



# City of Burlington

City Hall - 300 N. Pine Street  
Burlington, Wisconsin 53105-1460  
Phone: (262) 342-1161 Fax: (262) 763-3474  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

## AGENDA COMMON COUNCIL

**Tuesday, May 5, 2009**

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

Mayor Robert Miller  
Robert Prailes, Alderman, 1<sup>st</sup> District  
Edward Johnson, Alderman, 1<sup>st</sup> District  
Jim Prailes, Alderman, 2<sup>nd</sup> District  
Peter Hintz, Alderman, 2<sup>nd</sup> District  
Tom Vos, Council President and Alderman, 3<sup>rd</sup> District  
Steve Rauch, Alderman, 3<sup>rd</sup> District  
Katie Simenson, Alderman, 4<sup>th</sup> District  
Jeff Fischer, Alderman, 4<sup>th</sup> District

### High School Members

Xin Lei Wang, Burlington High School  
Bonit Gill, Catholic Central High School

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Citizen Comments.
4. Chamber of Commerce Representative.
5. Approval of minutes for April 21, 2009. (*R. Prailes*)
6. Letters and Communications: (*E. Johnson*)
  - A. A six month update from Chief Scot Eisenhower regarding the status of alternate street parking.
  - B. Correspondence regarding Alderman Ed Johnson's absence at tonight's meetings
  - C. 2008 Investment Report by Bridget Lois, Treasurer.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports: 1 – 6: (*J. Prailes*)
  - Report 1 – Community Development Authority minutes, February 3, 2009.
  - Report 2 – Plan Commission minutes, March 10, 2009.
  - Report 3 – Burlington Housing Authority minutes, March 12, 2009.
  - Report 4 – Park Board minutes, March 19, 2009.
  - Report 5 – Library Board minutes, March 24, 2009.
  - Report 6 – City of Burlington Fiscal Management Contingency Plan.

9. Payment of Vouchers. (*P. Hintz*)
10. License and Permits. (*T. Vos*)
11. **APPOINTMENTS AND NOMINATIONS** (*S. Rauch*)
  - A. Appoint Earl Vorpagel to the Board of Review, term expiring 5/1/2014.
  - B. Appoint Leroy Stoehr to the Burlington Housing Authority, term expiring 5/1/2014.
  - C. Appoint Joe Busch to the Police and Fire Commission, term expiring 5/1/2014.
12. **PUBLIC HEARINGS**
  - A. A public hearing to consider a resolution petitioning the Secretary of Transportation for Airport Improvement Aid. (*K. Simenson*)
13. **RESOLUTIONS**
  - A. Resolution 4323(93) to oppose changes to the Wisconsin Prevailing Wage Law. This item was discussed at the April 8, 2009 and May 5, 2009 Committee of the Whole meetings. (*J. Fischer*)
  - B. Resolution 4325(1) to approve Task Order Number Sixty-Seven for engineering services with the Wastewater Treatment Plant expansion project. This item was discussed at tonight's Committee of the Whole meeting. (*R. Prailes*)
14. **ORDINANCES**

None.
15. **MOTIONS**

None.
16. **OTHER MATTERS AS AUTHORIZED BY LAW**
17. **ADJOURNMENT** (*E. Johnson*)

*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.*

**City of Burlington  
Official Proceedings  
Common Council  
Robert Miller, Mayor  
Beverly R. Gill, City Clerk  
Police Department Courtroom  
May 5, 2009**

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

Mayor Miller called the meeting to order at 7:40 p.m. starting with roll call. Present were: Aldermen: Robert Prailes, Peter Hintz, Jim Prailes, Tom Vos, Jeff Fischer, Steve Rauch and Katie Simenson Excused: Ed Johnson High School Students Present: Bonit Gill Excused: Tony Wang

Staff present: City Administrator Kevin Lahner, Assistant to the Administrator Megan Johnson, Department of Public Works, Utility Supervisor Connie Wilson, Fire Chief Dick Lodle, Library Director Gayle Falk, Attorney Tom Kircher, Police Chief Scot Eisenhauer, Department of Public Works Streets and Parks Division Larry Gobel, Treasurer Bridget Lois, Building Inspector Patrick Scherrer, Accounts Payable Clerk Pat Solofra and Tom Foht of Kapur Engineering

**2. PLEDGE OF ALLEGIANCE**

Mayor Miller led the council, staff and audience in the Pledge of Allegiance.

**3. CITIZEN COMMENTS**

None

**4. CHAMBER OF COMMERCE REPRESENTATIVE**

None

**5. APPROVAL OF MINUTES**

A motion was made by Bob Prailes and seconded by Hintz to approve the minutes of April 21, 2009. With all in favor, the motion carried.

**6. LETTERS AND COMMUNICATIONS**

A motion by Vos to accept the letters and communications as presented. Second by Jim Prailes and with all in favor, the motion carried.

**7. REPORTS BY ALDERMANIC REPRESENTATIVES AND DEPARTMENT HEADS**

Simenson commended Chief Eisenhauer for responding to the clean-up issue on Chestnut Street.

Fischer questioned Gobel if he had a chance to look at the parking lot issue at Los Compadres. Scherrer interjected that actually that was his issue and he had been in contact with the owner, Ms. Bertha Benitez. He stated that the area either has to be restored to the original condition or she must file a site plan and go to the Plan Commission for approval. Because of the substantial investment, she was going to reply to the building inspector by the 15<sup>th</sup> of May as to her decision.

Jim Prailes questioned the building inspector as to the number of permits issued and how many require a final inspection. Scherrer explained that final inspections are the norm, but with roofing permits, a final is not done. Jim Prailes felt the policy needs to be changed.

Rauch had received a question regarding a stop sign at Westridge and Kendrick. Eisenhower stated that it was being looked into at this time. He also inquired if a defibrillator could be located at the public pool. Bob Prailes will look into this and address it through the park board.

Lois gave a Power Point Presentation of the 2008 Investment Report and the Fiscal Management Contingency Plan that had been provided to council. Fischer questioned the investment risk of any of the financial institutions failing. She stated that at this time she did not have the stabilization rates, but will have them soon when the new RFP's for banking are received.

Eisenhower reminded the alderman of the Sergeant's District and to utilize them. He also reported that due to good police work and the tipster's line the burglary at Aldi's had been solved. The police department had paid out \$300.00 to the person that had come forward with the tip. He also reported on the upcoming Taser Training, Bike Rodeo and Bike Ride. He reminded council that the Tasers had been provided by donations.

**8. REPORTS 1-6**

A motion by Jim Prailes to accept Reports 1-6 with Rauch seconding the motion. All in favor, the reports were accepted as presented and the motion passed.

**9. VOUCHERS**

Hintz motioned to accept the payment of Pre-paids (\$152,415.90) Vouchers (\$239,475.12) and Reimbursements (\$548.36) for a total of \$392,439.38 with a second by Simenson. Roll Call Ayes: Bob Prailes, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson. Nays: 0 Motion carried 7-0.

**10. LICENSES AND PERMITS**

Vos motioned to approve the licenses as presented. Hintz seconded the motion and with all in favor, the motion carried.

**11. APPOINTMENTS AND NOMINATIONS**

Rauch motioned to accept the appointments as presented. Jim Prailes seconded the motion and with all in favor, the motion carried. Rauch suggested that background on individuals that were being appointed to the committees would be helpful to council.

**12. PUBLIC HEARING**

**"A PUBLIC HEARING TO CONSIDER A RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID"**

The Public Hearing was opened at 8:37 p.m. A motion was made by Simenson to close the public hearing. Hintz seconded the motion and with all in favor, the public hearing closed at 8:38 p.m.

**13. RESOLUTIONS ADOPTED**

**A. RESOLUTION 4323(93) "A RESOLUTION TO OPPOSE CHANGES TO THE WISCONSIN PREVAILING WAGE LAW:"**

A motion was made by Fischer to adopt Resolution 4323(93). Rauch seconded the motion and with all in favor, the motion carried.

