

**BURLINGTON CITY COUNCIL REGULAR SESSION JANUARY 18, 2017**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, January 18, 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:** Mike and Becky Bright (Kansas Christian Motorcyclists Association), Becky Reeves, Jay Hale

**AGENDA:** Mayor Luke moved the Street Department update to Item VII 1 and The Electric Department down to VII 3; and added agenda items as needed. *Council Member Griffith, "I move to approve the agenda as modified." Council Member Tschantz, "I'll second." Motion unanimously carried.*

**MINUTES Regular Session 12-21-2016:** *Council Member Hall, "I move to accept the Draft Minutes of Regular Session on December 21, 2016 as presented." Council Member Tschantz, "I second." Motion unanimously carried.*

**APPOINTMENT: Mike Bright, Christian Motorcyclists Association: Reserve 4-H Building in September**

Mike Bright, "I want to thank the Mayor and Council for letting me come to visit with you this evening. My main motivation is that as I looked at the 4-H Building for a future event in the community, I thought I would need more than a 90-day window for a reservation; and so, I would like to ask the Council for a waiver of that. The event is for the Christian Motorcyclists Association to host a Roads and Trails Rally. Burlington is nicely situated right at the edge of the Flint Hills here with beautiful riding opportunities. As you look around for a building to host, a place for campers to camp, a place where RVs could hook up - it just seems to have all the amenities we're looking for for such an event. So, we'd like to come to your community and host that event."

He added, "I have flyers here that I'd be happy to leave with you. Traditionally, the event will draw - we did this the past two years in Junction City and we've drawn around fifty riders or so. I've been to other events hosted both in Eureka and up in Council Grove that have drawn upward to a hundred riders to such events. It's not the sort of motorcycle event where we're all going to arrive and hang out for the whole weekend. The whole event is about riding - like I said on the flyer, 'Remember when you fell in love with riding'. That's what we will come here to do. Come to a central hub where we'll spend Friday and Saturday out riding, and then come back here in the evening so we can enjoy the restaurants and different things; and have a local point of fellowship in the 4-H Building. I'd be happy to answer any questions you might have."

Mr. Bright continued, "The Christian Motorcyclists Association has been in existence since 1975 (over twenty years); and just has a reputation for hosting a quality event that is going to make the community proud to have it." Mayor Luke, "And the timeline?" Mr. Bright, "The event is scheduled for September 8 through 10 of 2017. We would probably come in Thursday evening to do setup. Riders will be arriving in town Thursday evening to camp, check into hotel rooms, and so forth. We would leave out Friday morning for the day's ride, and we'd be back on Friday night; and go out riding again Saturday morning. Each day is started out with a rider's meeting at 8:30; and then we will try to get out and spend the day riding and come back into the community for the evening."

Christian Motorcyclists Association (CMA) is about trying to share the Gospel of Jesus Christ to riders. I really don't care what kind of bike you ride - if you don't know Christ, we can have a discussion; but we're not going to beat you over the head with the bible - rather, we're going to try to demonstrate to you a different lifestyle. We're inviting riders to come spend the day with us, and an opportunity to demonstrate that and perhaps try and impact them a little bit."

Mayor Luke called for questions from the Council. Council Member Griffith, "What is the ninety days?" Mayor Luke explained, "We have a requirement that we won't rent out the location (4-H Building) more than ninety days in advance of the event. They want to do their promotion and advertising, so they're asking us to give them a longer period of time." Mr. Bright, "If I have to wait until ninety days out and secure the facility, that will give me only three months to advertise. This is a part of CMA's National Roads and Trails schedule; and last year we drew riders from Missouri. Very likely, this year we will also draw riders that will come in from Arkansas to the event. This just facilitates some advance advertising."

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Council Member Scothorn, "We don't have anything else lined up for that weekend, do we - any normal annual event?" Chief Jones, "We don't have anything in town, but that is OK Kids weekend." Mr. Bright, "I've been out and visited with the Lake (Redmond) looking at some campgrounds. Number one, we'd be isolated at the Lake, and I think most of our people would be more comfortable here in town being able to camp at the park and having ready access to restaurants and the stores."

Hearing no further discussion or questions, Mayor Luke asked Council, "What is your pleasure?" Council Member Hall stated, "*I move to waive the 90-day reservation timeframe and allow Mike Bright, Christian Motorcyclists Association, to reserve the 4-H Building from the evening of September 7th through September 10th, 2017.*" Council Member Lenard, "Second." Hearing no discussion, Mayor Luke called for a vote. *Motion unanimously carried, 5:0.* Mr. Bright left some of the flyers. Mr. Bright said he will come to City Hall on Monday morning to do the contract and pay the fee. City Clerk Kewley said that was alright.

**PUBLIC COMMENTS:** None

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Superintendent Schneider said, "We did line locates. The men installed new electric service to new construction on the north end of town. They have been fixing quite a few street lights, did vehicle maintenance, and doing shop maintenance as well with the weather being cold."

**Bucket Truck: 2017 Dodge Ram - Received:** Superintendent Schneider reported the new bucket truck we purchased from Equipment Technology LLC arrived yesterday morning. He said, "It is a very nice truck. The men are busy equipping it with line hardware and tools, getting it ready to put into service."

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

**General:** Superintendent Schneider reported, "On the production side, the men are still doing Power Plant and generator maintenance. We finished year-end reports, and have been building spreadsheets for 2017 reporting."

**ELECTRIC DEPARTMENT: Personnel - Advancement (Promote Thomas Hess to Leadman)**

*(The Line Foreman position has been vacant since June 2011. On December 3, 2014, Council authorized position title change to Line Leadman; and Superintendent Schneider was authorized to advertise the position which is still open and advertised on the City's website.)*

Superintendent Schneider stated, "I would like to talk about advancement on Linemen. We've had the Lead Lineman position open for quite some time. When we advertised for that, we left that open 'until vacancy is filled.' Thomas Hess, currently a Journeyman Lineman, has expressed interest in the position, and has filled out an application. He is doing a fantastic job for the City of Burlington. I'd like to recommend that we promote Thomas Hess to the Electric Line Leadman position at \$24.00 an hour."

*Council Member Tschantz stated, "I move approve Superintendent Schneider's recommendation to promote Tom Hess from Journeyman Electric Lineman to Electric Line Leadman, effective January 21, 2017 at the rate of \$24.00 per hour." Council Member Scothorn, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously, 5:0.*

**ELECTRIC DEPARTMENT: Personnel - Fill Advertised Position advertised since 11/17/2016**

Superintendent Schneider said, "We had a position open and advertised as open until filled. Tuesday, January 10th, we did do interviews for that position. The applicants we interviewed are very nice young men. I would like to recommend that we offer employment as First Year Apprentice Lineman to Dallas Birk at \$16.19 per hour."

*Council Member Scothorn stated, "I move to extend an offer of employment as First Year Apprentice Lineman to Dallas Birk, at the starting hourly salary of \$16.19, with the start date contingent on him giving notice to his current employer." Council Member Griffith, "I'll second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously, 5:0.*

**ELECTRIC DEPARTMENT: Personnel - Authorize to Fill the newly vacated Lineman position**

Superintendent Schneider stated, "With the promotion of Thomas Hess to Leadman, that does leave a vacant Lineman position; and I would like to fill that vacancy from the recent interviews we did Tuesday, January 10th."

**Authorization to Fill from Interviews Done:** Council Member Griffith stated, "*I move to allow Superintendent Schneider to use the current applicant pool to fill the vacancy for Apprentice Lineman that was created by the promotion of Thomas Hess to Electric Line Leadman.*" Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. *Motion carried unanimously, 5:0.*

**Extend Offer of Employment:** Superintendent Schneider stated, "I would like to offer that position of First Year Apprentice Lineman to Quintin Ratzlaff at \$16.19 per hour." Council Member Tschantz stated, "*I move to extend an offer of employment as First Year Apprentice Lineman to Quintin Ratzlaff at the starting hourly salary of \$16.19, with the start date contingent on him giving notice to his current employer.*" Hearing no discussion, Mayor Luke called for a vote. *Motion unanimously carried, 5:0.*

**WATER DEPARTMENT: Distribution Update**

**General:** Water/Wastewater personnel have been doing line locates, rereads, work orders, sewer taps and water taps. Inventory was completed and given to Zoning Clerk Hugunin.

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**Water Leaks:** Superintendent Hawkins reported, "We did have two water leaks. You've probably saw us on Highway 75 in front of State Farm Insurance (417 N. 4th). We were there for quite some time. Fortunately we found it before going out into the Highway. It was a coupling with bolts rusted off; so we were able to get it replaced and put back together. Sorry for the inconvenience to all those up there."

**Pumpstation #5 (LS#5) Repair:** Superintendent Hawkins said, "We pulled the pump out of Pumpstation #5. We had a seal failure on it so water got up into the pump; so we pulled it out, and put our spare pump in. We hauled that pump up to Douglass Pumping in Lawrence, and they are now rebuilding it."

**Air Compressor - Problems:** Superintendent Hawkins, "With that said, our air compressor then broke down. We had to take it to Topeka; so it's getting fixed, as well."

**Scout House:** Superintendent Hawkins reported, "Today, we put in new waterlines for the Boy Scout House (S. 3rd St.). We put in a hydrant and moved the meter pit back; and the we ran a new waterline into the building; so that way it's taken care of, as well."

**WATER DEPARTMENT: Water Production**

**Water taste/dirty:** Superintendent Hawkins reported, "We've been cleaning out the front of the plant. We know the water has some musty taste, dirty - we've had lots of calls. We've been running Sodium Permanganate since last week; so we're hoping that helps. We've been going out and flushing hydrants around town. If anybody has any concerns, let us know and we'll go flush your area if you have those problems. We are working on that."

**Air Compressor - more info:** With the air compressor being down, we were not able to finish cleaning out the front of the plant because we used the jack hammer to shave and get lime off the inside of the walls; so personnel will be going back and working on that, as well.

**Check Valve Failure:** Superintendent Hawkins said, "We also had a failure with one of our check valves in the front of the plant. Our water was coming down off the top of our basins. We had just installed a brand new check valve/waiver valve in there; and it's still under warranty. Tom Miller and his crew (De Zurich) came in and checked it out. The seal on the check valve had come undone and was hooked up inside - that was the cause; so they took it apart, took the seal out and temporarily fixed it until we get a new check valve in. So, we'll have that ready to go."

**STREET DEPARTMENT: Update**

**General:** Street personnel have been sweeping curbs and gutters.

**Ice Storm Preparation:** Superintendent Mast reported, "We mixed up extra salt in preparation for the ice storm we thought we would get. Not only that, but we did a lot of other preparations making sure our chainsaws and other equipment was ready. We did have to go out one time - we got called out Friday evening because it got slick; but other than that everything was good, and I'd say we got very lucky with our weather."

**Pavement Management Plan for 2017:** Superintendent Mast said, "We have been working with Norm Bowers (Bowers Civil Engineering) and finalized the 2017 Street Plan."

**Filling Holes:** Superintendent Mast reported, "We went and got cold mix, and helped the Water Department put material back in the holes on Highway 75, and also on 12th Street." Superintendent Hawkins thanked him.

