



**AGENDA
COMMON COUNCIL**

Wednesday, February 19, 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** *(S. Rauch)*
 - A. To approve the February 4, 2020 Common Council Meeting Minutes.
6. **Letters and Communications** - NONE
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** *(J. Schultz)*
 - A. To approve Report 1-2 as submitted.
9. **Payment of Prepaids and Vouchers** *(T. Preusker)*

A. To approve the Prepaids and Vouchers list for bills accrued through February 19, 2020.

Total Prepaid:	\$ 163,471.12
Total Vouchers:	\$ 340,254.71
Grand Total:	\$ 503,725.83

10. **Licenses** (T. Bauman)

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

11. **Special Events** (S. Kott)

A. To approve the Special Event Permit Application as submitted.

12. **PUBLIC HEARINGS:** NONE

13. **RESOLUTIONS:**

A. **Resolution 4992(45)** - To approve the Annual Contract between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2020 Economic Development Initiatives in the amount of \$47,800. (T. Meyer)

B. **Resolution 4993(46)** - To approve a Revolving Loan Fund Grant in the amount of \$15,000 and Loan in the amount of \$71,775 to the Jean Dibble Portrait Studio, LLC for a total not-to-exceed amount of \$86,775. (B. Grandi)

C. **Resolution 4994(47)** - To approve changes to the City of Burlington Revolving Loan Fund (RLF) Manual. (R. Heft)

D. **Resolution 4995(48)** - To approve the BHS1 Program Agreement between City of Burlington Fire Department and Burlington High School. (S. Rauch)

E. **Resolution 4996(49)** - To approve the Award of Bid for the Well #7 Generator Project to Hogan Electric for the not to exceed amount of \$176,000. (J. Schultz)

14. **ORDINANCES:** NONE

15. **MOTIONS:** NONE

16. **ADJOURNMENT** (T. Preusker)

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: February 19, 2020

SUBJECT: MEETING MINUTES - To approve the February 4, 2020 Common Council Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the February 4, 2020 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the February 4, 2020 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the February 19, 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, February 4, 2020**

1. Prior to the Call to Order, Council President Jon Schultz announced that he would retain his right to vote.

Call to Order / Roll Call

Council President Jon Schultz called the Common Council meeting to order at 7:56 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Mayor Hefty.

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. **Pledge of Allegiance**
3. **Citizen Comments** - NONE
4. **Chamber of Commerce Representative and Rescue Squad Representative** - NONE
5. **Approval of Minutes** - To approve the January 21, 2020 Common Council Meeting Minutes.

Motion: Alderman Meyer. Second: Alderman Kott. With all in favor, the motion carried.

6. **Letters and Communications:** NONE

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

Alderman Schultz commented that he, along with Administrator Walters, Alderman Grandi, and Alderman Rauch, attended the Housing Presentation on January 30, 2020 and said it was very informative and encouraged others to watch the PowerPoint presentation that is available.

Chief Babe provided an EMS update and stated that since January 1, 2020, they have received 134 calls, 108 being in the City, with an average response time of 5 minutes 22 seconds and a turn out time of less than 2 minutes.

8. **Reports** - To approve Reports 1 - 6 as submitted.

Motion: Alderman Grandi. Second: Alderman Bauman. With all in favor, the motion carried.

9. **Payment of Prepaids and Vouchers** - To approve the Prepaids and Vouchers list for bills accrued through February 4, 2020.

Motion: Alderman Heft. Second Alderman Grandi. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

10. **Licenses** - To approve Operator's License Applications as submitted.

Motion: Alderman Rauch. Second: Alderman Preusker. With all in favor, the motion carried.

11. **Appointments and Nominations** - To approve the Appointment of Election Inspector to Barbara Madsen for a two-year term, expiring 12/31/2021.

Motion: Alderman Rauch. Second: Alderman Preusker. With all in favor, the motion carried.

Alderman Heft asked what the qualifications are to be an election inspector. City Clerk Halbach responded that they need to be a qualified elector of the County, understand the English language, and be able to read and write.

12. **RESOLUTIONS:**

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

Motion: Alderman Preusker. Second: Alderman Grandi. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

B. **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.

Motion: Alderman Bauman. Second: Alderman Rauch. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

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

Motion: Alderman Kott. Second: Alderman Preusker. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

D. **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.

Motion: Alderman Meyer. Second: Alderman Bauman. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

E. **Resolution 4990(43)** - To approve authorizing a depository and signatories for the City of Burlington at Hometown Bank, Wautoma Wisconsin.

Motion: Alderman Grandi. Second: Alderman Heft. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

- F. **Resolution 4991(44)** - To approve a contract with Rapp Consulting Group to conduct the 2020 Strategic Planning Session.

Motion: Alderman Heft. Second: Alderman Bauman. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

13. **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.

Motion: Alderman Rauch. Second: Alderman Kott. With all in favor, the motion carried.

14. **MOTIONS:**

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

Motion: Alderman Bauman. Second: Alderman Meyer. With all in favor, the motion carried.

- B. **Motion 20-955** - To approve a donated LUCAS Chest Compression System from Aurora Health Care Southern Lakes, Inc., dba Aurora Medical Center of Burlington.

Motion: Alderman Preusker. Second: Alderman Kott. With all in favor, the motion carried.

15. **ADJOURN INTO CLOSED SESSION**

Wis. Stats 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Discussion regarding negotiation strategies and overall review of the possible Burlington Manufacturing Office Park Tax Incremental District.

Motion: Alderman Bauman. Second: Alderman Grandi. Roll Call Vote: Aye - 8. Nay - 0. The motion carried and the meeting adjourned into Closed Session at 8:08 p.m.

16. **RECONVENE INTO OPEN SESSION**

Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried and the meeting reconvened into Open Session at 9:40 p.m.

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

There was no action.

18. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Heft. With all in favor, the motion carried and the meeting adjourned at 9:40 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: February 19, 2020

SUBJECT: REPORTS - To approve Report 1-2 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The following report(s) are requested for approval:

1. Committee of the Whole Minutes - 02/04/2020
2. Police & Fire Commission Minutes - 02/10/2020

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 19, 2020 Common Council meeting.

Attachments

PFC Minutes



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 342-1161



MINUTES

City of Burlington Police and Fire Commission
Common Council Chambers
224 East Jefferson Street
Burlington, Wisconsin 53105

February 10, 2020

1. Call to Order:

Commissioner McMullen called the meeting to order at 5:01p.m.

2. Roll Call:

Commissioners in attendance Mark McMullen, Kevin Morrow, Jeff Erickson, Chris Miller, and Fire Chief Alan Babe. Police Chief Mark Anderson and Commissioner Peter Hintz were excused.

3. Public Comments: None.

4. Approval of Minutes

The minutes from the January 13, 2020 PFC meeting was approved on a motion by Commissioner Morrow, seconded by Commissioner Erickson all ayes motion carried.

5. Police Chief Business

None.

6. Fire Chief's Report and Business

On a motion by Commissioner Miller and seconded by Commissioner Morrow at 5:15pm all ayes carried the motion we convened into closed session pursuant to section 19.85 (1) (c) Wisconsin statutes for conducting employment, promotion, compensation, or performance evaluation data of any public employee over which this governmental body has jurisdiction or exercises responsibility.

On a motion by Commissioner Morrow and seconded by Commissioner Miller all ayes carried the motion we reconvened into open session at 6:23pm

On a motion by Commissioner Erickson and seconded by Commissioner Miller, Emmett Gorman and John Aldinger were added to the Fire Department eligibility list all ayes carried the motion.

Chief Babe talked a little bit about BHS One program that Troy Everson is hopefully going to help with. Troy had an interview with the PFC but ended up having to reschedule because of a medical emergency.

7. Police and Fire Commission Business

None.

8. Adjourn

Motion by Commissioner Morrow to adjourn seconded by Commissioner Erickson, all ayes carried the motion at 6:24p.m.

Respectfully submitted,
Commissioner Erickson, Secretary

Please note if you are disabled and have accessibility needs or information interpreted for you, please call the City Clerk's office at 262-342-1161 at least 24 hours prior to the meeting.



DATE: February 19, 2020

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through February 19, 2020.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through February 19, 2020:

Total Prepaid:	\$ 163,471.12
Total Vouchers:	\$ 340,254.71
Grand Total:	\$ 503,725.83

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

- 1.\$48,871.55 Johns Disposal Service, Inc. - Contracted Garbage and Recycle
- 2 \$44,448.00 Midwest Meter Inc. - Water Meters
- 3.\$40,388.50 Central Racine County Health Dept. - Semi-Annual billing of 2020 Budgetary Contribution of the Operating Budget
- 4.\$28,136.10 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
- 5.\$18,317.70 WE Energies - Streetlights January 2020

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$503,725.83.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the February 19, 2020 Common Council meeting.

Attachments

- Prepaid 02.03.20
- Prepaid 02.07.20
- Vouchers 02.19.20

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100239006						
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	Policy No. 14150001 Feb. Billing	352694	02/01/2020	632.38	
Total 100239006:					632.38	
100434312000						
100-434312-000 OPERATOR LICENSES	CORBETT, DAVE	Reimburse-Retailer's License	REIMBURSE 2020	02/01/2020	10.00	
Total 100434312000:					10.00	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	171 798 6300 001 Ad,om	5068161505	01/19/2020	334.79	
Total 100515132225:					334.79	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	171 798 6300 001 Finance	5068161505	01/19/2020	200.87	
Total 100515141225:					200.87	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Mileage Reimbursement	2020JAN	01/28/2020	24.15	
Total 100515141330:					24.15	
100515181330						
100-515181-330 HR-Inservice Training & Trave	CORBIN, JASON	Reimburse-Cybersecurity Mlg/Meal	012919	01/29/2019	81.75	
Total 100515181330:					81.75	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	057 736 7870 001	262767138901 20	01/21/2020	560.32	
100-525211-225 POLICE - TELEPHONE	AT & T	171 798 6300 001 Police	5068161505	01/19/2020	535.65	
100-525211-225 POLICE - TELEPHONE	AT & T	831 000 7991 401	8021272509	01/11/2020	1,217.75	
Total 100525211225:					2,313.72	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	WI DEPT OF JUSTICE	MUNI000090 - Services 01/01/20 - 12/31/20	455TIME-00000083	01/10/2020	1,200.00	
Total 100525211299:					1,200.00	
100525211330						
100-525211-330 POLICE - TRAVEL	RICE, WILLIAM	meal reimbursement	012620	01/27/2020	10.00	
100-525211-330 POLICE - TRAVEL	ROMANO, ANTHONY	REIMBURSE-MEALS	012620	01/27/2020	10.00	
100-525211-330 POLICE - TRAVEL	NEUMUTH, NICHOLAS	Reimb-Meals	012320	01/27/2020	10.00	
Total 100525211330:					30.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057JAN20	01/26/2020	1,922.68	
Total 100525220220:					1,922.68	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	MCCOURT, JOHNATHAN	REIMB-MULTI-GAS TAGS	REIMB 01.08.20	01/16/2020	43.50	
Total 100525220244:					43.50	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174JAN20	01/16/2020	424.64	
Total 100535321220:					424.64	
100535321248						
100-535321-248 STREETS REP & MAINT BL	RUNDLE-SPENCE	Elkay Replacement Filter	S2818879.001	01/17/2020	61.53	
Total 100535321248:					61.53	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0088-492-988	0088492988DEC19	01/14/2020	62.30	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0838-352-542	0838352542JAN20	01/28/2020	54.64	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0850-628-152	0850628152JAN20	01/28/2020	290.05	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	2019-198-266	2019198266JAN20	01/16/2020	54.51	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3073-922-427	3073922427DEC19	01/14/2020	18.96	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3277-994-067	3277994067DEC19	01/15/2020	65.89	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5639-265-567	5639265567JAN20	01/15/2020	134.39	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6438-309-692	6438309692DEC19	01/17/2020	131.84	
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6838-102-431	6838102431DEC19	01/16/2020	292.76	
Total 100535321261:					1,105.34	
100535321298						
100-535321-298 STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3472	01/21/2020	368.00	
Total 100535321298:					368.00	
100535321350						
100-535321-350 STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW PARTS	7664268	01/14/2020	530.79	
100-535321-350 STREETS - REP MAINT SUP	AMAZON.COM/GE MONEY	60457 8781 045088 8	454737898688	12/13/2019	25.98	
Total 100535321350:					556.77	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359DEC19	01/15/2020	120.56	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053DEC19	01/15/2020	17.92	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997DEC19	01/15/2020	256.76	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627JAN20	01/15/2020	16.27	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713JAN20	01/15/2020	71.33	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4485-586-752	4485586752JAN20	01/15/2020	52.59	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983DEC19	01/15/2020	18.96	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324JAN20	01/15/2020	24.31	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	7060-825-262	7060825262DEC19	01/14/2020	18.96	
Total 100555551220:					597.66	
100555551244						
100-555551-244 PARKS - REPAIR MAINT EQ	AMAZON.COM/GE MONEY	60457 8781 045088 8	869886856487	12/27/2019	51.86	
Total 100555551244:					51.86	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	RUNDLE-SPENCE	Elkay Replacement Filter	S2818879.001	01/17/2020	61.52	
Total 100555551248:					61.52	
100555551298						
100-555551-298 PARKS - CONTRACT SERVI	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3472	01/21/2020	184.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 10055551298:					184.00	
10055551350						
100-555511-350 PARKS - REPAIR/MTCE SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW PARTS	7664268	01/14/2020	530.79	
Total 10055551350:					530.79	
251555511225						
251-555511-225 TELEPHONE	AT & T	171 798 6300 001 Library	5068161505	01/19/2020	267.83	
Total 251555511225:					267.83	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	DONERITE JANITORIAL SERV I	Library Janitorial Service	3475	01/21/2020	1,310.00	
Total 251555511247:					1,310.00	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	MCCARTHY, TAMMY	reimbursement - mileage	012720	01/28/2020	43.13	
Total 251555511330:					43.13	
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Program Supplies	012320	01/24/2020	31.42	
251-555511-345 PROGRAMS	MELCHI, JENNIFER	reimbursement - supplies	013020	01/30/2020	41.55	
Total 251555511345:					72.97	
467535320500						
467-535320-500 CONSERVATION AND DEVE	SCHUERMAN, KEVIN	HPC FACADE GRANT REIMBURSEMENT	013020	01/30/2020	250.00	
467-535320-500 CONSERVATION AND DEVE	CLARK, LUANNE	HPC Facade Grant Reimbursement	013020	01/30/2020	4,411.58	
Total 467535320500:					4,661.58	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267JAN20	01/22/2020	189.10	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576JAN20	01/23/2020	15,094.95	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285JAN20	01/23/2020	39.89	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215JAN20	01/28/2020	252.57	
Total 621575740220:					15,576.51	
621575740222						
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614DEC19	12/26/2019	357.78	
Total 621575740222:					357.78	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3472	01/21/2020	1,080.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	AMAZON.COM/GE MONEY	60457 8781 045088 8	736833767576	12/09/2019	144.93	
Total 621575740244:					1,224.93	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE	Acct#702658601 SCADA	702658601011820	01/18/2020	124.94	
Total 621575740310:					124.94	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622506410000						
622-506410-000 SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 046912 8	466675869493	12/19/2019	33.44	
Total 622506410000:					33.44	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (split)	3472	01/21/2020	368.00	
Total 622509350000:					368.00	
623575740200						
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	660636	01/23/2020	28,136.10	
Total 623575740200:					28,136.10	
864212001						
864-212001 REFUNDS PAYABLE	HARPE DEVELOPMENT LLC	Property Tax Refund 2019	223315	01/29/2020	17.96	
864-212001 REFUNDS PAYABLE	HARPE DEVELOPMENT LLC	Property Tax Refund 2019	224318	01/30/2020	1.00	
864-212001 REFUNDS PAYABLE	WEINK, DOUGLAS	Property Tax Refund 2019	218664	01/22/2020	910.07	
864-212001 REFUNDS PAYABLE	MITCHELL, DAVID L & JOANNE	PROPERTY TAX REFUND 2019	221829	01/28/2020	.54	
Total 864212001:					929.57	
Grand Totals:					63,842.73	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100444411000						
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Jail Assessment	2020JAN	02/03/2020	1,611.93	
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	Racine Co Surcharge	2020JAN	02/03/2020	308.80	
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE JAN REMIT	2020 JAN	02/03/2020	5,796.75	
Total 100444411000:					7,717.48	
100454521001						
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	Grisham, Anthony J #20-1357	20-1357	02/03/2020	150.00	
Total 100454521001:					150.00	
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	TIME WARNER CABLE	Acct#089478701 MUNI COURT	089478701020120	02/01/2020	15.06	
Total 100515121225:					15.06	
100515131225						
100-515131-225 MAYOR-TELEPHONE	TIME WARNER CABLE	Acct#089478701 MAYOR	089478701020120	02/01/2020	17.45	
Total 100515131225:					17.45	
100515132220						
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004JAN20	01/30/2020	567.97	
100-515132-220 ADMIN - UTILITIES	TIME WARNER CABLE	Acct#089478701 ADMIN	089478701020120	02/01/2020	398.58	
Total 100515132220:					966.55	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 767-1389 327 6	262767138901 20*	01/28/2020	361.03	
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9846920037	01/23/2020	86.54	
Total 100515132225:					447.57	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	AT & T	262 767-1904 046 8 (split)	262767190401 20	01/28/2020	272.59	
Total 100515132298:					272.59	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG CONSTANT CONTACT (ongoing)	5799 01/20	01/28/2020	5.00	
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	Adobe ID	5799 01/20	01/28/2020	252.11	
Total 100515132310:					257.11	
100515140324						
100-515140-324 CLERK - MEMBERSHIP DU	DINERS CLUB COMMERCIAL	WMCA Annual Dues-Halbach	5914 01/20	01/28/2020	65.00	
Total 100515140324:					65.00	
100515141220						
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (split)	5843033004JAN20	01/30/2020	344.84	
100-515141-220 FINANCE - UTILITY SERVIC	TIME WARNER CABLE	Acct#089478701 FINANCE	089478701020120	02/01/2020	169.52	
Total 100515141220:					514.36	
100515141225						
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9846920037	01/23/2020	46.77	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100515141225:					46.77	
100515141246						
100-515141-246 FINANCE, REPAIR,MAINT O	DINERS CLUB COMMERCIAL	Amazon-Printer-Finance	5864 01/20	01/28/2020	289.01	
100-515141-246 FINANCE, REPAIR,MAINT O	DINERS CLUB COMMERCIAL	Amazon-Fax Mach-Fin	5864 01/20	01/28/2020	195.48	
Total 100515141246:					484.49	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	AT & T	262 767-1904 046 8 (split)	262767190401 20	01/28/2020	272.59	
Total 100515141298:					272.59	
100515141312						
100-515141-312 FINANCE - COMP SUPPLIES	DINERS CLUB COMMERCIAL	Adobe-Pro 2017 Upgrade	5864 01/20	01/28/2020	209.15	
Total 100515141312:					209.15	
100515181220						
100-515181-220 HR-UTILITY SERVICES	TIME WARNER CABLE	Acct#089478701 HR	089478701020120	02/01/2020	37.30	
Total 100515181220:					37.30	
100515181225						
100-515181-225 HR-Telephone	VERIZON WIRELESS	VERIZON HUMAN RESOURCE 286396851-00001	9846920037	01/23/2020	39.82	
Total 100515181225:					39.82	
100515181298						
100-515181-298 HR-Contract Services	DINERS CLUB COMMERCIAL	Safe Hotline Yearly	0066 01/20	01/28/2020	395.00	
Total 100515181298:					395.00	
100515181330						
100-515181-330 HR-Inservice Training & Trave	DINERS CLUB COMMERCIAL	TCC HR Direct-Harassment Training	0066 01/20	01/28/2020	90.00	
Total 100515181330:					90.00	
100515181390						
100-515181-390 HR-Other Expenses	DINERS CLUB COMMERCIAL	B&H Photo-Camcorder	0066 01/20	01/28/2020	524.83	
100-515181-390 HR-Other Expenses	DINERS CLUB COMMERCIAL	B&H Photo-Tripod	0066 01/20	01/28/2020	59.96	
100-515181-390 HR-Other Expenses	DINERS CLUB COMMERCIAL	Autonomous-Chair	0066 01/20	01/28/2020	324.00	
100-515181-390 HR-Other Expenses	DINERS CLUB COMMERCIAL	Amazon-HR	0066 01/20	01/28/2020	72.94	
Total 100515181390:					981.73	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	TIME WARNER CABLE	Acct#089478701 POLICE	089478701020120	02/01/2020	797.41	
Total 100525211220:					797.41	
100525211225						
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9846920037	01/23/2020	832.15	
Total 100525211225:					832.15	
100525211240						
100-525211-240 POLICE - FUEL, OIL	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Police Dept	86929630005	02/01/2020	2,619.93	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211240:					2,619.93	
100525211330						
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	Glock Prof-Armorer's Course	2208 01/20	01/28/2020	250.00	
Total 100525211330:					250.00	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Amazon-Boopks/Stowaway Cont	8817 01/20	01/28/2020	376.40	
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Amazon-Emergency Care	8817 01/20	01/28/2020	246.98	
100-525220-157 FIRE - INSERVICE TRAININ	DINERS CLUB COMMERCIAL	Amazon-Emt Books-Return	8817 01/20	01/28/2020	348.48	
Total 100525220157:					274.90	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	DINERS CLUB COMMERCIAL	EmbroidMe-Fire Tees	8817 01/20	01/28/2020	203.50	
Total 100525220159:					203.50	
100525220211						
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600020842 Baran Jr., Thomas H	183053674	12/23/2019	76.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600020842 Calkins, Ryan M	183428352	01/06/2020	133.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600020842 Casey, Lauren E	183560558	01/07/2020	208.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600020842 Calkins, Ryan M	183766297	01/06/2020	69.00	
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	Acct #600020842 Casey, Lauren E	183845677	01/07/2020	69.00	
Total 100525220211:					555.00	
100525220220						
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558JAN20	01/30/2020	10.09	
100-525220-220 FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct#079780001 FIRE	079780001020120	02/01/2020	152.37	
100-525220-220 FIRE - UTILITY SERVICES	TIME WARNER CABLE	Acct#089478701 FIRE	089478701020120	02/01/2020	224.28	
Total 100525220220:					386.74	
100525220225						
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9846920037	01/23/2020	208.30	
Total 100525220225:					208.30	
100525220240						
100-525220-240 FIRE - FUEL, OIL, LUBRICA	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Fire Dept	86929630005	02/01/2020	400.60	
Total 100525220240:					400.60	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	Hallmann Sales-Fire	8817 01/20	01/28/2020	376.44	
100-525220-248 FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	Amazon-Pet Alert Stickers	8817 01/20	01/28/2020	49.75	
100-525220-248 FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	Amazon-Alarm Lock	8817 01/20	01/28/2020	32.44	
Total 100525220248:					458.63	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Amazon-Stowaway Storage	8817 01/20	01/28/2020	20.43	
100-525220-310 FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Hawk Labeling	8817 01/20	01/28/2020	77.50	
100-525220-310 FIRE - OFFICE SUPPLIES	DINERS CLUB COMMERCIAL	Office Depot-Fire	8817 01/20	01/28/2020	34.45	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220310:					132.38	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	DINERS CLUB COMMERCIAL	Identi-Fire Face Mask Nameplate	8817 01/20	01/28/2020	13.99
Total 100525220389:					13.99	
100525231220						
100-525231-220	BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (split)	5843033004JAN20	01/30/2020	101.43
100-525231-220	BLDG INSP UTILITIES	TIME WARNER CABLE	Acct#089478701 BLDG INSPECT	089478701020120	02/01/2020	23.91
Total 100525231220:					125.34	
100525231225						
100-525231-225	BLDG INSP - TELEPHONE	VERIZON WIRELESS	VERIZON BLDG DEPARTMENT	9846920037	01/23/2020	54.82
Total 100525231225:					54.82	
100525231372						
100-525231-372	BLDG INSP - AUTO EXPENS	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Bldg Insp	86929630005	02/01/2020	41.63
Total 100525231372:					41.63	
100535321220						
100-535321-220	STREETS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345JAN20	01/29/2020	736.06
100-535321-220	STREETS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671JAN20	01/28/2020	345.97
100-535321-220	STREETS - UTILITIES	TIME WARNER CABLE	Acct#089478701 STREETS	089478701020120	02/01/2020	249.15
Total 100535321220:					1,331.18	
100535321225						
100-535321-225	STREETS - TELEPHONE	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9846920037	01/23/2020	106.82
Total 100535321225:					106.82	
100535321240						
100-535321-240	STREETS - FUEL, OIL & LU	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Street Dept	86929630005	02/01/2020	4,531.40
Total 100535321240:					4,531.40	
100535321261						
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	0455-414-409	0455414409JAN20	01/23/2020	278.85
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	0818-594-802	0818594802JAN20	01/29/2020	17.88
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	0819-473-268	0819473268JAN20	01/29/2020	129.65
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	2023-503-060	2023503060JAN20	01/29/2020	143.48
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	4404-149-064	4404149064JAN20	01/23/2020	48.17
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	4432-157-647	4432157647JAN20	01/29/2020	18,317.70
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5043-084-318	5043084318JAN20	01/27/2020	61.65
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5406-087-899	5406087899JAN20	01/23/2020	148.39
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5459-100-732	5459100732JAN20	01/30/2020	480.94
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5465-979-181	5465979181JAN20	01/27/2020	81.91
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5644-617-733	5644617733JAN20	01/29/2020	155.71
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	5695-147-539	5695147539JAN20	01/29/2020	511.53
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	6893-002-943	6893002943JAN20	01/28/2020	17.88
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	7245-068-041	7245068041JAN20	01/30/2020	237.44
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	7255-756-558	7255756558JAN20	01/26/2020	25.32
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	7467-500-426	7467500426JAN20	01/30/2020	258.15
100-535321-261	STREETS - LIGHTING UTILI	WE ENERGIES	8499-073-119	8499073119JAN20	01/30/2020	218.32

