



City Administrator & Staff Update

2024.05.31

- **Community Survey:** Thank you for your help and feedback in creating the upcoming Community Survey. It has come together nicely and should give us a good pulse on what the community's mindset. Today I will be working on some marketing materials to help promote the survey. I will share them with the group once completed. My goal is to send out a press release and marketing launch next Tuesday the 28th to kick off the survey, unless there are objections. Once it does launch, please use all of your communication channels to help get the word out. To give people enough time to hear about and complete the survey, I plan on closing the survey one month later on **June 28th**. If responses are lacking close to the close date, we can reevaluate and push back the close date. Once we have the date in hand, I will sort and run a variety of reports for everyone. For your convenience, I've linked the survey below for you to review again, if you would like. Otherwise, I will be in touch with a marketing packet to help promote the survey. Thank you again for your time and effort to get us here. Dustin Roth, Director of Marketing and Communication, Greater Burlington Chamber.

- **Survey Link:** <https://www.surveymonkey.com/r/24GBCommunitySurvey>

A screenshot of the SurveyMonkey website. The top left features the SurveyMonkey logo with a stylized monkey icon and the word "SurveyMonkey". Below the logo is a dark blue header bar with the text "Create a FREE account" and "What will you uncover?". The main area is a light green gradient background. On the left, there is a white rectangular box containing a "Create a FREE account" form with fields for name, email, and password. On the right, there is a graphic of a pencil writing on a chart.

Greater Burlington Community Survey 2024

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- **Trail/Engineering:** I wanted to give you an update on our Construction Services for the Gear Ave Trail project. We have currently used approximately 80% of our Administration budget and approximately 40% of our Observation budget. We are just over 50% of our total budget spent for the construction services. See full breakdown below, the left column is the budget, middle column is the amount spent, and the right column is the remaining

amount: Now that they are off the bridge and we have most of the change order items squared away, I am projecting that we should stay within our total budget for the rest of the project, but I want to let you know where we are to keep the City informed. Dax Suntken, P.E., Snyder & Associates.

Phase Number: 003 Construction Services

307 Construction Admin	45,300	36,314	8,986	80%
308 Construction Obs	78,700	29,640	49,060	38%
Total for 003	124,000	65,954	58,046	53%

- **Trailhead Committee:** The Welcome Park/Trailhead Committee (Melanie, Johnny, Gregg, Kim Rector, Dennis Lee kicked things off with a short meeting this past Thursday.
- **School:** See PD below.
- **REC/Franchise Fee:** REC provided us with the number of addresses within our city limits (41). I'll continue to work with them to bring this forward.
- **Vacation:** June 6th to the 20th.
- **Building Department:** Please see the attached report regarding nuisance cases. 62 in May. 27 still active and 35 closed. Great work! Mark is having great success dealing with folks in town and providing reasonable timelines where appropriate. Great people skills and consistency make a huge difference.

IT (Newberry)

- This week I got the drone footage that you have asked for of the trail as well as the fly over of Broadway to the Rec Plex.
- This week the card went out in the switch again so I will probably need to purchase another card soon for that switch. It takes down the Police Department when the card goes down.
- I also sent out a request for internet service costs to Lisco again. We will see how much it costs but it is however cheaper than what county is paying Danville telecom for 1Gbps speeds. We should check on the new provider and see what they come in at.
- This week I will be getting the switch in for the interview room. I will get that installed however if I don't get the okay to order the video equipment soon we will not be able to include it in this budget year. It may already be too late. Let me know when you get the list from Jesse or Nate so I can get that ordered. The equipment I have left to order will be about 7,000 for the interview room camera systems. If you have any questions please let me know.

Police/Fire (Logan)

- 30 fugitives were arrested last week during the work with US Marshal's. I'm waiting to hear back from the coordinator on more specific stats and once I hear something I'll pass it on.

- Sgt. Melssen was in today and submitted the SRO it to [Grants.gov](https://www.Grants.gov), and then we will go to JUST grants to finish the 2nd half of the grant.
 - Separately and unrelated our plan would be to contract for services with the WBSD to provide an officer (3-4 hours per day) to teach public safety. At the 75/25 split, we will be able to provide more than enough OT to cover shifts and other issues or matters that arise.
- Had 2 hose sections fail last week during the hose testing, with one section still under warranty so we will be able to get that replaced.
- Still on track with getting the generator installed at the fire station in the next couple weeks.

Building (Crooks)

Below are my weekly updates.

- Code Enforcement
 - 13 notices were mailed out in the past week with follow up on many others. To date, 64 notices have been mailed out in the month of May for a variety of nuisance code violations. Most were for tall grass & weeds, but others included trees and bushes obstructing sidewalks, vehicles parked in yards, junk & garbage. To date, 35 property owners have complied.
 - Abatement notices were posted on three properties with two of those properties complying.
- Building permits
 - One permit was issued for a new shed. For the month of May, 13 permits have been issued and one additional application in review. Permits include building alterations, fences, decks, driveways, roofs, and signs.
 - I completed a foundation inspection at the new Casey's.
 - iWorQ seems to be working well. We have had a handful of applications submitted online and I have had positive feedback from residents.

Finance (Moore)

- Working with the auditors in preparation for the city's audit and onsite visit. Working through some historical TIF issues that were identified in the previous year's report, but not by our previous audit firm.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Mowing
- Locates
- Service trucks and squad cars

- OSHA training
- Sign maintenance
- Backhoe training
- Building maintenance and clean up
- Street sweeping
- Dirt work
- Working with SCC on I&I around fairgrounds. All drains and gutters in and around the fairgrounds are tied into sanitary sewer.
- Trail project moving along. Will be pouring concrete and getting ready to seed.
- Working with contractor and project manager for Casey's project. Foundation is poured and fuel tanks are in.
- Tree in city right away fell on Saturday. Had to come in and remove so citizen could get car out of garage.

Case Report

5/1/2024 - 5/29/2024

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/28/2024	322 WEST BURLINGTON AVE	Zoning Code	Remove the vehicle to proper parking location	Active
5/28/2024	304 WEST BURLINGTON AVE	Nuisance Violation	Cut tall grass & weeds	Active
5/28/2024	205 WINTER ST	Nuisance Violation	Cut & trim tall grass & weeds, remove junk & trash, remove non-operable vehicle	Active
5/28/2024	301 E WHEELER ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/28/2024	535 BROADWAY ST	Nuisance Violation	Cut tall grass & weeds	Active
5/28/2024	501 LEFFLER ST	Zoning Code	Remove the vehicles to proper parking site	Active
5/28/2024	550 RAMSEY ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/28/2024	309 RAMSEY ST	Nuisance Violation	Cut tall grass & weeds	Active
5/28/2024	109 RAMSEY ST	Nuisance Violation	Cut tall grass & weeds	Closed
5/28/2024	117 RAMSEY ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/28/2024	407 W MT PLEASANT ST	Nuisance Violation	Cut & trim tall grass & weeds and remove junk vehicles	Active

Active = 27
Closed = 35
Total = 62

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/22/2024	301 E HUSTON ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	414 NEVA PL	Zoning Code	Remove vehicles to proper off street parking	Closed
5/22/2024	418 E VAN WEISS BLVD	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	406 E VAN WEISS BLVD	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	618 BRANDLI DR	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	414 BROADWAY ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	410 BROADWAY ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/22/2024	218 SWAN ST	Nuisance Violation	Cut & trim bushes away from sidewalk	Closed
5/22/2024	222 SWAN ST	Nuisance Violation	Cut & trim tree over sidewalk	Active
5/22/2024	202 SWAN ST	Nuisance Violation	Cut and trim tall grass & weeds	Active
5/21/2024	429 E GLASGOW ST	Nuisance Violation	Cut & trim tall grass & weeds	Closed
5/21/2024	409 E WHEELER ST	Nuisance Violation	Remove junk, pick up trash, and cut tall weeds	Active
5/21/2024	121 WINTER ST	Nuisance Violation	Cut & trim tall weeds next to garage	Closed
5/21/2024	109 WINTER ST	Nuisance Violation	Remove junk and cut tall weeds	Closed

