



CITY OF BURLINGTON

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

AGENDA COMMON COUNCIL

Tuesday, December 1, 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 the November 17, 2009 Common Council minutes. (*K. Simenson*)
6. Letters and Communications: None.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports: 1 – 5 (*J. Fischer*)
 - Report 1 – Police & Fire Commission minutes, October 7, 2009
 - Report 2 – Airport Committee minutes, October 22, 2009
 - Report 3 – Park Board minutes, October 22, 2009
 - Report 4 – Library Board minutes, October 27, 2009
 - Report 5 – Committee of the Whole minutes, November 17, 2009
9. Payment of Vouchers. (*R. Prailes*)
10. License and Permits. (*E. Johnson*)
11. Appointments and Nominations: (*J. Prailes*)
 - A. Appointment of Election Inspectors for the 2010-2011 elections.

12. **PUBLIC HEARINGS**

None.

13. **RESOLUTIONS**

- A. Resolution 4375(51) to consider approving the 2010 Annual Budget. This item was discussed at the November 17, 2009 Committee of the Whole meeting. *(P. Hintz)*
- B. Resolution 4376(52) to consider approving an engagement letter with Patrick Romenesko, C.P.A. for the 2009 audit for the not-to-exceed amount of \$30,000. This item was discussed at the November 17, 2009 Common Council meeting. *(T. Vos)*
- C. Resolution 4377(53) to consider approving the award of a bid for Heating Ventilation and Air Conditioning from Electro-Kold for the not-to-exceed amount of \$64,186. This item was discussed at the November 17, 2009 Common Council meeting. *(S. Rauch)*

14. **ORDINANCES**

None.

15. **MOTIONS**

None.

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

17. **ADJOURNMENT** *(K. Simenson)*

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.

DRAFT

**City of Burlington
Official Minutes
Common Council
Robert Miller, Mayor
Beverly R. Gill, City Clerk
December 1, 2009**

1. CALL TO ORDER - ROLL CALL

Mayor Miller called the meeting to order at 6:36 p.m. starting with roll call. Aldermen present: Robert Prailes, Ed Johnson, Tom Vos, Jeff Fischer, Peter Hintz, Jim Prailes, Steve Rauch and Katie Simenson

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

2. PLEDGE OF ALLEGIANCE

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

3. CITIZEN COMMENTS

Ms. Joan Sutkay, 816 Echo Drive stated there has been snow plowing issues for the past eight to ten years. She sited the difficulty getting up the hill and the lateness of the day in plowing the cul-de-sac in her area. She understood that the cul-de-sac in Shiloh Hills as well as Echo Drive was always plowed last. Mr. Dick Pieters of the Department of Public Works stated that as he had not been connected to the snow plowing issues for many years, he understood that the last several years were difficult. He wanted the residents to know that the hills in the city were taken care of first regardless if they are on of a cul-de-sac.

Mr. Larry Carlson, 801 Echo Drive who lives on the very top of the cul-de-sac spoke about the city practice of plowing from the bottom of the street to the top and then nowhere to go with the snow. Mr. Pieters replied that the usual practice is to remove the snow from the cul-de-sac at a later date.

Ms. Lisa Wasik, 808 Echo Drive also had issues with the piling of the snow as high as fourteen feet tall which has resulted in the runoff ruining her retainer wall that she has to pay to repair. She also had for several years complained about the three feet of curb that is missing in front of her house which has not been replaced.

4. CHAMBER OF COMMERCE REPRESENTATIVE

None

5. APPROVAL OF COMMON COUNCIL MINUTES

A motion was made by Simenson with a second by Jim Prailes to approve the minutes of the November 17, 2009 Common Council meeting. With all in favor the motion carried.

6. LETTERS AND COMMUNICATIONS

None

7. REPORTS BY ALDERMANIC REPRESENTATIVES & DEPARTMENT HEADS

Alderman Simenson continued the conversation of the past practices of snow plowing on the cul-de-sacs. She said there is also a cul-de-sac in Shiloh Hills and because of the incline of the street she felt it should be plowed sooner rather than later in the day.

Administrator Lahner gave a brief overview of the snow plowing policies of the city. The streets are divided into "plowing sectors" and once the main plowing is done then the public lots and sidewalks are cleared.

In order of importance the streets are plowed as follows: State highways, collector streets, local through streets and then the dead-end streets, alleys and cul-de-sacs. The central business district has the snow pushed to the middle of the street and then a snow-blower is used to load the snow onto a dump truck for disposal.

Alderman Vos who lives on King's Court raised the issue of stockpiling snow and wanted the city to be more aware of this in relation to landscaping. Mr. Pieters stated that by the nature of some of these courts and cul-de-sacs the snow is piled in the center for later removal so the driveways don't become filled.

8. REPORTS 1-5

A motion was made by Fischer with a second by Hintz to approve Reports 1-5. With all in favor, the motion carried.

9. PAYMENT OF VOUCHERS

A motion was made by Bob Prailes with a second by Vos to approve Prepays (\$673,522.96), Vouchers (\$84,350.45) and Reimbursements (\$520.46) for a grand total of \$758,393.87 Roll Call Ayes: Bob Prailes, Johnson, Vos, Hintz, Jim Prailes, Rauch, Simenson and Fischer Nays: None. Motion carried 8-0.

10. LICENSES AND PERMITS

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

11. APPOINTMENTS AND NOMINATIONS

A motion was made by Jim Prailes to appoint sixty-eight election inspectors for the 2010-2011 election cycle. With a second by Simenson, all were in favor and the motion carried.

12. PUBLIC HEARINGS

None

13. RESOLUTIONS

A. RESOLUTION 4375(51) "A RESOLUTION TO CONSIDER APPROVING THE 2010 ANNUAL BUDGET"

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

B. RESOLUTION 4376(52) "A RESOLUTION TO CONSIDER APPROVING AN ENGAGEMENT LETTER WITH PATRICK ROMENESKO, C.P.A. FOR THE 2009 AUDIT FOR THE NOT-TO-EXCEED AMOUNT OF \$30,000"

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

C. RESOLUTION 4377(53) "TO CONSIDER APPROVING THE AWARD OF A BID FOR HEATING VENTILATION AND AIR CONDITIONING FROM ELECTRO-KOLD FOR THE NOT-TO-EXCEED AMOUNT OF \$64,186"

Mayor Miller stated that this resolution could be tabled and re-bid in 2010 which would necessitate the amending of the 2010 Budget. The mayor suggested that the whole project be re-bid because only two bids had been received.

Administrator Lahner explained that he was made aware of other companies that may have more expertise in this area and might be interested in the project. He further stated that the city has just applied for an Energy Efficient Block Grant and will have the results at a later date

A motion was made by Vos to table Resolution 4377(53). Rauch seconded the motion and with all in favor, the motion carried.

14. ORDINANCES ADOPTED

None

15. MOTIONS ADOPTED

None

16. OTHER MATTERS AS AUTHORIZED BY LAW

None

17. ADJOURNMENT

A motion was made by Simenson and seconded by Johnson to adjourn the meeting. With all in favor, the meeting adjourned at 7:10 p.m.

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



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: December 1, 2009
Submitted By: City Staff	Subject: Reports 1-5

Details:

Attached please find the following reports:

- Report 1 – Police & Fire Commission minutes, October 7, 2009
- Report 2 – Airport Committee minutes, October 22, 2009
- Report 3 – Park Board minutes, October 22, 2009
- Report 4 – Library Board minutes, October 27, 2009
- Report 5 – Committee of the Whole minutes, November 17, 2009

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Council accept these reports at the December 1, 2009 Common Council meeting.



CITY OF BURLINGTON

POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105
(262) 763-3717



MINUTES

**City of Burlington Police and Fire Commission
Burlington Fire Station
165 W. Washington Street
October 7, 2009**

Call to Order and Roll Call:

The meeting of the Police and Fire Commission was called to order at 6:30 p.m. by President Tom Pringle. Present were President Pringle, Commissioners John Hotvedt and Joseph Busch. Commissioners Ron Patla and Barbara Kopack-Hill were excused. Also present were Fire Chief Dick Lodle and Acting Police Chief Mark Anderson.

Public Comments:

None

Approval of Minutes:

The minutes of the September 23, 2009 special meeting of the Police and Fire Commission were approved on the motion of Commissioner Busch, seconded by Commissioner Hotvedt. Motion carries unanimously with President Pringle abstaining.

Fire Chief's Report:

Motion was made at 6:34 p.m. to convene in closed session pursuant to Section 19.85(1)(c) by President Pringle to interview and consider an applicant for the volunteer fire department; seconded by Commissioner Hotvedt. Motion carries unanimously.

Motion by Commissioner Busch, seconded by Commissioner Hotvedt, to convene in open session for discussion and possible action on said application.

Moved by Commissioner Hotvedt and seconded by Commissioner Busch to approve the application for volunteer fire department membership of Chad M. Rynders. Motion carries unanimously.

Discussion of old Police and Fire Commission Business:

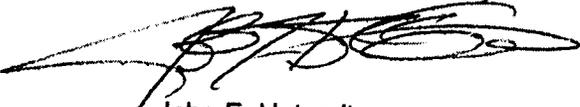
None

Discussion of new Police and Fire Commission Business, if any:

President Pringle noted that he will be meeting with representatives of the Voorhees firm to discuss the time line and other matters surrounding the process for the hiring of a police chief.

Adjournment:

Motion by President Pringle at 6:53 p.m. to adjourn. Seconded by Commissioner Hotvedt. Motion carries unanimously.


John E. Hotvedt
Secretary

CITY OF BURLINGTON
AIRPORT COMMITTEE
October 22, 2009

Thursday, October 22, 2009

Gary Meisner called the meeting to order at 6:02 p.m.

Present: Alderman Jim Prailes, Gary Meisner, Arlene Runkel,
David Uhen, John Hotvedt

Excused: Jerry DeLay, Mitch Januszewski

Prailes made a motion, seconded by Hotvedt to approve the
September 24, 2009 meeting minutes as presented. Motion carried.

Meisner reported on his meeting with City Administrator, Kevin Lahner,
concerning the Land Use Plan Development. It was decided to table the advancement
of action, pending further investigation into the City of Burlington's Land Use Plan.

The 5-Year Hangar Lease Renewal rates were discussed and action tabled pending
investigation into the present CPI index used for calculations.

There was nothing to report from the Airport Manager.

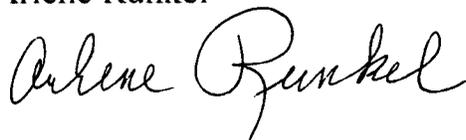
The November Airport Committee meeting will be changed to, Thursday, November
19, 2009 at 6:00 pm, due to a conflict with Thanksgiving.