**B. RESOLUTION 4325(1) "A RESOLUTION TO APPROVE TASK ORDER NUMBER SIXTY-SEVEN FOR ENGINEERING SERVICES WITH THE WASTEWATER TREATMENT PLAN EXPANSION PROJECT"**

A motion was made by Bob Prailes to approve Resolution 4325(1) with a second by Vos. Roll Call Ayes: Bob Prailes, Hintz, Jim Prailes, Vos, Rauch, Fischer and Simenson Nays: None Motion carried 7-0

**15. MOTIONS ADOPTED**

None

**16. OTHER MATTERS AS AUTHORIZED BY LAW**

Rauch questioned if there had been an update on the prevailing wage for the Veteran's Terrace. Mayor Miller responded that the issue was still in court.

Ms. Wilson discussed a report on the Notice of Violation that had just been received from the Department of Natural Resources in regard to the levels of radium in Wells #9 and 10. She stated this is naturally occurring element in the deep sandstone aquifers. There has always been radium but the level is now elevated. She stated the city is surrounded by other communities that also have this problem. She stated there does not have to be a quick compliance as the DNR has allowed three years for the correction. Wilson also reported that the gas scrubber is operational and the plant is now off of natural gas.

**17. ADJOURNMENT**

A motion was made by Hintz seconded by Vos to adjourn the meeting. With all in favor, the meeting adjourned at 8:47 p.m.

Beverly R. Gill  
City Clerk  
City of Burlington  
Racine and Walworth Counties



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**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** Communication A

**Ordinance No.**

**Submitted By:** Scot Eisenhauer, Police Chief

**Motion:**

**Department:** Police Department

**Other:** Communication A

## **Details:**

The attached memo is in regards to the Mayor's request for a six month review of the overnight alternate street parking ordinance that took effect October 21, 2008.

## **Executive Action:**

For informational purposes only.



CITY OF BURLINGTON  
**POLICE DEPARTMENT**

224 East Jefferson Street Burlington, Wisconsin 53105

Phone: (262) 342-1100

Fax: (262) 763-5158

Web: [www.burlington-wi.gov](http://www.burlington-wi.gov)

**MISSION STATEMENT**

*Our mission, as a department and as individuals, is to work in partnership with our community to reduce crime and enhance the quality of life in the City of Burlington.*

SCOT A. EISENHAUER  
Chief of Police

MARK J. ANDERSON  
Assistant Chief

TO: Mayor Miller and Members of City Council  
Kevin Lahner, City Administrator

FROM: Chief Scot Eisenhauer

DATE: April 20, 2009

RE: Overnight Parking Ordinance

This memo is in regards to the Mayor's request for a six month review of the overnight alternate street parking ordinance that took effect October 21, 2008.

We had a few concerns in the beginning reference vehicles parked near apartment complexes; specifically Chapel Terrace and Meadow Lane. Our department has worked closely with these issues. We still have between 3 – 7 vehicles parked on Meadow and 5 parked on Chapel terrace per night.

In talking with the owners of these vehicles they are either women with children who live alone or guests of tenants. Given the amount of tenants in this small area this is acceptable. There are no abandoned vehicles.

We have had very few problems. We are able to use our time for crime prevention.

Thank you please let me know if you have any further questions.

\_\_\_\_\_  
Scot A. Eisenhauer, Chief

**Draft**

**CITY OF BURLINGTON  
Committee of the Whole Minutes  
Robert Miller, Mayor  
Beverly R. Gill, City Clerk  
Police Department Courtroom  
October 21, 2008 6:30 p.m.**

Mayor Miller called the meeting to order at 6:30 p.m. starting with roll call. Present were: Aldermen Robert Prailes, Ed Johnson, Peter Hintz, Jim Prailes, Tom Vos, Steve Rauch, Jeff Fischer and Katie Simenson. Also present: City Administrator Kevin Lahner, Police Chief Scot Eisenhauer, Library Director Gayle Falk, Utility Manager Connie Wilson, Fire Chief Dick Lodle, Fire Inspector John Niederer, Building Inspector Patrick Scherrer, Department of Public Works-Streets and Parks Larry Gobel, Attorney Tom Kircher, Burlington High School Student Xin Lei Wang and Catholic Central High School Student Bonit Gill.

**Citizen Comments**

None.

**Approval of Minutes**

A motion was made by Bob Prailes, seconded by Johnson, to approve October 7, 2008 Committee of the Whole Minutes. With all in favor, the motion carried.

**Substitute Amendment Number Two to Ordinance 1865(7) to consider amending Section 293-3E titled "All-Night Parking" of the Code of the City of Burlington and creating alternate-side parking in some areas of the city.**

Johnson asked for clarification of a section of the code that read "some areas of the city". Police Chief Eisenhauer explained that if it is already deemed "no parking", it would remain as such as well as the areas along the state highways that would remain as no-parking areas. Johnson stated that many members of his district are concerned with this change. He also questioned how the alternate-side parking would affect snow emergencies and leaf pick-up? Eisenhauer explained that the snow emergency rules would remain the same. Gobel explained that the leaf pick-up may actually be easier due to the alternate side parking. Fischer questioned the current ordinance which now allows all-night parking by placing a call to the police department. Eisenhauer stated that at this time, you can purchase a permit from the police department for ten dollars a month to park on the street and you can also call in up to eight times a month to park your vehicle on the street for various reasons. Eisenhauer further explained that under the new ordinance, residents would no longer be required to call in or purchase a permit. They would just have to remember to park on the correct side of the street. Rauch questioned the signage for the city and how we would let the public know about the change? Eisenhauer stated that the city is obligated to post on the main entrances to the city. Mr. Bil Scherrer, 650 Meadow Lane stated that he had sent a letter to council and was concerned if the issue would be revisited in the future to its' effectiveness. Eisenhauer stated that he had taken a ride through the city last weekend to check on the parking and observed that Market and Meadow are the two main streets that have issues of parking. He also noted that the parking lots by these apartments were not full even though there were cars parked on the street. Ms. Christine Vos, 662 Meadow Lane was concerned that it would increase parking on the streets throughout the city. Mayor Miller promised that in six months this item would be back on the agenda for review.



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**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** Communication B

**Ordinance No.**

**Submitted By:** Alderman Ed Johnson

**Motion:**

**Department:**

**Other:** Communication B

## Details:

Communication A – Letter from Ed Johnson stating he will be unable to attend the May 5, 2009 Committee of the Whole and Council meetings.

## Executive Action:

For informational purposes only.

TO: Beverly Gill  
City Clerk

FROM: Edward Johnson  
Alderman, 1st Ward

My wife and I will be out of town the first week of May and I will be absent from the May 5<sup>th</sup> City Council meeting.

A handwritten signature in black ink, appearing to read "E. Johnson", written over the end of the text block.



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**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** 2008 Investment Report

**Ordinance No.**

**Submitted By:** Bridget Lois, Treasurer

**Motion:**

**Department:** Finance

**Other:** Communication C

## Details:

Per the adopted Financial and Investment Policy I am reporting on the City of Burlington's investment portfolio throughout 2008.

The City of Burlington has two main investment vehicles, aside from the checking accounts with which interest is earned. These two vehicles are the Local Government Investment Pool (LGIP) and Certificate of Deposits with various local banks.

The presentation breaks down the amount invested in each vehicle, each month of the year. The monthly interest rates compared to the amounts invested in each vehicle each month are recapped. The interest earnings and interest rates between the two vehicles are also compared.

