



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

AGENDA
COMMITTEE OF THE WHOLE

Tuesday, June 2, 2020
6:30 p.m.

Common Council Chambers, 224 East Jefferson Street

Webinar Link: <https://us02web.zoom.us/j/83742370640?pwd=MVVaZHGwNXVWaHdldDBnTEIxUFIyQT09>

Webinar ID: **837-4237-0640**

Password: **441655**

Telephone Dial: US: (312) 626-6799

- To attend a meeting, click on the link provided or dial in with the phone number provided on the meeting agenda. You may need to create a Zoom account if you access the meeting online.
- You will participate as an attendee, not a panelist. You will be muted by the meeting moderator.
- To participate/speak during a meeting when allowable, you will need to “raise your hand”. Online you will find a ‘raise hand’ option in the menu bar. Via phone, you can press *9.
- All meetings are recorded and subject to the Wisconsin Open Meetings Law.

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

1. **Call to Order - Roll Call**
2. **Citizen Comments:** Telephone Dial: US: (312) 626-6799, Webinar ID: 837-4237-0640
3. **Approval of Minutes** (*J. Schultz*)
 - A. To approve the May 19, 2020 Committee of the Whole Meeting Minutes.
4. **RESOLUTIONS:**
 - A. **Resolution 5013(9)** - To approve Authorizing the Issuance and Sale of \$940,000 General Obligation Promissory Notes, Series 2020A

- B. **Resolution 5014(10)** - To approve the Temporary Downtown Open-Air Dining / Retail Guideline and Plan for the City of Burlington Businesses.
- C. **Resolution 5015(11)** - To approve the Memorandum of Understanding (MOU) of a Regional Grant Application between the City of Burlington Fire Department (CBFD), Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, and South Shore Fire and Rescue with Racine Fire Department as the Host to the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD) for the Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program-COVID-19 Supplemental for Personal Protective Equipment (PPE).
- D. **Resolution 5016(12)** - To approve the 2019 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.
- E. **Resolution 5017(13)** - To approve the Award of Bids for the 2020 Street Improvement Program to Wanasek Corp.
- F. **Resolution 5018(14)** - To approve the Repair/Replacement of the Roof on the Burlington Airport Hangar Building at 703 Airport Road with Josh Martin Roofing, Inc. in the amount of \$74,660.
5. **ORDINANCES:** None
6. **MOTIONS:**
- A. **Motion 20-969** - To consider approving to proceed with the scheduled 2020 Fireworks Agreement for July 4, 2020 with Five Star Fireworks Co.
- B. **Motion 20-970** - To approve \$2,500 in DeRosier Funds to construct a portico at 587 E. State Street also known as the Senior Center.
- C. **Motion 20-971** - To consider approving a Certificate of Appropriateness for property located at 140 & 148 W. Chestnut Street.
- D. **Motion 20-972** - To consider approving a Certificate of Appropriateness for property located at 388 N. Pine Street.
- E. **Motion 20-973** - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a CARES Act Grant Operations and Maintenance Costs Agency Agreement between the City of Burlington and the Department of Transportation Bureau of Aeronautics.
7. **ADJOURNMENT** (*T. Preusker*)

Note: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-342-1161 at least 24 hours prior to the meeting.



COMMITTEE OF THE WHOLE

ITEM NUMBER 3A

DATE: June 2, 2020

SUBJECT: MEETING MINUTES - To approve the May 19, 2020 Committee of the Whole Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the May 19, 2020 Committee of the Whole meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the May 19, 2020 Committee of the Whole meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the June 2, 2020 Common Council meeting.

Attachments

COW Minutes



City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, May 19, 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, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin and Building Inspector Gregory Guidry.

*Mayor was experiencing some technical difficulties via Zoom and directed Council President, Alderman Schultz, to conduct the meeting during the times she was not able to.

2. **Citizen Comments:** There were none.

3. **Approval of Minutes** - To approve the May 5, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Kott. Second: Alderman Meyer. Roll Call Vote: Aye - 8. Nay - 0. With all in favor, the motion carried.

4. **DISCUSSION:** A discussion regarding the July 4, 2020 Fireworks.

- Administrator Walters led the discussion asking Council their thoughts on whether to move forward or cancel the 4th of July Fireworks or for 2020 due to the pandemic. Mayor Hefty stated she is still in favor of having the fireworks so long as social distancing can be obtained.
- Alderman Kott stated she has some reserves about people not social distancing.
- Alderman Preusker stated he is favor of keeping the fireworks as scheduled and that it is a perfect social distancing event by being held outside.
- Alderman Bauman felt it would be silly to cancel and that we can't stop people from going out, and we should keep moving forward.
- Alderman Meyer also felt the fireworks should not be canceled and that it's an important community event. The people that are uncomfortable can opt out, but people should be given the choice.
- Alderman Heft stated that the fireworks should be continued as planned but was also concerned that people wouldn't practice social distancing and asked if what options the City has if they chose to cancel. Walters responded that the City has paid a \$3000 deposit and that money would not be refunded; however it would be applied to next year's fireworks. Heft asked what the total cost of the fireworks is. Walters responded \$10,000.

- Alderman Grandi asked if there was an option to discuss this closer to the date of the event when more data is available. Walters responded that June 4 is the last day to cancel so a decision needs to be made by then.
- Alderman Schultz supported keeping the fireworks as scheduled and that the people that are concerned about COVID probably won't go.
- Alderman Preusker suggested this topic be discussed again at the June 2nd meeting and to make a decision at that time. All were in agreement.

5. **Introduction of Richard Lynch by Mayor Hefty**

Mayor Hefty provided background information stating that when the Safer At Home State Order was implemented, only essential businesses were allowed to remain open, which put a hardship on businesses that had to close or reduce their services. The City of Burlington, along with 16 other municipalities, joined with the Rebound Racine County Task Force to come up with ideas on how to help these local businesses when the soft opening begins implementation. Hefty then introduced Richard Lynch who is from Burlington and a restaurant industry executive, known for his branding expertise to drive top-line sales and guest satisfaction. Lynch then provided a PowerPoint presentation explaining his ideas for reopening Burlington, which proposed open-air dining on sidewalks and closed streets. Walters stated that staff has been brainstorming and can utilize Emergency Powers to allow the expansion of outdoor dining and liquor license premise descriptions. There was much discussion and all liked the idea and supported the plan to move forward.

6. **RESOLUTIONS:**

- A. **Resolution 5011(7)** - To approve an agreement with The Lakota Group for the development and preparation of a Comprehensive Plan for the City of Burlington.

Walters explained that a comprehensive plan is a tool kit designed for municipalities that describes physical, social, and economic development of a community and provides a rational basis for local land use decisions for future planning and community decisions. Walters further explained that two proposals were received which included Lakota Group and Graef and that staff is recommending The Lakota Group as they are a fresh set of eyes and has the knowledge base for completing various comprehensive plans in the county.

- B. **Resolution 5012(8)** - To approve a Contract for Solid Waste and Recyclables Collection and Disposal with ASDA Enterprises, Inc.

Director Riggs provided background information and explained the details of the agreement which includes unlimited weekly trash collection, unlimited weekly recyclable collection, and unlimited bulk item collection. Riggs also stated that residents will have a choice for the container they wish to use for recyclables and includes an option to purchase a 96-gallon cart from ASDA. If approved, ASDA would begin collection on July 1, 2020 and carts, totes, and dumpster retrieval would occur in the last two weeks of June and would be coordinated by City staff with John's Disposal and ASDA.

7. **ORDINANCES:**

- A. **Ordinance 2059(2)** - To amend Section 187-7(F)(1), Classes of Licenses and Fees, to authorize the City Clerk as a designated municipal official to issue Operator's Licenses.

City Clerk, Diahnn Halbach, explained that an amendment was recently made to State Statute 125.17 that allows the governing body, by ordinance, to authorize a designated municipal official to issue Operator's Licenses. Halbach stated that amending the City's Municipal Code to allow the City Clerk to issue Operator's Licenses would allow the licenses to be issued on a more timely and frequent basis, as currently they are only issued twice per month after each Common Council meeting.

8. **MOTIONS:**

- A. **Motion 20-968** - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a Personal Protective Equipment (PPE) Decontamination Services Agreement with Battelle Memorial Institute.

Chief Babe explained that under the Declaration of Emergency signed by Mayor Hefty, a contract with Battelle Memorial Institute is being requested for the purpose of decontamination services for Personal Protective Equipment (PPE) during this time period. Babe further explained that the Food and Drug Administration issued an Emergency Use Agreement (EUA) on March 29, 2020 authorizing Battelle to operate the Battelle Critical Care Decontamination System for use in the decontaminating compatible N95 or N95 equivalent respirators for reuse by healthcare personnel during the COVID-19 pandemic and that under this program, qualifying customers can submit qualifying PPE to be decontaminated at a Battelle approved facility without a cost to the customer.

9. **ADJOURNMENT**

Motion: Alderman Meyer. Second: Alderman Heft. With all in favor, the motion carried and the meeting adjourned at 8:35.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



COMMITTEE OF THE WHOLE

ITEM NUMBER 4A

DATE: June 2, 2020

SUBJECT: RESOLUTION 5013(9) - To approve Authorizing the Issuance and Sale of \$940,000 General Obligation Promissory Notes, Series 2020A

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

This is the final procedure relating to the issuance of General Obligation Promissory Notes for the 2020 Road, Siren and Water work Street Project. Notes related to the funding of the 2020 projects were sold this morning, June 2, 2020.

The attached documents are preliminary, with the final documents for approval and signature to be provided during the Committee of the Whole meeting. The final documents will also include the Sale Day Report and be presented by Jon Cameron with Ehlers, Inc.

The City Administrator, myself and Jon Cameron participated in a Rating Call with Standard & Poor's. It is expected that the City rating will remain at AA-. Quarles and Brady, our Bond Counsel, also acted as the disclosure agent making sure all of our data was true and accurate.

The closing date and payment of proceeds is planned for June 22, 2020. See the budget note for investment of the proceeds.

BUDGET/FISCAL IMPACT:

Principal payments on the Debt service for the General Obligation Promissory notes will begin in 2021. A listing of future payments are noted in the documents provided. Proceeds from this sale will be transferred to Clearwater and invested by Ehler's Investment Partners. The investment strategy gives us maximum yield on unspent proceeds.

RECOMMENDATION:

Staff recommends approval of this resolution and accept the Sale of the Notes.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and due to the timeliness of this issue, is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Res 5013(9) GO PN Series 2020A

RESOLUTION NO. 5013(9)

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$940,000 GENERAL OBLIGATION PROMISSORY NOTES,
SERIES 2020A

WHEREAS, on March 3, 2020, the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Promissory Notes, Series 2020A (the "Notes") for public purposes, including paying the cost of paying the cost of street improvement projects, water system improvements and the repair of a siren (the "Project");

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Notes to pay the cost of the Project;

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on June 2, 2020;

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Notes for public sale on June 2, 2020;

WHEREAS, the City has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

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

Section 1. Ratification of the Notice of Sale and Offering Materials. The Common Council hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions

taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of NINE HUNDRED FORTY THOUSAND DOLLARS (\$940,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020A"; shall be issued in the aggregate principal amount of \$940,000; shall be dated June 25, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the City shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2020 through 2029 for the payments due in the years 2021 through 2030 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020A, dated June 25, 2020" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes

canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or

would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by [_____, _____, _____, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes] [the City Clerk or City Treasurer] (the "Fiscal Agent"). [The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes].

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 19. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded June 2, 2020.

Jeannie Hefty
Mayor

ATTEST:

Diahnn C. Halbach
City Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, ____, ____, and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on April 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
RACINE AND WALWORTH COUNTIES
NO. R-___ CITY OF BURLINGTON \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2020A
MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ June 25, 2020 _____% _____
DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.
PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Burlington, Racine and Walworth Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by [_____, _____, _____] OR [the City Clerk or City Treasurer] (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$940,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of paying the cost of street improvement projects, water system improvements and the repair of a siren, as authorized by a resolution adopted on June 2, 2020 [(the "Resolution")]. Said resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the City, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the _____, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

[This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.]

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Burlington, Racine and Walworth Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF BURLINGTON
RACINE AND WALWORTH COUNTIES,
WISCONSIN

By: _____
Jeannie Hefty
Mayor

(SEAL)

By: _____
Diahm C. Halbach
City Clerk

DRAFT

[Date of Authentication: _____, _____]

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the City of Burlington, Racine and Walworth Counties, Wisconsin.

_____, _____

By _____
Authorized Signatory]

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



DATE: June 2, 2020

SUBJECT: **RESOLUTION 5014(10)** - To approve the Temporary Downtown Open-Air Dining / Retail Guideline and Plan for the City of Burlington Businesses.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

Pursuant to the May 19, 2020 Common Council meeting and under the authority of the Common Council’s Emergency Powers, the City is implementing a Temporary Open-Air Dining/Retail Experience for Downtown Businesses. There is a need to bolster the City of Burlington’s downtown restaurants, taverns, and small businesses. This will now be done through a plan, which implements the steps and actions described in the set of attached guidelines.

The focus of the Plan is to allow downtown businesses to expand onto the sidewalks, and into adjacent streets that will be closed by the City, on a temporary basis, to create a pedestrian mall experience. The Plan, as further described herein, implements certain key provisions (the “Health Safeguards”) of the CDC, WEDC, Re-Open Racine County, and other health agencies. These Health Safeguards, that are being required of the businesses that voluntarily choose to participate in the Plan, are a mandatory part of the Plan.

The Plan will be in effect from June 3, 2020 through August 31, 2020. The City reserves the right, however, to terminate and/or suspend the Plan at any time, and/or suspend or terminate the continued participation in the Plan by a business, as may be decided by the Common Council, or by the Mayor or City Administrator prior to an available meeting of the Common Council.

Each business that wishes to participate in the Plan shall submit an application to the City. Additionally, businesses that are located outside the deemed downtown area may also submit an application to the City for participation in the Plan in their specific area. With respect to the closing of the streets, it is presently planned that Chestnut Street Loop and East Chestnut Street will be closed each weekend during the term of the Plan, from 3:00 p.m. each Friday through Sunday at 11:00 p.m.

The closed streets shall be used on a communal basis and are intended that such use shall include (i) pedestrian travel, to and from the business establishments located adjacent to the closed streets, and (ii) tables and seating, provided by the City, for the consumption of food and beverages by persons frequenting the closed streets. It is further intended that persons aged 21 or older shall be allowed to possess and/or consume alcoholic beverages on the closed streets, and on the sidewalks adjacent to the closed streets.

More specifically, the ordinances of the City shall be temporarily suspended, which would otherwise prohibit the possession of open intoxicants by a person aged 21 or older, and/or the consumption of intoxicating beverages by persons aged 21 or older, in the following areas during the applicability and term of the Plan: (i) on the streets closed as a part of the Plan, and (ii) on the sidewalk areas of the businesses participating in the Plan, while the businesses are open to the public (whether the streets adjacent to the sidewalk area of the participating business are open to traffic or closed, pursuant to the Plan). The said ordinances are otherwise, at all times, and in all respects, still in full force and effect in the City.

Three policy questions not addressed in the Plan that can easily be amended are as follows:

- 1)The allocation of 2-3 parking spots in front of those businesses along Chestnut Street (the loop) and East Chestnut street for the extension of the restaurant, or
- 2)Closing all parking spots in the loop (from June 3- August 31) to allow adjacent businesses and businesses along

Pine street to extend their restaurant in the loop, or

3)The allowance of those businesses with an adjacent private parking lots to utilize a portion of those spaces for dining purposes.

There are challenges and opportunities to each concept; however, staff would support any combination of parking closures for June 3, 2020 - August 31, 2020 period. Please note, staff has not spoken with any businesses that could be opposed to the removal of on street parking.

Staff will still recommend keeping Pine Street open at all times as it is a posted detour from the STH 11/36 Bypass road resurfacing project, until the project is completed, then we could revisit and/or close parking spaces and have road closures.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of an Open-Air Dining Plan.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Res 5014(10) Open Air Dining Plan

Open-Air Dining and Retail Plan

**A RESOLUTION APPROVING THE TEMPORARY DOWNTOWN OPEN-AIR DINING /
RETAIL GUIDELINE AND PLAN FOR THE CITY OF BURLINGTON BUSINESSES**

WHEREAS, the City of Burlington is under a Declaration of Emergency signed by Mayor Jeannie Hefty, on the date of March 18, 2020, and thereafter ratified and confirmed by the Common Council on the date of April 8, 2020, all pursuant to the provisions of Chapter 31 of the City of Burlington Municipal Code, adopted pursuant to the provisions of Section 323.11 of the Wisconsin Statutes.

NOW THEREFORE, IT IS HEREBY ORDERED, this resolution adopts the Downtown Plan and related Guideline as described in the attached Exhibit "A", to allow for the use of sidewalks and closed streets by the businesses of the City of Burlington, pursuant to the Downtown Plan and related Guideline.

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

Introduced: June 2, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk



(Draft: 5/27/20-A)

Burlington, Wisconsin Open-Air Dining / Retail Guidelines

In response to COVID-19 and under the authority of the Common Council’s Emergency Powers, the City is implementing a Temporary Open-Air Dining/Retail Experience for Downtown Businesses.

There is a need to bolster the City of Burlington’s downtown restaurants, taverns, and small businesses. This will now be done through a plan (the “Plan”) which implements the steps and actions described in this present set of guidelines (collectively, the “Guideline”).

The focus of the Plan is to allow downtown businesses to expand onto the sidewalks, and into adjacent streets that will be closed by the City, on a temporary basis, to create a pedestrian mall experience.

The Plan, as further described herein, implements certain key provisions (the “Health Safeguards”) of the CDC, WEDC, Re-Open Racine County, and other health agencies. These Health Safeguards, that are being required of the businesses that voluntarily choose to participate in the Plan, are a mandatory part of the Plan.

The Plan will be implemented as outlined in this Guideline, and as the Plan and/or Guideline may be amended from time to time.

The Plan will be in effect from June 3, 2020 through August 31, 2020. The City reserves the right, however, to terminate and/or suspend the Plan at any time, and/or suspend or terminate the continued participation in the Plan by a business, as may be decided by the Common Council, or by the Mayor or City Administrator prior to an available meeting of the Common Council.

The sidewalk areas available for the businesses to use, the manner of that use, as well as the use of the streets (and the closing of the same), all as a part of the Plan, shall be determined by the City Administrator (and/or her designee(s)), in her sole discretion, but subject to the overall supervision of the Common Council.

Each business that wishes to participate in the Plan shall submit an application to the City, as described below, for the review and approval by the City Administrator. Additionally, businesses that are located outside of the deemed downtown area may also submit an application to the City for participation in the Plan in their specific area.

Each business receiving approval of its application to the City may use the sidewalk area so indicated in the approved application (and/or as may be subsequently modified by the City Administrator) on a daily basis, throughout the term of this Plan, during the hours that the business is open to the public.

With respect to the closing of the streets, it is presently planned that the following streets will be closed each weekend during the term of the Plan, from 3:00 p.m. each Friday through the following Sunday at 11:00 p.m.

The closed streets shall be used on a communal basis, as determined by the City Administrator. It is intended that such use shall include (i) pedestrian travel, to and from the business establishments located adjacent to the closed streets, and (ii) tables and seating, provided by the City, for the consumption of food and beverages by persons frequenting the closed streets. It is further intended that persons aged 21 or older shall be allowed to possess and/or consume alcoholic beverages on the closed streets, and on the sidewalks adjacent to the closed streets. More specifically, the ordinances of the City shall be temporarily suspended, which would otherwise prohibit the possession of open intoxicants by a person aged 21 or older, and/or the consumption of intoxicating beverages by persons aged 21 or older, in the following areas during the applicability and term of the Plan: (i) on the streets closed as a part of the Plan, and (ii) on the sidewalk areas of the businesses participating in the Plan, while the businesses are open to the public (whether or not the streets adjacent to the sidewalk area of the participating business are open to traffic or closed, pursuant to the Plan). The said ordinances are otherwise, at all times, and in all respects, still in full force and effect in the City.

With respect to businesses that have an intoxicating beverage license issued to them, allowing the consumption of alcoholic beverages on their licensed premises, and which have an approved application to participate in the Plan (no matter where the business is located within the City), the definition and description of their licensed premises, for the purposes of compliance with the laws relating to intoxicating beverage licenses, shall automatically be deemed to be amended to also reflect the sidewalk area described in the said approved application, during the term of the Plan.

With respect to the businesses that wish to participate in the Plan, but which are not in the business of serving food or beverages to their customers (such as a restaurant business or a tavern business), that business (the "Retail Business") shall fill out the application to so participate in the Plan, as described below. The said application is designed for the completion and submittal to the City by restaurants and/or taverns. The Retail Business shall still complete and submit the application to the City, however, but only completing the portions of the application that apply to the conducting of the Retail Business.

The Plan may also, from time to time, be suspended by the Common Council, when and if its operation and/or continuance interferes, in the discretion of the Common Council, with the best interests of the City, and/or other special events or activities that may occur in the City. In the event of such a suspension by the Common Council for such purposes, the City shall promptly advise all of the businesses participating in the Plan of such suspension, prior to the effective date(s) of the suspension, by sending an e-mail to those participating businesses that have provided their e-mail address to the City Clerk's Office.

The foregoing provisions, as well as the provisions that follow below in this Guideline, are all a part of the Plan. By working together, the City and the participating businesses can, and will, make the Plan work well, for the benefit of not only our businesses, but also our entire community.

How to Apply

Applications shall be submitted to the City Clerk, 300 N. Pine Street, Burlington WI 53105,
or by e-mail to cityhall@burlington-wi.gov.

Each business wishing to participate in the Plan shall complete and submit to the City an application to do so that contains all of the following information.

Purpose: The Guideline is being implemented, as a part of the Plan, to provide for quality events involving (i) the serving of food and beverages on the sidewalks and closed streets in the City, and (ii) the retail sales of goods and services using, in part, the sidewalks of the City.

Application Materials: The applicant must submit the following:

- 1) **Written letter.** A brief description that includes the name of the restaurant, a description of proposed outdoor dining space and number of seats pursuant to the WEDC/CDC/Re-Open Racine guidelines ensuring social distancing and appropriate cleansing protocol.
- 2) **Outdoor Seating Permit on Sidewalk, Parking Space or Parking Lot Application.** An outdoor seating permit application is to be completed in its entirety to include the following:

Certificate of Comprehensive General Liability Insurance naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000. Certificate holder shall be additionally insured regarding general liability. Liability extends off private property into the public right-of-way to cover tables and chairs in the outdoor seating area.

Amendment to Alcohol Beverage License Description: If the applicant wishes to serve alcohol in the outdoor seating area, the applicant must currently hold a valid business license to serve alcohol and submit an Alcohol License Premises Extension Application requesting the premises description of the license be amended to include the outdoor seating area. No alcoholic beverages served to customers in the outdoor seating area may be carried outside of the said outside seating area (except directly into the restaurant premises), and signage shall be prominently displayed in the outdoor seating area indicating this prohibition.

- 3) **Site Plan.** A plan showing the proposed outdoor dining space, to scale, including building lines, parcel size, sidewalk width (from face of building to back of curb), parking stall size and location, proposed furniture, signage, all street amenities adjacent to the lot (i.e., street lights, bollards, benches, mailboxes, fire hydrants, flower pots, trash cans, etc.). All dimensions and locations must be noted. *The site plan must depict a minimum of 42 inches of unobstructed sidewalk for public use per ADA (Americans with Disabilities Act) regulations.*

Photos or Drawings. Submit color photos, renderings or graphics showing the set-up, type of furniture and materials of barriers. If you encroach on the adjacent neighbor's sidewalk, a letter of approval allowing the "use" is required.

- 4) **Barriers.** Barriers are meant to demarcate the section provided for tables, chairs and umbrellas, for both temporary and permanent use. Barriers may include, but not limited to, removable fences, freestanding fences, hedges, planters, trees, removable columns, and others.

Prohibited Barriers Include: No fabric inserts, chain link fencing, plastic, vinyl, chicken wire or cyclone fencing. No fabric or advertising on canvas allowed on barriers.

HEIGHT OF BARRIERS: The height of any barrier may not exceed 36 inches. The bottom of a rope/chain barrier must not exceed 27 inches above the sidewalk surface.

PLANTERS: In the case of planters, the planter itself shall not exceed 36 inches; the plant (live or artificial) height shall not exceed 6 feet measured from the ground.

ESTABLISHMENTS THAT SERVE ALCOHOLIC BEVERAGES DURING NON-STREET CLOSURES. During the term of the Plan, the City requires that the outdoor dining space be “well defined, properly secured, and delineated by some type of physical structure”. In order to comply with the Plan, outdoor dining area barriers for these establishments shall: a). Clearly define the designated area with sturdy barrier such as freestanding sectional fencing, rope or chain; and b). Have one clear entrance to the outdoor dining area and it must be located directly in front of the egress doors.

ESTABLISHMENTS THAT SERVE ALCOHOLIC BEVERAGES DURING STREET CLOSURES. During the term of the Plan, the City will allow pedestrians to traverse through the designated closed streets to frequent different outdoor dining restaurants and bars located adjacent to the closed streets, and/or consume food and beverages at the seating and tables placed on the closed streets by the City.

MINIMUM WIDTH OF SIDEWALK CLEARANCE. Depending on the area of the City where the outdoor dining space is proposed, there shall be a minimum of 42 inches of unobstructed sidewalk for public use per ADA (Americans with Disabilities Act) regulations.

SIGHT DISTANCE TRIANGLE. Outdoor dining space located on corner lots shall not obstruct the sight distance triangle.

UMBRELLAS. Umbrellas must be free of advertisements and contained within the outdoor dining area. Advertisements are allowed, however, if the umbrella only states the name of the business. Market style umbrellas designed specifically for patio or outdoor restaurant use are preferred. Umbrellas are to maintain a minimum height clearance of 8 feet.

MATERIAL. All furniture material should be made of durable materials, such as wood or metal. In addition, the City will be providing plastic covered communal tables, to be located by the City in the closed streets. It is presently anticipated that the communal tables provided by the City will be picnic tables.

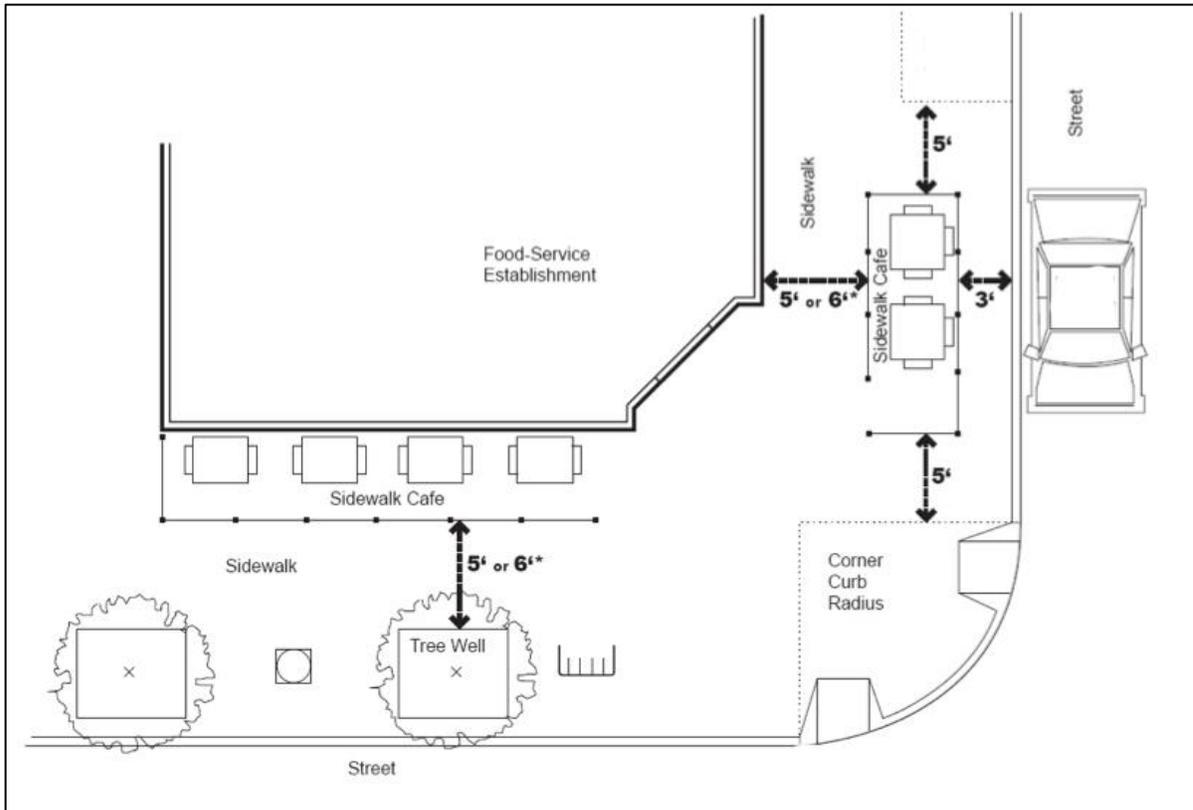
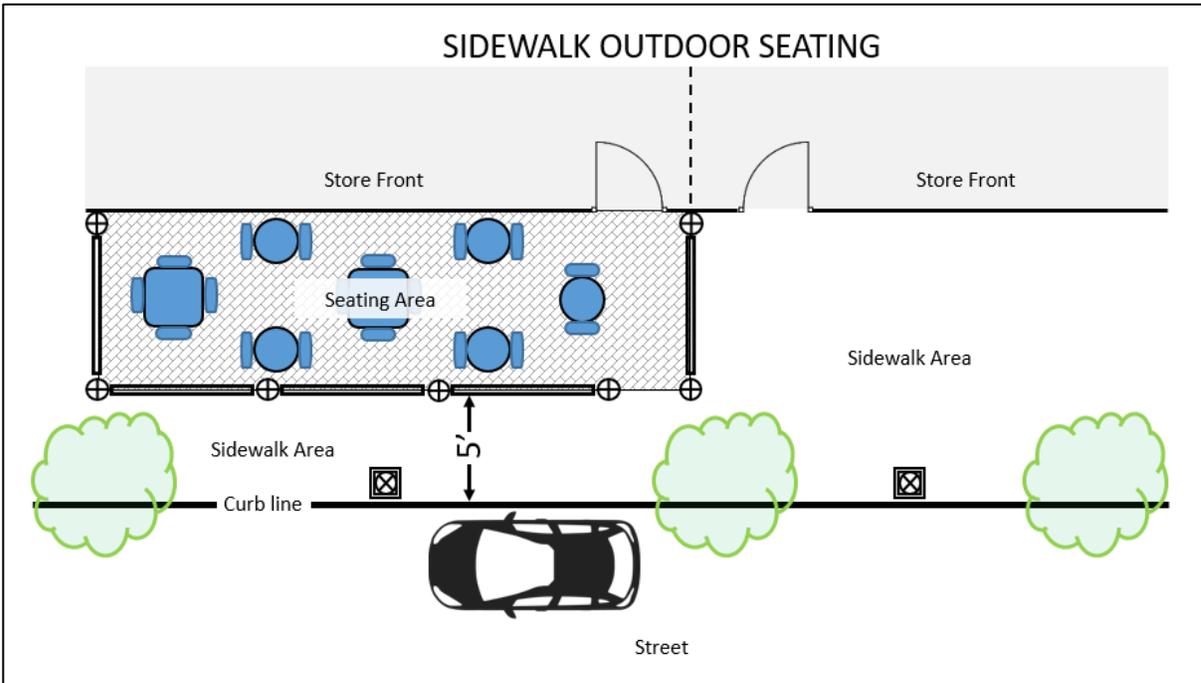
MAINTENANCE AND STORAGE. Each participating business shall, on an hourly basis, (i) clean with antiseptic liquids/sprays the seats and tables located on (i) the sidewalk area used by the business, and also (ii) the communal seats and tables provided by the City, which are located on the closed street in the vicinity of the business. Each business shall also, on an hourly basis, pick up any debris or litter located in the same foregoing areas. Outdoor dining furniture or appliances are not allowed to be stored in the public right-of-way.

RESTROOMS. All Patrons will be utilizing the restrooms of the business establishments. No porta potty restrooms will be provided.

INDEMNIFICATION STATEMENT. The Applicant shall, and hereby does, agree to indemnify and hold harmless the City and its officials, officers, employees, and agents, from and against any claims, actions, damages, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees), and any other liability of any nature whatsoever, that may arise, directly and/or indirectly, as a result of the Applicant’s participation in the Plan.

SITE PLAN EXAMPLES

Proper social distancing of chairs and tables shall be indicated on plan



BARRIER EXAMPLES





CITY OF BURLINGTON
APPLICATION FOR PARTICIPATION
IN THE DOWNTOWN PLAN

FOR OFFICE USE ONLY:	Permit No. _____	Date Issued: _____
Date Received: _____	Date forwarded to P.D. and DPW: _____	
Police Department: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chief of Police Signature: _____	
DPW Director: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	DPW Director Signature: _____	
City Administrator: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	CA Director Signature: _____	
<i>Copies provided to: Mayor & Council, City Administrator, Police Chief, Fire Chief, DPW Director, Zoning Administrator</i>		

Please Check One:

- Outdoor Seating Permit without alcohol
- Outdoor Seating Permit with alcohol
- Outdoor Retail on sidewalk (only)

APPLICATION CHECKLIST:

- A Written Plan** A brief description that includes the name of the business, a description of proposed outdoor dining space and number of seats pursuant to the WEDC/CDC/Re-Open Racine guidelines ensuring social distancing and appropriate cleansing protocol.
- Certificate of Comprehensive General Liability Insurance** naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000. Certificate holder shall be additionally insured regarding general liability. Liability extends off private property into the public right-of-way to cover tables and chairs in the outdoor seating area.
- Sketch of Site Plan/ Parcel** showing the proposed outdoor dining space, to scale, including building lines, parcel size, sidewalk width (from face of building to back of curb), parking stall size and location, proposed furniture, signage, all street/demarcation amenities adjacent to the lot (i.e., street lights, bollards, benches, mailboxes, fire hydrants, flower pots, trash cans, etc.). All dimensions and locations must be noted. *The site plan must depict a minimum of 42 inches of unobstructed sidewalk for public use per ADA (Americans with Disabilities Act) regulations.*
- Amendment to Alcohol Beverage License Description:** If the applicant wishes to serve alcohol in the outdoor seating area, the applicant must currently hold a valid business license to serve alcohol and submit an Alcohol License Premises Amendment, contained below, describing the outdoor seating area to be added to the premises description of the license. The Alcohol License Premises shall then be automatically amended, as described in the Plan, to include the outdoor seating area.

APPLICANT INFORMATION

Applicant Name: _____

Establishment Name: _____

Address: _____

Phone: _____ E-mail: _____

Outdoor Seating request: _____

Describe furniture to be used: _____

OUTDOOR SEATING WITH ALCOHOL

(This section must be completed if you intend to serve/sell alcohol in the outdoor seating area)

Liquor License #: _____ Agent Name: _____

Telephone: _____

E-mail: _____

AMENDMENT TO ALCOHOL BEVERAGE LICENSE DESCRIPTION

1. Describe current area of premises where alcohol is sold or stored:

2. Describe extension and/or amendment to the area of premises where alcohol is to be sold or stored:

INDEMNIFICATION STATEMENT

The above-named Applicant shall, and hereby does, agree to indemnify and hold harmless the City and its officials, officers, employees, and agents, from and against any claims, actions, damages, judgments, costs, and expenses (including, but not limited to, reasonable actual attorney fees), and any other liability of any nature whatsoever, that may arise, directly and/or indirectly, as a result of the Applicant's use of the public sidewalk or right-of-way, parking lot(s) or other approved designated areas pursuant to this present Permit. This indemnification is being given in partial consideration for the issuance of this present Permit to Applicant.

AGREEMENT

The undersigned business, upon the approval by the City of Burlington for participation, as a business, in the Downtown Plan and Guideline (collectively, the “Plan”, attached hereto as Exhibit X), adopted by the City of Burlington Common Council on June 2, 2020, a copy of which is attached hereto, HEREBY AGREES to fully and timely comply with all of the provisions of the attached Plan, in consideration, in part, for the City approving the undersigned business for participation in the Plan.

NAME OF BUSINESS: _____

By: _____

Printed Name: _____

Title: _____

Date: _____, 2020



DATE: June 2, 2020

SUBJECT: **RESOLUTION 5015(11)** - To approve the Memorandum of Understanding (MOU) of a Regional Grant Application between the City of Burlington Fire Department (CBFD), Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, and South Shore Fire and Rescue with Racine Fire Department as the Host to the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD) for the Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program-COVID-19 Supplemental for Personal Protective Equipment (PPE).

SUBMITTED BY: Alan Babe, Fire Chief

BACKGROUND/HISTORY:

The above partners have agreed to enter into a collaborative agreement, in which Racine Fire Department will be the lead agency and named applicant and the City of Burlington Fire Department, Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, South Shore Fire and Rescue will be partners in this application. The FY 2020 Assistance to Firefighters Grant Program-COVID-19 Supplemental (AFG-S) focuses on enhancing the public safety and firefighters with respect to fire and fire-related hazards. The AFG-S Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (NAEMS) organizations, and State Fire Training Academies (SFTA) for critical Personal Protective Equipment and supplies needed to prevent, prepare for, and respond to the COVID-19 public health emergency. Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city, or village) directly from the activities implemented with the grant funds.

- RFD and CBFD are currently part of Wisconsin MABAS Division 102.
- RFD and CBFD wish to improve Firefighter and EMS Personal Safety that would allow for improved safety of all responders on scene.
- RFD and CBFD initiated a conversation about the possibility of writing a regional grant to improve PPE supplies.
- Each department will be responsible for paying the 10% match required for the supplies that particular department is requesting.
- RFD and CBFD have committed to work together to try to improve Firefighter safety and to improve safety of our emergency medical service responder's.
- PPE Supplies Covered- Eye Protection-Goggles, Isolation Gowns, Protective coveralls, Nitrile Gloves, Footwear Covers, Respirators N95 Masks, Surgical Type Face Masks

Based on the City of Burlington Fire Department's current burn rates for PPE and call volume, this table explains what the projected usage will be from June 1, 2020 to December 31, 2020.

2020 AFG-S PPE Supplies Distribution

Eye Protection- Goggles	275
Isolation Gowns	686
Protective Coveralls	550
Nitrile Gloves (Pairs)	3360
Footwear Covers Pairs	351

Respirators N95 Masks	3360
Surgical Type Face Masks	1054

BUDGET/FISCAL IMPACT:

Potential Grant Monies Awarded

CBFD Total Grant Dollar Amount = \$9,890.06
 Federal Funding Assistance to CBFD = \$8,901.05

Cost for AFG process:

Ten Percent (10%) by CBFD Match of Grant = \$989.01

There is no Contracted Grant Writing Fee

Total Financial Impact for the City of Burlington = \$989.01

Match Monies:

Monies will be appropriated through the 2020 Fire- Medical Supplies fund.

RECOMMENDATION:

Staff recommends the Common Council approve the Joint Grant Application between the City of Burlington Fire Department, Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, and South Shore Fire and Rescue and the Racine Fire Department as Host, 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 Racine Fire Department will be the lead agency; therefore, the dollars will be funneled through the Racine Fire Department. This also serves as the City's commitment to the 10% grant match for the monies awarded to the City.

TIMING/IMPLEMENTATION:

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

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and due to timing is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Res 5015(11) MOU Grant Application
 MOU

RESOLUTION NO. 5015(11)
INTRODUCED BY: COMMITTEE OF THE WHOLE

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BURLINGTON FIRE DEPARTMENT, CALEDONIA FIRE AND RESCUE, ROCHESTER VOLUNTEER FIRE COMPANY, WATERFORD FIRE AND RESCUE, TICHIGAN FIRE COMPANY, WIND LAKE FIRE AND RESCUE, SOUTH SHORE FIRE AND RESCUE, AND RACINE FIRE DEPARTMENT.

WHEREAS, the City of Burlington Fire Department and the above departments wish to collaborate and to make an application for the Assistance to Firefighters Grant Program -COVID-19 Supplemental for Personal Protective Equipment (PPE);

WHEREAS, the Racine Fire Department 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,

WHEREAS, the grant would allow for funds to purchase and supply the departments with much needed Personal Protective Equipment (PPE) including Eye Protection, Isolation Gowns, Protective Coveralls, Nitrile Gloves, Footwear Covers, Respirators N95 Masks and Surgical Type Face Masks,

WHEREAS, the City of Burlington Fire Department and the above mentioned departments have been partners of a county wide Mutual Aid Agreement and all wish to improve Firefighter and Emergency Medical Service Personal 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, Caledonia Fire and Rescue, Rochester Volunteer Fire Company, Waterford Fire and Rescue, Tichigan Fire Company, Wind Lake Fire and Rescue, and South Shore Fire and Rescue, and Racine Fire Department

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

Introduced: June 2, 2020
Adopted: June 2, 2020

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

Memorandum of Understanding 2020 FEMA Assistance to Firefighters Grant (AFG-S)

WHEREAS, Burlington City Fire Department and the City of Racine Fire Department, have come together to collaborate and to make an application for the 2020 Assistance to Firefighters (AFG-S) grant number EMW-2020-FG-02021 for Personal Protective Equipment; and

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

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

WHEREAS, the application prepared and approved by the collaboration through our regional partners is to be submitted to the Federal Emergency Management Agency through the Assistance to Firefighters Grant program by May 15th, 2020.

