

**BURLINGTON CITY COUNCIL REGULAR SESSION DECEMBER 3, 2014**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, December 3, 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:** Mark Petterson (Coffey County Republican)

**VISITORS:** Norman Bowers (Bowers Civil Engineering), Vicki Wolford (Coffey County Fair Association), Riley Morgan (Burlington Police Sergeant), Wyatt Cole

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

**MINUTES: November 19, 2014:** *Council Member Luke, "I move to accept the Draft Minutes of Council's regular session of November 19, 2014 as presented." Council Member Curtiss, "Second." Motion unanimously carried.*

**APPOINTMENT: Vicki Wolford - Coffey County Fair Assoc. Spring Demolition Derby in Kelley Park, 5/2/15**

Vicki Wolford addressed Council, "I am here on behalf of the Fair Association. We are looking to have another spring demolition derby. The projected date is May 2nd, 2015. I had talked with one of the girls here at the office to make sure there wasn't going to be any conflict with anybody else using it. We are not going to be using the buildings, just the grandstands to the south. I also talked to Scot Jeffers to make sure everything was kosher with the Recreation Center, and he said that was fine. So, all I need is approval to have the demolition derby there on May 2nd, which is a Saturday."

Council Member Curtiss informed Council that she had Park Superintendent Boyce's department update, "I have Kevin's two cents. He said he is fine with the derby, and he would like to see the demo area returned to the way it was found as soon as possible - blocks restacked, trash picked up. And in heavy bold letters he has 'All Car Parts Removed From The Park.' Kevin said, 'I have given Vicki Wolford and Warren Bell my information on the dirt pile on the south side of the chicken.' Kevin would like to see that gone sometime come spring time. He said he visited with Scot Jeffers who said he is fine with the spring derby as far as he's concerned."

Vicki Wolford stated, "I had passed on to the Fair Board Kevin's request about moving the sand piles. I'm not sure where they stand on that. I had talked with Kevin through a text message, so I sent that on." Council Member Curtiss, "Okay. Thank you."

*Council Member Griffith stated, "I move to approve the Coffey County Fair Association's request to hold a Spring Demolition Derby in Kelley Park on May 2, 2015." Council Member Curtiss, "I second the motion."*

Mayor Merry called for discussion. City Clerk Kewley asked Mrs. Wolford, "Are you going to need to get there a day early to set up or anything?" Mrs. Wolford replied, "No. Saturday morning, we will pull in and set everything up, and be cleaned up and out of there that night. The only thing would be the blocks being moved on Sunday. I mean, I don't know what Skillman's schedule will be; if he will be able to come in on Sunday or the following Monday; but that would be the only thing." Superintendent Schneider asked, "When are you going to set up your blocks?" Mrs. Wolford, "I have yet to talk to Mike Skillman (Skillman Construction). I hope to request for him to do that early in the week; so that way you will have two to three days notice to have it completed." Superintendent Schneider, "So when you set up Saturday..." Mrs. Wolford, "No, I meant everything but the water." Superintendent Schneider, "That's fine, just get with Gina." Mrs. Wolford, "Alright. We will actually pull in on Saturday morning, but the blocks will be ahead of that." **Mayor Merry called for a vote on the motion. Motion unanimously carried.**

**APPOINTMENT @ 6:10 p.m.: Hearing for Condemnation & Demolition of Structure at 216 N. 3rd Street**

*Council Member Lenard made the motion to open the Public Hearing on 216 N. 3rd Street to Condemn Structure(s) as dangerous and unfit. Council Member Luke gave the second. Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried. Mayor Merry declared, "The Hearing is open." He asked, "Does anybody want to discuss 216 N. 3rd?" Police Sergeant Morgan stated, "From what I understand, the building is as it was when documented last - there have been no changes. It is my understanding that the owner intended to be here tonight to be involved in the hearing process. We have had no other contact with him."*

(continued)

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Hearing no more comments, Mayor Merry called for a motion to close the public hearing. Council Member Scott made the motion to close the public hearing on 216 N. 3rd Street. Council Member Curtiss stated, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

Mayor Merry read Resolution 2014-21, and asked for discussion, and hearing none, he called for a motion. Council Member Luke stated, "I move to adopt Resolution 2014-21, Declare Structure(s) at 216 N. 3rd Street to be Condemned and Demolished." Council Member Lenard, "Second." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried, with a vote of 5:0. (continued)

Sergeant Riley said, "I will ask because I am not sure where we are with the process on the 216 N. 3rd Street property. Do we need any further Council action to go forward for a bid specifically for that property, or what is our next step? Is there anything Council would like from us to help that process continue moving?" Mayor Merry told him it is in Resolution 2014-23 that was passed earlier in this meeting. City Clerk Kewley said to move forward. Sergeant Riley commented, "It could be a little more delicate removing that structure because of everything around it, and we could see some increased cost on that one."