## Executive Action:

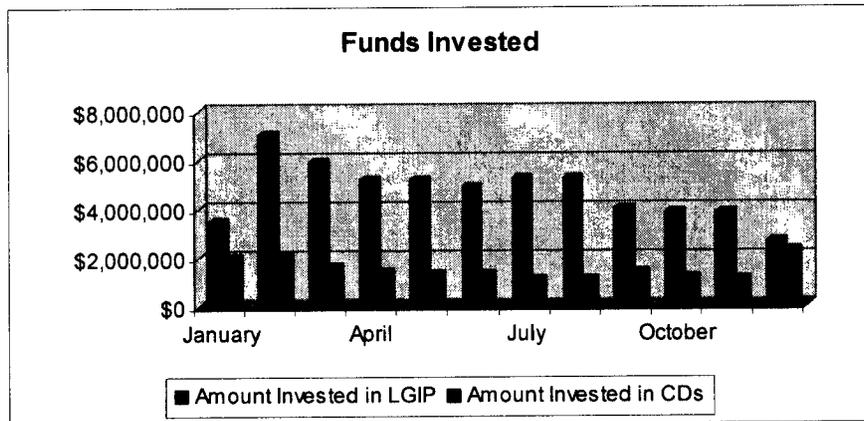
For presentation only.

# City of Burlington 2008 Investment Report



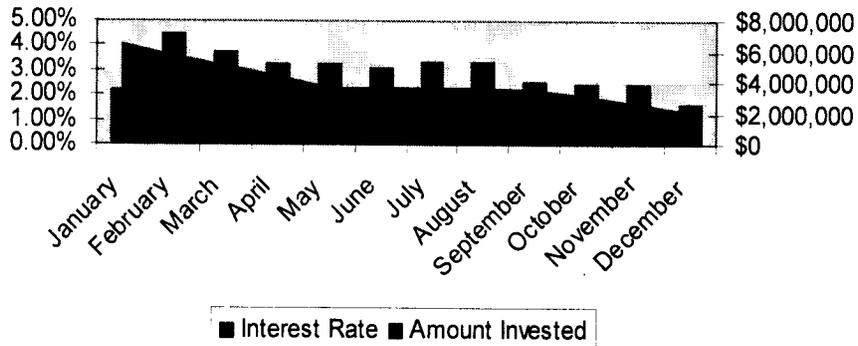
By: Bridget Lois, City Treasurer

## City of Burlington Funds Invested



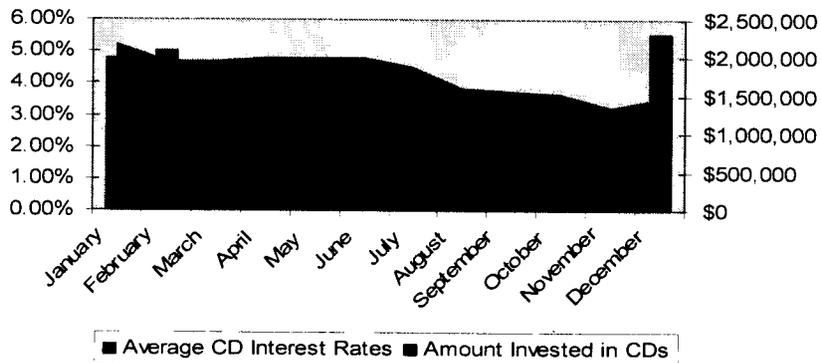
# LGIP Investments

## 2008 LGIP Rates & Amount Invested

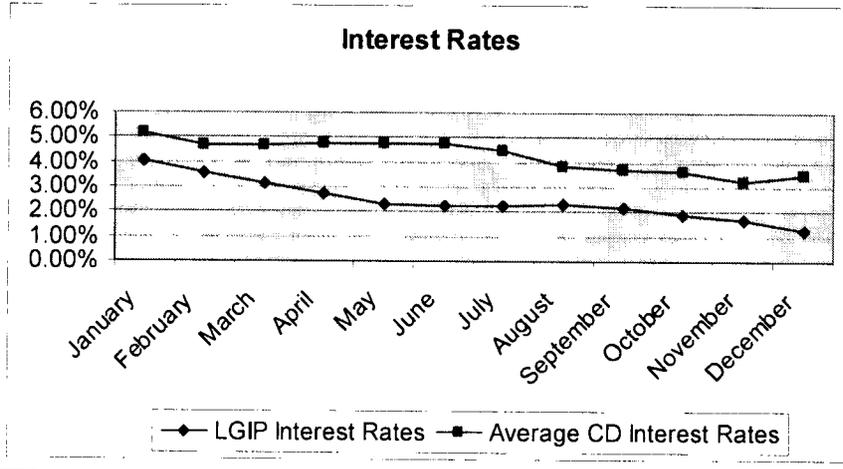


# Certificate of Deposit Investments

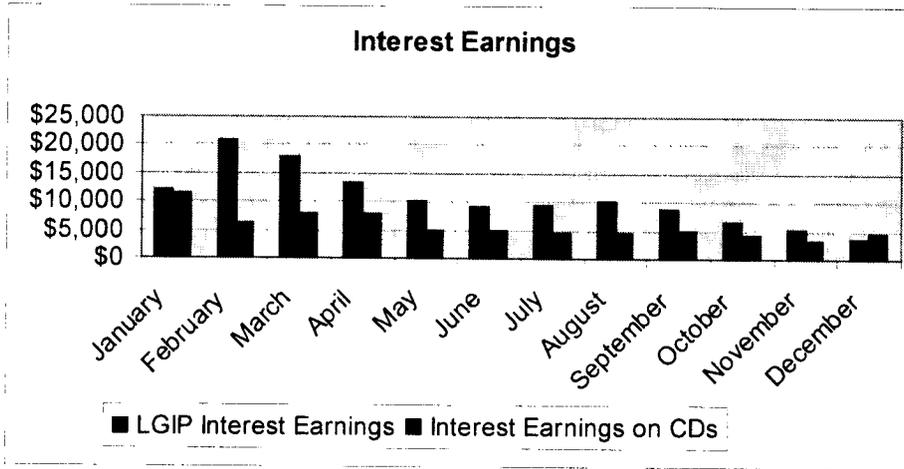
## 2008 CD Rates & Amount Invested



# Interest Rate Comparison



# Interest Earnings



## 2008 Recap

- On average each month the City had \$6,202,000 invested in the LGIP & CDs.
- The average monthly rate of return was 3.36%
- On average each month the City earned \$16,298 in interest, for a total interest earnings of \$195,580.

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# City of Burlington 2008 Investment Report

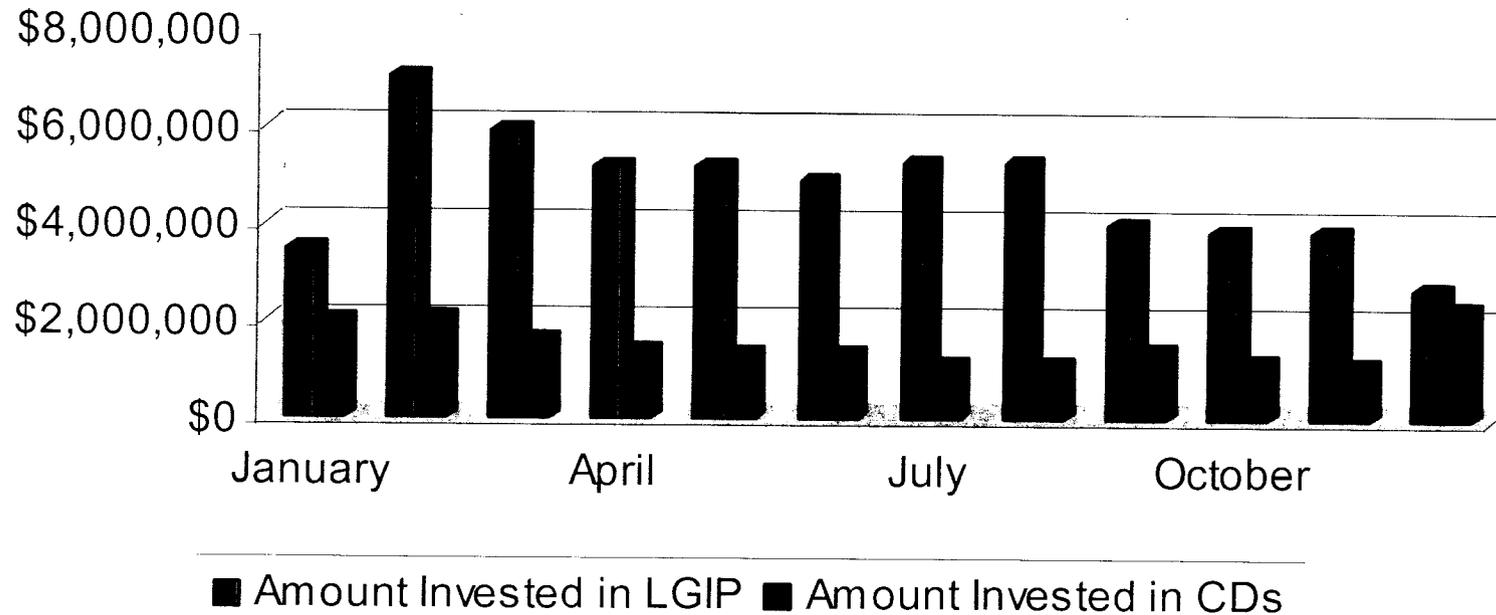
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By: Bridget Lois, City Treasurer

