



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

CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, September 1, 2020

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

Mayor Hefty called the Committee of the Whole meeting to order via Zoom at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker. Excused: Alderman Todd Bauman.

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, Fire Chief Alan Babe, DPW Director Peter Riggs, Library Director Joe Davies and Human Resource Manager Jason Corbin.

2. **Citizen Comments:**

Keena Vos, 2710 Bieneman Road, Burlington, WI, commented about an airport meeting she attended that she said spoke of potential changes at the municipal airport which included allowing larger jets to fly in and thought the Council should know about this.

3. **Approval of Minutes** - To approve the August 18, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Grandi. Second: Alderman Kott. With all in favor, the motion carried.

4. **DISCUSSION:**

A. A discussion regarding the current Agreement between the City of Burlington and the Burlington Cemetery Board.

Administrator Walters provided an overview of the current intergovernmental agreement between the City of Burlington, Town of Burlington and the Burlington Cemetery Board, stating that some aspects of the agreement needs to be refreshed, including having a Council representative on the Board. Walters also stated that the agreement was drafted due to financial disparities, but now that the Cemetery is whole again, questioned if the Town and City's assistance is still needed. Walters then introduced cemetery board members Bev Gill and Paul Edwards.

Edwards provided a financial overview of the life insurance policy that was received resulting from a legal settlement. Edwards stated that a decision of where to allocate the \$78,000 needs to be made, which will either be the maintenance fund, the perpetual fund, or a combination of both. Edwards stated that maintenance funds can be spent; however perpetual funds cannot be spent. Edwards also stated that the cemetery has received generous donations to repair the Chapel, but some roads are in terrible condition and need repairs.

Alderman Rauch asked if the Board would be able to provide assets from 2019-2020, including liabilities, and profits and losses.

Alderman Preusker stated that the Life Insurance policy should have made the Cemetery whole and that the money should go back into the accounts it was originally taken from and that the City's role with the Cemetery should end and the Cemetery should make their budget work. Edwards responded that if the Cemetery dissolves because of financial instability, then according to state statutes, the City must take over.

Alderman Grandi suggested figuring out a good plan to move forward with. Walters stated that a council member would attend the next Cemetery Board meeting to get a better understanding of their operations.

Bev Gill stated that the neglect has piled up while waiting for the insurance money to come in and the Cemetery needs help and doesn't want to see it dissolve.

5. **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.

Director Riggs provided an overview stating that the sidewalk replacement program assists the property owners with a 50/50 cost share program and that adopting this resolution is the first step to consider levying special assessments on property for sidewalk repair and replacement at various locations. Riggs further stated that this would go to bid on 9/10 with a Public Hearing on 9/15 and a final resolution on 10/6.

Alderman Schultz asked if this is for the 2020 Sidewalk Program as it seems late. Riggs responded that this is for the 2020 program and it is later than usual as this is normally concluded in the Spring.

Alderman Kott asked if the affected homeowners have been contacted. Riggs responded that they have all been notified.

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

Administrator Walters provided an overview of the agreement and stated that this is the last stretch in order to proceed with future re-branding efforts. Walters then introduced Jay Graham to outline the elements of the Professional Services Contract. Graham then provided an overview of his firm.

Alderman Rauch asked what's included in the \$53,000. Walters responded that the purpose of the JEM grant is to hire a firm to research and prepare strategic recommendations to effectively and creatively re-brand our community and that GrahamSpencer would assist the City in identifying its community perception with respects to opinions, perceptions, misperceptions and biases of its community members, visitors, partners, business owners, neighbors, and other key stakeholders

- 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.

City Clerk Diahnn Halbach provided an overview stating that the Church Council had made a decision to not allow the City to utilize their facility as a polling location due to COVID-19 and that Veteran's Terrace has agreed to allow us to combine polling locations and conduct the election under one roof at the Veteran's Terrace. Halbach further stated that notifications will be mailed to all registered voters in Wards 1-4 as well as notices posted to the website, Facebook, and the local newspaper.

- D. **Resolution 5029(25)** - Authorizing the Disposal of two DPW trucks and various small engine equipment through public auction by J.J. Kane Auctioneers.

Director Riggs provided an overview stating that the DPW is seeking to dispose of two pickup trucks and various small engine equipment through public auction with J.J. Kane Auctioneers and the assets being disposed of is estimated to generate \$14,000 in revenue for the equipment replacement fund.

- E. **Resolution 5030(26)** - To approve Change Order #1 for the 2020 Street Improvement Program.

Director Riggs provided an overview stating that the change order is necessary due to unforeseen issues that resulted in needing a deeper mill which resulted in needing additional quantities of asphalt. Riggs stated that the original estimate for this work was \$36,326; however, the final cost came in at \$52,304.75, but there was also a credit of \$1,298.50 for a traffic signal repair that was damaged during construction, which brought the total Change Order to \$51,006.25. Riggs also stated that the promissory note received for the 2020 Street Program was \$598,185; the contract was awarded for \$545,023, so with the increase of the change order, the new total amounts to \$596,029.25. Riggs further stated that a future change order reduction will be presented to Council which will offset this total, resulting in a saving.

- F. **Resolution 5031(27)** - To approve a Jurisdictional Transfer Agreement between Wisconsin Department of Transportation, Racine County and the City of Burlington.

Administrator Walters provided an overview stating that in 2008 as part of the Burlington Bypass project, a Jurisdictional Transfer of STH 142 was approved between Racine County, the Town of Burlington and the City of Burlington, of which the City assumed responsibility for the portion of STH 142 from Edgewood Street to McCanna Pkwy. Walters further stated that after reviewing the 2008 agreement, it was noted that at a future date the City would annex this portion of roadway into the corporate limits in order to receive state aid for this section; however, to do this would create a Town island, which is prohibited according to State Statutes; therefore, the Jurisdictional Transfer needs to be amended. After meeting with the Town and County on several occasions, it was agreed that Racine County would accept jurisdiction of this portion of STH 142 and as part of this transfer, Racine County would be responsible for all maintenance and repair of the roadway and right-of-way and receive state aid for this section of roadway.

6. **MOTIONS:**

- A. **Motion20-982** - To direct Riverview Manor in having their own general liability & workers compensation policy.

Administrator Walters introduced this item and explained that over the last several years the Common Council has made several changes to include the Pool Board and Senior Center have their own insurance policies. Walters then explained that even though Riverview Manor pays their premiums, they have historically been under the City's General Liability and Worker's Compensation insurance policy, which affects the City's rates because the policy accepts their risks; whereas if they had their own policy, rate adjustments would affect their own policy and not the City's policy or rates. Walters further stated that as a matter of best practice, staff recommends Riverview Manor have their own general liability and worker's compensation insurance.

7. **ADJOURNMENT**

Motion: Alderman Heft. Second: Alderman Rauch. With all in favor, the motion carried and the meeting was adjourned at 7:38 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington