

BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 16, 2016

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, March 16, 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)

Anne Brown (Deputy City Clerk)
 Tom Robrahn (City Attorney)

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

Media Present: Mark Petterson

VISITORS: Arden Payer (Coffey County Fair Association), Kathy Payer, Dennis Parks (Wolf Creek)

AGENDA: *Council Member Lenard moved to approve the amended agenda. Council Member Griffith, "Second." Motion unanimously carried.*

MINUTES: March 2, 2016: *Council Member Hall moved to accept the Draft Minutes of regular session March 2, 2016 as presented. Council Member Tschantz, "I'll second." Motion unanimously carried.*

Mayor Luke stated, "As you have noticed we do not have Gina with us tonight, we have Anne. Gina's father-in-law passed away Sunday evening, and she is off with Mike to prepare for the funeral. She had talked about it being tomorrow, but we don't know for sure. It will be in Emporia."

APPOINTMENT: Arden Payer, 2016 Coffey County Fair Entertainment - Update

Arden Payer, on behalf of the Coffey County Fair Association Entertainment Committee, stated, "We've got a lot of things happening this year. Last year, there was only Kathy and I on the Entertainment Committee, and it was tough. So we went out and asked people if they would be interested in being on the Entertainment Committee; and we seated seventeen new Board members for the Entertainment Committee. The nice thing about it is, I got some very aggressive people, with a good attitude. If somebody brings up something, they don't say, "It won't work." They say, "How can we make it work?"

"Wednesday night, we're going to have the horse pull again. Ben Ernst is in charge of that. That seems to be one of the dying things right now because all the old horse pullers are getting too old to sit on that sled and get jerked around. So, we're trying to work on a different angle of that for next year - bring in the little ponies."

"Thursday night, we're going to have a mutton bust 'in and a showdeo. At intermission, we're going to have a dog show. Beau Beyer will come in with his dogs - he talks and points, and the dogs thin sheep or whatever they have out there; and it's a very interesting show. That is a free event."

"Friday night, we've got Jill Warren. Saturday night of course, you all know we've got the demo derby. We've got a lot of this already booked. This is the first year that I remember since I've been on the Board, that we've actually booked something prior to July 19th when the Fair starts July 20th."

"There is a new 4-H project this year, called the Heritage Project. The kids enroll in that project knowing it is prior to the 1900s. They will cook in that era, they dress in that era, they have weapons of that era. They will be there Friday night and Saturday. People are encouraged to go up and ask them about the era they are representing. We have fifteen to twenty kids involved in the Heritage Project, and we've got a sponsor from Lebo."

"We are going to have a Daisy BB shooting range. It is completely enclosed. It's not going to be out in the open. I've talked to Chief Jones about this, and he doesn't have a problem with that at all. The enclosed shooting range is kind of like the one years ago that the National Guards used to have inside of a van."

Mr. Payer continued, "We were going to have a car show, but they talked us out of that, so we're going to have a car cruise-in. Believe it or not, the reason they wanted to change it was, I guess, there was so much competition with the cars that if one gets recognized and another guy thinks his is better than that, then there could be conflict. So, they are going to have a cruise-in to kind of eliminate that problem."

"We are going to have an antique tractor show. We're going to have blow-ups coming from Iola, Kansas. We had a little conflict there; and I'll tell you in a little bit why that conflict is. It's in the contract that we can have them this year. We're going to have the Kansas Wildlife & Parks mobile aquarium on Friday and Saturday."

"We're going to try a new project this year - Laser Tag. It's two teams of four people. We will have it in the grass area east of the old police station (625 S. 3rd Street now used by the Fair Board). We went to see this and it is a busy place"

"We missed the band in the parades; so this year, we have asked the Cruise Line Drummers to come down. It's a very good drummers line, I guess. People say they put on one heck of a show. They will come and put a show on at Kelley Park prior to the parade; and then they will march up the parade route backwards, meet the parade, and then march back down to Kelley Park. We got them a supper, and I think it enticed them a little more. The Baptist Church is going to donate the food for them, so we're glad to have them."

"We've got plenty of rides for Sunday afternoon. We had that last year and it was a good hit. It wasn't advertised, but we had about thirty-five kids show up. We're going to have a train that is on wheels. It will go through the parade, and will give a few rides at the fairgrounds. We're going to have a bow shoot."

"We got to thinking we have so much going on down there that senior citizens who have trouble walking that

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far usually do not go to our night events. So, we have lined up two people, each with a horse and carriage. We will have a place for them (senior citizens) to get on to ride from the parking area to the Stadium, and then after the event is over, back to the parking area. It's a free deal, and I thought it was very nice of the volunteers."

Mr. Payer explained, "As you know, we had a carnival booked - we thought; but it went bankrupt; so, we decided we didn't have a lot of hope for that event. We went to the Kansas Fairs and Festivals Association in Topeka, Kansas in January. There were three carnival companies there and we talked to every one of them. At that time, to get a carnival to come to Burlington, Kansas if they had a date open, it was going to cost \$30,000. We knew we couldn't afford that, so we kind of gave that idea up; and that's why we went with all this other stuff. One afternoon two weeks ago while I was home, the phone rang. It was a carnival company, and I thought it was a joke, that somebody was pulling my leg. It was Toby's Legacy Shows, and we have a signed contract that they're going to be here at the Fair. They've got ten to twelve rides; they've got two food booths; and I think they've got five or six little side shows."

"The last year we had carnival at our County Fair was 2009. No, it (this year's carnival) didn't cost us \$30,000; but the nice thing is, we've got it already sponsored. The community has really stepped up this year; and we're going to make this Fair a big success. Hopefully, we'll have enough people show up. What got us with the last carnival was not enough traffic down there, and they could not afford to come here. One of the carnivals we'd talked to said his insurance per year costs him \$180,000; so he couldn't afford to go to a small town, it costs him too much to move."

"Toby's has split up. It was run by the dad; now the son and the daughter have it. They kind of split the carnival in half, all the rides and stuff. He goes to the north and she is going to stay south, and that way they can cover more fairs. A lot of the time, it's an area problem to get thirty rides in; so we're very fortunate to get them."

"We have a pretty good line of vendors coming. We found out that April is the month they renew their insurance, and we need to have a copy of their insurance to come down there; so that's why we haven't got very many of them yet. Last year, we had thirty-one or thirty-two vendors."

Concerning road closures and parking, Mr. Payer added, "With all the stuff we got - I visited with the Chief a little bit on this - and if the Fair Board approves it, I would like to close the road right to the east of the old police station because we're going to need to have some vendors and some other stuff up there; and then block the road that goes right in front of the old police station because that's where our Wild Life & Parks aquarium is going to set, and we're going to need to have some of that for the carnival."

Parking concerns were expressed by Council Member Griffith. Kathy Payer said, "We're going to be limited this year." Chief Jones stated, "When I visited with Arden a few weeks ago, I reminded him Kelley Park is completely turned over to the Fair Board each year for two weeks. It is entirely up to them what's open and what's not open, where the parking is. That's all on the Fair Board. We give it over to them completely." Mayor Luke, "Yes, once you leave 3rd Street." Superintendent Mast inquired, "You're talking about the road that's inside Kelley Park and not 3rd Street - right?" Mr. Payer, "Yes." Chief Jones, "He's talking about the loop that we used to make one-way." Council Member Lenard, "Up at the top there, next to the building."

Council Member Griffith asked, "What will you do about parking?" Mr. Payer stated, "Parking is going to be of a premium this year." Mr. Payer, "I've got some implement dealers coming in, and there's not going to be much parking available in the park. What I would like to do is - down by the show arena is a gravel area that I would like to make three or four stalls for handicap parking there. Chief said he has no problem with that, and to make it so we would have some handicap parking there. If we need a little more at night, it doesn't take long to make a sign and put it there."

In conclusion, Mr. Payer said, "We do have everything approved. We do have everything sponsored. Oh, one other thing - we have a dunk tank, and we're going to have it on the back side of the old police station in the grassy area." He jokingly stated, "I heard the Mayor and Tom and Lewis (*Council Member Tschantz and Lenard.*) have already signed up to sit on it." Mayor Luke asked, "The Mayor of Strawn?"

Mr. Payer added, "The dunk tank is going to be there, and we hope to hook up with the Sheriff's Office and see if they want to participate." He added that if there were no questions, he'd thank Council for their time.

