



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

CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, January 21, 2020

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

Council President Jon Schultz called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Mayor Hefty, Alderman Bob Grandi.

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

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

2. **Citizen Comments** - NONE

3. **Approval of Minutes** - To approve the January 7, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the motion carried.

4. **DISCUSSION:** A discussion regarding the Burlington Senior Center 2020 Budget Update. Administrator Walters provided a brief overview and stated that Item 4A. Motion 20-954, regarding the Senior Center Lease Agreement, could also be discussed at this time.

Susan Crane, Director of the Senior Center, presented a PowerPoint presentation of the past year's activities, revenues and expenses, as well as what is budgeted for 2020. Crane stated that the Senior Center had a great year and becoming a "place to be" and hopes to be even more successful in 2020 and will continue to seek donations and grants to help offset expenses. Crane also suggested that the name of the Senior Center be reconsidered to be called "The Center" because it serves a large variety of functions, not just Seniors.

Alderman Bauman commended Crane's enthusiasm and passion for what she's doing for the Senior Center and asked if funds from the DeRosier Fund were still available. Walters responded that the DeRosier Fund is still available and is reserved for major needs. Walters stated there is approximately \$25,000 currently in the fund.

Alderman Schultz commented on a \$1000 donation line item for the Town of Burlington and asked if they receive support from the Town of Burlington. Crane responded that she was told they had donated money in the past, but didn't receive anything this year. Crane said she would reach out to the Town.

Alderman Preusker commended Crane and commented on the diverse source of revenues and encourage her to continue reaching out for donations.

Walters then reviewed the Senior Lease Agreement for 2020 and stated that staff is recommending another year of not paying rent in order for them to continue to work towards their goals of being both profitable and sustainable. Walters also stated that additional language regarding insurance was added to better depict insurance requirements for the Senior Center.

5. **RESOLUTIONS:**

- A. **Resolution 4984(37)** - To approve a three-year engagement letter with Sitzberger CPA's in the not-to-exceed amounts for year-end audits in 2019 of \$30,000, 2020 of \$30,900, and 2021 of \$31,830.

Finance Director Steve DeQuaker provided an overview of the resolution and stated that Request for Proposal letters were sent to nine audit firms for a three-year audit engagement. Of the nine letters sent, five returned quotes, 1 chose not to quote and four did not respond. DeQuaker stated that staff although Sitzberger didn't have the lowest bid, they are most familiar with the City of Burlington and recommends approving a three-year engagement letter with Sitzberger CPA's.

- B. **Resolution 4985(38)** - To authorize the Construction of Bicycle and Pedestrian Facilities as Part of the Reconstruction of Maryland Avenue.

Public Works Director Peter Riggs explained that the City of Burlington applied for funding for the Maryland Avenue reconstruction project as part of the Wisconsin Department of Transportation's (WisDOT) Local Road Improvement Program (LRIP) Municipal Streets Improvement Discretionary (MSID), which will include reconstruction of the roadway, new sidewalk and bike trail. Riggs stated that the grant application requires an authorizing resolution from each governing body if new bike trails are included as part of the project.

Alderman Schultz asked if the bike trail is separate from the existing bike trail. Riggs responded that there will be on-street paved biking lanes, curb/gutter and storm sewer improvements and the bike and pedestrian facilities will connect Riverside Park and the bike trail facilities up to Milwaukee Avenue.

Alderman Rauch asked if this was the only street project for 2021 or if there would be additional projects. Riggs responded that Maryland Avenue is currently the only street project for 2021.

- C. **Resolution 4986(39)** - To approve Task Order Number 110 for Engineering Services for the 2020 Street Improvement Program.

Director Riggs stated that Task Order Number 110 from Kapur and Associates provides civil engineering services for the complete design and specification preparation, bidding and construction management for the City of Burlington's 2020 Street Improvement Program, which includes the asphalt resurfacing of Austin Court, Beth Court, Smith Street (Briody to Thorngate), Amanda Street (Park to Lewis), and Briody Street (Lewis to Smith Street). Riggs further stated that this project includes watermain replacement near Amanda from Tower to Briody, as well as sidewalk repairs, curb and gutter repairs, asphalt patches and additional utility improvements.

- D. **Resolution 4987(40)** - To approve a Revolving Loan Fund Grant and Loan to The Runaway Micropub and Nano Brewery, LLC in the not-to-exceed amount of \$65,000.

Walters stated that staff is seeking approval of a resolution for a Revolving Loan Fund (RLF) grant in the amount of \$15,000 and RLF loan in the amount of \$50,000 to The Runaway Micropub and Nano Brewery, LLC to assist with renovations to the property located at 109 E. Chestnut Street. Walters then introduced Thomas Van Gent with RCEDC to provide further information. Van Gent explained that the purpose of the grant is to create three full-time jobs, renovate the property and help revitalize

the downtown area and provide a family friendly place to gather. Bernard Petersen, owner of The Runaway, also provided some background information on his business.

- E. **Resolution 4988(41)** - To approve the Purchase of Four (4) DPW Trucks from Ewald Automotive Group for \$129,065.

Director Riggs reviewed the trucks that were being replaced and stated that this purchase was budgeted for in the 2020 Capital Replacement Program and that the total bids came in under budget.

Alderman Rauch asked if any additional discounts were available for multiple vehicle purchases. Riggs responded that there were no additional discounts for this purchase.

Alderman Preusker commended Riggs for the use of VendorNet and inquired if there was a better business opportunity to purchase over time versus purchasing all at once. Riggs responded that the intention of the Replacement Program is to spread the burden over time.

Alderman Bauman asked if the DPW still intends to transition from the yellow fleet to all white. Riggs concurred.

Alderman Heft asked if any other vehicles would be purchased in 2020. Riggs responded that no other vehicles are planned for purchase unless there is an emergency.

- F. **Resolution 4989(42)** - To approve the integration of the Phosphorus Analyzer into the Supervisory Control and Data Acquisition (SCADA) system at the Wastewater Treatment Plant.

Utility Manager, Don Hefty, explained that in 2018 a phosphorus analyzer was installed to begin collecting and trending data to monitor the phosphorus concentrations over the course of a 24-hour period. The integration into the SCADA system will allow the city to monitor the phosphorus levels in the effluent and adjust the chemical dosing rate based on the set point that is entered into the SCADA system. Hefty further explained that due to the unique nature of the project, staff has only pursued services from one vendor, Energenecs.

6. **ORDINANCES:**

- A. **Ordinance 2055(21)** - To consider approval of a Rezone Map Amendment request at 257 Kendall Street from I-1 Institutional District to B-3, Professional Office District.

Director Watkins provided background history and stated that this property was previously owned by Grace Church and that the new owner wishes to rezone the property in order to be able to use as a photography studio and residence.

Alderman Rauch asked if ADA bathrooms are required for the business in the lower level. Erin Murphy, owner of the property, replied that there will be an ADA bathroom and will meet the ADA requirements.

7. **MOTIONS:**

- A. **Motion 20-954** - To approve the 2020 Lease Agreement between the City of Burlington and the Burlington Senior Center, Inc.

This item was discussed at the beginning of the meeting during the Burlington Senior Center update.

8. **ADJOURNMENT**

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

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington