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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, June 2, 2020**

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

Mayor Hefty called the Committee of the Whole meeting to order via Zoom at 6:30 p.m. Roll Call - Present: Mayor Hefty, 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.

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin, Library Director Joe Davies, Building Inspector Gregory Guidry.

2. **Citizen Comments:** None

3. **Approval of Minutes:** To approve the May 19, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Schultz. Second: Alderman Kott. With all in favor, the motion carried.

4. **RESOLUTIONS:**

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

Director DeQuaker provided an overview stating that this is the final procedure relating to the issuance of General Obligation Promissory Notes for the 2020 Road, Siren, and Water work Street Project and that the Notes related to this funding were sold that morning. DeQuaker also stated that it is expected that the City rating will remain at AA- and then introduced Jon Cameron, Ehlers Inc., to review the Sale Day Report.

Cameron stated that the bids were opened at 10:00 a.m. on June 2, 2020 and that 5 bids were received, of which Bankers' Bank was the lowest bidder with a true interest rate of 1.165%, which was about \$23,000 lower than the highest bid of 1.5849%. Cameron further stated that the lower than expected interest rate resulted in a total principal and interest savings of about \$30,000 than what the initial pre-day sale report showed.

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

Administrator Walters introduced the preliminary guidelines for the outdoor dining that stemmed from the discussion among the Common Council and Richard Lynch at the May 19 meeting. Walters stated that under the Emergency Order, the City will allow sidewalk seating, an extension of premise description for businesses holding a liquor license, and close Chestnut Street on the weekends for communal use in which the City would supply picnic tables. Each business wishing to participate in the Plan, would need to submit an application to the City, along with a site plan for their specific area. Walters further stated that there was still a policy question whether certain parking spots should be closed off to allow more room for dining. After much discussion back and forth whether to close streets and parking spots and whether these closures should be allowed only on weekends or throughout the summer, Alderman Schultz suggested breaking the plan into phases and begin with sidewalk seating and include a survey question in the application asking business owners their preference, and then implement additional phases if need be.

Brad Lois, Bear Realty, commented to be sure to include retail businesses in the plan and suggested leaving the angled parking on the one side of the Loop, but close the parking spaces on the other side of the street, per businesses request.

Alderman Meyer voiced her concern regarding smoking and wanted to encourage business owners to not allow smoking near the dining areas.

Walters stated that staff would make the requested modifications to the Temporary Outdoor Dining plan and begin implementation.

- 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).

Chief Babe provided a brief overview of the MOU for a regional grant application in order to assist firefighters with supplemental PPE. Babe stated that this is a million dollar grant for the sole purpose of PPE and that the Racine Fire Department will be the lead agency; therefore, the dollars will be funneled through the Racine Fire Department. Babe further stated that this also serves as the City's commitment to the 10% grant match for the monies awarded to the City.

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

Director Riggs provided a brief overview of the CMAR which ensures the City's Wastewater Utility is in compliance with the permit issued by the WDNR. Riggs stated the City of Burlington Water Utility has received a 4.0 score on the CMAR nine times since 2007, which demonstrates a history of excellence and professionalism in wastewater collection and treatment.

- E. **Resolution 5017(13)** - To approve the Award of Bids for the 2020 Street Improvement Program to Wanasek Corp.

Director Riggs reviewed the background history and stated that three bids were received and opened on May 14, 2020 via Zoom and that Wanasek Corp. was the lowest base bidder, and also the lowest bidder for any combination of alternate bids that were added to the base bid. Riggs explained that the 2020 capital project borrowing includes \$694,915 for the street improvement program, which includes

engineering expenses. The total of the Wanasek bid plus engineering expenses totals \$507,498, which leaves \$90,417 to fund any of the three alternates for the project. Riggs further stated that staff recommends Alternate 1 (\$37,525) for concrete patching on Milwaukee Avenue as it was supposed to be completed in 2019 but due to an early snowfall was not able to be completed and is now a high priority. Peter stated that this is \$52,892 less than the borrowing amount.

- 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.

Director DeQuaker reviewed the background history and explained that the current is over 40 years old and has many leaks. Repairs were made in 2015 on the roof fascia; however, it has been determined by inspection the roof needs to be replaced. DeQuaker stated that this is a budgeted line item in the 2020 Budget in the amount of \$130,000 and that this project came in less than originally budgeted by about \$10,000. DeQuaker then introduced Gary Meisner, Airport Manager to provide further information on the project.

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.

Administrator Walters provided background information stating that the Common Council approved an agreement with FiveStar Fireworks for the July 4, 2020 fireworks and due to the pandemic, needed to make a decision whether to move forward with the fireworks as scheduled or cancel them. Walters then introduced Margaret Gessner from the Central Racine County Health Department to provide further information.

Gessner provided updated COVID-19 statistics and recommended that mass gatherings be postponed or canceled due to COVID and to continue following the CDC guidelines.

Alderman Meyer felt there was little ability to control a mass gathering and felt the event should be canceled. Alderman Heft also supported canceling the fireworks.

Alderman Schultz stated that the fireworks shouldn't be canceled and that being outdoors is one of the safest places to be and that people need this right now. Mayor Hefty agreed that the community needs this and the City should move forward. Alderman Bauman also felt the City should not cancel the fireworks and stated that social distancing is a recommendation, not a law and that people can make their own choice whether they want to stay in or go out.

- 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.

Administrator Walters provided an overview of the project stating that the Senior Board would like to have a portico constructed over the south entrance of the building for the purpose of enhancing the main entrance and to provide an overhang so guests do not have to stand in the elements as they await for the automatic door to open. Walters then introduced Susan Crane, Director of the Senior Center, to further explain the project.

Crane explained that due to the Center being closed because of the pandemic, they have not been able to make any money, which is why they are requesting to use of the DeRosier Funds. Crane stated that the total cost of the project is approximately \$12,000, in which the remaining dollars will be donated in-kind by Bob Prailes, who will oversee the construction and volunteers.

- C. **Motion 20-971** - To consider approving a Certificate of Appropriateness for property located at 140 & 148 W. Chestnut Street.

Building Inspector Gregory Guidry provided an overview of this project stating that Craig Faust, owner, is requesting approval of the COA in order to make improvements to the property which would include an outdoor seating area, improvements to the facade, new awning and windows and the addition of iron and masonry fence for the patio.

- D. **Motion 20-972** - To consider approving a Certificate of Appropriateness for property located at 388 N. Pine Street.

Inspector Guidry provided an overview of this project stating that owners, Nicholas and Kelly Willkomm, is requesting the COA in order to make improvements to the Trendsetters building, which includes repairing the building parapet and cornice, tuck pointing, and replacing the front awning.

- 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.

Administrator Walters provided an overview and stated that this grant will allow the Burlington Airport to receive \$20,000 that will not need to be paid back as long as the dollars are used for operational expenses.

7. **ADJOURNMENT**

Motion: Alderman Preusker. Second: Alderman Schultz. With all in favor, the motion carried and the meeting was adjourned at 8:18 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington