



**AMENDED AGENDA
COMMON COUNCIL**

Tuesday, November 3, 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, 1st District
Edward Johnson, Alderman, 1st District
Jim Prailes, Alderman, 2nd District
Peter Hintz, Alderman, 2nd District
Tom Vos, Council President and Alderman, 3rd District
Steve Rauch, Alderman, 3rd District
Katie Simenson, Alderman, 4th District
Jeff Fischer, Alderman, 4th District

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Citizen Comments.
4. Chamber of Commerce Representative.
5. Approval of Common Council minutes: *(K. Simenson)*
 - A. October 20, 2009 Closed Session
 - B. October 20, 2009 Regular Session
 - C. October 27, 2009 Special Meeting
6. Letters and Communications: None.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports: 1 – 6: *(J. Fischer)*
 - Report 1 – 2009 Third Quarter Fiscal Health Indicators
 - Report 2 – Burlington Housing Authority minutes, September 3, 2009
 - Report 3 – Park Board minutes, September 17, 2009
 - Report 4 – Library Board minutes, September 22, 2009
 - Report 5 – Airport Committee minutes, September 30, 2009
 - Report 6 – Committee of the Whole minutes, October 20, 2009
9. Payment of Vouchers. *(R. Prailes)*
10. License and Permits. *(E. Johnson)*

11. Appointments and Nominations: None
12. Public Hearings – None.
13. **RESOLUTIONS**
 - A. Resolution 4363(39) to approve a five-year contract extension to the existing Solid Waste Hauling and Recycling Contract with Veolia Environmental Services Midwest, Inc. This item was discussed at the October 20, 2009 Committee of the Whole meeting. (*J. Prailes*)
 - B. Resolution 4366(42) to approve an initial resolution authorizing General Obligation Bonds in an amount not to exceed \$3.5 Million to finance the Combined Public Works Facility. This item was discussed at the October 20, 2009 Committee of the Whole meeting. (*P. Hintz*)
 - C. Resolution 4367(43) to approve a resolution directing the publication of a Notice to Electors. This item was discussed at the October 20, 2009 Committee of the Whole meeting. (*T. Vos*)
 - D. Resolution 4368(44) to approve a resolution providing for the sale of \$3.5 Million General Obligation Public Works Building Bonds. This item was discussed at the October 20, 2009 Committee of the Whole meeting. (*S. Rauch*)
14. **ORDINANCES**
 - A. Ordinance 1891(12) to approve an amendment to Section 286-3B of the Municipal Code to increase hotel/motel room tax to rate of 8%. This item was discussed at the October 20, 2009 Committee of the Whole meeting. (*K. Simenson*)
15. **MOTIONS**
 - A. Motion 09-668 to approve a Certificate of Appropriateness Application for 516 & 518 Mill Street, within the Historic Preservation District. This item was discussed at tonight's Common Council meeting. (*J. Fischer*)
 - B. Motion 09-669 to approve a Certificate of Appropriateness Application for 152 E. Chestnut Street, within the Historic Preservation District. This item was discussed at tonight's Common Council meeting. (*R. Prailes*)
 - C. Motion 09-670 to approve a Certificate of Appropriateness Application for 256 E. Chestnut Street, within the Historic Preservation District. This item was discussed at tonight's Common Council meeting. (*E. Johnson*)
 - D. Motion 09-671 to approve a Sign Permit Application for 520 Milwaukee Avenue, within the Historic Preservation District. This item was discussed at tonight's Common Council meeting. (*J. Prailes*)
16. **OTHER MATTERS AS AUTHORIZED BY LAW**

17. **ADJOURN INTO CLOSED SESSION** (*P. Hintz*)

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.

- To discuss specific personnel issues.

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

1. Consideration on recommendations from the City Council.

19. **ADJOURNMENT** (*S. Rauch*)

**City of Burlington
Official Minutes
Common Council
Robert Miller, Mayor
Beverly R. Gill, City Clerk
November 3, 2009**

1. CALL TO ORDER - ROLL CALL

Mayor Miller called the meeting to order at 7:00 p.m. starting with roll call. Aldermen present were: Robert Prailes, Ed Johnson, Tom Vos, Jeff Fischer, Peter Hintz, Jim Prailes, Steve Rauch and Katie Simenson.

Staff present were: City Attorney John Bjelajac, City Administrator Kevin Lahner, Acting Police Chief Mark Anderson, Treasurer Bridget Souffrant, Fire Chief Dick Lodle, Department of Public Works Supervisor Dick Pieters, Department of Public Works Director Connie Wilson, Building Inspector Patrick Scherrer, Library Director Gayle Falk, Tom Foht of Kapur Engineering and Dave Wagner of Ehlers & Associates.

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN COMMENTS

No comments.

4. CHAMBER OF COMMERCE REPRESENTATIVE

Chamber of Commerce representative Connie Herrick informed the Council the Annual Christmas Parade will be December 4th. The Chamber is working on the Annual Chamber of Commerce Dinner and Auction that will be held on January 21, 2010 at Veterans Terrace.

5. APPROVAL OF COMMON COUNCIL MINUTES

A motion was made by Simenson with a second by Vos to approve the minutes of the October 20, 2009 Closed Session Meeting, October 20, 2009 Regular Session Meeting and the October 27, 2009 Special Meeting. With all in favor the motion carried.

6. LETTERS AND COMMUNICATIONS

None.

7. REPORTS BY ALDERMANIC REPRESENTATIVES & DEPARTMENT HEADS

- Alderman R. Prailes stated the turn signal on Bridge Street is still not working properly.
- Alderman Simenson questioned the status of repairs to Serena Lane. Tom Foht stated the contractor is replacing the asphalt as it was done incorrectly. He further stated a three-year warranty is being drafted so that the contractor will be responsible if there is asphalt failure in the future.

