



**AGENDA
COMMON COUNCIL**

Tuesday, March 3, 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** *(B. Grandi)*
 - A. To approve the February 19, 2020 Common Council Meeting Minutes.
6. **Letters and Communications** *(R. Heft)*
 - To excuse Alderman Jon Schultz from the March 3, 2020 Committee of the Whole and Common Council meetings.
7. **Reports by Aldermanic Representatives and Department Heads**
8. **Reports** *(S. Rauch)*
 - A. To approve Reports 1 - 5 as submitted.
9. **Payment of Prepaids and Vouchers** *(T. Preusker)*

A. To approve the Prepaids and Vouchers list for bills accrued through March 3, 2020:

Total Prepaid:	\$ 3,549,108.25
Total Vouchers:	\$ 75,476.52
Total EFT:	\$ 23,328.98
Grand Total:	\$ 3,647,913.75

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

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

11. **Appointments and Nominations** (S. Kott)

- To approve the appointment of Gloria Blodget as an Election Inspector for a two-year term ending December 31, 2021.

12. **PUBLIC HEARINGS:** NONE

13. **RESOLUTIONS:**

A. **Resolution 4997(50)** - To Authorize the Sale of Approximately \$940,000 General Obligation Promissory Notes, Series 2020A. (T. Meyer)

B. **Resolution 4998(51)** - To approve the Memorandum of Understanding (MOU) of a Joint Grant Application between the Rochester Volunteer Fire Company (RVFC) and the City of Burlington Fire Department (COBFD) to the Federal Emergency Management Agency (FEMA) regarding the Joint Assistance to Firefighters Grant for VHF portable radios. (B. Grandi)

14. **ORDINANCES:**

15. **MOTIONS:**

A. **Motion 20-955** - To consider approving a Certificate of Appropriateness for property located at 700 N. Pine Street. (R. Heft)

B. **Motion 20-956** - To approve an Airport Hangar Lease with Dale Severs and Karen Riccio for property located at Hanger 816 Hotel Taxiway, Burlington Municipal Airport, Burlington, Wisconsin. (S. Rauch)

C. **Motion 20-957** - To approve an Airport Hangar Lease with Mark T. Van de Bogert and Jeanette L. Van de Bogert Revocable Trust for property located at 1396 Mike Taxiway, Burlington Municipal Airport, Burlington, Wisconsin. (T. Preusker)

16. **ADJOURNMENT** (T. Bauman)

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: March 3, 2020

SUBJECT: MEETING MINUTES - To approve the February 19, 2020 Common Council Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the February 19, 2020 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the February 19, 2020 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the March 3, 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
Diahnn Halbach, City Clerk
Tuesday, February 19, 2020**

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

Mayor Jeannie Hefty called the Common Council meeting to order at 7:33 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Alderman Theresa Meyer.

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, Public Works Director Peter Riggs, and City Intern Nicholas Faust.

2. **Pledge of Allegiance**

3. **Citizen Comments** - NONE

4. **Chamber of Commerce Representative** - NONE

5. **Approval of Minutes** - To approve the February 4, 2020 Common Council Meeting Minutes. Motion: Alderman Rauch. Second: Alderman Kott. With all in favor, the motion carried.

6. **Letters and Communications** - NONE

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

Mayor Hefty thanked Council President, Jon Schultz, for filling in for her while she was unavailable.

Alderman Preusker reported that Plan Commission discussed the first draft of the Housing Study and encouraged Council to review the study if possible.

Alderman Bauman asked Director Riggs for an update on the salt supply. Riggs reported that it has been a mild winter and there is plenty of salt still available.

8. **Reports** - To approve Report 1-2 as submitted.

Motion: Alderman Schultz. Second: Alderman Preusker. 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 19, 2020.
Motion: Alderman Preusker. Second: Alderman Bauman. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

10. **Licenses** - To approve Operator's License Applications as submitted.
Motion: Alderman Bauman. Second: Alderman Kott. With all in favor, the motion carried.

11. **Special Events** - To approve the Special Event Permit Application as submitted.
Motion: Alderman Kott. Second: Alderman Rauch. With all in favor, the motion carried.

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.

Motion: Alderman Grandi. Second: Alderman Bauman. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

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.

Motion: Alderman Grandi. Discussion pursued. Alderman Preusker motioned to table approval of RLF grants and loans until the criteria is better evaluated and stricter parameters are decided upon. Nobody seconded the motion and the motion to table died on the floor. Alderman Bauman then seconded Alderman Grandi's motion to approve. Roll Call Vote: Aye - 6. Nay - 1 (Alderman Preusker). The motion carried.

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

Motion: Alderman Heft. Discussion pursued. Alderman Schultz questioned the requirement to create a job versus the six criteria and stated that he prefers something with flexibility and should be looked further into. Alderman Preusker agreed with Alderman Schultz and also felt that non-profits should qualify. Alderman Grandi and Alderman Preusker both suggested tabling the item until they have a better understanding of what they want out of the manual. Alderman Grandi felt that non-profits should be excluded as they already receive benefits from the City. Discussion continued. Administrator Walters stated that the manual can be updated as Council sees fit and suggested discussing further during the strategic planning sessions. Alderman Kott then seconded Alderman Heft's motion to approve. Aye - 6. Nay - 1 (Alderman Grandi). The motion carried.

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

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

- 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.

Motion: Alderman Schultz. Second: Alderman Grandi. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

14. **ORDINANCES:** NONE

15. **MOTIONS:** NONE

16. **ADJOURNMENT**

Motion: Alderman Preusker. Second: Alderman Grandi. With all in favor, the motion carried and the meeting adjourned at 8:08 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: March 3, 2020

SUBJECT: REPORTS - To approve Reports 1- 5 as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Park Board Minutes, 10-17-2019
2. Police Fire Commission, 1-13-2020
3. Burlington Housing Authority Minutes, 1-15-2020
4. Historic Preservation Minutes, 1-23-2020
5. Committee of the Whole Minutes, 2-4-2020

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the March 3, 2020 Common Council meeting.

Attachments

Park Board Minutes

PFC Minutes

BHA Minutes

HPC Minutes

COW Minutes



**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, OCTOBER 17, 2019 6:30PM**

President Patricia Hoffman called the meeting to order at 6:30 PM.

Roll Call: Present: Commissioners Patricia Hoffman, Jason Ledbetter, Rosemary Dolatowski and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Excused: Commissioner Marilee Hoffman and Park Foreman Aaron DeGrave. Commissioner Jennifer Amborn was absent. Commissioner Clay Brandt arrived at 6:32 p.m.

Approval of September 19, 2019 Park Board Minutes: President Patricia Hoffman entertained a motion to approve the September 19, 2019 Park Board Minutes. Motion to approve made by Commissioner Dolatowski. Seconded by Aldermanic Representative Rauch. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: No report.

Baseball 2000 (BB2K) Report: Bud Milroy, BB2K, advised the board baseball season was ending and informed the board of the fall / winter projects BB2K was working on including fall / winter seeding of the field. Milroy also noted the right field flooding was still problematic along with the safety concerns about the about the wall erosion. Milroy advised the BB2K board discussed several possibilities to rectify this issue including shortening right field and adding fencing. Riggs suggested having a meeting with Milroy at the field next week to look into this issue further.

Director of Public Works Report:

Riggs advised the board Rotary's 2019 project was the park trail signage /kiosks. They were able to raise \$11,000 with three in kind donations, one for complete materials from Burlington Lumber and two from church organizations.

Riggs met with Burlington High School (BHS) Principal, Eric Burling, who advised the ACE students at BHS would cut and assemble all wood into kits. Riggs noted all kits are of a similar spec so for the most part would be the same. Riggs also noted all the material used would be local ash as well as repurposed utility poles. Installation points are still up for discussion in the coming months but would most likely include parks (i.e. new kayak launch at Riverside) as well as the entry point to the City. Riggs advised DPW would be storing all the lumber / kits until spring when City crew would dig the holes and Rotary would most likely have a day to assist with installation. Riggs also noted a future agenda item would include some sort of Rotary recognition on the kiosks.

Riggs advised the board that at the budget study session several items were discussed including:

- Wagner Park – applying for grant money as well as Community Development Block Grant (CDBG) money as well
- Dog Park hydrant – the City would be asking for a cost share with the Dog Park for the installation
- Bleacher funding for Beaumont
- Pickleball – possible construction of actual courts

Aldermanic Representative Rauch questioned if there was a possibility of bathroom installation at Wagner Park. Riggs stated if the City wanted to expand the trailhead use through that park then the addition of bathrooms would be warranted.

New Business:

A. Discussion regarding usage of the Congress Street & Bushnell Park ball diamonds for the women’s softball league as well as the status of the Milwaukee Metro women’s fast pitch softball league for the 2020 season.

Bill Milatz, representative for the women’s softball league, was present to request the use of the Congress Street & Bushnell Park diamonds for the 2020 season. Milatz also noted that the Milwaukee Metro fast pitch league was merging with another club league so as soon as he was made aware of when they needed the field he would advise the City.

Milatz noted at the Congress Street diamond there was a light above home plate that was not functioning if crews could take a look at.

Milatz also wanted to thank the City and staff for all of their hard work throughout the season keeping the field lined and grounds well kept.

President Patricia Hoffman entertained a motion to recommend the usage of the Congress Street and Bushnell Park ball diamonds for the women’s softball league for the 2020 season. Commissioner Brandt motioned and Commissioner Ledbetter seconded to approve the motion. All were in favor and the motion carried.

B. Discussion with the Burlington Pool Board regarding the possible installation of a beer garden at Devor Park.

Several members of the pool board including Darrell Eisenhart, Jeanne Otter and Alderman Bob Grandi were present to discuss the possible installation of a beer garden at Devor Park.

Eisenhardt advised the board that the four area service clubs including Rotary, Lions Club, Jaycees and Kiwanis assisted in building the original pool. Presently the pool is run by the Pool Board along with these clubs and are sustained by memberships and fundraising in order to keep it maintained. Providing the option of a very small, intimate beer garden would assist with the funding needed to maintain the pool.

Otter advised the board the pool increased membership in 2019 as well as had even more attendance than its opening year. This along with feedback from adult patrons of the pool sparked the idea of the beer garden. The goal of the beer garden would be to provide a small gathering area only accessible outside the pool that would serve alcohol and some minor food items. Tentative hours of operation would be Thursday & Fridays 5-8pm and Saturday & Sundays but could be changed. Otter noted the board felt this would be another great option for people to not only enjoy the pool but also to enjoy Devor Park.

Commissioner Dolatowski voiced her concern with adding alcohol to a park predominately occupied by children. Dolatowski also noted the hours of operation for the beer garden would conflict with the music in the park at Echo which she didn't feel was good to take away from that event that has been going on for quite some time. Otter reiterated the beer garden hours were tentative and the board was open to any and all suggestions for better times. Alderman Grandi noted the 25-45 year-olds were in favor of the beer garden option to allow for a relaxing environment for those not partaking in the pool activities but still enjoy the atmosphere.

Commissioner Hoffman questioned what the pools budget / revenue was. Alderman Grandi advised the Pool Board was still working on the cash flow numbers for 2019 but advised the pool made money both years as well as through fundraising and donations. He also noted that is costs approximately \$12,000 in order to open and close the pool each year. Otter advised this beer gardens seem to be the wave of what most communities are going to in order to keep their parks going. Alderman Grandi noted that the pool is doing well and the Pool Board's hope would be with the possible addition of the beer garden would enhance the pool and the park while providing additional funding for the future.

President Patricia Hoffman entertained a motion to recommend to the City Council the evaluation of the possibility of a beer garden at Devor Park. Commissioner Ledbetter motioned and Commissioner Brandt seconded to approve the motion. Commissioner Dolatowski voted nay. Majority were in favor and the motion carried.

Old Business:

A. Update regarding the installation of the pickleball court.

Riggs advised the board that the line machine was ordered and the lines would be painted on the tennis courts at Devor Park for the pickleball court. Riggs questioned what the general color scheme was and Commissioner Dolatowski advised it should be blue. Riggs noted he may have Park Foreman Aaron DeGrave contact her to ensure the colors were accurate. Commissioner Dolatowski noted that the net was higher for tennis than pickleball but if crews could leave the crank any players could adjust as necessary.

B. Update regarding the Comprehensive Outdoor Recreation Plan (CORP) 2020-2025.

Riggs noted he was continuing to work with Blake from Ayres as well as Nick Faust, City Intern, regarding the impact fees. No further report at this time.

C. Update regarding the Riverside Improvement project.

Riggs advised the board that PSG has had some issues with flooding at the park which has given them a legitimate cause for delay. Riggs still anticipates they will be done with a majority of the work this year minus some paving work which may be weather dependent. The Department of Natural Resources (DNR) has provided all approvals for the installation of the blocks for the kayak launch and all remaining items regarding the project are in good shape.

Other Items: President Hoffman noted she would not be in attendance for the November meeting as well as Commissioner Dolatowski and both were concerned with a quorum issue. It was determined and email would be sent out in the coming weeks with some options on meeting times and to determine the boards availability for the remainder of the meeting for 2019.

There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Aldermanic Representative Rauch. Seconded by Commissioner Dolatowski. All voted aye, and President Patricia Hoffman adjourned the meeting at 7:55 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

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



MINUTES

City of Burlington Police and Fire Commission
Burlington Fire Department
165 W. Washington Street, Burlington, Wisconsin
January 13, 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, and Chris Miller. Fire Chief Alan Babe, Police Chief Mark Anderson. Peter Hintz was absent.

3. Public Comments:

None.

4. Approval of Minutes

The minutes from the December 3, 2019 PFC meeting was approved on a motion by Commissioner Morrow, seconded by Commissioner Miller all ayes motion carried at 5:02pm.

5. Police Chief Business

None.

6. Fire Chief's Report and Business

On a motion by Commissioner Erickson and seconded by Commissioner Morrow at 5:07pm 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 7:00pm

On a motion by Commissioner Miller and seconded by Commissioner Morrow, Jaydon Welch, Matthew Gross, and Steve Redlin were added to the Fire Department eligibility list all ayes carried the motion. Brandon Roberts was not added to the eligibility list.

7. Police and Fire Commission Business

We will be moving the future meetings to 224 E. Jefferson Street (Council Chambers in the PD Building) do to the current location at the fire station being turned into a bunk house for the on-duty staff at the fire station.

8. Adjourn

Motion by Commissioner Morrow to adjourn seconded by Commissioner Erickson, all ayes carried the motion at 7:04p.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.

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
January 15, 2020**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, January 15, 2020 at 5:30 p.m. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioners Lapp & Merten and Manager Arlene Odeja.

Minutes from the regular monthly meeting held December 18, 2019 were reviewed. A motion to approve the minutes as written was made by Heck, seconded by Lapp, and carried unanimously.

FINANCIAL REPORT: Copies of the monthly operating statements, bills, and bank statements were dispersed and reviewed by board members including Reserve Account balances as of December 31, 2019. (See statement balance sheet). A motion to approve the financial report as written was made by Lapp, seconded by Merten, and carried unanimously.

OCCUPANCY REPORT: Manager Odeja reported 51 on the waiting list for one bedroom units and 4 for two bedroom units. There are currently no vacancies.

BUILDING AND MAINTENANCE: Nothing major to be reported.

Discussion was held on CNA bids that were submitted. Motion to approve the engagement of SchultzWerk Architecture, Inc. for \$1,640.00 for the CNA for Riverview Manor was made by Merten, seconded by Lapp and carried unanimously.

NEW BUSINESS: Employee 90-day review for maintenance position was reviewed.

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 p.m. The next monthly meeting is scheduled for February 19, 2020 at 5:30 p.m.



John Smith, Secretary



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, JANUARY 23, 2020**

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

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Capra moved, and Commissioner Wagner seconded to approve the minutes of December 19, 2019.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. A Façade Grant Program application from Kevin Schuerman for property located at 372 N. Pine Street to install a hanging sign.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt stated the sign is up and it looks good.
- Gregory Guidry explained the signage was approved at the December 19, 2019 meeting, and the owner is requesting a grant for the sign.
- Commissioner Wagner asked if a grant can be applied retroactively after installation. Carina Walters, City Administrator, pointed out that at the June 12, 2019 HPC Workshop the Commissioners agreed staff could handle Sign Permit applications without a Certificate of Appropriateness (COA) application (only a Sign Permit application was required). Ms. Walters explained when looking at the grant application and policy guidelines, it indicates a COA approval is required to receive grant money, and that the work cannot be completed beforehand. Ms. Walters stated this is a simple clarification of text that staff can clear up on the application to reflect that no COA is required for signage. Ms. Walters further stated this sign was approved at the last meeting and staff recommends the grant approval.

- Commissioner Wagner asked if there is a timeline to retroact the grants. Ms. Walters requested that the timeline for grants, and if HPC wants a COA application for signage be required to receive a grant be added to the next agenda.
- Chairman Eisenhardt questioned if there had been a discussion regarding the existing sign coming down, and the parapet wall becoming a flat roof. Mr. Guidry responded yes, the existing sign will come down. There was also discussion about façade repairs coming in front of the board at a later date.
- There were no further comments.
- Commissioner Petersen moved, and Aldermanic Representative Kott seconded to approve the Façade Grant for the sign, but not to exceed \$250.00.
- Roll call: Chairman Eisenhardt; Aldermanic Representative Kott; Commissioners Capra; Wagner; and Petersen.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Discussion regarding possible options for façade repairs for property located at 388 N. Pine Street (Trendsetters).

