

BURLINGTON CITY COUNCIL REGULAR SESSION 9-16-2020

City of Burlington Governing Body met in Regular Session at City Hall’s address, 1013 N. 4th Street, Burlington, Kansas, at 6:00 p.m. Wednesday, September 16, 2020. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Jerilyn Curtiss (President of Council) Dallas Scothorn Lewis Lenard
 J.J. Jasper (Phone) Thomas P. Tschantz Sharon Hall

Superintendents Present:

Kevin Boyce (Parks) Alan Schneider (Electric) Mark Davidson (Street)
 Doug Jones (Chief of Police) Danny Hawkins (Water/Wastewater)

Also Present:

 (City Clerk) Mary Mader (Administrative Assistant)
 Philip Wright (City Attorney) Jimmy Hugunin (Zoning/Grants Clerk)
 Anne Brown (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Carrie Collins, Jill Barnhardt, Darl Henson, Sean Gordon, Paul Abendroth, Becky Voorhies, Jay Hale

AGENDA: *Council Member Lenard, “I move to approve the agenda as modified.” Council Member Curtiss, “Second.” Motion unanimously carried, 5:0.*

MINUTES 9/2/2020: Mayor Luke, “You have before you the draft minutes of our regular session of September 2, 2020, are there any additions or corrections?”

Council Member Hall, “I move to approve the draft minutes of September 2, 2020, as presented.” Council Member Tschantz, “Second.” Motion unanimously carried, 5:0.

APPOINTMENT: Jill Barnhardt – Kansas State Research and Extension – Community Vitality Project – First Impressions Project

Carrie Collins, “Thank you for letting us come visit with you this evening. My name is Carrie Collins, and I represent the Community Development PVC for Coffey County Extension. I also have with me Jill Barnhardt and Darl Henson. They are Coffey County Agents. We are here tonight to talk to you about a program that we would like to participate in called First Impressions. I think you have some information in your packets, and if anybody in the crowd would like to have some information, Jill has that available. This program is for Community assessment and improvement. It is to help our community find out what our strengths and our weaknesses are and how we can improve to make our community even better than it already is.

“So, how this program works is that we are paired with a sister community that is similar to ours in size and make-up. Visitors from their community come to visit us, as a shopper, then we go and visit them. At the end of their visit, they do a report of their findings of that visit of the community and then that is given back to Kansas State Research and Extension. They put together the reports of everybody that volunteered to go visit that community and do a video presentation that comes back to us. We could present that here at City Council or as a Community Town Hall that would just have those visitor’s impressions of our community, not living here or knowing much about us, their first impression. That’s kind of how it would work. It comes at no cost to the City. It would just require your support, and it would be informational back to us. We do have volunteers that are willing to go to Girard and visit their community. They are prepared to have people come to visit our community.

“So, tonight, we are just here asking for the City’s blessing and support to participate in this program. If you are willing to do that, then we do have an application form that we need the Mayor of Burlington to sign off on. Any questions you have about the program?” Mayor Luke, “Will they be involved in City staff in any way?” Carrie Collins, “The areas that they are going to look at is going to be like our housing, retail stores, churches, rec centers, and schools. They could possibly stop by City Hall and ask for information; they will come in and visit with different people and see what kind of welcome and information they get. Other than that, there wouldn’t be any direct contact with City staff.” Council Member Curtiss, “I read through this today, and I thought it sounded like something to our advantage.” Carrie Collins, “Once we get the report back, we can take that information and go wherever you guys would like to run with it. They suggest that you can take it and form different committees or I thought of Burlington Promotions, they are always looking for different ways to do different things in our communities. So, you can take that and take action on it, work on the weaknesses, and find ways to do things a little bit differently. There is no set directive that the City has to take, it is more just informational.”

