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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, May 5, 2020**

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

Mayor Jeannie Hefty called the Committee of the Whole Meeting via Zoom 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: 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.

2. **Citizen Comments** - Telephone Dial: US: (312) 626-6799, Webinar ID: **837-4237-0640**

3. **Approval of Minutes** - To approve the April 8, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried.

4. **PRESENTATIONS:**

A. Burlington Community Aquatic Center 2019 Financial Results.

Administrator Walters explained that the pool's financial results aren't able to be presented in the same year due to numbers not being tallied and entered into the books until January/February of the following year. Chip Bahr then joined the meeting and presented the results for 2019. Bahr stated that both admittance and memberships were up in 2019, as well as swim lessons and that overall it was a good year.

Alderman Preusker asked what the plans are for 2020 and suggested more opportunities for fundraising. Bahr responded that fundraising has been discussed at the board meetings, but no plans have been made yet. Alderman Grandi suggested there may be some opportunity to set up a subcommittee for fundraising, along with some other ideas that would increase revenue, such as contacting persons who are lower on the donor board and asking if they could increase their contributions. Grandi stated that the proposed beer garden is also still in the works. Grandi then commented on the opening of the pool and what's entailed including filling the pool, running the pumps, water being treated with the proper chemicals, and hiring staff.

Alderman Schultz asked what is the worst case scenario if the pool can't open and how much it would

cost for running the equipment. Grandi responded that he would gather that information and report back.

Alderman Rauch asked how much money is currently in the bank. Bahr responded that the balance at the end of the year was \$36,000; also, there is a balance of \$762,000 in the Community Fund. Grandi stated that they also have \$128,333 in outstanding pledges that should be collected in the next couple of years.

Alderman Preusker liked the idea of a beer garden and stated that in other communities it produces 1/3 of the revenue. Preusker then asked about the Burlington Service Clubs and their contributions. Bahr responded there are four service clubs, and they each contribute \$3,000.

Alderman Bauman asked if the pool board is still selling memberships and what will happen if they are unable to open due to the pandemic situation. Grandi responded that memberships are currently being refunded upon request but memberships are also still being purchased. Grandi further stated that the pool board would need to look at revenue vs. expenses to determine whether to continue running the pool if it can't be opened, or to shut it down.

5. **RESOLUTIONS:**

- A. **Resolution 5005(1)**- To approve the Award of Traffic Signal Improvement Project to MP Systems, Inc. for signals located at Bridge Street and Adams Street, Bridge Street and Jefferson Street, and Milwaukee Avenue and Pine Street.

Director Riggs provided an overview of this project and stated that it is part of the railroad siding extension project which includes signal-rail interoperability improvements and signal controller battery backup installation at all three sites in addition to reprogramming of signals to allow a left turn phase and installation of head signals. Riggs stated that CN would be providing the majority of the funding for this project, but will require a net \$11,186.70 from the General Fund if the Council decides to proceed with the MP Systems proposal.

Alderman Bauman asked if the intersection of Pine and Milwaukee will still allow a left turn and if so, he felt it was still a bad idea and that the left turn should be eliminated. Alderman Schultz asked if the left turn signal is only triggered during a gate closure or every cycle. Riggs responded that it is currently signaled during the gate closure phase.

Mayor Hefty asked what the timeframe is to complete this project. Riggs responded that it would be completed in less than 30 days.

- B. **Resolution 5006(2)** - To consider approving a Certified Survey Map for property located at 2457 Browns Lake Drive.

Watkins provided an overview of the resolution stating that the owner wishes to subdivide one parcel into three parcels, and proposed Lot 2 to be fully zoned as RM-2 instead of the two zoning districts it currently has. Watkins further stated that this resolution coincides with Ordinance 2058(1).

Alderman Kott asked what the plans were for its use if sold. Watkins responded that there is an offer to buy the senior apartments in Lot 1; however there are no plans to sell or demolish the other 2 parcels and plans to keep everything as it currently is for the time being. Alderman Grandi asked if there were future plans for additional senior living. Watkins responded that there have only been ideas and thoughts at this point, and they are still deciding what to do.

- C. **Resolution 5007(3)** - To approve a Community Development Investment Grant Agreement between the Wisconsin Economic Development Corporation and the City of Burlington for the Low Daily, LLC.

Laura Million, RCEDC, provided an overview of the project stating that this is the last leg of the grant application request. Million then provided an overview of the financial report. There was no further discussion.

- D. **Resolution 5008(4)** - To adopt a Memorandum of Agreement between the City of Burlington and Federal Aviation Administration (FAA).

Watkins provided an overview of this resolution and stated that this Memorandum of Understanding is simply a renewal of the current agreement. There was no further discussion.

- E. **Resolution 5009(5)** - To approve an Agreement with Flight For Life (FFL) to provide the City of Burlington Paramedic Intercept Services.

Fire Chief Alan Babe provided the background history and reason for the intercept services with FFL stating that the relationship with them will provide CBFD with an in-house solution to have paramedic level service. Dan Burns, Executive Director with Flight for Life and Scott Rinzel was available to answer questions.

Alderman Bauman asked Chief Babe to provide an example of a call that would require paramedic level service versus Advanced Emergency Medical Technician service. Chief responded that paramedic service provides the level of service that an ER could provide.

Alderman Heft asked how would patients be billed. Chief responded that patients would be billed for services when used.

Alderman Rauch asked how many ambulances would be stationed at the fire department. Chief said there would be a total of three, including FFL.

All officials commented and agreed that having the FFL team in the City of Burlington is an amazing opportunity and commended Chief Babe for the work he put forth to help make this happen. Chief Babe also commended Joshua Spencer for his involvement with this relationship.

- F. **Resolution 5010(6)** - To Terminate and Withdraw from the Wisconsin Service Award Program for the Burlington Rescue Squad, Inc.

Walters provided some background history on the Award Program and stated that this is a housekeeping item and is necessary to do in order for BRS to close out their books. There was no further discussion.

6. **ORDINANCES:**

- A. **Ordinance 2058(1)** - To consider approval of a Rezone Map Amendment request at 2457 Browns Lake Drive from I-1 District to Rm-2 District.

This item was discussed along with Resolution 5006(2).

7. **MOTIONS:**

- A. **Motion 20-965** - To approve the 2019 Housing Affordability Report.

Watkins provided an overview of the background history stating that in 2018, Wisconsin Legislature enacted Act 243, which created two new reporting mandates that municipalities with a population of 10,000 or more must comply with. Ben McKay, Deputy Director for SEWRPC, then reviewed the Housing Report and future recommendations.

- B. **Motion 20-966** - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a two-month garbage and recycling collection contract with Johns Disposal.

Walters gave a brief overview of this motion stating that the extension allows for continued service of garbage and recycling pick up during the time period of the Declaration of Emergency and that the extension will begin on May 1, 2020 and terminate on June 30, 2020.

- C. **Motion 20-967** - To consider the annual insurance renewal with Ansay & Associates, LLC.

Walters provided an overview of the renewal and then introduced Corina Kretschmer to review the 2019 activities and the 2020-2021 Stewardship Report. Alderman Schultz asked Kretschmer to review the Year in Review section in more detail and what each of the six categories entail.

8. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Bauman. Roll Call Vote: Aye - 8. Nay - 0. With all in favor, the motion carried and the meeting adjourned at 8:12 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington