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CITY OF BURLINGTON
Committee of the Whole Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, December 18, 2018

1. **Call to Order - Roll Call**

Mayor Hefty called the Common Council meeting to order at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Todd Bauman. Excused: Alderman Tom Preusker.

Student Representatives - Present: Jack Schoepke (BHS). Excused: Morgan Tracy (BHS).

Staff present: Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin, Library Director Joe Davies and Intern Nick Faust.

2. **Citizen Comments** - There were none.

3. **Minutes** - Approval of the December 4, 2018 Committee of the Whole Minutes
Motion: Alderman Grandi. Second: Alderman Bauman. With all in favor, the motion carried.

4. **RESOLUTIONS:**

A. **Resolution 4924(26)** - To grant an Easement from the City of Burlington to 492 N. Pine Street LLC for the Alley located behind 492 N. Pine Street.

Attorney Bjelajac provided an outline of the terms of the Easement Agreement stating that the duration of the agreement will last 15 years and the City can terminate the agreement for cause with a 2/3 vote of the Common Council. Bjelajac also stated the City would receive rent for use of the alley in which the Liar's Club wishes to build a deck over the City's alley.

Alderman Rauch asked why the City doesn't just sell the easement property since they plan to build a permanent structure. Bjelajac responded that it's an option but wasn't pursued. Rauch then asked about the size of the deck in comparison with size of the easement and how it might possibly affect future development of the empty lot across the alley. Bjelajac responded that the City would work with the developer when and if that happens. Rauch then stated that he felt a bar/balcony was a bad combination. Bjelajac responded that the City would intervene if any kind of misconduct occurred.

Alderman Schultz inquired about the height of the balcony and if there was enough clearance for delivery trucks, fire trucks, etc. and if there was a chance of the balcony getting clipped by said vehicles. Chief Babe responded that the fire department completed the development review process

and discussed all of the possible "what if" scenarios and feels all concerns were covered and there would be no issues with the balcony and traffic traversing back and forth. Schultz then asked if there were concerns of people falling and asked about the weight capacity. Peter Scherrer of PSG, construction administrator for the project, responded that those concerns were talked about, however felt there would be no issues, as the balcony has been designed to withstand more than the allowable capacity.

Student Representative Jack Schoepke asked what would happen with the balcony once the agreement expires in 15 years. Alderman Kott asked if the agreement could be renewed. Bjelajac responded that it could be renewed, but it could also be removed, of which would be determined at that time.

5. **ORDINANCES:** There were none.

6. **MOTIONS:**

A. **Motion 18-914** - To consider approving a Certificate of Appropriateness for property located at 492 N. Pine Street.

Building Inspector Gregory Guidry stated that according to the City's ordinance, Common Council must approve any alterations to existing buildings located in the historic district and should take into consideration the recommendation of the Historic Preservation Committee (HPC). Guidry further stated that the owners of the Liar's Club, located at 492 N. Pine Street, wishes to install a balcony and additional lighting, of which was approved by the HPC at the October 25, 2018 meeting and was also reviewed by the Plan Commission, Fire Department, and the Development Review Committee (DRC), without any issues or concerns.

B. **Motion 18-918** - To approve revisions to the City of Burlington Employee Handbook.

Human Resources Manager Jason Corbin reviewed the changes to the Employee Handbook.

Alderman Schultz questioned the change regarding a two-pay period limitation for reporting a payroll discrepancy and stated that according to the Federal Department of Labor, employees have two years to recover any wages lost through underpayment and that local ordinance can't supersede federal laws. Schultz suggested tabling this agenda item until this change could be further updated so that it didn't conflict with the two year state statute.

7. **ADJOURNMENT**

Motion: Alderman Rauch. Second: Alderman Grandi. With all in favor, the meeting adjourned at 6:58 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington