



## AGENDA COMMON COUNCIL

**Tuesday, December 6, 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, 1<sup>st</sup> District  
Edward Johnson, Alderman, 1<sup>st</sup> District  
Jim Prailes, Alderman, 2<sup>nd</sup> District  
Peter Hintz, Alderman, 2<sup>nd</sup> District  
Tom Vos, Council President and Alderman, 3<sup>rd</sup> District  
Steve Rauch, Alderman, 3<sup>rd</sup> District  
Katie Simenson, Alderman, 4<sup>th</sup> District  
Jeff Fischer, Alderman, 4<sup>th</sup> District

Student Representatives:

Sarnpal Dhillon, Burlington High School  
Dale Marrow, Burlington High School

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 November 15, 2011. (*J. Fischer*)
6. Letters and Communications:
  - A. Cross-connection educational information from the Water Department for Burlington residents.
7. Reports by Aldermanic Representatives and Department Heads.
8. Reports 1-4: (*J. Prailes*)
  - Report 1 – Burlington Housing Authority minutes, October 20, 2011
  - Report 2 – Park Board minutes, October 20, 2011
  - Report 3 – Library Board minutes, October 25, 2011
  - Report 4 – Committee of the Whole minutes, November 15, 2011
9. Payment of Vouchers. (*P. Hintz*)
10. Licenses and Permits. (*T. Vos*)

11. **APPOINTMENTS AND NOMINATIONS:** *(S. Rauch)*

- A. Thomas Wiemer to be reappointed to the CDA, term to expire 11/1/2015.
- B. Jim Spiegelhoff to be reappointed to the CDA, term to expire 11/1/2015.
- C. Kevin Remer to be reappointed to the Airport Committee, term to expire 12/1/2014.
- D. John Hotvedt to be reappointed to the Airport Committee, term to expire 12/1/2014.
- E. Jerry Delay to be reappointed to the Airport Committee, term to expire 12/1/2014.
- F. The 2012-2013 Election Inspectors.

12. **PUBLIC HEARINGS:** None.

13. **RESOLUTIONS:**

- A. Resolution 4512(37) to approve the 2012 Annual Budget. This item was discussed at the November 15 and December 6, 2011 Committee of the Whole meetings. *(J. Fischer)*

14. **ORDINANCES:**

None

15. **MOTIONS:**

None

16. **ADJOURNMENT** *(P. Hintz)*

*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

<b>Common Council Agenda Item Number: 5</b>	<b>Date:</b> December 6, 2011
<b>Submitted By:</b> Beverly R. Gill, City Clerk	<b>Subject:</b> Meeting Minutes

**Details:**

Attached please find the minutes from November 15, 2011 Common Council meetings. 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 December 6, 2011 Common Council meeting.





**City of Burlington  
Official Minutes  
Common Council  
Robert Miller, Mayor  
Beverly R. Gill, City Clerk  
November 15, 2011**

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

Mayor Bob Miller called the meeting to order at 6:53 p.m. starting with roll call. Aldermen present: Bob Prailes, Peter Hintz, Jim Prailes, Tom Vos, Steve Rauch, Jeff Fischer, Katie Simenson Excused: Ed Johnson

Also present: City Attorney John Bjelajac, City Administrator Kevin Lahner, Police Chief Peter Nimmer, Fire Chief Richard Lodle, Treasurer Steve DeQuaker, Public Works Director Connie Wilson, Supervisor Streets and Parks Dan Jensen, Library Director Gayle Falk, Assistant to the Administrator Megan Johnson and Tom Foht of Kapur Engineering

**2. PLEDGE OF ALLEGIANCE**

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

**3. CITIZEN'S COMMENTS**

Mr. Al Strelbicki, 117 Accipiter Court spoke about the need for a dividing line on the road by Culvers as people don't understand there are two lanes of traffic. He also commented on the people who do not obey the red lights at Highway 11 and 36 as well as by Culvers. He additionally spoke of the presence of gravel on the roadway in the subdivision behind Culvers that should be swept as it will be washing down into the sewer. Strelbecki was also concerned with the request to reduce the hours of parking behind Fred's and John's Main Event. Strelbecki said both businesses were allowed to expand which led to a reduction of parking spaces and now a request has been made to reduce the remaining parking hours to three.

The mayor commented that the request for a reduction of the parking hours actually came from Fred's.

