 2019**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Capra moved, and Aldermanic Representative Kott seconded to approve the minutes of September 26, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. To consider approving a Sign Permit application from Megan Schroeder for property located at 133 E. Chestnut Street to install vinyl signage on the window and door.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Aldermanic Representative Kott asked if the applicant considered installing a blade sign, and how many windows the sign will be placed on. Megan Schroeder, applicant, replied there will not be a blade sign at this moment, and the sign is on one window (center) and the door.
- Gregory Guidry, Building Inspector, explained the signs meet all the required regulations.
- There were no further comments.
- Aldermanic Representative Kott moved, and Commissioner Capra seconded to approve the Sign Permit.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt explained there are a few projects pending, however, none have expired. Chairman Eisenhardt stated Round 9 still has \$4,797.21 remaining.

B. Discussion regarding items for sale and/or displayed on the sidewalk in front of a business in the HPO District.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Tanya Fonseca, Graef, provided some guidelines in a memorandum dated October 14, 2019 that is found in the October 24, 2019 meeting packet. Ms. Fonseca explained the historic district should not have over-regulated restrictions, but could provide dimensional guidelines regarding items displayed on the sidewalk. Ms. Fonseca stated she would like to create a pamphlet with measurements for sidewalk clearance, and examples of what is appropriate or not appropriate for displays on the sidewalk.
- The Commissioners had a discussion regarding items displayed outside of the businesses. Aldermanic Representative Kott commented that the plastic sandwich board signs that are white look cheap. Commissioner O'Brien stated the sandwich board signs almost have to be plastic because of the durability and weight, so the signs do not blow away. The Commissioners agreed sandwich board signs should be metal or wood like material instead of white plastic. Mr. Guidry asked if the existing white plastic signs should be grandfathered-in. The Commissioners responded no, we are trying to make the downtown aesthetically pleasing, and the business owners could have up to one year to replace them. Commissioner O'Brien further stated if a business has a blade sign, then a sandwich board sign is not necessary since drivers cannot see them anyway. Ms. Fonseca suggested items shall be placed closer to the building to avoid clutter and open the walkway. Judith Schulz, 533 Milwaukee Avenue, stated she was concerned that some tables and chairs take up a lot of space on the sidewalk. Commissioner O'Brien stated the businesses that serve food count on the extra space outside during the summer months. Mr. Guidry explained ADA requirement is a 3 foot minimum clearance for the sidewalk. Commissioner O'Brien mentioned other municipalities have ramps for the sidewalks that extend out, allowing for more space. Aldermanic Representative Kott suggested to close the loop area to traffic for entertainment and shopping.
- Chairman Eisenhardt summarized the changes on Graef's October 14, 2019 memorandum: sandwich board signs should be metal or wood like material (with staff approval), a 4½ foot clearance for items being placed on the sidewalk instead of 5 foot, responsible business should read as tenant/business owner and display windows shall be deleted in item 7.

ADJOURNMENT

Aldermanic Representative Kott moved, and Commissioner Capra seconded to adjourn the meeting at 6:16 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

Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, November 26, 2019 at 6:30 p.m. in the Burlington Public Library downstairs Meeting Room.

Present: Savaglia, Larson, Bahr, Plank, Czaplewski, Guard, Preusker and Musgrave. Excused: Chaffee
Also present: Davies, and McCarthy

- Savaglia called the meeting to order at 6:31 pm.
- Public Communication to the Board – None
- Minutes of the October 22, 2019 meeting, Larson moved approval, Plank seconded. Motion passed.
- Preusker moved and Czaplewski seconded the motion to approve the November General Fund, Prepaid and Reimbursement Expenses of \$20,058.78 and November Trust Fund Expenses of \$118.25 totaling \$20,177.03. Motion passed.

Committee Reports:

- **Building & Grounds Committee** – Larson summarized the scores of the DPI Inclusive Services Assessment the committee completed at the October meeting. The assessment was created for libraries of all sizes, and we will work towards items that would be appropriate for our community.

Personnel Committee – Library staff are winding up all annual evaluations due on November 30. The committee will meet in December to compile data from Library Board members, city administrator and Lakeshores Administrator for Davies annual review. The committee will meet with Davies before presenting to the full Library Board.

Federated Library Report:

- **Trustee Appreciation Dinner** – Attendees enjoyed the dinner and speakers.

Director's Report:

- **Monthly Statistics Report** – Circulation and visitors were up for October. Overall we are doing well.
- **Kanopy video trial**– Davies demonstrated the Kanopy site we want to subscribe to. They have Independent films and documentaries, Great courses along with kids features. The cost is approximately \$2 per video and other libraries of our size are spending between \$2,000 and \$3,000 per year. We can put caps on usage. 90% of the videos come with public performance rights and could be useful in our Movie Monday programs.
- **RIPL scholarship application**–Research Institute for Public Libraries. Davies applied for a scholarship for staff in rural and small public libraries. If won, Davies will attend a workshop in Chicago in July with registration, curriculum and materials, three nights lodging and meals and up to \$500 for travel costs. The intensive workshops consist of evaluation design and implementation, data collection and use for strategic planning, management and communication and measures for reporting library impact. Davies will report if his application is accepted.

- **2019 Employee Evaluations** – Staff evaluations are nearly completed. Once submitted to city hall, employees are eligible for a step increase in wage.
- **New Shelver** – Aidan Eberly has been hired to replace Megan Heather who has resigned.
- **LSTA grant application** – Burlington Library was awarded a \$1000 mini grant for Coding and Drones. Jen Puccini is working with the school media specialists on applying for a grant to update our Spanish collection.

Unfinished Business:

- **Strategic Plan follow-up:** Davies wanted to know if Library Board members were satisfied with the strategic plan or if they wanted Sarah to come back and meet with the board. Preusker commented that Davies had presented the plan to the City Council members who were very pleased.

New Business

- **Gift & Donor Recognition Policy** – Library Board members reviewed and discussed the policy Davies had crafted. After a short discussion about how the public can donate to the Library, Davies said he is working on creating a process to donate from our website. Preusker moved approval, Larson seconded. Motion passed.
- **Review of Inclusive Services Assessment** – Savaglia suggested Library Board members review the Assessment questions and make suggestions on which items we may want to take action on.
- **Wisconsin Libraries Engaging Communities** –Thriving Libraries, a team of consultants trained in community engagement and leadership development techniques, is providing the expertise for this 18-month hands on, cohort-based training. **Up to 20 two-person Teams**--consisting of one library staff member and one community member--will be trained in this inaugural effort. Davies is looking for a community member that may be interested in this training.
- **RFP for Space Planning** – Davies presented a draft copy for a proposal. Some board members felt we needed to be more specific, possibly listing our priorities. Other members wanted information on costs for building an addition and renovating this Library. After much discussion, Davies felt he better understood what the Library Board wanted in the Request for Proposal and will bring back changes to the December meeting.

Motion to adjourn the meeting was made by Preusker, seconded by Guard, meeting adjourned at 8:33 p.m. Our next meeting date is Tuesday, December 17, at 6:30 p.m. in the main floor meeting room at the Burlington Public Library. Room.

Respectfully submitted,

Thomas Preusker
Aldermanic Representative



DATE: January 7, 2020

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through January 7, 2020.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through January 7, 2020:

Total Prepaid:	\$ 151,287.72
Total Vouchers:	\$ 138,001.02
Grand Total:	\$ 289,288.74

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$45,966.25 Racine County - Racine County Communication Center Per Contract - 1st Qtr 2020
2. \$28,057.30 Ascent Aviation Group Inc. - 100LL Aviation Gasoline
3. \$21,030.00 Civic Systems - Connect License Fees
4. \$18,652.39 WE Energies - Street Lights - October 18, 2019 - November 27, 2019
5. \$17,693.68 Ascent Aviation Group Inc. - Jet A Fuel

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$289,288.74.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the January 7, 2020 Common Council meeting.

Attachments

- Prepaid 12.13.19
- Prepaid 12.20.19
- Vouchers 01.07.20

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
001111105						
001-111105 UTILITY CASH CLEARING	CITY OF BURLINGTON	Water/Sewer 1317 Serena Lane	121219	12/12/2019	169.76	
Total 001111105:					169.76	
100239007						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L Jan Billing	2020JAN	12/12/2019	1,992.68	
Total 100239007:					1,992.68	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Varboncoeur, Alan J Case#2019CM1001993	2019CM001993	12/10/2019	500.00	
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Giles, Omari D Case #2019CM002202	2019CM002202	12/06/2019	150.00	
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Lovesee, Richard E. Case #2019CM002114	2019CM002202	12/06/2019	100.00	
Total 100454521001:					750.00	
100515111265						
100-515111-265 Festival/Fireworks/Block Party	DEQUAKER, STEVE	Ice Festival Payments	120619	12/06/2019	150.00	
100-515111-265 Festival/Fireworks/Block Party	DOOR COUNTY SLED DOGS	Sled Dogs Ice Festival	120319	12/03/2019	900.00	
100-515111-265 Festival/Fireworks/Block Party	FAUST, NICK	Overnight Security-Ice Festival	121119	12/11/2019	200.00	
Total 100515111265:					1,250.00	
100515111310						
100-515111-310 CITY COUNCIL - OFF SUP-P	ST. JOHN'S LUTHERAN CHURC	Memorial-Linda Bernt Father	121119	12/11/2019	100.00	
Total 100515111310:					100.00	
100515111330						
100-515111-330 CITY COUNCIL - TRAVEL	SCHULTZ, JON	Travel Reimbursement	120919	12/09/2019	589.58	
Total 100515111330:					589.58	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	TIME WARNER CABLE	Acct#089478701 MUNI COURT	089478701120119	12/01/2019	15.06	
Total 100515121225:					15.06	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	PITNEY BOWES	MUNI SUPPLIES	3310166658	11/29/2019	69.57	
Total 100515121310:					69.57	
100515131225						
100-515131-225 MAYOR-TELEPHONE	TIME WARNER CABLE	Acct#089478701 MAYOR	089478701120119	12/01/2019	17.45	
Total 100515131225:					17.45	
100515132220						
100-515132-220 ADMIN - UTILITIES	TIME WARNER CABLE	Acct#089478701 ADMIN	089478701120119	12/01/2019	398.58	
Total 100515132220:					398.58	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 Admin	262763347412 19	12/04/2019	24.65	
Total 100515132225:					24.65	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515132241						
100-515132-241 ADMIN - REP & MAINT IT	DINERS CLUB COMMERCIAL	Adobe	5799 11/19	11/28/2019	189.05	
100-515132-241 ADMIN - REP & MAINT IT	DINERS CLUB COMMERCIAL	Adobe	5799 11/19	11/28/2019	189.05	
Total 100515132241:					378.10	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG CONSTANT CONTACT (ongoing)	5799 11/19	11/28/2019	5.00	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	ADMIN SUPPLIES	3310166658	11/29/2019	77.30	
100-515132-310 ADMIN - OFF SUPP-POSTA	PITNEY BOWES	BLDG INSPECTION	3310166658	11/29/2019	69.61	
Total 100515132310:					151.91	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	DINERS CLUB COMMERCIAL	Lucky Star-Budget Meeting	6992 11/19	11/28/2019	43.40	
Total 100515132399:					43.40	
100515140157						
100-515140-157 Inservice Training	DINERS CLUB COMMERCIAL	WMCA-Certification Fee	5914 11/19	11/28/2019	50.00	
Total 100515140157:					50.00	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	PITNEY BOWES	CLERK	3310166658	11/29/2019	69.57	
Total 100515140310:					69.57	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	TIME WARNER CABLE	Acct#089478701 FINANCE	089478701120119	12/01/2019	169.52	
Total 100515141220:					169.52	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 Finance	262763347412 19	12/04/2019	24.65	
Total 100515141225:					24.65	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	Amazon-Computer Cord	5799 11/19	11/28/2019	9.95	
100-515141-310 FINANCE - OFFICE SUPP/P	PITNEY BOWES	FIN SUPPLIES	3310166658	11/29/2019	69.57	
Total 100515141310:					79.52	
100515142157						
100-515142-157 ELECTIONS - TRAINING	DINERS CLUB COMMERCIAL	WMCA-Certification Fee	5914 11/19	11/28/2019	50.00	
Total 100515142157:					50.00	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	PITNEY BOWES	ELECTIONS	3310166658	11/29/2019	69.57	
Total 100515142310:					69.57	
100515181220						
100-515181-220 HR-UTILITY SERVICES	TIME WARNER CABLE	Acct#089478701 HR	089478701120119	12/01/2019	37.30	
Total 100515181220:					37.30	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515181330						
100-515181-330	HR-Inservice Training & Trave	CORBIN, JASON	Reimburse-Mileage	120319	12/03/2019	87.00
100-515181-330	HR-Inservice Training & Trave	CORBIN, JASON	Reimburse-Meals	120319	12/03/2019	56.00
Total 100515181330:						143.00
100525211220						
100-525211-220	POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073NOV19	11/24/2019	690.89
100-525211-220	POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877NOV19	11/25/2019	2,150.22
100-525211-220	POLICE - UTILITY SERVICE	TIME WARNER CABLE	Acc#089478701 POLICE	089478701120119	12/01/2019	797.41
Total 100525211220:						3,638.52
100525211225						
100-525211-225	POLICE - TELEPHONE	AT & T	262 763-3747 163 6 Police	262763347412 19	12/04/2019	123.29
Total 100525211225:						123.29
100525211298						
100-525211-298	Racine County Contract	RACINE COUNTY	Racine County Communication Center Per Contract	1ST QTR 2020	12/12/2019	45,966.25
Total 100525211298:						45,966.25
100525211310						
100-525211-310	POLICE - OFF SUPP-POSTA	PITNEY BOWES	POLICE SUPPLIES	3310166658	11/29/2019	69.57
Total 100525211310:						69.57
100525211330						
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Kalahari Resort	2208 11/19	11/28/2019	30.12
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Comfort Suites	2208 11/19	11/28/2019	102.00
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	O&H Danish Bakery	2208 11/19	11/28/2019	18.00
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Buffalo Wild Wings	5781 11/19	11/28/2019	27.78
100-525211-330	POLICE - TRAVEL	DINERS CLUB COMMERCIAL	City of Madison Parking	5781 11/19	11/28/2019	3.00
100-525211-330	POLICE - TRAVEL	NEUMUT, NICHOLAS	Reimb-Mileage/Meals	120419	12/04/2019	148.60
Total 100525211330:						269.26
100525220220						
100-525220-220	FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558NOV19	11/25/2019	11.63
100-525220-220	FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acc#079780001 FIRE	079780001120119	12/01/2019	152.37
100-525220-220	FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acc#089478701 FIRE	089478701120119	12/01/2019	224.28
Total 100525220220:						388.28
100525220225						
100-525220-225	FIRE - TELEPHONE	AT & T	262 763-3747 163 6 Fire	262763347412 19	12/04/2019	98.63
Total 100525220225:						98.63
100525220244						
100-525220-244	FIRE - REPAIR MAINT EQUI	DINERS CLUB COMMERCIAL	Walgreens-Battery	8038 11/19	11/28/2019	13.65
Total 100525220244:						13.65
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Amazon-Stickers for Calendar	8038 11/19	11/28/2019	5.99
100-525220-310	FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Amazon-Office Supplies	8038 11/19	11/28/2019	53.61
100-525220-310	FIRE - OFFICE SUPPLIES	PITNEY BOWES	FIRE	3310166658	11/29/2019	69.57

