

BURLINGTON CITY COUNCIL REGULAR SESSION JULY 2, 2014

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, July 2, 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)

Media Present: Katie McMurray (Coffey County Republican)

VISITORS: Bobbi Gellhaus, Alan Gifford, Steve Gifford

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

MINUTES: June 18, 2014: *Council Member Curtiss stated, "I move to accept the Draft Minutes of Council's regular session of June 18, 2014 as presented." Council Member Griffith, "Second." Motion unanimously carried.*

APPOINTMENT: Steve Gifford, Request to block portion of 800 Block of St. Lawrence, July 4th (7 to 10:30 p.m.)

Steve Gifford addressed Council, "We are getting ready to have a family party on the 4th, and we'd like to block off a portion of St. Lawrence Street. I have a little drawing here to help you out. Pretty much the whole north side of the street is ours. We'd like to block off the west section and not block off any driveways but our own - everyone else has access from the other directions - from about 7 to about 10 o'clock in the evening, or 10:30 to give time to clean up." **Mayor Merry asked for discussion.** Superintendent Mast said the Street Department can drop barricades off for Mr. Gifford to set where they are needed.

Council Member Curtiss stated, "I move to approve Steve Gifford's request to block a portion of the 800 block of St. Lawrence Street on July 4, 2014 from 7:00 to 10:30 in the evening." Council Member Griffith, "I second it." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

APPOINTMENT: Bobbi Gellhaus, Request to use 4th St. Municipal Parking lot, Pink-It-Out, 9/27 (7a.m.-2p.m.)

Bobbi Gellhaus addressed Council, "Good evening. I am the promoter and organizer for the Pink-It-Out 5K/1 Mile coming up in September. I would like to get permission to use the Parking Lot at 4th & Neosho, plus the Fire Station parking lot, for a hub for the activities - a place for the relay to begin and end, plus, a place for other activities that I have planned for that day. I have spoken with the fire station and they have given me their blessing, they are not using that building that day so it doesn't affect them. I have discussed the parking requirements. I am looking at approximately 7 a.m. until 1 or 2 o'clock p.m."

Ms. Gellhaus stated, "I also spoke to Alan (Superintendent Schneider) about possibly getting a temporary pole for power because I have a company bringing a bounce house." Mayor Merry commented that a pole is already there. Superintendent Schneider explained, "We've got some temporaries we've used for May Daze and the Taste of Fall Festival, that we are going to hang on the pole for her." City Clerk Kewley mentioned Hudson Street goes through on the north side, and it will need to remain unblocked, as will the handicap parking stalls. Superintendent Mast asked how they were going to block it off. Ms. Gellhaus replied, "I'm not sure, I haven't gotten that far." Superintendent Mast said, "We could drop off some barricades to be set up." Ms. Gellhaus added, "I do have a fire truck from Wichita coming up, and they will help block off most of it."

Council Member Lenard mentioned there would be a lot of activity in Burlington that weekend. The Boy Scouts of America Jayhawk Area Council Jamboree is scheduled, and they are looking for parking for about 1,000 people. He thought they would probably use the Burlington High School parking or other parking, so not having use of the 4th Street Municipal Parking Lot will not be a problem. Council Member Luke asked about the Pink-It-Out route for the 5K/1 Mile, Ms. Gellhaus said she has not planned the route yet. Council Member Luke stated, "I would suggest you stay away from the High School, and not cross or come to Kelley Park or 75 Highway, because if we have a thousand people down there, it will be busy." Ms. Gellhaus said, "I was kind of thinking about keeping it in residential areas from Hudson to 15th and around Oak Park - keep it residential to avoid the main thoroughfare."

Council Member Curtiss stated, "I move to approve Bobbi Gellhaus' request to use the 4th Street Municipal Parking Lot on September 27, 2014 between 7 a.m. and 2 p.m. for the Pink-It-Out 5K/1 mile event, with the understanding the handicap parking stalls will not be blocked, and that Hudson Street will left open." Council Member Council Member Griffith, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

PUBLIC COMMENTS:

Mayor Merry called for public comments. There were none.

[2] CONTINUATION: July 2, 2014 Burlington City Council Meeting

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported distribution personnel have been doing normal duties including work orders and locates. They installed some temporary services for new construction, and have been doing lots of tree trimming. They also did a couple service upgrades for customers - redid their panels.

Swimming Pool Construction Project: Superintendent Schneider has been in contact with the engineering firm that is doing the new swimming pool for the USD #244 Recreation Commission, working out electrical issues and what they want to do.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Power Plant personnel are doing their generator maintenance and normal power plant duties, and completed end of month reports.

Generator Maintenance on #4 and #1: Superintendent Schneider reported, "We've been doing some maintenance work on Generator #4. This morning we had a glitch in a breaker for our #1 Generator. Luckily Midwest Energy was in this half the state, so we did get that addressed today."

Power Outage 7-2-2014: Superintendent Schneider explained, "As far as the power outage this morning, Westar was doing some switching down at the Athens Substation; so therefore, it did affect Gridley, LeRoy, Westphalia, Burlington, and New Strawn; so it was a pretty widespread outage."

Natural Gas Supply -Update: Superintendent Schneider said, "The Electric Committee is on board, but I want to keep the rest of the Council updated. We've been working on getting natural gas for the Power Plant. We performed all our test runs. A representative from Atmos Energy met with us after that. He pulled the data out of the meter, and today he put a logging device back on there to measure pressure and volume more accurately. We're going to actually do a run of two of our DNR units, which will be Units 6 and 4, on the 23rd of July; we pushed it back because Dee Francis (Senior Plant Maintenance Officer) is on vacation the week of July 14th. We are going to do that; and visiting with Atmos Energy guy who was here today installing equipment, they have already talked to their marketing and engineering department; so, hopefully they will get going on that and we will have some answers on which direction to move when we get this test run done. "

WATER DEPARTMENT: Distribution Update

SCADA System Problems: *At the Council meeting of June 18, 2014 Superintendent Hawkins reported that Neil Dobel, Bartlett & West, said if they did not have the SCADA system working properly by July 2nd, Bartlett & West had already talked with Gary Moxley of Pedrotti; and Bartlett & West will pay to have the SCADA done through Pedrotti - and it will be completed by the 31st of July.* Tonight, Superintendent Hawkins reported, "I have been visiting with Neil Dobel, Vice President of Bartlett & West, again about the deadline we were looking at for getting the SCADA System working properly; and that deadline was up today. Jeff Shamberg, also with Bartlett & West, did come down. They got quite a ways into it. Now we can actually see the pump stations trending; we're getting alarms; and I can take my laptop home now and I can see the lift stations from home. My smart cellular phone is working together with it. I was told by Neil today that they are sure it is nearly completed. They know the deadline is the end of this month. He is also going to have Larry Williams (Bartlett & West) come by next week, and stay on top of it with us. I thought that was a good thing because Larry has been personally involved with it from the very beginning; and Neil said 'If Larry's not happy, then Burlington won't be happy.' We know Larry's standards. It is coming along. We are getting the alarm systems, we're not blind to them any longer."

Waterline Replacement Project - Update: Boring for Yuba St. and the new Police Building: Superintendent Hawkins reported, "We have been working on Yuba Street. Our intentions are to try to finish Yuba this month - not the seeding and tilling, but will try to get the tie-in done. We got the hydrant on today and will do the bacteria samples on it on Monday. As soon as the bacteria sample results come back okay, we will do the tie-in; and then we will finish the services. We're working with Steve Wire of Riley Equipment Contracting, the boring company that will be coming in the 1st of August. I also visited with Mike Abendroth (Abendroth Builders) on the Police Building Construction Project. Mike said he is going to visit with Steve Wire, for boring of the sewerline to the Police Station. We're just trying to save some money and help out as far as the boring for the Police Station by having them do that boring while they are in town so they won't have to deploy and come again."

WATER DEPARTMENT: Water Production Update

Plant Update: Superintendent Hawkins reported that the plant is running well; and that the new product they have been using, which is Ferric Chlorine Polymer Blend 2175B from Brenntag Southwest. He stated, "We like the new product. In fact, we're starting to change things. We're putting in a new safety stairwell around the air valves, so we don't have the ladders around. We're actually building a platform."

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Water Drought Emergency-Warning (update): Superintendent Hawkins provided the Drought Water Emergency Update, as follows: Rain in County: up to 1" since 6-25-2014; Rain Forecast: Low chance; Pumped: Since June 25, pumped 3,616,000 gallons of water; Daily Average: 452,000 gallons; Outlook: No new Restrictions. He commented the water use is low even though we've had rains, due to people conserving water.

STREET DEPARTMENT: Update

General: Superintendent Mast reported the Street Department has been doing cleanup work trying to get some things done that customers have called about. They installed a few culverts and cleaned some ditches out. Personnel also did some tree trimming in town.

2014 Asphalt Project: Personnel went behind the asphalt crew, Killough Construction, and put a little rock wedge in at people's driveways. They did that by hand so they would not have equipment on the fresh asphalt. In late Fall, they will put more rock in those driveways and the alleyways; but for now they were given a little wedge to help them get in and out of their driveways without such a big bump. Superintendent Mast said, "The asphalt project should be complete, Killough Construction has everything done and they did a real nice job. I am very happy with their work."

POLICE DEPARTMENT: Update

Chief Jones is on vacation and had no significant update. He will be back to work on Monday, July 7.

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, including cleaning public restrooms and buildings, and mowing, weedeating, and spraying weeds. They sprayed the Cedar trees south of town and sprayed around department signs, etcetera for bagworms. Flowers were also watered.

2014 Oak Park Asphalt Parking Lot Project: Superintendent Boyce worked with the contractor (Killough Construction) on the Oak Park Asphalt Parking Lot and repairs at the City Dam and Conrad Park. The Oak Park parking lot is done, except for some backfill work.

Sidewalk Connecting Oak Park and the Pool: Superintendent Boyce reported Burlington Construction has poured the concrete walking bridge in Oak Park. The bridge will allow the sidewalk for the Walking Trail to connect Oak Park to the pool in Katy Park. The concrete will set for a couple weeks to cure well, and then Parks personnel will put handrails on the bridge before it will be ready for use. The sidewalk for the Oak Park Walking Trail Project is complete. Tomorrow, they will do more dirtwork, backfilling, etc.

Hazard Tree Removal: Superintendent Boyce will be preparing a list of hazardous street trees, and will hopefully get contractors to provide quotes for him to present at the next meeting of the Council.

Kelley Park Playground - Repairs: Superintendent Boyce reported, "The rubber mat playground area in Kelley Park needed repaired last year at the merry-go-round. I had the rubber; we used leftover glue and we were not sure whether it was good or not. The mat started flaking up; and a week or so ago, the kids found a little hole in it - now we've got a big hole in it. They stacked it all up nice and pretty on the merry-go-round. I have a company coming from Kansas City to repair that whole area - the big area on the south side of the sidewalk. We're going to refill it and get that stuck back down. Hopefully, we can stop a lot of the flaking. The mat was installed in 2006 and the only thing that has been done with it was the repair by the merry-go-round. The cost for Taylor Made Company coming in and repairing it is \$6,994.40. Because of the County Fair coming soon, to get it done in before the Fair, I went ahead and told them to come in and get it done."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2014-12	<u>\$ 55,797.12</u>
b.	Payroll Ordinance	2014-14	<u>\$ 73,411.24</u>
	TOTAL		\$129,208.36

CLAIMS 2014-12: Council Member Scott, "I move City of Burlington pay Claims Ordinance 2014-12 in the amount of \$55,797.12 for payment of city bills." Council Member Luke, "Second." Mayor Merry called for discussion. City Clerk Kewley explained, "Larger items tonight include: Freeman Plumbing for an air conditioner unit for \$3,475.17; Lewis Oil for bulk fuel, \$6,698.03; and Engineer fees for MKEC Engineering for \$4,629.34. 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 2014-12 unanimously approved by a 6:0 vote.

PAYROLL 2014-14: Council Member Luke stated, "I move City of Burlington pay Payroll Ordinance 2014-14 in the amount of \$73,411.24." Council Member Rhodes, "Second." Hearing no discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Payroll Ordinance 2014-14 unanimously approved by a 6:0 vote.

FINANCE: Authorize Publishing Notice of Public Hearing on 2015 Budget to be held 8/6/2014, 6:30 p.m.

City Clerk Kewley stated, "In conjunction with the 2015 Budget, I need authorization from the Council to publish the Notice of Public Hearing on the 25th of July. The hearing will be held at the Council's August 6th meeting at 6:30 p.m." Council Member Scott stated, "I move to authorize the City Clerk to publish the Notice of Public Hearing for the 2015 Budget, which is scheduled for 6:30 p.m. on August 6, 2014 at Burlington City Hall." Council Member Griffith, "Second." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

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PLANNING & ZONING: Update

General: Zoning Clerk Hugunin said he has had a steady stream of permits lately. He has been updating the City webpage and Facebook page.

Police Building Construction Project: Zoning Clerk Hugunin reported that there are now forms in the hole for the basement, and they plan to pour concrete tomorrow, so they should be able to pull the forms off next week. He appreciated Superintendent Hawkins coming to the site to meet with Mike Abendroth to figure out where to put the discussing where the sewer and the water meter. The electric still needs decided.

Wal-Mart Express: There is nothing new on Wal-Mart Express.

OTHER COUNCIL BUSINESS: None

PERMITS: Zoning permits issued by Zoning Clerk Hugunin

- 2014-028 Senior Center of Burlington - 202 Neosho St. - Shed
- 2014-029 MT Networks - 814 N. 4th St. - Retail Building
- 2014-030 Mike Birk - 1223 S. 10th St. - Garage
- 2014-031 Marianne McCoy - 724 Shea St. - Deck

LEGAL DEPARTMENT: Update

Attorney Robrahn said it had been very quiet and he had nothing to report.

CITY CLERK'S OFFICE: Update

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

Delinquent Accounts sent to Setoff Program: City Clerk Kewley reported that in July we will be sending \$4,139.60 worth of delinquent utility accounts to the Kansas Setoff Program for collection.

Thomson Reuters/Financial Software: City Clerk Kewley stated, "I handed out a letter to each of you from Thomson Reuters, our financial software program providers. They are going to be sunsetting their services as of December 31, 2015. After that, they will no longer be carrying cities, but they will continue to serve counties and states. We do have some time, but this is something we really need to be looking at during the next year and a half. I have been in contact with some of the municipal clerks of the 50 other cities that are in the same boat we are. I have names of four or five software vendors I can make contact with. I'm getting the ins and outs from city clerks in Kansas to find out who is good and who is not recommended. Be prepared for that because it is a huge undertaking because Thomson Reuters does our payroll, utilities, municipal court, budget, bank reconciliation, etc. It is a huge system."

2015 Budget: City Clerk Kewley has been very busy working on the budget for 2015.

Finance Meetings - 2015 Budget: City Clerk Kewley reminded everyone, "We have our Finance Meeting for July 22nd at 10 a.m."

Independence Day: City offices will be closed on Friday, July 4th, in observance of Independence Day.

Amish woodwork Bench - donated: City Clerk Kewley stated, "I don't know if you noticed the red bench sitting on the sidewalk outside our meeting room window at 303 Neosho. That bench was actually donated through Amish woodwork out of Emporia. It was donated, so if anybody inquires, the City did not pay for it. It has been in the process of getting here for several months, long before the bench Treehouse Treasures put in front of the Chamber of Commerce. (The City was contacted by Amish woodwork in November of 2013 about accepting a donated bench.)"

MAYOR'S COMMENTS none

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor's Volunteer Program Cyber Security -- KPP System Test/Training	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Street Assessments - Mohawk between 15th & 16th 2015 Budget
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA	Automatic Meter Infrastructure for Electric & Water (AMI) Natural Gas
PARKS DEPARTMENT: Fair Board's new Building Hazard Tree Removal Scout Jamboree in September 2014 UHCA Event in Kelley Park - October 2014 (Jim Ochs) Kelley Park Slide Replacement Oak Park Asphalt Parking Lot Project (Dam/Drake Park/Conrad Park)	City Dam West Wall Project (sidewalk/steps, etc.) Bridge construction for Walking Trail project Oak Park Fitness Equipment Project Stadium - Guttering Stadium Steel Structure – Painting Kelley Park Playground mat repairs
LEGAL DEPARTMENT: Municipal Court – Diversion Policy	

[5] CONTINUATION: July 2, 2014 Burlington City Council Meeting

PLANNING AND ZONING	Quarterly Construction Valuation Report Comprehensive Development Plan – Update Industrial Park Lots MT Wireless/MT Networks Relocation to N 4th St.	Work w/Chief on Nuisance Structure regulations Zoning Inquiries Wal-Mart Express in Commerce Park
POLICE DEPARTMENT	Nuisance Updates New PD Building-Construction Update	Personnel – Training Updates
STREET DEPARTMENT:	Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Street Department Storm Sewer Project & Rebuild of S. 10 th St.	Rebuild/Repair Kennedy Street and 14 th Street Pavement Management System/Asset Management System Barricades 9/27/2014 for Pink-It-Out Municipal Parking Lot
WATER & WASTEWATER DEPARTMENT:	Sewer Improvement Project--Lift Station Replacements Neosho Riverbank Stabilization Southwest Sewer Project Water Plant Improvements–Efficiency Waterline Replacement Project 10 th & Housatonic Water Improvements-	Water Pressure Study SCADA System Water Emergency - Warning (Update)

Mayor Merry declared the meeting adjourned.

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

COUNCIL APPROVED