

BURLINGTON CITY COUNCIL REGULAR SESSION NOVEMBER 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, November 4, 2015. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Lewis Lenard Dallas Scothorn (Arrived @ 6:20 p.m.) Jerilyn Curtiss
 Jane M. Griffith Thomas P. Tschantz Sharon Hall

Superintendents Present:

Kevin Boyce (Parks) Alan Schneider (Electric) Doug Mast (Street)
 Doug Jones Chief of Police Danny Hawkins (Water/Wastewater)(Left after his update)

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: Joshua Alford (Boy Scout), David Alford

PUBLIC COMMENTS: Joshua Alford, Boy Scout

Joshua Alford told Council he was representing the Boy Scout Troop, and is completing requirements for a communications merit badge. Mayor Luke stated, "We're glad to have you here. If you have any questions, don't be afraid to ask."

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

MINUTES: October 21, 2015: *Council Member Lenard moved to accept the Draft Minutes of Council's regular session of October 21, 2015 as presented. Council Member Hall, "Second" Motion unanimously carried.*

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported, "We are still doing our daily work orders, line locates, and customer service requests. We have been doing quite a bit of line maintenance since last council, and have been installing AMI meters. The men attended the KMU sponsored safety training the other day."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Personnel are still doing required reports. The men have been doing some building maintenance to get ready for winter, and are doing a little generator maintenance.

ELECTRIC PERSONNEL: Dogwood Power Plant - Tour, October 28, 2015 - Update

Superintendent Schneider said he really enjoyed last week's tour of the Dogwood Energy Plant. He had some good company, so it was a good trip. He said the plant was not near as big as what he expected; and in answer to a question asked at the last council meeting, the turbines at Dogwood Energy Plant are Siemens turbines. Council Member Scothorn commented, "It was a good visit to Dogwood. I enjoyed it, also."

WATER DEPARTMENT: Distribution Update

Waterline Replacement Project - Niagara (9th & 10th): Superintendent Hawkins reported, "We've been working on the waterline on Niagara Street, and did get completed from 9th and 10th. We got that extension hoed in. We are doing bacterial samples on them. We'll pull our last sample tomorrow morning; and hopefully, that will pass so we can start hooking all the services on that. Then we will come back and do all the initial tie-ins at those locations."

Sidewalk Replacement: Superintendent Hawkins reported they got sidewalk repairs and replacements done. He expressed appreciation to Superintendent Schneider for letting him borrow J. J. Jasper, Superintendent Boyce for letting him borrow Heath Birk, and Superintendent Mast for letting him borrow Harold Reiling to help out.

Council Member Griffith commented, "The sidewalks look nice." Superintendent Hawkins, "Thank you. They did a good job." Mayor Luke asked if the seeding and sodding was done. Superintendent Hawkins replied, "It's as far as we can get right now. We still need to go back and do more tilling, leveling, and seeding some areas; we're just hoping we might get a little rain to help the ground settle. We are proactively moving with it."

General: Personnel have been doing normal duties - rereads, line locates, and work orders. Superintendent Hawkins stated, "We've been doing installation of water services. That seems to be the hot item right now. People are requesting more and more water services, and we have a few lined up for the next week or so."

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Sewer Lift Stations Cleaning and SCADA: Superintendent Hawkins reported, "The guys have been cleaning sewer lift stations - putting in degreaser and doing normal maintenance. R. W. Vaught is here and is working on some of the SCADA system as well and will be here with us for another week." [*SCADA System is Supervisory Control and Data Acquisition System.*]

Training: Superintendent Hawkins said, "Next Thursday and Friday, we have all the guys attending Cheryl Trepto's class for trenching and shoring in New Strawn.

WATER DEPARTMENT: Water Production Update

Water Treatment Plant: The Water Plant has been running well.

Backwash Holding Basin: The last two days personnel have been cleaning out the sludge holding basin.

STREET DEPARTMENT: Update

Sweeping Streets/Ditch Cleaning: Superintendent Mast reported, "Most of what we've been doing is trying to get our street sweeping done around town. Leaves are falling now, and we are sweeping out the curb and gutter areas and cleaning out the catch boxes. It's taking quite a bit of our time."

