

BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 18, 2015

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, March 18, 2015. 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 (arrived 6:10)
 R. Standley Luke (Stan) Forrest T. Rhodes Jerilyn Curtiss

Superintendents Present:

Kevin Boyce (Parks) Alan Schneider (Electric) Doug Mast (Street)
 Riley Morgan (Police Adm. Officer) Danny Hawkins (Water/Wastewater)

Also Present: Regina Kewley (City Clerk) Jimmy Hugunin (Zoning & Grants Clerk)

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

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: None

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

MINUTES: March 4, 2015: *Council Member Luke, "I move to accept the Draft Minutes of Council's regular session of March 4, 2015 as presented." Council Member Curtiss, "Second." Motion unanimously carried.*

PUBLIC COMMENTS: None

APPOINTMENT: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported Distribution personnel have been doing work orders and locates, read meters, and attended the KMU safety training yesterday.

Outdoor Pool: Electric personnel installed new electric service to the outdoor pool at Katy Park.

Line Maintenance: Superintendent Schneider reported, "The crew has been working at Lynx Lane installing electric service for Menard's property (1056 Lynx Lane).

Public Appreciated: Superintendent Schneider stated, "I want to remind the public that every time somebody calls about a street light not working and things like that, it helps us get things taken care of more quickly. We do appreciate those phone calls."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Superintendent Schneider stated, "Production personnel have been doing Power Plant maintenance.

Generator #6 Repairs: Superintendent Schneider reported, "Work on Generator #6 started on Monday. They're making good progress and are still looking for a certain cause of the noise. They did find a couple bad bearings that we know need to be replaced. He did say that could be the cause, but they will dig deeper and hopefully everything will be good and it will be ready to be put back together."

WATER DEPARTMENT: Distribution Update

Replacing Meters with over 1,000,000 gallons logged: Water/Wastewater personnel are continuing to replace water meters that have a million gallons or more on them. Generally, we change them out at a million gallons or ten years, whichever comes first. We are trying to do a complete inventory of everything in town, which is what we'd planned to do with the AMI, but since we didn't do the AMI, we are going to replace the worst meters and will keep changing them out slowly over time."

Waterline Replacement: Neosho from 9th to 10th: Personnel have been dressing up the areas where they did waterline replacement. They did get the fire hydrant installed on 10th and St. Lawrence. Personnel will be digging on the corner of 9th Street, installing a sewer can and charging that line; and on Monday they will do bacterial sample; and as soon as a negative result comes back on the sample, they will finish the service taps on those.

Rural Water District #3 - Valve, Meter, Vault: Superintendent Hawkins stated, "We did a pre-dig on the Rural Water District meter on 1st and Kennebec Street. We are doing the change-out on that meter, but we are going to put in new valves at that location."

General: Personnel have been doing normal duties: reading meters, rereads, locates, work orders.

WATER DEPARTMENT: Water Production Update

Chemicals: Superintendent Hawkins explained that we are spending less on chemicals now because as the weather gets warmer the temperature of the water goes up and it is easier to treat warmer water; but the days also get longer, so it balances out.

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Anthracite for Filters: Superintendent Hawkins stated, "The anthracite is here, so we will be putting about forty bags of anthracite in each filter. We do this maintenance procedure about every three to four years.

Drought Emergency Update: Superintendent Hawkins reported that the Water Plant has been running really well, and we are now pumping a daily average of 540,000 gallons of water. We're seeing good chances of rain. There are no new restrictions from the Kansas Water Office.

General: Water Plant personnel have been doing in-house cleaning, maintenance on the pumps and other equipment, cleaning, power washing, and things like that.

STREET DEPARTMENT: Update

Concrete Work: Superintendent Mast reported they helped the Parks Department with culverts, a little box at Kelley Park. They also poured slabs at the Street Department, and fixed a little bit of sidewalk over by the old U-Do building.

Salt: Superintendent Mast reported, "The guys have been working on building new stands for our salt spreaders. The stands will help keep our salt spreaders and our trucks much cleaner throughout the winter, which should help us with rusting and things like that. The way we have it now, we hang the salt spreaders outside and in the wintertime we usually don't go back out and dump them off the trucks and hang them - we leave them in the trucks, so we're washing around all that. With the stands, we'll be able to slide the spreader out of the back of the truck in the wash bay and clean them and the back of the truck up. I think to build two stands we've got less than \$1,000 in it, and in the long run it will save us quite a little bit of money.

Summer Hours Start March 23: Superintendent Mast informed Council that with Daylight Savings Time, the Street Department will begin their summer hours next Monday, so they will be working four ten-hour days. (7:00 a.m. to 5:30 p.m. with half hour for lunch; Monday through Thursday, except when a city paid day off occurs, at which time they will work regular hours during that week.)

American Public Works Association Conference: Superintendent Mast stated, "I would like permission to attend the International APWA Conference in Phoenix, Arizona from August 30th through September 2nd. I talked to Gene Merry about this and he is on board with it, but I need your permission because it is out of state." Mayor Merry, "As long as you fly." Superintendent Mast, "Yes. Well, I looked that up, and it is actually cheaper to fly than to drive. By the time you figure your fuel expenses and parking at the hotel, it costs about \$400 to drive; to fly it will cost \$325; so it makes financial sense to fly anyway."

Council Member Luke stated, "I move to authorize Superintendent Mast to go to the International American Public Works Association Conference in Phoenix, Arizona from August 30th through September 2nd, 2015." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.

POLICE DEPARTMENT: Update

General: Police Administrative Officer Morgan said it has been routine calls for the last couple of weeks.

Training: Prescription Drug Abuse: Police Officers will be participating in a free training with the Sheriff's Office next week. The training will be in reference to prescription drug abuse.

New Police Building - Sign: Police Administrative Officer Morgan reported, "We made some progress on the sign for the new building. I received some information this evening. We'll be able to go through local contractors like we had hoped and actually look at reduction of the original estimates of the cost, as well."

Vehicle Repaired: One of the units was in the shop for repairs and is back on the road.

Nuisance Structures/Demolitions: Administrative Officer Morgan reported that the nuisance structure properties he has been working with are on extensions.

606 Hudson (Mann) The owner of 606 Hudson is making steady progress.

216 N. 3rd (Rice) Mayor Merry stated, "We probably ought to extend the one on N. 3rd to May 1st because Mike Schmidt injured his knee and will be out of commission for four or five weeks." ***Council Member Curtiss stated, "I move we grant an extension for abatement of the nuisance on the Rice Property (216 N. 3rd Street) to May 1, 2015." Mayor Merry said he thought they would have it done before the 1st of May, but that is the date of the other extensions to be reviewed. Council Member Scott, "I'll second that." Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.***

PARKS DEPARTMENT: Update

Kelley Park - Ditch filled in: Superintendent Boyce stated, "I would like to thank the Street Department for helping us with the tube and the concrete drain box at Kelley Park. The Fair Board requested the concrete ditch be filled in. Last year, they had a gentleman drive off into it, other people have driven into it, kids use it for skateboarding, and a tube that was sticking out was damaged. So, we are better off with filling it in, doing away with the ditch. In a couple of years, when it has settled, I will also asphalt that area."

General: Parks personnel have been cleaning public buildings and restrooms and doing building and equipment maintenance. With the nice weather, they have worked on the flower beds and flower pots to get ready to plant flowers. Tree trimming is almost finished.

Stadium: Superintendent Boyce reported, "There has never been concrete at the bottom of the ramp on the east end of the Stadium, there is just dirt. When we were doing the concrete drain box (culvert) we were going to be charged a short load anyway, so we went ahead and formed that up and poured a concrete section there. We will put a metal upright post there like is at the bottom of the ramp on the west end of the stadium."

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PARKS DEPARTMENT: Dog Park Discussion

Superintendent Boyce said, "We've seen by remarks on Facebook that people are interested in having a dog park in Burlington. They talk about having it at the Oak Park Walking Trail at the Blue Water Tower. I don't feel that is a good place to put it. My thoughts are that we put it at the City's property on S. 2nd Street. I am just asking for conversation to see where we go with it." Mayor Merry, "Are you fencing it with chain-link fence? How big an area?" Superintendent Boyce replied there would be a chain-link fence, and said, "I'll start out somewhat small because we need to do something with the riverbank. There's a big washout on the riverbank in there and we can't build too close to that, so we will have to take it out to repair that. I have seen that most dog parks have two sections, one for little dogs and one for larger dogs. I haven't planned anything out yet because I didn't know where we are going with this."

Council Member Luke commented, "I think that is a better location than Oak Park." Council Member Curtiss said, "That's where I always considered the ideal place would be." Superintendent Boyce commented that area can't be used for the lagoons for the sludge from the Water Plant as was discussed when we bought the property (213 S. 2nd Street). He tried to contact Debbie Rainbolt, who lives across from the property, to make sure she doesn't have a huge conflict with putting a dog park there, but she wasn't available. Council Member Curtiss said the Parks Committee has been discussing the possibility of a dog park and Superintendent Boyce is checking some things out. Superintendent Boyce added that the property would be fenced and a dog waste station would be added with some type of water hydrant." Council Member Curtiss added, "And little baggies to scoop." Superintendent Boyce explained when he gets quotes for the Parks Department chain-link fence, he will have them look at fencing for the dog park, too.

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2015-06	\$ 245,135.56
b.	Payroll Ordinance	2015-06	\$ 74,422.84
	TOTAL		\$319,558.40

CLAIMS 2015-06: Council Member Luke, "I move City of Burlington pay Claims Ordinance 2015-06 in the amount of \$245,135.56 for payment of city bills." Council Member Lenard, "Second." Mayor Merry called for discussion. City Clerk Kewley provided a couple of larger expenditures for tonight: Blue Cross/Blue Shield for \$22,154.88, and Kansas Power Pool for electricity for \$182,209.69. Hearing no further discussion, Mayor Merry instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Claims Ordinance 2015-06 approved by vote of 6:0.

PAYROLL 2015-06: Council Member Scott stated, "I move City of Burlington pay Payroll Ordinance 2015-06 in the amount of \$74,422.84." Council Member Lenard, "Second." Hearing no discussion, Mayor Merry instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Payroll Ordinance 2015-06 approved by a vote of 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin attended the KMU safety training, updated Facebook and the webpage, and worked on several permits.

Tree Board - Arbor Day: At yesterday's Tree Board meeting, we decided to hold the April 24th Arbor Day celebration in Oak Park at 5:30 p.m.

PERMITS: Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT: Walking Trail - Drake Park/City Dam to Kelley Park

Attorney Robrahn provided an update on his research for a walking trail. The City Manager of Garden City forwarded some material he apparently presented to the meeting of the Kansas League of Municipalities.

CITY CLERK'S OFFICE: Update

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

Training: City staff attended the KMU safety training on customer service.

Tree Board Meeting: City Clerk Kewley attended the Burlington Tree Board meeting yesterday with Zoning Clerk Hugunin and Parks Superintendent Boyce.

WOR/CCR: This month the Annual Water Quality Report/Consumer Confidence Report will be inserted in the envelopes with utility bills for distribution to our consumers. The report is also on the City's webpage, was mailed to the County Environmental Office, and is available at City Hall.

TrustPoint Insurance: City Clerk Kewley reported, "I have a meeting scheduled with Angela of TrustPoint Insurance on Monday, March 23rd. I will be presenting our new insurance policy at the April 1st meeting of Council."

