



## CITY OF BURLINGTON

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

### AGENDA COMMON COUNCIL

Tuesday, September 15, 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** (*R. Heft*)
  - A. To approve the September 1, 2020 Common Council Meeting Minutes.

6. **Letters and Communications** (S. Rauch)  
To approve the excused absence of Alderman Bauman at the 9/15/2020 Committee of the Whole and Common Council meeting.

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

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

A. To approve Reports 1-3 as submitted.

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

A. To approve the Prepays and Vouchers list for bills accrued through September 15, 2020:

Total Prepaid:	\$ 71,166.66
Total Vouchers:	\$ 134,307.17
<b>Grand Total:</b>	<b>\$ 205,473.83</b>

10. **Licenses** (T. Bauman)

A. To approve a request from Not Your Grandma's Pantry, located at 165 W. Chestnut Street, for a Temporary Extension to their Liquor License Premise Description, contingent on approval of their Special Event Application submitted for September 26, 2020. (S. Kott)

11. **Special Events** (S. Kott)

A. To consider approval of each individual Special Event application by named event as submitted below.

1. Fundraiser for the Rochester Volunteer Fire Department
2. Light Up the Night
3. Fall Wine Trail 2020
4. 2020 Christmas Parade and Santa's Chalet

12. **Appointments and Nominations** (T. Meyer)

- To approve the appointment of Gayleen Handel as an election inspector for the 2020-2021 election season.
- To approve the appointment of Cassandra Quist to the Park Board, to replace Jason Ledbetter.

13. **PUBLIC HEARINGS:**

A. To hear comments and concerns regarding a rezone request for property located along Falcon Ridge Drive. (B. Grandi)

B. To hear comments and concerns regarding City of Burlington's intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property for reconstruction of various sidewalks. (R. Heft)

14. **RESOLUTIONS:**

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

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

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

15. **ORDINANCES:** NONE

16. **MOTIONS:**

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

17. **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.*



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 5A**

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**DATE:** September 15, 2020

**SUBJECT:** MEETING MINUTES - To approve the September 1, 2020 Common Council Meeting Minutes.

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

The attached minutes are from the September 1, 2020 Common Council meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the attached minutes from the September 1, 2020 Common Council meeting.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the September 15, 2020 Common Council meeting.

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**Attachments**

CC Min

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City Clerk  
300 N. Pine Street, Burlington, WI, 53105  
(262) 342-1161 - (262) 763-3474 fax  
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**CITY OF BURLINGTON  
Common Council Minutes  
Jeannie Hefty, Mayor  
Diahnn Halbach, City Clerk  
Tuesday, September 1, 2020**

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

Mayor Hefty called the Common Council meeting to order via Zoom at 7:49 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. **Pledge of Allegiance**

3. **Citizen Comments:** None.

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

5. **Approval of Minutes** - To approve the August 18, 2020 Common Council Meeting Minutes.  
Motion: Alderman Rauch. Second: Alderman Meyer. With all in favor, the motion carried.

Note: Alderman Preusker motioned to amend the minutes for Item 11A. Res 5023(19) to include verbiage regarding no runway expansion at the airport. Alderman Rauch seconded the motion. After further review, there was no discussion, just the vote; therefore no amendment can be made. There was discussion during the August 4 Committee of the Whole meeting in which the above has been recorded in those minutes.

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

Alderman Rauch, on behalf of the Park Board, apologized to the Pool Board regarding the proposed Beer Garden. Alderman Rauch also inquired about the flooding that occurred in some neighborhoods as a result of the August 10 rainfall and wanted to know if those issues were being addressed. Director Riggs and Administrator Walters both explained the challenges being faced with stormwater utilities, but that it is being looked into.

Alderman Preusker encouraged people to participate in the Library Survey that is now available.

Alderman Grandi stated that the Beer Garden at the pool has been tabled and appreciated Alderman Rauch's sentiments.

Administrator Walters announced that the City of Burlington's Comprehensive Plan has been implemented and encouraged participation in the online survey.

7. **Reports** - To approve Reports 1-5 as submitted.  
Motion: Alderman Schultz. Second: Alderman Kott. With all in favor, the motion carried.
8. **Payment of Prepaids and Vouchers** - To approve the Prepaids and Vouchers list for bills accrued through September 1, 2020.  
Motion: Alderman Preusker. Second: Alderman Rauch. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
9. **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.  
  
Motion: Alderman Heft. Second: Alderman Meyer. With all in favor, the motion carried.
  - B. To approve a request from The Rivalry, located at 232 N. Main Street, for a Temporary Extension to their Liquor License Premise Description.  
  
Motion: Alderman Kott. Second: Alderman Preusker. With all in favor, the motion carried.
10. **Special Events** - To approve Special Event Permit Applications as submitted.  
Motion: Alderman Meyer. Second: Alderman Grandi. With all in favor, the motion carried.
11. **Appointments and Nominations** - To approve the appointment of Roberta Gray as a poll worker, term expiring December 31, 2021.  
  
Motion: Alderman Grandi. Second: Alderman Preusker. With all in favor, the motion carried.
12. **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.  
  
Motion: Alderman Heft. Second: Alderman Kott. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
  - B. **Resolution 5027(23)** - To approve a Professional Services Agreement with GrahamSpencer for the City of Burlington's Re-Branding effort.  
  
Motion: Alderman Rauch. Second: Alderman Meyer. Roll Call Vote: Aye - 7. Nay - 0. The motion carried.
  - 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.  
  
Motion: Alderman Schultz. Second. Alderman Meyer. With all in favor, the motion carried.
13. **ORDINANCES:** None
14. **MOTIONS:** None

15. **ADJOURN INTO CLOSED SESSION**

Motion: Alderman Preusker. Second: Alderman Heft. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the motion carried and the meeting adjourned into Closed Session at 8:09 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.

- 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.

16. **RECONVENE INTO OPEN SESSION**

Motion: Alderman Rauch. Second: Alderman Meyer. With all in favor, the motion carried and the meeting reconvened into Open Session at 8:39 p.m.

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

Item 1. A discussion pertaining to possible strategies to be adopted pending possible litigation with Wal-Mart and Mount Carmel regarding their property assessment.

A motion was made by Alderman Preusker with a second by Alderman Meyer to authorize City Staff to retain the services of Attorney Amy Seibel to represent the City of Burlington regarding Wal-Mart and Mt. Carmel's challenge of their assessment and to submit a claim to the City's insurance carrier, EMC, to cover the costs of allowable litigation. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the motion carried. Motion #20-983 was assigned.

Item 2. A discussion regarding possible changes to the health insurance for Riverview Manor.

A motion was made by Alderman Rauch with a second by Alderman Schultz to authorize City Staff to work with the Burlington Housing Authority and Riverview Manor to remove the Executive Director and retirees and their spouses from the City's health insurance plan, allowing only City employees on the plan. Roll Call Vote: Aye - 7. Nay - 0. With all in favor, the motion carried. Motion #20-984 was assigned.

18. **ADJOURNMENT**

Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried and the meeting was adjourned at 8:46 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington



**COMMON COUNCIL REGULAR**

**ITEM NUMBER 8A**

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**DATE:** September 15, 2020

**SUBJECT: REPORTS** - To approve Reports 1-3 as submitted.

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

Attached please find the following reports:

1. Police Fire Commission Minutes, 8-10-2020
2. Plan Commission Minutes, 8-11-2020
3. Committee of the Whole Minutes, 9-1-2020

**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 15, 2020 Common Council meeting.

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**Attachments**

PFC Minutes

Plan Minutes

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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.



**Minutes**  
**City of Burlington Plan Commission**  
**August 11, 2020, 6:30 p.m.**

Mayor Jeannie Hefty called the Plan Commission meeting to order at 6:30 p.m. through Zoom Meetings. Roll call: Aldermen Tom Preusker and Bob Grandi; Commissioners Chad Redman; Andy Tully; and Art Gardner were present. Commissioner John Ekes excused. Also in attendance, Megan Watkins, Assistant City Administrator/Zoning Administrator; Tanya Fonseca, Graef, Gregory Guidry, Building inspector; and Wes Miner, Fire Inspector.

**APPROVAL OF MINUTES**

Commissioner Gardner moved, and Alderman Grandi seconded to approve the minutes of July 14, 2020.

**LETTERS & COMMUNICATIONS**

None

**CITIZEN COMMENTS**

None

**OLD BUSINESS**

**A. Consideration to approve an extension to a Conditional Use Permit application for property located at 400 S. Pine Street (Weed Man).**

- Mayor Hefty opened this item for discussion.
- Megan Watkins, Assistant City Administrator/Zoning Administrator, explained a Conditional Use Permit approved August 13, 2019 had the following conditions: to pave six parking stalls, and add privacy slats to the fence. Ms. Watkins stated the applicant has complied with both conditions, and the City has not received any complaints. Alderman Grandi asked how long of an extension can be given, since the applicant made the improvements. Ms. Watkins answered a Conditional Use can have one year, three years, or no renewal date with staff monitoring it. Ms. Watkins stated any Conditional Use can come back for review at any time if necessary.
- Commissioner Tully questioned if the applicant intends to stay at this location for a long time. Brad Lois, representative, replied the applicant eventually would like to purchase it, and stay long term.
- There were no further comments.

Commissioner Tully moved, and Commissioner Redman seconded to approve an extension to the Conditional Use.

Commissioner Tully amended, and Commissioner Redman seconded to approve the Conditional Use extension with no renewal.

*All were in favor and the motion carried.*

### **NEW BUSINESS**

#### **A. Public Hearing to hear public comments regarding a Conditional Use application from Michael Lewandowski for property located at 996 S. Pine Street to allow for Marine Sales (for storage, servicing and selling of boats).**

- Mayor Hefty opened the Public Hearing at 6:35 p.m.
- There were no comments.

Alderman Grandi moved, and Commissioner Gardner seconded to close the Public Hearing at 6:36 p.m.

*All were in favor and the motion carried.*

#### **B. Consideration to approve a Conditional Use and Site Plan application from Michael Lewandowski for property located at 996 S. Pine Street to allow for Marine Sales (for storage, servicing and selling of boats), subject to Graef's, Kapur and Associates', and Burlington Fire Department's memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Tanya Fonseca, Graef, explained the new structure is for a showroom, which requires a Conditional Use for storage, services, and selling of boats, and the existing structure for boat repair. However, the Conditional Use is not for outdoor storage. The lighting plan meets the ordinance, but the landscape plan is in the process of completion and does not require landscape for the parking lot. The boats are to be behind the fenced in area.
- Alderman Grandi inquired about the problem with the current outdoor storage of boats, if they are receiving violations, and where will they be going. Ms. Watkins replied the owner has received a citation and it is going through the court process. Michael Lewandowski, owner, stated the renter has stored excess boats on the property, and the boats will be moved to a Waterford location. Most of the boats have been repaired and waiting for pick up.
- Ms. Watkins explained originally a Conditional Use and Site Plan was requested in 2015 then again in 2017, but has since expired.
- A discussion ensued, requesting the façade of the new building be constructed with aesthetically pleasing materials in the front and both sides of the building; limit the number of new boats on display under the canopy area to three; location of the soil stockpile shall be determined during construction, if not in the fenced in area; fence shall have slats to block the

view from the public road, and provide details of the measurements and style; owner is to correct the Notice of Violation issues currently on site, so the property looks nice; and landscape plans shall be submitted showing landscape around the base of the building. Allowing the owner to come back in one month with revisions and answers, shall give Mr. Lewandowski time to remove the existing excess boats, and see progress before considering a Conditional Use approval.

- There were no further comments.

Commissioner Gardner moved, and Alderman Grandi seconded to table the Conditional Use and Site Plan for one month allowing the owner to resubmit renderings of the elevations using aesthetic looking materials (not a metal finish) for the front and both façade sides, indicate soil stockpile and boat locations, reduce the boat inventory, submit a landscape plan, and to allow the current business to continue operations.

*All were in favor and the motion carried.*

**C. Consideration to approve a Site Plan application from Eric Vorpapel for property located at 665 S. Kane Street to construct a 45 foot by 16 foot single story lean-to addition for cold storage, subject to Graef's and Burlington Fire Department's memorandums to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonseca explained the Site Plan meets all code requirements. Eric Vorpapel, applicant, stated the cold storage is for items to sell on site, instead of mixed in with the inventory. Mr. Vorpapel further stated the cold storage building is enclosed, and located on the side of the building.
- There were no further comments.

Commissioner Redman moved, and Alderman Grandi seconded to approve the Site Plan.

*All were in favor and the motion carried.*

**D. Consideration to recommend approval to the Common Council of an Extraterritorial Certified Survey Map from Anthony and Laure Taylor, for property located at 31319 Bushnell Road in the Town of Burlington to create one lot, subject to Graef's memorandum to the Plan Commission.**

- Mayor Hefty opened this item for discussion.
- Ms. Fonseca explained this is a simple land division, most likely for selling purposes in the future. Ms. Fonseca stated the lot size and all other requirements for this property met.
- There were no further comments.

Commissioner Tully moved, and Commissioner Gardner seconded to recommend approval of an Extraterritorial Certified Survey Map.

*All were in favor and the motion carried.*

**ADJOURNMENT**

Alderman Preusker moved, and Commissioner Redman seconded to adjourn the meeting at 7:29 p.m.

*All were in favor and the motion carried.*

Recording Secretary  
Kristine Anderson  
Administrative Assistant



DATE: September 15, 2020

SUBJECT: **PREPAID AND VOUCHERS** - To approve the Prepaid and Vouchers list for bills accrued through September 15, 2020.

SUBMITTED BY: Steven DeQuaker, Finance Director

**BACKGROUND/HISTORY:**

Attached please find the Prepaid and Voucher list for bills accrued through September 15, 2020:

Total Prepaid:	\$ 71,166.66
Total Vouchers:	\$ 134,307.17
<b>Grand Total:</b>	<b>\$ 205,473.83</b>

**BUDGET/FISCAL IMPACT:**

5 Largest Disbursements on the Prepaid and Voucher List:

1. \$46,583.25 ASDA Enterprises, Inc. - Garbage/Recycling 08/01/20- 08/31/20
2. \$22,897.34 Ascent Aviation Group, Inc. - 100LL Aviation Gasoline
3. \$15,741.77 WE Energies - Sewer Treatment Plant 07/23/20 - 08/22/20
4. \$13,685.00 Pats Services, Inc. - Bio-Solids Applied
5. \$10,000.00 Digicorp, Inc. - Labor Block Contract IT

**RECOMMENDATION:**

Staff recommends that the Common Council accept and approve these Prepaid and Vouchers in the amount of \$205,473.83.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the September 15, 2020 Common Council meeting.

**Attachments**

- Prepaid 08.28.20
- Prepaid 09.04.20
- Council 09.15.20

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
<b>100160000</b>							
100-160000 PREPAID EXPENDITURES	DIGICORP	LABOR BLOCK DOLLAR CONTRACT	333824	08/25/2020	10,000.00		08/28/2020
Total 100160000:					10,000.00		
<b>100454521001</b>							
100-454521-001 BOND FEES	RACINE COUNTY CLERK OF C	PEREZ-ROJAS, JEPSER S.	Perez-Rojas 08.24.2	08/24/2020	200.00		08/28/2020
Total 100454521001:					200.00		
<b>100454591000</b>							
100-454591-000 PARK DEPT	BAUMEISTER, SANDY	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	WATERFORD TRUCK SERVICE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	1ST CHURCH OF THE NAZARE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	200.00		08/28/2020
100-454591-000 PARK DEPT	WHEELLOCK, ASHLEY	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	SKRUNDZ, BRIDGETTE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	CARANI, KIM	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	PICAZO, KATHERINE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	ADDISON, AMANDA	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
100-454591-000 PARK DEPT	DURHAM, LAURIE	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/25/2020	100.00		08/28/2020
Total 100454591000:					1,000.00		
<b>100515142532</b>							
100-515142-532 ELECTIONS - RENT	CROSS LUTHERAN CHURCH	RENT-PARTISAN PRIMAARY	AUGUST 2020	08/27/2020	100.00		08/28/2020
Total 100515142532:					100.00		
<b>100525211225</b>							
100-525211-225 POLICE - TELEPHONE	AT & T	831-000-7991-401	5499636507	08/11/2020	1,211.65		08/28/2020
Total 100525211225:					1,211.65		
<b>100525220157</b>							
100-525220-157 FIRE - INSERVICE TRAININ	ALDINGER, JOHN	REIMB-DRUG TEST FOR EMT CLASS	Reimb-07/06/20	08/21/2020	37.00		08/28/2020
100-525220-157 FIRE - INSERVICE TRAININ	ALDINGER, JOHN	REIMB-DRUG SCREEN FOR EMT CLASS	Remb 07/07/20	08/21/2020	108.30		08/28/2020
Total 100525220157:					145.30		
<b>100525220220</b>							
100-525220-220 FIRE - UTILITY SERVICES	WE ENERGIES	8403-026-057	8403026057AUG20	08/23/2020	1,561.57		08/28/2020
Total 100525220220:					1,561.57		
<b>100535321220</b>							
100-535321-220 STREETS - UTILITIES	WE ENERGIES	0688-843-174	0688843174AUG20	08/13/2020	270.00		08/28/2020
Total 100535321220:					270.00		
<b>100535321225</b>							
100-535321-225 STREETS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 0820	08/19/2020	92.26		08/28/2020
Total 100535321225:					92.26		
<b>100535321261</b>							
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0455-414-409	0455414409AUG20	08/20/2020	220.79		08/28/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4404-149-064	4404149064AUG20	08/20/2020	56.91		08/28/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5406-087-899	5406087899AUG20	08/20/2020	85.21		08/28/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6438-309-692	6438309692JUL20	08/14/2020	85.09		08/28/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100535321261:					448.00		
<b>100555551220</b>							
100-555551-220 PARKS - UTILITIES	WE ENERGIES	0435-566-939	0435566939AUG20	08/20/2020	51.10		08/28/2020
Total 100555551220:					51.10		
<b>100555551225</b>							
100-555551-225 PARKS - TELEPHONE	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 0820	08/19/2020	46.14		08/28/2020
Total 100555551225:					46.14		
<b>621575740220</b>							
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	0469-455-267	0469455267AUG20	08/19/2020	126.87		08/28/2020
Total 621575740220:					126.87		
<b>621575740310</b>							
621-575740-310 OFFICE SUPPLIES, POSTA	TIME WARNER CABLE	ACCT#702658601 SCADA	702658601081820	08/18/2020	124.94		08/28/2020
Total 621575740310:					124.94		
<b>622509210000</b>							
622-509210-000 OFFICE SUPPLY	TDS	TDS DPW 262-539-3770 (SPLIT)	262-539-3770 0820	08/19/2020	92.26		08/28/2020
622-509210-000 OFFICE SUPPLY	TIME WARNER CABLE	ACCT#715297601 WATER SCADA	715297601081520	08/15/2020	136.09		08/28/2020
Total 622509210000:					228.35		
<b>623575740298</b>							
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER AUG BILLING	2020AUG	08/27/2020	319.30		08/28/2020
Total 623575740298:					319.30		
Grand Totals:					15,925.48		

Dated: \_\_\_\_\_

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
<b>100444411000</b>							
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	RACINE CO JAIL ASSESSMENT	2020AUG	09/01/2020	900.00		09/04/2020
100-444411-000 COURT FINES & COSTS	RACINE COUNTY TREASURER	RACINE CO SURCHARGE	2020AUG	09/01/2020	447.60		09/04/2020
100-444411-000 COURT FINES & COSTS	ST OF WISC CONTROLLER'S O	ST OF WI CONTROLLER OFFICE AUG	2020AUG	09/01/2020	4,002.60		09/04/2020
Total 100444411000:					5,350.20		
<b>100444412000</b>							
100-444412-000 PARKING VIOLATIONS	NEAL, ROBIN	REIMB-DOUBLE PAID PARKING CITATION	DQ80DLM85G	09/04/2020	20.00		09/04/2020
Total 100444412000:					20.00		
<b>100454591000</b>							
100-454591-000 PARK DEPT	LIFE BRIDGE CHURCH	REIMB-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/31/2020	100.00		09/04/2020
100-454591-000 PARK DEPT	MORGAN, ASHLEY	REIMBURSEMENT-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/31/2020	100.00		09/04/2020
100-454591-000 PARK DEPT	BARR, LAURIE	REIMB-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/31/2020	100.00		09/04/2020
100-454591-000 PARK DEPT	ASENCIO, NANCY	REIMB-PARK SECURITY DEPOSIT	REIMB-PARK 2020	08/31/2020	100.00		09/04/2020
Total 100454591000:					400.00		
<b>100515132220</b>							
100-515132-220 ADMIN - UTILITIES	WE ENERGIES	5843-033-004 (SPLIT)	5843033004AUG20	08/27/2020	357.50		09/04/2020
Total 100515132220:					357.50		
<b>100515132225</b>							
100-515132-225 ADMIN - TELEPHONE	AT & T	171 798 6300 001 ADMIN	6867345506 08/202	08/19/2020	338.16		09/04/2020
100-515132-225 ADMIN - TELEPHONE	VERIZON WIRELESS	VERIZON ADMIN 286396851-00001	9861367338	08/23/2020	83.61		09/04/2020
Total 100515132225:					421.77		
<b>100515141157</b>							
100-515141-157 FINANCE - INSERVICE TRAI	CIVIC SYSTEMS, LLC	SYMPOSIUM - STACEY MARTIN	2020 S MARTIN	09/01/2020	55.00		09/04/2020
100-515141-157 FINANCE - INSERVICE TRAI	CIVIC SYSTEMS, LLC	SYMPOSIUM - PAT SOLOFRA	2020 SOLOFRA	09/01/2020	85.00		09/04/2020
Total 100515141157:					140.00		
<b>100515141220</b>							
100-515141-220 FINANCE - UTILITY SERVIC	WE ENERGIES	5843-033-004 (SPLIT)	5843033004AUG20	08/27/2020	217.06		09/04/2020
Total 100515141220:					217.06		
<b>100515141225</b>							
100-515141-225 FINANCE - TELEPHONE	AT & T	171 798 6300 001 FINANCE	6867345506 08/202	08/19/2020	202.89		09/04/2020
100-515141-225 FINANCE - TELEPHONE	VERIZON WIRELESS	VERIZON FINANCE 286396851-00001	9861367338	08/23/2020	45.29		09/04/2020
Total 100515141225:					248.18		
<b>100515141330</b>							
100-515141-330 FINANCE - TRAVEL	DEQUAKER, STEVE	REIMBURSEMENT - MILEAGE	2020AUG	08/31/2020	19.55		09/04/2020
Total 100515141330:					19.55		
<b>100515181225</b>							
100-515181-225 HR-Telephone	VERIZON WIRELESS	VERIZON HUMAN RESOURCE 286396851-00001	9861367338	08/23/2020	38.27		09/04/2020
Total 100515181225:					38.27		

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100525211220							
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	1461-190-073	1461190073AUG20	08/26/2020	40.83		09/04/2020
100-525211-220 POLICE - UTILITY SERVICE	WE ENERGIES	5843-681-877	5843681877AUG20	08/27/2020	2,551.85		09/04/2020
Total 100525211220:					2,592.68		
<b>100525211225</b>							
100-525211-225 POLICE - TELEPHONE	AT & T	057 736 7870 001	057 736 7870 001 0	08/21/2020	396.93		09/04/2020
100-525211-225 POLICE - TELEPHONE	AT & T	171 798 6300 001 POLICE	6867345506 08/202	08/19/2020	541.04		09/04/2020
100-525211-225 POLICE - TELEPHONE	VERIZON WIRELESS	VERIZON POLICE 286396851-00001	9861367338	08/23/2020	790.61		09/04/2020
Total 100525211225:					1,728.58		
<b>100525211310</b>							
100-525211-310 POLICE - OFF SUPP-POSTA	KROGER	CUSTOMER # MI0650: COFFEE/WATER	0620097205	07/20/2020	13.98		09/04/2020
100-525211-310 POLICE - OFF SUPP-POSTA	KROGER	CUSTOMER # MI0650: COFFEE/WATER	0720098768	08/12/2020	15.98		09/04/2020
Total 100525211310:					29.96		
<b>100525220225</b>							
100-525220-225 FIRE - TELEPHONE	VERIZON WIRELESS	VERIZON FIRE 286396851-00001	9861367338	08/23/2020	198.90		09/04/2020
Total 100525220225:					198.90		
<b>100525231220</b>							
100-525231-220 BLDG INSP UTILITIES	WE ENERGIES	5843-033-004 (SPLIT)	5843033004AUG20	08/27/2020	63.84		09/04/2020
Total 100525231220:					63.84		
<b>100525231225</b>							
100-525231-225 BLDG INSP - TELEPHONE	VERIZON WIRELESS	VERIZON BLDG DEPARTMENT	9861367338	08/23/2020	53.27		09/04/2020
Total 100525231225:					53.27		
<b>100535321225</b>							
100-535321-225 STREETS - TELEPHONE	VERIZON WIRELESS	VERIZON STREET 286396851-00001	9861367338	08/23/2020	124.83		09/04/2020
Total 100535321225:					124.83		
<b>100535321261</b>							
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0838-352-542	0838352542AUG20	08/25/2020	26.29		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	0850-628-152	0850628152AUG20	08/25/2020	236.18		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	4432-157-647	4432157647SEPT2	08/28/2020	224.83		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5043-084-318	5043084318AUG20	08/24/2020	31.40		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5459-100-732	5459100732AUG20	08/27/2020	228.00		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5465-979-181	5465979181AUG20	08/24/2020	55.67		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	5644-617-733	5644617733AUG20	08/26/2020	136.96		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	6893-002-943	6893002943AUG20	08/25/2020	15.71		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7245-068-041	7245068041AUG20	08/27/2020	146.91		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7255-756-558	7255756558AUG20	08/23/2020	22.29		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	7467-500-426	7467500426AUG20	08/27/2020	211.38		09/04/2020
100-535321-261 STREETS - LIGHTING UTILI	WE ENERGIES	8499-073-119	8499073119AUG20	08/27/2020	202.62		09/04/2020
Total 100535321261:					1,538.24		
<b>100535321350</b>							
100-535321-350 STREETS - REP MAINT SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (SPLIT)	AUG2020DPW	08/31/2020	23.36		09/04/2020