**STREET DEPARTMENT: Executive Session for Attorney/Client**

***Council Member Hall stated, "I move to enter into a fifteen-minute Executive Session for Attorney/Client with the Governing Body, City Attorney Robrahn, Assistant City Attorney Wright, City Clerk Kewley, and Street Superintendent Mast." Council Member Griffith, "I second the motion." Hearing no discussion, Mayor Luke called for vote. Motion unanimously carried, 5:0. Council entered Executive Session at 6:24 p.m. At 6:26 p.m., Street Superintendent Mast was asked to leave the meeting. Council exited the Executive Session at 6:39 p.m. No action was taken.***

**POLICE DEPARTMENT: Update**

**Icy Road Conditions:** Chief Jones stated, "We would like to thank Doug and his crew (Street Department) for being prepared for the weekend. They were out Friday night, and we hadn't even called them yet. We got very lucky on that one."

**A Robbery/Kidnapping/Truck Theft/Etc.:** Chief Jones commented, "It's been pretty crazy around the county this week already. I was sending officers over to Emporia to pick up a prisoner, and they got to the north end of Coffey County just in time to get involved in the armed robbery and kidnapping in our county. The guy tried to use a debit card at BETO, and the owner had deliberately given him the wrong pin number so it didn't work. Apparently, he tried to break into a house over in Lyon County just west of Reading - it turned out that belonged to a court security officer who ran him off; he stole a pickup truck at Reading, ran from the Highway Patrol, the Lyon County Sheriff, and the Emporia Police and went through Emporia. He ended up north of Emporia on Graphic Arts Road, bailed out on foot. Kansas Highway Patrol Officer, Ronnie Hess and his dog tracked him down and found him on a creek bank."

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**Stabbing Incident:** Chief Jones reported, "It seemed that everything was calming down, and then last night we had a brother stab his brother - apparently three times. One brother is in jail; and the other brother is in stable condition at Stormont Vail."

**Nuisance Update - 320 Juniatta:** Chief Jones said, "The only nuisance update I have is Warren Yoho has started a miniscule amount of work. I can tell things are moved around - he's started. I can't give any time line of what it's going to take from when that house burned (November 19, 2016). I will get ahold of him in a few days."

**POLICE DEPARTMENT: Personnel- Officer Britt Sigg's Resignation / Fill Officer Vacancy by Promotion**

**Officer Sigg's Resignation, effective 1/27/2017:** Chief Jones stated, "Officer Britt Sigg, who has been with us since October 3, 2007, was offered a position with security at Wolf Creek. He has accepted that position; I received his written resignation and gave it to the City Clerk. His last day of work will be Friday, January 27th."

**Promotion to Fill Vacancy:** Chief Jones stated, "With that in mind, and after discussion with my committee (Police Committee), I've been working with Jessica Stice; and I would like to promote Jessica Stice from the Animal Control Officer position to the Patrol Officer position."

**Council Member Lenard stated, "I move to accept the recommendation of Chief Jones to promote Jessica Stice from the position of Animal Control Officer to Burlington Police Officer at the entry level wage of \$15.95 per hour, effective January 28, 2017." Council Member Hall, "I'll second it." Mayor Luke called for discussion.** Chief Jones, "With the 28th actually being a Saturday, I haven't checked with Gina on what I would do about swearing her in - prior, after. How do you want to handle it?" City Clerk Kewley said she could come in on Saturday. Chief Jones, "Or if you want to amend the motion to where she would become effective the afternoon of the 27th - whatever Council's pleasure is." Mayor Luke said, "I would recommend that we make this effective January 27th at 5 p.m."

**Council Members Lenard revised the motion to: "I move to accept the recommendation of Chief Jones to promote Jessica Stice from the position of Animal Control Officer to Burlington Police Officer at the entry level wage of \$15.95 per hour, effective January 27, 2017 at 5:00 p.m." Council Member Hall, "I'll second it." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.**

**POLICE DEPARTMENT: Personnel - Animal Control Officer, Vacancy**

Chief Jones stated, "That leaves me an Animal Control Officer short. I would like the Council's permission to fill that position, advertised as 'open until filled.'" **Council Member Hall stated, "I move to authorize Chief Jones to advertise for an Animal Control Officer until the position is filled." Council Member Griffith, "Second." Mayor Luke called for discussion.** Council Member Scothorn inquired, "How many hours is that?" Chief Jones replied, "That is a forty-hour position." **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.**

**POLICE DEPARTMENT: Patrol Vehicle Replacement of the 2010 Crown Victoria**

**Purchase a 2013 Dodge Charger:** Chief Jones said, "As we were budgeted this year for a replacement vehicle, and we took the 2010 Ford Crown Victoria out of service, I'd like permission to purchase another used Dodge Charger from Kansas Highway Patrol with a quoted price of \$17,950.00 for a 2013 Dodge Charger."

**Council Member Lenard stated, "I move to authorize Chief Jones to purchase a used 2013 Dodge Charger from the Kansas Highway Patrol with the price not to exceed \$17,950.00." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.**

**Dispose of 2010 Ford - Ideas:** Chief Jones stated, "The only other thing I've got is still a discussion topic at this point as to what we do with the 2010 Ford Crown Victoria that we took out of service. I listed out the options to the Police Committee and the Mayor as to what we can do. We can sell it locally. We can sell it on purplewave.com - which would probably bring us the best amount of money but we're not going to get much for it anyway. I have also had a suggestion made that we get with a local group, such as the Cancer Support Group, and put the car down at the Fair and let people take whacks at it with a sledgehammer for a donation; and then let Skillman destroy it as the half time entertainment at the demolition derby at the Fair this year. That is a suggestion. That is a discussion topic, I'm not even really ready to make a recommendation; I'm just kicking ideas around." Mayor Luke, "There are some investigations we'll have to do on that, so we'll use that as a kicking point for now and we'll come to a solution in the next thirty days or so."

**PARKS DEPARTMENT: Update**

**General:** Superintendent Boyce reported that Parks Department personnel have been doing normal duties, cleaning public buildings and restrooms, and doing building maintenance. They worked on inventory and the Goals & Accomplishments, attended KMU safety training, did snow and ice removal, and got the spring/summer banners put up in place of the holiday banners.

**625 S. 3rd /Fair Association Office:** Superintendent Boyce stated, "During and after the cold weather, we went in and checked everything in the Fair Board office (625 S. 3rd) as far as waterlines and such. Back underneath the building, there was a steel sewerline that ran over to the main drain, and it looked like a sprinkler system; so we replaced that with plastic, and the kitchen sink, the shower, and the bathroom sink drain a lot better."

**Scout House:** Superintendent Boyce, "As Danny (Superintendent Hawkins) said, they worked at the Scout House replacing the waterline. When the guys were reading meters, they noticed a leak there so we replaced the waterline going from the meter to under the building, and all the waterlines feeding the stools and the sinks also. So, it now comes out of the ground and directly into the building, and all the waterlines that service things in the building are in the building instead of under so we don't have to worry about them freezing."

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**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2017-01	\$716,700.83
b.	Payroll Ordinance	2016-26	\$ 76,221.78
c.	Payroll Ordinance	2017-01	\$ 78,797.26
	TOTAL		\$871,719.87

**CLAIMS 2017-01:** Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2017-01 in the amount of \$716,700.83 for payment of city bills, as presented." Council Member Hall said, "I'll Second." Mayor Luke called for discussion. City Clerk Kewley, "Larger items tonight are: Equipment Technology, Inc.(ETI) for the Electric Department's new bucket truck, \$133,281.14; Kansas State Treasurer for the Sewer Improvement Project, \$250,921.64; Kansas Power Pool, \$192,817.92. Within this \$716,700.83 ordinance, we are paying bills in the amount of \$405,935.85 for 2016, and \$310,764.98 for 2017." 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 2017-01 approved by unanimous vote, 5:0.

**PAYROLL 2016-26:** Council Member Lenard, "I move City of Burlington pay Payroll Ordinance 2016-26 in the amount of \$76,221.78 as presented." Council Member Scothorn, "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 2016-26 approved by unanimous vote, 5:0.

**PAYROLL 2017-01:** Council Member Tschantz, "I move City of Burlington pay Payroll Ordinance 2017-01 in the amount of \$78,797.26 as presented." Council Member Hall, "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 2017-01 approved by unanimous vote, 5:0.

**FINANCE: Utility Billing Charge-Off of 2015 Delinquent Utility Accounts**

City Clerk Kewley stated, "In your council packets, you have the list of 2015 Utility Billing Charge-Offs for delinquent utility bills. We did have an update to that list modifying three accounts, so I passed out an updated list. The modifications brought the total delinquent charges down to \$14,829.48. Keep in mind, we send these to the Kansas Set-off Program for collection from the customers' income tax returns. We also continue to collect if the person moves back to town, if they are in town under a different name, or if they are living with a relative who wants utilities - we will make them pay the back bill up in full. The charge-offs for 2015 were up this year. Carol and I visited today about that, and we think that since Wolf Creek had back-to-back outages in 2014 and 2015, that may have brought in some younger contractors who don't have as much responsibility as the older people. I mean, I hate to say it, but the culture of younger kids is that we're not seeing them pay their bills. Some of the names listed, are local and they still live here with either a family member, girl friend, or boy friend; but we still try to collect."

Council Member Hall stated, "I move to approve the Utility Billing Charge-off of 2015 Delinquent Accounts in the amount of \$14,829.48." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.

**FINANCE: Blue Cross/Blue Shield - Employee Health Insurance Renewal**

City Clerk Kewley, "Also in your packets is information concerning renewal of employee health insurance through Blue Cross/Blue Shield of Kansas. We did have an increase in premium this year, as shown on the Rate Comparison. For the 2017 policy, we actually had a 5.4 increase for the straight health insurance, not including dental. Overall there was a 2.5% increase in the pool. Age/Gender and Utilization was a 2.9% increase. However, we also have a 210.45% loss ratio on claims paid out versus policy paid. So our group pool stands for something to where even though we go over on our ratio, we were able to keep the prices down. I recommend that we continue with our grandfathered Blue Cross/Blue Shield insurance policy."

Council Member Hall stated, "I move to approve the Blue Cross/Blue Shield of Kansas health insurance policy for City of Burlington employees for 2017." Council Member Scothorn, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried; 5:0.

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin has been doing normal duties, updating permits, and working on all the Departments' inventories.

**Tree City USA - Application:** The Tree City USA application has been submitted, and we are waiting for word that it is approved.

**Strategic Planning Meeting:** Zoning Clerk Hugunin attended the Strategic Planning meeting last Friday.

**Quarterly Construction Valuation Report:** Zoning Clerk Hugunin reported, "I have the building permit totals for structure construction in 2016. The value of building construction in Burlington in 2016 was \$1,756,280."

**OTHER COMMITTEE/COUNCIL BUSINESS: Goals and Accomplishments**

The Goals for 2017 and Accomplishments in 2016 have been completed and distributed.

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

**ORDINANCE 847, Establish Fees**

City Clerk Kewley referred to draft Ordinance 847, to establish the City's fee schedule. She explained, "The Department Heads, Myself, and Sue (Administrative Assistant Stroh) reviewed the fees we are currently charging for various services. Several of these fees have not been increased since the 1970s, and some since the 1960s. There are some changes to the fees. I have a spreadsheet showing the current fees, recommended changes, and who recommended the changes."

City Clerk Kewley said, "An example is the utility deposits, which have not been changed since 1979, so we are increasing those." Council Member Tschantz asked, "How much are we increasing the deposits?" City Clerk Kewley, "The electric deposit is currently \$70, and we're increasing it to \$100. The water deposit is \$20, and we're increasing it to \$50."

