

BURLINGTON CITY COUNCIL REGULAR SESSION MAY 20, 2015

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, May 20, 2015. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Lewis Lenard (President of Council) Forrest T. Rhodes Jerilyn Curtiss
 Jane M. Griffith Thomas P. Tschantz Sharon Hall

Superintendents Present:

Kevin Boyce (Parks) Alan Schneider (Electric) Doug Mast (Street)
 Riley Morgan (Interim Chief of Police) 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: Mark Chesney (Kansas Power Pool); Darl Henson (Coffey County Extension Office)

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

MINUTES: *May 6, 2015: Council Member Griffith, "I move to accept the Draft Minutes of Council's regular session of May 6, 2015 as presented." Council Member Hall, "Second." Motion unanimously carried.*

APPOINTMENT: Mark Chesney, Kansas Power Pool

Mark Chesney addressed Council, "It really doesn't seem like it, but January 21st is the last time I was here. I know we have the Mayor, (Stan Luke, First Vice President of the KPP Board of Directors), Alan (Electric Superintendent), and Gina (City Clerk) to keep you updated, but since we've done a lot of things. There's been a couple of things that were particularly noteworthy. In February, we signed an agreement to purchase power from a wind farm to be developed in Marshall County. We're excited about that because as a portfolio edition that's going to work very nicely in our portfolio. Construction starts in earnest at the beginning of the year, and it is scheduled to come online the first of April. About the contract, I have signed a confidentiality agreement. I can tell you that the price for wind energy is at today's market price, which is a good price. Any adverse risk associated with it, the market price overtakes that; so that is a good contract."

"In February, we signed a letter of intent with Kelson Energy, who is the operator of the Dogwood Power Plant near Pleasant Hill, Missouri. With your help from three years ago, we purchased forty megawatts of that combined cycle plant - highly efficient plant, good operating results. We've been very pleased the last three years. Forty megawatts we've had since 2012, and we've signed a letter of intent to purchase an additional twenty megawatts. We got well into the process of finalizing an asset purchase agreement; and we expect probably within the next sixty to ninety days to go back to the farm markets to purchase that."

"Now, let me tell you what's happening coincident to buying twenty megawatts more at Dogwood. I may have told you in January, but by the way, my congratulations to the new council members. You are hearing this, at least from me for the very first time. We exercise a provision in our members' contract in Nearman Creek Power Station (a coal-fired power station owned and operated by Kansas City Board of Public Utilities (KCBPU). I remember its contribution to the Pool - its resource amounts to sixteen megawatts of power from the Nearman Creek Power Station. Nearman has been an expensive resource for us, and we've always known that; and we found that a provision we can exercise - very friendly notice of termination with the KCBPU. So, we are going to buy twenty megawatts of Dogwood for less than what we've been paying for sixteen megawatts of the Nearman Plant. Of course, environmentally there's a whole different discussion - Nearman is coal; Dogwood is natural gas-combined cycled. There is a tiny bit of low growth, not much really; but a little bit of low growth and the elimination of a more expensive resource being replaced by a less expensive resource - and you heard what I said about the wind source project. We think those things are noteworthy, and we're achieving our goals of trying to truly manage costs - it is a costly industry, we all know that, and we're trying to work hard at it. If there are questions, I will certainly try to answer them. It is very good to see you again."

APPOINTMENT: Darl Henson, Coffey County Extension - Do ATV RiderCourse @ Kelley Park (6/11-13)

Darl Henson introduced himself and said, "I am here to let you all know Coffey County Extension is planning on cooperating with the Farm Service Agency personnel on an ATV (All-terrain Vehicle) safety training course for youths, and adults as well. We want to hold it at the fairgrounds in Kelley Park. I apologize about not coming here first. We jumped the gun a little and have already scheduled it and started advertising it; and hopefully, it's okay. I will answer questions you may have, and I've got an information sheet (ATV Safety Course, which he passed out), with the schedule on it. There is a potential conference on the 11th of June from 5 p.m. to 8 p.m., while the times on June 12th and 13th are from 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Maybe we can get together and work things out." Superintendent Boyce agreed.

Mr. Henson continued, "Part of the reason we want to do this is: For a number of years we've done a huge tractor safety training course - several counties in the area do one cooperatively. We've talked for years about trying to incorporate ATV safety into that, basically because ATV accidents are the fastest rising accidents on the farm as well. There's just not enough time to do that along with the other course we're doing; so when Meghan

[2] CONTINUATION: May 20, 2015 Burlington City Council Meeting

(Farm Service Agency) asked if we might be interested in cooperating, since it was on our radar anyway, I thought it would be a good educational opportunity for the use of the area. Meghan Wilson is one of the certified trainers. She worked with Farm Service Agency (FSA) in Coffey County for a number of years, and is the FSA Director in Erie now. Meghan Wilson and Mark Goudy, RiderCourse Instructors, are certified through the ATV Safety Institute. They do carry their own liability insurance through the Institute; and there is also an indemnity waiver that is signed by the participant. (If participant is under 18, parent/guardian must sign.) In addition to the course they are going to be teaching - and I think they have already got the cooperation of Coffey County Honda. Before they can participate in the course Meghan and Mark are going to teach, there is a precursor to taking the course that requires potential participants have to go online and complete testing and an online course and qualify to be allowed to participate."

"I wanted to be here to let you know what the program is about and answer questions. We just feel it is a pertinent educational opportunity. I apologize if I jumped the gun. I have visited a little with Kevin (Parks Superintendent), and he thinks we can work things out okay." Superintendent Boyce, "I don't see it being a problem. There is one night we have conflict with a ball game, but I think we can move the training out on the north side of the stadium in the grass area." **Council Member Curtiss stated, "I move to approve Coffey County Extension's request to use the stadium area of Kelley Park for the All Terrain Vehicle (ATV) training on June 11, 12 and 13, 2015." Council Member Lenard, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.**

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported that Electric personnel have been doing daily work orders, customer service requests, and plenty of line locates.

Disposing of Items: Electric personnel have been cleaning up their storage barn and are going to try to sell through purplewave.com, which Zoning Clerk Hugunin will manage for them.

Training: The Apprentice Linemen have been studying for their monthly chapter testing.

Sewer Lines: The Electric Department assisted the Water/Wastewater Department with lifting some trees off sewer lines that run through Rock Creek.

Power Outage: Superintendent Schneider reported, "We drove along the system to ensure we didn't cause any failures, due to the recent lightning, that would cause an extended outage. We worked two call-outs since last council meeting."

KMU Conference: On May 7th and 8th Superintendent Schneider attended the Kansas Municipal Utilities Annual Conference in Wichita.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Production personnel have been doing required reports and normal power plant maintenance.

Water Recirculation Pump Repair (Old Plant): Superintendent Schneider stated, "The men have been repacking the water recirculation pump of the cooling system in the old part of the Power Plant. There was a leak in it, so they rebuilt it. It was a repair, not a replacement."

Electric Meter Replacement (New Plant): Superintendent Schneider reported, "In the new part of the Power Plant, we will be replacing the electric meter that registers the usage so we can figure our reporting. It is not an off the shelf item and is a special order because of the mounting base is different than what we stock. We are still waiting for the replacement. Our usage is steady enough from month to month so that we can get really close on figuring cost associated with operation."

WATER DEPARTMENT: Distribution Update

Clearing Storm debris off sewer lines in Rock Creek: Superintendent Hawkins stated, "With all the rains we've been having, I want to thank Kevin and his guys and Alan and his guys for helping us clear off the sewer line in Rock Creek that had a tremendous amount of trees and debris on them. We wouldn't have been able to do it without their help. We appreciate it."

Lift Station Clean out: Superintendent Hawkins reported, "We've been working with clearing our lift stations of rags, debris. Lately for whatever reason, we've been pulling socks, towels, beach towels, and stuff off it. I can't explain to you how people flush that stuff down the toilet, but we're pulling them off of our impellers." (Impellers are the rotating part that transmits motion in a device such as a centrifugal pump, turbine, or blower.)

