

BURLINGTON CITY COUNCIL REGULAR SESSION JANUARY 6, 2016

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, January 6, 2016. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Lewis Lenard

Jane M. Griffith

Dallas Scothorn

Thomas P. Tschantz

Jerilyn Curtiss

Sharon Hall

Superintendents Present:

Kevin Boyce (Parks)

Doug Jones Chief of Police)

Alan Schneider (Electric)

Danny Hawkins (Water/Wastewater)

Doug Mast (Street)

Also Present:

Regina Kewley (City Clerk)

Jimmy Hugunin (Zoning/Grants Clerk)

Susan Stroh (Administrative Assistant)

Anne Brown (Deputy City Clerk)

Thomas Robrahn (City Attorney)

Media Present: Mark Petterson

VISITORS: Stacey Haines (Coffey County Economic Development)

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

MINUTES: December 16, 2015: Mayor Luke said he would get with Administrative Assistant Stroh to make some changes to the minutes in regards to the KPP discussion. *Council Member Hall moved to accept the Draft Minutes of Council's regular session of December 16, 2015, contingent on changes in the KPP discussion. Council Member Griffith, "Second" Motion unanimously carried.*

PUBLIC COMMENTS: Stacey Haines, Coffey County Economic Development - Update

Professional Development Workshops: Stacey Haines addressed Council, who had addressed Council on September 16 of last year, stated, "I want to give you some flyers for our Professional Development Workshops for this year. We did these last year and will do them again this year though Flint Hills Technical College. Feel free to post them and pass them on to others. They can contact our office if they have any questions. We tried to take suggestions from our local businesses on what classes they were really looking for; and if there is something specific that any of you would like to see brought to Burlington locally, please let me know because they're easy to work with and we can usually get just about any kind of class here. We are really grateful for that partnership."

New Website plans for County: Mrs. Haines said, "I was approved by the County Commissioners a couple of weeks ago to bid for and develop a new website for the County; so, I'm extremely excited about that. This will be a governmental website; but also, I want to make it more of a landing page for our county where people who google Coffey County, Burlington, or whatever it may be, I want it a very attractive page to come up that will really represent a lot of that - who we are, what we have to offer to residents, businesses or any industries looking to come here. So, we will be bidding that out and we will hopefully be building that new website this year. I will get in touch with you all just to make sure that Burlington is represented and what we can do together for economic development to make it look the best. Jimmy (Zoning Clerk Hugunin) and I have talked. He helped me a lot actually with research on websites and different things because Burlington's website looks great. He was really helpful. I just knew the County site wasn't good and wanted some changes." She asked for question or comments, but there were none.

APPOINTMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported, "The men are doing daily work orders, line locates and customer service requests. We are still installing some AMI meters."

Line Maintenance: Superintendent Schneider stated "We have done some line maintenance since last council. We had an underground electric service on which the insulation had failed causing a short on a customer service. Unfortunately, it was in a neighborhood where we couldn't get a backhoe in, so that was all hand digging down three and a half feet to splice it. The guys worked hard on that one."

Ice Storm 12/28/2015: Superintendent Schneider reported, "During the ice storm last Monday, December 28th, I we had some service interruptions. Those were caused by the ice buildup on the transmission lines feeding Burlington and the wind was causing the lines to gallop. Often our transmission provider (Westar Energy) can do some switching on their system restoring service faster than we can startup our generation to serve the community. Once I was able to visit with Westar Energy and understood what their plan was to solve the issue, we were able to make the decision to start our own generation and generated until it was able to stabilize, and we were able to get everything back to working properly. We were very lucky on the city's distribution system. We did have some areas of town where the lines were galloping, but we were able to knock the ice off the power lines, thereby solving the problem."

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ELECTRIC DEPARTMENT: Power Plant/Production Update

Superintendent Schneider said, "We had our year-end reporting to do; and we've been spending a lot of time rebuilding our spreadsheets for 2016. We also did some generator maintenance.

WATER DEPARTMENT: Distribution Update

Sewer Pump Stations (Lift Stations)- Wipes and Tee-Shirt: Superintendent Hawkins reported, "We have been pulling a few of the sewer pumps. We pulled one today out of number on Hudson Street. There was a tee-shirt wrapped around the impeller. That was something we hadn't seen before. Another thing we're seeing a lot of is baby wipes. They don't disintegrate in the water and have been wrapping around our impellers as well; so, we would encourage the public to please not to flush baby wipes (or any kind of wipes) down the toilet, because they ball up on our impellers."

Concerning flushing of wipes, Council Member Lenard inquired whether there is something Zoning Clerk Hugunin can do through the website, and maybe Mark Petterson could possibly put something in the newspaper to get that request not to flush wipes out to the public. Superintendent Hawkins said he had considered visiting with the Water Committee about possibly putting something in the newspaper, on the utility bills, on the website and Facebook - anything to get the word out that it would help. He said, "I don't know whether it is this time of year or what, but I know the last few times we've pulled the pumps, we've pulled up wads of wipes out of them. They just don't disintegrate and the pumps are not grinder pumps, so they don't grind the wipes up. I'll probably just visit with the Committee to see what we need to do."

Water Leaks: Superintendent Hawkins said, "There have been a few small water leaks. We did end up isolating a fire hydrant between Wal-Mart and Crow Moddie Ford because it is leaking a little, so we shut the valve off and will let it dry up a little and then we will completely replace the hydrant. We wanted to do it during the Sewer Improvement Project, but we weren't capable at the time. Now that it is leaking, we will replace it."

General: Personnel have been doing general maintenance with the holidays, including work orders, line locates, etc.

Water Tower #1 (East): Superintendent Hawkins reported, "Today was our twenty-second day of Cunningham Sandblasting & Paint working on our Gray/East Water Tower; so the epoxy should be done. Nathan Gray and their crew are coming in the morning, and they will do the disinfection to the inside of the bowl of the tank; and if all goes well with the disinfectant tomorrow, we're going to try to pull a bacti sample on it in the morning and take it up to the KDHE lab in Topeka. Hopefully, we will have the results first thing the next morning. We need to have two bacti samples that pass in order to put the water tower back on-line; so we will do another one on Monday morning (December 11); and hopefully, by Tuesday we'll get the good news that it passed so that Tuesday night or Wednesday morning we can put the East Water Tower back online."

Water Plant: Superintendent Hawkins explained, "In the Water Treatment Plant we have had some issues with turbidity. Cold weather is here, so we have acquired some overtime due to issues within the plant with the turbidity. We had to call in Randy Dye, with Brenntag, to help us troubleshoot some issues that we're having. He had some great ideas which ended up helping us. It took him about six hours to figure it out, but we got it back online and the Water Plant is running decently."

He continued, "We are still working with it. The cold water just makes it harder and harder to treat. We know there is more cold weather coming; and hopefully, we'll get the bugs worked out of it. Water use is still low, which does help us. We're only pumping 400,000 gallons a day, so that does help us; and as soon as we get our Gray (East) Water Tower back online, that will allow us to spend more time on working with the coagulations."

STREET DEPARTMENT: Update

Street Sweeping: Superintendent Mast reported they have been sweeping the streets when they can, and when not sweeping, they have been putting more ice control on them. He said, "We did have that ice storm, which for us is much more difficult to handle than snow. We use a lot more material on an ice storm versus a snow storm; so basically what we did was, we double coated the whole town, and when the sunshine came out, everything melted off good; but with that, there is a lot of residual stuff on the road because there wasn't anything to plow. They keeping talking about more ice, but I'd rather see snow."

Sign Repair/Equipment Maintenance/etc.: When the Street Department is not doing snow and ice control they are busy with street sign repair, equipment repair, and normal duties.