**Mayor Luke, "What is the Council's pleasure?" Council Member Hall stated, "I move to adopt Ordinance No. 847, An ordinance to amend Chapter I Article 8, Fees and all related sections of the Code of The City of Burlington, Kansas, establishing fees and providing a general penalty for violation thereof; repealing Ordinance no. 711 and amending all ordinances in conflict with this ordinance." Council Member Tschantz, "Second." Mayor Luke, "Any additional discussion?"** City Clerk Kewley said, "Yes, I will add that we do have to get this done tonight so we can move forward with updating our City Codes, so this is the time to make any adjustments to our services. Also, Tom has had a chance to review it." City Attorney Robrahn stated, "I have reviewed it." **Hearing no further discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 847 adopted by unanimous vote, 5:0.**

**LEGAL DEPARTMENT: Update**

**Ordinance 847, Fees:** City Attorney Robrahn said, "I reviewed Ordinance 847 for tonight, and there were also some matters discussed earlier in the meeting."

**Municipal Court:** Attorney Robrahn stated, "I think Philip (Assistant City Attorney) had a long Municipal Court last time." Council Member Lenard commented, "I was at Municipal Court last Thursday. I remember where we were about a year ago with having some legal representation with some of the towns as we had with our cases, and after watching it, I appreciate what Philip does, what the officers do, and what Doug (Chief Jones) does; and really, Judge Campbell is, I think, pretty phenomenal with what he does and how he tries to work with people in resolving. There are people who are trying to make things right; and they try to keep their jobs, serve their punishment, make restitution, and community service. I think with what everybody does, it's pretty phenomenal what does happen in our community at times. KUDOS to Philip and everybody with what they do." City Attorney Robrahn, "It seems to work." Council Member Lenard, "Yes, it does. Considering where we were and where we're at now. There's a lot of effort that goes into that. It's very appreciative to see that in action."

**CITY CLERK: Update**

**General:** City Hall personnel have been busy preparing meter readings for utility billing this month; and have also been handling normal calls and inquiries and preparing work orders, vouchers for bill paying tonight, payroll, minutes for the council, and ordinance preparation.

**Delinquent Utility Accounts:** City Clerk Kewley reported, "In January, we will be sending \$3,266.39 in delinquent utility accounts for collection through the Kansas Set-off Program."

**Employee Health Insurance: BC/BS:** City Clerk Kewley met with Marcus Miller to review our 2017 Blue Cross/Blue Shield of Kansas health insurance policy.

**LEPC Meeting:** City Clerk Kewley attended the Local Emergency Planning Committee meeting last Wednesday, January 11th.

**Coffey County Commissions Annual Meeting:** City Clerk Kewley reported, "I also attended the annual Coffey County Commission's discussion on the 2017 Legislative Session, on January 5th. It was very informative. I enjoyed going to that and getting information from the different agencies."

**Electric Lineman Interviews:** City Clerk Kewley participated in the interviews of the applicants for the Electric Lineman.

**Goals & Accomplishments:** City Clerk Kewley commented that the 2017 Goals and 2016 Accomplishments had been completed and distributed to the Governing Body and Department Heads.

**Water Rate Study Meeting Scheduled for January 24th:** City Clerk Kewley stated, "We have scheduled a meeting on January 24th at 1:00 p.m. with Phillip Fishburn from Midwest Assistance Program to start working on our 2017 Water Rate Study."

**Employee Annual Benefits Meeting:** City Clerk Kewley stated, "I have scheduled Wednesday, February 8th for the Annual Employee Benefits Meeting at Kelley Hall from 9:00 a.m. to noon. Our benefit providers will meet with the employees and review services they provide, and changes to benefits, or if they want to make changes. It is also open enrollment for the employees. Benefit providers will be Blue Cross/Blue Shield, KPERS, Security Benefit, Empower Retirement (KPERS457), and the Employees Assistance Program. I sent out notices to superintendents today."