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220310:					129.17	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	DINERS CLUB COMMERCIAL	Amazon-Mask Bags	8038 11/19	11/28/2019	215.88
100-525220-389	FIRE - PROTECTIVE CLOTH	DINERS CLUB COMMERCIAL	Identi-Fire Face Mask Nameplate	8038 11/19	11/28/2019	13.99
Total 100525220389:					229.87	
100525231220						
100-525231-220	BLDG INSP UTILITIES	TIME WARNER CABLE	Acct#089478701 BLDG INSPECT	089478701120119	12/01/2019	23.91
Total 100525231220:					23.91	
100525231372						
100-525231-372	BLDG INSP - AUTO EXPENS	DINERS CLUB COMMERCIAL	O'Reilly-Wiper Blade	0114 11/19	11/28/2019	25.21
Total 100525231372:					25.21	
100535321220						
100-535321-220	STREETS - UTILITIES	TIME WARNER CABLE	Acct#089478701 STREETS	089478701120119	12/01/2019	249.15
Total 100535321220:					249.15	
100535321225						
100-535321-225	STREETS - TELEPHONE	AT & T	262 763-3747 163 6 DPW	262763347412 19	12/04/2019	49.31
Total 100535321225:					49.31	
100535321242						
100-535321-242	STREETS - REP MAINT VE	DINERS CLUB COMMERCIAL	Palmen Buick-truck parts	5849 11/19	11/28/2019	86.45
Total 100535321242:					86.45	
100535321261						
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	4432-157-647	4432157647NOV19	11/27/2019	18,652.39
Total 100535321261:					18,652.39	
100555532350						
100-555532-350	POOL	WE ENERGIES	6682-248-573	6682248573NOV19	11/26/2019	338.92
Total 100555532350:					338.92	
10055551220						
100-555551-220	PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551NOV19	12/03/2019	25.28
100-555551-220	PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410NOV19	12/02/2019	25.00
100-555551-220	PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992NOV19	12/02/2019	17.88
100-555551-220	PARKS - UTILITIES	TIME WARNER CABLE	Acct#089478701 PARKS	089478701120119	12/01/2019	59.78
Total 10055551220:					127.94	
10055551242						
100-555551-242	PARKS - REPAIR MAINT VE	DINERS CLUB COMMERCIAL	E-Bay Back up Camera	5831 11/19	11/28/2019	500.00
100-555551-242	PARKS - REPAIR MAINT VE	DINERS CLUB COMMERCIAL	Palmen Buick-truck parts	5849 11/19	11/28/2019	86.45
Total 10055551242:					586.45	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10055551265						
100-55551-265 PARKS - FESTIVAL EXPENS	DINERS CLUB COMMERCIAL	General Rental	3596 11/19	11/28/2019	378.00	
Total 10055551265:					378.00	
10055551350						
100-55551-350 PARKS - REPAIR/MTCE SUP	PETTY CASH WWTP	PETTY CASH WWTP TSC	2019 NOV	12/12/2019	19.96	
Total 10055551350:					19.96	
100565641310						
100-56564-310 PLAN COMM - SUPPLIES, P	PITNEY BOWES	PLANNING	3310166658	11/29/2019	69.57	
Total 100565641310:					69.57	
251555511220						
251-55551-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657NOV19	11/25/2019	904.35	
251-55551-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487NOV19	11/24/2019	498.68	
Total 251555511220:					1,403.03	
251555511225						
251-55551-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	3031 11/19	11/28/2019	66.66	
Total 251555511225:					66.66	
251555511247						
251-55551-247 REPAIR,MAINTENANCE BUI	DONERITE JANITORIAL SERV I	Library Janitorial Service	3448	11/24/2019	1,210.00	
Total 251555511247:					1,210.00	
251555511310						
251-55551-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Dura-Ready-Plastic Label	6861 11/19	11/28/2019	65.11	
251-55551-310 OFFICE SUPPLIES, POSTA	PITNEY BOWES	LIBRARY SUPPLIES	3310166658	11/29/2019	69.57	
Total 251555511310:					134.68	
251555511327						
251-55551-327 MATERIALS	MILWAUKEE MAGAZINE	Two Year Subscription	2020	12/12/2019	19.00	
Total 251555511327:					19.00	
251555511345						
251-55551-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	112519	11/25/2019	50.00	
251-55551-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	120219	12/02/2019	15.74	
Total 251555511345:					65.74	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660NOV19	12/02/2019	52.41	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051NOV19	12/05/2019	147.13	
Total 621575740220:					199.54	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct#089478701 SEWER	089478701120119	12/01/2019	249.15	
Total 621575740225:					249.15	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621575740249						
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	Acct. No. 500-08487456-8	2019DECWWTP	11/30/2019	42.25	
Total 621575740249:					42.25	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	DINERS CLUB COMMERCIAL	Best Western Training	5849 11/19	11/28/2019	202.58	
Total 621575740330:					202.58	
621575740371						
621-575740-371 REG/PERMITS/OUTSIDE TE	DINERS CLUB COMMERCIAL	E-Manifest	5849 11/19	11/28/2019	315.00	
Total 621575740371:					315.00	
622506220000						
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864NOV19	11/25/2019	2,603.30	
Total 622506220000:					2,603.30	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365NOV19	12/01/2019	133.82	
Total 622506230000:					133.82	
622509210000						
622-509210-000 OFFICE SUPPLY	PITNEY BOWES	WATER SUPPLIES	3310166658	11/29/2019	69.57	
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct#089478701 WATER	089478701120119	12/01/2019	149.44	
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 Water	262763347412 19	12/04/2019	49.30	
Total 622509210000:					268.31	
622509260000						
622-509260-000 EMPLOYEE REIMBURSEME	WI DNR-OPERATOR CERTIFICA	WI DNR - Renewal for Harjes, Glenn	RENEW CERT 201	12/10/2019	45.00	
Total 622509260000:					45.00	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	651842	12/09/2019	17,693.68	
Total 623575740200:					17,693.68	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 Airport	262763347412 19	12/04/2019	73.97	
Total 623575740225:					73.97	
864212001						
864-212001 REFUNDS PAYABLE	WING, SHAUN	Property Tax Refund 2019	185964	12/11/2019	917.51	
864-212001 REFUNDS PAYABLE	LEESER, TODD C.	PROPERTY TAX REFUND 2019	185963	11/06/2019	460.01	
Total 864212001:					1,377.52	
Grand Totals:					104,280.85	

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

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100160000						
100-160000 PREPAID EXPENDITURES	BAMBOO HR	BambooHR Advantage-Implementation	REQ-168556	12/17/2019	8,106.60	12/20/2019
Total 100160000:					8,106.60	
10051511265						
100-515111-265 Festival/Fireworks/Block Party	PETTY CASH	PETTY CASH ADMIN	DEC2019	12/19/2019	15.00	12/20/2019
Total 10051511265:					15.00	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22853985	12/15/2019	61.26	12/20/2019
Total 100515121225:					61.26	
100515132153						
100-515132-153 ADMIN - EBC	EMPLOYEE BENEFITS CORPO	EBC ADMIN	2740846	12/15/2019	12.50	12/20/2019
Total 100515132153:					12.50	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291 12/19	12/04/2019	5.07	12/20/2019
Total 100515132225:					5.07	
100515132399						
100-515132-399 ADMIN - SUNDRY EXPENSE	KROGER	Customer # MI0649: Water	1019076012	11/13/2019	5.67	12/20/2019
100-515132-399 ADMIN - SUNDRY EXPENSE	KROGER	Customer # MI0649: Water	1119078419	12/04/2019	5.67	12/20/2019
Total 100515132399:					11.34	
100515141153						
100-515141-153 FINANCE - EMPLOYEE BEN	EMPLOYEE BENEFITS CORPO	EBC FINANCE	2740846	12/15/2019	2.50	12/20/2019
Total 100515141153:					2.50	
100515141225						
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22853985	12/15/2019	125.69	12/20/2019
Total 100515141225:					125.69	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	ABT MAILCOM	Tax Bill Processing	35477	12/14/2019	2.98	12/20/2019
Total 100515141298:					2.98	
100525211153						
100-525211-153 POLICE - EMP BENEFITS C	EMPLOYEE BENEFITS CORPO	EBC POLICE	2740846	12/15/2019	12.50	12/20/2019
Total 100525211153:					12.50	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	287278196495	287278196495X121	12/05/2019	426.13	12/20/2019
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22853985	12/15/2019	188.11	12/20/2019
Total 100525211225:					614.24	
100525211330						
100-525211-330 POLICE - TRAVEL	ROMANO, ANTHONY	REIMBURSE-MEALS	121719	12/17/2019	30.00	12/20/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211330:					30.00	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	26046507	12/05/2019	357.68	12/20/2019
Total 100525211533:					357.68	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291 12/19	12/04/2019	60.08	12/20/2019
Total 100525220225:					60.08	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	CULLIGAN OF BURLINGTON	Acct. No. 500-08375750-9	2019DECFIRE	11/30/2019	117.60	12/20/2019
Total 100525220248:					117.60	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0421-498-624	0421498624NOV19	12/10/2019	49.14	12/20/2019
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174NOV19	12/12/2019	372.27	12/20/2019
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652NOV19	12/11/2019	43.50	12/20/2019
Total 100535321220:					464.91	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0088-492-988	0088492988NOV19	12/10/2019	57.38	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	2019-198-266	2019198266DEC19	12/12/2019	48.37	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3073-922-427	3073922427NOV19	12/10/2019	17.88	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3277-994-067	3277994067NOV19	12/11/2019	62.49	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4067-122-145	4067122145NOV19	12/10/2019	23.02	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5639-265-567	5639265567DEC19	12/11/2019	125.91	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6438-309-692	6438309692NOV19	12/13/2019	115.96	12/20/2019
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6838-102-431	6838102431NOV19	12/12/2019	261.05	12/20/2019
Total 100535321261:					712.06	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	TIME WARNER CABLE	Acc#079820101 STREET	079820101120119	12/01/2019	38.09	12/20/2019
Total 100535321310:					38.09	
10055551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359NOV19	12/11/2019	125.37	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053NOV19	12/11/2019	18.00	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997NOV19	12/11/2019	244.80	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405NOV19	12/09/2019	32.53	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627DEC19	12/11/2019	20.57	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241NOV19	12/11/2019	17.88	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713DEC19	12/11/2019	70.40	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4485-586-752	4485586752DEC19	12/11/2019	51.90	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983NOV19	12/11/2019	17.88	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324NOV19	12/11/2019	22.71	12/20/2019
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262NOV19	12/10/2019	17.19	12/20/2019
Total 10055551220:					639.23	
10055551310						
100-555551-310 PARKS - OFFICE SUPP, PO	TIME WARNER CABLE	Acc#079820101 PARKS	079820101120119	12/01/2019	38.10	12/20/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100555551310:					38.10	
251555511153						
251-555511-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC LIBRARY	2740846	12/15/2019	12.50	12/20/2019
Total 251555511153:					12.50	
251555511225						
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22853985	12/15/2019	63.10	12/20/2019
Total 251555511225:					63.10	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	MINUTEMAN PRESS OF BURLI	Promo Item-Mugs-Library	41034	12/18/2019	183.96	12/20/2019
Total 251555511310:					183.96	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	LEBAK, BARBARA	Reimbursement - Mileage	121719	12/17/2019	18.10	12/20/2019
Total 251555511330:					18.10	
251555511345						
251-555511-345 PROGRAMS	LEBAK, BARBARA	Reimbursements-Supplies	121719	12/17/2019	137.19	12/20/2019
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Program Supplies	121619	12/16/2019	52.97	12/20/2019
Total 251555511345:					190.16	
621575740153						
621-575740-153 EMPLOYEE BENEFITS	EMPLOYEE BENEFITS CORPO	EBC WWTP	2740846	12/15/2019	10.00	12/20/2019
Total 621575740153:					10.00	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685NOV19	12/11/2019	332.35	12/20/2019
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449NOV19	12/12/2019	46.36	12/20/2019
Total 621575740220:					378.71	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct#079820101 WWTP	079820101120119	12/01/2019	38.09	12/20/2019
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9843886291	12/10/2019	30.90	12/20/2019
Total 621575740225:					68.99	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct#079820101 WATER	079820101120119	12/01/2019	38.09	12/20/2019
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R24890112 19	12/10/2019	68.95	12/20/2019
Total 622509210000:					107.04	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	653379	12/16/2019	28,057.30	12/20/2019
Total 623575740200:					28,057.30	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135NOV19	12/10/2019	162.31	12/20/2019

