

BURLINGTON CITY COUNCIL REGULAR SESSION FEBRUARY 19, 2014

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, February 19, 2014. Mayor Gene L. Merry called the meeting to order.

ROLL CALL: Mayor Gene L. Merry

Council Members present:

William C. Scott (President of Council)

Jane M. Griffith

Lewis Lenard

R. Standley Luke (Stan)

Forrest T. Rhodes

Jerilyn Curtiss

Superintendents Present: Kevin Boyce (Parks) Alan Schneider (Electric)

Doug Jones (Chief of Police) Doug Mast (Street) Danny Hawkins (Water/Wastewater)

Also Present: Regina Kewley (City Clerk)

Jimmy Hugunin (Zoning & Grants Clerk)

Thomas F. Robrahn (City Attorney) Susan Stroh (Administrative Assistant)

Dennis Roth (City Attorney)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale

AGENDA: *Council Member Griffith, "I move to approve the agenda as amended." Council Member Luke, "I second the motion." Motion unanimously carried.*

MINUTES: **February 5, 2014:** *Council Member Scott, "I move to accept the revised Draft Minutes of Council's regular session of February 5, 2014 as presented." Council Member Curtiss, "Second." Motion unanimously carried.*

APPOINTMENT: Jayhawk Area Council of Boy Scouts of America – Use of Kelley Park for Jamboree (9/2014)

Council Member Lewis said the dates of September 26th through the 28th had been submitted to the Jayhawk Area Council in Topeka for holding the Boy Scout Jamboree here in Burlington; and that it has been cleared with the Parks Department schedule. *Council Member Lenard stated, "I move to approve the request for Jayhawk Area Council of Boy Scouts of America to use Kelley Park for camping and their Council Jamboree from September 26 through 28, 2014, in cooperation with Scot Jeffers (USD #244 Recreation Commission) and Kevin Boyce (Burlington Parks Superintendent); plus reserving the 4-H Building." Council Member Curtis stated, "I second the motion. Mayor Merry called for discussion.* Considering the fact the Jamboree was canceled last year, Council Member Lenard thought they would have plenty of time to plan this year. **Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.**

PUBLIC COMMENT: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel are doing normal daily duties: work orders, locates, customer service requests, and read electric meters. They have been installing quite a few new meters; and with the weather being good, they have been doing some pole line maintenance.

Training: They attended the monthly KMU safety training. The Apprentice Linemen have already started on the books for the 2014 year. Andy Lawrence and Thomas Hess attended the annual Overhead/Underground Metering School in Garden City on the 4th, 5th, and 6th of February.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Power Plant personnel have been performing normal duties and working on reports.

Power Plant Maintenance: Superintendent Schneider reported personnel are working on Power Plant generator maintenance on DC at the Power Plant Substation, the Industrial Park Sub Station, and the Breaker Station (69kv) at 10th and Potomac.

WATER DEPARTMENT: Update

Water Leaks: Superintendent Hawkins reported personnel have been repairing a few water leaks, but no major ones. They have been reading meters, doing locates and other normal duties, and performing general maintenance on equipment - tractors and trucks, etc.

Training: Superintendent Hawkins reported he went with Parks Superintendent Boyce to attend the Kansas Dam Safety Conference at Lawrence. It was his first time going to it and he found it interesting.

Dump Truck w/Bed & Hoist (Update on Bid Award): [Last meeting, Council gave the Water & Wastewater Committee the authority to purchase a Ford F550 4X4 with Dump Bed & Hoist, based on a potential improvement of delivery schedule; with the cost not to exceed \$54,919.00.] Superintendent Hawkins stated, "We looked at some revised time for the bids on the dump truck. It is the Water/Wastewater Committee recommendation, as well as mine, to go with Crow-Moddie Ford's bid of \$54,919.00 with a revised deliver time of May 12th, which is within twelve days of the previous one for that truck." He added, "The truck has been ordered. The backhoe and the sewer machine have also been ordered; so we have that equipment coming."

[2] CONTINUATION: February 19, 2014 Burlington City Council Meeting

WATER/WASTEWATER DEPARTMENT: Water Plant Update

General: Superintendent Hawkins reported, “The Water Plant has been running pretty good. We’ve been trying some new coagulants. This is a good time of the year to do that. Salesmen come in and want to sell chemicals, and the best time to try new chemicals is in the dead of winter because it is the hardest time to treat water; so we have a few coagulants we are trying to see if we can help save some costs within the Water Plant. It’s just trial, nothing major.”

Clearwell Room – VFD: We did have some repairs on the Variable Frequency Drive (VFD) in the Clearwell room. The modular panel went out on it, and we contacted Kevin with Dupray Company out of Kansas City and ordered a new panel and it is running fine now.

East/Gray Water Tower Repair update: Superintendent Hawkins reported, “The East Water Tower is still down. Right after this meeting I will meet with the Water Committee to discuss some options for repairs on that.”

WATER/WASTEWATER DEPARTMENT: Personnel – Hire Water/Wastewater Non-Certified Operator

Superintendent Hawkins thanked Council for giving him ample time to look at several applicants for the position, and thanked everyone who applied. Interviews were conducted and the recommendation is to hire Troy Payne as a Non-Certified Water/Wastewater Operator, at the base pay of \$14.94 per hour. ***Council Member Luke stated, “I move to accept Superintendent Hawkins’ recommendation to extend an offer of employment as Water/Wastewater Non-Certified Operator to Troy Payne, at the starting hourly salary of \$14.94.” Council Member Scott, “Second.” Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.***

STREET DEPARTMENT: Update

General: It’s been normal business at the Street Department, with equipment maintenance, snow and ice control, and trimming trees that are in the way of their equipment while they are doing snow and ice control.

Kennedy & 14th Street Repairs: Update on Testing: Council Member Scott asked if anything has been heard about testing results of the material samples. The samples had been taken to Coffey County Road and Bridge for testing. Superintendent Mast said he got the test results back from the County Engineer late this afternoon, so has not had time to review them. They will be sent off to our engineer (Bowers Civil Engineering), as well, to see what we can and can’t do.

Street Sweeper – Repair Update: Superintendent Mast reported, “The Street Sweeper is back together. When it was all said and done, he brought down all his high-dollar parts he thought it would need; and when he went through the checklist he was supposed to go through, he found that we had a bad ground wire. He replaced the ground wire and so far it is working alright. It’s still showing it is running a little hot on the temperature; which is not right, but it’s not shutting the machine down. We tested it by sending one of the guys out to work on the Country Club Heights roads; and he had to crank the air conditioner up full blast, which is when the street sweeper would usually quit running. It was chilly that day, so he was wearing a coat. It tested good and didn’t shut itself off; so as far as I can tell, it is fixed. We haven’t got the billing worked out yet.”

STREET DEPARTMENT: Bid for a Dump Truck with Bed and Plow

Superintendent Mast reported they have been preparing specifications to go out for bids for a dump truck with bed and plow. He requested permission to go out for bids when the specifications and Invitations to Bid are ready to send out. ***Council Member Curtiss stated, “I move to allow Superintendent Mast to go out for bids on a dump truck with bed and plow.” Council Member Luke, “Second.” Mayor Merry called for discussion. Council Member Luke asked if it is a budgeted item. City Clerk Kewley replied that it is. Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.***

POLICE DEPARTMENT: Update

General: Chief Jones reported they have had a normal run of calls and have been dealing with a lot of domestics.

Pre-Prom Mock Disaster-April 19: Chief Jones reported that every two years Students Against Destructive Decisions (SADD) at Burlington High School and Coffey County Emergency Services does a Pre-Prom Mock Disaster event at Kelley Park. This year they have decided to try to do the event on Wednesday, April 9th, which has the added benefit of being prior to each school prom instead of being before Burlington’s but after the other two schools. USD 243 and 245 are also invited to come to the event.

2013 Dodge Charger: Chief Jones reported they went to Topeka Highway Patrol last week and got the used 2013 Dodge we purchased to replace our 2007 Ford. The equipment was stripped out of the 2007 Ford and the car was turned over to Crow-Moddie Ford; and the 2013 Dodge is at the equipment installers in Emporia. He commented, “It’s an impressive car. We’re quite happy with it.”

[3] CONTINUATION: February 19, 2014 Burlington City Council Meeting

Municipal Court: Chief Jones reported, "City court last week was quite interesting. It was our prosecutor's first truly criminal trial; and it was also the defense attorney's first truly criminal trial – so it was a good learning experience for both of them. And it was a DUI trial, which is one of the more complicated ones. It went well and we got the conviction on it."

POLICE DEPARTMENT: Personnel – Hire Police Officer

Chief Jones mentioned that the interviews that had been rescheduled due to the snow storm were done last week. The Interview Committee was comprised of Council Members Scott and Rhodes, City Clerk Kewley, Police Sergeant Morgan, and Chief of Police Jones. The full Committee was at all but the fourth one, which City Clerk Kewley couldn't attend. The four candidates interviewed and did good interviews. Chief Jones stated, "The Interview Committee recommendation is to offer the position to Quillan Houser at a starting rate of \$16.23 an hour. He is Kansas certified and has a year's experience with Topeka Police Department."

Council Member Scott stated, "I move to accept Chief Jones' recommendation to extend an offer of employment as Burlington Police Officer to Quillan Houser, at the starting hourly salary of \$16.23." Council Member Rhodes, "I second it." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried. Chief Jones said, "Mr. Houser came in for a follow-up interview last Friday, and we extended the tentative offer, and he gave a projected start date of Monday, February 24. So, we will put him right to work."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported personnel have been doing normal duties, including cleaning public buildings and restrooms. They have been doing snow and ice removal, and cleaning and servicing equipment.

Training: Superintendent Boyce attended the Employee Benefits Meeting on the 11th and the KMU Safety Training on the 12th.

Drake Park/City Dam: Parks personnel have been working on the handrails for the stairs at the City Dam. Superintendent Boyce reported he has been in contact with Bartlett & West on repairs at the City Dam.

Conrad Park: Council Member Griffith commented, "Conrad Park sure looks nice."

USD #244 Recreation Commission - Swimming Pool on Ballot: Council Member Griffith stated, "I'm on the committee to promote the pool, and they asked me if we could get permission to put a banner on the fence by the bridge at the north end of the 4th Street Municipal Parking Lot (north of the Caboose)." She explained that the question regarding the outdoor pool will be on the ballot for the March 4th election, so if the banner were to be put on the fence, it would be between now and then. City Clerk Kewley explained, "Usually people call in to City Hall, and I authorize them to put a banner on the north side of Caboose Park, not on the south by Veterans Park."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2014-03	\$494,494.92
b.	Payroll Ordinance	2014-04	\$ 93,491.38
	TOTAL		\$587,986.30

CLAIMS 2014-03: Council Member Luke, "I move City of Burlington pay Claims Ordinance 2014-03 in the amount of \$494,494.92 for payment of city bills." Council Member Rhodes, "Second." Mayor Merry called for discussion. City Clerk Kewley explained some larger items, "Tonight we are paying Kansas Power Pool \$206,483.98; Kansas State Treasurer for some of our old General Obligation Bonds of refinancing in 2012, and our 2013 Sewer Project Phase II payment. Also, we are paying Kansas Highway Patrol \$13,850 for the 2013 Dodge Charger. Hearing no further discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Claims Ordinance 2014-03 unanimously approved."

PAYROLL 2014-04: Council Member Scott stated, "I move City of Burlington pay Payroll Ordinance 2014-04 in the amount of \$93,491.38." Council Member Luke, "Second." Hearing no discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. Motion unanimously carried. Mayor Merry declared Payroll Ordinance 2014-04 unanimously approved."

PLANNING & ZONING: Update

While Zoning Clerk Hugunin was enjoying his vacation, City Clerk Kewley provided the zoning report.

General: Zoning Clerk Hugunin has finished updating the inventory spreadsheets for all the departments. He has been updating the permit log, Facebook, and the City's webpage.

City Hall Computer Issues: Zoning Clerk Hugunin has been working to resolve computer issues; and has been getting information and specifications on new computers for City Hall.

Former South Haven & Freeman property: Zoning Clerk Hugunin has been answering questions with individuals who bought the old South Haven property and the Freeman property behind the County Shop.

Industrial Park #3 Property: Zoning Clerk Hugunin has been talking with someone who is interested in buying lots in Industrial Park #3.

City Boundaries and GIS: Zoning Clerk Hugunin has been meeting with Cara Mays at the County Geographic Information System department to go over boundaries of the City of Burlington.

OTHER BUSINESS: Update

Goals & Accomplishments: The completed Goals for 2014 and Accomplishments in 2013 were distributed.

[4] CONTINUATION: February 19, 2014 Burlington City Council Meeting

City/County Fund reports for Parks & Recreation and for Infrastructure: The reports and letters to the County Commissioners have been mailed, and copies are in the packets.

PERMITS: Zoning permits issued by Zoning Clerk Hugunin: NONE

LEGAL DEPARTMENT: Update

Municipal Court – Trial: City Attorney Robrahn said there was nothing new except for the lengthy trial that Philip Wright had at the Municipal Court last week.

CITY CLERK’S OFFICE: Update

General: City Hall Staff have been busy with preparing meter readings for utility billing, handling calls and inquiries, handling work orders, preparing meeting minutes, reports, vouchers for paying bills, and payroll.

Year-end Financial Report: City Hall staff has been finishing year-end reports to the State, Federal, Social Security, and KPERS for city employees.

Water Use Report: City Clerk Kewley completed the annual Water Use Report.

City/County Funds Report: City Clerk Kewley referred Council to the copies of the reports and letters in their council packets.

Employee Interviews: City Clerk Kewley participated in the interviews for the Water/Wastewater Non-Certified Operator and in the interviews for the Police Officer.

Finance Meeting 2/25/14: She scheduled a Finance Meeting for Tuesday, February 25th at 4:00 p.m. in the City’s meeting room at 303 Neosho.

2013 Quarterly Financials: The 2013 final quarter’s financials were handed out.

Goals & Accomplishments: The departmental Goals & Accomplishments were distributed.

Tornado Drill on March 4: The State-wide tornado drill will be March 4th at 1:30 p.m. City Hall staff will participate in listening for sirens which are located on the north side of Sonic, on 9th Street, and on Yuba Street.

CITY CLERK: Executive Session for Non-elected Personnel

Council Member Luke stated, “I move to enter into a five-minute Executive Session for Non-Elected Personnel, with the Legal Counsel, City Clerk/Personnel Officer, Electric Superintendent.” Council Member Curtiss, “Second.” Mayor Merry called for discussion. Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried. He commented the superintendents didn’t need to come back, but the press may want to because there may be a motion. Council entered Executive Session at 6:23 p.m. and exited at 6:28 p.m.

Council Member Luke stated, “I move to accept Jim Cole’s request for an eight-week leave of absence commencing on February 17th, 2014 and expiring at the Council Meeting on April 16 of 2014.” Council Member Lenard, “Second.” Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

REPORT BY CITY OFFICER:

Kansas Power Pool Meeting on 2/20/2014: Council Member Luke stated, “At tomorrow’s meeting with KPP, we will be getting our opportunity to submit over the next two months an economic development request for \$1,000 of economic development funds through the Kansas Power Pool. Just like everybody else, we need to submit a request that has to be involved with retention or obtaining new jobs in the area. We need to be thinking about that; and I will have all the applications and everything at the March meeting.”

Meetings tonight: Mayor Merry mentioned there are a couple of meetings scheduled for tonight. One is the Storm Spotter Meeting at the 4-H Building in Kelley Park. An election meeting is to be at Burlington High School auditorium. K-State plays at eight o’clock. Council Member Rhodes said he and his wife attended a presentation on the swimming pool and recommended any interested in the pool attend a presentation. There will be one tonight and one next Thursday.

Kansas Agricultural Rural Leadership: Council Member Griffith said she and the Mayor went to a meeting in Emporia on Monday. She commented, “We’re lucky to live where we do. It’s not a very pretty picture coming out of the State. You know how they wanted all of our school money? There are now some school districts paying 121 mils to keep their schools open. And there are fifty-five counties that their main source of income comes from the government; in other words, that many of their people are on social security.” Mayor Merry commented, “Government employees and” He said he has the package and will leave the thumb drive with City Clerk Kewley because there is some real good information on it.

[5] CONTINUATION: February 19, 2014 Burlington City Council Meeting

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program City Hall Computer & Server Update	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Governing Body – Group Picture Electric Rate Study
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA	Automatic Meter Infrastructure for Electric & Water (AMI)
PARKS DEPARTMENT: Fair Board’s new Building Hazard Tree Removal Spring Carnival & Demolition Derby-April (Fair Board) Scout Jamboree in September 2014	UHCA Event in Kelley Park - October 2014 (Jim Ochs) Kelley Park Rock Restroom – Refurbish update City Dam West Wall Project (sidewalk/steps, etc.)
LEGAL DEPARTMENT: RWD #2 Contract (New)	
PLANNING AND ZONING Quarterly Construction Valuation Report Comprehensive Development Plant – Update Industrial Park Lots	Oak Park Solar Lighting Grant (Trusler Foundation) Work w/Chief on Nuisance Structure regulations Zoning Inquiries
POLICE DEPARTMENT Nuisance Updates SADD Mock Disaster in April 2014	Personnel – Training Updates New PD Building- Update
STREET DEPARTMENT: 2013 Asphalt Project Sidewalk Replacement Repairs on City Rights-of-Way Street Department Storm Sewer Project & Rebuild of S. 10 th St. Heather Street – Concrete Panels	Sidewalk for Mike Abendroth (2 blocks) Pavement Management System/Asset Management System Rebuild/Repair Kennedy Street and 14 th Street Dump Truck with bed and plow
WATER & WASTEWATER DEPARTMENT: Sewer Improvement Project--Lift Station Replacements Neosho Riverbank Stabilization Water Plant Improvements--Efficiency 10 th & Housatonic Water Improvements-	Southwest Sewer Project Waterline Replacement Project John Redmond Reservoir – Dredging Water Pressure Study Water Tower Repair (East) Truck/Sewer Machine/Backhoe-update SCADA System

Mayor Merry declared the meeting adjourned.

Approved by the Governing Body and signed by Regina R. Kewley, City Clerk

