

BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 15, 2017

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, March 15, 2017. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

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

Superintendents Present:

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

Also Present: Regina Kewley (City Clerk) Susan Stroh (Administrative Assistant)

Tom Robrahn (City Attorney) Jimmy Hugunin (Zoning/Grants Clerk)
 Philip Wright (Assistant City Attorney) Anne Brown (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale, Colby Johnson, Kristy Johnson, Tim Johnson, Michelle Vander Linden, Doug Vander Linden, Stacy Reed, Craig Marshall, Monica Humphrey

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

MINUTES Regular Session 3-1-2017: *Council Member Scothorn, "I move to accept the Draft Minutes of Regular Session on March 1, 2017 as amended." Council Member Tschantz, "I second." Motion unanimously carried.*

APPOINTMENT: Colby Johnson - Proclamation: BHS State Wrestling Championship Week 3/24-31/2017

Mayor Luke requested Colby Johnson, a Burlington High School Senior, to join him in front of the council table for recognition of his two-time wrestling championship. Mayor Luke stated, "First of all, I have a couple of questions for you. Do you wrestle with your brother?" Colby, "I do." Mayor Luke, "Do you do it 'legally'?" Colby, "By the rules, or brawl sometimes." Mayor Luke, "Have you taught him everything he knows; or have you taught him everything you know?" Colby, "He's picked up a lot from me, I will say that." Mayor Luke, "In other words, he's got to learn on his own." Colby, "Okay, I'll leave it at that."

Mayor Luke, "Before we present the proclamation, if you remember last year, I said your key to the city was backordered?" Colby, "I remember." Mayor Luke, "Well, it wasn't really backordered; but it was shipped out and was put on the wrong truck - it's been riding around the U.S. with the Idaho potato, and nobody has found it yet. So you might want to just forget last year's, but we did find you one for this year." Mayor Luke held up a large key and read the inscription on it, 'KSHSAA 4A STATE WRESTLING CHAMPION 2016 2017'." (Applause)

Mayor Luke read the Proclamation entitled, 'Burlington High School, Colby Johnson Two-Time KSHAA 4A State Wrestling Champion', which ended with the following statement: 'Now, Therefore, I, Robert S. Luke, Mayor Of The City Of Burlington, Kansas, do hereby declare the week of March 24 through March 31, 2017 as BHS STATE WRESTLING CHAMPIONSHIP WEEK and do hereby call all citizens to recognize and honor our Burlington High School Wrestler, Colby Johnson, for his latest achievement of being declared a 2017 Kansas High School Activities Association 4a Champion -145 pounds; and for having achieved the title of KSHSAA 4A State Wrestling Champion for two consecutive years.'

Mayor Luke presented the Proclamation to Colby Johnson, along with two extras; and gave a copy to Coach Doug Vander Linden, along with one for the school. Colby stated, "What you see here is the end result of a lot of years of this guy here (Coach Vander Linden, my Dad, a lot of other coaches, and a lot of other people have gotten me to where I am; and a lot of guys wrestling with me - like Conner Richley, my brother and Brett Bobar, and all of them have been my practice partners. The reason I'm here today is because of them. Thank you." (Applause and congratulations.)

Coach Doug Vander Linden stated, "What's kind of neat is when you see the family connections. The Capital Journal talked to us a little bit about the family. You know Kale and Colby both qualified - it's not very often parents get a chance to see both their kids on a varsity field on a varsity mat at the same time, but Tim and Christy got a chance to do that; and Tim had a chance to coach both of his sons to state tournaments, and so forth. To be there in the corner and watch father and son - to be a part of that - is a very special event. This young man is very unique. He started joining many years ago. He tells the story now of going with his mom and dad in the fifth grade and saying 'I want to be really good at this'; and that was the beginning of his quest and he became one of the best in the state. He is going on to Baker University, signed to wrestle there; and he's got a goal to go on and win a national championship; so he's looking forward to bringing that back. As good as he is in the classroom and on the mat, he is a better person. If you watch him working with our young kids - whether with younger kids or middle school kids. He officiated for the first time in a tournament; and he also coaches and helps our younger kids. He does a great job. He's just kind of the complete package, so we're really proud of him and are looking forward for more great things to come. I appreciate you honoring him because he's a very deserving candidate." (Applause)

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APPOINTMENT: Monica Humphrey, MOPS-Use Kelley Park for 5K Base & Activities (3/13/2017)

Monica Humphrey addressed Council, "I am here on behalf of MOPS, Mothers Of Pre-Schoolers. We are going to do a 5K on May 13th, and we are wondering if we can have permission to do it at Kelley Park." Mayor Luke asked, "Are there any other activities other than the start and finish?" Ms. Humphrey, "There might be some children's games - bubbles, bean bag toss and things for younger kids. We won't have bouncy houses or anything like that." Superintendent Boyce said, "Both the 4-H Building and Kelley Hall are rented; but as long as you're away from those two buildings, I'm fine with it." Ms. Humphrey, "Okay." Council Member Scothorn asked when the runs will take place. Ms. Humphrey said, "Eight o'clock in the morning."