I) Description of Partner Agencies

The regional partners to this MOU desire to work together and obtain federal funding to improve the health and safety of volunteer and career firefighters through the joint purchase of Personal Protective Equipment during the COVID 19 pandemic of 2020. This PPE will be utilized to minimize the risk of firefighters and Emergency Medical Technicians becoming infected with the COVID 19 and associated influenza virus.

II) History of Relationship

The Racine Fire Department has and continues to be partners in a county wide Mutual Aid Agreement known as the Mutual Aid Box Alarm System (MABAS). We are part of Wisconsin MABAS Division 102.

The Racine Fire Department along with regional partners wish to improve Firefighter Safety that would allow for improved safety of all responders who are now dealing with the COVID 19 and associated influenza virus.

III) Development of Application

On April 28, 2020 the Racine Fire Department recognized the value of creating a regional project for the submission of the 2020 FEMA Assistance to Firefighters Grant COVID 19 Supplemental (AFG-S) for the acquisition of replacement Personal Protective Equipment (PPE) and the long term need for financial assistance in sustaining the Personal Protective Equipment during the current COVID 19 pandemic. We also recognize our partner agencies throughout Racine County face the same challenges due to the widespread COVID 19 infection that is spreading throughout the area.

Memorandum of Understanding

2020 FEMA Assistance to Firefighters Grant (AFG-S)

The Racine Fire Department sent out an email on April 28th offering to host the 2020 AFG-S grant for PPE to all fire chiefs in Racine County. Fire Departments who responded are a participating partner in this grant application. Fire Departments then submitted appropriate information for use in the grant application and the Racine Fire Department developed an Excel Spreadsheet to analyze past and future potential usage of PPE. This information was then transformed into a usable format for the submission of the grant application.

IV) Roles and Responsibilities

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

- Each department will provide the necessary information to Racine Fire Department to assist in the preparation of the FEMA AFG-S grant.
- In order to develop actionable numbers, the following calls for service between February 1 and May 10, 2020 were utilized: BLS, ALS, ALS1, PNB, ACCPI and INVASS. These numbers were then projected from May 11 to December 31, 2020.
- PPE quantities are based on the estimated number of crew members responding, the Call for Service (CFS) and whether certain items such as eye protection and Tyvek suits can be reused. Typically assuming 3 crew members for BLS and ALS calls, and 5 to 6 crew members for ALS1 and PNB calls.
- Cost Share for this grant is ten (10) percent for each participating agency. Based on the CFS code totals and projections we have the following: Racine 51.10% with 2440 runs, Burlington 7.33% with 350 runs, Caledonia 13.26% with 633 runs, Rochester 1.51% with 72 runs, Waterford 2.62% with 125 runs, Tichigan 1.80% with 86 runs, Wind Lake 2.14% with 102 runs, South Shore 20.25% with 967 runs for a grand total of 4775 runs from February 1 through May 10, 2020.
- The City of Burlington's cost of PPE will not exceed \$9,890.06 with the cost share match of \$989.01.
- All agencies must continue their normal budgeted funding for PPE in the calendar year 2020.
- All agencies are committed to work together to improve Firefighter Safety and to improve the overall safety of emergency first responders.

V) Timeline

The roles and responsibilities described above are contingent on Racine Fire Department 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 06/01/2020 through 12/31/2020.

**Memorandum of Understanding
2020 FEMA Assistance to Firefighters Grant (AFG-S)**

VI) Commitment to Partnership

- 1) The collaboration service area includes: City of Racine, City of Burlington, Town of Burlington, Village of Mt Pleasant, Village of Sturtevant, Village of Elmwood Park, Village of Caledonia, Village of North Bay, Village of Wind Point, Village of Rochester, Village of Waterford, Town of Waterford (Tichigan), and the Town of Norway (Wind Lake).
- 2) There are no fees associated with this grant application other than the local fire department match.
- 3) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

CITY OF BURLINGTON

By: _____
Mayor

ATTEST:

By: _____
City Clerk

Provisions have been made to pay the liability that will accrue hereunder.



DATE: June 2, 2020

SUBJECT: **RESOLUTION 5016(12)** - To approve the 2019 Compliance Maintenance Annual Report (CMAR) for the Burlington Wastewater Utility.

SUBMITTED BY: Don Hefty, Utility Manager

BACKGROUND/HISTORY:

The Compliance Maintenance Annual Report (CMAR) is required by the Wisconsin Department of Natural Resources (WDNR) to ensure the City's Wastewater Utility is in compliance with the permit issued by the WDNR. The CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of wastewater treatment during a calendar year and assesses its level of compliance with permit requirements. This report, which is required to be completed and submitted annually, must be reviewed and approved by the Common Council before submission.

The purpose of the CMAR is to evaluate the wastewater treatment system for problems and deficiencies. Owners identify proposed actions to prevent violations of the WPDES permits and water quality degradation. The CMAR program also encourages actions that promote awareness and responsibility for wastewater collection and treatment operations that maximize the useful life of wastewater treatment systems through improved operation and maintenance, and formal planning, design and construction for system upgrades or repairs.

The 2019 CMAR grade point average for the Burlington Wastewater Utility was a 4.0, based on a 4.0 point grading system. The City of Burlington Wastewater Utility has received a 4.0 score on the CMAR nine times since 2007, demonstrating a history of excellence and professionalism in wastewater collection and treatment. The City's wastewater treatment plant and collection system are in full compliance with our WPDES permit. The Wastewater Utility strives year round to achieve a high level of quality in wastewater treatment and we are proud to submit this excellent report.

BUDGET/FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends approval of 2019 Compliance Maintenance Annual Report Resolution.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the June 16, 2020 Common Council meeting.

Attachments

Res 5016(12) 2019 CMAR Report
2019 CMAR

RESOLUTION NO. 5016(12)
INTRODUCED BY: COMMITTEE OF THE WHOLE

**A RESOLUTION APPROVING THE 2019 COMPLIANCE MAINTENANCE ANNUAL REPORT
(CMAR)**

WHEREAS, the Wisconsin Department of Natural Resources requires the completion of a Compliance Maintenance Annual Report (CMAR), which will evaluate and document the performance and condition of the Wastewater Utility; and,

WHEREAS, the CMAR will assist treatment plant owners to plan for the future where necessary so that each plant will maintain their permit requirement; and,

WHEREAS, the operators of the Burlington Water Pollution Control Facility will continue to have training and testing opportunities to further their license status and safety understanding; and,

WHEREAS, scheduled preventive maintenance activities will continue to be performed on the collection system in order to prevent future sanitary system overflows.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington has reviewed and approved the 2019 CMAR. A copy of which is attached hereto.

Introduced: June 2, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.9689	x	183	x	8.34	=	4,532
February	3.4052	x	198	x	8.34	=	5,612
March	3.8109	x	185	x	8.34	=	5,886
April	3.3704	x	197	x	8.34	=	5,527
May	4.2702	x	244	x	8.34	=	8,688
June	4.1405	x	216	x	8.34	=	7,467
July	3.5190	x	251	x	8.34	=	7,367
August	3.0501	x	271	x	8.34	=	6,905
September	3.5905	x	240	x	8.34	=	7,177
October	4.4065	x	203	x	8.34	=	7,465
November	3.6937	x	243	x	8.34	=	7,486
December	3.3131	x	275	x	8.34	=	7,606

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	4.9	x	90	=	4.41
		x	100	=	4.9
Design BOD, lbs/day	11350	x	90	=	10215
		x	100	=	11350

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 2019

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
 Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes

gallons

No

Holding Tanks

Yes

gallons

No

Grease Traps

Yes

gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Yes

No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Landfill leachate from area landfills as well as our own. Industrial waste from SC Johnson. All industrial waste is put into an equalization basin that meters the flow into the treatment plant. Those wastes are analyzed by the laboratory and the customer is billed based on strength.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	4	1	0	0
February	30	27	4	1	0	0
March	30	27	5	1	0	0
April	30	27	5	1	0	0
May	30	27	5	1	0	0
June	30	27	4	1	0	0
July	30	27	5	1	0	0
August	30	27	7	1	0	0
September	30	27	7	1	0	0
October	30	27	8	1	0	0
November	30	27	8	1	0	0
December	30	27	6	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)

01/07/2019

- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes

- No

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	7	1	0	0
February	30	27	7	1	0	0
March	30	27	6	1	0	0
April	30	27	5	1	0	0
May	30	27	6	1	0	0
June	30	27	5	1	0	0
July	30	27	6	1	0	0
August	30	27	6	1	0	0
September	30	27	7	1	0	0
October	30	27	12	1	0	0
November	30	27	13	1	0	0
December	30	27	9	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January									
February									
March									
April									
May									
June									
July									
August									
September									
October	13		.005	0					
November									
December									
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.361	1	0
February	1	0.313	1	0
March	1	0.228	1	0
April	1	0.304	1	0
May	1	0.509	1	0
June	1	0.567	1	0
July	1	0.741	1	0
August	1	0.685	1	0
September	1	0.576	1	0
October	1	0.841	1	0
November	1	0.699	1	0
December	1	0.675	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

741 acres

2.1.2 How many acres did you use?

74.0 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - Liquid Sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	3.1			6.1			7.5			6.8				0	0
Cadmium		39	85	1.7			1.2			1.3			1.2				0	0
Copper		1500	4300	750			660			780			690				0	0
Lead		300	840	33			32			34			28				0	0
Mercury		17	57	.84			1			.7			.68				0	0
Molybdenum	60		75	23			19			17			20			0		0
Nickel	336		420	48			48			53			48			0		0
Selenium	80		100	4.4			3.7			4.2			7.8			0		0
Zinc		2800	7500	880			760			890			780				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

1-2 (10 Points)
 > 2 (15 Points)
 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 Yes
 No (10 points)
 N/A - Did not exceed limits or no HQ limit applies (0 points)
 N/A - Did not land apply biosolids until limit was met (0 points)
 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
 Exceedence Points
 0 (0 Points)
 1 (10 Points)
 > 1 (15 Points)
 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 Yes (20 Points)
 No (0 Points)
 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 03/31/2019
Density:	23,421
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 12/31/2019
Density:	23,421
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	
Process Description:	

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	16,862
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	
Process Description:	

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	1,415
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	
Process Description:	

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	7,571
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	
Process Description:	

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

0

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Outfall Number:	004
Method Date:	03/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	06/30/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	09/30/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	004
Method Date:	12/31/2019
Option Used To Satisfy Requirement:	Injection when land apply
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

0

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> \geq 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> $<$ 90 days (40 Points) <input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">None.</div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">● Excellent○ Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

A computerized work order system is used to generate work orders for preventative maintenance tasks. Work orders are assigned to plant operators and are generated on a weekly basis. Work orders are generated for all plant equipment, including blowers, pumps, vehicles, etc., which include maintenance tasks performed weekly, bi-weekly, monthly, quarterly, semi-annually and annually.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

DONALD T HEFTY

Certification No:

35175

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes	X			X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 80%;" type="text" value="Steve DeQuaker, Treasurer"/></p> <p>Telephone: <input style="width: 30%;" type="text" value="(262) 342-1170"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 80%;" type="text" value="sdequaker@burlington-wi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2017"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2017"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: center;"><input style="width: 90%;" type="text" value="232,512.65"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 90%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 90%;" type="text" value="232,512.65"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 90%;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 90%;" type="text" value="232,512.65"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 90%;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 90%;" type="text" value="232,512.65"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 90%;" type="text" value="0.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 90%;" type="text" value="232,512.65"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 90%;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 90%;" type="text" value="232,512.65"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 90%;" type="text" value="0.00"/>											

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 232,512.65

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 205,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Phosphorus reduction project.	50000	2020
2	Phosphorus Treatment Compliance Schedule.	5000000	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	46,479	882
February	45,489	864
March	50,660	845
April	46,604	285
May	56,917	56
June	56,404	0
July	47,838	1
August	41,582	1
September	44,905	2
October	58,159	1
November	49,632	1
December	52,988	678
Total	597,657	3,616
Average	49,805	329

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	166,862	92.04	1,813	140.49	1,188	11,068
February	176,510	95.35	1,851	157.14	1,123	9,536
March	150,136	118.14	1,271	182.47	823	8,421
April	156,473	101.11	1,548	165.81	944	5,111
May	144,640	132.38	1,093	269.33	537	3,443
June	178,504	124.22	1,437	224.01	797	2,072
July	166,418	109.09	1,526	228.38	729	1,691
August	180,404	94.55	1,908	214.06	843	1,245
September	177,599	107.72	1,649	215.31	825	3,217
October	141,685	136.60	1,037	231.42	612	3,945
November	163,518	110.81	1,476	224.58	728	4,793
December	164,702	102.71	1,604	235.79	699	6,497
Total	1,967,451	1,324.72		2,488.79		61,039
Average	163,954	110.39	1,518	207.40	821	5,087

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Energy efficient lighting upgrade.

Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 2019

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Reduce I/I.
Clean 10% of collection system.
Televise 10% of collection system.
Relay a long section of aging sanitary main on Milwaukee Ave. circa 1908.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 9-15-1998

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 60px; text-align: right;" type="text" value="17"/>	% of system/year
Root removal	<input style="width: 60px; text-align: right;" type="text" value="1"/>	% of system/year
Flow monitoring	<input style="width: 60px; text-align: right;" type="text" value="1"/>	% of system/year
Smoke testing	<input style="width: 60px; text-align: right;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 60px; text-align: right;" type="text" value="10"/>	% of system/year
Manhole inspections	<input style="width: 60px; text-align: right;" type="text" value="25"/>	% of system/year
Lift station O&M	<input style="width: 60px; text-align: right;" type="text" value="52"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 60px; text-align: right;" type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 60px; text-align: right;" type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections		

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Private sewer I/I removal	<input type="text" value="0"/>	% of system/year
River or water crossings	<input type="text" value="25"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="49.387"/>	Total actual amount of precipitation last year in inches
<input type="text" value="35.0"/>	Annual average precipitation (for your location)
<input type="text" value="57.66"/>	Miles of sanitary sewer
<input type="text" value="9"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="5"/>	Number of complaints
<input type="text" value="3.628"/>	Average daily flow in MGD (if available)
<input type="text" value="4.407"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.09"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Well above normal precipitation in 2019 resulted in consistently elevated flows at the treatment plant due to the elevated water table.

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

More this year than previous years due to well above normal precipitation.

5.4 What is being done to address infiltration/inflow in your collection system?

I/I is addressed on a case by case basis based upon results of our televising program.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 **2019**

Grading Summary

WPDES No: 0022926

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Burlington Water Pollution Control

Last Updated: Reporting For:
5/12/2020 2019

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Burlington Common Council

Date of Resolution or
Action Taken:

06/16/2020

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00



COMMITTEE OF THE WHOLE

ITEM NUMBER 4E

DATE: June 2, 2020

SUBJECT: RESOLUTION 5017(13) - To approve the Award of Bids for the 2020 Street Improvement Program to Wanasek Corp.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

The Street Improvement Program was discussed and approved as part of the 2020 Budget process. The planned program included resurfacing of Smith St (Park Ave to Briody St), Briody St (Lewis St to the west end), Amanda St (Park Ave to Lewis St), Austin Rd (Westridge Ave to west end), and Beth Ct (Westridge Ave to west end). Additional project work includes spot curb & gutter replacement, sidewalk, accessible ramp replacements, a short section of water main relay, traffic control, erosion control, and restoration.

During design, a significant repair of a storm sewer manhole was discovered that will add additional costs to the project that were not anticipated in the budget or the borrowing package. As such staff decided to make alternate bid items for the lower volume, less significant portions of the project (Austin Rd and Beth Ct). This ensures that the core of the project can continue without exceeding the budget. The bid also contained an alternate for the concrete patch repairs on Milwaukee Ave that were previously approved for late 2019 but unable to be completed due to unusually early snow fall.

A bid opening was held via Zoom on May 14, 2020. Three bids were received. Below is a summary of the bid results. A more detailed bid tabulation is included as an attachment. Wanasek Corp is the lowest base bidder, and also the lowest bidder for any combination of alternate bids added to the base bid.

	<u>Bidder No. 1</u>	<u>Bidder No. 2</u>	<u>Bidder No. 3</u>
Item	The Wanasek Corp (Burlington, WI)	Payne & Dolan, Inc. (Kenosha, WI)	Asphalt Contractors, Inc. (Union Grove, WI)
Total Base Bid:	\$507,498.00	\$528,838.15	\$780,832.50
Total Additional Bid #1, Concrete Patches:	\$37,525.00	\$32,017.09	\$50,930.00
Total Additional Bid #2, Austin Road:	\$47,266.00	\$47,760.21	\$68,369.00
Total Additional Bid #3, Beth Court:	\$95,457.00	\$90,978.11	\$111,965.00

BUDGET/FISCAL IMPACT:

The 2020 capital project borrowing includes \$694,915 for the street improvement program, including engineering. Engineering expenses for the street improvement program have already been approved by the Council in the amount of \$97,000. The base bid from Wanasek is \$507,498. The engineering plus base bid total is \$604,498, leaving \$90,417 to fund any of the three alternates for the project.

Alternate 1 (\$37,525) is for concrete patching on Milwaukee Ave and South Pine St. This project was previously approved by the Council in 2019 but was unable to be completed due to early snowfall. This is a high priority

project.

Alternate 2 (Austin Rd - \$47,266) and 3 (Beth Ct - \$95,457) are both small volume residential cul du sacs off of Westridge Ave. The pavement conditions on these roads are sufficient for resurfacing, but they are very low volume and this project will have an overall low impact on the road system. These roads could be added to future work on Westridge Ave for an impactful complete neighborhood project.

Staff recommends adding Alternate 1 to the award and deferring Alternate 2 and 3. The cost of the base bid, engineering, and alternate 1 is \$642,023. This is \$52,892 less than the borrowing amount.

RECOMMENDATION:

Staff recommends approval of the award of bids for the 2020 Street Improvement Program to Wanasek Corp. In addition, staff recommends the award of alternate bid #1 for concrete patching to Wanasek Corp.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the June 16, 2020 Common Council meeting.

Attachments

Res 5017(13) 2020 Street Bid Award_Wanasek
Kapur Recommendation Memo
Bid Tab 2020 Street Improvement

**A RESOLUTION APPROVING AN AWARD OF BID FOR THE 2020 STREET
IMPROVEMENT PROGRAM TO THE WANASEK CORPORATION FOR THE BASE
BID PLUS ADDITIONAL BID #1 OF \$545,023.00**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the 2020 Street Improvement Program on April 30 and May 7, 2020; and,

WHEREAS, three (3) bids were received by the City and were opened and reviewed at the Board of Public Works bid opening on May 14, 2020 and forwarded to the City Engineer for final review; and,

WHEREAS, the City Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from The Wanasek Corporation, a copy of which is attached hereto, and made a part thereof; and,

WHEREAS, the City Engineer, and the Director of Public Works have recommended approval of the Base Bid of \$507,498.00 plus Additional Bid #1 of \$37,525.00,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the 2020 Street Improvement Program be awarded to The Wanasek Corp., for the not-to-exceed amount of \$545,023.00 for the Total Base Bid plus Additional Bid #1.

Introduced: June 2, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Peter Riggs
From: Mike Timmers
CC: Carina Walters, Megan Watkins, Greg Governatori
Date: May 22, 2020
Re: Bid Approval and Recommendation for 2020 Burlington Streets Program

A total of three bids were received on Thursday, May 14, 2020 for the **2020 Burlington Streets Program**. The bids were reviewed, and the final bid tab results are as follows:

Item	<u>Bidder No. 1</u> The Wanasek Corp (Burlington, WI)	<u>Bidder No. 2</u> Payne & Dolan, Inc. (Kenosha, WI)	<u>Bidder No. 3</u> Asphalt Contractors, Inc. (Union Grove, WI)
Total Base Bid:	\$507,498.00	\$528,838.15	\$780,832.50
Total Additional Bid #1, Concrete Patches:	\$37,525.00	\$32,017.09	\$50,930.00
Total Additional Bid #2, Austin Road:	\$47,266.00	\$47,760.21	\$68,369.00
Total Additional Bid #3, Beth Court:	\$95,457.00	\$90,978.11	\$111,965.00

Per the Contract, the award of the **2020 Burlington Street Program** shall go to the lowest responsible bidder based on the lowest bid of the work that the City chooses to complete. If the City chooses to complete the Base Bid only, the bidder with the lowest Base Bid would win the bid. If the City chooses to complete the Base Bid and the Additional Bid #1 or #2 or #3, or any combination of the three, the bidder with the lowest, combined total would win the bid.

Based on the review of the bids, the review of the bidder’s qualification statement and previous experience, and discussion with the City and DPW staff, it is my recommendation to award the **2020 Burlington Streets Program** contract to **The Wanasek Corp**. Regardless of the number of “Additional Bids” the City chooses, their combined bid total cost is the lowest. If the City chooses not to complete any “Additional Bids” they are also the lowest bidder. A bid bond of 5% of the contract price, and qualification statement were submitted and complete with each bid. The project General Bid Tab is attached for your review.

2020 Burlington Street Program - General Bid Tab

City of Burlington, Racine County, Wisconsin - Bid Opening 5/14/2020, 10am

BASE BID: Briody St, Smith St, & Amanda St				Wanasek		Payne & Dolan		Asphalt Contractors	
Item No.	Item Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
204.0100	Removing Pavement (Concrete Driveway)	SY	70	\$ 26.00	\$ 1,820.00	\$ 23.69	\$ 1,658.30	\$ 23.00	\$ 1,610.00
204.0110	Removing Asphaltic Surface (Manholes/Inlets, Curb Replacements)	SY	116	\$ 42.00	\$ 4,872.00	\$ 41.20	\$ 4,779.20	\$ 40.00	\$ 4,640.00
204.0120	Removing Asphaltic Surface Milling 2"	SY	14,160	\$ 1.25	\$ 17,700.00	\$ 1.90	\$ 26,904.00	\$ 15.00	\$ 212,400.00
204.0150	Removing Curb and Gutter	LF	870	\$ 16.00	\$ 13,920.00	\$ 15.45	\$ 13,441.50	\$ 15.00	\$ 13,050.00
204.0155	Removing Concrete Sidewalk	SY	230	\$ 15.00	\$ 3,450.00	\$ 15.45	\$ 3,553.50	\$ 15.00	\$ 3,450.00
204.0210	Removing Manholes (Storm, 7.1-FT Deep)	EACH	1	\$ 1,110.00	\$ 1,110.00	\$ 1,133.00	\$ 1,133.00	\$ 1,100.00	\$ 1,100.00
204.0210	Removing Manholes (Storm, 21.5-FT Deep)	EACH	1	\$ 5,050.00	\$ 5,050.00	\$ 5,206.65	\$ 5,206.65	\$ 5,055.00	\$ 5,055.00
204.0220	Removing Inlets	EACH	3	\$ 655.00	\$ 1,965.00	\$ 674.65	\$ 2,023.95	\$ 655.00	\$ 1,965.00
205.0100	Excavation Common (Undistributed - Sidewalk, Driveway, Curb)	CY	60	\$ 62.00	\$ 3,720.00	\$ 66.95	\$ 4,017.00	\$ 65.00	\$ 3,900.00
205.0100	Excavation Common - EBS (Undistributed)	CY	750	\$ 24.00	\$ 18,000.00	\$ 24.72	\$ 18,540.00	\$ 24.00	\$ 18,000.00
305.0120	Base Aggregate Dense 1 1/4-Inch (Undistributed)	TON	940	\$ 23.00	\$ 21,620.00	\$ 23.69	\$ 22,268.60	\$ 23.00	\$ 21,620.00
311.0110	Breaker Run (Undistributed)	TON	750	\$ 30.00	\$ 22,500.00	\$ 31.93	\$ 23,947.50	\$ 31.00	\$ 23,250.00
416.0160	Concrete Driveway 6-Inch	SY	76	\$ 58.00	\$ 4,408.00	\$ 55.62	\$ 4,227.12	\$ 60.00	\$ 4,560.00
460.5223	HMA Pavement Type 3LT 58-28 S (Watermain Trench, Curb, Manholes)	TON	70	\$ 175.00	\$ 12,250.00	\$ 175.00	\$ 12,250.00	\$ 90.00	\$ 6,300.00
460.5224	HMA Pavement Type 4LT 58-28 S, item includes tack coat (455.0605).	TON	1,800	\$ 69.00	\$ 124,200.00	\$ 65.00	\$ 117,000.00	\$ 62.00	\$ 111,600.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	870	\$ 38.00	\$ 33,060.00	\$ 36.57	\$ 31,815.90	\$ 65.00	\$ 56,550.00
602.0405	Concrete Sidewalk 4-Inch	SF	1,990	\$ 7.50	\$ 14,925.00	\$ 7.47	\$ 14,865.30	\$ 24.00	\$ 47,760.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	176	\$ 38.00	\$ 6,688.00	\$ 36.05	\$ 6,344.80	\$ 50.00	\$ 8,800.00
602.0605	Curb Ramp Detectable Warning Field Radial Yellow	SF	40	\$ 48.00	\$ 1,920.00	\$ 46.35	\$ 1,854.00	\$ 55.00	\$ 2,200.00
611.0535	Manhole Covers Type J-Special (Storm, R-1550)	EACH	2	\$ 380.00	\$ 760.00	\$ 386.25	\$ 772.50	\$ 375.00	\$ 750.00
611.0624	Inlet Covers Type H (R-3067-L)	EACH	2	\$ 540.00	\$ 1,080.00	\$ 566.50	\$ 1,133.00	\$ 550.00	\$ 1,100.00
611.0624	Inlet Covers Type H (R-3067-C, Driveway Opening)	EACH	1	\$ 540.00	\$ 540.00	\$ 566.50	\$ 566.50	\$ 550.00	\$ 550.00
611.0624	Inlet Covers Type H (R-3010, Round Frame)	EACH	1	\$ 490.00	\$ 490.00	\$ 504.70	\$ 504.70	\$ 490.00	\$ 490.00
611.1230	Catch Basins 2x3-FT (12" Sumps)	EACH	3	\$ 3,440.00	\$ 10,320.00	\$ 3,543.20	\$ 10,629.60	\$ 3,440.00	\$ 10,320.00
611.2005	Manholes 5-FT Diameter (7.1-FT Deep))	EACH	1	\$ 8,620.00	\$ 8,620.00	\$ 8,878.60	\$ 8,878.60	\$ 8,620.00	\$ 8,620.00
611.8110	Adjusting Manhole Covers - Storm (Cretex PRO-RING)	EACH	1	\$ 1,580.00	\$ 1,580.00	\$ 1,627.40	\$ 1,627.40	\$ 1,580.00	\$ 1,580.00
611.8110	Adjusting Manhole Covers - Water (Cretex PRO-RING)	EACH	2	\$ 1,580.00	\$ 3,160.00	\$ 1,627.40	\$ 3,254.80	\$ 1,580.00	\$ 3,160.00
611.8110	Adjusting Manhole Covers - Sanitary (Cretex PRO-RING)	EACH	6	\$ 1,580.00	\$ 9,480.00	\$ 1,627.40	\$ 9,764.40	\$ 1,580.00	\$ 9,480.00
611.8110	Adjusting Manhole Covers - Steel Rings (Undistributed)	EACH	2	\$ 250.00	\$ 500.00	\$ 257.50	\$ 515.00	\$ 250.00	\$ 500.00
611.8115	Adjusting Inlet Covers (Cretex PRO-RING)	EACH	6	\$ 1,690.00	\$ 10,140.00	\$ 1,740.70	\$ 10,444.20	\$ 1,690.00	\$ 10,140.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	800	\$ 6.50	\$ 5,200.00	\$ 6.03	\$ 4,824.00	\$ 3.00	\$ 2,400.00
628.7015	Inlet Protection Type C	EACH	31	\$ 105.00	\$ 3,255.00	\$ 104.03	\$ 3,224.93	\$ 70.00	\$ 2,170.00
690.0150	Sawing Asphalt	LF	960	\$ 1.50	\$ 1,440.00	\$ 1.60	\$ 1,536.00	\$ 2.75	\$ 2,640.00
690.0250	Sawing Concrete	LF	290	\$ 2.50	\$ 725.00	\$ 2.32	\$ 672.80	\$ 3.25	\$ 942.50
SPV.0060.01	Manhole Frame & Cover (Sanitary, R-1661)	EACH	10	\$ 560.00	\$ 5,600.00	\$ 576.80	\$ 5,768.00	\$ 560.00	\$ 5,600.00
SPV.0060.03	Manhole Seal - External	EACH	7	\$ 560.00	\$ 3,920.00	\$ 576.80	\$ 4,037.60	\$ 560.00	\$ 3,920.00
SPV.0060.04	Manhole Seal - Internal	EACH	4	\$ 560.00	\$ 2,240.00	\$ 576.80	\$ 2,307.20	\$ 560.00	\$ 2,240.00
SPV.0060.05	Adjusting Valve Boxes (Undistributed)	EACH	10	\$ 350.00	\$ 3,500.00	\$ 334.75	\$ 3,347.50	\$ 325.00	\$ 3,250.00
SPV.0060.06	Tuck-Point Existing Structure Rings (Storm MH)	EACH	1	\$ 450.00	\$ 450.00	\$ 463.50	\$ 463.50	\$ 450.00	\$ 450.00
SPV.0060.06	Tuck-Point Existing Structure Rings (Storm Inlet)	EACH	1	\$ 450.00	\$ 450.00	\$ 463.50	\$ 463.50	\$ 450.00	\$ 450.00
SPV.0060.06	Tuck-Point Existing Structure Rings (Sanitary MH)	EACH	2	\$ 450.00	\$ 900.00	\$ 463.50	\$ 927.00	\$ 450.00	\$ 900.00
SPV.0060.07	Doghouse Manhole 5-FT Diameter (21.5-FT Deep)	EACH	1	\$ 43,000.00	\$ 43,000.00	\$ 44,290.00	\$ 44,290.00	\$ 43,000.00	\$ 43,000.00
SPV.0105.01	Traffic Control	LS	1	\$ 13,800.00	\$ 13,800.00	\$ 28,500.00	\$ 28,500.00	\$ 51,000.00	\$ 51,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	800	\$ 7.50	\$ 6,000.00	\$ 7.06	\$ 5,648.00	\$ 12.00	\$ 9,600.00
SPV.0180.02	Geogrid Reinforcement Special (Undistributed)	SY	1600	\$ 3.00	\$ 4,800.00	\$ 3.09	\$ 4,944.00	\$ 3.00	\$ 4,800.00
SUBTOTAL - BRIODY, SMITH, & AMANDA					\$ 455,128.00		\$ 474,875.05		\$ 727,862.50

BASE BID: Amanda St - Water Main Items				Wanasek		Payne & Dolan		Asphalt Contractors	
Item No.	Item Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
204.0110	Removing Asphaltic Surface (Watermain Trench)	SY	440	\$ 4.00	\$ 1,760.00	\$ 4.12	\$ 1,812.80	\$ 4.00	\$ 1,760.00
204.0210	Removing Manholes (Water)	EACH	1	\$ 1,880.00	\$ 1,880.00	\$ 1,936.40	\$ 1,936.40	\$ 1,880.00	\$ 1,880.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	290	\$ 27.00	\$ 7,830.00	\$ 27.81	\$ 8,064.90	\$ 27.00	\$ 7,830.00
690.0150	Sawing Asphalt	LF	400	\$ 1.50	\$ 600.00	\$ 1.60	\$ 640.00	\$ 3.00	\$ 1,200.00
SPV.0060.08	Gate Valve & Valve Box 6-Inch	EACH	2	\$ 1,400.00	\$ 2,800.00	\$ 1,442.00	\$ 2,884.00	\$ 1,400.00	\$ 2,800.00
SPV.0090.01	PVC Watermain 6-Inch (Granular Backfill)	LF	300	\$ 125.00	\$ 37,500.00	\$ 128.75	\$ 38,625.00	\$ 125.00	\$ 37,500.00
SUBTOTAL - AMANDA WATER ITEMS					\$ 52,370.00		\$ 53,963.10		\$ 52,970.00
TOTAL - BASE BID					\$ 507,498.00		\$ 528,838.15		\$ 780,832.50

ADDITIONAL BID #1 - Concrete Patch Work				Wanasek		Payne & Dolan		Asphalt Contractors	
Item No.	Item Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
Milwaukee Ave (Locations 1, 2, & 3)									
SPV.0090.02	Remove & Pour Concrete Curb & Gutter 30-Inch Type D (Item #601.0411) and *ALL Incidentals to Complete the Work	LF	17	\$ 125.00	\$ 2,125.00	\$ 159.26	\$ 2,707.42	\$ 90.00	\$ 1,530.00
SPV.0180.03	Concrete Pavement Repair (Item #416.1710) and *ALL Incidentals to Complete the Work	SY	64	\$ 300.00	\$ 19,200.00	\$ 241.29	\$ 15,442.56	\$ 350.00	\$ 22,400.00
Milwaukee Ave (Location 4)									
SPV.0180.03	Concrete Pavement Repair (Item #416.1710) and *ALL Incidentals to Complete the Work	SY	18	\$ 300.00	\$ 5,400.00	\$ 315.67	\$ 5,682.06	\$ 600.00	\$ 10,800.00
Pine Street (Location 5)									
SPV.0180.03	Concrete Pavement Repair (Item #416.1710) and *ALL Incidentals to Complete the Work	SY	27	\$ 400.00	\$ 10,800.00	\$ 303.15	\$ 8,185.05	\$ 600.00	\$ 16,200.00
TOTAL - ADDITIONAL BID #1					\$ 37,525.00		\$ 32,017.09		\$ 50,930.00

ADDITIONAL BID #2 - Austin Rd				Wanasek		Payne & Dolan		Asphalt Contractors	
Item No.	Item Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
204.0110	Removing Asphaltic Surface (Driveway)	SY	15	\$ 15.00	\$ 225.00	\$ 14.42	\$ 216.30	\$ 14.00	\$ 210.00
204.0120	Removing Asphaltic Surface Milling 2"	SY	1,240	\$ 2.00	\$ 2,480.00	\$ 2.85	\$ 3,534.00	\$ 2.40	\$ 2,976.00
204.0150	Removing Curb and Gutter	LF	142	\$ 19.00	\$ 2,698.00	\$ 18.54	\$ 2,632.68	\$ 18.00	\$ 2,556.00
204.0155	Removing Concrete Sidewalk	SY	35	\$ 13.00	\$ 455.00	\$ 15.45	\$ 540.75	\$ 15.00	\$ 525.00
205.0100	Excavation Common (Undistributed)	CY	10	\$ 73.00	\$ 730.00	\$ 72.10	\$ 721.00	\$ 70.00	\$ 700.00
205.0100	Excavation Common - EBS (Undistributed - Sidewalk, Driveway, Curb)	CY	80	\$ 25.00	\$ 2,000.00	\$ 25.75	\$ 2,060.00	\$ 25.00	\$ 2,000.00
305.0120	Base Aggregate Dense 1 1/4-Inch (Undistributed)	TON	100	\$ 25.00	\$ 2,500.00	\$ 25.75	\$ 2,575.00	\$ 25.00	\$ 2,500.00
311.0110	Breaker Run (Undistributed)	TON	80	\$ 30.00	\$ 2,400.00	\$ 30.90	\$ 2,472.00	\$ 30.00	\$ 2,400.00
416.1010	Concrete Surface Drains - Flume	CY	1	\$ 640.00	\$ 640.00	\$ 618.00	\$ 618.00	\$ 300.00	\$ 300.00
460.5224	HMA Pavement Type 4LT 58-28 S, item includes tack coat (455.0605).	TON	160	\$ 80.00	\$ 12,800.00	\$ 70.40	\$ 11,264.00	\$ 70.00	\$ 11,200.00
465.0120	Asphaltic Surface Driveways (Undistributed)	TON	4	\$ 230.00	\$ 920.00	\$ 220.00	\$ 880.00	\$ 140.00	\$ 560.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	142	\$ 40.00	\$ 5,680.00	\$ 39.14	\$ 5,557.88	\$ 60.00	\$ 8,520.00
602.0405	Concrete Sidewalk 4-Inch	SF	260	\$ 8.50	\$ 2,210.00	\$ 8.19	\$ 2,129.40	\$ 24.00	\$ 6,240.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	20	\$ 38.00	\$ 760.00	\$ 36.05	\$ 721.00	\$ 45.00	\$ 900.00
610.0200	Riprap Medium	CY	2	\$ 200.00	\$ 400.00	\$ 206.00	\$ 412.00	\$ 200.00	\$ 400.00

611.8110	Adjusting Manhole Covers - Water (Cretex PRO-RING)	EACH	1	\$ 1,580.00	\$ 1,580.00	\$ 1,627.40	\$ 1,627.40	\$ 1,580.00	\$ 1,580.00
611.8110	Adjusting Manhole Covers - Sanitary (Cretex PRO-RING)	EACH	1	\$ 1,580.00	\$ 1,580.00	\$ 1,627.40	\$ 1,627.40	\$ 1,580.00	\$ 1,580.00
611.8110	Adjusting Manhole Covers - Steel Rings (Undistributed)	EACH	1	\$ 250.00	\$ 250.00	\$ 257.50	\$ 257.50	\$ 250.00	\$ 250.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	64	\$ 16.00	\$ 1,024.00	\$ 15.60	\$ 998.40	\$ 14.00	\$ 896.00
628.7015	Inlet Protection Type C	EACH	2	\$ 105.00	\$ 210.00	\$ 104.03	\$ 208.06	\$ 100.00	\$ 200.00
645.0130	Geotextile Fabric Type R	SY	12	\$ 10.00	\$ 120.00	\$ 10.30	\$ 123.60	\$ 10.00	\$ 120.00
690.0150	Sawing Asphalt	LF	190	\$ 1.50	\$ 285.00	\$ 1.60	\$ 304.00	\$ 3.00	\$ 570.00
690.0250	Sawing Concrete	LF	22	\$ 2.50	\$ 55.00	\$ 2.32	\$ 51.04	\$ 5.00	\$ 110.00
SPV.0060.01	Manhole Frame & Cover (Sanitary, R-1661)	EACH	1	\$ 560.00	\$ 560.00	\$ 576.80	\$ 576.80	\$ 560.00	\$ 560.00
SPV.0060.03	Manhole Seal - External	EACH	1	\$ 560.00	\$ 560.00	\$ 576.80	\$ 576.80	\$ 560.00	\$ 560.00
SPV.0105.01	Traffic Control	LS	1	\$ 2,700.00	\$ 2,700.00	\$ 3,500.00	\$ 3,500.00	\$ 18,500.00	\$ 18,500.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	64	\$ 16.00	\$ 1,024.00	\$ 15.60	\$ 998.40	\$ 14.00	\$ 896.00
SPV.0180.02	Geogrid Reinforcement Special (Undistributed)	SY	140	\$ 3.00	\$ 420.00	\$ 4.12	\$ 576.80	\$ 4.00	\$ 560.00
TOTAL - ADDITIONAL BID #2					\$ 47,266.00		\$ 47,760.21		\$ 68,369.00