STREET DEPARTMENT: Street Sweeper - Go out for bids

Superintendent Mast stated, "I would like permission to go out for bids to purchase a street sweeper we budgeted it for this year. We'll prepare our specs, send them to our bidders, and bring something back to Council. One of the reasons I am pushing to go faster with this than what I normally do is because I have information from the street sweeper manufacturers that new emission regulations are coming for the manufacturers as well; and if we get in quick enough, we can save ourselves somewhere between \$15,000 to \$20,000. I think it's a good thing to jump in ahead of time; besides that all the emission regulations does is to cost us more money in the long run."

Council Member Griffith stated, "I move we allow Street Superintendent Mast to request bids for a new street sweeper." Council Member Lenard, "Second." Mayor Luke called for discussion. Council Member Lenard asked, "In that bid are we going to try to trade our old street sweeper in? Is that going to be a component of the bid?" Superintendent Mast replied, "Yes, we plan to do a trade-in on it. (continued)"

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Superintendent Mast said, "I guess if it's something you want, we could look at trying to sell it ourselves; but we haven't had a lot of luck with that when it comes to the bigger equipment - you just don't get a lot of money out of it. Truth be told, a street sweeper is not going to bring you a lot of money. They're in the dirtiest environment you can get, and everybody's worried about it being worn out; and even though this one is in pretty good shape for what it is, I don't think we'll get a lot out of it." Council Member Tschantz asked, "How long have we had this one? What's our rotation years?" Superintendent Mast, "It's been probably twelve years or better. The guys do a really good job of taking care of it; we keep it inside; and we don't put as many hours on a street sweeper as a lot of towns do because we don't have the personnel to be out sweeping all the time; so we have a limited number of hours."

Council Member Griffith, "You do need one though, right?" Superintendent Mast, "Oh, yes. It's time. Our repair costs have been going through the roof the last few years. Actually, if I had my druthers, we would have that on a five-year schedule, and just get rid of it every five years. But we're talking major dollars here, so financially, the City doesn't have the money to do that and we try to take care of it the best we can to make it last as long as we can. When we see the cost going up, that's when we go."

Council Member Lenard asked, "Is it possible in your bid that you get an amortized value at five years if you wanted to trade it in, to find out what....?" Superintendent Mast explained, "They used to do that, but the companies have gone away from that. With our big equipment, they had a guaranteed price they'd give you for an x number of years. They found out that everybody took advantage of that, and then they had an abundance of used vehicles. We flooded the market; so they won't do it anymore. Caterpillar, John Deere, all of those companies years ago used to do that with the motor graders, loaders, and other large equipment. It was a great deal; but it was such a good deal, it worked too well for them. The companies have gone away from that. I'll definitely ask if we can do that to see if they would be interested in doing something like that. Where we're a city that that puts very low hours on something, I would think they wouldn't be too worried about us like they would about a city that had somebody running their street sweeper five to seven days a week. I also try to change the way they do their warranty. I ask for more years and less hours so we can get better good out of that warranty because we never get the hours on any piece of equipment. I usually push for more years and don't worry too much about the other stuff. I will ask."

Hearing no further discussion, Mayor Luke called for a vote on the motion as follows. Council Member Griffith stated, "I move we allow Street Superintendent Mast to request bids for a new street sweeper with trading in the old street sweeper." Council Member Lenard, "Second." Motion unanimously carried, 5:0.

POLICE DEPARTMENT: Update

Investigations: Chief Jones reported, "The last few weeks we have been very busy. We had three different shoplifting events that were caught on video. The officers were able to investigate, identify the suspect, locate the suspect, and arrest the suspect, and get the property back." He added, "Some very alert work on the part of the officers. Some very suspicious activity that led to an investigation, which led to the arrest of three adults and cleared up the problems we've been having with somebody trying to rip off the coin changer at the laundromat. They've been the ones that did it every time. It was pretty much normal calls the rest of the time, including weather-related calls. The officers have been staying busy and being very productive."

