



**AGENDA
COMMON COUNCIL**

Tuesday, September 1, 2020

**To immediately follow the 6:30 p.m. Committee of the Whole Meeting
Common Council Chambers, 224 East Jefferson Street**

Webinar Link: <https://us02web.zoom.us/j/83742370640?pwd=MVVaZHGwNXVWaHdldDBnTEIxUFlyQT09>

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. **Pledge of Allegiance**

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

4. **Chamber of Commerce Representative**

5. **Approval of Minutes** (*S. Rauch*)

A. To approve the August 18, 2020 Common Council Meeting Minutes.

6. **Letters and Communications** - None

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

8. **Reports** (*J. Schultz*)

A. To approve Reports 1-5 as submitted.

9. **Payment of Prepaids and Vouchers** (*T. Preusker*)

A. To approve the Prepaids and Vouchers list for bills accrued through September 1, 2020:

Total Prepaid:	\$ 100,928.68
Total Vouchers:	\$ 135,045.77
Total Wire Transfer	\$ 33,333.33
Grand Total:	\$ 269,307.78

10. **Licenses**

A. To approve a Class "B" Fermented Malt Beverage / "Class C" Wine License to Daniel and Roberta Robers for Not Your Grandma's Pantry, located at 165 W. Chestnut Street. (*T. Bauman*)

B. To approve a request from The Rivalry, located at 232 N. Main Street, for a Temporary Extension to their Liquor License Premise Description. (*S. Kott*)

11. **Special Events** (*T. Meyer*)

A. To approve Special Event Permit Applications as submitted.

12. **Appointments and Nominations** (*B. Grandi*)

- To approve the appointment of Roberta Gray as a poll worker, term expiring December 31, 2021.

13. **PUBLIC HEARINGS:** None

14. **RESOLUTIONS:**

A. **Resolution 5026(22)** - A Preliminary Resolution declaring intent to exercise special assessment powers under §66.0703, Wisconsin Statutes, for reconstruction of sidewalks at various locations. (*R. Heft*)

B. **Resolution 5027(23)** - To approve a Professional Services Agreement with GrahamSpencer for the City of Burlington's Re-Branding effort. (*S. Rauch*)

C. **Resolution 5028(24)** - To approve a change of Polling Location from Cross Lutheran Church to the Veteran's Terrace, located at 589 Milwaukee Avenue. *(J. Schultz)*

15. **ORDINANCES:** None

16. **MOTIONS:** None

17. **ADJOURN INTO CLOSED SESSION** *(T. Preusker)*

Wis. Stats 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- A discussion regarding possible strategies to be adopted pending possible litigation with Wal-Mart and Mount Carmel regarding their property assessment.

Wis. Stats 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and,

Wis. Stats 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Discussion regarding possible changes to the Health Insurance for Riverview Manor.

18. **RECONVENE INTO OPEN SESSION** *(T. Bauman)*

19. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**

- Consideration and possible action on recommendations for matters discussed in Closed Session by the Common Council.

20. **ADJOURNMENT** *(S. Kott)*

***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.*



DATE: September 1, 2020

SUBJECT: MEETING MINUTES - To approve the August 18, 2020 Common Council Meeting Minutes.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

The attached minutes are from the August 18, 2020 Common Council meeting.

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends approval of the attached minutes from the August 18, 2020 Common Council meeting.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the September 1, 2020 Common Council meeting.

Attachments

CC Min



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

**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahn Halbach, City Clerk
Tuesday, August 18, 2020**

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

Mayor Hefty called the Common Council meeting to order via Zoom at 6:57 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Alderman Ryan Heft.

Staff present: City Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Police Chief Mark Anderson, Library Director Joe Davies and Human Resource Manager Jason Corbin.

2. **Pledge of Allegiance**

3. **Citizen Comments** - None

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

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

6. **Reports by Aldermanic Representatives and Department Heads** - None

7. **Reports** - To approve Reports 1 - 4 as submitted. Motion: Alderman Meyer. Second: Alderman Bauman. With all in favor, the motion carried.

8. **Payment of Prepaids and Vouchers** - To approve the Prepaids and Vouchers list for bills accrued through August 18, 2020. Motion: Alderman Grandi. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.

9. **Special Events** - To approve the Special Event Application as submitted. Motion: Alderman Preusker. Second: Alderman Grandi. With all in favor, the motion carried.

10. **Appointments and Nominations** - None

11. **RESOLUTIONS:**

- A. **Resolution 5023(19)** - To Petition the Secretary of Transportation for Airport Improvement Aid by the Common Council of the City of Burlington, Racine and Walworth Counties, Wisconsin.
Motion: Alderman Rauch. Second: Alderman Bauman. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
- B. **Resolution 5024(20)** - To authorize an agreement with the Wisconsin Department of Transportation to share the cost of replacing the Jefferson Street Bridge.

Motion: Alderman Schultz. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
- C. **Resolution 5025(21)** - To consider approving an Extraterritorial Zoning Certified Survey Map for property located at 31319 Bushnell Road.

Motion: Alderman Preusker. Second: Alderman Rauch. With all in favor, the motion carried.
12. **ORDINANCES:** None
13. **MOTIONS:**
- A. **Motion 20-980** - To authorize staff to draft a Professional Services Agreement with GrahamSpencer for the City of Burlington's Re-Branding effort.

Motion: Alderman Bauman. Second: Alderman Preusker. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
- B. **Motion 20-981** - To approve an application for a Joint Effort Marketing Grant (JEM) for Destination Marketing.
Motion: Alderman Kott. Second: Alderman Bauman. With all in favor, the motion carried.
14. **ADJOURN INTO CLOSED SESSION**
Motion: Alderman Meyer. Second: Alderman Grandi. Roll Call Vote: Aye - 7. Nay - 0. The motion carried and the meeting adjourned into Closed Session at 7:22 p.m.
- Wis. Stats 19.85(1)(g)** Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Possible litigation regarding 667 W. State Street
 - Litigation regarding the Burlington Housing Authority
15. **RECONVENE INTO OPEN SESSION**
Motion: Alderman Grandi. Second: Alderman Meyer. With all in favor, the meeting reconvened into Open Session at 7:42 p.m.
16. **ACT ON ITEMS FROM CLOSED SESSION IF NECESSARY**
There was no action.
17. **ADJOURNMENT**
Motion: Alderman Grandi. Second: Alderman Rauch. With all in favor, the motion carried and the meeting adjourned at 7:45 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington



DATE: September 1, 2020

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

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Attached please find the following reports:

1. Historic Preservation Commission Minutes, 6-25-20
2. Park Board Minutes (Amended), 6-18-20
3. Park Board Minutes, 7-16-2020
4. Police and Fire Commission Minutes, 8-10-20
5. Committee of the Whole Minutes, 8-18-20

BUDGET/FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that Council approves the submitted reports.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the September 1, 2020 Common Council meeting.

Attachments

Park Board (Amended) 6-18-20

HPC Minutes

Park Board Minutes

PFC Minutes 8-10-2020



**CITY OF BURLINGTON PARK BOARD MINUTES - REVISED
THURSDAY, JUNE 18, 2020 6:30PM (VIA ZOOM)**

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

Roll Call: Present: Commissioners Patricia Hoffman, Marilee Hoffman, Rosemary Dolatowski and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Commissioner Clay Brandt arrived at 6:34 pm. Absent: Commissioner Jason Ledbetter. Excused: Jennifer Amborn and Park Foreman Aaron DeGrave.

Approval of May 21, 2020 Park Board Minutes: President Patricia Hoffman entertained a motion to approve the May 21, 2020 Park Board Minutes. Motion to approve made by Aldermanic Representative Rauch. Seconded by Commissioner Rosemary Dolatowski. All voted aye, motion carried.

Citizen Comments: None.

Aldermanic Report: Aldermanic Representative Rauch advised the Strategic Plan sessions were going to take place June 19 & 20, 2020. Commissioner Patricia Hoffman would be attending representing the Park Board.

Baseball 2000 (BB2K) Report: Bud Milroy, BB2K, advised the season was going well so far. Milroy advised the board he had provided a shared Google calendar to Angela Hansen, Administrative Assistant DPW.

Milroy noted the right field area had a water issue and BB2K installed a temporary fence around the area for player protection. Park Foreman, Aaron DeGrave met with Ryan Hoffman, BB2K Grounds & Maintenance and brainstormed some ideas for a more permanent repair.

Milroy advised the women's side restroom door would not close. Staff would be advised to repair. Hansen reported a torn flag issue to Milroy which was rectified.

Milroy updated the board regarding the status of the scoreboard. The finishing touches including trim work and electronics were completed and being testing at tonight's games.

Aldermanic Representative Rauch questioned the status of the bleachers. Riggs advised due to all going on with the COVID they have yet to be delivered.

Director of Public Works Report:

Riggs advised the board the Rotary bike trail kiosk installation day was looking to be the week of July 14, 2020. He noted he would advise the board when a specific date is set. Riggs further explained the holes for the posts would be augured by DPW staff.

The Riverside Park project was near completion with a small punch list of items to be wrapped up.

Pavilion rentals were again being taken with booking for meetings and celebrations of life due to the restrictions of COVID on indoor activities.

The new part time Part Attendant would be starting tonight.

Riggs commended Boy Scout, Andrew Karnes, for the work he put in for his Eagle Scout project at Water Tower Park. Benches were installed and flower bed work was completed.

Aldermanic Representative questioned how many seasonals were currently on staff. Riggs stated there were 6 including one at the Compost Site and one Park Attendant. Normally there would be 12 seasonals but with the COVID concerns and currently keeping all staff to one person per truck, it was not feasible to hire more.

Commissioner Marilee Hoffman questioned the status of the boat launch signage at Riverside. Riggs advised signage was ordered and would be installed as soon as received. Aldermanic Representative noticed there was still silt fencing up there as well. Riggs advised PSG still had some earthwork to complete prior to removal.

Aldermanic Rauch also requested a status update on pickleball and the CORP survey. Riggs advised he would speak with DeGrave regarding the pickleball status and get back to him. As far as the CORP, Riggs apologized he would get the information emailed to the board.

The board discussed the potential use of a crank system to lower the nets and whether to leave it on site or remove it each night. It was determined the crank could be left on site and users would try it and provide feedback if it did not work.

Aldermanic Representative Rauch mentioned to the board to keep in mind budget season would be quickly approaching and to keep in mind project for 2021. Riggs agreed and noted any suggestions the board had could be discussed with him or forwarded via email.

New Business:

A. Discussion regarding the installation of a park bench at the Dog Park.

Riggs advised the board the Dog Park board would like to install a bench at the Dog Park in recognition of Guy Williams who passed away. Riggs advised the current Dog Park President, Barbara Ann Burmeister, was advised more information regarding this request would need to come before the board at a future meeting.

Riggs also advised staff was ready to complete the installation of the yard hydrant / drinking fountain as soon as an agreement with the Dog Park was presented and agreed upon by the Park Board.

B. Discussion regarding the dog play apparatuses at the Dog Park.

Riggs advised that the dog play apparatus that was installed by Tristan Yonash as part of his Eagle Scout project at the Dog Park was recently removed by a user of the park. Apparently, dogs were being injured on the jumps, although no official complaints were made. DPW staff took the pieces that were removed and have them in storage.

Riggs advised he met with the Yonash's (Tristan and Teagan), as well DeGrave at the Dog Park to discuss what could be done as the remaining play equipment was causing issues and not working as intended. Astroturf sections being installed was discussed and Tristan was willing to complete the repairs. City could assist with minimal cost involvement. Aldermanic Representative Rauch suggested Yonash contact Sege Paintball just north of Hwy 164 as they have sections of rolled turf laying out for sale.

C. Discussion regarding the mowing of the Veteran's Terrace.

Riggs advised the board the City currently holds a lease with the Veteran's Terrace. Currently they are responsible for mowing a portion of the grounds which extends between the building from the fishing pier to Milwaukee Avenue, up along one edge of the building and one of the islands in the parking lot. The service they had been using was no longer able to do the work so they reached out to the City asking if the City could perform the work.

Riggs stated on a temporary basis he agreed to complete the work as staff is currently there to mow the park. Staff has been able to mow and string trim this area with the last two mowing cycles adding only an additional 35 minutes of labor. As this was a reasonable addition to the regular mowing schedule that staff does currently at Echo, Riggs agreed to the additional mowing for the remainder of 2020. Any additions to the regular mowing schedule or changes would be the Veterans Terrace responsibility. Should they wish for the City to continue the mowing after 2020, a memorandum of understanding could be added to the agreement.

Questions were raised by the board regarding who would be doing the mulching and landscaping, etc. Riggs stated the Veteran's Terrace has maintenance staff who can do that type of work, but they do not have the proper equipment to do the regular mowing.

D. Discussion regarding an open appointment for a Park Board member.

Riggs advised the board that member Jennifer Amborn decided to step down. He noted her contributions to the board were vast throughout the years. He asked the board to brainstorm anyone they would have in mind to fill her vacancy and let either him or Mayor Hefty know.

Old Business:

A. Discussion with the Burlington Pool Board regarding a site plan for the beer garden at Devor Park.

Pool Board members Alderman Bob Grandi, Darrell Eisenhardt and Dan Bocock, Burlington Area School District Buildings (BASD) and Grounds Supervisor were in attendance to explain or answer any questions the board had regarding the site plans.

Alderman Grandi noted the last time this was brought before the board they presented general concept site plans. The current plans were designed by Blake Theisen who also was involved with the design of the pool. Dan Bocock, BASD, would be working as the general contractor on the project. Bocock explained that most of the concrete for the design is already existing on site. The design for the beer garden is simple with the addition of some concrete and landscaping and electrical to be added for a cost of approximately \$23,000.

Alderman Grandi wanted it noted the Garden Club had been out and designed and planted perennials in front of the building and it looked wonderful.

Alderman Grandi advised the board patrons would be ordering from the concession stand outside the pool near the party room. He noted there would be no parties in the party room while the beer garden was open. The beer garden hours have been determined to be Thursday & Friday's from 4-8pm and Saturday & Sunday's from 4-7 pm.

Aldermanic Representative Rauch questioned if the need for the lighting was more aesthetic than necessity. He noticed that a substantial portion of the budget for this project was for lighting and with most of the operating times being during daylight hours he wondered if all the lighting proposed was necessary. Alderman Grandi agreed the lighting was not a necessity, however, the Pool Board found that while this lighting system would double as use for potential canopy structures down the road.

Commissioner Dolatowski voiced concerns regarding the beer garden being in a residential area. She questioned why the existing beer gardens located in the downtown were not sufficient for this type of use. She also questioned if this use was approved by the City Council. It was noted this issue had not yet gone to City Council, but the concept of the beer garden had previously been approved by the Park Board earlier this year. The approval at tonight's meeting was strictly to approve the recommendation of the proposed site plan to the City Council. Commissioner Dolatowski also raised concerns regarding how close the beer garden would be to the playground. Alderman Grandi advised the beer garden would stop at the end of the fence line for the pool, keeping at a very good distance from the playground.

Riggs liked the bike rack spots but observed they were still on the same side. Alderman Grandi noted to keep the pedestrian traffic flowing at the front of the building, it was determined the racks would be better suited where they have been on the side of the building. Riggs also questioned if the planters shown would include perennials and would they be permanently in place or need to be removed in the winter. Pool Board member Eisenhardt advised they would be permanent concrete planters with perennials. Riggs noted the plan fits well and works with the site.

Riggs reiterated that Park Board had previously approved the concept of the beer garden. The Pool Board was now looking obtain Council approval. To do that they need the Park Board to approve the proposed site plan which would allow the Council to proceed with their approval process.

Fourth District Alderman Tom Preusker, 172 Karyl Street, advised the board he was strongly in favor of the concept. He stated the concept was unique as well as the revenue that could be generated. He noted this concept would also allow local breweries the ability to supply their products locally as well.

It was noted that the Wauwatosa pool has this same concept including beer and they have had no issues. Questions were raised by the board regarding membership survey for support, social distancing capable, fenced in and security. Alderman Grandi advised there had been no formal survey of members regarding the beer garden concept; however, he stated that while informally speaking with visitors of the pool and residents they voiced tremendous support. Pool Board member Eisenhardt agreed and noted he has spoken with some of the local breweries who have mentioned their willingness to supply products. Patrons could maintain proper social distancing when visiting as well. Alderman Grandi noted there would be no security fencing around the garden just the roping noted on the plans. Pool member Eisenhardt made the board aware the pool does have after hours security cameras installed.

Aldermanic Rauch wanted to confirm this item was scheduled for the July 7, 2020 Committee of the Whole and City Council. Alderman Grandi confirmed it was.

Commissioner Patricia Hoffman entertained a motion to recommend approval to the City Council of a site plan for the beer garden at Devor Park as presented. Commissioner Brandt motioned and Aldermanic Representative Rauch seconded. Commissioner Pat Hoffman did not vote on this matter. Ayes: Commissioners Marilee Hoffman, Brandt, and Aldermanic Representative Rauch. Nays: Commissioner Dolatowski. Majority in favor and the motion carried.

Other Items:

For the July meeting the board was advised to consider suggestions for capital items for the 2021 budget, CORP survey status as well as Park Board member replacement suggestions.

There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Commissioner Brandt. Seconded by Aldermanic Representative Rauch. All voted aye, and President Patricia Hoffman adjourned the meeting at 7:34 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works



**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
THURSDAY, JUNE 25, 2020**

The meeting was called to order by Chairman Darrel Eisenhardt at 5:32 p.m. through Zoom Meetings. Aldermanic Representative Susan Kott; Commissioners Steve Wagner; and Ken Morrison were present. Commissioner Frank Capra was excused. Commissioners Kevin O'Brien; and Bernard Petersen were absent. Carina Walters, City Administrator, and Gregory Guidry, Building Inspector, were also present.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Aldermanic Representative Kott moved, and Commissioner Morrison seconded to approve the minutes of May 28, 2020.

Roll call vote: Aye-4, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott; Commissioners Wagner; and Morrison. Motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

A. To consider an extension request to the Certificate of Appropriateness and Façade Grant for property located at 488 Milwaukee Avenue from Bevin Dawson.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Gregory Guidry, Building Inspector, explained the major remodel project is almost completed, and the applicant is requesting for a little extra time. The window trim still needs to be finished.
- Bevin Dawson, owner, stated the service doors are not in, along with a few other small items, since the contractors are busy.
- Mr. Guidry asked if a 4 month extension was enough time. Mr. Dawson replied everything is in stock, so it should be good, but will accept a longer extension if allowed. Aldermanic Representative Kott stated a 6 month extension could be given in case there are issues.

- Chairman Eisenhardt questioned if there are any concerns during budget time if there is any remaining façade grants, and if it will affect the budget for 2021.
- Carina Walters, City Administrator, answered the façade grants will go to the designated project, and will not affect the 2021 budget.
- There were no further comments.
- Commissioner Wagner moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness and Façade Grant extension for 6 months.

Commissioner Kevin O’Brien joined the meeting at 5:36 p.m.

Roll call vote: Aye-5, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott Commissioners Wagner; Morrison; and O’Brien. Motion carried.

NEW BUSINESS

A. To consider approving a Certificate of Appropriateness and Sign Permit application from Joel Weis for property located at 204 E. Chestnut Street to replace the existing awning and signage.

- Chairman Eisenhardt introduced and opened this item for discussion.
- Mr. Guidry, explained the awning is being changed out to have a different business name, but the color and size are the same. The wall signage size is similar to the existing, and meets the ordinance.
- Aldermanic Representative Kott asked if the material used is plastic or if the letters are placed on a board. Mr. Guidry responded they are using PVC letters and “The Weis Group” sign is a board.
- There were no further comments.
- Commissioner Morrison moved, and Aldermanic Representative Kott seconded to approve the Certificate of Appropriateness and Sign Permit provided all work is completed per application and a sign permit is obtained.

Roll call vote: Aye-5, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott Commissioners Wagner; Morrison; and O’Brien. Motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Eisenhardt introduced and opened this item for discussion.

- Chairman Eisenhardt stated there have been no changes since the May meeting.

ADJOURNMENT

Commissioner Morrison moved, and Aldermanic Representative Kott seconded to adjourn the meeting at 5:49 p.m.

Roll call vote: Aye-5, Nay-0. Chairman Eisenhardt; Aldermanic Representative Kott
Commissioners Wagner; Morrison; and O'Brien. Motion carried.

Recording Secretary,

Kristine Anderson
Administrative Assistant



**CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, JULY 16, 2020 6:30PM (VIA ZOOM)**

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

Roll Call: Present: Commissioners Patricia Hoffman, Commissioner Clay Brandt, Marilee Hoffman, Rosemary Dolatowski and Aldermanic Representative Steve Rauch. Also present: Peter Riggs, Director of Public Works. Absent: Commissioner Jason Ledbetter. Excused: Park Foreman Aaron DeGrave.

Approval of June 18, 2020 Park Board Minutes: President Patricia Hoffman entertained a motion to approve the June 18, 2020 Park Board minutes with the following revisions: Patricia Hoffman abstained from the pool board site plan approval and in the discussion regarding the pool board site plan issue it needed to be added that the Pool Board was asked if they had formally surveyed the members and Alderman Grandi advised they had not. Motion to approve made by Aldermanic Representative Rauch. Seconded by Commissioner Marilee Hoffman. All voted aye, motion carried.

Riggs wanted to clarify that the vote regarding the site plan for the pool board was not a roll call vote. He also noted going forward the board would be conducting roll call votes for any action done by the board.

Citizen Comments: None.

Aldermanic Report: Aldermanic Representative Rauch advised the Strategic Plan sessions went well and they were waiting on a draft of the report.

Aldermanic Representative Rauch noted that Alderman Bob Grandi noted that the Pool Board would be having an open house with the neighbors as well as sending out notice to advise them of the beer garden proposal. He noted there would be no City Council action on the beer garden site plan until this neighbor meeting was complete and the findings discussed with the Park Board and City Council. Commissioner Dolatowski questioned if the meeting would be posted and Aldermanic Representative Rauch confirmed they would be, but the meeting would not be until August or September.

Baseball 2000 (BB2K) Report: No report.

Director of Public Works Report:

Riggs advised the board that crews were able to get the Pickleball lines in and the courts were ready for play.

Rotary would be installing the trail kiosks tomorrow (7/17/20). There would be no documents being put in the kiosks yet; however, Rotary would have monies left over to potentially purchase cabinets as well as UV maps for the kiosks.

Riggs noted the park rentals were bouncing back with a large majority being rented for a variety of recreational events.

Aldermanic Representative Rauch questioned how many of the Rotary trees that were installed last year survived. Riggs advised he would check with Park Foreman Aaron DeGrave for accurate numbers, but he was sure at least two of the seven planted at the Dog Park did not make it.

Aldermanic Representative Rauch questioned the status of Kiwanis Soccer. Riggs advised he had not heard anything of yet from Bob Prailes.

Commissioner Hoffman questioned if Commissioner Dolatowski knew if BHS sports were going for the fall. Commissioner Dolatowski noted she knew of nothing official just what she seen from the WIAA regarding guidelines in place to move forward with fall sports including tennis, cross country and golf.

New Business:

Discussion regarding upcoming capital improvement projects.

Riggs advised the board the list he put together was a combination of projects that have been brought up from time to time by various people, organizations, and staff. Riggs noted he would go through each line item with the goal to be able to package together several items to present to the City Council for the 2021 budget. He suggested after tonight's meeting board members could rank the items on the list they feel the strongest about and then the board could meet again to discuss everyone's ranking decisions and intentions on which projects to proceed with.

- Beaumont – drainage issue – in right field foul pole by the scoreboard the field has had extensive damage that has been brought to the attention of the DPW and the Park Board several times by BB2K. Staff has brainstormed repair ideas including installation of a French drain.
- Beaumont – concrete repair – a utility pole on a concrete pad in the field. This needs removal and possibly poured back as a ramp.
- St. Mary's Park – boat launch – muddy section with decrepit sign – close to the trail and was identified in the CORP
- Wagner Park – ADA sidewalk & bathroom. CDBG funds available.
- Devor Park - resurface tennis / pickleball courts as they have cracking, etc.

- Riverfront Park – sitting wall is currently being used by skateboarders causing damage. Potentially install deterrents making it impossible to skateboard.
- Beloit Ave Trail – Sunset Park to Spring Valley Road quote from Kapur
- Wehmhoff Jucker – basketball courts resurfaced
- Sourcing and constructing pickleball courts. Commissioner Hoffman suggested by the new Riverside Pavilion on the east side but concerns of flooding come into play. Commissioner Dolatowski noted that McCanna Park may be a better location as there is a parking lot and bathroom facilities.
- Beaumont – outfield fence – BB2K cost share on this project would most likely be required.
- Echo – ADA playground retrofitting for transfer mats, etc.
- McCanna Park – sidewalk path improvements – connecting from State Street to the park as well as ADA connections from the park to the playground.
- Dog Park – pave lot – work with WE Energies as both they and the City own portions of the lot.
- Steinhoff Park – butts up to Wehmhoff Forest preserve. Trails and access to facilities – bench installation and pavilion install. Trails to go from Maryland Avenue – Riverside to Compost to Kohls to Falcon Ridge neighborhood and connect with Steinhoff and make user friendly
- Wehmhoff Jucker – shoreline stabilization – deter erosion & runoff - would be an aesthetic improvement.
- Westridge Park – sidewalk installation from Hillside Drive with signage
- Benson Park – (Wehmhoff Jucker) – Wisconsin side install trail connection
- Beverly Jo – potential installation of new playground equipment, parking lot & sidewalk and/or reuse the old Karcher School playground equipment. Potential for a disc golf course which would need terrain structures to support. Installation of a playground with ADA requirements would be challenging. Questions were raised if this park went all the way to the industrial park which Rigs confirmed. Commissioners also asked if there were any other flat areas near the park that could potentially be utilized for parking lot. Rigs advised there were, but they were not City owned.
- Echo – ADA to the lion drinking fountain

- Hintz – BLL – lighting of the two fields
- Trails – wayfinding kiosks – installation of a kiosk a year at approximately \$2000.00 in materials
- Bike racks – various parks throughout the City racks need replacement
- Benson – shoreline stabilization
- Beverly Jo – native prairie restoration
- Meinhart – Jefferson & Bridge – abutment shoreline stabilization
- Riverside Park – shoreline stabilization – river wall and Congress Street parking repair
- St. Mary’s Park (Dog Park) – potential pavilion

Commissioner Dolatowski questioned if since the last meeting Tristan Yonash has replaced the items at the Dog Park that he was advised to do. Riggs stated he has not yet. Riggs mentioned he met with Tristan, his father Teagan as well as Park Foreman Aaron DeGrave on separate occasions regarding this. City staff removed the jumps and Tristan advised he was exploring some retrofitting options as well as turf options, but Riggs has heard no word yet.

Commissioner Patricia Hoffman requested Riggs review the fund sources and availability with the board. Riggs advised that sources of funding would either be park operating which would be small things like bench installation. Most of the projects on this list would at some point need to go before City Council. Riggs noted that is reason it is imperative the board assists in creating a priority list of projects for the 2021 Capital Projects for the City Council.

Aldermanic Representative Rauch used BLL lighting as an example of a larger project that the Council would consider but would probably be looking to complete a larger group of smaller projects.

Riggs noted that in the past there has been \$30,000 that goes from the general fund to the park development fund. The park development fund should be used for the construction of new parks to support the homes in the neighborhoods which would be funded by impact fees.

Commissioner Patricia Hoffman questioned how much money was in the park development fund and could it be spent now. Riggs noted he would have to check on the amount in the fund.

Riggs advised he would send the capital projects document to the board for each one of them to look over again then sort and rank each item. The sooner he can have the feedback regarding these items the better to get it back to the City Council for 2021 budget preparation. To facilitate this process, the board determined that a special meeting should be held on Thursday, July 30, 2020 at 6:30 pm with the only item being the discussion of the capital improvement projects. Quorum was confirmed by the board members present at the meeting.

Commissioner Patricia Hoffman questioned if the Murphy Farms was in the City and if it had a park. Riggs confirmed it was in the City but did not have a park. He believed there was some shared shoreline but no dedicated park land there.

Old Business:

Update regarding the status of the Eagle Scout project at Water Tower Park.

Riggs updated the board on the status of the Eagle Scout project that Andrew Karnes had recently completed at Water Tower Park. He advised he had constructed and installed two benches complete with concrete pads, removed all the old landscape beds, railroad ties and installed landscape blocks with perennials. He also installed a faux door which was painted. Riggs noted he was very impressed with the great job Karnes had done and would be signing off as the beneficiary regarding the project.

Questions on access to the site as the road seemed to be a private drive. Riggs confirmed the road was public access to the park which also provided access into a private residential driveway.

Discussion regarding the installation of a park bench at the Dog Park.

Riggs advised the board that he had been in contact with Dog Park President, Barbara Ann Burmeister, regarding the installation of a park bench at the park in memory of former president Guy Williams. Guy's estate would be funding the purchase of the bench and plaque which Riggs noted he advised Burmeister he would need to review the plaque prior to installation.

Commissioner Hoffman entertained a motion to approve the installation of a park bench at the Dog Park. Commissioner Dolatowski motioned and Commissioner Brant seconded. Roll Call: Ayes: Commissioners Patricia Hoffman, Marilee Hoffman, Clay Brandt, Rosemary Dolatowski & Aldermanic Representative Steve Rauch. Nays: None. All in favor and the motion carried.

Discussion regarding the installation of a drinking fountain/yard hydrant at the Dog Park.

Riggs advised the board the installation of the hydrant at the Dog Park was a project that former president Guy Williams had worked on getting installed. Riggs noted there was currently no water at the park and patrons were merely bringing old milk jugs with water for the dog's use.

Installation of this hydrant would include tapping into the nearby watermain, allowing for this hydrant to serve as the water source for patrons, dogs as well as any grass watering throughout the park. The City would maintain this hydrant, draining it in the winter to prevent freezing.

Riggs advised that the Dog Park met last fall and agreed to donate \$1,000.00 to assist with the cost associated with the hydrant and installation. He noted that staff, including Water Utility Foreman Glenn Harjes, recommend proceeding with this project.

Cost would include the cost of the hydrant, Wanasek, time and material costs of \$2,500.00. Aldermanic Representative Rauch questioned what account this money would be coming from. Riggs noted it would come from the park development fund. Commissioner Hoffman questioned if this project was previously put in as a scheduled project for that funding. Riggs stated it was not a scheduled project and stated the monies for this project could be taken from the park department contractual services account if the board did not want to use park funds. The board agreed using the park development funds was best.

Commissioner Patricia Hoffman entertained a motion to approve the installation of a drinking fountain / yard hydrant at the Dog Park as presented. Aldermanic Representative Rauch motioned, and Commissioner Brant seconded. Roll Call: Ayes: Commissioners Patricia Hoffman, Marilee Hoffman, Clay Brandt, Rosemary Dolatowski & Aldermanic Representative Steve Rauch. Nays: None. All in favor and the motion carried.

Other Items:

Commissioner Hoffman mentioned she had asked for the revised community survey be sent out the board as there had been much discussion about it at previous meetings and wondered if other board members had a chance to look it over and had any comments. She also questioned once this was approved when and where would it be going. Riggs noted that it would be going out primarily through POLCO which was the online surveying app the City used as well as could be publicized in the Standard Press, announced on Facebook. He also noted that members of the board as well as City staff could pass along the survey to groups they work with or know of, i.e. Burlington Little League, Kiwanis Soccer, etc. Commissioners Patricia Hoffman and Marilee Hoffman questioned if the survey could be distributed to the schools as well as the Community Education Department. Riggs agreed and noted once the survey was set up on POLCO he would gather instructions and forward it onto the board members so they could in turn pass it onto groups they were involved with.

Riggs advised he would work on getting the survey ready for next week so he could announce it at the City Council meeting next Tuesday.

Commissioner Patricia Hoffman questioned if there had been discussion regarding a replacement member for Jennifer Amborn. Riggs advised he had spoken with Mayor Hefty who would be appointing Casey Kemper as the newest member of the board. Commissioner Patricia Hoffman questioned if there was a letter or something that could be done for Jennifer to commend her years of service. Riggs advised he was unaware of anything that was done for previous members but would be willing to work on a letter of commendation thanking Jennifer for her years of service and contribution to the board.

Commissioner Marilee Hoffman questioned the status of Commissioner Ledbetter. Riggs advised he was unsure of his status with the board at this time. Commissioner Hoffman asked that Hansen supply her with Commissioner Ledbetter's contact information, and she would reach out to him regarding his status on the board.

Commissioner Patricia Hoffman advised an issue brought up at the Strategic Planning was having greater diversity on City boards.

There being no further items for discussion, President Patricia Hoffman entertained a motion for adjournment. Motion to adjourn made by Aldermanic Representative Rauch. Seconded by Commissioner Brandt. All voted aye, and President Patricia Hoffman adjourned the meeting at 8:05 PM.

Minutes submitted by:

Angela Hansen
Administrative Assistant - Department of Public Works



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

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



MINUTES

City of Burlington Police and Fire Commission
Common Council Chambers
224 East Jefferson Street
Burlington, WI 53105

August 10, 2020

1. Call to Order:

Commissioner Hintz called the meeting to order at 5:00 p.m.

2. Roll Call:

Commissioners in attendance: Kevin Morrow, Bridget Hinchliffe, Peter Hintz, Patrick Albers, Fire Chief Alan Babe and Police Lieutenant Zmudzinski. Commissioner Chris Miller did not attend.

3. Approval of Minutes:

The minutes from the July 13, 2020 PFC meeting were approved on a motion by Commissioner Morrow, seconded by Commissioner Albers. All Ayes carried the motion.

4. Police Chief's Report and Business: None

5. Public Comments: None

6. Fire Chief's Report and Business:

On a motion by Commissioner Morrow and seconded by Commissioner Albers at 5:02 p.m. all Ayes carried the motion to convene into closed session pursuant to section 19.85 (1) (c) Wisconsin statutes for conducting employment, promotion, compensation, or performance evaluation data of any public employee over which this governmental body has jurisdiction or exercises responsibility.

On a motion by Commissioner Morrow and seconded by Commissioner Hinchliffe all Ayes carried the motion, to reconvene into open session at 5:25 p.m.

On a motion by Commissioner Albers and seconded by Commissioner Morrow, Lauren Casey was added to the Fire Department eligibility list subject to a follow up interview with Chief Babe. All Ayes carried the motion.

7. Adjourn: A motion by Commissioner Hinchliffe with a second from Commissioner Albers was made to adjourn the meeting. All Ayes carried the motion and the meeting was adjourned at 5:25 p.m.