There will be no City of Burlington Airport Committee meeting in December, due to a
conflict with Christmas Eve .

There being no further business, a motion was made by Hotvedt and seconded by
Prailes to adjourn the meeting. Motion carried. Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Arlene Runkel





Department of Public Works
Street & Park Department
824 Milwaukee Avenue, Burlington, WI, 53105
(262) 763-2060 – (262) 763-5492 fax
www.burlingtonwi.gov

PARK BOARD MINUTES
Thursday, October 22, 2009, 6:30 PM
165 West Washington Street, Burlington, WI 53105

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

Roll Call: Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Alderman Bob Prailes, DPW Supervisor Richard Pieters and Chairman Darrel Eisenhardt. Also present: Kevin Lahner, City Administrator. Absent: Todd Schalinske and Peter Turke. Commissioner Turke arrived at 6:37 P.M.

Approval of September 17, 2009 Minutes: Chairman Eisenhardt entertained a motion for approval of the September 17, 2009 Minutes. Motion made by Commissioner Brandt. Seconded by Commissioner Kamlager. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: Alderman Prailes stated that there was going to be a new facility built at Fischer Park by the County, and it was his understanding the building at Bushnell Park would then be turned over for City use.

DPW Supervisor Report: DPW Supervisor Richard Pieters reported that the Park bathrooms have been closed for the season and irrigation systems have been blown out. The DPW Crews are gearing up for leaf collection in addition to leaf clean up in the Parks. Tree trimming will begin soon, with many trees on the list.

New Business

a. Baseball 2000/Beaumont Field Lighting

Bud Milroy was present to discuss Lighting at Beaumont Field. Muscoe Lighting had presented an approximate estimate of \$160,000.00 to replace the complete light system. Kevin Lahner, City Administrator had gone to the City Council as part of the budget process and asked the Council to approve \$80,000 towards the lighting. Mr. Lahner asked the Park Board to consider approving \$80,000 of Park Funds towards the total cost, with \$40,000 of it being repaid by the Baseball 2000 Group over a period of 10 years, at \$4000.00, per year through donations and in-kind work.

The lighting proposal would fully furnish new lights at Beaumont field, allowing night games to continue. Additional tournaments could be held, which would also bring in

additional money to the City. Muscoe Lighting would monitor the field 24/7 and Muscoe would make any repairs necessary including changing bulbs when needed.

Tom Krause and Bud Milroy presented accomplishments by Baseball 2000 group over the years to improve the fields since the group was formed. They have done the pavilion, sprinkler system, sound system, fence repairs, aerator, field groomer, score board, to name a few, with items worth over \$300,000.00. The group has done everything it possibly can to raise funds and have in kind work done on other projects.

Kevin Lahner explained that three quotes would need to be obtained and that the contract could not just be awarded to Muscoe Lighting. He also stated there are not many companies that do the type of lighting installation needed at Beaumont field. Specs received from other companies may be somewhat different and would have to be reviewed for details.

The Park Board asked who would pay the difference if the estimate went over \$160,000.00. Mr. Lahner stated if that were to happen, he would come back to the Park Board with ideas, but he felt the \$160,000 was within the price range.

Kevin Lahner also informed the Park Board that in addition to the monies for lighting at Beaumont, he also requested as part of the budget process to approve \$25,000 yearly, to be allocated to the Park Board beginning in 2010.

After some discussion Chairman Eisenhardt entertained a motion to approve \$80,000 for the lighting installation at Beaumont field. Commissioner Follis made a motion to approve \$80,000 towards lighting, with \$40,000.00 being paid back to the Park Board from Baseball 2000 over a ten (10) year period. Kelly Kamlager seconded the motion, but wanted to add in the not to exceed amount of \$80,000.00. There was no further discussion; all voted aye, motion carried.

b. Dates for Park Tour

Richard Pieters, DPW Supervisor stated this could be done once a company has been chosen to do the Park Plan, and that the Planner could go with the Commissioners on the tour.

c. Discuss Updated Plan on Open Space and Trails Master Plan

Mr. David Burch, RLA with Bonestroo was present at Kevin Lahner's request to present the Park Board with items his company has to offer for updating the Park Plan on Open Space and Trails Master Plan. The Park Plan needs to update every five years with the State to be eligible for grant fund monies.

Mr. Burch explained that his company would help the Park Board Members focus on what direction should be taken, prioritize the Park Boards ideas and write the Park Plan document to specifications required by the State. The cost of services would be \$10,000.

There would be additional fees for submitting to the State for various grants, and costs for these services would be on a percentage basis.

Mr. Burch has 30 years experience working as a landscape architect and specifically on Park Plans and Trails. He also has a successful record of working with the DNR and several municipalities.

The New Park Plan would need to be submitted by May 2010 to qualify for grant funding. The Plan typically takes about six months, but could be accelerated if needed. The Park Board Members thanked Mr. Burch for his presentation.

After Mr. Burch's departure, the Park Board discussed the qualifications and costs associated with having the Park Plan document updated. Kevin Lahner, City Administrator stated he had interviewed several companies, and felt that Bonestroo the best. Mr. Lahner thanked the Commissioners for their time on the presentation and also for the lighting for Beaumont field.