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry explained the owner is providing façade repair options before moving forward with a formal submittal.
- Commissioner Wagner asked if this building was non-contributing. Mr. Guidry answered that it is.
- Mike Lenke, contractor, explained repairs to tuck-pointing and brick are needed because the building is damaged. The coping would come off and the roof would remain flat to keep the historical appearance. Mr. Lenke stated he has repaired most historical buildings throughout the State, and is familiar with the process of material use and colors.
- Aldermanic Representative Kott commented the coping would have to be restored or replaced.
- The Commissioner suggested to get a quote for cleaning the brick on both sides.

B. Review of Façade Grant Funding Status.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Chairman Eisenhardt stated \$50,000 of grant money was approved for Round 10 in 2020.
- Chairman Eisenhardt questioned Mr. Guidry if there were any updates on the three properties pending from Round 8. Mr. Guidry replied 533 & 541 Milwaukee Avenue was waiting until spring to paint, and the windows at 488 Milwaukee Avenue were being measured. Mr. Guidry further replied that he has not heard a response from the owners of 164 E. Washington. A discussion was ensued by the Commissioners regarding the update at 164 E. Washington Street.
- Commissioner Petersen asked if they can approach an owner of a building if it is in need of repair. Mr. Guidry answered yes, the Commissioners are encouraged to.

ADJOURNMENT

Commissioner Wagner moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 6:20 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant



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

CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, February 4, 2020

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

Council President Jon Schultz called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman 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. **Citizen Comments** - NONE

3. **Approval of Minutes** - To approve the January 21, 2020 Committee of the Whole Meeting Minutes.

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

4. **MOTIONS:**

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

Chief Babe introduced the motion and provided a brief overview of the device stating that the LUCAS device is a mechanical chest compression system that helps emergency care teams save lives by ensuring consistent compressions are constantly being administered and helps to reduce the risk of back injuries to caregivers. Chief Babe then introduced Bob Miller, President of Aurora. Several representatives from Aurora were also present. Miller gave a brief speech and presented the device to Chief Babe. Photos of the occasion were taken.

5. **DISCUSSION:**

- 2019 Update from the Racine County Economic Development Corporation (RCEDC) regarding the Revolving Loan Fund (RLF) Grant Program.

Administrator Walters stated that Resolution 4994(47) would be discussed at this time as well, and then introduced Carolyn Engel, RCEDC, to begin the discussion. Engel reviewed the 2019 year end

report on Burlington's Revolving Loan Fund (RLF) and then explained the proposed changes to the manual which included putting more emphasis on small businesses and eliminating loans to non-profits and reduce the grant amount from \$15,000 to \$10,000.

Alderman Meyer asked why non-profits were being eliminated. Engel replied that there is limited funding and wanted to place more emphasis on growing businesses and that the funds haven't been successful with non-profits. Alderman Heft stated that non-profits could create a job which would fill one of the requirements. Alderman Rauch suggested making it a requirement to create a job as a non-profit. Alderman Schultz asked if meeting just one of the requirements qualifies for the RLF grant. Engel responded that they would like to see them meet at least two of the requirements. Alderman Schultz suggested stricter requirements and could discuss further during the strategic planning process. All agreed that reducing the grant amount to \$10,000 was a good idea. Alderman Schultz stated that changes would be presented at the February 19, 2020 Common Council meeting.

Bev Gill, 6641 Wheatland Road, Burlington, WI 53105, Representative for the Burlington Cemetery, stated they became a non-profit last year and was planning to apply for the RLF grant in 2020 in order to repair the mausoleum, which has an estimated cost of \$83,000 to repair. Gill wanted to know if there was anything the City could to help with the cost.

6. **RESOLUTIONS:**

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

Director DeQuaker provided background information stating that the City of Burlington began using LifeQuest as it's third party provider for EMS billing related to Ambulance Emergency Care Services and Supplies, and as part of that service, LifeQuest uses Hometown Bank in Wautoma, WI as it's depository for collections related to billing for those services. DeQuaker further stated that per statute, depositories of the City must be approved by resolution of the Common Council.

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

Administrator Walters stated that Craig Rapp conducted the last Strategic Planning Session in 2015 for the City of Burlington and was directed by the Mayor and Common Council to contact him again to facilitate the 2020-2023 Plan. Walters further stated that the Strategic Planning Retreat will be April 17 and April 18; however, further details will be forthcoming after approval of a contract with the facilitator.

- C. **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.

Walters introduced the resolution for the annual contract. Jenny Trick, RCEDC, then provided an overview of the activities completed by RCEDC for the City of Burlington in 2019 and reviewed the five main categories of Business Growth, Talent Recruitment, Leadership and Relations, Business Finance, and Special Projects.

- D. **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.

Karmin Garstecki, Loan Officer for RCEDC, outlined the applicant's project and stated that Jean Dibble has submitted her request to assist with the purchase and renovations of the property located at 524 Milwaukee Avenue and 581 N. Pine Street, which is a four unit building containing two

commercial storefronts on the lower lever and two residential units on the upper level. Garstecki stated that Dibble intends to occupy one of the residential units and will utilize one of the storefronts for her art studio. The second store storefront is currently occupied by a hair salon and the other residential unit is also occupied, both long term tenants. Jean Dibble was also in attendance to help answer questions.

Alderman Grandi asked if Dibble was in the process of purchasing. Dibble responded that she is working with realtors. Alderman Heft asked Dibble what kind of improvements she would be doing that amounts to \$71,000. Dibble responded that those dollars would be allocated toward the mortgage, while the matching grant would be used for furnace and water heater repairs.

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

This item was discussed during the discussion regarding the update from RCEDC.

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

Chief Babe reviewed the background history of the BHS1 Program and then introduced Troy Everson to further explain the program. Everson provided a brief overview of the program stating that the program was designed due to aging BRS members and provided an opportunity for students to learn valuable experience in EMS and the opportunity to continue on as a member of rescue services, if they so chose. Everson stated that this is the second program in the nation and that since it's inception in 2012, 147 EMT's have graduated.

7. **ORDINANCES:** NONE

8. **ADJOURNMENT**

Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried and the meeting adjourned at 7:56 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: March 3, 2020

SUBJECT: PREPAID AND VOUCHERS - To approve the Prepaid and Vouchers list for bills accrued through March 3, 2020.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through March 3, 2020:

Total Prepaid:	\$ 3,549,108.25
Total Vouchers:	\$ 75,476.52
Total EFT:	\$ 23,328.98
Grand Total:	\$ 3,647,913.75

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$2,408,455.56 Burlington Area School District - Feb Settlement Racine County
2. \$ 901,342.59 Racine County Treasurer - Feb Settlement Racine County
3. \$ 210,029.45 Gateway-Kenosha Campus - Feb Settlement Racine County
4. \$ 23,328.98 US Bancorp -Energy Conservation-Quarterly Payment
5. \$ 6,016.62 Morton Salt. Inc.-Salt Delivery to DPW

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$3,647,913.75.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the March 3, 2020 Common Council meeting.

Attachments

- Prepaid 02.14.20
- Prepaid 02.18.20
- Prepaid 02.21.20
- Vouchers 03.03.20
- EFT US BanCorp

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 Mar Billing	363990	02/14/2020	625.67	
Total 100239006:					625.67	
100239007						
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	Policy No. 002832L Mar Billing	2020MARCH	02/14/2020	1,900.22	
Total 100239007:					1,900.22	
100444412000						
100-444412-000 PARKING VIOLATIONS	GARCIA, ROZLYNN	DOUBLE PAID CITATION	259945009	02/07/2020	25.00	
Total 100444412000:					25.00	
100515121330						
100-515121-330 MUNI COURT - INSRVC TRA	WI MUNI JUDGES ASSOCIATIO	WMJA 2020 Membership - Iselin	2020KI	02/14/2020	100.00	
Total 100515121330:					100.00	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 Admin	26276334740220	02/04/2020	24.65	
Total 100515132225:					24.65	
100515141225						
100-515141-225 FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 Finance	26276334740220	02/04/2020	24.65	
Total 100515141225:					24.65	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	STRATEGIC INSIGHTS INC	Capital Planning Software License	20PLAN-IT-030	02/11/2020	3,750.00	
Total 100515141298:					3,750.00	
100515141330						
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	Reimbursement-Meals	021020	02/10/2020	72.00	
Total 100515141330:					72.00	
100525211220						
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073JAN20	01/29/2020	736.66	
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877JAN20	01/30/2020	2,067.69	
Total 100525211220:					2,804.35	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	262 763-3747 163 6 Police	26276334740220	02/04/2020	123.29	
Total 100525211225:					123.29	
100525211311						
100-525211-311 POLICE - COMP SOFTWARE	ProPhoenix Corporation	Interface - Badger TraCS Maintenance 2020	2020004	10/23/2019	682.61	
Total 100525211311:					682.61	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 Fire	26276334740220	02/04/2020	98.63	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 100525220225:					98.63	
100525220248						
100-525220-248	FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1517857	12/18/2019	85.74
Total 100525220248:					85.74	
100535321225						
100-535321-225	STREETS - TELEPHONE	AT & T	262 763-3747 163 6 DPW	26276334740220	02/04/2020	49.31
Total 100535321225:					49.31	
100535321374						
100-535321-374	STREETS -EMERGENCY G	EMERGENCY COMMUNICATIO	Installed New federal Signal Controls	2972	11/27/2019	2,290.00
Total 100535321374:					2,290.00	
100555512291						
100-555512-291	HISTORICAL SOCIETY DON	BURLINGTON HISTORICAL SO	HISTORICAL SOCIETY DONATION	2020	02/14/2020	1,000.00
Total 100555512291:					1,000.00	
100555532350						
100-555532-350	POOL	WE ENERGIES	6682-248-573	6682248573JAN20	01/31/2020	360.90
Total 100555532350:					360.90	
100555551220						
100-555551-220	PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551JAN20	02/05/2020	22.21
100-555551-220	PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410JAN20	02/04/2020	27.55
100-555551-220	PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992JAN20	02/04/2020	3.87
Total 100555551220:					53.63	
100565643399						
100-565643-399	Town Annexation RevenueSh	TOWN OF BURLINGTON	TOWN OF BURLINGTON REVENUE SHARING	021220	02/12/2020	927.65
100-565643-399	Town Annexation RevenueSh	TOWN OF LYONS	Revenue Sharing/Annexation-Final	021220	02/12/2020	111.49
Total 100565643399:					1,039.14	
251555511330						
251-555511-330	INSERVICE TRAINING/TRAV	PARRETT, COURTNEY	Reimb-Mileage	021220	02/12/2020	33.24
Total 251555511330:					33.24	
251555511345						
251-555511-345	PROGRAMS	VAVROCH, JENNIFER	ESSENTIAL OILS PROGRAM	021020	02/10/2020	25.00
251-555511-345	PROGRAMS	ANDERS, MARY	SUPPLIES-PROGAM	021020	02/10/2020	20.00
Total 251555511345:					45.00	
621575740220						
621-575740-220	WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660JAN20	02/04/2020	45.96
621-575740-220	WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051JAN20	02/09/2020	54.73
Total 621575740220:					100.69	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621575740249						
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	CULLIGAN WWTP ACCT 500-08487456-8	2020FEBWWTP	01/31/2020	42.25	
Total 621575740249:					42.25	
622506230000						
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365JAN20	02/03/2020	139.48	
Total 622506230000:					139.48	
622509040000						
622-509040-000 UNCOLLECTIBLE ACCOUNT	DIETZEL, STEVEN	OVERPAYMENT-WATER/SEWER	021120 REFUND	02/11/2020	97.44	
622-509040-000 UNCOLLECTIBLE ACCOUNT	GABALDO, JOHN	OVERPAYMENT REFUND-WATER/SEWER	021120 REFUND	02/11/2020	64.06	
622-509040-000 UNCOLLECTIBLE ACCOUNT	SCHMALING, JOSEPH	OVERPAYMENT REFUND-WATER/SEWER	021120 REFUND	02/11/2020	311.76	
Total 622509040000:					473.26	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 Water	26276334740220	02/04/2020	49.30	
Total 622509210000:					49.30	
623575740225						
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 Airport	26276334740220	02/04/2020	73.97	
Total 623575740225:					73.97	
623575740310						
623-575740-310 OPERATING SUPPLIES	CULLIGAN OF BURLINGTON	500-08374241-0 Burlington Municipal Airport	2020JANAIR	01/31/2020	86.70	
Total 623575740310:					86.70	
864243100						
864-243100 DUE TO COUNTY CURRENT LE	RACINE COUNTY TREASURER	Feb Settlement Racine County	021220	02/12/2020	901,342.59	
864-243100 DUE TO COUNTY CURRENT LE	RACINE COUNTY TREASURER	WI-DNR PILT Payment	021220	02/12/2020	304.82	
864-243100 DUE TO COUNTY CURRENT LE	WALWORTH COUNTY TREASU	Feb 2019 Settlement Walworth County	021120	02/11/2020	957.06	
Total 864243100:					902,604.47	
864246001						
864-246001 DUE TO SCHOOL CURRENT LE	BURLINGTON AREA SCHOOL D	Feb Settlement Racine	021220	02/12/2020	2,408,455.56	
864-246001 DUE TO SCHOOL CURRENT LE	BURLINGTON AREA SCHOOL D	Feb Settlement Walworth	021220	02/12/2020	2,602.61	
864-246001 DUE TO SCHOOL CURRENT LE	BURLINGTON AREA SCHOOL D	WI-DNR PILT Payment	021220	02/12/2020	814.50	
Total 864246001:					2,411,872.67	
864247000						
864-247000 DUE TO VTAE CURRENT LEVY	GATEWAY - KENOSHA CAMPU	Feb Settlement Racine	021220	02/12/2020	210,029.45	
864-247000 DUE TO VTAE CURRENT LEVY	GATEWAY - KENOSHA CAMPU	Feb Settlement Walworth	021220	02/12/2020	226.96	
864-247000 DUE TO VTAE CURRENT LEVY	GATEWAY - KENOSHA CAMPU	WI-DNR PILT Payment	021220	02/12/2020	71.03	
Total 864247000:					210,327.44	
Grand Totals:					3,540,958.26	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
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Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515121225						
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22882417	02/15/2020	60.91	
Total 100515121225:					60.91	
100515132225						
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT&T Long Distance 829440291(split)	829440291 02/20	02/04/2020	4.55	
Total 100515132225:					4.55	
100515141225						
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22882417	02/15/2020	125.36	
Total 100515141225:					125.36	
100525211225						
100-525211-225 POLICE - TELEPHONE	AT & T	287278196495	287278196495X021	02/05/2020	423.03	
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22882417	02/15/2020	187.06	
Total 100525211225:					610.09	
100525220225						
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT&T Long Distance 829440291(split)	829440291 02/20	02/04/2020	37.94	
Total 100525220225:					37.94	
251555511225						
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22882417	02/15/2020	64.71	
Total 251555511225:					64.71	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	PUCCINI, JENNIFER	Reimbursement - mileage	021420	02/14/2020	38.07	
Total 251555511330:					38.07	
251555511345						
251-555511-345 PROGRAMS	PUCCINI, JENNIFER	Reimbursement - Supplies	021420	02/14/2020	79.23	
Total 251555511345:					79.23	
458525220225						
458-525220-225 Telephone	AT & T	287237494183	287237494183X020	02/01/2020	194.25	
Total 458525220225:					194.25	
621575740225						
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP Acct # 242013605-00001	9848034501	02/10/2020	87.70	
Total 621575740225:					87.70	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80039236	09/30/2019	193.15	
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80040626	10/30/2019	193.45	
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80042076	11/29/2019	193.45	
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon MBL Lic Serv Unit Annual	80042076	11/29/2019	1,869.96	
622-506530-000 METERS, REPAIRS & TESTI	BADGER METER, INC.	Beacon Monthly MBL Hosting Serv	80045031	12/30/2019	193.90	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622506530000:					2,643.91	
623575740220						
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135JAN20	02/12/2020	160.70	
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457JAN20	02/12/2020	208.03	
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006JAN20	02/13/2020	460.30	
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440JAN20	02/13/2020	60.28	
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972JAN20	02/13/2020	17.96	
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581JAN20	02/12/2020	57.89	
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921JAN20	02/13/2020	60.28	
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002JAN20	02/13/2020	26.72	
Total 623575740220:					1,052.16	
623575740225						
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - Intoxilyzer Line	22882417	02/15/2020	60.91	
Total 623575740225:					60.91	
Grand Totals:					5,059.79	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100525211330						
100-525211-330 POLICE - TRAVEL	TALBERT, COREY	travel reimbursement - Armorer's Course	021020	02/10/2020	40.00	
Total 100525211330:					40.00	
100525211533						
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	26420082	02/04/2020	411.13	
Total 100525211533:					411.13	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	MALTBY, JOHN	reimbursement-bunk room build	021320	02/13/2020	159.06	
100-525220-248 FIRE - REPAIR MAINT BLDG	MALTBY, JOHN	reimbursement-bunk room build	021420	02/14/2020	117.60	
Total 100525220248:					276.66	
100535321220						
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652JAN20	02/13/2020	41.02	
Total 100535321220:					41.02	
100535321261						
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6838-102-431	6838102431JAN20	02/14/2020	248.78	
Total 100535321261:					248.78	
100555551220						
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405JAN20	02/12/2020	71.69	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627FEB20	02/13/2020	15.71	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241JAN20	02/13/2020	15.71	
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5418-806-297	5418806297JAN20	02/13/2020	40.55	
Total 100555551220:					143.66	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	DONERITE JANITORIAL SERV I	Library Janitorial Service	3488	02/18/2020	1,210.00	
Total 251555511247:					1,210.00	
251555511330						
251-555511-330 INSERVICE TRAINING/TRAV	DAVIES, JOE	Travel Reimbursement	021920	02/19/2020	227.27	
Total 251555511330:					227.27	
251555511345						
251-555511-345 PROGRAMS	SCHMIDT, JANE	Reimbursement - Program Supplies	021920	02/19/2020	43.85	
251-555511-345 PROGRAMS	MUELLER, AMY	Dance Party-Preschoolers	022119	02/21/2019	65.00	
Total 251555511345:					108.85	
621575740220						
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685JAN20	02/13/2020	308.88	
Total 621575740220:					308.88	
622509210000						
622-509210-000 OFFICE SUPPLY	AT & T	414 r24-8901 367 9	414R24890102 20	02/10/2020	73.95	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622509210000:					73.95	
Grand Totals:					3,090.20	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100243300						
100-243300 DOG LICENSE FEE	RACINE CO CLERK	2019 Dog Expense Billing	022120	02/21/2020	208.18	
Total 100243300:					208.18	
100434321210						
100-434321-210 COMMERCIAL BLDG PERMI	THOMPSON HOLDINGS GROUP	REFUND-PARTIAL BUILDING PERMIT	1.067506	02/17/2020	46.00	
Total 100434321210:					46.00	
100515111310						
100-515111-310 CITY COUNCIL - OFF SUP-P	GOOSEBERRIES	Plant-Dick Joyce	98995	01/14/2020	50.00	
100-515111-310 CITY COUNCIL - OFF SUP-P	GOOSEBERRIES	Plant-Peterson Funeral	98996	01/18/2020	50.00	
Total 100515111310:					100.00	
100515111313						
100-515111-313 CITY COUNCIL - PRINTING	LIGHTHOUSE COMMUNICATIO	City of Burlington Quarterly Newsleeter	1180220	02/18/2020	1,968.77	
100-515111-313 CITY COUNCIL - PRINTING	LIGHTHOUSE COMMUNICATIO	Mailing Services for Quarterly Newsletter	1180220	02/18/2020	826.02	
Total 100515111313:					2,794.79	
100515111399						
100-515111-399 CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	Renewal for Acct. No. 10996	10996 2020	02/26/2020	65.00	
Total 100515111399:					65.00	
100515121248						
100-515121-248 MUNI COURT - REP & MAIN	DONERITE JANITORIAL SERV I	City Hall Split Muni Court	3485	02/18/2020	40.08	
Total 100515121248:					40.08	
100515121310						
100-515121-310 MUNI COURT - OFFICE SUP	STATE BAR OF WISCONSIN	Criminal & Traffic Code 2020	5072910	02/07/2020	72.35	
Total 100515121310:					72.35	
100515132248						
100-515132-248 REPAIRS & MAINT BUILDIN	DONERITE JANITORIAL SERV I	City Hall Split Admin	3485	02/18/2020	240.00	
Total 100515132248:					240.00	
100515132298						
100-515132-298 ADMIN - CONTRACT SERVI	NORTHERN ILLINOIS UNIVERSI	Intern-Sponsored Programs	DB-G5B70336-18	02/15/2020	1,200.00	
Total 100515132298:					1,200.00	
100515132310						
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1537450	02/12/2020	3.08	
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	3.08	
100-515132-310 ADMIN - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES ADMIN OFFICE SUPPLIES	8057337666	02/01/2020	120.25	
Total 100515132310:					126.41	
100515140248						
100-515140-248 CLERK-REPAIRS & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Clerk	3485	02/18/2020	39.96	
Total 100515140248:					39.96	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
100515141248						
100-515141-248 FINANCE - REP AND MAINT	DONERITE JANITORIAL SERV I	City Hall Split Finance	3485	02/18/2020	240.00	
Total 100515141248:					240.00	
100515141298						
100-515141-298 FINANCE - CONTRACT SER	EHLERS & ASSOCIATES, INC	Ehlers (split)	54875	02/18/2020	300.00	
100-515141-298 FINANCE - CONTRACT SER	EHLERS & ASSOCIATES, INC	Ehlers (split)	54876	02/18/2020	300.00	
Total 100515141298:					600.00	
100515141310						
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES BUSINESS ADVANTA	STAPLES CITY FINANCE SUPPLIES	8057337666	02/01/2020	22.89	
100-515141-310 FINANCE - OFFICE SUPP/P	STAPLES BUSINESS ADVANTA	Return	9510326184	02/07/2020	136.99-	
Total 100515141310:					114.10-	
100515142310						
100-515142-310 ELECTIONS - OPERATION S	BEAR GRAPHICS, INC.	election envelopes	841272	02/13/2020	416.09	
100-515142-310 ELECTIONS - OPERATION S	BEAR GRAPHICS, INC.	election envelopes	841273	02/13/2020	386.09	
Total 100515142310:					802.18	
100515142532						
100-515142-532 ELECTIONS - RENT	CROSS LUTHERAN CHURCH	CROSS LUTHERAN ELECTION RENT	021920	02/19/2020	200.00	
100-515142-532 ELECTIONS - RENT	UNITED METHODIST CHURCH	UNITED METHODIST CHURCH ELECTION RENT	021920	02/19/2020	200.00	
Total 100515142532:					400.00	
100525211226						
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	PC-Police Sergeant	R76561-A	12/31/2019	774.00	
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	PC-Police Clerk	R76561-B	12/31/2019	774.00	
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	PD-Police Patrol	R76561-C	12/31/2019	774.00	
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	PD-Police Patrol	R76561-D	12/31/2019	774.00	
100-525211-226 POLICE - COMPUTER EQUI	DIGICORP	PC-Police Investigator	R76561-E	12/31/2019	774.00	
Total 100525211226:					3,870.00	
100525211239						
100-525211-239 POLICE - EQUIPMENT NON	AXON ENTERPRISES, INC.	Camera Assembly	SI-1639050	02/04/2020	998.00	
Total 100525211239:					998.00	
100525211242						
100-525211-242 POLICE - REPAIR/MTCE EQ	GENERAL COMMUNICATIONS, I	#906 Rewire Relay/Reprogram/Radio/Timer	279350	02/07/2020	325.00	
Total 100525211242:					325.00	
100525211248						
100-525211-248 POLICE - REP & MAINT BUIL	RUNDLE-SPENCE	Plumbing Repairs-Police	S2818732.001	01/16/2020	27.71	
100-525211-248 POLICE - REP & MAINT BUIL	VORPAGEL SERVICE INC.	Service Heating per contract-Police	44690	01/31/2020	1,336.23	
Total 100525211248:					1,363.94	
100525211299						
100-525211-299 POLICE - SUNDRY CONTRA	DONERITE JANITORIAL SERV I	DONERITE BILLING POLICE	3486	02/18/2020	600.00	
Total 100525211299:					600.00	

