

**BURLINGTON CITY COUNCIL REGULAR SESSION FEBRUARY 1, 2017**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, February 1, 2017. Mayor Stan Luke called the meeting to order.

**ROLL CALL:**  Stan Luke, Mayor

**Council Members present:**

Lewis Lenard (President of Council)       Dallas Scothorn (arrived ~6:02)       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:** Craig Marshall, Becky Reeves, Monique Hart, Mike Skillman, Jenny Hageman

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

**MINUTES Regular Session 1-18-2017:** *Council Member Tschantz, "I move to accept the Draft Minutes of Regular Session on January 18, 2017 as adjusted." Council Member Griffith, "I second." Motion unanimously carried.*

**APPOINTMENT: Craig Marshall - Community Involvement, Future Projects**

As he distributed a handout entitled, "Facility Improvements at BHS and BMS, December 2016", Craig Marshall introduced himself as the new Superintendent of USD #244. He said, "I want to take some time first of all to thank you for your service. I know it's challenging to be on a board or city commission or anything, and I just want to thank you for your service. I wanted to come here and introduce myself and share with you a little about a couple of projects we are looking to do within the next five years in the school system. In September, we took a walking/talking tour - the Board of Education, a Board retreat if you will, of our administrators and directors and the Board of Education - to look at some areas we need to address within the next five years in the school system."

He gave an overview of the handout, explaining improvements that are needed to bring the science rooms in both the middle school and the high school up to date to provide an improved educational environment to help teachers teach and students learn. Mr. Marshall explained they are proposing a one mill increase to capital outlay for no longer than five years to be used for the science rooms and new gym floor for the high school, with the science rooms being done first. He stated, "It's important to let the taxpayers know what we're going to do with the budget. We want to be very upfront and honest with them." He explained the additional money is needed to allow for the improvements without depleting their current funds which are needed to continue to take care of their buildings in the district. Mr. Marshall concluded, "We're hearing a lot of positive comments; and I think the key thing is that we're asking for one mill for five years - it's not unlimited. People respect that. It's public education and we need to inform the public. Thank you."

**APPOINTMENT: Coffey County Fair Association, -Monique Hart - Request 3 Free Drake Park Campsites**

Monique Hart addressed Council, "Fair dates for this year are set for July 19th through July 23rd. Vicki Wolford is the president, and I am the treasurer. She asked if I would come and talk to you to see if we could get three campsites (at Drake Park) for the carnival people. We have ten down there on that pavement (at Kelley Park). Four to six go for Fair Board members. The rest are for the carnival people, but when we talked to them they needed a few more spots. They are only going to put one or two campers at Kelley Park, and want to see if they can have three at Drake Park. It would probably be July 17th through the 23rd, because they would come in on Sunday or Monday until the following Sunday because the carnival will be going on Wednesday, Thursday, Friday, Saturday."

She added, "I would like to tell the Council that we are very fortunate we are getting the carnival again. I can tell you that Anderson County's carnival cost them \$35,000, and they didn't get any money back. So, we have been fortunate. It's very hard to get on a carnival circuit in the first place. There used to be over a thousand traveling carnivals; and the last I checked - it's been a couple of years, there were one hundred and nine in the whole country. We had the opportunity to get on a circuit last year, and Wolf Creek donated the \$10,000 to make that happen; so we're very thrilled. Last year the carnival did have a few ride issues, but they did combine with another carnival that had not survived; so we should have fourteen rides and games."

Mayor Luke, "Are there any questions for Monique?" Council Member Lenard, "So, the carnival doesn't want to keep all their staff and trailers at Kelley Park, they want to separate it?" Mrs. Hart, "They do, the problem is, there's not enough room because so many 4-H families. All those great campsites are divided up into (4-H) clubs, and the clubs take (almost) all the campsites; and the Fair Board needs some campsites, so they take some of those; then the carnival needs more than what is left. There were four left last year, I think; that wasn't enough

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room - I think a couple of them went to Drake Park. There's just not enough room because so many 4-H families want to stay and all 30-some spaces are taken by 4-Hers." Superintendent Boyce said there are 48 RV campsites in Kelley Park. Mrs. Hart continued, "The 4-Hers from Lebo don't want to travel, so everybody has a spot - it's pretty popular. The Fair Board tries to not take too many; but like I'm the treasurer and need to lock up, so we do take some of them. When we didn't have a carnival, it wasn't an issue; but now that we have a carnival, there's just not enough room. A week in advance they set up their gates where their animals are going to be."

**Council Member Griffith stated, "I move to approve Monique Hart's request on behalf of the Coffey County Fair Association to reserve at no charge three RV Camping spaces at Drake Park for use by people with the carnival, from Sunday July 16th through Sunday July 23rd, 2017." Council Member Hall, "I'll second." Mayor Luke called for discussion.**

Council Member Lenard, "So, we exhaust Kelley Park and then we exhaust Drake Park; where is everybody else - non-Fair, non 4-H? Is there capacity at Drake Park if we give those spots up?" Superintendent Boyce, "There are ten; and because of flooding issues, I don't see where we could add any more at Drake Park." Council Member Curtiss, "Are those usually filled up at fair time?" Superintendent Boyce, "No". Council Member Curtiss, "Okay." Mrs. Hart commented, "To give you an idea, there are ninety-seven families in 4-H, but a lot of our own obviously live in Burlington." Superintendent Boyce, "That's the issue I have. We have a lot of town kids staying down there and camping; they could go home." Mrs. Hart, "I can't speak for all clubs, but it would be hard to say, 'Okay, Stringtown or Burlington kids, you can't camp, so animals have to be shut in the barns from 9 to 9. There are some serious families, and they spend a lot of money on their animals and so then they want to be with their animals. I can't do that. So, they just divide it out; every club gets like eight spots. I know from our club, we have to draw names; not every family that wants to camp can because there's just not enough room. I guess that's a good problem to have."

**Mayor Luke, "So there's ten spots at Drake Park, and it's normally not full. Any other discussion?" Hearing no additional discussion, Mayor Luke called for a vote on the motion which was: Council Member Griffith stated, "I move to approve Monique Hart's request (on behalf of the Coffey County Fair Association) to reserve at no charge three RV Camping spaces at Drake Park for use by people with the carnival, from Sunday July 16th through Sunday July 23rd, 2017." Council Member Hall, "I'll second." Motion unanimously carried with a vote of 6:0.** Mayor Luke and Mrs. Hart agreed she will work with Superintendent Boyce as to the three campsites that will be reserved at Drake Park so there will be no conflict if somebody else show up wanting to camp.

**APPOINTMENT: Coffey County Fair Association, Mike Skillman: Demolition Derbies, April 15 & July 22**

Mike Skillman stated, "I'm here on behalf of the Fair Board also, asking for the use of Kelley Park for the demo derby in the spring and also in the summer/fall/whatever you want to call it. The Spring Demolition Derby will be April 15th. It will be like it was last year. We'll try to have it early so we're wrapped up and out of there basically before dark. The Spring Derby went way better last year than the Fair derby did. You don't have as much crowd at the Spring Derby and you don't have so much going on, so you've got more room to work. We're basically here to ask permission for the use of the facilities for April 15th, and then again for July 22nd."

Mayor Luke said, "Last year, we had an issue with getting stuff out of there." Superintendent Boyce, "Spring Derby was pretty good - it was cleaned up by the time they left, and that's what we asked for." Mayor Luke, "Yes. In the fall, we had an issue with baseball because things were not taken out of there like they were supposed to be. I know last year at the same time you made an application that if things weren't taken care of on schedule, there would be a deposit that would be refundable if everything was taken care of. We could bring those minutes out, and verify that; but..." (*Council 3-2-2016: There was no mention of requiring a deposit; however, Superintendent Boyce has requested that if not cleaned up in a timely manner, permission be denied next time.*) Mr. Skillman, "I don't remember that, but if there was - cool."

Mayor Luke, "So, it's going to be up to the Council to decide. If they want to go ahead and approve, that's fine; but the school had an issue with their sports program." Mr. Skillman, "I don't know what the school did. I'm on the rec board (Recreation Commission), so I'm more aware of what's going on with the ballfields. The reason we didn't is that we had some rain, and I should have been in there Sunday morning; but it didn't work out. If the City wants to take over and set the blocks, they're more than welcome to do it; because I've been doing it for twenty-six years and I usually spend between \$3,000 to \$4,000 to come down and do this as a public service. I realize that sometimes I don't get it done because I need to make my money doing other work and I pull out and go do stuff and don't always get back. I apologize for that; but it's not out of being malice or mean or anything like that - it's just stuff that I run into."