[2] CONTINUATION: September 16, 2020 Burlington City Council Regular Session

Mayor Luke, "Now, I would assume the County would get the information as well?" Carrie Collins, "We don't necessarily report it back to the County, but they would be invited to join and hear that information as well. They actually recommend that you invite your whole community to come and hear what others have to say. Some of it is on how our community treats people coming to our community." Council Member Curtiss, "It sounds kind of like what PRIDE does." Carrie Collins, "Any other questions? We are pretty excited about it. Our community vitality program through Coffey County Extension hasn't had a lot of opportunities for active things, so we are really looking forward to being able to participate." Mayor Luke, "Timeline?" Carrie Collins, "The volunteers that are going to Girard, we have to do training, and we will do that in October. We hope to make our visit down there in the November timeframe. They will make that same visit here in November. We will have until the first part of December to turn in our reports. Then sometime after the holidays in January, we would have that presentation ready to bring back to you guys. That's our timeframe." Mayor Luke, "And you need from us an okay to move forward?" Carrie Collins, "We need an okay and then your signature on our application to do that. We do have that ready tonight."

Council Member Curtiss, "I move to approve the Kansas State Research and Extension – Community Vitality Project – First Impressions Project." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

Carrie Collins, "Thank you all again, we appreciate it. We are pretty excited about it, and hopefully, we will get some good information." Council Member Curtiss, "Let me know if you need anything."

APPOINTMENT: Gordon CPA – Sean Gordon -Present 2019 Audit

Sean Gordon, "My name is Sean Gordon with Gordon CPA. We performed the 2019 audit of the City, and I will go over that with you. You should have that in front of you, and I'll go over it section by section with you. If you have any questions along the way, please feel free to stop me. So, starting with pages one and two, this is the independent auditor's report. Here we discuss the manager's responsibility for financial statements and our responsibility for the financial statements. Our biggest responsibility is to issue an opinion on the City's financial statements for the calendar year of 2019. If you look at the bottom of page one, it talks about the opinion paragraph there. So, we issued an unmodified opinion, which is the highest and cleanest opinion we can give the City under federal and state guidelines. So, that reflects very well in the financial management of the City for 2019.

Looking forward to pages three and four, these are the basic financial statements. You will see here what is commonly referred to as the balance sheet and the income statement for the City. You will see all of the liabilities, assets, revenues, and expenses there.

"The next section pages 5-17, these are the City's major funds and the enterprise funds. These are the City's funds that have quite a bit of activity running through them, so they are presented separately from some of the smaller funds. The next section forward is pages 18-44. These are the notes for the financial statements. There were no changes required by the state this year, so this is similar to what you have seen over the past few years. The final section in the bound copy that you have 45-64. These are the smaller funds of the City presented separately. We had another good audit this year with Regina and Anne and all staff that was involved. We look forward to doing the audit next year as well. If you have any questions, let me know."

PUBLIC COMMENTS:

None.

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been doing many line locates, customer service requests, tree trimming, shop maintenance, preventative line maintenance, and vehicle and equipment maintenance.

Power Pole Replacement: Superintendent Schneider, "The men are still changing power poles and setting some anchors that rotted due to electrolysis."

Inventory- Poles: Superintendent Schneider, "We received a new load of 40-foot poles a day or so ago. As per our discussion we had a while ago when we were doing the ballpark, I was asked to get a couple of 70-foot poles to have in case any of those get damaged. So, on that load, I ordered two. We do have two class one 70-foot poles sitting in the pole yard."

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power personnel have been performing normal power plant and equipment maintenance, over current relay maintenance, substation maintenance, and DC power supply maintenance.

Generator Maintenance: Superintendent Schneider, "A maintenance run was conducted on generator #1 and generator #6."

Reports: Superintendent Schneider, "We worked on reports and scheduling."

Evergy: Superintendent Schneider, "Evergy was in last week to inspect and document some of the equipment they have in our substation and our breaker station. I took them around to show them where everything was as they were unfamiliar with everything because they have never been here."

[3] CONTINUATION: September 16, 2020 Burlington City Council Regular Session

Outages: Superintendent Schneider, “We worked no outages since last Council.”