Respectfully submitted,
Bridget Hinchliffe
Secretary Police – Fire Commission

Please note, if you are disabled and have accessibility needs or information interpreted for you, please call the City Clerk's office at 262-342-1161 at least 24 hours prior to the meeting.



DATE: September 1, 2020

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through September 1, 2020.

SUBMITTED BY: Steven DeQuaker, Finance Director

BACKGROUND/HISTORY:

Attached please find the Prepaid and Voucher list for bills accrued through September 1, 2020:

Total Prepaid:	\$ 100,928.68
Total Vouchers:	\$ 135,045.77
Total Wire Transfer	\$ 33,333.33
Grand Total:	\$ 269,307.78

BUDGET/FISCAL IMPACT:

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$33,333.33 BMO Banking - Low Daily 2nd Loan Payment
2. \$24,399.00 Axon Enterprises, Inc. - Cradlepoint -Train Installer - Fleet 2 Unlimited
3. \$21,681.75 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
4. \$16,479.41 WE Energies - Street Lights 06/26/20 to 07/29/20
5. \$10,876.22 Ascent Aviation Group, Inc. - Jet A Fuel

RECOMMENDATION:

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$269,307.78.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the September 1, 2020 Common Council meeting.

Attachments

Prepaid 08.14.20

Prepaid 08.21.20

Vouchers 09.01.20

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
100239006							
100-239006 LAW-VISION	SUPERIOR VISION INSURANCE	POLICEY NO.14150001 SEPT. BILLING	426967	08/10/2020	623.66		08/14/2020
Total 100239006:					623.66		
100239007							
100-239007 LIFE INSURANCE	SECURIAN FINANCIAL GROUP,	POLICY NO. 002832L SEPT. BILLING	2020SEPT	08/10/2020	1,993.40		08/14/2020
Total 100239007:					1,993.40		
100434312000							
100-434312-000 OPERATOR LICENSES	WI DEPT OF JUSTICE	G1026T-TRANSACTIONS 07.01.20 TO 07.31.20	G1026T July 20	07/20/2020	210.00		08/14/2020
Total 100434312000:					210.00		
100454591000							
100-454591-000 PARK DEPT	BURLINGTON GROUPS	PARKS SECURITY DEPOSIT RETURN	REIMB-PARK 2020	08/11/2020	100.00		08/14/2020
100-454591-000 PARK DEPT	BRAUN, LISA	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/11/2020	100.00		08/14/2020
100-454591-000 PARK DEPT	YAMBOR, JAMIE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/11/2020	100.00		08/14/2020
100-454591-000 PARK DEPT	EMBRETSON, LEANNE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/11/2020	100.00		08/14/2020
Total 100454591000:					400.00		
100515111247							
100-515111-247 Repairs & Maint Software	DINERS CLUB COMMERCIAL	ZOOM	6992 JUL 20	07/28/2020	54.99		08/14/2020
Total 100515111247:					54.99		
100515121225							
100-515121-225 MUNI COURT - TELEPHONE	TIME WARNER CABLE	ACCT#089478701 MUNI COURT	089478701080120	08/01/2020	15.20		08/14/2020
Total 100515121225:					15.20		
100515131225							
100-515131-225 MAYOR-TELEPHONE	TIME WARNER CABLE	ACCT#089478701 MAYOR	089478701080120	08/01/2020	17.62		08/14/2020
Total 100515131225:					17.62		
100515132220							
100-515132-220 ADMIN - UTILITIES	TIME WARNER CABLE	ACCT#089478701 ADMIN	089478701080120	08/01/2020	402.26		08/14/2020
Total 100515132220:					402.26		
100515132225							
100-515132-225 ADMIN - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE ADMIN	829440291 08/20	08/04/2020	2.74		08/14/2020
100-515132-225 ADMIN - TELEPHONE	AT & T	262 763-3747 163 6 ADMIN	262763247408 20	08/04/2020	24.65		08/14/2020
Total 100515132225:					27.39		
100515132310							
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	EIG CONSTANT CONTACT (ONGOING)	5799 JUL 20	07/28/2020	5.00		08/14/2020
100-515132-310 ADMIN - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	AMAZON SNEEZE GUARD	5799 JUL 20	07/28/2020	10.67		08/14/2020
Total 100515132310:					15.67		
100515132399							
100-515132-399 ADMIN - SUNDRY EXPENSE	CULLIGAN OF BURLINGTON	ACCT NO 500-19426790-1	JUL2020CH	07/31/2020	40.50		08/14/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100515132399:					40.50		
100515141220							
100-515141-220	FINANCE - UTILITY SERVIC	TIME WARNER CABLE	ACCT#089478701 FINANCE	089478701080120	08/01/2020	171.09	08/14/2020
Total 100515141220:					171.09		
100515141225							
100-515141-225	FINANCE - TELEPHONE	AT & T	262 763-3747 163 6 FINANCE	262763247408 20	08/04/2020	24.65	08/14/2020
Total 100515141225:					24.65		
100515141310							
100-515141-310	FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	AMAZON-EXTERNAL SOUND ADAPTER	5864 JUL 20	07/28/2020	7.98	08/14/2020
100-515141-310	FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	AMAZON-SCREEN PROTECTOR	5864 JUL 20	07/28/2020	20.97	08/14/2020
100-515141-310	FINANCE - OFFICE SUPP/P	DINERS CLUB COMMERCIAL	AMAZON-PHONE CASE	5864 JUL 20	07/28/2020	15.99	08/14/2020
Total 100515141310:					44.94		
100515142310							
100-515142-310	ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	AMAZON SNEEZE GUARD	5799 JUL 20	07/28/2020	46.00	08/14/2020
100-515142-310	ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	AMAZON-RETRUN SCANNER & STAND	5914 JUL 20	07/28/2020	132.84	08/14/2020
100-515142-310	ELECTIONS - OPERATION S	DINERS CLUB COMMERCIAL	AMAZON-ELECTION SUPPLIES	5914 JUL 20	07/28/2020	174.14	08/14/2020
Total 100515142310:					87.30		
100515181220							
100-515181-220	HR-UTILITY SERVICES	TIME WARNER CABLE	ACCT#089478701 HR	089478701080120	08/01/2020	37.64	08/14/2020
Total 100515181220:					37.64		
100515181298							
100-515181-298	HR-Contract Services	DINERS CLUB COMMERCIAL	INTERFAX	7436 JUL 20	07/28/2020	7.00	08/14/2020
Total 100515181298:					7.00		
100515181310							
100-515181-310	HR-Office Supplies/Postage	DINERS CLUB COMMERCIAL	HP INSTANT INK	7436 JUL 20	07/28/2020	3.15	08/14/2020
100-515181-310	HR-Office Supplies/Postage	DINERS CLUB COMMERCIAL	AMAZON-FILE FOLDERS	7436 JUL 20	07/28/2020	217.45	08/14/2020
Total 100515181310:					220.60		
100525211220							
100-525211-220	POLICE - UTILITY SERVICE	TIME WARNER CABLE	ACCT#089478701 POLICE	089478701080120	08/01/2020	804.77	08/14/2020
Total 100525211220:					804.77		
100525211225							
100-525211-225	POLICE - TELEPHONE	AT & T	262 763-3747 163 6 POLICE	262763247408 20	08/04/2020	123.29	08/14/2020
Total 100525211225:					123.29		
100525211310							
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	WI DFI-ROBERT JONES	2208 JUL 20	07/28/2020	20.00	08/14/2020
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	PERSONAL TOUCH-LESLIE KALLENBACHQ	2208 JUL 20	07/28/2020	50.00	08/14/2020
100-525211-310	POLICE - OFF SUPP-POSTA	DINERS CLUB COMMERCIAL	WAL MART-POLICE APC 450VA	5815 JUL 20	07/28/2020	44.88	08/14/2020
100-525211-310	POLICE - OFF SUPP-POSTA	KROGER	CUSTOMER # MI0650: COFFEE/WATER	520095616	06/24/2020	15.98	08/14/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100525211310:					130.86		
100525211330							
100-525211-330 POLICE - TRAVEL	DINERS CLUB COMMERCIAL	JIMMY JOHNS	2208 JUL 20	07/28/2020	26.19		08/14/2020
Total 100525211330:					26.19		
100525220220							
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8419-416-558	8419416558JUL20	07/29/2020	16.88		08/14/2020
100-525220-220 FIRE - UTILITY SERVICES	TIME WARNER CABLE	ACCT#089478701 FIRE	089478701080120	08/01/2020	226.35		08/14/2020
Total 100525220220:					243.23		
100525220225							
100-525220-225 FIRE - TELEPHONE	AT & T LONG DISTANCE	AT & T LONG DISTANCE FIRE	829440291 08/20	08/04/2020	67.89		08/14/2020
100-525220-225 FIRE - TELEPHONE	AT & T	262 763-3747 163 6 FIRE	262763247408 20	08/04/2020	98.63		08/14/2020
Total 100525220225:					166.52		
100525220244							
100-525220-244 FIRE - REPAIR MAINT EQUI	DINERS CLUB COMMERCIAL	COAST-HELMET HEADLIGHT	8038 JUL 20	07/28/2020	45.95		08/14/2020
100-525220-244 FIRE - REPAIR MAINT EQUI	PETTY CASH - FIRE DEPT	PETTY CASH FIRE DEPT OTTER SALES	AUG 2020	08/10/2020	75.00		08/14/2020
Total 100525220244:					120.95		
100525220248							
100-525220-248 FIRE - REPAIR MAINT BLDG	DINERS CLUB COMMERCIAL	AMAZON-COFFEE FILTERS	8038 JUL 20	07/28/2020	17.99		08/14/2020
Total 100525220248:					17.99		
100525231220							
100-525231-220 BLDG INSP UTILITIES	TIME WARNER CABLE	ACCT#089478701 BLDG INSPECT	089478701080120	08/01/2020	24.13		08/14/2020
Total 100525231220:					24.13		
100535321161							
100-535321-161 STREETS - UNEMPLOYMEN	UNEMPLOYMENT INSURANCE	DWD-UI ACCT 692108-000-2	10216499	07/31/2020	809.44		08/14/2020
Total 100535321161:					809.44		
100535321220							
100-535321-220 STREETS - UTILITIES	TIME WARNER CABLE	ACCT#089478701 STREETS	089478701080120	08/01/2020	251.44		08/14/2020
Total 100535321220:					251.44		
100535321225							
100-535321-225 STREETS - TELEPHONE	AT & T	262 763-3747 163 6 DPW	262763247408 20	08/04/2020	49.31		08/14/2020
Total 100535321225:					49.31		
100535321261							
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4432-157-647	4432157647AUG20	07/29/2020	16,479.41		08/14/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	9418-285-345	9418285345JUL20	07/29/2020	59.76		08/14/2020
Total 100535321261:					16,539.17		
100535321350							
100-535321-350 STREETS - REP MAINT SUP	DINERS CLUB COMMERCIAL	SAFETY BEE-GLOVES	5849 JUL 20	07/28/2020	170.62		08/14/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100535321350:					170.62		
100555514220							
100-555514-220 Senior Bldg Utility	BURLINGTON SENIOR CENTER	REIMBURSE UMBRELLA & LIABILITY INSURANCE	081020INS	08/10/2020	800.00		08/14/2020
Total 100555514220:					800.00		
100555551220							
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0635-112-551	0635112551JUL20	07/04/2020	22.07		08/14/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	8893-353-410	8893353410JUL20	08/03/2020	2.95		08/14/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	9274-302-992	9274302992JUL20	08/03/2020	17.33		08/14/2020
100-555551-220 PARKS - UTILITIES	TIME WARNER CABLE	ACCT#089478701 PARKS	089478701080120	08/01/2020	60.33		08/14/2020
Total 100555551220:					102.68		
100555551350							
100-555551-350 PARKS - REPAIR/MTCE SUP	DINERS CLUB COMMERCIAL	NOVA SPORTS-PAINT	3596 JUL 20	07/28/2020	53.51		08/14/2020
100-555551-350 PARKS - REPAIR/MTCE SUP	DINERS CLUB COMMERCIAL	SAFETY BEE-GLOVES	5849 JUL 20	07/28/2020	170.61		08/14/2020
Total 100555551350:					224.12		
100565639399							
100-565639-399 ECONOMIC DEVELOPMENT	BURLINGTON AREA CHAMBER	2ND QTR 2020 ROOM TAX	2020 2ND ROOM T	08/10/2020	8,492.99		08/14/2020
100-565639-399 ECONOMIC DEVELOPMENT	RA CO CONVENTION & VISITO	2ND QTR 2020 ROOM TAX	2ND QTR 2020	08/10/2020	8,492.99		08/14/2020
Total 100565639399:					16,985.98		
251555511225							
251-555511-225 TELEPHONE	DINERS CLUB COMMERCIAL	GOOGLE (ONGOING)	3031 JUL 20	07/28/2020	96.00		08/14/2020
Total 251555511225:					96.00		
251555511310							
251-555511-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	DURA READT LABELS	2653 JUL 20	07/28/2020	83.49		08/14/2020
Total 251555511310:					83.49		
251555511312							
251-555511-312 COMPUTER SUPPLIES	MOBILE BEACON	MOBILE BEACON RENEWAL	073020	07/30/2020	360.00		08/14/2020
Total 251555511312:					360.00		
251555511318							
251-555511-318 AUTOMATION	DINERS CLUB COMMERCIAL	ZOOM	3031 JUL 20	07/28/2020	15.74		08/14/2020
251-555511-318 AUTOMATION	DINERS CLUB COMMERCIAL	PURE RESONANCE AUDIO	3031 JUL 20	07/28/2020	512.99		08/14/2020
251-555511-318 AUTOMATION	DINERS CLUB COMMERCIAL	COMPUTER CABLE STORE	3031 JUL 20	07/28/2020	163.12		08/14/2020
Total 251555511318:					691.85		
251555511327							
251-555511-327 MATERIALS	LORITO BOOKS	BOOKS	5671 07/08	07/08/2020	310.80		08/14/2020
Total 251555511327:					310.80		
251555511330							
251-555511-330 INSERVICE TRAINING/TRAV	DINERS CLUB COMMERCIAL	UW MADISON-C. PARRETT	2653 JUL 20	07/28/2020	225.00		08/14/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 251555511330:					225.00		
621575740220							
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0225-428-357 (SPLIT)	0225428357JUL20	07/31/2020	176.10		08/14/2020
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	6268-292-660	6268292660JUL20	08/03/2020	40.78		08/14/2020
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8635-875-051	8635875051JUL20	08/06/2020	57.23		08/14/2020
Total 621575740220:					274.11		
621575740222							
621-575740-222 GAS	WE ENERGIES	0225-428-357 (SPLIT)	0225428357JUL20	07/31/2020	9.90		08/14/2020
Total 621575740222:					9.90		
621575740225							
621-575740-225 TELEPHONE	TIME WARNER CABLE	ACCT#089478701 SEWER	089478701080120	08/01/2020	251.44		08/14/2020
Total 621575740225:					251.44		
621575740244							
621-575740-244 REPAIRS,MAINT EQUIPMEN	ELKHORN CHEMICAL & PACKA	WWTPSUPPLIES	621762	05/13/2020	352.34		08/14/2020
Total 621575740244:					352.34		
621575740310							
621-575740-310 OFFICE SUPPLIES, POSTA	DINERS CLUB COMMERCIAL	USPS	5849 JUL 20	07/28/2020	55.00		08/14/2020
Total 621575740310:					55.00		
622506230000							
622-506230-000 SUPPLIES	WE ENERGIES	1473-005-365	1473005365JUL20	08/02/2020	11.59		08/14/2020
Total 622506230000:					11.59		
622509040000							
622-509040-000 UNCOLLECTIBLE ACCOUNT	WAGNER, SANDRA L	REIMBURSE-WATER OVERPAYMENT	REIMB-WATER	08/06/2020	142.64		08/14/2020
Total 622509040000:					142.64		
622509210000							
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	ACCT#089478701 WATER	089478701080120	08/01/2020	150.82		08/14/2020
622-509210-000 OFFICE SUPPLY	AT & T	262 763-3747 163 6 WATER	262763247408 20	08/04/2020	49.30		08/14/2020
Total 622509210000:					200.12		
623575740200							
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	692511	08/10/2020	21,681.75		08/14/2020
Total 623575740200:					21,681.75		
623575740225							
623-575740-225 TELEPHONE	AT & T	262 763-3747 163 6 AIRPORT	262763247408 20	08/04/2020	73.97		08/14/2020
Total 623575740225:					73.97		
Grand Totals:					66,804.60		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
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GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
100515121225							
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	22955693	07/15/2020	61.52		08/21/2020
100-515121-225 MUNI COURT - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	PW200047	08/15/2020	61.57		08/21/2020
Total 100515121225:					123.09		
100515141225							
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	22955693	07/15/2020	129.26		08/21/2020
100-515141-225 FINANCE - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	PW200047	08/15/2020	129.49		08/21/2020
Total 100515141225:					258.75		
100525211225							
100-525211-225 POLICE - TELEPHONE	AT & T	287278196495	287278196495X081	08/05/2020	420.60		08/21/2020
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	22955693	07/15/2020	188.50		08/21/2020
100-525211-225 POLICE - TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	PW200047	08/15/2020	188.50		08/21/2020
Total 100525211225:					797.60		
100525211310							
100-525211-310 POLICE - OFF SUPP-POSTA	CULLIGAN OF BURLINGTON	ACCT NO 500-19426782-8 POLICE	JUL2020PD	07/31/2020	81.00		08/21/2020
Total 100525211310:					81.00		
100525211533							
100-525211-533 POLICE - COPY MACHINE R	JAMES IMAGING SYSTEMS, IN	TOSHIBA- 4555C	27558237	08/05/2020	307.69		08/21/2020
Total 100525211533:					307.69		
100525220157							
100-525220-157 FIRE - INSERVICE TRAININ	SYMPSON, HEATHER	REIMB-VIEWPOINT TRAINING	REIM-08/13/20	08/13/2020	85.00		08/21/2020
100-525220-157 FIRE - INSERVICE TRAININ	SYMPSON, HEATHER	REIMB-CLOTHES AEMT CLASS	REIMB 08.13.20	08/13/2020	56.81		08/21/2020
Total 100525220157:					141.81		
100525220310							
100-525220-310 FIRE - OFFICE SUPPLIES	BATES, AMANDA	SANDWICHES-BRIDGE STREET CALL	REIMB-08.14.20	08/14/2020	185.86		08/21/2020
Total 100525220310:					185.86		
100535321220							
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0421-498-624	0421498624JUL20	08/11/2020	1,219.70		08/21/2020
100-535321-220 STREETS - UTILITIES	WE ENERGIES	7617-269-652	7617269652JUL20	08/12/2020	40.98		08/21/2020
Total 100535321220:					1,260.68		
100535321261							
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0088-492-988	0088492988JUL20	08/11/2020	44.76		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	2019-198-266	2019198266AUG20	08/13/2020	37.33		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3073-922-427	3073922427JUL20	08/11/2020	15.71		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	3277-994-067	3277994067JUL20	08/12/2020	35.21		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4067-122-145	4067122145JUL20	08/11/2020	22.83		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4440-397-780	4440397780JUL20	08/12/2020	43.13		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5639265567 - 650 MILWA	5639265567AUG20	08/12/2020	657.92		08/21/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6838-102-431	6838102431JUL20	08/13/2020	230.87		08/21/2020
Total 100535321261:					1,087.76		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
100535321310							
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	CONTRAT NO. WI#505ENT-M15-MFD (SPLIT)	21799893	08/13/2020	112.87		08/21/2020
100-535321-310 STREETS - OFF SUPP/POS	CANON FINANCIAL SERVICES,	CONTRACT NO. 3091 /505ENT-M15-MFDCOPIER	21799894	08/13/2020	5.59		08/21/2020
Total 100535321310:					118.46		
10055551220							
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0235-568-359	0235568359JUL20	08/12/2020	349.44		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1486-453-053	1486453053JUL20	08/12/2020	17.81		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2672-334-997	2672334997JUL20	08/12/2020	189.88		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3406-030-405	3406030405JUL20	08/11/2020	27.39		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4278-074-627	4278074627AUG20	08/12/2020	20.49		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4447-370-241	4447370241JUL20	08/12/2020	47.54		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4484-977-713	4484977713AUG20	08/12/2020	69.85		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	4485-586-752	4485586752AUG20	08/12/2020	64.03		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5200-062-983	5200062983JUL20	08/12/2020	15.71		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5276-292-324	5276292324AUG20	08/12/2020	18.35		08/21/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	5418-806-297	5418806297JUL20	08/12/2020	27.88		08/21/2020
Total 10055551220:					848.37		
10055551310							
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	CONTRAT NO. WI#505ENT-M15-MFD (SPLIT)	21799893	08/13/2020	56.44		08/21/2020
100-555551-310 PARKS - OFFICE SUPP, PO	CANON FINANCIAL SERVICES,	CONTRACT NO. 3091 /505ENT-M15-MFDCOPIER	21799894	08/13/2020	2.80		08/21/2020
Total 10055551310:					59.24		
100575710295							
100-575710-295 CLEAN SWEEP	PETTY CASH	CLEAN SWEEP-TV FROM POLICE	AUG 2020	08/20/2020	35.00		08/21/2020
Total 100575710295:					35.00		
251555511225							
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	22955693	07/15/2020	61.44		08/21/2020
251-555511-225 TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	PW200047	08/15/2020	61.67		08/21/2020
Total 251555511225:					123.11		
251555511345							
251-555511-345 PROGRAMS	NATIONAL PEN	PEN WITH STYLUS TOP	111517756	08/05/2020	66.14		08/21/2020
Total 251555511345:					66.14		
458525220225							
458-525220-225 Telephone	AT & T	287237494183	287237494183X080	08/01/2020	153.38		08/21/2020
Total 458525220225:					153.38		
458525220295							
458-525220-295 Medical Supplies	AURORA HEALTH CARE	PHARMACY TRANSFER	IN 435	07/22/2020	527.61		08/21/2020
Total 458525220295:					527.61		
621575740220							
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	7672-906-685	7672906685JUL20	08/12/2020	240.56		08/21/2020
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	8098-971-449	8098971449JUL20	08/13/2020	38.12		08/21/2020
Total 621575740220:					278.68		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
621575740225							
621-575740-225 TELEPHONE	TDS	TDS WWTP 262-539-3646	262-539-3646 08/20	08/19/2020	390.54		08/21/2020
621-575740-225 TELEPHONE	VERIZON WIRELESS	SCADA WWTP ACCT # 242013605-00001	9860421228	08/10/2020	69.32		08/21/2020
Total 621575740225:					459.86		
622506220000							
622-506220-000 POWER	WE ENERGIES	3076-628-864	3076628864JUL20	07/29/2020	6,560.49		08/21/2020
Total 622506220000:					6,560.49		
622506230000							
622-506230-000 SUPPLIES	AMAZON.COM/GE MONEY	SAFETY-WATER	597583347684	07/17/2020	49.96		08/21/2020
Total 622506230000:					49.96		
622506410000							
622-506410-000 SUPPLIES	AMAZON.COM/GE MONEY	TOOLS-WATER	434563659868	07/14/2020	31.19		08/21/2020
Total 622506410000:					31.19		
622509210000							
622-509210-000 OFFICE SUPPLY	AT & T	414 R24-8901 367 9	414R24890107 20	07/10/2020	68.95		08/21/2020
622-509210-000 OFFICE SUPPLY	AT & T	414 R24-8901 367 9	414R24890108 20	08/10/2020	73.95		08/21/2020
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	CONTRAT NO. WI#505ENT-M15-MFD (SPLIT)	21799893	08/13/2020	112.87		08/21/2020
622-509210-000 OFFICE SUPPLY	CANON FINANCIAL SERVICES,	CONTRACT NO. 3091 /505ENT-M15-MFDCOPIER	21799894	08/13/2020	5.59		08/21/2020
Total 622509210000:					261.36		
622509350000							
622-509350-000 GENERAL PLANT-SUPPLIE	AMAZON.COM/GE MONEY	TOILET TABS	453358466888	07/10/2020	300.00		08/21/2020
Total 622509350000:					300.00		
623575740200							
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	JET A	694018	08/14/2020	10,876.22		08/21/2020
Total 623575740200:					10,876.22		
623575740220							
623-575740-220 ELECTRIC	WE ENERGIES	3243-871-135	3243871135JUL20	08/11/2020	107.10		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	4066-688-457	4066688457JUL20	08/11/2020	10.05		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	4619-277-006	4619277006JUL20	08/12/2020	438.10		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	6069-094-440	6069094440JUL20	08/12/2020	129.79		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	6280-861-972	6280861972JUL20	08/12/2020	18.35		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	6831-002-581	6831002581JUL20	08/11/2020	43.69		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	7460-654-921	7460654921JUL20	08/12/2020	50.06		08/21/2020
623-575740-220 ELECTRIC	WE ENERGIES	8460-785-002	8460785002JUL20	08/12/2020	24.46		08/21/2020
Total 623575740220:					821.60		
623575740225							
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	22955693	07/15/2020	61.39		08/21/2020
623-575740-225 TELEPHONE	BCN TELECOM, INC	PW200047 - INTOXILYZER LINE	PW200047	08/15/2020	61.39		08/21/2020
Total 623575740225:					122.78		
623575740246							
623-575740-246 REPAIR MAINT.RUNWAY,TA	WI DEPT OF TRANSPORTATIO	PROJECT ID 39507514307	395-0000183343	08/04/2020	8,186.39		08/21/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 623575740246:					8,186.39		
Grand Totals:					34,124.08		

