

BURLINGTON CITY COUNCIL REGULAR SESSION NOVEMBER 2, 2016

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, November 2, 2016. President of Council Lewis Lenard called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Lewis Lenard (President of Council) Dallas Scothorn Jerilyn Curtiss
 Jane M. Griffith Thomas P. Tschantz Sharon Hall

Superintendents Present:

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

Also Present:

Regina Kewley (City Clerk) Anne Brown (Deputy City Clerk)
 Tom Robrahn (City Attorney) Jimmy Hugunin (Zoning/Grants Clerk)
 Philip Wright (Assistant City Attorney) Susan Stroh (Administrative Assistant)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Tara Glades

AGENDA: *Council Member Curtiss, "I move to approve the agenda as modified." Council Member Griffith, "I'll second." Motion unanimously carried.*

MINUTES Regular Session 10-19-2016: *Council Member Hall, "I move to accept the Draft Minutes of Regular Session on October 19, 2016 as presented." Council Member Tschantz, "I second." Motion unanimously carried.*

PUBLIC COMMENTS: None

APPOINTMENT: Tara Glades, Beta Sigma Phi Turkey Trot/Walk, Thanksgiving Morning, Nov. 24th

Tara Glades, while distributing copies of the planned route for this year's Turkey Trot/Walk, addressed Council, "I am here to ask permission for the Beta Sigma Phi's Turkey Trot. It's a fund raising venture the Nu Delta Chapter here in town does every year. I think this is our fourth or fifth year. (5th year, it started in 2012.) We hold the event on Thanksgiving morning, which works out really well. Believe it or not, we start at 7:30 with registration, and the race starts at 8:00. As shown on the map, it starts at the library and ends at the library. The map has step by step directions. It's a 5k, and we have registration forms available. We are usually finished by about 10:00 or 10:30. It's really quick to set up and really quick to tear down."

"The new thing this year is that we are partnering with the Burlington High School Varsity Boys Basketball Team; and they're going to help us run it off too, so that will be more hands. We're excited about that. We'll have several volunteers and lots of signage out so the runners will know where to go and where to turn."

"This fund raiser is to raise scholarships that we give away every year at the Burlington High School graduation, two or three each year; so it's been fairly profitable for us." Council Member Griffith asked, "Just out of curiosity, are people pledged or where does the money come from?" Ms. Glades, "The money comes from the \$20 registration fee. Usually our numbers have gone up each year - last year we had over forty runners; so, you know people come out. Our motto is 'Exercise Now - Eat More Later'; so that kind of draws a little more people out and forty to fifty is a good little crowd. It is part of Coffey County Wellness Circuit, so people are trying to get their names in the hat for that \$1,000 prize at the end. It's another way to do that."

Council Member Curtiss stated, "I move to approve Tara Glades' request to hold the Nu Delta Chapter of Beta Sigma Phi Turkey Trot/Walk on Thursday, November 24th, 2016." Council Member Griffith, "I'll second." Hearing no discussion, President of Council Lenard called for a vote. Motion unanimously carried, 6:0.

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric Distribution personnel are still doing normal duties, customer service requests, work orders, line locates, changing out quite a few power poles, tree trimming, and repairing a few street lights.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Electric Production has been doing required reports and Power Plant maintenance.

Breaker Issue Resolved: Superintendent Schneider reported that they repaired the Power Plant Substation breaker service that had been sticking a couple of weeks ago during a power outage.

WATER DEPARTMENT: Distribution Update

General: Superintendent Hawkins reported, "We've been doing normal duties, line locates, work orders, and customer requests, reading meters, and doing rereads."

Waterline Replacement Project - update: Superintendent Hawkins said, "We completed installing our water services on Niagara Street between 6th and 4th. We got all the tie-ins done and everybody is on the new lines on Niagara. We also were able to go in and do the tie-in on the main line at 4th and Niagara; so we got everything tied into the big eight-inch line that is out there. So as of today, the only thing we have left to tie in is at 6th and St. Lawrence - then we will have everything from Neosho south completed. Then, moving into 2017, we can get

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started on Hudson Street. We're doing very well with that; so hopefully we will have that tie-in done in a few weeks and we'll wrap that up. We've also been going back through to get everything in those areas tilled, seeded, and leveled the best we can. Some people were concerned about what we were going to do with sidewalks, and we told them if we tore it up or destroyed it, we will go back and fix it; and we are doing that."

New Water Services: Water/Wastewater personnel did a water service install at 904 Osborne.

Sewer Tap: Personnel did a few sewer taps.

Water Plant - River Intake Structure: Superintendent Hawkins reported, "We have been having trouble with an air cushion check valve out in the river intake structure, and have replaced it three times. We had to bring in a professional to help us with that, so we had Tom Miller's staff come in. He found out that we need to deal with the VFD (Variable Frequency Drive) on it to ramp the check valve down a little lower. He did a few adjustments on it and got it going again."

Water Usage: Superintendent Hawkins said, "Water usage is down a little bit to about 475,000 daily, which is average."