- Alderman Simenson stated that there are several streets in the city that are hard to get through with leaves being piled on either side of the road. She further stated that the leaf pick up program needs to be reevaluated as the current system does not work very well. Administrator Lahner stated that the Public Works Department is currently exploring different options for more efficient pick up practices. Alderman Vos questioned if hours could be expanded to facilitate the clean up process. Dick Pieters stated crews will likely have to work early morning and Saturday shifts in order to clean the streets when businesses are closed and parking is minimal. Alderman Rauch questioned if using paper compost bags for leaves would be a good alternative. Administrator Lahner stated it would be looked into.
- Alderman Simenson requested the Parks Department keep garbage cans in the parks close to the parking lots throughout the winter to eliminate unnecessary littering.
- Alderman Simenson expressed her concern with a recent letter to the aldermen from the Mayor and Council President regarding certain rules of Council members, stating she feels it leads to non-open government practices.
- Alderman Johnson questioned when the road construction barrels will be removed from STH 11. Alderman Hintz stated it will likely not be until the stop lights at STH 11 and CTH W are working.
- Alderman Rauch stated that Bushnell Park has a high ground squirrel population and it might need to be monitored.

8. REPORTS 1-6

A motion was made by Fischer with a second by Hintz to approve Reports 1-6. With all in favor the motion carried.

- A brief Power-Point Presentation was given by Bridget Souffrant regarding the 3rd Quarter revenues and expenses, stating the City is currently in good standing.

9. PAYMENT OF VOUCHERS

A motion was made by R. Prailes with a second by Hintz to approve Prepays (\$284,974.28), Vouchers (\$124,409.00) and Reimbursements (\$1,199.47 for a grand total of \$410,582.75). Roll Call Ayes: Bob Prailes, Johnson, Vos, Hintz, Jim Prailes, Rauch, Simenson and Fischer. Nays: None. Motion carried 8-0.

- Alderman Rauch questioned if the expenses for the Downtown Redevelopment Project are coming out of TIF 3 Funds as there were expenses relating to property acquisitions in the Vouchers. Alderman Vos stated that expenses for that type of project cannot come out of the General Fund unless they are to be reimbursed by TIF Funds. Bridget Souffrant confirmed that these expenses will be reimbursed by TIF 3 Funds.

10. LICENSES AND PERMITS

A motion was made by Johnson with a second by R. Prailes to approve the licenses as presented. With all in favor, the motion carried.

11. APPOINTMENTS AND NOMINATIONS

None.

12. PUBLIC HEARINGS

None.

13. RESOLUTIONS ADOPTED

A. Resolution 4363(39) to approve a five-year contract extension to the existing Solid Waste Hauling and Recycling Contract with Veolia Environmental Services Midwest, Inc.

A request for a second reading and motion to approve was made by J. Prailes with a second by Vos to approve. Roll Call Ayes: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes, Rauch, Simenson and Fischer. Nays: None. Motion carried 8-0.

B. Resolution 4366(42) to approve an initial resolution authorizing General Obligation Bonds in an amount not to exceed \$3.5 Million to finance the Combined Public Works Facility.

A request for a second reading and motion to approve was made by Hintz with a second by J. Prailes to approve. Roll Call Ayes: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes and Fischer. Nays: Rauch and Simenson. Motion carried 6-2.

- Alderman Simenson expressed her dissatisfaction with the City spending this amount of money in these economic times. She further stated she is concerned that it was stated in the CIP that several other City buildings will need repair in the next five years and feels the spending will not stop. Alderman Vos stated he agrees that government can spend too much at times, however as a taxpayer he knows these types of expenditures are necessary at times.
- Administrator Lahner distributed a schedule of major milestones for the Combined Public Works Facility project to the Council members. Administrator Lahner briefly went over the memorandum and explained to the Council that although the Council may reject bids in the future that are too high, the adoption of the bond resolutions is the first real approval to go ahead with the project.

C. Resolution 4367(43) to approve a resolution directing the publication of a Notice to Electors.

A request for a second reading and motion to approve was made by Vos with a second by Hintz to approve. Roll Call Ayes: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes, Simenson and Fischer. Nays: Rauch. Motion carried 7-1.

- Alderman Fischer questioned if the Notice to Electors is to allow the public an opportunity to object to the bonds. Administrator Lahner stated the public will have thirty days from publication to file a petition to request a referendum. He further stated ten percent of the amount of voters from the last Gubernatorial Election would need to sign the petition to get a referendum.

D. Resolution 4368(44) to approve a resolution providing for the sale of \$3.5 Million General Obligation Public Works Building Bonds.

A request for a second reading and motion to approve was made by Rauch with a second by R. Prailes. Roll Call Ayes: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes and Fischer. Nays: Rauch and Simenson. Motion carried 6-2.

14. ORDINANCES ADOPTED

A. Ordinance 1891(12) to approve an amendment to Section 286-3B of the Municipal Code to increase hotel/motel room tax to a rate of 8%.

A request for a second reading and motion to approve was made by Fischer with a second by R. Prailes to approve.

- Alderman Simenson stated she doesn't feel this increase is good practice at this time.
- Alderman Johnson agreed with Simenson further stating a 5% increase would be more in line, but 8% is too much.
- Alderman R. Prailes questioned if an increase in the percentage could be staggered over a few years. Administrator Lahner stated he would not advise this option as state statutes could change in the future.
- Administrator Lahner stated this ordinance can be revised and brought back if it is the Council's desire.

After this discussion the motion to approve was withdrawn by Fischer and the second withdrawn by R. Prailes. A motion to table the ordinance was made by Johnson and seconded by Vos. After further discussion regarding options to revise the ordinance the motion to table was withdrawn by Johnson and the second to table was withdrawn by Vos. A motion to approve the ordinance made by Fischer, with a second by R. Prailes was reestablished. Roll Call Ayes: None. Nays: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes, Rauch, Simenson and Fischer. Ordinance denied 8-0.

15. MOTIONS ADOPTED

A. Motion 09-668 to approve a Certificate of Appropriateness Application for 516 & 518 Mill Street, within the Historic Preservation District. A motion was made by Simenson with a second by Hintz to approve Motion 09-668. With all in favor the motion carried.

B. Motion 09-669 to approve a Certificate of Appropriateness Application for 152 E. Chestnut Street, within the Historic Preservation District. A motion was made by Simenson with a second by Hintz to approve Motion 09-669. With all in favor the motion carried.