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Motion for Approval by: _____

Motion Seconded by: _____

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
100515121248							
100-515121-248 MUNI COURT - REP & MAIN	RUNDLE-SPENCE	LAUNDRY FAUCET-UPSTAIRS CITY HALL	S2869526.001	08/10/2020	25.99		09/01/2020
100-515121-248 MUNI COURT - REP & MAIN	VORPAGEL SERVICE INC.	COOLING SERVICE PER AGREEMENT	45773	07/27/2020	54.62		09/01/2020
100-515121-248 MUNI COURT - REP & MAIN	DONERITE JANITORIAL SERV I	DONERITE BILLING CITY HALL (SPLIT)	3557	08/18/2020	40.00		09/01/2020
Total 100515121248:					120.61		
100515132241							
100-515132-241 ADMIN - REP & MAINT IT	DIGICORP	FORTIGATE 1 YEAR	11195	08/19/2020	440.00		09/01/2020
100-515132-241 ADMIN - REP & MAINT IT	DIGICORP	EMAIL FILTERING	333741	08/20/2020	30.75		09/01/2020
Total 100515132241:					470.75		
100515132248							
100-515132-248 REPAIRS & MAINT BUILDIN	VORPAGEL SERVICE INC.	COOLING SERVICE PER AGREEMENT	45773	07/27/2020	644.53		09/01/2020
100-515132-248 REPAIRS & MAINT BUILDIN	DONERITE JANITORIAL SERV I	DONERITE BILLING CITY HALL (SPLIT)	3557	08/18/2020	240.00		09/01/2020
Total 100515132248:					884.53		
100515132298							
100-515132-298 ADMIN - CONTRACT SERVI	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	334.16		09/01/2020
100-515132-298 ADMIN - CONTRACT SERVI	LAKOTA GROUP	VISION PLAN 2040	20025-02	08/18/2020	2,890.72		09/01/2020
Total 100515132298:					3,224.88		
100515132310							
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1596632	08/12/2020	3.08		09/01/2020
100-515132-310 ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1598954	08/19/2020	3.08		09/01/2020
Total 100515132310:					6.16		
100515140248							
100-515140-248 CLERK-REPAIRS & MAINT B	VORPAGEL SERVICE INC.	COOLING SERVICE PER AGREEMENT	45773	07/27/2020	54.63		09/01/2020
100-515140-248 CLERK-REPAIRS & MAINT B	DONERITE JANITORIAL SERV I	DONERITE BILLING CITY HALL (SPLIT)	3557	08/18/2020	40.00		09/01/2020
Total 100515140248:					94.63		
100515141241							
100-515141-241 FINANCE - REP & MAINT IT	DIGICORP	EMAIL FILTERING	333741	08/20/2020	30.75		09/01/2020
Total 100515141241:					30.75		
100515141248							
100-515141-248 FINANCE - REP AND MAINT	RUNDLE-SPENCE	LAUNDRY FAUCET-UPSTAIRS CITY HALL	S2869526.001	08/10/2020	25.99		09/01/2020
100-515141-248 FINANCE - REP AND MAINT	VORPAGEL SERVICE INC.	COOLING SERVICE PER AGREEMENT	45773	07/27/2020	338.65		09/01/2020
100-515141-248 FINANCE - REP AND MAINT	DONERITE JANITORIAL SERV I	DONERITE BILLING CITY HALL (SPLIT)	3557	08/18/2020	240.00		09/01/2020
Total 100515141248:					604.64		
100515141298							
100-515141-298 FINANCE - CONTRACT SER	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	334.16		09/01/2020
Total 100515141298:					334.16		
100515141310							
100-515141-310 FINANCE - OFFICE SUPP/P	BEAR GRAPHICS, INC.	LASER CHECKS	0853527	08/14/2020	447.89		09/01/2020
100-515141-310 FINANCE - OFFICE SUPP/P	DELUXE	DEPOSIT TICKET BOOKS	2047720191	07/23/2020	107.88		09/01/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100515141310:					555.77		
100515142310							
100-515142-310	ELECTIONS - OPERATION S	MENARDS	ELECTION-BARRIERS REPAIRS	25111	08/04/2020	9.49	09/01/2020
100-515142-310	ELECTIONS - OPERATION S	MENARDS	ELECTION-BARRIERS REPAIRS	25173	08/05/2020	19.72	09/01/2020
100-515142-310	ELECTIONS - OPERATION S	MENARDS	ELECTION-BARRIERS REPAIRS	25310	08/07/2020	74.12	09/01/2020
100-515142-310	ELECTIONS - OPERATION S	LIGHTHOUSE COMMUNICATIO	MAILING/PRINTING-POLL CHANGE NOTICE	1050820	08/05/2020	1,086.10	09/01/2020
100-515142-310	ELECTIONS - OPERATION S	ROUNDY'S , INC.	WATER-ICE ELECTIONS	0720098692	08/11/2020	16.76	09/01/2020
Total 100515142310:					1,206.19		
100515161300							
100-515161-300	ATTORNEY - JUDGEMENT	VONBRIESEN & ROPER, S.C.	VON BRIESEN & ROPER - LABOR & EMPLOYMEN	329728	08/19/2020	554.33	09/01/2020
Total 100515161300:					554.33		
100515181248							
100-515181-248	HR-Repairs & Maint Building	RUNDLE-SPENCE	LAUNDRY FAUCET-UPSTAIRS CITY HALL	S2869526.001	08/10/2020	25.99	09/01/2020
Total 100515181248:					25.99		
100525211159							
100-525211-159	POLICE - CLOTHING ALLO	STREICHER'S	WEAPON LIGHT	11444696	08/04/2020	156.99	09/01/2020
100-525211-159	POLICE - CLOTHING ALLO	STREICHER'S	HOLSTER	11445620	08/10/2020	146.99	09/01/2020
Total 100525211159:					303.98		
100525211241							
100-525211-241	POLICE - REP & MAINT IT	DIGICORP	EMAIL FILTERING	333741	08/20/2020	30.75	09/01/2020
Total 100525211241:					30.75		
100525211242							
100-525211-242	POLICE - REPAIR/MTCE EQ	WISCO AUTOMOTIVE	V #907 MAINTENANCE SUPPLIES	6578	08/12/2020	20.99	09/01/2020
Total 100525211242:					20.99		
100525211248							
100-525211-248	POLICE - REP & MAINT BUIL	MENARDS	SUPPLIES-POLICE DEPT	25109	08/04/2020	33.98	09/01/2020
Total 100525211248:					33.98		
100525211298							
100-525211-298	Racine County Contract	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	167.08	09/01/2020
Total 100525211298:					167.08		
100525211299							
100-525211-299	POLICE - SUNDRY CONTRA	R & B TOWING	CITY IMPOUND	3602	08/10/2020	125.00	09/01/2020
Total 100525211299:					125.00		
100525211310							
100-525211-310	POLICE - OFF SUPP-POSTA	MENARDS	SUPPLIES-POLICE DEPT	25307	08/07/2020	9.87	09/01/2020
100-525211-310	POLICE - OFF SUPP-POSTA	AMAZON CAPITAL SERVICES, I	MISC SUPPLIES-POLICE	1GKF=HLGH-PK4P	08/16/2020	228.22	09/01/2020
100-525211-310	POLICE - OFF SUPP-POSTA	PAPER ROLL PRODUCTS	100' PAPER ROLLS	128996	08/20/2020	334.50	09/01/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100525211310:					572.59		
100525211330							
100-525211-330	POLICE - TRAVEL	VILLAGE OF MOUNT PLEASAN	RANGE USE	26837	08/13/2020	375.00	09/01/2020
100-525211-330	POLICE - TRAVEL	LAW ENFORCEMENT SEMINAR	BACKGROUND INVESTIGATIONS-BORCHARDT, J	84721597843665	08/19/2020	385.00	09/01/2020
Total 100525211330:					760.00		
100525211344							
100-525211-344	POLICE - JANITOR SUPPLIE	MID-AMERICAN RESEARCH CH	GERM FREE PLUS	707923-IB	08/07/2020	256.65	09/01/2020
Total 100525211344:					256.65		
100525211381							
100-525211-381	POLICE - INVESTIGATIONS	DOUG'S AUTO	TOWING-IMPOUND LOT	3376	08/06/2020	66.95	09/01/2020
100-525211-381	POLICE - INVESTIGATIONS	LANGUAGE LINE SERVICES, IN	OVER-THE -PHONE INTERPRETATION	4869654	07/31/2020	118.15	09/01/2020
100-525211-381	POLICE - INVESTIGATIONS	HEARTLAND ENVIRONMENTAL	NITRILE GLOVES	104375	08/17/2020	356.92	09/01/2020
Total 100525211381:					542.02		
100525220241							
100-525220-241	FIRE - REP & MAINT IT	DIGICORP	FORTIGATE 1 YEAR	11195	08/19/2020	440.00	09/01/2020
100-525220-241	FIRE - REP & MAINT IT	DIGICORP	FORTIGATE 1 YEAR	11195	08/19/2020	440.00	09/01/2020
Total 100525220241:					880.00		
100525220242							
100-525220-242	FIRE - REPAIR & MAINT VE	Emergency Apparatus	#925 PROXIMITY SWITCH	113595	08/07/2020	313.16	09/01/2020
100-525220-242	FIRE - REPAIR & MAINT VE	LYNCH TRUCK CENTER	#925 SPRING ASSEMBLY	2042638	08/12/2020	2,149.35	09/01/2020
Total 100525220242:					2,462.51		
100525220244							
100-525220-244	FIRE - REPAIR MAINT EQUI	L & S ELECTRIC INC	CARRIER L & S TRUCK	784210	08/11/2020	332.00	09/01/2020
Total 100525220244:					332.00		
100525220248							
100-525220-248	FIRE - REPAIR MAINT BLDG	AUTUMN SUPPLY	GLOVES/GOWNS/MASKS/TOWELS	13319	08/13/2020	78.55	09/01/2020
100-525220-248	FIRE - REPAIR MAINT BLDG	REINEMANS, INC.	SUPPLIES-FIRE DEPT	185039	08/16/2020	8.62	09/01/2020
Total 100525220248:					87.17		
100525220295							
100-525220-295	Medical Service/Supply	AUTUMN SUPPLY	GLOVES/GOWNS/MASKS/TOWELS	13319	08/13/2020	10,226.50	09/01/2020
Total 100525220295:					10,226.50		
100525220298							
100-525220-298	FIRE- CONTRACT SERVICE	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	167.08	09/01/2020
Total 100525220298:					167.08		
100525220310							
100-525220-310	FIRE - OFFICE SUPPLIES	GOOSEBERRIES	CAKE-D. FALLON 30 YEARS	106304	08/12/2020	45.99	09/01/2020
Total 100525220310:					45.99		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
100525220389							
100-525220-389	FIRE - PROTECTIVE CLOTH	EAGLE ENGRAVING	FIREGROUND ID TAGS	2020-3487	08/11/2020	51.80	09/01/2020
Total 100525220389:					51.80		
100525231248							
100-525231-248	BLDG INSP REP & MAINT B	DONERITE JANITORIAL SERV I	DONERITE BILLING CITY HALL (SPLIT)	3557	08/18/2020	40.00	09/01/2020
Total 100525231248:					40.00		
100535321159							
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1596632	08/12/2020	35.26	09/01/2020
100-535321-159	STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1598954	08/19/2020	35.26	09/01/2020
Total 100535321159:					70.52		
100535321242							
100-535321-242	STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	TEMPERATURE SENSOR	24256	01/07/2020	10.19	09/01/2020
100-535321-242	STREETS - REP MAINT VE	REINDERS INC	#107 STOP & TAIL LAMP ASM & CROSS & BEARIN	1843645-01	08/08/2020	95.65	09/01/2020
100-535321-242	STREETS - REP MAINT VE	REINDERS INC	#107 STOP & TAIL LAMP ASM	1843645-02	08/08/2020	34.66	09/01/2020
100-535321-242	STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	OLD #510 REPAIRS	1-379320	07/31/2020	15.69	09/01/2020
Total 100535321242:					156.19		
100535321248							
100-535321-248	STREETS REP & MAINT BL	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074781	IMIL1598955	08/19/2020	14.15	09/01/2020
Total 100535321248:					14.15		
100535321298							
100-535321-298	STREETS - CONTRACT SER	AYRES ASSOCIATES	PROJECT 42-1224.00 2020 BRIDGE INSPECTION	187720	08/03/2020	3,900.00	09/01/2020
100-535321-298	STREETS - CONTRACT SER	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (SPLIT)	3558	08/18/2020	328.00	09/01/2020
100-535321-298	STREETS - CONTRACT SER	BUREAU OF CORRECTIONAL E	SIGNS	301035	08/10/2020	447.89	09/01/2020
100-535321-298	STREETS - CONTRACT SER	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	1,125.72	09/01/2020
Total 100535321298:					5,801.61		
100535321350							
100-535321-350	STREETS - REP MAINT SUP	ELKHORN CHEMICAL & PACKA	DPW SUPPLIES (SPLIT)	624646	08/12/2020	286.54	09/01/2020
100-535321-350	STREETS - REP MAINT SUP	MENARDS	SHOP SUPPLIES	26264	08/21/2020	19.98	09/01/2020
100-535321-350	STREETS - REP MAINT SUP	REINEMANS, INC.	SHOP KEYS	183948	07/23/2020	11.87	09/01/2020
100-535321-350	STREETS - REP MAINT SUP	SHERWIN INDUSTRIES, INC.	PAINT BEADS	SS085533	08/14/2020	1,450.00	09/01/2020
Total 100535321350:					1,768.39		
100535321352							
100-535321-352	STREETS - REP MAINT STO	ASPHALT CONTRACTORS, INC	COLD PATCH	220402	08/01/2020	106.38	09/01/2020
100-535321-352	STREETS - REP MAINT STO	WANASEK CORPORATION	STORM SEWER REPAIR-648 MCHENRY ST	11106	08/12/2020	3,729.29	09/01/2020
100-535321-352	STREETS - REP MAINT STO	WANASEK CORPORATION	STORM INLETS-916 MILW/141 N PINE	20-556	06/25/2020	7,300.00	09/01/2020
Total 100535321352:					11,135.67		
100555551159							
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1596632	08/12/2020	35.25	09/01/2020
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1598954	08/19/2020	35.25	09/01/2020
Total 100555551159:					70.50		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
10055551242							
100-55551-242	PARKS - REPAIR MAINT VE	CLOVER LEAF TRUCK SERVIC	TEMPERATURE SENSOR	24256	01/07/2020	10.18	09/01/2020
100-55551-242	PARKS - REPAIR MAINT VE	REINDERS INC	#107 STOP & TAIL LAMP ASM & CROSS & BEARIN	1843645-01	08/08/2020	95.65	09/01/2020
100-55551-242	PARKS - REPAIR MAINT VE	REINDERS INC	#107 STOP & TAIL LAMP ASM	1843645-02	08/08/2020	34.67	09/01/2020
100-55551-242	PARKS - REPAIR MAINT VE	BUMPER TO BUMPER BURLING	OLD #510 REPAIRS	1-379320	07/31/2020	15.69	09/01/2020
Total 10055551242:						156.19	
10055551244							
100-55551-244	PARKS - REPAIR MAINT EQ	REINDERS INC	#107 LAMP ASSEM/BEARING KIT/HI FLOW	1843645-00	08/03/2020	563.49	09/01/2020
100-55551-244	PARKS - REPAIR MAINT EQ	REINDERS INC	#107 BEARING/SPACER/RADIATOR CAP	1844162-00	08/05/2020	80.30	09/01/2020
100-55551-244	PARKS - REPAIR MAINT EQ	IBD, LLC	SPRAYER BATTERY	110163087	06/24/2020	52.95	09/01/2020
100-55551-244	PARKS - REPAIR MAINT EQ	IBD, LLC	LAWN MOWER BATTERY	110163231	07/08/2020	52.95	09/01/2020
100-55551-244	PARKS - REPAIR MAINT EQ	IBD, LLC	LAWN MOWER BATTERY	110163369	07/22/2020	37.95	09/01/2020
Total 10055551244:						787.64	
10055551248							
100-55551-248	PARKS - REPAIR MAINT BL	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074781	IMIL1598955	08/19/2020	7.07	09/01/2020
Total 10055551248:						7.07	
10055551298							
100-55551-298	PARKS - CONTRACT SERVI	PATS SERVICES, INC	PATS SANITARY COMPOST SITE	A-200652	08/04/2020	100.00	09/01/2020
100-55551-298	PARKS - CONTRACT SERVI	DONERITE JANITORIAL SERV I	DONERITE BILLING DPW (SPLIT)	3558	08/18/2020	164.00	09/01/2020
100-55551-298	PARKS - CONTRACT SERVI	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	2,254.19	09/01/2020
Total 10055551298:						2,518.19	
10055551350							
100-55551-350	PARKS - REPAIR/MTCE SUP	ELKHORN CHEMICAL & PACKA	DPW SUPPLIES (SPLIT)	624646	08/12/2020	343.84	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	MENARDS	SHOP SUPPLIES	26264	08/21/2020	19.98	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	MENARDS	BEAUMONT FIELD REPAIR	26268	08/21/2020	66.75	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	REINDERS INC	FERTILIZER	2921139-00	07/21/2020	53.55	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	SHOP KEYS	183948	07/23/2020	11.86	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	WITTE SUPPLY COMPANY	GRANITE BOULDER/WEED BARRIER-BEAUMONT	98696	08/17/2020	1,540.60	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	WITTE SUPPLY COMPANY	GRANITE BOULDER-BEAUMONT	98760	08/18/2020	732.00	09/01/2020
100-55551-350	PARKS - REPAIR/MTCE SUP	WITTE SUPPLY COMPANY	GRANITE BOULDER-BEAUMONT	98873	08/19/2020	75.90	09/01/2020
Total 10055551350:						2,692.68	
100555561298							
100-555561-298	FORESTRY-CONTRACT SE	ARBOR IMAGES, INC.	GRUBB STUMPS 324 HENRY ST.	63028bcd	06/02/2020	160.00	09/01/2020
100-555561-298	FORESTRY-CONTRACT SE	ARBOR FOREST PRODUCTS &	MATERIAL-KIOSK	5473	07/17/2020	98.70	09/01/2020
Total 100555561298:						258.70	
100575710299							
100-575710-299	GARBAGE- CNTRCT SVCS	WELDERS SUPPLY COMPANY	NITROGEN	10155435	07/30/2020	26.31	09/01/2020
100-575710-299	GARBAGE- CNTRCT SVCS	WELDERS SUPPLY COMPANY	NITROGEN	10158616	08/08/2020	26.31	09/01/2020
Total 100575710299:						52.62	
251555511247							
251-555511-247	REPAIR,MAINTENANCE BUI	MENARDS	SUPPLIES-LIBRARY	24820	07/30/2020	89.28	09/01/2020
251-555511-247	REPAIR,MAINTENANCE BUI	ARTISTIC CLEANERS	LIBRARY CARPET CLEANING	7483	08/17/2020	2,227.08	09/01/2020
251-555511-247	REPAIR,MAINTENANCE BUI	DONERITE JANITORIAL SERV I	LIBRARY JANITORIAL SERVICE	3560	08/18/2020	1,310.00	01/09/2054
251-555511-247	REPAIR,MAINTENANCE BUI	BEST VALUE FLOORING	CARPET/TILE-LIBRARY	3985	08/14/2020	1,564.90	09/01/2020
251-555511-247	REPAIR,MAINTENANCE BUI	OFFICE FURNITURE WAREHO	ACRYLIC BARRIER	120362B	06/01/2020	411.65	09/01/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 251555511247:					5,602.91		
251555511298							
251-555511-298 LIBRARY-CONTRACT SERVI	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	167.08		09/01/2020
Total 251555511298:					167.08		
251555511310							
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	SUPPLIES	6824149	08/04/2020	115.95		09/01/2020
251-555511-310 OFFICE SUPPLIES, POSTA	AMAZON.COM/GE MONEY	60457 8781 011616 6	698343337698	08/07/2020	11.49		01/09/2054
251-555511-310 OFFICE SUPPLIES, POSTA	OFFICE FURNITURE WAREHOU	CHAIR	120447B	06/30/2020	250.00		09/01/2020
Total 251555511310:					377.44		
251555511312							
251-555511-312 COMPUTER SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 011616 6	436899676833	07/26/2020	649.00		09/01/2020
251-555511-312 COMPUTER SUPPLIES	AMAZON.COM/GE MONEY	60457 8781 011616 6	449773838957	08/20/2020	272.84		09/01/2020
Total 251555511312:					921.84		
251555511318							
251-555511-318 AUTOMATION	AMAZON.COM/GE MONEY	60457 8781 011616 6	444595965353	07/22/2020	27.59-		09/01/2020
251-555511-318 AUTOMATION	AMAZON.COM/GE MONEY	60457 8781 011616 6	886593875585	08/06/2020	19.54		01/09/2054
Total 251555511318:					8.05-		
251555511327							
251-555511-327 MATERIALS	BAKER & TAYLOR	CHILDREN'S MATERIAL	2035332720	07/29/2020	138.35		01/09/2054
251-555511-327 MATERIALS	BAKER & TAYLOR	ACCT # L4383732 LIBRARY MATERIALS	2035378720	08/14/2020	364.10		09/01/2020
251-555511-327 MATERIALS	BAKER & TAYLOR	ACCT # L4383732 LIBRARY MATERIALS	2035400699	08/06/2020	232.40		09/01/2020
251-555511-327 MATERIALS	BAKER & TAYLOR	ACCT # L4383732 LIBRARY MATERIALS	2035411498	08/13/2020	1,469.71		09/01/2020
251-555511-327 MATERIALS	CENTER POINT LARGE PRINT	LARGE PRINT MATERIAL	1778989	08/01/2020	315.78		09/01/2020
251-555511-327 MATERIALS	JOURNAL SENTINEL	JOURNAL SENTINEL SUBSCRIPTION LIBRARY	MJ0077143 2020	08/01/2020	566.61		09/01/2020
251-555511-327 MATERIALS	THE NEW YORK TIMES	NEW YORK TIMES LIBRARY SUBSCRIPTION	805150968 2020	08/02/2020	460.00		09/01/2020
251-555511-327 MATERIALS	AMAZON.COM/GE MONEY	60457 8781 011616 6	698343337698	08/07/2020	56.49		01/09/2054
251-555511-327 MATERIALS	MIDWEST TAPE, LLC	MIDWEST TAPE LIBRARY	99093564	07/02/2020	44.98		09/01/2020
251-555511-327 MATERIALS	SMART APPLE MEDIA	SMART APPLE MEDIA MATERIALS	ARU0306899	08/11/2020	151.76		09/01/2020
Total 251555511327:					3,800.18		
251555511345							
251-555511-345 PROGRAMS	AMAZON.COM/GE MONEY	60457 8781 011616 6	444595965353	07/22/2020	151.70		09/01/2020
Total 251555511345:					151.70		
465525211800							
465-525211-800 POLICE OUTLAY	AXON ENTERPRISES, INC.	CRADLEPOINT/INSTALLER	SI-1675336	08/11/2020	24,399.00		09/01/2020
Total 465525211800:					24,399.00		
470515141399							
470-515141-399 Miscellaneous Exp/Bank Fee	LF GREEN DEVELOPMENT, LLC	617 PINE ST.-ASBESTOS & LEAD INSPECTION	20155	08/18/2020	2,250.00		09/01/2020
Total 470515141399:					2,250.00		
621575740159							
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1596634	08/12/2020	62.18		09/01/2020
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1598957	08/19/2020	62.18		09/01/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 621575740159:					124.36		
621575740241							
621-575740-241 REPAIRS & MAINT IT	DIGICORP	FORTIGATE 1 YEAR	11195	08/19/2020	440.00		09/01/2020
621-575740-241 REPAIRS & MAINT IT	DIGICORP	EMAIL FILTERING	333741	08/20/2020	15.38		09/01/2020
Total 621575740241:					455.38		
621575740244							
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1596634	08/12/2020	10.70		09/01/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP CUST # 012231 (SPLIT)	IMIL1596635	08/12/2020	141.87		09/01/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1598957	08/19/2020	10.70		09/01/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (SPLIT)	3558	08/18/2020	960.00		09/01/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	FASTENAL COMPANY	WWTP SHOP SUPPLIES	WIBUR46871	08/06/2020	21.34		09/01/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	AMSOIL INC	AMSOIL - WWTP SUPPLIES	19256261 RI	08/10/2020	2,112.00		09/01/2020
Total 621575740244:					3,256.61		
621575740249							
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP CUST # 012231 (SPLIT)	IMIL1596635	08/12/2020	80.77		09/01/2020
621-575740-249 LABORATORY	MINUTEMAN PRESS OF BURLI	CHAIN OF CUSTODY FORMS-LAB	43331	08/18/2020	59.07		09/01/2020
Total 621575740249:					139.84		
621575740253							
621-575740-253 PHOSPHATE REMOVAL	KEMIRA WATER SOLUTIONS	KEMIRA WWTP PIX-111 BULK	9017683973	08/19/2020	5,721.32		09/01/2020
Total 621575740253:					5,721.32		
621575740298							
621-575740-298 CONTRACT SERVICE	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	7,373.39		09/01/2020
Total 621575740298:					7,373.39		
621575740353							
621-575740-353 REPAIR & MAINT LIFT STAT	L.W. ALLEN, LLC.	FIELD SERVICE-INSPECT LIFT STATIONS	104192	08/19/2020	5,392.85		09/01/2020
621-575740-353 REPAIR & MAINT LIFT STAT	L.W. ALLEN, LLC.	PUMP #3-REPLACE SLEEVE & SEAL	104203	08/20/2020	6,282.00		09/01/2020
621-575740-353 REPAIR & MAINT LIFT STAT	CRANE ENGINEERING SALES, I	REPAIR MAIN LS MIXER	383798-00	07/24/2020	3,698.00		09/01/2020
Total 621575740353:					15,372.85		
621575740359							
621-575740-359 SANITARY SEWER REPAIR,	DIGGERS HOTLINE, INC	DIGGERS HOTLINE 42701	200 7 42701	07/31/2020	112.80		09/01/2020
Total 621575740359:					112.80		
622506250000							
622-506250-000 MAINTENANCE-SUPPLIES	REINEMANS, INC.	SUPPLIES-WATER	184787	08/11/2020	14.83		09/01/2020
Total 622506250000:					14.83		
622506310000							
622-506310-000 CHEMICALS	HAWKINS, INC	CHLORINE & LPC-4 & TONKAZORB	4772708	08/12/2020	5,113.32		09/01/2020
622-506310-000 CHEMICALS	COMPASS MINERALS AMERICA	COARSE SOLAR SALT - BULK	666913	08/13/2020	4,565.07		09/01/2020
Total 622506310000:					9,678.39		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
622506510000							
622-506510-000 MAINS, WATER BREAKS-SU	DIGGERS HOTLINE, INC	DIGGERS HOTLINE 42701	200 7 42701	07/31/2020	112.80		09/01/2020
Total 622506510000:					112.80		
622509030000							
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - WATER CUSTOMER #025570	IMIL1596633	08/12/2020	41.53		09/01/2020
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - WATER CUSTOMER #025570	IMIL1598956	08/19/2020	41.53		09/01/2020
Total 622509030000:					83.06		
622509230000							
622-509230-000 OUTSIDE SERVICES	DIGICORP	EMAIL FILTERING	333741	08/20/2020	15.37		09/01/2020
622-509230-000 OUTSIDE SERVICES	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	1,450.30		09/01/2020
Total 622509230000:					1,465.67		
622509330000							
622-509330-000 TRANSPORTATION-SUPPLI	AMSOIL INC	AMSOIL - WATER SUPPLIES (SPLIT)	19256261 RI	08/10/2020	441.10		09/01/2020
Total 622509330000:					441.10		
622509350000							
622-509350-000 GENERAL PLANT-SUPPLIE	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074781	IMIL1598955	08/19/2020	14.15		09/01/2020
622-509350-000 GENERAL PLANT-SUPPLIE	ELKHORN CHEMICAL & PACKA	WATER SUPPLIES	624597	08/12/2020	79.87		09/01/2020
622-509350-000 GENERAL PLANT-SUPPLIE	REINEMANS, INC.	HOT WATER NOZZLE-WWTP	185243	08/20/2020	17.98		09/01/2020
622-509350-000 GENERAL PLANT-SUPPLIE	DONERITE JANITORIAL SERV I	DONERITE BILLING WWTP (SPLIT)	3558	08/18/2020	328.00		09/01/2020
622-509350-000 GENERAL PLANT-SUPPLIE	AMSOIL INC	AMSOIL - WATER SUPPLIES (SPLIT)	19256261 RI	08/10/2020	15.00		09/01/2020
Total 622509350000:					455.00		
623575740246							
623-575740-246 REPAIR MAINT.RUNWAY,TA	WANASEK CORPORATION	ROLL LANDING STRIP-AIRPORT	11115	08/20/2020	1,221.50		09/01/2020
Total 623575740246:					1,221.50		
623575740298							
623-575740-298 CONTRACT SERVICES	LANDMARK SERVICES COOPE	LANDMARK - AIRPORT	4729	08/19/2020	323.33		09/01/2020
623-575740-298 CONTRACT SERVICES	AAE CONSULTING GROUP	PROPERTY INSURANCE APPRAISAL	2020036	08/04/2020	321.84		09/01/2020
Total 623575740298:					645.17		
Grand Totals:					135,045.77		