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457NOV19	12/10/2019	197.35	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006NOV19	12/11/2019	523.33	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440NOV19	12/11/2019	112.87	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972NOV19	12/11/2019	20.70	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581NOV19	12/10/2019	65.58	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921NOV19	12/11/2019	68.27	12/20/2019
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002NOV19	12/11/2019	36.29	12/20/2019
Total 623575740220:					1,186.70	
623575740225						
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22853985	12/15/2019	61.26	12/20/2019
Total 623575740225:					61.26	
864212001						
864-212001 REFUNDS PAYABLE	DOVGIN, JOHN & CAROLYN	Property Tax Refund 2019	187399	12/13/2019	242.53	12/20/2019
864-212001 REFUNDS PAYABLE	NEU, STEVEN C	Property Tax Refund 2019	187060	12/13/2019	120.18	12/20/2019
864-212001 REFUNDS PAYABLE	WATKINS, SCOTT	PROPERTY TAX REFUND 2019	186360	12/12/2019	80.37	12/20/2019
864-212001 REFUNDS PAYABLE	MILLER, CATHY	PROPERTY TAX REFUND 2019	188876	12/16/2019	92.36	12/20/2019
864-212001 REFUNDS PAYABLE	KOPLING, MARK & SHERI	Property Tax Refund 2019	187048	12/13/2019	143.11	12/20/2019
864-212001 REFUNDS PAYABLE	WEBSTER, DENNIS & SCHILLE	PROPERTY TAX REFUN 2019	188127	12/16/2019	1.43	12/20/2019
864-212001 REFUNDS PAYABLE	DEHART, KIM M	PROPERTY TAX REFUND 2019	186882	12/13/2019	484.40	12/20/2019
864-212001 REFUNDS PAYABLE	BUSCH TRUST, RICK & JACQU	PROPERTY TAX REFUND 2019	187379	12/13/2019	231.29	12/20/2019
864-212001 REFUNDS PAYABLE	KOSIROG, KENNETH J & JILL M	Property Tax Refund 2019	187647	12/13/2019	143.04	12/20/2019
864-212001 REFUNDS PAYABLE	PAWELA, LOUIS S III & DRYDEN	PROPERTY TAX REFUND 2019	187081	12/13/2019	81.31	12/20/2019
864-212001 REFUNDS PAYABLE	PETERSON, SCOTT & MEGHAN	Property Tax Refund 2019	188691	12/16/2019	278.93	12/20/2019
864-212001 REFUNDS PAYABLE	HULTIN, FRANK M	PROPERTY TAX REFUND 2019	187291	12/13/2019	153.48	12/20/2019
864-212001 REFUNDS PAYABLE	TESS, THOMAS & JEANETTE	PROPERTY TAX REFUND 2019	191465	12/18/2019	87.45	12/20/2019
864-212001 REFUNDS PAYABLE	SARVER, DANIEL W & JENNIFE	Property Tax Refund 2019	189631	12/17/2019	1,494.99	12/20/2019
864-212001 REFUNDS PAYABLE	ROBERTSON, PHILIP AND ASH	PROPERTY TAX REFUND 2019	191637	12/18/2019	501.23	12/20/2019
864-212001 REFUNDS PAYABLE	SIRENO, ANDREW J AND ANNE	Property Tax Refund 2019	187602	12/13/2019	11.68	12/20/2019
864-212001 REFUNDS PAYABLE	WEIS, KATHRYN E	PROPERTY TAX REFUND 2019	190275	12/17/2019	467.30	12/20/2019
864-212001 REFUNDS PAYABLE	SULLIVAN, SARAH & PATRICK	PROPERTY TAX REFUND 2019	187163	12/13/2019	106.87	12/20/2019
864-212001 REFUNDS PAYABLE	SULLIVAN, SARAH & PATRICK	PROPERTY TAX REFUND 2019	187164	12/13/2019	8.47	12/20/2019
864-212001 REFUNDS PAYABLE	BAKER, STEVEN, & LORRI	PROPERTY TAX REFUND 2019	186612	12/12/2019	511.20	12/20/2019
Total 864212001:					5,241.62	
Grand Totals:					47,006.87	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515111265						
100-515111-265 Festival/Fireworks/Block Party	WORLDWIDE, LTD	Jerzees-Ice Festival	2142	12/11/2019	240.00	
100-515111-265 Festival/Fireworks/Block Party	BURLINGTON GLASS, INC.	Awards-Ice Festival	178693	12/12/2019	165.00	
Total 100515111265:					405.00	
100515111313						
100-515111-313 CITY COUNCIL - PRINTING	LIGHTHOUSE COMMUNICATIO	City of Burlington Quarterly Newsleeter	1161219	12/17/2019	1,978.34	
100-515111-313 CITY COUNCIL - PRINTING	LIGHTHOUSE COMMUNICATIO	Mailing Services for Quarterly Newsletter	1161219	12/17/2019	825.75	
Total 100515111313:					2,804.09	
100515111324						
100-515111-324 CITY COUNCIL - MEMBERS	LEAGUE OF WIS. MUNICIPALITI	LEAGUE OF WI MUNICIPALITIES DUES	2020 #10078	12/09/2019	3,352.02	
Total 100515111324:					3,352.02	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Burlington Volleyball	361156	11/14/2019	25.00	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Catholic Central Volleyball	361218	11/14/2019	25.00	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	JRB MEETING	362894	12/05/2019	22.00	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - Liquor License App	364003	12/19/2019	12.12	
Total 100515111399:					84.12	
100515121248						
100-515121-248 MUNI COURT - REP & MAIN	DONERITE JANITORIAL SERV I	City Hall Split Muni Court	3463	12/16/2019	35.06	
Total 100515121248:					35.06	
100515121298						
100-515121-298 MUNI COURT - CONTRACT	TITAN PUB.SAFETY SOLUTION	TIPPS COURT SUPPORT FEE	4783	01/01/2020	4,676.00	
Total 100515121298:					4,676.00	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	DONERITE JANITORIAL SERV I	City Hall Split Admin	3463	12/16/2019	210.00	
Total 100515132248:					210.00	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	CivicPlus	CivicPlus Website Annual Fee for Hosting & Support	193615	01/01/2020	6,095.73	
Total 100515132298:					6,095.73	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1515464	12/11/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1517865	12/18/2019	2.97	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1520265	12/25/2019	2.97	
Total 100515132310:					8.91	
100515132324						
100-515132-324 ADMIN - MEMBERSHIP DUE	WCMA	WCMA MEMBERSHIP DUES CARINA WALTERS	010120CW	01/01/2020	215.00	
100-515132-324 ADMIN - MEMBERSHIP DUE	WCMA	WCMA MEMBERSHIP DUES MEGAN WATKINS	010120MW	01/01/2020	119.00	
Total 100515132324:					334.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515140248						
100-515140-248 CLERK-REPAIRS & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Clerk	3463	12/16/2019	34.97	
Total 100515140248:					34.97	
100515141248						
100-515141-248 FINANCE - REP AND MAINT	DONERITE JANITORIAL SERV I	City Hall Split Finance	3463	12/16/2019	210.00	
Total 100515141248:					210.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES BUSINESS ADVANTA	STAPLES CITY FINANCE SUPPLIES	8056642144	11/30/2019	36.03	
Total 100515141310:					36.03	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	ELECTIONSOURCE	Rolling Supply Bag	19-45693	12/12/2019	338.25	
Total 100515142310:					338.25	
100525211239						
100-525211-239 POLICE - EQUIPMENT NON	O'HERRON RAY COMPANY INC.	Glock-9mm	1944753-IN	08/15/2019	8,870.00	
100-525211-239 POLICE - EQUIPMENT NON	STREICHER'S	Traffic Vest	11403474	12/18/2019	117.98	
Total 100525211239:					8,987.98	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #908 MAINTENANCE SUPPLIES	3926	12/09/2019	20.99	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #902 MAINTENANCE SUPPLIES	3935	12/10/2019	21.00	
Total 100525211242:					41.99	
100525211244						
100-525211-244 POLICE - REPAIR & MAINT	GENERAL COMMUNICATIONS, I	Annual Maint. 2020	277749	12/20/2019	10,536.00	
Total 100525211244:					10,536.00	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	REINEMANS, INC.	Door Chime-Police	171941	11/05/2019	3.59	
100-525211-248 POLICE - REP & MAINT BUIL	WATERFORD OIL COMPANY, IN	#1 Diesel Fuel-Generator	300327	12/26/2019	161.70	
Total 100525211248:					165.29	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	DONERITE JANITORIAL SERV I	DONERITE BILLING POLICE	3464	12/16/2019	525.00	
Total 100525211299:					525.00	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	MENARDS	Supplies-Police Dept	8856	12/20/2019	21.97	
100-525211-310 POLICE - OFF SUPP-POSTA	MINUTEMAN PRESS OF BURLI	Stamps-"no record"	40986	12/13/2019	28.00	
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES POLICE DEPT	8056642144	11/30/2019	62.68	
100-525211-310 POLICE - OFF SUPP-POSTA	KROGER	Customer # MI0650: Coffee/Water	1119076921	11/20/2019	15.98	
100-525211-310 POLICE - OFF SUPP-POSTA	KROGER	Customer # MI0650: Coffee/Water	1119077733	11/27/2019	5.67	
100-525211-310 POLICE - OFF SUPP-POSTA	KROGER	Customer # MI0650: Coffee/Water	1119078584	12/05/2019	5.67	
Total 100525211310:					139.97	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525211311						
100-525211-311 POLICE - COMP SOFTWARE	DEER CREEK TECHNOLOGIES	Document Management Software 2020	2020-105	12/22/2019	462.00	
100-525211-311 POLICE - COMP SOFTWARE	DIGICORP	Police-Monitors	330667	11/30/2019	287.00	
Total 100525211311:					749.00	
100525211324						
100-525211-324 POLICE - PUBL,SUBSCRIPT	WI CHIEFS OF POLICE ASSOC	WCPA MEMBERSHIP DUES ANDERSON	3221	12/01/2019	130.00	
Total 100525211324:					130.00	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	SIRCHIE FINGER PRINT LAB	SIRCHIE POLICE DEPT SUPPLIES	0427745-IN	12/17/2019	387.10	
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB POLICE DEPT	7918-20191206	12/06/2019	26.80	
100-525211-381 POLICE - INVESTIGATIONS	AMAZON CAPITAL SERVICES, I	Faraday Bag	1J9C-P7WX-K1GV	12/22/2019	300.00	
Total 100525211381:					713.90	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	GATEWAY - KENOSHA CAMPU	0158976 City of Burlington Fire Dept	25093	12/09/2019	2,744.13	
Total 100525220157:					2,744.13	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	HOOK-FAST SPECIALTIES, INC	Badges-Name Plates	345324	12/09/2019	278.33	
Total 100525220159:					278.33	
100525220211						
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Medlock, Christopher D	181790727	11/19/2019	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Keller, Nicolas	181843010	11/20/2019	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Reynolds, Cody G	181875995	11/21/2019	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Aldinger, Sadie E	182027359	11/22/2019	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Murphy, Michele L	182377082	12/05/2019	163.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600003825 Weavers, Amelia	182854194	12/10/2019	69.00	
Total 100525220211:					884.00	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	BURLI SIGNS LLC	Signs-Fire Dept Vehicles	51539	12/20/2019	153.52	
100-525220-242 FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	Perimeter lights	1-369379	12/04/2019	21.10	
100-525220-242 FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	#940 Rear Wiper Blade	1-369454	12/06/2019	11.90	
100-525220-242 FIRE - REPAIR & MAINT VE	BUMPER TO BUMPER BURLING	Fuses-Fire Dept	1-370149	12/22/2019	4.40	
Total 100525220242:					190.92	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	AUTUMN SUPPLY	Autumn Supply - cleaning supplies	12929	12/20/2019	80.58	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	7901	12/06/2019	59.03	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	173452	12/06/2019	38.63	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	173769	12/13/2019	2.96	
100-525220-248 FIRE - REPAIR MAINT BLDG	VORPAGEL SERVICE INC.	Fire Dept-Heat Exchanger	45479	11/18/2019	2,118.71	
100-525220-248 FIRE - REPAIR MAINT BLDG	BURLINGTON GLASS, INC.	Framing	178775	12/17/2019	160.00	
Total 100525220248:					2,459.91	
100525220274						
100-525220-274 2% Dues Expenditure	JEFFERSON FIRE & SAFETY	JEFFERSON FIRE & SAFETY FIRE DEPT	PB000222	12/24/2019	4,549.90	
100-525220-274 2% Dues Expenditure	RC ELECTRONIC, INC	Battery/Whip Antenna-Fire Dept	645829	11/19/2019	951.90	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220274:					5,501.80	
100525220295						
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP Fire Dept Supplies	2122386	12/17/2019	14.75	
Total 100525220295:					14.75	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	Plan Review for Kwik Trip	6085	12/02/2019	225.00	
Total 100525220298:					225.00	
100525220324						
100-525220-324 FIRE - MEMBERSHIP & DUE	BURLINGTON ROTARY CLUB	BURLINGTON ROTARY CLUB BABE	62595	09/30/2019	171.00	
Total 100525220324:					171.00	
100525220389						
100-525220-389 FIRE - PROTECTIVE CLOTH	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014376116	11/27/2019	277.99	
Total 100525220389:					277.99	
100525231248						
100-525231-248 BLDG INSP REP & MAINT B	DONERITE JANITORIAL SERVI	City Hall Split Bldg	3463	12/16/2019	34.97	
Total 100525231248:					34.97	
100535321157						
100-535321-157 Inservice Training	GATEWAY - KENOSHA CAMPU	Medic 1st Aid Recert (split)	25150	12/11/2019	66.20	
Total 100535321157:					66.20	
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1515464	12/11/2019	34.67	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1517865	12/18/2019	43.41	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1520265	12/25/2019	36.96	
Total 100535321159:					115.04	
100535321241						
100-535321-241 STREETS - REP & MAINT IT	DIGICORP	Monitor DPW	330668	11/30/2019	84.00	
Total 100535321241:					84.00	
100535321242						
100-535321-242 STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 repairs	24222	12/07/2019	2,176.72	
100-535321-242 STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 repairs	24225	12/07/2019	563.00	
100-535321-242 STREETS - REP MAINT VE	GRAY'S INC.	Gray's DPW Schmidt Blade	35851	12/13/2019	2,680.00	
100-535321-242 STREETS - REP MAINT VE	WAUSAU EQUIPMENT COMPA	Wausau parts for plows	6870786	12/06/2019	1,514.63	
100-535321-242 STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	#53/510 Oil Sender Gauge/Relay Kit	1-369710	12/12/2019	37.61	
100-535321-242 STREETS - REP MAINT VE	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 08 12/19	12/10/2019	31.98	
100-535321-242 STREETS - REP MAINT VE	AMAZON.COM/GE MONEY	Backup Camera-1 ton Truck	536938888746	11/19/2019	309.12	
Total 100535321242:					7,313.06	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1515465	12/11/2019	13.61	
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1520265	12/25/2019	31.66	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1520266	12/25/2019	13.61	
Total 100535321248:					58.88	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	REINEMANS, INC.	Alarm Self Test-Streetlights	172760	11/21/2019	43.17	
Total 100535321261:					43.17	
100535321298						
100-535321-298 STREETS - CONTRACT SER	ASDA ENTERPRISES INC	Seasonal Collection	55595	12/12/2019	4,760.00	
100-535321-298 STREETS - CONTRACT SER	ARBOR IMAGES, INC.	Leaf Dump	62542BCD	12/21/2019	5,000.00	
100-535321-298 STREETS - CONTRACT SER	OUTDOOR LIGHTING CONST IN	Repair - State St & Bridge St	8590	12/02/2019	5,203.05	
100-535321-298 STREETS - CONTRACT SER	OUTDOOR LIGHTING CONST IN	Repair - Adams & Pine St.	8611	12/02/2019	3,911.36	
100-535321-298 STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3460	12/16/2019	288.00	
100-535321-298 STREETS - CONTRACT SER	AUTOMATED LOGIC CONTRAC	Phone Support-BAS	264086	11/25/2019	60.00	
100-535321-298 STREETS - CONTRACT SER	ACTIVE ALARM COMPANY, INC	Hosting Fee - 3 months	122678	12/15/2019	105.00	
Total 100535321298:					19,327.41	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	STAPLES BUSINESS ADVANTA	STAPLES STREET SUPPLIES	8056642144	11/30/2019	24.05	
100-535321-310 STREETS - OFF SUPP/POS	KROGER	Customer # MI0648: DPW Debrief	1119078275	12/03/2019	4.00	
Total 100535321310:					28.05	
100535321330						
100-535321-330 STREETS - TRAVEL	WCTC	Acct #240707 Dimzoff, Rick & Romano, Anthony	240707 12/19	12/01/2019	930.00	
Total 100535321330:					930.00	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	DPW Supplies (split)	616959-1	12/03/2019	117.56	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	173247	12/03/2019	24.97	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	173405	12/06/2019	5.84	
100-535321-350 STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	173839	12/16/2019	22.49	
100-535321-350 STREETS - REP MAINT SUP	ZEP SALES & SERVICE	ZEP DPW SUPPLIES (split)	9004769213	12/10/2019	227.45	
100-535321-350 STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-368696	11/18/2019	88.68	
Total 100535321350:					486.99	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1515464	12/11/2019	34.66	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1517865	12/18/2019	43.42	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1520265	12/25/2019	36.95	
Total 100555551159:					115.03	
100555551220						
100-555551-220 PARKS - UTILITIES	RACINE CO PUBLIC WORKS	Electric usage at Bushnell softball diamonds	2800	10/31/2019	1,647.46	
Total 100555551220:					1,647.46	
100555551241						
100-555551-241 PARKS - REP & MAINT IT	DIGICORP	Monitor DPW	330668	11/30/2019	84.00	
Total 100555551241:					84.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10055551242						
100-55551-242 PARKS - REPAIR MAINT VE	WAUSAU EQUIPMENT COMPA	Wausau parts for plows	6870786	12/06/2019	1,514.62	
100-55551-242 PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	#53/510 Oil Sender Gauge/Relay Kit	1-369710	12/12/2019	37.61	
100-55551-242 PARKS - REPAIR MAINT VE	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 08 12/19	12/10/2019	31.98	
100-55551-242 PARKS - REPAIR MAINT VE	AMAZON.COM/GE MONEY	Backup Camera-1 ton Truck	536938888746	11/19/2019	309.12	
Total 10055551242:					1,893.33	
10055551248						
100-55551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1515465	12/11/2019	13.61	
100-55551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1520265	12/25/2019	31.66	
100-55551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1520266	12/25/2019	6.80	
Total 10055551248:					52.07	
10055551265						
100-55551-265 PARKS - FESTIVAL EXPENS	PATS SERVICES, INC	PATS SANITARY SERVICE WEHMHOF PARK	A-190296	12/13/2019	110.00	
100-55551-265 PARKS - FESTIVAL EXPENS	REINEMANS, INC.	Supplies-DPW	173514	12/09/2019	62.86	
Total 10055551265:					172.86	
10055551298						
100-55551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-190537	12/17/2019	56.67	
100-55551-298 PARKS - CONTRACT SERVI	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3460	12/16/2019	144.00	
100-55551-298 PARKS - CONTRACT SERVI	AUTOMATED LOGIC CONTRAC	Phone Support-BAS	264086	11/25/2019	30.00	
Total 10055551298:					230.67	
10055551310						
100-55551-310 PARKS - OFFICE SUPP, PO	KROGER	Customer # M10648: DPW Debrief	1119078275	12/03/2019	4.00	
Total 10055551310:					4.00	
10055551350						
100-55551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	DPW Supplies (split)	616959-1	12/03/2019	117.57	
100-55551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	173247	12/03/2019	24.98	
100-55551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	173405	12/06/2019	5.84	
100-55551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Repair Riverfront Vandalism	173647	12/11/2019	12.08	
100-55551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	173839	12/16/2019	22.49	
100-55551-350 PARKS - REPAIR/MTCE SUP	ZEP SALES & SERVICE	ZEP DPW SUPPLIES (split)	9004769213	12/10/2019	227.44	
100-55551-350 PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-368696	11/18/2019	88.68	
Total 10055551350:					499.08	
100565641298						
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.00 Burl Ongoing Planning Ser	0107149	12/12/2019	327.50	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.01 Plan Commission	0107150	12/12/2019	599.67	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.22 496 S Pine St.	0107151	12/12/2019	530.75	
Total 100565641298:					1,457.92	
465515132802						
465-515132-802 ADMIN CAPITAL OUTLAY C	CIVIC SYSTEMS, LLC	Connect License Fees	CVC18471	11/26/2019	21,030.00	
Total 465515132802:					21,030.00	
501514900000						
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	Monthly fee for Advocacy Serv Jan	AT44368	01/01/2020	165.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 501514900000:					165.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1515467	12/11/2019	65.04	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1517867	12/18/2019	65.04	
Total 621575740159:					130.08	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 08 12/19	12/10/2019	172.09	
Total 621575740242:					172.09	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1515467	12/11/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1517867	12/18/2019	9.40	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1517868	12/18/2019	134.97	
621-575740-244 REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	1 Year Prepaid Rental-Oxygen	10111800	12/10/2019	55.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3460	12/16/2019	840.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	B. SCHNEIDER ELECTRIC, INC	Cement Saw Rental	13008	12/09/2019	84.08	
621-575740-244 REPAIRS,MAINT EQUIPMEN	AMAZON.COM/GE MONEY	60457 8781 045088 8 (split)	045088 08 12/19	12/10/2019	9.00	
Total 621575740244:					1,141.85	
621575740248						
621-575740-248 PLANT OPERATION	USABlueBook	USA BLUEBOOK WWTP Cust No. 85786	083325	12/04/2019	267.10	
621-575740-248 PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Gen Set-80KW Portable	F6-50241	12/09/2019	240.46	
621-575740-248 PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Genset Cummins-200KW Portable	F6-50242	12/09/2019	263.97	
621-575740-248 PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Genset Kohler-25KW Portable	F6-50243	12/09/2019	192.68	
621-575740-248 PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Genset Generac-State St L/St	F6-50244	12/09/2019	240.46	
Total 621575740248:					1,204.67	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1517868	12/18/2019	94.35	
621-575740-249 LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	432415	12/10/2019	1,427.16	
Total 621575740249:					1,521.51	
621575740253						
621-575740-253 PHOSPHATE REMOVAL	YSI INCORPORATED, A XYLEM	WWTP - cleaning solution	808319	12/04/2019	92.49	
Total 621575740253:					92.49	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES WWTP OFFICE SUPPLIES	8056642144	11/30/2019	36.27	
621-575740-310 OFFICE SUPPLIES, POSTA	KROGER	Customer # MI0648: DPW Debrief	1119078275	12/03/2019	4.00	
Total 621575740310:					40.27	
621575740374						
621-575740-374 SAFETY	JOHNSON CONTROLS	Annual Billing Fire Alarm Inspection	21348566	12/02/2019	632.92	
621-575740-374 SAFETY	GATEWAY - KENOSHA CAMPU	Medic 1st Aid Recert (split)	25150	12/11/2019	198.30	
Total 621575740374:					831.22	
622506230000						
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	Oxygen	10109450	11/29/2019	7.90	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-506230-000 SUPPLIES	AMAZON.COM/GE MONEY	Credit-Brother Label Maker	37639	10/05/2019	31.98-	
Total 622506230000:					24.08-	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	A TO Z REFRIGERATION	Repairs - Dehumidifier	4221	12/10/2019	124.50	
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	#10-Dehumidifier/Drain Hose/Bin	7667	12/03/2019	191.98	
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	#8-Door Sweep	7737	12/04/2019	9.69	
622-506250-000 MAINTENANCE-SUPPLIES	AMAZON.COM/GE MONEY	Pumphouse Maint	638753697566	11/13/2019	197.67	
Total 622506250000:					523.84	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Chlorine & LPC-4 & Tonkazorb	4625104	12/03/2019	4,911.05	
Total 622506310000:					4,911.05	
622506510000						
622-506510-000 MAINS, WATER BREAKS-SU	WANASEK CORPORATION	Water Repair-Echo Park	10339	12/10/2019	4,729.26	
Total 622506510000:					4,729.26	
622506520000						
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Service Repair-Pine St.	10338	12/10/2019	2,793.79	
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Service Repair-Long Meadow	10389	12/13/2019	3,876.20	
622-506520-000 SERVICE-SUPPLIES	CORE & MAIN LP	Core & Main - Curb Stop	L602370	11/27/2019	835.53	
622-506520-000 SERVICE-SUPPLIES	M.E. SIMPSON COMPANY, INC	Hydrant Repair-Kraft & Longmeadow	34457	11/30/2019	645.00	
Total 622506520000:					8,150.52	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1515466	12/11/2019	36.28	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1517866	12/18/2019	36.28	
622-509030-000 OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	STAPLES WATER OFFICE SUPPLIES	7301754863	11/13/2019	104.94-	
622-509030-000 OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	STAPLES WATER OFFICE SUPPLIES	8056642144	11/30/2019	107.61	
622-509030-000 OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	STAPLES WATER OFFICE SUPPLIES	8056642144	11/30/2019	67.45	
Total 622509030000:					142.68	
622509210000						
622-509210-000 OFFICE SUPPLY	AMAZON.COM/GE MONEY	Toner-Shop Printer	947983383385	11/07/2019	27.95	
622-509210-000 OFFICE SUPPLY	STAPLES BUSINESS ADVANTA	STAPLES WATER OFFICE SUPPLIES	8056642144	11/30/2019	115.61	
622-509210-000 OFFICE SUPPLY	KROGER	Customer # MI0648: DPW Debrief	1119078275	12/03/2019	3.98	
Total 622509210000:					147.54	
622509250000						
622-509250-000 EDUCATION-SUPPLIES	GATEWAY - KENOSHA CAMPU	Medic 1st Aid Recert (split)	25150	12/11/2019	99.15	
Total 622509250000:					99.15	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	LOIS TIRE SHOP,INC.	2015 Silverado-Tires	448302	11/12/2019	797.84	
Total 622509330000:					797.84	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1515465	12/11/2019	6.80	
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1520266	12/25/2019	13.61	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3460	12/16/2019	288.00	
622-509350-000 GENERAL PLANT-SUPPLIE	AUTOMATED LOGIC CONTRAC	Phone Support-BAS	264086	11/25/2019	60.00	
Total 622509350000:					368.41	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER JAN BILLING	2020JAN	01/01/2020	319.30	
Total 623575740298:					319.30	
820454590000						
820-454590-000 PARK DEVELOPMENT FEE	AYRES ASSOCIATES	Project 52-0620.02 Riverside Park Improvements	183799	12/02/2019	3,501.00	
Total 820454590000:					3,501.00	
Grand Totals:					138,001.02	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: January 7, 2020