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/21/2024	110 BALLARD ST	Nuisance Violation	Remove junk and cut tall weeds	Closed
5/21/2024	210 BALLARD ST	Nuisance Violation	Cut & trim tall grass & weeds	Closed
5/21/2024	317 BALLARD ST	Nuisance Violation	Remove the pile of limbs and cut tree	Active
5/21/2024	318 SWAN ST	Nuisance Violation	Cut & trim weeds around garage and alley	Active
5/21/2024	314 SWAN ST	Nuisance Violation	Cut & trim tree hanging over alley	Active
5/21/2024	321 RAMSEY ST	Nuisance Violation	Cut tall grass & weeds	Closed
5/21/2024	602 LAYNE DR UNIT 2	Nuisance Violation	Remove junk and garbage from the curb	Closed
5/21/2024	405 W MT PLEASANT ST	Nuisance Violation	Remove the junk from the curb	Closed
5/21/2024	527 LEFFLER ST	Nuisance Violation	Cut tall grass & weeds	Closed
5/21/2024	524 LEFFLER ST	Nuisance Violation	Cut tall grass & weeds	Closed
5/21/2024	521 LEFFLER ST	Nuisance Violation	Cut & trim tall grass & weeds	Closed
5/21/2024	322 MELVILLE AVE	Nuisance Violation	Cut & trim tall grass & weeds	Closed
5/21/2024	546 RAMSEY ST	Nuisance Violation	Remove the tree from the property	Active
5/21/2024	714 LEFFLER ST	Nuisance Violation	Cut & trim tall grass & weeds	Closed

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/21/2024	638 BROADWAY ST	Nuisance Violation	Cut tall grass & weeds, remove junk at curb and in front of garage, and remove & clean up cut tree in front yard	Active
5/20/2024	622 RAMSEY ST	Nuisance Violation	Remove the brush pile from behind the garage	Closed
5/20/2024	606 LEFFLER ST	Nuisance Violation	Cut and trim tall grass & weeds	Closed
5/20/2024	401 KIMBERLY DR	Nuisance Violation	Cut & trim tall grass & weeds, remove the brush pile at back fence	Active
5/20/2024	301 SPRING ST	Nuisance Violation	Cut & trim tall grass & weeds	Closed
5/20/2024	210 SCHWARTZ ST	Nuisance Violation	Cut & trim brush and remove junk	Closed
5/20/2024	104 SPRING ST	Nuisance Violation	Cut & trim grass & weeds and remove the junk from the back yard	Active
5/20/2024	121 SUMMER ST	Nuisance Violation	Cut grass & weeds, and trim tree branches	Closed
5/20/2024	319 SUMMER ST	Nuisance Violation	Remove the junk and weeds from next to the garage	Closed

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/20/2024	318 SPRING ST	Nuisance Violation	Remove junk next to the garage and mow/cut Grass & Weeds	Closed
5/20/2024	101 E AGENCY RD	Nuisance Violation	Cut & trim grass & weeds	Closed
5/20/2024	630 BROADWAY ST	Nuisance Violation	Cut and trim the grass	Closed
5/7/2024	301 SWAN ST	Zoning Code	Remove vehicles to proper off street parking	Closed
5/7/2024	503 BROADWAY ST	Nuisance Violation	Cut & trim tall grass & weeds	Active
5/7/2024	525 BROADWAY ST	Zoning Code	Remove vehicles and trailers to proper off street parking	Closed
5/7/2024	603 SWAN ST	Nuisance Violation	Cut & Trim the grass	Closed
5/6/2024	117 RAMSEY ST	Nuisance Violation	Mow grass	Closed
5/6/2024	611 LEFFLER ST	Nuisance Violation	Mow Grass	Closed
5/2/2024	310 LEFFLER ST	Zoning Code	Remove the cars to proper off street parking surface	Closed
5/2/2024	302 LEFFLER ST	Nuisance Violation	Remove the junk vehicle and piles of cut brush	Closed
5/1/2024	414 BROADWAY ST	Nuisance Violation	Remove junk and garbage from front yard	Closed
5/2/2024				Closed

Case Date	Parcel Address	Violation Type	Correction Required	Main Status
5/2/2024	1125 W 400 N			Closed

Total Records: 62

5/29/2024