**4. CHAMBER OF COMMERCE REPORT**

Ms. Chris Hills representing the Chamber of Commerce was present to inform council members of the following upcoming activities:

- Light Up the Night, November 18-19
- Business after Hours, Gooseberries, December 1
- Christmas Parade, December 2
- Annual Dinner Auction, Veteran's Terrace, January 19

**5. APPROVAL OF COMMON COUNCIL MINUTES FOR NOVEMBER 1, 2011**

A motion was made by Fischer with a second by Hintz to approve the common council minutes of November 1, 2011. With all in favor, the motion carried.

**6. LETTERS AND COMMUNICATIONS**

A motion was made by Bob Prailes with a second by Simenson to accept the letters and communications as presented. With all in favor, the motion carried.

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

Rauch reported on the closing of the library from December 26 through December 30 for carpet installation.

Wilson commented that the radium removal project is on budget and on time with the radium removal to begin on December 12<sup>th</sup>.

Jensen reported on a new process of anti-icing that will be implemented this year with the use of a wastewater tanker truck that has a spray bar attached.

Simenson questioned how long the leaf collection will continue. Jensen replied that his department is concentrating on leaf collection at this time and they will quit when they have at least ninety per-cent removed or when they have to switch to snow removal.

**8. REPORTS 1-7**

A motion to approve Reports 1-7 was made by Jim Prailes with a second by Bob Prailes. With all in favor, the motion carried.

**9. PAYMENT OF VOUCHERS**

A motion was made by Hintz with a second by Bob Prailes to approve vouchers, pre-paid and reimbursements in the amount of \$671,678.25. Vos announced that he would be voting present. Simenson questioned the purchase of a Ford 250. Wilson replied that it was a budgeted item for her department. Roll Call Aye: Bob Prailes, Hintz, Jim Prailes, Rauch, Fischer, Simenson Nay: None Present: Vos Motion carried 6-0

**10. LICENSES AND PERMITS**

A motion was made by Vos with a second by Hintz to approve the licenses and permits as presented. With all in favor, the motion carried.

**11. APPOINTMENTS AND NOMINATIONS**

Mayor Miller introduced the high school student members who were present and have been appointed to the various committees. A motion was made by Rauch with a second by Vos to approve the appointments. With all in favor, the motion carried.

**12. PUBLIC HEARINGS "A PUBLIC HEARING TO CONSIDER THE PROPOSED 2012 ANNUAL BUDGET FOR THE CITY OF BURLINGTON"**

The mayor opened the public hearing at 7:13 p.m. There were no comments. A motion was made by Simenson with a second by Jim Prailes to close the hearing. With all in favor, the public hearing closed at 7:14 p.m.

**13. RESOLUTIONS**

**RESOLUTION 4509(34) "A RESOLUTION TO APPROVE THE PURCHASE OF TWO S & L PUMPS FOR THE STH 11 LIFT STATION FROM ENERGENECS IN THE AMOUNT OF \$29,721"**

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

**14. ORDINANCES**

None

**15. MOTIONS**

None

**16. ADJOURN INTO CLOSED SESSION PER WISCONSIN 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 to sell public property

A motion was made by Bob Prailes with a second by Rauch to adjourn into closed session. Roll Call Aye: Bob Prailes, Hintz, Jim Prailes, Vos, Rauch, Fischer, Simenson Nay: None Motion carried 7-0 with the closed session beginning at 7:15 p.m.

**17. RECONVENE INTO OPEN SESSION**

A motion was made by Jim Prailes with a second by Simenson to reconvene into open session. With all In favor, the open session began at 7:34 p.m.

There was no decision from closed session.

**18. ADJOURN**

A motion was made by Hintz with a second by Fischer to adjourn the meeting. With all in favor, the motion carried and the meeting adjourned at 7:34 p.m.

*Beverly R. Gill*

Beverly R. Gill

City Clerk

City of Burlington

Racine and Walworth Counties



**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

<b>Common Council Item Number: 6A</b>	<b>Date:</b> December 6, 2011
<b>Submitted By:</b> Connie Wilson, Department of Public Works Director	<b>Subject:</b> Cross-connection educational information for Burlington residents.

**Details:**

In addition to the Cross-Connection Ordinance that the City of Burlington adopted in 2005, we are now required by the Department of Natural Resources to provide the public water users with educational materials on cross connection hazards. The material includes definitions of cross connections, how it can possibly occur and way to prevent it from happening. The intention of the educational brochure is to ensure that everyone in the community has safe drinking water. Please see attached public mailing that needs to be mailed by 12/31/2011.

**Options & Alternatives:**

The DNR looks to the local authority for implementation of this program. These materials shall be provided to all water customers no less than every three years. To not comply, would be in violation of DNR regulations.

**Financial Remarks:**

The estimated cost to print and mail the educational material is less than \$1,000. This money will come from the Water Utility Budget, accordingly.

**Executive Action:**

This item is for informational purposes only at the December 6, 2011 Common Council meeting.

**Did you know...**

Your water can become contaminated if connections to your plumbing system are not properly protected!

The purpose of the local Cross-Connection Control Program, as required by State Plumbing Code and Regulations, is to ensure that everyone in the community has safe, clean drinking water.

**Public Health & Safety....**

To avoid contamination, backflow preventers are required by state plumbing codes wherever there is an actual or potential hazard for a cross-connection. The Wisconsin Department of Natural Resources requires all public water suppliers to maintain an on-going Cross-Connection Control Program involving public education, onsite inspections, and possible corrective actions by building owners if required.

**More information**

WI Department of Safety and Professional Services (formerly DOC)  
[www.dsp.s.wi.gov](http://www.dsp.s.wi.gov)

WI Department of Natural Resources  
[www.dnr.wi.gov](http://www.dnr.wi.gov)

Environmental Protection Agency (EPA)  
[www.epa.gov](http://www.epa.gov)

Cross-Connection Control / Backflow Prevention  
[www.hydrodesignsinc.com/wiccc.html](http://www.hydrodesignsinc.com/wiccc.html)



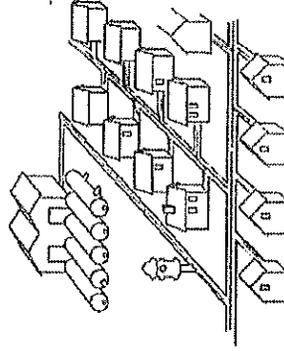
**Drinking Water Information**

Burlington Water Utility  
2200 S. Pine Street  
Burlington, WI 53105



**Residential Water User  
Cross-Connection Hazards**

**Bathrooms & Kitchens**



**We're All Connected.....**

Maintaining the integrity of your public drinking water system.

**City of Burlington  
Water Utility**

**2200 S. Pine Street  
Burlington, WI 53105  
262-342-1173**

### What is a Cross-Connection?

A cross-connection is an actual or potential connection between the safe drinking water (potable) supply and a source of contamination or pollution. State plumbing codes require approved backflow prevention methods to be installed at every point of potable water connection and use. Cross-Connections must be properly protected or eliminated.

### How does contamination occur?

When you turn on your faucet, you expect the water to be as safe as when it left the treatment plant. However, certain hydraulic conditions (e.g. unprotected within your plumbing system) may allow hazardous substances to contaminate your own drinking water or even the public water supply.

Water normally flows in one direction. However, under certain conditions, water can actually flow backwards; this is known as Backflow; there are two situations that can cause water to flow backward: back-siphonage and backpressure.

### Back-siphonage

May occur due to a loss of pressure in the municipal water system during a fire fighting emergency, a water main break or system repair. This creates a siphon in your plumbing system which can draw water out of a sink or bucket and back into your water or the public water system.

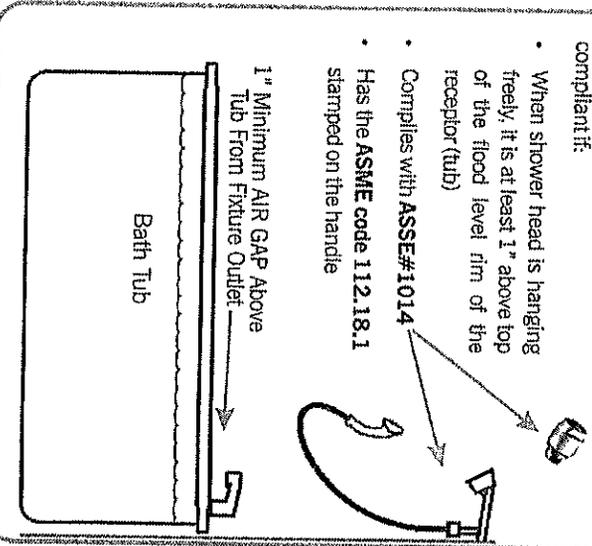
### Backpressure

May be created when a source of pressure (such as a boiler) creates a pressure greater than the pressure supplied from the public water system. This may cause contaminated water to be pushed into your plumbing system through an unprotected cross-connection.

### In the Bathroom - Hand Held Shower Fixture

The hand held shower fixture is compliant if:

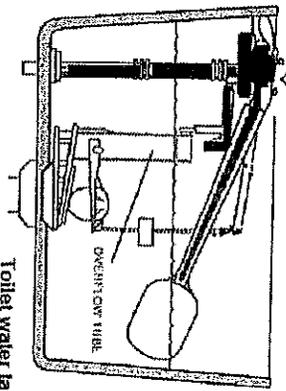
- When shower head is hanging freely, it is at least 1" above top of the flood level rim of the receptor (tub)
- Complies with **ASSE#1014**
- Has the **ASSE code 112.18.1** stamped on the handle



### In the Bathroom - Toilet Tanks

There are many unapproved toilet tank fill valve products sold at common retailers which do not meet the state plumbing code requirements for backflow prevention.

- Look for the **ASSE #1002** Standard symbol on the device and packaging
- Replace any unapproved devices with an **ASSE #1002** approved anti siphon ball-cock assembly. Average cost is typically \$12 to \$22 at home improvement stores
- Verify overflow tube is one inch below critical level (CL) marking on the device



### Insights to protect your drinking water

#### Do...

- Keep the ends of hoses clear of all possible contaminants.
- Make sure dishwashers are installed with a proper "air gap" device.
- Verify and install a simple hose bibb vacuum breaker on all threaded faucets around your home.
- Make sure water treatment devices such as water softeners have the proper "air gap", which is a minimum of one inch above any drain.

#### Hose Bibb Vacuum Breaker

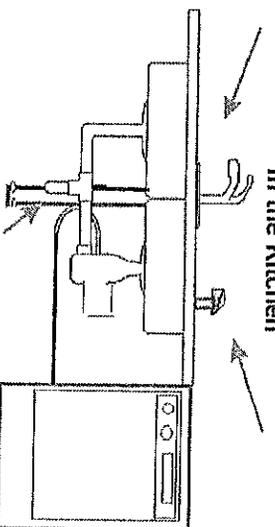


#### Don't...

- Submerge hoses in buckets, pools, tubs, sinks or ponds.
- Use spray attachments without a backflow prevention device.
- Connect waste pipes from water softeners or other treatment systems directly to the sewer or submerged drain pipe. Always be sure there is a one inch "air gap" separation.



### In the Kitchen



Hoses and water treatment devices may create a potential backflow hazard if not properly isolated with backflow prevention methods.



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<b>Common Council Agenda Item Number: 8</b>	<b>Date:</b> December 6, 2011
<b>Submitted By:</b> City Staff	<b>Subject:</b> Reports 1-4

**Details:**

Attached please find the following reports:

Report 1 – Burlington Housing Authority minutes, October 20, 2011  
Report 2 – Park Board minutes, October 20, 2011  
Report 3 – Library Board minutes, October 25, 2011  
Report 4 – Committee of the Whole minutes, November 15, 2011

**Options & Alternatives:**  
N/A

**Financial Remarks:**  
None.

**Executive Action:**  
Staff recommends that the Council accept these reports at the December 6, 2011 Common Council meeting.



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 MINUTES  
OCTOBER 20, 2011  
2200 S. Pine Street, Burlington, WI 53105

Chairman Darrel Eisenhardt, Commissioners Clay Brandt, Tom Follis, Kelly Kamlager, Jon Schultz, Peter Turke, Alderman Bob Prailles, DPW Supervisor Dan Jensen, P.E.

**Chairman Darrel Eisenhardt called the meeting to order at 6:33 PM.**

**Roll Call: Present:** Commissioners Clay Brandt, Tom Follis, Jon Schultz, Peter Turke, Chairman Darrel Eisenhardt and DPW Supervisor Dan Jensen. **Absent:** Kelly Kamlager and Alderman Bob Prailles.

**Approval of September 15, 2011 Minutes and September 21, 2011 Special Meeting Minutes:** Chairman Eisenhardt entertained a motion for approval of the September 15<sup>th</sup> and September 21, 2011 Park Board Meetings. Motion to approve made by Commissioner Follis. Seconded by Commissioner Brandt. All voted aye, motion carried.

**Citizens Comments:** None

**Aldermanic Report:** None

**DPW Supervisor Report:** Dan Jensen, DPW Supervisor reported that Riverside Park is nearing completion. White River (in Echo Park) shoreline restoration is completed.

Mr. Jensen reported that correspondence is ongoing with Dupont for the imperious weed spray that was used by the Park crews and that killed several evergreen trees that is was sprayed near. Dupont has agreed to settle for the error caused by their product, and the Park Board will be advised when further information is received.

Proposed Park Development Fund Project/Program Application and Policy (Written by Kevin Lahner, City Administrator) Mr. Jensen presented the Park Development Policy and Application which outlines a process for various groups to apply for funds from the Park Board. It outlines requirements that would be presented once each year to the Park Board to determine if they have funds available.

After some discussion, Chairman Eisenhardt asked the Park Board Members to review the information for the November meeting.

## **New Business:**

- a. **Bill Milatz/Milwaukee Metro League:** Mr. Milatz was present in addition to Scott Behnke to request use of additional ball fields for the Milwaukee Metro League. Mr. Milatz stated the majority of the girls were from the Burlington area. The Milwaukee Metro League players think the fields in Burlington are outstanding, and were requesting the use of Bushnell fields in addition to Congress field.

Mr. Milatz also requested to have in writing the cost, per game, in addition to permission being granted to the Milwaukee Metro League. He also needed the cost of basets sents and double first base costs in writing.

The Park Board discussed the \$25.00, per game fee, and Chairman Eisenhardt suggested the fee structure should be increased due to the fact they have remained the same for years. The cost of the field preparations to the City is more than the \$25.00 fee.

The Park Board members asked fee items to be placed on the next Park Board Agenda for review of all fees.

After additional discussion, Commissioner Brant motioned to allow Milwaukee Metro League the use of the fields as presented at a cost of \$25.00, per game. Seconded by Commissioner Schultz. On a vote voice, voting aye: Commissioners Brandt, Follis, Schultz and Turke. Voting nay: Chairman Eisenhardt. Motion carried.

- b. **Tom Follis representing Little League/Sprinkler System:** Tom Follis had requested to install a sprinkler system at Brannen Field. The project would be funded by Little League, and the design of the system was done by Kmetz Co. There was discussion regarding the liability of paying for the water costs and Mr. Jensen stated the water bills were paid for by the City.

After some discussion, Chairman Eisenhardt entertained a motion to allow Little League to install a sprinkler system at Brannen field, contingent upon specifications being provided to the Department of Public Works, Parks Dept. showing placement of the complete system.

Motion to approved made by Commissioner Brandt. Seconded by Commissioner Turke. All voted aye motion carried.

c. **Old Business**

- a. **Riverside Park update:** Report given under DPW Supervisor Report.

- b. **Matt De Faut - Eagle Scout Project:** Matt De Faut was present to inform the Park Board that his approved project of installing a chain link fence (130 X 50) and gate, at the Dog Park to allow an area for smaller dogs was completed.

The Park Board previously approved to match funds up to \$600.00. Mr. De Faut also wanted to install a picnic table, which would be an additional \$100.00. Dan Jensen, DPW Supervisor stated an additional picnic table could be put there by the Parks Department, which would save the additional \$100.00. The Park Board was in agreement.

Chairman Eisenhardt entertained a motion to recommend approval to reimburse Matt De Foe \$427.00. Motion to recommend made by Commissioner Turke. Seconded by Commissioner Brandt. All voted aye, motion carried. Dan Jensen, DPW Supervisor asked Matt to send all necessary paperwork via email. Mr. Jensen will ask Kevin Lahner, City Administrator the best way to process payment.

**Other Items:** Dog Park representative Peter Girolomo distributed their balance sheet. He also requested that the picnic tables be removed for the winter. He reported one of the tables had metal screws exposed. Mr. Girolomo asked if the Parks Department could do something about a low area by the gate, which he said was low enough that smaller dogs can climb under it. Dan Jensen, DPW Supervisor stated he would have the DPW crews remove the tables and he would see what they could do to remediate the low area by the gate.

Mr. Girolomo also notified the Park Board that the donation box for the Dog Park would be put up in the next few weeks.

**There being no further items for discussion, Chairman Eisenhardt entertained a motion to adjourn. Motion to adjourn made by Commissioner Brandt. Seconded by Commissioner Schultz. All voted aye, and the meeting was adjourned at 8:00 P.M.**

**Minutes respectfully submitted by:**



**Deb Rintamaki**

**Department of Public Works**

City of Burlington Housing Authority  
Riverview Manor

October 20, 2011

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, October 20, 2011, 6:30P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stublely, Commissioners Stoehr and Iselin, also present was Resident Manager, Dorothy Henning. Commissioner Heck was excused.

Minutes of the September 15<sup>th</sup>, 2011 meeting were approved with motion by Stoehr and seconded by Stublely. Motion carried.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2011

Talmer Bank FBC	\$42,889.40
M & I Bank	<u>\$15,137.40</u>
TOTAL	\$58,026.80

OCCUPANCY REPORT:

Manager Henning reported that all units are occupied with 9 on the waiting list for a 1 bedroom unit and 3 for a 2 bedroom unit.