Major Waterline Break at 5th & Housatonic: Superintendent Hawkins stated, "I want to thank Doug and his guys for helping us with the major waterline break at 5th and Housatonic. It was a pretty big hit MT Wireless made when they were pulling a reamer back and hit a twelve-inch main. We responded very quickly and called all the southern Coffey County towns and Rural Water Districts and told them to hold their water and conserve. The break only lasted about three and a half hours. I was real pleased with all the help. When Rural Water District #2 heard we were down, they came and helped. I want to thank them for that." (continued)

[3] CONTINUATION: May 20, 2015 Burlington City Council Meeting

Council Member Lenard inquired, "In regards to the breach we had with MT Wireless, are we going to try to recover anything from them?" Superintendent Hawkins explained, "On the water line locate, the marks were off because there The water line locate marks were off because there was no wire to locate the water line. It was a guess because we had no maps, no records, and it was underneath the street. We knew it was somewhere in there. It wasn't the fact where the line was, it was where the reamer came through because once they bored, they missed the line; but when they pulled the reamer back through, it was the pressure that pulled up on the main. It would have happened regardless of whether it had been ten feet this way or that way. The pressure pushed it up."

Waterline Replacement Project: Superintendent Hawkins reported, "We've got good news. The crews from Riley Boring Company will be here the week of June 1st to set up, weather permitting. June 8th is when we will start boring from 4th Street on Niagara, and go all the way to 10th Street. There will be a lot of construction going on in that area; and I've already visited with Cliff Williams (USD #244), and he said this would be a great time of year to do it because all their summer school activities will be at the Middle School. We are still going around passing out notification flyers and gave a notice to Jimmy (Zoning Clerk) to put on Facebook. We are passing the word that we will be getting that work done starting the 8th of June."

Tilt Bed Trailer (new): The new tilt bed trailer purchased from Dieker Trailer Sales & Services should be delivered by the end of the week, so it will be here to help with the Waterline Replacement Project.

WATER DEPARTMENT: Water Production Update

General: Water Plant personnel have been doing general duties, changing oils on mixers and reactors, and things like that.

Water Usage: Superintendent Hawkins reported, "The Water Plant has been running well. Our water usage has gone down thanks to the rain we've been getting. We assisted with filling the new outdoor swimming pool."

WATER/WASTEWATER: Drought Emergency Update-Warning Downgraded to Watch (Resolution 2015-10)

Superintendent Hawkins stated, "The best news is that in the back of your council packets there is a resolution that we've been waiting 'patiently' to be able to prepare and pass. I contacted the Kansas Water Office and asked them how much water you've got to stand in before you come out of a water warning. Governor Brownback will give us something in writing, but they are giving discretion to municipalities to downgrade from the Warning to a Watch. We didn't argue with them. They didn't have to twist our arms or anything; so we prepared the resolution to downgrade to a Water Emergency Stage 1, Water Watch."

Council Member Curtiss moved to approve, as presented, Resolution No.2015-10, A Resolution Declaring the End of a Stage 2 Water Emergency - Water Warning; and Declaring a Stage 1 Water Watch in Effect for City of Burlington, Kansas and its Water Consumers, including Rural Water District 2 and 3 and the Cities Of Gridley, Leroy, and New Strawn, Kansas; as Required By City Of Burlington's Emergency Water Operations/Supply Plan-Drought/Emergency Contingency Plan and City Ordinance 536." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

WATER/WASTEWATER - Amendment 1 for billing modifications to Water Supply Contract Between RWD#2, LeRoy, Burlington (Ordinance 835)

Superintendent Hawkins said, "Tom (Attorney Robrahn) has been working faithfully with Susan (Administrative Assistant Stroh) on the billing modification contract between Rural Water District #2, City of LeRoy, and City of Burlington. It looks good." Mayor Luke asked, "Tom, is there anything else on that?" Attorney Robrahn replied, "No, I feel it is complete and ready to execute."

Council Member Lenard made the motion to adopt Ordinance 835, An Ordinance Authorizing Amendment 1 to City of Burlington's Contract to Sell Water to Coffey County Rural Water District No. 2; and Amendment 1 to City Of Burlington's Contract to Sell Water to City of Leroy, Kansas. Ordinances 829 and 691 are Hereby Amended in Regards to Fees Only; Water Rights Shall Not Be Affected. Council Member Curtiss said, "I second it." Mayor directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared that Ordinance 835 was adopted by a vote of 6:0.

STREET DEPARTMENT: Update

Concrete Work: Superintendent Mast reported they did some concrete pours. Curb needed replaced at 10th and Cumberland in front of a new house, a couple of pieces of sidewalk needed replaced at 216 N. 3rd Street where a building was torn down, and another piece that was in bad shape. We've got all of that taken care of at one time.

Alley Repair and Culverts: All the rains lately have created some issues with culverts and alleys, so the Street Department has been working to get them in shape. Personnel worked on numerous alleys and have spent a lot of time cleaning out culvert ends and stone debris in the catch basins.

Street repairs: Personnel also did some crack filling.

POLICE DEPARTMENT: Update

General: Interim Chief Morgan reported, "Officers have been involved with a multi-jurisdictional investigation with several investigative agencies in southeast Kansas. It has come to a successful conclusion. We participated with child protection meetings last week, and participated in Municipal Court."

Criminal Justice System - Security Audit: (Burlington Police Department was subject to two security audits by the Criminal Justice System - one in April and one in May.) Interim Chief Morgan reported, "Kansas Highway Patrol was in town and conducted our security audit for the Criminal Justice Information System. We received the final report from them and we had zero inefficiencies or violations."

[4] CONTINUATION: May 20, 2015 Burlington City Council Meeting

POLICE DEPARTMENT: Police Records Clerk - Recommendation to Hire (Rebecca Reeves)

Interim Chief Morgan stated, "We received over two dozen applications for the Police Records Clerk position. Gina (City Clerk), myself, and Forrest (Council Member Rhodes) conducted interviews with five of the applicants. All five were very well qualified. We were very pleased with the pool of applicants we had. We would like to recommend Becky Reeves for the position, starting at \$14.50 an hour, to start on or after May 26, 2015."

Council Member Lenard stated, "I move to extend an offer of employment to Rebecca Reeves for Police Records Clerk position \$14.50 per hour and to start on or after May 26, 2015." Council Member Tschantz, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

POLICE DEPARTMENT: Police Vehicles - Dispose of two and Purchase one

2008 Crown Victoria Interceptor: Interim Chief Morgan reported, "I sent the Police Committee some information on our fleet. We had the 2008 Crown Victoria go down with some mechanical issues. That vehicle has about 130,000 miles on it, and we have put a significant amount of money into that vehicle already. The amount of money to keep it on the road at this point does not seem financially feasible. We're talking of around \$2,500 - \$3,000 initially, with the potential for more. That vehicle is not due to retire out of the fleet until after the first of the year; however, at this time I don't believe it to be sound enough to recommend repairing it."

2013 Ford F150 Pickup: Interim Chief Morgan, "At the same time, we have a 2013 Ford F150 pickup that has around 11,500 miles on it. Pickups are convenient when the weather is poor; but to assign a patrol officer to the vehicle for routine patrol, it is not well-suited for that."

Dispose of Two Vehicles and Purchase One Dodge Charger: Interim Chief Morgan, "I would like to recommend that we dispose of both the 2013 Ford F150 pickup and the 2008 Crown Victoria; and then purchase a 2013 used Highway Patrol Dodge Charger to replace one of those."

Council Member Lenard stated, "I would like to add Riley has done quite a bit of research and provided it to the Committee. So, we're looking at all the vehicles, our maintenance costs, our whole fleet and the efficiency of it; and I think we've got a good proposal that was given to us. So, we have a number of things to do."

1) **Sell 2008 Crown Victoria:** Council Member Lenard stated, "I move to authorize the Police Department to advertise and sell the 2008 Crown Victoria Interceptor by sealed bid." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

2) **Sell 2013 Ford F150 Pickup:** Council Member Lenard, "I move to authorize the Police Committee to sell the 2013 Ford F150 for not less than market value through a government entity to a government entity sale, or by advertising for sealed bids; choosing the option that is in the best interest of the City of Burlington." Council Member Tschantz, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.

3) **Purchase: 2013 Dodge Charger:** Council Member Lenard stated, "I move to authorize the Police Committee, upon completing the sale of the 2013 Ford F150, to proceed with purchasing one Kansas Highway Patrol 2013 Dodge Charger at a price not to exceed \$17,000, to be funded by proceeds from the sale of the 2013 Ford F150 and the 2008 Crown Victoria, and the Police Department Equipment Replacement Fund (if needed)." Council Member Curtiss, "I second the motion." Mayor Luke called for discussion.

Council Member Tschantz stated, "My question is: The 2013 F150 has how many miles on it?" Interim Chief Morgan, "It has 11,500." Council Member Tschantz, "And what did you say the Kansas Highway Patrol's 2013 Charger has on it?" Interim Chief Morgan, "They retire those out at below 50,000 miles - what they guarantee it to be; so we know it would be less than that to be warranted." Council Member Tschantz, "So, I'd like it to be known that the Charger will cost more in repair costs at this stage of the game." Interim Chief Morgan explained, "Based on the one we currently possess and other agencies that have been utilizing the Chargers from the Highway Patrol, the repair costs are next to nothing until the mileage gets up around 100,000. Up until that point, you still carry the power train warranty, which is transferrable to the City, to cover any major expenses to the engine and transmission. Expense-wise, when we look at what we will receive from the 2013 Ford F150 and what we will give for the Dodge Charger, obviously we are going to be getting more than we will be putting out. We are actually going to leave a surplus of cash flow to further benefit our position with our fleet." Council Member Tschantz, "Thank you."

Hearing no additional discussion, Mayor Luke called for a vote on the motion, which is: Council Member Lenard stated, "I move to authorize the Police Committee, upon completing the sale of the 2013 Ford F150, to proceed with purchasing one Kansas Highway Patrol 2013 Charger at a price not to exceed \$17,000 to be funded by proceeds from the sale of the 2013 Ford F150 and the 2008 Crown Victoria, and the Police Department Equipment Replacement Fund (if needed)." Council Member Curtiss, "I second the motion." Motion unanimously carried.

[5] CONTINUATION: May 20, 2015 Burlington City Council Meeting

POLICE DEPARTMENT: Police Committee Meeting request

Council Member Lenard requested the Police Committee meet for a short time after this council meeting.

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, cleaning public restrooms and buildings, spraying weeds, weed-eating, and mowing - lots of mowing. When it is raining, they are doing maintenance on equipment and buildings. Personnel also attended the KMU safety training.

Flowers: Superintendent Boyce reported that since flowers were planted on the 4th, we have been getting heavy rains, so the flowers are not doing well. The ones in concrete areas are draining well, but the ones in grassy areas are not, even after they've drilled holes in the containers. So, they may need to do some replanting.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2015-10	\$251,198.35
b. Payroll Ordinance	2015-11	\$ 85,638.09
TOTAL		\$336,836.44

CLAIMS 2015-10: Council Member Griffith, "I move City of Burlington pay Claims Ordinance 2015-10 in the amount of \$251,198.35 for payment of city bills." Council Member Rhodes, "Second." Mayor Luke called for discussion. City Clerk Kewley reported, "A couple of the items we are paying tonight are Kansas Power Pool for \$163,599.83; Protective Equipment Testing for \$4,767.50; and Brenntag for \$2,808.00." Hearing no further discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2015-10 approved by vote of 6:0.

PAYROLL 2015-11: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-11 in the amount of \$85,638.09." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2015-11 approved by a vote of 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties: updating Facebook and the webpage, and working with permits. He is still putting together Zoning Regulation and Comprehensive Plan binders for new members of council and boards.

Selling Un-needed Equipment (update): Zoning Clerk Hugunin reported, "I have been working with purplewave.com; and representatives will be here late next week to take photos of the items and get everything listed for us. The auction may be in the middle of June."

