BURLINGTON CITY COUNCIL REGULAR SESSION DECEMBER 17, 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 17, 2014. Mayor Gene L. Merry called the meeting to order.

ROLL CALL: 🖂 Mayor Gene L. Merry				
<u>Council Members present</u> :				
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)			
\square Doug Jones (Chief of Police) \square Doug Mast	(Street) Danny Hawkin	s (Water/Wastewater)		
Also Present: Regina Kewley (City Clerk)	🔀 Jimmy Hugunin (Zoning &	& Grants Clerk)		
Thomas F. Robrahn (City Attorney)	🔀 Susan Stroh (Administrati	ve Assistant)		
Media Present: Mark Petterson (Coffey County Republican)				
VISITORS: Mike Abendroth (Abendroth Builders); Jay	Hale			
AGENDA: Council Member Curtiss stated, "I move to approve the agenda as amended." Council Member				

Griffith, "I second the motion." Motion unanimously carried. <u>MINUTES: December 3, 2014</u>: Council Member Scott, "I move to accept the Draft Minutes of Council's regular session of December 3, 2014 as corrected." Council Member Curtiss, "Second." Motion unanimously carried.

ELECTRIC DEPARTMENT: Distribution Updates

<u>General</u>: Superintendent Schneider reported Distribution personnel have been doing daily work orders and line locates. They read electric meters, fixed quite a few street lights, and did equipment maintenance.

<u>Audit of Area Lights</u>: Personnel also did an audit of area lights that people have in their yards and pay for on their utility bill. The audit was done not only to be sure we are getting revenue for any area lights, but also to make sure whether the customer wanted the light. A few lights were found that we weren't getting any revenue for.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Power Plant personnel are doing work on the Power Plant side. They worked on required reports.

<u>Generator #6</u>: Personnel were going to do a maintenance run on Generator #6 last week; however, the voltage control had some oxidation on it and they could not get it to sync with the Westar system; so it couldn't be done. The problem was fixed that day, we ran today, and everything worked as it should.

<u>Old Generator #5</u>: Superintendent Schneider reported, "The old number 5 generator had a cabinet in it for the control panels that was so obsolete with gauges and graphs in it that are no longer used. The guys are rebuilding that cabinet to just include the necessary controls."

ELECTRIC DEPARTMENT: Personnel Advancement - J. J. Jasper to Journeyman Lineman

Superintendent Schneider stated, "As I mentioned last meeting, J. J. Jasper completed his testing from Fourth-Year Apprentice Lineman; so he is ready to move to Journeyman Lineman. Thomas Hess and Eric Gifford have completed testing for their Third Year Apprentice Lineman, and are ready to move to Fourth Year Apprentice Lineman. They did very well on their testing; I was really impressed."

<u>Jonathan Jasper</u>: Council Member Luke stated, "I make the motion to move Jonathan Jasper from Fourth Year Apprentice Lineman to Journeyman Lineman at the entry level hourly rate of \$<u>20.20</u>." Council Member Curtiss, 'I second the motion.'' Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

<u>Thomas Hess</u>: Council Member Luke stated, "I make the motion to move Thomas Hess from Third Year Apprentice Lineman to Fourth Year Apprentice Lineman at the entry level hourly rate of \$<u>19.14</u>." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

Eric Gifford: Council Member Luke stated, "I make the motion to move Eric Gifford from Third Year Apprentice Lineman to Fourth Year Apprentice Lineman at the entry level hourly rate of \$<u>19.14</u>." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

President of Council Scott, "Is it a yearly progression? In other words, a year from now the two Fourth Year Apprentices will move up to Journeyman Lineman?" Council Member Luke, "Assuming they pass their tests."

WATER DEPARTMENT: Distribution Update

Water/Wastewater Foreman Foster provided the department update.

<u>General</u>: Personnel have been reading meters, doing line locates and work orders, preparing inventory, and doing normal duties,

<u>Waterline Replacement Project on 9th & 10th Streets</u>: Personnel were getting ready to start the next phase of the Waterline Replacement Project on St. Lawrence, but the weather interrupted plans.

WATER DEPARTMENT: Water Production Update

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

BOOK 23 PAGE 418

[2] CONTINUATION: December 17, 2014 Burlington City Council Meeting

<u>*Water Plant Maintenance:*</u> Personnel built a new concrete weir for the water transfer wells. We had an air compressor go down today, so repairs are being done.

STREET DEPARTMENT: Update

Superintendent Mast reported, "We have been doing quite a bit of work on the equipment in the shop. We have also been working on signs around town and on some alleys that need attention."

POLICE DEPARTMENT: Update

<u>Police Building - Acceptance</u>: Chief Jones reported, "Our big item is that at approximately 1:30 this afternoon, we officially accepted the new building. I moved my coffee cup in, and everybody else gets to move the rest."

<u>Wal-Mart Neighborhood Market - Grand Opening - Donation to Animal Shelter</u>: Chief Jones reported, "I went to Wal-Mart's grand opening this morning. One of the things they did is the Wal-Mart Foundation donated \$500 to the Burlington Animal Shelter. Four other entities were also presented with donations of \$500: God's Store House, the American Cancer Society Support Group, the Historical Society, and the 4-H. Five donations of \$500 each, a total of \$2,500 was donated to the five organizations. Impressive."

<u>Nuisance Properties - 2014 Structure Demolitions</u>: Chief Jones stated, "We've been working with Tom (Attorney Robrahn) and City Hall on the Contract for Demolition and the Notice to Proceed to get structures at 716 Yuba and 213 S. 2nd demolished."

<u>Nuisance Properties - Structure Demolition 216 N. 3rd Street</u>: Chief Jones reported Administrative Assistant Stroh prepared the advertisement for accepting bids for demolition of the structure at 216 N. 3rd Street. It is published in the newspaper, on the City's website, facebook, and on the radio station. The Invitation to Bid package is available at City hall. Bids are due by 2 o'clock January 5, 2015, and will be presented at the January 7 meeting of Council.

<u>Nuisance Properties - Extension to Review</u>: Chief Jones reminded Council a few extensions to abate nuisance properties will be reviewed at the January 7 council meeting. He will check with those property owners prior to the meeting to see how they are progressing with property improvements.

POLICE DEPARTMENT: Police Building Construction Project - Change Order #1 (Abendroth Builders)

City Clerk Kewley, referring to Change Order #1 with Attachments A and B, explained, "The original contract price for the project was \$250,901.00; and the net increase from Change Order 1 is \$23,106, which brings the total cost of the project up to \$274,007.00. I need a motion to approve that Change Order; and that would be the final payment to Mr. Abendroth." *Council Member Scott stated, "I move to approve Change Order #1 for a net increase of \$23,106 for the Police building Construction, which brings the total price to \$274,007." Council member Luke, "Second." Mayor Merry called for discussion. Chief Jones stated, "The biggest chunk of that Change Order is the extra concrete for the sidewalks and the ADA accessible ramp that we had to put out front." City Clerk Kewley commented, "I guess we're just waiting on a sign now." Chief Jones, "I've got requests out for quotes for a sign. That will be an additional expense, but it will be a while." Hearing no additional discussion, Mayor Merry called for a vote. <i>Motion unanimously carried*.

Chief Jones added, "We have started moving things into the building. Bill and Forrest were down today. Anyone is welcome to come down for a tour. I'd be more than happy to show you around any time. Becky Reeves did a pretty nice article about the building for the newspaper."

PARKS DEPARTMENT: Update

<u>General</u>: Parks personnel have been cleaning public buildings and restrooms, mulching tree leaves in Kelley Park, and doing equipment and building maintenance.

<u>Chain-link Fence Repair/Straightening</u>: Superintendent Boyce reported, "Through the freeze/thaw cycle the past few years, some of the chain-link fence posts have started to wobble, so as weather permits we've been straightening the posts up and putting the top rail back in place."

<u>*Hazard Tree - cleanup:*</u> Where hazard trees have been removed, Parks personnel have been removing the stump grinding and putting dirt back in, and will seed with grass.

<u>Caboose Park Restrooms</u>: Superintendent Boyce reported, "We started today on replacing the partitions at the Caboose Park restrooms. They are more than twenty years old, are showing their age, and are rusting out at the bottom; so we're replacing them with solid plastic."

[3] CONTINUATION: December 17, 2014 Burlington City Council Meeting

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance 2014-22 \$356,769.75
b. Payroll Ordinance 2014-26 \$77,565.91

TOTAL \$434,335.66

<u>CLAIMS 2014-22</u>: Council Member Luke, "I move City of Burlington pay Claims Ordinance 2014-22 in the amount of \$356,769.75 for payment of city bills." Council Member Lenard, "Second." Mayor Merry called for discussion. City Clerk Kewley explained, "We are paying Kansas Power Pool \$195,652.95; Abendroth Builders \$59,007; Coffey County Highway Department for our chip-seal project, \$34,721.04. 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 2014-22 approved by vote of 6:0.

<u>PAYROLL 2014-26</u>: Council Member Scott stated, "I move City of Burlington pay Payroll Ordinance 2014-26 in the amount of \$77,565.91." Council Member Rhodes, "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 2014-26 approved by a vote of 6:0.

PLANNING & ZONING: Update

<u>General</u>: Zoning Clerk Hugunin continued to work on inventories for the departments, the Tree City USA application, updates of Facebook and the webpage, and permits. He also attended the changeover of the new Police Building, and the grand opening of the Wal-Mart Neighborhood Market.

PERMITS: Permits issued by Zoning Clerk Hugunin: None

LICENSES FOR 2015: 1) Cereal Malt Beverage; 2) Amusement & Dance; 3) Trailer Court

2015 Trailer Court Licenses					
Dietrich Trailer Park- Jin	n Toy 8 lots	Matt Barrett Trailer Park	8 lots	Bill Lockhart 1 lot	
2015 Cereal Malt Beverage Licenses					
Across The Borders	C-2 Investments	Casey's Retai	l Company	Dollar General	
La Hacienda	Pizza Hut	Pete's of Erie	, Inc	Shopko	
Wal-Mart		4		-	

 2015 Amusement & Dance Licenses

 American Legion, Congdon Kepler Post #38 --- Dance, Amusement, 1 Game
 C-2 Investments --- 10 Games

Council Member Lenard stated, "I move to approve the Cereal Malt Beverage Licenses, Amusement & Dance Licenses, and Trailer Court Licenses for 2015 as presented." Council Member Scott, "Second." Mayor Merry called for discussion. City Clerk Kewley said Jim Toy added two spaces to his trailer park, so there are now eight. Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried with a vote of 6:0.

LEGAL DEPARTMENT: 2014 Structure Demolition Project Documents

City Attorney Robrahn reported, "My report sounds a lot like Doug's (Chief Jones). I've been working with Susan (Administrative Assistant Stroh) and Doug on the Demolition Contract and the Notice to Proceed. I talked briefly to Doug before the meeting. While I was gone for an appointment at Waverly this evening, one of our nuisance property owners called my office to request an extension of time, which I don't have the authority to grant, so I will advise her tomorrow to come in and visit with the Governing Body. I wanted you to be aware of that and that we will probably have more of those requests."

CITY CLERK'S OFFICE: Update

<u>Ordinance 834 - Comprehensive Plan Extension</u>: City Clerk Kewley mentioned that draft Ordinance 834 was included in the packets, but will not be presented to Council until January.

<u>General</u>: City Hall Staff have been preparing meter readings for utility billing this month. They have also been handling normal calls and inquiries, work orders, and preparing meeting minutes, reports, vouchers for paying bills, and payroll.

2015 Budget: City Clerk Kewley has been working on keying in the 2015 Budget figures to line items.

Dog Tags: The 2015 dog tags will be available in January.

<u>Unconventional Vehicle Registration</u>: The unconventional vehicle registration (golf carts, ATV, etc.) are not due until the anniversary of the original date of purchase.

Final Council Meeting of 2014: City Clerk Kewley stated, "This is the final council meeting for this year. We will continue to have both months open to finish old business.

<u>*KMU Training:*</u> City Clerk Kewley attended the annual Kansas Municipal Utilities managers training last Wednesday, the 10th of December.

City Hall Closings: City Hall will be closed December 25th, 26th, and January 1st for the holidays.

PUBLIC COMMENTS: Jay Hale, God's Store House - water leak

Addressing Council, Jay Hale, pastor of First Baptist Church, commented that the Mayor had just slid over the public comments section. He wanted to thank the City. God's Store House moved to the Payer building (515 Neosho) a couple of months ago. For about three months, there was a water leak they were unaware about until the City called and told them they had used a huge amount of water. Mr. Hale said, "We took care of it. I appreciate the call. We would have been three or four months down the road wondering what happened.; so I'm

BOOK 23 PAGE 420

[4] CONTINUATION: December 17, 2014 Burlington City Council Meeting

glad we got that call." He added, "We're settled in down there and things are going well. I will be talking to Doug (Superintendent Mast) sometime about an issue; but we're doing good and I appreciate your help."

MAYOR'S COMMENTS: None

<u>FUTURE AGENDA ITEMS</u> :			
		GAAP – Infrastructure Capitalization	
		Actuaries – GASB-45	
Service/Allied Waste Agreement Renewal		Financial Program Software	
Mayor's Volunteer Program		Goals 2015 / Accomplishments 2014	
ELECTRIC DEPARTMENT: GIS system		Automatic Meter Infrastructure for Electric & Water (AMI)	
Emissions Standards Compliance/EPA		Natural Gas	
Fill Vacancies (Apprentice) (Leadman)		Industrial Park Substation - DC Power Supply	
PARKS DEPARTMENT: Fair Board's new Building		City Dam West Wall Project (sidewalk/steps, etc.)	
		LED Solar Lighting for Walking Trail	
Spring Demolition Derby 2015			
LEGAL DEPARTMENT: Municipal Co	urt	Property Demolition Deeds/Agreements/etc.	
PLANNING AND ZONING Quarterly Construction Valuation Report		Work w/Chief on Nuisance Structure regulations	
Comprehensive Development Plan – U	Jpdate	Grant for LED Solar Lighting for Walking Trail	
Industrial Park Lots			
POLICE DEPARTMENT Nuisance Updates		Personnel – Training Updates	
New PD Building moving into it		Nuisance Structures Demolition - Update	
STREET DEPARTMENT: Heather Street - Concrete Panels		Rebuild/Repair Kennedy Street and 14 th Street	
Sidewalk Replacement Repairs on Cit	y Rights-of-Way	Pavement Management System/Asset Management System	
WATER & WASTEWATER DEPART	MENT:		
Neosho Riverbank Stabilization	Southwest Sewer Project	Water Pressure Study	
Water Plant Improvements-Efficiency	Waterline Replacement Project	SCADA System	
John Redmond Reservoir – Dredging	Water Emergency - Warning (Update)		
Mayor Merry declared the meeting	ng adjourned		

Mayor Merry declared the meeting adjourned.

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