After Mr. Lahner left, the Commissioners discussed the presentation by Mr. Burch, and were uncomfortable with no exact cost amounts being presented for ongoing or additional work. The Park Board also felt they should interview other companies to determine who they felt would represent the Park Board's needs the best. Alderman Prailes stated that Mr. Lahner's intentions were to interview several companies and pick the best one from his past experience regarding Park Plans, making it easier for the Park Board.

After some discussion, Chairman Eisenhardt asked for a vote from the Park Board on whether or not they wanted to approve hiring Mr. Burch, or if they wanted to interview additional companies and make their determination after that.

Two Commissioners voted to accept the bid from Bonestroo Company. Three voted to get two additional companies and have them at the November meeting for their presentations. Alderman Prailes stated he would contact Kevin Lahner and ask him to have two other companies at the November Park Board Meeting. The Commissioners also felt that Mr. Burch should return, with costs for additional work.

The Park Board Members were in agreement that choosing a company to write the Park Plan Document was something important and they wanted a say in who was chosen.

Old Business

a. Capitol Expenditures

To be discussed once new Park Plan documents is written.

b. Use of Bushnell Building for storage

Discussed under Alderman's Report.

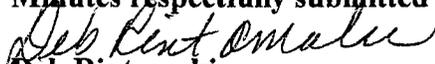
Other Items:

Commissioner Follis stated there was a big tree that came down on the hill behind the pool at Devore Park. Richard Pieters will have Aaron DeGrave look into it. Commissioner Follis also reported the fence around the tennis courts at Devore needed to be fixed along the bottom. Richard Pieters will contact Kresken Fence and ask them to take a look at it.

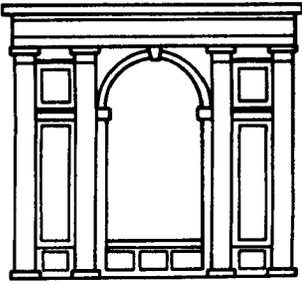
The Park Board Members asked if they could be informed via email on items that pertain to them. Alderman Prailes will ask Kevin Lahner, City Administrator for this to be done in the future.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion made by Alderman Prailes. Seconded by Commissioner Kamlager. All voted aye and Chairman Eisenhardt adjourned the meeting at 8:20 P.M.

Minutes respectfully submitted by:


Deb Rintamaki

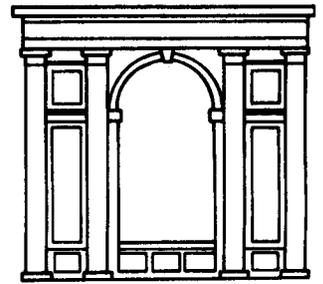
Department of Public Works



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, October 27, 2009 in the Burlington Public Library meeting room. Present were Scott Johnson, Steve Rauch, Yvonne Braunschweig, and Dianne Boyle. Excused were Pat Hurley, Pat Hoffman, Penny Torhorst, Kay Pockat, and Bridget Savaglia. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Johnson called the meeting to order at 4:05.

Minutes of the September 22, 2009 meeting were approved. Braunschweig moved, and Rauch seconded. Motion passed.

The October 2009 General Fund Bills, Prepays, Reimbursements and September 2009 General Fund Deposits were discussed. Braunschweig moved approval of the General Fund Bills, Prepays, Reimbursements and September 2009 General Fund Deposits, Boyle seconded. Motion passed. The October 2009 Trust Fund Bills and September 2009 Trust Fund Deposits were approved. Braunschweig moved and Boyle seconded. Motion passed.

Committee Reports:

There were no committee reports. Falk asked if the annual evaluation of the director, which the Personnel Committee heads up, should be postponed until January 2010, since the last evaluation was conducted in January, 2009. After discussion, the Board instructed Falk to postpone the Director's evaluation until January 2010.

Old Business:

Budget: Rauch reported that there will be a city budget meeting in early November.

Friends Update: The Friends have met with an architect and he has many good ideas. Measurements were taken and plans are being made. One of the plans is a creative children's seating area, to spark imagination.

The 2010 Friend's Fundraiser would concentrate on the adult side of the library. It would include laptops and an area set aside for them, more DVD money, and other improvements for the adult area.

Falk mentioned that the Friends Board would like to form more committees to help share their work. Falk found information on the FOLUSA website that had guidelines for goals and structure of Friends' groups. The Board discussed the suggestions and endorsed them.

New Business:

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

Trust Investments - CD Rates: In the past week the Library has rolled over one CD for 11 months at 1.76%. We have a second one coming due this week and Falk will go for the highest rate for somewhere around a one-year term.

Library Video: The City decided to link our video to their website to complement city highlight videos posted there. This is a great development in getting our library message out to the public.

Directors Report: Monthly Report: The numbers were good. The circulation is up 5.73% of last year. Last year circulation was up 10% over the year before.

Rauch reported that in the Capital Improvement Plan for the city, under future considerations, a new Library was listed along with an additional Fire Department and a new City Hall. So we are in the plans for the future improvements.

Falk reported that the Library now owns a bike chain and lock so that people can lock their bike on the rack and when they are ready to leave they just have to ask the desk for the key. This will hopefully keep the bikes off the ramp.

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

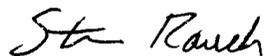
Falk reported that we have issued 3 limited cards to Love Inc. residents. One of those cards had items that were not returned. We are now running into issues with some people who do not have a driver's license or state ID. Falk has issued 2 limited cards to these people.