Zoning Clerk Hugunin said, "I have been working with the person who bought the forty acres south of Strawders' property, south of town in our extraterritorial area, on whether we need to plat that or not. I talked with Bickley Foster (Planning Consultant) and with Tom (City Attorney Robrahn) today. They (the property owners) meet the criteria for being exempt from having it platted because they are not asking for roads and things like that. They are going to be connected to city water and electric, but we wouldn't need to plat it for that."

Planning Commission Update - Zoning Case Z-2015-001, Re-zone 600 S. 7th Street: Zoning Clerk Hugunin reported the Burlington Planning Commission met at 7 p.m. Thursday, May 14th, held the hearing on Zoning Case Z-2015-001, and recommended Council approve rezoning the property from Industrial to Residential-2. He will have an ordinance prepared to present at the next meeting of council.

OTHER BUSINESS: Business Appreciation Proclamation and Picnic; and Burlington's Employee Picnic

Business Appreciation: Mayor Luke, Burlington and Mayor Petterson, New Strawn have proclaimed the month of June as Business Appreciation Month in their respective cities. The Business Appreciation Picnic for owners and managers of businesses in New Strawn and Burlington will be on Friday, June 5 from 11 a.m. to 1 p.m. in Kelley Park.

Burlington's Employee Picnic: City of Burlington's Employee Appreciation Picnic is scheduled for Monday, June 8th from 11 a.m. to 1 p.m. in Kelley Park.

OTHER BUSINESS: Mayor's Appointment of Sharon Hall to Burlington Housing Authority

Mayor Luke explained that in view of the fact that the Burlington Housing Authority normally has no responsibilities with City of Burlington, a Council Member can sit on that Board. He requested ratification of his appointment of Sharon Hall to the Burlington Housing Authority. Council Member Curtiss made the motion to ratify the Mayor's Appointment of Sharon Hall to the Burlington Housing Authority. Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Council Members Rhodes, Curtiss, Griffith, and Tschantz voted in favor. Council Member Hall abstained. Mayor Luke declared the motion passed by a vote of 5 in favor and one abstention.

OTHER BUSINESS: Chamber of Commerce - SOS Open House on June 3, 2015

The City received an invitation to attend the SOS, Inc. and the Coffey County Chamber of Commerce Ribbon Cutting Ceremony and an Open House on for the new Coffey County SOS Office at 419 Neosho Street, on Wednesday, June 3rd at 12:30 p.m.

PERMITS: Permits issued by Zoning Clerk Hugunin: None

[6] CONTINUATION: May 20, 2015 Burlington City Council Meeting

LEGAL DEPARTMENT: Two Water Purchase Agreements between LeRoy, RWD#2, and City of Burlington

Water Contracts - done: City Attorney Robrahn stated, "The good news from my department tonight is, we finally put the water contracts at rest."

Municipal Court: City Attorney Robrahn said, "I understand the Mayor attended Municipal Court last time we had Court (May 14th). We invite any councilmen who are interested to please come in and see what we do."

CITY CLERK'S OFFICE: Update

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

Audit of 2014: City Clerk Kewley reported, "Our auditors (Mize Houser & Company) were here last week and got everything done in one day. Everything seemed to go well. We are following up with them on more information as they request it. They anticipate completing the audit by the end of August or September."

CIC Financial Software: City Clerk Kewley stated, "As I mentioned before, Computer Information Concepts started their software conversion. As a matter of fact, we did go live with it for tonight's financials, so you will see the reports are a little different, but pretty much the same. Everything has gone really well so far. We also have begun the cashiering side. We are going to start working on the utility side of it, and payroll will be coming in the next couple of months. Our Staff has done a real great job adjusting to and helping with the conversion and learning the new software and hardware."

Budget for 2016: City Clerk Kewley reported, "I started working with preparing the budget and sent out to the Superintendents today that we are wanting to have a Finance Meeting on the afternoon of June 11th at 2 o'clock at 303 Neosho. It consists of expenditures for 2016, what the Superintendent's would like to have. We will go over the lists."

Personnel - Interviews: City Clerk Kewley participated in the Police Records Clerk interviews last Friday.

Fair Lease for 625 S. 3rd Street: City Clerk Kewley stated, "We did pass out a draft of the Lease Agreement for 625 S. 3rd Street. Tom (City Attorney Robrahn) had a chance to look it over. It's similar to the agreement we did with the Chamber of Commerce for 305A Neosho because there is not going to be any rent collected. We are asking the Fair Association to pay the utilities and services (electric, gas, telephone, and internet service). We will have Kevin Boyce take it to the Fair Board meeting at 7:00 tonight and present it to them. We have been discussing it back and forth. We will present the Lease Agreement to Council on June 3rd for authorization. This is just a preliminary draft for you to look over before the next meeting of Council."

Memorial Day, May 25th: City Hall will be closed Monday, May 25th for Memorial Day.

Business Appreciation: The Business Appreciation Picnic is Friday, June 5th at Kelley Park from 11:00 a.m. to 1:00 p.m. Approximately 230 invitations will be sent out to New Strawn and Burlington business owners and managers this week. City Clerk Kewley has given Mark Petterson six color proclamations for him to sign and have his City Clerk attest; after which he will bring three back to City Hall. She also gave him the New Strawn letters of invitation to the picnic, so they can mail them.

Employee Picnic: Burlington City Hall will be closed from 11 a.m. to 1 p.m. on Monday, June 8th for Burlington's Employee Picnic.

REPORT BY CITY OFFICER: Mayor's Comment

Mayor Luke invited new members of Council to attend the Budget Finance Meeting on the June 11 at 2 o'clock in the afternoon, and stay over and attend Municipal Court, if they would like to. All Council Members can attend.

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor's Volunteer Program Business Appreciation & Employee Appreciation (Picnics)	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Prepare Budget for 2016
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Fill Vacancies (Leadman)	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 Dog Park - Planning / Fence / Etc. Parks Department Fence	RV Parking Pay Stations for Kelley Park and Drake Park Kelley Hall - space vacated by PD - Fair Board Contract 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 600 S. 7th (Z-2015-001) Disposition of Excess Property through purplewave.com	Work w/PD Admn. Officer on Nuisance Structure regulations Grant for City Dam/Drake Park to Kelley Park Walking Trail Carport for behind City Hall Have Police Department property survey done MT Networks Fiberoptics - updates

(continued)

[7] CONTINUATION: May 20, 2015 Burlington City Council Meeting

POLICE DEPARTMENT Nuisance Updates	Nuisance Structures Demolition - Update
Police Building - New Sign	Unclaimed and Abandoned Property - Disposition
Animal Shelter - Improvements/Floor	Vehicles: Sell 2008 Crown Vic and 2013 Ford F150
Personnel – Training Updates	Vehicle - Purchase KHP's 2013 Dodge Charger
STREET DEPARTMENT: Heather Street - Concrete Panels	Rebuild/Repair Kennedy Street and 14 th Street
Sidewalk Replacement Repairs on City Rights-of-Way	Pavement Management System/Asset Management System
Equipment - Purchase Small Milling Machine for Sidewalks, etc.	2015 Curb & Gutter Project (Yuba between 6th & 7th)
Street Sweeper in 2016	Mohawk Street Improvements between 14th & 15th)
2015 Asphalt Project	KDOT's NHwy 75 Project - Work with them
WATER & WASTEWATER DEPARTMENT: Rural Water District #3 - Valve, Meter, Vault:	Water Tower Repair
Neosho Riverbank Stabilization	Southwest Sewer Project
Waterline Replacement Project	SCADA System
Water Emergency - Watch (Update)	Pump Repairs in 2016 (Clearwell/River Intake)
Sewer Lagoons - Analysis by KRWA/funding for dredging	Filters/Anthracite/Bacterial Testing
	Water Plant Improvements–Efficiency
	John Redmond Reservoir – Dredging
	Clean Sewers
	Fire Hydrant Static Testing

Mayor Luke declared the meeting adjourned.

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

Council Approved