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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Wednesday, April 8, 2020**

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

Due to technical difficulties, Council President Alderman Schultz called the Common Council meeting via Zoom to order at 6:37 p.m. \*Mayor Hefty would resume her role once connected. 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: None

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

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin, and City Intern Nicholas Faust.

\*Mayor Hefty was able to resume the meeting at 7:53 p.m.

2. **Citizen Comments**

Terri Little, 348 Lewis Street, asked Council if they would consider lifting the 24-hour parking restriction during this pandemic, as people have been ordered to stay at home and are not going outside to move their cars. Alderman Schultz inquired if this could be included in the Declaration of Emergency. Administrator Walters stated that staff would discuss.

3. **Approval of Minutes** - To approve the March 3, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Kott. Second: Alderman Grandi. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

4. **DISCUSSION:** A discussion regarding the 2019 Annual Storm Water Report.

Director Peter Riggs provided an overview stating that the report is an annual reporting requirement that has no budget or fiscal impact.

5. **RESOLUTIONS:**

A. **Resolution 5003(56)** - To amend the Fee Schedule for the City of Burlington regarding the Public Site Fee and the Park Facilities Impact Fee.

Intern, Nick Faust, reviewed the background history stating that this was originally presented as a discussion item at the February 19, 2020 Committee of the Whole and is now being presented as a resolution.

Alderman Grandi commented that the public site fee was last reviewed in 1982 and was based on land values at that time. Grandi stated he is in favor of developer's having the choice of donating land or paying

the fee and that the City should move forward.

- B. **Resolution 5004(57)** - To approve the Bid Award for Garbage and Recyclables Collection and Disposal to ASDA Enterprises, Inc.

Director Riggs stated that bids were opened on February 28, 2020 and ASDA and John's were the only two bidders. Riggs stated that bidders had the opportunity to bid manual or automated collection for both garbage and recyclables and could also bid weekly or bi-weekly recyclables, while weekly trash collection, bulk item collection, and city facility dumpster collection was mandatory. After reviewing both proposals, Riggs, and staff, recommended awarding the bid to ASDA as their bid was over \$500,000 less than John's and would result in a 2020 Budget reduction of \$23,000. Riggs also stated that the service provided by ASDA would result in weekly manual pickup of recyclables, of which would require residents to use two 18-gallon totes, versus their current 96-gallon bins provided by John's for the bi-weekly automated pickup. Both Andy Naber, ASDA, and Nate Austin, John's Disposal, were available to answer questions.

There was much concern from all the alderman regarding using totes versus the 96-gallon bin and felt that residents would not be happy with the change and would want the wheeled carts. Alderman Schultz suggested tabling this item until more options could be explored. Alderman Preusker stated that this should have been bid out further in advance and allow more time to make a decision.

Attorney Bjelejac suggested a 2-month extension with John's if a decision couldn't be reached and, if John's wasn't able to provide the extension, asked Andy Naber for temporary service with ASDA.

6. **ORDINANCES:**

- A. **Ordinance 2057(23)** - To create Section 278-81.1, "Park Facilities Impact Fee" of the City of Burlington Municipal Code.

Intern Faust explained that based on feedback received at the February 19, 2020 Committee of the Whole meeting, an ordinance was drafted to include a Park Facility Impact Fee in the amount of \$975 per dwelling unit to account for new capital facility costs incurred to accommodate the needs of land development.

7. **MOTIONS:**

- A. **Motion 20-959** - To approve an application for a Joint Effort Marketing Grant (JEM) for Destination Marketing.

Administrator Walters reviewed the background history, stating that the Branding Committee and staff are seeking support to move forward with the "City of Trails" and filing the JEM Grant with the Department of Tourism to hire a third party consultant to refine the concept, create various logos, and identify the necessary identification for wayfinding for future implementation. Walters further stated that the JEM Grant (or Destination Marketing grant) is a three-year cycle that allows the City to refine and define its vision for rebranding, which includes reimbursement up to \$39,550 for the first year, and possible grants for subsequent years. Walters then introduced Andrew Lynch to present a PowerPoint of the Branding Committee's efforts and vision.

Alderman Schultz asked how long would this endeavor take before it becomes a meaningful transformation. Lynch responded that realistically it could take 3 to 5 years; however this was based on his gut feeling and experience with other projects but that it's definitely a long term effort.

Alderman Rauch commented about the budget associated with the garbage contract and inquired as to what kind of budget rebranding would require. Walters responded that there is a magnitude of priorities involved; however the entire process could cost \$500,000 dollars or more and that it depends on the extent of the trails and what capital needs to be incorporated. Rauch commented that in light of the COVID situation that this should be a 2021 grant submittal. Walters responded that she has spoken with the Department of Tourism, and they have funding for this year and have not pulled any projects; however it

is Council's decision of whether the application is submitted or not.

Alderman Schultz asked if this is a 50/50 grant. Walters responded that the maximum we would get from the Department of Tourism for year one, based on the letters of support is \$39,000 and the City would be putting in the same amount, which has been included in the 2020 budget. Walters also stated that part of the revenue stream that the City would utilize is the increase of the room tax dollars.

Alderman Kott asked if this is a one-time grant from the Department of Tourism. Walters responded that the City would need to apply each year.

Alderman Grandi stated that the City should move forward with the grant submittal and that this is an important venture towards gaining and maintaining families in the city.

- B. **Motion 20-960** - To approve the acceptance of the Community Grant from Walmart- Burlington.

Chief Babe stated that the City of Burlington Fire Department applied for a Community Grant from Walmart on February 18, 2020 and was approved on March 7, 2020 for a \$2,500 grant. Babe further stated that acceptance of this grant would be put towards the purchase of equipment and gear and would not affect the budget.

Alderman Preusker asked if there would be a press release to acknowledge this grant from Wal-Mart. Babe responded that the Standard Press could possibly provide a press release.

- C. **Motion20-961** - To Ratify, Approve and Adopt a Declaration of Emergency for the City of Burlington regarding the coronavirus or COVID-19 outbreak.

Attorney Bjelajac presented Motions 20-961, 20-962, 20-963, and 20-964 together in regard to the Declaration of Emergency due to the COVID-19 situation.

- D. **Motion 20-962** - To approve temporary procedures for City of Burlington governmental meetings.

This motion was presented along with Motion 20-961.

- E. **Motion - 20-963** To Ratify, Approve and Adopt a Declaration of Designation of “emergency responder” Employees under the Families First Coronavirus Response Act.

This motion was presented along with Motion 20-961.

- F. **Motion - 20-964** To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for change of election location and election process.

This motion was presented along with Motion 20-961.

8. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Kott. With all in favor, the motion carried and the meeting was adjourned at 8:32 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington