

**BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 4, 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 4, 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
- 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:** Misty Marchant (Chamber of Commerce)

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

**MINUTES:** **February 18, 2015:** *Council Member Luke, "I move to accept the Draft Minutes of Council's regular session of February 18, 2015 as presented." Council Member Curtiss, "Second." Motion unanimously carried.*

**PUBLIC COMMENTS:** None

**APPOINTMENT: Misty Marchant - Chamber of Commerce Remodel at 305A Neosho**

Misty Marchant, Executive Director of Coffey County Chamber of Commerce, addressed Council, "I want to start by saying we are extremely grateful that we have use of the building; so we are not by any means trying to say 'please let us use this building - and fix it up for us, too. We want to provide a better atmosphere as the visitor's center for Coffey County, and are hoping to team up with you in doing this. So, I brought some estimates on updating the interior of the building - fresh paint on the walls and ceiling, and fresh floors; and we are looking forward to doing some improvements of our own as far as displays and such. Also going along with the Chamber of Commerce theme, we had Jim Stukey do a mural for the wall. I didn't add that on the sheet of quotes, but the mural is \$500.

Quotes presented by Chamber of Commerce Remodel

Pull out carpet and prep floor --- \$ 653.00	Supplies for Ceiling & Wall ---- \$337.45
Underlayment, \$700.00 ----- \$ 700.00	Labor for Ceilings/Wall ----- \$900.00
Flextec Flooring @ \$2.46/sqft -- \$1,606.38	Mural ----- \$500.00
Vinyl Install ----- \$ 500.00	TOTAL: \$5,196.83

Mayor Merry said, "The total is \$5,196.83. Alan ( Superintendent Schneider) gave us an estimate of \$882, which includes three eight-foot LED light fixtures, a ceiling fan, and labor. I am suggesting to Council that we do half of what Misty has on the improvement list, including the mural, which will come to about \$2,600." *Council Member Luke moved to enter into a Joint Remodel Project of 305A Neosho Street with the Chamber of Commerce, with the City of Burlington's expenses not to exceed \$2,600." Council Member Curtiss, "Second." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.*

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Superintendent Schneider reported Distribution personnel have been doing work orders and locates.

**Line Maintenance:** He reported, "We've been doing some line maintenance. We have been marking power lines and getting ready to install power poles and a conductor for the Menard property on Lynx Lane . As soon as the ground freezes, or it dries, we are going to start setting poles and getting our permanent power back there."

**Apprenticeship Program:** The Apprentice Linemen completed their testing for the month, and are working towards next month's testing.

**ELECTRIC DEPARTMENT: Personnel: Electric Line Leadman**

Superintendent Schneider stated, "The Electric Line Leadman application period is expired. I would like to get permission to extend advertising until we can get this position filled." *Council Member Luke stated, "I move that we allow the Electric Superintendent to continue the posting for the Electric Line Leadman until applications have been received, interviews held, and the position is filled." Council Member Lenard, "Second." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.*

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

**General:** Power Plant personnel have been doing required reports and generator maintenance.

**Generator #2:** During a maintenance run on Generators #6 and #2 last week, personnel replaced some AMOT valves on Generator #2. The valves weren't opening enough and the oil temperature was high, so settings on the computer system shut that system down; it worked as it should. It has been repaired and is ready for use when needed.

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**ELECTRIC DEPARTMENT: Generator #6 Repairs**

Superintendent Schneider reported, "I want to visit with you about repairs we desperately need to get done on Generator #6. We planned our project for the year and got all two quotes from vendors, and then a noise developed in the back side of the motor on Generator #6. After investigating the noise, we determined the potential hazard of not addressing it right away could lead to extensive damage to the motor and to very expensive repairs. So, we talked with the two vendors and explained that this repair needs to take priority over the originally quoted repair and needs to be done this year. We will do the original repair later. So we wouldn't have any surprises, we asked the vendors to give a quote for the worse possible scenario on cost and repairs, and a quote for the best scenario for the symptoms we are having. We only received a quote for this second repair from one of the vendors. That worse-case scenario was about \$84,000; and the best scenario was \$30,000. We also asked the vendor to give us his opinion based on their first-hand professional experience what we can actually look forward to seeing when they start the project. He said he really thought it would be down around \$30,000, which is what we're hoping for."

Superintendent Schneider continued, "With permission to move forward with this, the vendor can be here about the third week of March." Mayor Merry, "This would be 'not to exceed \$85,000'; and if it comes in under we'll pay less; but if it comes in over, we'll be protected because they quoted \$85,000 as worse-case?" Superintendent Schneider, "Absolutely. Right." Council Member Luke, "You don't want to wait to put it back together." Superintendent Schneider, "I didn't want to get into this and have a big surprise at the expense. He is guessing roughly a two-week timeframe to get it running. Something I'd like everybody to keep in mind is that while #6 Generator is down, should we lose our incoming tie from our service provider, we are not going to be able to completely cover power for the community. We hope everything will flow smoothly, but there is a possibility." Council Member Scott asked, "Have you worked with this guy or this company? You're okay with the fact that you had just one quote?" Superintendent Schneider, "Absolutely. Actually, without going through all the details of the original request for quotes that we went through, this company not only has always been here and does much work for us - and his quote was also \$24,000 less than the other vendor on the original quote for the original project."

***Council Member Luke stated, "I move to accept the quote from Wheeler World, Inc. for repair of the Burlington Electric Plant Generator #6, at a cost not to exceed \$85,000, as being in the best interest of the City." Council Member Curtiss, "I will second the motion." Hearing no discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.*** Mayor Merry mentioned the budgeted amount was \$100,000. Superintendent Schneider said, "That was the number we budgeted for the last two years."

**ELECTRIC DEPARTMENT: Kansas Municipal Utilities Conference**

Superintendent Schneider reported, "I attended a KMU Conference last week in Newton. The main focus was on the new OSHA compliance rules regarding arc flash and fall restraint and arrest, along with minimum approach distances. The way we practice our daily activities, our guys are trained far above what many people do and we are very well protected in what we do. Basically, the changes create a lot more paperwork and documentation to make sure everybody is on the same page." He continued, "The arc original study was done five years ago. Per OSHA rule, we need to update that plan every five years. I have already talked with Olsson & Associates, the firm that conducted our original study. They are updating a few changes that have been done to the distribution system, and are working on some pricing to do a study on the inside of the Power Plant."

**WATER DEPARTMENT: Distribution Update**

***Replacing Meters with over 1,000,000 gallons logged:*** Water/Wastewater personnel have been removing water meters that have a million gallons or more logged on them and installing new meters we have on hand.

***Automated Meter Infrastructure: AMI Meter reimbursement:*** Superintendent Hawkins reported, "We received word today that we will receive a check from Landis+Gyr the first week of April."

***Old 1990 Chevrolet Dump Truck:*** Superintendent Hawkins said, "We've been doing maintenance on our old dump truck trying to get it running well and keeping it CDL compliant so we don't get pulled over by the Highway Patrol."

***Waterline Replacement: Neosho from 9th to 10th:*** The Waterline Replacement Project on 9th and 10th Street will be finished as soon as we get some dry weather.

***Waterline Replacement: Neosho from 6th to 8th:*** Superintendent Hawkins informed Council, "We are gearing up to continue the Waterline Replacement Project. I have been in contact with Riley Boring Company out of Kansas City. They have been doing all the boring for this project. I am trying to get the schedule so we can work around that. With school soon coming to a close for the summer, we want to get started and get done as quickly as possible so we won't interfere with school starting up in the fall. We want to replace the waterlines from 6th Street to 8th Street. We're going to bore a tremendous amount of that because there is a lot of driveway and a lot of sidewalks, and we don't want to make a huge impact on that area."

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**Replacing Sidewalks (6th & Yuba):** Council Member Griffith commented, "The sidewalks are nice." Superintendent Hawkins said, "You'll have to tell Hugunin's (Burlington Construction) that. They are the ones who did the job. They did a good job."

**Scrap Metal Recycling:** Water/Wastewater personnel have been hauling scrap metal to metal recycling places.

**General:** Personnel have been reading meters and doing general duties: rereads, locates, and things like that.

**WATER DEPARTMENT: Water Production Update**

**Drought Emergency Update:** Superintendent Hawkins reported that the Water Plant has been running really well, and during February, 12,839,000 gallons of water, giving us a daily average of 480,000 gallons. He commented, "That is nothing out of the ordinary; and believe it or not, we are still in a Water Warning." He attended the Cottonwood & Neosho River Basins Water Assurance District #3 meeting last week. Also, the Kansas Water Office has not reported anything about releasing us from the Water Warning.

**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**

Superintendent Mast was at American Concrete Pavement Association (ACPA) Conference in Kansas City, so Mayor Merry gave the Street Department report.

**General:** This week, the Street Department has been doing maintenance on equipment, sign replacement, and general duties. They worked this past weekend on snow and ice control.

**STREET DEPARTMENT: Request to Bid the 2015 Curb & Gutter Project (Yuba between 6th and 7th)**

Mayor Merry reported Superintendent Mast wants to request to bid the 2015 Curb & Gutter Project, which is between 6th and 7th on Yuba. After the curb and gutter is replaced, the Street Department plans to rebuild the streets in between the new curb. The project is designed by Jay Anglemeyer of MKEC in Wichita.

***Council Member Curtiss moved to authorize Superintendent Mast to go out for bids for the 2015 Curb & Gutter Project. Council Member Luke gave the second. Mayor Merry called for discussion. He said, "This has been engineered over about eighteen months, and it's just the one block area." Hearing no further discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.***

**POLICE DEPARTMENT: Personnel Evaluation - Quillan Houser**

Administrative Officer Morgan, "Officer Houser has completed his one year with the Police Department this last month. His personnel evaluation has been submitted, and I would recommend it be accepted as he has successfully completed his train-up period. ***Council Member Scott stated, "I move we accept the Personnel Evaluation for Quillan Houser as presented, including a merit raise to bring his hourly salary to \$16.74." Council Member Lenard, "Second." Hearing no further discussion on the motion, Mayor Merry called for a vote. Motion unanimously carried.***

**POLICE DEPARTMENT: Update**

**Narcotics Case:** Police Administrative Officer Morgan stated, "Aside from routine calls this week, Officers did develop a case on what began as something relatively minor, and they developed it into a search warrant and multiple arrests for sales of narcotics. The arrestees are people we dealt with in the past. They are looking at prison sentences."

**Training: Prescription Drug Abuse:** Administrative Officer Morgan informed Council, "Officers will be attending a class at the Coffey County Sheriff's Office later in the month on prescription drug abuse. It's a one-day class, free of charge, that will help the Officers complete their mandatory training hours for the year."

**New Police Building - Sign:** The Police Department is still receiving proposals for the signage in front of the new police building. The proposal should be here tomorrow afternoon.

**Nuisance Structures/Demolitions:** Administrative Officer Morgan reported, "Of the fifteen nuisance properties that Council made resolutions on (for public hearings/condemnation) back in September of last year, three of those have been sold or transferred ownership; and we're working with the owners to get some progress made on those properties." He provided an update on three other properties:

- ***606 Hudson (Mann):*** The owner is requesting another period of extension. The landfill fees have been waived and equipment has been rented. As of Friday, everything seems to be progressing.
- ***928 DesMoines (Darnell):*** Administrative Officer Morgan reported, "Mrs. Darnell is requesting another extension on her property (Andy Darnell's) to finish sorting through property that is in the residence. Given the weather and conditions, she hasn't been able to get everything out that she would like to have before the structure is torn down."
- ***718 S. 5th Street (Max Hess):*** Administrative Officer Morgan said, "We have another nuisance property extension that will be expiring on March 22nd, Max Hess's residence at 718 S. 5th. They, too, would like some additional time to complete what they are trying to do." Mayor Merry asked if they wanted thirty days. Mrs. Hess replied, "It will be more than thirty days, sir. The weather is not cooperating with us." Mayor Merry asked if they have a designed plan. Administrative Officer Morgan explained, "From what I understand of their conversation with Officer Charlton, they were not able to provide a certain amount of time or a plan to really address the issue of getting the structure ready to be torn down." Mrs. Hess said they got the addition put on their trailer, but they need to run some lines for water. Mr. Hess said he will have the City put a utility pole in because the electricity is to the old house.

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**Decision:** Mayor Merry suggested giving an extension to the first of May for nuisance abatement of all three properties. Administrative Officer Morgan stated, "For all three properties - 606 Hudson, 928 DesMoines, and 718 S. 5th - with Council's approval we will give an extension through May 1st; and then re-evaluate them."

**Council Member Scott stated, "I make the motion to grant an extension through May 1, 2015 for the owners of 606 Hudson, 928 DesMoines, and 718 S. 5th to abate the nuisance of their respective property." Council Member Griffith, "I'll second." Mayor Merry called for discussion on the motion.** Mr. Hess said, "I want it down just as much as you do." Mayor Merry asked Superintendent Schneider to work with Mr. Hess on the electricity. He will. **Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**PARKS DEPARTMENT: Update**

**General:** Parks personnel have been cleaning public buildings and restrooms, doing building and equipment maintenance, and doing snow and ice removal. Superintendent Boyce also worked on employee evaluations.

**Kelley Hall - Former PD Office Space:** Superintendent Boyce reported the Coffey County Fair Board is interested in using the space in the back portion of Kelley Hall where the Police Department recently moved from, but have not made arrangements to look at it.

**Oak Park Article in KRPA Today:** Superintendent Boyce reported, "When I was leaving on vacation in December, I got a notice from Kansas Recreation & Parks Association requesting submission of an article on our new fitness area to publish in the 'Around KANSAS' section of the KRPA Today magazine. We submitted an article and two pictures, which have been published in KRPA Today. I want to thank Jimmy and Sue. (Zoning Clerk Hugunin & Administrative Assistant Stroh)."

**Neosho Riverbank Erosion:** Council Member Griffith said that she thinks we are losing a lot of Kelley Park's area due to erosion caused by the rising and lowering of the water level in the City Dam. She asked, "Should we be talking to the Corps of Engineers about that, or are they aware of that?" Mayor Merry told her about the Tulsa District U. S. Corps of Engineers' plans to host an Open House Workshop as related to the Master Plan Review/Revision John Redmond Dam and Reservoir, Kansas at Coffey County Courthouse. Mayor Merry said, "It probably would be in their overall plan. We had talked about and I think we have a permit to put concrete down there, but we haven't really done much down in that area. We can start moving that direction." It was mentioned that fill cannot have rebar or asphalt, and it has to be clean concrete. Superintendent Boyce clarified the area being talked about, "It's the area right where Rock Creek comes into the river. We had been holding off on doing that area because we wanted to get the dirt covered over here (the Water Plant area????), so we're losing it due to erosion. That is why have been working on this permit and holding off on the other permit."

**PARKS DEPARTMENT: Coffey County Fair Association - Kelley Park Lease Extension and Schedule**

City Clerk Kewley explained this is the Fair Association annual extension of the lease for the use of Kelley Park. The dates requested were available and have been reserved in the Parks Building Rental binder. Mayor Merry mentioned that the Fair Board got approval for the Wild Blue BBQ and reservations are already set for that event. **Council Member Curtiss stated, "I move to grant a one-year extension to the Coffey County Agriculture Fair Association for the use of Kelley Park from July 6<sup>th</sup> through July 31<sup>st</sup>, and for other scheduled events as listed and the Board's monthly meetings in the 4-H Building." Council Member Griffith, "I second it." Hearing no additional discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2015-05	\$ 42,432.31
b.	Payroll Ordinance	2015-05	\$ 76,291.25
	TOTAL		\$118,723.56

**CLAIMS 2015-05:** Council Member Scott, "I move City of Burlington pay Claims Ordinance 2015-05 in the amount of \$42,432.31 for payment of city bills." Council Member Luke, "Second." Mayor Merry called for discussion. City Clerk Kewley said expenditures for tonight include Brenntag Southwest for \$3,229.60, Lewis Oil for \$3,443.63, and Republic Waste \$11,006.90 for trash service. **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 2015-05 approved by vote of 6:0.**

**PAYROLL 2015-05:** Council Member Luke stated, "I move City of Burlington pay Payroll Ordinance 2015-05 in the amount of \$76,291.25." Council Member Rhodes, "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 2015-05 approved by a vote of 6:0.

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**FINANCE: Employee Salaries/Consumer Price Index / Resolution 2015-03 to set Salaries/Work Plan**

**Salaries/CPI:** City Clerk Kewley referred Council to the agenda attachment for employee salaries for 2015. She explained, "We held our Finance Committee meeting on the 25th of February. We went over the data from the Bureau of Labor Statistics for this year, and the Market Base Consumer Price Index was at .3%. The Finance Committee has recommended to go forward with a .3% CPI for 2015. We need a motion to approve that and pass the resolution."

Council Member Luke stated, "I move to recommend a .3% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 4, 2015." Council Member Griffith, "I'll second." **Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**Resolution 2015-03:** Council Member Scott made the motion to adopt Resolution 2015-03, Providing For and Fixing Salaries and Compensations of Officers and Employees of the City of Burlington, Kansas pursuant to the Personnel Policies and Guidelines Established by the City of Burlington, Kansas in 1996, including Exhibit "A", Wage and Salary Schedule, and Exhibit "B", Employee Annual Work Plan & Evaluation Guideline. Council Member Griffith, "Second." Mayor Merry called for discussion. Council Member Griffith pointed out that person listed as Water/Wastewater Operator Trainee needed changed. City Clerk Kewley said she would make the change. **Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**PLANNING & ZONING: Update**

**Internet:** Zoning Clerk Hugunin has been updating Facebook and the webpage.

**Tree City USA - 22 years in succession:** The National Arbor Foundation has a two-day recognition ceremony - March 25th and 26th. Both he and Superintendent Boyce will attend that.

**Arbor Day 2015 in Burlington:** Burlington's Arbor Day Celebration will be Friday, April 24th at 5:30. The location has not been decided.

**Carport for City Hall Vehicles: Quotes:** Zoning Clerk Hugunin reported he has only received one quote for a carport behind City Hall. Coast to Coast Carport, Incorporated (Jim and Donna Luney in LeRoy) submitted a quote of \$1,535.00 for a 20' x 26' carport with a height of 9 feet. He stated, "My recommendation, since it is the only quote I got, is to go with them." Council Member Luke asked if it includes installation or just material. Zoning Clerk Hugunin replied, "That includes installation - that's everything. They're requiring ten percent down, so we will have to give them \$153.30 when we place the order, and the rest on setup." **Council Member Curtiss made the motion to purchase a carport from Coast to Coast for \$1,535." Council Member Scott, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.**

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

**RESOLUTION on Senate Bill 171, Moving City Elections to Fall**

(This resolution was prepared in response to an ALERT from LKM concerning SB171.) Referring to proposed Resolution 2015-02 that had been prepared for tonight's meeting, Mayor Merry said, "It concerns the State wanting to move municipal elections to the fall of even numbered years. When they first talked about this, it looked as though they were going to try to put all the elections for school board, city, and everything into the regular election. Now, they've wised up and are talking about moving them into odd years, and just put non-partisan groups; but the House of Representatives hasn't really agreed on that either. But I think where it passed through the Senate, I most likely think they will come to a concurrence and they'll pass it for the fall of odd years. The only concern I have, if we pass the resolution, we've got a seven million dollar highway project coming up, and it might be affected by our action." Council Member Griffith stated, "I think it's over-reach."

Mayor Merry continued, "The County Clerk, I called her, and she said it would actually be more convenient to have it in the fall. I gave you an email Forrest Knox (State Senator) sent me about they had talked about Chicago - that's how they always put all the crooks in was by having a spring election with the snow so nobody could get out to vote. And last Tuesday, it was pretty tough (here) to go out and vote in the primary elections. I don't really have a whole lot of issue with it, as long as it's non-partisan and it's separated from the general elections."

Council Member Griffith asked, "How could they have thought it would be better to have it in the fall?" Mayor Merry replied, "Because they have so many things to do with getting ready for budget in the spring - the County." Council Member Scott stated, "I was opposed to that partisan part when they were first talking about it. If they want to move it to fall, who's to say they might have a rainy, cold, nasty day and voters won't turn out." Council Member Luke, "Keep it off of the national/federal and state elections period - and non-partisan. The House Bill that went out still has partisanship in it; and I think we can still speak of the fact that we don't like that Bill because of the partisanship part of it."

Council Member Lenard stated, "I looked at it strictly from the aspect that we generally have 17% participation in the spring; and in the fall it's three times that - it's 52%. So, I just looked at it as having more participation, more value, and having our community involved; that's why I see the value in having it in the fall." Council Member Scott, "Yes, but isn't that a little misleading since it's the national elections in the fall, and there've never been city elections in the fall. I don't think you're comparing apples to apples. It makes no difference - they will vote however they want to, as long as they keep that partisanship out of there." Mayor Merry, "And make it school boards and municipal elections." Council Member Scott asked, "How would the transition be done? Have they talked about that?" Mayor Merry, "I'm guessing they're going to roll back to

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January 1, just like they do on the County Commission race, so on and so forth. If we have an election in the fall, you would wait thirty days, instead of going clear to April because you'd have somebody in office that wasn't elected." Council Member Luke commented, "It would probably have to roll backward instead of forward." Mayor Merry, "I'd say January 1; but it hasn't been considered. And it may fail; but I think the Governor will sign because the Secretary of State wants it."

Council Member Griffith inquired, "So, are we not doing the resolution?" City Clerk Kewley, "It was just prepared for discussion tonight." Mayor Merry, "Let's see how the House of Representatives votes." Mayor Merry asked what Council wanted to do. Council Member Curtiss stated, "I think it's going to die for a lack of motion, isn't it?" **Mayor Merry stated, "I think we should just let it die for now. We'll watch it and make sure it is a non-partisan fall election."** Council Member Griffith stated, "My personal feeling is I do feel it's over-reach. Why are they messing around with all of this stuff." Mayor Merry said, "They control all elections - the Secretary of State does; and that is a recommendation of the Secretary of State."

**LEGAL DEPARTMENT: Update**

**Unclaimed and Abandoned Property:** Attorney Robrahn reported, "Since our last meeting, I was down at the Police Station and looked at unclaimed and abandoned property with Riley (Police Administrative Officer). We are going to try to do something with that eventually."

**Police Station tour:** Attorney Robrahn said, "Also, Riley gave me a tour of the new Police Station, and it's nice."

**Walking Trail - City Dam/Drake Park to Kelley Park:** Attorney Robrahn reported, "The Mayor asked me to start investigating the likelihood of a walking trail. I decided to start with the League of Kansas Municipalities. I understand they had a class last fall on that, and a couple of the attorneys I visited with gave me the names and email addresses of the presenters. I emailed the presenters to see if we can get some material, and am waiting to get information back."

**Car and Truck at Parks Department:** Superintendent Boyce stated, "There is something I would like to add. The car and truck inside our chain-link fence, we may be getting rid of them. The car has been there since October 2010, I know." Administrative Officer Morgan said, "Yes. That's part of our list."

**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.

**Reports:** City Clerk Kewley reported, "We are also finishing year-end reports for the end of last year into the first quarter of this year."

**Delinquent Utility Accounts to Set-Off:** In March, we will be sending \$1,846.36 in delinquent utility accounts for collections through the Kansas Set-off Program.

**Financial Software/CIC update:** City Clerk Kewley reported, "On Tuesday, February 24th, Debbie Trahan from CIC (Computer Information Concepts) came to City Hall for the afternoon. She, Anne, Carol, and I went through the calendar on deployment and training dates for our new financial software program. Transition will start in May and we will finish up the first of August. We will be busy this summer with a lot of onsite training and desktop training."

**Finance Committee Meeting on 2/25/2015:** City Clerk Kewley attended the Finance Meeting on Wednesday, February 25th in the City's 303 Neosho meeting room.

**Tornado Drill:** City Hall staff participated in the statewide tornado drill at 1:30 p.m. yesterday. Zoning Clerk Hugunin and Deputy City Clerk Brown listened for the sirens and filled out a form for the State, verifying the sirens had worked.

**Employee Evaluations and Work Plans:** City Clerk Kewley reminded the Governing Body and Department Heads that employee evaluations and work plans are due for the March 18 meeting of Council.

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**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 (CIC) Joint Remodel Project with Chamber for 305A Neosho
<b>ELECTRIC DEPARTMENT:</b> 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
<b>PARKS DEPARTMENT:</b> Fair Board’s new Building WildBlue BBQ and Taste of Fall Festival 2015 Spring Demolition Derby 2015	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
<b>LEGAL DEPARTMENT:</b> Municipal Court Natural Gas - Franchise Agreement	Property Demolition Deeds/Agreements/etc.
<b>PLANNING AND ZONING</b> 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
<b>POLICE DEPARTMENT</b> Nuisance Updates Advertise for Police Chief Police Building - New Sign	Personnel – Training Updates Nuisance Structures Demolition - Update Unclaimed and Abandoned Property - Disposition
<b>STREET DEPARTMENT:</b> 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 <sup>th</sup> Street Pavement Management System/Asset Management System 2015 Curb & Gutter Project
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Rural Water District #3 - Valve, Meter, Vault: Neosho Riverbank Stabilization Waterline Replacement Project Water Emergency - Warning (Update) Fire Hydrant Static Testing	Water Tower Repair Southwest Sewer Project SCADA System Pump Repairs in 2016 (Clearwell/River Intake) 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*