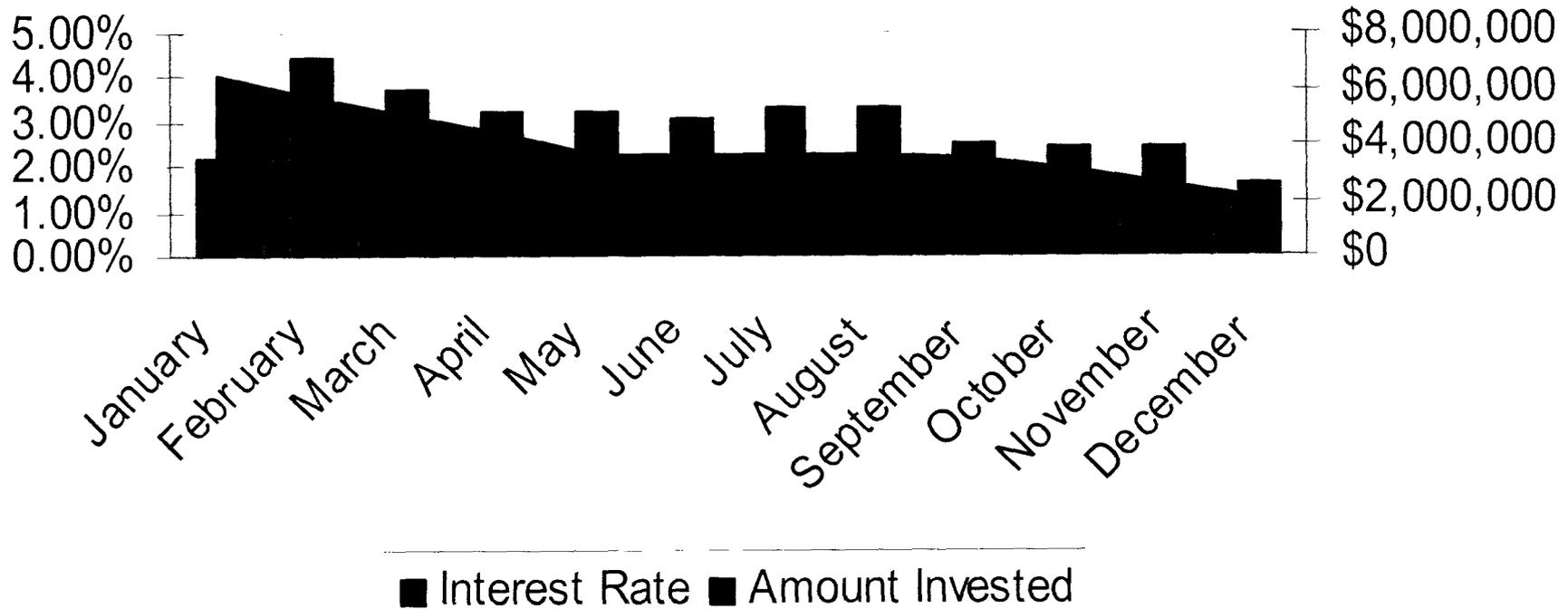
# City of Burlington Funds Invested

## Funds Invested



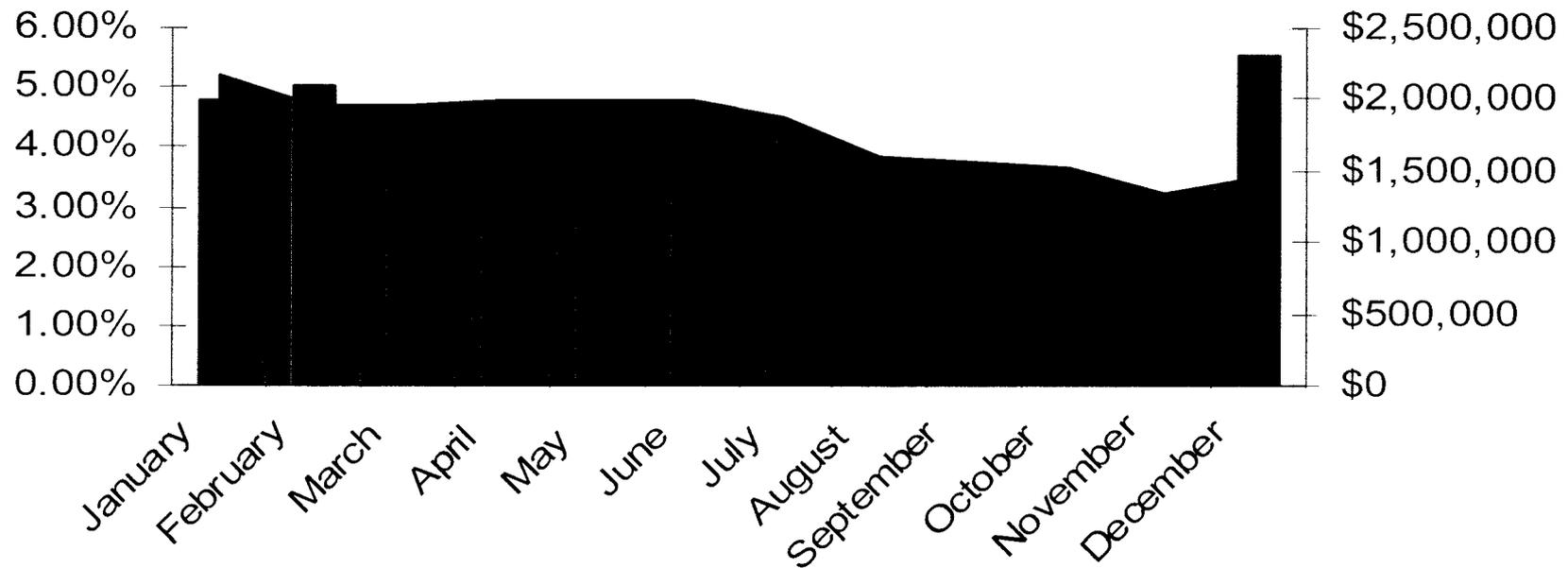
# LGIP Investments

## 2008 LGIP Rates & Amount Invested



# Certificate of Deposit Investments

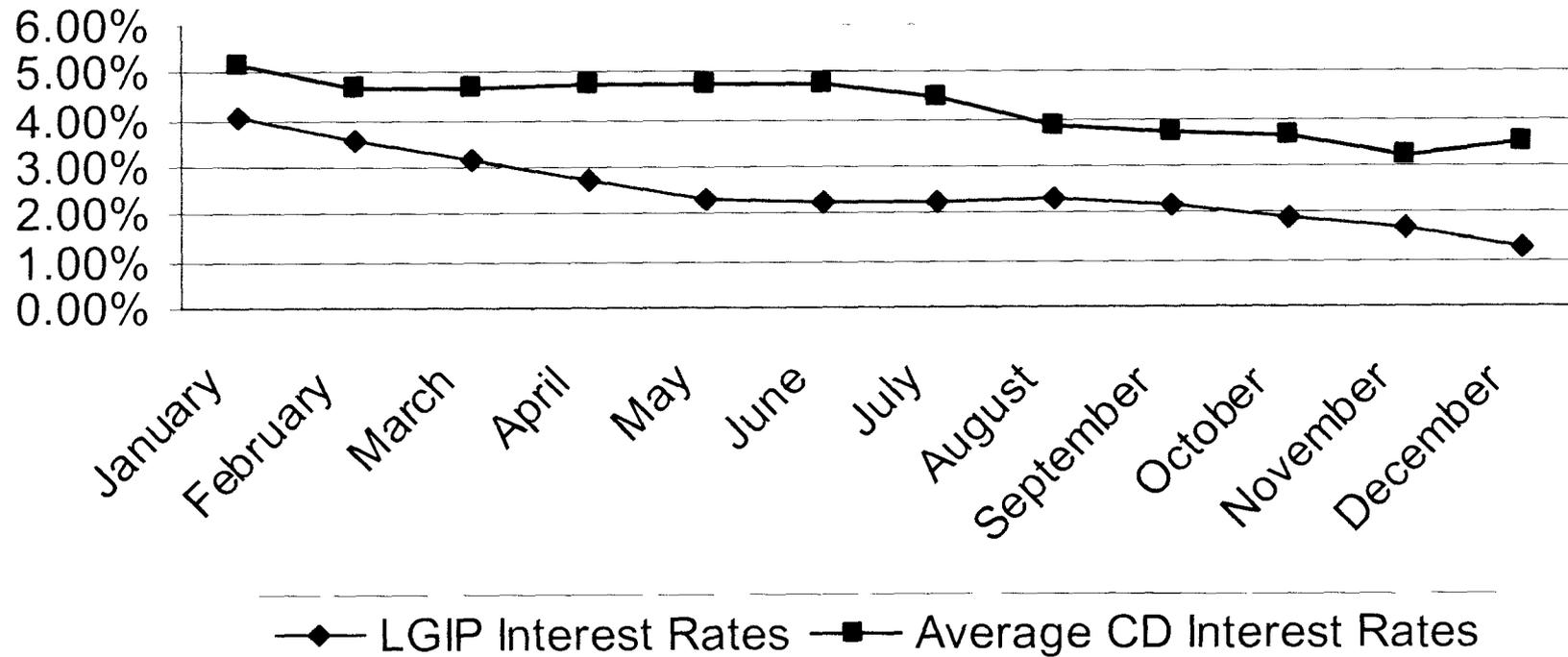
## 2008 CD Rates & Amount Invested



■ Average CD Interest Rates ■ Amount Invested in CDs

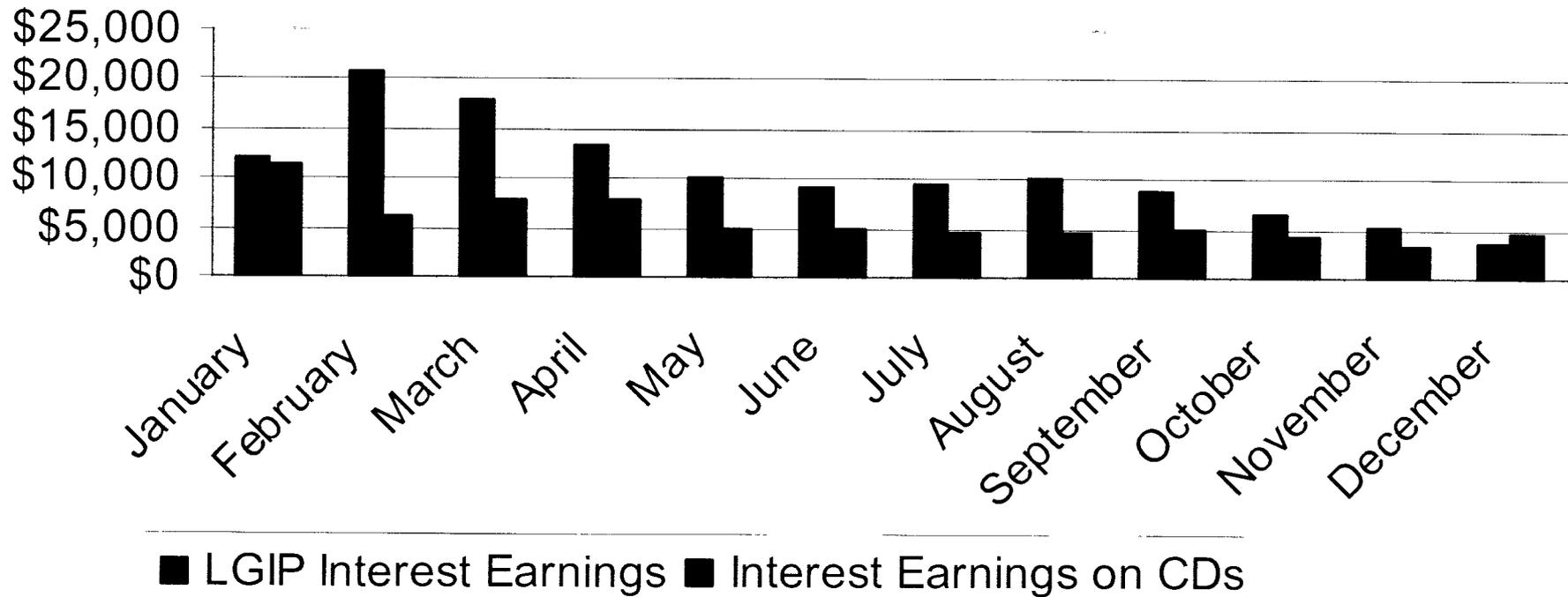
# Interest Rate Comparison

## Interest Rates



# Interest Earnings

## Interest Earnings



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**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** Reports 1 - 6

**Ordinance No.**

**Submitted By:** Beverly R. Gill, City Clerk

**Motion:**

**Department:** City Clerk's Office

**Other:** Reports

## Details:

Attached please find the following reports:

- Report 1 – Community Development Authority minutes, February 3, 2009
- Report 2 – Plan Commission minutes, March 10, 2009
- Report 3 – Burlington Housing Authority minutes, March 12, 2009
- Report 4 – Park Board minutes, March 19, 2009
- Report 5 – Library Board minutes, March 24, 2009
- Report 6 – City of Burlington Fiscal Management Contingency Plan

## Executive Action:

Staff recommends that the Council accept these reports at the May 5, 2009 Common Council meeting.

**Community Development Authority  
Regular Meeting  
February 3, 2009  
5:30 p.m.  
Council Chambers**

Chairman Bil Scherrer called the regular meeting of the Community Development Authority to order at 5:30 p.m. with the following in attendance: Mayor Robert Miller, Mr. Jim Spiegelhoff, Ms. Judy Lemieux, Mr. Jack Eckola, Mr. Jim Peterson and Alderman Jeff Fischer. Also in attendance were City Administrator Kevin Lahner, Attorney Tom Kircher and Mr. Chris Schanz of RCEDC.

**APPROVAL OF MINUTES**

There were no minutes approved at this meeting.

**PUBLIC HEARING**

None

**PERSONS DESIRING TO BE HEARD**

None

**ADJOURN INTO CLOSED SESSION**

A motion was made by Scherrer and seconded by Peterson to adjourn into Closed Session per Wisconsin Statutes 19.85(1)(e) "deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session for the purpose of discussing downtown projects". With all in favor, the closed session began at 5:32 p.m.

**RECONVENE INTO OPEN SESSION**

A motion was made by Eckola, seconded by Spiegelhoff to reconvene into open session. With all in favor the open session began at 5:46 p.m.

**PROPOSED ACTION FROM CLOSED SESSION**

None

**ADJOURNMENT**

Peterson made a motion to adjourn the meeting and Eckola seconded. With all in favor, the meeting adjourned at 5:47 p.m.

Beverly R. Gill  
City Clerk  
City of Burlington  
Racine and Walworth Counties

**Minutes**  
**City of Burlington Plan Commission**  
**Police Dept. Courtroom**  
**March 10, 2009, 6:30 p.m.**

Mayor Miller called the Plan Commission meeting to order this Tuesday evening at 6:30 p.m. followed by roll call: Aldermen Steve Rauch; Commissioners John Lynch, Bob Schulte, Darrel Eisenhardt and Bob Henney were present. Burlington High School Representative Ashley Kennedy was present. Alderman Tom Vos, Catholic Central High School Representative Lauren Celano and Town of Burlington Representative Phil Peterson were absent. Also present were City Administrator Kevin Lahner, Building Inspector/Zoning Administrator Patrick Scherrer, City Planner Patrick Meehan and Alderman Katie Simenson.

**APPROVAL OF MINUTES**

Alderman Rauch moved and Commissioner Lynch seconded to approve the minutes of February 10, 2009. All were in favor and the motion carried.

**CITIZEN COMMENTS**

None.

**PUBLIC HEARINGS**

**A. A Public Hearing to hear public comments regarding a Conditional Use Application submitted by Richard Labadie of RJL Painting for property located at 309 W. Market Street to use as a painting and staining service and paint warehousing.**

Mayor Miller opened the Public Hearing at 6:31 p.m. There were no comments. Commissioner Lynch moved and Commissioner Henney seconded to close the Public Hearing at 6:33 p.m. All were in favor and the motion carried.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Consideration to approve a Conditional Use and Site Plan Application from RJL Painting for property located at 309 W. Market Street to use the existing building as a painting service and paint warehousing.**

- Mayor Miller opened this issue for discussion.
- There were no comments.

Commissioner Schulte moved and Alderman Rauch seconded to approve a Site Plan and Conditional Use permit for 309 W. Market Street, subject to Kapur and Associates' February 25, 2009 and Patrick Meehan's February 23, 2009 memorandums to the Plan Commission which state:

- *WPO Wellhead Protection Overlay District*: Based upon area view of the City Zoning Map, the subject property may be partially located within a WPO Wellhead Protection Overlay

District. The provisions of Ordinance No. 1827(31) titled "AN ORDINANCE TO CREATE A WELLHEAD PROTECTION OVERLAY DISTRICT" govern types of acceptable uses in the district. The existing storage building has greater than 1,000 feet of distance between itself and the well. No waste materials considered hazardous to groundwater preservation are associated with the proposed conditional use. Therefore there are no objections with the proposed conditional use for the subject building within the wellhead overlay district.

- *Outdoor Lighting Plans:* If any outdoor lighting is proposed, it needs to be compliant with the provisions of Section 315-30(H). In this regard, Sections 315-30(H) and 315-137(C)(25) of the City Zoning Ordinance indicate, in part, that a Lighting Plan meeting the following requirements shall be submitted and have, at a minimum, the following elements:
  - A catalog page, cut sheet, or photograph of the luminaire including the mounting method, a graphic depiction of the luminaire lamp (or bulb) concealment, and graphic depiction of light cut-off angles.
  - A photometric data test report of the proposed luminaire graphically showing the lighting distribution in all angles vertically and horizontally around the luminaire.
  - A plot plan, drawn to a recognized engineering or architectural scale, indicating the location of the luminaire(s) proposed, mounting and/or installation height in feet, the overall illumination levels (in footcandles) and lighting uniformities on the site, and the illumination levels (in footcandles) at the property boundary lines. This may be accomplished by means of an isolux curve or computer printout projecting the illumination levels.
  - Exterior lighting in the M-1 District shall be limited to total cut-off type luminaires (with angle greater than 90 degrees). The maximum permitted illumination shall be two (2) footcandles (as measured at the property line). The maximum permitted luminaire height shall be 30 feet as measured from surrounding grade to the bottom of the luminaire.
- That, if deemed necessary by the City's Engineer, a grading plan or other indication of proposed topography must be submitted along with a stormwater management plan and calculations.
- If any outdoor lighting is proposed, outdoor lighting plan data (as set forth under numbered item 8 of this memorandum) which indicates location, type, height, and illumination level (in footcandles) of all outdoor lighting proposed to illuminate the site would need to be submitted and total cut-off luminaires.

**B. Consideration to approve a Site Plan Application from Chapel Terrace Town Homes for property located at 273 Chapel Terrace to construct a 552 square foot rental office building.**

- Mayor Miller opened this issue for discussion.
- Patrick Meehan informed the commission that a typo was made in his February 25 memorandum, page three, under "Recommendations". It should state items 3a-3d, not 5a-5d.
- Commissioner Lynch questioned what the disposition of the proposed office building will be in the future if the use of the property were to change.

- Tadhg McInerney of Korb Tredo Architects stated that the main purpose of the building is for an office for the complex manager or for meetings that is ADA acceptable. Currently the manager is located in a basement of one of the town homes.
- Commissioner Lynch further questioned if the building would only be used as an office and not an apartment in the future. Tadhg McInerney and Patrick Meehan stated that the building would need to be converted to an apartment which would need to go through Plan Commission approval first. Meehan further stated it could only be used in a manner according to the zoning district. Possible future uses could be storage, etc.
- There were no further comments.

Commissioner Lynch moved and Commissioner Eisenhardt seconded to approve a Site Plan for 273 Chapel Terrace, subject to Kapur and Associates' February 25, 2009 and Patrick Meehan's February 23, 2009 memorandums to the Plan Commission which state:

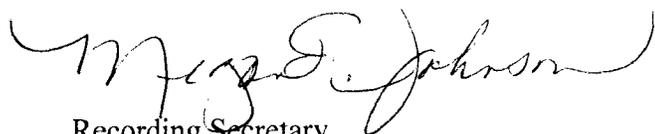
- Pursuant to the requirements of Section 315-137(C) of the City Zoning Ordinance, a Site Plan needs to be submitted indicating the information and data listed below:
  - Existing and proposed topography shown at a contour interval of not more than two feet at National Geodetic Vertical Datum of 1929 (mean sea level) [If required by the City Engineer.]
  - All building and yard setback lines need to be indicated on the Site Plan [on Sheet A100] and a revised Site Plan submitted to the City.
  - If any additional outdoor lighting is proposed, lighting data shall be submitted to the City which indicates the location, type, and illumination level (in footcandles) of all outdoor lighting proposed to illuminate the site.
  - Additional data as may be required by the Plan Commission, Zoning Administrator, City Planner, or City Engineer to review the site plan shall be noted on the site plan.

### **OTHER MATTERS**

- Alderman Rauch questioned if the landscape plan for Medspeed, LLC, located at 317 W. Market Street and approved at the January 27, 2009 meeting, is able to be altered due to the need to pile snow in the parking lot area during the winter. Pat Meehan stated a variance would need to be granted in order to alter the landscape plan and would have to show a hardship. Patrick Scherrer stated that the tenants plan to arrange the landscaping to accommodate for future snow piles.

### **ADJOURNMENT**

Commissioner Lynch moved and Alderman Rauch seconded to adjourn the meeting at 6:42 p.m. All were in favor and the motion carried.