**CONDEMNED PROPERTY - 606 Hudson - Extension to Demolish (Condemned by Resolution 2014-23)**

Mayor Merry asked visitor, Jim Mann if he had something for Council. Mr. Mann stated, "Yes, for 606 Hudson. I want to let you know I need a sixty day extension so I can tear it down." Mayor Merry, "You're going to tear it down yourself?" Mr. Mann, "It's already underway." Sergeant Morgan stated, "As I understand it from Chief Jones, he has been over to the property and has seen that they are making significant progress. He does not object with the sixty day extension at this time." Mayor Merry requested a motion.

Council Member Curtiss made the motion to grant Jim Mann's request for a sixty-day extension to demolish the structure(s) at 606 Hudson Street and clean up the property. Council Member Lenard, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried. Mayor Merry said, "We are going to remove 606 Hudson from bid sheet for 2014 Structure Demolition."

**APPOINTMENT @ 6:20 p.m.: Norman Bowers, Bowers Civil Engineering - Street Condition Report**

(October 5, 2011, Council authorized the Street Committee to negotiate with Bower Civil Engineering about developing a street plan (for a Pavement Management System; and on December 21, 2011, Mr. Bowers provided a presentation on the Sign Inventory and Pavement Management System, which was designed by Bowers Civil Engineering specifically for Burlington.)

Mayor Merry invited Norman Bowers of Bowers Civil Engineering, to provide an update on the City's Pavement Management System and the condition of Burlington's streets. Mr. Bowers distributed a handout and commented on seeing familiar faces from three years ago. He explained some of the groundwork for developing a long-term plan for maintenance and improvement of Burlington's 34.6 miles of streets. Mr. Bowers' objective tonight was to review the pavement classes and the street maintenance plan since 2011, provide a street condition update, and discuss changes in annual work plan.

The plan is to first maintain the good streets to keep them in good condition; and then use the rest of the money to work on the bad streets. That is what we've been doing for the past three years. Then we add base and pavement structure to reduce the long-term costs.

People ask why we don't work on the bad streets first. The reason is it costs about ten times less to do preventive maintenance on the good streets than it costs to reconstruct streets; so we fix the best streets first. If we started with the worst streets, we would never get to maintain the good streets and they would deteriorate. Priority 1, the streets to be fixed first are hot mix streets that need work. They are the streets in which we have the most money invested and cost a lot more to put back. Priority 2 and 3 are Chip seal streets with overlay and those that can be saved without reconstruction. Priority 4 are the worst streets, the ones that need reconstructed.

The Pavement Plan is to do the following: Hot mix streets, do an overlay or some improvements on a 12 year cycle; Chip Seal that has two-inch overlay are on an 8-year cycle; and Chip Seal streets are done on a 5-year cycle. However, if a street does not need work at the time of the cycle, you don't do it. Streets may change classes with improvements; for example if a chip seal street had a two-inch overlay put on it, then it is reclassified to a Chip-seal+2.

Burlington Pavement Classes		
Pavement Class	2014 Length (ft.)	2014 Length (ft.)
Concrete	11,614	11,614
Hot-mix Asphalt	39,893	62,360
Chip Seal w/2" Overlay	36,468	38,012
Chip Seal over Base	3,903	8,793
Chip Seal	68,424	48,083
Rock	19,087	17,800

Mr. Bowers used the chart and graphs to explain street improvements since the Plan was implemented in 2011. We have four more miles of hot-mix asphalt streets in Burlington than we had in 2011. Four miles of chip-seal streets have been improved to chip-seal over base. He compared the condition of all streets: In 2011, only about 27% of the roads were hot-mix, and now it's 33%. In 2011, 33% of the streets were in poor condition, and with our new street survey this fall, only 11% are in poor condition; 55% are in good condition; and 30% are in excellent condition.

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Concrete streets, which are mainly in Country Club Heights and Pioneer Meadows, and the culverts on the north end of town. Mr. Bowers said Burlington's concrete streets are aging prematurely, which should not be expected. Superintendent Mast said they are the most expensive streets to redo. Also, four miles of chip seal streets still need to be reconstructed.

Mr. Bowers explained, "We have been trying to save what we can, and get as many streets worked on as we could; so there are still some bad streets. In 2011, we only had about 6% of the chip-seal streets that were considered in excellent condition, and now it is about half; on average the chip-seal streets are now in a lot better shape. About four miles of chip-seal streets have to be reconstructed with enough base they will hold up better. I think we're seeing a dramatic improvement." He continued, "In 2012 we had a big chip-seal year to save a lot of streets. We are now - in 2013 and 2014 - emphasizing a lot more of the overlays and the base work."

Council Member Curtiss asked how long it will take to fix the four miles of chip-seal streets. Mr. Bowers explained, "It all depends on different things. If you jump in and do the extensive work, it is going to take a lot of money. I'll be able to tell you in about three years." He continued, "On the base work, in one year you did more than a mile of base work; and you should get about 4,000 feet in a year; so multiply that by 5-6; hopefully you keep that up. It's nice when you get there because then you don't have to go back and reconstruct, just work the surface after that."

Superintendent Mast commented on how the price of oil effects the cost of working on streets, "Anytime the price of oil goes down, it will help us with our costs associated with fixing streets - it's just typical. You're not going to see a significant drop right away. We've seen the price of oil drop quite a bit this year, so I think we'll see some price differences next year - it will be cheaper for hot-mix and oil to chip-seal; but it won't be huge unless the price stays down. It takes longer for Contractors to lower their costs because they are going to be cautious - they have to." Mr. Bowers added, "It doesn't directly follow with gas or diesel. Gas is pretty cheap right now, but diesel isn't down that much. It depends on the demand for that particular product."

Council Member Lenard asked, "At what point will we go ahead and set our schedule for next year for what streets we are going to look at?" Superintendent Mast replied, "Norm and I are working on that now. We've got a list of streets we are going to look at and try to come up with a plan per se. Usually, we get together around the first of the year to try to finalize the Plan. You've got to understand that by spring, that Plan may change based by what happens to the streets throughout the winter."

Mayor Merry asked, "The southwest is probably where three and a half miles of gravel is?" Superintendent Mast replied, "Yes. The majority of gravel and the majority of the town's poorer streets are in the southwest portion of town. When we were doing this, we tried to knock out chunks of town as well. Not that we were trying to pick on one group versus the other; it's just that if we do like construction all in the same area at the same time, then we have less chance of tearing up more stuff while doing construction; and then we are also able to do maintenance procedures in that same area at about the same time. So, it makes sense to do those things and work your way through town. I know it doesn't make everybody on the south end of town as happy, but we try to do some work in the south end of town as well; and we've done some. We had a significant amount at the north end of town that was close to being done as well. On the east end, we had quite a bit taken care of with curb and gutter projects people had petitioned to have done. We're trying to get those completed. Also, we've got a few streets in the east and the north that are starting to fail a little. As a general rule, those parts of town (north, east, and west) are in the best shape; and we're working our way south."

**Mayor Merry called for comments.** Wyatt Cole stated, "I live in the southwest part of town at 1324 Cumberland. I understand what they're doing; but when I built a house out there thirty-some years ago, it was gravel. A couple years later we got a chip and seal; and it's now going on twenty with no maintenance what-so-ever on those two blocks - none. During the winter when they blade snow, all that asphalt is in my yard and my neighbor's yard. We clean up a lot of rock and chips. You've got to understand that if every three years or so, we are trying to do something with streets - I'm now setting it for twenty years of not having anything done to my street in front of my house going west when on all sides of me .....

Mr. Cole continued, "I measured when that street was chip and sealed. It is now eight feet and is going to be thinner; it's gotten narrower and narrower. We are now mowing at least four feet of street on each side. We're mowing it, when it should be chip-sealed or something."

Mayor Merry, "We're trying to stay around the parks, too; and that's a street that's a lead in to Jones Park." Superintendent Mast stated, "Yes, it's actually on our list of streets to reconstruct because the base is not sufficient to handle the traffic; and that's why you see what's going on with the side of the road. Basically, his yard is growing and the road is shrinking because there wasn't enough base there to begin with; so we have to rebuild that and make it substantial enough to hold up to the traffic of today's' standards. You know, thirty years ago, they probably put four or five loads of rock on that road, sprayed some oil, put some chips down, and called it good. At that timeframe, it still wasn't the best way to do things, but it was what they could afford to do. It held up a little better back then because we didn't have as many heavy trucks and equipment traveling on it as we do now.

(continued)

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It will not handle the trash truck, and it is on the edge of the road at all times; and that is where the road started failing first; and that's why he's having so much trouble with the edge of the road.. When winter comes, we try not to tear up roads when we're plowing snow to let traffic through, but it does happen, and it makes a mess sometimes."

Superintendent Mast added, "Actually, Mark Davidson (Street Foreman) and I have talked about that street in particular - trying to finish it out going west. If I remember right, there are about three blocks there that need rebuilt, and then we'd run into a block that we have maintained with overlay. There's not a huge amount there, but we have to rebuild through there. One of the things we're running into now is that some of the rebuilding we were doing, we were using recycled asphalt. We're running out of recycled asphalt, so our expenses are going to go up, because we will have to go back to rock. Recycled asphalt was a free commodity."

Mayor Merry thought we might be able to get some asphalt from grinding from work on the highway. Superintendent Mast said, "There is some and I've asked them if we could have it. They haven't promised it to me, but in the past, we've been given their recycled asphalt. The way we've done with the recycled asphalt, there's good and bad as well. It's not the optimum way to rebuild a street. You're doing it cheaper, with a cheaper product that doesn't work as well; and you have more chance of failure with it. I would love to be able to do everything with top-of-the-line material, but it takes money; and you've got to come up with the money as a city to be able to pay for it. That's where we're at - we've got to do what we can with what we've got."

Mayor Merry commented, "Hudson has enough oil in it. It seems like it's holding up pretty well. Could you take a look at that, Norm? It bled quite a bit this summer, so you could tell it had a lot of oil in it because it was coming to the surface." Superintendent Mast, "It's stuff we put down this year?" Mayor Merry, "Yes." Superintendent Mast, "I didn't like that we started too late this year due to our coordination with the County. They were busy and we couldn't get it done in the heat of the summer; and I saw some problems with it because of that. Some of the rebuilding we tried to do with rap failed before we were even complete, and we had to tear it back up and put rock in. We need to coordinate better, but how do you do that when you're kind of at their mercy? It's their equipment, their people. We can avoid that by getting our own equipment - renting it or whatever, but the price of doing the streets would go up. We're trying to get as much done as we possibly can, and that is why we're where we are."

Mr. Cole asked, "How soon in the future are we talking - three years later from now that something may happen to our street?" Superintendent Mast replied, "I would like to put it on the schedule for next year." Mr. Cole, "I was going to say, maybe not by the end of the first year, but by the full second year, there's not going to be a street there. There's not much there now. Since the weather's changed, we have huge deep holes that are popping up. Within twenty-four months there will not be a street there, we will be driving on dirt roads. I talked to all the neighbors. We are concerned because everything north and south has got a new overlay four or five inches thick; and in five years we saw a couple of streets get done three times. I know they broke down because the water table is just horrible out there, it shifts; so I understand you have to dig it back up; but our roads have been passed over for twenty years."

Superintendent Mast explained that he wants to do Mr. Cole's street, but we need to keep the good streets in good repair and maintain the other streets, leaving the worst streets to last; and that if his was done first, there would be no money left to maintain the good streets and they would deteriorate. Rebuilding Mr. Cole's street will be very expensive and it makes no sense to spend time and money on a repair that won't hold up, so we want to wait until the street can be rebuilt properly and we won't have that issue again. How much can be spent is based on tax dollars, which we all pay." Mr. Cole, "I know. I like to see things get done, but I understand the language of in the future, we're working on it, and it becomes three years, then six, then ten. It may be thirty years down the road, and my road never gets fixed."

Mayor Merry commented, "I think you're going to see a substantial change in the southwest of town because of all the stuff that's been caught back up." Superintendent Mast said, "The northwest part has probably got seven or eight blocks that need work. On the east part of town, we've got one block failing and several that will need minor maintenance work. But you've got to understand, we can't stop the maintenance work on the ones that are good. That's what Norm is trying to preach to everybody. I get questions all the time, 'I don't understand this. That's a good road. Why are you working on that road when mine is screwed up?' We can't stop that maintenance process or else we just go backwards, and that's what happened in the past - for years we were going backwards."

Mayor Merry to Mr. Cole, "For your benefit, usually it's a year when you rebuild, and you don't want to chip-seal that first year. You want to let it settle and then come back in, touch it back up, and then come back in and chip-seal. So, you're probably looking at two years." Superintendent Mast, "If we rebuild in 2015, it will probably be asphalted or chip-sealed in 2016. That's what we do." Mr. Cole, "I can see that. I've worked construction. I don't want to see another ten years go by and we get into thirty years and have no street. I just want to see something done in a couple years - I don't know about my neighbors, but it's been twenty - what's another two? Thank you." Mayor Merry, "We appreciate you coming in. (See Street Department Update for more information.)"

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**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Superintendent Schneider reported Distribution personnel have been doing daily work orders and line locates. They did customer service requests, with one of them being upgrading a residential service. They did some tree trimming around town due to wind damage and potential service interruptions. The crew has been changing light bulbs on the downtown buildings and hanging Christmas lights along the highway; and they got those up and on before Thanksgiving.

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**Personnel - Training:** Superintendent Schneider reported, "The Apprentice Linemen have completed their final testing for the year. We're still waiting on the results, so by next Council meeting, J. J. Jasper should be moved to a Journeyman Lineman; and Thomas Hess and Eric Gifford will be moved to Fourth Year Apprentice. I am confident they are going to pass those tests."

**Annual Inventory:** The Electric Department is still working on the annual inventory.

**ELECTRIC DEPARTMENT: Power Plant/Production Update**

**General:** Power Plant personnel are doing normal power plant maintenance, doing end-of-month reports, and figuring the power cost adjustment for billing.

**Generator #6:** Personnel will do a maintenance run on Generator #6 tomorrow. It has not been exercised since August, so it is time to run it and make sure everything is okay.

**Insurance Inspection:** Superintendent Schneider reported, "EMC Insurance was here today. They come every two years to do an audit to make sure we are covered properly should anything ever happen at the Power Plant. It was an informal visit that went well."

**Annual KPP Meeting:** Superintendent Schneider informed Council the Annual Kansas Power Pool meeting is on December 12th, at 11 a.m. in Wichita, with lunch provided. He invited anyone who would like to attend to ride along with him.

**ELECTRIC DEPARTMENT: Personnel - Advertise for an Electric Line Leadman**

Superintendent Schneider requested permission to advertise for a Leadman. He would like to take time and to advertise in our local newspaper, on our website and Facebook, and through the League of Kansas Municipalities and the Kansas Government Journal, KMU, KPP, etcetera. He suggested advertising until the position is filled, possibly through March. Mayor Merry suggested, "March 1, 2015?" Superintendent Schneider, "Yes, if that works for everybody."

**Mayor Merry called for a motion. Council Member Luke stated, "I move to advertise both internally and externally for an Electric Line Leadman through March 1 of 2015."** Council Member Curtiss commented that it could be done again, if necessary. **Mayor Merry called for a vote. Motion unanimously carried.**

**WATER DEPARTMENT: Distribution Update**

**Waterline Replacement Project on 9th & 10th Streets:** Superintendent Hawkins reported, "We finished up today with the last service on St. Lawrence, so we did get ahead of schedule on that. We're going to continue. Hopefully the rain forecast for tomorrow and Friday will not throw us off schedule for next week. We're going to work from 9th Street to 10th Street, do the tie-ins, and do our bacteria samples; and hopefully we can get all the services in between 9th and 10th. Being a little bit ahead of schedule is a good thing for us."

**Sewer Pump Station #2 - Flowmeter problems:** Superintendent Hawkins reported, "We did have the flowmeter at Pump Station #2 fail the other day. I visited with Jay Bailey, our warranty instructor on that. We had to install a spool in there and mail the flowmeter back to ABB to be worked on."

**Automated Meter Infrastructure-Update:** Superintendent Hawkins informed Council, "We do have an AMI meeting tomorrow at 2 o'clock."

**Water Leaks/Fiberoptics:** There were a couple of water leaks since the last meeting of Council. Superintendent Hawkins explained that out of all the boring to bury fiberoptics in town, we've only had one waterline hit. It was at Alan Novinger's at 902 N. 4th Street and was an easy fix.

**General:** Personnel have been working on inventory and doing normal duties,

**WATER DEPARTMENT: Water Production Update**

**General:** Water Plant personnel have also been doing normal duties and inventory.

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**Water Plant Operation - Turbidity:** Superintendent Hawkins explained, "The last couple of days have been real good at the Water Plant. We've been doing some changing in Rapid Mixer speeds and stuff. Colder water makes it hard for the water treatment process, but we've had some real good success the last couple days. We're getting our turbidity back in what we call control, so we don't have to backwash much on our filters; so that's a good thing on our part."

**Blue/West Water Tower on Potomac Street (SCADA System Issues):** Superintendent Hawkins reported, "We are having R. E. Pedrotti come in. We're having some issues with our transducer at the Blue Water Tower. That's what we see from the Water Plant on the elevations. Based upon our elevations of our towers, our pressures are not staying consistent. The pressures are not being calculated correctly. We're seeing 185 feet - the tower is not that tall. Pedrotti will work on the transducer, hopefully next week."

**Water Drought Emergency-Warning (update):** Superintendent Hawkins provided the Drought Water Emergency Update that will be published December 5th: Rain in County: None; Rain Forecast: Good chance; Pumped in past 7 days: 3,213,000 gallons of water; Daily Average: 449,000 gallons; Outlook: No new Restrictions. Neither the Governor nor the Kansas Water Office has lifted water restrictions for Coffey County.

**STREET DEPARTMENT: Update**

**Street Repair/Pavement Management System:** Superintendent Mast explained that most the information for the Street Department was provided earlier during Norman Bowers' discussion on the Pavement Management System for Burlington. He stated, "I hope that helps you understand why we're doing what we're doing, so that you are better able to answer questions of your constituents. I know you get questions. I get a lot of questions from people complaining their street is not done and demanding to know why. I believe we're doing very well with Norm and we've made significant progress with the streets in the last three years. We could do more if we had more money and more time."

Council Member Lenard thought that the slides, such as the one that shows the conditions of all the streets, were pretty impressive. He wondered if it was something we could put out on our city website, just that one slide or the whole group from Norm Bowers presentation, to help people better understand. Superintendent Mast said it would be up to Zoning Clerk Hugunin if he wants to. He said, "If that is something the Council wants to do, I can get ahold of Norm and he can give Jimmy that slide presentation."

**General:** Superintendent Mast reported, "Basically, we have been doing a lot of equipment work. We've been doing a lot of sweeping, trying to get the leaves picked up and cleaning out the drain boxes. We started some of our winter projects such as rebuilding the grates in the salt spreaders - they rust out and fall apart; and we're doing body work on some of the equipment."

**POLICE DEPARTMENT: Update**

Police Sergeant Riley provided the department report.

**General:** There was a little increase in call volume over the Thanksgiving holiday weekend, which is normal.

**Police Building Construction:** Sergeant Riley reported the new building for the Police Department is progressing. He said, "I may want to visit with the Police Committee for a few minutes after this meeting to see how they want to go about the acceptance of the building." He added, "Within the office, we've been trying to organize and work out the logistical issues of the actual move. The inspector did come down and went through the building. He was pleased and had no issues. We haven't received our final email summing everything up."

**POLICE DEPARTMENT: 2014 Structure Demolition Bids**

Mayor Merry called for discussion on the 2014 Structure Demolition Bids for removal of structures on three properties, and reminded Council that 606 Hudson was removed from the list earlier tonight at the request of the owner who is demolishing it himself.

***Council Member Curtiss made the motion to accept the bids presented by Police Chief Jones for the 2014 Structure Demolition Project, for 716 Yuba Street and 213 S. 2nd Street, with 606 Hudson having been removed from the list. Council Member Lenard, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.***

***Mayor Merry called for a motion to award the contract. Council Member Luke made the motion to award the contract for the 2014 Structure Demolition Project to Highberger Construction, as being in the best interest of the City, to demolish structures at 716 Yuba Street subject to title work being completed and 213 S. 2nd Street, at a cost not to exceed \$5,590. Council Member Lenard, "Second." Hearing no discussion, Mayor Merry called for a vote. With a vote of 5:0, the motion unanimously carried. Mayor Merry told Sergeant Riley the title should be ready by Friday.***

**PARKS DEPARTMENT: Update**

Council Member Curtiss read Superintendent Boyce's report.

**General:** Parks personnel have been cleaning public restrooms and buildings, mulching tree leaves in Kelley Park, trimming trees, cleaning the fall banners to put them back in storage, and doing equipment and building maintenance.

**Welcome to Burlington Signs - lighting:** Solar lighting has been installed at the east and west Welcome to Burlington signs.

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**FINANCE: Building Restoration Loan for 415 N. 4th Street, Patty Sanborn (\$8,350)**

City Clerk Kewley explained, "The Decision Making Authority has approved Patty Sanborn's Building Restoration Loan Application for her building at 415, N. 4th Street; so we just need your approval of this loan." *Council Member Luke stated, "I move to accept the Decision Making Authority's recommendation and approve Patty Sanborn's Building Restoration Loan Application for 415 N. 4th Street in the amount of \$8,350." Council Member Curtiss, "I second it." Mayor Merry called for discussion.* City Clerk Kewley explained, "She is going to replace the roof and do some painting. **Hearing no further discussion, Mayor Merry called for a vote. With a vote of 5:0, the motion unanimously carried.**

**FINANCE: Claims Ordinance & Payroll Ordinance**

a. Claims Ordinance	2014-21	\$ 36,710.34
b. Payroll Ordinance	2014-25	\$ 73,410.08
TOTAL		\$110,120.42

**CLAIMS 2014-21:** *Council Member Scott, "I move City of Burlington pay Claims Ordinance 2014-21 in the amount of \$36,710.34 for payment of city bills." Council Member Luke, "Second." Mayor Merry called for discussion.* City Clerk Kewley explained, "A couple of the small items we are paying tonight are Kritz-Davis for \$1,799.85, Lewis Oil for \$2,089.39, and \$8,350 to Patty Ann Sanborn for her Building Restoration Loan. **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 2014-21 approved by vote of 5:0.**

**PAYROLL 2014-25:** *Council Member Luke stated, "I move City of Burlington pay Payroll Ordinance 2014-25 in the amount of \$73,410.08." Council Member Lenard, "I Second it." 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 2014-25 approved by a vote of 5:0.*

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin is still working on the Tree City USA application, working on inventories for the departments, updating Facebook and the webpage, and working permits.

**Outdoor Pool:** The Recreation Commission wants Zoning Clerk Hugunin to look at the rebar and other things for the new swimming pool. They are scheduled to start pouring concrete tomorrow and Friday, weather permitting.

**Quarterly Construction Report:** Zoning Clerk Hugunin provided the Quarterly Construction Report. The value of construction listed on Building Permits for the last three months is \$4,137,695; which brings us up to a total of \$6,686,210. He had figured it would be a little more than that, but the pool was a smaller project than anticipated and Wal-Mart's store was not as big as we thought either. There were a lot of little sheds and fences."

**OTHER COUNCIL BUSINESS: 2015 Elections - Mayor & City Council Positions for all Wards Position 1**

City Clerk Kewley sent a letter to Angie Kirchner, Coffey County Elections Officer, informing her of the Governing Body positions that will be up for election in 2015:

Burlington Mayor			Gene L. Merry
Burlington Council Member	Ward 1	Position 1	Forrest T. Rhodes
Burlington Council Member	Ward 2	Position 1	Robert S. Luke (Stan)
Burlington Council Member	Ward 3	Position 1	Lewis Lenard

**PERMITS: Permits issued by Zoning Clerk Hugunin:** None

**LEGAL DEPARTMENT: 716 Yuba Street - Demolition Deed**

City Attorney Robrahn reported his office has been working on paperwork for a Demolition Deed for 716 Yuba Street. He is preparing an ordinance for the next meeting.

**CITY CLERK'S OFFICE: Update**

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

**Delinquent Utility Bill Collection:** For December we will be sending \$7,828.01 in delinquent utility accounts for collections through the Kansas Set-Off Program.

**License Renewals:** Most of the businesses have completed their Cereal Malt Beverage License renewal applications. Amusement and Dance Licenses and Trailer Court Licenses are also due and will be presented at the next meeting of Council for approval.

**Goals and Accomplishments:** City Clerk Kewley informed Council, "We will start working on the Accomplishments in 2014 and our Goals for 2015."

**2014 Audit:** City Hall personnel have started submitting information to the auditors for the 2014 Audit.

**CITY CLERK'S OFFICE: Financial Software Proposals**

City Clerk Kewley stated, "I've spent quite a lot of time on the Financial Software Proposals. A lot of research went into that. I'd like to thank Sue (Administrative Assistant Stroh). She really went above and beyond to help me with these proposals because it's really difficult to compare apples with apples when you are dealing with different software. It is a big undertaking."

City Clerk Kewley provided background on the research for purchasing new software for the City. On July 2nd, she informed Council that Thomson Reuters, our financial software program providers are going to sunset their services as of December 31, 2015. After doing extensive research with other cities about their financial software providers, City Clerk Kewley arranged for three software companies to come in and do presentations of their software and for them to submit proposals. The spreadsheets presented tonight compare the proposals from the three software companies: Computer Information Concepts (CIC), Data Technologies, and Tyler Technologies. After considerable thought, City Clerk Kewley presented the proposals and her recommendation, "Overall bids were:

Computer Information Technologies	Data Technologies	Tyler Technologies
\$52,211	\$58,175	\$104,741.00

City Clerk Kewley stated, "We did look at CIC, Data Technologies, and Tyler Technologies. Tyler Technologies' proposal was double the amount of each of the others. They are the Cadillac of software, other larger cities use them, and I would love to use them, I can't justify the huge difference in the proposals. So, it was between CIC and Data Technologies. They were close, but CIC came out ahead as being in the best interest of the City. They have 24/7 support, unlimited training with our setup when we convert over - which is a huge consideration, and they will convert everything on our system. Also, their software offers more reports, which is very important for us. Each module will be integrated software and imaging. It is great that we will be able to do that; with our current software we don't do that. The system has remote backup that is off-site in a vault underground in Greeley, Colorado. If we have a disaster, we can be up and running within twenty-four hours. It's not comparable to the \$49 per year I-Drive that Data Technologies offered. CIC's remote backup is pricier, but one thing we learned by going to Kansas Power Pool meetings and learning about Cyber Security, is that we need to invest money in our backup system. I am recommending we get the better backup."

City Clerk Kewley stated, "I am recommending to purchasing our Financial Software from CIC, not to exceed \$52,211." ***Council Member Griffith made the motion to accept the proposal for Financial Software from Computer Information Concepts, not to exceed \$52,211, as being in the best interest of the City of Burlington.*** ***Council Member Curtiss, "Second."*** **Mayor Merry called for discussion.** Council Member Curtiss commented, "We get a good discount, too, with this company." City Clerk Kewley explained, "Steve Reed started Reed Software, and we started with Reed Software, which later changed its name to Infinitech, then to Manitron, and now it is Thomson Reuters. Steve has since then left the company and is now with CIC. He has given us pretty good discount because of his knowledge and expertise with us."

She added, "CIC is planning to start conversion of our financial software in April, 2015. They have several cities needing to change software companies, so we will be waiting in line for our turn. We will get the discount as long as we sign the contract by the 31st of December. I will tell you that when talking to other cities, both CIC and Data Technologies had good reports. CIC did have more people who said they had excellent support; and one thing we really need is good quick response within an hour, especially for emergencies. The County, as well, has gone with CIC. I called the County Clerk's Office; they said it was excellent."

Council Member Lenard asked, "Have we taken into consideration annual fees?" City Clerk Kewley, "Yes." Council Member Lenard, "What about escalation on an annual basis, are the fees locked in for a period of time?" City Clerk Kewley, "Three years for CIC. Data Technologies would only go out a year, and would need to give us their price each year. CIC's enhancement for support is \$6,445 for the next three years. For support only, it would be \$4,945' but we want enhancements, which are the updating and improvement that we want. Also, every year they hold training with all the cities and ask, 'What do you want changed?' They really listen to the clerks to improve the system to benefit the City." Mayor Merry commented, "They got a lot of input from the office. They spent a lot of hours with the contractors, and that gives Gina a high comfort level where she's at. We've got somebody that knows the system already; it ought to be a pretty easy conversion."

**Hearing no additional discussion, Mayor Merry called for a vote on the motion which was: *Council Member Griffith made the motion to accept the proposal for Financial Software from Computer Information Concepts, not to exceed \$52,211, as being in the best interest of the City of Burlington.* Council Member Curtiss, "Second." With a vote of 5:0, the motion unanimously carried.** Mayor Merry thanked City Clerk Kewley for all her work and Administrative Assistant Stroh for helping her.

**MAYOR'S COMMENTS:** None

(continued)

**[9] CONTINUATION: December 3, 2014 Burlington City Council Meeting**

**FUTURE AGENDA ITEMS:**

<b>GENERAL</b> City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software Goals 2015 / Accomplishments 2014
<b>ELECTRIC DEPARTMENT:</b> GIS system Emissions Standards Compliance/EPA Fill Vacancies (Apprentice) (Leadman)	Automatic Meter Infrastructure for Electric & Water (AMI) Natural Gas Industrial Park Substation - DC Power Supply
<b>PARKS DEPARTMENT:</b> Fair Board’s new Building WildBlue BBQ and Taste of Fall Festival 2015 Spring Demolition Derby 2015	City Dam West Wall Project (sidewalk/steps, etc.) LED Solar Lighting for Walking Trail
<b>LEGAL DEPARTMENT:</b> Municipal Court	Property Demolition Deeds/Agreements/etc.
<b>PLANNING AND ZONING</b> Quarterly Construction Valuation Report Comprehensive Development Plan – Update Industrial Park Lots	Work w/Chief on Nuisance Structure regulations Wal-Mart Express in Commerce Park Grant for LED Solar Lighting for Walking Trail
<b>POLICE DEPARTMENT</b> Nuisance Updates New PD Building-Construction Update	Personnel – Training Updates Nuisance Structures Demolition - Update
<b>STREET DEPARTMENT:</b> Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way	Rebuild/Repair Kennedy Street and 14 <sup>th</sup> Street Pavement Management System/Asset Management System
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Neosho Riverbank Stabilization Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging	Southwest Sewer Project Waterline Replacement Project Water Emergency - Warning (Update) Water Pressure Study SCADA System

**Mayor Merry declared the meeting adjourned.**

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

COUNCIL APPROVED