

BURLINGTON CITY COUNCIL REGULAR SESSION MAY 18, 2016

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, May 18, 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)

Jimmy Hugunin (Zoning/Grants Clerk)

Tom Robrahn (City Attorney)

Susan Stroh (Administrative Assistant)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale

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

MINUTES: May 4, 2016: *Council Member Hall moved to accept the Draft Minutes of regular session May 4, 2016 as presented. Council Member Scothorn, "I'll second." Motion unanimously carried.*

APPOINTMENT: Angela Trimble, TrustPoint Insurance - Present Safety Dividend Check

Angela Trimble did not come to the meeting as planned.

PUBLIC COMMENTS: Jay Hale

Jay Hale, Pastor of First Baptist Church, "I read in the paper that we're going to have fireworks this year; and I just want to say 'Thank you'. Folks at our church are excited about it. I know it takes effort and money, and I appreciate it. It's a big deal to us." Mayor Luke, "If you guys want to have a food stand and make money for something, get in touch with me. We're going to have food down there in the evening." Mr. Hale, "Alright. We could have homemade ice cream and have everybody come by." Mayor Luke said the Fair Board is doing homemade ice cream; and Council Member Lenard said the scouts are making cobbler; but they are welcome to contact him about doing something also.

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric Distribution personnel have been doing normal duties, work orders, line locates, and customer service requests. They changed power poles since last council, and started tree trimming for the year.

Annual Di-Electric Testing: Superintendent Schneider reported, "Next week, May 24th and 25th, Protective Equipment Testing will be coming to do the annual di-electric testing on all our line trucks and rubber goods to get them recertified."

ELECTRIC DEPARTMENT: Power Plant/Production Update

Reports: Electric Production personnel have been doing Power Plant maintenance and required reports.

Power Plant Maintenance - Generator Oil Samples: Superintendent Schneider said, "We talked a little before (April 20, 2016) about the men pulling oil samples out of the generators, basically to be sure the oil is operating as it should and is not breaking down. Some of the samples came back and the quality was borderline, showing signs of metal and copper above the recommended parts per million; so we changed the oil in our CAT generator, our Number 1 Generator. We will be changing the oil in Generator Number 5, as well. We will continue testing oil and will change it as needed. We don't like to change it more than necessary because some of the generators hold 500 gallons of oil; so we're real careful about our maintenance program with that."

Council Member Lenard stated, "In regards to the oil, we've (Atmos Energy) used Petrolink, and I don't know if Canfield still has filtrations that take out impurities, water, and stuff like that; but I think there are some - Kansas City is in the area that..." Superintendent Schneider said, "It's something that would be worth looking into." Council Member Lenard, "Is it high dollar?" Superintendent Schneider, "Yes. Luckily, the CAT generator - it's still a nice piece of money - held a hundred gallons of oil. We changed the oil and the filtering system on it. When we go to do the Number 5 Generator, oil in that generator I would guess to be twenty-five years old; and I would give it credit - it's been in there long term. If they could pull moisture that naturally gets in there out of the oil, that would also change the viscosity of the oil which is really critical as well."

Council Member Lenard, "A lot of companies do that versus the environmental having to dispose of it, and all the red tape." Superintendent Schneider, "Yes. We're real fortunate there is a company out of Burlingame that comes down and buys used antifreeze and oil from us."

Mid-States Energy - Control Panels: Superintendent Schneider reported, "Mid States Energy, out of Salina, is here doing some warranty work on some of the control panels. Some of the settings weren't matching up with the manual gauges on the temperatures and oil pressures. They are about done with that."

Superintendent Schneider stated, "We also set a remote access for those control panels to work, so they won't need to drive all the way down here from Salina to get in to fix a minor problem. They can do it remotely, which will save us a lot money on time and travel expenses."

[2] CONTINUATION: May 18, 2016 Burlington City Council Meeting

KMU Conference: Superintendent Schneider attended the Annual Kansas Municipal Utilities Conference in Wichita on May 5th and 6th.