Public Communication to the Board: There were none at this time.

Meeting was adjourned at 4:40 PM. Braunschweig moved to adjourn and Boyle seconded the motion. Motion passed.

Our next meeting will be on Tuesday, November 17th at 4:00 PM in the Burlington Public Library Meeting Room.

Respectfully submitted,



Steve Rauch
Aldermanic Representative

DRAFT

**CITY OF BURLINGTON
Committee of the Whole Minutes
Robert Miller, Mayor
Beverly R. Gill, City Clerk
November 17, 2009 6:30 p.m.**

1. CALL TO ORDER/ROLL CALL

Mayor Miller called the meeting to order at 6:55 p.m. starting with roll call. Aldermen present were: Robert Prailes, Tom Vos, Jeff Fischer, Peter Hintz, Jim Prailes, Steve Rauch and Katie Simenson Excused: Ed Johnson

Staff present was: City Attorney John Bjelajac, City Administrator Kevin Lahner, Acting Police Chief Mark Anderson, Treasurer Bridget Souffrant, Assistant to the Administrator Megan Johnson, Fire Chief Dick Lodle, Department of Public Works Supervisor Dick Pieters, Building Inspector Patrick Scherrer, Library Director Gayle Falk and Tom Foht of Kapur Engineering

2. CITIZENS COMMENTS

None

3. APPROVAL OF MINUTES FROM NOVEMBER 3, 2009

A motion was made by Vos with a second by J. Prailes to approve the minutes of November 3, 2009. Alderman Simenson motioned to have the minutes amended to include the following additional comments by Mr. Mike Hohner "Mr. Hohner further stated his concern with building another hotel in the city as the economy is not sustainable yet. He noted that a similar Hampton Inn was recently built in Elkhorn however, he has heard business there has been poor and it might be for sale". Rauch seconded the motion to amend the minutes. Roll Call Ayes: Bob Prailes, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nays: None With all in favor the minutes were amended. The original motion to adopt the minutes was then passed with all in favor.

4. RESOLUTION 4373(49) "TO CONSIDER REJECTING THE FHWA AND WISDOT POLICY TO INSTALL SIDEWALKS ALONG GROVE, OAK AND BRIODY STREETS IN RELATION TO THE ARRA URBAN PAYMENT REPLACEMENT PROJECT"

Mayor Miller introduced Resolution 4373(49) for discussion. Vos questioned if this was brought about because of the Federal Stimulus Act. Foht explained that there had been a policy change for the Federal and State since the original project designs for these streets were submitted in the spring of 2009. Because of this policy change, there are extenuating circumstances that allow a municipality to reject this requirement which this resolution accomplishes. Foht further explained that sidewalks were not part of the original proposal and at thirty-six dollars a foot, the city would have to bear the full cost; if the city had known up front about these requirements there may have been time to make allowances for them but at this point it would put the whole funding in jeopardy.

Rauch was concerned that upon review the state could force the city to put in sidewalks. Foht felt that in discussion with DAAR Engineering (management consultant for WisDOT Local Program Projects) that the city should not be facing that possibility. Simenson suggested the city be more pro-active with new developments as it is easier to put in the sidewalks in the beginning rather than trying to add them later.

5. **RESOLUTION 4374(50) "TO CONSIDER REJECTING THE FHWA AND WISDOT POLICY TO INSTALL SIDEWALKS ALONG MARKET AND PINE STREETS IN RELATION TO THE ARRA URBAN PAYMENT REPLACEMENT PROJECT"**

Mayor Miller introduced Resolution 4374(50) for discussion. The mayor stated this was the same situation as Resolution 4373(49) but affecting different streets.

6. **RESOLUTION 4375(51) "TO CONSIDER APPROVING THE 2010 ANNUAL BUDGET"**

Mayor Miller introduced Resolution 4375(51) for discussion. A brief overview of the proposed 2010 Budget was given by the city administrator. Fischer questioned the decrease in the city tax rate yet the projected increase in the taxes paid by a homeowner. Lahner explained the slight increase in value for the residence is the reason for the increase in the amount of taxes.

Simenson questioned if the expenditures in 2008 and 2009 were actually \$6,700,000 why was the city budgeting for \$7,000,000? She stated that the city seems to overestimate the amount of money needed and was concerned with that approach. Lahner explained that the city has been fortunate in spending less than anticipated. The mayor stated that the budget is an estimate of expenditures and revenues.

Simenson also questioned the forty-three per-cent increase for attorney expenses and the continued health insurance coverage for the elected officials. Lahner explained the increase for the city attorney was due to the change in the hourly rate. The elected officials who are on the city health insurance policy will be grandfathered in but this will no longer be available to any additional elected officials.

Simenson also requested a list of the non-budgeted items that are under the limit that comes before council for approval. Simenson felt a list would provide a better understanding of what is being spent by the city.

Rauch questioned if the \$368,000 is being taken from the general fund balance could the \$96,682 also come from that source? Lahner stated that was a possibility. Vos felt the purpose of the fund balance was to maintain the highs and lows of budgeting. Vos also mentioned that the state is seven billion dollars in the hole and because of that the budgeting for municipalities will be even more difficult in years to come with the reduction in shared revenue.

Fischer understood that if council were to raise the levy by three percent that would raise \$100,000 more in revenue. Fischer was concerned with labor negotiations that were helpful this year, but how would that affect the future budget. Lahner explained that the state allows a city to surpass the three percent cap if the city's budget was under for the previous year.