Mayor Luke, "I think the key thing was the bleachers on the south side, that extend out into the playing field. Even if that is done and out of there so there isn't any conflict with what is going on; that way they could have their homerun fence back up and things would be fine." Mr. Skillman, "I will say one thing that I have to watch when I do that is if we get rain, I don't go out on it; because if I make it rough it's worse because they may trip and

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twist ankles." Mayor Luke, "I understand that. We're fully aware of what bad weather does; that's the nature thing." Mr. Skillman, "I'm not perfect. You guys know that I'm always ninety miles an hour in twenty different directions. But, in all honesty, I do my best." Mayor Luke, "I understand." Mr. Skillman, "If somebody else wants to take over, they're more than welcome." Mayor Luke, "I don't think anyone else wants to take it over."

Mr. Skillman, "Like I said, I apologize for any inconvenience; I do my best with what I've got to do it with. Scot Jeffers, being on the rec board, calls me. I'll tell you how we moved some of them (blocks) last year - we just drug them out of the field. I went down there with a machine with tracks so I could spread the weight out, and drug them off there so I did not cut ruts; and then I put them up later. I even go down if I have to and try to track it out or whatever in worse case (scenario), if it comes to that. We try to do it when it's dry, but the last two summers have been wet."

Mr. Skillman added, "If you guys want to put a deposit, that fine - it's your call. You guys make the choice. We'll do what we've got to do." **Mayor Luke, "What's the pleasure of the Council?" Council Member Griffith stated, "I move to grant Mike Skillman's request on behalf of the Coffey County Fair Association, to hold the Spring Demolition Derby in Kelley Park on Saturday, April 15, 2017, with the condition that cleanup is to be done within seventy-two (72) hours if the weather is okay, and within one week's time if it is rainy; and also the Fair Demolition Derby on July 22, 2017 with the same stipulation." Council Member Lenard, "I'll second that." Mayor Luke, "Is there any additional discussion?"**

Council Member Scothorn asked, "How many people show up to the derby?" Mr. Skillman, "At the Spring Demolition Derby, we ended up with forty-some cars this last spring, which was actually bigger than our July derby. We expect that is going to be close to the same this year, because I know April 15th is the day before Easter. Personally, it's not the great day for me; but for the derby community, it's travel day - it's their recreation, they go party, they go crash cars, and then they go home for Easter. If it's a weekend of a holiday, they seem to travel better." Council Member Scothorn, "I was just curious how many people come in - if the money was being spent in the community." Mrs. Hart said that over 500 people came. Mr. Skillman said, "I know with the Spring Derby, we just a little over broke even." Mrs. Hart said, "In the Spring, we made about \$800 because we didn't charge as much; but we made over \$4,000 at the Fair Derby." Council Member Scothorn, "But those people coming in are buying gas and going to ....." Mr. Skillman, "Oh, yes. They buy gas. They buy food. If you watch after a derby, they'll be pulled into Pizza Hut, Sonic, Pete's (Jumpstart), Casey's - they spend money and that's what it's about. For what we make, with the money we spend and the time, it ain't diddlyquat. I'd be better off to hand them (the Fair Board) \$800 bucks than it would be to go down there and do what I do. Seriously, because I spend way more than this \$800 we make just dragging my equipment down there and spend the weekend. It's about the time promoting the community, too."

Mr. Skillman continued, "The promoter we've got now is promoting I don't know how many shows he's got, but he's growing and getting bigger. We have one of the best facilities to put this on in the state of Kansas. That Kelley Stadium, with the way it's set up with the rails and the concrete, and already having the barriers out there is really one of the best setups around. I have traveled the derbies all over the Midwest - Wyoming, Iowa, Texas, Colorado - and we have literally one of the best facilities. We're blessed that we have a facility that's over a hundred years but is still usable, and can do what it does. As a matter of fact, there's talk with the Fair Board, we're hoping to do even more there in the future. You know, utilize the grandstands because they're really cool, hold a lot of people. Most of the time they (old stadiums) just set. I used to play football down there, but they don't do that anymore. Anyway, that's what we're looking at. It's definitely a promotion for the city."