QUESTIONS:

Council Member Lenard, “What’s the frequency that we think we might replace those 70-foot poles that would prompt us to keep two of them?” Superintendent Schneider, “The main reason we ordered them is because I was asked when we talked that night if that was a possibility. There are a couple down there that are eaten fairly bad by woodpeckers. If something were to happen to them, then we don’t have the wait time to get one sent up from Georgia or wherever.” Council Member Lenard, “So, we will always keep an inventory of two?” Superintendent Schneider, “I guess we will just have to see how it goes. If a tornado would happen to come through, you know how the weather is here, it could knock down more than what we have in stock too. It’s just a gamble.”

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, meter rereads, maintenance on trucks and equipment, customer call-outs, and concerns.

Water Leak: Superintendent Hawkins, “We did repair a water leak south of 5th and Lamoille on the east side of the road. We did get that completed.”

9th- 12th of Alleghany Waterline Project: Superintendent Hawkins, “I have ordered a large portion of the material needed for the 9th- 12th of Alleghany Project that we will start the first of October. Joe from Riley Boring Company will be here next week to get ready for the project coming up. With brush clean up coming up in the next two weeks, we will get that completed, then we will jump right into the waterline project.”

Sewer Cleanout: Superintendent Hawkins, “The men did complete the sewer line project. I have contacted and scheduled for this coming Monday with ECS out of Emporia, KS. They are going to come in and vac all of our deep wet wells to get any grit or anything that we have taken throughout town to get that out of our sewer system.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, “The plant is running really well.”

Sewer Cleanout: Superintendent Hawkins, “Shane Newland came in and completed all the chlorinators. That is all completed for the year. We are up and going with that.”

SCADA System Update: Superintendent Hawkins, “I did receive a call from RW Vaught, which is our IT tech guy for our SCADA (Supervisory Control And Data Acquisition) system. We have budgeted for our SCADA system to be updated this year. With COVID and everything, he is so far behind that the closest that he can get us in is April 2021. We will just have to ear tag it and wait until then.”

STREET DEPARTMENT: Update

General: Superintendent Davidson, “We have been doing our normal duties. We have been cleaning ditches, sweeping curb and gutter, fixing potholes, culvert cleaning, tree trimming, alley work, and servicing equipment.”

Culvert Replacement: Superintendent Davidson, “We replaced a road culvert at Graceland Cemetery.”

Crack Sealing: Superintendent Davidson, “The majority of our time has been spent crack sealing the downtown area. We are very close to finishing it up; we have just a few blocks left.”

Kennebec Bridge Project: Superintendent Davidson, “Monday we had the bid opening for the two bridges. Anne, Jimmy, and Mayor Luke sat in on the meeting with B&G Consultants. In your packets, you’ll find the bid sheet. We had five bidders with their amounts and also the engineer’s estimate. I would like to ask that the bids be considered bona fide bids.”

Council Member Curtiss, “I move to accept the bids as bona fide.” Council Member Tschantz, “I second the motion.” Council Member Jasper, “We are just accepting bids as bona fide right now?” Mayor Luke, “That is correct.” Council Member Jasper, “If we don’t accept a bid tonight, how does that affect the bona fide bids?” Mayor Luke, “Let me make sure I understand, there is a bid that you don’t want to be bona fide?” Council Member Jasper, “That or it could be multiple. There are several questions I have. I just want to make sure that after the bids are bona fide if we decide to put off all bids until we feel better about it, that we can.” Mayor Luke, “Yes, all we are going to do tonight is bona fide the bids. I have a meeting scheduled with the County Commissioners on Monday morning to give them the information. Next meeting, we have a choice of doing whatever we choose to do. We are not going to accept any of the bids or do anything tonight.” Council Member Jasper, “I want to also add that maybe have Mark deal with our engineer and take some of their references and recommendations. We thought that there might be some State changes in contractors...” Mayor Luke, “Mark can hear you, so we will go from there. Right now, we are just going to bona fide what we have.” Council Member Jasper, “Okay, I just wanted to make sure.”

Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

[4] CONTINUATION: September 16, 2020 Burlington City Council Regular Session

Mayor Luke, “As I just told J.J., Monday morning at 10:15, I have a meeting with the County Commissioners to go through the incremental increase to get a verification of any dollars that they are going to contribute towards that. We will come back next meeting and either accept, reject, or decide to go in a different direction. That won’t be done tonight, that will be done next meeting.”

POLICE DEPARTMENT: Update

Cases: Chief Jones, “Last Thursday, was another crazy Thursday. Our big one was a vehicle that was stolen at Bahr Tire and subsequent chase pursuit. He got down to the turning lanes 58 HWY and Gridley junction and came to a stop. One of our officers pulled up behind him, doing a high-risk stop. The white Tahoe throws it in reverse, rams the deputy’s vehicle, sets off the airbags, which disabled the vehicle. He then takes off and goes just about a half-mile through the ditch, up over the berm, through about 1100 foot of bean field, hits the tree line, and bails out on foot. We started setting up a perimeter. Highway patrol sent nine troopers to help with this, four of them with tracking dogs. They tracked him through the woods. This happened about 8:30 in the morning, and by 11:00 a.m., they had him in custody and in jail. On the probable cause affidavit, the Judge originally set his bond to \$300,000; he made his first appearance yesterday. The argument was made that he was a danger to society, and the Judge agreed and raised the bond to \$500,000. That has taken up quite a bit of our time for the last week.”

City Court: Chief Jones, “We had court last week. We had 78 cases on the docket, and in 90 minutes, we had those resolved in one fashion or another. I think the Judge ordered 10 warrants for failure to appear last week.”

General: Chief Jones, “We had our normal calls.”

Highschool Homecoming Parade: Chief Jones, “We were notified by the High School that they are still planning on having the homecoming parade this Friday. It is going to be a non-stop parade; there will be no pep rally. It will be its usual route from the Court House down to the old City Hall and disperse from there. They are doing what they can to try to keep things.”

PARKS DEPARTMENT: Update

General: Superintendent Boyce, “We have been cleaning public restrooms and buildings. We have been doing building and equipment maintenance. Most of our time has been spent mowing grass. We also have been spraying weeds and grass in gravel areas and watering flowers and trees.”

Fogging / Spraying Mosquitoes: Superintendent Boyce, “We are still fogging for mosquitoes. Last week we did not fog due to the cool temperatures and the moisture in the air. We will fog tonight unless the wind speed is too low.”

PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)

Superintendent Boyce, “We received four bids, and those should be in your packets. First, I would like those accepted as bona fide bids.”

Council Member Curtiss, “I move to accept the bids as bona fide.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

Bidder	Bid Bond	Addendums	Grand Total	Start Dates
Engineer’s Opinion of Probable Cost			\$354,487.50	
A.M Cohron & Son, Inc 62180 Great River RD. Atlantic, IA 50022	Yes	Yes	\$406,560.05	12-15-2020 90 Days
B&B Bridge Co., LLC 5 th and Central St. Paul, KS 66771	Yes	Yes	\$322,216.79	12-15-2020 90 Days
Pfefferkorn&Drury Construction 19957 W. 162nd St Olathe, KS 66062	Yes	Yes	\$484,820.00	12-15-2020 90 Days
Smoky Hill LLC 645 E. Crawford #E8 Salina, KS 67401	Yes	Yes	\$537,910.00	11-15-2020 90 Days

Superintendent Boyce, “Stan did sit in on the bid opening, the engineer was here also. There is quite a difference in the prices. What I noticed was a lot of the cost was bringing the equipment in, one of them is from Iowa, so things like that make up quite a bit of the difference in price. Many of them were concerned about the water that actually runs around the west end of the dam and goes back in underneath the rocks. There was concern about the river elevation. I visited a little bit with the engineer on it, and I feel that B&B Bridge Company from St. Paul are a little more aware of the Neosho River and how it runs through the wintertime. During the winter is when this project will hopefully be done. We have determined that it is part of the big difference in the money. I also passed out several jobs that B&B Bridge Company has done over the past five years. There is also a letter from the State stating that they are in good standings with the state. My recommendation would be B&B Bridge Company for the amount of \$322,216.79.”

