



AGENDA
COMMON COUNCIL
Tuesday, July 5, 2011

**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 Common Council minutes for June 21, 2011. (*P. Hintz*)
6. Letters and Communications: (*T. Vos*)
 - A. Alderman Jim Prailes will be absent from the July 5th COW and Council meetings.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports 1-9: (*S. Rauch*)
 - Report 1 – Board of Public Works minutes, March 31, 2011
 - Report 2 – Burlington Housing Authority Annual Report, May, 2011
 - Report 3 – Special Housing Authority minutes, May 18, 2011
 - Report 4 – Burlington Housing Authority minutes, May 19, 2011
 - Report 5 – Park Board minutes, May 19, 2011
 - Report 6 – Library Board minutes, May 24, 2011
 - Report 7 – Airport Committee minutes, May 26, 2011
 - Report 8 – Historic Preservation Commission minutes, May 26, 2011
 - Report 9 - Committee of the Whole minutes, June 21, 2011
9. Payment of Vouchers. (*K. Simenson*)
10. Licenses and Permits. (*J. Fischer*)
11. Appointments and Nominations: None

12. **PUBLIC HEARINGS:**

- A. A Public Hearing to hear public comment regarding a resolution to vacate an unimproved public right-of-way identified as East Washington Street lying between East Main Street and East Wisconsin Street, with reversion of title to such land to the abutting property owners and to amend the Official Map of the City of Burlington to show the same. (*R. Prailes*)

13. **RESOLUTIONS:**

- A. Resolution 4479(4) to vacate an unimproved public right-of-way identified as E. Washington Street east of N. Main Street and west of N. Wisconsin Street with reversion of title of such land to the abutting property owners. This item was discussed at the May 17, 2011 Committee of the Whole meeting. (*E. Johnson*)
- B. Resolution 4482(7) to approve an amendment to a Letter of Agreement between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2011. This item was discussed at the June 21, 2011 Committee of the Whole meeting. (*P. Hintz*)
- C. Resolution 4487(12) to award of bid for the Riverside Park Improvement Project to Augie's Excavating in the amount of \$134,843.68. This item was discussed at tonight's Committee of the Whole meeting. (*S. Rauch*)
- D. Resolution 4488(13) to consider approving Contract Change Order Number One with Scherrer Construction Co. for the Radium Removal Project in the amount of \$57,464. This item was discussed at tonight's Committee of the Whole meeting. (*T. Vos*)

14. **ORDINANCES:**

- A. Ordinance 1927(4) to approve the Ward Redistricting Plan for the City of Burlington, Racine and Walworth Counties. This item was discussed at the June 21, 2011 Committee of the Whole meeting. (*K. Simenson*)
- B. Ordinance 1928(5) to amend Chapter 50-4A, Council Meetings, of the Municipal Code. This item was discussed at tonight's Committee of the Whole meeting. (*J. Fischer*)

15. **MOTIONS:**

- A. Motion 11-714 to approve the 2010 Annual Audit as prepared by Patrick Romenesko. This item was discussed at the June 21, 2011 Committee of the Whole meeting. (*R. Prailes*)
- B. Motion 11-715 to approve a Certificate of Appropriateness Application in the Historic Preservation Overlay District for 132 W. Chestnut Street. This item was discussed at tonight's Committee of the Whole meeting. (*E. Johnson*)
- C. Motion 11-716 to approve a Certificate of Appropriateness Application in the Historic Preservation Overlay District for 404 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. (*P. Hintz*)

- D. Motion 11-717 to approve two Certificate of Appropriateness Applications and Sign Permit in the Historic Preservation Overlay District for 388 N. Pine Street. This item was discussed at tonight's Committee of the Whole meeting. (*T. Vos*)
- E. Motion 11-718 to approve a Certificate of Appropriateness Application and Sign Permit in the Historic Preservation Overlay District for 189 E. Chestnut Street. This item was discussed at tonight's Committee of the Whole meeting. (*S. Rauch*)
- F. Motion 11-719 to reschedule the July 19, 2011 Committee of the Whole and Common Council meetings to July 18, 2011 due to the Primary Election. This item was discussed at tonight's Committee of the Whole meeting. (*K. Simenson*)

16. **ADJOURN INTO CLOSED SESSION** (*J. Fischer*)

- 1. Wis. Stats 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons requiring a closed session.
 - Consideration of offers to purchase city-owned property.

17. **RECONVENE INTO OPEN SESSION** (*R. Prailes*)

- 1. Consideration on recommendations from the City Council.

18. **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

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: 5	Date: July 5, 2011
Submitted By: Beverly R. Gill, City Clerk	Subject: Meeting Minutes

Details:

Attached please find the Common Council meeting minutes from June 21, 2011. Staff recommends approval of these minutes.

Options & Alternatives:

N/A

Financial Remarks:

None.

Executive Action:

Staff recommends that the Common Council approve these minutes at the July 5, 2011 Common Council meeting.

DRAFT

City of Burlington
Official Minutes
Common Council
Robert Miller, Mayor
Beverly R. Gill, City Clerk
June 21, 2011

1. **CALL TO ORDER - ROLL CALL**

Mayor Bob Miller called the meeting to order at 8:07 p.m. starting with roll call. Aldermen present: Bob Prailes, Ed Johnson, Peter Hintz, Jim Prailes, Tom Vos, Steve Rauch, Katie Simenson Excused: Jeff Fischer

Also present: City Administrator Kevin Lahner, City Attorney John Bjelajac, Lt. Mark Anderson Treasurer Steve DeQuaker, Assistant to the Administrator Megan Johnson, Library Director Gayle Falk,

2. **PLEDGE OF ALLEGIANCE**

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

3. **CITIZEN'S COMMENTS-None**

4. **CHAMBER OF COMMERCE REPORT-None**

5. **APPROVAL OF COMMON COUNCIL MINUTES FOR JUNE 7, 2011**

A motion was made by Rauch with a second by Johnson to approve the Common Council Minutes of June 7, 2011. With all in favor, the motion carried.

6. **LETTERS AND COMMUNICATIONS-None**

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

Bob Prailes had been contacted by Mr. Mike Digiovanni, 649 Edgewood Drive requesting a stop sign be placed on the corner of Ridgeview and Edgewood. Due to the large number of employees that exit from Mt. Carmel, Mr. Digiovanni has requested a stop sign to slow the traffic. Lt. Anderson stated there is a "Yield" sign in place but the Police Department has been made aware of the situation and were monitoring it.

8. **REPORTS 1-2**

A motion to approve Reports 1-2 was made by Simenson with a second by Hintz. With all in favor, the motion carried.

9. **PAYMENT OF VOUCHERS**

A motion was made by Vos with a second by Hintz to approve pre-paid, vouchers and reimbursements in the amount of \$402,513.16. Vos questioned the bill from Creative Brick and if they had repaired all of the problems. Lahner replied that the city should do an annual assessment and budget accordingly for the repairs. Because of the extensiveness of the repair this year, Lahner did not anticipate such a large amount for next year. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Simenson Nays: None Motion carried 7-0

10. **LICENSES AND PERMITS**

A motion was made by Bob Prailes with a second by Simenson to approve licenses as presented. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Simenson Nays: None Motion carried 7-0

11. **APPOINTMENTS AND NOMINATIONS-None**

12. PUBLIC HEARING-None

13. RESOLUTIONS

A. RESOLUTION 4480(5) "A RESOLUTION TO APPROVE THE 2010 DEPARTMENT OF NATURAL RESOURCES COMPLIANCE MAINTENANCE ANNUAL REPORT"

A request for a second reading and a motion to approve was made by Johnson with a second by Simenson. With all in favor, the motion carried.

B. RESOLUTION 4483(8) "A RESOLUTION TO AWARD THE BID TO PURCHASE PORTABLE RADIOS FOR THE POLICE DEPARTMENT TO GENERAL COMMUNICATIONS FOR THE NOT-TO-EXCEED AMOUNT OF \$47,979"

A request for a second reading and a motion to approve was made by Jim Prailes with a second by Vos. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Simenson Nays: None Motion carried 7-0

C. RESOLUTION 4484(9) "A RESOLUTION TO AUTHORIZE THE SUBMITTAL OF A GRANT APPLICATION TO THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES FOR THE RECREATIONAL TRAILS ACT GRANT"

A request for a second reading and motion to approve was made by Hintz with a second by Bob Prailes. It was suggested by Bob Prailes that the city proceed with the grant application and let the Park Board decide whether to accept the grant. Lahner replied that it may be possible to amend the grant down if accepted. Roll Call Ayes: Bob Prailes, Jim Prailes, Vos, Rauch, Simenson Nays: Johnson, Hintz Motion carried 5-2

14. ORDINANCES

A. ORDINANCE 1926(3) "AN ORDINANCE TO AMEND THE MUNICIPAL CODE TO CREATE CHILD SAFETY ZONES AND RESIDENTIAL RESTRICTIONS APPLICABLE TO SEX OFFENDERS AND TO PROVIDE FOR ENFORCEMENT"

A request for a second reading and motion to approve was made by Vos with a second by Hintz. Simenson commented that she wished there would have been a buffer zone as part of this ordinance, as that is what was requested by the people but, she was glad that something was done. Roll Call Ayes: Bob Prailes, Johnson, Hintz, Jim Prailes, Vos, Rauch, Simenson Nays: None Motion carried 7-0

15. MOTIONS-None

16. ADJOURN INTO CLOSED SESSION PER WIS. STATS 19.85(1)(E) DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC FUNDS OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRING A CLOSED SESSION"

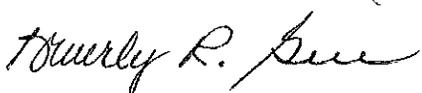
A motion was made by Rauch with a second by Simenson to adjourn into closed session. With all in favor, the closed session began at 8:17 p.m.

17. RECONVENE INTO OPEN SESSION

A motion was made by Bob Prailes with a second by Johnson to reconvene into Open Session. With all in favor the open session began at 9:10 p.m. There were no recommendations from closed session.

18. ADJOURNMENT

A motion was made by Bob Prailes with a second by Jim Prailes to adjourn the meeting. With all in favor, the meeting adjourned at 9:11 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 Item Number: 6A	Date: July 5, 2011
Submitted By: Alderman Jim Prailes	Subject: Correspondence

Details:

Alderman Jim Prailes will be absent from the July 5th Committee of the Whole and Common Council meetings.

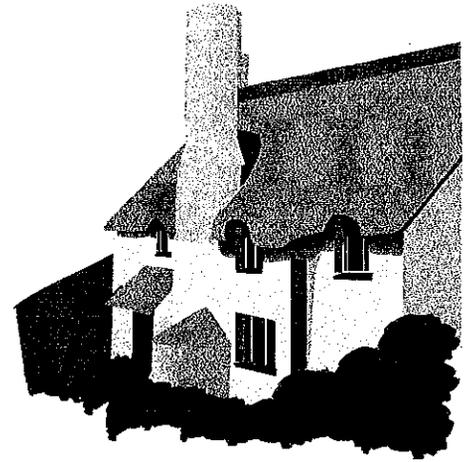
Executive Action:

For information only.

JAMES PRAILES CONST.
408 SO. PERKINS BLVD.
BURLINGTON, WISC. 53105
763-7322

492-1158 (AREA CODE 262)

TO: CITY OF BURLINGTON
ATT: BEV GILL



BEV, PLEASE HAVE ME EXCUSED FROM THE JULY 5th 2011
COUNCIL MEETING AS I'LL BE OUT OF TOWN AT THAT TIME.

THANK YOU,

JIM PRAILES



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: July 5, 2011
Submitted By: City Staff	Subject: Reports 1-9

Details:

Attached please find the following reports:

- Report 1 – Board of Public Works minutes, March 31, 2011
- Report 2 – Burlington Housing Authority Annual Report, May, 2011
- Report 3 – Special Housing Authority minutes, May 18, 2011
- Report 4 – Burlington Housing Authority minutes, May 19, 2011
- Report 5 – Park Board minutes, May 19, 2011
- Report 6 – Library Board minutes, May 24, 2011
- Report 7 – Airport Committee minutes, May 26, 2011
- Report 8 – Historic Preservation Commission minutes, May 26, 2011
- Report 9 - Committee of the Whole minutes, June 21, 2011

Options & Alternatives:
N/A

Financial Remarks:
None.

Executive Action:
Staff recommends that the Council accept these reports at the July 5, 2011 Common Council meeting.

**Board of Public Works
2011 Street and Sidewalk improvement Program
Thursday, March 31, 2011
9:00 a.m.
Department of Public Works Building
2200 South Pine Street**

The Board of Public Works was called to order by Mayor Robert Miller at 9:10 a.m. with the following in attendance: Mayor Robert Miller, Attorney John Bjelajac, Alderman Katie Simenson, Utility Manager Ms. Connie Wilson, Engineering Tech Judy Gerulat and Mr. Mike Timmers of Kapur Engineering

	A.W. Oakes & Sons	Payne & Dolan	Poblocki Paving	RR Walton	Wanasek Corp.
	Racine, Wi	Kenosha, Wi	West Allis, Wi	Whitewater, Wi	Burlington, Wi
Total Base Bid	166,795.45	177,369.40	259,395.16	162,261.32	183,513.30
Alt Bid- Wehmhoff Parking Lot	18,210.00	16,937.00	34,165.00	16,988.80	17,514.00
Bid Guaranty	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond

A motion was made by Ald. Simenson to refer the bids to the city's engineering staff for recommendation. Attorney Bjelajac seconded the motion and all were in favor.