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	9418-285-345	9418285345JAN20	01/30/2020	110.25	
Total 100535321261:					21,243.22	
100535321310						
100-535321-310 STREETS - OFF SUPP/POS	TIME WARNER CABLE	Acct#079820101 STREET	079820101020120	02/01/2020	38.09	
Total 100535321310:					38.09	
100535321351						
100-535321-351 STREETS - MAINT CURB,G	REESMANS SERVICE CORPOR	Additional McHenry St Sidewalk Installation	19SSMC1.02	01/20/2020	10,592.00	
100-535321-351 STREETS - MAINT CURB,G	REESMANS SERVICE CORPOR	Additional McHenry St Sidewalk Installation	19SSMC1.03	01/20/2020	2,652.00	
Total 100535321351:					13,244.00	
100535321354						
100-535321-354 STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528JAN20	01/30/2020	618.86	
Total 100535321354:					618.86	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939JAN20	01/23/2020	33.71	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568JAN20	01/29/2020	37.64	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1638-891-345 (split)	1638891345JAN20	01/29/2020	368.04	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2428-946-714	2428946714JAN20	01/30/2020	852.41	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3243370777JAN20	01/31/2020	15.97	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3698-542-543	3698542543JAN20	01/30/2020	15.71	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6211-699-899	6211699899JAN20	01/29/2020	56.64	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188JAN20	01/30/2020	117.43	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8430-081-671 (split)	8430081671JAN20	01/28/2020	172.99	
100-555551-220 PARKS - UTILITIES	TIME WARNER CABLE	Acct#089478701 PARKS	089478701020120	02/01/2020	59.78	
Total 100555551220:					1,730.32	
100555551225						
100-555551-225 PARKS - TELEPHONE	VERIZON WIRELESS	VERIZON PARK 286396851-00001	9846920037	01/23/2020	59.96	
Total 100555551225:					59.96	
100555551240						
100-555551-240 PARKS - FUEL, OIL, LUBRIC	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Parks Dept	86929630005	02/01/2020	732.88	
Total 100555551240:					732.88	
100555551310						
100-555551-310 PARKS - OFFICE SUPP, PO	TIME WARNER CABLE	Acct#079820101 PARKS	079820101020120	02/01/2020	38.09	
Total 100555551310:					38.09	
251555511220						
251-555511-220 UILITIES	WE ENERGIES	0810-148-657	0810148657JAN20	01/30/2020	868.20	
251-555511-220 UILITIES	WE ENERGIES	5852-857-487	5852857487JAN20	01/29/2020	561.65	
Total 251555511220:					1,429.85	
251555511225						
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	Google (ongoing)	3031 01/20	01/28/2020	66.66	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 251555511225:					66.66	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	REVERE ELECTRIC SUPPLY C	Library-Bulbs	S4051279.001	01/22/2020	152.91	
Total 251555511247:					152.91	
251555511310						
251-555511-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Wal-Mart-Supplies	6861 01/20	01/28/2020	26.57	
Total 251555511310:					26.57	
251555511318						
251-555511-318 AUTOMATION	DINERS CLUB COMMERCIAL	Mobile Beacon	6861 01/20	01/28/2020	71.99	
Total 251555511318:					71.99	
251555511345						
251-555511-345 PROGRAMS	DINERS CLUB COMMERCIAL	Oriental Trading-Programs	6861 01/20	01/28/2020	50.43	
Total 251555511345:					50.43	
458525220225						
458-525220-225 Telephone	AT & T	287237494183	287237494183X010	01/01/2020	179.49	
Total 458525220225:					179.49	
458525220240						
458-525220-240 Fuel, Oil, Lubricants	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630933 Ambulance	86929630005	02/01/2020	222.09	
Total 458525220240:					222.09	
458525220244						
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Amazon-Stowaway Storage	8817 01/20	01/28/2020	11.28	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Amazon-Stowaway Storage	8817 01/20	01/28/2020	6.01	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Global Ind-Bins	8817 01/20	01/28/2020	361.74	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Amazon-Boopks/Stowaway Cont	8817 01/20	01/28/2020	33.64	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Health Care Logistics	8817 01/20	01/28/2020	328.89	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Amazon-EMS	8817 01/20	01/28/2020	45.87	
458-525220-244 Repairs & Maint Equipment	DINERS CLUB COMMERCIAL	Ositech-EMS	8817 01/20	01/28/2020	1,430.00	
Total 458525220244:					2,217.43	
458525220310						
458-525220-310 Office Supplies	DINERS CLUB COMMERCIAL	Hawk Labeling	8817 01/20	01/28/2020	72.15	
Total 458525220310:					72.15	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (split)	0225428357JAN20	02/03/2020	326.67	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4897-650-087	4897650087JAN20	01/28/2020	75.05	
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6212-377-525	6212377525JAN20	01/29/2020	4,050.07	
Total 621575740220:					4,451.79	
621575740222						
621-575740-222 GAS	WE ENERGIES	0225-428-357 (split)	0225428357JAN20	02/03/2020	10.75	
621-575740-222 GAS	WE ENERGIES	0862-239-067	0862239067JAN20	01/28/2020	3,371.44	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621-575740-222 GAS	WE ENERGIES	2663-378-614	2663378614JAN20	01/28/2020	790.65	
621-575740-222 GAS	WE ENERGIES	3646-902-199	3646902199JAN20	01/28/2020	177.51	
Total 621575740222:					4,350.35	
621575740225						
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct#079820101 WWTP	079820101020120	02/01/2020	38.09	
621-575740-225 TELEPHONE	TIME WARNER CABLE	Acct#089478701 SEWER	089478701020120	02/01/2020	249.15	
621-575740-225 TELEPHONE	VERIZON WIRELESS	VERIZON WWTP 286396851-00001	9846920037	01/23/2020	67.85	
Total 621575740225:					355.09	
621575740240						
621-575740-240 FUEL, OIL AND LUBRICANT	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 WWTP	86929630005	02/01/2020	695.52	
Total 621575740240:					695.52	
621575740248						
621-575740-248 PLANT OPERATION	UNISON SOLUTIONS, INC	Unison Solutions - WWTP	2019-7140	10/21/2019	137.84	
Total 621575740248:					137.84	
621575740249						
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	Acct. No. 500-08487456-8	2020JANWWTP	12/31/2019	42.25	
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	CULLIGAN M9 MIXED BED 9" SERVICE	240776	01/31/2020	180.00	
621-575740-249 LABORATORY	KROGER	Customer # MI0390: WWTP	1219081882	01/06/2020	113.76	
Total 621575740249:					336.01	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	Amazon-DH Monitor	5849 01/20	01/28/2020	121.40	
Total 621575740310:					121.40	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	DINERS CLUB COMMERCIAL	WWOA-Aff. Seminar	5849 01/20	01/28/2020	214.00	
Total 621575740330:					214.00	
622506220000						
622-506220-000 POWER	WE ENERGIES	0882-547-355 (split)	0882547355JAN20	01/28/2020	3,963.41	
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864JAN20	01/30/2020	2,220.92	
622-506220-000 POWER	WE ENERGIES	3267-293-366	3267293366JAN20	01/28/2020	797.93	
622-506220-000 POWER	WE ENERGIES	3457-108-505	3457108505JAN20	01/30/2020	4,201.99	
622-506220-000 POWER	WE ENERGIES	6271-254-861 (split)	6271254861JAN20	01/28/2020	2,079.84	
622-506220-000 POWER	WE ENERGIES	7255-465-187	7255465187JAN20	01/28/2020	156.70	
622-506220-000 POWER	WE ENERGIES	8682-353-384 (split)	8682353384JAN20	01/29/2020	3,636.95	
Total 622506220000:					17,057.74	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	0882-547-355 (split)	0882547355JAN20	01/28/2020	149.66	
622-506230-000 SUPPLIES	WE ENERGIES	1438-804-919	1438804919JAN20	01/30/2020	28.24	
622-506230-000 SUPPLIES	WE ENERGIES	6271-254-861 (split)	6271254861JAN20	01/28/2020	96.00	
622-506230-000 SUPPLIES	WE ENERGIES	6499-874-589	6499874589JAN20	01/28/2020	88.78	
622-506230-000 SUPPLIES	WE ENERGIES	8682-353-384 (split)	8682353384JAN20	01/29/2020	75.41	
622-506230-000 SUPPLIES	WE ENERGIES	9259-879-303	9259879303JAN20	01/29/2020	30.91	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622506230000:					469.00	
622509210000						
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct#079820101 WATER	079820101020120	02/01/2020	38.10	
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	Acct#089478701 WATER	089478701020120	02/01/2020	149.44	
622-509210-000 OFFICE SUPPLY	VERIZON WIRELESS	VERIZON WATER DEPT	9846920037	01/23/2020	79.71	
Total 622509210000:					267.25	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	VOYAGER FLEET SYSTEMS IN	Voyager Acct. 869297630 Water Dept	86929630005	02/01/2020	473.36	
Total 622509330000:					473.36	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	1638-891-345 (split)	1638891345JAN20	01/29/2020	736.06	
622-509350-000 GENERAL PLANT-SUPPLIE	WE ENERGIES	8430-081-671 (split)	8430081671JAN20	01/28/2020	345.97	
Total 622509350000:					1,082.03	
802484840000						
802-484840-000 K-NINE UNIT	DINERS CLUB COMMERCIAL	Waterfront-Police	2208 01/20	01/28/2020	405.32	
Total 802484840000:					405.32	
864212001						
864-212001 REFUNDS PAYABLE	RACINE COUNTY TREASURER	Tax Payment Parcel#021904100003	226047	02/03/2020	5.61	
864-212001 REFUNDS PAYABLE	JHW PROPERTIES LLC	PROPERTY TAX REFUND 2019	227152	02/04/2020	204.28	
864-212001 REFUNDS PAYABLE	JHW PROPERTIES LLC	PROPERTY TAX REFUND 2019	227155	02/04/2020	48.62	
864-212001 REFUNDS PAYABLE	JHW PROPERTIES LLC	PROPERTY TAX REFUND 2019	227164	02/04/2020	263.32	
864-212001 REFUNDS PAYABLE	HALLINGSTAD, DEREK & ALMA	PROPERTY TAX REFUND 2019	227505	02/05/2020	89.71	
864-212001 REFUNDS PAYABLE	STOCK+FIELD	PROPERTY TAX REFUND 2019	226971	02/04/2020	97.02	
864-212001 REFUNDS PAYABLE	IMRIE, KRISTIN S	PROPERTY TAX REFUND 2019	227699	02/05/2020	.02	
864-212001 REFUNDS PAYABLE	ZIEGLER, NATHAN G & JODY L	PROPERTY TAX REFUND 2019	226047	02/03/2020	2.38	
864-212001 REFUNDS PAYABLE	NELSON'S MANE CONCERN	PROPERTY TAX REFUND 2019	226297	02/03/2020	1.00	
Total 864212001:					711.96	
Grand Totals:					99,628.39	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
10051511247						
100-515111-247 Repairs & Maint Software	SWAGIT PRODUCTIONS, LLC	Video Streaming Services: January 2020	14492	01/31/2020	645.00	
Total 10051511247:					645.00	
10051511399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal -257 Kendall St.	364801	01/09/2020	60.38	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Absentee Voting	365606	01/16/2020	61.56	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Legal - Signs in the Historic Preservation District	365635	01/16/2020	91.25	
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP Hearing 257 Kendall St.	365933	01/23/2020	58.38	
Total 10051511399:					271.57	
10051521157						
100-515121-157 MUNI COURT - TRAINING	WISCONSIN SUPREME COURT	Continuing Judicial Education	51-0206	01/28/2020	700.00	
Total 10051521157:					700.00	
10051521310						
100-515121-310 MUNI COURT - OFFICE SUP	SHRED-IT USA LLC	Muni Court - Shredding	8129029990	01/22/2020	29.99	
Total 10051521310:					29.99	
100515132241						
100-515132-241 ADMIN - REP & MAINT IT	DIGICORP	SecureTide Spam Filter	331303	01/31/2020	30.75	
Total 100515132241:					30.75	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1532498	01/29/2020	3.08	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1534953	02/05/2020	3.08	
100-515132-310 ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR105742	01/29/2020	226.44	
100-515132-310 ADMIN - OFF SUPP-POSTA	SHRED-IT USA LLC	Admin - Shredding	8129029990	01/22/2020	29.99	
Total 100515132310:					262.59	
100515140310						
100-515140-310 CLERK - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR105742	01/29/2020	10.00	
100-515140-310 CLERK - OFFICE SUPPLIES	SHRED-IT USA LLC	Clerk - Shredding	8129029990	01/22/2020	29.99	
Total 100515140310:					39.99	
100515141213						
100-515141-213 FINANCE - ACCTING AND A	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	103518	01/31/2020	7,500.00	
Total 100515141213:					7,500.00	
100515141241						
100-515141-241 FINANCE - REP & MAINT IT	DIGICORP	SecureTide Spam Filter	331303	01/31/2020	30.75	
Total 100515141241:					30.75	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR105742	01/29/2020	104.46	
100-515141-310 FINANCE - OFFICE SUPP/P	SHRED-IT USA LLC	Finance - Shredding	8129029990	01/22/2020	29.99	
Total 100515141310:					134.45	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515142310						
100-515142-310 ELECTIONS - OPERATION S	BEAR GRAPHICS, INC.	voter number pads/tally slips	839757	01/27/2020	412.32	
Total 100515142310:					412.32	
100515142321						
100-515142-321 ELECTIONS - BALLOTS & A	SOUTHERN LAKES NEWSPAPE	Voting Equip Test Notice	366366	02/06/2020	15.25	
Total 100515142321:					15.25	
100515161220						
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Browns Lake Sanitary Sewer Agreement	17100-067D 8	01/31/2020	195.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Senior Center	17100-081D 20	01/14/2020	120.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	Stonegate Addition 2	18100-049D 12	01/31/2020	150.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	General File - 2020	20100-000H 1	01/14/2020	3,465.00	
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	2020 FFA MOA	20100-004D 1	01/31/2020	195.00	
Total 100515161220:					4,125.00	
100515161272						
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	Municipal Court General File - 2020	20100-099D 1	01/31/2020	5,730.00	
Total 100515161272:					5,730.00	
100515181310						
100-515181-310 HR-Office Supplies/Postage	Office Copying Equipment, LTD	Sharp MX-500IN Digital Color Imager (split)	AR105742	01/29/2020	104.47	
Total 100515181310:					104.47	
100525211159						
100-525211-159 POLICE - CLOTHING ALLO	GALLS, LLC	GALLS INC POLICE DEPT SUPPLIES	BC1035010	01/27/2020	84.99	
Total 100525211159:					84.99	
100525211226						
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	Printer-Police Dept	331191	01/23/2020	735.00	
Total 100525211226:					735.00	
100525211239						
100-525211-239 POLICE - EQUIPMENT NON	AXON ENTERPRISES, INC.	LICENSE - YEAR 1 PAYMENT	SI-1638910	02/03/2020	280.00	
100-525211-239 POLICE - EQUIPMENT NON	AMAZON CAPITAL SERVICES, I	Supplies-Police Dept	1WK1-TRD1-36W6	01/27/2020	109.42	
Total 100525211239:					389.42	
100525211241						
100-525211-241 POLICE - REP & MAINT IT	DIGICORP	SecureTide Spam Filter	331303	01/31/2020	30.75	
Total 100525211241:					30.75	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	BUMPER TO BUMPER BURLING	Bulb-Wash Solv-Police	1-371613	01/28/2020	13.74	
100-525211-242 POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #908 MAINTENANCE SUPPLIES	4510	02/04/2020	302.05	
Total 100525211242:					315.79	
100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	AMAZON CAPITAL SERVICES, I	Supplies-Police Dept	1HQW-D4TH-7XN1	02/05/2020	65.14	
100-525211-310 POLICE - OFF SUPP-POSTA	AMAZON CAPITAL SERVICES, I	Bulbs-Backup lights-Police	1YM7-FLJR-CCMV	01/29/2020	32.56	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525211310:					97.70	
100525211324						
100-525211-324	POLICE - PUBL,SUBSCRIPT	RA CO LAW ENFORCEMENT AS	RA CO LAW ENFORCEMENT ASSOCIATION	2020-0009	01/29/2020	120.00
100-525211-324	POLICE - PUBL,SUBSCRIPT	IRONDOR SOFTWARE	Maintenance - program updates & support	20-6	02/01/2020	400.00
Total 100525211324:					520.00	
100525211330						
100-525211-330	POLICE - TRAVEL	Defensive Edge Training &	Course Registration Fee	2642	02/05/2020	900.00
100-525211-330	POLICE - TRAVEL	WCTC	Acct #240707 Jones, Robert	S0708536	01/27/2020	31.80
100-525211-330	POLICE - TRAVEL	WCTC	Acct #240707 Seils, Rachael	S0708536	01/27/2020	31.80
100-525211-330	POLICE - TRAVEL	HARTFORD POLICE DEPT	2020 Training	020720	02/07/2020	80.00
100-525211-330	POLICE - TRAVEL	SEILS, RACHAEL	Travel Reimbursement - meals	012820	02/07/2020	10.00
Total 100525211330:					1,053.60	
100525211347						
100-525211-347	POLICE - FIREARM SUPP/R	STREICHER'S	Practice Ammo	11410397	01/29/2020	629.25
Total 100525211347:					629.25	
100525211381						
100-525211-381	POLICE - INVESTIGATIONS	TransUnion Risk & Alternative Dat	Account ID: 777966 Jan Billing	2020JANUARY	02/01/2020	50.00
Total 100525211381:					50.00	
100525220157						
100-525220-157	FIRE - INSERVICE TRAININ	WI SOCIETY-FIRE SERVICE INS	Annual Conference Registration	3163	01/28/2020	240.00
Total 100525220157:					240.00	
100525220159						
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014833382	01/23/2020	64.34
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014845390	01/24/2020	64.34
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014845391	01/24/2020	64.34
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014860559	01/27/2020	44.46
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014860565	01/27/2020	51.18
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014872588	01/28/2020	44.46
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014872589	01/28/2020	51.18
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014872590	01/28/2020	51.18
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014884667	01/29/2020	44.46
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014884671	01/29/2020	64.34
100-525220-159	FIRE - CLOTHING ALLOWA	GALLS, LLC	GALLS INC FIRE DEPT SUPPLIES	014884672	01/29/2020	51.18
Total 100525220159:					595.46	
100525220244						
100-525220-244	FIRE - REPAIR MAINT EQUI	MENARDS	Supplies-Fire Dept	11426	01/25/2020	8.19
100-525220-244	FIRE - REPAIR MAINT EQUI	RC ELECTRONIC, INC	Speaker	646016	01/31/2020	228.00
Total 100525220244:					236.19	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	11426	01/25/2020	6.99
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	11656	01/28/2020	99.36
100-525220-248	FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	11826	01/30/2020	115.36
100-525220-248	FIRE - REPAIR MAINT BLDG	SRS ROOFING & SHEET METAL	SRS ROOFING FIRE DEPT	1117871	01/28/2020	413.00

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-525220-248	FIRE - REPAIR MAINT BLDG	SQUARE ONE HEATING & COO	Relocate 1 lay-in return	10334	01/24/2020	400.00
Total 100525220248:					1,034.71	
100525220298						
100-525220-298	FIRE- CONTRACT SERVICE	JAMES IMAGING SYSTEMS, IN	Lexmark XS654de - Fire Dept	966671	01/27/2020	716.64
100-525220-298	FIRE- CONTRACT SERVICE	JAMES IMAGING SYSTEMS, IN	Lexmark XS654de - Fire Dept overage	966671	01/27/2020	108.89
100-525220-298	FIRE- CONTRACT SERVICE	ORGANIZATION DEVELOPMEN	ODC PSYCHOLOGICAL ASSESSMENT	12713	12/15/2019	675.00
100-525220-298	FIRE- CONTRACT SERVICE	ORGANIZATION DEVELOPMEN	ODC PSYCHOLOGICAL ASSESSMENT	12735	01/15/2020	675.00
Total 100525220298:					2,175.53	
100525220310						
100-525220-310	FIRE - OFFICE SUPPLIES	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR105742	01/29/2020	19.20
Total 100525220310:					19.20	
100525220389						
100-525220-389	FIRE - PROTECTIVE CLOTH	5 ALARM	5 Alarm Fire & Safety - Equipment	193896-1	01/29/2020	441.18
Total 100525220389:					441.18	
100525231298						
100-525231-298	BLDG INSP - CONTRACT	SAFEBUILT, LLC	Code Enforcement - Site Visits	0065787-IN	01/31/2020	440.00
Total 100525231298:					440.00	
100525231310						
100-525231-310	BLDG INSP - OPERATING S	Office Copying Equipment, LTD	Sharp MX-5070N (split)	AR105742	01/29/2020	10.00
Total 100525231310:					10.00	
100525231324						
100-525231-324	BLDG INSP - MEMBERSHIP	SWWBIA	2020 SWWBIA Membership Dues	2020 DUES	02/10/2020	40.00
Total 100525231324:					40.00	
100535321159						
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1532498	01/29/2020	35.26
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1534953	02/05/2020	35.26
Total 100535321159:					70.52	
100535321234						
100-535321-234	STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT SALT SHIPMENT	5402004220	01/13/2020	2,069.58
100-535321-234	STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT SALT SHIPMENT	5402006663	01/15/2020	8,484.13
100-535321-234	STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT SALT SHIPMENT	5402013617	01/23/2020	12,209.78
100-535321-234	STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT SALT SHIPMENT	5402016527	01/27/2020	10,565.42
100-535321-234	STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT SALT SHIPMENT	5402017547	01/28/2020	4,199.65
Total 100535321234:					37,528.56	
100535321240						
100-535321-240	STREETS - FUEL, OIL & LU	JERRY WILLKOMM INC.	JWO HP AW 32, Bulk	252927	01/15/2020	1,062.50
100-535321-240	STREETS - FUEL, OIL & LU	JERRY WILLKOMM INC.	Willkomm Inc - DPW 15W-40	252928	01/15/2020	1,753.95
100-535321-240	STREETS - FUEL, OIL & LU	JERRY WILLKOMM INC.	Willkomm Inc - DPW 5W-30	252929	01/15/2020	560.70
Total 100535321240:					3,377.15	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100535321242						
100-535321-242	STREETS - REP MAINT VE	LOIS TIRE SHOP,INC.	#518-Tires	451491	01/28/2020	799.12
100-535321-242	STREETS - REP MAINT VE	LOIS TIRE SHOP,INC.	#517-Tires	451664	01/30/2020	799.12
100-535321-242	STREETS - REP MAINT VE	LOIS TIRE SHOP,INC.	#520-Tires	451684	01/30/2020	799.12
100-535321-242	STREETS - REP MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6894152	01/07/2020	928.65
100-535321-242	STREETS - REP MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6901523	01/14/2020	1,324.15
100-535321-242	STREETS - REP MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6918091	01/30/2020	498.61
Total 100535321242:						5,148.77
100535321248						
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1534954	02/05/2020	14.15
100-535321-248	STREETS REP & MAINT BL	USABlueBook	O2 Sensor GasAlertMax	096952	12/19/2019	92.93
100-535321-248	STREETS REP & MAINT BL	RESPONDER SERVICES, LLC	Adult AED Electrodes (split)	20121	01/29/2020	20.30
Total 100535321248:						127.38
100535321298						
100-535321-298	STREETS - CONTRACT SER	TAPCO	Jefferson & Pine repairs	1659058	01/07/2020	300.00
100-535321-298	STREETS - CONTRACT SER	TAPCO	Milwaukee/Pine repairs	1659163	01/08/2020	983.00
100-535321-298	STREETS - CONTRACT SER	TAPCO	Main&State/Milw & Pine	1660207	01/20/2020	2,758.06
100-535321-298	STREETS - CONTRACT SER	TAPCO	Milwaukee&Kohls repairs	1660318	01/21/2020	287.50
100-535321-298	STREETS - CONTRACT SER	KAPUR & ASSOCIATES, INC.	CN Railroad Expansion 18.0019.01	97941	05/08/2019	1,273.92
100-535321-298	STREETS - CONTRACT SER	BUREAU OF CORRECTIONAL E	Signs	298176	01/30/2020	51.63
Total 100535321298:						5,654.11
100535321310						
100-535321-310	STREETS - OFF SUPP/POS	GOOSEBERRIES	gooseberries-DPW (split)	101801	01/07/2020	4.25
Total 100535321310:						4.25
100535321350						
100-535321-350	STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	DPW Supplies (split)	618455	01/24/2020	246.58
100-535321-350	STREETS - REP MAINT SUP	LANGE ENTERPRISES	LANGE ENTERPRISES- DPW	71482	01/08/2020	175.24
100-535321-350	STREETS - REP MAINT SUP	MENARDS	Paint Stencil Repair	10738	01/16/2020	127.87
100-535321-350	STREETS - REP MAINT SUP	MENARDS	Shop Supplies-DPW	10740	01/16/2020	21.64
100-535321-350	STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	175958	02/04/2020	8.98
100-535321-350	STREETS - REP MAINT SUP	WELDERS SUPPLY COMPANY	WELDERS SUPPLY- DPW	10120267	01/28/2020	6.81
100-535321-350	STREETS - REP MAINT SUP	FORCE AMERICA DISTRIBUTIN	Decal Sheet	001-1398737	12/06/2019	37.17
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-370523	01/03/2020	201.30
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-370943	01/13/2020	29.78
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371012	01/14/2020	59.88
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371057	01/15/2020	50.97
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371186	01/17/2020	147.05
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371194	01/17/2020	51.53
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	Wix Filters-DPW	1-371311	01/21/2020	75.00-
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371360	01/22/2020	110.44
Total 100535321350:						1,200.24
100535321351						
100-535321-351	STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	cold patch	220003	01/11/2020	190.00
100-535321-351	STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	cold patch	220018	01/31/2020	170.05
Total 100535321351:						360.05
100545411291						
100-545411-291	HEALTH OFFICER-CONTRA	CENTRAL RACINE COUNTY HE	Semi-Annual Billing Health Dept Operating	2020001	08/14/2019	40,388.50