Dated: _____

Motion for Approval by: _____

Motion Seconded by: _____



DATE: September 1, 2020

SUBJECT: **LICENSES** - To approve a Class "B" Fermented Malt Beverage / "Class C" Wine License to Daniel and Roberta Robers for Not Your Grandma's Pantry, located at 165 W. Chestnut Street.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Daniel and Roberta Robers are the owners of Not Your Grandma's Pantry located at 165 W. Chestnut Street in the City of Burlington. They have applied for a Class "B" Fermented Malt Beverage / "Class C" Wine License, which would allow them to sell and serve fermented malt beverages and wine. Notice of the application was published in the August 20, 2020 edition of the Standard Press. Mr. and Mrs. Robers feel that the addition of the Class "B" Fermented Malt Beverage / "Class C" Wine License will increase revenue for their business and offer the opportunity to showcase a variety of craft beers and specialty wines to offer to their customers.

- A Class "B" Fermented Malt Beverage license authorizes the retail sales of fermented malt beverages to be consumed either on the premises where sold or off the premises. The cost of a Class "B" license is \$100 annually and will expire June 30, 2021.
- A "Class C" license authorizes the retail sale of wine by the glass or in an opened original container for consumption on the premises where sold and may be issued to a person qualified under s. [125.04 \(5\)](#) for a restaurant in which the sale of alcohol beverages accounts for less than 50 percent of gross receipts and which does not have a barroom. The cost of "Class C" license is \$100 annually and will expire June 30, 2021.

BUDGET/FISCAL IMPACT:

The applicants have paid the cost of the license in full in the amount of \$220, which includes a \$20 publication fee.

RECOMMENDATION:

Staff recommends that Council approves the submitted application.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the September 1, 2020 Common Council meeting.

Attachments

Not Your Grandma's Pantry

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 9-20-2020 ending: 6-30-2021
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } BURLINGTON
 Village of }
 City of }

County of RACINE Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

mf 9/1/20

Applicant's Wisconsin Seller's Permit Number <u>456-1029482944-02</u>	
FEIN Number <u>84-4518329</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$ <u>100</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
TOTAL FEE	\$ <u>220</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
NOT YOUR GRANDMA'S PANTRY

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Roberts</u>	(First) <u>Roberta</u>	(Middle Name) <u>L</u>	Home Address (Street, City or Post Office, & Zip Code) <u>417 STONEWALL CT, BURLINGTON WI 53105</u>
Vice President / Member Last Name <u>Roberts</u>	(First) <u>DANIEL</u>	(Middle Name) <u>R</u>	Home Address (Street, City or Post Office, & Zip Code) <u>417 STONEWALL CT BURLINGTON WI 53105</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name NOT YOUR GRANDMA'S PANTRY Business Phone Number 262-661-4541

2. Address of Premises 165 W. CHESTNUT ST Post Office & Zip Code BURLINGTON, WI 53105

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Alcohol will be located on shelves in the left of the entrance to the store. Storage will be in back hallway storage area by kitchen-employees only.

All records will be stored in office.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No

(b) If yes, under what name was license issued? NOT YOUR GRANDMA'S PANTRY

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No

Completed

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 1/31/20 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Roberts, Daniel R</i>	Title/Member <i>owner</i>	Date <i>8/16/20</i>
Signature <i>Daniel R Roberts</i>	Phone Number <i>262-492-7923</i>	Email Address <i>Robertaroberts@gmail.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <i>8/16/2020</i>	Date reported to council / board <i>9/1/2020</i>	Date provisional license issued <i>n/a</i>	Signature of Clerk / Deputy Clerk <i>Dorinda K. Kellner</i>
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Burlington County of Racine

The undersigned duly authorized officer/member/manager of NOT YOUR GRANDMA'S PANTRY
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as NOT YOUR GRANDMA'S PANTRY
(Trade Name)

located at 165 W. CHESTNUT ST, BURLINGTON WI

appoints DANIEL ROBERTS
(Name of Appointed Agent)

411 STONEWALL CT, BURLINGTON WI 53105
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
NOT YOUR GRANDMA'S PANTRY

Is applicant agent subject to completion of the responsible beverage server training course? Yes No Completed 59 yrs

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 59 yrs

Place of residence last year 411 STONEWALL CT, BURLINGTON WI 53105

For: NOT YOUR GRANDMA'S PANTRY
(Name of Corporation / Organization / Limited Liability Company)

By: _____
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, DANIEL R ROBERTS, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Daniel R Roberts 8/16/20 Agent's age 59
(Signature of Agent) (Date)

411 STONEWALL CT BURLINGTON WI 53105 Date of birth 11/17/60
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) Roberts		(first name) Daniel R.		(middle name)	
Home Address (street/route) 411 Stonewall Ct		Post Office Burlington	City Burlington	State WI	Zip Code 53105
Home Phone Number 262-757-5133		Age 59	Date of Birth 11/17/60	Place of Birth Burlington WI	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Officer/manager** of **NOT YOUR GRANDMA'S Party**
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

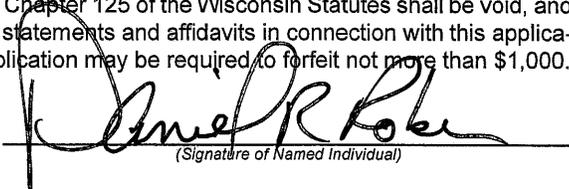
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 59
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name KS EUBANK	Employer's Address 19705 W. LINCOLN AVE	Employed From 4-2007	To 4-2018
Employer's Name ARBY COFFEE	Employer's Address NEW BERLIN WI	Employed From 4-2006	To 4-2007

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.



(Signature of Named Individual)

SERVER PROFESSIONAL

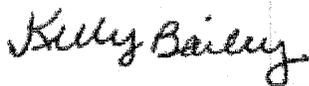
Wisconsin Responsible Beverage Seller/Server Training

Daniel Robers

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL106515

Date of Completion: 04/14/2020



Authorized Signature

Official Wisconsin Responsible Beverage Seller/Server Training
Revised and fully compliant with statutes 127.01 and 129.07. Please
file and return to your local municipal clerk's office to receive your
Wisconsin Responsible Beverage Seller/Server Training Certificate.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

Letter ID L1646871056

NOT YOUR GRANDMA'S PANTRY, LLC
 165 W CHESTNUT ST
 BURLINGTON WI 53105-1202

Wisconsin Department of Revenue Seller's Permit

Legal/real name: NOT YOUR GRANDMA'S PANTRY, LLC
Business name: NOT YOUR GRANDMA'S PANTRY, LLC
 165 W CHESTNUT ST
 BURLINGTON WI 53105-1202

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Sales & Use Tax

Account Type

Seller's Permit

Account Number

456-1029482944-02

Handwritten signature and date: 2/28/15

City of Burlington
300 North Pine Street
Burlington WI 53105

262-342-1161

Receipt No: 1.068830

Aug 17, 2020

NOT YOUR GRANDMA'S PANTRY

Previous Balance:	.00
LICENSES - BUSINESS LICENSES	200.00
100-434310-000 BUSINESS,OCCUPATIONAL PERMITS	
LICENSES - PUBLICATION FEE	20.00
100-454518-000 PUBLICATION FEES	
<hr/>	
Total:	220.00
<hr/>	
CHECK	220.00
Check No: 1522	
Payor: NOT YOUR GRANDMA'S PANTRY	
Total Applied:	220.00
<hr/>	
Change Tendered:	.00
<hr/>	

Duplicate Copy

08/17/2020 3:51 PM



DATE: September 1, 2020

SUBJECT: LICENSES - To approve a request from The Rivalry, located at 232 N. Main Street, for a Temporary Extension to their Liquor License Premise Description.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Brenda Hansen, owner of The Rivalry, has submitted a request asking permission for a temporary extension of their premise description in order to allow for outdoor sales and serving of alcoholic beverages during their annual fundraiser benefit, Mission 22. The benefit is scheduled for September 26, 2020.

Annually, The Rivalry hosts "Bar Olympics", which is a fundraising benefit for Mission 22 Suicide Prevention for Vets. This benefit is typically held inside the bar; however, due to COVID, they would like to move this benefit outdoors in order to assure social distancing and safety of others.

They have received permission from Dr. J. Charles Mesecc to utilize his parking lot, located at 240 N. Main Street. They will also be utilizing space in the backyard of the bar.

Attached is a copy of the written request along with written permission from Dr. Mesecc.

BUDGET/FISCAL IMPACT:

n/a

RECOMMENDATION:

Staff recommends that Council approves the submitted request.

TIMING/IMPLEMENTATION:

This item is scheduled for consideration at the September 1, 2020 Common Council meeting.

Attachments

Rivalry Extension Request

AUGUST 18. 2020

TO DIANE:

TEMPORARY PERMISSION

DESCRIPTION EXTENSION

THE RIVALRY 232 N MAIN ST

EVENT

BAR OLYMPICS BENEFIT FOR MISSION 22 SUCIDE PREVENTION FOR VETS

ADDRESS THE RIVALRY 232 N MAIN ST

IN BAR AND IN BACKYARD OF BAR

DR. J. CHARLES MESEC 240 N MAIN

IN PARKING LOT

DESCRIPTION

POP UP TENTS WITH GAMES INSIDE.

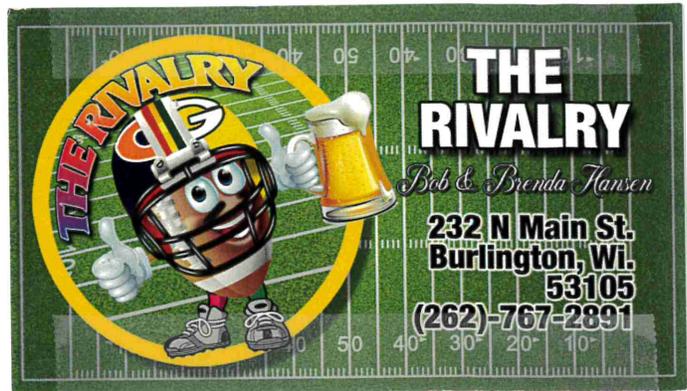
PEOPLE WILL BE GOING TO BE IN AND OUT

OF BAR TO PLAY GAMES

THANK YOU

BRENDA HANSEN

THE RIVALRY



Dr. J. Chalres Mesec

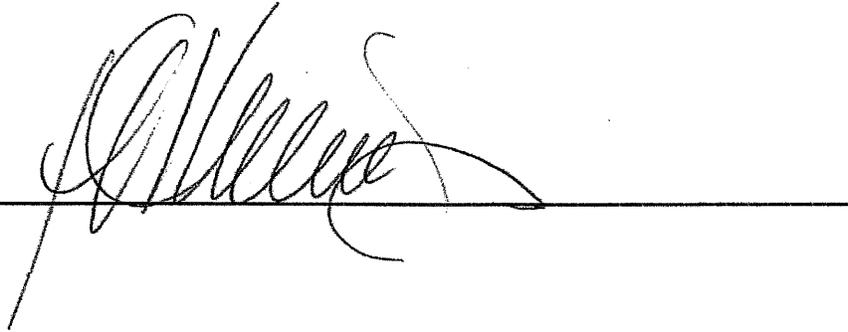
240 N Main St.

Burlington, WI 53105

262-763-2141

I, Charles Mesec, am allowing The Rivalry Bar to use our parking lot,
September 26th, 2020 for their event.

Signature

A handwritten signature in black ink, appearing to read 'Charles Mesec', is written over a solid horizontal line. The signature is cursive and somewhat stylized.



DATE: September 1, 2020

SUBJECT: SPECIAL EVENTS - To approve Special Event Permit Applications as submitted.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

A Special Event Permit is required for any planned extraordinary occurrence on the public right-of-way or public premises, including but not limited to parades, processions, bicycle or foot races, and festivals. Prior to Council approval, applications must be approved by the Police Department, Fire Department, Department of Public Works, Building Inspection, and Health Department if food is being served.

The following application(s) have been submitted for approval of a Special Event Permit:

Organization: The Runaway Micropub and Nanobrewery

Event: Oktoberfest

Date: Saturdays - 9/19, 9/26, and 10/3

Location: 109 E. Chestnut Street

Time: 12:00 p.m. to 8:00 p.m.

Expected Attendance: ongoing customers throughout the day

Notes: The Runaway will be utilizing the parking space in front of the building to prepare and serve brats and other German food. No alcohol sales will be made outside. Guests are welcome to bring their food inside The Runaway and enjoy with a specialty craft beer.

Organization: The Runaway Micropub and Nanobrewery

Event: Fall Fest 2020

Date: Saturday - 10/10/2020

Location: 109 E. Chestnut Street

Time: 12:00 p.m. to 7:00 p.m.

Expected Attendance: ongoing customers throughout the day

Notes: The Runaway plans to host Mr. P's Grilled Cheese. Their mobile food truck will be parking in the space in front of The Runaway for ordering of food during the Fall Fest Event.

BUDGET/FISCAL IMPACT:

There is no fee to apply for a Special Event Permit, however, the applicant shall pay a fee based on a rate as set by the Common Council per man-hour for City services as determined in the application review and approval process. These costs will be assessed on an individual basis and billed directly to the applicant by the corresponding department.

RECOMMENDATION:

Staff recommends that Council approves the Special Event applications as submitted.

TIMING/IMPLEMENTATION:

This item is scheduled for final consideration at the September 1, 2020 Common Council meeting.

Oktoberfest

Fall Fest 2020

Aerial View of Parking Space

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: _____

Permit Number: _____

Sent for Staff Review: _____

Council Meeting: _____

SUMMARY OF EVENT

Event Title: _____ Date of Event: _____

Event Location: _____

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: _____

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance: The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

(Minimum Liability Limits, unless otherwise specified: General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate; Automobile: \$1,000,000 Combined Single limits; Umbrella Liability: \$1,000,000; Workers Compensation: State Minimum)

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.



Signature of Applicant

8/14/2020

Date of Signature

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for DPW Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for BFD Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Bldg. Insp. Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Health Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

City Council Meeting Date: _____

City Council Approval Date: _____

Permit Number: _____

Notes: _____

CITY OF BURLINGTON

SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: _____

Permit Number: _____

Sent for Staff Review: _____

Council Meeting: _____

SUMMARY OF EVENT

Event Title: _____ Date of Event: _____

Event Location: _____

Nature of Event: Festival Parade Bike Race/Ride Foot Race/Run March/Processional
 Rally Circus Demonstration Other: _____

Site Plan Requirement: All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include location, any street closures, barricades, race/parade routes, stages, alcohol sale location, tents, etc.

Certificate of Insurance: The City of Burlington must be listed as the Certificate Holder and as additionally insured. If alcohol is being served, Liquor Liability coverage must also be included.

(Minimum Liability Limits, unless otherwise specified: General Liability: \$1,000,000 per Occurrence, \$2,000,000 Aggregate; Automobile: \$1,000,000 Combined Single limits; Umbrella Liability: \$1,000,000; Workers Compensation: State Minimum)

Description of Event: Describe what you are planning so that reviewing officials can determine whether city services will be needed.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): _____

Is this a multi-day event? Yes No

If so, how many days? _____

Start Date: _____ End Date: _____

EVENT ORGANIZER INFORMATION

Applicant Name: _____

Group Represented: _____

Address: _____

Phone: _____ Email: _____

Person In Charge of Event: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Address: _____

DETAILED EVENT INFORMATION

Event Set Up Date: _____ Time: _____

Start Time For Event: _____ a.m./p.m. End Time For Event: _____ a.m./p.m.

Alcohol Being Served*? Yes No Licensed Agent: _____

**An application for a Temporary Class "B"/"Class B" Retailer's License must be submitted and approved to serve alcohol.*

Are Park Reservations Necessary? Yes No

**Park reservations must be made via the Department of Public Works. Please call 262-342-1181 for more information.*

Barricades Needed*? Yes No Amount Needed & Locations: _____

**This may result in a fee*

Will A Temporary Structure or Tent Be On-Site? Yes No Does the Tent have Sidewalls? Yes No

Police Services Requested*? Yes No

Hours & Dates Police Services Needed: _____

**This may result in a fee*

EMS/Fire Services Requested*? Yes No

Hours & Dates EMS/Fire Services Needed: _____

**This may result in a fee*

Trash Receptacles Needed*? Yes No Amount Needed & Locations _____

**This may result in a fee*

Person(s) Responsible for Clean Up After the Event: _____

Picnic Tables Needed*? Yes No Amount Needed & Locations _____

**This may result in a fee*

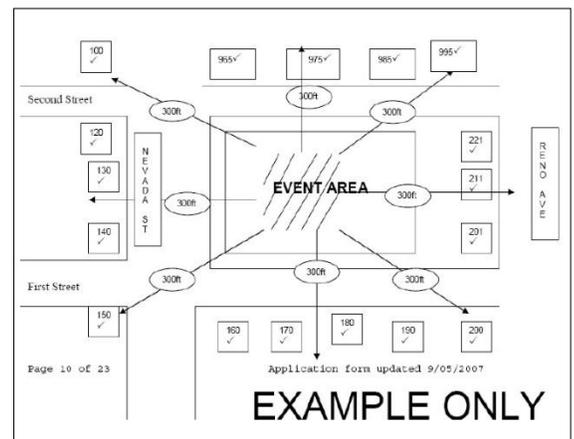
Will Your Event Involve Live Performances, Loud Speakers or a DJ*? Yes No

**Per Section 219-2A(7) of the Municipal Code, loudspeaker or sound-amplifying devices shall not be used between the hours of 10 PM to 8 AM and privileges may be revoked if the volume becomes a nuisance.*

IMPACTED NEIGHBOR NOTIFICATION

The Event Organizer shall notify all residences and businesses within any street closure or lane restriction area of the upcoming event. Notification shall include the following information:

- Event name
- Dates and times of event
- A brief description of the event
- Any closure areas
- Where attendees will be parking



AFFIDAVIT OF APPLICANT

I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to approve the Special Event and other permits herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the City of Burlington in the conduct of the Special Event described herein.

I/We, the undersigned, agree to abide by all City Ordinances and the rules and regulations which are made part of this permit application and hereby release, discharge, hold harmless and agree to defend the City of Burlington, its officers, agents, and employees from and against any and all loss that may arise out of or result from, in any way, in whole or in part, the scheduled event, the conduct or actions of any individual participating in or attending the scheduled event, the issuance of the Road Closing Permit or the closing of any road (whether or not a Permit has been issued) for the scheduled event.



Signature of Applicant

08/24/2020

Date of Signature

CITY OF BURLINGTON STAFF USE ONLY

POLICE DEPARTMENT REVIEW

Approval Recommended: YES NO
Police Hours Required: _____
Estimated Fee for Police Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

PUBLIC WORKS DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for DPW Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

FIRE DEPARTMENT REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for BFD Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

BUILDING INSPECTION REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Bldg. Insp. Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

HEALTH OFFICER REVIEW

Approval Recommended: YES NO
Hours Required: _____
Estimated Fee for Health Service: _____
Reviewed By: _____
Date: _____

Comments and/or Stipulations for Event:

City Council Meeting Date: _____

City Council Approval Date: _____

Permit Number: _____

Notes: _____



109



DATE: September 1, 2020

SUBJECT: RESOLUTION 5026(22) - A Preliminary Resolution declaring intent to exercise special assessment powers under §66.0703, Wisconsin Statutes, for reconstruction of sidewalks at various locations.

SUBMITTED BY: Peter Riggs, Director of Public Works

BACKGROUND/HISTORY:

In 1991, the City Council established a sidewalk replacement program in response to deteriorated sidewalks. The intent of the sidewalk program is to financially assist property owners with a 50/50 cost share program.

By adopting this resolution, this is the first step to consider levying special assessments upon property for the replacement of existing public sidewalks at various locations. The proposed assessments may be paid in cash or in three annual installments with an interest rate which is one-half (.05) percent over the total cost of the improvements.

This process includes a public hearing proposed for September 15, 2020. The final interest rate will be established and stated in the final resolution and noticed with the appropriate assessments.

BUDGET/FISCAL IMPACT:

This work was planned and accounted for within the 2020 DPW Streets Budget.

RECOMMENDATION:

Staff recommends that the Common Council approve this initial step to exercise Special Assessments for the reconstruction of sidewalks in 2020.

TIMING/IMPLEMENTATION:

This item is for discussion at the September 1, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the Common Council meeting the same night.

Attachments

Res 5026(22) Special Assessment_2020 Sidewalks

**A PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL
ASSESSMENT POWERS UNDER §66.0703, WISCONSIN STATUTES FOR
RECONSTRUCTION OF SIDEWALKS AT VARIOUS LOCATIONS**

BE IT RESOLVED by the Common Council of the City of Burlington, Racine County and Walworth County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under §66.0703, Wisconsin Statutes and §274-3 of the Code of the City of Burlington, to levy special assessments upon property for benefits conferred upon such property by replacement of portions of existing public sidewalks at the following locations:

HOUSE NUMBER	STREET NAME
989	Cedar Drive
465	W Chestnut Street
348	Church
414	Dale Drive
432	Emerson Street
241 & 249	E Highland Avenue
241	W Jefferson Street
225	N Kane Street
84	McHenry Street
464-466	Northrop
464	Orchard Street
272	Origen Street
273	S Perkins Boulevard
332	Robins Run
518	Tower Street

2. Said improvements are to include sidewalk replacement, and restoration of all disturbed areas; and,
3. The total cost assessed against the abutting properties shall not exceed one-half (1/2) of the total cost of the improvements; and,
4. The City of Burlington will bear one-half (1/2) of the total cost of the improvements; and,
5. The assessments against any parcel may be paid in cash or in three (3) annual installments with interest at a rate which is one-half (0.5) percent over the cost of the funds for the project. This rate shall be established in the final resolution and noticed with assessments; and,

6. The City is directed to prepare an engineering report consisting of:
 - a) Final plans and specifications for said improvements,
 - b) An estimate of the entire cost of the proposed improvements,
 - c) A schedule of the proposed assessments.
 - d) A statement that the property against which the assessments are proposed is benefited.

Upon completion of such report, a copy thereof shall be filed in the City Clerk's office for public inspection; and

7. Upon receiving the report, the City Clerk is directed to prepare a notice stating the nature of the proposed improvement, the general boundary lines of the proposed assessment district, the place and time at which the report may be inspected and the place and time at which all interested persons, or their agents or attorneys, may appear before the Common Council to be heard concerning the matters contained in this resolution and the report. The notice shall be published as Class I notice of a public hearing to be held at least 10 days but not more than 40 days after publication, and mail a copy of said notice at least 10 days before the hearing to every person whose post-office address is known or can be ascertained with reasonable diligence as specified in §66.0703(7), Wisconsin Statutes. The hearing shall be held in the Common Council Chambers in the Courtroom of the Police Department at the time set by the Clerk in accordance with §66.0703(7).

Hearing tentatively set for: Tuesday, September 15, 2020 at 6:30 p.m.

Introduced: September 1, 2020

Adopted:

Jeannie Hefty, Mayor

Attest:

Diahnn Halbach, City Clerk



DATE: September 1, 2020

SUBJECT: RESOLUTION 5027(23) - To approve a Professional Services Agreement with GrahamSpencer for the City of Burlington's Re-Branding effort.

SUBMITTED BY: Carina Walters, City Administrator

BACKGROUND/HISTORY:

During the August 4, 2020 Committee of the Whole meeting, Council President Schultz sought approval from the Committee to allow staff to work with GrahamSpencer in drafting a Professional Services Contract. This evening, staff will outline the elements of the Professional Services Contract.

The City of Burlington would like to engage GrahamSpencer, a branding firm, to conduct thorough research and prepare strategic recommendations to effectively and creatively re-brand our community. To determine our unique position and brand voice, GrahamSpencer will assist the City in identifying its community perception both from stakeholders and visitors to study, communication problems and opportunities with an eye toward defining audience, and target markets and competitive context. It is a largely one-on-one primary review of context, best practices, history and competition and review of (existing) reliable secondary research sources. The work will concentrate on elements of branding within Burlington, (and how it fits into Racine/Walworth Counties), with respect to the opinions, perceptions, misperceptions and biases of its community members, visitors, partners, business owners, neighbors and other key stakeholder audiences. They will audit the City's current brand of Chocolate City, USA, and review the proposed brand of "City of Trails" and the role of outdoor recreation in detail to identify the positioning for Burlington.

The customized phase process completed by GrahamSpencer would include the following:

GSearch Phase 1. Discovery/Primary & Secondary Research

Primary Research

- City of Burlington board and staff individual interviews
- Regional Tourism Stakeholder Focus Groups and/or individual interviews
- Visitor Individual Interviews

Secondary Research

- Review current existing research and strategies (Including, but not limited to the 2016-2018 City of Burlington Strategic Plan, 2016 Burlington Downtown Planning, (WEDC), 2016 Burlington Assessment, Wisconsin Department of Tourism, 2018 Burlington and Waterford Assessment Findings and Suggestions Report, Roger Brooks International, 2019 Branding Committee PowerPoint Presentation)
- Identify Peers/Competitors and engage in detailed audits of competitor and gold standard brand identities, strategies and public positioning
- Engage in detailed audit of Burlington brand identity, strategies and public positioning

GSearchPhase 2. Analysis, Brand Positioning & Brand Strategy

The consultant will synthesize all inputs into recommendations for the brand, including how to best launch and implement the brand to create awareness and recognition as well as a fairly detailed plan for strategic communications with regards to different channels/geographic markets, content formats, messaging hierarchy, etc.

- Analysis of all inputs
- Define target cohort markets
- Define target geographic markets (any applicable: city, state, region, national, international)

- Consider competition with eye toward identifying gaps Burlington can fill
- Begin definition of target personas
- Devise communications/positioning strategy with hierarchy of messaging priorities
- Present analysis & outcomes to client for feedback

Brand Identity Design Phase

GrahamSpencer will engage in a robust creative design process to develop dynamic brand identity options for your consideration, including::

- Creative concept, design
- Tagline recommendations
- Mockup, Layouts and Presentation
- Color way recommendations
- Typography & Styling
- Post-approval identity finalization

Using research, audits and our extensive experience as brand strategists to fuel the development, the firm will work collaboratively with our advisory committee to narrow the list of brand identities until a final is chosen. The Common Council will be kept apprized through out each step of the process.

GSearch Brand Identity Validation Research

The advisory committee may determine that validation research is necessary to validate the research and ensure the choices made will be successful in the long term. This is yet to be determined, as necessary. If necessary, the process would be to return to select members of the original set of *GSearch* respondents with a select group of city brand identity options. In a scripted, structured, in-depth interview environment, the firm would show stakeholders the creative outcomes their earlier participation helped inform and collect their impressions. They would then assimilate the information gathered, to examine and craft final recommendation for City of Burlington stakeholders. An online survey can also be conducted if necessary.

This evening Jay Graham is present to answer any questions.

BUDGET/FISCAL IMPACT:

Based on the August 18, 2020 meeting, please note, no work will begin until the City receives notification from the Department of Tourism on the JEM Grant's status. Should the City not receive the JEM Grant, the Common Council may still choose to move forward with the Firm and reduce the scope to meet the 2020 Budget allocation of \$35,000.

RECOMMENDATION:

The City received 15 proposals and interviewed four firms and through extensive interviews, the interviewing committee is recommending GrahamSpencer based on their expertise and overall understanding of the scope of work. Staff recommends approval of the Professional Services Agreement with GrahamSpencer.

TIMING/IMPLEMENTATION:

This item is for discussion at the September 1, 2020 Committee of the Whole meeting, and is scheduled for final consideration at the Common Council meeting the same night.

Attachments

Resolution 5027(23)
Professional Services Agreement

**A RESOLUTION APPROVING AN AGREEMENT WITH GRAHAM SPENCER TO PROVIDE
BRANDING SERVICES TO THE CITY OF BURLINGTON**

WHEREAS, the City of Burlington requires professional assistance to conduct thorough research and prepare strategic recommendations to effectively and creatively re-brand the City of Burlington; and,

WHEREAS, the City did advertise a Request for Proposals on April 20, 2020, receiving sixteen proposals; and,

WHEREAS, City executive staff interviewed four firms on July 9, 2020; and,

WHEREAS, the City Administrator and executive staff recommend entering into an agreement with Graham Spencer to provide Branding Services to the City of Burlington, Wisconsin.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington, Racine County, State of Wisconsin, approves and agreement with Graham Spencer, attached hereto as Exhibit A, in the amount of. \$53,900.00

BE IT FURTHER RESOLVED that the Council authorizes the Mayor to approve reasonable expenses associated with the study process.

Introduced: September 1, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

AMENDMENT

To the GrahamSpencer, LLC Agreement to Provide
Branding Services to the City of Burlington, Wisconsin

This amendment (the “Amendment”) is made and entered into by and between the undersigned parties, contemporaneously with the written agreement (the “Agreement”) being entered into by GrahamSpencer, LLC, with the City of Burlington, hereafter described.

1. The Agreement. Attached hereto as Exhibit A is a copy of the Agreement being contemporaneously entered into by the parties to this Amendment, to which this Amendment applies and modifies.

2. The Parties: GrahamSpencer. GrahamSpencer, LLC (hereafter, “GS”), also known as Grahamspencer, LLC, is a limited liability company organized under the laws of the State of Illinois, and has its offices located at 333 Locust Street, Rockford, Illinois 61103. Its sole members are:

- a) William J. Graham
429 North Chicago Avenue
Rockford, Illinois 61107
- b) Scott Spencer
2162 East Feather Gold Court
Draper, Utah 84020

3. The Parties: City of Burlington, Wisconsin. The City of Burlington, Wisconsin is a city organized under the laws of the State of Wisconsin (hereafter, “City”), with its City Hall located at 300 North Pine Street, Burlington, Wisconsin. Its City Administrator is Ms. Carina Walters.

4. This Amendment. This Amendment is being entered into, and is hereby made a part of the Agreement, for the purpose of further describing the terms and provisions of the services (hereafter, “Services”) that GS will be providing to the City under the Agreement. In the event of any conflict of the provisions of this Amendment with the provisions of the Agreement, the terms and provisions of this Amendment shall control.

5. The Services. The Services that GS shall provide to the City are described in the Agreement, as modified by this Amendment. The core essence of the Services is for GS to create a new “brand”, or community identification, for the City. The provision of these Services by GS to the City is also hereafter referred to as the “Project”.

6. The Agreement Categories. A review of the Agreement shows that it is divided into several component parts, or “Phases”, as well as other segments having different labels. With respect to the segments of the Agreement marked as a “Phase”, the following information is provided, in part, for that Phase (using the nomenclature contained in the Agreement for the said Phase):

- a) GSearch Phase 1, Discovery/Primary & Secondary Research [hereafter, “Phase 1”]
Estimated Costs: \$7,500.00 - \$9,950.00
- b) GSearch Phase 2, Analysis, Brand Positioning & Brand Strategy [hereafter, “Phase 2”]
Estimated Costs: \$7,500.00 - \$9,950.00
- c) Brand Identity Design Phase [hereafter, “Phase 3”]
Creative Concept & Design, Tagline Development, Layout, Presentation:
\$10,900.00 - \$12,900.00
Identity Finalization: \$3,500.00
Total Brand Identity Design Phase Estimated Costs: \$14,400.00 - \$16,400.00

- d) [Optional] GSearch Brand Identity Validation Research [hereafter, “Phase 4”]
 Stimulus Materials Creation/Preparation: \$2,000.00
 Validation Research Fees: \$4,500.00 - \$7,500.00
 Validation Research Total Estimated Cost: \$6,500.00 - \$7,500.00
- e) Brand Guidelines [hereafter, “Phase 5”]
 Concept Development, Graphic Design, Layout & Presentation: \$6,500.00
 Final Production for Distribution: \$3,600.00
 Total Brand Guidelines Estimated Cost: \$10,100.00
- f) Total SOW [Scope of Work] Estimated Costs [hereafter, “Total Cost”]: \$46,000.00
 - \$53,900.00

7. Capped Payments to GS. GS represents to the City that the ranges of estimated costs for each of the Phases and/or segments of the Agreement described in above Paragraph No. 6 of this Amendment include all of the costs necessary for GS to fully perform and provide the Service(s) to the City in each Phase or segment. In turn, unless the City requests GS to perform further work in excess of the Service(s) described for each Phase or segment, the City shall not be required to pay more than the following amounts of monies to GS, in consideration for GS to fully perform the Service(s) of each Phase or segment:

- a) Phase 1: A maximum payment amount of \$9,950.00.
- b) Phase 2: A maximum payment amount of \$9,950.00.
- c) Phase 3: A maximum payment amount of \$16,400.00.
- d) [Optional work] Phase 4: A maximum payment amount of \$7,500.00.
- e) Phase 5: A maximum payment amount of \$10,100.00.
- f) TOTAL COST: A maximum total Project payment amount of \$53,900.00.