Nuisances: Chief Jones said, "We haven't had much on the nuisance side mainly because we have been busy - that and the weather. In the weeks ahead, we will be looking hard at some nuisance vehicles around town and working on those."

POLICE DEPARTMENT: Personnel - Recommendation to Hire an Officer

Chief Jones stated, "Last Monday, Lewis (Council Member Lenard) and I interviewed a young man - one of the few applicants we've had. I think he would make a good fit for us; and after having visited with Dallas (Council Member Scothorn) prior to this meeting, I am going to make the recommendation that we make a conditional offer of employment to Dalton Hoch at an entry level hourly wage of \$15.76. The reason I say 'conditional offer' is that we've had a clarification on the procedural that the Academy (KLETC) and KS-CPOST wants done before I can submit somebody's paperwork as a law enforcement officer. (KS-CPOST is Kansas Commission on Peace Officer Standards and Training.) Before I can submit somebody's paperwork as a Law Enforcement Officer to send them to the Academy, I need to have had him/her take and pass the psychological assessment and the physical evaluation before I can call him/her a law enforcement officer and they can get the provisional. So, he has to take the psych test before we hire him, officially." Chief Jones added, "We always thought it was a bonus, a feature for officers." Council Member Lenard inquired about the start date. Chief Jones explained, "The start date will be determined on what his schedule is. Dalton did tell us when we talked to him Monday that he has a cousin here in town, and she's already told him he can stay at her place until he gets settled."

Council Member Lenard stated, "I move to approve the recommendation Chief Jones has presented to extend a conditional offer of employment to Dalton Hoch as a Police Officer, contingent that he pass the psychological assessment and the physical evaluation as required by the KLETC and KFC Post; with his start date to be determined, and at the entry level hourly wage of \$15.76." Council Member Hall, "I'll second."

(motion continued)

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Mayor Luke called for discussion. Council Member Griffith asked, "How many officers do we have now?" Chief Jones replied, "With this one, the Police Department staff will be at six officers, myself, one Animal Control Officer, one Police Records Clerk, and one part-time officer who will eventually go back to Reserve Officer status once we get everybody trained and are up on staff. This will bring us up to strength." **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried with a vote of 5:0.**

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, cleaning public buildings and restrooms. On inclement days, personnel have been doing equipment and building maintenance. They did ice removal on the 28th and 29th of December. Superintendent Boyce reported he is working on the 2016 Goals and the 2015 Accomplishments for the Parks Department. Today, they replaced the holiday banners with the maroon 'Welcome to Burlington' banners."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2016-01	\$93,958.52
b.	Payroll Ordinance	2015-27	\$ 76,842.64
	TOTAL		\$170,801.16

CLAIMS 2016-01: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2016-01 in the amount of \$93,958.52 for payment of city bills." Council Member Griffith, "Second." **Mayor Luke called for discussion.** Deputy City Clerk Brown reported the biggest item is from Cunningham Sandblasting and Paint for \$29,618, and it has to do with work on the Gray (East) Water Tower." Council Member Tschantz asked about the payment to Freeman's Plumbing, Heating & AC. Superintendent Schneider said it had to do with the furnace at the electric distribution shop. **Hearing no additional discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2016-01 approved by unanimous vote, 5:0.**

PAYROLL 2015-27: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2015-27 in the amount of \$76,842.64." Council Member Hall, "Second." Mayor Luke commented that this should be the last payroll ordinance for 2015. **Hearing no further discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2015-27 approved by unanimous vote, 5:0.**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been updating Facebook, the webpage; trying to get all the inventory data input done, working on the Tree City USA application, and updating the zoning/building permit computer log. He will be attending the Strategic Planning on Friday at noon.

Land in Industrial Park #1/Reserve #1 - Sell to Raymers: Zoning Clerk Hugunin reported, "I've been talking to an individual who is interested in buying some property Industrial Park #1/Reserve #1, which is the location of Pump Station #2. We had it surveyed to keep an acre. The total tract was 5.5 acres, so we will be keeping one acre plus the sixty foot utility easement running east and west which will cover all of our infrastructure in that area - utility lines, water, sewer, whatever is there. The land is only valued at \$500. We've been selling for half the appraised value, which would be \$250. Tom (Attorney Robrahn) has prepared a contract on this, and they'll (the purchaser) will be paying half the appraised value, plus half the cost of the survey, and then the closing cost." Council Member Griffith asked who did the appraisal. Zoning Clerk Hugunin, "It's a County appraisal." He added, "When they purchase it, they will do the maintenance, mowing, all of that upkeep, so we will no longer be doing that. The property will be sold to Rick and Nancy Raymer. We are asking whether Council wants to approve the sale." He added that the County is working on updating the map. (See the correction below the motion.)

Council Member Tschantz moved to approve selling to Rick and Nancy Raymer the section of property in Industrial Park #1/Reserve #1 at the location of the City's Pump Station #2 for \$250 (half the appraised value), plus half the survey cost, plus the closing cost; and in accordance with the contract between the purchasers and City of Burlington. Council Member Hall, "I'll second." Mayor Luke called for discussion. Superintendent Boyce clarified, "The only thing we will be mowing is the one acre, right?" Zoning Clerk Hugunin, "Yes. All we will be maintaining will be that one acre." Superintendent Boyce, "All of the Highway 75 frontage, they will do?" Zoning Clerk Hugunin, "They'll do that. Also, all the frontage on Highway 75 that you had been mowing, the storage company should be mowing that, and we'll get with them and let them know." Council Member Scothorn asked if there were any building spots on the property, or if it is all below the floodplain. Zoning Clerk Hugunin said, "It's all floodplain and can't be built on." **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried.** Zoning Clerk Hugunin will notify Rick and Nancy Raymer. (See the correction below.)

[Correction: Zoning Clerk Hugunin realized his misstatement and talked with Mayor Luke after the meeting. Correction: 'The 5.5 acres is only valued at \$500; however, with us keeping 1 acre and the easement, the value of the land for sale is \$400. We've been selling for half the appraised value, so the sale price would be \$200.' As will be written in the contract, the property was sold for \$200, plus half the survey cost, plus the closing cost.]

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PERMITS: Permits issued by Zoning Clerk Hugunin:

None

LEGAL DEPARTMENT: Update

716 Yuba - Sale: Attorney Robrahn said, "I reviewed the deed that Sue (Administrative Assistant Stroh) had prepared for the sale of the City property at 9th and Yuba. I think we have that ready to roll.

Property - Sale to Raymers: Attorney Robrahn reported, "I have been working with Jimmy (Zoning Clerk Hugunin) on that City property at the Industrial Park Reserve #1."

CITY CLERK: Update

General: Deputy City Clerk Brown reported City Hall Staff have been busy preparing utility bills, work orders, vouchers for bill paying, payroll, the meeting minutes for tonight, and normal calls and inquiries.

Dog Tags: Dog tags are due this month.

Goals and Accomplishments: We are working on the Goals & Accomplishments

Holiday Closing: City will be closed Monday, January 18th for Martin Luther King Jr. Day.

REPORTS BY CITY OFFICERS;

None

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)	Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Trash Exemptions GAAP – Infrastructure Capitalization
ELECTRIC DEPARTMENT: GIS system Emissions Standards Compliance/EPA Industrial Park Substation - DC Power Supply KPP Contract Revision	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 Taste of Fall Festival and UHCA (Horsemen’s Challenge) - Fall 2016	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 Comprehensive Development Plan – Update by end 2015 Industrial Park Lots - for Sale, etc. Tree City USA - application	MT Networks Fiberoptics - updates Planning Commission Members (Advertise for 3) Inventories - prepare; send to auditor early January 2016 Work w/PD on Nuisance Structure regulations
POLICE DEPARTMENT Nuisance Updates Personnel – Vacancy and Training Updates	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 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
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