**Mayor Luke, "Any other questions?" Hearing none, he called for a vote on the motion on the table: Council Member Griffith stated, "I move to grant Mike Skillman's request on behalf of the Coffey County Fair Association, to hold the Spring Demolition Derby in Kelley Park on Saturday, April 15, 2017, with the condition that cleanup is to be done within seventy-two (72) hours if the weather is okay, and within one week's time if it is rainy; and also the Fair Demolition Derby on July 22, 2017 with the same stipulation." Council Member Lenard, "I'll second that." Motion unanimously carried, 6:0. Mike Skillman said, "Thank you, folks."**

**APPOINTMENT: Jenny Hageman, Wolf Creek, WildBlue BBQ: Reserve Kelley Park/Buildings 7/13-15/17**

Jenny Hageman introduced herself and apologized for being late for her 6:05 appointment. She said, "I am here to request that Wolf Creek reserve Kelley Park for the WildBlue BBQ this summer. This will be the second year that Wolf Creek has been the organizer of the event. It's July 14th and 15th, Friday and Saturday. It will be a similar setup to what we did last year. The teams will come in the 13th and 14th. Thursday we set up and get everything ready to go Friday, the teams come in and get registered and get set up. Friday evening, we have a reception for our sponsors. Saturday we had the competition. We also had the family event last year, and we're going to do that again this year. We served about a thousand people barbeque sandwiches; and we had carnival games, carnival snacks, and some vendors. It was a really awesome event, and the community brought in a lot of people - some from Burlington and some from out of town, as well. That's what I am here to ask for."

Council Member Lenard stated, "I move to approve Jenny Hageman's request, on behalf of Wolf Creek, to Reserve Kelley Park & Buildings for July 13th through the 15th, 2017 for the WildBlue BBQ." Council Member Curtiss, "I second the motion." *Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously, 6:0. Ms. Hageman, "Thank you very much, appreciate it."*

**PUBLIC COMMENTS: None**

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**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Electric personnel have been doing line locates, equipment maintenance, and normal duties.

**Electric Re-established to 320 Juniatta:** Superintendent Schneider reported, "We re-established electric service to the garage on the property where the house fire was behind the donut shop so the property can get cleaned up."

**Demolition at N. 12th Street:** Superintendent Schneider, "We removed one service on N. 12th Street where a house is going to be demolished."

**Power Plant Substation Lighting:** The men did some repairs to our substation lighting at the Power Plant.

**Personnel - Quintin Ratzlaff:** Superintendent Schneider said, "Quintin started work a little over a week ago. He is doing a great job and is fitting in well with the rest of the men. Dallas Birk will start work next Monday."

**ELECTRIC DEPARTMENT: Power Plant/Production Update**

**General:** Superintendent Schneider reported, "We are doing monthly reports and some of our annual reports. We did a generator maintenance run on generators #2 and #4 last week. The men have been painting floors at the Power Plant and doing general generator maintenance."

**Cooling System Repairs:** Superintendent Schneider reported, "The men have been replacing seals in our water pumps on the cooling system, along with some valves in our piping. They were starting to leak a little, so they rebuilt those pumps internally at the Plant and put them back into service."

**ELECTRIC DEPARTMENT: Life Cycle Study on Power Plant - Quotes to Hire an Engineer**

Superintendent Schneider stated, "On this Life Cycle Study, that we went out to get quotes from engineering firms, I had quite extensive conversations with four firms. We did get quotes from three of those four firms to do that job." He asked if the quotes need to be bona fide. They do not; only bids do.

| <u>COMPANY</u>                                    | <u>QUOTE</u> | <u>Anticipated Start Date</u>      | <u>Completion Date</u> |
|---|--------------|------------------------------------|------------------------|
| OLSSON ASSOCIATES                                 | \$36,000.00  | 3/2017                             | 7/2017                 |
| WILSON & COMPANY                                  | \$16,509.00  | On receipt of<br>notice to proceed | 12 weeks               |
| MID-STATES ENERGY WORKS, INC<br>& RMA ENGINEERING | \$18,500.00  | None given                         | None given             |

Superintendent Schneider continued, "We had pretty extensive conversations with them. The first thing we did was have a one-on-one conversation on what we want to look for. Then we sat down with Dee Francis, our Senior Power Plant Maintenance Operator, and we took a tour of the Plant and talked about all the scenarios that go into this, so they have some way to better understand what they were getting into with providing quotes. We received the quotes, which are included in the council packet. It is my recommendation, based on conversations I've had with other people that have used these firms, to use Mid-States Energy Works, Inc. & RMA Engineering for that quote of \$18,500. We actually do business with them all the time, so they are very familiar with the internal workings of our Power Plant and everything else."

Council Member Lenard inquired, "I know you don't have a start or completion date, did they give you a duration - 12 weeks or 8 weeks?" Superintendent Schneider, "Mid-States is the only one that didn't have those dates on their quote, the others did. I did talk to Mike Schmaderer (Mid-States Energy), and he told me they would have the study complete by June 30th." Council Member Lenard, "So, is it roughly a twelve-week study?" Superintendent Schneider, "Basically, yes." Council Member Lenard, "And the scope was to define the life of our generators and project kind of a cost basis of replacement?" Superintendent Schneider, "Yes, operating cost and everything with that - yes." Mayor Luke, "It would also address any outstanding issues that we have in the facilities now - if we have a piece of equipment that needs repair, as far as they are concerned we can include it or not include it, we'll have the option." Superintendent Schneider, "Yes, once we accept this, we'll have a much deeper conversation than what we've had already so they can come up with a true picture of the needs of the Power Plant." (*Mid-States Energy's quote for Power Plant Feasibility Study Scope states, 'The City of Burlington would like to examine the life cycle costs of generation additions to meet their peak load with some reserve capacity.'*)

**Mayor Luke, "We have a recommendation, do we have a motion from the Council?" Council Member Griffith stated, "I move to accept the quote from Mid-States Energy Works, Inc. & RMA Engineering for that quote in the amount of \$18,500 to do a Life Cycle Study on Burlington's Electric Plant as being in the best interest of the City." Council Member Tschantz, "I'll second." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

**PARKS DEPARTMENT: Update**

**General:** Superintendent Boyce reported that Parks Department personnel have been doing normal duties, cleaning public buildings and restrooms, doing building and equipment maintenance, and picking up tree limbs in the parks after the ice storm and winds. Where they removed trees in the parks, they had put the stump grindings in and they had decayed leaving holes, so Parks personnel filled them in. East of the rodeo arena there were a couple good sized holes that have been filled in.

**GrassHopper Mower - Getting Quotes:** Superintendent Boyce is working on getting quotes for a new GrassHopper mower from the GrassHopper company.

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

Mayor Luke referred to the letter and resolution from the Coffey County Fair Association requesting renewal for their 15-year lease for the use of Kelley Park, which is renewable annually. The letter also included a schedule of pre-fair, fair, and post fair activities. **He said, "At this time, I will accept a motion to grant a one-year extension to that lease."**

**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 5<sup>th</sup> through July 28th, and for other scheduled events as listed." Council Member Lenard, "Second." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

**STREET DEPARTMENT: Update**

**General:** Superintendent Mast reported, "We have been sweeping streets all over town and doing equipment maintenance. We installed a culvert for a new house. There were some drainage issues at 8th and Cumberland; we got that taken care of. We've been working on some alleys, as well."

**Equipment Repair Problems: 1-Ton Truck:** Superintendent Mast said, "I want to let the Council know we are having some trouble getting some of our equipment worked on. We've got a one-ton dump truck we took to the Ford dealership (Crow-Moddie) to have it worked on. It needs a new intake manifold; they say they can't find an intake manifold anywhere in the United States and they checked everywhere. It all has to do with the fact that it's a V-10. Apparently, they are not making these; so they're going to try a shade-tree mechanic fix of some high-temperature caulking they will put in there and try to put that back together and see if we can keep that running. Otherwise we aren't going to be able to use that piece of equipment. That's a piece of equipment we put down in 2016 and tried wait until 2017 to do the work because we were short on funds. If that doesn't work, we are going to have to come up with some different solution, whether that be seeing if we can trade out the V-10 for a V-8 - if things would be able to be swapped out, how that would work. We're looking at some different options."