C. Motion 09-670 to approve a Certificate of Appropriateness Application for 256 E. Chestnut Street, within the Historic Preservation District. A motion was made by Simenson with a second by Hintz to approve Motion 09-670. With all in favor the motion carried.

- D. **Motion 09-671 to approve a Sign Permit Application for 520 Milwaukee Avenue, within the Historic Preservation District.** A motion was made by Simenson with a second by Hintz to approve Motion 09-671. With all in favor the motion carried.

16. OTHER MATTERS AS AUTHORIZED BY LAW

- Alderman Vos questioned the status of correcting the slope of the Walgreens driveway across from Grove Street. Tom Foht stated the Grove Street and STH 36 intersection project will be occurring soon in which the entrance to Walgreens can be looked into.

17. ADJOURN INTO CLOSED SESSION

A motion was made by Hintz and seconded by J. Prailes to adjourn into closed session per Wis. Stats 19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. With all in favor, the closed session began at 7:58 p.m.

18. RECONVENE INTO OPEN SESSION

A motion was made by Johnson and a second by Simenson to reconvene into open session. With all in favor the open session began at 8:38 p.m.

Consideration from Council

Motion 09-672 to approve a severance package as presented in the Common Council Closed Session. Roll Call Ayes: Bob Prailes, Vos, Johnson, Hintz, Jim Prailes, Rauch and Fischer. Nays: Simenson. Motion carried 7-1.

19. ADJOURNMENT

A motion was made by Rauch and seconded by Simenson to adjourn the meeting. With all in favor, the meeting adjourned at 8:40 p.m.



Recording Secretary
Megan E. Johnson
Assistant to the City Administrator



CITY OF BURLINGTON

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

Common Council Agenda Item Number: 8	Date: November 3, 2009
Submitted By: City Staff	Subject: Reports 1-6

Details:

Attached please find the following reports:

- Report 1 – 2009 Third Quarter Fiscal Health Indicators
- Report 2 – Burlington Housing Authority minutes, September 3, 2009
- Report 3 – Park Board minutes, September 17, 2009
- Report 4 – Library Board minutes, September 22, 2009
- Report 5 – Airport Committee minutes, September 30, 2009
- Report 6 – Committee of the Whole minutes, October 20, 2009

Please note Bridget Souffrant will give a presentation for Report 1, the 3rd Quarter Fiscal Health Indicators at the Council meeting.

Financial Remarks:

None.

Executive Action:

Staff recommends that the Council accept these reports at the November 3, 2009 Common Council meeting.



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105

(262) 342-1170 – (262) 342-1178 fax

www.burlington-wi.gov

November 3, 2009

TO: Mayor Miller & Common Council

FROM: Bridget Souffrant, Budget Officer & Treasurer *B.S.*

RE: 3rd Quarter 2009 Fiscal Health Indicators

Attached is the 2009 3rd Quarter Fiscal Health Indicators. This information is meant to help act as a tool for City staff and the Common Council in determining the fiscal health of the City as a whole. The data for this document demonstrates the various funds that should have been received by the end of the third quarter as well as the various expenditures budgeted for the third quarter. The goal of the graphs is similar to the budget to actual report, however the following graphs visually exhibit what was “expected” for the third quarter and what was “actual” for the third quarter.

The next comparison measure that has been put in place is fiscal health color indicators. The “expected” third quarter numbers will be shown in blue. The following indicators are as follows: a bar that is in green is performing at the or above the revenue projection; or at or under the expenditure projection; a bar that is yellow, needs to be watched more closely for further indicators; and a bar that is red is under performing and needs immediate attention.

The revenue indicators on the revenue side have been segregated into the following sections: taxes, intergovernmental revenue, licenses and permits, fines and forfeitures, public charges for services, and investment income or miscellaneous income. The expenditure side has been segregated into the following sections: General government; public safety; public works; culture, recreation, and education; health and human services, and conservation and development.

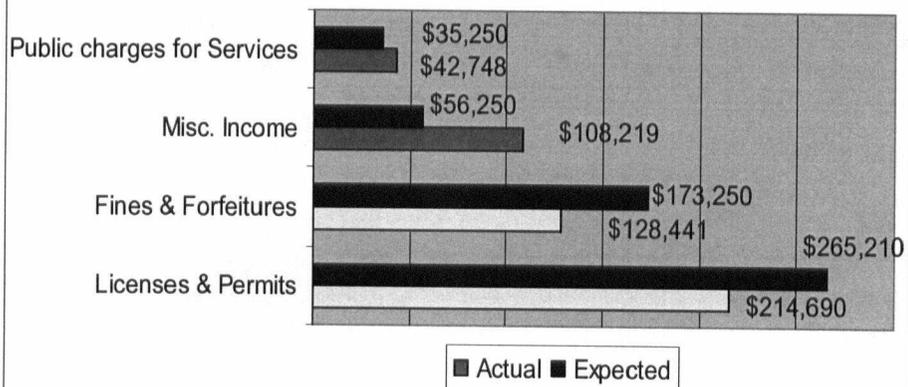
Please let me know if you have any questions or concerns.