Hearing no further discussion, Mayor Luke called for a vote. Council Member Curtiss stated, "I move to approve Monica Humphrey's request to allow Mothers of Preschoolers (MOPS) to use Kelley Park as a base for their 5K Event - as discussed tonight, with the stipulations that they coordinate with Parks Superintendent Boyce, and that they clean up the area when finished." Council Member Griffith, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PUBLIC COMMENTS: Jay Hale - Gods Storehouse Volunteer Appreciation Luncheon on March 28th

Jay Hale, Pastor of First Baptist Church, stated, "You should have received an invitation to God's Storehouse Volunteer Appreciation Luncheon on March 28th at 12:30 in the afternoon. If you could RSVP by next Monday, I'd appreciate it." Mayor Luke gave his RSVP, and said he would be there.

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel have been doing line locates, changing out power poles, repairing street lights.

Traffic Signals at 4th & Cross: Superintendent Schneider reported, "We made repairs to the control cable at the street lights at 4th and Cross. One control cable had broken; we fixed that; and those lights are working as they should only on demand to the east-west traffic."

Call-outs: Superintendent Schneider reported, "We had two call-outs since last council from all that wind we had. Turns out it wasn't anything of ours."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Superintendent Schneider reported that Power Plant personnel are cleaning generators and motors, and have been painting inside the Power Plant.

Personnel: Superintendent Schneider said he had gone over the personnel work plans with all the men.

WATER DEPARTMENT: Distribution Update

General: Water/Wastewater personnel have been doing normal duties of reading meters, doing rereads, line locates, and work orders, and handling customer concerns. They attended the KMU Safety Training.

Water Meter Services & Sewer Taps: Personnel have been installing new water meter services and sewer taps throughout town. They have been installing new meter services on Cumberland Street where we installed a new water line. Also, about a week or so ago, they did some tilling, fertilizing, and seeding of areas around town they had to tear up.

Skid Loader Repair: Superintendent Hawkins reported, "We fixed our skid loader. The bucket was in very bad shape, so we welded a new piece on the front."

Personnel: Superintendent Hawkins got the employee evaluations for his personnel completed.

WATER DEPARTMENT: Water Production

Water taste & odor problems: Superintendent Hawkins reported, "Last week, Gina (City Clerk Kewley), the Mayor, and I went to the meeting with the Kansas Water Office, Kansas Health & Environment, and United States Geological Survey. It was a long, lengthy meeting concerning the taste and odor of water from the Neosho River. One thing the State is going to do is to test for the Diatom algae that is in the water. They are going to try to identify - at their cost - what it is and how they're going to treat it. So, I've been in contact with them all day, on the phone and by email; so after this meeting, I will give about a five-minute update to the Water Committee. There is a treatment process we are going to try, and we're going to see if we can get it permitted. We are still addressing the taste and odor of the water."

WATER DEPARTMENT: Consumer Confidence Report 2017 for Water Produced in 2016

Superintendent Hawkins reported that the state required Consumer Confidence Report, which is also referred to as the City's Water Quality Report for water produced in 2016, has been completed and our water is in compliance with the State. The CCR/WQR has to be distributed to our consumers before July 1st. Letters with copies of the CCR have been mailed to the Coffey County Environmental Office, Rural Water Districts #2 and #3, and the Cities of Gridley, LeRoy, and New Strawn. The reports will be available at City Hall, the Water Plant, and on Burlington's website.

STREET DEPARTMENT: Update

General: Superintendent Mast reported, "Street personnel have been doing normal duties, cleaning ditches, replacing culverts, straightening signs, replacing signs, and maintaining equipment."

POLICE DEPARTMENT: Update

Animal Control Officer: Chief Jones said, "We got our new Animal Control Officer, Bonnie Foster, started last Thursday and she keeps showing back up for work every morning, so we're in the positive there."