Council Member Scothorn asked, "What year is that truck?" Superintendent Mast, "I don't know exactly, but we're getting close to twenty years. The big kicker is the fact it has a V-10 engine; if it had a V-8, they'd have a hundred of them; but a V-10 is uncommon. We'll see how that (caulking) works. I just wanted to keep you informed." Council Member Lenard, "Do you think that maybe they just don't want to warrant the work?" Council Member Tschantz, "Is the manifold warped or cracked?" Superintendent Mast, "It is coming apart inside of there, is the way I understand it." Council Member Tschantz, "I don't know if a high-temp sealer will help it." Superintendent Mast, "Well, I don't know for sure either. We had some other issues with it that we got fixed at the same time. We're just not real sure of what we're going to get out of it, if you want to know the truth."

Council Member Lenard, "Where's the motor at with its miles?" Superintendent Mast, "You know, I'm not positive. It doesn't have a ton of miles on it - it probably has more hours than miles. It's been a beneficial tool for us. We utilize it a lot for patching pot holes, crack sealing, and all those kind of things. I'm going to keep looking at different options."

Council Member Curtiss, "Did you talk to Herman? Would Herman know anything about where you could find one of these (a manifold) for a V-10?" Superintendent Mast, "Well, that's one step we can try to take - trying through the junk yards; but you also don't know what you will get when you get there. You don't know whether it's suitable or not; whether it's something that's worthwhile to pick up." Council Member Lenard asked if there is a similar type of truck?" Superintendent Mast, "Not that I'm aware of." Mayor Luke, "Keep us informed."

**POLICE DEPARTMENT: Update**

**New Police Officer Sworn in:** Chief Jones reported Jessica Stice was sworn in as a Burlington Police Officer just a little after 5 o'clock last Friday, February 3rd. He said, "There was a nice turnout with fifteen or twenty people coming in. I think mainly family and friends. She has been working with Devin Haines."

**General:** Chief Jones said. "It's been pretty calm for the Police Department. just usual calls. We did get some property recovery from three different burglaries, and the property has been returned back to the owners. It's one of those cases when our subject isn't even a teenager yet, and he stole a pistol, a wallet, and some knives."

**Animal Control Officer - Applications:** Chief Jones reported, "We received twelve applications so far for the Animal Control Officer position. Some of them have already been eliminated from consideration because of criminal history or driving history. It's like people put applications and they think we don't check; but we're working with what we have. We haven't got a selection yet, we haven't even got them narrowed down to the point where we're ready to invite any of the applicants in for interviews. I hope to be able to do that next week if schedules work out, but with Lewis's (Council Member Lenard's) work schedule, I'm looking at using Gina (City Clerk Kewley) and Sharon (Council Member Hall) as my interview board this time; but I don't even have the schedules yet."

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**WATER DEPARTMENT: Distribution Update**

City Clerk Kewley provided Superintendent Hawkins report.

**General:** Water/Wastewater personnel have been doing normal duties of reading meters, doing rereads, line locates, work orders, and call-outs. They have also been installing new water meter services and tapping sewer lines for customers.

**Waterline Replacement Project - ongoing:** Personnel are ramping up for replacing the waterline on Hudson Street. They had ECS (Energy Construction Solutions) come out today and expose our water lines so they will know exactly where our water mains are located. Also, new waterline will be installed between 11th and Cumberland.

**WATER DEPARTMENT: Water Production**

**Water taste/dirty:** City Clerk Kewley said, "I know there has been a problem with the taste and odor of the water, and they have been working to correct that. They have been cleaning out the front of the Water Plant and flushing hydrants." (As reported last meeting, they have also been running Sodium Permanganate.)

**FINANCE: Claims Ordinance & Payroll Ordinance**

|                      |         |              |
|----------------------|---------|--------------|
| a. Claims Ordinance  | 2017-02 | \$ 91,251.43 |
| b. Payroll Ordinance | 2017-02 | \$ 78,016.57 |
| TOTAL                |         | \$169,268.00 |

**CLAIMS 2017-02:** Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2017-02 in the amount of \$91,251.43 for payment of city bills, as presented." Council Member Tschantz said, "Second." Mayor Luke called for discussion. City Clerk Kewley, "Larger items tonight are: Brenntag for 11,386.55; Cottonwood and Neosho River Basin Water Assurance District #3 [CNRBWAD #3] fee for the year, \$8,053.89; Kritz Davis Company, \$2,480.84; and Lewis Oil Company, \$3,299.31." **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 2017-02 approved by unanimous vote, 6:0.**

**PAYROLL 2017-02:** Council Member Lenard, "I move City of Burlington pay Payroll Ordinance 2017-02 in the amount of \$78,016.57 as presented." Council Member Tschantz, "Second." **Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2017-02 approved by unanimous vote, 6:0.**

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin has been doing normal duties, and working on all the Departments' inventories and should be done tomorrow.