A motion was made by Alderman Simenson to adjourn the meeting. Atty. Bjelajac seconded the motion and with all in favor, the meeting adjourned at 9:16 a.m.

Respectfully submitted,



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

**CITY OF BURLINGTON HOUSING AUTHORITY
RIVERVIEW MANOR PROJECT**

**ANNUAL HOUSING AUTHORITY REPORT
May, 2011**

- I. **COMMISSIONER APPOINTMENTS,**
(Mayor appointments ratified by City Council)
a) Appointment of Ralph R. Heck – Commissioner – Term 2016

II **ANNUAL ELECTION BY COMMISSIONERS OF HOUSING AUTHORITY OFFICERS**

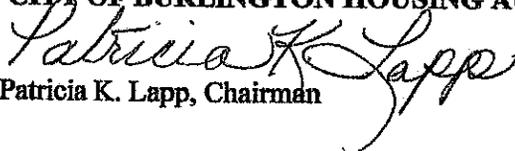
<u>Office</u>	<u>Name</u>	<u>Location</u>	<u>Commission Term</u>
Chairman	Patricia Lapp	Burlington, WI	2015
Vice Chairman	Charles Stuble	Burlington, WI	2013
Secretary	Ralph R. Heck	Burlington, WI	2016
Commissioner	LeRoy Stoehr	Burlington, WI	2014
Commissioner	Kelly Iselin	Burlington, WI	2015

III **ANNUAL CITY OF BURLINGTON HOUSING AUTHORITY
RIVERVIEW MANOR MANAGEMENT REPORTS:**
(forwarded to Rural Development)

- a) Annual Audit for 9/1/09 to 8/31/10 by Patrick W. Romenesko, S.C., CPA.
b) Actual Budget to 8/31/10 (approved).
c) List of C.B.H.A. Officers and terms.
d) Insurance Coverage Report

IV **COPY OF ANNUAL AUDIT FOR CITY OF BURLINGTON:**
a) Chairman Lapp to deliver a copy of Riverview Manor Annual Audit to
Mayor, Robert Miller

CITY OF BURLINGTON HOUSING AUTHORITY-RIVERVIEW MANOR PROJECT:


Patricia K. Lapp, Chairman


Ralph R. Heck, Secretary

**City of Burlington Housing Authority
Riverview Manor**

May 18, 2011

A special meeting of the City of Burlington Housing Authority was held on Wednesday, May 18th. 2011, at 1:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stublely, Secretary Heck and Commissioner Stoehr, Commissioner Iselin was excused.

Following roll call, meeting adjourned into closed session to interview three applicants for a part-time position available at Riverview Manor to assist Manager Henning with her duties. Quick Book proficiency was a most important qualification required in the interviewing process. The applicants applying and interviewed for the position included Cheryl Oaks, Mary Hurst and Deb Ratkowski. All were given equal time to provide their qualifications, answer and ask questions and discuss the position in general with board members. After interviewing each one individually, they were informed a decision would be made at the regular monthly board meeting on the following day, May 19th. and they would be notified within several days of the boards choice.

The meeting reconvened into open session and there being no further business, meeting was adjourned at 4:10 P.M.



Ralph Heck, Secretary

**City of Burlington Housing Authority
Riverview Manor**

May 19, 2011

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, May 19th. 2011, 6:30 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stuble, Secretary Heck, Commissioners Stoehr, Iselin and Resident Manager, Dorothy Henning.

Minutes from the April 20th. 2011 meeting was dispersed to board members and a motion was made by Iselin, seconded by Stoehr to approve the minutes as read, carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of April 30, 2011

Talmer Bank FBC	\$ 36,235.67
M&I Bank	<u>\$ 15,131.80</u>
TOTAL	\$ 51,367.47

OCCUPANCY REPORT:

Manager Henning reported that all units are occupied with 11 on the waiting list for one bedroom unit and 3 for two bedroom units.

BUILDING AND MAINTENANCE:

- A motion was made by Heck, seconded by Stoehr to accept the bid from Poblocki Paving for patching, sealing and re-striping the parking lot at Riverview Manor. Motion carried unanimously.
- Board members discussed the replacement of 94 numbered parking signs in the lot at Riverview and Manager Henning reported on the signs available that she felt would fit our needs. A motion was made by Stoehr, seconded by Heck and carried unanimously to purchase the signs as discussed.
- Manager Henning is receiving carpet cleaning proposals for cleaning the halls and common areas.

- **Manager Henning and the board members discussed the purchase of a new computer from Micro-Computer Services . A motion was made by Heck, second by Stuble and carried unanimously to purchase the unit with installation at an approximate cost of \$1,000.00.**

COMMUNICATIONS:

- **Copies of the monthly bills and operating statement were dispersed and reviewed by board members.**
- **Several residents contacted Manager Henning regarding their displeasure with Time Warner Cable and expressed interest in Dish and or Direct T.V.Service.**

NEW BUSINESS:

- **A possible rent increase was discussed. Manager Henning will work on the budget to deem if necessary for the next fiscal year.**
- **After reviewing applications received and discussion by board members, the part-time position for office assistant will be offered to Cheryl Oaks at a starting salary of \$12.50 per hour with review after 3 months.**
- **Raises for Riverview employees were approved by board members with increases as follows: Keith – Maintenance +.50 to \$15.50 per hour
Pat B. – Housekeeping + .50 to 12.10 “ “
Manager Henning + 5% to \$1,842.34 monthly.**

UNFINISHED BUSINESS:

ADJOURNMENT:

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned 7:30 P.M. The next monthly meeting is tentatively scheduled for June 23rd., 2011


Ralph Heck, Secretary



Department of Public Works
Street & Park and Water Departments
2200 S. Pine Street, Burlington, WI 53105
(262) 539-3770 (262) 539-3773
www.burlington-wi.gov

CITY OF BURLINGTON PARK BOARD MINUTES
THURSDAY, May 19, 2011

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Jon Schultz, Peter Turke, Alderman Bob Prailes, Director of Public Works Connie Wilson, Student Chase Robers

Chairman Darrel Eisenhardt called the meeting to order at 6:34 P.M.

Present: Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Jon Schultz, Alderman Bob Prailes, Chairman Darrel Eisenhardt, Connie Wilson, Director of Public Works, Kevin Lahner, City Administrator and Student Representative Chase Robers. **Excused:** Peter Turke.

Approval of April 21, 2011 Minutes: Chairman Eisenhardt entertained a motion to approve the April 21, 2011 Minutes. Motion to approve made by Commissioner Follis. Seconded by Commissioner Kamlager. All voted aye, motion carried.

Citizens Comments: None

Aldermanic Report: None

DPW Supervisor Report: Connie Wilson, DPW Director distributed an Agenda she had received from the latest Chocolate Fest meeting. Chairman Eisenhardt questioned who was having the craft fair in Echo Park, as no one had come before the Park Board for any part of Chocolate Fest as had been done in previous years. Ms. Wilson was unaware of this, but stated she would bring the concerns back to the Chocolate Fest Committee Members.

New Business:

Introduction of new Park Board Member Jon Schulz: Chairman Eisenhardt introduced and welcomed Jon Schulz, who was appointed to the Park Board Committee by Mayor Bob Miller.

Prioritize Comprehensive Plan by Park Board Members: Kevin Lahner, City Administrator was present and stated the Echo Park sidewalk, along Milwaukee Avenue, would not be done in 2011. Although the project was not going to be paid through Park Funds, Chairman Eisenhardt was concerned that if cost sharing grant dollars would be available, it would be prudent to proceed with the project at a later date to save Burlington a portion of the costs.

The Park Board Members discussed various other grant eligible projects the Park Board would like prioritized for 2012. There was discussion regarding playground equipment, ADA accessibility for all parks, and various other

items such as the possibility of disc golf. Mr. Theisen stated that passive use or nature based trails grant applications have a good possibility of getting approved.

After lengthy discussion, Chairman Eisenhardt entertained a motion to approve up to \$2000.00 to Schreiber Anderson for processing a grant application for either a bike trail from Echo to Steinhoff Park or the shoreline at Wehmhoff-Jucker Park. Motion to approve made by Commissioner Follis. Seconded by Commissioner Kamlager. All voted aye, motion carried. Kevin Lahner, City Administrator will email information to Board Members after he receives info back from Mr. Theisen.

Blake Theisen, Schreiber, Anderson Associates/tentative for updates: Blake Theisen of Schreiber, Anderson Associates was present to present an update on Riverside Park, which will be going out to bid sometime in June. The procedure was discussed regarding the bid process and who would be opening the bids. It was determined that the bids would be opened by the Board of Public Works, and given to the lowest qualified bidder. Mr. Theisen would work with Kevin Lahner, City Administrator on notification and bid process.

Mr. Theisen outlined the scope of the project and answered questions presented by the Park Board Members. There will be two fishing platforms to the water edge, meeting ADA requirements. Root wads will be anchored into the river bed in larger areas where needed. Although there will some trees removed, there will also be 22 new trees that are hydrolytic to the area. The path will be 10 to 15' from the River, with two bike racks and three benches placed throughout. Labor and/or materials provided by City crews can be used to offset the City's portion of the grant.

Old Business: None

Other Items: Mr. Theisen stated that a particularly successful way to raise funds for Parks is to get people to take ownership of a particular park in their neighborhood. They can do various items to help with maintenance in the parks such as placing mulch around trees or fund raising. This item to be discussed further at the June meeting.

Kevin Lahner, City Administrator stated that it would be beneficial to the Park Board if there was a Development Fund Policy Book, which would have an application for any group seeking Park Board Funds, in addition to justification for wanting the funds. Mr. Lahner will prepare the draft and bring it back before the Park Board. All Committee Members thought it was a good idea.

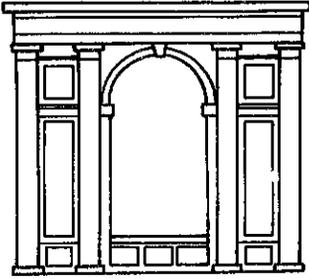
Chairman Eisenhardt read a thank you letter from Linda Lueder of 4H, thanking the Park Board for allowing the 4H Junior Leaders to run their Homeless Night Out event at Echo Park, where they raised \$950.00 for TLC.

There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Alderman Prailles. Seconded by Commissioner Kamlager. Chairman Eisenhardt adjourned the meeting at 8:17 P.M.

Minutes Respectfully Submitted by:


Deb Rintamaki

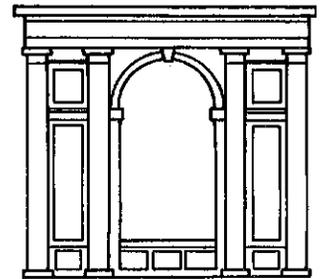
Department of Public Works



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, May 24, 2011 in the Burlington Public Library Meeting Room. Present were Steve Rauch, Pat Hoffman, Penny Torhorst, Kay Pockat, and high school representative, Evelyn Dillman. Excused were Dianne Boyle, Scott Johnson, Pat Hurley, Mike Kelly and High school representative Nicole Durand. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:18.

Election of Officers and Committee Appointments: Hoffman moved and Rauch seconded the motion to postpone the election of officers and committee appointments to the June meeting. Motion passed.

Minutes of the April 12, 2011 meeting were approved. Hoffman moved, and Rauch seconded. Motion passed.

The May 2011 General Fund Bills, Prepaids, Reimbursements and April 2011 General Fund Deposits were discussed and approved. Hoffman moved approval and Rauch seconded. Motion passed.

Hoffman moved and Rauch seconded the motion to approve the May Trust Fund Bills and the April Trust Fund Deposits. Motion passed.

Committee Reports: The budget meetings will be starting early this year. Falk will let the Board know when she has heard anything.

Federated Library Report: The Library Trustee dinner is this Thursday evening.

Old Business:

Friends: The Friends have sent out the fundraising letter. We have received many donations and also a large donation from Runzheimer.

New Business:

Falk gave the board a handout with the National Library Week survey results. Falk explained that she is being reimbursed for the National Library Week prizes which were inadvertently left off the bill list last month.

Joy has been going to the schools and school groups have been coming to the library for tours and she was able to give them the information about Summer Reading Program. She has been able to reach several hundred students in the last few weeks.

Recognition of Student members: Evelyn Dillman was present and Falk presented her with a certificate and also a gift certificate. The Board members thanked her for being on the Library Board and hoped that she enjoyed her time with them.

Procedures for Overdue Items: Falk reported that the City Attorney has written the letter that will be sent to a patron that has not responded to the previous overdue letters sent to them. This notifies the patron that the matter will be referred to the police. The police will then contact the patron and, if the materials are not returned, the police will issue a ticket for theft. This will result in a fine and possible court appearance. Hoffman moved and Rauch seconded the motion to accept the procedure as presented to the board. Motion passed.

Now that we have the procedure letter accepted we can start to lend out our kindles. We were waiting until we had a way of assuring that we could get them back.

Budget updates: Falk discussed the preliminary library budget deficit for 2010 projected by the accountants. The auditor has reversed some of their entries and our 2010 expenses are projected to be about \$6000 under budget.

Directors Report: Gayle reported that the walk-in and circ numbers were down but the internet and reference numbers are up.

BPL in the news: Board members discussed the many newspaper articles attached. President Torhorst requested that in the future we cite, but not copy, articles for everyone, to save paper.

Public Communication to the Board: The Library received a thank you from Vicki Biehn for the use of the display case.

Meeting was adjourned at 4:50 PM. Hoffman moved and Rauch seconded. Motion passed.

Our next meeting will be on Tuesday, June 28th at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,

A handwritten signature in black ink that reads "Steve Rauch". The signature is written in a cursive, slightly slanted style.

Steve Rauch,
Aldermanic Representative

CITY OF BURLINGTON
AIRPORT COMMITTEE

Date: May 26, 2011

Meeting was called to order at 6:06 pm

Present:

Gary Meisner
Arlene Runkel
David Uhen
John Hotvedt

Excused:

Alderman Jim Frailes
Jerry DeLay
Kevin Remer

Motion was made by Uhen, seconded by Hotvedt, to approve the April 28, 2011 minutes as written. Motion carried.

Open Floor Audience comments: None

Airport Manager's Report:

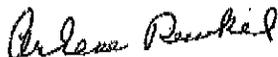
West wind sock will be replaced or repaired as needed.

There being no further business, motion was made by Runkel, seconded by Uhen, to adjourn the meeting. Motion carried.

Meeting was adjourned at 6:15 pm.

Respectfully submitted,

Arlene Runkel
Secretary





City of Burlington

HISTORIC PRESERVATION COMMISSION MEETING MINUTES THURSDAY, MAY 26, 2011

Call to Order

The meeting was called to order by Chairman Stelling at 6:39 p.m.

Roll Call

Present: Chairman Tom Stelling, Commissioners Judy Stone, Joel Weis and Jeff Erickson. Commissioners Peter DeRosier, Maria Veronico-Ventura and Alderman Peter Hintz were excused. Building Inspector/Zoning Administrator Patrick Scherrer was also present. Tina Chitwood of Racine County Economic Development Corporation was excused. A quorum was present.

Citizen Comments

There were no citizen comments.

Approval of April 28, 2011 Minutes

Chairman Stelling entertained a motion. Commissioner Stone motioned to approve the minutes of the April 28, 2011 meeting. Commissioner Erickson seconded. All aye. Motion carried.

166 E. Jefferson St., Burlington Public Library – Certificate of Appropriateness

Chairman Stelling entertained a motion. Commissioner Erickson motioned to approve the Certificate of Appropriateness to replace the current door with a metal door and frame. Commissioner Weis seconded. All aye. Motion carried.

404 and 412 N. Pine Street, Mark Starzyk – Certificate of Appropriateness

Mark Starzyk was present and inquired that if his window gets broken again, does he have to come back before the commission for approval. Chairman Stelling responded saying that since it would be maintenance he would not have to. Chairman Stelling entertained a motion. Commissioner Weis motioned to approve the Certificate of Appropriateness for the octagon window. Commissioner Stone seconded. All aye. Motion carried. Chairman Stelling commented to Mr. Starzyk that it

would be nice if he would restore the building to its original historic condition. Mr. Starzyk stated that he might have considered it earlier on after he initially purchased the building if the commission had originated back then.

After some discussion regarding options for the front egress door (36" x 86") leading to the upstairs apartments Mr. Starzyk agreed to either repair it or get estimates for a new door. The commission strongly encouraged Mr. Starzyk to replace the door as he could be reimbursed for up to 50 percent of the cost through a façade grant with the commission. Chairman Stelling stated that he will contact Mr. Starzyk with the name of a contractor who can do the millwork. Chairman Stelling entertained a motion. Commissioner Weis motioned to table this matter until Mr. Starzyk brings us his final choice for the door and Commissioner Erickson seconded. All aye. Motion carried.

388 N. Pine Street, Trend Setters, Linda LeClaire – Certificate of Appropriateness – Sign, Certificate of Appropriateness – Awning, Sign Permit Application and Façade Grant Application

There were no representatives appearing for this matter. After some discussion it was the general consensus by the commission that the sign does not look historic enough due to the colors, letter-styling and size. Chairman Stelling entertained a motion. Commissioner Stone motioned to table this matter along with the awning and façade grant applications as they are all contingent on one another and Commissioner Erickson seconded. All aye. Motion carried.

Discussion of Current Projects and Response Team Updates

Building Inspector Scherrer stated that a Notice of Violation has been sent to Greg Howe of the Jasmine Tree at 109 E. Chestnut St. giving him 60 days to paint his building the colors that were approved by the commission or he will be issued citations.

Review of Grant Funding Status

Chairman Stelling stated that he was unclear of how to read the report. He stated that he is not sure how much monies the commission has left and the commission agreed. A call will be placed to Tina Chitwood of Racine County Economic Development Corporation to determine the amount.

Status of Wisconsin Historical Society Certified Local Government subgrant application process

Chairman Stelling stated that the application process is moving along and we should have more concrete news in July from Joe DeRose of the Wisconsin Historical Society.

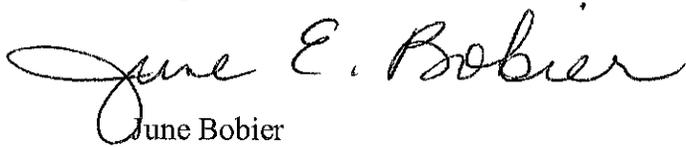
Discussion Concerning Potential/Future Projects and Notices of Violations in the Historic Preservation Overlay District

Commissioner Stelling stated that there were no items to report.

Adjournment

Chairman Stelling entertained a motion. Commissioner Weis moved to adjourn the meeting and Commissioner Stone seconded. All aye. Motion carried. The meeting was adjourned at 7:41 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "June E. Bobier". The signature is written in black ink and is positioned above the printed name.

June Bobier
Administrative Assistant
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: July 5, 2011
Submitted By: Beverly R. Gill, City Clerk	Subject: Licenses

Details:

OPERATOR'S LICENSES

Aldred, Andrew M.	Martin, Nicole M.
Alvarez, Norma E.	Mitton, Randy D.
Andrews, Sylvia A.	Moritz, Pamela S.
Baer, Ashley L.	Muellenbach, Erwin F.
Baumeiser, Michelle A.	Olson, Corinne L.
Bayer, Darlene R.	Pelican, Nancy L.
Befancourt, Amy S.	Richveis, Allysa A.
Blank, Gary L.	Richveis, Richard H.
Block, Kelly M.	Sanderson, Kendal A.
Chapman, James D.	Schatzka, Jessica D.
Clunie, Michael P.	Taylor, Richard H.
Dietschweiler, Melissa S.	Thomas, Heather L.
Dorrington, Casey D.	Thomsen, Jennifer M.
Downey, Erica R.	Tucker, Abigail R.
Fiore, Shawna L.	VanWormer, Jennifer L.
Fortin, Kimberly A.	Wiemer, Michael E.
Gabl, James J.	Wiltsey, Gary L.
Gardner, Kirsten B.	Zavaleta, Olga
Holbek, Cotie J.	
Holbek, Patricia A.	
Koch, Jean A.	
Koke, Amanda R.	
Kortner, Kaile R.	
Kruse, Nichole M.	
Lange, Heather L.	
Linneman, Kimberly J.	
Lust, Tammy L.	
Lutz, Constance L.	
Maccaux, Brenda S.	
Manthei, Ronald S.	
Martin, Jeffery R.	

Financial Remarks:

Applicants are charged a fee of which a portion 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 July 5, 2011 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 Item Number: 12A	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Public Hearing for Resolution 4479(4) to consider vacating a portion of Washington Street between N. Main and N. Wisconsin Streets.

Details:

It was discovered by staff after review of an abutting property building request that the official map still identifies Washington Street, between N. Main Street and N. Wisconsin Street, as an existing right-of-way. This right-of-way was originally platted back in 1839 however a roadway was never installed. The north portion of this right-of-way contains the restroom for Benson Park and mature trees. The south portion contains mature trees, a portion of an accessory building at 325 N. Wisconsin St. and a portion of the primary structure at 324 N. Main St. Vacating this right-of-way is simply a housekeeping matter.

Options & Alternatives:

For public comment only.

Financial Remarks:

N/A

Executive Action:

This item is for public discussion at the July 5, 2011 Common Council meeting.

**CITY OF BURLINGTON
NOTICE OF HEARING**

NOTICE IS HEREBY GIVEN by the Common Council of the City of Burlington, Racine County, Wisconsin, that a public hearing and action on a Resolution providing for the discontinuance of an unimproved public right-of-way will be held by the Common Council in the Council Chambers at the Police Department, 224 East Jefferson Street, Burlington, Wisconsin during the meeting of the Common Council on July 5, 2011 beginning at 6:30 P.M. or shortly thereafter.

Said Resolution is to vacate an unimproved public right-of-way identified as East Washington Street lying between East Main Street and East Wisconsin Street is identified as follows:

A part of the Northeast $\frac{1}{4}$ of Section 32, T.3N., R.19E. of the 4th P.M., City of Burlington, Racine County, Wisconsin, more particularly described as follows:

All that portion of E. Washington St. right-of-way, lying easterly of the easterly right-of-way line of N. Main St. and westerly of the westerly right-of-way line of N. Wisconsin St., abutting Blocks 22 and 36 of the Original Plat of the City of Burlington. Containing approximately 0.4 acres of land.

The reversion of title to such land to the abutting property owners at 416 E. Washington Street, 324 N. Main Street and 325 N. Wisconsin Street and to amend the Official Map of the City of Burlington accordingly.

NOTICE IS FURTHER GIVEN that at said hearing opportunity will be given to any person or persons, whether or not represented by agent or attorney, to be heard either for or against the requested street discontinuance, title reversion and map amendment; and

FURTHER that owners of frontage on the portion of the street to be discontinued or within 2,650 feet of the ends of the portion to be discontinued have the right to file written objection to the proposed discontinuance pursuant to Wis. Stat. s.66.1003.

Dated at Burlington, Wisconsin, this 18th day of May, 2011.

BY ORDER OF THE COMMON COUNCIL
Beverly Gill, Clerk

Posted 6/7/2011

Published as a Class III Notice in the Burlington Standard Press on 6/9/11, 6/16/11 and 6/23/11.



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

Common Council Item Number: 13A	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution 4479(4) to vacate a public right-of-way known as Washington Street between Main St. and Wisconsin St.

Details:

It was discovered by staff after review of an abutting property building request that the official map still identifies Washington Street, between N. Main Street and N. Wisconsin Street, as an existing right-of-way. This right-of-way was originally platted back in 1839 however a roadway was never installed. The north portion of this right-of-way contains the restroom for Benson Park and mature trees. The south portion contains mature trees, a portion of an accessory building at 325 N. Wisconsin St. and a portion of the primary structure at 324 N. Main St. Vacating this right-of-way is simply a housekeeping matter.

The introduction of this resolution at the May 17th Committee of the Whole meeting began the vacation process. State statute requires that there be a forty day gap between the introduction of the resolution and a Public Hearing. The Plan Commission reviewed this item and recommended approval at their June 14, 2011 meeting. The abutting property owners were served notice of this vacation and the Public Hearing by the Police Department in May.

Options & Alternatives:

The Council may choose to deny this right-of-way vacation and keep the area as is.

Financial Remarks:

By approving this vacation approximately 1/5 of an acre will be put back on the tax roll.

Executive Action:

This item was discussed at the May 17, 2011 Committee of the Whole meeting and is place on the July 5, 2011 Common Council meeting for consideration.



Division of Transportation System Development
Southeast Regional Office
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: (262) 548-5903
Facsimile (FAX): (262) 548-5662

E-Mail: waukesha.dtd@dot.wi.gov

June 08, 2011

Megan E. Johnson
City of Burlington
Administration Department
300 N. Pine Street
Burlington, WI 53105

Re: Vacation of RW identified as East Washington Street

Dear Ms. Johnson:

Pursuant to your Resolution Letter dated 05/23/11, stating Notice given to vacate Public R/W identified as East Washington street located in the City of Burlington.

The Wisconsin Department of Transportation does not object to your Public Road R/W Vacation Resolution.

Any question pleased contact Charles Gilbertson at 262 548-6704.

A handwritten signature in cursive script that reads "Charles Gilbertson".

Charles Gilbertson
System Planning
DTSD SE Region

A RESOLUTION TO VACATE AN UNIMPROVED PUBLIC RIGHT-OF-WAY IDENTIFIED AS EAST WASHINGTON STREET EASTERLY OF NORTH MAIN STREET AND WESTERLY OF NORTH WISCONSIN STREET IN THE CITY OF BURLINGTON, WITH REVERSION OF TITLE TO THE ABUTTING PROPERTY OWNER LANDS PURSUANT TO WIS. STAT. § 66.1005; AND TO AMEND THE OFFICIAL MAP OF THE CITY OF BURLINGTON TO SHOW THE SAME

WHEREAS the Common Council of the City of Burlington has the power to discontinue the whole or any part of any street within the corporate limits of the City pursuant to Wis. Stat. § 66.1003 when the public interest requires it; and

WHEREAS the discontinuance of a public right-of-way results in reversion of title to the owners of the adjoining lands pursuant to Wis. Stat. § 66.1005; and

WHEREAS the Common Council of the City of Burlington has the power to amend the official map of the City of Burlington pursuant to Wis. Stat. § 62.23(6); and

WHEREAS E. Washington Street lying between N. Main Street and N. Wisconsin Street in the City of Burlington was dedicated as public right-of-way in the Original Plat of the City of Burlington, dated May 24, 1839;

WHEREAS this Resolution was introduced to the Common Council at its meeting held on _____; and

WHEREAS the Plan Commission recommended to the Common Council the adoption of this Resolution at its meeting held on _____; and

WHEREAS the Common Council held a public hearing on this Resolution at least 40 days after introduction of this Resolution, after the required notice to the abutting property owners and publication of a Class 3 notice, pursuant to Wis. Stat. § 66.1003 on _____; and

WHEREAS the Common Council of the City of Burlington has considered whether such vacation would be in the public interest, and hereby determines that it is in the public interest to vacate, abandon and discontinue the described portion of said dedicated street, and as much land as is feasible should be returned to the tax rolls.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington, pursuant to the above and Wis. Stat. § 66.1003, that a public right-of-way identified as E. Washington Street between N. Main Street and N. Wisconsin Street in the City of Burlington as reflected on the Exhibit attached hereto and made a part hereof, is hereby vacated and discontinued as required by the public interest pursuant to Wis. Stat. § 66.1003.

BE IT FURTHER RESOLVED that reversion of title to the owners of the adjoining lands pursuant to Wis. Stat. § 66.1005.

BE IT FURTHER RESOLVED that the Official Map of the City of Burlington is hereby amended pursuant to the above and Wis. Stat. § 62.23(6).

BE IT FURTHER RESOLVED that the City Clerk shall file a certified copy of this Resolution with the Register of Deeds for Racine County.

Introduced: May 17, 2011

Adopted:

Robert Miller, Mayor

Attest:

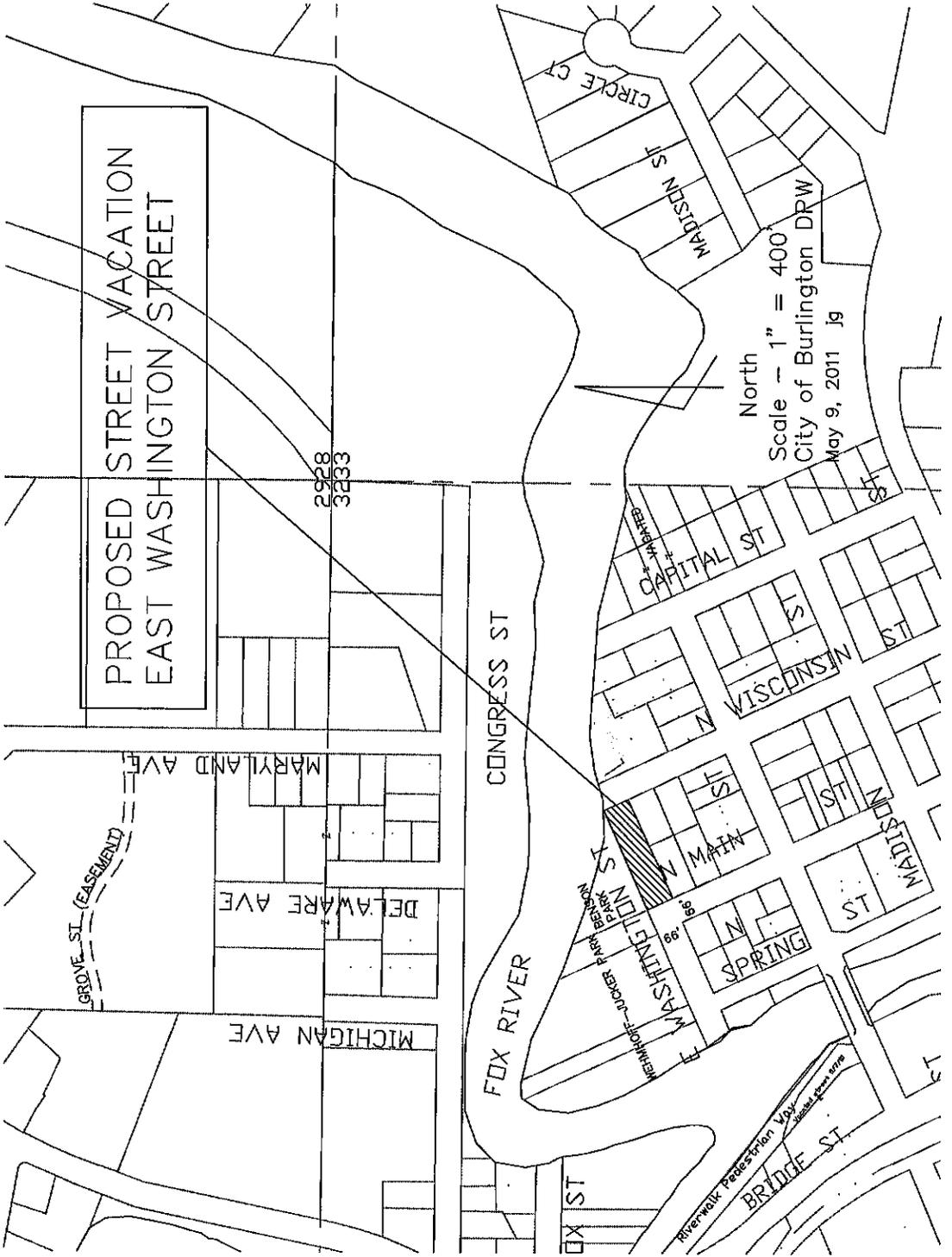
Beverly R. Gill, City Clerk

Exhibit A

LEGAL DESCRIPTION FOR EAST WASHINGTON STREET VACATION

A part of the Northeast $\frac{1}{4}$ of Section 32, T.3N., R.19E. of the 4th P.M., City of Burlington, Racine County, Wisconsin, more particularly described as follows:

All that portion of E. Washington St. right-of-way, lying easterly of the easterly right-of-way line of N. Main St. and westerly of the westerly right-of-way line of N. Wisconsin St., abutting Blocks 22 and 36 of the Original Plat of the City of Burlington. Containing approximately 0.4 acres of land. All of the above being in the City of Burlington, Racine County, State of Wisconsin.



PROPOSED STREET VACATION
EAST WASHINGTON STREET

2928
3233

North
Scale -- 1" = 400'
City of Burlington DPW
May 9, 2011 Jg

GROVE ST (EASEMENT)

MARYLAND AVE

DELAWARE AVE

MICHIGAN AVE

CONGRESS ST

FOX RIVER

OX ST

WASHINGTON ST

SPRING ST

WISCONSIN ST

CAPITAL ST

MADISON ST

CIRCLE CT

BRIDGE ST

Riverwalk Pedestrian Way

WASHINGTON ST

MAIN ST

MADISON ST

ST

ST

ST



CITY OF BURLINGTON

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

Common Council Item Number: 13B	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Resolution to consider amending the Letter of Agreement between the City of Burlington and the Racine County Economic Development Corporation.

Details:

Please see the enclosed amendment to the Letter of Agreement between the City and the Racine County Economic Development Corporation (RCEDC). The proposed new language more accurately reflects the current working relationship between RCEDC and the City. The language focuses on economic development activities such as industrial recruitment and retention. The changes will focus on RCEDC's surveying efforts, with an emphasis on manufacturing companies, recruitment/retention efforts, and regional cooperation. It will delete provisions which have largely been completed, or which the city has taken on more responsibility. It also increases the reporting to the Common Council from semi-annually to quarterly.

Options & Alternatives:

The Common Council could reject these changes and retain the current agreement. Additional changes could also be proposed that reflected the Common Council's priorities.

Financial Remarks:

The proposed changes do not have any financial impact.

Executive Action:

This item was discussed at the June 21, 2011 Committee of the Whole meeting and is placed for the July 5, 2011 Common Council meeting for consideration.

**A RESOLUTION APPROVING AN AMENDMENT TO A LETTER OF AGREEMENT
BETWEEN THE CITY OF BURLINGTON AND THE RACINE COUNTY ECONOMIC
DEVELOPMENT CORPORATION (RCEDC) FOR 2011**

WHEREAS, the *Racine County Economic Development Corporation* provides economic development, community development, and related technical assistance to the City of Burlington; and,

WHEREAS, the *Racine County Economic Development Corporation* also coordinates this assistance on a day-to-day basis with the City Administration, as well as coordinating the discussion of policy-related issues with the City Administration, the Mayor and City Council; and,

WHEREAS, Common Council of the City of Burlington entered into an agreement with the *Racine County Economic Development Corporation* for 2011 on January 18, 2011; and,

WHEREAS, the City of Burlington believes that it is in the City's best interest to amend said agreement to decrease the *Racine County Economic Development Corporation's* involvement in community development to move toward a more active economic development service; and,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that an amendment to the Letter of Agreement with the *Racine County Economic Development Corporation* for 2011, as stated in the attached agreement (Exhibit "A"), dated June 3, 2011 shall be adopted.

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

Introduced: June 21, 2011
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk



CITY OF BURLINGTON

Department of Public Works
Streets, Parks and Water Department
2200 S. Pine St., Burlington, WI, 53105
(262) 539-3770 – (262) 539-3773 fax
www.burlington-wi.gov

Committee of the Whole Item Number: 5	Date: July 5, 2011
Submitted By: Connie Wilson, Director of Public Works	Subject: Resolution 4487(12) to consider approving the award of the Riverside Park Shoreline and Trail Improvements to Augie's Excavating and Grading, Inc. for the Total Base Bid of \$134,843.68.

Details:

The Board of Public Works opened four bids for the Riverside Park Shoreline and Trail Improvements on Thursday, June 16, 2011. Based upon the recommendation by the City's Consultant, SAA Design Group, Inc, staff recommends that the bid be awarded to the lowest, most responsive bidder, Augie's Excavating and Grading, Inc. for the Total Base Bid of \$134,843.68. The bid is over SAA Design Group by \$9,658.68.

Options & Alternatives:

The alternative would be to do no work at all however this project was approved by Council in the Parks, Open Space and Trails Plan.

Financial Remarks:

Funding will be from Park Development Funds and DNR grant with a 50/50% split.

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and due to the timeliness and contract constraints, it is placed on tonight's July 5, 2011 Common Council meeting for consideration.

A RESOLUTION APPROVING THE AWARD OF THE RIVERSIDE PARK SHORELINE AND TRAIL IMPROVEMENTS TO AUGIE'S EXCAVATING AND GRADING, INC., FOR THE TOTAL BASE BID OF \$134,843.68

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the Riverside Park Shoreline and Trail Improvements on June 2, and June 9, 2011 and,

WHEREAS, bids received by the City were opened and reviewed at the Board of Public Works bid opening on June 16, 2011 and forwarded to the City's Consultant, SAA Design Group, Inc. for final review; and,

WHEREAS, the City's Consultant, and the Director of Public Works have reviewed the bids and based on the consultant's recommendation, we recommend acceptance of the lowest, most responsive bid from Augie's Excavating and Grading, Inc., a copy of which is attached hereto, and made a part thereof; and,

WHEREAS, the City's Consultant, and the Director of Public Works have recommended approval of the Base Bid for \$134,843.68.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Riverside Park Shoreline and Trail Improvements bid be awarded to Augie's Excavating and Grading, Inc., for the Total Base Bid of \$134,843.68.

Introduced: July 5, 2011
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk

**Schreiber Anderson
Associates**

717 John Nolen Drive

Madison, WI 53713

t 608.255.0800

f 608.255.7750

www.saa-madison.com

June 23, 2011

Connie Wilson
Director of Public Works
2200 S. Pine Street
Burlington, WI 53105

RE: Riverside Park Shoreline and Trail Improvements Bid Award

Dear Connie,

We are writing this letter in reference to the bid opening for Riverside Park Shoreline and Trail Improvements that took place Thursday, June 16th at the Burlington Public Works building at 9:00 AM CST.

We have checked the 4 submitted bids and have not found any errors or omissions in the bid forms and deem all of the contractors qualified to perform the requested work.

The 4 bids received were Augie's Excavating, Inc at \$134,843.68; CHLS at \$141,748.36; RR Walton & Company at \$152,786.25; and Native Construction at \$155,622.50. SAA's estimate was \$125,185.00.

On that basis, we recommend Augie's Excavating, Inc., be awarded the project based on their low bid of \$134,843.68.

Please contact our office if you have any questions.

Best Regards,



Gil H. Jevne, ASLA
Associate/Project Manager
SAA Design Group

Cc: Blake Theisen, SAA Design Group



Owner: City of Burlington
 Date: 6-16-2011
 Time: 9:00am

BID TABULATION

SAA #2437

Item No.	Item	Qty.	Unit	RR Walton & Company			CHILS			Augie Excavating, Inc.			Native Construction		
				Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total	Unit cost	Item Total		
1	Mobilization	1	ls	\$ 500.00	\$ 500.00	\$ 750.00	\$ 750.00	\$ 250.00	\$ 250.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
2	Silt fence	220	lf	\$ 2.50	\$ 550.00	\$ 5.45	\$ 1,199.00	\$ 1.25	\$ 275.00	\$ 1.50	\$ 330.00	\$ 1,500.00	\$ 330.00		
3	Turbidity barrier	1	ls	\$ 13,100.00	\$ 13,100.00	\$ 3,000.00	\$ 3,000.00	\$ 15,646.40	\$ 15,646.40	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00		
4	Tracking pad	1	ea	\$ 1,500.00	\$ 1,500.00	\$ 900.00	\$ 900.00	\$ 925.00	\$ 925.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		
5	General site clearing	1	ls	\$ 4,400.00	\$ 4,400.00	\$ 800.00	\$ 800.00	\$ 350.00	\$ 350.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
6	Fearthwork	1	ls	\$ 3,200.00	\$ 3,200.00	\$ 2,500.00	\$ 2,500.00	\$ 505.40	\$ 505.40	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		
7	Concrete pads	260	sf	\$ 6.00	\$ 1,560.00	\$ 8.07	\$ 2,098.20	\$ 10.58	\$ 2,750.80	\$ 7.50	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00		
8	CIP foundations	12	cy	\$ 200.00	\$ 2,400.00	\$ 508.33	\$ 6,099.96	\$ 563.34	\$ 6,760.08	\$ 550.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00		
9	Riprap	1,455	cy	\$ 74.50	\$ 108,397.50	\$ 73.53	\$ 106,986.15	\$ 59.46	\$ 86,514.30	\$ 55.00	\$ 80,025.00	\$ 80,025.00	\$ 80,025.00		
10	Geotextile fabric	805	sy	\$ 3.75	\$ 3,018.75	\$ 2.41	\$ 1,940.05	\$ 3.22	\$ 2,592.10	\$ 3.50	\$ 2,817.50	\$ 2,817.50	\$ 2,817.50		
11	Fishing platform	2	ea	\$ 6,700.00	\$ 13,400.00	\$ 7,200.00	\$ 14,400.00	\$ 6,625.00	\$ 13,250.00	\$ 8,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00		
12	Benches (assemble & install)	3	ea	\$ 120.00	\$ 360.00	\$ 225.00	\$ 675.00	\$ 92.00	\$ 276.00	\$ 200.00	\$ 600.00	\$ 600.00	\$ 600.00		
13	Bike Rack (install only)	2	ea	\$ 200.00	\$ 400.00	\$ 200.00	\$ 400.00	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00	\$ 300.00	\$ 300.00		
TOTALS					\$ 1,527,862.25	Total	\$ 1,417,483.36	Total	\$ 1,348,443.68	Total	\$ 1,556,622.50	Total	\$ 1,556,622.50		



Department of Public Works

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

Committee of the Whole Item Number: 6	Date: July 5, 2011
Submitted By: Connie Wilson, Director of Public Works	Subject: Resolution 4488(13) to consider approving the Contract Change Order of the Radium and Gross Alpha Treatment System for Wells No. 9 and No. 10 the Total Change of \$65,760.

Details:

As detailed in the attached memo, the Radium and Gross Alpha Treatment Systems for Wells No. 9 and No. 10 project requires approval of Contract Change Order #1. Pursuant to a review and recommendation by the City Engineer and the Director of Public Works, it is recommended that Contract Change Order #1 be approved for Scherrer Construction Co., Inc., for the amount of \$65,760, increasing the total contract amount to \$1,736,760. This project is required to bring the City of Burlington drinking water supply back into compliance with the US EPA Safe Drinking Water standards addressing the Wisconsin DNR Noncompliance letter dated April 30, 2009.

Please see the attached memorandum from John Grosskreutz, Kapur & Associates, for more details regarding the costs and need for this Change Order.

Options & Alternatives:

The common council could choose to deny this change order.

Financial Remarks:

This project was submitted and approved to the Safe Drinking Water Loan Program in June 2010. This project also qualified for 10% Principal Forgiveness for the entire project cost including engineering and contingences. The cost of the change order will be covered by the Safe Drinking Water Loan.

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and due to the timeliness, it is placed on tonight's July 5, 2011 Common Council meeting for consideration.

Resolution No. 4488(13)
Introduced by: Committee of the Whole

**A RESOLUTION APPROVING CONTRACT CHANGE ORDER NUMBER ONE WITH
SCHERRER CONSTRUCTION COMPANY, INC FOR THE 2010 RADIUM REMOVAL
PROJECT FOR WELLS 9 AND 10 IN THE AMOUNT OF \$65,760**

WHEREAS, Resolution 4472(56) approved the award of bid to Scherrer Construction Company, Inc. for the Radium Removal Project for Wells 9 and 10 in the amount of \$1,671,000 ; and,

WHEREAS, the City of Burlington entered into a contract with Scherrer Construction Company, Inc. for said improvements on April 6, 2011; and,

WHEREAS, it was determined that unforeseen items were needed with the Radium Removal Project at Wells 9 and 10, consisting of relocating the new building and backwash tank at Well 9; reconfiguring the water line valve at Well 10; and offsetting the twelve inch watermains, adding a Tonka Simul-Wash system, adding slurry backfill for underground utilities and adding insulation to the tops of the backwash tanks at both Wells 9 and 10, which has resulted in a \$65,760 Change Order, a copy of which is attached hereto as "Exhibit A" and made a part hereof; and,

WHEREAS, said Change Order One in the amount of \$65,760 has been recommended for approval by the City Engineer; and,

WHEREAS, the new contract price including Change Order Number One is for the not-to-exceed amount of \$1,736,760.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that Change Order One is hereby approved in the amount of \$65,760.

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

Introduced: July 5, 2011
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk

MEMORANDUM TO THE CITY OF BURLINGTON

To: Connie Wilson
From: John Grosskreutz
Date: June 28, 2011
Re: Contract Change Order Request for Scherrer Construction Co., Inc.
Radium and Gross Alpha Treatment Systems for Well #9 & #10

Attached please find a copy of Contract Change Order #1 and Justification of the additional cost for the **Radium and Gross Alpha Treatment Systems for Well #9 & #10** construction projects. This CCO is for the following items:

- Insulation to tops of backwash tanks at Well #9 (\$520) & Well #10 (\$460). We recommend adding this to the project to extend the life of the backwash tank and protect it from frost damage. Topsoil and final stabilization will be added on top of the insulation.
- Slurry backfill for underground utilities below roadway to connect the radium system at Well #9 (\$2,033) & Well #10 (\$2,809). This is added to the project per the Permit requirements for Work within the Public Right-of-Way.
- Tonka Simul-Wash System at Well #9 (\$19,225) & Well #10 (\$19,225). We recommend adding this to the project to reduce the water consumption for the backwash system specific to Tonka Equipment. It was not in original contract documents to encourage competitive bidding for the HMO treatment system. **The payback period is calculated at 5 years per site, calculations are enclosed.**
- Offset existing 12" watermain in the street for installation of sanitary sewer at Well #10 (\$5702). This is required due to an elevation conflict with the existing watermain and new sanitary sewer. Standard bury elevation for watermain in the City of Burlington is six feet to the top of pipe, this is assumed for design because the actual elevation can only be verified when the pipe is exposed. The watermain at this location was nine feet to top of pipe.
- Valve reconfiguration of 12" water lines at Well #10 (\$4800). This is required due to elevation conflicts with underground utilities with storm sewer, pipe chase, reservoir, and well house.
- Offset existing 12" watermain in Weiler Road for installation of sanitary sewer at Well #9 (\$5482). This is required due to an elevation conflict with the existing watermain and new sanitary sewer. Standard bury elevation for watermain in the city of Burlington is six feet to the top of pipe, this is assumed for design because the actual elevation can only be verified when the pipe is exposed. The watermain at this location was five feet to top of pipe.
- Move new building and backwash tank two feet north at Well #9 (\$2419). This is required due to the conflict with water lines installed from existing well house and underground reservoir. Due to poor soils, extra undercut was required and extra engineered backfill was required.

Let me know if you have any questions or comments.

Thank you

● Page 1



Kapur & Associates, Inc. ~ 6025 S. Pine Street ~ Burlington, WI 53105 ~ Phone 262.767.2747 ~ Fax 262.767.2750 www.kapurengineers.com

C:\Users\mcgan\AppData\Local\Microsoft\Windows\Temporary Internet Files\OLK86BC090175_CCO1_Memo.doc

**A RESOLUTION APPROVING THE AWARD OF THE RADIUM REMOVAL PROJECT FOR
WELLS 9 AND 10 TO SCHERRER CONSTRUCTION IN THE AMOUNT OF \$1,671,000**

WHEREAS, the City of Burlington did post a Class 2 Notice to Bidders for the Radium Removal Project on March 3 and March 10, 2011 and,

WHEREAS, bids received by the City were opened and reviewed at the Board of Public Works bid opening on March 17, 2011 and forwarded to the City Engineer for final review; and,

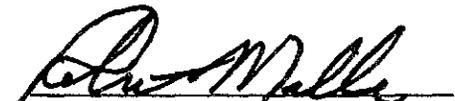
WHEREAS, the City Engineer, and the Director of Public Works have reviewed the bids and recommend acceptance of the lowest, most responsive bid from Scherrer Construction, a copy of which is attached hereto, and mad a part thereof; and,

WHEREAS, the City Engineer, and the Director of Public Works have recommended approval of the total Base Bid for \$1,671,000.

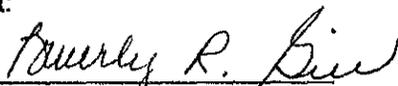
NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Burlington that the Radium Removal Project for Wells 9 and 10 bid be awarded to Scherrer Construction, for the not-to-exceed amount of \$1,671,000.

Introduced: April 6, 2011

Adopted: April 6, 2011


Robert Miller, Mayor

Attest:


Beverly R. Gill, City Clerk

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT: **Radium and Gross Alpha Treatment Systems for Well #9 & #10**
 (name, address) **City of Burlington, Wisconsin**

CHANGE ORDER NUMBER: **(1) One**
 DATE: **June 13, 2011**

TO CONTRACTOR: **Scherrer Construction Co., Inc.**
 (name, address) **601 Blackhawk Drive**
P.O. Box 740
Burlington, WI 53105

ARCHITECT'S PROJECT NO: **09.0175.02**
 CONTRACT DATE: **April 27, 2011**
 CONTRACT FOR: **General Construction**

The Contract is changed as follows:

1) Add 2" of Insulation to tops of tanks @ Well #9

Well # 9 - ADD \$ 520.00

2) Slurry backfill @ Well #10

Well #10 - ADD \$ 460.00

3) Slurry backfill @ Well #9

Well #10 - ADD \$ 2,033.00

4) Add Simul-Wash system and deduct for HMO feef system

Well # 9 - ADD \$ 2,809.00

5) Offset existing 12" water main in Karyl Street. Conflict with new sanitary line

Well # 9 - ADD \$19,225.00

6) Reconfigure 12" water lines between pump building and tank

Well #10 - ADD \$19,225.00

7) Offset water main @ Weller Road

Well #10 - ADD \$ 5,702.00

8) Move Building and Tank

Well #10 - ADD \$ 4,800.00

Well # 9 - ADD \$ 5,482.00

Well # 9 - ADD \$ 2,419.00

Sub Total Well # 9: \$30,455.00

5% Fee on Subcontractor Items 2 - 8 \$ 1,497.00

Total Well #9: \$31,952.00

Sub Total Add Well #10: \$32,220.00

5% Fee on Subcontractor Items 2 - 6 \$ 1,588.00

Total Well #10: \$33,808.00

Total Contract Change Order \$65,760.00

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ **1,671,000.00**

Net change by previously authorized Change Orders \$ **0.00**

The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ **1,671,000.00**

The (Contract Sum) (~~Guaranteed Maximum Price~~) will be (increased) (~~decreased~~)

(~~unchanged~~) by this Change Order in the amount of \$ **65,760.00**

The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be ... \$ **1,736,760.00**

The Contract Time will be (increased) (~~decreased~~) (unchanged) by (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Kapur & Associates, Inc.
 ARCHITECT
 7711 North Port Washington Road
 Address
 Milwaukee, Wisconsin 53217

Scherrer Construction Co., Inc.
 CONTRACTOR
 601 Blackhawk Drive; PO Box 740
 Address
 Burlington, Wisconsin 53105

City of Burlington
 OWNER
 300 North Pine Street
 Address
 Burlington, Wisconsin 53105

BY _____

BY _____

BY _____

DATE _____

DATE June 27, 2011

DATE _____



CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



CITY OF BURLINGTON

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

Committee of the Whole Number: 14A	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Ordinance 1927(4) to create a new municipal ward map, per Wisconsin State Statutes Section 5.15.