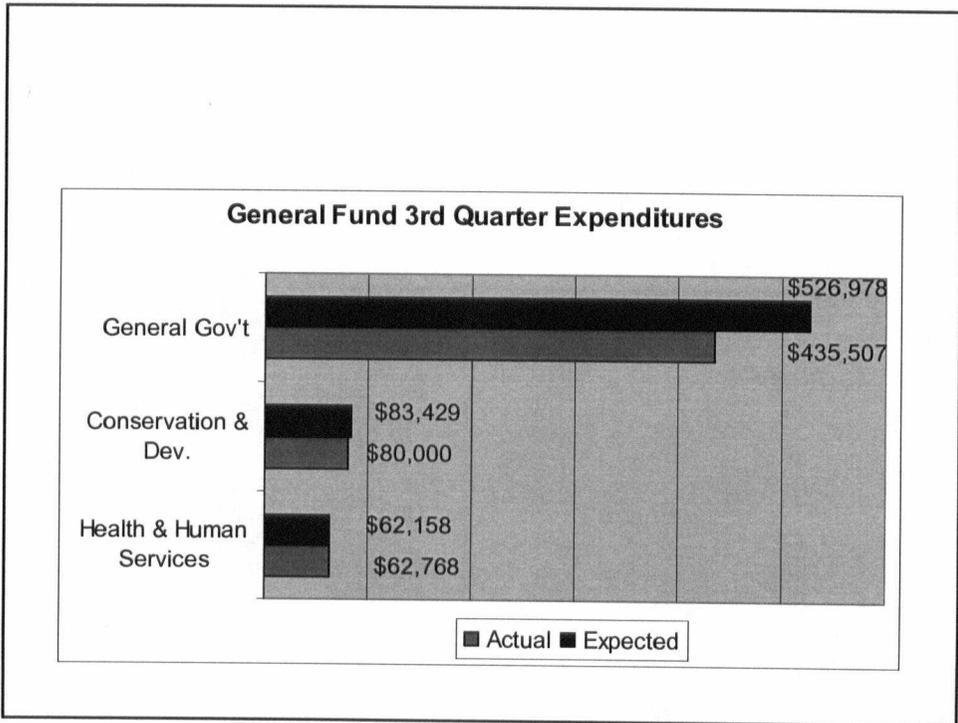
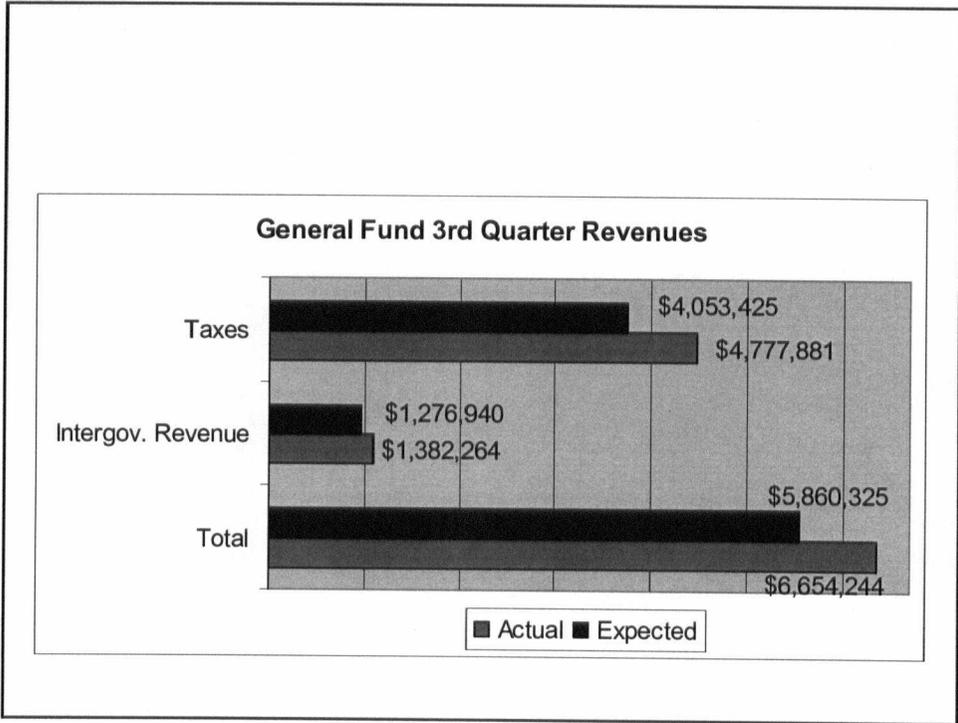
City of Burlington

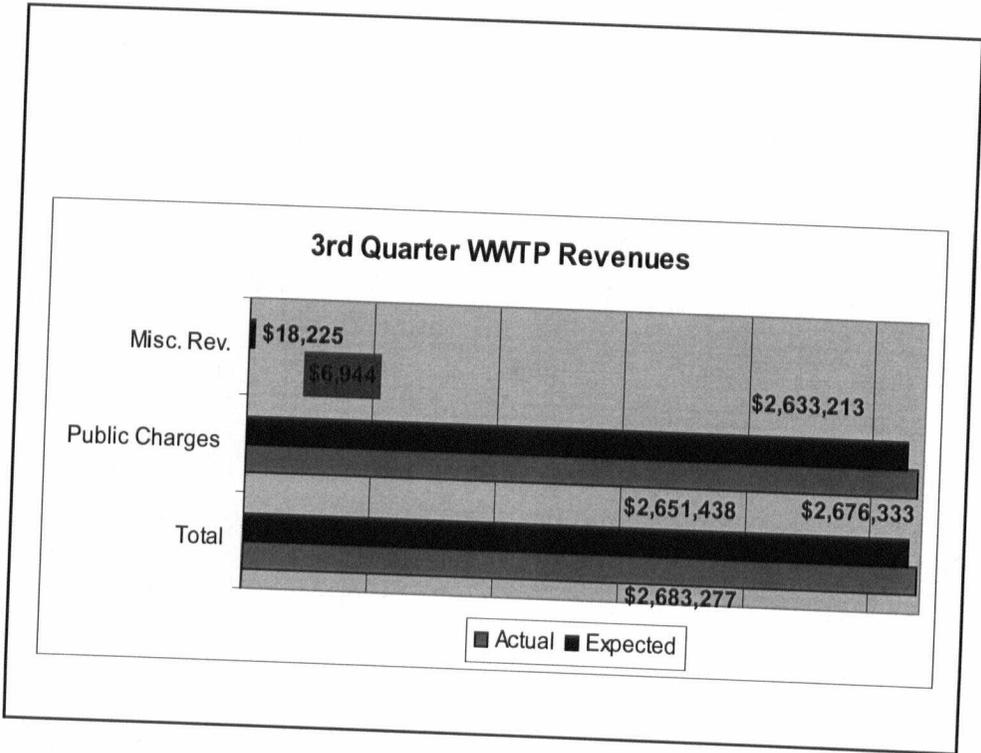
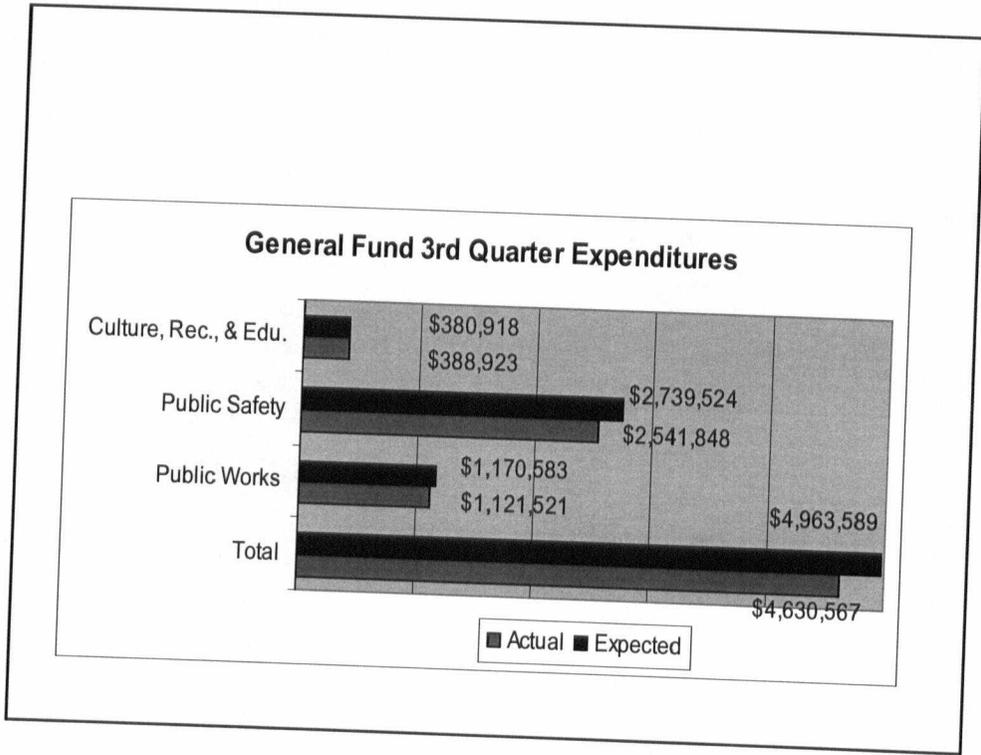
Fiscal Health Indicators 3rd Quarter 2009

Bridget Souffrant, Treasurer

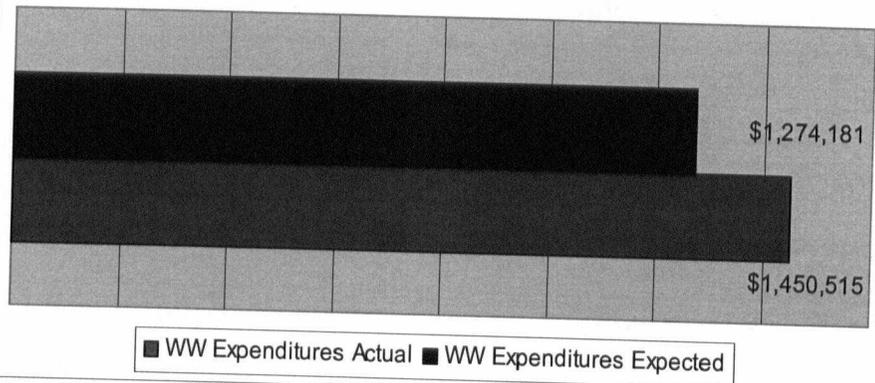
General Fund 3rd Quarter Revenues



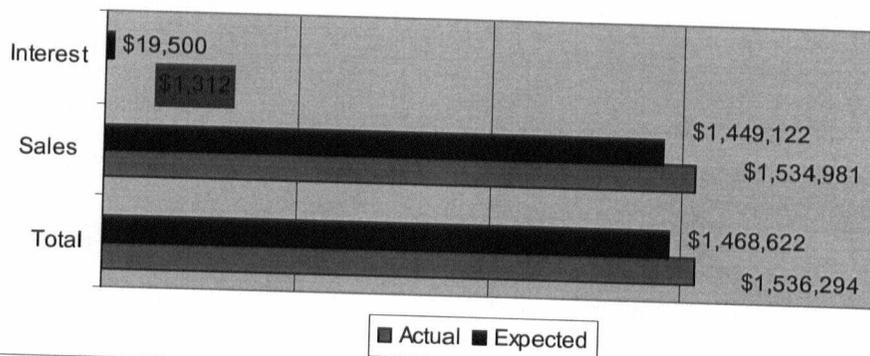




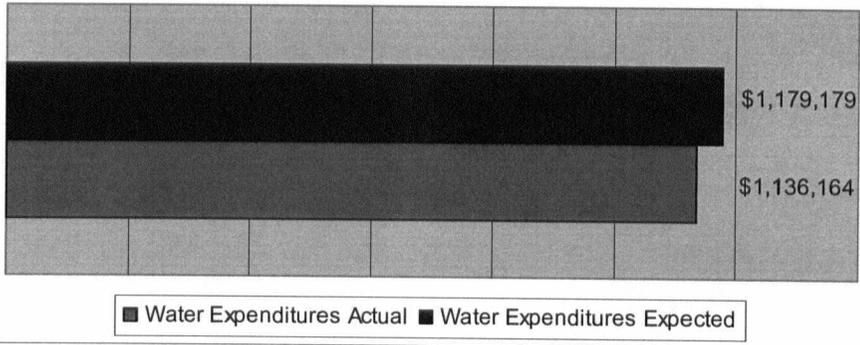
3rd Quarter WWTP Expenditures



3rd Quarter Water Revenues



3rd Quarter Water Expenditures



**City of Burlington Housing Authority
Riverview Manor
September 3, 2009**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, September 3, 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, Charles Stublely, Kelly Iselin and Resident Manager, Dorothy Henning.