Council Member Tschantz, “I move to accept Superintendent Boyce’s recommendation to award the City Dam Retaining Wall Repair Project to B&B Bridge, Co, LLC as presented, not to exceed \$322,216.79; as being in the best interest of the City of Burlington.” Council Member Hall, “I second the motion.”

[5] CONTINUATION: September 16, 2020 Burlington City Council Regular Session

Council Member Lenard, “So, you looked at these, Stan?” Mayor Luke, “Yes.” Council Member Lenard, “No clarifications that stood out to you or anything?” Mayor Luke, “No, we did have the engineering firm that was here, Schwab Eaton, and he answered the questions as to what the differentials would be and the different ways that they were proposing to control the flow of water and seepage. So, we are satisfied with that.” **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

PARKS DEPARTMENT: KS Camper Association

Superintendent Boyce, “If you remember, the Kansas Camper Association came in the fall of 2019 to ask permission about doing a group camp in Kelley Park. They would have been here in the spring of 2020, but it was canceled due to COVID. We refunded their money for Kelley Hall. They are asking for the same thing. I checked with the Fair Board, Rec Center, Saddle Club, and Extension Agent to make sure they didn’t have anything scheduled in the park that weekend. The park is available. They asked if I would ask you because of COVID so they wouldn’t have to come.”

Council Member Hall, “I move to approve Superintendent Boyce’s request for the Kansas Camper Association to use Kelley Hall on April 30, May 1 & 2, 2021.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2020-17	\$	<u>729,370.26</u>
b. Payroll Ordinance	2020-19	\$	<u>93,757.55</u>
	TOTAL	\$	826,780.47

CLAIMS 2020-17: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2020-17 for the amount of \$729,370.26 for payment of city bills. Council Member Hall gave the second. Deputy City Clerk Brown, “The larger expenses of the whole ordinance tonight are to Anixter Inc. \$17,093.09 that had a transformer on it, Kansas Power Pool \$217,473.22, Trenary Tree Care \$6,250.00, State Treasurer \$375,723.75.” Hearing no additional discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2020-17 passed unanimously, 5:0.”

PAYROLL 2020-19: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2020-19 in the amount of \$93,757.55, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, “Payroll Ordinance 2020-19 passed unanimously, 5:0.”

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties. I have gotten several permits for new structures; they will be on the next agenda.”

CARES / SPARKS Program: Zoning Clerk Hugunin, “I attended the SPARKS Committee meeting yesterday, and I do have the resolution in there for that. Philip looked it over, and Mary helped me get it made up. It talks about how we are going to get these monies, and we have to use it as identified; if not, then we have to pay it back.”

Kennebec Bridge Project: Zoning Clerk Hugunin, “I helped Mark with the bridge bid opening.”

CDBG-CV Grant: Zoning Clerk Hugunin, “I met with Thrive Allen County last week, and she is here tonight. She sent over the contracts, and the Mayor has those. She is here tonight if you guys have any questions.” Mayor Luke, “My understanding from Jimmy is that you are going to do everything.” Becky Voorhies, “Basically, we do. I brought over a box that has all of the file folders. I’ll make up flyers and get a list from the utility department of the businesses and give flyers to them. We will put it on our Thrive Kansas Facebook page about the opportunities for small businesses in Burlington.” Mayor Luke, “Okay.”

Zoning Clerk Hugunin, “Also, Philip did look over that contract and said everything looked good on that.”

Council Member Hall, “I move to approve Resolution 2020-03, for the City Coronavirus Relief Fund.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

PERMITS: Building Permits issued by Zoning Clerk Hugunin:

OTHER COMMITTEE OR COUNCIL BUSINESS:

Public Power Week: Mayor Luke, “You have in your packet the proclamation for the Public Power Week which is coming up, the newspaper does have that. So, we are all set.”

[6] CONTINUATION: September 16, 2020 Burlington City Council Regular Session

LKM Annual Conference: Mayor Luke, “We also have the League Annual Conference coming up. Even though it will be virtual, we will still need a voting delegate for the conference, which I believe is on a Friday, it’s all during the week.”

Council Member Curtiss, “I move to appoint Stan Luke as City of Burlington’s League of Kansas Municipalities Voting Delegate, and Jerilyn Curtiss as Alternate Delegate.” Council Member Hall, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

LEGAL DEPARTMENT: Update

City Attorney Wright, “For the last couple of weeks, I was able to look at the Resolution that Jimmy talked about and the contract for Thrive Allen County. Also, we have somebody with a note with the City that isn’t paying, and I called this person’s attorney, he said that it would be paid within 10 days. That was on the 3rd, so it is actually over the time. We will follow up again with that. We had city court. Just for the Council’s information, we did get an order from the Chief Justice of the Supreme Court yesterday with regards to the staying of all the statutory time periods of limitations that indicated that that stay was not going to be lifted anytime soon. There is no indication of when that is going to change at this point.”

ORDINANCE:

RESOLUTION: 2020-03 City Corona Virus Relief Fund

CITY CLERK: Update

General: City Hall Staff have been busy with customers paying utility bills, many calls and inquiries, preparing work orders, vouchers for bill paying, payroll, and council meeting minutes.

Bid Openings: Deputy City Clerk Brown, “I sat in with Mark for the Bridge bid openings. I also sat in on the bid opening with Kevin for the City Dam.”

Level Pay: Deputy City Clerk Brown, “The level pay contracts are beginning to come in.”

City Hall – Cross-Training: Deputy City Clerk Brown, “We have been doing cross-training in City Hall.”

CITY CLERK: Personnel Kerri Weltha – Evaluation

Mayor Luke, “We have a personnel evaluation for Kerri. She was promoted into Carol’s position when Carol left, so she is out of the normal routine until she has been there for the correct period of time. It is a request for an increase from \$19.17 to \$19.94 an hour, which is a 4% merit increase.”

Council Member Hall, “I move to accept Kerri Weltha’s personnel evaluation as presented, and to grant a pay increase to \$19.94 per hour, effective September 19, 2020.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

QUESTIONS:

REPORT BY CITY OFFICERS:

MAYOR’S COMMENTS:

Mayor Luke, “At the next meeting, we will have a motion on the payroll tax. Right now, we have an executive order that you can delay payment of that until after the first of the year. Looking at the software package that we have and talking with them, we are going to opt-out of that. So, we will continue to take deductions out as we always have in the past because, after the first of the year, you would have to start resubmitting and paying that back. Next meeting, we will have a motion that we will bring forth to exempt out of that, so we are documented with the League and everyone else.”

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2021 Flooding 5-2019 – Updates	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc.
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>R.I.C.E. N.E.S.H.A.P. Compliance</i>
PARKS DEPARTMENT: Events in Parks (Updates) City Dam - West Wall Repair – Engineering Services Proposals	Kelley Park Light Poles – Repair/Replace (also see Legal) Girl Scout Rock Garden - Updates
LEGAL DEPARTMENT: Municipal Court Updates	Misc. Legal - Documents, Cases, Contracts, etc.
PLANNING AND ZONING Work with Advantage Computers and City Departments to improve Cyber Security Nuisance Structure & Properties: Work with PD F.I.R.M. Floodplain Map Changes – Updates Burlington Corporate Boundary Updates on Map (Work with State)	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one Addition Nuisance Structures for Possible Condemn/Demolish Permits - Building/Zoning/etc.
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases
STREET DEPARTMENT: Concrete St. Repairs/Free State Ct. Replacement/Repair Pavement Management System/Asset Management System	Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvements 2020 6 th & Alleghany Project Street Improvements 2020 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Sensus Water Meter Replacement Sewer Lagoon Maintenance/	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Liftstations –Flushing Rags, etc.

Mayor Luke declared the meeting adjourned.

Approved by Governing Body and signed by Anne C. Brown, Deputy City Clerk