Mayor Luke asked, "Is the Fair out of there on Sunday?" Mr. Payer, "Yes. Sunday night is the livestock sale." Mayor Luke said, "The key thing there is - we talked about this with Mike Skillman (*on March 2*) about the Spring Demolition Derby - that has to be restored while you have control of Kelley Park. By Sunday night, that has to be taken care of." Mr. Payer, "You're talking about the blocks?" Mayor Luke, "The blocks and the stands have to be put back where they came from, while you have control of the park because that's when your insurance and everything is in place. That's part of your program, and if he does it outside of that, I don't know what that means with respect to your insurance." Mr. Payer, "That shouldn't be a problem getting our bleachers out. I don't have a lot to do with the demo derby, but maybe I can..... I know they left them down there quite a while last year." Mayor Luke, "Yes. We want to make sure it is done while you have control of the park because then everything is 'copasetic' and we are covered." Mr. Payer stated, "I will bring that up at our meeting at 7:00 and make sure the whole Fair Board knows that's what is required of us. I appreciate it." (continued)

Superintendent Mast stated, "As far as blocking off that road, we normally leave a trailer load of barricades in

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front of the old police station for you to utilize those however you see fit. If you want to block off certain areas, you can just take them from the barricade trailer and use them wherever you want. That way we don't have to worry about it and we know you've got what you need." Mr. Payer, "Alright, I appreciate it."

APPOINTMENT: Dennis Parks - Wolf Creek - Reserve 4-H Building in Advance for Outage Training

Dennis Parks, Wolf Creek Nuclear Operating Corporation, addressed Council, "Thanks for hearing my request. All I want is to get permission to rent the 4-H building on September 14, 15, and 16. During the Refueling Outages, my outage job is to take our reactor apart, defuel it, refuel it, and do maintenance on our reactor coolant pumps and motors. I bring in about sixty contract folks and another twenty or so Wolf Creek folks. This gives us a chance to get offsite away from the plant, and do some team building and some training for those folks and make sure they've got their heads on straight before we turn them loose at the plant. I'm making an early request just because I'm scared that if I wait until 90 days, somebody is going to beat me to it; and there are not very many places around here I can cram in sixty plus people and do any kind of reasonable training. So, that's why I'm here to ask permission to rent that early."

Mayor Luke asked, "Kevin, is there anything on the register for that time?" Superintendent Boyce replied, "Not that I know of." Deputy City Clerk Brown explained that to reserve the 4-H Building, they have to wait until 90 days before the time they need it, unless permission is given by Council. *Council Member Lenard stated, "I move to waive the 90-day reservation timeframe and allow Dennis Parks to reserve the 4-H Building for September 14th, 15th, and 16th, 2016 for Wolf Creek Outage Training." Council Member Tschantz, "I'll second that." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.* Mr. Parks said, "Thank you. When do I need to pay? As soon as possible? I've got the checkbook in the car. I'll plan on taking care of that Friday or tomorrow if that's alright." Mayor Luke, "Okay."

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel are doing daily work orders, line locates, and customer service requests.

Line Maintenance: Superintendent Schneider reported, "The line crew has been spending a lot of time doing distribution line maintenance. Basically, they're going through the cover checking to make sure everything is in good shape and all of our connections on systems are tight so we don't have anything loose and causing any unnecessary outages or power disturbances for the customers."

Distribution Pole Replaced: Superintendent Schneider said, "Personnel changed a distribution pole today that had been in the ground for thirty-six years and was rotten at ground level. It took more time than normal because other utilities were next to the pole and we needed to be sure not to damage their facilities."

Power Outages: The crew worked one outage since last council.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Superintendent Schneider reported the production crew is still doing required reports, and the guys are still doing generator maintenance. The crew did a maintenance run on Generator #6.

EIC Reports: Superintendent Schneider reported, "We are getting ready to do our EIC reports (Energy Information Agency), and I am going to bring Dee (Senior Plant Operator Francis) in on those."

ELECTRIC DEPARTMENT: Parallel Generation/Renewable Energy - Prepare a Policy

Superintendent Schneider stated, "I would like to bring up discussion on parallel generation and move forward with preparing and implementation of a policy so we are ready should we have a customer want to move forward towards adding renewable energy behind our electric meter."

He continued, "The Electric Committee and I met and briefly discussed parallel generation of customer-owned generators. We had some concerns that I have investigated:

1) One of the concerns was the cost associated to the City and what would be on the City should the customer do that. We do fall under the Net Metering And Parallel Generation Act that says we shall enter into a contract (*for renewable energy*) with any person who is a customer of ours.