Recording Secretary  
Megan E. Johnson  
Assistant to the City Administrator

**City of Burlington Housing Authority  
Riverview Manor  
March 12, 2009**

**The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, February 12, 2009 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.**

**COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Kelly Iselin, and Resident Manager, Dorothy Henning. Board member, Charles Stublely was excused.**

**Minutes from the February 12<sup>th</sup>. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Iselin and carried unanimously.**

**FINANCIAL REPORT:**

**Reserve Account balances as of January 30, 2009**

<b>First Banking Center</b>	<b>\$ 89,780.90</b>
<b>M&amp;I Bank</b>	<b>\$ <u>26,649.17</u></b>
<b>TOTAL</b>	<b>\$ 116,430.07</b>

**OCCUPANCY REPORT:**

**Manager Henning reported 25 on the waiting list for 1 bedroom units and 2 waiting for a 2 bedroom unit.**

**BUILDING AND MAINTENANCE:**

- **Maintenance for heating and air conditioning for year 2009 and 2010 are being let out and will be reviewed at the April meeting of the board.**

**COMMUNICATIONS:**

- **A local insurance agent contacted Manager Henning and Chairman Lapp regarding renters insurance for the residents and was told no solicitation allowed at Riverview Manor but could contact individuals without any assistance from management.**
- **Contact was made to one of the residents regarding smoking in the individual's unit and a letter of follow up notifying the resident next time eviction notice will be given.**

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**NEW BUSINESS:**

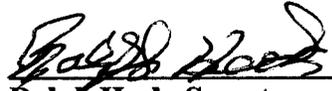
**UNFINISHED BUSINESS:**

- **A copy of the current By-laws with recommended changes made by board members regarding Secretary duties performed in Article II – Section 4. was returned to City Hall for amendment. Upon receiving the redrafted by-law changes and approval by Board Members, the annual meeting will be held with election of officers. Chairman Lapp will follow up on the status of the changes being made.**

**ADJOURNMENT:**

**There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:40 P.M.**

**The next monthly meeting is scheduled for Apr. 9, 2009.**

  
\_\_\_\_\_  
**Ralph Heck, Secretary**



# City of Burlington

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## CITY OF BURLINGTON PARK BOARD MINUTES

Thursday, March 19, 2009

6:30 PM

165 West Washington Street, Burlington, WI 53105

Chairman Darrell Eisenhardt, Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Heather Kane-Terhorst, Todd Schalinske, Alderman Bob Prailes, DPW Supervisor Larry Gobel, High School Students: Paul Dixon, Will Paulus

**Chairman Eisenhardt called the meeting to order at 6:35 P.M.**

**Roll Call:** Present: Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Todd Schalinske, Heather Kane-Terhorst, Alderman Bob Prailes, DPW Supervisor Larry Gobel and Chairman Darrell Eisenhardt. Absent: Student Representatives Paul Dixon and Will Paulus. Also present: City Administrator, Kevin Lahner.

**Approval of February 19, 2009 Minutes:** Chairman Eisenhardt entertained a motion for approval of the February 19, 2009 Minutes. Motion to approve made by Alderman Bob Prailes. Seconded by Commissioner Follis. All voted aye, motion carried.

### **Citizens Comments**

**Aldermanic Report: None**

**DPW Supervisor Report:** DPW Supervisor reported DPW Crews have taken down 27 trees in addition to getting picnic tables and barrels ready for the Parks.

### **Old Business**

**a. Light installation for Dog Park**

Angie Halverson of the Dog Park Committee was present. DPW Supervisor, Larry Gobel reported he had received the application from the Electric Company, and he would be processing the application. He did not know the exact time line, but felt it should be soon.

Ms. Halverson also inquired about the parking lot. DPW Supervisor, Larry Gobel stated millings would be placed when time allowed DPW crews to get it completed, which he felt should be soon.

## **New Business**

### **b. Kevin Lahner, City Administrator: Update on Board's Financial Status**

Kevin Lahner, City Administrator was present to discuss the financial status and future Park needs. Mr. Lahner explained the importance of prioritizing a five-year plan and implementing a yearly budget request to the Common Council. Mr. Lahner stated that \$50,000 a year for Capital Projects, prioritized yearly for a request to be made to the Common Council would be reasonable.

A phone survey is going to be conducted in the near future asking input from City of Burlington citizens what they feel could benefit the parks. The input from this survey will be useful to the Park Board in identifying what they should prioritize for the future.

Mr. Lahner will meet with DPW Supervisor, Larry Gobel and Alderman Bob Prailes to set up a strategic planning meeting.

**Other Items:** Tyson Fettes and Bud Milroy were present for the Baseball Groups. They stated they would like to be placed on the April Agenda. They wanted to discuss future lighting at Beaumont field and asked for the Park Board's permission to contact Muscoe Lighting for approximate costs. Chairman Eisenhardt stated that a business plan was needed to determine how the lighting would be funded. Kevin Lahner, City Administrator stated a financial options plan would be needed detailing how many dollars the group would be contributing and how much they would be requesting from the Park Board. Mr. Fettes stated he would contact Muscoe Lighting to begin moving forward.

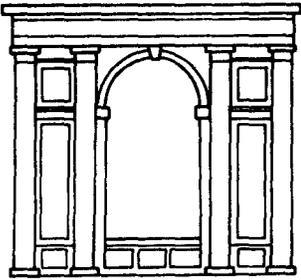
Bill Kordecki was present for his son Matt's project involving the Racine County Conservation League and the WI DNR, previously presented to the Park Board in 2008 for the pier at Rockland Lake. Mr. Kordecki stated his son would be moving forward with his project once approval was received from the Boy Scouts. Mr. Kordecki inquired if the City DPW Dept. would still help in the notification to the boat owners. Larry Gobel, DPW Supervisor asked Mr. Kordecki to contact him when Matt has received approval from the Boy Scouts, and he would work with him.

Commissioner Kamlager stated that if there was Park property available in the City that a Community Garden would be something that could be used by any interested citizens.

**There being no further items for discussion, Chairman Eisenhardt entertained a motion for adjournment. Motion to adjourn made by Commissioner Schalinske. Seconded by Commissioner Kamlager. All voted aye. Chairman Eisenhardt adjourned the meeting at 7:45 P.M.**

**Minutes respectfully submitted by:**

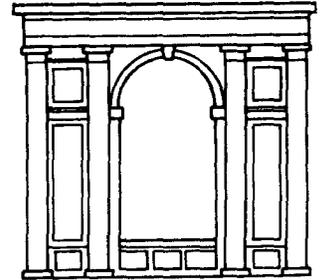
**Deb Rintamaki  
Department of PublicWorks**



# Burlington Public Library

166 East Jefferson Street • Burlington, Wisconsin 53105  
(262) 763-7623 • Fax (262) 763-1938

[www.burlingtonlibrary.org](http://www.burlingtonlibrary.org)



## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, March 24, 2009 in the Burlington Public Library storytime room. Present were Penny Torhorst, Yvonne Braunschweig, Kay Pockat, Bridget Savaglia, Steve Rauch, and Dianne Boyle. Also present were high school representative Jahna Newholm. Excused was Pat Hurley, Pat Hoffman, Scott Johnson, and high school representative Carrie Coppernoll. Also present were Gayle Falk and Linda Berndt.

Torhorst called the meeting to order at 4:02.

Minutes of the February 24, 2009 meeting were approved. Braunschweig moved, and Savaglia seconded. Motion passed.

The March 2009 General Fund Bills, Prepaids, Reimbursements and February 2009 General Fund deposits were discussed and approved. Braunschweig moved approval and Boyle seconded. Motion passed. The March 2009 Trust Fund Bills and February 2009 Trust Fund Deposits were approved. Braunschweig moved and Boyle seconded. Motion passed.

Committee Reports: Falk mentioned that when we begin the budget process this year, we must be prepared to add hours to cover public service during vacation, sick time and jury duty.

Federated Library Report: Braunschweig is now a member of the Lakeshores Board. She reported that the bulk of the meeting was spent talking about the fact that Bernie is retiring and that there is a committee to find a replacement.