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100545411291:					40,388.50	
100545430298						
100-545430-298 ANIMAL SHELTER	WISCONSIN HUMANE SOCIETY	ANIMAL SHELTER CONTRACT JAN.	1645	02/01/2020	427.50	
Total 100545430298:					427.50	
100555551159						
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1532498	01/29/2020	35.25	
100-555551-159 PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1534953	02/05/2020	35.25	
Total 100555551159:					70.50	
100555551242						
100-555551-242 PARKS - REPAIR MAINT VE	LOIS TIRE SHOP,INC.	#518-Tires	451491	01/28/2020	799.12	
100-555551-242 PARKS - REPAIR MAINT VE	LOIS TIRE SHOP,INC.	#517-Tires	451664	01/30/2020	799.12	
100-555551-242 PARKS - REPAIR MAINT VE	LOIS TIRE SHOP,INC.	#520-Tires	451684	01/30/2020	799.12	
100-555551-242 PARKS - REPAIR MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6894152	01/07/2020	928.64	
100-555551-242 PARKS - REPAIR MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6901523	01/14/2020	1,324.15	
100-555551-242 PARKS - REPAIR MAINT VE	WAUSAU EQUIPMENT COMPA	WAUSAU EQUIP DPW PARTS	6918091	01/30/2020	498.62	
Total 100555551242:					5,148.77	
100555551244						
100-555551-244 PARKS - REPAIR MAINT EQ	BUMPER TO BUMPER BURLING	Mower-Cleaner	1-370707	01/08/2020	9.99	
Total 100555551244:					9.99	
100555551248						
100-555551-248 PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1534954	02/05/2020	7.07	
100-555551-248 PARKS - REPAIR MAINT BL	USABlueBook	O2 Sensor GasAlertMax	096952	12/19/2019	92.92	
100-555551-248 PARKS - REPAIR MAINT BL	RESPONDER SERVICES, LLC	Adult AED Electrodes (split)	20121	01/29/2020	10.14	
Total 100555551248:					110.13	
100555551298						
100-555551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	PATS SANITARY RENTAL ECHO PARK	A-191639	01/25/2020	100.00	
100-555551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	PATS SANITARY RENTAL RIVERSIDE PARK	A-191689	01/25/2020	180.00	
100-555551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	CITY OF BURLINGTON DOG PARK	A-191737	01/25/2020	90.00	
Total 100555551298:					370.00	
100555551310						
100-555551-310 PARKS - OFFICE SUPP, PO	GOOSEBERRIES	gooseberries-DPW (split)	101801	01/07/2020	4.25	
Total 100555551310:					4.25	
100555551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	BURLINGTON LUMBER CO.	Picnic Tables	97883	01/10/2020	1,585.78	
100-555551-350 PARKS - REPAIR/MTCE SUP	BURLINGTON LUMBER CO.	Picnic Tables	97941	01/16/2020	13.70	
100-555551-350 PARKS - REPAIR/MTCE SUP	CHICO'S, LLC	WP Hyd Fluid	14194	01/24/2020	35.00	
100-555551-350 PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	DPW Supplies (split)	618455	01/24/2020	246.57	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Picnic Tables	10566	01/14/2020	45.94	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Picnic Tables	10643	01/15/2020	56.91	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Shop Supplies-DPW	10740	01/16/2020	21.64	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Picnic Tables	10761	01/16/2020	79.84	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Shop Supplies-DPW	11221	01/22/2020	31.78	
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Supplies-DPW	12166	02/04/2020	4.22	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100-555551-350	PARKS - REPAIR/MTCE SUP	REVERE ELECTRIC SUPPLY C	DPW-Bulbs	S4052117.001	01/23/2020	389.38
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Keys-Bushnell	174752	01/07/2020	5.98
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Picnic Tables	175176	01/16/2020	19.78
100-555551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Picnic Tables	175434	01/22/2020	9.50
100-555551-350	PARKS - REPAIR/MTCE SUP	WELDERS SUPPLY COMPANY	WELDERS SUPPLY- DPW	10120267	01/28/2020	6.80
100-555551-350	PARKS - REPAIR/MTCE SUP	FORCE AMERICA DISTRIBUTIN	Decal Sheet	001-1398737	12/06/2019	37.17
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-370523	01/03/2020	201.30
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-370943	01/13/2020	29.78
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371012	01/14/2020	59.88
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371057	01/15/2020	50.97
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371186	01/17/2020	147.04
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371194	01/17/2020	51.53
100-555551-350	PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	shop supplies	1-371360	01/22/2020	110.43
Total 100555551350:						3,240.92
100565641298						
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.02 Historic Preservation Com	0107638	01/27/2020	1,205.75
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.20 Kitelinger 316 W Grove St.	0107639	01/27/2020	773.00
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.21 416 E Jefferson St.	0107640	01/27/2020	556.75
100-565641-298	PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.23 109 E Chestnut St.	0107641	01/27/2020	367.00
Total 100565641298:						2,902.50
100575710297						
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	392284	01/24/2020	15,200.85
100-575710-297	GARBAGE- CONTRACT SVC	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/RECYCLE	393520	01/31/2020	221.00
Total 100575710297:						15,421.85
100575710298						
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	392284	01/24/2020	33,670.70
100-575710-298	GARBAGE - CONTRACT SV	JOHNS DISPOSAL SERVICE IN	CONTRACTED BILLING/GARBAGE	393520	01/31/2020	371.00
Total 100575710298:						34,041.70
100575710299						
100-575710-299	GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	Burlington Landfill 2019-2020 19.0183.01	101150	01/07/2020	11,197.30
100-575710-299	GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	Burlington Landfill 2019-2020 19.0183.01	99725	09/20/2019	2,018.50
Total 100575710299:						13,215.80
251555511242						
251-555511-242	REPAIR, MAINTENANCE EQ	GORDON FLESCH COMPANY, I	GORDON FLESCH LIBRARY MAINTENANCE	12812304	02/10/2020	703.87
Total 251555511242:						703.87
251555511247						
251-555511-247	REPAIR, MAINTENANCE BUI	DEMCO	Display Shelves	6753921	02/10/2020	2,177.37
251-555511-247	REPAIR, MAINTENANCE BUI	ELKHORN CHEMICAL & PACKA	Building Supplies	618226	02/10/2020	608.95
251-555511-247	REPAIR, MAINTENANCE BUI	MENARDS	Supplies-Library	11144	02/10/2020	18.68
251-555511-247	REPAIR, MAINTENANCE BUI	REINEMANS, INC.	General Building Supplies	175512	02/10/2020	5.60
251-555511-247	REPAIR, MAINTENANCE BUI	VORPAGEL SERVICE INC.	New Belt	45897	02/10/2020	72.07
Total 251555511247:						2,882.67
251555511327						
251-555511-327	MATERIALS	BAKER & TAYLOR	Library Materials	2035055895	02/10/2020	1,944.81
251-555511-327	MATERIALS	CENTER POINT LARGE PRINT	Large Print Material	1749666	02/10/2020	375.77

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
251-555511-327 MATERIALS	LOOKOUT BOOKS	Lookout Books Juvenile Materia	0298560	02/10/2020	22.95	
Total 251555511327:					2,343.53	
251555511345						
251-555511-345 PROGRAMS	MILWAUKEE COUNTY TREASU	Wehr Nature Center Outreach	12820WNC	02/10/2020	124.00	
Total 251555511345:					124.00	
458525220295						
458-525220-295 Medical Supplies	WELDERS SUPPLY COMPANY	Oxygen	10119127	01/20/2020	37.74	
458-525220-295 Medical Supplies	WELDERS SUPPLY COMPANY	Oxygen	10119847	01/24/2020	48.36	
458-525220-295 Medical Supplies	WELDERS SUPPLY COMPANY	Oxygen	10120268	01/28/2020	115.09	
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS Supplies	2128773	01/20/2020	56.04	
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS Supplies	2129009	01/20/2020	146.37	
Total 458525220295:					403.60	
458525220298						
458-525220-298 Contract Billing Services	IMAGETREND INC	Elite Field& Support	120575	01/27/2020	4,500.00	
Total 458525220298:					4,500.00	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1522701	01/01/2020	70.31	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1525159	01/08/2020	68.32	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1527633	01/15/2020	70.31	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1530081	01/22/2020	68.32	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1532500	01/29/2020	68.32	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1534956	02/05/2020	72.58	
Total 621575740159:					418.16	
621575740241						
621-575740-241 REPAIRS & MAINT IT	DIGICORP	SecureTide Spam Filter	331303	01/31/2020	15.38	
Total 621575740241:					15.38	
621575740242						
621-575740-242 REPAIR,MAINTENANCE VE	BUMPER TO BUMPER BURLING	Interior Door Handle WWTP	1-370537	01/03/2020	18.59	
Total 621575740242:					18.59	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1522701	01/01/2020	9.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1522702	01/01/2020	141.87	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1525159	01/08/2020	9.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1527633	01/15/2020	9.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1527634	01/15/2020	141.90	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1530081	01/22/2020	9.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1532500	01/29/2020	9.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1532501	01/29/2020	141.87	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1534956	02/05/2020	10.38	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MACQUEEN EQUIPMENT	Preventative Maintenance Agreement	G00114	01/10/2020	2,850.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	RUNDLE-SPENCE	Copper Elbow-WWTP	S2816629.001	01/08/2020	43.79	
621-575740-244 REPAIRS,MAINT EQUIPMEN	RUNDLE-SPENCE	Plumbing Supplies-WWTP	S2820741.001	01/24/2020	89.78	
621-575740-244 REPAIRS,MAINT EQUIPMEN	RUNDLE-SPENCE	Plumbing Supplies-WWTP	S2822426.001	01/31/2020	71.88	
621-575740-244 REPAIRS,MAINT EQUIPMEN	AUTUMN SUPPLY	Water Wand Squeeges-WWTP	12931	01/09/2020	136.48	
621-575740-244 REPAIRS,MAINT EQUIPMEN	MENARDS	Shop Supplies-WWTP	10726	01/16/2020	53.20	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621-575740-244	REPAIRS,MAINT EQUIPMEN	REVERE ELECTRIC SUPPLY C	Canopy Lights-Shop-WWTP	S4045912.001	01/08/2020	215.27
621-575740-244	REPAIRS,MAINT EQUIPMEN	REINEMANS, INC.	Supplies-WWTP	174587	01/03/2020	3.86
621-575740-244	REPAIRS,MAINT EQUIPMEN	REINEMANS, INC.	Generator-Old Site	174788	01/08/2020	23.38
621-575740-244	REPAIRS,MAINT EQUIPMEN	REINEMANS, INC.	Supplies-WWTP	175077	01/14/2020	19.38
621-575740-244	REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	Nitrogen	10119617	01/23/2020	48.48
621-575740-244	REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	Small Argon & Mixes/Carbon Dioxide	10121766	01/31/2020	23.70
621-575740-244	REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Oil/Oil Filter	1-371618	01/28/2020	82.92
621-575740-244	REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Powerated Belt	1-371690	01/30/2020	25.54
Total 621575740244:						4,173.08
621575740246						
621-575740-246	REPAIRS,MAINT OFF EQUIP	ENERGENECS, INC.	Hach Support	0039456-IN	01/10/2020	2,108.00
621-575740-246	REPAIRS,MAINT OFF EQUIP	JAMES IMAGING SYSTEMS, IN	service call	968034	02/03/2020	160.89
Total 621575740246:						2,268.89
621575740248						
621-575740-248	PLANT OPERATION	ENERGENECS, INC.	labor - Flow Meter Calibrations	0039520-IN	01/23/2020	362.50
621-575740-248	PLANT OPERATION	USABlueBook	USA BLUEBOOK WWTP Cust No. 85786	124191	01/23/2020	152.80
621-575740-248	PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Genset-Onan DFCC	F6-50216	12/09/2019	240.46
621-575740-248	PLANT OPERATION	CUMMINS SALES AND SERVIC	Inspection-Genset 300MD	F6-50219	12/09/2019	240.46
621-575740-248	PLANT OPERATION	TRIFECTA ACCESS CONTROLS	TRIFECTA, LLC, WWTP REPAIRS	4094	02/04/2020	225.00
621-575740-248	PLANT OPERATION	TELEDYNE INSTRUMENTS, INC	Tube Disch 50' Discharge Tubing	S020377199	01/24/2020	365.00
621-575740-248	PLANT OPERATION	UNISON SOLUTIONS, INC	Uni-CL2V 330Lbs	2020-7263	01/15/2020	3,542.50
Total 621575740248:						5,128.72
621575740249						
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1522702	01/01/2020	98.24
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1527633	01/15/2020	99.20
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1527634	01/15/2020	98.21
621-575740-249	LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1532501	01/29/2020	98.24
621-575740-249	LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	433562	01/10/2020	787.70
621-575740-249	LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	433825	01/17/2020	163.88
621-575740-249	LABORATORY	NCL OF WISCONSIN, INC	LAB SUPPLIES	434387	01/28/2020	623.59
Total 621575740249:						1,969.06
621575740252						
621-575740-252	MANHOLE REPAIR	WANASEK CORPORATION	Manhole Repair-357 Wainwright Ave.	10575	02/05/2020	2,975.62
Total 621575740252:						2,975.62
621575740253						
621-575740-253	PHOSPHATE REMOVAL	KEMIRA WATER SOLUTIONS	KEMIRA WWTP PIX-111 BULK	9017660141	01/10/2020	5,618.68
Total 621575740253:						5,618.68
621575740298						
621-575740-298	CONTRACT SERVICE	JOHNSON CONTROLS	Annual Billing Fire Alarm Monitoring	13881434	01/01/2020	590.86
621-575740-298	CONTRACT SERVICE	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	103518	01/31/2020	3,750.00
Total 621575740298:						4,340.86
621575740310						
621-575740-310	OFFICE SUPPLIES, POSTA	GOOSEBERRIES	gooseberries-DPW (split)	101801	01/07/2020	4.25

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 621575740310:					4.25	
621575740330						
621-575740-330	SEWER - INSRVC TRNG & T	WASTEWATER TRAINING SOLU	Basic General Wastewater-Amber Gerdman	020420WWTP	02/04/2020	370.00
621-575740-330	SEWER - INSRVC TRNG & T	WASTEWATER TRAINING SOLU	Collection System	111319WWTP	11/13/2019	495.00
Total 621575740330:					865.00	
621575740342						
621-575740-342	DISINFECTION ULTRA VIOL	MULCAHY/ShAW WATER, INC	MULCAHY/ShAW WWTP SUPPLIES	322357	01/31/2020	11,838.70
Total 621575740342:					11,838.70	
621575740353						
621-575740-353	REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	WWTP BIOXIDE	904300361	01/08/2020	445.64
621-575740-353	REPAIR & MAINT LIFT STAT	EVOQUA WATER TECHNOLOGI	SIEMENS WWTP BIOXIDE	904323131	01/29/2020	742.00
Total 621575740353:					1,187.64	
621575740359						
621-575740-359	SANITARY SEWER REPAIR,	DIGGERS HOTLINE, INC	DIGGERS HOTLINE 42701	200 2 42701 PP1	02/03/2020	403.20
Total 621575740359:					403.20	
621575740371						
621-575740-371	REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	1st Qtr Mercury Analysis	372398	01/24/2020	270.10
Total 621575740371:					270.10	
621575740374						
621-575740-374	SAFETY	RESPONDER SERVICES, LLC	Adult AED Electrodes (split)	20121	01/29/2020	46.91
Total 621575740374:					46.91	
622501070000						
622-501070-000	WORK IN PROGRESS	MENARDS	#7 Generator project	10078	01/07/2020	101.18
622-501070-000	WORK IN PROGRESS	MENARDS	Supplies-Water	10121	01/08/2020	19.46
622-501070-000	WORK IN PROGRESS	MENARDS	Supplies-Water	10144	01/08/2020	46.13
622-501070-000	WORK IN PROGRESS	REINEMANS, INC.	#7 Genset Project	174796	01/08/2020	28.88
622-501070-000	WORK IN PROGRESS	REINEMANS, INC.	#7 Genset Project	174797	01/08/2020	.71
622-501070-000	WORK IN PROGRESS	REINEMANS, INC.	#7 Genset Project	174802	01/08/2020	7.99
Total 622501070000:					112.09	
622501505000						
622-501505-000	HYDRANT INVENTORY-MAT	CORE & MAIN LP	Hydrant Inventory	L839859	01/30/2020	869.77
Total 622501505000:					869.77	
622503460000						
622-503460-000	METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0118043-IN	01/02/2020	44,448.00
622-503460-000	METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0118082-IN	01/03/2020	2,074.25
622-503460-000	METERS & LABOR	MIDWEST METER INC	Coupling-Meter	0118228-IN	01/09/2020	151.00
622-503460-000	METERS & LABOR	MIDWEST METER INC	Midwest Meter - Meters	0118705-IN	01/27/2020	2,030.03
Total 622503460000:					48,703.28	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622506230000						
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	300 CF Reconstituted Air	10118283	01/15/2020	53.53	
622-506230-000 SUPPLIES	WELDERS SUPPLY COMPANY	Cylinder Rental	10121765	01/31/2020	7.90	
Total 622506230000:					61.43	
622506250000						
622-506250-000 MAINTENANCE-SUPPLIES	MENARDS	Supplies-Water	9722	01/02/2020	3.57	
Total 622506250000:					3.57	
622506310000						
622-506310-000 CHEMICALS	HAWKINS, INC	Chlorine & LPC-4 & Tonkazorb	4650715	01/22/2020	4,101.66	
622-506310-000 CHEMICALS	COMPASS MINERALS AMERICA	COARSE SOLAR SALT - BULK	577130	01/17/2020	4,273.60	
Total 622506310000:					8,375.26	
622506410000						
622-506410-000 SUPPLIES	MENARDS	Supplies-Water	11822	01/30/2020	93.48	
Total 622506410000:					93.48	
622506510000						
622-506510-000 MAINS, WATER BREAKS-SU	WANASEK CORPORATION	Water Repair-Madison St.	10500	01/17/2020	4,483.14	
622-506510-000 MAINS, WATER BREAKS-SU	WANASEK CORPORATION	Watermain Repair -Market St.	10574	02/05/2020	8,839.28	
622-506510-000 MAINS, WATER BREAKS-SU	DIGGERS HOTLINE, INC	DIGGERS HOTLINE 42701	200 2 42701 PP1	02/03/2020	403.20	
622-506510-000 MAINS, WATER BREAKS-SU	AMERICAN POWER EQUIPMEN	Saw-Road Cutting	112316	01/23/2020	1,185.96	
Total 622506510000:					14,911.58	
622506520000						
622-506520-000 SERVICE-SUPPLIES	CORE & MAIN LP	Meter Horns	L602268	01/06/2020	814.59	
Total 622506520000:					814.59	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80047154	01/30/2020	194.00	
Total 622506530000:					194.00	
622506540000						
622-506540-000 HYDRANTS & SUPPLIES	WANASEK CORPORATION	Water Repair-Spring Valley/State	10563	01/31/2020	2,436.03	
622-506540-000 HYDRANTS & SUPPLIES	WANASEK CORPORATION	Water Repair-Bridge St.	10580	02/05/2020	1,373.13	
622-506540-000 HYDRANTS & SUPPLIES	CORE & MAIN LP	Core & Main - Hydrant Hit-Calumet	L816529	01/23/2020	1,168.47	
Total 622506540000:					4,977.63	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1522700	01/01/2020	37.87	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1525158	01/08/2020	37.87	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1527632	01/15/2020	39.62	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1530080	01/22/2020	37.87	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1532499	01/29/2020	37.87	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1534955	02/05/2020	42.07	
622-509030-000 OFFICE SUPPLIES	WI RURAL WATER ASSOCIATIO	System Membership Renewal 2020	S3894	02/01/2020	585.00	
Total 622509030000:					818.17	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
622509210000						
622-509210-000 OFFICE SUPPLY	GOOSEBERRIES	gooseberries-DPW (split)	101801	01/07/2020	4.25	
Total 622509210000:					4.25	
622509230000						
622-509230-000 OUTSIDE SERVICES	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES INSPECTIONS	201967	06/29/2019	114.00	
622-509230-000 OUTSIDE SERVICES	DIGICORP	SecureTide Spam Filter	331303	01/31/2020	15.37	
622-509230-000 OUTSIDE SERVICES	SITZBERGER & COMPANY, S.C.	Interim Billing (split)	103518	01/31/2020	3,750.00	
Total 622509230000:					3,879.37	
622509260000						
622-509260-000 EMPLOYEE REIMBURSEME	WASTEWATER TRAINING SOLU	Collection System-Glenn H&Brian L	020520WWTP	02/05/2020	330.00	
Total 622509260000:					330.00	
622509330000						
622-509330-000 TRANSPORTATION-SUPPLI	LOIS TIRE SHOP,INC.	2011 Ford F250 (82668)	451088	01/15/2020	342.54	
Total 622509330000:					342.54	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1534954	02/05/2020	14.15	
622-509350-000 GENERAL PLANT-SUPPLIE	RESPONDER SERVICES, LLC	Adult AED Electrodes (split)	20121	01/29/2020	20.30	
Total 622509350000:					34.45	
623575740242						
623-575740-242 REPAIR,MAINTENANCE EQ	BURLINGTON DEVELOPMENT	Rprs-Tractor/Ground Reel/Jet A Cabinet	2020FEBRUARY	02/01/2020	52.50	
Total 623575740242:					52.50	
623575740244						
623-575740-244 SNOW REMOVAL	WANASEK CORPORATION	Snow Removal-Airport	10549	01/31/2020	4,118.56	
623-575740-244 SNOW REMOVAL	BURLINGTON DEVELOPMENT	Snowplowing	2020FEBRUARY	02/01/2020	37.50	
Total 623575740244:					4,156.06	
623575740245						
623-575740-245 REPAIR,MAINTENANCE GR	BURLINGTON DEVELOPMENT	Mowing around hangers	2020FEBRUARY	02/01/2020	37.50	
Total 623575740245:					37.50	
623575740246						
623-575740-246 REPAIR MAINT.RUNWAY,TA	BURLINGTON DEVELOPMENT	Patch Potholes-Taxiways	2020FEBRUARY	02/01/2020	37.50	
Total 623575740246:					37.50	
623575740298						
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER FEB BILLING	2020FEB	02/01/2020	298.70	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Time Warner Cable	2020FEBRUARY	02/01/2020	366.84	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pat's Sanitary Service	2020FEBRUARY	02/01/2020	35.97	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Cleaning Services	2020FEBRUARY	02/01/2020	144.44	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Pest Control	2020FEBRUARY	02/01/2020	55.00	
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	Bi-Weekly Fuel Inspections	2020FEBRUARY	02/01/2020	15.00	
Total 623575740298:					915.95	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
623575740310						
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	AlSCO-Entryway Mats	2020FEBRUARY	02/01/2020	34.89	
Total 623575740310:					34.89	
Grand Totals:					340,254.71	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: February 19, 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. Baldowsky, Laren (new)
2. Erickson, Jess (renewal)
3. Kelley, Lauren (new)
4. Norman, Cheyenne (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 February 19, 2020 Common Council meeting.



DATE: February 19, 2020

SUBJECT: SPECIAL EVENTS - To approve the Special Event Permit Application as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

A Special Event Permit is required for any planned extraordinary occurrence on the public right-of-way or public premises, including but not limited to parades, processions, bicycle or foot races, and festivals. Prior to Council approval, applications must be approved by the Police Department, Fire Department, Department of Public Works, Building Inspection, and Health Department if food is being served.

The following application(s) have been submitted for approval of a Special Event Permit:

Organization: Music Matters

Event: Winter Wine Trail 2020

Date: February 29, 2020

Location: Wehmhoff Square Park and throughout the downtown area

Time: Noon - 5 p.m.

Expected Attendance: 300

Notes: Participating businesses include: 2 Fancie Gals, Cultivated, Raw Salon, Jewelry Center, Thrivent Financial, Itzin's, Coffee House, Chic n Unique, Balanced You Natural Emporium, White Picket Fence, Taylored Image, Rustic Barrel, Zumpano's, Forever Beading, and Cafe' B.

BUDGET/FISCAL IMPACT:

There is no fee to apply for a Special Event Permit, however, the applicant shall pay a fee based on a rate as set by the Common Council per man-hour for City services as determined in the application review and approval process. These costs will be assessed on an individual basis and billed directly to the applicant by the corresponding department.

RECOMMENDATION:

Staff recommends that Council approve the Special Event applications as submitted.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the February 19, 2020 Common Council meeting.

Attachments

Winter Wine Trail 2020 Application

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

Date of Application: 2-1-2020

Permit Number: _____

(Submitted to dept heads 2-6-2020)
SUMMARY OF EVENT

Event Title: Winter Wine Trail 2020 Date of Event: 2/29/20

Event Location: Check In - Wehmhoff Square Park # 15 Pouring Locations

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: Wine trail

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance must be attached before permit can be issued.

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Winter Wine Trail will include (up to 300) participants sampling wine at 15 locations throughout downtown Burlington from 1-5pm on Sat. Feb. 29th 2020. Check in for the event will be at Wehmhoff Square Park from 12-1pm.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Max. 300

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: Aubrey McEaughy

Group Represented: Music Matters # 2 Fancie Gals

Address: 225 E. Jefferson Street Burlington WI 53105

Phone: (262) 758-6210 Email: fancie243@gmail.com

Person In Charge of Event: Aubrey McEaughy

On-Site Contact: Aubrey McEaughy On-Site Phone: (847) 682-1084

Billing Address: 225 E. Jefferson St. Burlington WI 53105

DETAILED EVENT INFORMATION

Event Set Up Date: 2/29/20 Time: 11am

Start Time For Event: 12 a.m./p.m. End Time For Event: 5 a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: Aubrey McGaughey
 *An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.

Are Park Reservations Necessary? Yes No
 *Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.

Barricades Needed*? Yes No Amount Needed & Locations: _____
 *This may result in a fee

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

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: _____
 *This may result in a fee

Trash Receptacles Needed*? Yes No Amount Needed & Locations 2 BY GAZEBO
 *This may result in a fee

Person(s) Responsible for Clean Up After the Event: Aubrey McGaughey

Picnic Tables Needed*? Yes No Amount Needed & Locations _____
 *This may result in a fee

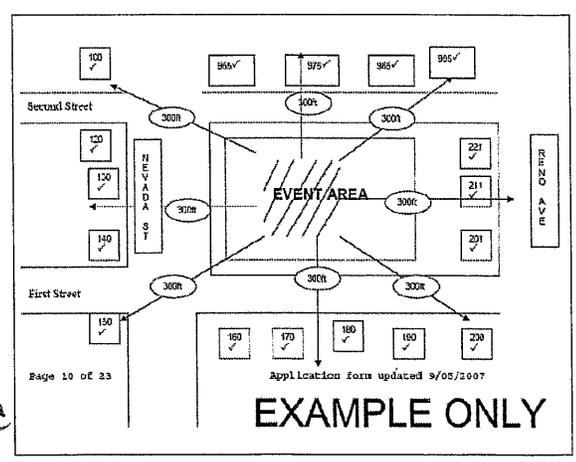
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No
 *Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking

Location List on backside



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.


Signature of Applicant

1/23/20
Date of Signature

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.


Signature of Applicant

1/23/20
Date of Signature

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO

Police Hours Required: _____

Estimated Fee for Police Service: _____

Reviewed By: *M. Anderson*

Date: *2-7-2020*

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for DPW Service: _____

Reviewed By: *P. Papp*

Date: *2-6-2020*

Comments and/or Stipulations for Event:
Requested work order be submitted to be sure park is clean & extra trash cans are set out.

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for BFD Service: _____

Reviewed By: *A. Baber*

Date: *2-6-2020*

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for Bldg. Insp. Service: _____

Reviewed By: *S. Murray*

Date: *2-6-2020*

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO

Hours Required: _____

Estimated Fee for Health Service: _____

Reviewed By: _____

Date: _____

Comments and/or Stipulations for Event:

City Council Meeting Date: *2-19-2020*

City Council Approval Date: _____

Permit Number: _____

Notes: _____



DATE: February 19, 2020

SUBJECT: RESOLUTION 4992(45) - To approve the Annual Contract between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2020 Economic Development Initiatives in the amount of \$47,800.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The Racine County Economic Development Corporation (RCEDC) has been an important asset in the City's economic development. In particular, RCEDC works closely with staff and businesses wishing to locate to and/or expand in Burlington. Such initiatives have included both federal and state funding. Further, RCEDC has been an essential resource during the 2016 Downtown Strategic Plan sessions, future developments, monitoring of the Revolving Loan Funds and continues to foster and facilitate economic initiatives to our Strategic Plan.

The cost of this assistance to Burlington is divided into two components. First, for economic and community development assistance, the cost is \$43,672, an increase of \$1,272 (\$42,400) from 2019, which is the first increase since 2016. Second, the annual cost of administration of Burlington's CDBG RLF is \$4,128, which is a decrease of \$1,110.82 (\$5,238.82) from 2019. This amount is based on 20 percent of the loan payments (see Attachment A) and is an expense charged to the Burlington CDBG RLF loan fund (originally sourced with Wisconsin CDBG program). This cost may change should additional loans be made or should other loans be paid in full. The RCEDC will notify Burlington of any changes. The cost of administering the Burlington RLF is currently covered through monthly servicing fees charged directly to the RLF loan recipients. Administrative costs will continue to be charged directly to the customer; however, RCEDC proposes that these costs be covered through interest payments made by the borrowers.

Payments will be made during the first week of each quarter, upon the receipt of an invoice from the RCEDC. The cost of developing any additional materials and significant printing and mailing of items necessary to implement these services are outside the scope of the Agreement and will be negotiated on an as necessary basis.

BUDGET/FISCAL IMPACT:

Costs associated with this contract are within the 2020 annual budget.

RECOMMENDATION:

Staff recommends approval of this annual renewal to retain valuable services and resources with RCEDC.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 4, 2020 Committee of the Whole meeting and scheduled for final consideration at the February 19, 2020 Common Council meeting.

Attachments

Res 4992(45) 2020 RCEDC Agreement
2020 RCEDC Contract

**A RESOLUTION APPROVING A LETTER OF AGREEMENT BETWEEN
THE CITY OF BURLINGTON AND THE RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION (RCEDC) FOR 2020**

WHEREAS, the *Racine County Economic Development Corporation* provides economic development, community development, and related technical assistance to the City of Burlington; and,

WHEREAS, the *Racine County Economic Development Corporation* also coordinates this assistance on a day-to-day basis with the City Administration, as well as coordinating the discussion of policy-related issues with the City Administration, the Mayor and City Council; and,

WHEREAS, the City of Burlington believes that it is in the City's best interest to contract with the *Racine County Economic Development Corporation* for organizational development assistance, business retention assistance, business attraction activities, community development assistance, and business financing assistance; and,

WHEREAS, the *Racine County Economic Development Corporation* has been a qualified provider of such economic development related services for the City of Burlington in the past; and,

WHEREAS, the cost of this assistance shall cost \$47,800.00 with payments being made during the first week of each quarter, upon the receipt of an invoice from the RCEDC.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall enter into an agreement with the *Racine County Economic Development Corporation* for a period of one year, beginning January 1, 2020, as stated in the attached agreement (Exhibit "A"), dated January 24, 2020.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: February 4, 2020

Adopted: February 19, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

January 24, 2020

Jeannie Hefty, Mayor
City of Burlington
300 North Pine St.
Burlington, WI 53105

Dear Mayor Hefty:

This letter is intended to serve as a letter agreement between the City of Burlington, hereinafter referred to as "Burlington" and the Racine County Economic Development Corporation (RCEDC). In accordance with this agreement, the RCEDC agrees to continue to provide economic and community development technical assistance to Burlington. Such assistance will be coordinated on a day-to-day basis with the Administration and, with regard to policy-related issues coordinated with City Administration, the Mayor and City Council.

As in years past, this letter agreement combines the economic development services contract with the administration of Burlington's Revolving Loan Fund (RLF).

PURPOSE

The purpose of the agreement is to further the overall goals of community and economic development by facilitating job growth and investment, resulting in new tax base for Burlington, through interagency cooperation and services provided by the RCEDC. In particular, this Agreement will result in the provision of technical assistance relative to Burlington's initiative to conduct various development and redevelopment projects in the central business district and its environs.

AGREEMENT

The RCEDC agrees to provide direct economic and community development assistance to Burlington in accordance with the objectives promulgated by the Mayor, City Council and City Administrator. The RCEDC has assigned Jenny Trick, Executive Director and Jordan Brown, Business Recruitment Specialists as the economic development staff persons to Burlington who will act as the City's economic development advocate, in partnership with other RCEDC staff, and will expend best efforts to promote business recruitment, business retention and expansion, community development and business finance resources to support Burlington and its companies.

Throughout the balance of the agreement, it should be noted that there are four primary categories of assistance that are provided by RCEDC as well as two unique sections specific to Burlington. The first is Special Projects and the second is the administration of Burlington lending programs.

All of these activities are captured in the RCEDC work plan as shown in the attached Snapshot document.

I. RCEDC Direct Role – Business Growth

- A. Throughout 2020, RCEDC will assist business expansion projects with financial and technical resources that when successfully implemented result in the creation and retention of jobs and increased tax base in Racine County. This will be accomplished by completing the following:
1. RCEDC will provide direct assistance to 57 companies with loans, grants, and/or incentives that result in the creation and/or retention of 280 jobs that pay an average of \$20/hour or greater;
 2. RCEDC will provide technical and financial assistance to projects that result in private investment and new construction to facilitate \$95 million in new investment of which \$44 million will be new construction;
 3. RCEDC will provide financial assistance to projects that result in a total of \$13 million in new RCEDC loans;
 4. RCEDC will generate 245 new prospects with the goal of converting 10% of the prospects into projects;
 5. RCEDC will complete 465 outreach calls and visits to businesses and intermediary parties (lenders, real estate professionals, etc.);
 6. RCEDC will launch or fund two new programs; and
 7. RCEDC will provide technical and financial assistance to economically disadvantaged projects with a goal to assist 35% of the total number of projects.
- B. In addition to the above, RCEDC will assist City businesses via direct contact or referrals from the Mayor and Director of City Planning and report findings to the Mayor. When meeting with local companies, RCEDC staff will provide information on existing State, federal and local economic development resources that may assist the needs of local businesses. These programs include low-interest loans, tax credit programs, grants and workforce development assistance.
- C. Provide assistance through the development of customized proposals to businesses interested in establishing a location within the City per direct contact or referral from the Mayor or City Leadership. This activity includes providing copies of such proposals, when requested, to the Mayor and City Administrator, as well as a status report on such businesses as part of this agreement's semi-annual reports, coordinating regular meetings with the Mayor and City Administrator, and maintaining a periodic business follow-up procedure.
- D. Provide written and verbal semi-annual reports to the Mayor, City Council and City Administrator. This activity will include a summary of the activities conducted during the reporting period.

II. RCEDC Direct Role - Talent Recruitment

At no other time has there been a greater concern about the talent shortfall than now. With historically low unemployment rates, combined with businesses expanding, new companies establishing locations in Racine County, and large construction projects underway and planned, this subject required RCEDC to dedicate financial and personnel resources to meet local employers' needs.

- A. RCEDC, in partnership with Racine County and Real Racine will continue to implement the Greater Racine County talent recruitment initiative, including the management of the www.GreaterRacineCounty.com website which serves as a portal for new Racine County residents and employees and includes information on communities, employment opportunities, videos, and a robust marketing strategy to attract talent to Racine County. The measurable outcomes will include the following:
- Number of companies posting job opportunities on the job board – increase from 67 (1/1/2020) to 130;
 - Percentage growth of engagement from digital marketing campaign – increase by 20%;
 - Implement a series of talent engagement events that include community tours, employer networking and direct hiring activities that result in 50 direct contacts with talent, placement and community acclimation to 15.

III. RCEDC Leadership and Relations

- A. Throughout 2020, RCEDC leadership will manage the financial resources of the organization with a goal to maintain private investment and investors, diversify its leadership and utilize excess revenues in a manner consistent with its mission. The measurable outcome will include the following:
- Launch two new programs to support business growth;
 - Host and/or sponsor 12 events to support business growth;
 - Coordinate and host technical training series on real estate and development focused topics for municipal leadership;
 - Work toward increasing revenues or reducing expenses to result in excess revenues of \$50,000 that can be used for operations and new programs;
 - Secure \$170,000 in private investment to used for operations and new programs;
 - Secure diverse RCEDC leadership (Loan Committees, Leadership Council and Board of Directors) with three new leaders that are women or ethnic minorities.

IV. RCEDC - Business Finance, Burlington Specific Activity

- A. The RCEDC has been designated as the Burlington Revolving Loan Fund (RLF) program administrator since August 19, 1992. The services being provided by the RCEDC relate to two separate RLFs: 1) The State regulated Community Development Block Grant (CDBG)-RLF; and 2) the Burlington RLF (formerly the TID-RLF).

The Burlington CDBG RLF is undergoing a State mandated "RLF Close Program" whereby a re-use of funds will be sought within the next year and the current RLF program will be discontinued. The new

Burlington RLF (the former TID RLF) Policy Manual will be updated as part of the 2020 Agreement. General services for both RLF's continue to include the following:

1. Review and, if necessary, revision of the RLF program as needed.
2. Preparation and implementation of the marketing materials to promote the programs.
3. Meetings with potential applicants to inform them of the parameters of the RLF programs.
4. Screening of applications relative to their eligibility for the RLF programs.
5. Working with eligible businesses in the preparation of applications to the RLF programs and the review of these application materials for any deficiencies.
6. Recommendations to City Council relative to loans that qualify for the RLF program.
7. Coordination of all loan closings.
8. Annually risk rating all loans in the portfolio to evaluate the level of risk for the loans.
9. Meeting with loan recipients during the term of their loans to identify how the business is performing and refer to other resources available to support or help grow their business.
10. Major servicing actions will be considered by the RCEDC and City of Burlington staff and a recommendation forwarded to the City Council for formal consideration. Minor servicing actions will be considered by the RCEDC staff, together with the Mayor or City Administrator or other designated City staff. These actions would include:
 - a. Actions that do not significantly affect the interest of the City of Burlington in an adverse manner;
 - b. Subordination to a new senior lien holder (usually a bank) provided it has minimal impact to collateral coverage (typically less than 20%);
 - c. Other servicing actions that can be defined as minor.
11. Collection of monthly payments and monitoring of the projects for compliance against approved Policy Manuals. In performing the work for this contract, the RCEDC agrees to adhere to the following:
 - a. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, 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.
 - b. Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, sex, age or 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.
 - c. Coordinate the City's RLF program with other State and federal business loan programs in order to ensure the lowest cost business financing for the customer.

V. RCEDC Special Projects, Burlington Specific Activities

In addition to the above activities, RCEDC will work in partnership with the City on the special projects detailed below:

- A. Assist in the completion of the new Tax Increment District to support the expansion of the Burlington Manufacturing and Office Park, residential development and supportive commercial development.

- B. In cooperation with the City and if applicable private land owners, develop a marketing campaign to recruit new development to the above new Tax Increment District.
- C. Assist the City in developing an application for the CDBG Close program to utilize its CDBG RLF resources that meet the strategic objective of the City for 2021.
- D. Assist the City in the implementation activities associated with branding and wayfinding activities.

TIME PERIOD FOR THIS AGREEMENT AND COMPENSATION

The above-referenced assistance will be provided by the RCEDC staff during the time period beginning January 1, 2020 to December 31, 2020.

The cost of this assistance to Burlington is divided into two components. First, for economic and community development assistance, the cost is \$43,672. Second, the annual cost of administration of Burlington's CDBG RLF is \$4,128.00, based on 20 percent of the loan payments (see Attachment A) and is an expense charged to the Burlington CDBG RLF loan fund (originally sourced with Wisconsin CDBG program). This cost may change should loans be paid in full. The RCEDC will notify Burlington of any changes. The cost of administering the Burlington RLF is currently covered through monthly servicing fees charged directly to the RLF loan recipients. Administrative costs will continue to be charged directly to the customer; however, RCEDC proposes that these costs be covered through interest payments made by the borrowers.

Payments will be made during the first week of each quarter, upon the receipt of an invoice from the RCEDC. The cost of developing any additional materials and significant printing and mailing of items necessary to implement these services are outside the scope of the Agreement and will be negotiated on an as necessary basis.

INDEPENDENT CONTRACTOR

RCEDC shall be an independent contractor of Burlington. Neither RCEDC nor any of its officers, employees, or agents shall be considered to be an employee of Burlington as a result of the obligations undertaken pursuant to this agreement. RCEDC's officers, employees and agents shall make no commitments or representations to third parties without prior approval of Burlington. In addition, RCEDC hereby holds harmless Burlington and its departments, officers, employees and agents from and against all claims, demands and liability for damages to third persons of any type whatever arising solely out of the actions of RCEDC under this agreement.

LIABILITY INSURANCE

The RCEDC is to carry liability insurance and list Burlington as an additional insured on the policy.

TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice in the event of default by the other party of any material provision hereof which remains unremedied for thirty (30) days following written notice of such default.

NOTICES

Notices under this agreement shall be mailed by registered mail to the Mayor and City Administrator, 300 N. Pine Street, Burlington, WI 53108, for the City, and to Jenny Trick, Executive Director, 2320 Renaissance Blvd., Sturtevant, WI 53177, for RCEDC, or shall be personally served on either said person or the person in charge of either respective office.

ASSIGNMENT

RCEDC agrees that it will not assign this agreement or any portion thereof, or any of its responsibilities hereunder, to any other party without first obtaining the written permission of the City.

If the terms and conditions of this proposal are satisfactory, please sign the two original documents where indicated and return to the RCEDC for RCEDC final signature.

Sincerely,



Jenny Trick, Executive Director

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the _____ day of _____, 2020.

CITY OF BURLINGTON

By: _____
Jeannie Hefty, Mayor

Witness: _____
Diahn Halbach, City Clerk

**RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION**

By 
Jenny Trick, Executive Director

Attachment A

Burlington CDBG Revolving Loan Fund 2020

	<u>Monthly</u>	<u>Annually</u>
<u>Burlington Hotel Group</u>	<u>\$1,720.00 x 12 months</u>	<u>\$ 20,640.00</u>
Total		\$ 20,640.00

\$20,640 x 20% = **\$4,128** Annually

Administrative Fees will be invoiced quarterly based upon actual loan payments received.

Burlington Revolving Loan Fund (formerly TID RLF) 2020

The loans listed below pay a 0.5% servicing fee directly to RCEDC each month with their monthly payments, thus, Administrative fees of 20% of loan payments are not taken.

- Fox Crossing Burlington, LLC
- Fox Crossing Phase II
- Musicology, LLC
- Hampton Hometown
- WIN Properties

R:Contracts/Burlington/2020



DATE: February 19, 2020

SUBJECT: RESOLUTION 4993(46) - To approve a Revolving Loan Fund Grant in the amount of \$15,000 and Loan in the amount of \$71,775 to the Jean Dibble Portrait Studio, LLC for a total not-to-exceed amount of \$86,775.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Staff is seeking approval of a Resolution allowing for a Revolving Loan Fund (RLF) grant request in the amount of \$15,000 and RLF loan request in the amount of \$71,775 to The Jean Dibble Portrait Studio, LLC to assist with the purchase and renovations of the property located at 524 Milwaukee Avenue / 581 N. Pine Street, which is one building.

This grant would allow a new business to be recruited to the downtown district, fill a currently empty storefront, assist with necessary repairs, and create 1.5 new jobs.

This evening, Carolyn Engel of the Racine County Economic Development Corporation (RCEDC), will outline the applicant's project who is seeking the grant and loan dollars.

BUDGET/FISCAL IMPACT:

The grant requested is \$15,000 and the loan requested is \$71,775. If approved the funding would be paid from the City of Burlington's Revolving Loan Fund.

RECOMMENDATION:

Staff recommends approval of the grant in the amount of \$15,000 and loan in the amount of \$71,775.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 4, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the February 19, 2020 Common Council meeting.

Attachments

- Res 4993(46) Jean Dibble Portrait Studio
- RCEDC Letter of Recommendation

**A RESOLUTION APPROVING A REVOLVING LOAN FUND LOAN AND GRANT TO
THE JEAN DIBBLE PORTRAIT STUDIO, LLC (THE STUDIO)
IN THE NOT-TO-EXCEED AMOUNT OF \$86,775.**

WHEREAS, the City of Burlington operates a Revolving Loan Fund Program for the purposes of economic development and,

WHEREAS, the *Racine County Economic Development Corporation* provides economic development, community development, and related technical assistance to the City of Burlington monitoring such Revolving Loan Fund; and,

WHEREAS, The Jean Dibble Portrait Studio, LLC (The Studio) is seeking a grant in the not to exceed amount of \$15,000 and a loan in the not to exceed amount of \$71,775 to with assist with the purchase and renovations to the property at 524 Milwaukee Avenue / 581 N. Pine Street (one building); and,

WHEREAS, the Racine County Economic Development Corporation Loan Committee has reviewed and recommended this grant, taking into consideration the information noted in the attached memorandum, and under the terms and conditions of in the RLF Policy Manual.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, does hereby approve a Revolving Loan Grant in the not-to-exceed amount of \$86,775 to The Jean Dibble Portrait Studio, LLC

Introduced: February 4, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

TO: BURLINGTON CITY COUNCIL

FROM: KARMIN GARSTECKI, LOAN OFFICER

RE: JEAN DIBBLE PORTRAIT STUDIO, LLC

DATE: JANUARY 24, 2020

Introduction

The purpose of this memorandum is to provide information and a recommendation on a grant and loan application on behalf of Jean Dibble Portrait Studio (the Studio). The loan and grant would assist with the purchase of 524 Milwaukee Ave/581 N. Pine Street (one building) and assist with furnace repairs for the Studio to establish its business at that location. The total being requested is \$86,775, which includes \$15,000 in the form of a grant and \$71,775 in the form of a loan.

The Racine County Economic Development Corporation (RCEDC) Staff and Loan Advisory Committee have reviewed the financing structure and the project, including the background of the management, the projected financial statements of the business, the collateral to be offered to secure the new debt and the cash flow coverage with the proposed debt. Upon this review, the RCEDC Staff and Loan Advisory Committee are making a recommendation for approval of the RLF financing request.

Background

In February 2019, the City of Burlington approved a new business loan and grant program referred to as the City of Burlington Revolving Loan Fund (RLF). These dollars were made available through the restructuring of a loan program previously limited to one of the City’s tax increment districts (TID). With the closure of the TID, the opportunity arose for the parameters of the program to be changed and funds to be made available to all City of Burlington businesses doing projects which meet the eligibility criteria of the program and fit within the City’s Strategic Plan.

Of the dollars available in the RLF program, it was agreed to make thirty percent (30%) available for grants to both for-profit and non-profit businesses with the specific amount to be identified annually. For 2019, total grant funds made available were \$98,000 with \$43,319.50 not yet committed and remaining available to grant. The balance of funds remaining in the RLF program would be provided in the form of loans. Attached as Exhibit A is a summary of the RLF funds remaining.

Eligible applicants must meet one of the program objectives identified below.

Program Objectives:

1. To encourage the creation and retention of permanent jobs particularly those that pay above median income.
2. To encourage the leveraging of new private investment in the City of Burlington in the form of private fixed asset investment, particularly in land, buildings, furniture and fixtures and equipment.
3. To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
4. To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.

5. To implement the City of Burlington's Riverwalk/Redevelopment Plan goals and objectives.
6. To encourage thriving retail areas by providing incentives to businesses to enhance or fill empty storefronts and vacant buildings.

The project meets the goals for 1,2,3,5 and 6. The project will also create 1.5 jobs.

Project Description for Grant and Loan Application

- Jean Dibble Portrait Studio LLC is 100% woman owned by Jean Dibble. The Studio offers painted or drawn portraits by commission. Artworks will be offered for sale from the owner's collection and will be on display at the studio storefront. The Studio plans to be engaged in the community by hosting occasional open houses and participating in the "Wine Walk" that occurs four times a year in the community.
- The location is a four-unit building with two residential units on the second floor and two commercial store fronts on the first floor. Ms. Dibble will occupy one of the residential units personally and her studio will be located in the store front below. The second store front is currently occupied by a hair salon and one of the residential units on the second floor is also occupied, both long time tenants.
- This project includes private investment through bank financing and borrower's cash equity.

Summary and Recommendation

Upon review and analysis of the full application, RCEDC staff and Loan Advisory Committee recommend approval of this loan and grant request. As a result of this project, not only would a new business be recruited to downtown Burlington filling a currently empty storefront, but the new business will result in 1.5 new jobs, the owner plus one part-time staff person. The project aligns well with the City of Burlington's Strategic Plan.

Exhibit A

Burlington Revolving Loan Fund Portfolio - As of December 31, 2019

Loans	Loan Balance As of 11.30.2019	Monthly Amount Returned for Lending	Balloon/ Maturity
Developer Loan	\$ 136,847.06	\$ 468.52	12/1/2031 B
Developer Loan	\$ 25,000.00	\$ 41.67	2/1/2037 B
Hospitality Business	\$ 809,636.24	\$ 6,407.68	10/1/2021 B
Manufacturing Business	\$ 200,000.00	\$ -	2/1/2023 F
Retail/Service Business	\$ 29,912.24	\$ 1,219.30	1/1/2022 M
Developer Loan	\$ 129,609.42	\$ 691.78	3/1/2023
6 Active Loans	\$ 1,331,004.96	\$ 8,828.95	

B= Balloon
M=Matures
F=Forgiven

Amount for Relending:

Principal Balances	\$ 1,331,004.96
Less: Forgiven Loan	\$ 200,000.00
Note Receivable	\$ 1,131,004.96
Cash As Of 12.31.2019	\$ 442,155.72
Less 2019 Grant Allocation	\$ (98,000.00)

Cash After Grant Allocation	\$ 344,155.72
The Runaway Micropub	\$ (50,000.00) (a)
Cash Remaining	\$ 294,155.72

Total RLF Cash and Notes Receivable:	\$ 1,425,160.68
---	------------------------

2019 Grant Summary

2019 Grant Allocation	\$ 98,000.00
Approved 2019 Grants	-\$54,680.50 (a)
Remaining Grant Funds	\$43,319.50

2019 Grants Approved:

Fox River Plaza	\$ 14,680.50
PAC	\$ 10,000.00
Miller Motor	\$ 15,000.00
The Runaway	\$ 15,000.00
Total Grants	\$ 54,680.50

(a) Assumes Runaway is approved for \$15k



DATE: February 19, 2020

SUBJECT: **RESOLUTION 4994(47)** - To approve changes to the City of Burlington Revolving Loan Fund (RLF) Manual.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Attached is a memo to City Council from Racine County Economic Development Corp. (RCEDC) regarding proposed changes to the RLF Policy Manual. The memo highlights the key changes made to terms and conditions. The most noteworthy change is to reduce the amount of the current grant from \$15,000 to \$10,000 for projects that have a significant impact on the community. The second change is to remove the "not for profit" qualification; therefore, non-profits will not be eligible for grants. This is similar to other RCEDC RLF policies.

These proposed changes are being recommended to encapsulate city-wide projects versus an isolated area in which a TID is no longer active. Grants would only be made at the discretion of City Staff and City Council.

*****Update:**

Per discussion from the February 4, 2020 Committee of the Whole meeting, changes since the last version include: 1) removal of Non-Profits as ineligible for RLF assistance, and 2) Addition of requirement for grants being a minimum of one job to be created.

An updated Memo and redlined version of the Manual is attached.

BUDGET/FISCAL IMPACT:

All Grants/Loans would be paid from the RLF.

RECOMMENDATION:

Staff recommends approving the changes to the RLF Manual.

TIMING/IMPLEMENTATION:

This item was discussed at the February 4, 2020 Committee of the Whole meeting and is scheduled for final consideration at the February 19, 2020 Common Council meeting.

Attachments

- Res 4994(47) Amended RLF Manual
- Updated Memo
- Updated RLF Manual_red lined

**RESOLUTION AMENDING THE CITY OF BURLINGTON REVOLVING LOAN FUND
POLICY AND PROCEDURES MANUAL**

WHEREAS, the Racine County Economic Development Corporation (RCEDC) provides economic development assistance to the City of Burlington; and

WHEREAS, the City of Burlington Revolving Loan Fund (RLF) encourages economic development and the creation and retention of employment in the City of Burlington; and

WHEREAS, RCEDC desires to amend the rules and regulations of the program's guidelines through the City of Burlington's *Community Development Block Grant - Revolving Loan Program - Policies and Procedures Manual*.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Burlington that an amendment to the *Community Development Block Grant - Revolving Loan Program Policies and Procedures Manual* as prepared by RCEDC for the City of Burlington is hereby approved.

Introduced: February 4, 2020

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

TO: CITY OF BURLINGTON

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER

RE: UPDATE BURLINGTON RLF POLICY MANUAL

DATE: FEBRUARY 13, 2020

Introduction

In 2019, the City Tax Incremental District Revolving Loan Fund (RLF) was restructured to support businesses throughout the City of Burlington by providing them access to loans and grants. The purpose of this memorandum is the following:

- 1) Provide a 2019 year-end report on the performance of the City of Burlington’s RLF;
- 2) Recommend updates to the Policies and Procedures Manual for the RLF; and
- 3) Recommend \$50,000 be set aside from the RLF for grants in 2020, adding to the amount unused in 2019.

2019 Year End Report on Burlington RLF

The RLF portfolio includes the active loans listed below. All these loans were approved from the TID-RLF program. This does not include loans or grants approved in 2019 or 2020 that have not yet closed:

Active Loans	Loan Balance As of 12.31.2019	Monthly Amount Returned for Lending	Balloon/ Maturity/ Forgiven	
Developer Loan	\$ 136,847.06	\$ 468.52	12/1/2031 B	B= Balloon M=Matures F=Forgiven
Developer Loan	\$ 25,000.00	\$ 41.67	2/1/2037 B	
Hospitality Business	\$ 809,636.24	\$ 6,407.68	10/1/2021 B	
Manufacturing Business	\$ 200,000.00	\$ -	2/1/2023 F	
Retail/Service Business	\$ 29,912.24	\$ 1,219.30	1/1/2022 M	
Developer Loan	\$ 129,609.42	\$ 691.78	3/1/2023 B	
6 Active Loans	\$ 1,331,004.96	\$ 8,828.95		

Total funds remaining available for loans in the RLF Program based upon 2019 year-end information is \$294,155.72 which assumes the loan for The Runaway Nanopub and Microbrewery is approved. The RLF is replenished at a rate of \$8,828.95 per month through loan repayments with total loan receivables of \$1,131,005 that will replenish the RLF. This is summarized below:

Amount for Relending:	
Principal Balances	\$ 1,331,004.96
Less: Forgiven Loan	\$ 200,000.00
Note Receivable	\$ 1,131,004.96

Cash As Of 12.31.2019	\$ 442,155.72
Less 2019 Grant Allocation	\$ (98,000.00)
Cash After Grant Allocation	\$ 344,155.72
The Runaway Micropub	\$ (50,000.00) (a)
Cash Remaining	\$ 294,155.72
Total RLF Cash and Notes Receivable:	\$ 1,425,160.68

Total funds allocated for grants when the RLF was restructured was \$98,000. Below is a summary of grant funds allocated that remain available:

2019 Grant Summary	
2019 Grant Allocation	\$ 98,000.00
Approved 2019 Grants	\$ (54,680.50) (a)
2019 Remaining Grant Funds	\$ 43,319.50

(a) Assumes Runaway is approved for \$15k

Grants approved since the RLF was restructured are listed below. It is noteworthy that none of these have closed yet as the grants require the business complete their project first, then seek reimbursement of 50% through the grant.

2019 Grants Approved:	
Fox River Plaza	\$ 14,680.50
PAC	\$ 10,000.00
Miller Motor	\$ 15,000.00
The Runaway Nanopub and Microbrewery	\$ 15,000.00 (a)
Total Grants	\$ 54,680.50

Upon review of the funds remaining and the current pipeline of loan and grant requests, RCEDC staff recommends that grants be reduced to \$10,000 (from \$15,000) per applicant and that the City allocate \$50,000 to grants in 2020 which would be added to the 2019 unused grant funds of \$43,319.50. The recommended \$50,000 allocation falls below the thirty percent which City Council felt appropriate to set aside for grants annually. The reduced grant size will allow the City to support more businesses with a smaller allocation.

The Proposed RLF Program Parameters

In review of the 2019 activity, RCEDC and City staff discussed potential changes to the parameters of the RLF Program. In those discussions, it was identified that an increased emphasis on providing financial resources to support businesses was needed.

This same need was recognized by RCEDC’s Board of Directors at its January 2020 meeting where the 2020 RCEDC Strategic Plan was adopted. The RCEDC Plan included additional financial resources to be dedicated to smaller RLF loans. Specifically, RCEDC will now have dedicated funds for loans of less than \$100,000 that will be offered at beneficial rates, terms and costs. The purpose of these smaller RLF loans will be to “jump start” or support business growth until larger capital investments are needed which could be financed by financial institutions.

Aligning Burlington’s resources with RCEDC resources will only enhance the opportunities for small business growth in Burlington.

One administrative change that the RCEDC Board of Directors approved will reduce the overall legal costs to the small businesses. Given the tenure of RCEDC business finance team, the Board approved two things. First, RCEDC Staff have loan approval authority of up to \$50,000 and second, utilizing Wisconsin Bankers Association forms and practices, RCEDC will close loans in-house. For the Burlington RLF loans, all final loan decisions would continue to be made by City Council.

Some current market needs that have been identified that could be met through the Burlington program and RCEDC fund initiative includes:

- Leasehold improvements
- Renovations where a first mortgage holder may already exist
- Exterior improvements
- Furniture, fixtures and equipment
- Small working capital term loans
- Offering of principal deferrals to provide cash flow relief up to 1.5 years

Overall, Burlington RLF applicants would still need to demonstrate a community benefit and meet the eligibility criteria for the loan fund. What will make these loans different is some added risk due to streamlined processes and what is anticipated as lower collateral coverage for the loans.

Attached is a redlined version of the RLF Policy Manual indicating the proposed changes with the restructuring of the RLF parameters. Key changes being recommended including the following and are outlined in the table below:

The detailed changes being recommended are outlined below:

LOAN FUND PARAMETERS

Program Parameters	Burlington RLF Policies Approved Feb. 2019	Burlington RLF Proposed Changes
Program Objectives:	<ol style="list-style-type: none"> 1. To encourage the creation and retention of permanent jobs particularly those that pay above median income. 2. To encourage the leveraging of new private investment in the City of Burlington in the form of private fixed asset investment, particularly in land, buildings, furniture and fixtures and equipment. 3. To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses. 4. To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations. 5. To implement the City of Burlington’s Riverwalk/Redevelopment Plan goals and objectives. 6. To encourage thriving retail areas by providing incentives to businesses to 	<p>ADD Paragraph:</p> <p><i>The City of Burlington recognizes the need for smaller business loans to increase access to capital where private dollar matches may not be needed. Businesses will be encouraged to apply for these loans with flexible terms such as deferral options and streamlined application and closing processes when applicable. These applicants would still need to demonstrate a community benefit and meet at least one of the Program Objectives for the RLF. These loans may be higher risk than traditional RLF’s due to the streamlined processes for loan approvals and closings, as well as, likely lower collateral coverage.</i></p>

	<p>enhance or fill empty storefronts and vacant buildings.</p> <p><i>RCEDC Note: Objectives were made to incorporate strategic initiatives from the City's 2016-2019 Strategic Plan.</i></p>	
Administration	<p>RCEDC will report semi-annually to the City of Burlington regarding the use of the Burl RLF funds.</p> <p><i>Note: This will be part of RCEDC's semi-annual report to the community.</i></p>	<i>No Recommended Changes.</i>
Approval Process:	<ol style="list-style-type: none"> 1. RCEDC Loan Advisory Committee. 2. Burlington Common Council. 	<p>NEW:</p> <ol style="list-style-type: none"> 1. RCEDC Staff (\$50,000 or less) 2. RCEDC Loan Advisory Committee (over \$50,000) <p>NO CHANGE:</p> <ol style="list-style-type: none"> 3. Burlington Common Council (all)
Loan Closings	<p>The RCEDC attorney shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and counsel the City of Burlington on default matters. All attorney fees incurred shall be the charged to the borrower.</p>	<p>NEW: The RCEDC shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and notify the City of Burlington on default matters. RCEDC legal counsel will be engaged where appropriate. All attorney fees incurred shall be the charged to the borrower.</p> <p><i>Note: The RCEDC Board of Directors has authorized loan closings of \$100,000 or less to be handled by RCEDC staff rather than legal counsel. Given RCEDC's expertise, this will reduce costs for Borrowers making these loans more accessible.</i></p>
Administrative Costs	<p>Summary of additional Fees:</p> <ul style="list-style-type: none"> • Legal Costs • Consulting fees for credit analysis, business plan reviews and technical assistance • Office supplies, copying, typing, mailing and related expenses • Training costs <p>Other fees charged to Borrower:</p> <ul style="list-style-type: none"> • Loan Processing Fee – 1.5% Loan • Servicing Fee – 0.5% • Out of Pocket Costs 	<p>REMOVE:</p> <p>Specific limitations to processing and servicing fees to adjust fees to be comparable to other loan programs and adjust if needed to cover administrative costs.</p> <p>NOTE:</p> <p>To be consistent with other RLF programs administered by RCEDC, RCEDC requests that rather than charge a servicing fee on these RLF loans that it be allowed to cover administrative costs through interest payments. This would be consistent with other federal and locally funded RLFs administered by RCEDC.</p>
Eligible Uses:	<ul style="list-style-type: none"> • The acquisition of land and buildings. • Machinery and equipment acquisition, furniture and fixtures. 	<i>No Recommended Changes.</i>

	<ul style="list-style-type: none"> • Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment. • Clearance, demolition, removal of structures, rehabilitation and renovation of buildings, facade renovation and other such improvements. • Leasehold improvements, where the lease period is for the term of the –Burl RLF loan. • Business acquisition through purchase of assets or stock. • The payment of fire suppression expenses and assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs. • Working capital. • Training costs related to the jobs created or retained as a result of the –Burl RLF loan. • Mixed-use buildings are eligible for Burl RLF financing. Improvements to the residential portion will be considered where safety improvements are needed. <p>Other costs which represent opportunities to further the goals and objectives of the City of Burlington’s Strategic Plan.</p> <p><i>RCEDC Note: All eligibility criteria are intended to be guidelines at the discretion of the Burlington City Council.</i></p>	
<p>Ineligible Uses:</p>	<ul style="list-style-type: none"> • Refinancing or consolidating of existing debt. • Reimbursement for expenditures made more than nine months prior to a complete loan application being received, unless the time limit is extended or waived by the Community Development Authority for good cause. • Specialized equipment that is not essential to the business operation. • Residential building construction or reconstruction (unless such reconstruction is intended to convert the building or a portion of the building to a business or industrial operation). • Routine maintenance. • Other activities that the Loan Review Committee may identify during the 	<p><i>No Recommended Changes.</i></p>

	administration of the program.	
Ineligible Businesses:	<ol style="list-style-type: none"> 1. Speculative investment companies. 2. Lending institutions. 3. Gambling operations. 4. Non-public recreation facilities. 5. Other businesses not serving the interests of the City of Burlington. 	<i>No Recommended Changes.</i>
Eligibility:	<u>Community Benefits.</u> Applicants must demonstrate the project will benefit the community by meeting one or more of the objectives listed in Section 1.2 of the Policy Manual.	<i>No Recommended Changes.</i>
Loan Amount:	Loan amounts are subject to the availability of program funds and to the following guidelines. A maximum loan size of \$100,000 for each borrower. Loan amounts may be higher if the project is determined to be of significant economic impact and is so designated by the City of Burlington.	<i>No Recommended Changes.</i>
Private Funds Leveraged:	Generally, the applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Lower leverage would be permitted at the discretion of the RCEDC Loan Advisory Committee or Burlington City Council. Private funds used to leverage the Burl RLF loan may be used for any eligible project costs or renovations or improvements to residential portions of the project real estate. Consideration of private funds towards any other ineligible project costs as leverage of the Burl RLF would require approval of the City of Burlington.	Eliminate the requirement of 1:1 private dollar match to accommodate smaller financing needs of businesses
Equity:	Typically 10% but no requirement.	<i>No Recommended Changes.</i>
Interest Rate:	Min. 50% of Prime; Max Prime plus 2%.	<i>No Recommended Changes.</i>
Terms:	Working capital up to 7 years. Equipment up to 10 years. Real Estate up to 12-year term, 20-year amortization.	<i>No Recommended Changes.</i>
Deferrals:	<u>Deferral of Payments.</u> Payment of interest and/or principal may be deferred for up to one (1) year if merited in the loan application. Interest shall accrue during the deferral period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.	NEW: Increased to deferral of payments to 18 months to accommodate emphasis on smaller RLFs assisting small businesses.
Grants	<u>Grants.</u> Grants of up to \$15,000 may be granted by	NEW: Reduction of grant amounts to \$10,000.

	<p>the City of Burlington City Council for those projects to be determined to have a significant community impact. Grants would be determined on a case-by-case basis as deemed appropriate by City Staff and City Council. If City Staff is in support of a grant request, RCEDC Staff and the RCEDC Loan Advisory Committee will review the request from the applicant and make a recommendation to City Council. The presentation would include the following for the City to consider:</p> <ul style="list-style-type: none"> • Description of project; • Extent to which the project meets these Program Objectives and other eligibility criteria for funds as described within this Policy Manual; and • Confirmation that the Borrower is current with all tax obligations and has no financial concerns that may be found in RCEDC public records checks and review of financials. <p>No more than 30% of available funds will be allocated towards grants annually with the remaining 70% allocated towards loans. This will be reviewed annually by City Council.</p>	<p>NEW: At a minimum, grant applicants must demonstrate that at least one (1) job will be created as a result of the grant project.</p>
Collateral:	See the best collateral position possible.	<i>No Recommended Changes.</i>

City of Burlington

Revolving Loan Fund Program

(Burl ~~City~~ RLF)

Policies and Procedures Manual

Prepared by:
Racine County Economic Development Corporation
Last Revised: February ~~2019~~[2020](#)

TABLE OF CONTENTS

FOREWORD

SECTION 1. GENERAL PROVISIONS

- 1.1 PURPOSE
- 1.2 OBJECTIVES
- 1.3 AMENDMENTS

SECTION 2. ADMINISTRATION

- 2.1 LOAN REVIEW BOARD
- 2.2 MEETINGS
- 2.3 RECORDS
- 2.4 ADMINISTRATION

SECTION 3. ELIGIBILITY CONSIDERATIONS

- 3.1 ELIGIBLE AREA
- 3.2 ELIGIBLE APPLICANTS
- 3.3 ELIGIBLE ACTIVITIES
- 3.4 INELIGIBLE ACTIVITIES
- 3.5 INELIGIBLE BUSINESS
- 3.6 PROGRAM REQUIREMENTS

SECTION 4 TERMS AND CONDITIONS

- 4.1 TERMS AND CONDITIONS

SECTION 5 APPLICATION PROCEDURES

- 5.1 DISCUSSION OF REQUIREMENTS
- 5.2 PRIORITY
- 5.3 TIMING
- 5.4 LOAN APPLICATION
- 5.5 REVIEW PROCESS

SECTION 6. DISTRIBUTION OF FUNDS

- 6.1 LOAN PROCEDURES

SECTION 7. POST APPROVAL REQUIREMENTS

- 7.1 OBLIGATION OF LOAN RECIPIENT

SECTION 8. PERFORMANCE MONITORING

- 8.1 PRIVATE LEVERAGE COMMITMENTS
- 8.2 HIRING OF NEW EMPLOYEES
- 8.3 DEFAULT

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

- 9.1 BURLINGTON RLF ACCOUNT

SECTION 10. LOAN SERVICING

- 10.1 MONITORING
- 10.2 RECORDKEEPING

FOREWORD

In 1998, the City of Burlington established the Revolving Loan Fund for Tax Incremental District (TID) Number Three and allocated funds for a Revolving Loan Fund for businesses in that district. These funds were to be used to improve properties and enhance the tax base within the TID. Business owners within the TID were eligible for this program to finance business expansion or start-up projects.

With the closing of the TID, the RLF funds ~~are being~~were re-allocated into a RLF to benefit all City of Burlington businesses. The funds through this program are provided in the form of low-interest loans ~~and/or grants~~ depending upon the particular needs of the applicant. Loan funds that are repaid to the City will be used to assist other businesses within the City of Burlington. The purpose of this plan is to set forth the operating and administrative procedures for loans from the City of Burlington Revolving Loan Fund (Burl RLF).

SECTION 1. GENERAL PROVISIONS

1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Burl ~~City~~ RLF Manual, is to present the criteria which governs the economic development activities assisted with funds made available through the City of Burlington's Revolving Loan Fund program. All criteria set forth in the Manual are subject to the discretion of the Burlington City Council.

1.2 OBJECTIVES

Economic development activities assisted with funds made available through the Burl RLF Program are intended to meet the following objectives:

1. To encourage the creation and retention of permanent jobs particularly those that pay above median income.
2. To encourage the leveraging of new private investment in the City of Burlington (City) in the form of private fixed asset investment, particularly in land, buildings which contribute to increasing assessed values, but also investments in furniture and fixtures and equipment.
3. To perpetuate a positive and proactive business climate, which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
4. To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
5. To implement the City of Burlington's Riverwalk/Redevelopment Plan goals and objectives.
6. To encourage thriving retail areas by providing incentives to businesses to enhance or fill

empty storefronts and vacant buildings.

Note: The City of Burlington recognizes the need for smaller business loans to increase access to capital where private dollar matches may not be needed. Businesses will be encouraged to apply for these loans with flexible terms such as deferral options and streamlined application and closing processes when applicable. These applicants would still need to demonstrate a community benefit and meet at least one of the Program Objectives for the RLF as listed above. These loans may be higher risk than traditional RLF's due to the streamlined processes for loan approvals and closings, as well as, likely lower collateral coverage.