Minutes from the August 12th. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Stublely and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of July 31, 2009	
First Banking Center	\$ 95,242.26
M&I Bank	\$ <u>26,676.05</u>
TOTAL	\$ 121,918.31

OCCUPANCY REPORT:

Manager Henning reported 11 on the waiting list for one bedroom units and one 2 bedroom unit is available. Currently 5 vacancies are being filled by the first 5 on the waiting list.

BUILDING AND MAINTENANCE:

- Board members inspected the damage in the carpet in Phase II caused by a faulty cart during the move of a resident. The carpet company that installed the carpet was contacted but was unsuccessful in fixing the marks left by the faulty cart. He recommended contacting a professional carpet cleaner to try steaming.**
- Mather Specialty Inc. will be starting the roof replacement at Riverview Manor Phase I the early part of September.**
- Manager Henning will be contacting another company for a third bid on a surveillance system before the October meeting.**

COMMUNICATIONS:

- **Copies of general ledger sheets for monthly bills and payments from July and August were dispersed to board members for review.**

NEW BUSINESS:

UNFINISHED BUSINESS:

- **Upon the Board receiving approval for the amendments of the by-laws, the annual meeting can be held to include election of officers.**

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stoehr, seconded by Heck and carried unanimously. Meeting adjourned 8:30 P.M.

The next monthly meeting is scheduled for October 1, 2009.



Ralph Heck, Secretary



Department of Public Works

Street & Park Department
824 Milwaukee Avenue, Burlington, WI, 53105
(262) 763-2060 – (262) 763-5492 fax
www.burlington-wi.gov

PARK BOARD MINUTES

Thursday, September 17, 2009

6:30 PM

165 West Washington Street, Burlington, WI 53105

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Todd Schalinske, Peter Turke, Alderman Bob Prailes, DPW Supervisor Richard Pieters

Chairman Darrel Eisenhardt called the meeting to order at 6:30 P.M.

Roll Call: Present: Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Chairman Darrel Eisenhardt, and DPW Director Connie Wilson. Excused: Todd Schalinske, Peter Turke Alderman Bob Prailes, and DPW Supervisor R.J. Pieters.

Approval of August 20, 2009 Minutes: Chairman Eisenhardt entertained a motion for approval of the August 20, 2009 Minutes. Motion to approve made by Commissioner Follis. Seconded by Commissioner Kamlager. All vote aye, motion carried.

Citizens Comments: None

Aldermanic Report: Deb Rintamaki reported for Alderman Prailes that the Strategic Planning previously discussed must be done through qualified consultants to quality for grant money. He would be meeting with Kevin Lahner, City Administrator next week, and would find out additional information.

Alderman Prailes also asked Deb Rintamaki to advise the Park Board members he had spoken to Kevin Lahner, City Administrator regarding the placement of a donation mailbox at the Dog Park. Alderman Prailes felt the City Administrator was not in favor of leaving donations in a mailbox, but thought the idea of having envelopes available for people to mail in the donations directly would be a good idea.

Alderman Prailes also asked to pass along that he hadn't had a chance to check on storage usage at Bushnell Park, but would do so in the near future.

DPW Supervisor Report: Deb Rintamaki reported for Dick Pieters that the millings at the Dog Park parking lot would be graded when time allowed.

New Business

- a. Update on Dog Park Parking Lot:
Provided above under Supervisor Report.
- b. Use of Bushnell Garage for storage
Discussed under Aldermanic Report.

Old Business

- a. Continued Discussion on Parks Capital Expenditures
To be discussed at future meeting.
- b. Revised Bushnell Park Agreement:
Deb Rintamaki distributed a copy of the Bushnell Park Agreement for the Commissioner review.

Other Items: The Commissioners discussed the problem of gophers at Bushnell Park. Deb Rintamaki will pass the information along to Aaron DeGrave.

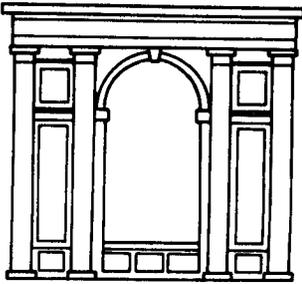
The Commissioners discussed having an organized tour of the Parks. Deb Rintamaki will check with Dick Pieters, DPW Supervisor for possible dates of availability.

Commissioner Kamlager wanted to discuss Golf Disc and possibly a Community Garden when they do Discuss Capital Expenditures. DPW Director Connie Wilson stated she would be willing to Chair a Committee for a Community Garden.

There being no further items for discussion, Chairman Eisenhardt entertained a motion for adjournment. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Follis. Chairman Eisenhardt adjourned the meeting at 6:50 P.M.

Minutes respectfully submitted by:

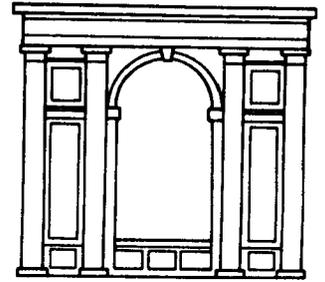
**Deb Rintamaki
Department of Public Works**



Burlington Public Library

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

www.burlingtonlibrary.org



Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, September 22, 2009 in the Burlington Public Library meeting room. Present were Penny Torhorst, Pat Hoffman, Scott Johnson, Steve Rauch, Yvonne Braunschweig, and Kay Pockat. Excused were Pat Hurley, Dianne Boyle, and Bridget Savaglia. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:00.

Minutes of the August 25, 2009 meeting were approved. Hoffman moved, and Braunschweig seconded. Motion passed.

The September 2009 General Fund Bills, Prepaids, Reimbursements and August 2009 General Fund Deposits were discussed. Hoffman moved approval of the General Fund Bills, Prepaids, Reimbursements and August 2009 General Fund Deposits, Braunschweig seconded. Motion passed. The September 2009 Trust Fund Bills and August 2009 Trust Fund Deposits were approved. Hoffman moved and Braunschweig seconded. Motion passed.

Committee Reports:

There are no committee reports at this time.

Old Business:

Budget: Falk reports on the budget to the city council next week on Wednesday, September 30th at 5:30.

Friends Update: The Friends have met with their architect and he has suggestions for providing a seating area on the children's side. After they get underway with that project, the Friends want to begin a fundraiser for the adult side.

New Business:

Coming Events: A calendar of library events for the rest of September and October was included in the packet.

Health Benefits Fair: The Health Fair for the city employees was held last Friday. We provided a basket to be used as a door prize. The library had several winners.

Transfers from Trust Account: Falk explained the current breakdown of trust funds. The Library has not been able to increase the materials budget, and at the same time the circulation numbers are up. Falk would like to take \$3729.31 from the general trust fund, grocery funds, unspecified funds and funds from recycling ink cartridges. Additionally, Falk would like to move \$1200 from the gift/books fund, which is donated by patrons for specific purchases, into the materials budget to purchase those materials. Scott Johnson moved that we move those specified monies into the materials account in the general fund. Pockat seconded. Motion passed.

Trust Investments - CD Rates: The Board considered current rates. Hoffman moved that Falk should go for the best rate for the shortest amount of time when the CDs become due and Rauch seconded. Motion passed.

Directors Report: The monthly report was handed out and comments were made. Falk handed out the state's Basic Standards for Public Libraries. Lakeshores provided a breakdown of public libraries in Racine and Walworth counties, and which of four key standards they met. The Board congratulated the Library for meeting all four key standards for our area.

WLA Conference: Conference will be held on October 21, 22, and 23. Falk may request additional funds at the next board meeting to meet conference expenses, as we have done in the past.

BPL In the News: There were many articles and calendar events in the papers this month.

Public Communication to the Board: The Village of Monica Condominium Association wanted to thank the Library for the use of our meeting room.

Falk handed out two get well cards for the Board members to sign. One card was for a board member who had surgery, and the other was for a staff member who had surgery.

Falk notified the Board that we are interviewing from within the library staff for a temporary assignment as a desk clerk position.

Meeting was adjourned at 4:43 PM. Braunschweig moved to adjourn and Rauch seconded the motion. Motion passed.

Our next meeting will be on Tuesday, October 27th at 4:00 PM in the Burlington Public Library Meeting Room.

Respectfully submitted,



Steve Rauch,
Aldermanic Representative

CITY OF BURLINGTON
AIRPORT COMMITTEE
September 24, 2009 Meeting

Thursday, September 24, 2009 at 6:00 PM.

Jerry DeLay called the meeting to order at 6:00 PM.

Present were: Jim Prailes, Arlene Runkel, David Uhen, John Hotvedt and Jerry DeLay.

Excused: Mitch Januszewski and Gary Meisner.

Motion was made by Prailes, seconded by Uhen, to accept the August 27, 2009 minutes as presented. Motion carried.

Motion was made by Uhen, seconded by Prailes, for approval of the lease for 924 Alpha Taxiway to John Pelland. Motion carried.

Prailes reported on the tentative approval of funds for the Land Use Development Plan. The amount approved was \$50,000 on an 80/20 basis.

The discussion and motion concerning the lease rates was tabled. The lease rates will be discussed at the next meeting.

There being no further business, motion was made by Hotvedt, seconded by Runkel, to adjourn the meeting at 6:15 PM. Motion carried.

Respectfully submitted,

Jerry DeLay

H:\Airport\9-24-09



CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Beverly R. Gill, City Clerk
October 20, 2009 6:30 p.m.

1. CALL TO ORDER/ROLL CALL

Mayor Miller called the meeting to order at 6:37 p.m. starting with roll call. Aldermen present were: Robert Prailes, Ed Johnson, Tom Vos, Jeff Fischer, Peter Hintz, Jim Prailes, and Steve Rauch. Alderman Katie Simenson was excused.

Staff present were: City Attorney John Bjelajac, City Administrator Kevin Lahner, Acting Police Chief Mark Anderson, Treasurer Bridget Souffrant, Department of Public Works Supervisor Dick Pieters, Department of Public Works Director Connie Wilson, Building Inspector Patrick Scherrer, and Tom Foht of Kapur Engineering.

2. CITIZENS COMMENTS

None.

3. APPROVAL OF MINUTES FROM OCTOBER 6, 2009

A motion was made by Robert Prailes with a second by Vos to approve the minutes of October 6, 2009. With all in favor, the motion carried.

4. A presentation was given by Star Burke of the Racine County Aging and Disability Resource Center (ADRC) regarding the services that are offered for Racine County residents.

5. Resolution 4364(40) to consider approving a Certified Survey Map from Clinton Bennett for property located at 418 Walnut Street to divide the lot into three parcels.

- Mayor Miller opened this item for discussion.
- There were no comments. This item will move forward to the October 20, 2009 Common Council meeting for consideration.

6. Resolution 4365(41) to consider approving an Extraterritorial Certified Survey Map from RFD II, LLC for a parcel located south of the Bypass and west of Pine Street in the Town of Burlington.

- Mayor Miller opened this item for discussion.
- There were no comments. This item will move forward to the October 20, 2009 Common Council meeting for consideration.

7. Resolution 4366(42) to consider approving an initial resolution authorizing General Obligation Bonds in an amount not to exceed \$3.5 Million to finance the Combined Department of Public Works Facility.