## Old Business:

**Friends Update:** The Friends group met last Tuesday and will meet again next Tuesday. They have had an architect examine the children's area and he will make recommendations for redesigning the space.

## New Business:

**Events:** Falk highlighted some of the upcoming March events. We will have an herb gardening program on March 26<sup>th</sup>. This month's free movie is Beverly Hills Chihuahua. On March 26<sup>th</sup> Wiscnet will be doubling our available bandwidth, at no additional cost to us. National Library Week is in April. We have an Aldo Leopold interpreter on April 6<sup>th</sup>. We will have a poetry program on April 2.

The Friends Basket for April is sponsored by the Poetry Club. There are many nice items in the basket, and we hope it will draw a lot of attention.

**County funding:** We have not received the letter from Waterford Public Library explaining their position on intermunicipal borrowing, so we will need to postpone this item until next month.

**National Library Week:** Falk is asking for \$120.00 of booksale money to be used for prizes for the children and adults drawing during National Library Week. Everyone completing the library survey is entered in a daily drawing for prizes. Braunschweig moved and Rauch seconded the motion to use \$120.00 of Booksale money for National Library Week prizes.

Falk had a handout on hold notification forms. This will enable the patron to receive an email when we have an item they requested available for pick up. They will also receive a courtesy email when items they checked out of the Burlington Public Library are about to become overdue.

Falk also handed out a list of popular authors. Patrons can sign up to have the library automatically place a hold for them on new items by these authors.

**Directors Report:** Falk explained that there are two monthly reports in the packet this time. There were some wrong numbers in the December 2008 report which is now revised. The February numbers are up and we are happy about that.

There is a copy of the Library Annual Report for each board member. You may keep this copy and read it at your leisure.

Falk reported that people have expressed concern about the noise level in the library. Falk handed out a flyer that humorously reminds patrons to keep their voice level low. She would like to place a copy at each table in the library, if the Board had no objection. There was no objection.

The Reference Dept. has a new reference database and Falk distributed flyers about the service.

In the News:

There were several articles on the upcoming programs.

There was no public communication to the board.

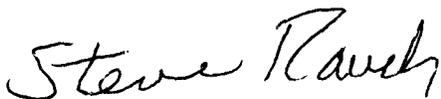
Rauch, the aldermanic representative, stated that this may be his last Library Board meeting, as his seat on the council is on the ballot in April. He wanted to thank everyone as he has enjoyed his time on the board and representing the Library.

Torhorst noted that the City workers have cleaned up the park next to the library and she hopes they will do as well on the library property.

Meeting was adjourned at 4:30 PM. Braunschweig moved to adjourn and Savaglia seconded the motion. Motion passed.

Our next meeting will be on Tuesday, April 28<sup>th</sup> at 4:00 PM in the Burlington Public Library Storytime Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Steve Rauch".

Steve Rauch,  
Aldermanic Representative



# City of Burlington

City Hall - 300 N. Pine Street

Burlington, Wisconsin 53105-1460

Phone: (262) 342-1161 Fax: (262) 763-3474

[www.burlington-wi.gov](http://www.burlington-wi.gov)

**DATE:** May 1, 2009

**TO:** Mayor and Common Council

**FROM:** Kevin M. Lahner, City Administrator

**RE:** City of Burlington Fiscal Management Contingency Plan

The City of Burlington Fiscal Management Contingency Plan will be distributed at the May 5, 2009 Common Council meeting. If you have any questions, please do not hesitate to call me at (262) 342-1161.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin M. Lahner', written in a cursive style.

Kevin M. Lahner  
City Administrator  
City of Burlington



# City of Burlington

City Hall - 300 N. Pine Street  
Burlington, Wisconsin 53105-1460  
Phone: (262) 763-7996 Fax: (262) 763-3474  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

<b>Meeting Date:</b> May 5, 2009	<b>Resolution No.</b>
<b>Subject:</b> Vouchers and Prepaid Bill Payments	<b>Ordinance No.</b>
<b>Submitted By:</b> Bridget Lois, Treasurer	<b>Motion:</b>
<b>Department:</b> Finance Office	<b>Other:</b> Vouchers & Prepays

<b>Details:</b>	
Attached please find the Voucher and Prepaid list for bills accrued through May 5, 2009	
<b>Total Prepays:</b>	\$ 152,415.90
<b>Total Vouchers:</b>	\$ 239,475.12
<b>Reimbursements:</b>	\$ 548.36
<b>Grand Total:</b>	\$392,439.38

<b>Executive Action:</b>
Staff recommends that the Common Council accept these vouchers and prepaids in the amount of \$392,439.38 at the May 5, 2009 Council meeting.



# City of Burlington

City Hall - 300 N. Pine Street  
Burlington, Wisconsin 53105-1460  
Phone: (262) 342-1161 Fax: (262) 763-3474  
www.burlington-wi.gov

**Meeting Date:** May 5, 2009

**Subject:** Licenses and Permits

**Submitted By:** Beverly R. Gill, City Clerk

**Department:** Clerk's Office

**Resolution No.**

**Ordinance No.**

**Motion:**

**Other:** Licenses

## Details:

The alcohol license list for applications accrued through May 5, 2009 are as follows:

### Licenses Recommended for Approval

#### Operator's License

Dirksmeyer, Robert A.

## Executive Action:

Staff recommends the Common Council accept the presented licenses at the May 5, 2009 Council meeting.



# City of Burlington

City Hall - 300 N. Pine Street  
Burlington, Wisconsin 53105-1460  
Phone: (262) 342-1161 Fax: (262) 763-3474  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** Appointments and Nominations

**Ordinance No.**

**Submitted By:** Mayor Robert Miller

**Motion:**

**Department:** Mayor's Office

**Other:** Appointments

**Details:**

- A. Appoint Earl Vorpapel to the Board of Review, term expiring 5/1/2014.
- B. Appoint Leroy Stoehr to the Burlington Housing Authority, term expiring 5/1/2014.
- C. Appoint Joe Busch to the Police and Fire Commission, term expiring 5/1/2014.

**Executive Action:**

For appointment.



# City of Burlington

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Burlington, Wisconsin 53105-1460  
Phone: (262) 342-1161 Fax: (262) 763-3474  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

**Meeting Date:** May 5, 2009

**Resolution No.**

**Subject:** Public Hearing to consider a resolution petitioning the Secretary of Transportation for Airport Improvement Aid.

**Ordinance No.**

**Submitted By:** Alderman Jim Prailes

**Motion:**

**Department:**

**Other:** Public Hearing

## Details:

A Public Hearing has been scheduled to hear comments and concerns from the public regarding a petition to the Secretary of Transportation for Federal and/or State aid to conduct a comprehensive zoning study for airport property.

## Executive Action:

This item is for a Public Hearing at the May 5, 2009 Common Council meeting.

THE COMMON COUNCIL OF THE CITY OF BURLINGTON

**NOTICE OF PUBLIC HEARING  
IN THE MATTER OF STATE AND FEDERAL AID  
FOR THE IMPROVEMENTS AT  
BURLINGTON MUNICIPAL AIRPORT, RACINE COUNTY,  
AND WALWORTH COUNTY WISCONSIN**

The City of Burlington, Wisconsin is considering petitioning the State of Wisconsin, Department of Transportation, for state and federal aid to undertake the following at the Burlington Municipal Airport:

- To conduct a comprehensive zoning study of airport property.
- Any necessary related work.

Notice is hereby given that the City of Burlington will hold a public hearing at 6:30 p.m. on May 5, 2009 in the Council Chambers located at 224 East Jefferson Street. All interested persons are invited to attend and present their views on the need for the proposed airport zoning study.

Parking for people with disabilities and an accessible entrance are available. Please contact the City Clerk's office at 342-1161 at least 24 hours in advance of the hearing to make specific accessibility requests.

Published in the Burlington Standard Press  
Date: April 23, 2009