Street Crack Filling: Superintendent Mast said, "We've got a crew out crack filling streets all over town."

2015 Asphalt Project - Driveways: Superintendent Mast reported, "We've been working on some of the driveways that tie in to the new asphalt project, where there are considerable dips coming off the new asphalt into some of the driveways. We're trying to get those done."

POLICE DEPARTMENT: Update

Chief Jones reported the Police Department has been staying active, also.

Elementary School Halloween Parade: Chief Jones stated, "We did the grade school Halloween parade last Thursday. The Water Department helped us block a couple of intersections for traffic control. Thanks to the Water Department for that, they were handy there."

Chamber Shoptober, Bri's Dance, and Trick-or-Treating - Update: Chief Jones said, "It was cold and wet for the Chamber's downtown trick-or-treating event, and they had a surprisingly good turnout for it. The Mayor and I talked the other day, and the Chamber has plans to try to expand the event for future years; so this may turn out to be a regular event." Council Member Curtiss inquired about the dance going well at the 4th Street Municipal Parking Lot. Chief Jones explained, "Because it was so wet, they actually used the old Everything's Fabulous' building, so they could do it inside."

POLICE DEPARTMENT: Nuisance Properties

Hess Property Demolition (718 S. 5th) Update: Chief Jones reported, "Skillman Construction has demolished the Max and Rose Hess' old house at 718 S. 5th Street. It is completely done - leveled, filled in, tilled; and it looks tremendously better."

Protocol for Nuisance Properties: Council Member Lenard asked, "What is our protocol for identifying nuisance properties?" Chief Jones replied, "Basically, I drive around town and look for them. We get complaints and comments made to us. It's just a matter of what I see, or what gets passed on to me."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "We have been doing normal duties, cleaning public buildings and restrooms, mowing, and mulching with tree leaves. I think we are on our last mowing this week. We mainly mulch with tree leaves in Kelley Park, and it will carry on through the rest of the year. We have also been doing equipment and building maintenance."

Self-pay Stations for RV Parking: Superintendent Boyce, "We did get the RV fee collection boxes installed. I am waiting for the signs to come in - they are not at a high demand right now, because we've been working on winterizing seasonal restrooms, sprinkler systems, and the RV water hydrant systems; so there's no water there. I don't think we'll have a large amount of campers coming in."

Happy Tails Dog Park - Flea/Tick Spraying (update): Superintendent Boyce provided an answer to Council Member Lenard's question on October 7th as to whether the City is going to spray or treat the Dog Park for fleas and ticks. Superintendent Boyce said, "I contacted the cities of Ottawa, Topeka, Wichita, Chanute, and Iola. None of them do that in their dog parks, so I think we're good." Council Member Curtiss stated, "Like I told Kevin, I've had a lot of positive comments on the Dog Park. People really are appreciating it."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2015-21	\$ 81,934.55
b.	Payroll Ordinance	2015-23	\$ 74,545.06
	TOTAL		\$156,479.61

CLAIMS 2015-21: Council Member Griffith, "I move City of Burlington pay Claims Ordinance 2015-21 in the amount of \$81,934.55 for payment of city bills." Council Member Lenard, "Second." Mayor Luke called for discussion. City Clerk Kewley stated, "Some of tonight's expenditures are: Builders Choice, New Strawn: \$2,142; Kritz-Davis: \$14,251.48; and Mid-America Valve: \$3,900." **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 2015-21 approved by unanimous vote, 5:0.**

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PAYROLL 2015-23: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-23 in the amount of \$74,545.06." Council Member Hall, "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 2015-23 approved by unanimous vote, 5:0.

PLANNING & ZONING: Update

City Clerk Kewley provided the Zoning Clerk's update.

General: Zoning Clerk Hugunin has been updating Facebook and the webpage. He has been working with permits and performing normal duties. He has also been assisting with the City Hall computers - setting up an extra computer on the counter so the staff could input data on one, while CIC personnel use the other computer to work on their system.

Department Inventories: Zoning Clerk Hugunin provided a copy of each department's inventory to the respective superintendent for updating and verification at the end of the year.