**Census Bureau - Updates:** Zoning Clerk Hugunin reported, "I am now working on our boundaries, helping the Census Bureau with updates, which the boundary has probably not changed any; and all other duties as assigned."

**PERMITS: Permits issued by Zoning Clerk Hugunin: None**

**LEGAL DEPARTMENT: Update**

**Open Records Request:** City Attorney Robrahn said, "I had an interesting open records request from a major news corporation, and we got through that pretty well."

**Municipal Court:** Attorney Robrahn stated, "I was a little short on news tonight, so I called Philip (Assistant City Attorney Wright) to get an update on Municipal Court. He said it's basically the same old stuff. We've seen a big surge in domestic violence. I'd say it's down a little, but it's been pretty constant."

**OTHER COMMITTEE/COUNCIL BUSINESS: KMEA Board of Directors Appointment**

Mayor Luke, "We need to appoint a Board of Director, position number 1, to the KMEA (Kansas Municipal Energy Association). In the past, Alan (Electric Superintendent Schneider) has been that representative; so what is the Council's pleasure?" Council Member Curtiss stated, "I move to appoint Alan Schneider (Electric Superintendent), as Burlington's Director #1 to the KMEA Board of Directors, to serve a two-year term from May 1, 2017 to April 30, 2019." Council Member Lenard, "Second." Mayor Luke called for discussion. Council Member Curtiss, "He's done a fine job." There being no more discussion, Mayor Luke called for a vote. **Motion unanimously carried, 6:0.**

**CITY CLERK: Update**

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

**Delinquent Utility Accounts:** City Clerk Kewley reported, "In February, we will be sending \$1,352.33 in delinquent utility accounts for collection through the Kansas Set-off Program."

**[7] CONTINUATION: February 1, 2017 Burlington City Council Regular Session**

**Financials:** City Clerk Kewley said, "I handed out the sales tax revenue report and financials for 2016. You'll see the tax revenue tax report was down approximately \$110,000 this year."

**Water Use Report (Annual):** City Clerk Kewley completed the annual Water Use Report and sent it to the State.

**2017 Budget - Update:** City Clerk Kewley finished keying in the 2017 Budget figures to line items.

**Water Rate Study:** City Clerk Kewley reported, "Danny (Superintendent Hawkins) and I met with Phillip Fishburn of Midwest Assistance Program on January 24th (last week) to start the Water Rate Study for 2017. We had a very good meeting. I did finish sending to him the requested information he was needing to start our 2017 Water Rate Study. We are going to meet every month. Our next meeting will be February 28th. We are hoping to have everything to Council by June. We will probably be asking the Water Committee to sit in on a couple of meetings toward the end."

**Dog Tags:** Dog tags are due this month.

**Finance Meeting for 2-23-2017:** A Finance Committee meeting has been scheduled for Thursday, February 23rd at 3 o'clock p.m., in our meeting room at 303 Neosho.

**Audit of 2016:** City Clerk Kewley, "Our auditors contacted me and have scheduled May 4th and 5th to come onsite to do our 2016 audit."

**Employee Benefit Meeting Scheduled:** Everyone was reminded that the Employee Benefit Meeting will be next Wednesday, February 8th at Kelley Hall from 9 a.m. to noon. City Hall will be closed from 9 a.m. to 1 p.m. for the meeting and for lunch hour.

**Parks Department - Repairs at City Hall:** City Clerk Kewley stated, "Kevin (Superintendent Boyce) has been a fixture in our office lately. He fixed drainage issues in the basement and aired that out. He's working on replacing the flooring in the 303 Neosho breakroom area with laminate flooring."