WATER DEPARTMENT: Distribution Update

General: Water/Wastewater personnel did normal duties, line locates, work orders, reading meters, etc.

Pump Stations Maintenance - Wet Wells: Superintendent Hawkins said, "The guys have been going in and cleaning out the wet wells in the nine pumpstations we have. We have ECS (Energy Construction Services) coming in to vacuum out each of the nine wet wells to get rid of the grit and stuff that gets inside of them. That's some of the yearly maintenance we have set up for that."

Budget 2017 Preparation: Superintendent Hawkins stated, "We're also preparing for the 2017 Budget. I'll be visiting with the Water/Wastewater Committee next week and go over the things that will be going on in the Water Treatment Plant."

WATER DEPARTMENT: Production Update

Water Plant Maintenance - Sludge Cleaning of Reactor Clarifiers / Dead Zebra Mussels in East Clarifier: Superintendent Hawkins reported, "We went in and cleaned out the east clarifier and the reactor, and in the bottom of the reactor we found Zebra Mussels, believe it or not - not attached to anything, but dead ones that had been sucked into the Plant. Fortunately, we are still feeding Sodium Permanganate, which obviously must be killing them so they are not attaching to the interior walls. Zebra Mussels are here, so we will continue feeding them Sodium Permanganate; and hopefully they won't attach to any of our intake structures."

"We got the east clarifier cleaned out and hope to work on the west side tomorrow night. We will shut the Water Treatment Plant down tomorrow afternoon at 3:30 and go in and do a thorough cleaning of the west side to remove the sludge."

Filter Media Project - Sludge Removal/Cleanup: Superintendent Hawkins reported, "While it's been raining, the guys have been doing a lot of deep cleaning in the Water Treatment Plant because of all the filter media stuff that's been going on. We did get the Filter Project completely done. I want to thank my guys for the hard work they put into it. We anticipated a budget of \$12,000 for the removal of the sand and anthracite by having it vacuumed out using ECS (Energy Construction Services); but the guys did a good enough job and everybody got in and worked hard to get it out; and it ended up costing us considerably less, only \$6,160; so we saved \$5,840; and I want to thank them for that."

Superintendent Hawkins continued, "We had David Milke (Tonka) fly in yesterday. He was with us all day yesterday and all day today, and flew back out this afternoon. He was pleased with what he's seen so far. We did do some changing of filter to waste valving. All we did was fine-turn them. They performed well so far; but again, I will visit with the Water & Wastewater Committee a little more about some things. David Milke also advised us on some things within the Water Plant we can benefit from."

Lime Silo - Control Module: Superintendent Hawkins said, "We also installed the control module at the lime silo, which I mentioned at the last council had burned up, and it is operating now."

STREET DEPARTMENT: Update

General: Superintendent Mast reported, "It has been business as usual for us. We've been sweeping all over town. We have been doing a lot of equipment maintenance while the rain is around."

Ditch Drainage: Superintendent Mast said, "We are still cleaning out culverts and drain boxes. We still have an awful lot of people blowing their grass debris into the streets which causes problems with our drain boxes. We've addressed that on Facebook and on our webpage, even put something in the paper. There's certain people that are just going to do it, I guess; there's no stopping them, so that's a continuing battle."

Culvert Replacement: Superintendent Mast reported, "We've been replacing several culverts on roads that we are going to asphalt this year. We're trying to get any culvert that might have a problem underneath the road replaced prior to the asphalt layment so we don't have to go back after that."

Kubota Skidsteer: Superintendent Mast informed Council, "We received the new Kubota skidsteer on Tuesday. It looks like it's going to be a good machine. I am assuming the bill will show up before next council."

APWA: Last week, Superintendent Mast attended the American Public Works Association Conference in Newton.

STREET DEPARTMENT: Application for Sidewalk Replacement 2016-02b, Francis Brush, 602 Alleghany

Superintendent Mast said, "Francis Brush, 602 Alleghany, previously put in an application for fifty feet of sidewalk. He still wants to do that, but he is adding on another 124 more feet. He is basically going to cover both sides of his property. The City will go ahead and hire a contractor to do the City's portions at the same time to get those into ADA (American Disability Act) compliance. I would recommend that we go ahead with this Application for Sidewalk Replacement."

Council Member Scothorn stated, "I move to approve Francis Brush's Application for Sidewalk Replacement 2016-02b for 602 Alleghany Street, on a cost-sharing basis." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

[3] CONTINUATION: May 18, 2016 Burlington City Council Meeting

POLICE DEPARTMENT: Update

Training - Chief Jones: Chief Jones attended the Kansas Association of Chiefs of Police Spring Conference in Dodge City last week. He stated, "It was some good training and good networking."

General - DUI: Chief Jones stated, "It's been pretty much business as usual for us. We did have an interesting one last week. An individual decided to drive while under the influence, and was arrested for it. He was driving a lawnmower; and it wasn't his lawnmower and he was mowing grass that wasn't his grass. It's the second time he's been arrested for driving drunk on a lawnmower. Since this was his third DUI in all, this one goes to the County Attorney. The County Attorney is kind of laughing about this one, too; but he's charging him with it."

Fraud/Theft "We just opened a fraud/theft case on one of those cards the State hands out, a Vision Card."

POLICE DEPARTMENT: Nuisances

Chief Jones reported, "In between the rain, we've been contacting a lot of people on nuisance property - a lot of grass issues. Some people we have not been able to contact on the phone or in person have letters going to them. We've made a lot of contacts and have gotten a lot of positive response, people have gotten things done; but we've still got some we're still working on."

POLICE DEPARTMENT: Police Committee Meeting requested

Council Member Lenard said, "We would like to have a Police Committee meeting after this meeting." Chief Jones, "Actually, I was going to ask for one."

PARKS DEPARTMENT: Update

General: Parks Department personnel have been doing normal duties, cleaning public buildings and restrooms, mowing, weedeating, spraying weeds, and tree trimming. Mowing has been taking quite a bit of their time. They are doing building and equipment maintenance on rainy days.

Flowers: Superintendent Boyce reported the flowers seem to be doing well; and that Arnolds Greenhouse still does not want to release the two plants that cannot survive in the cold. He is hoping the weather will warm up so he can have the flowers in by Memorial weekend, but there is no guarantee.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2016-10	\$292,798.15
b. Payroll Ordinance	2016-10	\$ 81,041.27
	TOTAL	\$373,839.42

CLAIMS 2016-10: Council Member Lenard stated, "I move City of Burlington pay Claims Ordinance 2016-10 in the amount of \$292,798.15 for payment of city bills, as presented." Council Member Griffith, "Second." Mayor Luke called for discussion. City Clerk Kewley stated tonight we have Brenntag: \$6,350.56; Kansas Power Pool: \$158,731.08; Foley Equipment Company: \$2,512.14." **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 2016-10 approved by unanimous vote, 6:0.**

PAYROLL 2016-10: Council Member Lenard stated, "I move City of Burlington pay Payroll Ordinance 2016-10 in the amount of \$81,041.27." Council Member Griffith, "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 2016-10 approved by unanimous vote, 6:0.**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin did normal duties, including updating Facebook and the webpage and working on permits.

Mapping Updates - Address Corrections: Zoning Clerk Hugunin reported, "I had a meeting yesterday with Amber Presley from Emergency Management and Cara Mays from the GIS Mapping Department (Geographic Information System). Essentially on the south part of town, there are some houses that aren't addressed correctly as far as roads they're on. We're looking at getting everything addressed right. Some of the people probably won't be happy about it, but they're going to get a new street address and more than likely, a new house address/number. The County is doing an update on the GIS and the 9-1-1 System, and we really don't have a choice. Amber is going to help me get a letter out for that and let the people know. I think it's going to affect seven or eight houses on the south end of town." City Clerk Kewley said she thinks they are doing the same with other cities, too. Zoning Clerk Hugunin, "Yes, the other cities in the county have done it; we're the last ones they got with to go over this."

Zoning Clerk Hugunin continued, "They wanted to do a much broader area and include some other streets. I showed Doug Mast (Street Superintendent) and Gina (City Clerk Kewley), and it just didn't make sense. For example, they wanted to change people outside the city limits on Kennebec to 12th Street addresses. If it was not in the city limits, they thought the property should have a county address. When I talked to Amber and Cara, I think we got that understanding that if they change something in the middle, I was worried about EMS (Emergency Medical Services) not being able to find it on Kennebec because they would be looking for a 12th Road address. I think we got that lined out."

Water Plant - Printers: Next week Zoning Clerk Hugunin has been working at the Water Plant trying to get their printers set up on the network, and make their network a little better than it is.

[4] CONTINUATION: May 18, 2016 Burlington City Council Meeting

PERMITS: Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT: Update

City Attorney Robrahn stated, "It's that time of year when I always receive an inquiry from our city auditor as to the status of potential, ongoing, current, or pending litigation. I was happy to report this year there is none. Good news on that. Philip (Assistant City Attorney Wright) said the last two months of Municipal Court has been going very, very smooth."

CITY CLERK: Update

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

Audit of 2015 by Mize Houser & Company: City Clerk Kewley reported, "Our auditors were here May 5th and 6th, Thursday and Friday, to work on the City's audit of 2015. It seemed to go well. We have been busy the last couple of weeks submitting additional information. I think it has to do with the conversion of our financial software from TR (Thomson Reuters) to CIC (Computer Information Concepts)."

Budget 2017 - Preparation: City Clerk Kewley reported she has started working on the budget for 2017. She has scheduled a meeting with the Finance Committee and the Superintendents for Thursday, June 2nd at 2 p.m. in the 303 Neosho meeting room to discuss the budget.

Redmond Reservoir Dredging - Ceremony: City Clerk Kewley and Mayor Luke attended the John Redmond Dredging Kickoff Ceremony yesterday afternoon.

Business Appreciation - Picnic: City Clerk Kewley reminded everyone the Business Appreciation Picnic is on Friday, June 3rd from 11-1 at Kelley Park. City of Burlington and City of New Strawn will be sending out invitations to their respective businesses on Friday, May 20th. Approximately 230 invitations will be mailed. Notice of the proclamation and the picnic will be published in the newspaper and on our webpage.

Employee Appreciation Picnic: The annual Employee Appreciation Picnic will be on Monday, June 6 from 11 a.m. to 1 p.m. in Kelley Park. City Hall will be closed during that time.

Memorial Day - Closing May 30, 2016: City Hall will be closed Monday, May 30th for Memorial Day.

REPORTS BY CITY OFFICERS: None.

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Recodification (LKM and American Legal Publishing) Service/Allied Waste Agreement Renewal Independence Day Celebration/Fireworks Display 2016 Audit of 2015 (preparation by Auditor) Budget 2017 (preparation by City Clerk)	Actuaries – GASB-45 Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings GAAP – Infrastructure Capitalization Business and Employee Appreciation - Picnics, etc. TrustPoint - Safety Dividend Check presentation
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	Coffey County Fair/Demolition Derby/etc. Kelley Hall Kitchen/Bathroom Polymer Flooring Replacement
LEGAL DEPARTMENT: Municipal Court	Land Swap - Property by Electric Plant (1116 St. Lawrence)
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	Prepare Easements for any City-owned property without one Comprehensive Development Plan – Extension past due (12/2014) GIS Mapping - Address Corrections - south part of town
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 Cost-Share Applications; 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 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)	Clean Sewers SCADA System-updates Fire Hydrant Testing Plumbing Violations KDHE L2 Monitoring Neosho Riverbank Stabilization Water Plant Improvements–Efficiency John Redmond Reservoir – Dredging Meter installations

Mayor Luke declared the meeting adjourned.

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