ADDITIONAL BID #3 - Beth Ct				Wanasek		Payne & Dolan		Asphalt Contractors	
Item No.	Item Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
204.0100	Removing Pavement (Concrete Driveway)	SY	30	\$ 15.00	\$ 450.00	\$ 14.42	\$ 432.60	\$ 14.00	\$ 420.00
204.0120	Removing Asphaltic Surface Milling 2"	SY	2,780	\$ 2.50	\$ 6,950.00	\$ 2.35	\$ 6,533.00	\$ 2.60	\$ 7,228.00
204.0150	Removing Curb and Gutter	LF	174	\$ 20.00	\$ 3,480.00	\$ 18.54	\$ 3,225.96	\$ 18.00	\$ 3,132.00
204.0155	Removing Concrete Sidewalk	SY	50	\$ 14.00	\$ 700.00	\$ 15.45	\$ 772.50	\$ 15.00	\$ 750.00
205.0100	Excavation Common (Undistributed - Sidewalk, Driveway, Curb)	CY	15	\$ 65.00	\$ 975.00	\$ 66.95	\$ 1,004.25	\$ 65.00	\$ 975.00
205.0100	Excavation Common - EBS (Undistributed)	CY	210	\$ 24.00	\$ 5,040.00	\$ 24.72	\$ 5,191.20	\$ 24.00	\$ 5,040.00
305.0120	Base Aggregate Dense 1 1/4-Inch (Undistributed)	TON	240	\$ 26.00	\$ 6,240.00	\$ 26.78	\$ 6,427.20	\$ 26.00	\$ 6,240.00
311.0110	Breaker Run (Undistributed)	TON	210	\$ 30.00	\$ 6,300.00	\$ 30.90	\$ 6,489.00	\$ 30.00	\$ 6,300.00
416.0160	Concrete Driveway 6-Inch	SY	44	\$ 63.00	\$ 2,772.00	\$ 60.77	\$ 2,673.88	\$ 90.00	\$ 3,960.00
460.5224	HMA Pavement Type 4LT 58-28 S, item includes tack coat (455.0605).	TON	370	\$ 80.00	\$ 29,600.00	\$ 65.50	\$ 24,235.00	\$ 67.00	\$ 24,790.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	174	\$ 40.00	\$ 6,960.00	\$ 39.14	\$ 6,810.36	\$ 60.00	\$ 10,440.00
602.0405	Concrete Sidewalk 4-Inch	SF	240	\$ 8.50	\$ 2,040.00	\$ 8.19	\$ 1,965.60	\$ 24.00	\$ 5,760.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	20	\$ 38.00	\$ 760.00	\$ 36.05	\$ 721.00	\$ 45.00	\$ 900.00
611.0420	Reconstructing Manholes (Storm)	EACH	1	\$ 3,220.00	\$ 3,220.00	\$ 3,347.50	\$ 3,347.50	\$ 3,250.00	\$ 3,250.00
611.8110	Adjusting Manhole Covers - Water (Cretex PRO-RING)	EACH	2	\$ 1,580.00	\$ 3,160.00	\$ 1,627.40	\$ 3,254.80	\$ 1,580.00	\$ 3,160.00
611.8110	Adjusting Manhole Covers - Sanitary (Cretex PRO-RING)	EACH	3	\$ 1,580.00	\$ 4,740.00	\$ 1,627.40	\$ 4,882.20	\$ 1,580.00	\$ 4,740.00
611.8110	Adjusting Manhole Covers - Steel Rings (Undistributed)	EACH	1	\$ 250.00	\$ 250.00	\$ 257.50	\$ 257.50	\$ 250.00	\$ 250.00
611.8115	Adjusting Inlet Covers (Cretex PRO-RING)	EACH	1	\$ 1,690.00	\$ 1,690.00	\$ 1,740.70	\$ 1,740.70	\$ 1,690.00	\$ 1,690.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	70	\$ 16.00	\$ 1,120.00	\$ 15.60	\$ 1,092.00	\$ 4.00	\$ 280.00
628.7015	Inlet Protection Type C	EACH	2	\$ 105.00	\$ 210.00	\$ 104.03	\$ 208.06	\$ 100.00	\$ 200.00
690.0150	Sawing Asphalt	LF	140	\$ 1.50	\$ 210.00	\$ 1.60	\$ 224.00	\$ 3.00	\$ 420.00
690.0250	Sawing Concrete	LF	60	\$ 2.50	\$ 150.00	\$ 2.32	\$ 139.20	\$ 5.00	\$ 300.00
SPV.0060.01	Manhole Frame & Cover (Sanitary, R-1661)	EACH	2	\$ 560.00	\$ 1,120.00	\$ 576.80	\$ 1,153.60	\$ 560.00	\$ 1,120.00
SPV.0060.02	Manhole Frame & Cover - 6-Inch Height (Sanitary, R-1661-A)	EACH	1	\$ 560.00	\$ 560.00	\$ 576.80	\$ 576.80	\$ 560.00	\$ 560.00
SPV.0060.03	Manhole Seal - External	EACH	3	\$ 560.00	\$ 1,680.00	\$ 576.80	\$ 1,730.40	\$ 560.00	\$ 1,680.00
SPV.0105.01	Traffic Control	LS	1	\$ 2,700.00	\$ 2,700.00	\$ 3,500.00	\$ 3,500.00	\$ 16,000.00	\$ 16,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	70	\$ 16.00	\$ 1,120.00	\$ 15.60	\$ 1,092.00	\$ 16.00	\$ 1,120.00
SPV.0180.02	Geogrid Reinforcement Special (Undistributed)	SY	420	\$ 3.00	\$ 1,260.00	\$ 3.09	\$ 1,297.80	\$ 3.00	\$ 1,260.00
TOTAL - ADDITIONAL BID #3					\$ 95,457.00		\$ 90,978.11		\$ 111,965.00



COMMITTEE OF THE WHOLE

ITEM NUMBER 4F

DATE: June 2, 2020

SUBJECT: RESOLUTION 5018(14) - To approve the Repair/Replacement of the Roof on the Burlington Airport Hangar Building at 703 Airport Road with Josh Martin Roofing, Inc. in the amount of \$74,660.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

The current roof is over 40 years old and has many leaks. In 2015 repairs were completed on the roof fascia on the Airport Hangar/Office building owned by the City of Burlington. The amount of this repair was \$24,000 and approved via resolution. It has been determined by inspection the roof needs to be replaced. This is a complete replacement of the roof of this building. It is a flat Membrane type roof.

Three quotes were received at the end of August 2019 by the Airport Manager, as recapped here:

Josh Martin Roofing, Inc.	\$74,660.00
Hausz Contractors, Inc.	\$79,578.08
Great Lakes Roofing Corporation	\$89,500.00

The new roof will also add 3 inches of insulation and will be a 50mil membrane over the entire roof with a 20-year warranty. The Airport Committee approved the repair work on October 2019 and the Airport Manager, Gary Meisner recommends acceptance of the quote from Josh Martin Roofing, Inc. The repair work was scheduled to begin in the Spring of 2020 but has been delayed due to the current Pandemic. This item was included in the 2020 Airport budget under Repairs and Maintenance Building.

Gary Meisner, Airport manager is here to discuss this project and answer any questions.

BUDGET/FISCAL IMPACT:

Funding will be from the Airport Enterprise Fund - Repairs and Maintenance Building Line Item. This 2020 Line Item Budget is \$130,000 including the expected repair of the roof. This project has come in less than originally budgeted by about \$10,000.

RECOMMENDATION:

Staff recommends approval of this resolution.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting. It is scheduled for final consideration at the June 16, 2020 Common Council meeting.

Attachments

- Res 5018(14) Airport Roof Repair
- Airport Roof Quotes 1 and 2
- Airport Roof Quote 3

**A RESOLUTION APPROVING THE REPAIR/REPLACEMENT OF THE ROOF
ON THE BURLINGTON AIRPORT HANGAR BUILDING AT 703 AIRPORT ROAD
WITH JOSH MARTIN ROOFING, INC. IN THE AMOUNT OF \$74,660**

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18) a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all construction related contracts exceeding \$15,000 to be reviewed and approved by the Common Council; and,

WHEREAS, the City of Burlington Airport hangar building at 703 Airport Road has a need for extensive roof repair and replacement as described in the attached quotation; and,

WHEREAS, the Gary Meisner, Airport Manager, has recommended acceptance of the bid from Josh Martin Roofing, Inc. for the not-to-exceed amount of \$74,660.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the repair and replacement of the roof on the Burlington Airport hangar building at 703 Airport Road be awarded to Josh Martin Roofing, Inc. for the not-to-exceed amount of \$74,660 and Gary Meisner, Airport Manager, is hereby authorized to execute the contract on behalf of the City of Burlington Airport.

Introduced: June 2, 2020
Adopted: June 2, 2020

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

Client: Burlington Municipal Airport
Property: 703 Airport Rd
Burlington, WI 53105

Operator: HAUSZCON

Estimator: Hausz Contractors INC
Position: President
Company: Hausz Contractors LLC
Business: 69 Hoopen Rd
Cambridge, WI 53523

Business: (608) 206-5623
E-mail: hauszcontractors@gmail.com

Type of Estimate: <NONE>
Date Entered: 10/9/2019

Date Assigned:

Price List: WIMW8X_OCT19
Labor Efficiency: Restoration/Service/Remodel
Estimate: AIRPORT



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

AIRPORT

Roof Coating

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Clean the surface area with pressure steam	13,390.00 SF @	0.76 =	10,176.40
4. Silicone roof primer	13,390.00 SF @	1.13 =	15,130.70
7. Silicone roof coating - Rib roof	13,390.00 SF @	3.72 =	49,810.80
8. Telehandler/forklift and operator includes delivery	20.00 HR @	117.72 =	2,354.40



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

Summary

Line Item Total	77,472.30
Material Sales Tax	1,413.99
Services Mat'l Tax	125.20
Subtotal	79,011.49
Service Sales Tax	566.59
Replacement Cost Value	\$79,578.08
Net Claim	\$79,578.08

Hausz Contractors INC
President



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

Recap of Taxes

	Material Sales Tax (5.5%)	Services Mat'l Tax (5.5%)	Service Sales Tax (5.5%)	Manuf. Home Tax (5.5%)	Storage Tax (5.5%)
Line Items	1,413.99	125.20	566.59	0.00	0.00
Total	1,413.99	125.20	566.59	0.00	0.00



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

Recap by Room

Estimate: AIRPORT
Roof Coating

	77,472.30	100.00%
<hr/>		
Subtotal of Areas	77,472.30	100.00%
<hr/>		
Total	77,472.30	100.00%



Hausz Contractors INC.

69 Hoopen Rd.
Cambridge, WI 53523
Building Contractor # 1351137
Dwelling Contractor # 1222376

Recap by Category

Items	Total	%
CLEANING	10,176.40	12.79%
HEAVY EQUIPMENT	2,354.40	2.96%
ROOFING	64,941.50	81.61%
Subtotal	77,472.30	97.35%
Material Sales Tax	1,413.99	1.78%
Services Mat'l Tax	125.20	0.16%
Service Sales Tax	566.59	0.71%
Total	79,578.08	100.00%



November 18, 2019

Project Name and Location:

Burlington Air Center Inc
703 Airport Rd
Burlington, WI 53105

**SCOPE OF WORK: FURNISH AND INSTALL PERMASEAL
HOT-AIR SEAM WELDED REINFORCED MEMBRANE**

- * Pre-job project profile has been submitted to Technical Department for approval of roof details.
- * Pre-job inspection has been completed with Great Lakes Roofing and owner's representatives.
- * Set up required safety equipment at site needed to comply with OSHA construction guidelines (i.e.: approved barricades, safety lines, rubbish chutes, etc.).
- * Great Lakes Roofing Corporation's written HAZZ/COMM Program and SDS sheets will be on job site at all times.
- * Roof top needed equipment and materials to install new, high quality roofing system covered and secured against wind and water damage.
- * Disconnection and reconnection of **HVAC Unit / Conduit** is owner's responsibility.
- * Furnish and install expanded polystyrene roofing insulation in flutes and cover using 1.5" Polyisocyanurate. Secure using approved fastening patterns.
- * Furnish and install new reinforced roof membrane with galvanized metal plates and high quality deck fasteners using approved fastening patterns. Membrane is U.L. Class A fire rated.
- * Furnish and install corner and boot flashing accessories to ensure quality. Weld to manufacturer's approved details.
- * Flash all units, vents, stacks, and penetrations as needed

Northeast Wisconsin

1605 Drum Corps Drive
Menasha, WI 54952
Phone 920.996.9550
Fax 920.968.1843

Southeast Wisconsin

W194 N11055 Kleinmann Drive
Germantown, WI 53022
Phone 262.253.9550
Fax 262.253.3664

Central Wisconsin

4740 McFarland Court
McFarland, WI 53558
Phone 608.838.9900
Fax 608.838.9381

Northeast Illinois

2430 West Wadsworth Road
Waukegan, IL 60087
Phone 847.731.7200
Fax 847.731.9941

Toll Free 800.871.5151

using approved materials.

- * Completely seal all units, vents, stacks, and penetrations as needed using approved sealant.
- * Wrap parapet walls using membrane and terminate where appropriate.
- * Clean up project work area and dispose of our debris safely.
- * Complete all paperwork as needed for issuance of roof warranty.
- * **Twenty Five (25)** year manufacturer's membrane warranty.
- * **Fifteen (15)** year Great Lakes Roofing Corporation's Labor Warranty.

Investment Total: 89,500.00

Submitted by: Don Griffith

ACCEPTANCE:

The undersigned hereby accepts this Proposal and, intending to be legally bound hereby, agrees that this writing shall be a binding contract and shall constitute the entire contract.

Owner/Customer: _____

Signed By: _____

Date: _____

Great Lakes Roofing Corporation reserves the right to withdraw this scope of work.

WE HOLD THESE AWARDS:

- WISCONSIN CORPORATE SAFETY AWARD
- BETTER BUSINESS BUREAU TORCH AWARD FOR BUSINESS ETHICS AND INTEGRITY
- ROOFING CONTRACTOR MAGAZINE'S COMMERCIAL ROOFING CONTRACTOR OF THE YEAR
- WISCONSIN CORPORATE CITIZENSHIP AWARD
- BOND COTE: TOP QUALITY CONTRACTOR AWARD
- FUTURE 50 AWARD

GOVERNOR'S AWARD: 1ST "GOVERNOR'S SAFETY
COMMENDATION"
NRCA GOLD CIRCLE AWARD
STEVENS AND BONDCOTE ROOFING SYSTEMS' WISCONSIN
CONTRACTOR OF THE YEAR
NATIONAL RECOGNITION FOR:
OUR LADY OF GOOD HOPE CHURCH
ST. ROBERT BELLARMINE CHURCH
ST. RITA'S CHURCH

Visit us online at: www.greatlakesroofing.net

Thank you for choosing Great Lakes Roofing Corporation (contractor) for your roofing needs. We appreciate the confidence you have placed in us!

Terms and Conditions

- Delivery date, when given, shall be deemed approximate and performance shall be subject to delays caused by weather, fires, acts of God and/or other reasons not under the control of the contractor including the availability of materials. The customer agrees to obtain all necessary permits required for the described work.
- Most flat roofs pond water. The contractor cannot and will not, under any circumstances, guarantee that your roof will not pond water.
- Customer acknowledges that it is often difficult or impossible to determine the extent of repairs before work begins. Owner agrees that if additional or different scope of work is required to complete the project, owner shall pay for the additional and/or different work on a time and materials basis.
- Any installation of plumbing, electrical, flooring, decorating or any other construction work that is requested and not specifically set forth herein will be billed & performed on a time & material basis. In the event hidden or unknown contingencies arise, all additional work will be performed and billed on a time & material basis. This includes any items the presence of which cannot be determined until roof work commences.
- Any/all stated "R values" are per insulation manufacturers' specifications
- We (contractor) agree that we will perform this contract in conformity with customary industry practices. The customer agrees that any claim for adjustment shall not be reason or cause for failure to make payment of the purchase price in full.
- Payments are to be made as follows:
1/3 upon approval 1/3 upon start 1/3 upon completion
- In order for any warranty to be effective, Owner must pay all sums owed to contractor under the agreement, including any work performed outside of scope. Upon completion of the project and payment in full, contractor shall provide owner with a copy of the warranty. **EXCEPT AS SPECIFICALLY SET FORTH IN THESE TERMS AND CONDITIONS OR IN THE WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, SATISFACTORY QUALITY, COURSE OF DEALING, LAW, USAGE OR TRADE PRACTICE ARE HEREBY EXCLUDED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND ARE EXPRESSLY DISCLAIMED BY CONTRACTOR.**
- Indemnification: Customer/Owner shall indemnify, defend and hold harmless contractor, its officers, employees, agents, directors, and representatives, from and against any and all claims, of whatever nature, for injuries or losses, or damages arising out of customer's gross negligence or intentional misconduct of customer's officers, employees, agents, directors, and/or representatives.
- Contractor's liability on any claim of any kind for any loss, damage, injury, liability or expense arising out of or in connection with or resulting from this project or from contractor's performance shall in no case exceed the price allocable to the work. **WITHOUT LIMITING THE GENERAL APPLICABILITY OF THE FOREGOING, CONTRACTOR SHALL IN NO EVENT HAVE ANY LIABILITY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR SIMILAR DAMAGES, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF REPUTATION OR LOSS OF GOODWILL, EVEN IF CONTRACTOR HAS BEEN ADVISED IN ADVANCE OF THE SAME.**
- Contractor's liability on any claim of any kind for any loss, damage, liability or expense arising out of or in connection with or resulting from this project or from contractor's performance shall in no case exceed the price allocable to the work.
- **AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**
- **AS REQUIRED BY THE ILLINOIS MECHANICS LIEN ACT, THE LAW REQUIRES THAT THE CONTRACTOR SHALL SUBMIT A SWORN STATEMENT OF PERSONS FURNISHING LABOR, SERVICES, MATERIAL, FIXTURES, APPARATUS OR MACHINERY, FORMS OR FORM WORK BEFORE ANY PAYMENTS ARE REQUIRED TO BE MADE TO THE CONTRACTOR.**
- Delays in payment shall be subject to interest rates of 18% per annum but in no event higher than the interest rate allowed by law. If the contractor is required to engage in the service of a collection agency or attorney, the customer agrees to reimburse contractor for any amounts expended in order to collect the unpaid balance, including without limitation, actual attorney fees and costs.
- Any unresolved controversy or claim arising from this contract shall be settled by arbitration, through the WI Better Business Bureau or any other arbitration the contractor chooses. This agreement sets forth the entire agreement between the parties.
- To the extent a party must pursue remedies in court for claims that are not covered by the agreement to arbitrate, the parties hereby waive their right to seek a jury. The parties also consent to personal jurisdiction and venue in the circuit court in Washington County, WI
- This agreement sets forth the entire agreement between the parties. Any and all prior agreements, warranties or verbal representations made are superseded by this agreement.
- This agreement shall be governed and interpreted in accordance with the laws of the State of Wisconsin, regardless of conflicts of law provisions.
- Failure of contractor to enforce any of these terms or conditions or to exercise any right accruing through the default of owner/customer shall not affect contractor's rights in case such default continues or in case of any subsequent default of owner/customer, and such failure shall not constitute a waiver of other or future defaults by owner/customer.
- Owner/customer agrees to the terms as stated above and acknowledges receipt of a copy



COMMITTEE OF THE WHOLE

ITEM NUMBER 6A

DATE: June 2, 2020

SUBJECT: MOTION 20-969 - To consider approving to proceed with the scheduled 2020 Fireworks Agreement for July 4, 2020 with FiveStar Fireworks Co.

SUBMITTED BY: Megan Watkins, Assistant City Administrator | Zoning Administrator

BACKGROUND/HISTORY:

On March 17, 2020, the Common Council approved an agreement with FiveStar Fireworks for the July 4, 2020 fireworks display on the ChocolateFest grounds located at 681 Maryland Avenue. During the May 19, 2020 Committee of the Whole meeting, staff sought direction to identify if the Common Council still had the desire to continue with the July 4, 2020 Fireworks due to the pandemic. As a reminder, the cancellation date is June 4 and the \$3,000 paid would be rolled over to the July 4, 2021 date. The total cost of the fire works is approximately \$10,000.

As of May 27, 2020 the Central Racine County Health Department would continue to recommend canceling festivals, fairs and outdoor events that have been scheduled. For your convenience attached is the May 21, 2020 "Recommendations For ReOpening Our Community During the Covid-19 Pandemic" document. Please note, there is no order; however, based on data of infection rate, death rate and number of cases, the Health Department still maintains its guidance. This evening Margaret Gesner is present to answer any questions.

Based on the May 19, 2020 Committee of the Whole meeting, staff was asked to explore how a public event that draws city and surrounding residents to Burlington and view the fireworks in a safe, responsible manor. Staff is making the following recommendation that if the Common Council chooses to continue to have the 4th of July Fireworks, staff will order signs to be placed at Echo Parking Lot, the ChocolateFest parking Lot, and a few other highly used public parking lots that state something to the effect of please maintain social distancing, no large groups etc. The City does not have the man power to create and enforce social distancing guidelines for each parking lot. The use of the landfill is a restricted DNR permitted exemption for ChocolateFest only.

Based on the recent COVID-19 pandemic, City staff seeks Council recommendation whether to hold the July 4 fireworks display as scheduled.

BUDGET/FISCAL IMPACT:

Should the show be canceled, Fire Star Fireworks stated the \$3000 deposit that has been paid can be used toward the 2021 fireworks show if needed.