Details:

Municipalities in Wisconsin are required to adjust their municipal ward boundaries following the decennial federal census. The wards are required to meet certain population requirements, and are the building blocks used to create new Aldermanic Districts for the City. State Law prescribes a three-step process for the creation of new Aldermanic Districts. First, the County (in our case Racine and Walworth Counties) must establish proposed County Supervisor Districts. This was accomplished by both counties in late May. Burlington's two Supervisor Districts (20 & 21) split the city roughly in half, with the boundary from west to east being State Street, to Milwaukee Avenue to the Fox River, to East State Street (Hwy. 11). After this plan is adopted, we have 60 days to adopt a Municipal Ward Plan. For cities of our size the wards must be between 600 and 2100 people in population, and cannot cross County Supervisor lines. Additional requirements must also be met that conform to the requirements of Section 5.15. Following the adoption of the Municipal Ward plan, we have 60 days to adopt a new Aldermanic District Plan.

Please see the attached proposed Municipal Ward Plan. The Ward Plan reduces the number of wards from 16 to 9 (with Ward 9 being the one census block located in Walworth County that contains no population). The reduction was required, as dividing the city into 16 wards would not meet the state requirements. The wards were established in order to even out the population of proposed new Aldermanic Districts. They were also created with the goal of leaving current incumbents within the boundaries of their current district, although the district boundaries would be adjusted to adjust to the population issues. Under the proposed Ward Map the new Aldermanic Districts would be composed of the following:

- District 1 (Population 2,386) – Wards 1 & 2
- District 2 (Population 2,841) – Wards 3 & 4
- District 3 (Population 2,869) – Wards 5 & 6
- District 4 (Population 2,368) – Wards 7, 8 & 9

The difference between the largest and smallest districts is 500 people.

Options & Alternatives: The Common Council could reject this Ward Plan and seek a different plan. A new plan would have to meet all the requirements of Wisconsin State Statute Chapter 5.15.

Financial Remarks: N/A

Executive Action: This item was discussed at the June 21, 2011 Committee of the Whole, and is placed on the July 5th Common Council meeting for consideration.

**WARD DIVISION AND DESIGNATING POLLING PLACE(S) FOR THE CITY OF
BURLINGTON, RACINE AND WALWORTH COUNTIES, WISCONSIN**

WHEREAS, the City of Burlington, Racine County and Walworth County, Wisconsin is responsible for ward division and designating polling places in accordance with Section 5.15 of the Wisconsin Statutes, and;

WHEREAS, on the _____ day of _____, 2011, the City of Burlington made and passed a motion to separate said city into nine wards.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Burlington does hereby create nine wards, as referenced in the legal descriptions of each ward hereto attached as Exhibit "A".

BE IT FURTHER RESOLVED that for all voting purposes, the above wards will be divided into four districts using two common polling places, which are named Polling Location One at Cross Lutheran Church, 126 Chapel Terrace and Polling Location 2 at United Methodist Church, 857 W. State Street. The polling places, as required by law, are located in Ward One (1) and Ward Seven (7).

Introduced:

Adopted:

Vote:

Robert Miller, Mayor

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 Item Number: 7	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Ordinance 1928(5) to amend Chapter 50-4A, Council Meetings, of the Municipal Code.

Details:

Currently the Municipal Code states that if an election or holiday falls on the same day as regularly scheduled Council meeting the meetings would be rescheduled to the following day. There are times however where more flexibility is needed in rescheduling the meetings. This ordinance seeks to amend the code to allow the Council to decide when to reschedule meetings as opposed to having a predetermined time.

Options & Alternatives:

The Common Council could reject this text amendment and require Council meetings to be held on a Wednesday after an election or holiday.

Financial Remarks: N/A

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole, and is placed on the Common Council agenda the same night for consideration.

**AN ORDINANCE TO AMEND CHAPTER 50-4A, COUNCIL MEETINGS, OF THE CODE
OF THE CITY OF BURLINGTON TO ALLOW FOR THE RESCHEDULING OF MEETINGS
DUE TO HOLIDAYS AND ELECTIONS**

- I. Chapter 50-4 of the Code of the City of Burlington, Racine County, Wisconsin, Council Meetings, is hereby amended to state:
 - A. Regular meetings. The first regular meeting of the Common Council, to be known as the "organization meeting," shall be held on the third Tuesday of April each year at 6:30 p.m. Thereafter, regular meetings shall be held in the Council chambers following the Committee of the Whole workshop at 6:30 p.m. on the first and third Tuesday of each month or at such other times as the Council may direct, except that where a regular meeting falls on a legal holiday or election day, such meeting shall be determined by the Council.
- II. It is further ordained that the application of this ordinance shall be effective after its passage and publication as required by law.
- III. All other language as contained in Chapter 50 of the Municipal Code of the City of Burlington shall remain without change and in full force and effect.

Introduced: July 5, 2011
Adopted:

Robert Miller, Mayor

Attest:

Beverly R. Gill, City Clerk

§ 50-4

Council meetings.

[Amended 2-1-1994 by Ord. No. 1461(37); 3-1-1994 by Ord. No. 1465(39); 11-21-2000 by Ord. No. 1642(46)]

A.

Regular meetings. The first regular meeting of the Common Council, to be known as the "organization meeting," shall be held on the third Tuesday of April each year at 6:30 p.m. Thereafter, regular meetings shall be held in the Council chambers following the Committee of the Whole workshop at 6:30 p.m. on the first and third Tuesday of each month or at such other times as the Council may direct, except that where a regular meeting falls on a legal holiday or election day, such meeting shall be held on the following evening.

B.

Special meetings. The Mayor may call a special meeting at any time by written notice to each member delivered to him personally or left at his usual abode at least six hours before the meeting.

C.

Committee of the Whole workshops. The Common Council will also meet as a Committee of the Whole preceding regular meetings of the Common Council on the first and third Tuesdays of each month. These workshop sessions shall be held in the Council chambers at 6:30 p.m.

D.

Excused absence of members. Every Alderperson who for whatever reason cannot attend a regularly scheduled meeting of the Common Council shall file with the City Clerk a written explanation of absence stating a reason therefor by 9:00 a.m. Friday prior to the meeting in question. All such excused absences shall be entered in the record of the Common Council. In cases where unavoidable circumstances make such advance notice of absence impossible, the written statement of excused absence shall be filed with the City Clerk within one week of the absence and entered in the record of the Common Council.



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 Item Number: 15A	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator and Steve DeQuaker, Treasurer	Subject: Motion 11-714 to consider approving the 2010 Annual Audit Report

Details:

The 2010 Annual Audit has been completed and is enclosed for your review. The City audit is a comprehensive view of the City's revenues and expenditures throughout all of 2010. The audit is compiled of all the basic financial statements: Statement of Net Assets, Statement of Activities, Balance Sheet, Statement of Cash Flows, Debt Schedule, and Schedule of Revenues and Expenditures. The annual financial reports encompass the General Fund, Proprietary funds, and various Authority's and Special Revenue Funds which fall under the City's spectrum. The purpose of the City audit is to gain an understanding of the City's yearly finances, test the internal controls in place, as well as evaluate estimates and financial decisions made by management. The audit found that the City of Burlington is in conformity with accounting principles generally accepted in the United States of America.

Patrick Romenesko, the City Auditor will be making a short presentation at the Council meeting where you can also address him with any questions.

Options & Alternatives:

The audit report is an annual report required by state statutes. The Common Council must accept the report in order to comply with state laws.

Financial Remarks:

The 2010 budget year resulted in a decrease of \$169,853 in the general fund reserves. This brings the general fund reserves down to \$2.3 million or 33.8 percent of 2010 expenditures. The budgeted fund balance (amended) for 2010 was 2.0 million. 33.8% is well within accepted levels of fund balance to expenditures, as a percentage. A minimum of 25% is recommended for fund balance. The city improved several properties and ran several projects in 2010 that in the 2010 budget do not have income recorded. In 2010, the creation/development of ER TID #1 was a key factor. Increments will start to contribute to this fund in 2011 (tax year). Expenditures for the Hotel Group loan, remediation of the ER TID #1 property and construction of the Parking structure were the main expenditures for the ER TID #1 in 2010.

Executive Action:

This item was discussed at the June 21, 2011 Committee of the Whole and is placed on the July 5, 2011 Common Council meeting for consideration.



CITY OF BURLINGTON

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

Committee of the Whole Item Number: 8	Date: July 5, 2011
Submitted By: Patrick Scherrer, Building Inspector	Subject: Motion 11-715 to approve a Certificate of Appropriateness Application in the HPC Overlay District for 132 W. Chestnut St. (Racine County Opportunity Center).

Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Application for the project located at 132 W. Chestnut Street.

The proposed project consists of:

- The proposal calls for the painting of the front building facade facing W. Chestnut Street on the southwest with Sherwin Williams "Peace Yellow" as the main building color and "Copper Red" highlighted trim. The applicant will add two (2) 1" X 9" boards affixed to the bottom of the two sides of the door on the front facade (as a type of base board).

This Certificate of Appropriateness Application was reviewed and approved at the June 23, 2011 HPC meeting.

Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

Financial Remarks:

The approved items will be paid 100% by the business owner/building owner.

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.



CITY OF BURLINGTON

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

Committee of the Whole Item Number: 9	Date: July 5, 2011
Submitted By: Patrick Scherrer, Building Inspector	Subject: Motion 11-716 to approve a Certificate of Appropriateness Application in the HPC Overlay District for 404 N. Pine St. (Country Home Center).

Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Application for the project located at 404 N. Pine Street.

The proposed project consists of:

- The restoration of the 36" X 86", wooden entrance door (with the addition of a latch and weatherstripping) and painting the door frame is to include the replacement and refabrication of the door parts and frame, the removal of the existing protective screening, removal of the door window and replacement with "Plexiglass Lite" material, the addition of new decorative molding to the lower portion of the door, scraping and painting of the door jamb, the installation of weather stripping around the door, and the replacement of the door threshold.

This Certificate of Appropriateness Application was reviewed and approved at the June 23, 2011 HPC meeting.

Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

Financial Remarks:

The approved items will be paid 100% by the business owner/building owner.

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.



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

Committee of the Whole Item Number: 10	Date: July 5, 2011
Submitted By: Patrick Scherrer, Building Inspector	Subject: Motion 11-717 to approve two Certificate of Appropriateness Applications and a Sign Application in the HPC Overlay District for 388 N. Pine St. (Trend Setters).

Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Application and Sign Permit Application for the project located at 388 N. Pine Street.

The proposed project consists of:

- The installation of a 21-foot long, 30-inch tall, 52.5-square-foot wall sign proposed to be mounted flush to the front building facade above the canopy/awning area located above the windows and entry door. The proposed wall sign is proposed to be constructed from vinyl with white, green, brown, and yellow colors. The sign wraps around the side of the building onto the Washington Street facing side of the building.
- The installation of a 21-foot long, 30-inch tall, 52.5-square-foot wall sign proposed to be mounted flush to the side building facade above the canopy/awning area located above the windows and entry door. The proposed wall sign is proposed to be constructed from vinyl with white, green, brown, and yellow colors. The sign wraps around the front of the building onto the N. Pine Street facing side of the building.
- The installation of one (1) walkway awning extending 10 feet in length, 2.5 feet in depth, and 18" high along the front of the building facing N. Pine Street.
- The installation of one (1) walkway awning extending 10 feet in length, 2.5 feet in depth, and 18" high along the front of the building facing Washington Street.
- The installation of entry door (1) awning extending 39 inches in length, 2.5 feet in depth, and 23" high along the front of the building facing both N. Pine Street and Washington Street.

These Certificate of Appropriateness and Sign Permit Applications were reviewed and approved at the June 23, 2011 HPC meeting.

Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

Financial Remarks:

The approved items will be paid 100% by the business owner/building owner.

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.