7. **RESOLUTION 4376(52) " TO CONSIDER APPROVING AN ENGAGEMENT LETTER WITH MR. PATRICK ROMENSKO, C.P.A. FOR THE 2009 AUDIT FOR THE NOT-TO-EXCEED AMOUNT OF \$30,000"**

Mayor Miller introduced Resolution 4376(52) for discussion. There were no comments regarding this resolution.

8. **RESOLUTION 4377(53) "TO CONSIDER APPROVING THE AWARD OF A BID FOR HEATING VENTILATION AND AIR CONDITIONING FROM ELECTRO-KOLD FOR THE NOT-TO-EXCEED AMOUNT OF \$64,186"**

Mayor Miller introduced Resolution 4377(53) for discussion. Hintz questioned why the bid was kept local. Lahner explained that the "three bid process" was used and the concentration was on Trane equipment as this is the majority of equipment used by the city. Hintz thought the process should be handled as the street program is bid out; Lahner offered to send the whole process out for another bid. Scherrer commented that in his opinion it would be beneficial to stay with the Trane equipment. Bob Prailes stated that this is a new unit and as such we should not limit ourselves to just Trane.

9. **OTHER MATTERS**

No comments

10. **ADJOURN**

A motion was made by Rauch with a second by Fischer to adjourn the meeting. With all in favor, the meeting adjourned at 7:50 p.m.

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



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: December 1, 2009
Submitted By: Bridget Souffrant, Treasurer	Subject: Prepaids and Vouchers

Details:

Attached please find the Prepaids and Vouchers list for bills accrued through December 1, 2009:

Total Prepaids:	\$673,522.96
Total Vouchers:	\$84,350.45
Reimbursements:	\$520.46
Grand Total:	<u>\$758,393.87</u>

Options & Alternatives: Approve expenditures as presented or alter purchasing procedures.

Financial Remarks: 5 Largest Disbursements on Prepaids and Vouchers

- 1) Cooperative Plus Inc., - Purchase of 400 & 416 N. Dodge Street for \$640,371.37
- 2) James Peterson Sons, Inc. - Final Payment for the CTH P- McHenry Street Utility Improvements for \$27,738.45
- 3) Cooperative Plus Inc., - Relocation payment for \$11,999.00
- 4) Outdoor Lighting Const.Co., Inc. - Traffic signal modifications and materials for \$6,224.07
- 5) Voorhees Associates LLC - Professional services for the recruitment selection of a Chief of Police for \$4,083.00

Executive Action:

Staff recommends that the Common Council accept these Prepaids and Vouchers in the amount of \$758,393.87 at the December 1, 2009 Council meeting.



CITY OF BURLINGTON

City Clerk

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

Common Council Agenda Item Number: 10	Date: December 1, 2009
Submitted By: Beverly R. Gill, City Clerk	Subject: Licenses

Details:

The alcohol license lists for applications accrued through December 1, 2009 are as follows:

Licenses Recommended for Approval

Operator's Licenses

- Elsbury, Dustin R.
- Janicek, Tiffany A.
- Mehring, Steven A.

The Police Department has performed a background check on these applicants and recommends approval for the applicants to receive an Operator's License.

Options & Alternatives:

Financial Remarks:

Applicants are charged a fee of \$15, a portion of which funds the background checks performed by the Police Department. Business licenses fees are calculated on a case by case basis depending on the type of license applied for.

Executive Action:

Staff recommends the Common Council accept the presented licenses at the November 17, 2009 Council meeting.



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: 11	Date: December 1, 2009
Submitted By: Beverly Gill, City Clerk	Subject: Appointments

Details:

- To appoint the 68 Election Inspectors (Poll Workers) for the 2010-2011 period as listed on Attachment A.

Financial Remarks:

N/A

Executive Action:

Staff recommends that the Council accept these appointments at the December 1, 2009 Common Council meeting.

2010-2011 Poll Worker Appointments

Bauman, Betty	Lodle, Jill
Bayer, Patricia	Luetten, Louan
Behling, Irene	Malmberg, Lynn
Bergren, Jack	Marshall, Ross
Bird, Tim	McGarvey, Laura
Birkett, Nancy	Newbury, Ralph
Braunschweig, Yvonne	Nickolai, Suzanne
Brook, Sylvia	Nienhaus, Dianna
Corbett, Sue	Oldenburg, Lorraine
Dawson, Lorraine	Reed, Carol
Degen, Romyne	Roanhaus, Norma
DeGreef, Marilyn	Robers, Jane
Degreef, Phil	Robers, Phyllis
Dornacher, Larry	Schaal, Lena
Drallmeier, Marlene	Schaub, Eleanor
Epping, Lynne	Scherrer, Barbara E.
Fraser, Mary Ellen	Schlitz, Dick
Gebhard, Karlene	Siehoff, Annette
Gebhardt, Maureen	Skwierawski, Mary
Goehner, Audrey	Spiegelhoff, Louann
Goodfellow, Carole	Stein, Cynthia
Goodfellow, Maureen	Stellmacher, Constance
Hartwick, Phyllis	Stelzner, Ann
Hartwick, Robert	Strand, Luann
Heck, Ruth	Strock, Patricia
Heiligenthal, Jean	Umnus, Millie
Hurst, Mary	Vorpagel, Joyce
Ingwell, Cindy	Vudis, Marion
Jacquart, Sharon	Willis, Geraldine
Janette, Lorraine	Wortman, Margaret
Kendall, Patricia	Yopp, Valerie
Kerkman, Joan	
Krismer, Helen	
Krueger, Dorothy	
Krupski, James	
Larson, Ellen	
Larson, Romyne	