RECOMMENDATION:

N/A

TIMING/IMPLEMENTATION:

This item was discussed at the May 19, 2020 Committee of the Whole meeting, is for further discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Health Department Memo

RECOMMENDATIONS FOR REOPENING OUR COMMUNITY DURING THE COVID-19 PANDEMIC

(To be modified regularly with new data)

UPDATED May 21, 2020

The Wisconsin Supreme Court rendered a decision on May 13, 2020 which allowed businesses to open. This has left our community in a precarious position on many fronts. If we are not careful, our percentage of positive cases and our case rate may increase. If our COVID-19 cases surge, our hospitals may be overwhelmed, and we may experience an increase in preventable deaths. These are all unacceptable outcomes for our community and our businesses. We must protect the most vulnerable amongst us, including but not limited to people who are immunocompromised; older adults; people with asthma, HIV, liver disease; and people with disabilities.

It is now incumbent on individual citizens and businesses to make careful and prudent decisions in order to prevent disease transmission and reduce the risk of a resurgence of COVID-19. If businesses adhere to smart practices and individuals exercise safe behaviors, we can prevent COVID-19 illness and deaths and support citizens who have been adversely impacted by the pandemic. If we do not maintain this balance, more businesses may be forced to close for prolonged periods due to a high number of sick employees or outbreaks, more outbreaks may occur in our congregate settings. If we continue to protect our most vulnerable citizens, we will be able to keep this disease at bay and lessen its impact.

It is crucial that we continue to protect our most vulnerable citizens. We must slow the spread of disease and not experience a spike in cases related to opening of businesses. Therefore, we must join together and follow best practices, recommendations, and guidance in the time of COVID-19. Failure to do so may result in restrictions of movement and business operations.

Businesses That Choose to Open Should Follow These Best Practices AND Should Assure Social Distancing AND Should Follow WEDC and/or DHS Guidance for Reopening

- All retail establishments should limit the number of customers and staff to no more than 50% of store capacity
- All restaurants should limit the number of customers and staff to 50% of establishment capacity. There should be no more than 6 people per table; tables should be arranged so that patrons at a given table are at least 6 feet from patrons at any other table
- Bars should limit the number of staff and customers to 50% capacity
- Businesses should be limited to 4 people per 1000 square feet
- Places of public amusement and places of worship, whether indoor or outdoor, should be limited to 50 people or 25% capacity whichever is greater, as long as social distancing can be assured
- *Mass gatherings and large venue events should be cancelled, postponed or rescheduled for now*
- *Festivals and fairs scheduled should be cancelled, postponed, or rescheduled for now*

Decisions about opening a business or event should be made based on how difficult it is to trace contacts of a positive case (the more difficult to trace, the more risk is involved). These will be evaluated regularly. For more best practices, see page 4 for specific business recommendations by type of business.

Every Individual and Business Should Continue to Maintain Physical Distancing Guidelines

- Maintain a physical distance of 6 feet (about 2 arms' length) between oneself and others
- Do not gather in large groups, stay out of crowded places and avoid mass gatherings
- *Failure to adhere to social distancing that results in people being infected or suspected of being infected may result in further restrictions on those specific entities or locations.*

Everyone Should Continue to Implement Protective Measures

- *Stay home when sick and call your health care provider for testing*
- Wash your hands with soap and water for at least 20 seconds as frequently as possible or use hand sanitizer
- Cover your coughs or sneezes (into the sleeve or elbow, not hands)
- Regularly clean high-touch surfaces
- Do not shake hands
- Avoid touching your face
- *Follow health department isolation and quarantine orders, if issued. Failure to do so could result in legal action*

Everyone Should Wear a Facemask

- While a facemask is not a replacement for physical distancing or a panacea, it may prevent the individual wearing it from infecting someone else
- Everyone should wear a face mask in public and in the workplace (employees, clients, patrons)

Business Should Utilize Personal Protective Equipment (PPE)

- Require employees to wear a facemask
- Determine if gloves or other additional PPE are required for higher-risk positions
- Provide PPE for employees or reimburse them for it

Businesses Should Implement Employee, Customer and Client Screening

- Implement regular screening protocols for employees, customers/clients, or other workplace visitors
- Consider potential complications of telling clients/customers not to enter company locations if they do not pass the screening
- Require all employees to immediately report COVID-19 exposure and symptoms of COVID-19

Businesses Should Implement Protocols for Tracking and Reporting COVID-19 Tests

- Develop protocol to include identifying contacts and sharing information as appropriate with public health authorities, employees, and workplace guests and customers
- Take a consistent approach regarding requiring return to work and fitness-for-duty certifications and should monitor guidance from the Centers for Disease Control and Prevention and local public health authorities regarding reporting and contact tracing

Businesses Should Implement Strong Measures to Prevent Disease Spread

- Prevent people from congregating by closing common (inside of buildings) in any setting, where personnel are likely to congregate should be closed e.g. breakrooms, hotel lobbies, etc.
- Implement physical distancing practices for workers, vendors and clients; if not possible, provide PPE for workers according to workplace

Businesses Should Implement Strong Cleaning and Disinfection Practices

- Implement extra cleaning and disinfecting, including attention to employee common use areas, and items handled by customers
- Make cleaning supplies/hand sanitizer available to employees (and customers/visitors)

Businesses Should Make Physical Workspace Modifications

- Create barriers between check-out cashier and patrons
- Separate desks and workstations
- Modify open floor plans by, for example, adding partitions
- Make only certain workstations available (i.e., every other or every other third workstation, or every other cubicle area)
- Close or modify common/conference rooms and break rooms/cafeterias
- Modify high-touch surfaces, such as replacing latch-based doorknobs or handles with doors that can be easily pushed open or closed

Businesses Should Display Markings or Signs Reminding Customers and Employees to:

- Maintain social distancing in areas where people congregate
- Avoid touching surfaces unnecessarily
- Wash your hands properly and regularly
- Wear a face covering where social distancing is not possible or unlikely to be effective

Businesses Should Limit In-Person Interactions and Physical Contact

- Hold fewer in-person meetings and using increased conference calls or video conferences;
- Limit the size of in-person gatherings/social events (e.g., less than five people)
- Instruct employees not to use other employees' workspaces or equipment
- Develop or revise a crowd control plan that changes security processes and procedures, such as setting a maximum number of employees and members of the public on company premises
- Establish ongoing restrictions regarding travel, including to client/customer meetings and events, or for meetings/conferences
- Set staggered or spaced meal schedules
- Consider ways of reducing the number of employees present at the workplace. Possible options include staggered shifts, alternating teams, and/or continued telework
- Implement staggered facility entry and exit procedures
- Limit deliveries except those that support production activities or emergency building maintenance
- Limit or have no visitors (including suppliers and customers) except those approved by senior management

Businesses Should Implement Travel Restrictions

- Ban international travel – business and personal
- Ban domestic business travel except for critical operations (with senior management approval)
- Know that domestic personal travel may require employees to self-quarantine for 14 days and be symptom-free before returning to work

Everyone Must Advocate for Continued Expanded Testing

- Testing is crucial to accurately identify and track positive cases in the community. With increased testing, all symptomatic individuals could be tested as well as close contact to cases. Further, with increased case identification, more contacts can be identified and tested. This would mean that all people with disease, whether symptomatic or not, could be isolated and, in turn, not infect additional people.

Businesses Should Follow Published Best Practices

- Rebound Racine County Report 2020 <https://www.racinecounty.com/home/showdocument?id=31841>
- Central Racine County Health Department website: www.crchd.com/covid-19
- WEDC Reopen Guidelines <https://wedc.org/reopen-guidelines/>
- Reopening Guidance for Cleaning and Disinfection (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Planning Considerations for Organizations in Reconstituting Operations During the COVID-19 Pandemic (FEMA) <https://www.fema.gov/news-release/2020/04/30/planning-considerations-organizations-reconstituting-operations-during-covid>
- Key issues to address before reopening after coronavirus (COVID-19) closure (Waller Law) <https://www.wallerlaw.com/news-insights/3616/Key-issues-to-address-before-reopening-after-coronavirus-COVID-19-closure>



COMMITTEE OF THE WHOLE**ITEM NUMBER 6B**

DATE: June 2, 2020**SUBJECT:** **MOTION 20-970** - To approve \$2,500 in DeRosier Funds to construct a portico at 587 E. State Street also known as the Senior Center.**SUBMITTED BY:** Carina Walters, City Administrator

BACKGROUND/HISTORY:

On May 5, 2020 Susan Crane, Senior Center Manager advised the City of a Portico the Senior Center Board wanted to build over the south entrance (rear) of the building. The purpose of the portico is to enhance the main entrance of the center, provide an overhang so seniors do not stand in the elements as they await for the automatic door to open and increase safety for the seniors. This item is coming before the Common Council as the building is owned by the City and secondarily, the Seniors are seeking use of the DeRosier Funds for this expense.

The project schematic is attached and would begin in June with hopes of completion prior to the re-opening of the Center. The total cost of the portico is approximately \$12,000, in which the remaining dollars will be donated in-kind by Bob Prailes, who will oversee the construction and volunteers. The reason the Senior Center Board is seeking \$2,500 from the DeRosier Funds is due to no source of revenues being generated since the Public Health Coronavirus Covid-19 pandemic. This evening Susan Crane will be available to answer questions.

BUDGET/FISCAL IMPACT:

The Senior Center Board approved the Portico and is recommending/ seeking approval of the \$2,500 of DeRosier funds to support the project.

RECOMMENDATION:

Staff recommends approval of the portico and use of the DeRosier Funds.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the June 2, 2020 Common Council meeting allowing the construction to be completed by the end of June.

AttachmentsPortico Schematic

Progress report on construction of covered doorway on the rear of the Senior Center

I've drawn a preliminary plan of the existing building where the portico will be located. I've had Diggers Hotline do a survey to make sure we have no current or future problems with any existing underground service(s). We do not. I've checked with the building inspector and was informed that (1) a permit will be needed to be issued to the Center for any such work, (2) there will be no permit fee as the building is owned by the city and (3) All current codes need to be met as per material and sizes and methods of construction.

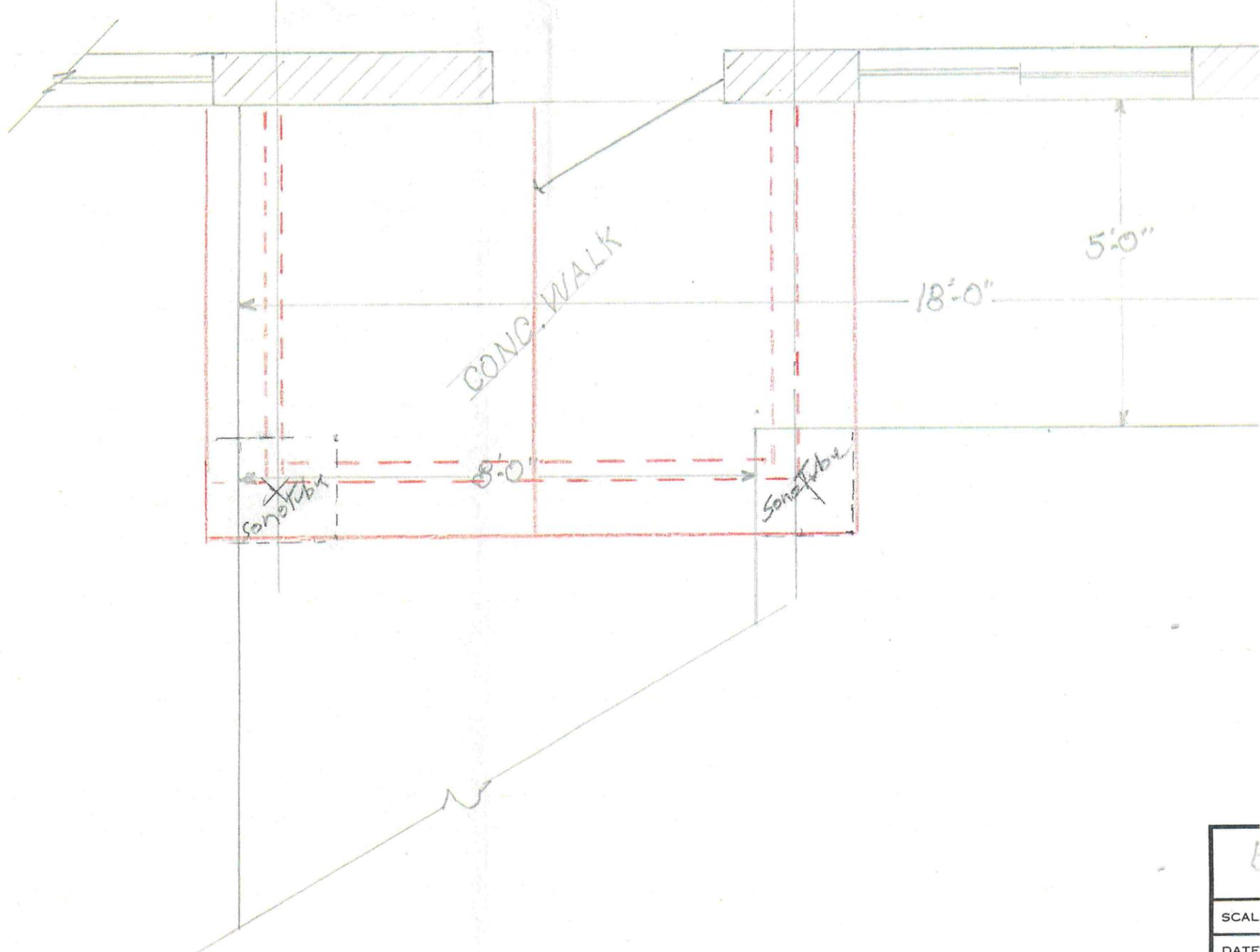
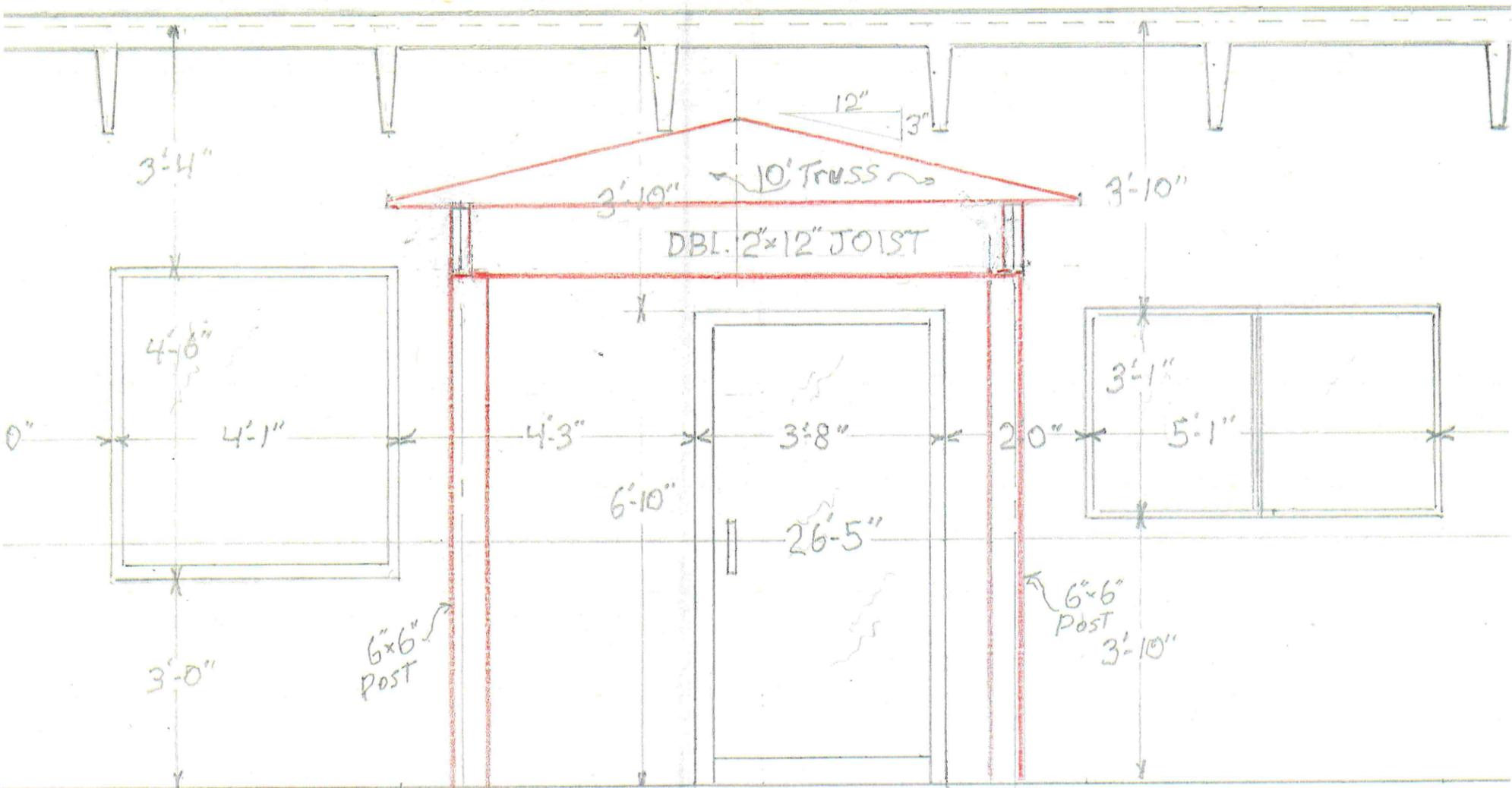
My intent was to get all my "ducks in a row" so that when we decided to actual go ahead all necessary details would have been covered. But then I was informed of a major problem. Bob Prailes and his construction company had in the past made a preliminary agreement to do most of the construction. But in the interim span of time Bob has decided to run for representative of the 63rd district(currently held by Robin Vos).

I contacted Bob Prailes and we had a good conversation. He feels we can handle all this with volunteer help from his crew and a few of his acquaintances. He also has volunteered to donate the necessary roof trusses. The main problem then becomes one of time. His main campaigning begins in a few weeks and time will be very limited. So he is looking at proceeding in the very near future so as to have time to finish up before campaigning becomes all consuming.

He feels the balance of cost for necessary material and/or equipment will be under two thousand(\$2,000.00) dollars. I've contacted Reineman's Hardware and Jeff Koenen has agreed to donate any use of necessary equipment.

The proposal I'm presenting to the board is as follows: that such construction is approved and necessary funding is also approved. Timing is actually good as the Center is currently closed so there will be no interference with patrons using the Center. My rough estimate for such a project is right around eight to ten thousand dollars(\$8-10,000.00) so the estimate of costing at best \$2,000.00 is quite a saving, something we should not pass on.

This covered entry off the rear of the building is a certain improvement and necessary for some of our patrons that deal with walkers, packages or simply unsteady walking. The savings alone by the trusses being donated is most generous. We will never be able to duplicate these conditions in the future, so my personal (and professional) opinion is to quickly move on to accepting Bob Prailes' generous offer and proceed immediately. Thank you.. John Maltby



SCAL
DATE



DATE: June 2, 2020

SUBJECT: **MOTION 20-971** - To consider approving a Certificate of Appropriateness for property located at 140 & 148 W. Chestnut 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.

Craig Faust, owner, is requesting approval of a Certificate of Appropriateness located at 140 & 148 W. Chestnut Street. The proposed project consists of:

Improvements to both façades, new awning and windows for 140 W. Chestnut Street, and add an iron & masonry fence for the patio. The applicant proposes the following improvements:

140 W. Chestnut Street:

- Proposed outdoor seating area – Plan Commission approved the Site Plan and Conditional Use Permits on May 12, 2020
 - Applicant shall supply additional information on materials and colors for outdoor seating enclosure/fencing
- Awning – install awning above new side entrance to outdoor seating area
 - Apex Terracotta – historic color pending
- Brick repair – cleaned and tuck pointed on 140 W. Chestnut Street side (facing 148 W. Chestnut Street)
- Power wash exterior of building to prepare for painting
- Paint base color in Roycroft Copper Red SW2839 (Sherwin Williams Historic Color)
 - Confirm with applicant if the front façade awning on Chestnut Street is being painted
- Paint major trim in Birdseye Maple SW2834 (Sherwin Williams Historic Color)
- Masonry work – brick to be repaired and tuck pointed, and side brick wall to be cleaned if possible (if not possible, then re-painted)
- Replace all front façade upper story windows
 - Proposal includes vinyl windows (current windows are not repairable, the original wood windows have already been replaced with vinyl windows)

148 W. Chestnut Street:

- Power wash exterior of building to prepare for painting
- Paint base color in Roycroft Copper Red SW2839 (Sherwin Williams Historic Color)
- Paint major trim in Birdseye Maple SW2834 (Sherwin Williams Historic Color)
- Brick to be repaired and tuck pointed
- Lights repaired, not replaced
- Parking area to be repaired and fixed up
- Landscaping

BUDGET/FISCAL IMPACT:

The owner was awarded Façade Grants for this project in the amount of \$5,000 for 140 W. Chestnut Street and \$2,272.50 for 148 W. Chestnut Street at the May 28, 2020 Historical Preservation Committee (HPC) meeting. All other costs associated with this project will be paid by the property owner.

