

BURLINGTON CITY COUNCIL REGULAR SESSION FEBRUARY 3, 2016

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, February 3, 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)
 Tom Robrahn (City Attorney)

Jimmy Hugunin (Zoning/Grants Clerk)
 Susan Stroh (Administrative Assistant)

Media Present: Mark Petterson

VISITORS: Dennis Polson

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

MINUTES: *January 20, 2016: Council Member Griffith moved to accept the Draft Minutes of the regular session of January 20, 2016 as presented. Council Member Scothorn, "Second" Motion unanimously carried.*

APPOINTMENTS: None

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported, "We are doing daily work orders, line locates and customer service requests. The men have been doing quite a few street light repairs and a lot of shop maintenance, and some vehicle maintenance."

Conger Addition - Fiberoptics: Superintendent Schneider said, "For the second time the boring crews that are boring through the Conger Addition to put in fiberoptics have gotten into the city's services going to the houses. When they're running the bore through, they are nicking our conductors; then as the water gets into the damaged jacket, they will short out and open up causing our customer to have partial service or no service depending on how severe the damage is. I have talked to MT Wireless about that. I am preparing expenses, and since their contractor did the damage, I will turn the expenses into them on that. Over time, we will know if they nicked any other services in that neighborhood. MT Wireless contractors are doing a good job. I just wouldn't like being an underground contractor because everything is so hidden."

ELECTRIC DEPARTMENT: Power Plant/Production Update

Generator #6: Superintendent Schneider stated, "Our main focus has been on Generator #6. We have been replacing the control wires that feed from the governor controller to the governor actuator. The shielded protection around the wires was damaged causing interference from the other cables around it to cause some instability to the governor. We had to have someone come in and reprogram the Woodward governor controller. We do not have an explanation as to how the programming got changed, but it was causing the generator to be very unstable, so it was not able to manage a steady load during generation."

Generator #1: Superintendent Schneider said, "If you remember, in the middle to late summer we had lightning (*see June 2015 minutes*) our Caterpillar control panel had failed. It was quite a lengthy process. Caterpillar did not want to turn loose of the device for the control of that generator. We finally got it taken care of; and MidStates Energy Works that installed all of our other control panels has installed the new one on the CAT; so that is complete and is up and running, as well. We made progress over the last couple of weeks."

WATER DEPARTMENT: Distribution Update

General: Personnel have been doing normal duties: work orders, line locates and other general duties like reading meters, doing rereads, and customer requests. They attended the KMU Safety Training for the month.

Waterline Replacement Project - update: Superintendent Hawkins reported, "We received our six-inch waterlines for Hudson Street, so as soon as the weather improves, we can get started on that."

High-use Meter Change-out: Superintendent Hawkins said, "We purchased some one inch and three-quarter inch meters, and we will be doing replacement of meters that have a million gallons or more metered on them to keep our revenues coming in."

Lime Piles: Personnel pushed up the lime piles at the old sewer treatment plant (lagoons).

WATER DEPARTMENT: Production Update

Water Treatment Plant - Filters: Superintendent Hawkins stated, "We had Dave Milke, with Tonka, come in and do an evaluation of our filters. He gave us good maintenance ideas of what we need to do to go into the future - basically, the new technology available today. We are physically getting down into the media ourselves. We still have Filter #3 left to do; but we finished #2 today, and we'll work on #3 next week; so we'll have all of them done. He is doing an analysis. He climbed down in the filter media and took some samples of some of the anthracite and sand. We will have the results next week."

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Water Plant - Maintenance "Other than that, we've been inside doing some maintenance on mixers, motors, air compressors - everything we can do internally within the Water Treatment Plant. We've been changing oil, grease, and general maintenance."

Water Tower #1 (East): Superintendent Hawkins reported the East Water Tower is back online.

STREET DEPARTMENT: Update

General: Superintendent Mast reported, "We've been keeping busy doing snow and ice control, and street sweeping afterwards. We have been doing a lot of building and equipment maintenance. We did some patching on potholes, and installed a culvert for a new house. "

Elementary School - Traffic Issues: I did have a meeting with Superintendent of Schools Cliff Williams, the Lower Elementary School Principal, and our County Engineer. They had some concerns about some traffic issues, especially in their Hug and Go Zone. It is causing some traffic issues on Neosho Street. We gave them some ideas on how to fix that. Basically, our suggestion was to move that Hug and Go over to Niagara, the one-way street where they've got an entrance coming in to the school; and move all their bus traffic over to 8th Street, except for the handicap bus because of the time involved to load and unload students. If they bring the handicap bus to the Hug and Go Zone, that would resolve a lot of their problem."

"They want to discuss the suggested changes; and I expect to hear something back from them possibly in May. There may be some signage or things we could do to help them, and they will get with me early enough that I can get the signs, etc. before August. We want to try to implement everything prior to the beginning of the next school year. I think mainly what we've had is a backup of vehicles coming out of that area behind the courthouse (the school's current Hug and Go Zone) and blocking traffic in front of businesses (Burlington Building Materials and others along there). We are trying to resolve some of those issues and also increase safety around the Elementary School at the same time."

Trackhoe - Repairs: Superintendent Mast stated, "I sent our Trackhoe to Topeka to be worked on. Every two years, we send it up there to have them go over the whole machine. I received an estimate from them today, which kind of gave me sticker shock. We bought this trackhoe used back in 1999 for around \$30,000. We really haven't put much money into it, but it is a very valued piece of equipment that we have. We're looking at \$8,000 worth of repairs for this machine. We might be able to get by with a little less. I'm going to see if we can cut back on a couple of things, and maybe put a couple of things off until next year to get those done."

"I think it's important that we go ahead and fix this machine. We've got a lot of good use out of this machine over the years. Prior to buying it, we were expending more than \$30,000 a year hiring people to clean our ditches; so this machine has paid for itself numerous times over. I believe this piece of machinery will last us for another good solid ten years if we keep it up. So, I think the right way to go is to keep working on it and make sure this machine stays in good quality condition. I am going to talk with Victor L. Phillips Company and see if there are a few things we could possibly put off until next year; basically, some pins and bushings we can put off and save a little money and maybe be able to budget for it a little better next year, because \$8,000 on one piece of equipment is a lot of money for our budget. Gina (City Clerk Kewley) and I were talking about that prior to this meeting. I want you to be aware what's going on with that."

Street Sweeper - Invitation to Bid preparation: Superintendent Mast reported the bid specs have been prepared and have been sent with the Invitation to Bid to prospective bidders. Bids are due at 10 a.m., February 23rd, at which time they will be opened.

POLICE DEPARTMENT: Update

General: It has been normal calls for the Police Department with working the usual run of domestics and civil standbys for this time of year. They have been working some city warrants and some district court warrants, as well.

Nuisances: Chief Jones reported three properties are on the nuisance list.

POLICE DEPARTMENT: Personnel - Fill Police Officer Vacancy

Chief Jones stated, "The Police Committee met and interviewed four applicants last night. Consensus of the Committee was to make a conditional offer of employment to Alex Kough, a young man from Scott City, Kansas at a starting hourly salary of \$15.76. That is my recommendation."

Council Member Lenard stated, "I move to approve Chief Jones' recommendation to extend a conditional offer of employment to Alex Kough for the Police Officer position, at the entry level hourly wage of \$15.76." Council Member Scothorn, "I'll second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

POLICE DEPARTMENT: Vehicle - Purchase from KHP

Chief Jones stated, "I would like to purchase a second used vehicle from Kansas Highway Patrol this year. That would put us on a Take-home Car Program. I would like permission from the Council to go ahead and purchase this when KHP has one available that meets our specs. So, I am requesting permission to purchase a used vehicle from KHP not to exceed \$19,000." *Council Member Lenard stated, "I move to authorize Chief Jones to purchase a used vehicle from Kansas Highway Patrol, with the purchase price not to exceed \$19,000." Council Member Griffith, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.*

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, cleaning public buildings and restrooms, and building and equipment maintenance. They removed snow and ice. On nice days they have been clearing brush below the RV parking along the Neosho River at the City Dam. Tree branches fell on the chainlink at the south property line at Kelley Park along the river, and they repaired the fence.