**MAYOR'S COMMENTS: None**

**CITY OFFICER REPORT: Water Rate Study Workshop - Update**

Council Member Tschantz said, "Danny (Superintendent Hawkins) attended the Water Rate Workshop in McPherson last Thursday (January 26), and it was an eye-opener. They had a municipality loan out a piece of machinery to another municipality, and it broke down. It was an \$18,000 pump, and they didn't know who was going to pay for it. So, we talked with Gina (City Clerk Kewley) about getting an insurance contract so if another municipality were to borrow a piece of equipment, they sign this contract so if it breaks down they are responsible for it."

Council Member Tschantz stated, "I came away from the Workshop with a new-found respect for the ladies in the office, I really did."

**FUTURE AGENDA ITEMS:**

|   |   |
|---|---|
| <b>GENERAL</b> City Debt – How to fund projects<br>City Code Recodification (LKM and American Legal Publishing)<br>Service/Allied Waste Agreement Renewal<br>Water Rate Study for 2018 rates / increase for 2018<br>Actuaries – GASB-45                             | Financial Program Software (CIC)<br>MT Wireless - Fiberoptics to City Buildings<br>GAAP – Infrastructure Capitalization<br>Audit 2016<br>LED Bulb Sales to Public (begun 1/2017)  |
| <b>ELECTRIC DEPARTMENT:</b> Emissions Standards Compliance/EPA<br>Conger Addition - Underground utility damages/MT Networks<br>Arc Flash Study - Mapping Update<br>Parallel Generation/Net Metering Power Generation f/Renewable Energy                             | Automatic Meter Infrastructure for Electric (AMI)-updates<br>KPP Power Purchase Contract - Update<br>Power Plant - Life Cycle Study<br>Power Plant - Add Generator  |
| <b>PARKS DEPARTMENT:</b> Riverbank Fill Permit - Prepare and apply<br>Kelley Park - Christian Motorcyclists Assoc. 9/2017<br>Demo Derbies in 2017: Spring (April 15) and Fair (July 22)<br>GrassHopper Mower - get quotes/purchase                                  | Coffey County Fair 2017 (7/19 - 23/2017)<br>Free Drake Park Campsites (7/17-23-2017)<br>WildBlue BBQ (7/13-15/2017)   |
| <b>LEGAL DEPARTMENT:</b> Municipal Court  |   |
| <b>PLANNING AND ZONING</b> Industrial Park Lots - for Sale, etc.<br>Work with NexTech and City Departments to improve Cyber Security<br>Work w/PD on Nuisance Structure regulations<br>Quarterly Construction Valuation Report<br>Tree City USA - Application, etc. | Prepare Easements for any City-owned property without one<br>GIS Mapping - Address Corrections - south part of town<br>Commercial Property at 4th and Potomac for Sale<br>Departmental Inventory (all departments)  |
| <b>POLICE DEPARTMENT</b> Nuisance Updates<br>2013 Charger Purchase / Dispose of 2010 Crown Victoria   | Personnel –Animal Control Officer Needed  |
| <b>STREET DEPARTMENT:</b> Heather Street - Concrete Panels<br>Sidewalk Replacement Cost-Share Program - Update Pricing<br>Sidewalk Repairs on City Rights-of-Way<br>Trackhoe Repairs - update<br>Rebuild/Repair Kennedy Street and 14 <sup>th</sup> Street          | Pavement Management System/Asset Management System<br>Mohawk Street Improvements between 14th & 15th)<br>Street Project Testing by PSI - updates<br>2015 Asphalt Project - APAC used Faulty Materials<br>One-Ton Truck V-10 - Repair (needs manifold)   |
| <b>WATER &amp; WASTEWATER DEPARTMENT:</b><br>Southwest Sewer Project<br>Waterline Replacement Project<br>Pump Repairs in 2016 (Clearwell/River Intake)<br>Sewer Lagoons - Analysis (KRWA/funds for dredging)<br>Valve Exercise Program - Annually in Fall           | Neosho Riverbank Stabilization<br>SCADA System-updates<br>Water Meter installations<br>John Redmond Reservoir – Dredging<br>Testing - LT2 Monitoring/E-Coli in river<br>Bulk Water Storage - Hose/Hoop<br>Water Plant Improvements–Efficiency<br>Testing: Lead & Copper<br>Lift Station #1 - Surge Protection repair<br>Plumbing Violations |

**Mayor Luke declared the meeting adjourned.**

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