OTHER COUNCIL BUSINESS: Veterans Day Proclamation

Mayor Luke said the Veterans Day Proclamation will be published prior to the 11th of November, Veterans Day.

OTHER COUNCIL BUSINESS: Municipal Property at 716 Yuba Street

Mayor Luke said, "This is a property where we demolished a house. We are looking at how we should propose to sell this property, whether to advertise it for sale by sealed bids or let it sit. What do you proposed we do with this property?" Council Member Lenard said, "Unfortunately, this was brought to our attention via social media that this property wasn't being maintained. I think we can make something positive from this because what it identified was that we didn't really have command of this property - we didn't know who had it. Instead of sending Kevin (Superintendent Boyce) out to maintain it, we dug a little deeper. First of all, this property is for sale and is not listed with any of our local realtors. I think the first thing we're going to do is list it, and it needs to be fair competition to everybody. So, that was an oversight from our previous administration, I think."

Council Member Lenard continued, "My proposal is to go out for sealed bids. We checked the valuation on the property and the taxes. Polly Epting owns the property next to it. We called her to see if she is interested. She said she wasn't. At this point I propose at this point to take the option to advertise for sealed bids."

Mayor Luke asked if anyone else had any comment. Chief Jones requested clarification, "Lewis, are you talking about flat-out sale, or are you talking about getting bids for somebody to sell it for us?" Council Member Lenard, "Flat-out sell it." Council Member Griffith, "No realtors?" Council Member Lenard, "Not at this point." City Clerk Kewley stated, "We handed out what the ad would look like in the newspaper. Tom (Attorney Robrahn) reviewed it, specifically concerning text on the title insurance, and we left that in. It is up to council and what you want to do." Council Member Lenard commented, "If we sell it, it will be put back on the tax roll, too, at roughly \$250; which is kind of the intent of everything we do - to get condemned structures demolished and get the properties back into usage and back on the tax roll." Council Member Griffith, "If we don't get any bids, what happens?" Council Member Lenard, "How about I just make the motion, and then we can discuss it."

Council Member stated, "I move to publish in the Coffey County Republican the weeks of November 9th and 23rd and the week of December 7th, 2015, the ad entitled 'Municipal Property For Sale, 716 Yuba, Burlington, Kansas', with the stipulation that bids are valid for thirty days following the bid opening - and that City of Burlington reserves the right to accept or reject any or all bids. Bids must be received by City of Burlington no later than 10 a.m. on December 14, 2015, and will be opened at 11 a.m. the same day." Council Member Curtiss, "I second the motion." Mayor Luke, "I will open it up for discussion." Council Member Griffith asked, "If we get no bids, where do we go?" Mayor Luke, "We will probably have to list it." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried with a vote of 5:0.

(continued)

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The following advertisement will be published in the newspaper and on the City's webpage.

MUNICIPAL PROPERTY FOR SALE
716 YUBA, Burlington, Kansas

City of Burlington is accepting sealed bids for 716 Yuba Street, on an 'As-is' basis.

Legal Description: Block 075, Lot 9 (vacant), Burlington City.

Terms: Bids must be good for 30 days after bid opening.

Cash upon acceptance of bid by the Governing Body.

Zoning: R-1 Residential. City of Burlington makes no guaranties, express or implied, of any approval for conditional use or of any change in zoning to facilitate any future or intended use by bidder.

Title: City will convey title by warranty deed. City will provide title insurance in an amount equal to the purchase price.

Information: Call Telephone: 620-364-5334.

Bid Submission: Submit Sealed Bids to City of Burlington,

P.O. Box 207 or 301 Neosho Street, Burlington, Kansas 66839. Bids due no later than 10 a.m., 12/14/2015; and

Bid Opening will be at 11 a.m., 12/14/2015.

City of Burlington reserves the right to accept any bid, or to reject any or all bids.

PERMITS: Permits issued by Zoning Clerk Hugunin:

2015-042 Central National Bank, 201 S. 4th, for an ATM canopy

LEGAL DEPARTMENT: Update

KGE Pollution Control Revenue Bonds: Attorney Robrahn reported, "Last Wednesday, I participated in a conference telephone call with KG&E and the City's bonding attorney (Dotty Riley, Kutak Rock) on the KG&E Revenue Bonds. After the conference call, I was directed to go ahead and file with the Coffey County Register of Deeds, the lease and sublease. That's the end of phase one of this task with the revenue bonds. In May or June, we'll finish the second phase of it."

CITY CLERK: Update

General: City Clerk Kewley reported City Hall Staff have been busy with customers paying their utility bills, preparing work orders, and doing other regular duties. They also prepared work orders, vouchers, payroll, and meeting minutes for tonight.

Financial Software - CIC: City Clerk Kewley said, "We are continuing to work with the CIC software conversion. We actually had an IT (Information Technician) onsite the day we printed bills; and everything is actually coming together and starting to work correctly."

Annual Trash Exemptions: City Clerk Kewley reported trash exemptions are due by the end of the year, and notices will be sent out.

License Renewals: Trailer Court, Cereal malt Beverage, Amusement: Letters will be sent out in regards to the renewal of Cereal Malt Beverage Licenses, Trailer Court Licenses, and Amusement License for 2016.

Financials (3rd Quarter): City Clerk Kewley said, "I handed out the third quarter financials. If anybody has questions, please stop in and visit with me."

E-Community meeting: City Clerk Kewley reported, "I attended the E-Community meeting on October 22nd through the Economic Development Director at the Courthouse. Although the spokesperson could not make it to the meeting, there was a brief discussion on the E-Community process. We did discuss the County's revolving loan fund and how to modify it to be more inclusive of small start-up businesses in small cities."

City Hall Visitors - BES 3rd Graders: City Clerk Kewley informed Council, "Last Tuesday (October 27th, fifty-nine 3rd graders visited City Hall. I went over the basic functions of city government. We handed out a listing of our current Mayor and Council Members and information on the city and each of our departments. I know they visited the Police Department because that was their next stop. They asked some good questions."

Dogwood Energy Plant Tour: Last Wednesday (October 28th), City Clerk Kewley participated in the Dogwood Energy Plant Tour in Pleasant Hill, Missouri; and found it informative.

City Clerks Annual Conference: After this meeting, Deputy City Clerk Anne Brown and City Clerk Kewley will leave for the two-day City Clerks Fall Conference in Wichita.

Veterans Day - Closing: City Hall will be closed on Wednesday, November 11th in observance of Veterans Day.

REPORTS BY CITY OFFICERS: Street Elevation

Council Member Lenard reported, "I got a call on some of our streets about the elevation varying, and things like that. I did get a good response from Doug (Superintendent Mast), so I will call the citizen back and let him know that we'll do what we can to make it right."

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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) Sale of 716 Yuba by sealed bid	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Police Officer Vacancies Trash Exemptions and Annual License Renewals
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Industrial Park Substation - DC Power Supply	Automatic Meter Infrastructure for Electric (AMI) Natural Gas - 2nd Supplier Power Plant - Add Generator (research, etc.)
PARKS DEPARTMENT: Dog Park - Hydrant, Parking Improvements WildBlue BBQ and Taste of Fall Festival 2016 RV Camping - Signage	RV Parking New Signage for Kelley Park and Drake Park Cancer Support Group - 4-H Building 4-23-2016
LEGAL DEPARTMENT: Municipal Court KG&E Pollution Control Bonds Series 2016	KDOT Damages (4th & Neosho)
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 - replace Front Windows CPU	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 – Vacancy and Training Updates Nuisance - Burlington Dental Center / Danelle Birk Building	Bike Patrol Program (update) Reserve Officer Schankie - Temporary compensation (update)
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 Asphalt Grinding 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: Neosho Riverbank Stabilization Waterline Replacement Project Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis by KRWA/funding for dredging KDHE L2 Monitoring	Clean Sewers Southwest Sewer Project SCADA System Fire Hydrant Static Testing Plumbing Violations Filter Pit - Actuators Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Filters/Anthracite/Bacterial Testing Fire Hydrant Flushing

Mayor Luke declared the meeting adjourned.

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