GRAPHIC HOUSE

9704 Packer Drive, Waukegan, WI 54981 • 715-842-0107
www.graphichouseinc.com

CLIENT: TREND-SETTERS (BURLINGTON), WI

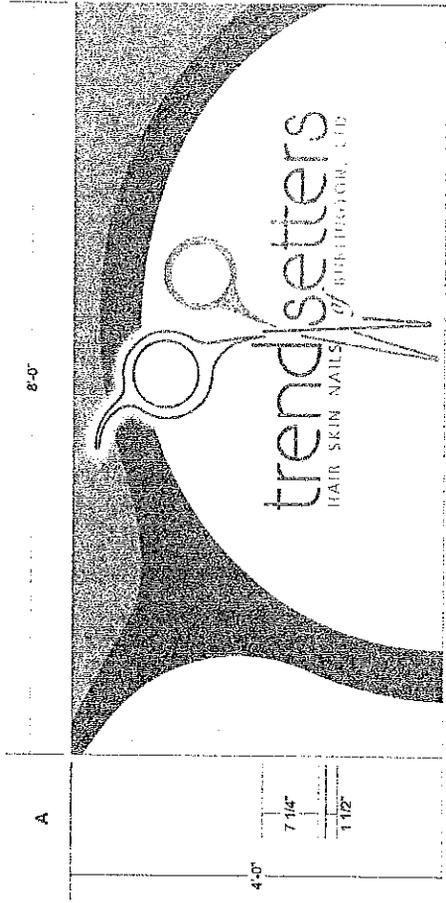
SALES REP: MIKE L. SALES REPRESENTATION

DATE: 4-14-2011

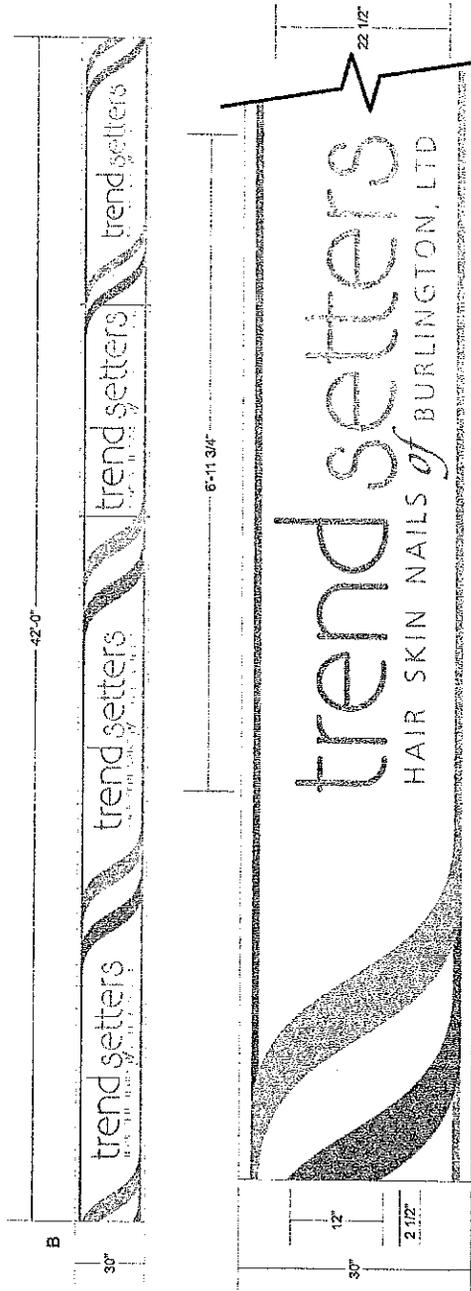
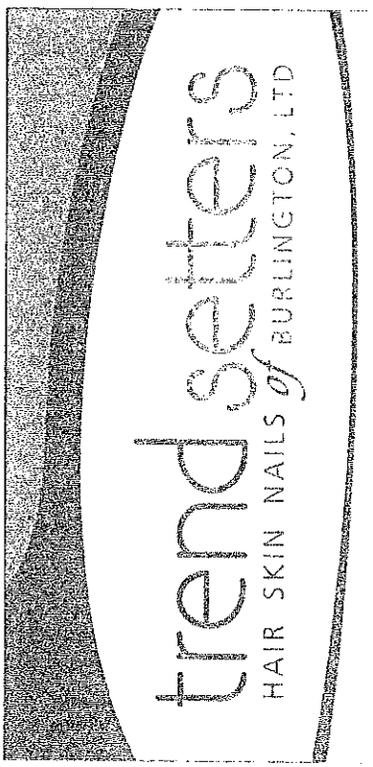
JOB NUMBER: ML-739
REVISION: 6-9-2011-A

- PMS 167c
- PMS 5767c
- PMS 393c

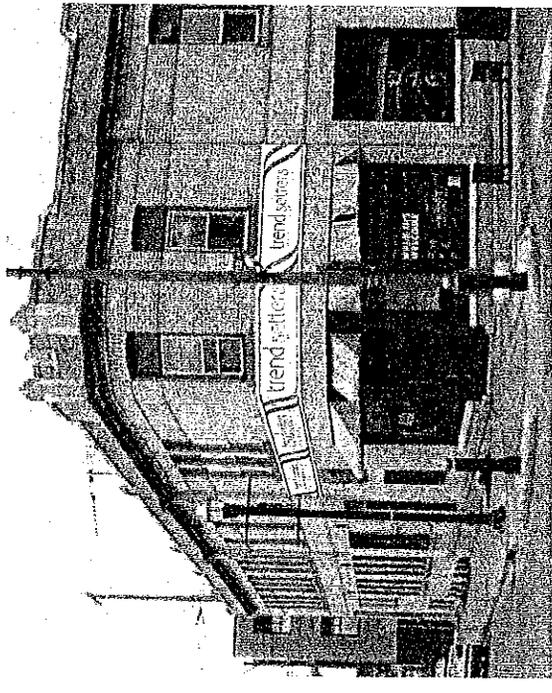
SIGN SPECIFICATIONS
 A- (1) SET MON-LIT WALL SIGN
 B- (1) SET MON-LIT WALL SIGN
 * SIGNS TO BE FLAT (LAMINATE)
 * SIGNS TO BE MOUNTED THROUGH FACE FLUSH TO BUILDING
 * SIGN PRICES ARE TO BE FLAT (LAMINATE)
 * SIGN PRICES ARE TO BE MOUNTED THROUGH FACES FLUSH TO BUILDING



A- OPTIONAL FACE LAYOUT



OVERALL SIZE OF SIGN: 30" x 42'-0" = 105.00 sq ft
LOGO AREA: 22.5" x 83.75" = 13.09 sq ft
X4 LOGOS = 52.36 sq ft
(49.9% OF 105 sq ft OVERALL SIGN)



CLIENT HAS IDENTIFIED THE LOCATION IN WHICH THE SIGNAGE IS TO BE INSTALLED. THE CLIENT HAS THE SOLE RESPONSIBILITY FOR THE STRUCTURAL INTEGRITY OF ALL EXISTING STRUCTURES TO SUPPORT THE SIGNAGE.

ALL RIGHTS RESERVED. THIS IS AN OFFICIAL DESIGN REGISTERED AT PATENT, TRADEMARK AND COPYRIGHT OFFICE. THE CLIENT'S NAME, ADDRESS AND PHONE NUMBER ARE THE PROPERTY OF GRAPHIC HOUSE INC. AND WILL BE USED FOR THE PURPOSES OF THE SIGNAGE. GRAPHIC HOUSE INC. IS NOT RESPONSIBLE FOR THE ACTUAL AUTOMATIC PLACEMENT OF THE SIGN. COLORS THAT WILL BE USED ON THE SIGNAGE SHOWN. ALL SIGNS, SAMPLE COLORS, ETC. ARE CONCEPTUAL & MAY VARY FROM ACTUAL PRODUCT. PLEASE CALL.



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

Committee of the Whole Item Number: 11	Date: July 5, 2011
Submitted By: Patrick Scherrer, Building Inspector	Subject: Motion 11-718 to approve a Certificate of Appropriateness Application and Sign Application in the HPC Overlay District for 189 E. Chestnut St. (Chase Bank).

Details:

The Historic Preservation Commission (HPC) recommends approval of the Certificate of Appropriateness Applications and Sign Permit for the project located at 189 E. Chestnut Street.

The proposed project consists of:

- The installation of one (1) rectangular-shaped, wall sign which measures 1' X 7'-0.5" (7.041 square feet in area with logo) on the W. Chestnut Street facing building facade. The sign is proposed to continue to be illuminated by two (2) existing goose neck lamps proposed to be painted to match the tan colored band of the building.
- The installation of one (1) rectangular-shaped, wall sign which measures 1' X 7'-0.5" (7.041 square feet in area with logo) on the N. Pine Street facing building facade.
- The installation of one (1) rectangular-shaped, overhanging flag sign placed upon the W. Chestnut Street facing facade and which measures 25.25" X 36.25" (6.36 square feet in area). The bottom of the proposed overhanging sign is about 9-feet +/- in height as measured from the sidewalk.
- The installation of a total of six (6) drive-thru canopy-mounted, one-faced, internally illuminated directional signs, facing the on-site parking lot as follows:
 - four (4) signs, each measuring 31" wide X 14.5" tall (3.12 square feet in area); and,
 - two (2) signs, each measuring 10" tall X 36" wide (2.5 square feet in area).

These Certificate of Appropriateness and Sign Permit Applications were reviewed and approved at the June 23, 2011 HPC meeting.

Options & Alternatives:

The alternative would be to not approve this request and request a different proposal.

Financial Remarks:

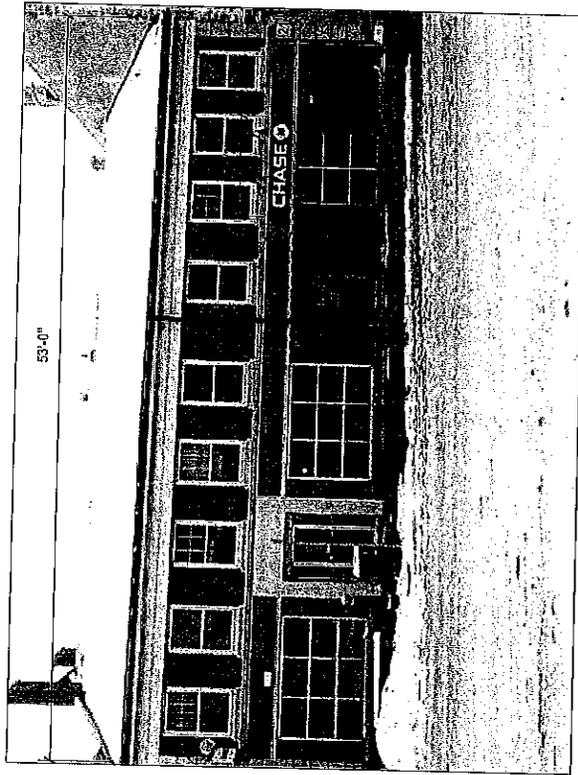
The approved items will be paid 100% by the business owner/building owner.

Executive Action:

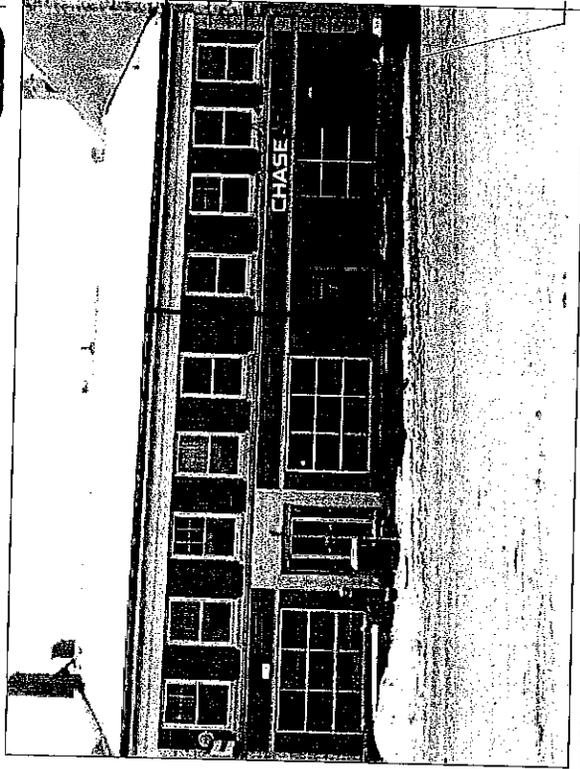
This item is for discussion at the July 5, 2011 Committee of the Whole meeting and per common practice it is scheduled for the Common Council meeting for consideration the same night.

ELEVATIONS / CHANNEL LETTERS

NW SIGN INDUSTRIES
IDENTIFY WITH QUALITY

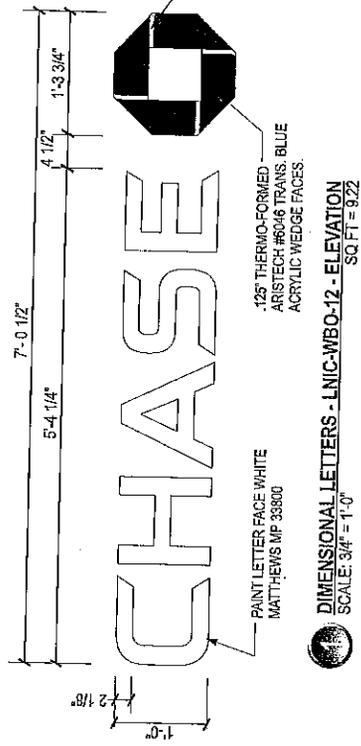


EXISTING ELEVATION
FACADE MATERIAL: BRICK
FACADE COLOR: SW 6341



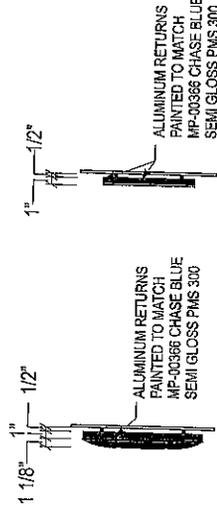
PROPOSED ELEVATION

NOTE:
GOOSE NECKS TO REMAIN
TO BE PAINTED TO MATCH
TAN BAND



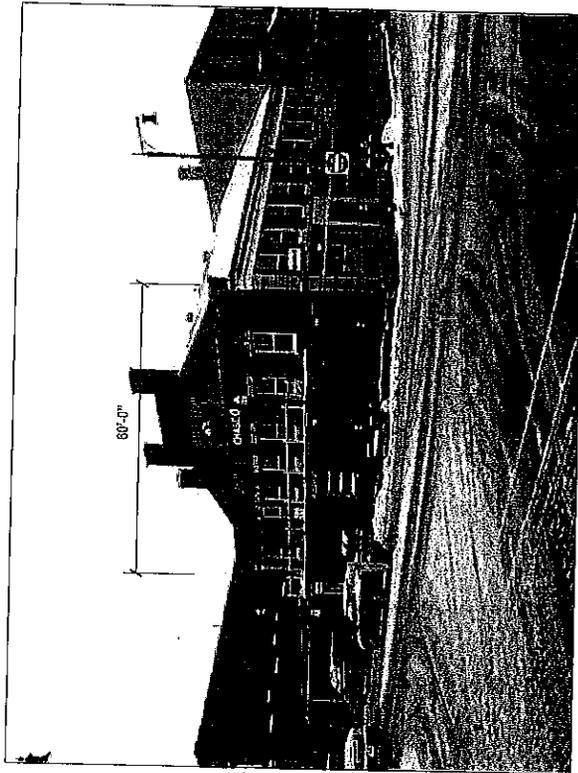
DIMENSIONAL LETTERS - LNIC-WBO-12 - ELEVATION
SCALE: 3/4" = 1'-0"
SQ. FT. = 9.22

REMOVE-RESTORE - REMOVE AND RESTORE
REMOVE EXISTING, RESTORE TO LIKE NEW CONDITIONS

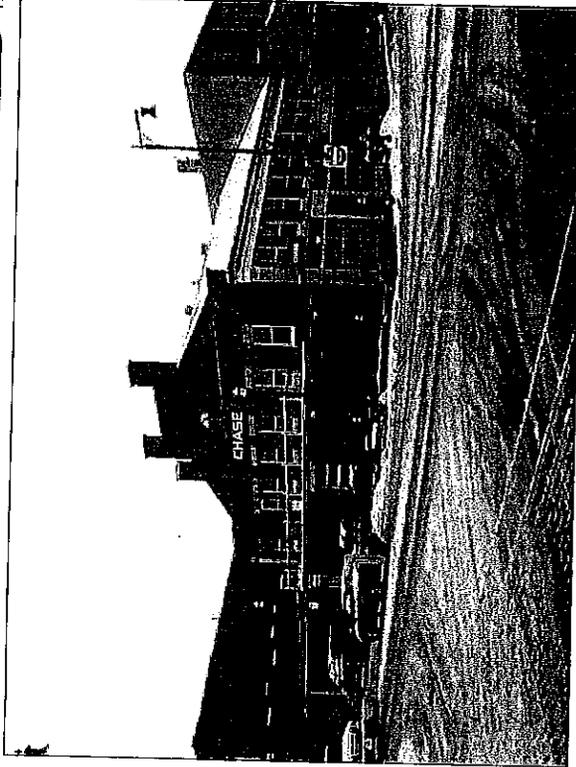


Letter / Octagon Side View
SCALE: 3/4" = 1'-0"

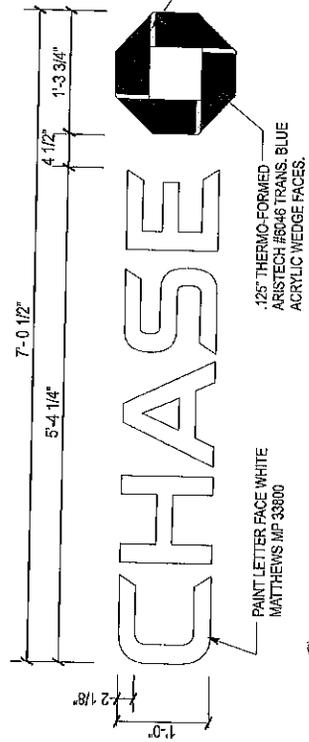
ELEVATIONS / CHANNEL LETTERS



EXISTING ELEVATION
FACADE MATERIAL: BRICK
FACADE COLOR: SW 6341

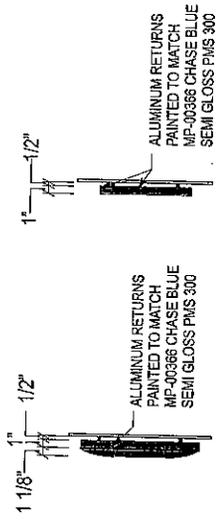


PROPOSED ELEVATION



DIMENSIONAL LETTERS - LNIC-WBO-12 - ELEVATION
SCALE: 3/4" = 1'-0"
SQ. FT. = 9.22

REMOVE-RESTORE - REMOVE AND RESTORE
REMOVE EXISTING, RESTORE TO LIKE NEW CONDITIONS

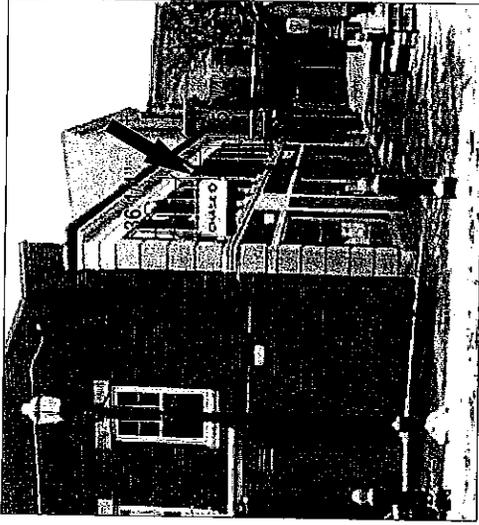


Letter / Octagon Side View
SCALE: 3/4" = 1'-0"

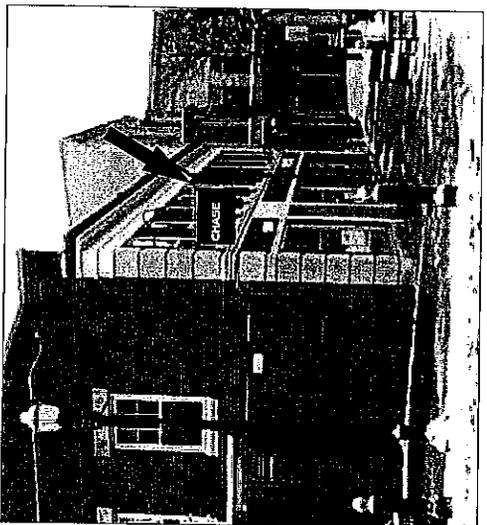
CUSTOM FLAG SIGN

NW SIGN INDUSTRIES
IDENTIFY WITH QUALITY

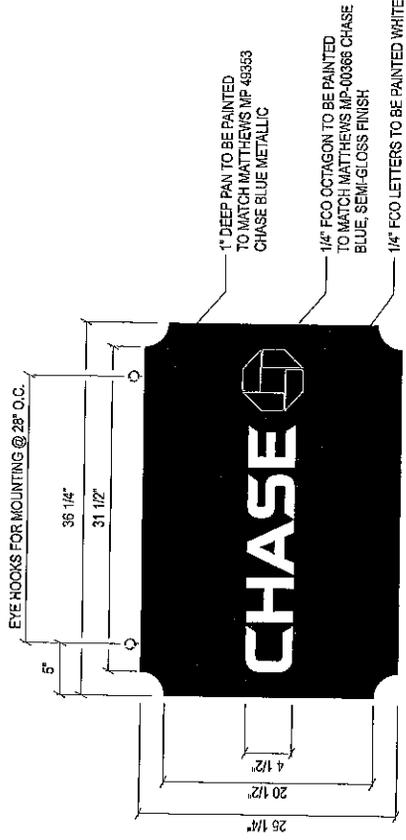
FACADE MATERIAL: BRICK
FACADE COLOR: SW 6341



EXISTING ELEVATION



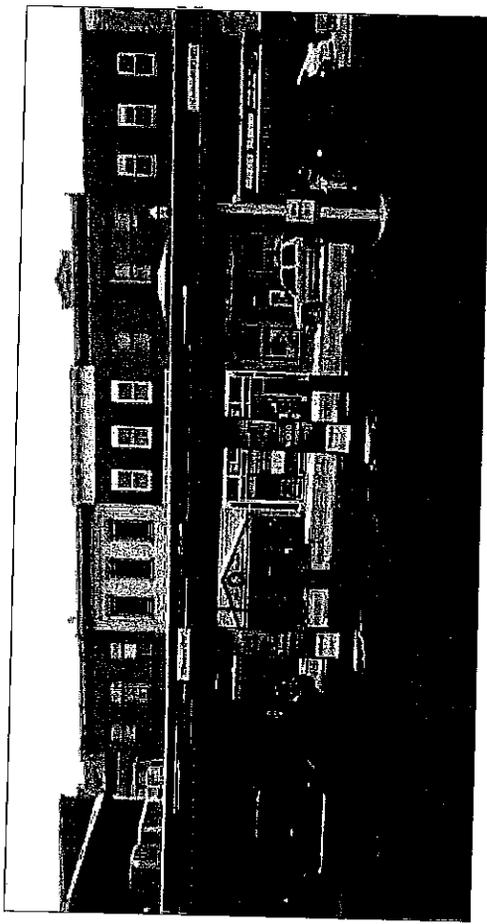
PROPOSED ELEVATION



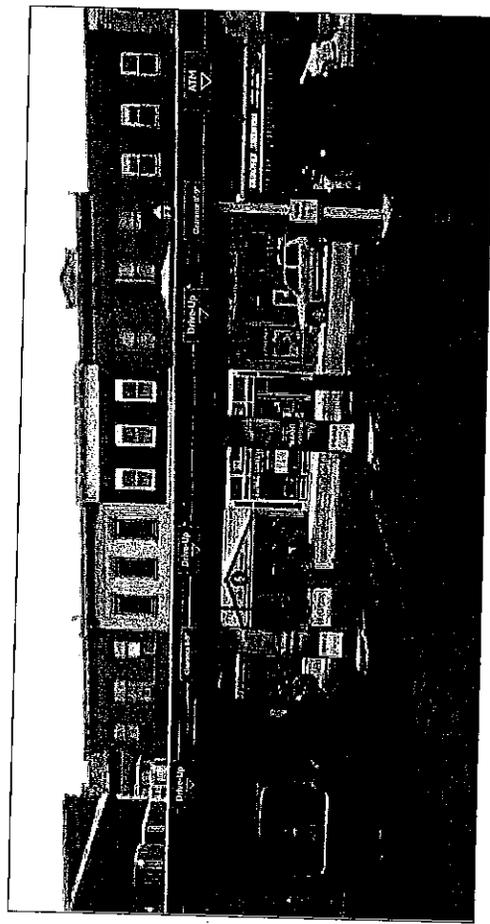
HANGING FLAG SIGN CUSTOM - HF-REFACE
SCALE: 1"=1'-0"

SIDE VIEW
SCALE: 1"=1'-0"

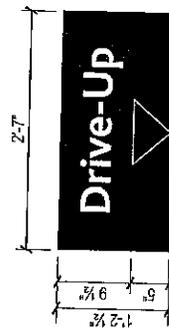
DRIVE-THRU SIGNS



EXISTING ELEVATION

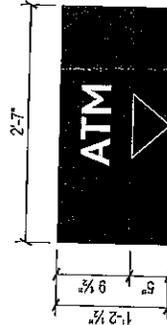


PROPOSED ELEVATION



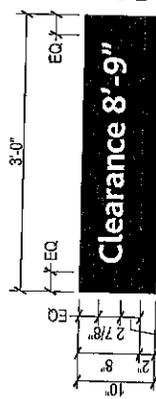
7 8 9
DRIVE UP LANE DESIGNATOR-DU-B
Scale: 3/4" = 1'-0"

ELECTRIC IS PRESENT



10
ATM LANE DESIGNATOR-DU-C
Scale: 3/4" = 1'-0"

REQ'D NEW FEED W/ SWITCH



11 12
CLEARANCE SIGN - TC-3-W-CUST
Scale: 3/4" = 1'-0"

CUSTOM:
NEED 2" SPACERS TO BE
ABLE TO INSTALL OVER CONDUIT

- 34
- 35
- 36
- 37
- 38
- 39

REMOVE-RESTORE - REMOVE AND RESTORE
REMOVE EXISTING, RESTORE TO LIKE NEW CONDITIONS



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Committee of the Whole Item Number: 12	Date: July 5, 2011
Submitted By: Kevin Lahner, City Administrator	Subject: Motion 11-719 to consider rescheduling the July 19 th COW and Council meetings.

Details:

Due to the Recall Primary Election on Tuesday, July 19th, the Committee of the Whole and Common Council meeting will need to be rescheduled. In the past, per ordinance, the meeting was automatically held the following day, Wednesday. With the passage of Ordinance 1928(5), also on this agenda, the Council will be able to choose which day they would like to reschedule the meeting to.

As the first Citizen Budget Partners meeting is on Wednesday, July 20th, staff is recommending the Council reschedule the COW and Council meetings to Monday, July 18th. This choice in date is, however, pending approval of Ordinance 1928(5). If Ordinance 1928(5) is denied, the Council will have to meet the same night as the Citizen Budget Partners meeting.

Options & Alternatives:

The Council may choose another date other than July 18 to schedule the meetings.

Financial Remarks:

N/A

Executive Action:

This item is for discussion at the July 5, 2011 Committee of the Whole meeting and due to the timeliness of the item it is scheduled for the Common Council meeting for consideration the same night.