BUILDING AND MAINTENANCE:

- The Patterson-Kelly boiler service request was discussed.
- Manager Henning reported that new laundry equipment had been installed.

Motion by Stoehr and seconded by Iselin to proceed with the bid from Solofra Plumbing as we will receive a discount from their supplier and another bid would not be necessary. Motion carried.

NEW BUSINESS:

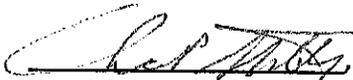
OLD BUSINESS:

Chairman Lapp reported that the resident who has been complaining about smoke smell has moved.

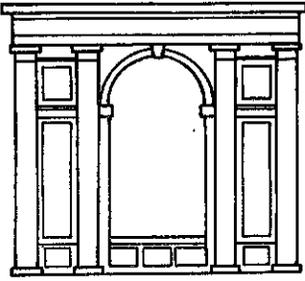
ADJOURNMENT:

There being no further business, motion to adjourn was made by Iselin and seconded by Stoehr and carried unanimously. Meeting was adjourned at 7:02P.M. The next monthly meeting is tentatively scheduled for November 17, 2011.

Respectfully submitted,



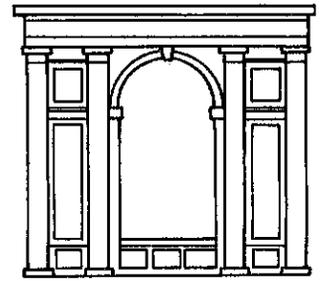
Charles F. Stublely, acting secretary



# Burlington Public Library

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

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



## Minutes of the Burlington Public Library Board of Trustees

The Burlington Public Library Board of Trustees met on Tuesday, October 25, 2011 in the Burlington Public Library Story Time Room. Present were Penny Torhorst, Steve Rauch, Pat Hurley, Kay Pockat, Mike Kelly, Dr. David Moyer, Scott Johnson, and Dianne Boyle. Excused were Pat Hoffman and Dianne Boyle. Also present were Library Director Gayle Falk and Administrative Assistant Linda Berndt.

Torhorst called the meeting to order at 4:04.

Minutes of the September 27, 2011 meeting were approved. Hurley moved, and Johnson seconded. Motion passed.

The October 2011 General Fund Bills, Prepays, Reimbursements and September 2011 General Fund Deposits were discussed and approved. Kelly moved approval and Hurley seconded. Motion passed.

Hurley moved and Johnson seconded the motion to approve the October Trust Fund Bills and the September Trust Fund Deposits. Motion passed.

**Committee Reports:** Hurley reported that the Building and Grounds committee had met to discuss the carpeting at the Library. Money for replacing the carpet was included in this year's budget. The City's Facilities Management Supervisor solicited bids for the carpet. He recommended accepting the low bid from Best Value Flooring, a company that has recently installed carpet at the Police Department. Discussion followed on the best time to close the library for carpet installation. Moyer moved and Johnson seconded the motion to accept the bid from Best Value Flooring. Motion passed. More discussion on when the library will be closed will follow at the November meeting.

The Personnel Committee recommended accepting the City's proposed pay raise of 2% for library staff. Full time staff will be given pay increases on the increments assigned by the City Council. Additionally, money will be set aside to offset payment for sick time when a staff member retires. The personnel committee also recommended giving two additional personal choice days to T. McCarthy for being in charge of the library when Gayle is out of the library.

Finance Committee met and talked about the information on the handout. Having staff members trained to cover for each other resulted in substantial financial savings this year. This year's savings will be used to reduce the city's contribution of general funds for 2012.

**Federated Library Report:** Lakeshores Library System continues to work on reducing their financial obligations.

Old Business:

Computer Project: We now have 12 internet computers up and running for public use. There have been only two times so far that all 12 computers have been in use at the same time. In another month or two, we will be able to reconsider the time limit we currently enforce.

New Business:

Budget: Kelly moved and Johnson seconded the motion to approve the budget as presented to the Library Board. Motion passed.

County tax exemption form: We are filing the form with both Racine and Walworth County to exempt city residents from the county library tax.

Replacement carpet: This was discussed and decided on during the report by the Building and Grounds Committee.

Investment of trust funds: We have a CD that is coming due soon. The rates are very low at this time. The Board recommended that Falk go for up to 18 months for a term.

Employee and volunteer appreciation: Falk reported that in the past we have used \$300.00 of book sale money for Staff appreciation and also \$25.00 for our one long term volunteer. Hurley moved and Johnson seconded the motion to use \$325.00 of book sale money for staff and volunteer appreciation. Motion passed.

Scheduling director evaluation: Pat Hoffman, as chair of the Personnel Committee, has arranged for the director evaluation to be sent home with the board members at the November Board meeting and returned to Hoffman by mail.

Directors Report:

Monthly Report: The circ numbers are up this month, but the walk-in numbers are slightly down. Falk will now be including the actual number of internet uses on the monthly report. Dr. Moyer will be putting a link to the Library on the School website.

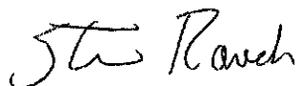
BPL in the news: There were several calendars in the newspaper this past month.

Public Communication to the Board: There is nothing at this time.

Meeting was adjourned at 4:55 PM. Hurley moved and Kelly seconded. Motion passed.

Our next meeting will be on Tuesday, November 15<sup>th</sup> at 4:00 PM in the Burlington Public Library meeting room.

Respectfully submitted,



Steve Rauch  
Aldermanic Representative



## CITY OF BURLINGTON

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

<b>Common Council Agenda Item Number: 11</b>	<b>Date:</b> December 6, 2011
<b>Submitted By:</b> Mayor Miller	<b>Subject:</b> Appointments

**Details:**

- A. Thomas Wiener to be reappointed to the CDA, term to expire 11/1/2015.
- B. Jim Spiegelhoff to be reappointed to the CDA, term to expire 11/1/2015.
- C. Kevin Remer to be reappointed to the Airport Committee, term to expire 12/1/2014.
- D. John Hotvedt to be reappointed to the Airport Committee, term to expire 12/1/2014.
- E. Jerry Delay to be reappointed to the Airport Committee, term to expire 12/1/2014.

[See attached list for Election Inspector Appointments](#)

**Options & Alternatives:**

The Council may elect to deny this request and ask the Mayor to seek a different person for this board.

**Financial Remarks:**

None.

**Executive Action:**

Staff recommends that the Council accept these appointments at the December 6, 2011 Common Council meeting.

## 2012-2013 Poll Worker Appointments

### Republican Party Appointments

Kalmes, Kelly  
McKinney, Carmen  
McKinney, Richard  
Preusker, Thomas

### At-Large Appointments

Bauman, Betty	Lehn, Barb
Behling, Irene	Lodle, Jill
Beix, Judy	Lodle, Richard
Bergren, Jack	Malmberg, Lynn
Bird, Tim	Marshall, Ross
Birkett, Nancy	Mastalir, Joyce'
Braunschweig, Yvonne	McDonald, Lois
Brook, Sylvia	McGarvey, Laura
Corbett, Sue	Milatz, Bill
Cotey, Bob	Miller, Mary
Cotey, Connie	Miller, Simon
Dawson, Lorraine	Molitor, Scott
Debbink, Jordan	Musgrave, Bob
Degen, Romyne	Neff, Charles
DeGreef, Marilyn	Neff, Kay
Degreef, Phil	Newbury, Ralph
Drallmeier, Marlene	Nickolai, Suzanne
Edge, Sue	Nienhaus, Dianna
Epping, Lynne	Oldenburg, Lorraine
Fell, Shirley	Parsons, Diana
Fraser, Mary Ellen	Peterson, Betty
Gebhard, Karlene	Prailes, Diane
Gebhardt, Maureen	Roanhaus, Norma
Goehner, Audrey	Robers, Jane
Goodfellow, Carole	Robers, Phyllis
Goodfellow, Maureen	Schaub, Eleanor
Hartwick, Phyllis	Scherrer, Barbara E.
Hartwick, Robert	Schiestle, Linda
Heck, Ruth	Schlitz, Dick
Hegeman, Gail	Siehoff, Annette
Hurst, Mary	Skwierawski, Mary
Ingwell, Cindy	Spiegelhoff, Louann
Jacquart, Sharon	Stelzner, Ann
Janette, Lorraine	Strand, Luann
Kendall, Patricia	Strock, Patricia
Kerkman, Joan	Umnus, Millie
Krismer, Helen	Vorpagel, Joyce
Krupski, James	Vudis, Marion
Lapp, Pat	Weis, Kay
Larson, Ellen	Willis, Geraldine
Larson, Romyne	Wortman, Margaret
	Yopp, Valerie



# CITY OF BURLINGTON

## Finance Department

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<b>Committee of the Whole Item Number:</b> 7	<b>Date:</b> December 6, 2011
<b>Submitted By:</b> Steve DeQuaker, City Treasurer	<b>Subject:</b> Resolution 4512(37) to consider the proposed 2012 Budget.

### Details:

Attached is Resolution 4512(37) to consider the adoption of the proposed 2012 annual City Budget. The Council conducted workshops in October with the Department Heads to project City revenues and discuss expenditures for the next year. At this time the City has all the information that we expected to receive in relation to the budget and have addressed all unresolved issues surrounding the budget.

### Options & Alternatives:

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

### Financial Remarks:

The ending fund balance is projected to be \$2,304,107. This is 32.3% of General Fund expenditures for 2011. The tax levy as shown in the budget is a 3.3% increase over the 2010 levy, which equates to an additional \$174,546 in General Fund dollars. The tax levy calculates to a MIL rate of \$7.85 for the City portion of the taxes compared to \$7.58 last year. The 2011 Levy, compared to the 2010 Levy, is adjusted by net new construction (1.57%) and the close of TIF District #4 (1.74%) per Department of Revenue Levy Limit guidelines. Overall City assessed property values decreased in 2011, resulting in no change or a small \$10 increase for the average property owner in the City.

### Executive Action:

This item was discussed at the November 15, 2011 Committee of the Whole meeting with a Public Hearing held the same night. It is placed on the December 6, 2011 Committee of the Whole and Common Council agendas for consideration.

**A RESOLUTION ADOPTING THE 2012 BUDGET  
FOR THE CITY OF BURLINGTON**

**WHEREAS**, the draft 2012 Budget for the City of Burlington has been prepared by City staff and presented to the Committee of the Whole for their consideration, review and revision; and,

**WHEREAS**, the draft 2012 Budget reflects the changes as directed by the Committee of the Whole; and,

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the 2012 City of Burlington Budget in the following amounts is hereby approved:

	Fund Balance 1/1/2012	Total Revenues	Total Expenditures	Fund Balance 12/31/2012
<b>Governmental:</b>				
General	\$ 1,870,602	\$ 7,575,701	\$ 7,142,196	\$ 2,304,107
Library	\$ 40,968	\$ 761,700	\$ 800,659	\$ 2,009
Block Grant	\$ 356,081	\$ 51,500	\$ 134,500	\$ 273,081
TIF 3 RLF Loan	\$ 529,832	\$ -	\$ -	\$ 529,832
Wehmoff	\$ 54,757	\$ 87	\$ -	\$ 54,844
Park Development	\$ 107,662	\$ 25,330	\$ -	\$ 132,992
Library Trust	\$ 99,246	\$ 12,650	\$ 15,450	\$ 96,446
DeRozier	\$ 48,871	\$ 750	\$ -	\$ 49,621
Debt Service -TIF 3	\$ 1,925,894	\$ 3,553,839	\$ 3,300,828	\$ 2,178,904
Debt Service	\$ (474,914)	\$ 11,300	\$ (463,613)	\$ (0)
Debt Service -ER TID	\$ (2,295,939)	\$ 42,000	\$ -	\$ (2,253,939)
Capital Projects - Infr.	\$ (0)	\$ 1,300	\$ 1,300	\$ (0)
Storm Water	\$ 13,284	\$ 3	\$ -	\$ 13,287
Façade Grants	\$ 32,766	\$ 35	\$ 5,000	\$ 27,801
TIF 4	\$ 0	\$ -	\$ -	\$ 0
Downtown Redev	\$ (0)	\$ 20	\$ -	\$ 20
Equipment Replacement	\$ 1,456,032	\$ 502,450	\$ 550,200	\$ 1,408,282
<b>Enterprise:</b>				
Wastewater	\$ 1,183,809	\$ 3,616,281	\$ 2,704,047	\$ 2,096,044
Water	\$ 305,954	\$ 2,523,101	\$ 2,523,101	\$ 305,954
Airport	\$ 102,206	\$ 687,484	\$ 595,072	\$ 194,618
<b>Internal Service:</b>				
Self Insurance	\$ 439,720	\$ 1,496,856	\$ 1,303,860	\$ 632,716
	<u>\$ 5,796,832</u>	<u>\$ 20,862,387</u>	<u>\$ 18,612,600</u>	<u>\$ 8,046,619</u>

**BE IT FURTHER RESOLVED** that the Common Council of the City of Burlington does authorize the City Treasurer to levy tax in the amount of \$5,458,972.30 for Racine County property in the City of Burlington and \$4,687.70 for Walworth County property in the City of Burlington and to collect these taxes to meet and operate, pursuant to said budget, for the fiscal and calendar year 2012.

Introduced: December 6, 2011  
Adopted:

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Robert Miller, Mayor

Attest:

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Beverly R. Gill, City Clerk