RECOMMENDATION:

Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness application at their May 28, 2020 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

COA 140-148 W. Chestnut St.

City of Burlington

140 & 148

Chestnut W Street
Burlington, Wisconsin

Project overview building painting & maintenance



Property overview & site

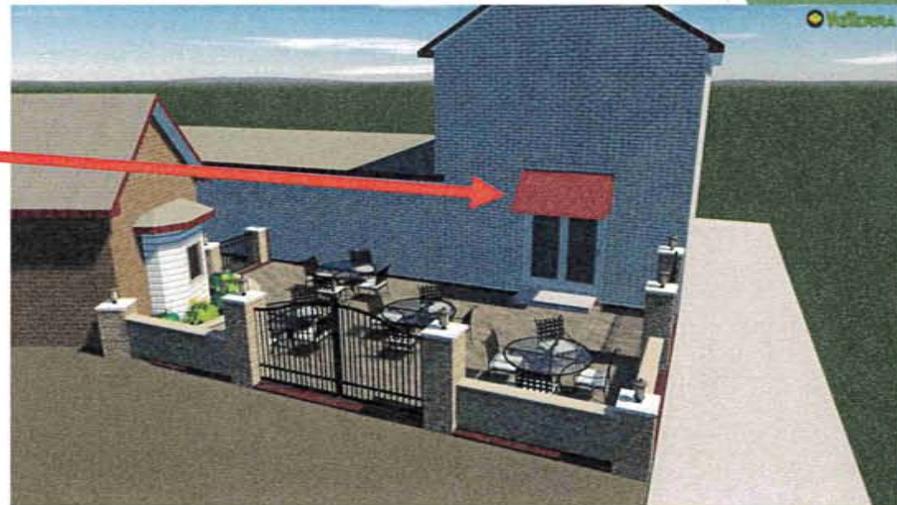
- ▶ Owner: FI Chestnut Properties, LLC
- ▶ 148 Chestnut W Street
 - ▶ Tax Parcel: 206 031932460120
- ▶ 140 Chestnut W Street
 - ▶ Tax Parcel: 206 031932460110



Proposed Awning for the new patio area

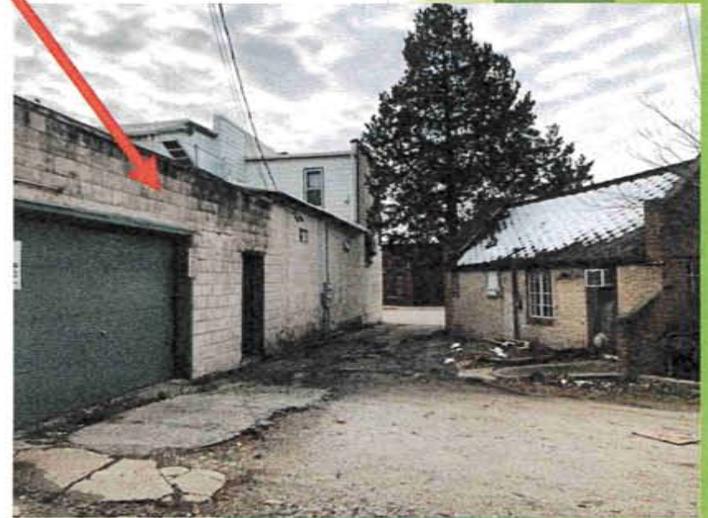
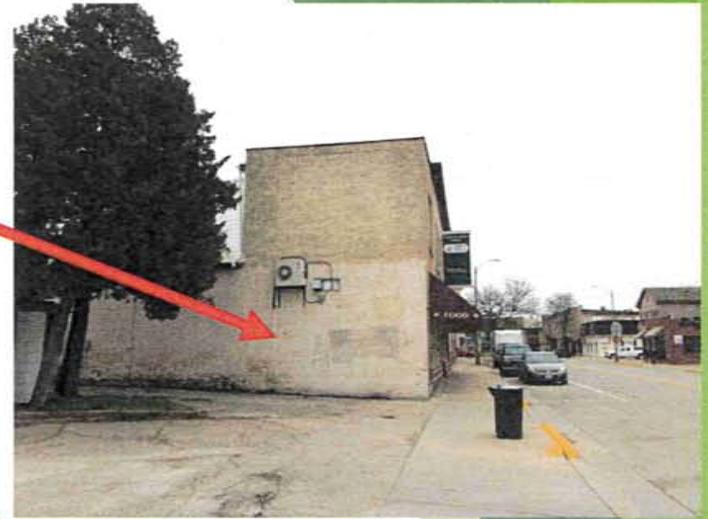
▶ Awning information

- ▶ Color: Apex Terracotta
- ▶ Fabric: Sunbrella
- ▶ Size: 5' wide
- ▶ Style: Standard
- ▶ Valance: Straight
- ▶ Estimated cost: \$1,400
- ▶ Contractor: Naegele Awning Co.



140 Brick Repair

Area that needs to be cleaned and repaired.

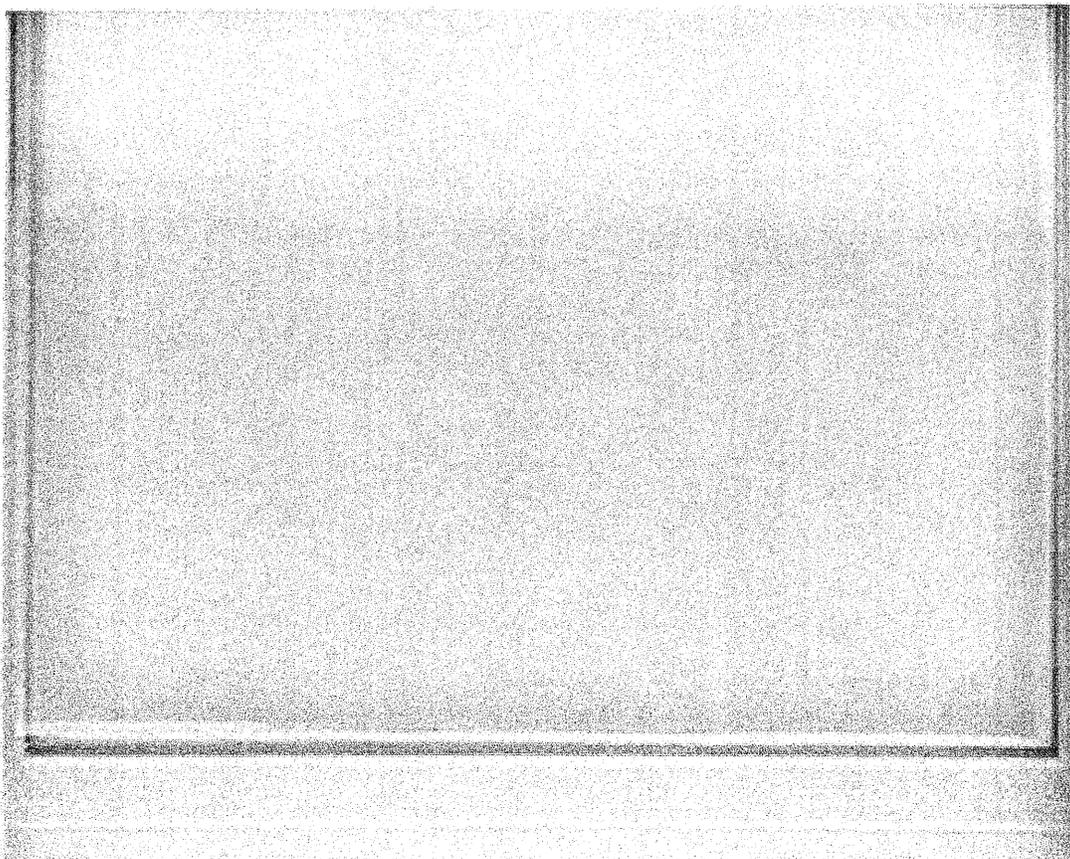
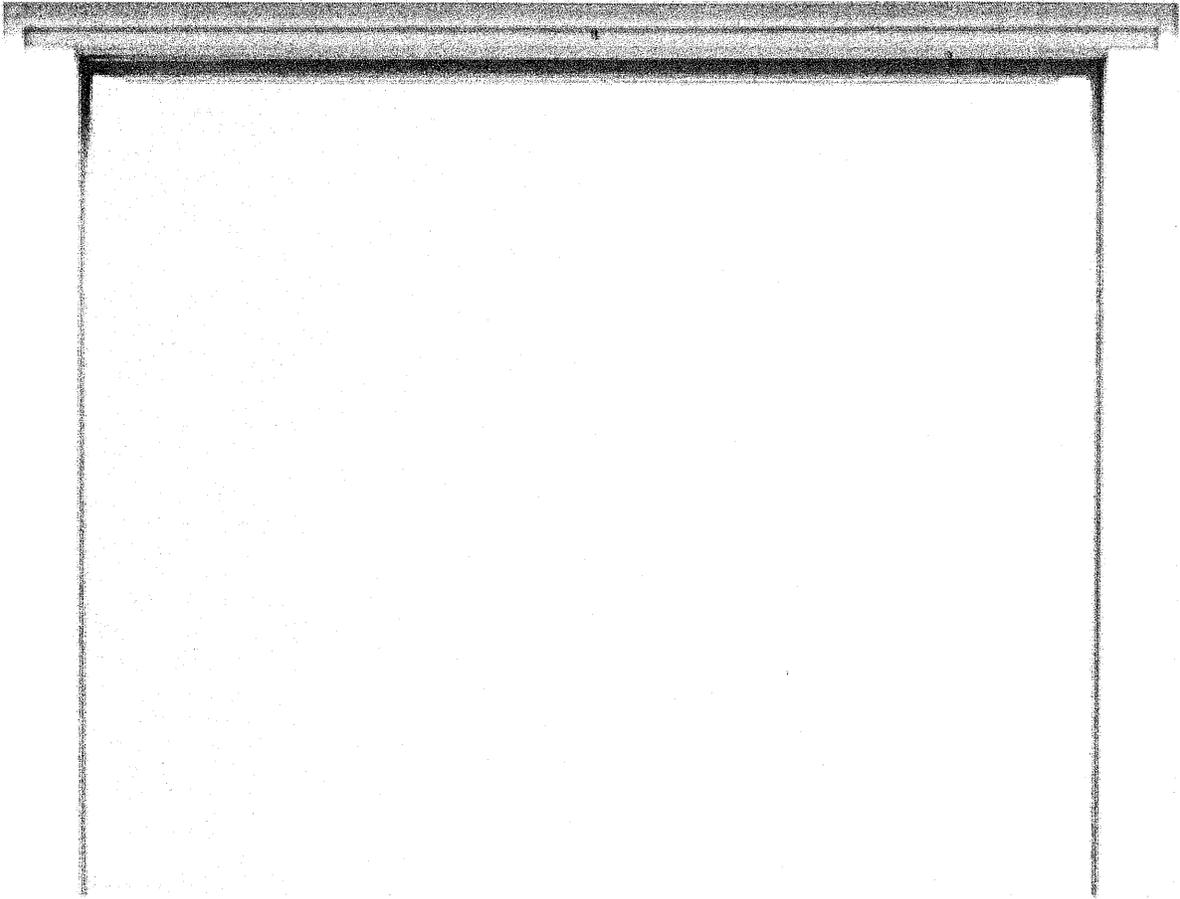


Building maintenance & painting 140 Chestnut

► Maintenance & Paint

- Paint Base Color
 - Roycroft copper red SW2839
- Paint Major Trim
 - Birdseye maple SW2834
- Brick to be repaired and Tuckpointed
- Side brick wall to be cleaned if possible if not re-painted
- Replace all front windows per HPC
- All repairs and paint colors to be per the HPC guidelines and specifications





Our Window



CONSTRUCTION FEATURES

Multi-chambered vinyl construction. Maintenance-free vinyl provides superior strength and thermal efficiency, yet won't weather, chip, warp or rot.

Fusion welded frame and sashes. Four-point fusion welding ensures sashes and frames are square and true and the corners will never pull apart.

IdeaSeal™ triple protection. Integral interlock, sill compression seal, and weatherstripping means the elements stay out.

Dual function partitioned sloped sill. The unique partition forms a negative pressure pocket that keeps sash securely in place, even in the most adverse weather conditions. Water management is accomplished by the slope of the sill.

Integral lift and pull rails. Ergonomic handles are located for easy operation, are a fundamental part of the sash and will not pull loose or break.

Optional IntelliGlass high-performance glass. Climate-specific Low E glass package in dual or triple pane. See additional info.

Optional integral nail fin. For ease of matching windows in existing and new construction, integral nail fin is available.

HARDWARE HIGHLIGHTS

BioMaxx locks & keepers. Technologically advanced composite material is color true, scratch resistant, lead-free, and is 50% stronger than typical die-cast metal alloy locks. Positive action locks pull window together securely. Closed back keeper conceals lock cam position.

Pivot True balance system. Strong, stainless steel coils combine with a high impact polymer shoe to provide effortless fingertip operation. Metal on metal pivot connection is durable, while the low-friction design provides whisper quiet operation.

Flush mount tilt latches. Tilt-in sashes allow for easy cleaning from inside the home. Ergonomic single piece shuttle design will not break, even with thousands of uses.

Dual vent latches. Push-button activated latches permit limited, secure opening of the window from the bottom or top.

AESTHETIC DETAILS

Beveled exterior profile. The beveled exterior frame profile provides visual interest that complements any home style.

Chisel beveled sash interiors. Modern interior detailing creates dimension and beautifully frames every view.

Low profile dedicated head. Each vinyl piece is thoughtfully designed for a specific purpose. No snap on conversion parts are used so each window enjoys maximum visible light area.

Shadow groove sash welds. Consistent weld quality emulates the look of finely crafted wood windows.

Concealed stop system. Sash stops are concealed, leaving the window jamb interior uncluttered and uninterrupted.



Model R4600
Double Hung

Property overview & site

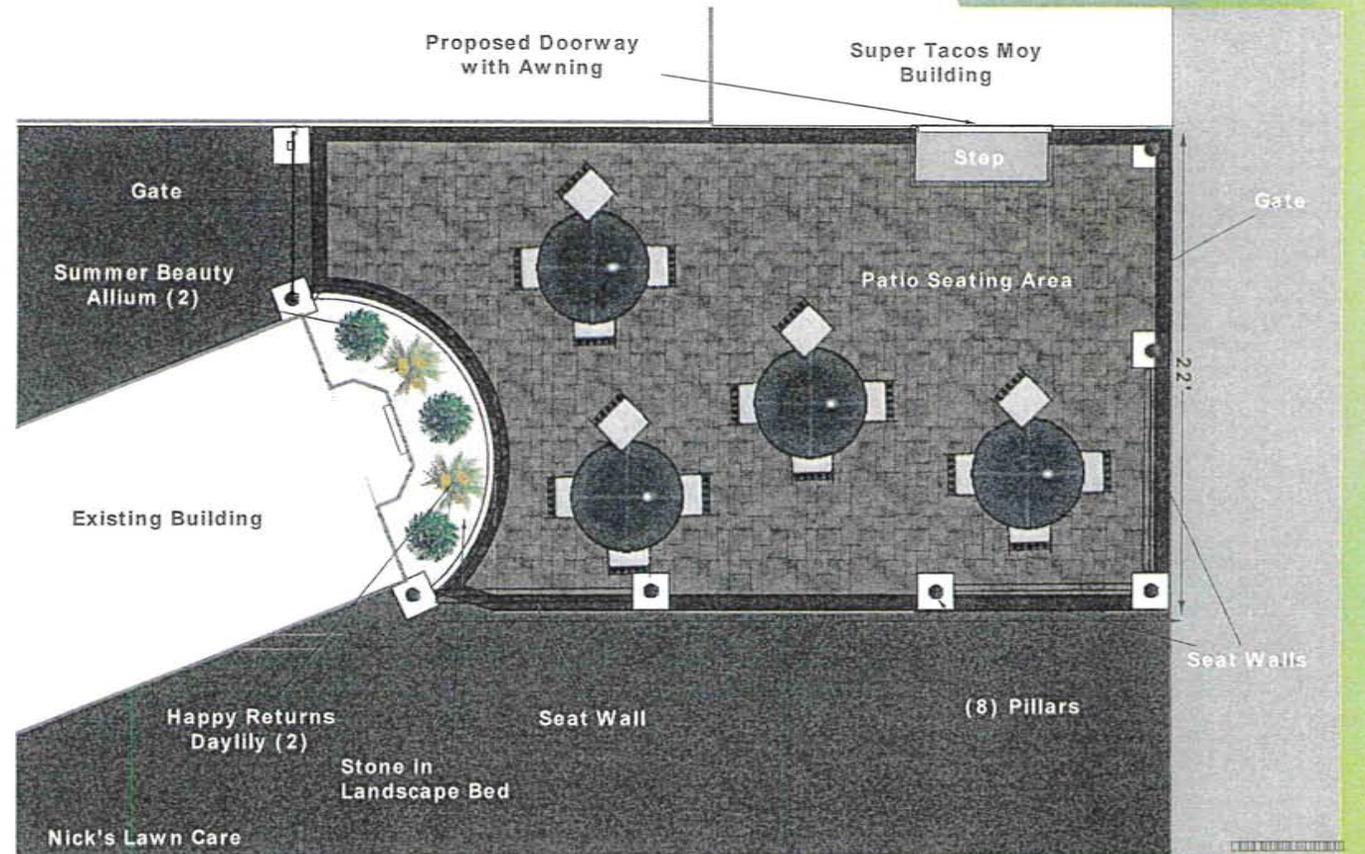
- ▶ Owner: FI Chestnut Properties, LLC
- ▶ 148 Chestnut W Street
 - ▶ Tax Parcel: 206 031932460120
- ▶ 140 Chestnut W Street
 - ▶ Tax Parcel: 206 031932460110



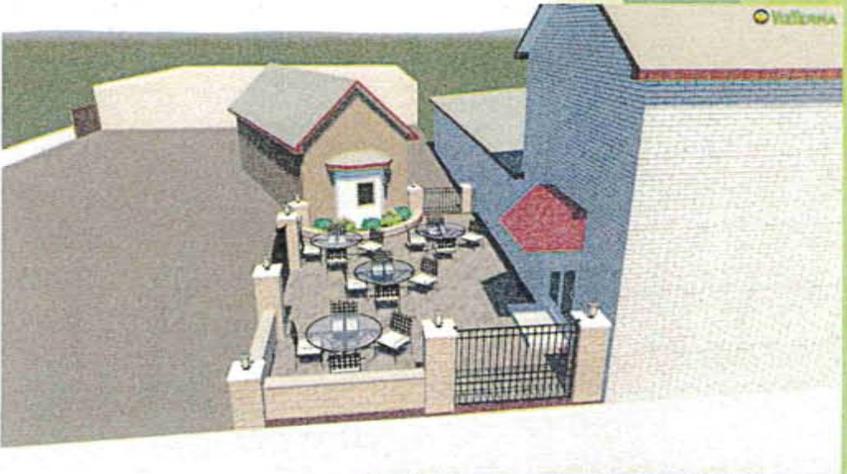
Proposed patio

▶ Patio Specifications

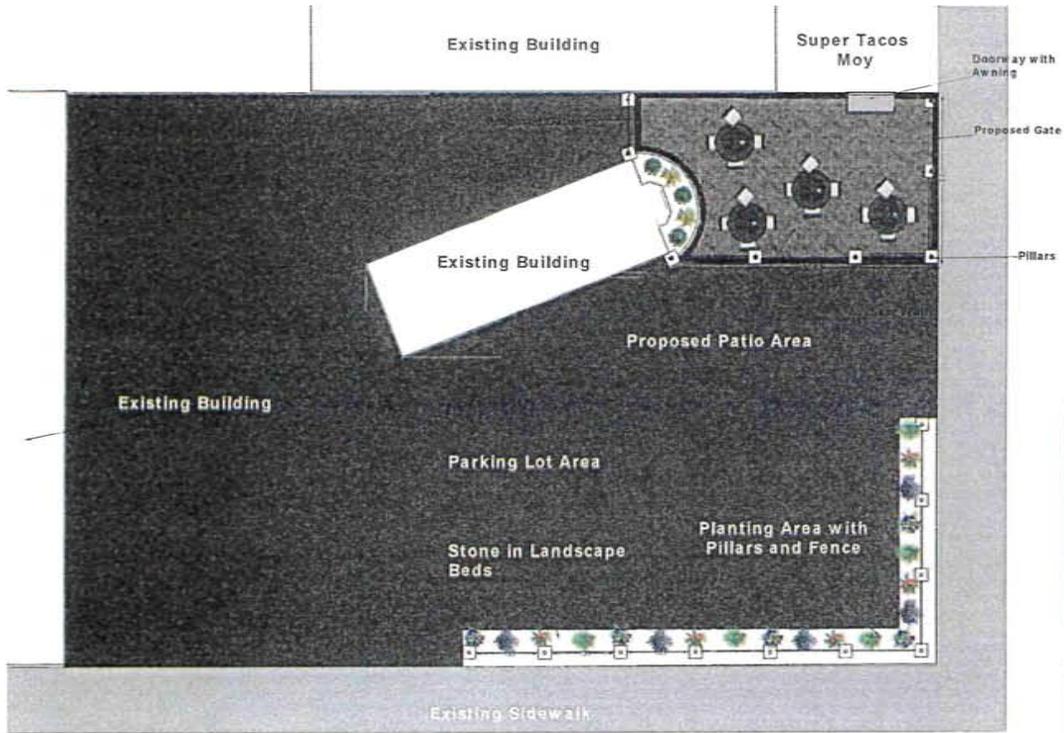
- ▶ Patio area: stamped tinted concrete
- ▶ Pillars: pavers that compliments the current build brick color
- ▶ Iron fence and entry grates
- ▶ Awning “the standard” to be per HPC & COA specifications
- ▶ Lighting to be per HPC & COA specifications
- ▶ Patio entrance door to match same style as other two building entrance doors



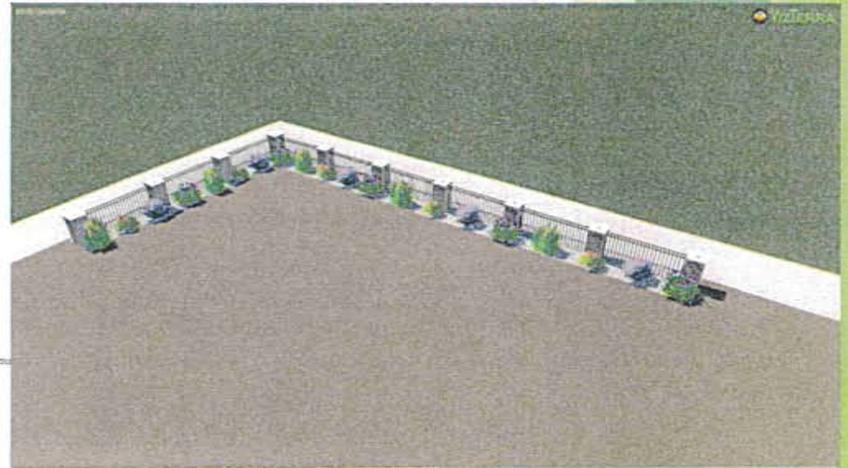
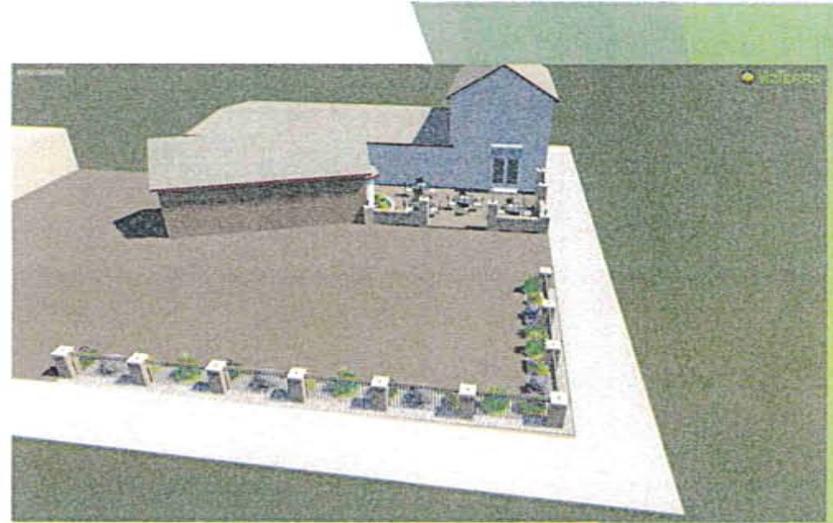
Proposed patio area



Parking area cleaned up



Nick's Lawn Care

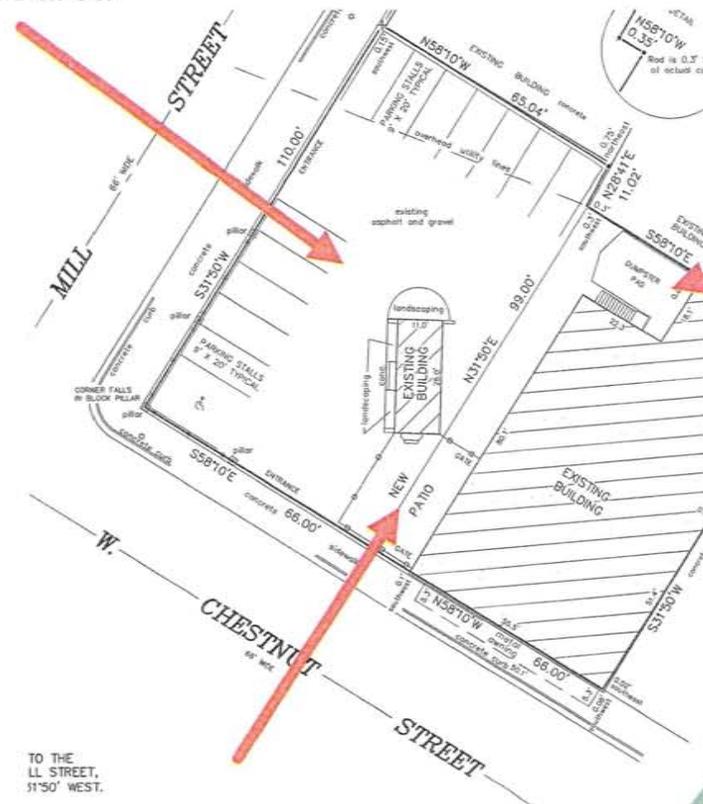
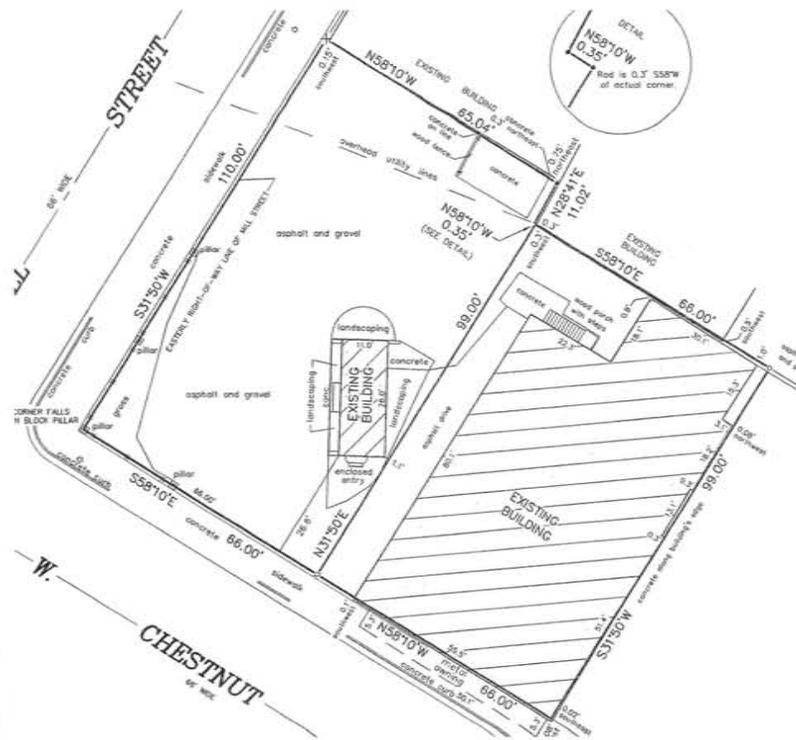


Site survey

Current

Landscape & parking lot area

Proposed

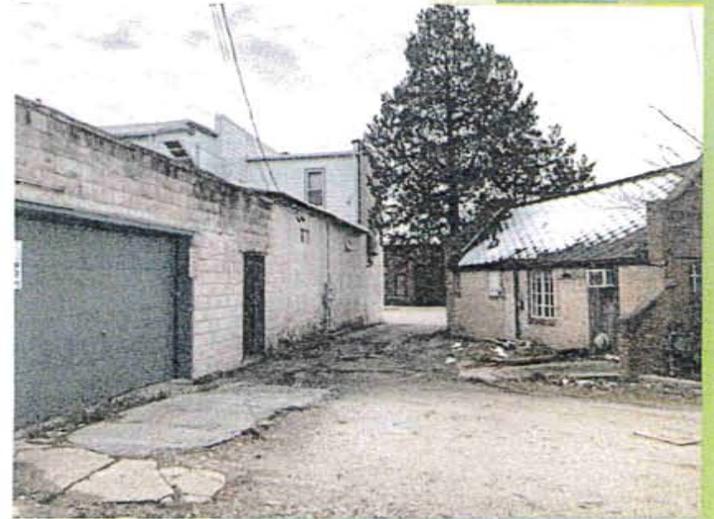
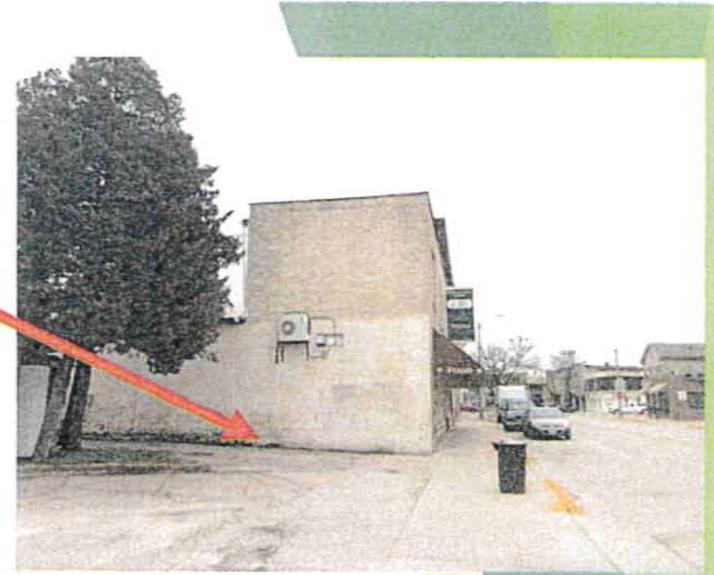


Relocate dumpster area

New patio area

Property photo's

proposed patio area



Property photo's



Current dumpster area

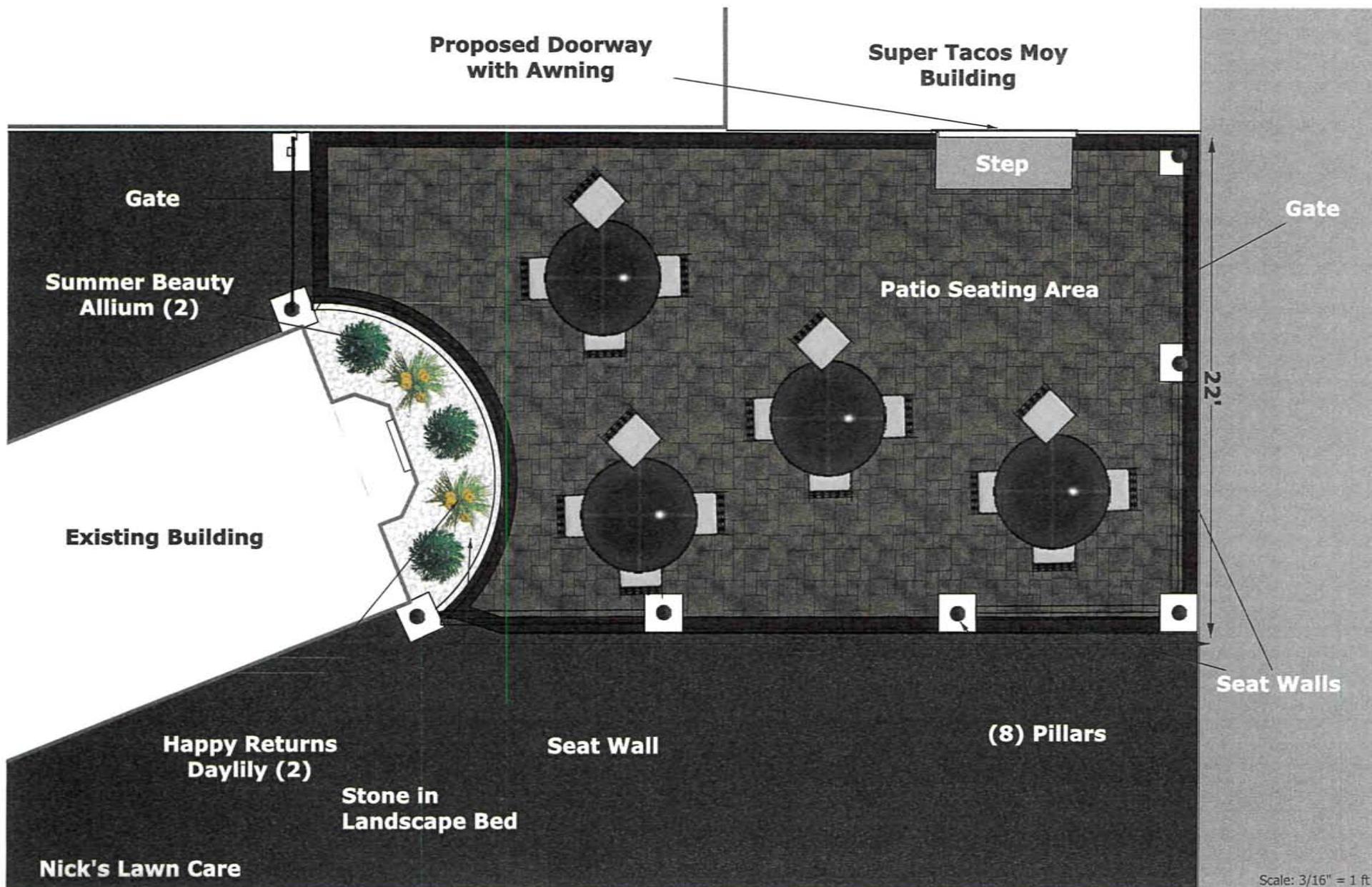


New dumpster area

Building maintenance & painting 148 Chestnut

- ▶ Maintenance & Paint
 - ▶ Paint Base Color
 - ▶ Birdseye maple SW2834
 - ▶ Paint Major Trim Color
 - ▶ Roycoft copper red SW2839
 - ▶ Brick to be repaired and Tuckpointed
 - ▶ Landscaping per plan
 - ▶ Parking area to be repaired and fixed up
 - ▶ Lights repaired not replaced
 - ▶ All repairs and paint colors to be per the HPC guidelines and specifications







COMMITTEE OF THE WHOLE

ITEM NUMBER 6D

DATE: June 2, 2020

SUBJECT: MOTION 20-972 - To consider approving a Certificate of Appropriateness for property located at 388 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.

Nicholas & Kelly Willkomm, owner, is requesting approval of a Certificate of Appropriateness located at 388 N. Pine Street. The proposed project consists of:

- Repairing the building parapet and cornice, tuck pointing, and replace the front awning. The applicant proposes to repair the parapet and cornice on the North façade and West façade (in instances of replacement, use the same material or as closely matched as possible), in addition to performing other masonry work, including tuck pointing. Replacing a traditional watershed design awning is proposed.

BUDGET/FISCAL IMPACT:

The owner was awarded Façade Grants for this project in the amount of \$5,000 for the north facade and \$5,000 for the west facade at the May 28, 2020 Historical Preservation Committee (HPC) meeting. All other costs associated with this project will be paid by the property owner.

RECOMMENDATION:

The Historic Preservation Commission (HPC) unanimously recommended approval of the Certificate of Appropriateness Application at their May 28, 2020 meeting.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting and per common practice is scheduled for final consideration at the same evening Common Council meeting.

Attachments

COA 388 N. Pine St.



trend setters

trend setters

MERTEN'S
Service
262-783-5188

Kevin P. Sch...
Certified Public









DATE: June 2, 2020

SUBJECT: MOTION 20-973 - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a CARES Act Grant Operations and Maintenance Costs Agency Agreement between the City of Burlington and the Department of Transportation Bureau of Aeronautics.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

This motion adopts CARES Act Grant Operations and Maintenance Costs Agency Agreement between the City of Burlington and the Department of Transportation Bureau of Aeronautics during the time period of the Declaration of Emergency signed by Mayor Jeannie Hefty, all pursuant to the provisions of Section 31-6 of the City of Burlington Municipal Code, adopted pursuant to the provisions of Section 323.52 of the Wisconsin Statutes.

The [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#), signed into law by the President on March 27, 2020, includes \$10 billion in funds to be awarded as economic relief to eligible U.S. airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic. The CARES Act provides funds to increase the federal share to 100 percent for Airport Improvement Program (AIP) and supplemental discretionary grants already planned for fiscal year 2020. Under normal circumstances, AIP grant recipients contribute a matching percentage of the project costs. Providing this additional funding and eliminating the local share will allow critical safety and capacity projects to continue as planned regardless of airport sponsors' current financial circumstances.

The airport grant portion of the CARES Act, has been established to assist airports with both operational needs and capital improvement programs. It is important to note that, while these programs may mirror the traditional Airport Improvement Program (AIP) from a financial processing standpoint, the eligible airports, eligible expenses, and processes will vary.

Additionally, the CARES Act provides new funds distributed by various formulas for all airports that are part of the national airport system. This includes all commercial service airports, all reliever airports and some public-owned general aviation airports.

The Burlington Municipal Airport will receive a \$20,000 grant that will not need to be paid back as long as the dollars are used for operational expenses.

BUDGET/FISCAL IMPACT:

The Burlington Municipal Airport will receive a \$20,000 grant that will not need to be paid back as long as the dollars are used for operational expenses.

RECOMMENDATION:

Staff recommends approval of this motion.

TIMING/IMPLEMENTATION:

This item is for discussion at the June 2, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the same evening Common Council meeting.

Agreement

CARES ACT GRANT OPERATIONS AND MAINTENANCE COSTS AGENCY AGREEMENT

DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
Madison, Wisconsin

AN AGREEMENT DESIGNATING THE SECRETARY OF TRANSPORTATION AS ITS AGENT

WHEREAS, the City of Burlington, Racine, County, Wisconsin, hereinafter referred to as the sponsor, requests reimbursement with federal funds for the Burlington Municipal Airport for:

Airport operations and maintenance costs, under the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant.

WHEREAS, the Secretary is authorized to act as agent for the sponsor for the following activities: application for the CARES grant, acceptance of the grant offer, evaluation and approval/disapproval of reimbursement requests, processing and remitting of reimbursements, and the closing of the grant.

WHEREAS, the Secretary is authorized to act as agent for the sponsor until financial closing of the CARES Act grant;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport operations and maintenance costs reimbursement;

IN WITNESS WHEREOF, the authorized representatives of the parties have affixed their signatures and the seal of the parties.

WITNESS:



City Clerk

The City of Burlington
Racine County, Wisconsin
Sponsor

By: 

City Administrator (TITLE)

(TITLE)

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director
Bureau of Aeronautics

W:\Airports\«Airport»\Petition\«date&identifier»res

\\mad00fpg\w8boa\Program\PROGRAMMING\Petition\ Primary Agency Agreement if CARES necessary related work - revised from 103dev.docx

103dev.r.06/11/2013 - CARES Act O&M