SUBJECT: LIQUOR LICENSES - Consideration to issue a "Class B" Liquor License to Michael Hammes for 597 N. Pine Street, LLC located at 597 N. Pine Street (aka Rukan's).

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

As a result of a lack of available "Class B" liquor licenses, City staff has implemented a policy in which new and existing businesses wishing to obtain this particular license, needs to follow. The purpose of this is to ensure a viable business plan is in place, which provides a good foundation to build a sustainable and successful business in the City of Burlington, as well as provide Council with the necessary data to make an informed decision for liquor license allocation.

This policy was implemented beginning with Gooseberries in 2017. Since then, any person wishing to acquire a "Class B" liquor license has gone through the same process. Carolyn Engel, from the Racine County Economic Development Corporation (RCEDC), has the role to review the applicants financials and business plan and then provide Council with a recommendation.

On December 9, 2019, Jim and Nicole Hayes, current owners of Rukan's, submitted a letter to the City, surrendering their liquor license contingent on Council approving the issuance of the Liquor License to Michael Hammes, as the prospective new owner of the establishment at 597 N. Pine Street.

On December 9, 2019, Michael Hammes submitted a Liquor License Application for a "Class B" Liquor License to the City of Burlington, contingent on the purchase of the property located at 597 N. Pine Street. Notification of this application was published in the December 19, 2019 edition of the Standard Press. Carolyn Engel has met with Mr. Hammes, reviewed his information and has provided a letter of recommendation, which is attached. It is the intention of both Mr. Hammes and Mr. Hayes for this transaction to be as seamless as possible. If the license is approved at this evening's meeting, Mr. Hammes is prepared to close on the property the next day, Wednesday, January 8, 2020. Mr. Hammes and Mr. Hayes are here this evening to answer any questions.

BUDGET/FISCAL IMPACT:

The annual fee for the "Class B" liquor license is \$600.00; however the amount will be prorated from the date of approval to the annual expiration date of June 30, 2020 (175 days at 61 cents per day equals \$106.75).

RECOMMENDATION:

RCEDC and City staff recommends that approval of the submitted application.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the January 7, 2020 Common Council meeting.

Attachments

- RCEDC Letter of Recommendation
 - Liquor License Application
 - Jim and Nicole Hayes Letter
-

December 18, 2019

Carina Walters
City of Burlington
300 N. Pine St.
Burlington, WI 53105

Dear Ms. Walters,

The purpose of this correspondence is to notify you Racine County Economic Development Corporation (RCEDC) staff has reviewed the documentation provided for the purchase of Rugan's by the buyer, Michael Hammes.

The following documentation was provided for review:

- Verbal business plan presentation with discussion of extensive background in the Restaurant industry.
- 2017 & 2018 Federal Tax Returns of The Waterfront on Brown's Lake, owned by Michael Hammes.
- December 2019 Personal Financial Statement for Michael Hammes.
- Historic financials of Rugan's were not deemed relevant for this review as the change in ownership would alter the financial performance of the business. Instead, Mr. Hammes background and current successful restaurant in Burlington were relied upon for this analysis.

Upon review of the documentation provided, and discussions with the owner, it is determined that Mr. Hammes purchase of Rugan's is a viable for the following reasons:

- Proof of successful restaurants in Burlington, evidenced by 2017 and 2018 tax returns for The Waterfront on Browns Lake.
- History of successful restaurants in Racine County.
- Personal liquidity as evidenced by the December 2019 Personal Financial Statement.

RCEDC finds Mr. Hammes purchase of Rugan's to be a viable business and is in support of their business growth. The City of Burlington staff has requested we complete this review as they determine their recommendation for a liquor license to support the business expansion.

Should you have any additional questions for RCEDC, feel free to contact me at 898-7434.

Sincerely,



Thomas Van Gent, Loan Officer

December 9, 2019

City of Burlington, WI

To Whom it May Concern,

This letter is a request to forfeit the liquor license issued to Jim and Nicole Hayes for Rugan's Wi. back to the City Of Burlington with the condition that he license be re-issued to 597 N Pine Street LLC and Mike Hammes.

Sincerely yours,

Jim and Nicole Hayes

Rugans Wi

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 12-9-19 ending: 6-30-20
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } BURLINGTON
 Village of }
 City of }

County of RACINE Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030210466-02</u>	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>500</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
TOTAL FEE	\$ <u>620</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

597 N. PINE ST, LLC

*provided per approval 1/12
 \$10675

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>HAMMES</u>	(First) <u>MICHAEL</u>	(Middle Name) <u>JON</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3036 KNOWLEST DR, BURLINGTON 53105</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name TBD Business Phone Number _____
 2. Address of Premises 597 N PINE ST Post Office & Zip Code BURLINGTON 53105

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
MAIN FLOOR BAR AND DINING ROOM, LOWER LEVEL MEETING ROOM.
LOWER LEVEL WALKIN COOLER, AND STORAGE, AND UPPER LEVEL
STORAGE, and OFFICE

4. Legal description (omit if street address is given above): _____
 5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? RUBAN'S

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No
9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No
*THE WATERFRONT ON BROWN'S LAKE, BURLINGTON
MIKE & ANGELOS, RACINE*
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>HANNES MICHAEL J</i>	Title/Member	Date
Signature <i>[Signature]</i>	Phone Number <i>262 4986044</i>	Email Address <i>mikehannes@hotmail.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name, (please print) (last name) HAMMES		(first name) MICHAEL		(middle name) JON	
Home Address (street/route) 3030 KNOXCREST DR		Post Office BURLINGTON	City BURLINGTON	State WI	Zip Code 53105
Home Phone Number 262 4980044		Age 76	Date of Birth 2/25/43	Place of Birth RACINE	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- AGENT** of **597 N. PINE ST LLC**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? **76 YRS**
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. **WATERFRONT REST, 3100 WEILER RD, BURLINGTON**
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name SELF	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town
 Village of BURLINGTON County of RACINE
 City

The undersigned duly authorized officer/member/manager of 597 N. PINE ST, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as _____
(Trade Name)
 located at 597 N PINE ST, BURLINGTON
 appoints MICHAEL JON HAMMES
(Name of Appointed Agent)
3030 KNOLLCREST DR, BURLINGTON
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
THE WATERFRONT, LLC

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 76 yrs

Place of residence last year 3030 KNOLLCREST DR BURLINGTON

For: WATERFRONT, LLC
(Name of Corporation / Organization / Limited Liability Company)

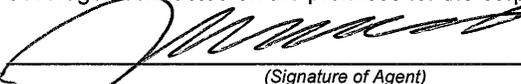
By: 
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, MICHAEL J HAMMES, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

 12/9/19 Agent's age 76
(Signature of Agent) (Date)
3030 KNOLLCREST DR BURLINGTON Date of birth 2/25/43
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Diahnn Halbach

From: michael hannes <mikehannes@hotmail.com>
Sent: Wednesday, December 11, 2019 3:42 PM
To: Diahnn Halbach
Subject: Fwd: Wisconsin Business Tax Registration Confirmation

Sent from my iPhone

Begin forwarded message:

From: Wisconsin Department of Revenue <DOR-DO-NOT-REPLY@wisconsin.gov>
Date: December 10, 2019 at 6:02:39 PM CST
To: "mikehannes@hotmail.com" <mikehannes@hotmail.com>
Subject: Wisconsin Business Tax Registration Confirmation

****THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY TO THIS EMAIL****

We have processed your Business Tax Registration (BTR) application that you recently submitted electronically.

We have issued the following tax accounts and tax account identification numbers:

597 N PINE STREET

Business Tax Registration	600-1030210466-03
Sales & Use Tax	456-1030210466-02
Local Exposition Tax	014-1030210466-04

MICHAEL J HAMMES

You should receive additional information about your account(s), including your registration certificate and applicable permits, within 5-7 days. If any registration fee is due you will also receive a bill for the fee amount.

Wisconsin Department of Revenue
Registration Unit



DATE: January 7, 2020

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. Bawden, Savanah (new)
2. Brietchaft, Kristy (new)
3. Kail, David (new)
4. Loma, Tasha (renew)
5. Schilling, Jessica (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 approve the submitted applications.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the January 7, 2020 Common Council meeting.



DATE: January 7, 2020

SUBJECT: RESOLUTION 4978(31) - To accept a Grant Agreement from the Federal Emergency Management Agency (FEMA) under the Assistance to Firefighters Grant Program (AFG) in the amount of \$87,620.95 for the purchase of a Direct Source Exhaust Extraction System.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

On October 16, 2018 the Council approved the City of Burlington Fire Department (COBFD) to submit a grant application to the Federal Emergency Management Agency (FEMA) the Assistance to Firefighters Grant Program (AFG) for a Direct Source Capture Exhaust Extraction System. On September 9, 2019, the Fire Chief received notification that the COBFD was to be awarded this grant in the amount of \$87,620.95. As a condition of this grant, the City is required to contribute a 5% percent match for funds awarded. Five percent equates to \$4,381.05, of which would be taken from the Equipment Replacement Fund.

This grant makes it possible to properly protect our firefighters from harmful exhaust emissions, particulate matter and the deadly carcinogenic material that comes from diesel exhausts. Furthermore, the installation of an exhaust removal system would eliminate the particulate matter that comes in contact with their firefighting gear and equipment that is hanging in the apparatus bays. Additionally, the installation would eliminate the effects of breathing lingering fumes, emissions and smoke from the diesel powered vehicles after they respond to calls or are pulled out of the station during training and vehicle checks. The costs include all components for a track and hose exhaust removal system that is designed to capture 100% of engine exhausts and expel them to the outside of the building. Training of all personnel in the use of the system is also included in the total.

The acquisition of a direct capture system will allow our department to comply with the recommended removal of toxic exhaust gasses, particulate matter and carcinogens as outlined in NFPA 1500: 9.1.6, the International Building Code 502.1.4, the NIOSH pocket guide and from the recommendations contained in the 2013 McGrath Fire and EMS Greater Cooperative Opportunities Report.

BUDGET/FISCAL IMPACT:

Grant Monies Awarded

Plymovent Vehicle Exhaust Removal System

Total Approved Budget:	= \$ 92,002.00
Federal Funding Assistance:	= \$ 87,620.95

Cost for AFG process:

Five Percent (5%) by City Match of Grant: {Federal Calculation's 100.00 = 90.09}	= \$ 4,381.05
Grant Writer Fee:	= \$ 1,500.00

Total Financial Impact for the City Of Burlington: = \$ 5,881.05

MATCH MONIES:

Monies appropriated through the 2019 equipment replacement fund.