8. Contact Persons. During the course of this Project, the following persons shall be the contact persons for communications to and from the parties:

a) For GS:

William J. Graham (hereafter, "Jay")
c/o GrahamSpencer, LLC
333 Locust Street
Rockford, Illinois 61103

Office telephone: (815)397-4949

Email address: jgraham@grahamspencer.com

Additional telephone: (815)218-4949 (mobile)

b) For the City:

Carina Walters (hereafter, "Carina")
City Administrator
City of Burlington
City Hall
300 North Pine Street
Burlington, Wisconsin 53105

Office telephone: (262)342-1180

Email address: cwalters@burlington-wi.gov

Additional telephone: (262)758-3524 (mobile)

9. GS Service Providers. The Services that GS is providing to the City for this Project shall be performed by the following persons (supported by other GS staff members):

a) William J. Graham ("Jay")
Project Lead
Co-Creative Director

(815)397-4949 (office)

(815)218-4949 (mobile)

- b) Scott Spencer
Co-Creative Director

sspencer@grahamspencer.com

(815)218-9494 (mobile)
- c) Sean McClure
Group Strategy Director

smcclure@grahamspencer.com

(224)310-0962 (mobile)

10. Hourly Rates. Above Paragraph No. 7 describes the maximum amount of monies payable by the City (the “Maximum Payment”) to GS for the Services to be provided by GS to the City under this Agreement. It is, of course, the hope of the City that GS will be able to fully supply those Services to the City under the Maximum Payment amount of monies. To determine if that final result is attained by GS (i.e. the provision of the Services under the Maximum Amount), the Services being provided by GS to the City shall be monitored and calculated using the following billable-hour rates, for each of the following categories (again, using the nomenclature used by GS in the Agreement):

Design, Brand Strategy & Writing Blended Rate: \$150.00/hour

Production, Consulting & Management: \$150.00/hour

Photography/Videography: \$125.00/hour

Technical/Coding: \$125.00/hour

Website Maintenance/Hosting & Other Technical Issues: \$100.00/hour

Travel: \$75.00 per trip (lodging included)

These billing rates shall also be used and applied to any work requested of GS by the City, in a written communication from Carina (the City Administrator), that is outside of the scope of the

Services provided for in the Agreement (such in-scope Services to be provided to the City at no more cost than the Maximum Payment described above).

11. Interim Reports. Carina needs to periodically update the City of Burlington Common Council on the progress of this Project. To this end, and in addition to the final GS written report already described in the Agreement, GS shall assist Carina in preparing an interim report (the “Interim Report”) whenever desired by Carina, at no further cost to the City. Carina shall draft each proposed Interim Report and provide the same to GS for its review and comment. Once the Interim Report is finalized by Carina, with content approved by GS, the said Interim Report shall be made public and given to the Common Council. (This “review and comment” procedure afforded to GS for an Interim Report shall not in any manner, however, preclude or prohibit Carina from making whatever other reports and/or providing whatever other information that Carina may desire to give to the Common Council regarding the Project.)

12. Ownership of the Work Product. Upon the full payment to GS for the work and Services that GS has then to date provided to the City (the “Work Product”), the City shall be the owner of all property rights (including, but not limited to, all intellectual property rights) of the Work Product so created and prepared by GS for the City to such date, as a part of its Services provided to the City. The City may then use such Work Product in any manner as the City may desire.

13. Commencement of the Project. GS shall commence the provision of its Services to the City under this Agreement only after GS receives a written communication (such as an email to Jay) from Carina to so start the said work. (At the time of the signing of this Agreement, the parties agree that the City owes no money to GS, notwithstanding some work already done by GS for this Project.) Concomitantly, and as noted in the last paragraph of the Agreement (Exhibit A),

the City may cancel and terminate this Agreement at any time, with no cause being required, provided that the City pays to GS the monies due GS for its Services provided to the said time of cancelation/termination. GS understands that the City may wait until it receives notification from the State of Wisconsin, as to whether the City has actually received certain grant funds for this Project (such as the JEM Grant), to give notice to GS to start the work on the Project.

14. Venue and Governing Law. The venue for any legal action arising under and/or pertaining to this Agreement (including this Amendment) shall solely and exclusively be Racine County Circuit Court in Racine, Wisconsin. This Agreement (including this Amendment) shall be governed, controlled, construed, and interpreted by and under the laws of the State of Wisconsin, without giving effect to its conflict of law provisions.

15. Common Council Approval Required. This Agreement (and this Amendment incorporated into the Agreement) shall not be effective unless and until approved by the City of Burlington Common Council.

16. Contemporaneous, but Singular, Signing. By signing this present Amendment, as outlined below, the parties are hereby signing both this Amendment and the Agreement attached hereto as Exhibit A, in one singular action. (The attached Agreement does not, therefore, have to be signed at its own signature lines. The signing of this Amendment serves that specific purpose.) The Agreement may be so signed by the parties, through the said signing of this Amendment, in counterpart, and with the signatures of the parties signed and then transmitted to each other electronically by email.

Dated and signed effective this _____ day of _____, 2020

(no matter if actually signed on a different date).

GS:
GrahamSpencer, LLC

CITY:
City of Burlington, Wisconsin

By: 

William J. Graham
Member

By: _____
Jeannie Hefty
Mayor

Attest: _____
Diahn Halbach
City Clerk

CITY OF BURLINGTON: SCOPE OF WORK AND AGREEMENT

GrahamSpencer thanks Carina Walters, the City of Burlington, its partner agencies and volunteer advisory committee for selecting GrahamSpencer to help in your shared quest to conduct research, prepare strategic recommendations and effectively and creatively re-brand your community. We could not be more eager to begin and cannot wait to collaborate with you. Our process has been explained in great detail in the RFP response prepared and submitted, and in ensuing Zoom meetings and phone calls. This document is a simple recitation of the processes we jointly agree GS will move forward with under your supervision as well as to explain our simple terms.

GSearch Phase 1. Discovery/Primary & Secondary Research

GSearch is the proven, proprietary method through which we study our clients' communications problems and opportunities with an eye toward defining audience, target markets and competitive context. It is a largely one-on-one primary review of context, best practices, history and competition and review of (existing) reliable secondary research sources.

At the end of the day, it is about accurate and unique positioning and brand voice. This work will concentrate on elements of branding within Burlington (and how it fits into Racine/Walworth Counties) with respect to the opinions, perceptions, misperceptions and biases of its community members, visitors, partners, business owners, neighbors and other key stakeholder audiences. The final pro forma for this process will be honed and structured alongside your team prior to execution.

Interviews with stakeholders will likely be conducted in a blend of methods, including; in person, over the phone and/or online video conference as desired. In some cases, quantitative data may be collected by strategic online or other survey methods where access to email lists and answers needed are best served through that method. GrahamSpencer has a great deal of experience conducting such research. We always get the necessary insights to inform the strategic and creative results you seek.

Another key aspect of the *GSearch* process is the brand audit. We will audit the City of Burlington brand, visitor industry competitors, and industry gold standards - in detail - to help find the perfect future positioning for Burlington.

We will design your customized process via close consultation with City of Burlington - but it might look something like this:



Primary Research

- City of Burlington board and staff individual interviews
- Regional Tourism Stakeholder Focus Groups and/or individual interviews
- Visitor Individual Interviews

Secondary Research

- Review current existing research and strategies (Including, but not limited to the 2016-2018 City of Burlington Strategic Plan, 2016 Burlington Downtown Planning, (WEDC), 2016 Burlington Assessment, Wisconsin Department of Tourism, 2018 Burlington and Waterford Assessment Findings and Suggestions Report, Roger Brooks International, 2019 Branding Committee PowerPoint Presentation)
- Identify Peers/Competitors and engage in detailed audits of competitor and gold standard brand identities, strategies and public positioning
- Engage in detailed audit of Burlington brand identity, strategies and public positioning

GSearch Phase 1 Estimated Costs

- *GSearch* Phase One: **\$7,500 - \$9,950**

GSearch Phase 2. Analysis, Brand Positioning & Brand Strategy

We will synthesize all inputs into recommendations for your brand, including how to best launch and implement your brand to create awareness and recognition as well as a fairly detailed plan for strategic communications with regards to different channels/geographic markets, content formats, messaging hierarchy, and more...

- Analysis of all inputs
- Define target cohort markets
- Define target geographic markets (any applicable: city, state, region, national, international)
- Consider competition with eye toward identifying gaps Burlington can fill
- Begin definition of target personas
- Devise communications/positioning strategy with hierarchy of messaging priorities
- Present analysis & outcomes to client for feedback



GSearch Phase 2 Estimated Costs

- *GSearch* Phase Two: **\$7,500 - \$9,950**

Brand Identity Design Phase

GrahamSpencer will engage in a robust creative design process to develop dynamic brand identity options for your consideration, including::

- Creative concept, design
- Tagline recommendations
- Mockup, Layouts and Presentation
- Color way recommendations
- Typography & Styling
- Post-approval identity finalization

Using research, audits and our extensive experience as brand strategists to fuel the development, our team will work collaboratively with your internal stakeholders to narrow the list of brand identities until a final is chosen.

Brand Identity Design Fees

- Creative Concept & Design, Tagline Development, Layout, Presentation: **\$10,900 - \$12,900**
- Identity Finalization: **\$3,500**

Total Brand Identity Design Phase Estimated Costs: \$14,400 - \$16,400

GSearch Brand Identity Validation Research

Validation Research assures our clients do not make subjectively based decisions when selecting key creative elements such as logos, which are intended to have a life span from 10 - 20 years, at least. Validation Research assures the choices you make are more likely to resonate with more people and be more successful in the long run.



Our process will be to return to select members of the original set of *GSearch* respondents with a select group of city brand identity options. In a scripted, structured, in-depth interview environment, we would show stakeholders the creative outcomes their earlier participation helped inform and collect their impressions. We would then assimilate the information we gather, examine it and craft final recommendation for City of Burlington stakeholders. An online survey can also be conducted if we joint agree on its efficacy.

Normally, we show only logos during the Validation phase of identity validation research, but in this case, we might recommend creating a more robust set of visual “stimulus material” to include some applications such as water tower labeling, civic vehicles, letterhead and business cards to paint a picture of brand application for all Validation Research participants.

This process would include:

- Prepare stimulus deck
- Compile list of *GSearch* respondents, arrange interviews
- Conduct in-depth interviews and possible survey
- Compile and analyze results
- Write and deliver report

Brand Identity Validation Research Estimated Costs

- Stimulus Materials Creation/Preparation: **\$2,000**
- Validation Research Fees: **\$4,500 - \$5,500**

Validation Research Total Estimated Cost: \$6,500 - \$7,500

Brand Guidelines

Brand guidelines can take the form of a printed document, webpage or PDF available for download. In any case, our brand guidelines will consider modern-day needs of brand applications such as websites, mobile sizing, social media, types of video and imagery as well as your brand’s tone of voice. Brand guidelines should consider all target audiences and brand engagement touch points.



TERMS OF AGREEMENT & AUTHORIZATION

Thank you for your trust. All quoted phases are baseline and are subject to change according to client-driven alterations or expanded scope of work. GrahamSpencer operates on a progress billing system; actual fees and expenses are billed either monthly or by project phase. Payments are due within 30 days of issuance of invoices. A service charge of 1.5% per month is applied on past due invoices. Payment of fees and expenses incurred is not contingent upon client acceptance of GrahamSpencer recommendations or deliverable services. Proofreading and fact checking are the exclusive responsibility of the client; neither GrahamSpencer nor its partners/suppliers will accept responsibility for errors in copy, image, video or information or placement thereof. If this project is terminated for any reason by either party before completion, the client is responsible for payment of fees and expenses incurred up to the date of termination. These budgets does not include travel or other related reimbursable expenses except where noted. (Travel is billed @ \$75/hr + out-of-pocket expenses). Photography, illustration, printing and other outside services are not included and to the extent they are required, they will be specified and estimated after the design phase is complete. If these terms meet with your approval, please sign this form and return as our authorization to proceed.

Submitted By

7.30.2020

Jay Graham, GrahamSpencer

Date

Authorized By

Carina Walters, City of Burlington

Date



DATE: September 1, 2020

SUBJECT: **RESOLUTION 5028(24)** - To approve a change of Polling Location from Cross Lutheran Church to the Veteran's Terrace, located at 589 Milwaukee Avenue.

SUBMITTED BY: Diahnn Halbach, City Clerk

BACKGROUND/HISTORY:

Cross Lutheran Church has been the designated polling location for the First and Second Districts (Wards 1-4), since January 3, 1995. On August 25, 2020, staff received written notice from Cross Lutheran's Church Mission Council President, notifying us that, due to the pandemic, the City of Burlington would not be able to use their facility as a polling location for the remainder of 2020. It was stated in the letter that "this is a temporary decision and Cross Lutheran Church will revisit this in the future. We have every intention of being a location The City of Burlington can count on as a polling location in the years to come."

Beth Reetz, Manager of the Veteran's Terrace, has agreed to allow the use of their facility to be used as a polling location for the First and Second Districts for the November election, and for future elections, if needed. An Accessibility Report was completed and submitted to the Wisconsin Elections Commission, and they have approved the use of the facility as a polling location.

If approved by the Common Council, this change would be effective immediately so that the November 3, 2020 election can be held at the new location. A Postcard Notification will be mailed to all registered voters within these two districts. Information will also be posted on the City's website, social media, and the local newspapers. Change of Polling Location Notices will also be posted on the doors of Cross Lutheran Church, directing voters to the Veteran's Terrace.

BUDGET/FISCAL IMPACT:

The City currently pays rent to the polling location facilities in the amount of \$100 per election. However, the Veteran's Terrace will not be charging for the use of their facility, which will reduce this budget item \$200 to \$400 per year depending on the number of elections scheduled for that year.

RECOMMENDATION:

Staff recommends approval of this resolution to change polling locations.

TIMING/IMPLEMENTATION:

This item is for discussion at the September 1, 2020 Committee of the Whole meeting, and due to timing, is scheduled for final consideration at the same evening Common Council meeting.

Attachments

Res 5028(24) Change of Polling Location_Cross Lutheran
Cross Lutheran Church Letter

**A RESOLUTION ESTABLISHING A POLLING PLACE
FOR THE CITY OF BURLINGTON**

WHEREAS, Section 5.25(3) of the Wisconsin State Statutes sets the criteria of establishing a change to a polling place; and,

WHEREAS, Voters of District One (Wards 1-2) and District Two (Wards 3-4) have been voting at the Cross Lutheran Church, 126 Chapel Terrace, since January 3, 1995; and,

WHEREAS, due to COVID-19, Cross Lutheran's Church Council has made the decision to not allow their church building to be used as a polling location for the City of Burlington; and,

WHEREAS, Veteran's Terrace has agreed to allow the use of their facility as a combined polling location for Wards 1-4 and Wards 5-10.

BE IT FURTHER RESOLVED THAT, District One and District 2 polling location has been changed to the Veteran's Terrace, 589 Milwaukee Avenue, Burlington, WI, commencing with the November 3, 2020 Election.

Introduced: September 1, 2020
Adopted:

Jeannie Hefty, Mayor

Attest:

Diahn Halbach, City Clerk

Diahnn Halbach

From: Brent Whiteside <brentw@HorizonRetail.Com>
Sent: Tuesday, August 25, 2020 5:31 PM
To: Diahnn Halbach
Cc: Pastor John Brink (prjohn@cross-church.org)
Subject: Cross Lutheran Church- voting

Good afternoon Diane,

This is a quick email to follow-up our phone conversation this afternoon. This is to officially inform you that Cross Lutheran Church has made the decision to not allow our church building to be used as a polling site for any elections for the remainder of 2020. This was a very difficult decision for our church mission council, as we have a long history of offering our building for this use, and do feel this is an important service we can offer to our community, state and nation.

This decision was made due to the pandemic and took into consideration the safe use of are building for our staff, our parishioners, and the Noah's Ark preschool who are operating out of a large part of our building at the same time the voting would be taking place.

I know this comes at a large inconvenience to The City of Burlington, which we apologize for. We did try to make the decision as expeditiously as possible to give some time to find an alternative location. Please know that this is a temporary decision and Cross Lutheran Church will revisit this in the future. We have every intentions of being a location The City of Burlington can count on as a polling location in the years to come.

We greatly appreciate your understanding in this, and again apologize for the inconvenience this causes.

Sincerely,

Brent Whiteside
Cross Lutheran Church- Mission Council President