Employee Evaluations: City Clerk Kewley completed the annual employee evaluations.

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CITY CLERK’S OFFICE: Personnel Evaluations: Executive Session for Non-elected Personnel

Council Member Luke made the motion to enter into a fifteen-minute Executive Session for non-elected personnel, with City Attorney Robrahn and Personnel Officer Kewley present. Council Member Curtiss, "I second it." Mayor Merry called for discussion. It was decided that the City Attorney did not need to be present, but could stay if he wanted to. He declined. Motion unanimously carried. Council entered Executive Session at 6:22 p.m. and exited at 6:37 p.m.

Action taken: *Council Member Scott stated, "I make a motion that the Personnel Evaluations and pay increases be approved as presented." Council Member Lenard, "Second." Hearing no discussion, Mayor Merry called for a vote.*

CITY CLERK’S OFFICE: Personnel Evaluations: Executive Session for Non-elected Personnel Matters

Council Member Scott made the motion to enter a ten-minute Executive Session for Non-elected Personnel, with Personnel Officer Kewley, City Attorney Robrahn, and Police Administrative Officer Morgan. Council Member Luke, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried. Council entered Executive Session at 6:40 p.m. and exited at 6:50 p.m.

Council Member Scott moved to re-enter the Executive Session for Non-elected Personnel for ten minutes. Council Member Luke gave the second. Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried. Council entered Executive Session at 6:50 p.m. and exited at 7:00 p.m.

Action taken: *Council Member Scott stated, "I make a motion to terminate employment with Roberta Henderson, effective immediately." Council Member Luke, "Second." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.*

CITY CLERK’S OFFICE: Personnel - Advertise to Hire a Police Records Clerk

Council Member Scott stated, "I make a motion to advertise to hire a Police Records Clerk until that position is filled." Council Member Curtiss, "I second it." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program Vacancy - Police Records Clerk	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) Joint Remodel Project with Chamber for 305A Neosho Vacancy - Chief of Police
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Fill Vacancies (Apprentice) (Leadman) Generator #6 Maintenance Update	Automatic Meter Infrastructure for Electric (AMI) Natural Gas - 2nd Supplier Industrial Park Substation - DC Power Supply
PARKS DEPARTMENT: Fair Board’s new Building WildBlue BBQ and Taste of Fall Festival 2015 Spring Demolition Derby 2015 Dog Park - Planning / Fence / Etc.	RV Parking Pay Stations for Kelley Park and Drake Park Kelley Hall - space vacated by PD Chain Link Fence for Parks Department Walking Trail - City Dam/Drake Park to Kelley Park
LEGAL DEPARTMENT: Municipal Court Natural Gas - Franchise Agreement	Property Demolition Deeds/Agreements/etc.
PLANNING AND ZONING Quarterly Construction Valuation Report Comprehensive Development Plan – Update by end 2015 Industrial Park Lots Planning Commission- Rezone 616 S. 6th (Z-2015-001)	Work w/PD Admn. Officer on Nuisance Structure regulations Grant for City Dam/Drake Park to Kelley Park Walking Trail Arbor Day Celebration 2015 Carport for behind City Hall
POLICE DEPARTMENT Nuisance Updates Advertise for Police Chief Police Building - New Sign	Personnel – Training Updates Nuisance Structures Demolition - Update Unclaimed and Abandoned Property - Disposition
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Equipment - Purchase Small Milling Machine for Sidewalks, etc.	Rebuild/Repair Kennedy Street and 14 th Street Pavement Management System/Asset Management System 2015 Curb & Gutter Project
WATER & WASTEWATER DEPARTMENT: Rural Water District #3 - Valve, Meter, Vault: Neosho Riverbank Stabilization Waterline Replacement Project Water Emergency - Warning (Update) Fire Hydrant Static Testing	Water Tower Repair Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging CCR/WQR Rpt. & Water Violation

Mayor Merry declared the meeting adjourned.

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