There are rules in place that protect us so customers do not oversize their generation to exceed their annual usage. Should we reach enough generation behind the meter to become 5% of our annual peak load (510 kwh) that is all of the generation we are obligated to allow. The rule is (*written*) so that there are no costs incurred to the City; so if there is a need to make an upgrade to our electric system due to a customer wanting generation behind the meter, that would be an expense to the customer generator.

2) Another concern was the City Hall software, and would it be compatible in order to give credits back. I asked Carol Mast (Utility Billing Supervisor) to get with Computer Information Concepts (CIC). She got with them, and they have customers already doing parallel generation on their system. They talked like it would be an easy thing to accomplish, so it won't create a lot of extra work for City Hall Staff."

Superintendent Schneider said, "There is a limit as to how much customer generation we have to allow on our system. That number is 5% of whatever our annual peak load would be. That's all the generation we have to allow on our system, so the rule protects us fairly well also. I have visited plenty with Colin Hanson (Kansas Municipal Utilities). I visited with Larry Holloway about the Kansas Power Pool (KPP) side of it. There were no issues there. He used to work for Kansas Corporation Commission (KCC), and provided a lot of useful information. I also contacted the League of Kansas Municipalities (LKM) to clean this up and make sure we're doing the right thing. A lot of this is to make sure we get our stuff in place and taking care of ourselves. I will be

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happy to answer any questions I can. I do have a sample policy the City of Pratt actually adopted. They had started with KMU's sample Net Metering Power Generation Policy, modified it, simplified it, and put in more detail as to what the customer can and cannot do and what they need to do to comply as well. It's a very good policy, other than a couple changes. I would like to visit with the Electric Committee sometime soon, and then I'm ready for Thomas (Attorney Robrahn) to look it as well to make sure that it is in order."

Superintendent Mast, "What kind of power are you talking about?" Superintendent Schneider, "I'm talking about solar panels. The City does have an ordinance against windmills within the City and our three-mile extraterritorial area. So basically it's solar power, unless they can come up with a methane source of renewable energy; but more than likely, it would be solar."

Superintendent Schneider stated, "I have had two inquiries since the first of the year. That's why we got into discussion of all this, and thought we'd better get a policy in place and be ready when this should happen and have the City protected, which would help the customer know where to go as well."

Council Member Lenard, "I've got a few questions. In this agreement (policy) it had provisions in regards to the 5% that we could disallow it if we did in fact reach that threshold where it would impact our infrastructure?" Superintendent Schneider, "Yes. The rule in place is that we don't have to accept any more than 5% of our annual season peak demand on our system. So, that is in there to protect that, Lewis. Also, there are size and limits as to what our customers can install. Basically, they have to install a unit that meets their needs of electricity. That protects us from having an excessive extra amount coming in on that as well."

Council Member Lenard inquired, "What about our insurance? Are we covered on the back side if we were to get any damage?" Superintendent Schneider replied, "I'm glad you brought that up. The customer generator is also required to have a liability insurance policy for that specific reason, should there be any damage to city infrastructure, or it would somehow feed over to the neighbors house. Should there be an issue, they are required to have a policy in place to protect us. As part of that agreement, we will have a copy of their insurance policy on file with the rest of their application process, documents, permitting, and such." Council Member Lenard, "And I would guess there would be some kind of mutual indemnifier in their policy." Superintendent Schneider, "There should be."

Council Member Lenard, "You said you called different entities. I was just going to suggest that maybe Carol call some of the cities that have done that and talk to the people doing the work - not just the vendor, and see what kind of challenges they may have gone through in making it work." Superintendent Schneider, "Agreed."

Council Member Tschantz stated, "So, what you're saying what is this will cover photovoltaic and their generator, if somebody wanted to put a generator in?" Superintendent Schneider, "Yes. No. This covers renewable energy only. And honestly, if somebody did not have a renewable, it would probably be pretty expensive running your generator trying to feed your house and feed back any excess back to the City."

Council Member Griffith, "What do we buy it back at? The going range?" Superintendent Schneider explained, "There is a formula. It's basically 150% of what our energy costs us." Council Member Hall, "You'll have a committee meeting?" Superintendent Schneider, "Absolutely. I just wanted to bring this up for discussion and get everybody on board. That way, should it raise more questions, I can do the research." Council Member Lenard, "Do you think you'll have more people on board, then?" Superintendent Schneider, "I've had two inquiries. One gentleman I talked with in late December said, 'I'm ordering my stuff today.' I told him to hold up a little bit because we've got to get some policies to put in place and we've got some things to go through; plus he needed to know what was acceptable to the system as well. Not a definite go, but I thought since it was brought up - the rule is upon us, we might as well get a policy in place to take care of ourselves and make it easier on the customers, as well."

WATER DEPARTMENT: Distribution Update

General: Personnel have been doing normal duties: work orders, line locates and other general duties like reading meters, doing rereads, customer requests.

Meter Installations: Superintendent Hawkins reported, "Today, the guys completed installation of our entire stock of meters we have purchased so far."

Waterline Replacement Project - Dressing up areas: Superintendent Hawkins reported, "We have been getting a lot of calls from people who want to know when the areas we dug up for waterline replacement will be ready to mow. We will soon get started leveling those areas."

Grease Trap Inspections: Superintendent Hawkins stated, "Grease trap inspecting is kind of interesting from year to year, but I want to thank the businesses that really do take the grease trap inspection seriously. You're always going to have businesses issues with it, but I do want thank the businesses that do take it serious and have their paperwork in order and do a good job with it."

Employee Evaluations: Superintendent Hawkins has completed the annual employee evaluations.

WATER DEPARTMENT: Production Update

Water Treatment Plant: Superintendent Hawkins said, "Tom Miller (Mid-America Valve Company), John Hegg, and myself have been doing a lot of work in the Water Plant. We spent all day getting the new water valve actuator installed down in the dry pit - it is completed; so we're hoping all those problems are taken care of."

"I was told today that it is official - the filter media and the fusers will be leaving from Ohio on the 23rd of this month. We've already got a company (Energy Construction Solutions, Inc.) ready to come in as soon as the shipment arrives at the Water Treatment Plant. They will start the shop vac on the filter media and get the media removed as quickly as possible."

"Also, while Tom Miller was here, I had him help us assess on valves and actuators that we need to address in the future. He's helping me come up with some budgetary numbers on that stuff, as well. We went from check valves in the river intake structures, to sludge presses, to k-torque actuators in the sludge blowdown areas and down in our stainless steel tank. While we had him here, we tried to kill as many birds with one stone as possible."

Zebra Mussel prevention: The water temperature is up to 15 degrees, so first thing tomorrow morning we're going to be turning on our sodium permanganate as a precaution for Zebra Mussels - not that we have them, but we start it up for the prevention of them.

Water Pumped: Roughly 450,000 gallons of water is being pumped.

STREET DEPARTMENT: Update

General: Street personnel have been cleaning ditches around town and doing some sign work. They rocked a road at Kelley Park and repaired a large culvert on Willett Street where the old concrete culvert was separating."

C&G on East Hudson: Superintendent Mast reported, "A lot of our time this week has been on Hudson Street near the Avalon Salon in anticipation of our two-inch overlay of that street. We got the curb poured today, and then we have a little approach area in the alleyway that we will pour tomorrow, and then we'll have to do some work right up against the curb."

STREET DEPARTMENT: Street Sweeper - Purchase

Superintendent Mast stated, "I apologize that I wasn't here at the last meeting for any questions you had. I was at a concrete conference. I understand we had a gentleman here that questioned our bid process, stuff like that. As a crew, we spent a little over a year going through and looking at all these different street sweepers. There was a lot of work involved with that - going to different places to look at them, having people bring street sweepers to us so we could try them out."

He continued, "We felt like the RAVO Street Sweeper was the best street sweeper for our purposes. So, we bid that with four companies as the same exact machine; and that way, you're able to compare apples to apples. With these street sweepers there are so many different things they do to make them work just a little bit different. We felt like that was the proper way to go. I'm sorry that gentleman doesn't feel like he got treated fairly. He got treated just like everybody else does."

Superintendent Mast concluded, "I talked to the Street Committee about this. My recommendation then and now is to go with the low bid of RED Municipal & Industrial Equipment Company for \$208,500, after trade-in." Council Member Griffith said, "It's hard to maintain? Is it a two-year warranty? Are you pretty well trained on repairing if there is something?" Superintendent Mast replied, "Everything is a little bit different. We have a crew that's able to do some repairs. When you get into very big problems, then 'no' - we have to go back to the manufacturer. They work on those kind of things. But with this machine, you have a lot less moving parts; and with that being the case, that helps us with our maintenance; with stuff like that we don't have near the expenses."

Council Member Lenard stated, "I move to purchase a new RAVO 5 Series Street Sweeper from RED Municipal & Industrial Equipment Company for the bid amount of \$208,500.00, after \$6,000 trade-in allowance for the 2002 Tennant Street Sweeper, with only the standard two year warranty with no additional charge; and with delivery to be within 30 to 60 days." Council Member Scothorn, "Second." Mayor Luke called for discussion. Council Member Lenard asked if there were any spare parts included. Superintendent Mast said, "The bristles and things like that are what we consider normal wear and tear, and we get those as we need them." Council Member Lenard, "Okay. Thank you." **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.**

STREET DEPARTMENT: Application for Sidewalk Replacement 2016-02 (Cost-Share) 602 Alleghany

Superintendent Mast stated, "We have a Sidewalk Replacement Application for Francis Brush, 602 Alleghany. I have looked at that area. He's doing an approximately fifty-foot section that runs east/west; and I would recommend that we move forward. Whenever that happens, whoever the contractor happens to be, we will try to go into a contract with that contractor to do the City's portion on the corner pieces as well and make those ADA (American with Disabilities Act) compliant. That is a separate thing we do based on whoever gets the contract with that landowner. I recommend we move forward with this sidewalk application."

Mayor Luke called for a motion. Council Member Hall stated, "I move to approve Francis Brush's Sidewalk Cost Share Application 2016-02 for 602 Alleghany Street." Council Member Tschantz, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously, 5:0.

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STREET DEPARTMENT: Sidewalk Application Cost-Share - Outdated

Superintendent Mast stated, "I brought this up to the Street Committee before the Council meeting; and I will bring it up to you as well. I am going to try to get together with the Committee to look at our sidewalk application process and see if we need to adjust the dollar amount we are paying out. We have always tried to stay right around the fifty percent of what it would cost the landowner to do a tear-out and replacement if they hired it done with contractors around here. We are apparently outdated - the contractors are quite a bit higher than what we're putting out now, so that's something we will be looking at in the near future."

POLICE DEPARTMENT: Update

General: Chief Jones reported, "We've been staying busy. I was on my way to city council meeting tonight and we had a hit-and-run at Hoovers. The call came in about 5:30, and by the time we finished with that call, I made it in here at 5 minutes to 6:00, and we'd located the run vehicle."

Training - Various: Chief Jones said, "It looks like I've got some windshield time the rest of this week. I've got a Region 2 Chiefs Association meeting. As it turns out, I misread the town before I agreed to go, so I'm not going to Altoona, I'm going to Altamont tomorrow. On Friday, I'm going to the Academy (KLETC) in Hutchinson for Blake's graduation (Blake Hanson). Kale (Schankie) is still scheduled to go to part time basic Academy. He is going up on Sunday. There might be a hitch in the road there - his grandfather is not doing well; so we are not sure what is going to happen."

Vehicles - Dodge Chargers (update): Chief Jones stated, "We did get the last unit back from the equipment installer (KCOM). It will go to Trophies & Things tomorrow to get the graphics installed; so that will be finished and sitting in Blake's driveway when he gets back from graduation."

Municipal Court: Chief Jones reported. "City Court last Thursday went pretty good. They started doing the payment reviews at 4:30 before the 5:00 court start time and went through quite a few of them. We were done and out of the Courthouse by a few minutes after 6:00."

Nuisance Property: 312 Neosho/window covering, etc: Chief Jones reported, " We have been trying to work nuisances as time permitted. You may have noticed that Dani Birk did get her contractor to cover over those windows at the old Johnson's Pharmacy. I don't know if it was the same contractor, but I noticed the old building (306 Neosho) Toni Allen used to have over here; it's got the same wood, but it looks like it was done at the same time, same way. So those windows have been taken care of as well. It saved me from having to track down that owner and have those windows done."

PARKS DEPARTMENT: Update

Parks personnel have been doing normal duties, cleaning public buildings and public restrooms, and doing building and equipment maintenance. They have started getting the flower pots ready for planting flowers. They have done a little mowing and quite a bit of spraying weeds. At Kelley Park and Conrad Park they have been fertilizing, which will intensify the mowing. In areas that were torn up during the winter, they are doing some dirt work and seeding grass. With the wind, there is still a lot of brush and trash pick up to be done.

PARKS DEPARTMENT: Flower Quotes

Superintendent Boyce referred to quotes received for flowers, which are:

Arnolds Greenhouse-----	\$1,097.60	Seed Grown Plants
* Arnolds Greenhouse-----	\$2,132.40	Vegetatively Propagated Plants
Huff's Gardens, Inc.-----	\$2,366.00	
Hess Greenhouse -----	No Quote Provided	

*RECOMMENDATION

Quoted from Arnold's Greenhouse: "What do you get with the vegetatively propagated plants we've selected (over see grown plants)? The vegetatively propagated plants put their energy into flower production rather than into flower *and* seed productions. In most cases, you will have more flower-power from vegetatively propagated plants than you will from seed grown plants. We special grow plants for several large municipalities, colleges, and botanical gardens in Kansas, as well as for numerous smaller municipalities. They purchase almost exclusively vegetative plants as they know they will get a great show of color from their investment."

Superintendent Boyce stated, "Arnold's submitted two quotes. The first one is for \$1,097.60 for seed grown plants. They claim a seed grown plant will not bloom as well because half of it will be bloomed and half will be putting on seeds. Their recommendation is the vegetatively propagated plants which will not put seeds on, only blooms; so basically, it will bloom more often; so a little more money and they look a lot better. What it is, they cut the plant and restart it. I believe Huff's has some of that also. I can't guarantee it, but I believe so. Hess Greenhouse didn't submit a quote. My recommendation would be to go with Arnold's Greenhouse for the quote of \$2,132.40 for the vegetatively propagated plants." (continued)

Council Member Griffith stated, "I move to accept the quote from Arnold's Greenhouse for the Parks Department Beautification Project, not to exceed \$2,132.40." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

[7] CONTINUATION: March 16, 2016 Burlington City Council Meeting

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2016-06	\$475,699.33
b. Payroll Ordinance	2016-05	\$ 79,439.62
TOTAL		\$555,138.95

CLAIMS 2016-06: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2016-06 in the amount of \$475,699.33 for payment of city bills." Council Member Hall, "Second." Mayor Luke called for discussion. Deputy City Clerk Brown stated, "We have the Kansas Power Pool bill which was \$168,000; and Kansas Blue Cross/Blue Shield for \$24,454. Another major bill was Victor L. Phillips Company, which was \$6,000 for equipment repair; and our largest was for TrustPoint Insurance for \$183,185 for our annual insurance premium." **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 2016-06 approved by unanimous vote, 5:0.**

PAYROLL 2016-05: Council Member Hall stated, "I move City of Burlington pay Payroll Ordinance 2016-05 in the amount of \$79,439.62." Council Member Scothorn, "Second." **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 2016-05 approved by unanimous vote, 5:0.**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin updated Facebook and the webpage, and worked on several permits.

Land Swap: Zoning Clerk Hugunin reported, "I've been meeting with an individual about doing a land swap. I've talked with some of the superintendents, including Danny (Water/Wastewater) about it; and I think everybody is aware. It is directly south of the Electric Plant where we had to do sidewalks. They're putting a manufactured home in there; and when they did a survey, the sidewalk and I think some of the utilities are actually right at the edge of it. The lots are only 50' by 100'. We don't have a whole 50' to give up on the north end; so we are looking at doing a 25' split on each side - on the north side, we will let him take 25'; and on the south side, we would take 25'. It wouldn't make it perfectly straight, but it will give more room in there so we don't have to worry about utility easements and everything else. I am still working on that, and I will have maps at the next meeting for everyone."

Tree City USA Recognition: Zoning Clerk Hugunin stated, "Tree City USA Recognition Day is March 23rd and 24th in Newton. Kevin (Parks Superintendent) and I will be going to that."

Computers - Virus Protection: Zoning Clerk Hugunin has install the Norton Antivirus on a few computers.

Burlington Tree Board: The Tree Board will meet at noon, March 30th at Kelley Hall.

Inventory: Zoning Clerk Hugunin reported, "The annual inventory has been submitted - finally."

312 Neosho - Update: Zoning Clerk Hugunin, "As the Chief said, Dani Birk has her building taken care of, and I let her know they (the windows) look pretty good."

OTHER BUSINESS - Resignation of Assistant City Attorney, Dennis Roth

Mayor Luke said, "You have in your packet a letter from Dennis Roth submitting his resignation as he is retiring from the law practice. Can we have a motion to accept that resignation?" Council Member Lenard stated, "I move to accept Dennis Roth's resignation as Assistant City Attorney for City of Burlington, effective immediately; and City Attorney Robrahn's recommendation not to fill the position." Council Member Hall, "I'll second the motion." **Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried.**

PERMITS: Permits issued by Zoning Clerk Hugunin:

2016-006 Ralph Plott - 209 N. 7th Street - House Addition

2016-007 Steven Anderson - 607 Kansas Street - Shed

LEGAL DEPARTMENT: Update on Industrial Park Easements and Raymer's purchase in progress

Raymer's Purchase: City Attorney Robrahn stated, "It's been a little quiet. I think we finally finished our real estate transaction, at least our part, down in the Industrial Park. I understand the paperwork is here just waiting ready for them to come in and finish up."

CITY CLERK: Update

Deputy City Clerk Brown provided the City Clerk's update.

General: City Hall personnel have been busy preparing meter readings for utility billing. They have been preparing work orders, vouchers for bill paying, payroll, and the meeting minutes for tonight, and have been handling normal calls and inquiries.

Delinquent Utility Accounts - Set-off: For the month of March, we will be sending delinquent utility accounts in the amount of \$623.19 to the Kansas Set-off Program for collection.

Emergency Drill - Siren Testing: City Hall Staff participated in the statewide tornado drill yesterday morning at 10 o'clock.

Meetings: City Clerk Kewley and Deputy City Clerk Brown met with Angela and Kim from TrustPoint Insurance for our annual policy. We had a decrease of 3%; and our workman's compensation mod went down to .73.

Employee Evaluations: City Clerk Kewley did complete the employee evaluations.

[7] CONTINUATION: March 16, 2016 Burlington City Council Meeting

CITY CLERK: Personnel Evaluations

Mayor Luke stated, "We will go into an executive session for personnel evaluations for non-elected personnel. We normally take 45 minutes; is that still an agreeable time?" They decided to try 30 minutes, and could extend it if needed.

Council Member Lenard stated, "I make a motion to enter a thirty-minute Executive Session for Personnel Evaluations with the Governing Body and Deputy City Clerk Brown present." Council Member Scothorn, "Second." Mayor Luke said to everyone not included in the executive session they could choose to either come back in after the session, or not. **Mayor Luke called for a vote. Motion unanimously carried. Council entered into executive session at 6:57 p.m. and exited at 7:27 p.m.**

Action taken: Council Member Hall stated, "I make a motion that the personnel evaluations and pay increases be approved as presented." Council Member Tschantz, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

REPORTS BY CITY OFFICERS; none

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Recodification Service/Allied Waste Agreement Renewal Downtown Revitalization (Committee) Independence Day Celebration/Fireworks Display 2016	Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings GAAP – Infrastructure Capitalization Mayor's Appointments for 2016
ELECTRIC DEPARTMENT: Emissions Standards Compliance/EPA KPP Operating Agreement/Contract Amendment (updates) Power Plant - Add Generator (Research) Parallel Generation/Net Metering Power Generation f/Renewable Energy	Automatic Meter Infrastructure for Electric (AMI)-updates Conger Addition - Underground utility damages/MT Networks Ark Flash Study - Mapping Update
PARKS DEPARTMENT: Dog Park - Parking Improvements WildBlue BBQ 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 Spring Demolition Derby Coffey County Fair/Demolition Derby/etc.
LEGAL DEPARTMENT: Municipal Court	Land Swap - Property by Electric Plant
PLANNING AND ZONING MT Networks Fiberoptics - updates Comprehensive Development Plan – Extend in 2-2016 for three years Industrial Park Lots - for Sale, etc. Tree City USA - Recognition Work with NexTech and City Departments to improve Cyber Security	Planning Commission Members (Advertise for 3) Work w/PD on Nuisance Structure regulations Arbor Day 2016 Celebration Prepare Easements for any City-owned property without one
POLICE DEPARTMENT Nuisance Updates Personnel – Vacancy and Training Updates Nuisance - Window covering (Businesses)	Bike Patrol Program (update) Reserve Officer Schankie - Temporary compensation (update)
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Cost-Share Applications; Sidewalk Repairs on City Rights-of-Way Street Sweeper - Purchased/Delivery (update) 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 Sidewalk Replacement Cost-Share Program - Update Pricing
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 Plumbing Violations KDHE L2 Monitoring Meter installations Neosho Riverbank Stabilization Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Filters - Replace Media/Anthracite/Sand High Service Pump Repair Grease Trap Inspections

Mayor Luke declared the meeting adjourned.

Approved by Governing Body and signed by Anne Brown, Deputy City Clerk