CITY OF BURLINGTON

Finance Department

300 N. Pine Street, Burlington, WI 53105
(262) 342-1170 – (262) 342-1178 fax
www.burlington-wi.gov

Common Council Agenda Item Number: 13A	Date: December 1, 2009
Submitted By: Bridget Souffrant, City Treasurer	Subject: Resolution 4375(51) to consider the proposed 2010 Budget

Details:

Attached is Resolution 4375(51) regarding the adoption of the proposed 2010 annual City Budget. The Council conducted workshops in September and October with the Department Heads to project City revenues and discuss expenditures for the next year. At this time the City has all the information that we are expected to receive in relation to the budget and have addressed all unresolved issues surrounding the budget.

Options & Alternatives:

At this time the Common Council could choose to increase or decrease the tax levy amount, thus impacting the City portion of the tax rate.

Financial Remarks:

The proposed 2010 budget shows a General Fund decrease in revenue by (3.71%) to \$6,797,687 and an increase to General Fund expenditures by 0.42% to \$7,434,371. This results in a projected reduction in the General Fund balance of (\$368,291) with a projected ending fund balance of \$2,319,322. This is thirty-one percent of General Fund expenditures for 2010. The tax levy as shown in the budget is a 1.9% increase over last year which equates to an additional \$96,682 in General Fund dollars. The existing tax levy calculates out to \$7.49 for the City portion of the tax rate compared to \$7.52 last year.

Executive Action:

This item was discussed at the November 17, 2009 Committee of the Whole meeting with a Public Hearing held the same night. It is placed on the December 1, 2009 Common Council meeting for consideration.

Resolution No. 4375(51)
Introduced by committee of the whole

**A RESOLUTION ADOPTING THE 2010 BUDGET
FOR THE CITY OF BURLINGTON**

WHEREAS, the draft 2010 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

WHEREAS, the draft 2010 Budget reflects the changes as directed by the Committee of the Whole; and,

WHEREAS, the proper notices for adoption of said budget have been published in the official newspaper for the City of Burlington; and,

WHEREAS, the budget was made available for inspection and review by the public at the Office of the City Clerk of the City of Burlington for the necessary time as required by law and at the Burlington Public Library; and,

WHEREAS, a public hearing has been conducted by the Common Council of the City of Burlington and comments of all citizens and other interested parties received, and the budget has been duly and completely reviewed by the Common Council with regards to appropriation and expenditures.

NOW, THEREFORE, BE IT RESOLVED that the 2010 City of Burlington Budget in the following amounts is hereby approved:

	Fund Balance 01/01/10		Total Revenues		Total Expenditures		Fund Balance 12/31/10
Governmental:							
General	\$ 2,687,613	\$	7,227,687	\$	7,595,978	\$	2,319,322
Library	2,224		745,292		747,516		0
Block Grant	393,844		122,541		153,463		362,922
TIF 3 RLF Loan	514,439		10,755		525,194		-
Wehmoff	54,793		1,125		-		55,918
Park Development	251,380		53,000		174,200		130,180
Library Trust	122,154		9,900		6,040		126,014
DeRozier	47,038		675		-		47,713
Debt Service -TIF 3	2,734,289		3,991,184		3,027,038		3,698,435
Debt Service	0		643,148		643,148		0
Capital Projects - Infr.	1,002,798		-		410,868		591,930
Storm Water	13,278		25		-		13,303
Façade Grants	18,737		25		15,000		3,762
TIF 4	-		889,179		760,727		128,452
Downtown Redev	115,262		3,500		95,000		23,762
Capital Replacement	1,507,380		522,000		227,500		1,801,880

	Fund Balance 01/01/10	Total Revenues	Total Expenditures	Fund Balance 12/31/10
Enterprise:				
Wastewater	1,881,789	3,474,044	2,590,675	2,765,158
Water	545,054	678,183	648,281	574,956
Airport	282,614	81,200	28,462	335,352
Internal Service:				
Self Insurance	1,031,952	1,483,701	1,036,340	1,479,313
	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 13,206,638	\$ 19,937,163	\$ 18,685,430	\$ 14,458,371

BE IT FURTHER RESOLVED that the Common Council of the City of Burlington does authorize the taxation of property in the City of Burlington for collection of taxes to meet and operate pursuant to said budget for the fiscal and calendar year 2010.

Introduced: November 17, 2009
 Adopted:

 Robert Miller, Mayor

Attest:

 Beverly R. Gill, City Clerk



CITY OF BURLINGTON

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

Common Council Agenda Item Number: 13B	Date: December 1, 2009
Submitted By: Bridget Souffrant, City Treasurer	Subject: Resolution 4376(52) to approve an engagement letter with Patrick Romenesko for the 2009 audit for the not-to-exceed amount of \$30,000.

Details:

Attached is a copy of Patrick Romenesko's letter of engagement outlining his services and the purpose of the 2009 Annual audit of the City's financial operations. Mr. Romenesko has provided this service well for many years and has good knowledge of the City's financial operations.

I recommend that the Common Council accept the engagement letter from Patrick Romenesko for the not-to-exceed amount of \$30,000 and approve his services for the 2009 Annual audit.

Options & Alternatives:

The Common Council could choose to not accept the engagement letter from Mr. Romenesko and put the service out to bid. This would largely delay the time frame of our audit because we are heading into the busy season for auditors and we would end up being last on the list with a new auditor. We would also lose the advantage of working with an auditor that is familiar with our operations and accounts, thus incurring a more significant fee to conduct the audit.

Financial Remarks:

The cost for the 2007 audit was \$25,300 and Mr. Romenesko worked with the City due to efficiencies gained and held the same rate for the 2008 audit. The cost for the 2009 audit has increased by \$4,700 which is largely due to increased regulations in how auditors must view and report on internal controls, thus resulting in more time and responsibility for the auditors.

Executive Action:

This item was discussed at the November 17, 2009 Committee of the Whole meeting and is placed on the December 1, 2009 Common Council agenda for consideration.

Resolution No.: 4376(52)
Introduced by committee of the whole

**A RESOLUTION APPROVING AN ENGAGEMENT LETTER WITH
PATRICK ROMENESKO, C.P.A. FOR THE 2009 AUDIT FOR THE
NOT-TO-EXCEED AMOUNT OF \$30,000.00**

WHEREAS, the City of Burlington is required by law to participate in an annual audit of its accounts;
and,

WHEREAS, Patrick W. Romenesko, CPA, is a licensed and fully qualified Certified Public
Accountant in the State of Wisconsin; and,

WHEREAS, Patrick Romenesko has previously performed these auditing services for the City
of Burlington in a satisfactory and timely manner.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, Racine
County and Walworth County, State of Wisconsin approves acceptance of auditing services from
Patrick W. Romenesko, S.C. for the audit of the City's fiscal year 2009 accounts as outlined in the
attached November 4, 2009 Letter of Engagement.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized and directed to
execute this agreement on behalf of the City.

Introduced: November 17, 2009
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk



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: 13C	Date: December 1, 2009
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4377(53) to approve Heating, Cooling, Ventilation and Air Conditioning Upgrades to City Hall in the amount of \$64,186.

Details:

The 2009 Equipment Replacement Fund includes Heating, Cooling Ventilation and Air Conditioning Upgrades for City Hall. The project includes retrofitting existing second floor meeting room ductwork and installing two high efficiency HVAC systems. Additionally, it includes a new high efficiency gas fired furnace. This furnace was added to the bid as an additional item after inspection revealed the boiler currently in use has an extremely high level of inefficiency and wear due to age. The boiler has had two leaks in the past year, and more are expected to occur if the issue is not addressed immediately. The addition of the new furnace added \$22,237 to the original budget amount. The HVAC upgrades came in below the originally budgeted amount of \$46,000.

Bid Notices were delivered to Vorpagel, Electro-Kold and A-Z Refrigeration. Bids were received from Vorpagel and Electro-Kold with a bid rejection from A-Z Refrigeration. Vorpagel's bid price was \$69,835 the bid received from Electro-Kold's was \$64,186.

Options and Alternatives:

The boiler system currently in place at City Hall for the second floor is quite old and has needed repairs to the internal mechanisms. It is uncertain the amount of life left on the boiler system or the efficiency of the unit. The City could reject all the bids and rebid the project. Alternatively, the city could award the bid to Vorpagel, even though the price was greater. However, if the bids are rejected there will not be enough time to receive and award bids during 2009 and the appropriation would lapse. It would have to be added to the 2010 budget.

Financial Remarks:

This item has been included in the 2009 Equipment Replacement Fund under Administration, Finance, Water, Mayor and Building Inspection. The original project is \$4,051 under the budgeted amount. The addition of the gas furnace adds \$18,186 to the originally budgeted amount to be funded from the Equipment Replacement Fund. The City has applied for an Energy Efficiency Block Grant from the Department of Commerce, which would, if awarded, pay for 75 percent of the projects cost. The application deadline was November 12.

Executive Action:

This item was discussed at the November 17, 2009 Committee of the Whole meeting and is placed on the December 1, 2009 Common Council agenda for consideration.

**A RESOLUTION APPROVING THE AWARD OF THE BID FOR HEATING VENTILATION
AND AIR CONDITIONING FROM ELECTRO-KOLD
FOR THE NOT-TO-EXCEED AMOUNT OF 64,186**

WHEREAS, on June 1, 2004 the Common Council did approve Resolution 3812(18), a Resolution Adopting a Purchasing Policy for the City of Burlington; and,

WHEREAS, the Purchasing Policy requires that all non-construction contracts exceeding \$15,000 are to be reviewed and approved by the Common Council; and,

WHEREAS, City Hall has a need for HVAC Upgrades with funds budgeted in the 2009 Annual City Budget; and,

WHEREAS, the City of Burlington hand delivered a Notice to Bidders for various dealers in Burlington, Wisconsin; and,

WHEREAS, the bids were received by the City which were opened and reviewed by City staff on Thursday, November 12, 2009; and,

WHEREAS, the City Administrator does recommend acceptance of the bid from Electro-Kold or the not-to-exceed price of \$64,186.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the bid for Heating, Ventilation and Air Conditioning Upgrades be awarded to Electro-Kold for the not-to-exceed amount of \$64,186.

Introduced: November 17, 2009
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk