

BURLINGTON CITY COUNCIL REGULAR SESSION 4-7-2021

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, April 7, 2021. Mayor Stan Luke called the meeting to order.

THE PLEDGE OF ALLEGIANCE

ROLL CALL: Stan Luke, Mayor

Council Members present:

- Jerilyn Curtiss (President of Council) Dallas Scothorn Lewis Lenard
- J.J. Jasper 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:

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

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Paul Abendroth

AGENDA:

Council Member Lenard, “I move to approve the agenda as modified.” Council Member Tschantz, “Second.” Motion unanimously carried, 6:0.

MINUTES 3/17/2021: Mayor Luke, “You have before you the draft minutes of our regular session of March 17, 2021. Are there any additions or corrections?”

Council Member Curtiss, “I move to approve the draft minutes of March 17, 2021, as presented.” Council Member Scothorn, “Second.” Motion unanimously carried, 6:0.

APPOINTMENT: Carrie Collins – First Impressions

Carrie Collins, “Good evening. I am here tonight just to update you on First Impressions program. It has been a while since I have visited with you about that, but it is now complete. We would like to extend an invitation to all of the council to come to the presentation that K-State has put together. It will be April 15th which will be Thursday at 6:00 p.m. at the 4-H building. K-State has put together a wonderful PowerPoint just of pictures of our community. Also, the team that came and visited our community, their comments about what their thoughts were about Burlington. I have gotten an opportunity to see that and I think you will find a lot of good information from that, a lot of positives. To me there were things that did stick out on things that we can work on. We would like all of you to be there. The goal after we see that presentation is to work together to put some kind of committee or task force together to address the issues. We look forward to having all of you. Any questions?”

Council Member Scothorn, “What was the date and time?” Carrie Collins, “April 15th, which should be a Thursday, at 6:00 p.m. at the 4-H Building.” Mayor Luke, “Is it open to the public?” Carrie Collins, “It is open to the public. There was actually an article published in the paper tonight. I understand that we are on the front page so we are pretty excited about that. We are also inviting commissioners to attend and other people throughout the county. So, it is open to the entire public to come join us.” Council thanked Carrie for coming.

PUBLIC COMMENTS:

Paul Abendroth, “I was wondering what the situation on the burnt house on 1st Street is?” Mayor Luke, “Philip, has a letter been sent to them?” Attorney Wright, “I haven’t sent a letter to them, no.” Chief Jones, “I have a letter, but I don’t have I don’t have an address. I need to get with Jimmy to follow up with an address.” Mayor Luke, “Okay, so we are starting the process that we have to go through.” Paul Abendroth, “I know that they are out of town right now.” Mayor Luke, “Okay.” Paul Abendroth, “What about the little joe’s building down on 4th street, the one with all of the trees back behind? What is going to happen with it?” Chief Jones, “He was served a letter; I talked to him, he is supposed to get back in touch with me with who is going to cut the wood up and see where we are at with that. I made the suggestion to him that we had a local group that might be interested in that wood. He is one that I will touch on later.” Paul Abendroth, “Okay.”

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ELECTRIC DEPARTMENT: DISTRIBUTION Update

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

Generator #6 – Turbocharger: Superintendent Schneider, “A couple of the men assisted the power plant crew when the turbocharger came back for the reinstallation.”

Call Outs: Superintendent Schneider, “We worked two call-outs since last council. One was due to lightning, and the other was just the other evening. Two squirrels decided they were going lay on our cross arms’ they got into the phase. It didn’t really cause an outage, the breaker did operate, but there was potential for an outage to occur. We got that taken care of.”

Moving Electric Service: Superintendent Schneider, “We moved an electric service for a customer on the south end of town. They are installing a swimming pool, so we rerouted their electric service.”

Clean-Up: Spring - Brush: Superintendent Schneider, “The men picked up brush Monday, Tuesday, and today. There were much smaller loads this time. South of Neosho Street, the men picked up 12 loads; there was a lot of small piles. As always, we no sooner got by, and they are people coming out behind. So, there are a few piles that were put out after we passed through.”

ELECTRIC DEPARTMENT: Winter Storm URI 2021

Superintendent Schneider, “I did go around after last council, and I visited with some of our larger customers to discuss the energy costs of February’s billing. I visited and explained to them how we were going to handle that. Everything went over really well, and people understood.”

ELECTRIC DEPARTMENT: PRODUCTION Update

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

Generator #6 – Turbocharger: Superintendent Schneider, “The men’s time at the power plants has been completely focused on the generator and getting that back in service. The turbo is installed, the air tank assembly is ready to go, everything is ready. They did that the first part of last week. We did do a maintenance run last Thursday for the required break-in period; we ran for six hours. We didn’t come up to full load but we were at ¾ load to make sure it was all operational. It ran very well.”

Succession Plan: Superintendent Schneider, “I also have been working on developing a succession plan for my department.”

QUESTIONS/COMMENTS

KPP Charging Stations: Council Member Lenard, “We might mention too, we didn’t bring it up because when we had the deal with our electric rates, but we did get an offer from KPP to put in a couple of charging stations here in town. We are just trying to figure out what the costs are to install those and where would be a good location. It is something that they are offering, and we should take advantage of. It is just figuring out where is a good fit for that.” Superintendent Schneider, “I did visit with them, they are saving funds for two of them for the city. Every scenario is different depending on where it would be installed; costs will vary. I’m working on getting closer numbers for that.”

WATER AND WASTEWATER: Distribution Update

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

Safety Training: Superintendent Hawkins, “Now that safety training is back on, we attended safety training.”

Clean-Up: Spring - Brush: Superintendent Hawkins, “We are still working on brush clean-up around town.”

Safety Training: Superintendent Hawkins, “As we started (clean-up for brush), our backhoe transmission started acting up on us. I want to thank Mark and his guys for letting us borrow the truck and trailer to haul it to Topeka to get it worked on. We took the hammer off of the old backhoe and got it going so we could continue to pick up brush.”

Waterline clean-up: Superintendent Hawkins, “We are still going around to till and seed areas, a lot on Alleghany Street. It is not complete, but we will go back and dress it up. We are just trying to knock them down so it’s easier for the homeowners to mow their grass. We have a long list that we are going around to.”

Water Meters: Superintendent Hawkins, “We are still installing water meters.”

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Water Leak Issues- Hudson: Superintendent Hawkins, “I received a call last Friday, April 2nd at 2:00 from City Hall. A customer had called and said that they could hear water running down their sewer in their building. I drove right over and checked their water meter, and looked for a possible water leak. There was no sign of a water leak and no water was going through the meter. I went around to the front of the building, and no one was there. I was just getting ready to pull out, and the customer’s helper was getting ready to go in. I informed the helper that I just checked their meter and looked around and didn’t find any water leaks, and no water was going through their meter. The helper said okay.

“On Monday morning, April 5th at 9:00, I went by the south side of this property and noticed that there was water running down from a costumers building, coming out of a clay tile drain. I got out and checked the water to see if there was any chlorine in the water; there was. At 9:10 a.m. I called City Hall to ask if they could get ahold of the customer that owns that building and let them know that they may have a possible water leak. As I was getting ready to leave; the other customer that called Friday, came down to me and was very upset and rude to me. He was saying that if I had listened to him, this would not be leaking now. I was very kind and polite to this customer. I told him that I did check the meter and no water was running through the meter and I did not find any water leaks Friday. The customer turned and left upset.

“I left and went to City Hall. As I was leaving City Hall, I received a call from my employee at 9:25 that he needed my help. As I was headed back to my department, I noticed that the customer that City Hall called, was now at the water leak. So, I stopped. We both investigated where the water was coming from and could not find the source of the water. This person was explaining to me how things could have plumbed, but he did not know. I again went around back behind the buildings and investigated. I did not know at this point if it was a City issue or a customer issue. My only option was to find the old water main that had gone behind these buildings and cut off the end of the main just past the first customer’s service. Plus, there were no other meters past this point, because it was a dead end. I did not know if this would fix the situation since there was no visible water coming up, but it would eliminate any city issues if that was the problem.

“I called in an emergency line locate and had it ready for work to begin at 1:00 p.m. I pulled my crew off of brush clean-up, and we went over to find the old line, cut it, and cap it. We did have a couple of residents come around and ask us what we were doing. We explained that we were trying to find the old water line and cap it. Also, a former city employee tried to help assist us in the leak by trying to remember where the old lines were. At 3:40 p.m. I received a call that one of my family members was in an automobile accident. I stepped away from the site to check on their safety. As I was hanging up with them, a resident walked by and wanted to understand what we were doing. I explained to this resident the same. Then shortly after that, another resident asked if we were the reason for the water being off. We said yes. We did work until 6:00 p.m., one hour late, to complete the job. The water was off less than an hour. We will go back and dress up the area by tilling and seeding. The customer did not incur any costs associated with this water leak.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

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

Maintenance: Superintendent Hawkins, “We are going to clean out the rapid mix. We are scheduling with my guys at the end of this month. Then we will schedule two more times to clean out both clarifiers. We have to get the clarifiers up and running so we can only do one at a time. We will do one then wait a week and do the other.”

QUESTIONS/COMMENTS

Mayor Luke, “Could that leak have been linked in with the one going across the street when we had that really bitter cold weather? (Cold Snap – Winter Storm Uri).” Superintendent Hawkins, “No. The line was a dead end behind the old buildings. According to the old employee it went down with plastic PVC pipe; we never found that plastic pipe. We ended up finding an old cast iron line. We got it as close to the end of the service as we could. There are no other services on the end. There is no reason to have 50-60 feet of just dead water setting in there. We just cut it, capped it, and that fixed it.”

Council Member Lenard, “Any idea how much water we lost out of that?” Superintendent Hawkins, “According to this person, the leak would have probably started Friday. I’m guessing. As far as how much, I wouldn’t have any idea. It wasn’t a major leak if that is what you’re asking.” Council Member Lenard, “Maybe I missed this part, but you mentioned an old employee?” Superintendent Hawkins, “Yes, we had an old employee that used to work for the City. He was just passing by and came down; of course, it draws their attention. We ask them too; we call on their memory of what was back in there. He told us that there was a plastic line in there that went from the alley, all the way clear down to the old building to the south but we never did find it. We took our vac truck across there; of course, there is everything plus the kitchen sink.”

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STREET DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning ditches, sweeping curb and gutter, fixing potholes and ruts, repairing and re-rocking alleys, fixing and replacing street signs, and truck and equipment maintenance.

Culvert Replacement: Superintendent Davidson, "We replaced a culvert at Graceland Cemetery."

International Dump Truck Maintenance: Superintendent Davidson, "We replaced the cab protector on the older international dump truck. We picked it up in Wichita at Midwest Truck Equipment."

City Hall Renovations: North Sidewalk: Superintendent Davidson, "We have replaced the sidewalk out here on the north side of the building."

Culvert Installation: Superintendent Davidson, "We installed some culverts at 11th and Hudson."

STREET DEPARTMENT: Personnel: Heavy Equipment Operator – Advertise

Superintendent Davidson, "I would like to ask if we could advertise to hire an equipment operator to replace Ron Ohmie."

Council Member Jasper, "I move to authorize Superintendent Davidson to advertise for a Heavy Equipment Operator until the position is filled." Council Member Scothorn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

POLICE DEPARTMENT: Update

General: Chief Jones, "We have had our normal calls."

New Personnel: Chief Jones, "Our new officer Rich Messerly started Monday. We have him through the administrative things. We have had him out to the range about 4.5 hours total to get him qualified. Unlike many other agencies around the state that have a 70% qualification rate, we have an 80% hit rate as our minimum. He made 80% without any problems on firearms. Otherwise, we have been doing some training and we were doing training this evening on tire deflation devices."

Cases: Chief Jones, "If you happen to look at last week's paper at the police report, you will have noticed a large amount of activity. That has increased yet more. I have a couple of very aggressive young officers, one of them we just got back from the academy and they are being active. So, if you get any comments on that, yes, we are being very active on the highway and all over town."

Nuisances: Chief Jones, "After last court, the Mayor and I visited about working up an aggressive plan to address some of the properties. Timed to coincide with spring clean-up, we identified, I believe, 17 properties; we got 13 of those letters served personal service, the others are out of town owners and we are working on getting those to them. One of my newly back from the academy officers served I think 12 of those 13 letters, on Friday, April 2nd. We are addressing them. I do have the list of the properties if anyone would like to peruse that list later. We went after it specifically to hit spring clean-up. The flyer was included with the letter when they got served."

QUESTIONS/COMMENTS

Council Member Lenard, "I have a comment. Tom Hugunin and I talked because it is currently costly to pick up tires and landfill them. I'd be interested in the feedback from your officers if there are tires and things like that." Chief Jones, "There are some places that occasionally have tires. Some of the places, have tires stored, and generally they are stacked up against the building or something like that. If they are not out at the curtilage, at the property line, it is not something that we can pick up. Because of the tire disposal fees, the city crews don't pick them up." Council Member Lenard, "This is something I think we need to work at the County on." Chief Jones, "At one time they tried a couple of different things, on grinding or banding tires---." Council Member Lenard, "All I'm asking at this point is, let's identify the properties that have tires, and if they are substantial, then we will go from there." Chief Jones, "Okay."

PARKS DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning public restrooms and buildings, building and equipment maintenance, spraying, and mowing."

Mowing & Spraying: Superintendent Boyce, "We have started mowing and spraying weeds this week."

Water Restoration from winterization: Superintendent Boyce, "We have been turning on the water to the seasonal restrooms and the RV hookups."

Mosquito Fogging / Spraying: Superintendent Boyce, "Last Thursday, April 1st, John and I took the mosquito fogging machine to Ottawa to have its annual calibration done. Van Diest Supply Company, who we bought the machine and chemicals through, puts this service on. It is something that we have to do once a year per state regulations. They also do a three-hour training period. One of the major components of that is mosquito habitats, one of which is tires sitting around. That was something that I was going to bring up anyway, but Lewis already hit it."

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PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)

Sign Placement: Superintendent Boyce, “At the City Dam, I guess Stan was hit up quite a bit, about the south sign for the limit of snagging spoonbills. I visited with the Fish and Game officer in this area. He had been hit up a lot about it also. He told me I could move it to the south end of the property, which if we move it all the way to the south end of the property, part of that they wouldn’t be able to get to the river because of trees. We moved it to the drive-in access that goes past the burn pile. I will be visiting with the Corps of Engineers and the State about possibly doing some tree clean-up from the dam to that area because that will be their next complaint; they can’t snag because of the trees. I will work on that.”

“Lewis (Council Member Lenard) asked right before the meeting about tennis courts; I’ll look into that.

“J.J. (Council Member Jasper) asked about a light at the south end of the wall at the City Dam. When we started that project, we had to remove a pole there, and we agreed not to put it back because of the way things changed there. I have already been looking at a solar-powered light. If we go into a flood incident again that kills the power down there, we will still have light. I will be looking more into that.

“Jerilyn (Council Member Curtiss.) asked about lights at the walking trail, and I am looking at solar lights for that as well.”

QUESTIONS/COMMENTS

Council Member Scothorn, “The trees that are on down the line there, those do belong to the Corps then?” Superintendent Boyce, “They belong to us, but they control what we can and can’t do with the waterway.” Council Member Scothorn, “I was hit up on that several years ago.” Superintendent Boyce, “The dead trees that are broken over, we can go in and remove that part that is broken off. We cannot excavate as far as take the stump out without permits.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2021-07	\$	<u>470,418.33</u>
b. Payroll Ordinance	2021-07	\$	<u>84,375.67</u>
	TOTAL	\$	554,794.00

CLAIMS 2021-07: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2021-07 for the amount of \$470,418.33 for payment of city bills. Council Member Scothorn gave the second. City Clerk Brown, “The larger expenses we have tonight are B&B Bridge Company \$25,425.00, Brenntag \$14,423.31, Core & Main \$12,728.78, and TrustPoint Insurance \$223,288.00. **Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2021-07 passed unanimously, 6:0.”**

PAYROLL 2021-07: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2021-07 in the amount of \$84,375.67, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, “Payroll Ordinance 2021-07 passed unanimously, 6:0.”

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties.”

Arbor Day: Zoning Clerk Hugunin, “We did get Arbor Day set for April 28th. It will be at the Early Learning Center which is the old school board office. The mayor can’t be there, so if any council member would like to be there to read the proclamation...” Council Member Curtiss, “What day is that?” Zoning Clerk Hugunin, “April 28th.” Council Member Lenard, “Are the boy scouts going to be there to help with that too?” Zoning Clerk Hugunin, “I’ve contacted somebody but haven’t heard. Would you be a better contact?” Council Member Lenard, “Jeff Rinker or Bob Fitz.” Zoning Clerk Hugunin, “Okay, those are not the names that I have. I’d like for them to be there.” Council Member Lenard, “What time?” Zoning Clerk Hugunin, “5:30 p.m.”

City Hall Renovations- Soffit & Downspouts: Zoning Clerk Hugunin, “I am still waiting on a couple of quotes for the soffit for here.”

Computer Issues: Zoning Clerk Hugunin, “There have been many computer & printer issues and they have finally been fixed. Microsoft had an update to fix the update that broke them.”

Street Department – New Laptop: Zoning Clerk Hugunin, “The new laptop for the Street Department arrived today. It is installed and running.”

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Permits: Zoning Clerk Hugunin, "I have been busy with several permits. I think I had seven or eight fence permits, then some for carports and garages."

Map Room: Zoning Clerk Hugunin, "I have been working on the map room starting to get all of the plans organized and brought up here. Also, Kevin came up to install the trim around the map room door and it looks nice."

Arbor Day: Superintendent Boyce, "I have one thing to add about Arbor Day, since we are doing the celebration at the school. I will still have Steve plant a couple of trees for the City elsewhere in one of the parks."

QUESTIONS/COMMENTS

OTHER COMMITTEE OR COUNCIL BUSINESS:

LEGAL DEPARTMENT: Update

ORDINANCE- 870, Salaries/CPI/Work Plan & Evaluation Guideline

Attorney Wright, "After reading the minutes, I talked way too much so I'm going to try to cut it down a little bit. Essentially Ordinance 870, approved by ordinance instead of resolution pursuant to Kansas law the salaries and compensation of officers. That is all that does."

Council Member Lenard, "I move to adopt Ordinance 870, Providing For And Fixing Salaries And Compensation Of Officers And Employees Of The City Of Burlington, Kansas, Pursuant To The Personnel Policies And Guidelines First Established By The City Of Burlington, Kansas, In 1996 As Amended And Codified By Ordinance 851 Dated July 26, 2017" Council Member Curtiss, "I second the motion." Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Ordinance 870 passed unanimously, 6:0."

Job Descriptions: Attorney Wright, "The next thing that we have, I believe the council has been provided with the job descriptions. We need to get them approved by motion. They were in the packet last time. There was a little bit of discussion about them; essentially, what Chief Jones is trying to do is create a structured system so when people come in, they know that there are advancement opportunities." Council Member Jasper, "Basically, an apprentice program." Attorney Wright, "Basically, you could describe it as that." Chief Jones, "That's where I took the idea from actually." Attorney Wright, "I think it is extremely appropriate. It is probably one of the reasons we have had a difficult time keeping people; the lack of having a structured system that they can see where they can advance with objective requirements."

Council Member Curtiss, "I move to approve the Police Department and Water Department job descriptions as presented." Council Member Lenard, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Court Cases: Attorney Wright, "Also, just a comment about what Chief said with aggressive officers. I have dealt with more traffic tickets in the last two weeks in ... I don't know. I think it is an all-time record in one court session. Anyway, keep up the good work. It is nice to be fully staffed in the Police Department." Chief Jones, "We are fully staffed. I just have one person that has to go through the academy. It is nice to have a full staff again."

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. For March we will be sending \$1,323.96 in delinquent utility accounts to the Kansas Set-Off Program for collections.

Personnel Evaluations: City Clerk Brown, "We did the evaluations last council, but we did not make the motion to approve those, we need to do that this time."

Council Member Tschantz, "I make a motion that the personnel evaluations and pay increases be approved as presented at last meeting." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

CDBG-CV Grant: City Clerk Brown, "In your packet for the CDBG-CV Grant there is a housing policy. April is the Fair Housing month and we have to adopt a civil rights fair housing policy for that grant. We just need approval for that."

Council Member Lenard, "I move to adopt the Civil Rights / Fair Housing Policy for the CDBG-CV Grant." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

KMU – Safety Training: City Clerk Brown, "City Hall staff also attended the KMU safety training yesterday. It was on drug and alcohol abuse."

Sewer Rates: City Clerk Brown, "This month we did calculate the new sewer rate charges. The rates are based on water usage for December, January, and February. That sets it for the whole year, that will be on the April billing."

Council Member Lenard, "Do we have any idea of what that net change would be for income?" City Clerk Brown, "We don't. We have never set that because it fluctuates so much with the customer's usage. We can't track that with people moving in and people moving out. It is constantly changing."

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Coffey County Comprehensive Planning: City Clerk Brown, “In your packets there is also a flyer for the open house with Jim Schuessler for the Coffey County Comprehensive Planning. They are doing the open house tomorrow at the 4-H building from 4:00 – 6:00 p.m. You have what his set up will be and it is open to the public and council for anyone who wants to go.”

Water contract – New Strawn: City Clerk Brown, “We have a water contract with New Strawn. It was due for renewal in June of last year, so we need to renew that. You have it for your review. We only changed a couple of things and if you are agreeable, then we can present that to New Strawn for approval for next Council.”

Attorney Wright “I just might say, because I am City Attorney for the City of New Strawn, I have a conflict of interest. If you have any questions with regards to that, Tom Robrahn is taking care of it.” City Clerk Brown, “We did contact Tom. He gave us instructions on what we wanted to change, and he did approve that.” Attorney Wright, “So you’ll have to contact him with questions and not me. Hopefully, this never happens again because this contract is 20 years old, and we will see if I’m here in 20 years.”

Mayor Luke, “The price that is in this is the same price that they are paying today. The only other change we were looking at was to add that the purchaser is required to annually calibrate their metering equipment and supply a report to us. This way, we know that the meter is working properly. That is the only change; everything else is exactly as it was 20 years ago. New Strawn has their Council meeting tomorrow night, and if you are receptive to this then we will give it to them to take and to discuss at their meeting tomorrow night.”

Council Members agree that the contract is okay to give to New Strawn. Mayor Luke, “Mark (Pettersen), I will give you a copy, and you can take it with you.”

Sales Tax Reports: City Clerk Brown, “I also gave you all the sales tax revenue reports.”

ORD 870: City Clerk Brown, “Mary and I have been working with Philip on updating the salaries schedule.”

REPORT BY CITY OFFICERS:

Executive Session: Non-Elected Personnel Matters: Council Member Tschantz, “I make a motion to enter a 20-minute Executive Session for Non-Elected Personnel Matters with the Governing Body and Personnel Officer Brown present.” Council Member Lenard, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Council entered the Executive Session at 6:41 p.m. and exited at 7:41 p.m. **No action was taken.**

Community Improvement: Council Member Lenard, “I gave you guys copies of this community improvement district pack. I had to read this twice; it needs your full attention. These are options of what we can do to assist economic development; there are some creative ways in here to help with funding. You will probably be hearing more down the road. It is not light reading.”

MAYOR’S COMMENTS:

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. Plan Council Work Session
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>RICE NESHAP 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 FIRM 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 (KRW/ funds for dredging) Sewer Liftstations –Flushing Rags, etc.

Mayor Luke declared the meeting adjourned.

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