Cottonwood & Neosho River Basins Water Assurance District #3 Meeting: Superintendent Hawkins reported, "Tomorrow evening, I will be attending the Assurancy District meeting in Iola. They asked me if I want to remain on the Board of Directors, so I get the privilege of being on it for another three years."

STREET DEPARTMENT: Updates

Street Improvements - Asphalt 2016 and Alley work: Superintendent Mast reported, "We have been working with Killough Construction to finish up the asphalt program for 2016 - it's complete. We've also gone around behind them and rocked all the driveways. With that, we've been working some alleys, trying to get those taken care of before winter hits."

Following up on discussion at the last meeting, President of Council Lenard, "I'll make the comment, because I did drive around and talked to some of the people in our area of town, and the streets are looking really nice. I think everybody in that area of town is finally appreciative and everybody is happy."

General: With leaves continuing to fall, the Street Department is sweeping as much as they can to get those picked up. They have also been hauling some waste to the Coffey County Landfill.

STREET DEPARTMENT: Executive Session for Attorney/Client

President of Council Lenard stated, "I move to enter into a five-minute Executive Session for Attorney/Client with City Clerk Kewley, Street Superintendent Mast, City Attorney Robrahn." Council Member Curtiss, "I second the motion." Hearing no discussion, President of Council Lenard called for vote. Motion unanimously carried, 6:0. Council entered Executive Session at 6:10 p.m. and exited at 6:15 p.m. No action was taken.

POLICE DEPARTMENT: Update

City Clerk Kewley provided Chief Jones report.

General: The Police Department had their normal run of calls.

BES Halloween Parade: City Clerk Kewley said, "The grade school had their Halloween parade on Monday, and everything went okay. Chief Jones wants to thank everybody who was involved and helped with the parade, including the Street Department. He did say the cops won this year."

PARKS DEPARTMENT: Update

General: Parks Department personnel have been doing normal duties: cleaning public buildings and restrooms, mowing, weed eating, trimming some trees, and mulching leaves.

Winterizing: Parks personnel should finish up tomorrow winterizing seasonal restrooms; and also the sprinkler systems at Caboose Park and Veterans Park.

Oak Park Walking Bridge Damage - update: Superintendent Boyce reported, "I was notified about the damage to the walking bridge at Oak Park on October 22nd. Apparently, somebody tried to cross the bridge either in a vehicle, an off-road vehicle, or something - we don't know what, and took out part of the railing and damaged the concrete a little. Burlington Construction is going to come in and fix the concrete. When the handrail I ordered comes in, we'll get that installed, and then we'll have the bridge back open."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance 2016-21	\$ 59,334.07
b.	Payroll Ordinance 2016-22	\$ 77,186.79
	TOTAL	\$ 136,520.86

CLAIMS 2016-21: Council Member Griffith stated, "I move City of Burlington pay Claims Ordinance 2016-21 in the amount of \$59,334.07 for payment of city bills, as presented." Council Member Hall said, "I'll Second." President of Council Lenard called for discussion. City Clerk Kewley, "Tonight we have a couple of larger items: Brenntag for \$10,451.56; Olson & Associates for \$6,536." **Hearing no additional**

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discussion, President of Council Lenard instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. President of Council Lenard declared Claims Ordinance 2016-21 approved by unanimous vote, 6:0.

PAYROLL 2016-22: Council Member Hall stated, "I move City of Burlington pay Payroll Ordinance 2016-22 in the amount of \$77,186.79." Council Member Lenard, "Second." Hearing no discussion, President of Council Lenard instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. President of Council Lenard declared Payroll Ordinance 2016-22 approved by unanimous vote, 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties, maintaining our Facebook page and the webpage, and has issued several permits. He is still working on the Tree City USA application, and is getting ready to start working on the end of year inventory.

Commercial Property at 4th & Potomac (Matt Moon): Zoning Clerk Hugunin, "The land sale with Matt Moon should be finished up and when the Mayor gets back, maybe we'll get everything signed."

City Attorney Robrahn stated, "On the title insurance commitment, the abstractor wanted us to have something in our minutes of the meeting that reflects authorization for the Mayor to sign the deed; and I'm not sure whether we did that previously; so is that something we could do to satisfy her requirement?" Council Member Lenard stated, "I move to authorize the Mayor to sign the deed for the Matt Moon land transaction." Zoning Clerk Hugunin said, "I must have misunderstood her - I thought she meant with the Mayor being gone, but that makes sense." Attorney Robrahn thought she meant for the Mayor to sign; but since the Mayor is not available, said, "While we've got the opportunity, maybe we could approve for the President of Council to sign." President of Council Lenard requested that somebody else make the motion.

Council Member Curtiss stated, "I make a motion that we authorize President of Council Lewis Lenard to sign the deed for the Matt Moon property transaction." Council Member Scothorn, "Second." Hearing no discussion, President of Council Lenard called for a vote. Motion carried with majority vote of 6:0.

OTHER COMMITTEE/COUNCIL BUSINESS; None

LEGAL DEPARTMENT: City Code Recodification - Update

Attorney Robrahn reported, "I reviewed the first draft of the recodification of the City Code and turned that in with comments to Susan (Administrative Assistant Stroh)."

PERMITS: Permits issued by Zoning Clerk Hugunin:

2016-039 Coffey County Housing Authority - 118 S. 14th - Single Family Dwelling
2016-040 Jim Bull - 1414 Des Moines- Garage
2016-041 Patricia Wagner - 710 Shea - Carport
2016-042 Greg Stice - 805 S. 14th - Garage

CITY CLERK: Update

General: City Hall personnel have been busy with customers paying utility bills, and handling normal calls and inquiries. They have also been preparing work orders, vouchers for bill paying tonight, payroll, and council meeting minutes.

Delinquent Utility Accounts: For October, delinquent utility accounts totaling \$3,282.17 will be sent to the Kansas Set-Off Program for collection.

Trash Exemptions - Annual Renewals: City Hall staff will be sending out letters to remind customers the annual trash exemption renewals are due by December 31st.

Licenses - Annual Renewals: City Clerk Kewley informed Council that City Hall Staff will be sending letters to businesses to remind them it is time for annual renewal of Cereal Malt Beverage Licenses, Amusement/Dance Licenses, and Trailer Court Licenses. They are due to City Hall, with payment, by the 25th of November.

Kansas Public Employers Retirement System - Meeting: City Clerk Kewley said, "Anne Brown, my Deputy City Clerk, and I attended the KPERS Workshop training in Topeka last week. The training tends to get more and more in-depth going through all the information on the retirement system."

Code of City of Burlington Recodification - Update: City Clerk Kewley added to City Attorney Robrahn's earlier discussion of the City Codes, "I did want to bring up that we have been talking with the Superintendents, and Sue (Administrative Assistant Stroh) has been helping me. With that, we have been looking at increasing the cost of our services, most of which have not been increased for many years - some back to the 1970s. Some of the things we are looking at increasing are the permit fees, including the electric and water permits. We are reaching out to other cities about what they are charging for various things like water deposits and electric deposits; because we have a \$20 water deposit that has been on the books for years. Water and sewer bills are larger than electric bills, and we are looking at those deposits." (Ordinance 266 of 10/1979 set the deposits for Electric at \$70 and Water/Residential at \$20. Other than residential deposits are equal to three month's use for water and for electric service.)

Council Member Griffith asked, "How are you going to do this?" City Clerk Kewley explained that we will prepare an ordinance to present to the Council for adoption, and the new ordinance and fees will be included in the recodification of the Code of the City.

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Veterans Day - Closing: City Clerk Kewley reminded everyone that Veterans Day is a holiday for City of Burlington employees, so the offices will be closed on Friday, November 11th.

REPORT BY CITY OFFICER(S): NONE

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Recodification (LKM and American Legal Publishing) Service/Allied Waste Agreement Renewal Water Rate Study / Potential 2% Increase for 2017 City Hall - 2017 Traverse	Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings GAAP – Infrastructure Capitalization	
ELECTRIC DEPARTMENT: Emissions Standards Compliance/EPA KPP Operating Agreement/Contract Amendment (updates) Power Plant - Add Generator Power Plant - Life Cycle Study Parallel Generation/Net Metering Power Generation f/Renewable Energy	Automatic Meter Infrastructure for Electric (AMI)-updates Conger Addition - Underground utility damages/MT Networks Arc Flash Study - Mapping Update Bucket Truck - delivery from ETI (within 270 days from 6/1/2016)	
PARKS DEPARTMENT:	Riverbank Fill Permit - Prepare and apply	
LEGAL DEPARTMENT: Municipal Court	KG&E Pollution Control Bond - Updates	
PLANNING AND ZONING Industrial Park Lots - for Sale, etc. Work with NexTech and City Departments to improve Cyber Security Work w/PD on Nuisance Structure regulations Quarterly Construction Valuation Report	Prepare Easements for any City-owned property without one GIS Mapping - Address Corrections - south part of town Commercial Property at 4th and Potomac for Sale	
POLICE DEPARTMENT Nuisance Updates	Personnel – Vacancy and Training Updates	
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Cost-Share Program - Update Pricing Sidewalk Repairs on City Rights-of-Way Asphalt Grinding Machine for 2016 Trackhoe Repairs - update Rebuild/Repair Kennedy Street and 14 th Street	Pavement Management System/Asset Management System Mohawk Street Improvements between 14th & 15th) Street Rebuild Project 2016 - Elmwood Lane issues Street Project Testing by PSI - updates 2016 Asphalt Project 2015 Asphalt Project - APAC used Faulty Materials	
WATER & WASTEWATER DEPARTMENT: Southwest Sewer Project Waterline Replacement Project Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis (KRWA/funds for dredging)	Neosho Riverbank Stabilization SCADA System-updates Water Meter installations John Redmond Reservoir – Dredging Testing - LT2 Monitoring/E-Coli in river	Bulk Water Storage - Hose/Hoop Water Plant Improvements–Efficiency Testing: Lead & Copper Lift Station #1 - Surge Protection repair Plumbing Violations

President of Council Lenard declared the meeting adjourned.

Approved by the Governing Body