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100525211310						
100-525211-310 POLICE - OFF SUPP-POSTA	MENARDS	Supplies-Police Dept	12412	02/07/2020	27.38	
100-525211-310 POLICE - OFF SUPP-POSTA	STAPLES BUSINESS ADVANTA	STAPLES POLICE DEPT	8057337666	02/01/2020	742.31	
Total 100525211310:					769.69	
100525211381						
100-525211-381 POLICE - INVESTIGATIONS	ACL LABORATORIES	ACL LAB POLICE DEPT	5109 20200122	01/22/2020	26.80	
Total 100525211381:					26.80	
100525220157						
100-525220-157 FIRE - INSERVICE TRAININ	AURORA HEALTH CARE	Acct #600003825 Welch, Jayden	184357882	01/16/2020	163.00	
100-525220-157 FIRE - INSERVICE TRAININ	AURORA HEALTH CARE	Acct #600003825 Goss, Matthew	184366554	01/23/2020	163.00	
100-525220-157 FIRE - INSERVICE TRAININ	AURORA HEALTH CARE	Acct #600003825 Redlin, Steven J	184622425	01/29/2020	163.00	
Total 100525220157:					489.00	
100525220159						
100-525220-159 FIRE - CLOTHING ALLOWA	HOOK-FAST SPECIALTIES, INC	Name Plates	347045	02/12/2020	327.12	
Total 100525220159:					327.12	
100525220242						
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	#933-Install Knox Box	110432	02/11/2020	647.90	
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V#942-Emergency Light	110619	02/11/2020	198.23	
100-525220-242 FIRE - REPAIR & MAINT VE	MENARDS	Supplies-Fire Dept	12692	02/11/2020	12.99	
100-525220-242 FIRE - REPAIR & MAINT VE	MERTEN'S AUTO SERVICE CE	#942-Tire Repair	76198	02/14/2020	26.25	
Total 100525220242:					885.37	
100525220244						
100-525220-244 FIRE - REPAIR MAINT EQUI	5 ALARM	5 Alarm Fire & Safety - Supplies	192423-1	02/05/2020	2,570.00	
100-525220-244 FIRE - REPAIR MAINT EQUI	MENARDS	Supplies-Fire Dept	12274	02/05/2020	9.29	
100-525220-244 FIRE - REPAIR MAINT EQUI	BUMPER TO BUMPER BURLING	Spark Plub	1-371929	02/05/2020	2.99	
Total 100525220244:					2,582.28	
100525220248						
100-525220-248 FIRE - REPAIR MAINT BLDG	ALSCO	ALSCO - FIRE DEPT CUSTOMER #012470	IMIL1537442	02/12/2020	89.18	
100-525220-248 FIRE - REPAIR MAINT BLDG	BURLINGTON LUMBER CO.	BURLINGTON LUMBER FIRE	97995	01/22/2020	275.50	
100-525220-248 FIRE - REPAIR MAINT BLDG	BURLINGTON LUMBER CO.	BURLINGTON LUMBER FIRE	98006	01/23/2020	398.00	
100-525220-248 FIRE - REPAIR MAINT BLDG	AUTUMN SUPPLY	Autumn Supply - cleaning supplies	12986	02/15/2020	43.13	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	11966	02/01/2020	12.99	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12274	02/05/2020	23.96	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12675	02/11/2020	22.28	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12692	02/11/2020	32.38	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12766	02/12/2020	30.93	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12770	02/12/2020	159.67	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	12936	02/14/2020	20.65	
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	Supplies-Fire Dept	13205	02/18/2020	539.19	
100-525220-248 FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	supplies-Fire Dept	176191	02/10/2020	30.84	
100-525220-248 FIRE - REPAIR MAINT BLDG	SQUARE ONE HEATING & COO	Relocate 1 lay-in return	I24797	01/24/2020	400.00	
Total 100525220248:					2,016.84	
100525220295						
100-525220-295 Medical Service/Supply	MENARDS	Supplies-Fire Dept	11966	02/01/2020	64.95	
100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP EMS Supplies	2131801	01/31/2020	107.00	

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100-525220-295 Medical Service/Supply	EMERGENCY MED. PRODUCTS	EMP EMS Supplies	2133719	02/07/2020	111.92	
Total 100525220295:					283.87	
100525220298						
100-525220-298 FIRE- CONTRACT SERVICE	ORGANIZATION DEVELOPMEN	ODC PSYCHOLOGICAL ASSESSMENT	12750	01/31/2020	675.00	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm control panel review Miller Motor	6096	02/11/2020	150.00	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm initiation devices 40	6096	02/11/2020	300.00	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm control panel review Karcher School	6097	02/12/2020	150.00	
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	fire alarm initiation devices 468	6097	02/12/2020	3,510.00	
Total 100525220298:					4,785.00	
100525220310						
100-525220-310 FIRE - OFFICE SUPPLIES	REINEMANS, INC.	UPS	176491	02/18/2020	19.78	
100-525220-310 FIRE - OFFICE SUPPLIES	STAPLES BUSINESS ADVANTA	STAPLES FIRE DEPT SUPPLIES	8057337666	02/01/2020	84.49	
Total 100525220310:					104.27	
100525220389						
100-525220-389 FIRE - PROTECTIVE CLOTH	EAGLE ENGRAVING	Fireground ID Tags	2020-1108	02/13/2020	36.20	
Total 100525220389:					36.20	
100525231248						
100-525231-248 BLDG INSP REP & MAINT B	DONERITE JANITORIAL SERV I	City Hall Split Bldg	3485	02/18/2020	39.96	
Total 100525231248:					39.96	
100525231310						
100-525231-310 BLDG INSP - OPERATING S	STAPLES BUSINESS ADVANTA	STAPLES BLDG INSPCTOR SUPPLIES	8057337666	02/01/2020	62.73	
Total 100525231310:					62.73	
100535321159						
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1537450	02/12/2020	35.26	
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	39.78	
Total 100535321159:					75.04	
100535321234						
100-535321-234 STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT DPW DELIVERY	5402027410	02/10/2020	2,058.86	
100-535321-234 STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT DPW DELIVERY	5402034709	02/19/2020	6,016.62	
100-535321-234 STREETS - SALT AND SAND	MORTON SALT, INC	MORTON SALT DPW DELIVERY	5402035677	02/20/2020	3,992.87	
Total 100535321234:					12,068.35	
100535321242						
100-535321-242 STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#516 Repairs	24278	02/06/2020	71.00	
100-535321-242 STREETS - REP MAINT VE	LOIS TIRE SHOP, INC.	#519-Tires	451751	02/17/2020	801.62	
100-535321-242 STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	#50 Wipers	1-372508	02/21/2020	8.99	
Total 100535321242:					881.61	
100535321248						
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	26.54	
100-535321-248 STREETS REP & MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1539901	02/19/2020	14.15	

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Total 100535321248:					40.69	
100535321298						
100-535321-298	STREETS - CONTRACT SER	VORPAGEL SERVICE INC.	Service Call-Building Pressure Set Point	40019	01/31/2020	92.00
100-535321-298	STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3487	02/18/2020	328.00
100-535321-298	STREETS - CONTRACT SER	BUREAU OF CORRECTIONAL E	Signs	298242	01/31/2020	379.65
Total 100535321298:					799.65	
100535321310						
100-535321-310	STREETS - OFF SUPP/POS	BEST STAMPS	Stamper Supplies	356522	02/11/2020	6.25
100-535321-310	STREETS - OFF SUPP/POS	STAPLES BUSINESS ADVANTA	STAPLES PARKS DEPT	8057337666	02/01/2020	22.96
100-535321-310	STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	21120214	02/11/2020	68.93
100-535321-310	STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	21120215	02/11/2020	5.59
Total 100535321310:					103.73	
100535321350						
100-535321-350	STREETS - REP MAINT SUP	MENARDS	Supplies-DPW	12332	02/06/2020	11.57
100-535321-350	STREETS - REP MAINT SUP	MENARDS	Supplies-DPW	12400	02/07/2020	59.99
100-535321-350	STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	176277	02/12/2020	21.58
100-535321-350	STREETS - REP MAINT SUP	REINEMANS, INC.	Supplies-DPW	176284	02/12/2020	9.90
Total 100535321350:					103.04	
100535321351						
100-535321-351	STREETS - MAINT CURB,G	ASPHALT CONTRACTORS, INC	cold patch	220023	02/08/2020	177.65
100-535321-351	STREETS - MAINT CURB,G	WANASEK CORPORATION	Crushed Asphalt	10577	02/05/2020	26.86
Total 100535321351:					204.51	
100555551159						
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1537450	02/12/2020	35.25
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	39.78
Total 100555551159:					75.03	
100555551242						
100-555551-242	PARKS - REPAIR MAINT VE	LOIS TIRE SHOP,INC.	#519-Tires	451751	02/17/2020	801.62
100-555551-242	PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	#50 Wipers	1-372508	02/21/2020	8.99
Total 100555551242:					810.61	
100555551248						
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	13.26
100-555551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1539901	02/19/2020	7.07
Total 100555551248:					20.33	
100555551298						
100-555551-298	PARKS - CONTRACT SERVI	VORPAGEL SERVICE INC.	Service Call-Building Pressure Set Point	40019	01/31/2020	46.00
100-555551-298	PARKS - CONTRACT SERVI	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (split)	3487	02/18/2020	164.00
Total 100555551298:					210.00	
100555551310						
100-555551-310	PARKS - OFFICE SUPP, PO	BEST STAMPS	Stamper Supplies	356522	02/11/2020	6.25
100-555551-310	PARKS - OFFICE SUPP, PO	STAPLES BUSINESS ADVANTA	STAPLES WWTP OFFICE SUPPLIES	8057337666	02/01/2020	22.96

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100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contrat No. WI#505ENT-M15-MFD (split)	21120214	02/11/2020	34.46	
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	21120215	02/11/2020	2.80	
Total 10055551310:					66.47	
10055551350						
100-555551-350 PARKS - REPAIR/MTCE SUP	MENARDS	Picnic Tables	12341*	02/06/2020	13.42	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	176277	02/12/2020	21.58	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	176284	02/12/2020	9.89	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	176499	02/18/2020	16.19	
100-555551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	Supplies-DPW	176519	02/19/2020	16.19	
Total 10055551350:					77.27	
100565639399						
100-565639-399 ECONOMIC DEVELOPMENT	CRAIG RAPP LLC	Strategic Planning-2020	02.12.20	02/19/2020	2,912.50	
Total 100565639399:					2,912.50	
100565641298						
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2020-1005.00 Burl Ongoing Planning Ser	0108147	02/19/2020	850.00	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.00 Burl Ongoing Planning Ser	0108149	02/19/2020	163.75	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.01 Plan Commission	0108150	02/19/2020	403.17	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2019-1005.24 416 Jefferson St.	0108151	02/19/2020	655.00	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2020-1005.01 Plan Commission	0108156	02/19/2020	586.55	
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	Project No: 2020-1005.02 Historic Preservation	0108157	02/19/2020	476.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	Stonegate Fiber 19.0124.01	101202	01/25/2020	424.20	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	101 Industrial Dr. 19.0124.01	101511	01/25/2020	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	980 Milwaukee Ave. 19.0124.01	101512	01/25/2020	212.10	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	1157 Milwaukee Ave 19.0139.01	101513	01/25/2020	282.80	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	496 S Pine St. 19.0124.01	101514	01/25/2020	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	517 Congress St. 19.0124.01	101563	01/25/2020	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	665 Kane St. 19.0124.01	101564	01/25/2020	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	341 Origen St. 19.0124.01	101565	01/25/2020	200.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	Milwaukee Ave Fiber 19.0124.01	101566	01/25/2020	861.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	BMOP Expansion Planning	101597	02/17/2020	112.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	BASD Improvements-Plan	101602	02/17/2020	224.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	GIS-General	101603	02/17/2020	82.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	GIS-General	101615	02/17/2020	656.00	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	Friars 19.0139.01	101619	02/17/2020	47.50	
100-565641-298 PLAN COMM - CONTRACT S	KAPUR & ASSOCIATES, INC.	101 W Chestnut St. 1.0124.01	98360	06/17/2019	200.00	
Total 100565641298:					7,236.07	
100575710299						
100-575710-299 GARBAGE- CNTRCT SVCS	WELDERS SUPPLY COMPANY	Nitrogen	10123925	02/10/2020	26.31	
100-575710-299 GARBAGE- CNTRCT SVCS	KAPUR & ASSOCIATES, INC.	Burlington Landfill 2019-2020 19.0183.01	101482	01/29/2020	1,281.00	
Total 100575710299:					1,307.31	
251555511247						
251-555511-247 REPAIR,MAINTENANCE BUI	RUNDLE-SPENCE	Urinal Flush Valve-Library	S2818732.001	01/16/2020	197.42	
Total 251555511247:					197.42	
458525220242						
458-525220-242 Repairs & Maint Vehicles	Emergency Apparatus	V#931-Install Knox Box	110489	02/11/2020	590.00	
458-525220-242 Repairs & Maint Vehicles	BUMPER TO BUMPER BURLING	Headlight Bulb	1-372027	02/07/2020	9.99	

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Total 458525220242:					599.99	
458525220295						
458-525220-295 Medical Supplies	PHARMACY STATION	Glucose Tests	51491	02/14/2020	208.00	
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS Supplies	2133168	02/06/2020	25.77	
Total 458525220295:					233.77	
621575740159						
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1537452	02/12/2020	72.58	
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1539903	02/19/2020	59.35	
Total 621575740159:					131.93	
621575740244						
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1537452	02/12/2020	10.38	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1537453	02/12/2020	141.87	
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (split) Cust # 012230	IMIL1539903	02/19/2020	10.38	
621-575740-244 REPAIRS,MAINT EQUIPMEN	WELDERS SUPPLY COMPANY	1 YEAR PRE-PAID RENTAL	10124577	02/13/2020	220.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	WWTP Feb Cleaning	3487	02/18/2020	960.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BUMPER TO BUMPER BURLING	Air Compressor Oil	1-372445	02/19/2020	42.00	
621-575740-244 REPAIRS,MAINT EQUIPMEN	CORE & MAIN LP	Septase Receiving Station Repair	L891598	02/10/2020	134.73	
621-575740-244 REPAIRS,MAINT EQUIPMEN	BLUETARP FINANCIAL	Renewed 1 Year - Northern Tool & Equipment	44301505	02/16/2020	39.99	
Total 621575740244:					1,559.35	
621575740249						
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP Cust # 012231 (split)	IMIL1537453	02/12/2020	98.24	
621-575740-249 LABORATORY	IDEXX LABORATORIES	IDEXX SUPPLIES WWTP	3059697791	02/04/2020	1,102.56	
621-575740-249 LABORATORY	NCL OF WISCONSIN, INC	NCL Acct No. 6900 WWTP supplies	434761	02/05/2020	67.15	
621-575740-249 LABORATORY	STAPLES BUSINESS ADVANTA	STAPLES WWTP OFFICE SUPPLIES	8057337666	02/01/2020	26.68	
Total 621575740249:					1,294.63	
621575740298						
621-575740-298 CONTRACT SERVICE	EHLERS & ASSOCIATES, INC	Ehlers (split)	54875	02/18/2020	100.00	
621-575740-298 CONTRACT SERVICE	EHLERS & ASSOCIATES, INC	Ehlers (split)	54876	02/18/2020	100.00	
621-575740-298 CONTRACT SERVICE	EHLERS & ASSOCIATES, INC	Project: 2020 Browns Lake SD User Rate Dispute	82795	02/10/2020	1,000.00	
Total 621575740298:					1,200.00	
621575740310						
621-575740-310 OFFICE SUPPLIES, POSTA	BEST STAMPS	Stamper Supplies	356522	02/11/2020	6.25	
621-575740-310 OFFICE SUPPLIES, POSTA	SOUTHERN LAKES NEWSPAPE	Renewal for Acct. No. 12202	12202 2020	02/26/2020	65.00	
621-575740-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES WWTP OFFICE SUPPLIES	8057337666	02/01/2020	80.45	
Total 621575740310:					151.70	
621575740330						
621-575740-330 SEWER - INSRVC TRNG & T	BURLINGTON GLASS, INC.	Plaque	179745	02/08/2020	85.00	
Total 621575740330:					85.00	
621575740353						
621-575740-353 REPAIR & MAINT LIFT STAT	CUMMINS SALES AND SERVIC	GenSet Battery Replacement	F6-52197	01/07/2020	1,181.94	
Total 621575740353:					1,181.94	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
621575740371						
621-575740-371 REG/PERMITS/OUTSIDE TE	NORTHERN LAKE SERVICE, IN	NORTHERN LAKE SERVICE WWTP TESTING	373447	02/18/2020	442.15	
Total 621575740371:					442.15	
621575740374						
621-575740-374 SAFETY	5 ALARM	Annual Flow Testing-MSA SCBAS	193293-1	02/05/2020	225.00	
Total 621575740374:					225.00	
622501070000						
622-501070-000 WORK IN PROGRESS	TROTTER AND ASSOCIATES IN	Standby-Generator Design Well #7	16665	01/31/2020	750.00	
Total 622501070000:					750.00	
622506510000						
622-506510-000 MAINS, WATER BREAKS-SU	WANASEK CORPORATION	Water Repair-Milw & Johnson St	10614	02/17/2020	3,712.27	
Total 622506510000:					3,712.27	
622506520000						
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Water Repair-201 Milwaukee Ave.	10615	02/17/2020	3,934.33	
622-506520-000 SERVICE-SUPPLIES	WANASEK CORPORATION	Water Repair-2149 Ravenswood	10617	02/17/2020	2,740.49	
Total 622506520000:					6,674.82	
622506530000						
622-506530-000 METERS, REPAIRS & TESTI	REINEMANS, INC.	Supplies-Water	176638	02/21/2020	26.98	
Total 622506530000:					26.98	
622506540000						
622-506540-000 HYDRANTS & SUPPLIES	CORE & MAIN LP	Core & Main - Hydrant Extension-Calumet	L853385	02/06/2020	202.76	
Total 622506540000:					202.76	
622509030000						
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1537451	02/12/2020	41.53	
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - Water Customer #025570	IMIL1539902	02/19/2020	41.53	
Total 622509030000:					83.06	
622509210000						
622-509210-000 OFFICE SUPPLY	BEST STAMPS	Stamper Supplies	356522	02/11/2020	6.25	
622-509210-000 OFFICE SUPPLY	STAPLES BUSINESS ADVANTA	STAPLES WATER OFFICE SUPPLIES	8057337666	02/01/2020	22.96	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contrat No. W#505ENT-M15-MFD (split)	21120214	02/11/2020	68.93	
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	Contract No. 3091 /505ENT-M15-MFDCopier	21120215	02/11/2020	5.59	
Total 622509210000:					103.73	
622509350000						
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074780	IMIL1539900	02/19/2020	26.54	
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (split) Customer # 074781	IMIL1539901	02/19/2020	14.15	
622-509350-000 GENERAL PLANT-SUPPLIE	MENARDS	Supplies-Water	12675	02/11/2020	12.99	
622-509350-000 GENERAL PLANT-SUPPLIE	REINEMANS, INC.	Supplies-Water	176638	02/21/2020	21.58	
622-509350-000 GENERAL PLANT-SUPPLIE	VORPAGEL SERVICE INC.	Service Call-Building Pressure Set Point	40019	01/31/2020	92.00	
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	WWTP Feb Cleaning	3487	02/18/2020	328.00	

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid
Total 622509350000:					495.26	
623575740244						
623-575740-244 SNOW REMOVAL	WANASEK CORPORATION	Snow Removal-Airport	10649	02/24/2020	2,705.63	
Total 623575740244:					2,705.63	
Grand Totals:					75,476.52	

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____

Status: Pending Approval

Wire Reference Number: OLB82020012347818629

The wire was successfully created and will now appear on the homepage approval inbox for other users with the ability to approve the wire.

Use Template: US Bank Honeywell

Transaction Information

Funding Account	Available Balance	Current Balance
52207507 - CITY OF BURLINGTON GI	1,400,158.65 USD	1,400,158.65 USD
Amount	Currency	Value Date
23,328.98	USD	2020-02-14

Beneficiary Information

Beneficiary Name

US Bancorp Govt Lease & Financ Inc

Address Line 1

1310 Madrid St

Address Line 2

Unit 103

City

Marshall

State/Province

MN

Country

UNITED STATES

Postal / Zip code

56258

Account Number

173103687690

Bank Details

Beneficiary Bank

Bank ID : 091000022
Bank ID Type : FED
Bank Name : U.S. Bank National Association
Bank Address : 101 E Broadway, LITTLE FALLS,
MN, 56345, US

Select an Intermediary Bank if performing an international wire transfer where one is required by the beneficiary bank. (Optional)

Select Intermediary Bank

Charges

Additional charges for routing of the Wire Payment will be paid by:

N/A

Payment Details

Purpose of Wire

Information entered in this section will be passed to the beneficiary with the wire payment.

Contract #077-0019334-001 \$1147507

City Of Burlington WI

Sender to Receiver Information

Information entered in this section will be passed to the Correspondent Bank or Financial Institution with the wire payment.

Contract #077-0019334-001 \$1147507



GOVERNMENT LEASING AND FINANCE, INC.
 1310 MADRID ST, SUITE 107
 MARSHALL, MN 56258



INVOICE NUMBER 404757171

DUE DATE
02/15/2020

TOTAL DUE
\$23,328.98



000000888 01 SP 0.500 106481125900041 P
 ACCOUNTS PAYABLE
 BURLINGTON CITY OF
 300 N PINE ST
 BURLINGTON, WI 53105-1435

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:



GOVERNMENT LEASING AND FINANCE, INC.
 PO BOX 959067
 ST LOUIS, MO 63195-9067

959067 404757171 002332898



GOVERNMENT LEASING AND FINANCE, INC.
 1310 MADRID ST, SUITE 107
 MARSHALL, MN 56258
 800-328-5371
 EFCUSTOMERSUPPORT@USBANK.COM

DATE OF INVOICE 01/15/2020
 INVOICE NUMBER 404757171
 Customer Credit Account Number 1209886

DUE DATE
02/15/2020

TOTAL DUE
\$23,328.98

PAGE 1 OF 1

FOR ADDRESS CORRECTIONS AND INVOICE INQUIRIES, PLEASE CONTACT US AT 800-328-5371

MESSAGES

SAVE TIME : MAKE QUICK AND EASY ONLINE PAYMENTS BY VISITING WWW.USBANK.COM/ACCOUNTABILITIES

CONTRACT NUMBER	DESCRIPTION	CONTRACT PAYMENT	MISC./LATE CHARGES	SALES/USE TAX	TOTAL DUE
077-0019334-001	ENERGY CONSERVATION MEASURES CONTRACT PAYMENT 02/15/2020	23,328.98	0.00	0.00	23,328.98

*****A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE. IF FOR ANY REASON YOUR CHECK IS RETURNED FOR NON-PAYMENT YOU WILL PAY US A \$30.00 FEE OR, IF LESS, THE MAXIMUM ALLOWED BY LAW OR THE CONTRACT.*****



DATE: March 3, 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 whom 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. Jessica Londberg
2. Sarah Sobocinski

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 March 3, 2020 Common Council meeting.



DATE: March 3, 2020

SUBJECT: RESOLUTION 4997(50) - To Authorize the Sale of Approximately \$940,000 General Obligation Promissory Notes, Series 2020A.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

This resolution authorizes Ehlers, Inc. to go to the market for General Obligation (GO) Promissory Notes for the 2020 Street & Sidewalk Program, along with the Engineering for the 2021 Maryland Street Project. Please also see the Pre-Sale report attached.

The current project breakdown is as follows

- 2020 Mill & Overlay Task Order – \$96,730 (\$26,000 is water)
- 2020 Estimated Construction Costs - \$598,185 (\$98,270 is water)
- Maryland Street Task order paid in 2020 - \$129,192 (water & sewer costs paid from line item budget in 2020)
- Siren Repair - \$60,000 (Streets)
- Closing Costs including debt service reserve \$55,893

This was planned for in the 2020 budget under the Capital Improvement Program. Actual closing costs may be less, depending on the actual sale of the Notes.

A Promissory note has some advantages over bonds:

1. Overall size of the issue and its attraction in the open market as a 10-year Note vs. 20-Yr Bond.
2. The City has greater flexibility with Notes vs. Bonds under State Statutes in terms of using them for any public purpose if there are remaining proceeds. Bonds are more restrictive in their use, in that bond proceeds are segregated by type (water, sewer etc...), and can only be used for those specific purposes.
3. The Financial Management Plan had this borrowing as a Promissory Note.

Greg Johnson from Ehlers, Inc. is here if there are any specific questions on this issue or the Pre-Sale report.

BUDGET/FISCAL IMPACT:

A Debt Service interest payment could possibly begin in the fall of 2020, or the spring of 2021. The General Fund debt service Note itself will be offset with water contributions to the payment. Projects will begin in the Spring of 2020.

RECOMMENDATION:

Staff recommends approval of this resolution.

TIMING/IMPLEMENTATION:

This item is for discussion at the March 3, 2020 Committee of the Whole meeting, and due to the timeliness of this item, is scheduled for final consideration the same evening Common Council meeting.

Attachments

Res 4997(50) GO Notes 2020A Series

Q&B Letter

PreSale Report

**RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$940,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020A**

WHEREAS the City of Burlington, Racine and Walworth Counties, Wisconsin (the "City") is presently in need of approximately \$940,000 for public purposes, including paying the cost of street improvement projects, water system improvements and the repair of a siren; and

WHEREAS it is desirable to borrow said funds through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. The Notes. The City shall issue its General Obligation Promissory Notes, Series 2020A in the approximate amount of \$940,000 (the "Notes") for the purposes above specified.

Section 2. Sale of Notes. The Common Council hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Note Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by Ehlers. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded March 3, 2020.

Jeannie Hefty, Mayor

ATTEST:

Diahn C. Halbach
City Clerk



411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
www.quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

February 25, 2020

VIA EMAIL

Ms. Diahnn C. Halbach
City Clerk
City of Burlington
300 North Pine Street
Burlington, WI 53105

**Re: City of Burlington
\$940,000 General Obligation Promissory Notes, Series 2020A**

Dear Diahnn:

Attached please find the **Resolution** to be adopted in connection with the above-referenced financing. We have prepared this Resolution with the information provided to us. Please review it carefully.

It is our understanding that this Resolution will be considered by the Common Council at its meeting on March 3, 2020.

If you have not already done so, please include the title of this Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City (or if the City has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which this Resolution is adopted.

Unless the Common Council has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of the members of the Common Council is necessary to adopt this Resolution. We have attached an **Excerpts of Minutes** form for you to complete which records the vote on the Resolution.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as one executed copy of each of the Certificate and Excerpts, to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the meeting.

Ms. Diahnn C. Halbach
February 25, 2020
Page 2

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP

Brian G Lanser/dll

Brian G. Lanser

BGL:BJK:JPL:DLL

Enclosures

#180294.00032

cc: Ms. Jeannie Hefty (w/enc. via email)
Ms. Carina Walters (w/enc. via email)
Mr. Steven J. DeQuaker (w/enc. via email)
Ms. Megan Watkins (w/enc. via email)
Mr. Jon Cameron (w/enc. via email)
Mr. Greg Johnson (w/enc. via email)
Ms. Kathy Myers (w/enc. via email)
Mr. Brendan Leonard (w/enc. via email)
Ms. Bridgette Keating (w/enc. via email)
Mr. Jake Lichter (w/enc. via email)
Ms. Dawn Leifer (w/enc. via email)

March 3, 2020

Pre-Sale Report for

City of Burlington, Wisconsin

\$940,000 General Obligation Promissory Notes,
Series 2020A



Prepared by:

Jon Cameron, CIPMA
Senior Municipal Advisor / Vice President

Greg Johnson, CIPMA
Senior Municipal Advisor / Vice President

Executive Summary of Proposed Debt

Proposed Issue:	\$940,000 General Obligation Promissory Notes, Series 2020A
Purposes:	The proposed issue includes financing for 2020 capital projects for roads, water, and siren repair work. Debt service will be paid from ad valorem property taxes.
Authority:	<p>The Notes are being issued pursuant to Wisconsin Statutes, Section 67.12(12). The Notes will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Notes count against the City’s General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Notes, the City’s total General Obligation debt principal outstanding will be \$18.8 million, which is 38% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$29.8 million.</p>
Term/Call Feature:	<p>The Notes are being issued for a term of 10 years. Principal on the Notes will be due on April 1 in the years 2021 through 2030. Interest is payable every six months beginning April 1, 2021.</p> <p>The Notes will be subject to prepayment at the discretion of the City on April 1, 2027 or any date thereafter.</p>
Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Notes as “bank qualified” obligations. Bank qualified status broadens the market for the Notes, which can result in lower interest rates.
Rating:	<p>The City’s most recent bond issues were rated by Standard & Poor’s. The current ratings on those bonds are “AA-/Stable”. The City will request a new rating for the Notes.</p> <p>If the winning bidder on the Notes elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Notes as a suitable option based on:

	<ul style="list-style-type: none"> • The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption. • The City having adequate General Obligation debt capacity to undertake this financing and anticipating any potential rating impacts. • The City’s current Financial Management Plan which identified issuance of General Obligation Notes to finance these projects.
<p>Method of Sale/Placement:</p>	<p>We will solicit competitive bids for the purchase of the Notes from underwriters and banks.</p> <p>We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.</p>
<p>Premium Pricing:</p>	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. this issue of Notes, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Notes intended to achieve the City’s objectives for this financing.</p>

Other Considerations:	The Notes will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Notes. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time. We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.
Continuing Disclosure:	Because the amount of the Series 2020As to be issued is less than \$1,000,000, this issue could be exempt from the Continuing Disclosure requirements of the Securities and Exchange Commission (SEC); however, some underwriters require limited disclosure as one of the parameters for bidding, we recommend that the City provide for the limited disclosure by agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Notes tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.
Investment of and Accounting for Proceeds:	In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the City.

Risk Factors:	<p>GO with Planned Abatement: The City expects to abate a portion of the City debt service with water utility revenues. In the event these revenues are not available, the City is obligated to levy property taxes in an amount sufficient to make all debt payments.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Counsel: Quarles & Brady LLP</p> <p>Paying Agent: Bond Trust Services Corporation (if terms)</p> <p>Rating Agency: Standard & Poor's Global Ratings (S&P)</p>

Proposed Debt Issuance Schedule

Pre-Sale Review by City Council:	March 3, 2020
Conference with Rating Agency:	Week of March 23 or March 30
Due Diligence Call to review Official Statement:	Week of March 23 or March 30
Distribute Official Statement:	On or about April 1, 2020
City Council Meeting to Award Sale of the Notes:	April 8, 2020
Estimated Closing Date:	April 23, 2020

Attachments

Estimated Sources and Uses of Funds
 Estimated Proposed Debt Service Schedule
 Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Jon Cameron	(262) 796-6179
	Greg Johnson	(262) 796-6168
Disclosure Coordinator:	Brendan Leonard	(262) 796-6169
Financial Analyst:	Kathy Myers	(262) 796-6177

The Preliminary Official Statement for this financing will be sent to the City Council at their home or email address for review prior to the sale date.



2020-2024 Projected Financing Plan

	Pre-Sale GO Notes 2020	GO Bonds 2021	Water Revenue Bonds 2021	Proposed Totals
Projects				
Streets & General Projects	759,837	2,142,160	0	2,901,997
Parks	0	0	0	0
Sewer Utility Projects	0	300,000	0	300,000
Water Utility Projects	124,270	0	2,526,426	2,650,696
Project Needs	884,107	2,442,160	2,526,426	5,852,693
Existing Debt Service Reserve			(180,697)	
Required Debt Service Reserve			392,375	
Issuance Expenses				
Municipal Advisor	16,900	20,600	35,900	73,400
Bond Counsel	10,000	12,000	13,000	35,000
Disclosure Counsel	6,000	7,200	7,800	21,000
Paying Agent If terms	850	850	850	2,550
Rating	13,000	12,500	17,500	43,000
Reoffering Premium (built into rates)				
Underwriter Fees	9,400	31,563	35,563	76,525
Capitalized Interest				
Total Funds Needed	940,257	2,526,873	2,848,717	6,315,846
Less Interest	(1,675)	(3,750)	(4,000)	(9,425)
Rounding	1,418	1,877	283	3,579
Size of Issue	940,000	2,525,000	2,845,000	6,310,000
Streets	810,000	2,215,000	-	3,025,000
Parks	-	-	-	-
Sewer Utility Projects	-	310,000	-	310,000
Water Utility Projects	130,000	-	2,845,000	2,975,000
Total	940,000	2,525,000	2,845,000	6,310,000



Allocation of 2020 General Obligation Notes

Year	Streets & General Projects				Water Utility Projects				TOTAL		
	Principal (4/1)	Rate	Interest	Total	Principal (4/1)	Rate	Interest	Total	Principal	Interest	Total
2021	70,000	3.00%	30,678	100,678	10,000	3.00%	5,138	15,138	80,000	35,815	115,815
2022	75,000	3.00%	18,825	93,825	10,000	3.00%	3,225	13,225	85,000	22,050	107,050
2023	80,000	3.00%	16,500	96,500	10,000	3.00%	2,925	12,925	90,000	19,425	109,425
2024	80,000	3.00%	14,100	94,100	15,000	3.00%	2,550	17,550	95,000	16,650	111,650
2025	80,000	3.00%	11,700	91,700	15,000	3.00%	2,100	17,100	95,000	13,800	108,800
2026	80,000	2.50%	9,500	89,500	15,000	2.50%	1,688	16,688	95,000	11,188	106,188
2027	85,000	2.50%	7,438	92,438	15,000	2.50%	1,313	16,313	100,000	8,750	108,750
2028	85,000	2.50%	5,313	90,313	15,000	2.50%	938	15,938	100,000	6,250	106,250
2029	85,000	2.50%	3,188	88,188	15,000	2.50%	563	15,563	100,000	3,750	103,750
2030	85,000	2.50%	1,063	86,063	15,000	2.50%	188	15,188	100,000	1,250	101,250
2031						0.00%			-	-	-
	\$ 805,000		\$ 118,303	\$ 923,303	\$ 135,000		\$ 20,625	\$ 155,625	\$ 940,000	\$ 138,928	\$ 1,078,928

Rates based on "Aa3" sale 2/5/20 + .25



Projected Impact of Proposed Projects



Existing General Obligation Debt Only						Projected Debt Service												
YEAR	Equalized Value Projection	Total Payment (P&I)	Total Less Non Levy Revenues	Net Debt Service Levy	Debt Service Tax Rate	Capital Plan Debt Service			Less Abatements		Total Projected Debt Service less abatements	Net Debt Service Levy	Levy Change	Debt Service Tax Rate @ 1.88% Growth	Impact on a \$ 300,000 Home		YEAR	
						Principal	Interest	Total	Sewer Revenues	Water Revenues					Taxes	Change		
2019	938,573,700	3,691,761	(2,413,408)	1,278,353	1.36	2019					1,278,353	522,806	1.36		408.60	82.43	2019	
2020	962,049,000	3,874,792	(2,540,658)	1,334,134	1.39	2020					1,334,134	55,781	1.39		416.03	7.42	2020	
2021	980,135,521	2,602,641	(1,219,211)	1,383,430	1.41	2021	80,000	35,815	115,815	(15,138)	100,678	1,484,107	149,973	1.51	454.26	38.23	2021	
2022	998,562,069	2,559,273	(1,250,260)	1,309,013	1.31	2022	130,000	129,656	259,656	(23,129)	(13,225)	223,303	1,532,316	48,209	1.53	460.36	6.10	2022
2023	1,027,983,305	1,678,376	(374,100)	1,304,276	1.27	2023	190,000	89,418	279,418	(18,499)	(12,925)	247,994	1,552,269	19,953	1.51	453.00	(7.35)	2023
2024	1,047,309,391	1,679,340	(372,308)	1,307,032	1.25	2024	200,000	84,361	284,361	(18,277)	(17,550)	248,535	1,555,567	3,298	1.49	445.59	(7.41)	2024
2025	1,066,998,808	1,658,545	(374,743)	1,283,802	1.20	2025	210,000	79,025	289,025	(22,994)	(17,100)	248,931	1,532,733	(22,834)	1.44	430.95	(14.64)	2025
2026	1,087,058,386	1,640,893	(381,245)	1,259,648	1.16	2026	210,000	73,785	283,785	(22,651)	(16,688)	244,446	1,504,094	(28,639)	1.38	415.09	(15.86)	2026
2027	1,107,495,083	1,620,605	(381,844)	1,238,761	1.12	2027	215,000	68,645	283,645	(22,299)	(16,313)	245,034	1,483,794	(20,300)	1.34	401.93	(13.16)	2027
2028	1,128,315,991	1,367,003	(352,165)	1,014,838	0.90	2028	215,000	63,356	278,356	(21,935)	(15,938)	240,484	1,255,322	(228,473)	1.11	333.77	(68.16)	2028
2029	1,149,528,331	1,330,441	(357,183)	973,258	0.85	2029	215,000	57,981	272,981	(21,560)	(15,563)	235,859	1,209,117	(46,205)	1.05	315.55	(18.22)	2029
2030	1,171,139,464	1,264,141	(356,500)	907,641	0.78	2030	220,000	52,365	272,365	(21,162)	(15,188)	236,015	1,143,656	(65,461)	0.98	292.96	(22.59)	2030
2031	1,193,156,886	930,163	(25,700)	904,463	0.76	2031	125,000	47,683	172,683	(20,742)		151,941	1,056,404	(87,253)	0.89	265.62	(27.34)	2031
2032	1,215,588,235	901,369	(25,100)	876,269	0.72	2032	125,000	44,090	169,090	(20,311)		148,779	1,025,047	(31,356)	0.84	252.98	(12.64)	2032
2033	1,238,441,294	458,544	(24,500)	434,044	0.35	2033	130,000	40,360	170,360	(19,872)		150,487	584,531	(440,516)	0.47	141.60	(111.38)	2033
2034	1,261,723,991	451,416	(23,900)	427,516	0.34	2034	135,000	36,383	171,383	(19,422)		151,961	579,477	(5,054)	0.46	137.78	(3.81)	2034
2035	1,285,444,402	443,731	(23,300)	420,431	0.33	2035	135,000	32,232	167,232	(18,961)		148,271	568,702	(10,774)	0.44	132.73	(5.06)	2035
2036	1,309,610,756	425,688	(27,625)	398,063	0.30	2036	140,000	27,935	167,935	(18,492)		149,442	547,505	(21,198)	0.42	125.42	(7.31)	2036
2037	1,334,231,439	412,563	(26,875)	385,688	0.29	2037	150,000	23,330	173,330	(22,936)		150,394	536,081	(11,424)	0.40	120.54	(4.88)	2037
2038	1,359,314,990	104,500	(26,125)	78,375	0.06	2038	155,000	18,411	173,411	(22,291)		151,120	229,495	(306,586)	0.17	50.65	(69.89)	2038
2039	1,384,870,111	101,500	(25,375)	76,125	0.05	2039	160,000	13,276	173,276	(21,639)		151,637	227,762	(1,733)	0.16	49.34	(1.31)	2039
2040	1,410,905,669					2040	160,000	8,036	168,036	(20,984)		147,052	147,052	(80,710)	0.10	31.27	(18.07)	2040
2041	1,437,430,696					2041	165,000	2,706	167,706	(20,328)		147,378	147,378	326	0.10	30.76	(0.51)	2041
TOTALS		33,910,429	(14,559,724)	19,350,706		TOTALS	3,465,000	1,028,845	4,493,845	(418,483)	(155,625)	3,919,737	23,270,443					TOTALS

NOTES



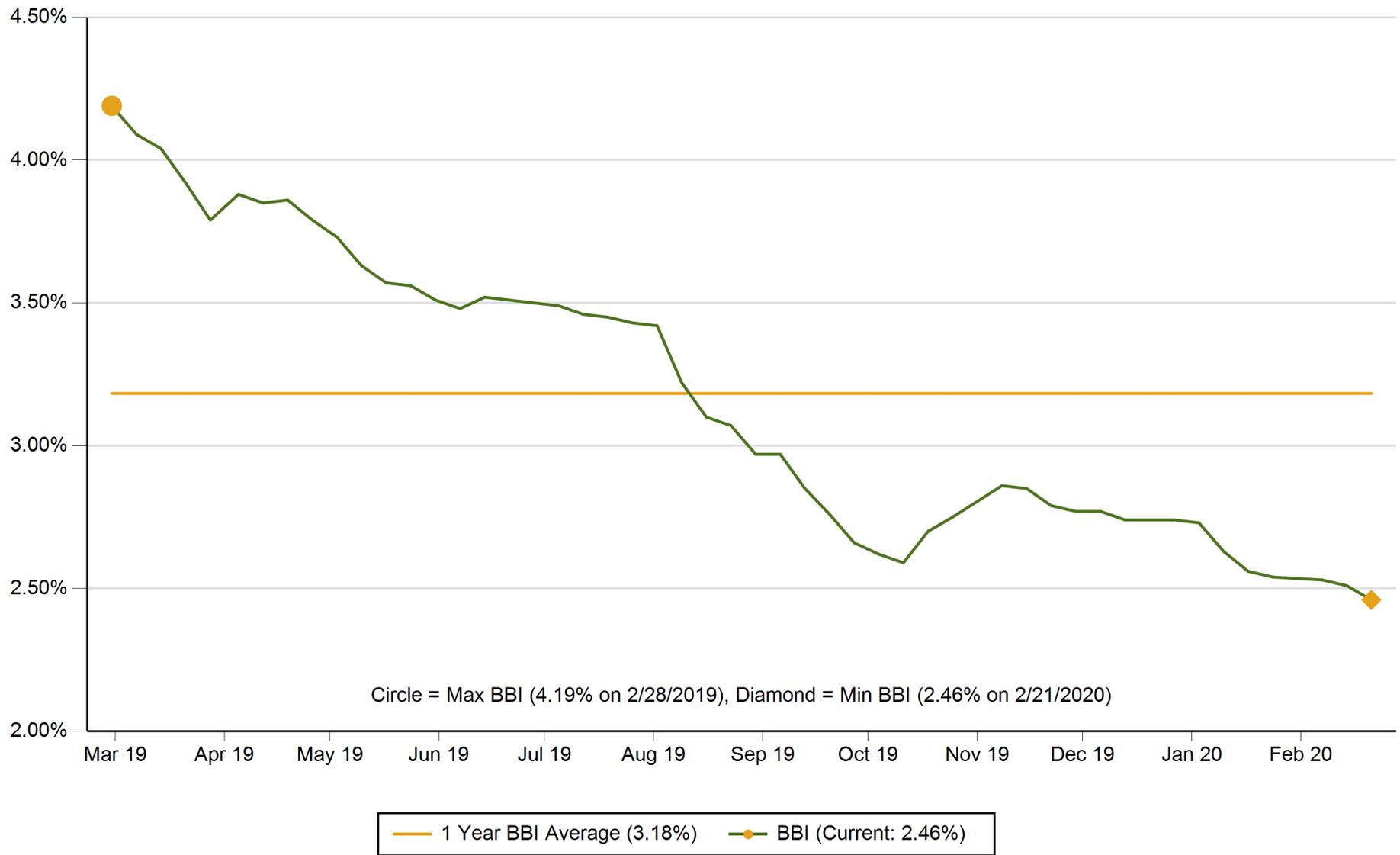
Current and Projected Debt Limit Calculations

Year	Projected Equalized Value (TID IN) ¹	Change in EV	Existing General Obligation Debt				Projected General Obligation Debt				Residual Capacity	Year
			Debt Limit	50% Debt Limit	Principal Outstanding	% of Limit	2020 Notes	2021 Bonds	Principal Outstanding	% of Limit		
2019	972,118,600	3.26%	48,605,930	29,163,558	20,845,000	42.89%			20,845,000	42.89%	27,760,930	2019
2020	990,394,430	1.88%	49,519,721	29,711,833	17,580,000	35.50%	940,000		18,520,000	37.40%	30,999,721	2020
2021	1,009,013,845	1.88%	50,450,692	30,270,415	15,510,000	30.74%	860,000	2,525,000	18,895,000	37.45%	31,555,692	2021
2022	1,027,983,305	1.88%	51,399,165	30,839,499	13,440,000	26.15%	775,000	2,480,000	16,695,000	32.48%	34,704,165	2022
2023	1,047,309,391	1.88%	52,365,470	31,419,282	12,215,000	23.33%	685,000	2,380,000	15,280,000	29.18%	37,085,470	2023
2024	1,066,998,808	1.88%	53,349,940	32,009,964	10,960,000	20.54%	590,000	2,275,000	13,825,000	25.91%	39,524,940	2024
2025	1,087,058,386	1.88%	54,352,919	32,611,752	9,695,000	17.84%	495,000	2,160,000	12,350,000	22.72%	42,002,919	2025
2026	1,107,495,083	1.88%	55,374,754	33,224,852	8,415,000	15.20%	400,000	2,045,000	10,860,000	19.61%	44,514,754	2026
2027	1,128,315,991	1.88%	56,415,800	33,849,480	7,120,000	12.62%	300,000	1,930,000	9,350,000	16.57%	47,065,800	2027
2028	1,149,528,331	1.88%	57,476,417	34,485,850	6,045,000	10.52%	200,000	1,815,000	8,060,000	14.02%	49,416,417	2028
2029	1,171,139,464	1.88%	58,556,973	35,134,184	4,975,000	8.50%	100,000	1,700,000	6,775,000	11.57%	51,781,973	2029
2030	1,193,156,886	1.88%	59,657,844	35,794,707	3,845,000	6.45%		1,580,000	5,425,000	9.09%	54,232,844	2030
2031	1,215,588,235	1.88%	60,779,412	36,467,647	3,020,000	4.97%		1,455,000	4,475,000	7.36%	56,304,412	2031
2032	1,238,441,294	1.88%	61,922,065	37,153,239	2,200,000	3.55%		1,330,000	3,530,000	5.70%	58,392,065	2032
2033	1,261,723,991	1.88%	63,086,200	37,851,720	1,805,000	2.86%		1,200,000	3,005,000	4.76%	60,081,200	2033
2034	1,285,444,402	1.88%	64,272,220	38,563,332	1,405,000	2.19%		1,065,000	2,470,000	3.84%	61,802,220	2034
2035	1,309,610,756	1.88%	65,480,538	39,288,323	1,000,000	1.53%		930,000	1,930,000	2.95%	63,550,538	2035
2036	1,334,231,439	1.88%	66,711,572	40,026,943	600,000	0.90%		790,000	1,390,000	2.08%	65,321,572	2036
2037	1,359,314,990	1.88%	67,965,749	40,779,450	200,000	0.29%		640,000	840,000	1.24%	67,125,749	2037
2038	1,384,870,111	1.88%	69,243,506	41,546,103	0	0.00%		485,000	485,000	0.70%	68,758,506	2038
2039	1,410,905,669	1.88%	70,545,283	42,327,170	0	0.00%		325,000	325,000	0.46%	70,220,283	2039
2040	1,437,430,696	1.88%	71,871,535	43,122,921	0	0.00%		165,000	165,000	0.23%	71,706,535	2040
2041	1,464,454,393	1.88%	73,222,720	43,933,632	0	0.00%				0.00%	73,222,720	2041
2042	1,491,986,136	1.88%	74,599,307	44,759,584	0	0.00%				0.00%	74,599,307	2042

NOTES:

1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates February, 2019 - February, 2020



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



DATE: March 3, 2020

SUBJECT: RESOLUTION 4998(51) - To approve the Memorandum of Understanding (MOU) of a Joint Grant Application between the Rochester Volunteer Fire Company (RVFC) and the City of Burlington Fire Department (COBFD) to the Federal Emergency Management Agency (FEMA) regarding the Joint Assistance to Firefighters Grant for Very High Frequency (VHF) portable radios.

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

The partners listed above have agreed to enter into a collaborative agreement in which Rochester Volunteer Fire Company will be the lead agency and named applicant and the City will be its partner in this application. In 2018, the City of Burlington attempted a FEMA AFG Grant application for VHF radio equipment. This 2019 Fiscal Year AFG grant is a second attempt with a different submittal outlying a lower cost benefit ratio. The contracted grant writer is Fire Grants Help, who has filed three other grants on our behalf, in which we were successful of grant monies for SCBA's. This interoperability approach to obtain federal funding is showing our collaboration and is given a high priority in this year's FEMA 2019FY AFG Grant process.

- COBFD has an existing Automatic Aid Agreement in place with RVFC.

- RVFC and COBFD have been partners of a county wide Mutual Aid Agreement for over 40 years and all are currently part of Wisconsin MABAS Division 102.

- RVFC and COBFD wish to improve Firefighter Safety that would allow for improved safety of all responders on scene.

- RVFC and COBFD initiated a conversation about the possibility of writing a regional grant to improve VHF radio equipment within the two organizations.

- RVFC and COBFD will each provide the necessary information regarding their departments to Fire Grants Help so that a grant application can be prepared and submitted to FEMA.

- RVFC will pay an initial fee of \$3000.00 to Fire Grants Help for grant writing fees. COBFD will pay RVFC 50% or \$1500.00 for the fee incurred.

- Each department will be responsible for paying the 5% match required for the equipment that department is requesting.

- RVFC and COBFD have committed to work together to try to improve Firefighter safety and to improve safety of our emergency responder's.

BUDGET/FISCAL IMPACT:

Potential Grant Monies Awarded

See attached quotes from BAYCOM

Quote number: 02192020

Total Grant Dollar Amount = \$132,790.75

Federal Funding Assistance = \$126,467.38

Cost for AFG process:

Five Percent (5%) by City Match of Grant = \$6,323.37
{Federal Calculation's 100.00 = 90.09}
COBFD's Contracted Services for Grant Writing = \$1,500.00
Total Financial Impact for the City of Burlington = \$7,823.37

MATCH MONIES:

Monies will be appropriated through the 2020 equipment replacement fund.

RECOMMENDATION:

Staff recommends the Common Council approve the Joint Grant Application between the City of Burlington and the Rochester Volunteer Fire Company that will include the creation of a Memorandum of Understanding (MOU) in an effort to jointly collect data and define the grant characteristics, prepare the grant application, submit the grant application, manage awarded grant money, complete the closeout process, and agree to share the cost of the grant process. The Rochester Volunteer Fire Company will be the lead agency; therefore, the dollars will be funneled through the Rochester Volunteer Fire Company. This also serves as the City's commitment to the 5% grant match.

TIMING/IMPLEMENTATION:

The roles and responsibilities described above are contingent on Rochester Volunteer Fire Company receiving funds requested for the project described in the grant application.

This item is for discussion at the March 3, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the March 3, 2020 Common Council meeting.

Attachments

RES 4998(51) MOU FEMA Grant Application
MOU
FEMA Cost Share Calculator
BAYCOM QUOTE 1
Baycome quote 2

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF BURLINGTON FIRE DEPARTMENT
AND ROCHESTER VOLUNTEER FIRE COMPANY**

WHEREAS, the City of Burlington Fire Department and the Rochester Volunteer Fire Company wish to collaborate and to make an application for an Assistance to Firefighters grant;

WHEREAS, the Rochester Volunteer Fire Company will be the lead agency and named applicant and the other agency will be partners in this application

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Federal Emergency Management Agency by Fire Grants Help,

WHEREAS, the City of Burlington Fire Department and the Rochester Volunteer Fire Company have been partners of a county wide Mutual Aid Agreement for over 40 years and both wish to improve Firefighter Safety that would allow for improved safety of all responders on scene,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine County, State of Wisconsin, that the City of Burlington adopt the attached Memorandum of Understanding for the collaboration to make an application for the Assistance to Firefighters grant between the City of Burlington Fire Department and the Rochester Volunteer Fire Company.

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

Introduced: March 3, 2020
Adopted: March 3, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Memorandum of Understanding

WHEREAS, **Rochester Volunteer Fire Company (RVFC)**, and the **City of Burlington Fire Department (COBFD)**, have come together to collaborate and to make an application for **Assistance to Firefighters** grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which **Rochester Volunteer Fire Company** will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the **Federal Emergency Management Agency by Fire Grants Help**.

I) Description of Partner Agencies

RVFC, and COBFD desire to work together to try and obtain federal funding to improve emergency communications with equipment that will allow for interoperability.

II) History of Relationship

- RVFC and COBFD have been partners of a county wide Mutual Aid Agreement for over 40 years and are currently a part of Wisconsin MABAS Division 102.
- *RVFC and COBFD wish to improve Firefighter Safety that would allow for improved safety of all responders on scene.*

III) Development of Application

- *RVFC initiated a conversation with COBFD about the possibility of writing a regional grant to improve VHF radio equipment within the two organizations.*
- *RVFC and COBFD will each provide the necessary information regarding their departments to Fire Grants Help so that a grant application can be prepared and submitted.*

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- *Each department will provide the necessary information to Fire Grants Help to assist in the preparation of a grant to be submitted to FEMA.*
- *RVFC will pay an initial fee of \$3000.00 to Fire Grants Help for grant writing fees. COBFD will pay RVFC \$15000.00 for 50% of the \$3000.00 fee incurred.*
- *Each department will be responsible for paying the 5% required match for the equipment that department is requesting.*
- *RVFC and COBFD have committed to work together to try and improve Firefighter safety and to improve the overall safety of emergency responder.*

V) Timeline

The roles and responsibilities described above are contingent on **Rochester Volunteer Fire Company** receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **02/03/2020** through **12/31/2020**.

VI) Commitment to Partnership

- 1) The collaboration service area includes: Village of Rochester, City of Burlington and any MABAS division or department that requests assistance from the departments listed above.
- 2) Compensation for COBFD's contribution to this project will be provided as outlined above.
- 3) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

<p>By: _____</p> <p>Fire Chief, Rochester Volunteer Fire Company</p> <p>Date: _____</p>	
<p>By: _____</p> <p>Fire Chief, City of Burlington Fire Department</p> <p>Date: _____</p>	

Assistance to Firefighters Grant Program (AFG)



FEMA



Cost Share Calculator 2019-2020

Calculating Federal Share and Local Cost Share for AFG Grants

In order to assist you with determining your organization's Local Cost Share for AFG Grants, a calculator and explanation of the formula is provided below. All applicants should ensure they are familiar with FEMA's administration of cost sharing requirements. Recipients are not required to have their cost share available when submitting the application. For additional information, refer to the Cost Share and Maintenance of Effort Requirements section of the Notice of Funding Opportunity (NOFO).

Determine the Organization's Local Cost Share Percentage

Cost share requirements for AFG Grants are based on population. An eligible applicant seeking a grant to carry out an activity is required to provide non-federal funds to carry out the activity. In order to determine the Local Cost Share Percentage, use the guide below:

- 15% =** When serving a jurisdiction of more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 15 percent of the grant awarded.
- 10% =** When serving a jurisdiction of more than 20,000 residents, but not more than 1,000,000 residents, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 10 percent of the grant awarded.
- 5% =** When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to provide non-federal funds in an amount equal to and not less than 5 percent of the grant awarded.

Once you have determined your Organization's Local Cost Share Percentage, use the formula below to determine the Organization's Local Cost Share.

Example Cost Share Calculation

Total Project Cost:	\$100,000.00
Local Cost Share Percentage:	15%
Federal Funding Assistance:	\$86,956.52
Local Cost Share:	\$13,043.48

Example Cost Share Formula

X = Federal Funding Assistance
 Y = Total Project Cost
 P = Local Cost Share Percentage
 $X + (P)(X) = Y$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X + (P)(X) = Y$
 $X = Y/1.15$

X = Federal Funding Assistance
 Y = \$100,000
 P = 15%
 $X = \$100,000/1.15$
 $X = \$86,956$
 Local Cost Share = \$13,044

Use the Calculator Below to Determine the Local Cost Share for your Organization

Total Project Cost:

Local Cost Share Percentage:

Example: For 15% enter .15 into the calculator, for 10% enter .10, for 5% enter .05

Federal Funding Assistance:

Local Cost Share:

Dave Feiler
W239 N2890 Pewaukee Road
Pewaukee, WI 53072
(414) 546-7625
dfeiler@baycominc.com

Burlington Fire Department
Attn: Chief Babe

2/19/2020
REVISED

SUBJECT: APX6000XE Portable Radio Model 1.5 / 02192020

PRICING AND FINANCIAL OPTIONS SPECIFIC TO THIS OFFERING:
EQUIPMENT DETAILS AND PRICING

QTY	MODEL AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
5	H98KGD9PW5 N / Motorola APX6000 VHF Model 1.5	\$1,974.65	\$9,873.25
1	VHF, 8 Character Top Display and Dual Mic.		\$0.00
1	QA01749 / Advanced System Software Key	\$0.00	\$0.00
1	Q241 / Analog Operation	\$0.00	\$0.00
5	H35 / Conventional Operation	\$365.00	\$1,825.00
5	QA02006 / XE Ruggedized Radio - DeltaT, IS/FM	\$584.00	\$2,920.00
5	Q64 / Yellow Housing	\$18.25	\$91.25
			\$0.00
	PROGRAMMING		\$0.00
0	Technical Services - Template Charge	\$435.00	\$0.00
5	Technical Services - Programming Charge	\$45.00	\$225.00
			\$0.00
	OPTIONS		\$0.00
0	NNTN8860 / Single Unit Charger	\$120.00	\$0.00
0	NNTN8575AYLW / XE RSM w/ 3.5mm Jack & XT Cable	\$384.00	\$0.00
0	NNTN8092A / UL Approved HAZLOC Spare Battery	\$113.60	\$0.00
1	NNTN8844A / Multi Unit IMPRES Charger - DISPLAY	\$1,100.00	\$1,100.00
0	NNTN7624C / Vehicular Charger	\$383.00	\$0.00

Does not include programming

EQUIPMENT COST: \$16,034.50
 SHIPPING: \$0.00

Payment Terms: Net 10 Days
 Quotation Good For 30 Days.

PURCHASE PRICE: \$16,034.50

Approved By:

Your Signature Is An Agreement To Purchase And An Acceptance Of The Above Terms
 All of the information listed on this proposal is confidential and proprietary information.
If You Have Any Questions Please Contact Dave Feiler 414-546-7625





DATE: March 3, 2020

SUBJECT: MOTION 20-955 - To consider approving a Certificate of Appropriateness for property located at 700 N. Pine Street.

SUBMITTED BY: Gregory Guidry, Building Inspector

BACKGROUND/HISTORY:

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

Bob and Pat Sullivan, applicants, is requesting approval of a Certificate of Appropriateness located at 700 N. Pine Street. The proposed project consists of:

- Improvements to the rear façade. The exterior improvements proposed at this time are for the loading/delivery area of the structure, in the rear elevation of the building, facing the railroad tracks. Despite this area not being visible to the public, a COA is required. The applicant proposes the following improvements:
 1. Eliminate the large overhead door on the left side
 2. Reduce the size of the right-side overhead door
 3. Install a pedestrian door with the new smaller overhead door on the right side
 4. Utilize an EIFS material (such as Dryvit) to cover the areas noted on the architect’s drawing (The applicant originally planned to use brick, however the availability of matching brick was an issue, in addition to the ultimate cost. The applicant proposes to select an EIFS in a color that matches the tones in the adjacent bricks.

Note: EIFS is not a very durable material, and therefore it is strongly encouraged that a more durable material be considered for use in this loading/delivery area, as it is likely that the material will be easily damaged given the utilitarian use of this area.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

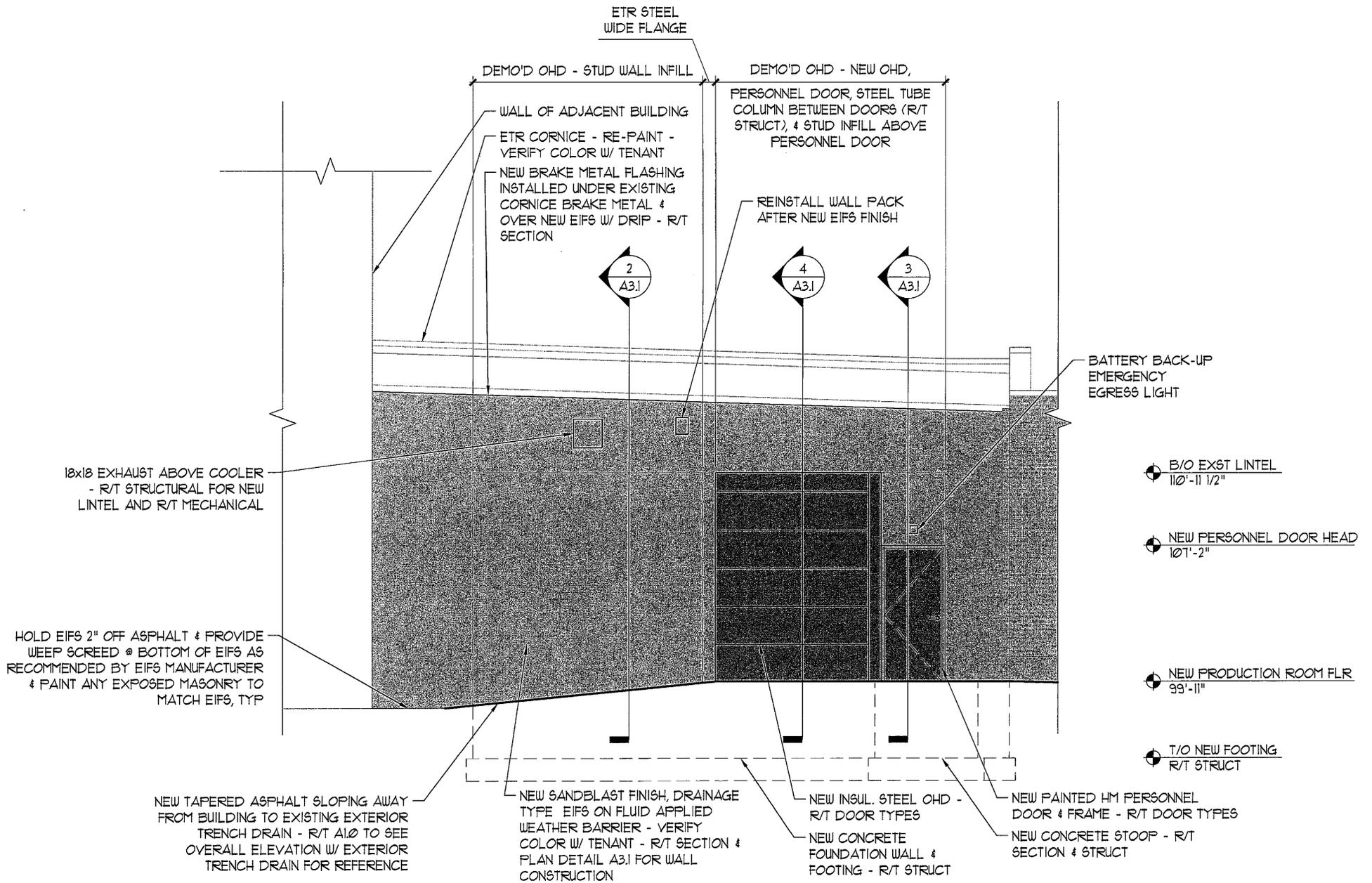
The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their February 27, 2020 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the March 3, 2020 Committee of the Whole meeting and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

COA 700 N. Pine St.



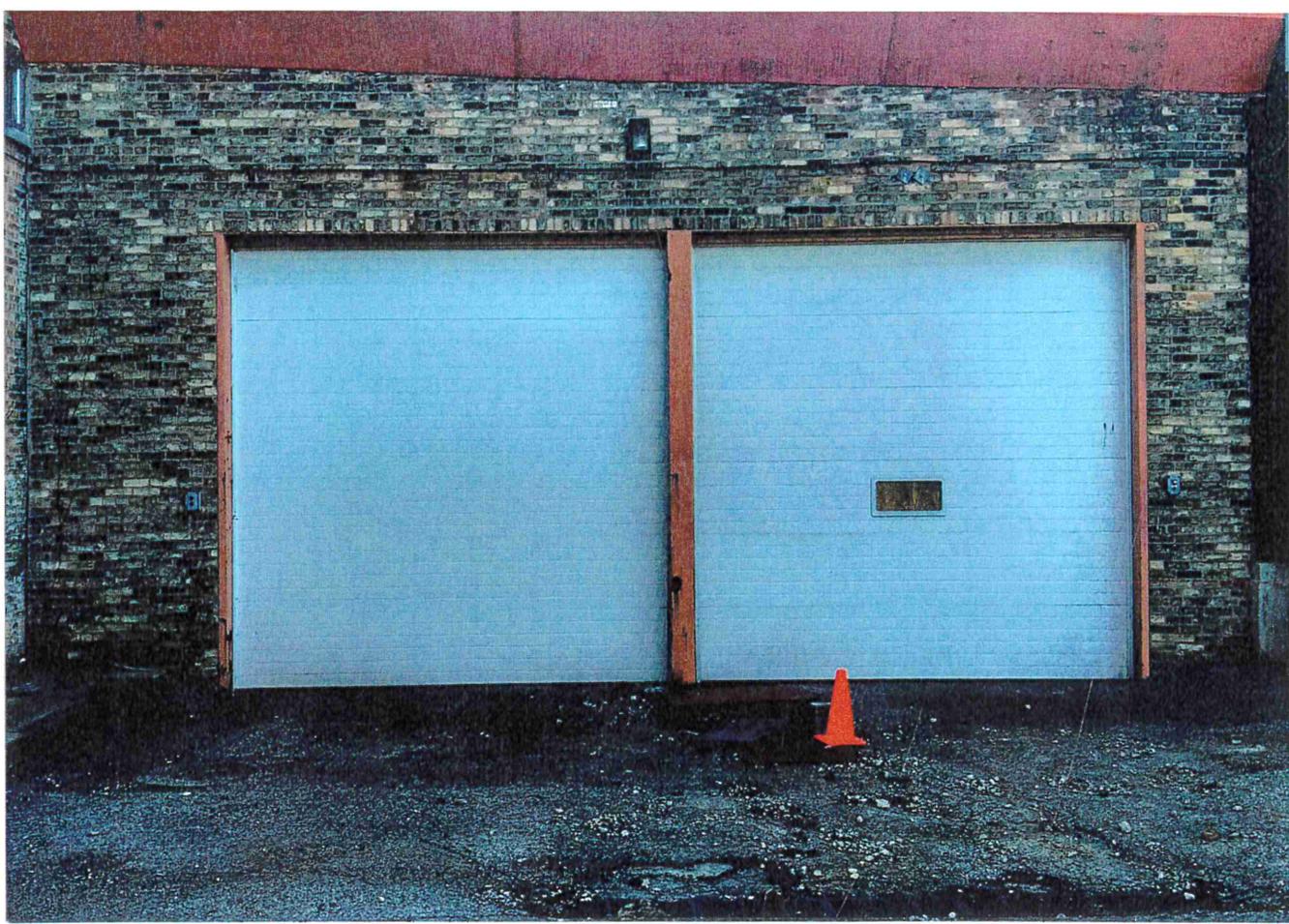
NEW NORTH ELEVATION OF PRODUCTION 108

SCALE: 3/16" = 1'-0"

2



Exhibit 1



Rear of Building Facing train tracks



DATE: March 3, 2020

SUBJECT: **MOTION 20-956** - To approve an Airport Hangar Lease with Dale Severs and Karen Riccio for property located at Hanger 816 Hotel Taxiway, Burlington Municipal Airport, Burlington, Wisconsin.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The Airport Committee met on January 23, 2020 and recommends that the City enter into a not-to-exceed twenty-nine (29) year Airport Hangar Lease agreement with Dale Severs and Karen Riccio for property located at Hanger 816 Hotel Taxiway.

The amount of the lease equals the sum of \$.095 cents per square foot for the leased area, which contains a total of 2,400 square feet, for a total amount of \$280.00, prorated in the first and last years of the Lease with the first-year payment of \$0 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2020.

BUDGET/FISCAL IMPACT:

An annual payment of \$280.00 will be paid to the City each year by January 1 for lease of the hangar.

RECOMMENDATION:

Staff recommends approval of this Airport Hangar Lease with Dale Severs and Karen Riccio.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the March 3, 2020 Committee of the Whole meeting, and due to timing, is scheduled for final consideration at this evening's Common Council meeting.

Attachments

Airport Lease Agreement

AIRPORT LEASE

This lease Agreement, made and entered into this 1st day of December, 2019 by and between the City of Burlington, State of Wisconsin, a municipal corporation existing through and under the authority of the laws of the State of Wisconsin, hereinafter referred to as "Lessor", and Dale Severs and Karen Riccio whose mailing address is 7205 Oxford Circle Fox Lake IL 60020 hereinafter referred to as "Lessee"; the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

ARTICLE 1 PREMISES SUBJECT TO LEASE

The premises subject of this Lease are:

That part of the hangar area of the Burlington Municipal Airport delineated on the official map of the Burlington Municipal Airport maintained at the office of the City Clerk at City Hall and identified as 816 Hotel Taxiway. This Lease does not include use of City Water.

ARTICLE 2 TERM

The term of this Lease shall be from December 1, 2019 to November 31, 2048 [not to exceed 29 years] both dates inclusive. This Lease shall be automatically renewed for successive ten-year periods thereafter upon mutually agreed-upon terms and approval of the renewal shall not be unreasonably withheld by the Lessor. This Lease is not transferable, See Article 5, Section G.

ARTICLE 3 RENT

The Lessee shall pay to the Lessor as rent for the Leased Premises the sum of \$.095 per square foot for the leased area, which contains a total of 2400 square feet, for a total amount of \$ 280.00, prorated in the first and last years of the Lease with the first-year payment of \$ 0 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2020 subject to the provisions set forth in Article 5, Section A.

ARTICLE 4

Lessee agrees that rent charged is based on intended:

XX Personal Use, defined as the use of the Leased Premises in a manner which does not meet the definition of Commercial Use; or

_____ Commercial Use, defined as the operation of an airport-related business, which is open to the public, on or in the Leased Premises.

Lessee may change the intended use to that of another type, to be effective the following January 1st, if Lessee petitions the Airport Committee in writing no later than December 10th and the Committee approves the change no later than its December meeting. See also Article 5, Section F.

ARTICLE 5

ADDITIONAL PROVISIONS

- A. RENTAL INCREASES.** The Lessor may adjust the rental charge rate in the year 2010 and every five years thereafter, as determined by the Airport Committee in the same proportion as the cumulative change in the Consumer Price Index for all urban customers (CPI-U) over the same time period. In the event of a rate change, Lessor shall give Lessee sixty (60) days advance notice.
- B. IMPROVEMENTS.** Lessee agrees to erect on the Leased Premises a hangar, if not already constructed, and shall comply with all ordinances, building codes, and zoning restrictions for said airport, and the rules, regulations, and orders of the Airport Committee relative thereto.
- C. USE OF FACILITIES.** Lessee shall have the right to the non-exclusive use in common with others of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to approval of the Airport Committee, all equipment necessary for the safe hangaring of the Lessee's planes, specifically excluding any aviation gasoline or fuel; the right of ingress to or egress from the demised premises, which shall extend to Lessee's employees, guests and patrons; the right, in common with others so to do, to use common areas of the airport including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft of Lessee. Lessee shall not store any equipment or other material outside of its hangar without the written consent of the Airport Committee.
- D. COMPLIANCE WITH LAWS.** Lessee agrees to observe and obey during the term of this Lease all laws and ordinances, and the rules and regulations promulgated and enforced by the Airport Committee of the City of Burlington, and other proper authority having jurisdiction over the conduct of the operations of the airport including city, county, state and federal agencies or departments.
- E. INDEMNIFICATION.** Lessee agrees to indemnify and hold the Airport Committee and the City of Burlington free and harmless from loss from each and every claim and demand, of whatever nature, made on the behalf of or by any person or persons for any act or omission on the part of the Lessee, or Lessee's agents, employees, guests and patrons and from all loss or damage by reason of such acts or omissions.
- F. SUBLEASE-RENTAL OF PREMISES.** Lessee may sublet portions of the hangar constructed on the Leased Premises for the same purposes as stated in this Lease, subject to this policy of the Airport Committee relative to rental rates: It is agreed and understood by Lessee that the rate agreed to in this Lease is for (choose one) XX personal use _____ commercial use. Under this agreement it is understood by the parties that if property is sublet, the appropriate rate will be applied to this Lease from the following January 1. In the event that Lessee fails to disclose a sublease, he agrees to pay the City the amount of the increased rental for the period of any failure to so disclose.

In the event Lessee does enter into a sublease, Lessee shall require any subtenant to abide with all of the conditions of this lease agreement including the requirement that the subtenant shall hold the Airport Committee and the City of Burlington free an harmless from any loss for each

and every claim or demand, of whatever nature, made by the subtenant against the Lessee herein or on behalf of or by any other person or persons for any act or omission on the part of the Lessee or subtenant or their agents or employees, or for any loss or damage by reason of such acts or omissions by the Lessee or its subtenant.

G. OWNERSHIP OF IMPROVEMENTS. Lessee shall retain title to all building or buildings constructed on said premises and such title shall be transferable subject to the Common Council's approval of a new Lease by and between the City of Burlington and the proposed transferee.

H. MAINTENANCE. Lessee shall maintain the structure(s) it occupies and the surrounding land and premises in good order and shall make such repairs as are necessary. In the event of fire or any other casualty, the owner of any such structure so affected shall either repair or replace the building and restore the leased land to its original condition or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. In the event that Lessee determines not to rebuild and in fact restores the Leased area to its original condition, this Lease may be terminated pursuant to Article 5, Section U(3).

In the event Lessee fails to comply with this provision, Lessor may, after thirty (30) days notice to the Lessee, enter onto the premises for the purpose of completing said maintenance, making such repairs as are necessary, or restoring the leased land to its original condition. In the event Lessor does so, Lessor shall charge the Lessee the cost of any such maintenance or repairs. If Lessee refuses to pay any such charge within thirty (30) days, Lessor shall have the right to terminate this lease. See Article 5, Section U. In the event the Lessor removes Lessee's hangar under this section, Lessor shall proceed to enforce its lien rights pursuant to Article 5, Section U.

I. ACCESS FOR INSPECTION. Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

J. FIRE AND POLICE PROTECTION. Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants of facilities in the airport. Lessee shall arrange for annual inspection of the hangar sites and buildings by the local fire inspector, or at such other frequency as required by state statute.

K. TAXES. Lessee shall pay all taxes or assessments that are levied against personal property of the Lessee and/or the buildings which are erected on lands leased exclusively to Lessee. In the event that said personal property taxes are not paid 30 days after becoming due, Lessee shall be considered in default of this Lease. See Article 5, Section M.

L. ADVERTISING. Lessee agrees that no sign or advertising matter may be erected without the written consent of the Lessor.

M. DEFAULT. If Lessee fails to pay rent when due, or commits waste or breaches any other covenant or condition of this Lease, Lessor shall give Lessee notice to pay the rent, repair the waste or comply with the Lease on or before a date at least 30 days after the giving of the notice, and that failure to comply will result in the termination of the tenancy. If the tenancy is so terminated, Lessor shall proceed under Article 5, Section U.

N. FUTURE DEVELOPMENT. Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee and without interference or hindrance from Lessee. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport; together with the right to direct and control all activities of the Lessee in this regard.

Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against construction, together with the right to prevent the Lessee from erecting, or permit to be erected, any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

O. RESTRICTIONS. Lessor will not exercise or grant any right or privilege which would operate to prevent the Lessee from performing any services on its aircraft with its own employees that it may choose to perform. These services shall include, but are not limited to, maintenance and repair. Lessee may not provide any type of maintenance or service to aircraft not owned by Lessee upon said Leased Premises .

P. PREEMPTION OF LEASE. During the time of war or national emergency, Lessor shall have the right to lease the landing area, or any part thereof, to the United States Government for military or naval use; and if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government shall be suspended.

All leases shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

Q. NON-DISCRIMINATION. The Lessee, for himself or successors in interest and assigns, as a part of the consideration hereof, does hereby covenants and agree that: (1) no person, on the grounds of race, color, religion, or national origin, shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination in the use of the leased facilities of the City of Burlington Municipal Airport; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination; (3) the Lessee shall use the premises in compliance, as applicable, with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Sub-Title A, Office of the Secretary, Part 2I, Non-Discrimination, in federally assisted programs of Title VI of the Civil Rights Act of 1964, and as said regulation may be amended.

R. HAZARDOUS SUBSTANCE INDEMNIFICATION. Lessee represents and warrants that its use of the Premises herein will not generate any Hazardous Substance, and it will not store or dispose on the Premises nor transport to or over the Premises any Hazardous Material or Substance in violation of any applicable federal, state, or local law, regulation or rule then presently in effect. Lessee further agrees to hold the City of Burlington harmless from and indemnify the City of Burlington against any release of such Hazardous Substance and any damage, loss, or expense or liability resulting from such release, including all attorney's fees, costs and penalties incurred as a result thereof which was caused by Lessee or

any of its employees or agents. "Hazardous Substance" shall be interpreted broadly to mean any substance or material defined as a radioactive substance, or other similar term by any federal, state or local environmental law, regulation or rule presently in effect or promulgated in the future, as such laws, regulations or rules may be amended from time to time, and it shall be interpreted to include, but shall not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

The City of Burlington represents and warrants that it has no knowledge of any Hazardous Substance existing on the Owned Premises in violation of any applicable federal, state or local law, regulation or rule. The City of Burlington further agrees to hold Lessee harmless from and indemnify Lessee against any damage, loss, or expense or liability resulting from the existence on the Owned Premises of any such Hazardous Substance, including all attorneys' fees, costs and penalties incurred as a result thereof, unless caused by Lessee, any other Lessee, or any of their employees, agents, guests or patrons.

S. INSURANCE. The Lessee agrees that it will deposit with the Lessor a policy of comprehensive liability insurance. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of \$1,000,000 for each occurrence and in the amount of \$2,000,000 aggregate, which shall name the Lessor as an additional insured. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the Lease unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

T. SNOW REMOVAL POLICY. The Lessor's and the Lessee's responsibilities for snow removal are defined under the City of Burlington's Snow Removal Policy. This Policy was adopted by a resolution of the Burlington Common Council. This policy may be amended or updated at any time without notification. Each party agrees to abide by the then-current terms of said Policy.

U. TERMINATION. (1) By Default. In the event that Lessee defaults under Article 5, Sections H., M., or S., or by other operation of law, the tenancy shall be terminated, Lessor shall have the right to re-enter or repossess the leased property, either by force, summary proceedings, surrender, or otherwise, and dispossess and remove there from Lessee, and its effects, without being liable to any prosecution therefore, and Lessee shall surrender possession of the premises, and Lessee hereby expressly waives the service of notice of intention to re-enter or of instituting legal proceedings to that end.

(2) By Expiration. In the event that this Lease is terminated pursuant to Article 2 hereof, Lessee shall either: a. Sell its hangar to a third party, and the buyer thereof shall enter into a new Lease with the City of Burlington, which sale and transfer shall not be effective until and unless approved by the Common Council; or b. By or before the last date of the term of the Lease, remove its hangar and all equipment and restore the premises to the condition it was in prior to the construction of the hangar.

(3) By Mutual Consent. This Lease may be terminated by the mutual consent of the parties, upon the entry into a new Lease or such other terms and conditions agreed to as evidenced by the signatures of the parties hereto.

(4) Lien Rights. Lessor shall, in any event, have liens on Lessee's hangar and other personality, including Lessee's aircraft, pursuant to Wis. Stat. §§ 704.05(5) and 779.43(3), and shall enforce such liens as provided by law, but shall have, in addition to those rights provided

by Wis. Stat. § 704.05(5)(a) 1. and 2., the right to demand payment of past due rent and/or other charges due from Lessee under the terms of this Lease for release of the lien, or apply the proceeds of sale to past due rent and/or other charges due from Lessee under the terms of the Lease.

V. GENERAL PROVISIONS. The following provisions shall apply to this Agreement:

(1) Rights and liabilities of the parties shall bind and inure to the benefit of their personal representatives, heirs, successors and assigns.

(2) This agreement constitutes the entire agreement pertaining to the subject matter and supersedes all prior and contemporaneous agreements of the parties in connection therewith.

(3) In construing this Lease, feminine or neuter pronouns may be substituted for those masculine in form and vice versa and plural terms may be substituted for singular and singular for plural in any place in which the context so requires.

(4) The captions contained in this Agreement are for reference only and do not form part of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals they day and year first herein written.

Approved by the Airport Committee on: 1/23/2020

AIRPORT MANAGER:

LESSEE:



Signature

Gary B. Meisner

Print (or type) name

Approved by Common Council on: _____

CITY OF BURLINGTON

Signature



Signature

Print (or type) name

Dale Severs
Karen L. Riccio
Karen L. Riccio

Title



DATE: March 3, 2020

SUBJECT: MOTION 20-957 - To approve an Airport Hangar Lease with Mark T. Van de Bogert and Jeanette L. Van de Bogert Revocable Trust for property located at 1396 Mike Taxiway, Burlington Municipal Airport, Burlington, Wisconsin.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

The Airport Committee met on January 23, 2020 and recommends that the City enter into a not-to-exceed twenty-nine (29) year Airport Hangar Lease agreement with BMark T. Van de Bogert and Jeanette L. Van de Bogert Revocable Trust for property located at 1396 Mike Taxiway.

The amount of the lease equals the sum of \$.095 cents per square foot for the leased area, which contains a total of 2,500 square feet, for a total amount of \$237.50, prorated in the first and last years of the Lease with the first-year payment of \$237.50 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2020.

BUDGET/FISCAL IMPACT:

An annual payment of \$237.50 will be paid to the City each year by January 1 for lease of the hangar.

RECOMMENDATION:

Staff recommends approval of this Airport Hangar Lease with Mark T. Van de Bogert and Jeanette L. Van de Bogert Revocable Trust.

TIMING/IMPLEMENTATION:

This item is scheduled for discussion at the March 3, 2020 Committee of the Whole meeting, and due to timing, is scheduled for final consideration at this evening's Common Council meeting.

Attachments

Airport Lease Agreement

AIRPORT LEASE

This lease Agreement, made and entered into this 1st day of February, 2020 by and between the City of Burlington, State of Wisconsin, a municipal corporation existing through and under the authority of the laws of the State of Wisconsin, hereinafter referred to as "Lessor", and Mark T Van de Bogert and Jeanette L Van de Bogert Revocable Trust whose mailing address is W5673 Bonner Lane, Walworth WI 53184 hereinafter referred to as "Lessee"; the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

ARTICLE 1 PREMISES SUBJECT TO LEASE

The premises subject of this Lease are:

That part of the hangar area of the Burlington Municipal Airport delineated on the official map of the Burlington Municipal Airport maintained at the office of the City Clerk at City Hall and identified as 1396 Mike Taxiway. This Lease does not include use of City Water.

ARTICLE 2 TERM

The term of this Lease shall be from February 1, 2020 to January 31, 2049 [not to exceed 29 years] both dates inclusive. This Lease shall be automatically renewed for successive ten-year periods thereafter upon mutually agreed-upon terms and approval of the renewal shall not be unreasonably withheld by the Lessor. This Lease is not transferable, See Article 5, Section G.

ARTICLE 3 RENT

The Lessee shall pay to the Lessor as rent for the Leased Premises the sum of \$.095 cents per square foot for the leased area, which contains a total of 2500 square feet, for a total amount of \$ 237.50, prorated in the first and last years of the Lease with the first-year payment of \$237.50 due at signing, and payable thereafter in advance of the 1st day of January of each and every consecutive year of the lease term commencing on January 1, 2020 subject to the provisions set forth in Article 5, Section A.

ARTICLE 4

Lessee agrees that rent charged is based on intended:

XX Personal Use, defined as the use of the Leased Premises in a manner which does not meet the definition of Commercial Use; or

_____ Commercial Use, defined as the operation of an airport-related business, which is open to the public, on or in the Leased Premises.

Lessee may change the intended use to that of another type, to be effective the following January 1st, if Lessee petitions the Airport Committee in writing no later than December 10th and the Committee approves the change no later than its December meeting. See also Article 5, Section F.

ARTICLE 5

ADDITIONAL PROVISIONS

- A. RENTAL INCREASES.** The Lessor may adjust the rental charge rate in the year 2010 and every five years thereafter, as determined by the Airport Committee in the same proportion as the cumulative change in the Consumer Price Index for all urban customers (CPI-U) over the same time period. In the event of a rate change, Lessor shall give Lessee sixty (60) days advance notice.
- B. IMPROVEMENTS.** Lessee agrees to erect on the Leased Premises a hangar, if not already constructed, and shall comply with all ordinances, building codes, and zoning restrictions for said airport, and the rules, regulations, and orders of the Airport Committee relative thereto.
- C. USE OF FACILITIES.** Lessee shall have the right to the non-exclusive use in common with others of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to approval of the Airport Committee, all equipment necessary for the safe hangaring of the Lessee's planes, specifically excluding any aviation gasoline or fuel; the right of ingress to or egress from the demised premises, which shall extend to Lessee's employees, guests and patrons; the right, in common with others so to do, to use common areas of the airport including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft of Lessee. Lessee shall not store any equipment or other material outside of its hangar without the written consent of the Airport Committee.
- D. COMPLIANCE WITH LAWS.** Lessee agrees to observe and obey during the term of this Lease all laws and ordinances, and the rules and regulations promulgated and enforced by the Airport Committee of the City of Burlington, and other proper authority having jurisdiction over the conduct of the operations of the airport including city, county, state and federal agencies or departments.
- E. INDEMNIFICATION.** Lessee agrees to indemnify and hold the Airport Committee and the City of Burlington free and harmless from loss from each and every claim and demand, of whatever nature, made on the behalf of or by any person or persons for any act or omission on the part of the Lessee, or Lessee's agents, employees, guests and patrons and from all loss or damage by reason of such acts or omissions.
- F. SUBLEASE-RENTAL OF PREMISES.** Lessee may sublet portions of the hangar constructed on the Leased Premises for the same purposes as stated in this Lease, subject to this policy of the Airport Committee relative to rental rates: It is agreed and understood by Lessee that the rate agreed to in this Lease is for (choose one) XX personal use _____ commercial use. Under this agreement it is understood by the parties that if property is sublet, the appropriate rate will be applied to this Lease from the following January 1. In the event that Lessee fails to disclose a sublease, he agrees to pay the City the amount of the increased rental for the period of any failure to so disclose.

In the event Lessee does enter into a sublease, Lessee shall require any subtenant to abide with all of the conditions of this lease agreement including the requirement that the subtenant shall hold the Airport Committee and the City of Burlington free an harmless from any loss for each and every claim or demand, of whatever nature, made by the subtenant against the Lessee

herein or on behalf of or by any other person or persons for any act or omission on the part of the Lessee or subtenant or their agents or employees, or for any loss or damage by reason of such acts or omissions by the Lessee or its subtenant.

G. OWNERSHIP OF IMPROVEMENTS. Lessee shall retain title to all building or buildings constructed on said premises and such title shall be transferable subject to the Common Council's approval of a new Lease by and between the City of Burlington and the proposed transferee.

H. MAINTENANCE. Lessee shall maintain the structure(s) it occupies and the surrounding land and premises in good order and shall make such repairs as are necessary. In the event of fire or any other casualty, the owner of any such structure so affected shall either repair or replace the building and restore the leased land to its original condition or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. In the event that Lessee determines not to rebuild and in fact restores the Leased area to its original condition, this Lease may be terminated pursuant to Article 5, Section U(3).

In the event Lessee fails to comply with this provision, Lessor may, after thirty (30) days notice to the Lessee, enter onto the premises for the purpose of completing said maintenance, making such repairs as are necessary, or restoring the leased land to its original condition. In the event Lessor does so, Lessor shall charge the Lessee the cost of any such maintenance or repairs. If Lessee refuses to pay any such charge within thirty (30) days, Lessor shall have the right to terminate this lease. See Article 5, Section U. In the event the Lessor removes Lessee's hangar under this section, Lessor shall proceed to enforce its lien rights pursuant to Article 5, Section U.

I. ACCESS FOR INSPECTION. Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

J. FIRE AND POLICE PROTECTION. Lessor agrees to extend to Lessee the same fire and police protection extended to the other tenants of facilities in the airport. Lessee shall arrange for annual inspection of the hangar sites and buildings by the local fire inspector, or at such other frequency as required by state statute.

K. TAXES. Lessee shall pay all taxes or assessments that are levied against personal property of the Lessee and/or the buildings which are erected on lands leased exclusively to Lessee. In the event that said personal property taxes are not paid 30 days after becoming due, Lessee shall be considered in default of this Lease. See Article 5, Section M.

L. ADVERTISING. Lessee agrees that no sign or advertising matter may be erected without the written consent of the Lessor.

M. DEFAULT. If Lessee fails to pay rent when due, or commits waste or breaches any other covenant or condition of this Lease, Lessor shall give Lessee notice to pay the rent, repair the waste or comply with the Lease on or before a date at least 30 days after the giving of the notice, and that failure to comply will result in the termination of the tenancy. If the tenancy is so terminated, Lessor shall proceed under Article 5, Section U.

N. FUTURE DEVELOPMENT. Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the

Lessee and without interference or hindrance from Lessee. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport; together with the right to direct and control all activities of the Lessee in this regard.

Lessor reserves the right to take any action it considers necessary to protect the aerial approaches to the airport against construction, together with the right to prevent the Lessee from erecting, or permit to be erected, any building or other structure on the airport which, in the opinion of the Lessor, would limit the usefulness of the airport or constitute a hazard to aircraft.

O. RESTRICTIONS. Lessor will not exercise or grant any right or privilege which would operate to prevent the Lessee from performing any services on its aircraft with its own employees that it may choose to perform. These services shall include, but are not limited to, maintenance and repair. Lessee may not provide any type of maintenance or service to aircraft not owned by Lessee upon said Leased Premises .

P. PREEMPTION OF LEASE. During the time of war or national emergency, Lessor shall have the right to lease the landing area, or any part thereof, to the United States Government for military or naval use; and if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government shall be suspended.

All leases shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the airport.

Q. NON-DISCRIMINATION. The Lessee, for himself or successors in interest and assigns, as a part of the consideration hereof, does hereby covenants and agree that: (1) no person, on the grounds of race, color, religion, or national origin, shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination in the use of the leased facilities of the City of Burlington Municipal Airport; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise subject to discrimination; (3) the Lessee shall use the premises in compliance, as applicable, with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Sub-Title A, Office of the Secretary, Part 21, Non-Discrimination, in federally assisted programs of Title VI of the Civil Rights Act of 1964, and as said regulation may be amended.

R. HAZARDOUS SUBSTANCE INDEMNIFICATION. Lessee represents and warrants that its use of the Premises herein will not generate any Hazardous Substance, and it will not store or dispose on the Premises nor transport to or over the Premises any Hazardous Material or Substance in violation of any applicable federal, state, or local law, regulation or rule then presently in effect. Lessee further agrees to hold the City of Burlington harmless from and indemnify the City of Burlington against any release of such Hazardous Substance and any damage, loss, or expense or liability resulting from such release, including all attorney's fees, costs and penalties incurred as a result thereof which was caused by Lessee or any of its employees or agents. "Hazardous Substance" shall be interpreted broadly to mean any substance or material defined as a radioactive substance, or other similar term by any

federal, state or local environmental law, regulation or rule presently in effect or promulgated in the future, as such laws, regulations or rules may be amended from time to time, and it shall be interpreted to include, but shall not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

The City of Burlington represents and warrants that it has no knowledge of any Hazardous Substance existing on the Owned Premises in violation of any applicable federal, state or local law, regulation or rule. The City of Burlington further agrees to hold Lessee harmless from and indemnify Lessee against any damage, loss, or expense or liability resulting from the existence on the Owned Premises of any such Hazardous Substance, including all attorneys' fees, costs and penalties incurred as a result thereof, unless caused by Lessee, any other Lessee, or any of their employees, agents, guests or patrons.

S. INSURANCE. The Lessee agrees that it will deposit with the Lessor a policy of comprehensive liability insurance. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of \$1,000,000 for each occurrence and in the amount of \$2,000,000 aggregate, which shall name the Lessor as an additional insured. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the Lease unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

T. SNOW REMOVAL POLICY. The Lessor's and the Lessee's responsibilities for snow removal are defined under the City of Burlington's Snow Removal Policy. This Policy was adopted by a resolution of the Burlington Common Council. This policy may be amended or updated at any time without notification. Each party agrees to abide by the then-current terms of said Policy.

U. TERMINATION. (1) By Default. In the event that Lessee defaults under Article 5, Sections H., M., or S., or by other operation of law, the tenancy shall be terminated, Lessor shall have the right to re-enter or repossess the leased property, either by force, summary proceedings, surrender, or otherwise, and dispossess and remove there from Lessee, and its effects, without being liable to any prosecution therefore, and Lessee shall surrender possession of the premises, and Lessee hereby expressly waives the service of notice of intention to re-enter or of instituting legal proceedings to that end.

(2) By Expiration. In the event that this Lease is terminated pursuant to Article 2 hereof, Lessee shall either: a. Sell its hangar to a third party, and the buyer thereof shall enter into a new Lease with the City of Burlington, which sale and transfer shall not be effective until and unless approved by the Common Council; or b. By or before the last date of the term of the Lease, remove its hangar and all equipment and restore the premises to the condition it was in prior to the construction of the hangar.

(3) By Mutual Consent. This Lease may be terminated by the mutual consent of the parties, upon the entry into a new Lease or such other terms and conditions agreed to as evidenced by the signatures of the parties hereto.

(4) Lien Rights. Lessor shall, in any event, have liens on Lessee's hangar and other personalty, including Lessee's aircraft, pursuant to Wis. Stat. §§ 704.05(5) and 779.43(3), and shall enforce such liens as provided by law, but shall have, in addition to those rights provided by Wis. Stat. § 704.05(5)(a) 1. and 2., the right to demand payment of past due rent and/or other charges due from Lessee under the terms of this Lease for release of the lien, or apply the

proceeds of sale to past due rent and/or other charges due from Lessee under the terms of the Lease.

V. GENERAL PROVISIONS. The following provisions shall apply to this Agreement:

- (1) Rights and liabilities of the parties shall bind and inure to the benefit of their personal representatives, heirs, successors and assigns.
- (2) This agreement constitutes the entire agreement pertaining to the subject matter and supersedes all prior and contemporaneous agreements of the parties in connection therewith.
- (3) In construing this Lease, feminine or neuter pronouns may be substituted for those masculine in form and vice versa and plural terms may be substituted for singular and singular for plural in any place in which the context so requires.
- (4) The captions contained in this Agreement are for reference only and do not form part of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals they day and year first herein written.

Approved by the Airport Committee on: 1/23/2020

AIRPORT MANAGER:

LESSEE:

Gary B. Meisner

Signature

Gary B. Meisner
Print (or type) name

Mark Van de Bogaert 2/5/20
Signature

Mark Van de Bogaert
Print (or type) name

Approved by Common Council on: _____

CITY OF BURLINGTON

Signature

Title