**Financials:** City Clerk Kewley said, "We are still paying our 2016 expenses tonight. I believe this is the last meeting for that, so I will have the 2016 financials at the next council meeting."

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**LED Bulbs for Sale at City Hall:** As discussed on October 5, 2016, Kansas Power Pool and City of Burlington are promoting energy efficiency by offering LED light bulbs to customers of City of Burlington utilities at the low cost. Tonight City Clerk Kewley informed Council, "We have the LED bulbs now, so we will start advertising them for sale at City Hall for \$2.50 each."

**City's Mailing Address is P.O. Box 207:** City Clerk Kewley stated, "We have had inquiries from customers who are upset that the Post Office has been sending their utility payment back to them as undeliverable due to the customer having addressed the envelope to our physical address instead of the post office box. It is my understanding the Post Office is no longer forwarding mail that does not have the post office box number on it. I have explained to the customers the correct address is on the utility bill, and to please address their envelope the post office box, not our location address - or we will probably not get their payment on time by the 10th. Our mailing address has been P.O. Box 207 for many years. I am unable to waive the penalty as the City has not changed our address. We have put notification on Facebook and on our website to inform our citizens and customers of the correct mailing address."

**MAYOR'S COMMENTS: None**

**REPORT BY CITY OFFICER(S):**

Council Member Tschantz said, "I want to remind the Council that Mr. Hawkins (Water/Wastewater Superintendent) and I will be going to McPherson on the 26th of January to a Rate Study Workshop."

**FUTURE AGENDA ITEMS:**

<b>GENERAL</b> City Debt – How to fund projects City Code Recodification (LKM and American Legal Publishing) Service/Allied Waste Agreement Renewal Water Rate Study: 2017 rates / Ord. f/2% Increase effective 1/132017 Water Rate Study for 2018 rates / increase for 2018 Actuaries – GASB-45	Financial Program Software (CIC) MT Wireless - Fiberoptics to City Buildings GAAP – Infrastructure Capitalization Audit 2016 LED Bulb Sales to Public (begun 1/2017)
<b>ELECTRIC DEPARTMENT:</b> Emissions Standards Compliance/EPA Conger Addition - Underground utility damages/MT Networks Power Plant - Life Cycle Study Parallel Generation/Net Metering Power Generation f/Renewable Energy	Automatic Meter Infrastructure for Electric (AMI)-updates KPP Power Purchase Contract - Update Arc Flash Study - Mapping Update Power Plant - Add Generator
<b>PARKS DEPARTMENT:</b> Riverbank Fill Permit - Prepare and apply Kelley Park - Christian Motorcyclists Assoc. 9/	Coffey County Fair 2017
<b>LEGAL DEPARTMENT:</b> Municipal Court	
<b>PLANNING AND ZONING</b> 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 Tree City USA - Application, etc.	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 Departmental Inventory (all departments)
<b>POLICE DEPARTMENT</b> Nuisance Updates 2013 Charger Purchase / Dispose of 2010 Crown Victoria	Personnel –Animal Control Officer Needed
<b>STREET DEPARTMENT:</b> Heather Street - Concrete Panels Sidewalk Replacement Cost-Share Program - Update Pricing Sidewalk Repairs on City Rights-of-Way Trackhoe Repairs - update Rebuild/Repair Kennedy Street and 14 <sup>th</sup> Street	Pavement Management System/Asset Management System Mohawk Street Improvements between 14th & 15th) Street Project Testing by PSI - updates 2015 Asphalt Project - APAC used Faulty Materials
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Southwest Sewer Project Waterline Replacement Project Pump Repairs in 2016 (Clearwell/River Intake) Sewer Lagoons - Analysis (KRWA/funds for dredging) Valve Exercise Program - Annually in Fall	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

**Mayor Luke declared the meeting adjourned.**

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