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Total 100535321350:					23.36		
<b>100535321354</b>							
100-535321-354 STREETS-PARKNG STRUC	WE ENERGIES	7082-958-528	7082958528AUG20	08/27/2020	483.38		09/04/2020
Total 100535321354:					483.38		
<b>100555551220</b>							
100-555551-220 PARKS - UTILITIES	WE ENERGIES	1269-762-568	1269762568AUG20	08/26/2020	30.69		09/04/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	2428-946-714	242896714AUG20	08/27/2020	288.00		09/04/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3698-542-543	3243370777AUG20	08/28/2020	24.86		09/04/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	3243-370-777	3698542543AUG20	08/27/2020	24.86		09/04/2020
100-555551-220 PARKS - UTILITIES	WE ENERGIES	6895-338-188	6895338188AUG20	08/27/2020	71.96		09/04/2020
Total 100555551220:					440.37		
<b>100555551225</b>							
100-555551-225 PARKS - TELEPHONE	VERIZON WIRELESS	VERIZON PARK 286396851-00001	9861367338	08/23/2020	91.04		09/04/2020
Total 100555551225:					91.04		
<b>100555551350</b>							
100-555551-350 PARKS - REPAIR/MTCE SUP	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (SPLIT)	AUG2020DPW	08/31/2020	11.68		09/04/2020
Total 100555551350:					11.68		
<b>251555511220</b>							
251-555511-220 UTILITIES	WE ENERGIES	0810-148-657	0810148657AUG20	08/27/2020	1,108.46		09/04/2020
251-555511-220 UTILITIES	WE ENERGIES	5852-857-487	5852857487AUG20	08/26/2020	27.60		09/04/2020
Total 251555511220:					1,136.06		
<b>251555511225</b>							
251-555511-225 TELEPHONE	AT & T	171 798 6300 001 LIBRARY	6867345506 08/202	08/19/2020	270.52		09/04/2020
Total 251555511225:					270.52		
<b>621575740220</b>							
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	1887-026-576	1887026576AUG20	08/22/2020	15,741.77		09/04/2020
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	3602-583-285	3602583285AUG20	08/20/2020	47.95		09/04/2020
621-575740-220 WWTP-ELECTRIC	WE ENERGIES	4847-248-215	4847248215AUG20	08/25/2020	190.14		09/04/2020
Total 621575740220:					15,979.86		
<b>621575740225</b>							
621-575740-225 TELEPHONE	VERIZON WIRELESS	VERIZON WWTP 286396851-00001	9861367338	08/23/2020	66.27		09/04/2020
Total 621575740225:					66.27		
<b>621575740249</b>							
621-575740-249 LABORATORY	CULLIGAN OF BURLINGTON	SEPT '20 DI RENTAL SERVICE	AUG2020WWTP	08/31/2020	198.50		09/04/2020
Total 621575740249:					198.50		
<b>622509210000</b>							
622-509210-000 OFFICE SUPPLY	VERIZON WIRELESS	VERIZON WATER 286396851-00001	9861367338	08/23/2020	76.61		09/04/2020

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Total 622509210000:					76.61		
<b>622509350000</b>							
622-509350-000 GENERAL PLANT-SUPPLIE	CULLIGAN OF BURLINGTON	CULLIGAN DPW ACCT # 19385673 (SPLIT)	AUG2020DPW	08/31/2020	23.36		09/04/2020
Total 622509350000:					23.36		
<b>623575740200</b>							
623-575740-200 FUEL FOR RESALE	ASCENT AVIATION GROUP, INC	100LL AVIATION GASOLINE	696313	08/25/2020	22,897.34		09/04/2020
Total 623575740200:					22,897.34		
Grand Totals:					55,241.18		

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

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<b>100515111399</b>							
100-515111-399	CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	CUP HEARING 317 W MARKET-KESSLER	379592	08/20/2020	58.38	09/15/2020
100-515111-399	CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	BOR NOTICE	37963	08/20/2020	67.50	09/15/2020
100-515111-399	CITY COUNCIL - PUBLICATI	SOUTHERN LAKES NEWSPAPE	LEGAL-NOT YOUR GRANDMA'S PANTRY	379665	08/20/2020	16.44	09/15/2020
Total 100515111399:						142.32	
<b>100515121310</b>							
100-515121-310	MUNI COURT - OFFICE SUP	BURLINGTON AREA SCHOOL D	BASD MUNI PAPER	09/03/20 INV	09/03/2020	54.40	09/15/2020
100-515121-310	MUNI COURT - OFFICE SUP	SHRED-IT USA LLC	MUNI COURT - SHREDDING	8180327583	08/22/2020	32.09	09/15/2020
Total 100515121310:						86.49	
<b>100515132248</b>							
100-515132-248	REPAIRS & MAINT BUILDIN	MENARDS	SUPPORT-PLEXIGLASS-CITY HALL	26246	08/21/2020	56.07	09/15/2020
Total 100515132248:						56.07	
<b>100515132310</b>							
100-515132-310	ADMIN - OFF SUPP-POSTA	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1601207	08/26/2020	3.08	09/15/2020
100-515132-310	ADMIN - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD CITY HALL ADMIN PAPER	09/03/20 INV	09/03/2020	163.20	09/15/2020
100-515132-310	ADMIN - OFF SUPP-POSTA	Office Copying Equipment, LTD	SHARP MX-5070N	AR120819	08/31/2020	250.17	09/15/2020
100-515132-310	ADMIN - OFF SUPP-POSTA	SHRED-IT USA LLC	ADMIN - SHREDDING	8180327583	08/22/2020	32.09	09/15/2020
Total 100515132310:						448.54	
<b>100515140310</b>							
100-515140-310	CLERK - OFFICE SUPPLIES	SHRED-IT USA LLC	CLERK - SHREDDING	8180327583	08/22/2020	32.09	09/15/2020
Total 100515140310:						32.09	
<b>100515141310</b>							
100-515141-310	FINANCE - OFFICE SUPP/P	BURLINGTON AREA SCHOOL D	BASD FINANCE DEPT PAPER	09/03/20 INV	09/03/2020	54.40	09/15/2020
100-515141-310	FINANCE - OFFICE SUPP/P	Office Copying Equipment, LTD	SHARP MX-500IN DIGITAL COLOR IMAGER (SPLI	AR120819	08/31/2020	9.63	09/15/2020
100-515141-310	FINANCE - OFFICE SUPP/P	SHRED-IT USA LLC	FINANCE - SHREDDING	8180327583	08/22/2020	32.09	09/15/2020
Total 100515141310:						96.12	
<b>100515141510</b>							
100-515141-510	FINANCE - INSURANCE BO	CNA SURETY	WI TREASURER/BUDGET OFFICERS- BOND	71458825 2020SEP	08/31/2020	1,300.00	09/15/2020
Total 100515141510:						1,300.00	
<b>100515142310</b>							
100-515142-310	ELECTIONS - OPERATION S	Office Copying Equipment, LTD	SHARP MX-5070N	AR120819	08/31/2020	42.00	09/15/2020
Total 100515142310:						42.00	
<b>100515142321</b>							
100-515142-321	ELECTIONS - BALLOTS & A	RACINE CO CLERK	PARTISAN PRIMARY ELECTION 08/11/20	082820	08/28/2020	1,937.52	09/15/2020
Total 100515142321:						1,937.52	
<b>100515154298</b>							
100-515154-298	ASSESSOR - CONTRACT S	ACCURATE APPRAISAL, LLC	BOR AND RETAINER	3197	08/31/2020	5,670.00	09/15/2020
Total 100515154298:						5,670.00	

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<b>100515161220</b>							
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	CHURCH WALL SIGN	18100-105D 13	08/31/2020	1,035.00		09/15/2020
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	GENERAL FILE - 2020	20100-000D 8	08/31/2020	4,410.00		09/15/2020
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	DAVEL NOTICE OF VIOLATION	20100-027D 3	08/31/2020	120.00		09/15/2020
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	JEFFREY HYNIOUS CONDITIONAL USE PERMIT	20100-035D 3	08/31/2020	90.00		09/15/2020
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	GRAHAM SPENCER AGREEMENT	20100-046D 1	08/31/2020	1,755.00		09/15/2020
100-515161-220 ATTORNEY - CONTRACT	BJELAJAC, JOHN M	REVISION OF CHAPTER 93	20100-048D 1	08/31/2020	420.00		09/15/2020
Total 100515161220:					7,830.00		
<b>100515161272</b>							
100-515161-272 ATTORNEY - MUNICIPAL C	BJELAJAC, JOHN M	MUNICIPAL COURT GENERAL FILE - 2020	20100-099H 8	08/31/2020	6,120.00		09/15/2020
Total 100515161272:					6,120.00		
<b>100515181310</b>							
100-515181-310 HR-Office Supplies/Postage	Office Copying Equipment, LTD	SHARP MX-500IN DIGITAL COLOR IMAGER (SPLI	AR120819	08/31/2020	9.63		09/15/2020
Total 100515181310:					9.63		
<b>100515181390</b>							
100-515181-390 HR-Other Expenses	INFOSEC INSTITUTE	INFOSEC IQ-PRO-RENEWAL	205899	09/01/2020	285.60		09/15/2020
Total 100515181390:					285.60		
<b>100525211242</b>							
100-525211-242 POLICE - REPAIR/MTCE EQ	GALLS, LLC	GALLS INC. POLICE SUPPLIES	BC1167213	08/06/2020	310.94		09/15/2020
100-525211-242 POLICE - REPAIR/MTCE EQ	GALLS, LLC	GALLS INC. POLICE SUPPLIES	BC1177908	08/24/2020	794.32		09/15/2020
Total 100525211242:					1,105.26		
<b>100525211248</b>							
100-525211-248 POLICE - REP & MAINT BUIL	MENARDS	SUPPLIES-POLICE DEPT	26188	08/20/2020	9.86		09/15/2020
100-525211-248 POLICE - REP & MAINT BUIL	VORPAGEL SERVICE INC.	COOLING SERVICE PER AGREEMENT	46774	07/31/2020	1,401.69		09/15/2020
Total 100525211248:					1,411.55		
<b>100525211310</b>							
100-525211-310 POLICE - OFF SUPP-POSTA	BURLINGTON AREA SCHOOL D	BASD POLICE PAPER	09/03/20 INV	09/03/2020	81.60		09/15/2020
100-525211-310 POLICE - OFF SUPP-POSTA	WE BACK THE BADGE	YARD SIGNS	4109	08/22/2020	250.00		09/15/2020
Total 100525211310:					331.60		
<b>100525211344</b>							
100-525211-344 POLICE - JANITOR SUPPLIE	REINEMANS, INC.	SUPPLIES-POLICE DEPT	185583	08/28/2020	41.38		09/15/2020
Total 100525211344:					41.38		
<b>100525211347</b>							
100-525211-347 POLICE - FIREARM SUPP/R	MENARDS	SUPPLIES-POLICE DEPT	26469	08/24/2020	120.87		09/15/2020
100-525211-347 POLICE - FIREARM SUPP/R	MENARDS	SUPPLIES-POLICE DEPT	26473	08/24/2020	19.49		09/15/2020
Total 100525211347:					140.36		
<b>100525220159</b>							
100-525220-159 FIRE - CLOTHING ALLOWA	HOOK-FAST SPECIALTIES, INC	NAME PLATES	351291	08/21/2020	298.05		09/15/2020
Total 100525220159:					298.05		

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<b>100525220211</b>							
100-525220-211 FIRE - PHYSICALS	AURORA HEALTH CARE	ACCT #600020842 PETERSON, JAMES H	833064	08/23/2020	219.00		09/15/2020
Total 100525220211:					219.00		
<b>100525220242</b>							
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V925-LOW COOLANT ALARM	113196	08/11/2020	1,559.60		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V931-SAFETY INSPECTION	113304	08/11/2020	649.51		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V951-REPAIR DISCHARGE	113459	08/13/2020	687.23		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V920 REPAIR CORD REEL	113606	08/25/2020	1,420.21		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	Emergency Apparatus	V924 REPAIR AIR LINE/CHECK VACUUM	113791	08/13/2020	364.92		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	RENNERT'S FIRE EQUIP SERV,	EQUIPMENT SERVICE TEST	42544	08/17/2020	1,499.40		09/15/2020
100-525220-242 FIRE - REPAIR & MAINT VE	WISCO AUTOMOTIVE	V #931 REPLACE A/C COMPRESSOR	6684	08/21/2020	653.10		09/15/2020
Total 100525220242:					6,833.97		
<b>100525220244</b>							
100-525220-244 FIRE - REPAIR MAINT EQUI	MENARDS	SUPPLIES-FIRE DEPT-TARPS	26261	08/21/2020	55.47		09/15/2020
100-525220-244 FIRE - REPAIR MAINT EQUI	MENARDS	PRICE CORRECTION-TARPS-FIRE DEPT	26263	08/21/2020	8.50		09/15/2020
Total 100525220244:					46.97		
<b>100525220248</b>							
100-525220-248 FIRE - REPAIR MAINT BLDG	ALSCO	WINDSHIELD TOWELS/MAT/LAUNDRY BAG	IMIL1601199	08/26/2020	89.18		09/15/2020
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	SUPPLIES-FIRE DEPT	25898	08/15/2020	55.18		09/15/2020
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	SUPPLIES-FIRE DEPT	26261	08/21/2020	38.41		09/15/2020
100-525220-248 FIRE - REPAIR MAINT BLDG	MENARDS	SUPPLIES-FIRE DEPT	26978	08/01/2020	47.60		09/15/2020
Total 100525220248:					230.37		
<b>100525220298</b>							
100-525220-298 FIRE- CONTRACT SERVICE	MALEK & ASSOCIATES CONSU	PLAN REVIEW FOR FKC BUILDING	6135	08/19/2020	235.00		09/15/2020
Total 100525220298:					235.00		
<b>100525220310</b>							
100-525220-310 FIRE - OFFICE SUPPLIES	BURLINGTON AREA SCHOOL D	BASD FIRE DEPT PAPER	09/03/20 INV	09/03/2020	27.20		09/15/2020
100-525220-310 FIRE - OFFICE SUPPLIES	Office Copying Equipment, LTD	SHARP MX-5070N	AR120819	08/31/2020	28.00		09/15/2020
100-525220-310 FIRE - OFFICE SUPPLIES	EAGLE ENGRAVING	PLAQUE-FALLON, DANIEL	2020-3559	08/17/2020	163.95		09/15/2020
Total 100525220310:					219.15		
<b>100525220389</b>							
100-525220-389 FIRE - PROTECTIVE CLOTH	JEFFERSON FIRE & SAFETY	JEFFERSON FIRE & SAFETY FIRE DEPT	IN120902	08/20/2020	84.54		09/15/2020
Total 100525220389:					84.54		
<b>100525231298</b>							
100-525231-298 BLDG INSP - CONTRACT	MUNICIPAL SERVICES, LLC	MUNICIPAL SERVICES INSPECTIONS	202064	08/31/2020	99.75		09/15/2020
Total 100525231298:					99.75		
<b>100525231310</b>							
100-525231-310 BLDG INSP - OPERATING S	Office Copying Equipment, LTD	SHARP MX-5070N	AR120819	08/31/2020	20.00		09/15/2020
Total 100525231310:					20.00		
<b>100535321159</b>							
100-535321-159 STREETS - CLOTHING ALL	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1601207	08/26/2020	35.26		09/15/2020

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
Total 100535321159:					35.26		
<b>100535321242</b>							
100-535321-242	STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 FUEL RAIL ACCUMULATOR	024401	08/01/2020	5,061.67	09/15/2020
100-535321-242	STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 REPAIRS	024416	08/01/2020	1,728.91	09/15/2020
100-535321-242	STREETS - REP MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 REPAIRS	024434	08/01/2020	343.62	09/15/2020
100-535321-242	STREETS - REP MAINT VE	BUMPER TO BUMPER BURLING	#515-SOLENOID VALVE	1-380212	08/20/2020	270.26	09/15/2020
Total 100535321242:					7,404.46		
<b>100535321244</b>							
100-535321-244	STREETS - REP MAINT EQ	LOIS TIRE SHOP, INC.	2020 CO-TIRE	459998	08/13/2020	50.98	09/15/2020
Total 100535321244:					50.98		
<b>100535321298</b>							
100-535321-298	STREETS - CONTRACT SER	OSI ENVIRONMENTAL, INC.	FILTERS	1051362	08/17/2020	45.00	09/15/2020
100-535321-298	STREETS - CONTRACT SER	OSI ENVIRONMENTAL, INC.	USED OIL - COLLECTION SERVICE FEE	1051376	08/19/2020	75.00	09/15/2020
Total 100535321298:					120.00		
<b>100535321310</b>							
100-535321-310	STREETS - OFF SUPP/POS	BURLINGTON AREA SCHOOL D	BASD DPW PAPER	09/03/20 INV	09/03/2020	27.20	09/15/2020
Total 100535321310:					27.20		
<b>100535321350</b>							
100-535321-350	STREETS - REP MAINT SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW SUPPLIES	8187639	08/27/2020	259.94	09/15/2020
100-535321-350	STREETS - REP MAINT SUP	REINEMANS, INC.	SUPPLIES-DPW	185392	08/24/2020	18.44	09/15/2020
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	BAR LAMP	1-380277	08/21/2020	42.76	09/15/2020
100-535321-350	STREETS - REP MAINT SUP	BUMPER TO BUMPER BURLING	SHOP SUPPLIES	1-380414	08/25/2020	7.93	09/15/2020
Total 100535321350:					329.07		
<b>100535321351</b>							
100-535321-351	STREETS - MAINT CURB,G	REESMANS SERVICE CORPOR	REPAIR BRICKS-COFFEE HOUSE/BAKERY	20SCBP1.01	08/12/2020	1,500.00	09/15/2020
Total 100535321351:					1,500.00		
<b>100555551159</b>							
100-555551-159	PARKS - CLOTHING	ALSCO	ALSCO DPW (SPLIT) CUSTOMER # 074780	IMIL1601207	08/26/2020	35.25	09/15/2020
Total 100555551159:					35.25		
<b>100555551242</b>							
100-555551-242	PARKS - REPAIR MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 FUEL RAIL ACCUMULATOR	024401	08/01/2020	5,061.67	09/15/2020
100-555551-242	PARKS - REPAIR MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 REPAIRS	024416	08/01/2020	1,728.91	09/15/2020
100-555551-242	PARKS - REPAIR MAINT VE	CLOVER LEAF TRUCK SERVIC	#517 REPAIRS	024434	08/01/2020	343.61	09/15/2020
Total 100555551242:					7,134.19		
<b>100555551244</b>							
100-555551-244	PARKS - REPAIR MAINT EQ	LOIS TIRE SHOP, INC.	2020 CO-TIRE	459998	08/13/2020	50.98	09/15/2020
100-555551-244	PARKS - REPAIR MAINT EQ	REINDERS INC	#107 HOC CAP ASSEMBLY	1848498-00	08/31/2020	168.91	09/15/2020
Total 100555551244:					219.89		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
10055551245							
100-55551-245 CEMETERY GROUNDS & M	ASPHALT CONTRACTORS, INC	PAVING-BURL CEMETERY	20528	08/20/2020	3,200.00		09/15/2020
Total 10055551245:					3,200.00		
<b>10055551298</b>							
100-55551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	CITY OF BURLINGTON RIVERSIDE PARK	A-201837	08/24/2020	200.00		09/15/2020
100-55551-298 PARKS - CONTRACT SERVI	PATS SERVICES, INC	CITY OF BURLINGTON DOG PARK	A-201845	08/24/2020	100.00		09/15/2020
100-55551-298 PARKS - CONTRACT SERVI	WITTE SUPPLY COMPANY	PULVERIZED TOPSOIL YD	98966	08/20/2020	102.00		09/15/2020
Total 10055551298:					402.00		
<b>10055551350</b>							
100-55551-350 PARKS - REPAIR/MTCE SUP	KIMBALL MIDWEST	KIMBALL MIDWEST DPW SUPPLIES	8187639	08/27/2020	259.93		09/15/2020
100-55551-350 PARKS - REPAIR/MTCE SUP	REINEMANS, INC.	SUPPLIES-DPW	185392	08/24/2020	18.44		09/15/2020
100-55551-350 PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	BAR LAMP	1-380277	08/21/2020	42.76		09/15/2020
100-55551-350 PARKS - REPAIR/MTCE SUP	BUMPER TO BUMPER BURLING	SHOP SUPPLIES	1-380414	08/25/2020	7.93		09/15/2020
100-55551-350 PARKS - REPAIR/MTCE SUP	CRETEX MATERIALS INC	CRETEX MATERIALS 3/4" DENSE GRADE/#3 LIME	180288	08/22/2020	181.07		09/15/2020
Total 10055551350:					510.13		
<b>100565641298</b>							
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	PROJECT NO: 2020-1005.00 BURL ONGOING PLA	111260	08/24/2020	714.00		09/15/2020
100-565641-298 PLAN COMM - CONTRACT S	GRAEF	PROJECT NO: 2020-1005.10 520 BRIDGE ST	111261	08/24/2020	612.00		09/15/2020
Total 100565641298:					1,326.00		
<b>100575710295</b>							
100-575710-295 CLEAN SWEEP	OSI ENVIRONMENTAL, INC.	CLEAN SWEEP	1051415	08/21/2020	75.00		09/15/2020
Total 100575710295:					75.00		
<b>100575710297</b>							
100-575710-297 GARBAGE- CONTRACT SVC	ASDA ENTERPRISES INC	TV / COMPUTER REMOVAL	64887	08/30/2020	35.00		09/15/2020
100-575710-297 GARBAGE- CONTRACT SVC	ASDA ENTERPRISES INC	CITY GARBAGE	65482	09/01/2020	13,893.25		09/15/2020
Total 100575710297:					13,928.25		
<b>100575710298</b>							
100-575710-298 GARBAGE - CONTRACT SV	ASDA ENTERPRISES INC	CITY RECYCLING	65482	09/01/2020	32,690.00		09/15/2020
Total 100575710298:					32,690.00		
<b>251555511247</b>							
251-555511-247 REPAIR,MAINTENANCE BUI	VORPAGEL SERVICE INC.	COOLING MAINTENANCE-LIBRARY	45907	07/27/2020	1,791.78		09/15/2020
Total 251555511247:					1,791.78		
<b>251555511310</b>							
251-555511-310 OFFICE SUPPLIES, POSTA	DEMCO	SUPPLIES	6835687	08/28/2020	113.47		09/15/2020
251-555511-310 OFFICE SUPPLIES, POSTA	STAPLES BUSINESS ADVANTA	STAPLES LIBRARY SUPPLIES	1630633345	08/25/2020	38.93		09/15/2020
Total 251555511310:					152.40		
<b>251555511318</b>							
251-555511-318 AUTOMATION	REVERE ELECTRIC SUPPLY C	WI-FI ROUTER CABLE-WEHMHOF PARK	S4204821.001	08/07/2020	39.90		09/15/2020
Total 251555511318:					39.90		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
<b>251555511327</b>							
251-555511-327 MATERIALS	SOUTHERN LAKES NEWSPAPE	HAYLOFTERS SPONSOR AD	379505	08/20/2020	35.00		09/15/2020
251-555511-327 MATERIALS	TASTE OF HOME	TASTE OF HOME COOKBOOKS	0820TOH	08/10/2020	37.78		09/15/2020
251-555511-327 MATERIALS	KANOPIY INC	PLAY CREDIT	212587-PPU	08/31/2020	131.00		09/15/2020
Total 251555511327:					203.78		
<b>458525220242</b>							
458-525220-242 Repairs & Maint Vehicles	Emergency Apparatus	V933-SAFETY INSPECTION	113305	08/11/2020	1,016.89		09/15/2020
Total 458525220242:					1,016.89		
<b>458525220295</b>							
458-525220-295 Medical Supplies	WELDERS SUPPLY COMPANY	OXYGEN	10159574	08/15/2020	196.92		09/15/2020
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS SUPPLIES	2192358	08/17/2020	276.50		09/15/2020
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS SUPPLIES	2193210	08/19/2020	68.00		09/15/2020
458-525220-295 Medical Supplies	EMERGENCY MED. PRODUCTS	EMP EMS SUPPLIES	2194424	08/24/2020	351.48		09/15/2020
Total 458525220295:					892.90		
<b>501514900000</b>							
501-514900-000 ADMINISTRATIVE EXPENSE	DIRECTPATH	MONTHLY FEE FOR ADVOCACY SERV	AT46136	09/01/2020	168.00		09/15/2020
Total 501514900000:					168.00		
<b>621575740159</b>							
621-575740-159 CLOTHING ALLOWANCE	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1601209	08/26/2020	62.18		09/15/2020
Total 621575740159:					62.18		
<b>621575740244</b>							
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP (SPLIT) CUST # 012230	IMIL1601209	08/26/2020	10.70		09/15/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	ALSCO	ALSCO WWTP CUST # 012231 (SPLIT)	IMIL1601210	08/26/2020	141.87		09/15/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	MENARDS	OFF MOSQUITO REPELLANT	26552	08/25/2020	4.38		09/15/2020
621-575740-244 REPAIRS,MAINT EQUIPMEN	REVERE ELECTRIC SUPPLY C	WI-FI ROUTER CABLE-WEHMHOF PARK	S4204821.001	08/07/2020	39.90		09/15/2020
Total 621575740244:					196.85		
<b>621575740249</b>							
621-575740-249 LABORATORY	ALSCO	ALSCO WWTP CUST # 012231 (SPLIT)	IMIL1601210	08/26/2020	80.77		09/15/2020
Total 621575740249:					80.77		
<b>621575740254</b>							
621-575740-254 SLUDGE REMOVAL	PATS SERVICES, INC	PATS SERVICES - BIO-SOLIDS APPLIED	878781	08/19/2020	13,685.00		09/15/2020
621-575740-254 SLUDGE REMOVAL	SOLENIS	PRAESTOL	131677097	08/20/2020	6,732.45		09/15/2020
Total 621575740254:					20,417.45		
<b>622509030000</b>							
622-509030-000 OFFICE SUPPLIES	ALSCO	ALSCO DPW - WATER CUSTOMER #025570	IMIL1601208	08/26/2020	41.53		09/15/2020
Total 622509030000:					41.53		
<b>622509210000</b>							
622-509210-000 OFFICE SUPPLY	MINUTEMAN PRESS OF BURLI	CROSS CONNECTION BROCHURES	43393	08/24/2020	1,145.37		09/15/2020
Total 622509210000:					1,145.37		

GL Account and Title	Vendor Name	Description	Invoice Number	Invoice Date	Net Invoice Amount	Date Paid	Input Date
<b>623575740245</b>							
623-575740-245 REPAIR,MAINTENANCE GR	F & W LANDSCAPE SPEC.	F & W LANDSCAPE AIRPORT CUTTING	510	09/01/2020	2,700.00		09/15/2020
Total 623575740245:					2,700.00		
<b>623575740298</b>							
623-575740-298 CONTRACT SERVICES	MEISNER, GARY	MEISNER AIRPORT MANAGER SEPT BILLING	2020SEPT	08/27/2020	309.00		09/15/2020
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	TIME WARNER CABLE	2020SEPT	09/01/2020	366.84		09/15/2020
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	PAT'S SANITARY SERVICE	2020SEPT	09/01/2020	35.97		09/15/2020
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	CLEANING SERVICES	2020SEPT	09/01/2020	144.44		09/15/2020
623-575740-298 CONTRACT SERVICES	BURLINGTON DEVELOPMENT	PEST CONTROL	2020SEPT	09/01/2020	55.00		09/15/2020
Total 623575740298:					911.25		
<b>623575740310</b>							
623-575740-310 OPERATING SUPPLIES	BURLINGTON DEVELOPMENT	ALSCO-ENTRYWAY MATS	2020SEPT	09/01/2020	34.89		09/15/2020
623-575740-310 OPERATING SUPPLIES	QT PETROLEUM ON DEMAND	THERMAL PAPER	82700	09/02/2020	90.22		09/15/2020
Total 623575740310:					125.11		
Grand Totals:					134,307.17		

Dated: \_\_\_\_\_

Motion for Approval by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_



**DATE:** September 15, 2020

**SUBJECT: LICENSES** - To approve a request from Not Your Grandma's Pantry, located at 165 W. Chestnut Street, for a Temporary Extension to their Liquor License Premise Description, contingent on approval of their Special Event Application submitted for September 26, 2020.

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**BACKGROUND/HISTORY:**

Daniel and Roberta Robers, owners of Not Your Grandma's Pantry, has submitted a request asking permission for a temporary extension of their premise description in order to allow for outdoor sales and serving of beer and wine during their fundraiser event for the Rochester Volunteer Fire Department on Saturday, September 26, 2020. This evening Council will also be considering approval of this Special Event Application.

On September 1, 2020 the Common Council approved a Class "B"/"Class C" Beer and Wine license for Not Your Grandma's Pantry. Approval of this temporary request would allow the business to host the event outdoors and allow adequate social distancing regarding the CDC guidelines for COVID-19.

Attached is a copy of the written request submitted by Daniel Robers.

**BUDGET/FISCAL IMPACT:**

n/a

**RECOMMENDATION:**

Staff recommends that Council approves the submitted request, contingent on approval of their Special Event Application submitted for September 26, 2020.

**TIMING/IMPLEMENTATION:**

This item is scheduled for consideration at the September 15, 2020 Common Council meeting.

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**Attachments**

Premise Extension Request

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ON SEPT 26, 2020, NOT YOUR  
GRANDMA'S PANTRY IS PUTTING ON  
A FUNDRAISER FOR ROCHESTER  
VOLUNTEER FIRE COMPANY. WE WOULD  
LIKE TO HOST THE EVENT OUTSIDE  
DUE TO SPACE RESTRICTIONS.  
AT THE EVENT WE WOULD LIKE TO  
HAVE BEER & WINE OUTSIDE.  
THE BEER & WINE DISTILLERIES WILL  
BE THERE SERVING <sup>SAMPLING</sup> AS WELL.  
THE EVENT WILL BE UNDER A TENT  
ON THE PARKING LOT OUT FRONT OF  
THE STORE & RUN FROM 5pm - 9pm

Sincerely  
David Roker



**DATE:** September 15, 2020

**SUBJECT: SPECIAL EVENTS** - To consider approval of each individual Special Event application by named event as submitted below.

**SUBMITTED BY:** Diahnn Halbach, City Clerk

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**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.

As you read through the Department Head recommendations to not approve the Special Events pursuant to the Racine County Health Department and the CDC guidelines, should Council approve these events, there are logistic items requested from departments as well as reimbursement for police services.

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

**Organization: Roberta & Dan Robers (Not Your Grandma's Pantry)**

**Event: Fundraiser for the Rochester Volunteer Fire Department**

**Date: Saturday, September 26, 2020**

**Location: City Parking Lot - 165 West Chestnut Street**

**Time: Setup 10 a.m. / Event 5 p.m. to 9 p.m.**

**Expected Attendance: 100 plus 20 Staff/Vendors**

**Notes: Please see the written notes on the Department Head Signature page. They are also requesting a temporary extension of their premise description for this event. If approved, the organizers agree to pay \$500 for the cost of police services.**

**Organization: Shelly Leverenz, Chair Light Up the Night Committee**

**Event: Light Up the Night**

**Date: Friday, November 20, 2020**

**Location: Downtown**

**Time: 4 p.m. to 8 p.m.**

**Expected Attendance: 1000**

**Notes: Please see the written notes on the Department Head Signature page. Also note, no horse carriage rides will be taking place at this event this year.**

**Organization: 2 Fancie Gals / Music Matters**

**Event: Fall Wine Trail 2020**

**Date: Saturday, November 21, 2020**

**Location: Downtown - 15 participating businesses**

**Time: 1 p.m. to 5 p.m.**

**Expected Attendance: 200**

**Notes: Please see notes on the Department Head Signature page.**

**Organization: Chamber of Commerce**

**Event: 2020 Christmas Parade and Santa's Chalet**

**Date: Friday, December 4, 2020**

**Location: Downtown**

**Time: 5 p.m. to 10 p.m.**

**Expected Attendance: 2000**

**Notes: Please see notes on the Department Head Signature page.**

**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 recommendations have been included with each application. As you read through the Department Head recommendations to not approve the Special Events pursuant to the Racine County Health Department and the CDC guidelines, should Council approve these events, there are logistic items requested from departments as well as reimbursement for police services.

**TIMING/IMPLEMENTATION:**

This item is scheduled for final consideration at the September 15, 2020 Common Council meeting.

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**Attachments**

Not Your Grandma's Pantry

Light Up The Night

Fall Wine Walk 2020

Christmas Parade

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# CITY OF BURLINGTON

## SPECIAL EVENT PERMIT APPLICATION

For Office Use Only

Date of Application: <u>8/25/20</u>	Permit Number: _____
Sent for Staff Review: <u>8/28/2020</u>	Council Meeting: <u>9-15-2020</u>

### SUMMARY OF EVENT

Event Title: PIG ROAST/LUAN FOR ROCHESTER VOLUNTEER FIRE COMPANY Date of Event: 8/26/20

Event Location: 165 WEST CHESTNUT, BURLINGTON, WI

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

**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.

Outside PIG ROAST / BEER WINE / RAFFLES / MUSIC  
FUNDRAISER FOR THE ROCHESTER VOLUNTEER  
FIRE COMPANY

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 100 people + 20 STAFF/VENDORS

Is this a multi-day event?  Yes  No If so, how many days? \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### EVENT ORGANIZER INFORMATION

Applicant Name: ROBERTA & DAN ROBERS - NOT YOUR GRANOMA'S PARTY

Group Represented: ROCHESTER VOLUNTEER FIRE COMPANY

Address: 165 W. CHESTNUT ST, BURLINGTON WI 53105

Phone: 262-492-7923 Email: robertarobers@gmail.com

Person In Charge of Event: ROBERTA ROBERS

On-Site Contact: ROBERTA ROBERS On-Site Phone: 262-492-7923

Billing Address: 417 Stone Wall Ct, Burlington, WI 53105

**DETAILED EVENT INFORMATION** (Sent)

Event Set Up Date: 9/25/20 Time: 10 am

Start Time For Event: 5 a.m./(p.m.) End Time For Event: 9 a.m./(p.m.)

Alcohol Being Served\*?  Yes  No Licensed Agent: Roberta/Dan Roberts  
\*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: DAN ROBERTS

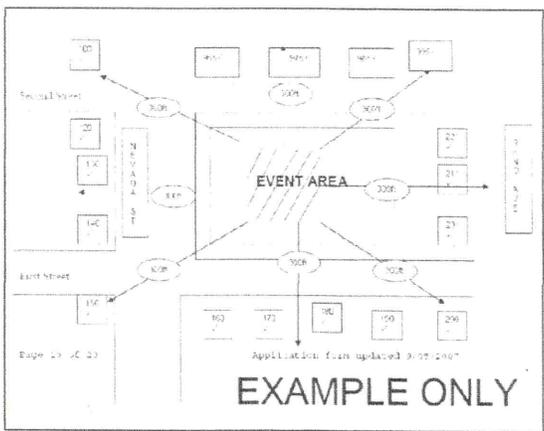
Picnic Tables Needed\*?  Yes  No Amount Needed & Locations \_\_\_\_\_  
\*This may result in a fee

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**

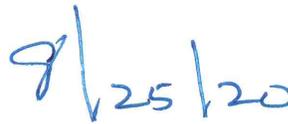
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I, the undersigned applicant, or authorized agent thereof, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the City of Burlington to 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.

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



Date of Signature

September 1, 2020

From: Not Your Grandma's Pantry

Daniel and Roberta Robers

165 W Chestnut St

Burlington, WI 53105

Re: Proposed conditional use of the public parking lot in front of Not Your Grandma's Pantry on Sept 26<sup>th</sup> (tent setup on afternoon of Sept 25)

To council members of the City of Burlington;

Not Your Grandma's Pantry would like to use the public lot in front of the store located on 165 W Chestnut St, on September 26, 2020 (afternoon set up of tent on September 25) for a fundraising event.

Attached is a drawing of the lot with placement of the tent, picnic tables, traffic flow and traffic directors. We will provide 4 traffic directors to direct traffic and ensure safety away from the roped off, tented area. Only approximately ½ of the parking lot will be used for this event while the remaining ½ will still be available for public use. Notice will be put up the week prior to the lot closure notifying of the dates of lot closure.

Other business that use the lot directly have been notified and have granted approval of the use and closure of ½ of the lot on the date of the event. Letters of approval are attached.

Garbage cans provided by the city will be placed at all 4 corners of the tent and garbage will be collected and disposed of by Not Your Grandma's Pantry.

Live music under the tent will run from 5pm to 9pm and will be at an acceptable volume as to not disturb neighbors. The event will run from 4pm to 10pm.

It is understood that security is needed and that the City of Burlington Police Department is willing to provide security of 2 police officers at a fee of \$500.

Due to Covid restrictions currently in place, the event is being held primarily outside. We are limiting tickets to 100 to allow control of the number in attendance. This event is not open to the public. We have spacing of picnic tables to allow for social distancing. We have noted that other recent events such as the Craft Beer Trail to Benefit Haylofters operated successfully while adhering to Covid restrictions.

We are happy to comply with whatever is necessary to ensure this fundraising event is safe for all involved.

Sincerely,

Dan and Bobbi Robers

NYGP

262-492-7923

WE VISION Warehouse

WALKWAY

~~WALKWAY~~

FORMER WELLS FALLS

TRAFFIC DIRECTOR

STILL AVAILABLE FOR PUBLIC PARKING

TRAFFIC DIRECTOR

TRAFFIC FLOW

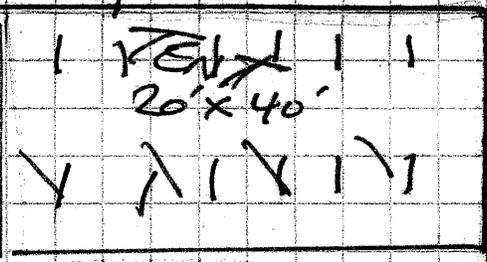
CHESTNUT ST

~~SPORTSMAN'S DANCE STUDIO~~

CONES & TAPE BLOCKING OFF

NOT YOUR GRANDMA'S PARTY

12 Picnic Tables in Tent  
6 Picnic Tables outside



TRAFFIC FLOW  
TRAFFIC DIRECTOR  
WALKWAY

EXTRA NET FROM SIDE

TRAFFIC DIRECTOR

CONES & TAPE BLOCKING OFF

REINFORCE PARK



Roberta Robers <robertarobers@gmail.com>

**Letter to approve parking lot use**

2 messages

**robertarobers** <robertarobers@gmail.com>

Wed, Sep 2, 2020 at 7:03 AM

To: robertarobers@gmail.com

To whom it may concern; *JILLIE DIVAN "INNOVATIONS DANCE STUDIO"*

We are aware that Not Your Grandma's Pantry would like to use the shared public lot also available for use by our business on Sept 26 (evening of Sept 25 for tent setup) for a fundraising event.

We are agreeable to the use of the lot for this purpose on this date(s).

Sincerely,

*Jillie L. Divan*

Name of Business:

Address of Business:

Sent via the Samsung Galaxy A11, an AT&T 4G LTE smartphone

**robertarobers** <robertarobers@gmail.com>

Wed, Sep 2, 2020 at 7:04 AM

To: Dan <danrobbers79@gmail.com>

Sent via the Samsung Galaxy A11, an AT&T 4G LTE smartphone

[Quoted text hidden]

On Sept 26, 2020, Not Your  
Granoma's Pantry is putting on  
a fundraiser for Rochester  
Volunteer Fire Company. We would  
like to host the event outside  
due to space restrictions.  
At the event we would like to  
have beer & wine outside.  
The beer & wine distilleries will  
be there serving <sup>sampling</sup> as well.  
The event will be under a tent  
on the parking lot out front of  
the store & run from 5pm - 9pm

Sincerely  
David Rober

**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: 8-31-2020

Permit Number: \_\_\_\_\_

Sent for Staff Review: 8-31-2020

Council Meeting: 9-15-2020

### SUMMARY OF EVENT

Event Title: Light up the Night Date of Event: November 20, 2020

Event Location: Downtown and adjacent areas in City of Burlington

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

**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.

3 search lights directing people to our downtown business district;

approximately 50 businesses stay open from 4 to 8 pm to showcase

our community and businesses. People can pick up a punch card, visit 8 businesses and be eligible for door prizes

Anticipated Attendance (participants, staff, vendors, crowd, etc.): 1000

Is this a multi-day event?  Yes  No If so, how many days? 1

Start Date: November 20 End Date: November 20

### EVENT ORGANIZER INFORMATION

Applicant Name: Shelly Leverenz/ Chair - Light up the Night

Group Represented: Light up the Night committee

Address: 113 E. Chestnut Street Suite A - Burlington WI 53105

Phone: 262-767-9726 Email: seeshell28@me.com

Person In Charge of Event: Shelly Leverenz

On-Site Contact: Shelly Leverenz On-Site Phone: 262-767-9726

Billing Address: 113 E. Chestnut St - Burlington, WI 53105

**DETAILED EVENT INFORMATION**

Event Set Up Date: November 20, 2020 Time: 4 to 8 p.m.

Start Time For Event: 4 pm a.m./p.m. End Time For Event: 8 pm 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*

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*

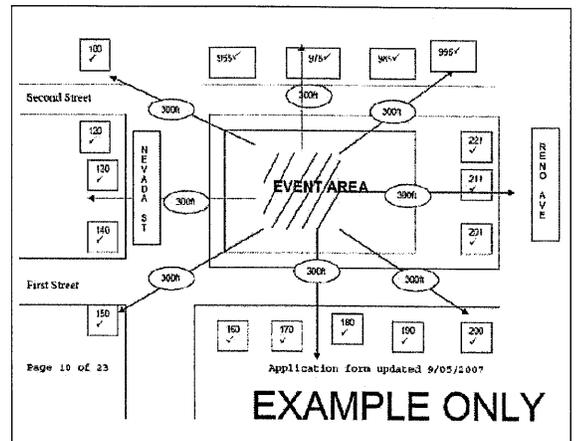
Will Your Event Involve Live Performances, Loud Speakers or a DJ\*?  Yes  No

*\*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

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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.

**Shelly Leverenz**

Signature of Applicant

**August 27, 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: <u>8/28/2020</u>	Permit Number: _____
Sent for Staff Review: <u>8/28/2020</u>	Council Meeting: <u>9/15/2020</u>

### SUMMARY OF EVENT

Event Title: Fall Wine Trail 2020 Date of Event: November 21<sup>st</sup>

Event Location: Multiple locations throughout downtown Burlington

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

**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.

Up to 300 participants will taste wine at various locations (business/retail/shops) from 1-5pm. A check-in will be at Wehmhoff Square Park from 11:30am-1pm.

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: Aubrey McGaughey

Group Represented: Burlington Music Matter & 2 Fancie Gals

Address: 225 E. Jefferson St Burlington 53105

Phone: (262) 758-6210 Email: fancie243@gmail.com

Person In Charge of Event: Aubrey McGaughey

On-Site Contact: Aubrey McGaughey On-Site Phone: (262) 758-6210

Billing Address: 225 E. Jefferson St Burlington 53105

**DETAILED EVENT INFORMATION**

Event Set Up Date: 11/21/20 Time: 11:30am

Start Time For Event: 1:00 a.m.  p.m. End Time For Event: 5:00 a.m.  p.m.

Alcohol Being Served\*?  Yes  No Licensed Agent: Each location will apply  
 \*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: \_\_\_\_\_

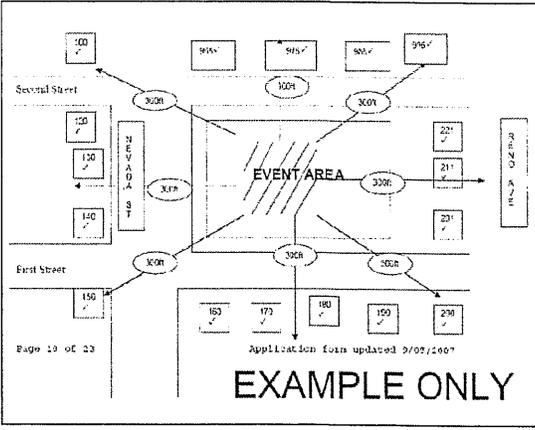
Picnic Tables Needed\*?  Yes  No Amount Needed & Locations \_\_\_\_\_  
 \*This may result in a fee

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**

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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

8/28/20  
Date of Signature

**Participating Businesses:**

1. 2 Fancie Gals
2. Cultivated
3. Burlington Dance Academy
4. Chic N' Unique
5. Itzin's
6. Thrivent
7. Arcadian Treasures
8. Cafe' B
9. CoffeeHouse
10. Rustic Barrel
11. Joyful Creations
12. White Picket Fence
13. Hopscotch Bakery
14. The Loop Commons
15. Low Daily

**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: <u>8/28/2020</u>	Permit Number: _____
Sent for Staff Review: <u>8/28/2020</u>	Council Meeting: <u>9/15/2020</u>

### SUMMARY OF EVENT

Event Title: Christmas Parade Date of Event: December 4, 2020

Event Location: official City of Burlington Parade Route

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.

Christmas parade and official opening of the Santa Chalet in Downtown Wehmhoff Square Park.

Anticipated Attendance (participants, staff, vendors, crowd, etc.): approx. 2000

Is this a multi-day event?  Yes  No If so, how many days? N/A

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### EVENT ORGANIZER INFORMATION

Applicant Name: Jan Ludtke

Group Represented: Burlington Area Chamber of Commerce

Address: 113 E. Chestnut Street Suite B, Burlington, WI 53105

Phone: 262-763-6044 Email: jludtke@burlingtonchamber.org

Person In Charge of Event: Jan Ludtke/Tina Pope Chair

On-Site Contact: Jan Ludtke/Tina Pope On-Site Phone: 262-210-1071/262-210-9337

Billing Address: Save as above

## DETAILED EVENT INFORMATION

Event Set Up Date: 12-4-20 Time: 2 p.m.  
Start Time For Event: 5 p.m. a.m./p.m. End Time For Event: 10 p.m. 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: at detours/cross streets  
*\*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: 5:30 to 7 p.m. approx.  
*\*This may result in a fee*

Trash Receptacles Needed\*?  Yes  No Amount Needed & Locations downtown area  
*\*This may result in a fee*

Person(s) Responsible for Clean Up After the Event: N/A

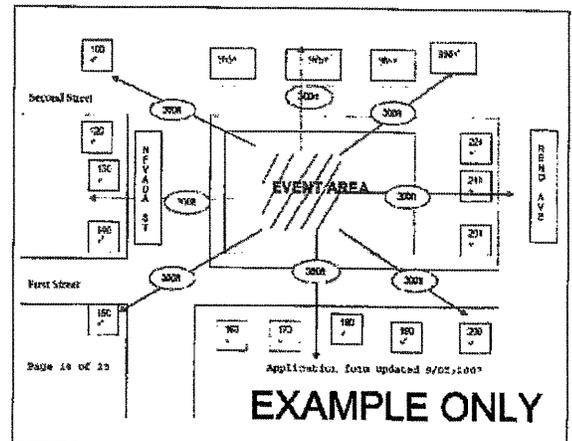
Picnic Tables Needed\*?  Yes  No Amount Needed & Locations \_\_\_\_\_  
*\*This may result in a fee*

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**

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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.



**Jan Ludtke**

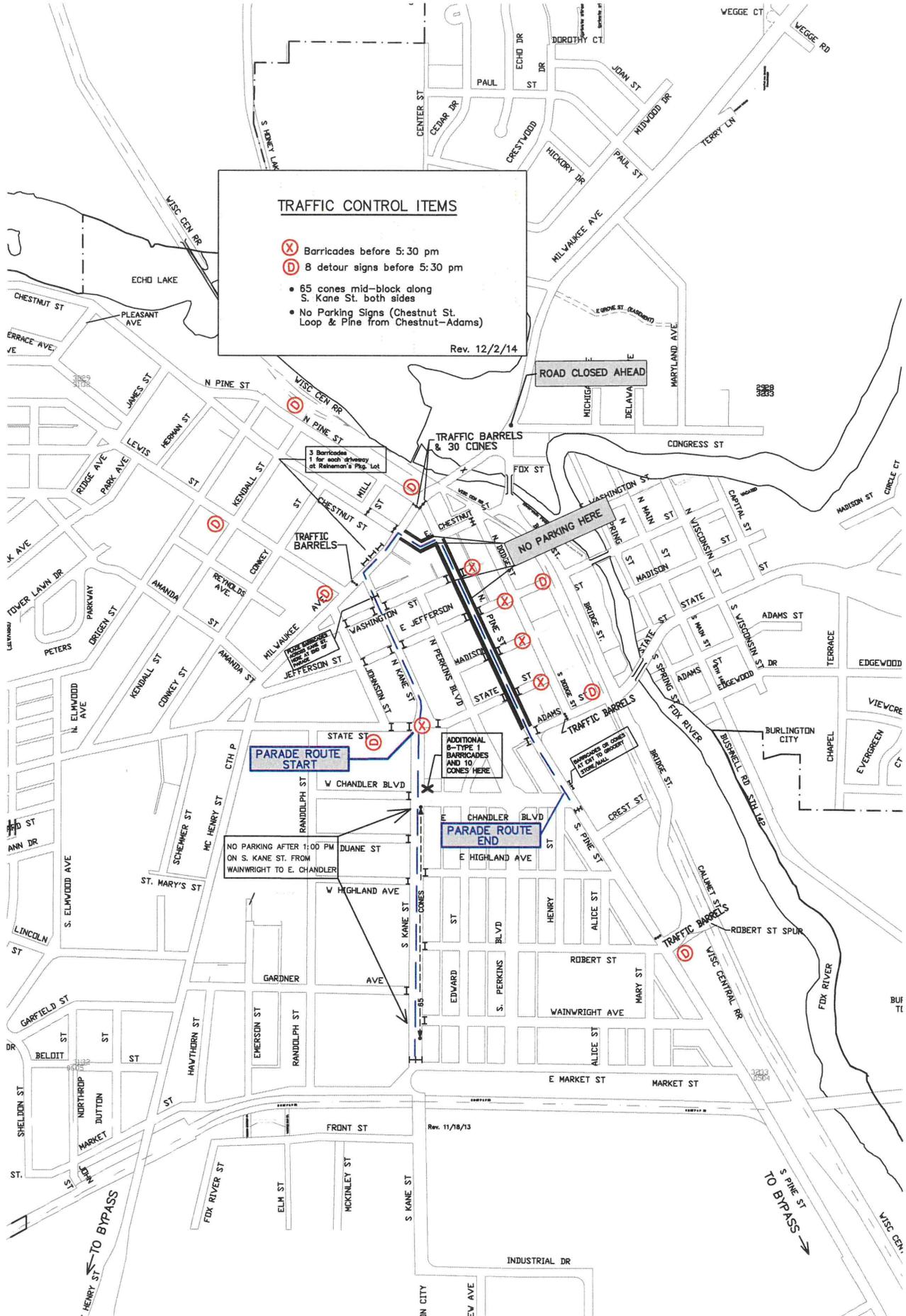
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Signature of Applicant

**8-27-20**

---

Date of Signature



**TRAFFIC CONTROL ITEMS**

ⓧ Barricades before 5:30 pm  
Ⓧ 8 detour signs before 5:30 pm  
 • 65 cones mid-block along S. Kane St. both sides  
 • No Parking Signs (Chestnut St. Loop & Pine from Chestnut-Adams)

Rev. 12/2/14

3 Barricades  
1 for each driveway  
at Rehman's Pkg. Lot

TRAFFIC BARRELS  
& 30 CONES

TRAFFIC BARRELS

TRAFFIC BARRELS  
1 for each driveway  
at Rehman's Pkg. Lot

ADDITIONAL  
8-TYPE 1  
BARRICADES  
AND 10  
CONES HERE

PARADE ROUTE  
START

PARADE ROUTE  
END

NO PARKING AFTER 1:00 PM  
ON S. KANE ST. FROM  
WAINWRIGHT TO E. CHANDLER

ARRANGING OF CONES  
IN ROWS OR GROUPS  
IS NOT AN  
OPTIONAL

ROAD CLOSED AHEAD

NO PARKING HERE

TRAFFIC BARRELS

TRAFFIC BARREL

Rev. 11/18/13

**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: \_\_\_\_\_



**DATE:** September 15, 2020

**SUBJECT:** **PUBLIC HEARING** - To hear comments and concerns regarding a rezone request for property located along Falcon Ridge Drive.

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

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**BACKGROUND/HISTORY:**

This item is to consider recommending approval of a Rezone Map Amendment request from Jesse Dropik of Millennium Dream Homes, LLC, for property along Falcon Ridge Drive. The applicant is requesting to rezone the property from Rm-2/C-1, Multi-Family Residential/Conservancy District to Rm-2/C-1/PUD, Multi-Family Residential/Conservancy District with a Planned Unit Development. The applicant proposes to maintain these zoning addresses, but also add a PUD Planned Unit Development Overlay District given the application is for a condominium development. The applicant proposes to construct "Falcon Woods" a 30-unit condominium.

This item was presented and approved at its September 8, 2020 Plan Commission meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

For Public comment only.

