



City Clerk  
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**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:

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Diahnn C. Halbach  
City Clerk  
City of Burlington