RECOMMENDATION:

Staff recommends approval of the grant from the Federal Emergency Management Agency for the purchase of a Direct Source Exhaust Extraction System in the amount of \$87,620.95.

TIMING/IMPLEMENTATION:

This item is for discussion at the January 7, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the January 7, 2020 Common Council meeting.

Attachments

RES 4978(31) FEMA AFG Grant
FEMA Grant Award Letter
Cover Sheet from Oct 2018

A RESOLUTION ACCEPTING A GRANT AGREEMENT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) UNDER THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM (AFG) IN THE AMOUNT OF \$87,620.95 FOR THE PURCHASE OF A DIRECT SOURCE EXHAUST EXTRACTION SYSTEM

WHEREAS, the City of Burlington's Fire Chief has submitted an application for the 2018 Assistance to Firefighters Grant (AFG) funding; and,

WHEREAS, FEMA has determined that the recipients project submitted, as well as the request details section of the application, including budget information, was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award; and,

WHEREAS, FEMA has approved a grant to the City of Burlington Fire Department in the amount of \$87,620.95 in Federal funding; and,

WHEREAS, as a condition of said grant, the City of Burlington Fire Department is required to contribute non-Federal funds equal to or greater than 5 (five) percent of the Federal funds awarded, which equates to \$4,381.05.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City accepts the Federal Emergency Management Agency's award of the 2018 Assistance to Firefighters Grant in the amount of \$87,620.95.

Introduced: January 7, 2020
Adopted: January 7, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Alan Babe
BURLINGTON, CITY OF
300 N PINE ST
BURLINGTON, WI 53105



EMW-2018-FO-00565

Dear Alan Babe,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2018 Assistance to Firefighters Grant (AFG) funding opportunity has been approved in the amount of \$87,620.95 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00 percent of the Federal funds awarded, or \$ 4,381.05 for a total approved budget of \$ 92,002.00 . Please see the FY 2018 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2018 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bridget Bean", is written over a light blue horizontal line.

Bridget Bean
Acting Assistant Administrator
Grant Programs Directorate

Summary Award Memo

Program: Fiscal Year 2018 Assistance to Firefighters Grant

Recipient: BURLINGTON, CITY OF

DUNS number: 832377477

Award number: EMW-2018-FO-00565

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY2018 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$90,502.00
Supplies	\$0.00
Contractual	\$1,500.00
Construction	\$0.00
Other	\$0.00
Federal	\$87,620.95
Non-Federal	\$4,381.05
Total	\$92,002.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2018 AFG NOFO.

Approved request details:

Grant writer fee

Grant writer fee

DESCRIPTION

Grant writer fee

QUANTITY

1

UNIT PRICE

\$1,500.00

TOTAL

\$1,500.00

BUDGET CLASS

Contractual

Modify Facilities

Source Capture Exhaust System(s)

DESCRIPTION

Source Capture System Exhaust Extraction System for 10 vehicles

QUANTITY

1

UNIT PRICE

\$90,502.00

TOTAL

\$90,502.00

BUDGET CLASS

Equipment

Agreement Articles

Program: Fiscal Year 2018 Assistance to Firefighters Grant

Recipient: BURLINGTON, CITY OF

DUNS number: 832377477

Award number: EMW-2018-FO-00565

Table of contents

Article 1	Assurances, Administrative Requirements, Cost Principles, Representations and Certifications
Article 2	DHS Specific Acknowledgements and Assurances
Article 3	Acknowledgement of Federal Funding from DHS
Article 4	Activities Conducted Abroad
Article 5	Age Discrimination Act of 1975
Article 6	Americans with Disabilities Act of 1990
Article 7	Best Practices for Collection and Use of Personally Identifiable Information (PII)
Article 8	Civil Rights Act of 1964 – Title VI
Article 9	Civil Rights Act of 1968
Article 10	Copyright
Article 11	Debarment and Suspension
Article 12	Drug-Free Workplace Regulations
Article 13	Duplication of Benefits
Article 14	Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX
Article 15	Energy Policy and Conservation Act
Article 16	False Claims Act and Program Fraud Civil Remedies
Article 17	Federal Debt Status
Article 18	Federal Leadership on Reducing Text Messaging while Driving
Article 19	Fly America Act of 1974
Article 20	Hotel and Motel Fire Safety Act of 1990
Article 21	Limited English Proficiency (Civil Rights Act of 1964, Title VI)
Article 22	Lobbying Prohibitions
Article 23	National Environmental Policy Act
Article 24	Nondiscrimination in Matters Pertaining to Faith-Based Organizations

Article	Non-supplanting Requirement	25
Article	Notice of Funding Opportunity Requirements	26
Article	Patents and Intellectual Property Rights	27
Article	Procurement of Recovered Materials	28
Article	Rehabilitation Act of 1973	29
Article	Reporting of Matters Related to Recipient Integrity and Performance	30
Article	Reporting Subawards and Executive Compensation	31
Article	SAFECOM	32
Article	Terrorist Financing	33
Article	Trafficking Victims Protection Act of 2000	34
Article	Universal Identifier and System of Award Management (SAM)	35
Article	USA Patriot Act of 2001	36
Article	Use of DHS Seal, Logo and Flags	37
Article	Whistleblower Protection Act	38
Article	Acceptance of Post Award Changes	39
Article	Prior Approval for Modification of Approved Budget	40
Article	Disposition of Equipment Acquired Under the Federal Award	41
Article	Environmental Planning and Historic Preservation	42

Article 1 Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget(OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances -Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations(C.F.R) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article 2 DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. 1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS. 2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. 3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. 4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance. 5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. Recipients are required to provide this information once every two (2) years, not every time an award is made. After the initial submission for the first award under which this term applies, recipients are only required to submit updates every two years, not every time a grant is awarded. Recipients should submit the completed tool, including supporting materials to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

Article 3 Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

- Article 4 Activities Conducted Abroad**
Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
- Article 5 Age Discrimination Act of 1975**
Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
- Article 6 Americans with Disabilities Act of 1990**
Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
- Article 7 Best Practices for Collection and Use of Personally Identifiable Information (PII)**
Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.
- Article 8 Civil Rights Act of 1964 – Title VI**
Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article 9 Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D)

Article 10 Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article 11 Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 12 Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101).

Article 13 Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Article 15 Energy Policy and Conservation Act

Recipients must comply with the requirements of The Energy Policy and Conservation Act Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article 16 False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of The False Claims Act, 31 U.S.C. § 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

Article 17 Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article 18 Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article 19 Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article 20 Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, codified as amended at 15 U.S.C. § 2225.

- Article 21 Limited English Proficiency (Civil Rights Act of 1964, Title VI)**
Recipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidancepublished-help-department-supported-organizations-provide-meaningfulaccess-people-limited> and additional resources on <http://www.lep.gov>.
- Article 22 Lobbying Prohibitions**
Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.
- Article 23 National Environmental Policy Act**
Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
- Article 24 Nondiscrimination in Matters Pertaining to Faith-Based Organizations**
It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
- Article 25 Non-supplanting Requirement**
Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

- Article 26 Notice of Funding Opportunity Requirements**
All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated hereby reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
- Article 27 Patents and Intellectual Property Rights**
Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.
- Article 28 Procurement of Recovered Materials**
States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- Article 29 Rehabilitation Act of 1973**
Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973) (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Article 30 Reporting of Matters Related to Recipient Integrity and Performance**
If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.
- Article 31 Reporting Subawards and Executive Compensation**
Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

- Article 32 SAFECOM**
Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
- Article 33 Terrorist Financing**
Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.
- Article 34 Trafficking Victims Protection Act of 2000**
Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000, (TVPA) codified as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.
- Article 35 Universal Identifier and System of Award Management (SAM)**
Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.
- Article 36 USA Patriot Act of 2001**
Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.
- Article 37 Use of DHS Seal, Logo and Flags**
Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
- Article 38 Whistleblower Protection Act**
Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

Article 39 Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov if you have any questions.

Article 40 Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. § 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 41 Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

Article 42 Environmental Planning and Historic Preservation

DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all Federal, state, and local requirements. Acceptance of Federal funding requires recipient to comply with all Federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize Federal funding. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to the DHS/FEMA website at: <https://www.fema.gov/media-library/assets/documents/90195>. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Obligating document

1. Agreement No. EMW-2018-FO-00565	2. Amendment No. N/A	3. Recipient No. 39-6005409	4. Type of Action AWARD	5. Control No. WX02674N2019T		
6. Recipient Name and Address BURLINGTON, CITY OF 300 N PINE ST BURLINGTON, WI 53105		7. Issuing FEMA Office and Address Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		8. Payment Office and Address FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
9. Name of Recipient Project Officer Steve DeQuaker		9a. Phone No. 262-342-1170	10. Name of FEMA Project Coordinator Assistance to Firefighters Grant Program		10a. Phone No. 1-866-274-0960	
11. Effective Date of This Action 09/06/2019	12. Method of Payment OTHER - FEMA GO	13. Assistance Arrangement COST SHARING		14. Performance Period 09/13/2019 to 09/12/2020 Budget Period 09/13/2019 to 09/12/2020		
15. Description of Action a. (Indicate funding data for awards or financial changes)						
Program Name Abbreviation	Assistance Listings No.	Accounting Data (ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment
AFG	97.044	2019-F8-GB01 - P431-xxxx-4101-D	\$0.00	\$87,620.95	\$87,620.95	\$4,381.05
Totals			\$0.00	\$87,620.95	\$87,620.95	\$4,381.05
b. To describe changes other than funding data or financial changes, attach schedule and check here: N/A						
16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) This field is not applicable for digitally signed grant agreements						

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) Steve DeQuaker	DATE 09/11/2019
18. FEMA SIGNATORY OFFICIAL (Name and Title) Bridget Bean, Acting Assistant Administrator Grant Programs Directorate	DATE 09/06/2019



COMMITTEE OF THE WHOLE

ITEM NUMBER 4B

DATE: October 16, 2018

SUBJECT: **RESOLUTION 4922(24)** to approve the Grant Application for the City of Burlington Fire Department to the Federal Emergency Management Agency (FEMA) regarding the Joint Assistance to Firefighters Grant for Source Capture Exhaust Extraction System.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

The City of Burlington Fire Department (COBFD) is requesting funding from the 2018 Assistance to Firefighters Grant Program (AFG) under the Operations and Safety section (modification to facilities) for a direct source capture exhaust removal system for all 9 vehicles housed in our single station. The station has a five bay apparatus room. The original portion of the station (three bays, two vehicle deep) was constructed in 1969 to house two vehicles front to back in each bay. In 1993 an addition was constructed that included two additional apparatus bays.

The Assistance to Firefighters Grant Program provides direct financial assistance and support to enhance the health and safety of the public, firefighters and first responders.

This request is being made under the Operations and Safety program to provide for the safety and health of the public, firefighters and first responders that work or visit our facility.

Under the AFG program, vehicle exhaust removal systems in 24-hour occupied fire stations are a high priority item for funding.

COBFD is seeking funding in the amount of \$90,502.00 under the 2018 AFG Program. The anticipated funds include \$86,192.38 (95%) in the form of an AFG grant and a five percent (5%) match of \$4,309.62 from the City for the total cost of \$90,502.00.

The costs include all components for a track and hose exhaust removal system that is designed to capture 100% of engine exhausts and expel them to the outside of the building. Training of all personnel in the use of the system is also included in the total.

This grant would make it possible to properly protect our firefighters from harmful exhaust emissions, particulate matter and the deadly carcinogenic material that comes from diesel exhausts. Furthermore, the installation of an exhaust removal system would eliminate the particulate matter that comes in contact with their firefighting gear and equipment that is hanging in the apparatus bays. Additionally, the installation would eliminate the effects of breathing lingering fumes, emissions and smoke from the diesel powered vehicles after they respond to calls or are pulled out of the station during training and vehicle checks.

Furthermore, the acquisition of a direct capture system will allow our department to comply with the recommended removal of toxic exhaust gasses, particulate matter and carcinogens as outlined in NFPA 1500: 9.1.6, the International Building Code 502.1.4, the NIOSH pocket guide and from the recommendations contained in the 2013 McGrath Fire and EMS Greater Cooperative Opportunities Report.

Contracted grant writer is Fire Grants Help (FGH). The City of Burlington has previously used FGH with last year's application process and we were successful in an award of grant monies.

The COBFD's goals are:

- COBFD wishes to improve Firefighter Safety that would allow for improved safety of all responders within

and responding to the station

- COBFD will provide the necessary information regarding their department to Fire Grants Help so that a grant application can be prepared and submitted to FEMA
- COBFD will pay an initial fee of \$2000.00 to Fire Grants Help for grant writing fees.
- COBFD will be responsible for paying the 5% match required for the equipment that department is requesting.
- COBFD is committed to work and improve Firefighter safety and to improve safety of our emergency responder's.

BUDGET/FISCAL IMPACT:

COBFD BUDGET/FISCAL IMPACT:

Potential Grant Monies Awarded

See attached quote from Hastings Air Energy Control, Inc.
Plymovent Vehicle Exhaust Removal System – Option B

Total Grant Dollar Amount:	=	\$ 90,502.60
Federal Funding Assistance	=	\$ 86,192.38

Cost for AFG process:

Five Percent (5%) by City Match of Grant {Federal Calculation's 100.00 = 90.09}	=	\$ 4,309.62
--	---	-------------

<u>COBFD's Contracted Services for Grant Writing</u>	=	<u>\$ 2000.00</u>
--	---	-------------------

Total Financial Impact for the City Of Burlington	=	\$ 6,309.62
---	---	-------------

MATCH MONIES:

Monies will be appropriated through the 2019 equipment replacement fund.

RECOMMENDATION:

Staff recommends the Common Council approve the Grant Application for the City of Burlington Fire Department. COBFD will collect data and define the grant characteristics, prepare the grant application, submit the grant application, manage awarded grant money, complete the closeout process, and agree to the cost of the grant process. The City of Burlington Fire department is the lead agency; therefore, the dollars will be funneled through the City of Burlington. This also serves as the City's commitment to the 5% grant match.

TIMING/IMPLEMENTATION:

This item is for discussion at the October 16, 2018 Committee of the Whole meeting and is scheduled for final consideration at this evening's Common Council meeting. The roles and responsibilities described above are contingent on The City of Burlington Fire Department receiving funds requested for the project described in the grant application.

Attachments

Resolution 4922(24)

Quotes

FEMA Cost Share Calculator



DATE: January 7, 2020

SUBJECT: **RESOLUTION 4979(32)** - To approve the bid award to Hastens Air Energy Control, Inc. for a Plymovent Direct Capture Exhaust System for the not-to-exceed amount of \$92,000.00, as a part of the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) program.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

The City of Burlington Fire Department was awarded the AFG Grant from FEMA, with a 5% match, for the Plymovent Direct Capture Exhaust System. Hastens Air Energy Control, Inc. is the Wisconsin distributor for Plymovent. Having the Plymovent Direct Capture Exhaust System will reduce personnel exposure to diesel exhaust, exhaust particulate, carbon monoxide and other deadly components of gasoline and diesel exhaust.

FEMA Grant Programs Directorate Policy(GPD) requires grantees or sub-grantees proposing projects that involve changes to the natural or built environment, including but not limited to construction of communication towers; modification or renovation of existing buildings, structures, facilities, and infrastructure; or that involve new construction, including replacement or relocation of facilities, must participate in the Environmental Planning and Historic Preservation) EHP review process. The EHP review process involves submission of a detailed project description, the proposed project's purpose and need (goals and/or objectives), and supporting documentation to GPD for their evaluation to determine if the proposed project may impact environmental resources and/or historic properties.

The City of Burlington Fire Department submitted the documentation for the EHP on November 27, 2019.

BUDGET/FISCAL IMPACT:

The total cost of the installation of the Plymovent Direct Capture Exhaust System is \$92,000.00. The Federal Funding Assistance amount is \$87,620.95. The City's 5% match is \$4,381.05, which was a budgeted expense in the Equipment Replacement Fund that was discussed and approved during the October 16, 2018 Committee of the Whole and Common Council meeting.

RECOMMENDATION:

Staff recommends approval for the City Administrator to accept and sign the proposal from Hastens Air Energy Control, Inc. to move forward with the installation of the Plymovent Direct Capture Exhaust System.

TIMING/IMPLEMENTATION:

This item is for discussion at the January 7, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the January 7, 2020 Common Council meeting.

Attachments

RES 4979(32) Plymovent Exhaust System
Proposal from Hastings

A RESOLUTION APPROVING THE BID AWARD TO HASTENS AIR ENERGY CONTROL, INC. FOR A PLYMOVENT DIRECT CAPTURE EXHAUST SYSTEM FOR THE NOT-TO-EXCEED AMOUNT OF \$92,000.00, AS A PART OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ASSISTANCE TO FIREFIGHTERS GRANT (AFG) PROGRAM.

WHEREAS, a proposal received by the City on December 12, 2019 from Hastings Air Energy Control, Inc. was opened by the Fire Chief; and,

WHEREAS, the Fire Chief reviewed the proposal from Hastings Air Energy Control, Inc. in the amount of \$92,000.00 to install Plymovent Vehicle Exhaust Removal System at the Fire Station, a copy of which is attached hereto, and made a part thereof; and,

WHEREAS, the Fire Chief recommends approval of the proposal from Hastings Air Energy Control, Inc.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Plymovent Vehicle Exhaust Removal System Installation be awarded to Hastings Air Energy Control, Inc. for the not-to-exceed amount of \$92,000.00.

Introduced: January 7, 2020
Adopted: January 7, 2020

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



HASTINGS
 air energy control, inc.
creating a cleaner workplace



Prepared For: Chief Al Babe
 Prepared by: Dean Havnen
 Date: 12/12/2019

Proposal for City of Burlington Fire Department - Plymovent Vehicle Exhaust Removal System

Hastings Core Focus:

Providing innovative solutions that create healthier lives for workers and energy savings for employers.



Engineered Solutions
 Down & Backdraft Tables
 Vehicle Exhaust Systems
 Replacement Filters & Parts

Dust / Wet Collectors
 Air Filtration Products
 Ventilation Equipment
 Industrial Vacuum Systems

Automation & Energy Controls
 Remote Monitoring Access
 Installation & Service
 Industrial Flex Hose

Experience + Service = Results

www.hastingsair.com
 262.364.0500



HASTINGS
 air energy control, inc.
creating a cleaner workplace

P: 800.236.8450 / 262.364.0500
 F: 800.260.9199 / 262.364.0550
 www.hastingsair.com

Regionally Serving Illinois | Indiana | Iowa | Kentucky | Michigan | Minnesota | Missouri | North and South Dakota | Ohio | Wisconsin

Ship To:

Burlington (City) Fire Department
 165 West Washington Street

165 West Washington Street

Date: 12/12/2019
 Sales Person: Dean Havnen
 Quote: QUO-06800-G3Q4B4
 Expires: 12/31/2019

Burlington, WI 53105-1445

Burlington, WI 53105-1445

Quote Per Request

The proposal includes the design, manufacture and installation of a vehicle exhaust extraction system which allows nine (9) vehicles with under carriage exhaust to be connected.

Scope

System includes:

- (2) 65ft Straight Rail systems complete with two vehicle connections per rail
- (2) 60ft Straight Rail systems complete with two vehicle connections per rail
- (1) 50ft Straight Rail systems complete with one vehicle connection
- (1) 10hp exhaust fan complete with silencer & back-draft damper.
- (1) Control panel and low voltage control sensors for system activation
- (1) Uni-Filter box

All mechanical installation, electrical line voltage wiring and tailpipe modifications included.

System warranty is 5 YEARS PARTS and LABOR on all system components and 10 YEAR on all aluminum extrusions.

Part #	Description	Qty
VE-STRA-50	Straight Rail System 50 Includes: 2- 19' of Extruded Aluminum Profile 1- 9.5' of Extruded Aluminum Profile 1- End Socket w/ Sealing Lid and Rubber End stop (Rear) 100' Rubber Lip 5- Top Suspension Mounts 2- Rail Splicing Sleeve (Internal) Note: Must order end cap of choice, rubber bumper or hydraulic shock separately.	1.0
VE-STRA-60	Straight Rail System 60 Includes: 3- 19' of Extruded Aluminum Profile 1- End Socket w/ Sealing Lid and Rubber End stop (Rear) 120' Rubber Lip 6- Top Suspension Mounts	2.0



P: 800.236.8450 / 262.364.0500
 F: 800.260.9199 / 262.364.0550
 www.hastingsair.com

Regionally Serving Illinois | Indiana | Iowa | Kentucky | Michigan | Minnesota | Missouri | North and South Dakota | Ohio | Wisconsin

	2- Rail Splicing Sleeve (Internal) Note: Must order end cap of choice, rubber bumper or hydraulic shock separately.	
VE-STRA-65	Straight Rail System 65 Includes: 3- 19' of Extruded Aluminum Profile 1- 4.75' of Extruded Aluminum Profile 1- End Socket w/ Sealing Lid and Rubber End stop (Rear) 130' Rubber Lip 6- Top Suspension Mounts 3- Rail Splicing Sleeve (Internal) Note: Must order end cap of choice, rubber bumper or hydraulic shock separately.	2.0
VE-STRA-PG-UH41	STRA UPPER HOSE PACK - PNEUMATIC GRABBER. 4" ST HOSEPACK FOR 1 DROP INCLUDES: UPPER HOSE, CRAB, HOSE CLAMPS, METAL SADDLE & BALANCER	1.0
VE-STRA-PG-UH42	STRA UPPER HOSE PACK - PNEUMATIC GRABBER. 4" ST HOSEPACK FOR 2 DROP INCLUDES: UPPER HOSE, CRAB, HOSE CLAMPS, METAL SADDLE & BALANCER	4.0
VE-XX-MH410	SBTA. STRA. VSRX MID HOSE PACK 4" ST HOSE X 10' INCLUDES HOSE & CLAMPS	9.0
VE-XX-PG-LH64HT	SBTA/STRA LOWER HOSE PACK - PNEUMATIC. 6.25" PG, 4" HT HOSE - INCLUDES: PG ASSEMBLY, LOWER HOSE, SAFETY DISCONNECT HANDLE (sdch) WITH MFD VALVE & CLAMPS	9.0
FAN-086N	TEV Fan, 10 Hp, 3450 Rpm, 208-230/460V, 3Ph, 60Hz, Tefc Motor.	1.0
ADAP-037	Rectangular To Round (16" Dia Male Fitting) Transition For Tev 7 Series Fans	1.0
DAMP-034	Damper, backdraft 6" BDD/One per drop on STRA	9.0
DAMP-046A	Damper - Backdraft - 12"	1.0
SIL-12A	Silencer - 12" - 12x16x36	1.0
VE-CP-040	Control operation system for 10HP-208V-240V 3PH 26 AMP	1.0
CON-002	Connector, T, 6mmX6mmX6mm	9.0
CON-010	Connector, Female Quick Connect	1.0
REG-002	Regulator Filter/Dryer w/Auto Drain valve SBTA	1.0
SEN-002	Engine Pressure Sensor Assembly w/ear clips	9.0
STOP-004	End Stop with Sealing Lid and Rubber Bumper	5.0
VE-LEG-PV1	Sq Alumn Leg Tube, 1.2" Sq. X 19' Long, Extruded Alumn, Field Cut To Req'D Length	8.0
VE-WRK-R08	Wireless Receiver w/3 relays, 2400 MHZ with enclosure.	1.0
VE-WRK-T09	Transmitter, Remote, 2.4 GHZ w/spade lugs	9.0
INST-M	Mechanical installation to include: mounting & bracing of the equipment, all exhaust ducting, mounting of the exhaust fan & control panel, all system pneumatics and all control wiring.	1.0
INST-E	Electrical line voltage wiring of (1) 10hp exhaust fan & (1) control panel.	1.0
INST-TPM	Tailpipe modifications provided for the nozzle attachment. Includes all material and labor for complete modifications.	1.0
FRT	Freight	1.0



P: 800.236.8450 / 262.364.0500
 F: 800.260.9199 / 262.364.0550
 www.hastingsair.com

Regionally Serving Illinois | Indiana | Iowa | Kentucky | Michigan | Minnesota | Missouri | North and South Dakota | Ohio | Wisconsin

LIFT	Lift Usage Charges	1.0
FBA000009	95% bag filter 10 pockets with loops, 24" x 24" x 30" (Exact). Used in Fire - filter boxes	1.0
FMA000003	Aluminum mesh pre-filter, 24" x 24" x 2" (Exact). Used in Fire - filter boxes	1.0

TOTAL TURNKEY PRICE: \$92,000.00

NOTE: Shipping and Tax are NOT INCLUDED.

I have read the terms page, a single, separate page from the pricing, and I accept the terms and conditions of this quotation.

Signed: _____
 Name: _____ Title: _____

Terms:
 _____ Prepay - 3% Discount:
 _____ Net 30 Days from Shipment
 _____ Visa/Mastercard/Discover

Purchase Order # _____

Thank you for considering Hastings.

**Please remit to:
 Hastings Air-Energy Control, Inc.
 5555 S. Westridge Drive
 New Berlin, WI 53151-7900**

TERMS:

Freight for equipment is FOB destination. Hastings will deliver with our truck. Future parts or filter orders will ship prepaid and add.

Normal delivery is 8 to 10 weeks after receipt of confirming purchase order or prepayment check.

Warranty is per manufacturer specifications. Contact representative for more details.

Payment terms are 3% discount for prepayment with order, or net 30 from date of start up. Payment terms discount (3%) does not apply if the payment is made with a credit card. A 1 ½ % per month finance charge will be assessed on all invoice balances outstanding past 30 days.

Price does not include sales tax. Please provide municipality's tax exemption certificate.

© 2017 Hastings Air Energy Control, Inc. All rights reserved. Use of this Hastings Air Energy Control document and the information herein is expressly limited to the purpose for which it was provided.



DATE: January 7, 2020

SUBJECT: ORDINANCE 2054(20) - To approve Repealing and Recreating the Provisions of Chapter 67-10 of the Municipal Code for the City of Burlington regarding Destruction of Records and to Adopt and Replace with the State of Wisconsin Municipal Records Schedule (WMRS).

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The Wisconsin Municipal Records Schedule (WMRS) is an adoptable general schedule, approved by the Wisconsin Public Records Board (August 2018), that can be used by Wisconsin municipalities for the administration and disposition of public records. Municipalities are not required to adopt the WMRS; however, the schedule must be adopted before any municipality can utilize the schedule for their records.

The WMRS is an updated version of the Wisconsin Municipal Records Manual, commonly referred to as the “Little Orange Book,” that was originally published in 1980. It was used only as a reference guide for municipalities when drafting their own ordinances for records management, which required approval from the Public Records Board (PRB). Adopting the WMRS schedule in its entirety, eliminates this step.

The purpose of a General Record Schedule is to:

- Provide agencies with uniform guidelines for the retention and disposition of records common to a business function.
- Ensure that agencies retain records as long as needed in order to complete the transaction of business on behalf of the State of Wisconsin, and to meet legal, audit, archival, and other State of Wisconsin and federal requirements.
- Provide agencies with legal authorization to dispose of records eligible for disposition on a regularly scheduled basis after the minimum retention periods are met. Records may not be disposed of in a shorter period of time.
- Promote the cost-effective management of records.

The last update to the City of Burlington's Record Schedule Policy was December 19, 2000, per Ordinance 1646(50) and is not organized in an efficient, easy to read format. Whereas the WMRS schedule is well organized and includes a column that easily identifies whether the Wisconsin Historical Society (WHS) requires notification before the destruction of any records. All municipalities are required per Wis. Stat. § 19.21(4)(a) to notify the WHS prior to the destruction of any public records. However, municipalities who adopt the schedule may destroy the identified record series without providing written notification.

The WMRS schedule allows better use of records management and streamlines departmental efficiencies as to what records need to be retained and for how long. Adopting the WMRS schedule also gives municipalities the ability to opt into a pre-approved retention schedule rather than having to draft their own schedule and possibly submit for PRB approval.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the adoption of the General Records Schedule.

TIMING/IMPLEMENTATION:

This item is for discussion at the December 17, 2019 Committee of the Whole meeting, and is scheduled for final consideration at the January 7, 2020 Common Council meeting.

Attachments

Ord 2054(20) Adoption of the WMRS Schedule

Ord 1646(50) Records_RED LINED

Letter to State & Approved Application

General Records Schedule

AN ORDINANCE REPEALING AND RECREATING THE PROVISIONS OF CHAPTER 67-10 OF THE MUNICIPAL CODE FOR THE CITY OF BURLINGTON REGARDING DESTRUCTION OF RECORDS AND TO ADOPT AND REPLACE WITH THE STATE OF WISCONSIN MUNICIPAL RECORDS SCHEDULE (WMRS).

NOW THEREFORE IT BE RESOLVED that the Common Council of the City of Burlington, Racine County, Wisconsin does hereby ordain as follows:

Part I. Purpose. The purpose of this ordinance is to repeal Chapter 67-10 of the Municipal Code effective within the City of Burlington relating to the retention of public records and destruction of obsolete public records.

Part II. Chapter 67-10 Repealed and Recreated. The provisions of Chapter 67-10 of the City of Burlington Municipal Code are repealed and recreated as follows:

Chapter 67-10. Records Retention and Destruction.

67-10. The City of Burlington hereby adopts and incorporates herein the General Records Schedule for Wisconsin Municipal and Related Records approved by the Wisconsin Public Records Board on August 27, 2018.

Part III. Effective Date. This ordinance shall take effect and be enforced after publication and posting as required by law.

Introduced: December 17, 2019
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

**AN ORDINANCE CREATING SECTION 1.40, AN OPEN RECORDS POLICY
FOR THE CITY OF BURLINGTON**

The common council of the city of Burlington do ordain as follows:

Section 1. Section 1.40 of the Burlington municipal code is created as follows:

1.40 PUBLIC RECORDS

1. Legal Custodian.

Unless provided below, the city administrator is designated as legal custodian of all records of the city departments, boards, committees and commissions. The following offices or departments shall have as the legal custodian of records the individual so named.

Office or department	Legal Custodian
General City Records (including council)	City Administrator
Fire Department	Fire Chief
Police Department	Chief of Police
Financial Records	City Treasurer
Municipal Library	Librarian
City Attorney's Office	City Attorney
Water/Wastewater Utilities	Utilities Manager

Each legal custodian shall name a person to act as legal custodian in his or her absence or in the absence of his or her designee, and each legal custodian shall send notice of the designated deputy to the city administrator.

2. Policies in writing.

All City offices or departments, boards, committees and commissions that adopt a policy shall do so in writing and shall:

A. Designate a custodian and an alternate to act as a custodian in the absence of the primary custodian.

B. Designate within the written policy the office hours during which a records request may be made.

C. Provide that all such requests shall be made in writing or otherwise reduced to writing.

D. Provide for the payment of fees not inconsistent with this policy.

E. Provide a draft for approval by the City Attorney. No policy or any changes thereto shall be implemented without the approval of the City Attorney.

3. Policy filed.

All City offices or departments that have adopted a policy or that will adopt a policy pursuant to Section 1 shall provide a copy of such policy to the city clerk who shall maintain a policy file and use it to redirect records requests to the appropriate custodian.

4. Requests.

All records requests determined by the custodian to be other than routine shall be directed to the office of the city attorney for review and recommendation.

5. Records requests made to the office of the city administrator shall:

A. Be in -writing and be specific as to the information requested.

B. Be made during regular office hours Monday through Friday 8 a.m. to ~~4:30~~ 4:30 p.m.

C. Be filled within a reasonable time.

6. The clerk's office shall charge the person requesting information the following fees:

A. ~~50-25~~ cents per page to reproduce and fill the request by photocopying.

B. The actual and necessary costs of reproducing engineering drawings, plans and specifications.

C. If necessary to photograph the information the actual necessary and direct cost of photographing.

D. The actual, necessary and direct search fees if they exceed 50 dollars. Search fees shall be charged at the rate of \$17.59 per hour. In the event it is necessary to use non-clerical personnel in the search, their time will be charged at their

existing hourly rate plus benefits.