- Mayor Miller opened this item for discussion.
- Administrator Lahner gave a brief presentation recapping the Combined Public Works Facility project regarding the need for the building and costs associated with it. This information was also discussed at the September 10, 2009 Council meeting and the 2009 Budget Workshops.
- Alderman Vos stated he is appalled at the condition of the current DPW-Streets building and felt the city should have done a better job of maintaining the building throughout the years. He further stated he supports the need for the new building one hundred percent, but wants to be sure it will not end up in disrepair.
- Alderman Vos stated he is concerned that no hard numbers have been determined for construction costs with the city going out to bid for the bonds. Administrator Lahner responded that the detailed designs have not been done as staff is waiting to be certain the Council approves the bonds. Final figures and detailed designs should be complete by spring if the bonds are approved.
- Alderman Fischer questioned if the Council approves the bonds, is the Council then giving approval of the entire project. Administrator Lahner stated there is one more step in the approval process where the Council could vote against the project.
- Alderman Vos stated he would like to see an analysis of what the current DPW building is worth for a financial comparison. Mayor Miller stated a report regarding this information is almost complete and should be available to the Council in the next couple of weeks.
- Alderman Jim Prailes questioned if the current DPW building would be sold as is or torn down prior to sale. Administrator Lahner stated he does not feel comfortable having the building reused. Options can be explored later when preparing to sell the property.
- Alderman Fischer questioned if \$2.5 million is being charged to the General Fund and \$3.5 million is proposed to be borrowed with General Obligation Bonds, where is the other \$1.0 million coming from? Dave Wagner of Ehlers and Associates addressed the Council stating that it will be funded through the Water Fund. He further stated that the total project is estimated at \$5.0 million in which 70% would come from the General Fund and Water Fund equaling \$3.5 million and \$1.5 million would come from Wastewater Fund by way of Clean Water Fund Loans.
- There were no further comments. This item will move forward to the November 3, 2009 Common Council meeting for consideration.

8. Resolution 4367(43) to consider approving a resolution directing the publication of a Notice to Electors.

- Mayor Miller opened this item for discussion.
- There were no comments. This item will move forward to the November 3, 2009 Common Council meeting for consideration.

9. Resolution 4368(44) to consider approving a resolution providing for the sale of \$3.5 Million General Obligation Public Works Building Bonds.

- Mayor Miller opened this item for discussion.
- Mr. Wagner stated this resolution will allow Ehlers to prepare the bonds to go to market which they would like to do by January. He further stated that the City should have a better estimate of the costs for the project by January.
- Alderman Vos stated he would like the City to communicate with the public throughout the project of any increases to any services the public pays for such as taxes and water bills.
- Alderman Fischer inquired what programs are available to the City regarding financing. Mr. Wagner stated there are three programs Ehlers and Associates looked into, a State Trust Fund Loan in combination with the Build America Bond Program; a Clean Water Fund Loan which has a less than 3% interest rate; and a USDA Rural Development Loan, however this would not provide what the city would need.
- Alderman Rauch questioned how the repair to the city water wells in regards to radium removal will be funded. Administrator Lahner stated it will likely be funded through a Safe Drinking Water Fund Loan that is similar to the Clean Water Fund, however this will not take place until 2011.
- Alderman Johnson questioned what guarantee there is for funding to be around since the state is in a deficit. Mr. Wagner stated the funds will be available as the money is a dedicated fund and that state trust fund loans are protected.
- Alderman Fischer requested a rough timeline of this project to use for reference.
- There was no further discussion. This item will move forward to the November 3, 2009 Common Council meeting for consideration.

10. Ordinance 1891(12) to consider approving an amendment to Section 286-3B of the Municipal Code to increase hotel/motel room tax to a rate of 8%.

- Mayor Miller opened this item for discussion.

- Alderman Johnson inquired what the current revenue is with the 3% rate. Bridget Souffrant stated the average revenue at the current rate is \$23,000 to \$24,000 per year. If the rate is increased to 8% the estimated revenue would be about \$53,000.
- Mike Hoerner, 540 Storle Avenue, owner of the Hillcrest Bed and Breakfast addressed the Council with his concern that an increase of 5% could be detrimental to business as hotel occupancy is down twenty percent. He further stated that although the increased revenue from the room tax would benefit tourism advertising, he feels it would hurt more than help.
- John Burris, 1457 Ambelside Road, Deerfield, IL, owner of AmericInn, agreed with Mr. Hoerner and stated from his experience with other hotels he owns in the country that hotel occupancy drops where the room tax rate is high. He further stated he doesn't feel Burlington has the tourism draw to validate an 8% room tax rate.
- Alderman Vos questioned if having a room tax rate of the maximum allowed percentage was standard practice. Administrator Lahner stated it varies from community to community but there are several nearby that are at 8%.
- There were no comments. This item will move forward to the November 3, 2009 Common Council meeting for consideration.

11. OTHER MATTERS

- There were no comments.

12. ADJOURNMENT

A motion was made by Johnson with a second by Vos to adjourn the meeting. With all in favor the meeting adjourned at 7:35 p.m.

Recording Secretary
Megan E. Johnson
Assistant to the City Administrator



CITY OF BURLINGTON

Finance Department
300 N. Pine Street, Burlington, WI 53105
Phone: (262) 342-1170 Fax: (262) 342-1178
www.burlington-wi.gov

Common Council Agenda Item Number: 9	Date: October 20, 2009
Submitted By: Bridget Souffrant, Treasurer	Subject: Prepays and Vouchers

Details:

Attached please find the Voucher and Prepaid list for bills accrued through October 20, 2009:

Total Prepays:	\$ 520,291.60
Total Vouchers:	\$ 217,053.32
Reimbursements:	\$ 0.00
Grand Total:	\$737,344.92

Financial Remarks:

Executive Action:

Staff recommends that the Common Council accept these vouchers and prepaids in the amount of \$737,344.92 at the October 20, 2009 Council meeting.



CITY OF BURLINGTON

City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1171 – (262) 763-3474 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 10	Date: November 3, 2009
Submitted By: Shirley Gunderson, Deputy City Clerk	Subject: Licenses

Details:

The alcohol license lists for applications accrued through November 3, 2009 are as follows:

Licenses Recommended for Approval

Operator's Licenses

Rebecca L. Langel
Michael R. Clayton
Brian M. Finucane
Denine A. Vanderbilt
Ryan D. Marshall
Pamela S. Moritz
Bobby J. Barnech
Katrina I. Resh

"Class A" Combination

Name: Walgreens
Address: 845 Wagner Road, Deerfield IL
Agent: Renee Meloy
Trade Name: Walgreens #10584
Address: 680 Milwaukee Avenue

Class "B" Beer & "Class C" Wine

Name: Lucky Star Restaurant, LLC
Address: 864 Milwaukee Avenue
Agent: Miguel B. Aguirre
Trade Name: Lucky Star Restaurant
Address: 864 Milwaukee Avenue

Financial Remarks:

None.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the November 3, 2009 Council meeting.