**TIMING/IMPLEMENTATION:**

This item is for Public Hearing at the September 15, 2020 Committee of the Whole and is scheduled for final consideration at the October 6, 2020 Common Council meeting.

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**Attachments**

Public Hearing-rezone

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**NOTICE OF PUBLIC HEARING  
FOR AMENDING THE ZONING MAP**

TO WHOM IT MAY CONCERN:

NOTICE is hereby given that the Common Council of the City of Burlington proposes to amend Chapter 315 of the Municipal Code, Zoning Map, as it pertains to:

**Owner:** Millennium Dream Homes, LLC  
**Applicant:** Jesse Dropik  
**Applicant Address:** PO Box 511 Elkhorn, WI 53121  
**Location of Request:** **Falcon Ridge Drive**  
**Existing Zoning:** Rm-2/C-1, Multi-Family Residential/Conservancy District  
**Proposed Zoning:** Rm-2/C-1/PUD, Multi-Family Residential/Conservancy District, with a Planned Unit Development  
**Proposed Use:** To develop a 30-unit condominium (Falcon Woods)

NOTICE IS FURTHER GIVEN that a Public Hearing on the above matter will be held by the Common Council in the City Council Chambers, in the City of Burlington located at 224 E. Jefferson Street on:

**TUESDAY, SEPTEMBER 15, 2020 DURING THE MEETING OF THE COMMON COUNCIL  
SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER**

To hear any persons objecting to, or in support thereof, on the above mentioned matter.

CITY OF BURLINGTON

Dated at Burlington, Wisconsin, this 24<sup>th</sup> day August, 2020.

Diahnn Halbach, City Clerk

Published in the Burlington Standard Press  
August 27<sup>th</sup> and September 3<sup>rd</sup>, 2020



**DATE:** September 15, 2020

**SUBJECT: PUBLIC HEARING** - To hear comments and concerns regarding City of Burlington's intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property for reconstruction of various sidewalks.

**SUBMITTED BY:** Peter Riggs, Director of Public Works

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**BACKGROUND/HISTORY:**

A Public Hearing has been scheduled to hear comments and concerns from the public regarding the final step in the special assessment process for the reconstruction of sidewalks associated with the 2020 Sidewalk Improvement Project.

Consistent with past practices of the City, the proposed assessments may be paid in cash or in three annual installments with an interest rate which is 3.5 percent.

**BUDGET/FISCAL IMPACT:**

There are no financial implications with this public hearing.

**RECOMMENDATION:**

For public comment only.

**TIMING/IMPLEMENTATION:**

This item for Public Hearing at the September 15, 2020 Common Council meeting.

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**Attachments**

Legal Notice

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STATE OF WISCONSIN

COUNTY OF RACINE AND WALWORTH

The Common Council in and for the City of Burlington

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN THE CITY OF BURLINGTON, WISCONSIN.**

To Whom It May Concern:

**NOTICE** is given that the Common Council of the City of Burlington, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., and §274-3 of the Code of the City of Burlington to levy special assessments upon property within the following described assessment district for benefits conferred upon the properties at the following locations:

**ASSESSMENT DISTRICT**

Reconstruction of portions of existing sidewalk at various individual properties at the following locations:

<b>HOUSE NUMBER</b>	<b>STREET NAME</b>
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

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file at City Hall and may be inspected there during any business day between the hours of 8:00 a.m. and 4:30 p.m.

You are further notified that the Common Council of the City of Burlington, Wisconsin, will hear all interested persons, or their agents or attorneys, concerning matters contained in the preliminary resolution authorizing the assessments and in the above described report during the meeting of the Common Council scheduled for:

**TUESDAY, SEPTEMBER 15, 2020 DURING THE MEETING OF THE COMMON COUNCIL SCHEDULED TO BEGIN AT 6:30 P.M. OR SHORTLY THEREAFTER**

to hear any persons objecting to, or in support thereof, on the above-mentioned matter.

Dated at Burlington, Wisconsin, this 31st day of August, 2020

Diahn Halbach, City Clerk



**DATE:** September 15, 2020

**SUBJECT:** **RESOLUTION 5029(25)** - Authorizing the Disposal of two DPW Trucks and various small engine equipment through public auction by J.J. Kane Auctioneers.

**SUBMITTED BY:** Peter Riggs, Director of Public Works

---

**BACKGROUND/HISTORY:**

The Department of Public Works seeks to dispose of two pick up trucks through public auction with J.J. Kane Auctioneers. Truck #510 is a 2008 GMC 3500HD with a plow, salter, and dump body. The estimated auction value is \$11,000. Truck #74 is a 1996 GMC 2500 with a plow and utility body. The estimated auction value is \$3,000. Both of these vehicles have already been replaced.

In addition, the Department seeks to dispose of various small engine tools and equipment including: STIHL HT131 pole saw, STIHL FS200 weed trimmer, STIHL 066 chain saw, STIHL 044 chain saw, STIHL 011AVT chain saw, STIHL MS200T chain saw, Lawn Boy push mower GSV 190 with bagger, Lawn Boy push mower GSV 190 without bagger. These items are old, out of use, damaged, and/or unneeded by the Department. They no longer serve a need as spare parts and auction may result in more value than scrap.

**BUDGET/FISCAL IMPACT:**

These assets will be disposed of through a competitive online auction. The total sale is estimated to generate \$14,000 in revenue for the equipment replacement fund.

**RECOMMENDATION:**

Staff recommends approval of the disposal of two DPW trucks and various small engine equipment through public auction.

**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 September 15, 2020 Common Council meeting.

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**Attachments**

Res 5029(25) Auction Two DPW Trucks

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**A RESOLUTION AUTHORIZING THE DISPOSAL OF TWO DPW TRUCKS AND  
VARIOUS SMALL ENGINE EQUIPMENT THROUGH PUBLIC AUCTION BY J.J.  
KANE AUCTIONEERS**

**WHEREAS**, the City of Burlington's Department of Public Works has determined the following fleet and equipment to be surplus and no longer of use to the City; and,

1. Truck #510: 2008 GMC 3500HD with plow, salter, and dump body
2. Truck #74: 1996 GMC 2500 with plow
3. STIHL HT131 pole saw
4. STIHL FS200 string trimmer
5. STIHL 066 chain saw
6. STIHL 044 chain saw
7. STIHL 011AVT chain saw
8. STIHL MS200T chain saw
9. Lawn Boy GSV 190 push mower with bagger
10. Lawn Boy GSV 190 push mower without bagger

**WHEREAS**, the Department of Public Works disposes of surplus equipment through public auction; and,

**WHEREAS**, a public auction allows for disposing of City assets in a competitive and transparent manner that is open to the public; and,

**WHEREAS**, J.J. Kane Auctioneers has successfully provided auction services to public and private agencies for the disposal of fleet and equipment; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that the Director of Public Works is hereby authorized to enter into an agreement with J.J. Kane Auctioneers for the disposal of City owned assets through public auction.

Introduced: September 1, 2020  
Adopted:

\_\_\_\_\_  
Jeannie Hefty, Mayor

Attest:

\_\_\_\_\_  
Diahn Halbach, City Clerk



**DATE:** September 15, 2020

**SUBJECT:** RESOLUTION 5030(26) - To approve Change Order #1 for the 2020 Street Improvement Program.

**SUBMITTED BY:** Peter Riggs, Director of Public Works

**BACKGROUND/HISTORY:**

Change Order #1 for the 2020 Street Improvement program contains two items for a total cost of \$51,006.25.

The first item funds the paving work performed at the Milwaukee Ave railroad crossing, in which the Council discussed at it's July 21, 2020 Committee of the Whole meeting. The engineers estimate for this work was \$36,326. Unfortunately asphalt thickness and base conditions necessitated a deeper mill and corresponding additional quantities of asphalt needed to complete the work. The result is a final cost of \$52,304.75. Staff is still comfortable with this price pursuant to this being a separate project that would have necessitated additional road closures and permitting costs.

The second item is a credit for repair work on a traffic signal loop detector damaged as part of spot repairs on Milwaukee Ave. The credit reduces the contract by \$1,298.50.

**BUDGET/FISCAL IMPACT:**

Funding for the 2020 Street Improvement Program was included in the promissory note in the amount of \$598,185. The contract was awarded for \$545,023 and is increased by \$51,006.25 by Change Order #1 to a total of \$596,029.25. This will be offset by a future change order reduction for savings resulting from manhole lining instead of reconstruction at Tower & Amanda.

**RECOMMENDATION:**

Staff recommends approval of Change Order #1 for the 2020 Street Improvement Program.

**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 September 15, 2020 Common Council meeting.

**Attachments**

- Res 5030(26) Change Order 1 - 2020 Street Program
- Change Order #1 Kapur Memo
- Change Order #1 Kapur Justification
- Change Order #1

**A RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER ONE  
WITH THE WANASEK CORPORATION FOR AN INCREASE IN THE CONTRACT  
IN THE AMOUNT OF \$51,006.25**

**WHEREAS**, Resolution 5017(13) approved the award of the bid to The Wanasek Corporation for the 2020 Street Improvement Program for Base Bid of \$545,023.00; and,

**WHEREAS**, the City of Burlington entered into a contract with The Wanasek Corporation for said program; and,

**WHEREAS**, during construction it was determined it was necessary to mill, pave, and install pavement markings on Milwaukee Avenue from Pine Street to the bridge deck at a cost increase of \$52,304.75; and,

**WHEREAS**, repair of a traffic controller loop detector damaged by the contractor on Milwaukee Ave resulted in a credit due to the City in the amount of \$1,298.50; and,

**WHEREAS**, said Change Order Number One for an amount of \$51,006.25 (\$52,304.75 less the credit of \$1,298.50) has been recommended for approval by the City Engineer and the Director of Public Works; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington that Change Order Number One is hereby approved in the amount of \$51,006.25.

**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to execute Change Order Number One on behalf of the City.

Introduced: September 1, 2020  
Adopted:

\_\_\_\_\_  
Jeannie Hefty, Mayor

Attest:

\_\_\_\_\_  
Diahn Halbach, City Clerk

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## MEMORANDUM TO THE CITY OF BURLINGTON

**To: Peter Riggs**  
**From: Mike Timmers**  
**CC: Greg Governatori**  
**Date: August 11, 2020**  
**Re: Contract Change Order Request #1 for 2020 Burlington Streets Program**

---

Attached please find a copy of Contract Change Order #1 and Justification of Price for the **2020 Burlington Street Program** construction project.

This includes additional work requested by the City of Burlington. Work includes: Mill & Pave and placement of Epoxy Pavement Marking on Milwaukee Ave, from Pine St. to the Fox River concrete bridge deck, in conjunction with the CN Railroad construction work and closure, and credit for conduit repair on Milwaukee Ave.

The TOTAL cost of this change order is **\$51,006.25**.

Let me know if you have any questions or comments!

Thank you!

## **2020 Burlington Street Program**

### **Justification of Price for Contract Change Order #1**

I. **Item Description:**

**Item #1.01 Mill and Pave, Milwaukee Ave:**

Description: Mill and Pave roadway surface on Milwaukee Ave. from Pine St. to Fox River concrete bridge deck, in conjunction with the CN Railroad construction work and closure per City of Burlington request. Work includes; mill and pave of existing roadway and pavement marking for Milwaukee Ave. roadway.

**Item #1.02 Credit for Outdoor Lighting Conduit Repair, Milwaukee Ave:**

Description: This is a deduction of price, or a credit to the project, for a conduit repair completed by Outdoor Lighting and billed to the City. Conduit was hit by contractor during the removal of a concrete patch on Milwaukee Ave. near Wegge Rd.

II. Method of Measurement: Work performed, for the above items, is measured as a lump sum.

II. Basis of Payment: The work under these items, measured as provided above, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for all cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

The following is a cost summary for the additional items mentioned above:

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total Price</b>
1.01	Mill and Pave, Milwaukee Ave.	LS	1	\$ 52,304.75	\$ 52,304.75
1.02	Credit for Outdoor Lighting Conduit Repair	LS	1	\$ (1,298.50)	\$ (1,298.50)
<b>Grand Total – Contract Change Order (Extra Work)</b>					<b>\$51,006.25</b>





**DATE:** September 15, 2020

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

**SUBMITTED BY:** Carina Walters, City Administrator

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**BACKGROUND/HISTORY:**

In 2008 as part of Burlington Bypass project, a Jurisdiction Transfer of STH 142 was approved between Racine County, the Town of Burlington and the City of Burlington. At that time, the City assumed responsibility for the portion of STH 142 that spanned from the city limits at Edgewood Street to the intersection of McCanna Parkway where the roundabout lies. The City has maintained this portion of roadway since 2008.

Upon reviewing the agreement approved in 2008, it was noted that at a future date the City shall 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 would include the Burlington Town Hall property. State Statutes prohibit the creation of an island as a result of an annexation. As such, the Jurisdictional Transfer needed to be amended.

The City, Town and Racine County met on several occasions and agreed to have Racine County to accept jurisdiction of this portion of STH 142. As part of this transfer, Racine County would be responsible for all maintenance and repair of the roadway and right-of-way and likewise receive state aid for this section of roadway.

Racine County approved this agreement at their August 11, 2020 County Board meeting.

**BUDGET/FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval of the Jurisdictional Transfer Agreement between the Wisconsin Department of Transportation, Racine County and the City of Burlington.

**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 September 15, 2020 Common Council meeting.

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**Attachments**

Res 5031(27) Jurisdictional Transfer  
Jurisdictional Transfer

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**A RESOLUTION APPROVING A JURISDICTIONAL TRANSFER AGREEMENT BETWEEN  
WISCONSIN DEPARTMENT OF TRANSPORTATION AND RACINE  
COUNTY AND CITY OF BURLINGTON**

**WHEREAS**, Section 84.02(8), Wisconsin Statutes, enables the State to enter into jurisdictional transfer agreements with local units of government, thereby facilitating such alterations in jurisdictional highway systems; and,

**WHEREAS**, this agreement, made and entered into by and between the Wisconsin Department of Transportation, the City of Burlington, and Racine County, provides for the transfer of the jurisdictional responsibility for STH 142 lying between Edgewood Drive and the south right of way limits of the Canadian Railroad to the northerly and westerly limits of the new ramp of STH 11. Said roadway is located in Sections 33 and 34 of Township 3 North, Range 19 East and Sections 3 and 4 of Township 2 North, Range 19; and,

**WHEREAS**, Racine County shall accept jurisdiction of STH 142 for two specific segments of highway that shall be signed as CTH R; and,

**WHEREAS**, that in accordance with Wisconsin Statutes 84.02(3) and 84.02(8), WISDOT and Racine County agree to transfer jurisdictional ownership in perpetuity.

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council does transfer responsibility for the highway described in Exhibit A, attached hereto and entitled "Amendment #1 to Jurisdictional Transfer Agreement #282 between Wisconsin Department of Transportation and Racine County and City of Burlington".

**BE IT FURTHER RESOLVED** that the Council authorizes the Mayor to execute said agreement on behalf of the city and the City Clerk shall provide a copy of this resolution and attachments to the Department of Transportation for execution.

Introduced: September 1, 2020  
Adopted:

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Jeannie Hefty, Mayor

Attest:

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Diahn Halbach, City Clerk



**AMENDMENT #1**  
TO  
**JURISDICTIONAL TRANSFER AGREEMENT #282**  
BETWEEN  
**WISCONSIN DEPARTMENT OF TRANSPORTATION**  
AND  
**RACINE COUNTY**  
AND  
**CITY OF BURLINGTON**  
07/13/2020

A change to the Jurisdictional Transfer Agreement # 282, attached; made and entered into by and between the Wisconsin Department of Transportation, hereinafter called the State, Racine County, hereinafter called the County, and City of Burlington, hereinafter call the City, having been proposed, and due notice provided, it was decided that, subject to approval by the DOT Secretary, the following change be approved and adopted:

Pertaining to:

Route Descriptions:

- A. Existing STH 142 beginning at a point 0.06 miles south of Edgewood Street; then, southeasterly approximately to the south right of way limits of the Canadian Pacific Railroad, a distance of approximately 0.75 miles, located in Sections 32 and 33 of Township 3 North, Range 19 East.
- B. Existing STH 142 beginning at south right of way limits of the Canadian Pacific Railroad southeasterly to the northerly and westerly limits of its intersection with the new ramp of STH 11 a distance of approximately 0.60 miles, locate in Sections 3 and 4 of Township 2 North, Range 19 East.

**Revise Section II-The County shall:**

- C. Accept jurisdiction of STH 142 described in **ROUTE DESCRIPTION ITEM A** from WisDOT effective upon the date of execution of this document.
- D. The segment will be signed CTH R
- E. In accordance with Wis. Stat. § 84.02(3) and 84.02(8), the Wisconsin Department of Transportation (DEPARTMENT) and the County of Racine (COUNTY) hereby agree to the following terms for the transfer of jurisdictional ownership of this agreement in perpetuity.
- F. The relevant parties affirm the jurisdictional transfer agreement and amend it in perpetuity.
- G. The effective date of this Jurisdictional Transfer will be the date this document is signed by DEPARTMENT.

**Remove Section III-The City shall:**

- A. Accept jurisdiction of STH 142 described in **ROUTE DESCRIPTION Item A** above on the first November 15<sup>th</sup> after the state has complete the projects listed in IB 1-4.
- B. At a future date(s) after the first November 15<sup>th</sup> after the state has completed the project listed in IB 1-4, accept jurisdiction of STH 142 from the County as described in **ROUTE DESCRIPTION Item B** above, as said sections of STH 142 are annexed into the corporate limits of the City of Burlington.

All other items of Transfer #282 to remain as stated.

APPROVAL

This Agreement is approved and enacted by:

\_\_\_\_\_  
Authorized Signature  
Racine County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
City of Burlington

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature  
Wisconsin Department of Transportation

\_\_\_\_\_  
Date

Attachment: WisDOT Jurisdictional Transfer Agreement #282

**JURISDICTIONAL TRANSFER AGREEMENT**

**BETWEEN**

**WISCONSIN DEPARTMENT OF TRANSPORTATION**

**AND**

**RACINE COUNTY**

**AND**

**CITY OF BURLINGTON**

This agreement, made and entered into by and between the Wisconsin Department of Transportation, hereinafter called the State, and Racine County, hereinafter called the County, and City of Burlington, hereinafter called the City, provides for the transfer of the jurisdictional responsibility for STH 142.

*Whereas*, the Southeastern Wisconsin Regional 2035 Transportation Plan shows the existing route of STH 142 as a local trunk highway, and

*Whereas*, all parties agree and acknowledge the segment of the Canadian Railroad traversing below the bridge of STH 142, that is located in T2 North, Range 19 East, Section 4 Town of Burlington, Racine County and T3 North, Range 19 East, Section 33 Town of Burlington, Racine County is a part of the State of Wisconsin Department of Natural Resources Rails to Trails Program, and

*Whereas*, that at a date in the future, the segment described above could once again become an "active" railroad, and

*Whereas*, Section 84.02(8), Wisconsin Statutes, enables the State to enter into jurisdictional transfer agreements with local units of government, thereby facilitating such alterations in jurisdictional highway systems.

*Now Therefore*, the parties hereto do mutually agree to transfer the jurisdictional responsibility for the highway described below under the conditions described below.

**ROUTE DESCRIPTIONS:**

- A. Existing STH 142 beginning at beginning at a point 0.06 miles south of Edgewood Street; then, southeasterly approximately to the south right of way limits of the Canadian Railroad, a distance of approximately 0.75 miles, located in Sections 32 and 33 of Township 3 North, Range 19 East, City of Burlington.

- B. Existing STH 142 beginning at south right of way limits of the Canadian Railroad southeasterly to the northerly and westerly limits of its intersection with the new ramp of STH 11 a distance of approximately 0.60 miles, located in Sections 3 and 4 of Township 2 North, Range 19 East.

### RESPONSIBILITIES

#### I. The State shall:

- A. Upon approval from The State of Wisconsin Department of Natural Resources, perform conceptual design for the removal of the STH 142 Bridge that is located above the Former Canadian Pacific Railroad that is located in T2 North, Range 19 East, Section 4 Town of Burlington, Racine County and T3 North, Range 19 East, Section 33 Town of Burlington, Racine County and proposed at-grade intersection of the extended McCanna Parkway and STH 142.
- B. Upon consensus of City of Burlington, Town of Burlington and WisDOT, if conceptual design illustrates that with the removal of STH 142 Bridge, the proposed at-grade intersection of the extended McCanna Parkway and STH 142 will meet AASHTO Guidelines in regards to sight-distances will:
1. Complete the design for the removal of the STH 142 Bridge that is located over the Former Canadian Pacific Railroad and proposed at-grade intersection of the extended McCanna Parkway and STH 142.
  2. Remove the STH 142 Bridge that is located over the Former Canadian Pacific Railroad.
  3. If so mandated by The State of Wisconsin Department of Natural Resources, construct a "Box Culvert" so that the Former Canadian Pacific Railroad will have a grade separated crossing with STH 142.
  4. Fund the resurfacing of STH 142, the limits as described in items 1 and 2 above in the Route Description section.

Transfer jurisdiction of the roadway described in items A and B above in Route Description section upon completion of items IB 1-4.

- C. If at a date in the future, the segment of the Canadian Pacific Railroad traversing below the bridge of STH 142, that is located in T2 North, Range 19 East, Section 4 Town of Burlington, Racine County and T3 North, Range 19 East, Section 33 Town of Burlington, Racine County, once again becomes an "active" railroad, will be liable for the reconstruction of any grade separated crossing required by the "Rails-to-Trails" agreement between the Canadian Pacific Railroad and the State of Wisconsin Department of Natural Resources.

- D.** Execute this agreement concurrently with the execution of jurisdictional transfer agreement with Town of Burlington with respect to jurisdictional responsibility for STH 11 and STH 36; and the execution of an agreement(s) that City of Burlington will pay for the extension of McCanna Parkway up to the northeasterly turning radius of its intersection with STH 142 if an at-grade intersection is determined to be feasible.

**II. The County shall:**

- A.** Accept jurisdiction of STH 142 described in **ROUTE DESCRIPTION Item B** above on the first November 15<sup>th</sup> after the state has completed the projects listed in **IB 1-4**.
- B.** At a future date(s) after the first November 15<sup>th</sup> after the state has completed the projects listed in **IB 1-4**, the County shall transfer jurisdiction of STH 142 from the County to the City, as described in **ROUTE DESCRIPTION Item B** above, as said sections of STH 142 are annexed into the corporate limits of the City of Burlington.

**III. The City shall:**

- A.** Accept jurisdiction of STH 142 described in **ROUTE DESCRIPTION Item A** above on the first November 15<sup>th</sup> after the state has completed the projects listed in **IB 1-4**.
- B.** At a future date(s) after the first November 15<sup>th</sup> after the state has completed the project listed in **IB 1-4**, accept jurisdiction of STH 142 from the County as described in **ROUTE DESCRIPTION Item B** above, as said sections of STH 142 are annexed into the corporate limits of the City of Burlington.

APPROVAL

COPY

This Agreement is approved and enacted by:



Authorized Signature  
City of Burlington  
Robert Miller, Mayor

November 18, 2008  
Date



Authorized Signature  
Wisconsin Department of Transportation

4/01/2009  
Date

COPY

Resolution No. 4282(52)  
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING A JURISDICTIONAL TRANSFER AGREEMENT BETWEEN  
WISCONSIN DEPARTMENT OF TRANSPORTATION AND RACINE  
COUNTY AND CITY OF BURLINGTON**

**WHEREAS**, Section 84.02(8), Wisconsin Statutes, enables the State to enter into jurisdictional transfer agreements with local units of government, thereby facilitating such alterations in jurisdictional highway systems; and,

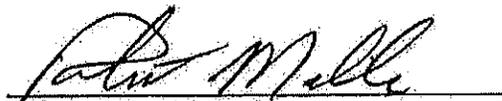
**WHEREAS**, this agreement, made and entered into by and between the Wisconsin Department of Transportation, the City of Burlington, and Racine County, provides for the transfer of the jurisdictional responsibility for STH 142 lying between Edgewood Drive and the south right of way limits of the Canadian Railroad to the northerly and westerly limits of the new ramp of STH 11. Said roadway is located in Sections 33 and 34 of Township 3 North, Range 19 East and Sections 3 and 4 of Township 2 North, Range 19 ; and,

**WHEREAS**, the Southeastern Wisconsin Regional Transportation Plan: STH 142 as revised shows the local arterials; and,

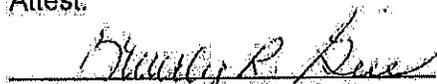
**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Burlington does accept responsibility for the highway described below under the conditions described in Exhibit A, attached hereto and entitled "Jurisdictional Transfer Agreement between Wisconsin Department of Transportation and Racine County and City of Burlington".

**BE IT FURTHER RESOLVED** that the Council authorizes the Mayor to execute said agreement on behalf of the city and the City Clerk shall provide a copy of this resolution and attachments to the Department of Transportation for execution.

Introduced: November 5, 2008  
Adopted: November 18, 2008

  
Robert Miller, Mayor

Attest:

  
Beverly R. Gill, City Clerk





**DATE:** September 15, 2020

**SUBJECT:** MOTION 20-982 - To direct Riverview Manor in having their own general liability & workers compensation policy.

**SUBMITTED BY:** Carina Walters, City Administrator

**BACKGROUND/HISTORY:**

As staff is continuously reviewing our health, general liability and worker’s compensation insurance policies, staff is recommending that the Common Council direct staff to work with the Housing Authority to establish their own general liability and worker’s compensation insurance policy.

Over the last several years the Common Council has made several changes to include the Pool Board and Senior Center having their own insurance policies. As a matter of best practice, those organizations have their own insurance policies regardless of who is paying for the premiums.

In the case of Riverview Manor, they have historically been under the City’s General Liability and Worker’s Compensation insurance, although they continue to pay their applicable share of premiums under the City’s policy.

Riverview Manor has its own Federal Employer Identification Number (FEIN) and supervises operations for which the City does not have direct oversight. The challenge, with Riverview Manor or any other 501c3 or FEIN, is having an otherwise external organization covered under our insurance policies, in turn affecting our rates as our policy accepts their risk. Whereas if they had their own policy, rate adjustments would affect only their own policy and would not affect the City’s policy or City’s rates.

**BUDGET/FISCAL IMPACT:**

For the 2020 premium, Riverview Manor was invoiced \$6,344, in which they paid. The City is not paying the premium; however, any claims for Riverview Manor would be reflected in the City’s premium.

**RECOMMENDATION:**

As a matter of best practice, staff recommends Riverview Manor have their own general liability and worker’s compensation insurance.

**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 September 15, 2020 Common Council meeting.