1.3 AMENDMENTS and MODIFICATIONS

The City of Burlington may from time to time amend the provisions imposed by the policies and procedures contained within the Burl RLF Manual and such amendments are subject to written approval by the City of Burlington –Common Council.

SECTION 2. ADMINISTRATION

2.1 LOAN COMMITTEE

1. The City of Burlington accepts full responsibility for the appropriate administration of the Burl RLF program. Funding decisions relative to Burl RLF loans will be made by the City of Burlington Common Council based upon a recommendation by the Racine County Economic Development Corporation (RCEDC) Loan Advisory Committee and RCEDC Staff.
2. The City of Burlington has entered into an agreement with the RCEDC whereby the City of Burlington designates RCEDC as its agent for the administration of the Burl RLF Program (RLF Administrator).
3. The RLF Administrator shall explain the Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The RLF Administrator, where necessary and appropriate, shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the Burl RLF program.
4. The RLF Administrator shall periodically review all financial statements and loan amortization schedules of Burl RLF loan recipients, review and approve documentation of business expenditures financed with Burl RLF proceeds, record Burl RLF security instruments, maintain the Burl RLF accounting records which shall be segregated from other community accounts, and report semi-annually to the City of Burlington regarding the use of the Burl RLF funds.
5. The RCEDC Loan Advisory Committee shall function as the Burl RLF Loan Review Committee which will include individuals representative of broad Racine County community interests, and having special expertise and knowledge of commercial lending and economic development processes. The Loan Review Committee shall have the authority to review,

select and recommend loan applications to the governing body for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the program. [The RCEDC Board of Directors may authorize RCEDC Staff to make loan/grant recommendations on smaller loans in which case RCEDC Staff would be making loan/grant recommendations directly to Burlington's City Council.](#)

6. The RCEDC ~~attorney~~ shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and ~~counsel~~ notify the City of Burlington on default matters. RCEDC legal counsel will be engaged where appropriate. All attorney fees incurred shall be the charged to the borrower. (See Section 2.4 Administration)
7. The RLF Administrator shall be responsible for the maintenance of all other records for the Burl RLF, particularly those related to the expenditures of the Burl RLF moneys for program administration purposes.
8. Minor servicing actions will be considered by the RCEDC Loan Advisory Committee together with the City Administrator and Mayor. These actions will include:
 - Actions that do not significantly affect the interest of the City in an adverse manner.
 - Subordination to a new senior lien holder (usually a bank) provided it has minimal impact to collateral coverage (typically less than 20%).
 - Other servicing actions that can be defined as minor.

2.2 MEETINGS

RCEDC Loan Advisory Committee meetings to review loan applications shall be held on an as-needed basis. All Committee members shall be given prior notice of each meeting. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of the Committee members present. Loan recommendations as previously described will be brought before the City of Burlington Common Council for final approval.

2.3 RECORDS

Written records of all program activities, including program meetings, loan applications, and related documents, shall be maintained in appropriate files by RCEDC. All files, electronic and/or paper files, will be maintained by RCEDC in a secure place with limited access by authorized personnel. The City of Burlington's legal counsel shall be consulted with regard to compliance with state and municipal open records laws.

The following files shall be established and maintained for each loan recipient:

1. Loan Application File. All application, business financial statements, personal financial statements, credit reports, business plan documents, a summary of the credit analysis, recommended actions for the application, and other supporting loan information submitted to the City of Burlington and/or RCEDC, including all applicable correspondence, shall be placed in a loan application file. The minutes of the RCEDC Loan Advisory Committee and Burlington Common Council meetings summarizing the action taken on the loan requests shall

also be maintained in the loan files.

2. Loan Closing/Collateral Files. Contains copies of all the legal documents from the loan closing, including security instruments, the note and other applicable correspondence. Original loan and collateral documents shall be placed in a locked, fireproof filing cabinet at the offices of RCEDC. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees.
3. Loan Servicing File. Contains all records of subsequent-applicable activity related to the supervision and monitoring of the loan. This file will include:
 - List of applicable loan covenants;
 - Records of site visits conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project;
 - Certificates of insurance for builders risk, property-casualty, and life insurance, as applicable;
 - Evidence of payment of real estate taxes, if applicable;
 - Borrower financial statements as required by the loan covenants;
 - Documentation for job creation and retention;
 - Copies of written correspondence; and
 - Records of important conversations.
4. "Tickler" System. To ensure that loan repayments, financial information, the loan agreement covenants, UCC updates, and other time sensitive documentation requirements are tracked and obtained as required, the following information where applicable will be maintained in the Loan Servicing File and/or loan servicing software for monitoring:
 - Expiration dates for property, casualty and life insurance policies;
 - Due dates for all financial statements;
 - Scheduled dates of annual loan performance and covenant reviews;
 - Dates for site visits;
 - Due dates for property tax payments;
 - Review dates for job monitoring; and
 - Monitoring of UCC financing statements for necessary renewals.
5. Repayment Monitoring will be tracked via computer program and include the loan amortization schedule, status of payments, and the outstanding balance of the loan, observations suggesting concerns or problems will be reported to the RCEDC Loan Advisory Committee.
6. Loan Review. All loans are to be reviewed on an annual basis, and at such other times as may be deemed necessary by the RLF Administrator or the City of Burlington. The review will follow receipt of the fiscal year-end financial statements and will result in the loan being 'risk rated' based upon RCEDC's review. The loan risk rating shall be in the file and may include review of the following: timeliness of monthly payments, collateral securing the loan; overall financial condition of the business; the presence of material liens or

lawsuits, and violations of loan covenants and suggested corrective actions.

If the business is experiencing problems with any of the above criteria, the RLF Administrator is to work with the loan recipient to identify actions that are needed to correct the identified deficiencies, including possible restructuring of the loan to protect the City of Burlington's interest and meet the needs of the business.

In the event the findings of the loan review suggest serious problems, particularly if the loan is at risk for default, RCEDC will cooperate with the RCEDC attorney and the City of Burlington attorney in order to initiate steps necessary to protect the loan and to insure the maximum repayment of the balance due. Corrective actions may be achieved through restructuring or if necessary, foreclosure.

2.4 ADMINISTRATION

Reasonable administrative funds may be withdrawn with City approval from the Burl RLF to cover personnel costs and other administrative expenses should they be required. Burl RLF funds may be used in situations when loan repayments are insufficient to cover administrative costs. In addition to paying costs for the RLF administrator, these funds may be used for the following:

- Legal costs.
- Consulting fees for credit analysis, business plan reviews and technical assistance.
- Office supplies, copying, typing, mailing, and related expenses.
- Training costs.

The following fees are required for the program:

- Loan Processing Fee - ~~An amount equal to 1.5% of the loan amount~~ Determined annually to be consistent with other RCEDC programs. This fee is charged directly to the Borrower.
- Loan Servicing Fee - A monthly loan servicing fee will be collected to cover administrative costs associated with the program, equal to one-half of one percent (.005%) of the monthly loan payments. ~~This fee is charged directly to the Borrower and collected with monthly loan payments.~~
- Out-of-Pocket Fees - All out-of-pocket expenses including but not limited to legal fees related to closing or servicing the loans will be the responsibility of the Borrower.

SECTION 3. ELIGIBILITY CONSIDERATIONS

Note: All eligibility criteria are intended to be guidelines and subject to the discretion of the Burlington City Council.

3.1 ELIGIBLE AREA

The area served by the Burl RLF program is the City of Burlington.

3.2 ELIGIBLE APPLICANTS

1. Applicants shall be any business wishing to establish a new operation, expand an existing operation or construct or improve a facility for lease to business (es) located in the Eligible Area and which comply with the Program Requirements (Section 3.6).
2. Applications may be submitted by the sole proprietor, managing partner, managing member or Chief Executive Officer of any business wishing to establish a new operation, expand an existing operation or construct or improve a business facility within the Eligible Area.
3. No member of the governing body, the RCEDC Loan Advisory Committee, or any other official, employee, or agent of the City of Burlington who exercises decision-making functions or responsibilities in connection with the implementation of this program is eligible for financial assistance under this program.
4. No program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
5. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin.

3.3 ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

1. The acquisition of land and buildings.
2. Machinery and equipment acquisition, furniture and fixtures.
3. Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
4. Clearance, demolition, removal of structures, rehabilitation and renovation of buildings, facade renovation and other such improvements.
5. Leasehold improvements, where the lease period is for the term of the Burl RLF loan.
6. Business acquisition through purchase of assets or stock.
7. The payment of fire suppression expenses or assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
8. Working capital.
9. Training costs related to the jobs created or retained as a result of the Burl RLF loan.

10. Mixed Use Buildings are eligible for Burl RLF financing. Improvements to the residential portion will be considered where safety improvements are needed.
11. Other costs which represent opportunities to further the goals and objectives of City of Burlington's Strategic Plan.

3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

1. Refinancing or consolidating of existing debt.
2. Reimbursement for expenditures made more than nine months prior to a complete loan application being received, unless the time limit is extended or waived by the City of Burlington for good cause.
3. Specialized equipment that is not essential to the business operation.
4. Residential building construction or reconstruction (unless such reconstruction is intended to convert the building or a portion of the building to a business or industrial operation).
5. Routine maintenance.
6. Other activities that the Loan Review Committee may identify during the administration of the program.

3.5 INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

1. Speculative investment companies.
2. Lending institutions.
3. Gambling operations.
4. Non-public recreation facilities.
5. Other businesses not serving the interests of the City of Burlington.

3.6 PROGRAM REQUIREMENTS

To be eligible for funding, a proposed project would ideally meet the following minimum requirements:

1. Private Funds Leveraged. ~~Ideally~~ Generally, the applicant ~~must~~ would leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested; however, lower leverage is permitted particularly with the increased focus on businesses in need of smaller loans that may not require private dollar matches. ~~Lower leverage would be~~

~~permitted at the discretion of the RCEDC Loan Committee and Burlington City Council.~~

Private funds used to leverage the Burl RLF loan may be used for any eligible project costs or renovations or improvements to residential portions of the project real estate. Consideration of private funds towards any other ineligible project costs as leverage of the Burl RLF would require approval of the City of Burlington.

2. Community Benefits. Applicants must demonstrate the project will benefit the community by meeting one or more of the objectives listed in Section 1.2 of this Policy Manual.

The City of Burlington reserves the right to waive the above requirements.

3. Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
4. Project Completion. Projects shall be completed within 12 months from the date of the loan approval unless prior approval is given by the RCEDC Loan Advisory Committee. Applicants shall provide a project implementation schedule.
5. Records. Loan recipients will maintain those records that are necessary for the City or its designated agent, to determine if the performance of the business complies with the terms of the loan agreement. The records may include, but may not be limited to, purchase orders, invoices, records of payments, canceled checks, payroll records and/or business certifications indicating the number of new or retained employees as a result of the Project. The City or its designated agent will have access to all records pertinent to the Project for the purposes of examination and transcription.
6. Compliance With Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
7. Nondiscrimination. Recipient businesses will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, or handicap.

SECTION 4. TERMS AND CONDITIONS

4.1 TERMS AND CONDITIONS

Loan terms and conditions shall be structured on need and ability to repay. ~~Minimum Typical~~ standards ~~shall may~~ include the following:

1. Loan Amount. Loan amounts are subject to the availability of program funds, and to the following guidelines. A maximum loan size of \$100,000 for each borrower. Loan amounts may be higher if the project is determined to be of significant economic impact and is so designated by the City of Burlington.
2. Interest Rate. Loans shall be subject to a minimum interest rate of fifty percent (50%) of the

current prime rate as published in the Wall Street Journal at the time of application. The maximum interest rate shall be the prime rate of interest plus 2%, as published in the Wall Street Journal at the time of loan application. The interest rate shall be established by the RCEDC Loan Advisory Committee, taking into consideration the borrower's ability to repay, the desirability of the borrower and the project relative to the Burl RLF goals, and the availability and cost of other financing alternatives available through private financial institutions. The interest rate will be fixed for the term of the loan or may be variable, based upon criteria established by the RCEDC Loan Advisory Committee, except as provided in section 3.6(4). (Penalty for the Failure to Create or Retain Jobs)

3. Terms for Loans. Loan terms and amortization schedules should not exceed the useful life of the collateral.
 - Working capital loans shall have a maximum term of seven years.
 - Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
 - Real estate loans shall have a maximum term of 12 years which can be amortized on a 20-year basis with the option of refinancing for an additional eight years.

Amortization schedules shall be set up for monthly payments. At the option of the Loan Advisory Committee, amortization periods may be longer than the loan term, with the balance of the loan to be paid as a balloon payment or by refinancing at an interest rate which the Loan Advisory Committee determines to be appropriate.

4. Deferral of Payments. Payment of interest and/or principal may be deferred for up to ~~one (1) year~~eighteen (18) months if merited in the loan application. Interest ~~shall~~may accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
5. Grants. Grants of up to ~~\$15~~\$10,000 may be granted by the City of Burlington City Council for those projects to be determined to have a significant community impact. At a minimum, grant applicants must demonstrate that at least one (1) job will be created as a result of the grant project. Grants would be determined on a case-by-case basis as deemed appropriate by City Staff and City Council. If City Staff is in support of a grant request, RCEDC Staff and the RCEDC Loan Advisory Committee will review the request from the applicant and make a recommendation to City Council. The presentation would include the following for the City to consider:
 - Description of project;
 - Extent to which the project meets these Program Objectives and other eligibility criteria for funds as described within this Policy Manual; and
 - Confirmation that the Borrower is current with all tax obligations and has no financial concerns that may be found in RCEDC public records checks and review of financials.

No more than 30% of available funds will be allocated towards grants annually with the remaining 70% allocated towards loans. This will be reviewed annually by City Council.

6. Prepayment. Borrower may prepay the loan in full or in part at any time without penalty.
7. Collateral. The City of Burlington will seek to have the best collateral position possible to ensure that Burl RLF loans are adequately secured. The collateral requirements will be determined on an individual basis by the RCEDC Loan Advisory Committee and may include: mortgages and/or liens on land, buildings, machinery, equipment, accounts receivable, inventory or other assets of value owned by the borrower, principal owners, other co-borrowers or guarantors. The collateral position of the Burl RLF may be subordinated to private sector financial institutions participating in the project, if approved by the Loan Advisory Committee. Personal guarantees from the principals of the business may be required. In addition, life insurance coverage on the principal owner naming the City as assignee may also be required but more typically in cases of a collateral shortfall where the Burl RLF loan size exceeds \$100,000.
8. Insurance. Businesses receiving loans secured by real estate and fixed assets will be required to obtain property-casualty insurance equal to the amount of outstanding loan balance and have the City of Burlington listed as a mortgagee and/or loan loss-payee on the insurance policy. Proof of insurance with appropriate endorsement or coverage documents will be requested prior to the closing of the loan.

SECTION 5. APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the RLF Administrator. The RLF Administrator shall assist the applicant, as is reasonably necessary, in completing the application. All financial information will be kept in a secured place with limited access by authorized personnel only.

5.2 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. The Administrator of the City of Burlington and the staff of the RCEDC will determine whether sufficient funds are available in the –Burl RLF to accept applications for new business loans [or grants](#) and RCEDC will promote the Burl RLF as to the availability of the funds to the business community.

In the event that loan funds requested exceed available funds, the following criteria will be used to determine which business(es) will be awarded the loan(s):

1. Eligibility of the applicants.
2. Eligibility of the project to be undertaken.
3. The extent to which private funds are to be leveraged.

4. The extent to which jobs are to be created, and the type jobs and wages.
5. The extent to which the loan can be secured.
6. Evidence of ability to repay the loan.
7. Size of the loan requested.
8. Timing of the proposed expenditures.
9. Completeness of application.

10. The extent to which the applicant meets the City's Strategic Plan.

~~10.~~

11. The extent to which the business may have received City assistance in the past few years.

12. Other factors as deemed appropriate.

~~11.~~

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

5.3 TIMING

Applications may be submitted at any time during the calendar year.

5.4 LOAN APPLICATION

Applicants shall submit an application using the Burl RLF application forms which may require the following be included:

1. Project description of how the business plans to use the requested funds.
2. A business plan that includes the history and description of the business and analysis of management ability.
3. Personal Financial Statement current within 90 days for each proprietor, partner member or stockholder of the operating business concern, and, if different, each owner of any eligible passive company used to hold the project real estate.
4. Resumes of owners and any principals involved in the day-to-day management.
5. Balance sheet and income statements for the previous three years for the operating business concern.
6. A balance sheet and income statement dated within 90 days of the application with an aging of the accounts receivable and accounts payable listed.

7. Financial projections, including both balance sheet and income statements for the first two years with a description of the assumptions attached.
8. For a new business, a monthly cash flow analysis for the first 12 months of operation or three months beyond break even, (whichever is longer) together with a description of assumptions attached.
9. A schedule of debts which includes the original amount, date, monthly payment, interest rate, present balance, maturity, to whom payable and collateral.
10. The names of affiliated (through management control) or subsidiary businesses as well as the last two fiscal year-end financial statements and a current financial statement for each of these firms.
11. A copy of key cost documents related to the project such as real estate purchase agreements, contractor cost estimates, equipment costs, etc.
12. An accepted offer to purchase land and/or buildings.
13. If applicable, a copy of the existing or proposed lease agreement.
14. An independent appraisal for construction projects on an "as completed basis" and otherwise as required.
15. Environmental analysis, if applicable.
16. A letter from the participating lender stating the terms and conditions of its participation.
17. A resolution from the Board of Directors of the borrower authorizing it to borrow or (if applicable) a Partnership Borrowing Agreement.
18. If applicable, corporate documents, including but not limited to Articles of Incorporation, Corporate By-laws, etc.

The RLF Administrator reserves the right to waive one or more of the above requirements when analyzing the loan request for a recommendation to the RCEDC Loan Advisory Committee and City of Burlington.

5.5 REVIEW PROCESS

Specific steps in the review process include the following:

1. Preliminary Review. The RLF Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the Administrator will inform the applicant of the deficiencies.
2. Formal Review. The RCEDC Loan Advisory Committee will meet to review applications

within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is acceptable for funding, the RCEDC Loan Advisory Committee or Staff will forward the proposal to the City of Burlington Common Council for final approval.

3. Negotiation of Terms. Upon the acceptance by the City of Burlington, the RLF Administrator will contact the business in writing to review and explain the terms of the loan.
4. Notice of Award. If the application is approved, a closing will be scheduled to execute the necessary loan documents.
5. Rejection of Award. If the application is not approved, the RLF Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

SECTION 6. DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

1. Notice of Award. The RCEDC Loan Committee and City of Burlington must have reviewed and approved the loan request.
2. Loan Agreement. The RCEDC attorney or designee shall prepare a loan agreement which shall be executed by the City of Burlington and the Borrower.
3. Promissory Note. A promissory note shall be prepared by the RCEDC attorney [or designee](#) and signed by the Borrower at the time of loan closing. The note must be dated; it must reference the agreement between the City of Burlington and the business; and it must specify the amount and repayment terms of the loan.
4. Security. Agreements provided as security for all loans shall be prepared by the RCEDC attorney [or designee](#) and executed at the time of the loan closing. The RLF Administrator shall record the instrument and place a copy in the loan file.
5. Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the RLF Administrator after the loan proceeds are fully disbursed. The repayment schedule shall be dated and signed by the Borrower.
6. Evidence of Permits. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
7. Evidence of Expenditures. Documentation must be provided by the business to evidence

program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the RLF Administrator.

8. Equipment. Equipment financed with program funds must have been purchased, delivered, and installed, prior to final disbursement of the Burl RLF funds. The RLF Administrator shall verify the installation of equipment.

With the above documentation in place, the RLF Administrator will schedule a loan closing. All documents will be executed before funds are disbursed and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Department of Financial Institutions.

SECTION 7. POST APPROVAL REQUIREMENTS

7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

1. The creation or retention of the agreed upon number of jobs within an agreed upon period of time detailed within the loan agreement.
2. Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds.
3. To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
4. To permit inspections by persons authorized by the City of Burlington, of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections which include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. Requests for inspection shall be complied with by the borrower.
5. To maintain records on the project as may be requested by the City of Burlington or the Loan Administrator. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
6. To submit periodic progress reports to the Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
7. To maintain insurance on the project property required during the term of the loan. The City of Burlington shall be listed as Loan Loss Payee and/or Mortgagee on the policy as determined by

the RLF Administrator. A collateral assignment of life insurance may be required of the applicant.

SECTION 8. PERFORMANCE MONITORING

8.1 PRIVATE LEVERAGE COMMITMENTS

The RLF Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and/or canceled checks.

8.2 HIRING OF NEW EMPLOYEES

The RLF Administrator shall monitor the borrower's progress in meeting the specific loan criteria.

8.3 DEFAULT

1. In addition to the grounds specified in the loan agreement, the following shall be considered default:
 - (a) Defaulting on other loans with private lenders.
 - (b) Cessation of operations or relocation of operations from the Eligible Area.
 - (c) Sale of the business.
2. In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties shall, at the City of Burlington's option, become immediately due and payable. To exercise this option, the RCEDC's attorney shall prepare a written notice to the business. The notice shall specify the following:
 - (a) The default.
 - (b) The action required to cure the default.
 - (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
 - (d) Any penalties incurred as a result of the default.

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

9.1 BURL RLF ACCOUNT

Repaid Burl RLF loan funds shall be deposited into an interest bearing account at a financial institution insured by the Federal Deposit Insurance Corporation (FDIC) and may be reloaned in a manner consistent with the policies of the Burl RLF Manual. A separate accounting record for each loan shall be kept to account for all funds loaned. (Section 10.2(b)).

SECTION 10. LOAN SERVICING

10.1 MONITORING

The RLF Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and the financial health of the business to insure continued repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met, particularly in regard to job creation and expenditures of matching funds.

The RLF Administrator will notify the loan recipient in writing of any payment deficiency and the action that will be taken should the payment not be made. Should there be a late payment; the RLF Administrator will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the lender of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.

A loan servicing file, repayment monitoring file and “tickler” file shall be established and maintained for each loan recipient to insure complete, accurate and timely information on the status of the loan. The files will include records of all payments, observations and comments of the RLF Administrator, all written correspondence, a record of important conversations, a list of applicable loan covenants, certificates of insurance, and life insurance, as applicable; and documentation for job creation and retention.

10.2 RECORDKEEPING

The RLF Administrator shall maintain the following financial management records will be comprehensive and designed to provide the following information:

- (a) Revolving Loan Funds Status Report. - Contains the business name, loan date, loan amount, terms, and date repayment begins.
- (b) Revolving Loan Fund Obligations Journal. - records all deposits and disbursements to and from the Burl RLF, including funds used for Burl RLF administration.
- (c) Burl RLF Loan Repayment Records. - records repayments made by each business which has received a loan from the Burl RLF. It also tracks the balance of repayments from all loans from the Burl RLF. Payments are divided into principal and interest payments with a declining principal balance.



DATE: February 19, 2020

SUBJECT: **RESOLUTION 4995(48)** - To approve the BHS1 Program Agreement between City of Burlington Fire Department and Burlington High School. (S. Rauch)

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

In 2012, the BHS1 program was created as a means for students who were interested in Emergency Medical Services (EMS) to obtain hands on training and ride along during rescue calls. Burlington High School partnered with Burlington Rescue Squad at the start of this program. With the dissolution of Burlington Rescue Squad, Troy Everson, the Program Coordinator for BHS1, reached out to Fire Chief, Alan Babe, to continue this valuable program. The primary goal of this program is to assist the students in learning all aspects of the EMS career field. Students will apply the concepts and skills acquired in the classroom to practice job-related competencies not available within the school environment and gain valuable work experience through the relationship and responsibilities encountered during the internship.

This program is offered annually in the Spring as part of the high school curriculum. On average, 8-12 students participate in the program. Each student will be required to submit an application, cover letter, resume and application to the Fire Chief. The students will go through an interview, department orientation session and physical at Aurora Occupational Health.

Benefits to the Student: This program gives the student valuable experience in EMS and the opportunity to continue on as a member of the City of Burlington Fire Department after the semester is over.

Benefits to CBFDF: The programs allows for CBFDF to help teach students valuable EMS skills. This is a great program that helps CBFDF to give back to the community as well as Burlington High School.

BUDGET/FISCAL IMPACT:

The City of Burlington Fire Department will be responsible for the cost of 1 red sweatshirt and 1 red t-shirt, screen printed with CBFDF- BHS1 Student for each student to wear while they are running shifts. The cost of the t-shirt will be about \$8.00 and the cost of the sweatshirt will be about \$16.00. For the 2020 Spring Semester, there will be about 12 students which would total \$96.00 for the t-shirts and \$192.00 for the sweatshirts, a total of \$288.00 for clothes.

