

[2] CONTINUATION: August 19, 2015 Burlington City Council Meeting

APPOINTMENT: Sean Gordon, Mize Houser & Company - Present City's 2014 Audit

Sean Gordon, Auditor with Mize Houser & Company, apologized for being late and said he had not expected the delays caused by KDOT's Highway 75 paving project. Mr. Gordon stated, "I am in charge of the 2014 Financial Audit of the City. This year on the Independent Auditor's Report, we issued an unmodified opinion. This is the highest opinion we are allowed to give in accordance with accounting principles with both federal and state laws. It reflects well on the financial management of the City." He explained each section of the audit, then stated, "We didn't really have any recommendation or anything; so again, it reflected well on the financial management for the City for 2014."

Mr. Gordon asked if there were any questions. Mayor Luke asked, "Do you see any major changes in reporting procedures, processes, and everything for this next audit?" Mr. Gordon replied, "Not that I can think of. We did talk about the court process might change a little. We'll check on that next year. It should be good. There should be no major change." City Clerk Kewley commented, "Doing that independent audit for the sewer project really slowed you down before." Mr. Gordon replied, "There was a grant for the sewer project, that had slowed us down, so we did have an extra set of an audit to do." After Mayor Luke expressed appreciation for presenting the audit, Mr. Gordon left.

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported, "We are still doing our daily work orders and line locates, and are still actively trimming trees, and fulfilling customer service requests. We have added a couple temporary services for construction that is going on around town and we're getting close to installing permanent services on those. We've also been doing equipment maintenance and reading electric meters."

Overtime: Superintendent Schneider reported, "The only overtime I have to report was to change a burned out traffic signal bulb at 4th and Neosho. It took more time to get the truck than it took to change the bulb."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Personnel are still doing required reports.

Capability Testing: Superintendent Schneider reported the annual capability testing for Kansas Power Pool is completed. They will now get the paperwork done and sent to KPP.

Generator #5 Repairs: Personnel are doing routine maintenance repairs on Generator #5.

WATER DEPARTMENT: Distribution Update

In Superintendent Hawkins' absence, Mayor Luke provided the report and said Council Member Scothorn would answer any questions.

Waterline Replacement Project - Niagara Street (4th to 10th): Personnel have been working on water services on Niagara Street, along the waterline that was replaced.

Services: Personnel installed and repaired multiple water meter services, raising meter pits, etc.

Weed spraying: Water/Wastewater personnel have also been spraying Roundup at the sewer lagoons and around the Water Plant.

Water Plant - rocks moved: The Water Department wants to thank the Street Department for moving some rocks for them.

Hydrant Flushing: If the fire hydrants in an area of town have not been flushed already, the Water Department will be doing that all over town.

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

WATER DEPARTMENT: Water Production Update

Water Usage: The Water Treatment Plant is still running well. Usage is still around 500,000 gallons a day.

Work Schedule: The Water/Wastewater Department will be returning to their normal eight-hour working shifts on the 24th of this month, Monday.

Personnel - Training: Justin King, recently promoted to Non-certified Water/Wastewater Operator, is being trained in Water Operations; so in a month or so, he will be put in the normal Operator rotation, which will ease up some of the others. Everything else is just normal duties to keep the Water Plant running efficiently.

STREET DEPARTMENT: Update

Tree Trimming/Drain Box Cleaning: Superintendent Mast reported, "We continued trimming trees. We had quite a bit of drain box cleanout to do with all the rain we've had. Everybody seems to push all their grass out into the curb line, and it plugs up the drain boxes pretty bad. We had to struggle with that, especially with those heavy downpours."

Rebuild Streets Project: Superintendent Mast stated, "We started on rebuild of streets on our projects. We started and completed 7th Street from Yuba to Potomac. We've got a part of Yuba Street from 6th to 7th done. We're hoping to get that done this week." Superintendent Mast reported, "The first of next week, we will start working with Killough Construction. They are going to come in to mill, and then we will start working on those streets. I'm not sure how far we're going to get with everything. It depends on how much material we have left. I'm still trying to work out a deal with KDOT on recycled asphalt off the Highway 75 project. I'm waiting on an email back from them. If we don't have the recycled asphalt, we may have to whittle down some of our rebuilds."

(continued)

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One of the places we're going to concentrate on is over by Wyatt Cole's house (1324 Cumberland Street); it will be done first. We told him last year that we would be there this year, so we'll make sure we get that."

International Asphalt Public Works Association Conference: Superintendent Mast said, "The only other thing I've got is to remind you that I'll be going to the APWA International Public Works Conference in Phoenix, Arizona on the 29th, so I won't be at the September 2nd council meeting. I'll try to email an update to somebody for the 29th so it can be presented at the council meeting."

POLICE DEPARTMENT: Update

Chief Doug Jones commented, "It has been an interesting two weeks."

Resignation Withdrawn: Randy Stuart: Chief Jones informed Council that Randy Stuart did withdraw his resignation and is going to stay with the City. So, now we have two vacancies for Police Officers instead of three.

KDOT Highway 75 Resurfacing Project: Chief Jones reported, "As everybody is aware, KDOT shut down a substantial portion of 4th Street. We've been dealing with traffic control issues for the last two and a half days. We have assisted, or actually we've been following the lead of the Kansas Highway Patrol. They have taken a heavy lead on it. They've got Troopers in town working it heavy. They added some cones in front of the Post Office and they added some more signs. They had not put a sign at Des Moines, so drivers coming off Des Moines and turning north onto 4th Street (temporarily a one-way street), were driving directly into southbound traffic. We do have contact information and we have been in regular contact with KDOT's project supervisor, Rusty Drake, and the area foreman, with the Highway Patrol, and with Mike Skillman. We're hopeful it will calm down a little."

Wind Farm Traffic: Chief Jones continued, "The latest word from Highway Patrol on the wind energy project supersized loads is we'll start seeing those loads coming through around the 31st of August. They are now scheduled to start sending at least four a day because they are so far behind on construction of the wind farm."

OK Kids: The OK Kids event is scheduled for the weekend after Labor Day.

Drive-In Flu Clinic: The Drive-in Flu Clinic is scheduled in Burlington for Friday, October 2nd; and the out-lying towns will be doing theirs at the fire stations the following week.

Police Committee Meeting: Chief Jones said Council Member Lenard has a Police Committee meeting scheduled to follow this meeting.

POLICE DEPARTMENT: Nuisance Properties

Nuisance Properties: Chief Jones stated, "On the nuisance side, Susan (Administrative Assistant Stroh) has been taking care of the paperwork for me on that. The Notice of Award and Contract for Demolition were sent to Skillman Construction, the signed contract was returned, proof of insurance was requested and submitted, and the Notice to Proceed was issued on the 18th of August. Thank you, Susan. You've been wonderful on helping me take care of that paperwork."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "Normal duties took a lot of our time - mowing, weed eating, spraying weeds, cleaning public buildings and restrooms, watering flowers and trees. On rainy days, we've been working on equipment and doing building maintenance."

Fencing Projects: Although rain has slowed down the project, Midland Fence has installed over half of the new fence at the Parks Department. They will start next week on the Dog Park fence.

Hazard Tree Removal by Trenary Tree Care: Superintendent Boyce stated, "The tree contractor came in town on Monday. I spent yesterday working with them. I did add one more tree to the removal list. We lost a couple big branches off a tree at the Ottawa Coop between their scale house and power line. I drive the streets and look at the trees, but I can't catch them all. That one got removed. There is an Elm tree at 715 N. 2nd that because it is an older bigger tree, I had the contractor trim it to lighten the load. With adding the additional cost of \$1,025 for the additional work to Trenary's original quote, the amount is still close to the other quote (Welnitz) for the 10 trees. (The total cost for Trenary's Hazard Tree project was \$4,150.)"

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2015-16	<u>\$775,193.35</u>
b.	Payroll Ordinance	2015-17	<u>\$ 89,894.68</u>
	TOTAL		\$865,088.03

CLAIMS 2015-16: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2015-16 in the amount of \$775,193.35 for payment of city bills." Council Member Curtiss, "Second." Mayor Luke called for discussion. City Clerk Kewley stated, "Some of the larger items tonight are: Kansas Power Pool for \$240,127.83; Lybarger Oil for diesel fuel, \$8,875.00; Kansas State Treasurer for refinancing our bonds, \$408,875.00. And yes, we have the money for these big items." **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 2015-16 approved by unanimous vote, 6:0.**

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PAYROLL 2015-17: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-17 in the amount of \$89,894.68." 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 2015-17 approved by unanimous vote, 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been updating Facebook, the webpage, and permits. He also updated the Police Department page on our website and updated the photo of the Police Department.

Census Bureau: Zoning Clerk Hugunin reported, "Yesterday, I got a phone call from the Census Bureau; so we updated the 2014 home permits through them.

Carport update: The carport behind City Hall has been moved and we are waiting for the one of the size we had ordered to be brought and installed.

CPR & First Aid Training - Scheduling: Zoning Clerk Hugunin is still working on scheduling employee CPR/First Aid training.

City Hall Computer Update: Zoning Clerk Hugunin is looking into updating the memory on City Hall's computers because with the new financial programs through Computer Information Concepts, we need more RAM (Random Access Memory).

Re-codification of 1997 City Codes: City Clerk Kewley informed Council, "The League has contacted us that they are ready to start recodifying our City Code. So, we are planning to send that to them so they can get started on it. We have been on their waiting list for over a year." Zoning Clerk Hugunin stated, "There have been a lot of new ordinances since we started this, so we have a little work to do before sending it." (Background: On November 7, 2012, Council accepted League of Kansas Municipalities' proposal to do a complete update of the Code of the City of Burlington, Kansas for \$3,500 plus travel expenses, with the total cost not to exceed \$4,000. Due to staff changes, etc, the League was running behind, and in November of 2014, we were on their waiting list for recodification.)

OTHER BUSINESS: n/a

PERMITS: Permits issued by Zoning Clerk Hugunin: None

ORDINANCE 837, Adopt 2015 Standard Traffic Ordinances for Kansas Cities

Mayor Luke read the complete titles of proposed Ordinances 837 for Standard Traffic Ordinance, then asked Chief Jones for comments. Chief Jones explained, "These are standard adoptions of the new editions of the Standard Traffic Ordinances or the Uniform Public Offense Code, which are published and provided to us by the League of Kansas Municipalities. There have been a couple of comments - and I did visit with the City Attorney - about why we have some additional city regulations that we have included in these two ordinances. Basically, this is routine." (Added information: Our ordinances may include our regulations specific to Burlington, which may be in addition to or differ from the State's regulations.)

Council Member Lenard stated, "I move to adopt Ordinance 837, Standard Traffic Ordinance for Kansas Cities, 2015 Edition." Council Member Curtiss, "Second." Mayor Luke called for discussion. Council Member Griffith asked, "What does the ordinance say?" Chief Jones explained, "Basically, it says that City of Burlington adopts the Standard Traffic Ordinances as published by the League of Kansas Municipalities for use within the city limits of Burlington." Council Member Griffith, "And how does that differ from what we have?" Chief Jones, "It's identical to what we have. We update it every year. The State Legislature makes changes, and our traffic offense codes are based off of the State Legislature - what they do and what they have in the state statutes." City Attorney, "It is an annual event we need to do." **Hearing no further discussion, Mayor Luke directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 837 adopted by unanimous vote, 6:0.**

ORDINANCE 838, Adopt 2015 Uniform Public Offense Code for Kansas Cities

Mayor Luke read the complete titles of proposed Ordinances 837 for Uniform Public Offense Code for Kansas Cities, 2015 Edition, then asked Chief Jones for comments.

Council Member Lenard stated, "I move to adopt Ordinance 838, Uniform Public Offense Code for Kansas Cities, 2015 Edition." Council Member Curtiss, "Second." **Hearing no discussion, Mayor Luke directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 838 adopted by unanimous vote, 6:0.**

LEGAL DEPARTMENT: Update

City Attorney Robrahn stated, "The Assistant City Attorney (Philip Wright) met last week with the Police Chief and staff at the Police Department (including Municipal Court Clerk, Kerri West), to re-acquaint ourselves with the staff and try to get the municipal court rolling and keep it moving smoothly. We had a really good meeting, and invite anybody who has comments to please let Philip or I know."

CITY CLERK: Update

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

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CIC Financial Software: City Clerk Kewley stated, "It seems like I am continually reporting the same update about us working with CIC, but that's what we're doing. Converting our financial processes over to Computer Information Concepts' software programs is a slow process, but we are moving forward. It is what we spend most of our time doing. There is a lot of avenues available in the software. We will be using all the modules in different ways with budget, payroll, vouchers, utility billing, municipal court. It is very detailed."

Budget for 2016: City Clerk Kewley mentioned the copies of the City of Burlington Budget for 2015 were distributed to each member of the Governing Body.

REPORTS BY CITY OFFICERS

LKM Annual Conference (10/11-12/2015): City Clerk Kewley stated, "The 2015 Annual League of Kansas Municipalities Conference is October 11-12 in Topeka. If you want to go, let me know by the 25th of September and I will get you registered."

KPP 2015 Fall Planning Retreat (9/11-12/15): Mayor Luke said, "The Kansas Power Pool Fall Planning Retreat is the 11th and 12th of September at the Legends in Kansas City. The meetings will be in Cabela's meeting rooms upstairs. KPP is picking up all the entertainment, and the dinner theatre we will be going to on Friday night. After lunch on Saturday, we will be free to go as we please. It is basically a one day - from noon on Friday to after lunch on Saturday. The City will pick up the one evening at the hotel, the Best Western in The Legends. Let Gina know if you want to attend and she will call KPP to make all the reservations necessary."

Police Department History: Council Member Lenard stated, "I did a little checking last week with the help of Gina (City Clerk Kewley) and Susan (Administrative Assistant Stroh). I found it interesting." He gave an overview of the information found. The City's first book of ordinances was found. In 1871 the following were some of the first adopted: Ordinance No. 4 listed the duties of the City Council; No. 5 related to duties of the City Marshall; No. 6 created the position of City Attorney. In 1883, the position of Street Commissioner was created. There was very little regulation. Over the years the title for the head of law enforcement changed: City Marshall, Night Watchman, and now Chief of Police. Council Member Lenard had also contacted the Coffey County Museum and Historical Society. He stated, "It is all kind of interesting seeing where we've been with our Police Department over the years. Thank you, Susan."

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Recodification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program Downtown Revitalization (Committee)	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Police Officer Vacancies - Advertise until filled (8-6/2015 through ?) LKM Fall Conference and KPP Fall Planning Retreat
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Fill Vacancy (Leadman)	Automatic Meter Infrastructure for Electric (AMI) Natural Gas - 2nd Supplier Industrial Park Substation - DC Power Supply
PARKS DEPARTMENT: Dog Park - Planning / Fence / Etc. WildBlue BBQ and Taste of Fall Festival 2016 Kelley Park East Ballfield Drainage Kelley Park - Victorian Lights (repair from lightning strike)	RV Parking Pay Stations for Kelley Park and Drake Park Walking Trail - City Dam/Drake Park to Kelley Park Parks Department Fence Cancer Support Group - 4-H Building 4-23-2016
LEGAL DEPARTMENT: Municipal Court	
PLANNING AND ZONING Quarterly Construction Valuation Report Comprehensive Development Plan – Update by end 2015 Industrial Park Lots - for Sale, etc. Work w/PD on Nuisance Structure regulations City Hall Computer RAM increase	Grant for City Dam/Drake Park to Kelley Park Walking Trail Carport for behind City Hall MT Networks Fiberoptics - updates Planning Commission Members (Advertise for 3) CPR/First Aid Training for Employees - Schedule
POLICE DEPARTMENT Nuisance Updates Personnel – Training Updates OK Kids	Nuisance Structures Demolition - Update Bike Patrol Program (update) Drive-thru Flu Shots
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Equipment - Purchase Small Milling Machine for Sidewalks, etc. Street Sweeper in 2016 2015 Asphalt Project Grinding of Streets in 2015 and Plans/Machine for 2016	Rebuild/Repair Kennedy Street and 14 th Street Pavement Management System/Asset Management System 2015 Curb & Gutter Project (Yuba between 6th & 7th) Mohawk Street Improvements between 14th & 15th) KDOT's N.Hwy 75 Project
WATER & WASTEWATER DEPARTMENT: Rural Water District #3 - Neosho Riverbank Stabilization Southwest Sewer Project Waterline Replacement Project SCADA System Pump Repairs in 2016 (Clearwell/River Intake) Fire Hydrant Static Testing Sewer Lagoons - Analysis by KRWA/funding for dredging	Valve, Meter, Vault: Water Tower Repair Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Clean Sewers Filters/Anthracite/Bacterial Testing Fire Hydrant Flushing Filter Pit - Actuators

Mayor Luke declared the meeting adjourned.

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