E. The actual, necessary and direct cost of mailing.

F. When the estimated and / or actual charges exceed five dollars, the clerk shall require prepayment.

G. The legal custodian may provide copies of the record without charge or at a reduced charge if he or she determines that waiver or reduction of the fee is in the public interest.

7. Public access to records.

A. Except as provided any person has a right to inspect a record and to make or receive a copy of any record as provided in section 19.35 (1), stats.

B. Records will be available for inspection and copying during all regular office hours.

C. If regular office hours are not maintained at the location records are kept, the custodian will use his / her best efforts to have records available for inspection and copying upon at least 72 business hours advance notice of intent to inspect or copy.

D. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

E. Pursuant to section 19.34, stats. and the guidelines therein listed, each department, board, committee or commission shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the cost thereof. This subsection does not apply to members of the common council.

8. Limitations on right to access.

A. As provided in section 19.36, stats, the following records are exempt from inspection under this chapter:

i. Records specifically exempted from disclosure by state or federal law or authorized the exempted from disclosure by state law;

ii. Any record relating to investigative information obtained for law

enforcement purposes in federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;

iii. Computer programs and files, although the material used as input for a computer program/file or the material produced as a product of the computer program is subject to inspection;

iv. Pursuant to section 905.08, stats., a record or any portion of record containing information qualifying as a common-law trade secret. "Trade secrets" are defined as on patented, secret, commercially valuable land, appliances, formulas or processes which are used for making, preparing, compounding, treating or processing articles, materials or information which are obtained from a person which are generally recognized as confidential.

B. As provided by section 43.30, stats, public library circulation records are exempt from inspection under this section.

C. In responding to a request for inspection or copying a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the city attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

i. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.

ii. Pursuant to section 19.85 (1) (a), stats, records of current deliberations after a quasi judicial hearing.

iii. Pursuant to section 19.85 (1) (b) and (c) records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any city officer or employee, or the investigation of charges against the city officer or employee, unless such officer or employee consents to such disclosure.

iv. Pursuant to 19.85 (1) (D.), stats, records concerning current strategy for crime detection or prevention.

v. Pursuant to section 19.85 (1) (D.), stats., records of current deliberations or negotiations on the purchase of city property, investing of city funds, or other city business whenever competitive or bargaining reasons require nondisclosure.

vi. Pursuant to section 19.85 (1) (F.) Stats, financial, medical, social or

personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.

vii. Pursuant to section 19.85 (1) (G.), stats., communications between legal counsel for the city and any officer, agent or employee of the City, when advice is being rendered concerning strategy with respect current litigation in which the city or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under section 905.03 stats.

viii. Pursuant to section 19.85 (1) (8), stats, requests for confidential written advice from an ethics board, and records of advice given by such ethics board on such request.

D. If a record contains information that may be made public and information that may not be made public, the custodian of record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the city attorney prior to releasing any such record and shall follow the guidance of the city attorney when separating out the exempt material. If, in the judgment of the custodian and the city attorney, there's no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material the entire record shall be withheld from disclosure.

9. Duty to maintain records.

A. Except as provided under section 10 below, each officer and employee of the city shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office of which are in lawful possession or control of the officer or employee or his or her deputies, or to the possession or control of what he or she or they may be lawfully entitled as such officers or employees.

B. Upon expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt therefor to the officer or employee, who shall file the receipt with the city administrator. If a vacancy occurs before a successor is selected or qualified, such record shall be delivered to and receipted for by the administrator, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

10. ~~Destruction of records.~~ Record Retention and Destruction.

The City of Burlington hereby adopts and incorporates herein the General Records Schedule for Wisconsin Municipal and Related Records approved by the Wisconsin

Public Records Board on August 27, 2018.

Section 3. Effective Date. This ordinance shall take effect and be enforced from and after publication and posting as required by law.

~~A. City officers may destroy the following nonutility financial records of which they are the legal custodian and which are considered obsolete, after completion of any required audit by the bureau of municipal audit or an auditor licensed under chapter 442 of the Wisconsin statutes, but not less than seven years after payment or receipt of any sum involved in a particular transaction, unless the shorter period has been fixed by the State Public Records Board pursuant to section 16.61 (3) (E.), stats and then after such shorter period:~~

- ~~i. Bank statements, deposit books, slips and stubs.~~
- ~~ii. Bonds and coupons after maturity.~~
- ~~iii. Canceled checks, duplicates and check stubs.~~
- ~~iv. Licensed and permit applications, stubs and duplicates.~~
- ~~v. Payrolls another time and employment records of personnel included under the Wisconsin retirement fund.~~
- ~~vi. Receipt forms.~~
- ~~vii. Special assessment records.~~
- ~~viii. Vouchers, requisition, purchase orders and all other supporting documents pertaining thereto.~~

~~B. City officers may destroy the following utility records of which they are the legal custodian and which are considered obsolete after completion of any required audit by the bureau municipal audit or an auditor licensed under chapter 442 of the Wisconsin statutes, subject to State Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to section 16.61 (3) (E.), stats, and then after such shorter period, except that water stubs, receipts of current billings and customers ledgers may be destroyed not less than two years after payment or receipt of the sum involved or the effective date of the record:~~

- ~~i. Contracts and papers relating thereto;~~
- ~~ii. Excavation permits;~~
- ~~iii. Inspection records.~~

~~C. City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the State Public Records Board pursuant to section 16.61 (3) (e), stats., and then after such a shorter period:~~

- ~~i. Contracts and papers relating thereto;~~
- ~~ii. Correspondence and communication;~~
- ~~iii. Financial records other than annual financial reports;~~
- ~~iv. Justice Dockets;~~

- ~~v. Oaths of office;~~
- ~~vi. Reports of board, commissions, committees and officials duplicated in the common council proceedings;~~
- ~~vii. Election notices and proofs of publication;~~
- ~~viii. Canceled voter registration cards;~~
- ~~ix. Official bonds;~~
- ~~x. Police records other than investigative records;~~
- ~~xi. Resolutions and petitions, providing the text of the same appears in the official city minutes.~~

~~D. Notwithstanding the above provisions appearing in this section, it is intended hereby that election materials may be destroyed according to lesser time schedules as made and provided in section 7.23,stats.~~

~~E. Unless notice is waived by the State Historical Society, at least 60 days notice shall be given the State Historical Society prior to the destruction of any records as provided by section 19.21 (4) (a), stats.~~

~~F. Any tape recordings of a governmental meeting of the city may be destroyed, erased or reused no sooner than ninety (90) days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.~~

~~Section 2. All provisions of Burlington municipal code not inconsistent with assortment shall remain in full force and effect.~~

~~Section 3. This ordinance shall take effect from an after its passage and publication as required by law.~~

Introduced:

Adopted:

Claude Lois Jeannie Hefty, Mayor

Attest: _____
Beverly Gill, Clerk
Diahnn Halbach, City Clerk



COPY

CITY OF BURLINGTON

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

Wednesday, September 4, 2019

State Archivist
Wisconsin Historical Society
816 State Street
Madison, WI 53706

RE: Notification of the General Records Schedule Adoption

To whom it may concern,

The City of Burlington is requesting permission to adopt the Wisconsin Municipal Records Schedule for the Retention and Destruction of City Records in its entirety for the purpose of providing the record officers of the City of Burlington with the authority to destroy certain obsolete public records in possession of the City of Burlington in conformance with the Municipal Records Schedule (WMRS), approved by the State of Wisconsin Public Records Board on August 27, 2018 and set to expire August 27, 2028; and when the record is not contained within the WMRS, in conformance with the Public Records Board other General Records Schedule (GRS) and their successor schedules.

Sincerely,

Diahnn Halbach
City Clerk
City of Burlington
Racine and Walworth Counties

Enclosure: Notification of General Records Schedule Adoption

CC: City Administrator, Carina Walters

Notification of General Records Schedule Adoption

Schedule Title: City of Burlington Records Schedule for the Retention and Destruction of City Records Date: August 9, 2019

Instructions: Adopting WMRS - ASB

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: CITY OF BURLINGTON

Address: 300 NORTH PINE STREET, BURLINGTON, WI 53105

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:
- _____
- _____
- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:
- _____
- _____

Agency Head/Deputy Signature <i>Carina G. Watten</i>	Date Signed <i>9-4-19</i>
Agency Records Officer Signature <i>Quinn Hallback</i>	Date Signed <i>9-4-19</i>

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

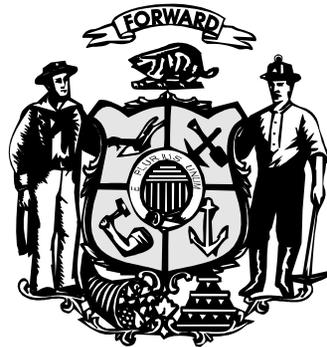
State Archivist Signature <i>Matt Blumig</i>	Date Signed <i>10/3/19</i>
PRB Executive Secretary Signature <i>Tom Brennan</i>	Date Signed <i>10/9/19</i>

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

Table of Contents

Introduction:	2
I. Applicability:	2
II. Purpose:.....	3
III. Implementation:	3
IV. Using the Schedule:.....	4
V. Confidential Records and Personally Identifiable Information (PII)	6
VI. Additional Schedules:	7
Administrative Records	8
Cemetery Records	21
Community Development/Public Services	24
Election Records	29
Finance Records	34
Public Works	38
Revenue Records.....	50

Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in [“Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.”](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

[Table of Contents](#)

Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

[Table of Contents](#)

Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.</p> <p>Authority provided by Wis. Stat. § 135.06(1)(a)(1).</p>	Permanent	No	N/A

[Table of Contents](#)

Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

[Table of Contents](#)

Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

[Table of Contents](#)

Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

[Table of Contents](#)

¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	<p>Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.</p> <p>This series may also include public hearing notice, reports, public hearing documentation, and decision.</p>	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

[Table of Contents](#)

Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

[Table of Contents](#)



DATE: January 7, 2020

SUBJECT: **MOTION 20-952** - To consider approving a Certificate of Appropriateness for property located at 109 E. Chestnut Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

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

Bernard Petersen, owner, is requesting approval of a Certificate of Appropriateness located at 109 E. Chestnut Street. The proposed project consists of:

- Adding a 40” diameter hanging sign (double-sided)
- Adding vinyl graphics on inside windows
- Adding low-voltage mini-LED bullet lights for sign illumination
- Adding outdoor seating area in the rear, including:
 - a. A wooden pergola with rope lights
 - b. A 6’ wooden perimeter fence
 - c. Exterior lights
 - d. Four tables with seating
- The proposed work would update the existing façade to reflect the future tenants: The Runaway Micropub & Nanobrewery. The proposed improvements include replacing an existing rectangular hanging sign with a new circular hanging sign and bracket (which shall project no more than 5 feet from the building), adding vinyl graphics on the inside of the windows, and adding external illumination for the signage.
- In addition to these changes to the building façade, the applications also propose the creation of a new outdoor seating area in the rear of the building. The HPO District Guidelines do not have any sections that cover this portion of the proposed improvements – the Plan Commission approved the Site Plan for the outdoor seating at the December 10, 2019 meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their December 19, 2019 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the January 7, 2020 Committee of the Whole meeting and per common practice is scheduled for final consideration at the Common Council meeting the same evening.

Attachments

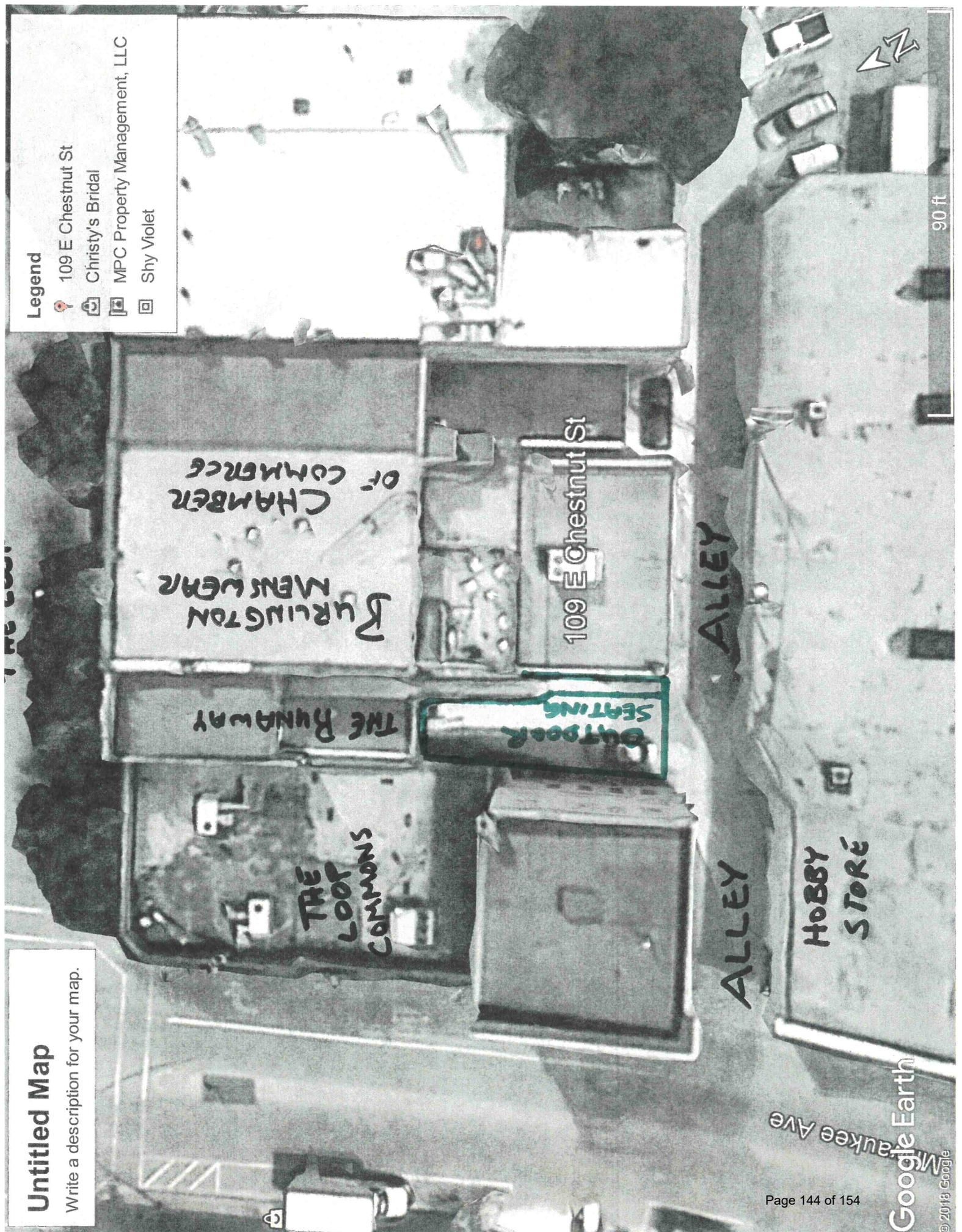
COA pics

Untitled Map

Write a description for your map.

Legend

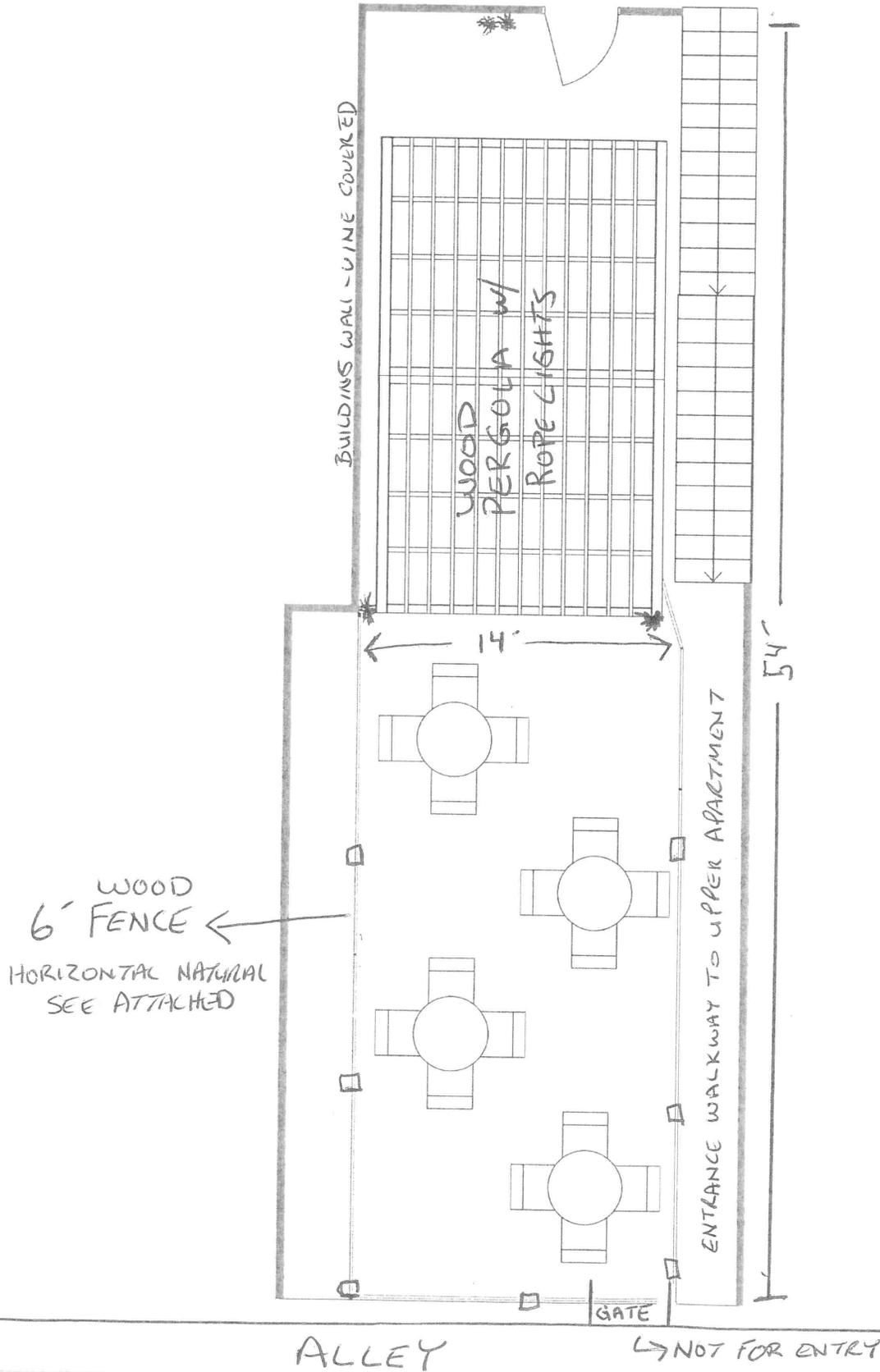
-  109 E Chestnut St
-  Christy's Bridal
-  MPC Property Management, LLC
-  Shy Violet



* = LIGHTS
□ = LIGHTS ON FENCE POST

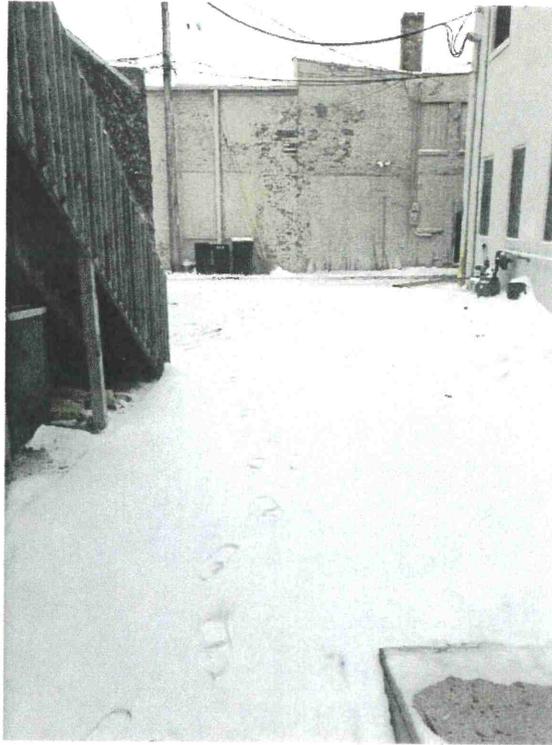
ENTIRE AREA IS EXISTING CONCRETE

109 E. CHESTNUT
Patio Runaway
Level 1

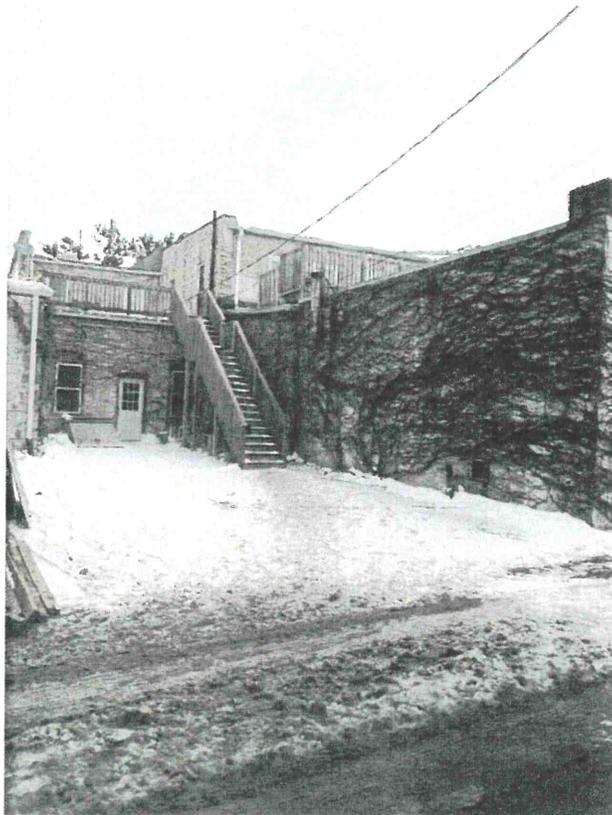




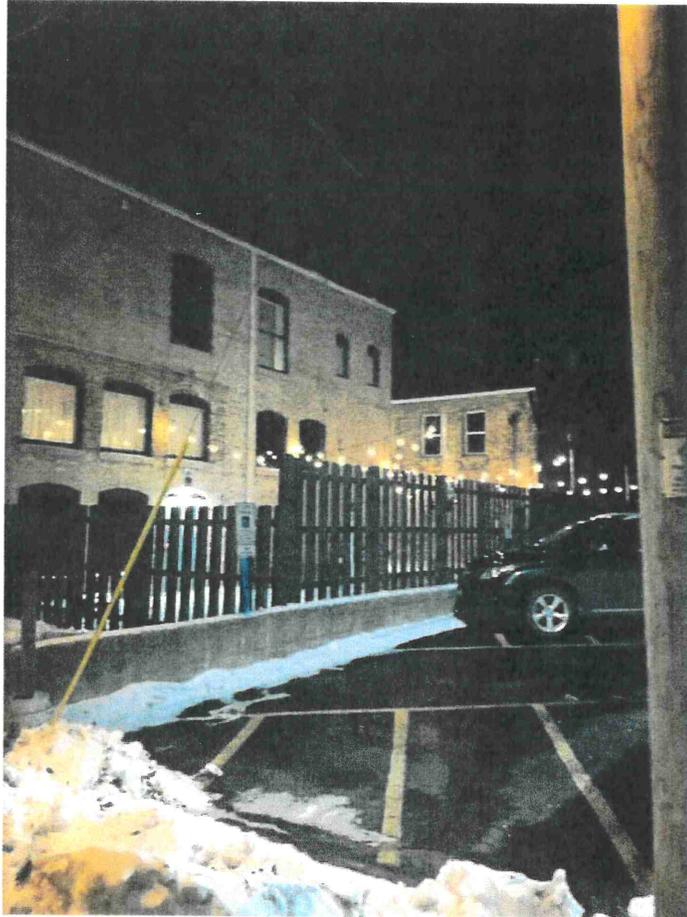
Existing rear concrete from back door



Existing rear concrete from alley



Similar type of outdoor seating down the same alley





SIZE
OF
LIGHTS



LED
Bullet
LIGHT



DATE: January 7, 2020

SUBJECT: MOTION 20-953 - To consider approval of a Certificate of Appropriateness for property located at 473 Milwaukee Avenue.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

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

- At the July 25, 2019 Historic Preservation Commission meeting the Commissioners agreed the applicant would come back with a rendering of a different style railing. Please see the attached previously submitted railings from the July 25, 2019 HPC meeting, and rendering of the railing.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

The Historic Preservation Committee (HPC) unanimously recommended approval of the Certificate of Appropriateness application of the new rendering for the vertical railing, provided the railing is code compliant at their December 19, 2019 meeting.

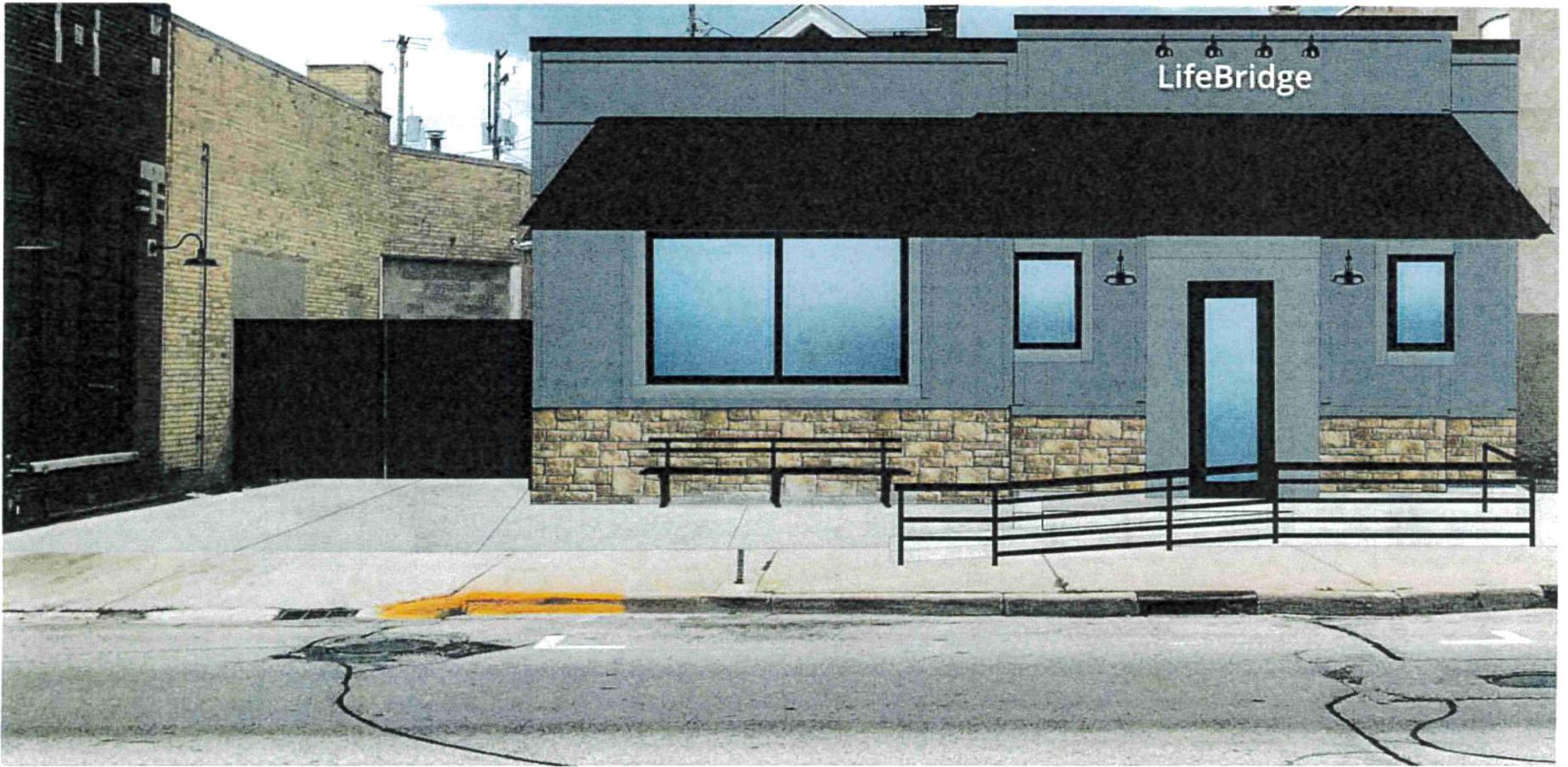
TIMING/IMPLEMENTATION:

This item is for discussion at the January 7, 2020 Committee of the Whole meeting, and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

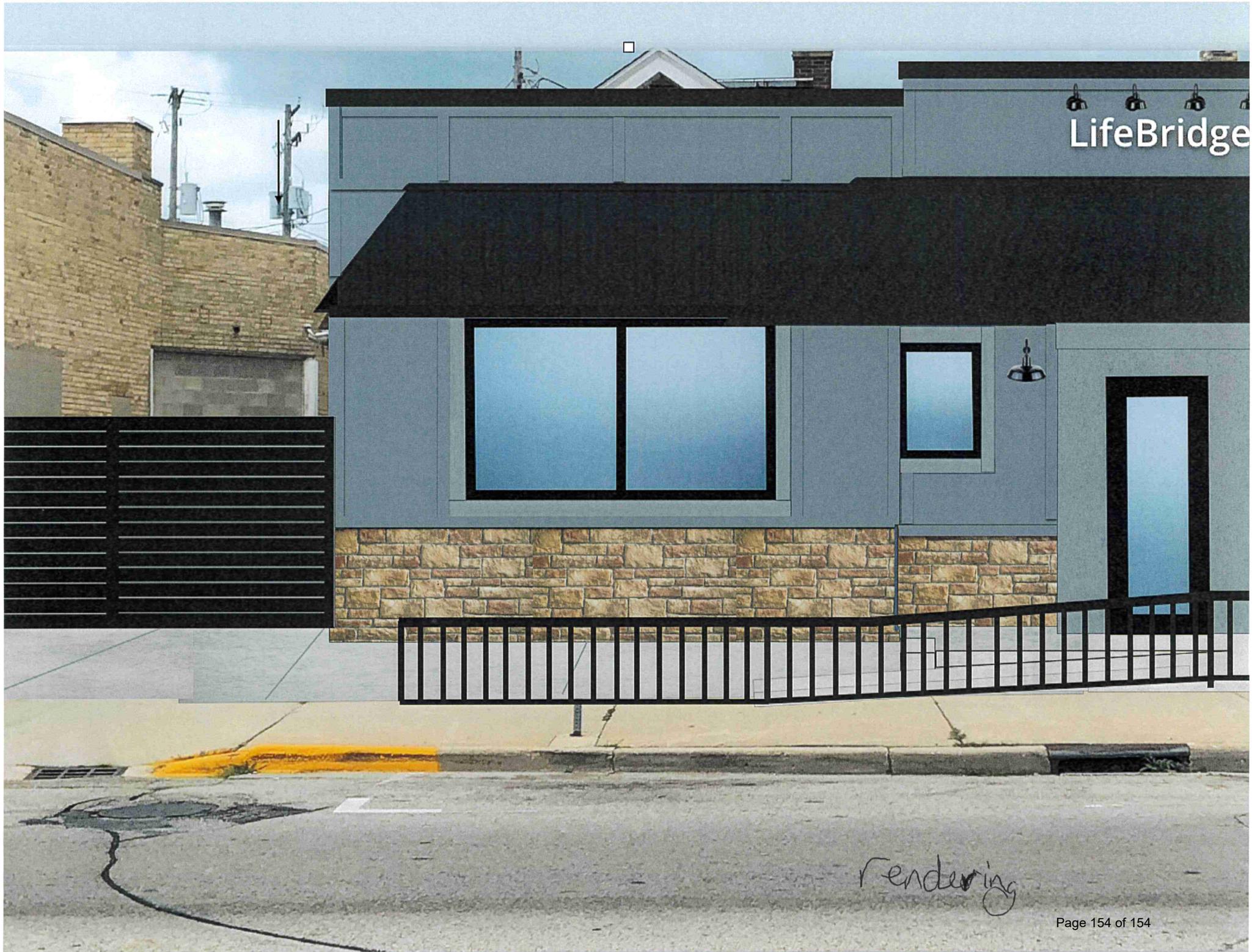
COA 473 Milw Ave

2D Sketch w/Alley



3D RENDERING





LifeBridge

rendering