The City of Burlington Fire Department will also be responsible for the cost of the students completing a Physical, Audio gram, and a 10 panel drug screen at Aurora Occupational Health. The cost for each student will be \$128.00. For the 2020 Spring Semester, there will be about 12 students which would total \$1536.00 for physicals.

Total cost impact: \$1824.00.

RECOMMENDATION:

Staff recommends approval of the City of Burlington Fire Department BHS1 Program Agreement.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 4, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the February 19, 2020 Common Council meeting.

Attachments

Res 4995(48) BHS1 Program

CBFD-BHS1 Agreement

Student checklist

**A RESOLUTION APPROVING A PROGRAM AGREEMENT BETWEEN THE CITY OF
BURLINGTON FIRE DEPARTMENT AND BHS1 PROGRAM**

WHEREAS, the City of Burlington Fire Department will work with the BHS1 Students in an EMS Program,

WHEREAS, the Fire Chief and BHS1 Program Coordinator will work together to select students for the program and perform evaluations,

WHEREAS, The BHS1 students will respond on Emergency Medical Service (EMS) calls within the City and Town limits in conjunction with the City of Burlington Fire Department.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington shall accept the program agreement between the City of Burlington Fire Department and the BHS1 Program.

BE IT FURTHER RESOLVED that the Mayor is hereby authorized and directed to execute this agreement on behalf of the City.

Introduced: February 4, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

BHS1 Program

City of Burlington Fire Department

City of Burlington Fire Department BHS1 Program

Program Description

Burlington High School (BHS) is proud to be able to return support to our community by allowing some of students to assist with the daily volunteer operations of the City of Burlington Fire Department (CBFD). Students who are afforded this opportunity will be held to a very high standard as they will be representing both CBFD and BHS respectively.

Students interested in a career in the EMS field that are in good standing have the opportunity to actively participate as a “working” member (BHS1 Student) with CBFD. Students will work assigned shifts on the department throughout the semester and perform many of the same duties as EMTs. Students will be evaluated by the Fire Chief and Program Coordinator.

Primary Goal

Assist the student in learning all aspects of the EMS career fields. Students will apply the concepts and skills acquired in classroom trainings and drills to the work situation; to acquire job-related competencies not available within the school environment; and to gain work experience through the relationship and responsibilities encountered during the internship.

Participation Qualifications

- Submit an application, cover letter and resume to the CBFD Fire Chief and an approved application for admission to the BHS1 Program.
- Successful completion of CBFD interview/selection process
- Successful completion of a department orientation session/process
- Successful completion of a Physical, Audiogram and 10 panel drug screen at Aurora Occupational Health

Students are required to complete all facets of their BHS1 program and responsibilities or risk the loss of status with the department including a positive job reference.

Guidelines

1. Maintain confidentiality at all times with any information they are exposed to.
2. Maintain clean school records and abide by all extra-curricular expectations.
3. At all times maintain passing grades in ALL classes. If a student falls below this expectation, they will not be allowed to respond to calls until the situation is rectified and the student meets with the Program Coordinator. (See Burlington High School Athletic and Activities Handbook- Section ACADEMIC AND ATTENDANCE REQUIREMENTS TO MAINTAIN ELIGIBILITY)
4. Keep a log of all calls they respond to detailing specific times they are out of the school building.

BHS1 Program

City of Burlington Fire Department

5. Check with their instructors to make up any work they may have missed while performing their EMS duties. This work should be made up ASAP with a due date that is mutually agreed upon by the instructor and student.
6. Have parental permission to participate in this partnership.
7. Drive with due regard to public safety at all times. **Students should obey all traffic laws when responding to calls and returning to school.**
8. Notify student services of their return to school after any EMS call. This will be required so that the students' absence will not be considered unexcused. Parents will NOT be required to excuse their student for these responses.
9. Meet both formally and informally with the Program Coordinator and/or administration on a regular basis.
10. Check out a pager/radio from the Program Coordinator's room and return it at the time agreed upon.
11. Students will work under the direction of the Fire Chief and other fire department personnel in conjunction with the BHS1 coordinator.
12. Students are encouraged to attend training sessions scheduled by CBFDF as the training session does not interfere with outside scheduled classes.
13. Students will abide by all rules, regulations, and procedures as established by CBFDF.
14. Students are additional personnel and are not to be used to replace a regular EMT nor shall the student infringe upon the rights of the firefighters or EMTs of CBFDF.
15. Students will be evaluated by the Fire Chief and Program Coordinator.
16. Students shall be available for and participate in an orientation.

The City of Burlington Fire Department Will:

1. Provide a copy of the fire departments rules, regulations, SOGS, and other procedures
2. A uniform of a Red T-Shirt and Sweatshirt with CBFDF – BHS1 Student
3. Access to I am Responding App.
4. Provide learning experiences, which will contribute to, and be consistent with the student's career objectives.
5. Identify work activities, which the fire department can provide to the student.
6. Evaluate the student's performance and work attitude.
7. Provide the student with direct supervision which includes CBFDF employees including the Fire Chief and Program Coordinator.
8. The designated individual to supervise the student will:
 - Counsel the student as needed
 - Answer questions and be accessible to the student for assistance
 - Meet with the student as needed
 - Contact the BHS1 Coordinator prior to severing the relationship with the student.
9. Remove the student if the fire department observes unsatisfactory performance or attitude.

BHS1 Program

City of Burlington Fire Department

10. CBF D personnel reserves the right to restrict environments the student has access to.

The Student Will:

1. Conform to all fire department rules, regulations, SOGs and procedures.
2. Fulfill all course requirements for the BHS1 program and maintain passing grades in all courses taken concurrently with the program.
3. Hold Fire Department information as well as emergency incident information in strict confidence and be aware that possible legal ramifications can ensue with a breach of this confidentiality agreement.
4. Keep accurate records of participating hours and other necessary records.
5. Discuss concerns/problems with the Fire Chief and Program Coordinator.
6. Accept the evaluation/feedback from the Fire Department and agree to work on areas where improvement is needed.
7. Not sever the student affiliation with CBF D without providing a written notice and attend an exit interview.
8. Understand that he/she can be removed from the BHS1 Program if the Fire Department observes unsatisfactory performance or attitude.
9. Understand he/she can be removed from the BHS1 Program due to conduct that might bring discredit to the Fire Department or violates department or City Policy.
10. Disclose any and all legal interaction with law enforcement to the Fire Chief or Program Coordinator. Failure to do so will result in an immediate removal from the BHS1 Program.
11. All call related activities WILL NOT be on any form of Social Media. Anything found will be grounds for immediate removal from the BHS1 Program. (See City of Burlington Employee Handbook Appendix G: Social Media use Policy, Standard and Procedures).
12. Provide to CBF D a copy of their Wisconsin Department of Health Services Training Permit which is authorized under Wisconsin State Statute 256 and Wisconsin Administrative Code DHS 110.

Additional Guidelines

1. When using a facility such as a kitchen, complete cleaning is required.
2. Students will maintain good personal hygiene habits and grooming.
3. Students are not permitted on Fire Department property while under the influence of alcohol or drugs.
4. Visitation of people for the student shall be kept reasonably short at the Fire Station.

Dismissal from BHS1 Program

1. Any student who is in violation of the rules, regulations, SOGs, procedures or, in the Fire Chief's evaluation does not meet the department's standards will be dropped from the program by the Fire Chief or Program Coordinator.

BHS1 Program

City of Burlington Fire Department

Performance Objectives FD Organization

1. Understand the rules, regulations, SOGs that govern the conduct of a BHS1 Student.
2. Understand the general policies that govern the overall operations of CBFD.
3. Understand the organizational chart of CBFD and understand the chain of command used by the department.
4. Understand the safety polices used by CBFD.
5. Understand the specific policies that govern the BHS1 program at CBFD.

Performance Objectives EMS

1. Describe all safety procedures to be followed by EMS members at CBFD.
2. List, locate, and describe the use of all equipment carried on an ambulance at the Fire Department.
3. Describe the role of a student on an EMS crew at CBFD.
4. Outline and describe the duties of an EMS member and function as an EMS member of CBFD.

Release and Hold Harmless

Knowing the dangers and risks associated with emergency incidents and activities that surround a fire department, I (BHS1 Student), on behalf of my family, heirs, and personal representative(s), agree to assume the risk and responsibilities surrounding my participation in a student partnership and release forever discharge, waiver, and covenant not to sue the City of Burlington Fire Department, Fire Chief, officers, members, firefighters, EMTs or other students against any and all liability for any harm, injury, damage, claims, demands, actions, cause of action, costs, and expenses of any nature whatsoever which I, (BHS1 Student), may have or which may hereafter accrue out of or related to participating in the internship.

Insurance

During the term of this Agreement, the Burlington Area School District shall name the City of Burlington as an additional insured with the District's existing (i) General Liability Policy, and (ii) Automobile Policy, (iii) Umbrella Insurance Policy, and (iv) Workers Compensation policies/s, which policy coverages are stated below:

General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate

Automobile: \$1,000,000 Combined Single Limits

Umbrella Liability: \$5,000,000

Workers Compensation: State Minimum

Waiver of Subrogation Rights. To the extent the same is required to effect a mutual waiver of any subrogation rights by the insurance carrier, each of the undersigned parties releases the other party from all liability, whether for negligence or otherwise, in connection with loss covered by any insurance policies which the releasor carries with respect to any interest or property therein or thereon (whether or not such insurance is required to be carried), but only to the extent that such loss is collected under said

BHS1 Program City of Burlington Fire Department

insurance policies. Such release is also conditioned upon the inclusion in the policy or policies of a provision whereby any such release shall not adversely affect said policies or prejudice any right of the releasor to recover thereunder.

Medical Payments/Disability Coverage

No medical coverage or disability coverage is provided by Cbfd. Students are advised to have medical coverage. Health insurance is encouraged and is at the student/s expense.

(See Burlington High School Athletic and Activities Handbook- INSURANCE)

BHS1 Program
City of Burlington Fire Department

I hereby give permission for my son/daughter _____
to participate in the BHS1/ Cbfd partnership program. I realized that they are
responsible for all of their school work missed while on call. I further realize that my
child will be leaving school for EMS calls and expect my son/daughter to follow ALL
traffic laws at the all times but specifically while doing EMS work.

Parent Signature	Print	Date
------------------	-------	------

Student Signature	Print	Date
-------------------	-------	------

Program Coordinator Signature	Print	Date
-------------------------------	-------	------

Fire Chief Signature	Print	Date
----------------------	-------	------

School Administrator Signature	Print	Date
--------------------------------	-------	------

School Counselor Rep. Signature	Print	Date
---------------------------------	-------	------

BHS1 Program

City of Burlington Fire Department

Burlington High School Athletic & Activities Handbook 2019-2020

ACADEMIC AND ATTENDANCE REQUIREMENTS TO MAINTAIN ELIGIBILITY ACADEMIC

In order to be academically eligible for extra-curricular activities, a student must be a fulltime student as defined as follows: ➤ Students must take 3 credits per semester. In addition, students must maintain a minimum grade point average of 1.67 quarterly (Quarter 1 – Nov. 5, Quarter 2 – Jan. 23, Quarter 3 – Apr. 1, Quarter 4 – June 5), have received no more than one failing grade (including incompletes), and have no unresolved/unexcused or truant absences for the school year. Burlington High School must be responsible for 100% of school programming to be considered a full-time student. Parents/guardians will be notified of ineligibility by one of the school administrators as soon as the student becomes ineligible.

Grades to determine eligibility will be based on quarter grades (grading periods). • Eligibility for summer and fall sports will be based on grades earned in the fourth (4th) quarter of the previous spring marking period. • Summer School grades will be considered part of the 4th quarter and 2nd semester grades if a student attends Summer School in an attempt to regain academic eligibility. • Grades will be reviewed at the end of the appropriate period

Academic ineligibility will be for 20 consecutively scheduled school days; however, a student who is ineligible may not return to competition until the school day following the completion of the ineligibility period. Academic ineligibility will go into effect on dates predetermined by the current school year calendar. Ineligibility is defined as not being allowed to participate in games/meets. Students will be allowed to attend and participate in practice unless otherwise specifically stated.

A student may be reinstated after 20 school days when the student secures written proof to show evidence that the student is meeting the criteria described above. Written proof is a completed “Academic Goal Progress Report Form.” The “Academic Goal Progress Report Form” is available in the Activities Office. The athlete must secure written verification from all teachers and submit the form to the Activities Director one school day before reinstatement can occur. Mid-quarter grades will be used only for determining whether a student can regain eligibility, but not to declare a student ineligible. If a student does NOT regain eligibility after the 20 day period of time, s/he will, additionally, not be allowed to PRACTICE for the remainder of the term during which ineligibility occurs.

A student regains eligibility immediately if incompletes are made up within ten (10) school days after the eligibility date. The Activities Director must be able to determine through information gathered from the teacher that all work has been appropriately completed. If ineligibility is due only to the incomplete grade, the student will regain eligibility as soon as the Activities Director can verify the grade.

BHS1 Program

City of Burlington Fire Department

A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses provided the school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings. The student must successfully complete not less than the same number of courses that caused the ineligibility.

If try-outs are conducted in a sport prior to the conclusion of a quarter, an ineligible student will be allowed to participate in the try-out process, but will not be eligible for competition until full eligibility has been restored.

There is NO appeal process for ineligibility caused by academic or attendance reasons.

ATTENDANCE

A student must be in school for the full day or be legally excused by the Attendance Office PRIOR to the absence to be eligible for practice or competition on a given day. If a student misses school due to illness, s/he is not allowed to practice or compete. In other words, if a student is too sick to come to school, the student is too sick to participate or compete.

Any student who is determined by his/her coach/advisor or the Activities Director to have been truant or have an unexcused/unresolved absence for one period of a school day, shall be immediately declared ineligible for all practice and competition for that day. For each additional period of truancy or unexcused/unresolved absence, the student shall be declared ineligible for all practice and competition for successive days at the rate of one day for each period of truancy or unexcused/unresolved absence.

Further, students may not practice or compete on the day of an excused absence as defined by the Attendance Office unless the Attendance Office is aware and approved of the absence PRIOR to the absence occurring.

ACTIVITIES CODE

Students participating in extra-curricular activities are required to:

1. Refrain from the use, possession, transfer or sale of alcoholic beverages, controlled substances, performance-enhancing drugs, tobacco products, and e-cigarette and/or ingredients/components/vapor (vapor contains nicotine).
2. Refrain from being present in a vehicle in which a non-parent/guardian driver is being ticketed for driving while under the influence of alcohol or any controlled substance.
3. Refrain from being present in a bar, tavern or any other place where alcoholic beverages are sold or consumed while not accompanied by their parents/guardians. This applies to all Burlington students regardless of age or the time of year. This rule does not apply to areas of premises or establishments not actually involved in the SALE or CONSUMPTION of intoxicants. These areas could be hotels, grocery stores, bowling alleys and regularly established athletic fields, stadiums, fairgrounds and parks.
4. Refrain from violating a coach's/advisor's or the school's training, grooming and dress regulations.

BHS1 Program

City of Burlington Fire Department

5. Refrain from the use of swearing or abusive language toward any coach/advisor, teacher, student, official or opponent.
6. Refrain from committing acts of vandalism or any other criminal behavior defined in the Wisconsin Statutes as such.
7. Refrain from committing serious and/or continued violations of school regulations.
8. Refrain from lying, being disrespectful, exhibiting any insubordinate behavior, or from engaging in any form of conduct unbecoming a Burlington athlete.
9. Refrain from posting disparaging or disrespectful comments, or any pictures or video which would show individuals committing violations of the Activities Code with respect to any coaches/advisors, teachers, school administrators, Burlington students, game officials, or students at opposing schools, on electronic media available to the general public on sites such as "Kik," "Instagram," "Snap Chat," "Facebook," or "Twitter," or through text messages or e-mails sent via electronic media.
10. Comply with all rules as established by the Southern Lakes Conference, the school, and the WIAA.

Special Conditions:

1. The courts have ruled that participation in athletics is a privilege, and not a right; therefore, students are often held to a higher standard than other students by virtue of the fact that they are highly visible representatives of Burlington High School whose negative behavior could adversely impact the image of our school.
2. The Activities Code is in effect for twelve months of the calendar year and governs the behavior of students whether school is in session or not, and at both in-school events and events not sponsored by the school, except where otherwise stated in the Activities Code.
3. If a student is present at a gathering, unaccompanied by parents, where any substances or items prohibited by the Activities Code are present or being consumed, s/he must depart immediately or, if necessary, make arrangements to depart entirely from the premises no later than 15 minutes of his/her arrival at the gathering, and must refrain from violating the Activities Code while still at the gathering. The parent/guardian/adult owning the residence where a peer party is being held, and any substances or items prohibited by the Activities Code are being used by minors, does not exempt the child of the owner from violating this rule. Failure to comply with these provisions will be considered a violation of the Activities Code.
4. Violations of the Activities Code are cumulative throughout the student's school career in grades nine (9) through twelve (12).
5. Penalties will carry over to the student's next season/activity. If the next season/activity is not the season of a sport/activity in which the student is normally involved, the carry-over of the penalty and successful completion of the penalty will count only if the student remains in good standing during the entire season. If not, the penalty carry-over initially in effect will remain in effect and must be served in a successive sports season.
6. The Activities Director shall have primary responsibility for investigating, and, if necessary, assigning penalties, for alleged violations of the Activities Code.
7. HONESTY REDUCTION – Students who self-report a first violation of the Activities Code to the Activities Director within forty-eight (48) hours of the infraction and PRIOR to the Activities Director interviewing the individual for the alleged infraction, and are deemed cooperative during the investigation, will receive a 25% reduction in the penalty

BHS1 Program

City of Burlington Fire Department

normally assessed for the infraction. No provisions are made for weekends or holiday periods in regards to the forty-eight (48) hour period. Students who wish to self-report can call 262-763-0200 ext 1258 to speak to or leave a message for the Activities Director. Students who host gatherings in which violations of the Activities Code are not eligible for honesty reduction.

8. Penalties as listed are minimums.

9. All penalties assessed for violations of the Activities Code will be considered completed ONLY IF that athlete serves the total penalty as assessed.

10. When assessing penalties for violations of Category I of the Activities Code, a contest/game shall be defined as one game or match or a single day's activities.

Exceptions are as listed here:

11. A student who violates the Activities Code would not be eligible for either a nomination or be a recipient for any award at the conclusion of the season in which the violation occurs or is served. In addition, a student who violates the Activities Code may not serve or continue to serve as a captain during the season of suspension. The athletic director and principal must approve any departure from this policy.

12. Violations of the Activities Code could lead to additional penalties assessed by the WIAA, the school, or law enforcement personnel.

13. Penalties are assessed according to the category of activity in which the student was participating at the time of the offense. In addition, participants in Category I Activities are expected to adhere to the Activities Code during the entire calendar year of their entire high school career including all breaks and vacations once they have been declared as a participant in any Category I Activity.

14. Category I Activities (All WIAA Regulations and the Activities Code): Baseball Golf Swimming Basketball Gymnastics Tennis Cheerleading Dance Track & Field Cross Country Soccer Volleyball Football Softball Wrestling

15. Category II Activities* (School-sponsored activities and clubs): Group A _ Group B Bowling Crier Equestrian WBSD Forensics Yearbook Koral One Act Play Three Act Play Trap/Shooting Team Musical Production Group C Academic Decathlon Mock Trial AFS Model OAS Amnesty Int. Model U.N. Dance Club Multi-Cultural Club Drama Club National Honor Society Driven Partners 2 FBLA Peer Listeners FAA Peer Mediation Geography Bowl Student Government Geography Bowl Key Club Honors Art Club Ice Fishing Jazz Band Pep Band Juggling Club *Any other clubs that are established during the school year.

ACTIVITIES CODE VIOLATIONS – CATEGORY I

First Violation Students violating the Activities Code will be declared ineligible for a period of 50% of the games played in a regular season. Any games or events within the WIAA State Tournament series will not be counted with regular season games/events to determine the length of the eligibility period.

Second Violation Students violating the Activities Code for a second time will be declared ineligible for the total number of games of the current season. If the student is not playing a sport at the time of violation, the next season in which the student plays will be used to determine the length of the suspension. Ineligibility carries over to the next season if a student is not able to serve the entire suspension within the current

BHS1 Program

City of Burlington Fire Department

season. Any games or events within the WIAA State Tournament series will not be counted with regular season games/events to determine the length of the eligibility period.

Third Violation Students violating the Activities Code for a third time will be declared ineligible for the remainder of their high school career.

ACTIVITIES CODE VIOLATIONS – CATEGORY IIA First Violation Students violating the Activities Code will be declared ineligible for a period of 50% of the scheduled performances of the activity. No exceptions will be made for students in leading roles.

Second Violation Students violating the Activities Code for a second time will be suspended from ALL performances. No exceptions will be made for students in leading roles.

Third Violation Students violating the Activities Code for a third time will be declared ineligible for the remainder of their high school career.

ACTIVITIES CODE VIOLATIONS –CATEGORY IIB First Violation Students violating the Activities Code will be declared ineligible for a period of 45 school days.

Second Violation Students violating the Activities Code will be declared ineligible for a period of 90 school days.

Third Violation Students violating the Activities Code for a third time will be declared ineligible for the remainder of their high school career.

ACTIVITIES CODE VIOLATIONS –CATEGORY IIC First Violation Students violating the Activities Code will be declared ineligible for a period of 45

Second Violation Students violating the Activities Code will be declared ineligible for a period of 90 school days.

Third Violation Students violating the Activities Code for a third time will be declared ineligible for the remainder of their high school career.

ACTIVITIES CODE VIOLATIONS – ADDITIONAL PENALTIES FOR VIOLATIONS INVOLVING ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, AND PERFORMANCE-ENHANCING DRUGS

In addition to the penalties as described above, any student who violates any portion of the Activities Code dealing with alcohol, tobacco, controlled substances, or performance-enhancing drugs will also be subject to the following requirements:

BHS1 Program City of Burlington Fire Department

First Violation The student must meet with the Student Assistance Program (SAP) for an interview and will be required to successfully complete a prescribed school-sponsored program prior to regaining eligibility.

OR

At the parent/guardians' cost, the student may choose to contact an approved, licensed nonschool AODA counseling agency for an assessment, and must attend and finish any prescribed program prior to regaining eligibility. Successful completion must be documented with a letter from the agency to the Activities Director.

Second Violation The student and his/her parents/guardians must meet with a representative of the school administration and the AODA Coordinator to establish the procedures by which the student will complete the steps listed below at the parent/guardians' cost:

- a. Complete an AODA assessment at an approved, licensed non-school AODA agency.
- b. Cooperatively participate in the recommended program.
- c. Successfully complete the treatment program.
- d. Agree to a behavioral contract between the student, school administration, and a representative of the AODA agency as a condition of regaining athletic eligibility.

Athletic Code Third Violations Leading To Permanent Suspension A student who has been declared ineligible for the remainder of his/her high school career as a result of a third violation in any category may appeal to the Activities Council for

probationary eligibility after a suspension period of one hundred (100) school days if the following conditions are met:

- a. Submits to at least three random drug and alcohol screenings no less than twenty (20) days apart at the expense of the parents/guardians and written results are shared with the Activities Director if the violation was related to alcohol, tobacco, controlled substances or performance-enhancing drugs;
- b. Maintains academic eligibility throughout the ineligibility period;
- c. Maintains an attendance record free of truancies or unexcused/unresolved absences.
- d. Maintains a behavioral record without disciplinary suspensions during the ineligibility period.

If, after a suspension period of one hundred (100) school days, all of the conditions in items a. through d. above have been successfully completed, the parents/guardians of the student may submit a written request for probationary eligibility, with all necessary documentation attached, to the Activities Director. The Activities Director will then review all of the documentation presented to determine if the necessary conditions have been satisfactorily met, and, if so, will institute a probationary eligibility period for the remainder of the student's high school career with the following provisions. The student must:

BHS1 Program City of Burlington Fire Department

a. Attend all scheduled practices/games/events or receive prior approval of the Activities Director if a legitimate absence is necessary; b. Remain academically eligible; c. Remain free of unexcused/unresolved absences and trancies;. d. Remain in good standing with no further Activities Code violations.

If the student, while on probationary eligibility, violates one of the above provisions, s/he will be declared immediately ineligible for the remainder of his/her high school career with no chance for appeal or subsequent requests for probationary eligibility.

BHS1 Program
City of Burlington Fire Department

**CITY OF BURLINGTON EMPLOYEE HANDBOOK
APPENDIX G: SOCIAL MEDIA USE POLICY, STANDARDS
AND PROCEDURES**

Purpose

To address the fast-changing landscape of the Internet and the way residents and businesses communicate and obtain information about the City of Burlington online, the City departments may consider using social media tools to reach a broader audience.

The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City on social media sites. This policy establishes both internal and external procedures for the use of social media.

Scope

All City Employees are subject to the terms of the Policy.

Definitions

“City Websites” are all websites that are owned, maintained, or controlled by the City on which information is posted for public viewing or use.

“Social Media Pages” are web pages that provide a means for various forms of discussion and information-sharing, and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social Media Pages are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual Social Media Page. Technologies associated with Social Media Pages often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host Social Media Pages include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); Facebook (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); and Twitter (social networking and microblogging).

“Social Networking Activities” are the activities undertaken to make and maintain connections and engage with business and/or social contacts, which include making connections through clubs, organizations, phone contacts, written correspondence or through internet-based websites, applications, and services. The City may use a variety of web-based groups, technology, or applications for the purpose of Social Networking Activities.

General

All of the City’s social media sites that are posted by departments and offices will be subject to approval by the City Administrator or designee.

The City's website (<http://www.burlington-wi.gov>) will remain the City's primary and predominant internet presence.

BHS1 Program

City of Burlington Fire Department

The most appropriate uses of the City's social media tools are as informational channels to increase the City's ability to broadcast its messages to the widest possible audience.

Wherever possible, content posted to the City's social media sites will also be made available on the City's website.

Wherever possible, content posted to the City's social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Burlington.

As is the case for the City's website, the department's director or designee will be responsible for the content and upkeep (including maintenance and monitoring) of any social media site that department may create.

Wherever possible, the City's social media sites shall comply with all appropriate City of Burlington policies and procedures.

The City's social media sites shall comply with the City's conflict of interest code and applicable ethics rules and policies.

The City's social media sites are subject to the Wisconsin Public Records Law. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication (with certain exceptions), is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media; provided, however, such requests shall be handled in collaboration with the City Attorney's Office. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request (see the City's Twitter, Facebook and Video Posting standards). Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. Users shall be notified that public disclosure requests must be directed to the relevant department's director or designee.

Wisconsin law and relevant City records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools are detailed in the City's Twitter, Facebook and Video Posting standards.

Users and visitors to the City's social media sites shall be notified that the intended purpose of the site is to serve as a means of communication between City departments and members of the public. The City has a unique policy pertaining to Facebook (see below); however, for all other social media formats, the City's social media site articles,

BHS1 Program

City of Burlington Fire Department

posts and comments containing any of the following forms of content shall not be allowed and shall be removed as soon as possible:

Sexual content or links to sexual content

Solicitations of commerce

Conduct or encouragement of illegal activity

Information that may compromise the safety or security of the public or public systems

Content that violates a legal ownership interest of any other party

Users shall be informed by posting to the City's social media sites that the City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.

These guidelines must be displayed to users or made available by hyperlink on all social media formats that allow the removal of user comments, posts, etc. (e.g., Twitter does not allow for the removal of tweets). Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City's Facebook and Video Posting standards), in accordance with the City's policy on the retention of such information.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

The City will approach the use of social media tools as consistently as possible, enterprise wide.

All new social media tools proposed for City use will be approved by the City Administrator.

PROCEDURES

Administration of the City's Social Media Sites

The City Administrator's Office will maintain a list of social media tools which are approved for use by City departments and staff.

The City Administrator's Office will maintain a list of the City's social media sites, including login and password information. The department's director or designee will inform the City Administrator of any new social media sites or administrative changes to existing sites.

The City must be able to immediately edit or remove content from social media sites.

BHS1 Program

City of Burlington Fire Department

For each social media tool approved for use by the City the following documentation will be developed and adopted:

Operational and use guidelines

Standards and processes for managing accounts on social media sites

City and departmental branding standards

Enterprise-wide design standards

Standards for the administration of social media sites

Social Media Standards

The following social media tools have been approved by the City and standards have been developed for their use:

Twitter

Facebook

Video - Video Posting

The use of other sites must be approved by the City Administrator or designee.

City Employee Social Media Procedures—Use of City Social Media Pages and City Websites

City Employees representing the City via the City Websites, Social Media Pages, or Social Networking Activities must conduct themselves at all times as representatives of the City and in accordance with all Human Resources Policies, Administrative Directives, other City policies, including without limitation the following.

City Employees posting content must follow these guiding principles:

Maintain transparency by using your real name and job title, and by being clear about your role regarding the subject.

Write and post only about your area of expertise, and if such posting is related to the City and your assignments.

Keep postings factual and accurate.

Post meaningful, respectful entries that are on topic.

BHS1 Program

City of Burlington Fire Department

Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.

Ensure your posting does not violate the City's privacy, confidentiality, and applicable legal guidelines for external communication.

Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.

Remember that your postings are ultimately your responsibility.

City Employees may not post inappropriate content on City Social Media Pages and City Websites when acting in official capacity. Such inappropriate content may include, but is not limited to:

That which directly or indirectly endorses any person or organization not directly associated with the City, unless otherwise approved by the City Administrator.

Commentary or personal opinions.

Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.

Content in support of or opposition to political campaigns or ballot measures.

Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

Information that may tend to compromise the safety or security of the public, public systems, or public services.

Content that violates a legal ownership interest of any other party.

Information related to legal matters, litigation, or any parties with whom the City may be in litigation.

Content that violates any applicable law or encourages the violation of any applicable law.

Personal attacks, insults, or threatening language.

Private or personal material published without consent.

BHS1 Program

City of Burlington Fire Department

Profane language or obscene content.

All City Employees must complete the Social Media and Networking Agreement Form.

City Employees may not post content to City Websites or Social Media Pages, or engage in Social Networking Activities related to the City during personal time, unless otherwise authorized by their Department Head. All posts must be made as part of the City Employees regular work schedule.

City Employee Social Media Procedures—Personal Use of Social Media Pages and Websites

City Employees using their personal Social Media Pages and other website on their personal time should conduct themselves in an appropriate manner and remember that at all times they are a representative of the City.

City Employees posting content must follow these guiding principles:

Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.

Ensure your posting does not violate the City's privacy, confidentiality, and applicable legal guidelines for external communication.

Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.

Remember that your postings are ultimately your responsibility.

City Employees may not post inappropriate content on personal Social Media Pages and Websites during their free time. Such inappropriate content may include, but is not limited to:

Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.

Information that may tend to compromise the safety or security of the public, public systems, or public services.

Content that violates a legal ownership interest of any other party.

Content that violates any applicable law or encourages the violation of any applicable law.

BHS1 Program

City of Burlington Fire Department

City Employee Discipline

The various Department Directors or their designees, as may be established from time to time, are responsible for the compliance with the provisions of this Policy by City Employees under such Department Director's control and for investigating non-compliance.

Suspension of a City Employee's Internet access may occur when deemed necessary to maintain the operation and integrity of the City's internal network or if a City Employee has violated this Policy.

Internet user account and password access may be withdrawn without notice if a City Employee violates this Policy.

Lack of adherence to this Policy may result in disciplinary action up to and including termination.

If a City Employee violates any applicable Laws, the City may pursue criminal or civil action against the City Employee.

For any website that appears to be operating as a City Website, without receiving the appropriate approvals from the City Administrator, or if the City Administrator determines the public may perceive that any unaffiliated website expresses official views of the City, the City will notify such website that it must conspicuously post the following notice:

This website is not affiliated with The City of Burlington or any of its subsidiary bodies. The views and opinions expressed in this website do not reflect the views or positions of The City of Burlington. The City of Burlington has not and cannot verify the veracity of the content of this website and is not responsible for any injury that results from the reliance on information presented on this website.

Should any such website refuse to comply, the City will send a cease and desist notice and pursue any other legal recourse in the City's interests.

Twitter

Purpose

Twitter is a micro-blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, City departments will communicate information directly to their Twitter followers, alerting them to news and directing them to the City's website for more information. These standards should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Content

The City Administrator or designee shall hold and maintain that department's Twitter account.

BHS1 Program

City of Burlington Fire Department

The City will have only one Twitter account, unless otherwise approved by the City Administrator. Account information, including usernames and passwords, shall be registered with the City Administrator.

Twitter accounts shall serve three primary purposes:

Disseminate immediate interesting or important information to residents of which a news item on the City's website is not necessary or possible.

Promote City-sponsored meetings, events, programs and facilities.

Refer followers to a news item or content hosted at the City's website and the department's Facebook page.

Information posted on Twitter shall conform to the existing protocols the City and the department that is posting the information. Tweets shall be relevant, timely and informative.

Twitter content, as much as possible, shall mirror information presented on the City's website and other existing information-dissemination mechanisms. The City Administrator or designee shall ensure that information is posted correctly the first time.

Departments will use proper grammar and standard AP style, and will avoid the use of jargon and abbreviations. Twitter is more casual than most other communication tools, but communications must still best represent the City at all times.

Where appropriate, the City Administrator or designee shall be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Where appropriate, communication with followers will be timely and consistent with existing protocols.

Archive

The City Administrator or designee will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance with applicable City policy regarding retention of such information that is not available from the application.

Facebook

Purpose

Facebook is a social networking site that continues to grow in popularity and functionality. Businesses and government agencies have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for City departments looking to drive traffic to department websites and to inform more people about City activities. These standards should be used in conjunction with the Social Media Use policy and video posting policy. As Facebook changes, these standards may be updated as needed.

BHS1 Program

City of Burlington Fire Department

Format

For 'type' description, choose “government”.

The main image shall be the Department logo or an appropriate photo. It may also be the City's logo and the City logo must be one of the profile pictures.

Departments will include a mission statement or appropriate text in the introduction box on the Wall Page.

Using the FBML static page application, a boilerplate section should contain a department/program description and the following:

“Thank you for reading this official Facebook page produced and managed by the City of Burlington. For more information about the City of Burlington, please visit www.burlington-wi.gov. The sole purpose of this page is to keep residents and visitors apprised of the City’s current events and matters of public interest from the City.

Comments published on the City’s page, including, but not limited to, comments on posts, shares, and photos may appear on the commenter’s personal page; however, the commenter’s comment will not appear on the City’s official page, as the City has no obligation to publish comments of others for public view. The City does not endorse any comment made by members of the public on its official page, and in no way are these comments representative of the City, City officers or City employees. The City likewise disclaims responsibility for any comments made by members of the public on its official page and any commenter is solely and personally responsible for his or her comments.

If comments are turned on, the FBML page shall also include a Comment Policy Box with the following disclaimer:

“Comments posted to this page will be monitored and inappropriate content will be removed as soon as possible. Under the City of Burlington Social Media Use Policy, Standards and Procedures, the City reserves the right to remove inappropriate content, including, but not limited to, those items that have sexual content, threaten any person or organization, violate the legal ownership interest of another party, promote illegal activity and promote commercial services or products. The City does not endorse any comment made by members of the public on its official page, and in no way are these comments representative of the City, City officers or City employees. The City likewise disclaims responsibility for any comments made by members of the public on its official page and any commenter is solely and personally responsible for his or her comments.”

A link to www.burlington-wi.gov will be included on the Info page.

Page Administrators

A successful page requires consistent attention. The City Administrator will designate one or more staff members as page administrators who will be responsible for monitoring the City’s Facebook page. Only designated department staff members will make posts.

BHS1 Program

City of Burlington Fire Department

The City Administrator or designee will be responsible for ensuring content is not stale. The department will designate one or more back-up administrators.

Comments and Discussion Boards

Public comments to the Wall, posts, photos, videos, links, etc., will generally not be allowed, as the City has instituted a filter so as to prevent public comments from appearing on the City's official Facebook page. However, should that filter fail, public comments will be allowed, which will require the department to regularly monitor content in accordance with the guidelines set out within this Appendix (see "General"). If the department is unable to do so or for any other lawful reasons, the Facebook page or other forum may be completely disabled. Whenever possible, Discussion Boards shall be turned off unless approved by the City Administrator or designee.

Photos and Video

Page administrators may add photos and videos to the City's Facebook page. The approval of the City Administrator will not be required. If there are postings of photos and/or videos of the public, staff must secure waivers by individuals depicted in the photo and/or video. Photos and/or videos of the City's employees taken during regular office hours may be posted without obtaining waivers. Videos must follow the Video Posting Standard.

Whenever possible, the ability for fans to post photos, videos and links shall be turned off unless approved by the City Administrator or designee.

Style

The City's Facebook page will be based upon a template that includes consistent City branding.

Page Administrators will use proper grammar and standard AP style, and will avoid the use of jargon and abbreviations. Facebook is more casual than most other communication tools, but communications must still best represent the City at all times.

Applications

There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.

An application must not be used unless it serves an appropriate and a valid business purpose, adds to the user experience, comes from a trusted source, and is approved by the City Administrator.

An application may be removed at any time if the City determines that it is causing a security breach or spreading viruses.

BHS1 Program

City of Burlington Fire Department

Archive

The City Clerk or designee will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance with applicable City policy regarding retention of such information that is not available from the application.

Indemnity

Most online sites require users to agree to terms of service that include such provisions as:

Indemnification and Defense. When a public agency creates an account on a social media site, it typically must agree not to sue the site, nor allow the site to be included in suits against the agency. Many sites also require the account owner to pay the site's legal costs arising from such suits.

Applicable Law and Venue. Most terms of service also assert that a certain state's laws apply to the terms of use and that the state's courts will adjudicate disputes.

The terms of service represent a binding contract; public agencies should assure that they have taken the steps necessary to bind the agency to such an agreement. No employee may execute terms of service or an agreement without authorization from the City Administrator.

Some companies are willing to negotiate on the substantive provisions in the terms of use, but they may be hesitant to negotiate separate agreements with dozens of different agencies. For example, the FAQ on the "Facebook and Government" page indicates that "at this time Facebook does not have any special legal agreements for state and local governments".

Video Posting

Purpose

The City will enable access to online video content, as this is the way many residents communicate and obtain information online. Key objectives for video content shall meet one or more of the follow goals: to further the department's mission, provide information about City services, showcase City and community events and explore City issues. The City encourages the use of video content to further the goals of the City and the missions of its departments, where appropriate. These standards should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Video Posting Guidelines

The City Administrator or designee will be responsible for approving the video content.

Video quality must be comparable to DVD resolution quality.

Low quality video will be considered as long as the audio portion is clear and the content is compelling and informative.

BHS1 Program

City of Burlington Fire Department

The department must secure a disclaimer from the author or owner or the right to use all of or part of a video if the video was not produced by the department or any other City department. Likewise, the department must secure a waiver from any individuals who are not City employees appearing in the video.

Videos streamed from other sources may not be posted to the City's website. Links to external videos are permitted, but it must only be used when content is relevant and necessary approvals are received.

Submitting Videos to Hosting Sites

Videos may be submitted to hosting sites such as YouTube and Vimeo as well as Facebook on a case-by-case basis under the direction of the City Administrator or designee.

Most of these sites limit the video to the lesser of 10 minutes in length or less than 1 GB of data storage.

Comments posted to these sites must be monitored or the ability to post a comment shall be turned off. Comments must adhere to the guidelines stated in the Social Media Use Policy.

Archive

Any video posted to a third party's video site must also be posted the department's website for purposes of records retention.

Social Media and Networking Acknowledgment

I acknowledge I have received the **Social Media Use Policy, Standards and Procedures** (the "Policy"). I agree to use City Websites, City-approved Social Media Pages, and engage in Social Networking Activities for City business only as appropriate and in compliance with this Policy. I understand that I must have approval from my Department Director and the City Administrator to use City Websites, Social Media Pages, or engage in Social Networking on behalf of the City. I also understand that I am responsible for all postings made by me on City Websites, Social Media Pages, or in Social Networking Activities including those made in the comments sections. I further understand that this Policy also applies to City-related postings made by me via personal (non-City) websites, Social Media Pages, and Social Networking Activities, and I agree to adhere to the guidelines in this Policy when so doing.

I acknowledge that all content on City Websites, City-approved Social Media Pages or in Social Networking Activities are considered to be City property and will be monitored by officials of the City. I understand that employees do not have personal or privacy rights in the use of City Websites, Social Media Pages, and in Social Networking Activities, and the postings, data, access to or distribution of such materials is subject to all applicable laws. I authorize my image, likeness, voice, and work product to be published, used and disclosed by the City on City Websites, City-approved Social Media Pages or in Social Networking Activities and I waive any rights I may have to royalties

BHS1 Program City of Burlington Fire Department

and compensation, and I understand the City retains sole right and discretion as to use and ownership of the information published, used and disclosed on City Websites, City-approved Social Media Pages or in Social Networking Activities to the extent permitted by law.

I agree to abide by all security procedures as set forth by IT, before accessing or posting publishing content on City Websites, City-approved Social Media Pages, or via Social Networking Activities. I acknowledge that any violation of the rules and guidelines set forth in this Policy or in any current or future modified Human Resources Policy and Procedure, can be grounds for disciplinary action, up to and including termination of my employment.

BHS1 Program

City of Burlington Fire Department

Burlington High School Athletic & Activities Handbook 2019-2020

“A Community of Learners” 400 McCanna Parkway Burlington, WI 53105

262-763-0200

5-31-2019

Non-Discrimination Statement

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.

INSURANCE (PG 20)

All students are required to be covered by family health insurance in cases of accident or injury. Burlington School District also carries supplemental insurance on each student. The supplemental insurance covers 80% of the cost NOT COVERED BY THE FAMILY HEALTH INSURANCE.

For example, if the cost of medical services as a result of an injury is \$5,000, and the family health insurance which is the primary carrier covers 80 % or \$4,000 of the total cost, the supplemental insurance, which is the secondary carrier, will cover 80% of the REMAINING \$1,000 or \$800.

Parents are required to furnish proof of insurance to the Activities Director prior to their child(ren) participating in any way in any sport/activity.

City of Burlington Fire Department BHS1 Program

Student Name: _____

Subject: Department/Ambulance Orientation

Location: City of Burlington Fire Department

Date: _____

Facilitator: CBFDD on Duty Personnel

****All skills need to be initialed before leaving**

	SKILL	Initial		SKILL	Initial		SKILL	Initial	
1	Where to Park		3	turn on monitor		4	knows how to do a 2 person side:side lift of pt. from floor		
	Where to sit in Ambulance			switch from monitor to defib			can log roll onto a bath sheet		
	Understand need to follow traffic laws			take a blood pressure			can lay patient flat to boost up on cot		
	Know what to do during call			place and read the pulse oximeter			can load cot appropriately		
	know what to do when call is over			know the location of the large defibrillator pads			changes battery on cot		
				know where the analyze and shock buttons are located			makes up cot appropriately		
2	turn on radio			put away defib parts correctly			knows location of long board, scoop and splints		
	find appropriate channel								
	know call sign					5	knows location of seatbelts in truck		
	click to capture repeter						knows location of ER1, ER2 and supply room location		
	contact others via radio						knows location of the student 1/4 sheets to fill out on each call		



DATE: February 19, 2020

SUBJECT: **RESOLUTION 4996(49)** - To approve the Award of Bid for the Well #7 Generator Project to Hogan Electric for the not to exceed amount of \$176,000.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

Auxiliary power is necessary in public water systems to ensure that pumping, treatment, distribution, and pressurization of the water system can still be achieved regardless of disruption in the power distribution network. Auxiliary power provides that during times of emergency, when power is lost, the water supply is still safe for consumption and available and sufficient for fire suppression. NR 811.27 of the State of Wisconsin Administrative Code requires that all municipal pumping stations, pump houses, and water treatment plants shall have a standby auxiliary power source unless the department determines that there is sufficient pumping capacity with existing auxiliary power located at other water system facilities to provide at least an average day supply of water.

The City of Burlington Water Utility has auxiliary power at Well #10, Well #11, and the Dunford standpipe, which is sufficient to meet the threshold of NR 811.27. However, it is best practice in the industry, the recommendation of NR 811.27, and the recommendation of our Wisconsin Department of Natural Resources (WDNR) regulators and inspectors that we install auxiliary power at all water system facilities to ensure maximum reliability and safety of the water supply. Currently, Well #7 & Origen Tower, Well #8, and Well #9 do not have auxiliary power. It is the goal of the utility to add auxiliary power to each of these facilities.

The Well #7 generator project includes demolition of existing facilities, site preparation, purchase of a 450 kWH diesel powered generator, and installation of the generator, transfer switch, and other fixtures including site fencing. Engineers from Trotter and Associates performed the design and administered the public bid for the project. A bid opening was held on Tuesday, February 4, 2020. Three bids were received as follows:

- Hogan Electric: \$176,000.00
- Pieper Electric: \$255,107.00
- Aldridge Electric: \$342,700.00

After the bid, staff from Trotter interviewed the low bidder, Hogan Electric. It was determined that Hogan's bid is satisfactory and has been recommended for approval.

BUDGET/FISCAL IMPACT:

\$375,000 was included in 2019 water utility capital budget for this project. Funding was secured in the revenue bond. The bid of \$176,000.00 is significantly under budget. Engineering costs of \$14,510 have been paid for design and bid assistance.

RECOMMENDATION:

Staff recommends the award of contract for the Well #7 generator project to Hogan Electric, Inc. for the not to exceed amount of \$176,000.00.

TIMING/IMPLEMENTATION:

This item is for discussion at the February 19, 2020 Committee of the Whole meeting, and is scheduled for final consideration the same evening Common Council meeting.

Attachments

Res 4996(49) Bid Award for Well 11 Generator
Engineers Recommendation

RESOLUTION NUMBER 4996(49)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING THE AWARD OF BID FOR THE WELL # 7 GENERATOR PROJECT
TO HOGAN ELECTRIC, INC. FOR THE LUMP SUM AMOUNT OF \$176,000.00**

WHEREAS, The Wisconsin Department of Natural Resources administrative code NR 811.27 requires auxiliary power be installed throughout the water system to provide the average daily supply of water to system customers; and,

WHEREAS, It is best practice, and the recommendation of NR 811.27, to ensure maximum reliability of the water system by installing auxiliary power at all water system facilities; and,

WHEREAS, the City of Burlington water utility is compliant with NR 811.27 and has auxiliary power installed at all water system facilities except Well #7, Well #8, and Well #9; and,

WHEREAS, installation of a generator to provide auxiliary power at Well #7 will improve system reliability; and,

WHEREAS, bids for installing a generator at Well #7 were received, opened, and reviewed at the Board of Public Works Bid Opening on February 4, 2020 and forwarded to the Engineer (Trotter and Associates, Inc.) for final review; and,

WHEREAS, the Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from Hogan Electric, Inc. a copy of which is hereto and made a part thereof; and,

WHEREAS, the Engineer, and the Director of Public Works have recommended approval of the Lump Sum Bid for \$176,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Well # 7 Generator bid be awarded to Hogan Electric, Inc., for the not to exceed amount of \$176,000.00 for the Total Lump Sum Bid.

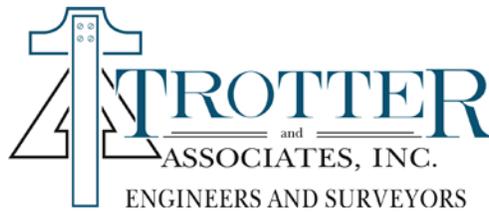
Introduced: February 19, 2020

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



February 4, 2020

Mayor and City Council
City of Burlington
300 N. Pine Street
Burlington, WI 53105

**Subject: Well No. 7 Generator
Recommendation to Award**

Dear Mayor and Council,

The City of Burlington received three (3) bids for the Well No. 7 Generator project on February 4, 2020 at 10:00 a.m. The lump sum bids are summarized below.

Bidder	Total Bid Price
Hogen Electric, Inc.	\$ 176,000.00
Pieper Electric, Inc.	\$ 255,107.00
Aldridge Electric, Inc.	\$ 342,700.00

Hogen Electric, Inc. of Hartford, WI was the apparent low bidder with a total bid price of \$176,000.00. We have reviewed the bidding documents and confirmed that Hogen Electric, Inc. has provided a complete bid package. We also discussed the bid with Hogen Electric and they indicated that upon review their pricing is accurate and complete.

It is our recommendation that the City of Burlington award the Well No. 7 Generator construction contract to Hogen Electric, Inc. for the total lump sum bid amount of \$176,000.00.

Sincerely,

Trotter and Associates, Inc.

Robert W. Benson, PE
North Region Manager

Cc: Carina Walters, City Administrator
Peter Riggs, Director of Public Works