Industrial Park #1/Reserve #1: Superintendent Boyce said the Parks Department cemented the four corners of the property (around Pumpstation #2) we retained ownership of when selling surrounding property to Raymers.

PARKS DEPARTMENT: Fair Association - Kelley Park Lease Extension and Schedule for 2016

Council Member Curtiss stated, "I move to grant a one-year extension to the Coffey County Agriculture Fair Association for the use of Kelley Park from July 5th through July 28th, and for other scheduled events as listed." Council Member Griffith, "Second." Mayor Luke called for discussion. Council Member Scothorn inquired whether the Fair Board paid for the lease, or is it that they build the buildings and they lease them free. City Clerk Kewley explained that the Fair Association builds the buildings and are not charged for the lease. Mayor Luke added that the Fair Board maintain all their buildings. **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

PARKS DEPARTMENT: Fair Association - Request to Raze old Poultry Barn and build a new one

Superintendent Boyce stated, "The Fair Board has come to an agreement to tear down the old poultry barn. The measurements on it are 24' wide and 96' long. Their plan is to build a new barn in the same location, with the new barn to be 30' wide and 120' long. It would be the same width as the current one - gutter to gutter. I believe the new building will be screened like this one." Dennis Polson, Coffey County Fair Association, agreed. Superintendent Boyce, "The new building won't be any wider, but it will be longer. Looking at it, I don't have any issues with it; and I don't believe we have any utilities in the extra footage of the length of the building. We need the Council's approval to move forward with that."

Council Member Curtiss stated, "I move to approve Coffey County Fair Association's request to tear down and replace the old Poultry Barn in Kelley Park." Council Member Griffith, "Second." Mayor Luke called for discussion and asked, "Which direction are we going for the length?" Superintendent Boyce, "East." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Dennis Polson thanked Council and left the meeting.

PARKS DEPARTMENT: Equipment - Quote to Purchase a new Tractor

Superintendent Boyce stated, "I did get a quote from McConnell Machinery Company in Ottawa - a government quote for a Kubota Tractor with Loader. Basically, it meets all the specs I had written out. My recommendation is to go with that tractor for \$32,449.00."

Quote for Kubota Tractor with Loader from McConnell Machinery Co., Inc., Ottawa, Kansas

2015 Kubota Tractor Model MX5200HST 4X4 for \$32,449.00; Loader Model LA1065;

Pallet Forks Model PFL-3048; 3 sets Rear Wheel Weights Installed; 52 Horsepower; Pickup in 2 to 3 weeks.

Council Member Curtiss stated, "I move to authorize the purchase of a 52 horsepower 2015 Kubota Tractor from McConnell Machinery Co., Inc. at the State Contract Price of \$32,449.00, which is in the best interest of the City." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PARKS DEPARTMENT: Equipment - Quote to Purchase a new GrassHopper Mower

Superintendent Boyce stated, "We got a government quote from Moridge Manufacturing in Moundridge, Kansas for a 2016 GrassHopper mower 725DT/3572 for the list price of \$14,710.56. They are allowing a \$5,000 trade-in of our 2011 GrassHopper Model 930D/3472. Our cost for the 2016 mower will be \$9,710.56. It is my recommendation to purchase this mower."

Council Member Curtiss stated, "I move to authorize the purchase of a 2016 GrassHopper Mower from Moridge Manufacturing at the State Contract Price of \$9,710.56, after trade-in allowance of \$5,000.00 for our 2011 GrassHopper mower, which is in the best interest of the City." Council Member Griffith, "Second." Mayor Luke called for discussion. Council Member Curtiss commented that this trade-in amount was higher than the previous trade-in we had. Council Member Scothorn asked if this is a bigger mower than we already have. Superintendent Boyce replied, "It's actually smaller. The bigger mowers, because of EPA requirements, need to have the def fluid added on them and it drives the price up high. The mower Model 930 that we normally run, can't even be sold in the United States." **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

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FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2016-03	\$182,822.72
b. Payroll Ordinance	2016-02	\$ 76,923.16
TOTAL		\$259,745.88

CLAIMS 2016-03: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2016-03 in the amount of \$182,822.72 for payment of city bills." Council Member Hall, "Second." Mayor Luke called for discussion. City Clerk Kewley stated, "We do have 2015 Budget items on here. Brenntag, \$10,774.13; Douglas Pump Service, \$5,404.08; HG Supply Water Works, \$30,359.10; Kansas Highway Patrol, \$18,750; MidStates Energy Works, \$37,255.65." Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2016-03 approved by unanimous vote, 6:0.

PAYROLL 2016-02: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2016-02 in the amount of \$76,923.16." Council Member Tschantz, "Second." Hearing no further discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2016-02 approved by unanimous vote, 6:0.

FINANCE: Utility Billing Charge-offs of 2014 Delinquent Accounts

City Clerk Kewley referring to the agenda attachment for 2014 Utility Billing Charge-Offs stated, "Our amount of delinquent charge-offs for 2014 is a little lower than those in 2013. Our charge-off for this year is \$4,549.83; where for 2013 it was \$4,560. We aggressively continue to try collecting the delinquent bills, even though they are charged-off, which only means they are removed from our active system. If they come back and request utilities, they are required to pay the previous account off in full; and we also send the delinquent accounts to the Kansas Set-off Program for collection through the State. That is a good program that has collected a lot of delinquent accounts for us. I do need a motion to approve these charge-offs."

Council Member Hall stated, "I move to approve the Utility Billing Charge-Off of 2014 delinquent accounts in the amount of \$4,549.83." Council Member Curtiss, "I second the motion." Mayor Luke called for discussion. Council Member Scothorn inquired, "Most of the people are renting houses when they do this? Outage?" City Clerk Kewley, "Yes." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been updating Facebook and the webpage, working on inventory, issued several permits, and just started working on the Arbor Day plans for this year.

PERMITS: Permits issued by Zoning Clerk Hugunin:

2016-001 Albert Bell - 1116 St. Lawrence - Single Family Dwelling and Garage

2016-002 Darrin Hall / Charles Totty - 522 Hudson Lean -to / Fence

2016-003 Marvin Feagan - 916 Yuba - Garage Addition

2016-004 Mary Walling - 921 Neosho - Fence

2016-005 Colin Sleezer - 213 N. 3rd - Propane tank

LEGAL DEPARTMENT: Update

City Attorney Robrahn stated, "I've been working with Jimmy (Zoning Clerk Hugunin) on the real estate sale documents in Industrial Park #1 (Raymers' recent purchase)."

CITY CLERK: Update

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

Delinquent Account Collection: City Clerk Kewley said, "Earlier, I talked about the charge-off of delinquent utility accounts for 2014 for \$4,549.83. With that said, in January, 2016 we are sending \$4,070.15 in delinquent utility accounts to the Kansas Set-off Program. As you can see, we are proactive in collecting the delinquent bills."

2015 Budget Expenses: City Clerk Kewley said, "Like I said in the claims ordinance for tonight, we had some 2015 Budget expenses. This will be the last meeting we will have expenses for 2015. I will have the 2015 financials for the next meeting of Council."

City /County Grant Funds - Received: City Clerk Kewley reported, "We received the City/County Street & Parks Recreation Infrastructure money from the Coffey County Commissioners. I will prepare the report for the Commissioners on how we used the grant funds for 2015, and what we are planning to do in 2016. I will have the report in the February 20th council meeting packets."

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2016 Budget: City Clerk Kewley is finished keying in figures to line items for the 2016 Budget.

Personnel - Police Officer Interviews: City Clerk Kewley participated in last night's Police Department interviews for an officer.

Goals & Accomplishments: The Goals for 2016 and Accomplishments in 2015 will be completed before the next meeting of council.

Finance Meeting Scheduled: A Finance Committee meeting is scheduled for Thursday, February 25th at 3:00 p.m. in the City's meeting room at 303 Neosho.

Employee Benefits Meeting: The annual Employee Benefits meeting is scheduled for Tuesday, February 9th from 9 to noon at Kelley Hall. City Hall will be closed from 9 a.m. to 1 p.m.

Kansas Government Journal: City Clerk Kewley stated, "Becky Reeves (Police Safety Clerk) wrote a nice article on our Police Bike Patrol. Keep in mind it was earlier this summer and things have changed. It is an interesting article and she did a very good job writing it."

REPORTS BY CITY OFFICERS; Independence Day 2016 Fireworks Display at Kelley Park

Mayor Luke stated, "We haven't finalized everything, but we will be having a fireworks display this year on the 4th of July in Kelley Park. It's going to be a joint effort between a multitude of groups. The lead will be Burlington Promotions. Roger Strawder will have the license and the insurance. Coffey County Fire Department will be there to shoot fireworks with them. The Recreation Department is looking at a variety of things we might do during the day. I don't want to say what they are considering until they finalize and meet with their committee. You will hear more about it as we go along; but at least now you know this. Gridley's fireworks will be on July 2nd, Lebo's on July 3rd; and Burlington's on July 4th, so we will not be in conflict with the shooting of fireworks. We maintain the policy of no additional fireworks in the park; so we will have controlled shooting of them and won't have them all over the place. We've got things moving on that, and I want to make sure we have a safe fireworks display. We haven't had a display for several years, and this will be a good kick-off for several years."

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) Employee Benefits Meeting Independence Day Celebration/Fireworks Display 2016	Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings Trash Exemptions GAAP – Infrastructure Capitalization City/County Grant Funds - update
ELECTRIC DEPARTMENT: Emissions Standards Compliance/EPA KPP Operating Agreement/Contract Amendment Power Plant - Add Generator (Research)	Automatic Meter Infrastructure for Electric (AMI)-updates Conger Addition - Underground utility damages/MT Networks
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 Cancer Support Group - 4-H Building 4-23-2016	RV Parking New Signage for Kelley Park and Drake Park CF County Fair Association - Raze and Replace Poultry Barn Equipment Updates (Tractor and Mower purchases of 2-2016)
LEGAL DEPARTMENT: Municipal Court KG&E Pollution Control Bonds Series 2016	KDOT Damages (4th & Neosho)
PLANNING AND ZONING Comprehensive Development Plan – Extend in 2-2016 for three years Industrial Park Lots - for Sale, etc. Tree City USA - application Work with NexTech and City Departments to improve Cyber Security	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 Arbor Day 2016 Celebration
POLICE DEPARTMENT Nuisance Updates Personnel – Vacancy and Training Updates Vehicle Purchase – Approved 2-3-2016	Bike Patrol Program (update) Reserve Officer Schankie - Temporary compensation (update)
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Repairs on City Rights-of-Way Street Sweeper - Purchase in 2016 Asphalt Grinding Machine for 2016 Trackhoe Repairs - update	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) Elementary School - Resolve traffic issues
WATER & WASTEWATER DEPARTMENT: Southwest Sewer Project Waterline Replacement Project Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis (KRWA/funds for dredging) Water Plant 10 Year Evaluation of the Filters	Clean Sewers SCADA System-updates Fire Hydrant Testing Fire Hydrant Static Testing KDHE L2 Monitoring Neosho Riverbank Stabilization Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Filters/Anthracite/Bacterial Testing Plumbing Violations

Mayor Luke declared the meeting adjourned.

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