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Police Officer Stice - KLETC: Chief Jones reported, "Late last week, we got a call from the Academy (Kansas Law Enforcement Training Center) that they had an opening; and Jessica Stice is now scheduled to go to the Academy next Monday, March the 20th, with a graduation date of June 23rd. She is excited."

Itinerant Meat Salesmen: Chief Jones reported, "We had another itinerant meat company in town selling meat out of a pickup truck with a freezer in the back of it. We found them and brought them down to City Hall, and ended up telling them they were not eligible to have a vendor permit in town because they work for a guy who has an injunction against him by the Kansas Attorney General. They are not to be allowed to sell meat in this state - period. They were told to get out of town; and the kid who had just started working for them was advised he might want to look for a real company to work for. Anything to do with them - their new name is Tri-State Wholesale Foods and other names were Iowa Steak, Quality for You, and anything to do with Rodney Crieton is very very sketchy. They are not even eligible; but to sell meat in Kansas it would be required to have a retail meat sellers license issued by the Kansas Department of Agriculture - they don't even have one of those. We didn't even offer to sell them a vendor's permit - they're not eligible and they're not welcome here." He added that the Sheriff's Deputies were aware of them, as well.

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "We have been doing normal duties, cleaning public buildings and restrooms, and doing building and equipment maintenance."

Happy Tails Dog Park: Superintendent Boyce stated, "People using the Dog Park have been lacking on their part of cleaning up after their dogs; so we are doing some of that this week."

Flower Beds: Parks personnel have been cleaning up the flower beds to get them ready for spring planting.

Trees, Grass, Seeding, etc: Parks personnel did some removal of smaller dead hazard trees below the City Dam. They have also been tilling a few areas where grass will be planted this spring. Also, where trees were removed and the stumps were ground out, Parks personnel filled in with dirt.

PARKS DEPARTMENT: Flower Quotes

Superintendent Boyce reported he got two quotes for flowers for the flower pots and the hanging baskets: Huff's Gardens, \$1,667.00; and Arnold's Greenhouse, \$2,202.40. He said, "My recommendation is to accept Huff's Gardens quote in the amount of \$1,667.00."

Council Member Lenard stated, "I move to accept the quote from Huff's Gardens for flowers for the Parks Department's beautification project, not to exceed \$1,667.00." Council Member Griffith, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2017-05	<u>\$316,054.16</u>
b.	Payroll Ordinance	2017-05	<u>\$ 78,784.17</u>
	TOTAL		\$394,838.33

CLAIMS 2017-05: Council Member Hall, "I move City of Burlington pay Claims Ordinance 2017-05 in the amount of \$316,054.16 for payment of city bills, as presented." Council Member Scothorn said, "Second." Mayor Luke called for discussion. Deputy City Clerk Brown said, "One of our expenditures this time is for Kansas Power Pool. We did have a bigger one for Blue Cross/Blue Shield - we had two months of premiums because our annual agreement started over in March so they were late getting it to us." Hearing no further discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2017-05 approved by unanimous vote, 6:0.

PAYROLL 2017-05: Council Member Tschantz, "I move City of Burlington pay Payroll Ordinance 2017-05 in the amount of \$78,784.17 as presented." Council Member Hall, "Second." Hearing no discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared Payroll Ordinance 2017-05 approved by unanimous vote, 6:0.

Discount availability (Cash/Manufacturer's): Council Member Lenard said, "I am not looking for action, but I want to document it - probably under Finance. It is something that crossed our plates at work in regards to cash discounts and manufacturers discounts. I don't know if there is anything we can do with our bulk chemicals we buy for water treatment as far as cash discounts or manufacturer's discounts when we buy anything; but I think that's something it would be nice to know. If Gina could look into that and see if these are available...."

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties, updating Facebook and the City's webpage

Sell Police Car and un-needed equipment on purplewave.com: Zoning Clerk Hugunin provided an update on the decision to sell the Police Department's 2010 Crown Victoria on purplewave.com. He said, "They are going to meet with me here on Monday morning at ten o'clock. I sent an email out (to Department Heads) that if anybody has anything to sell then, we will get it listed." Superintendent Mast said he will have a truck to sell, but it will be awhile. Zoning Clerk Hugunin said, "That's the same thing with the Water Department; but I think we may be able do one a little later when the Fire Department does theirs."

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Tree Board: Zoning Clerk Hugunin has scheduled a Burlington Tree Board meeting for Tuesday, March 21st. The Tree City USA recognition event is on March 22nd and 23rd. Zoning Clerk Hugunin, Parks Superintendent Boyce, and, and Matt Moon (Tree Board Member) are going to attend.

PERMITS: Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT: Update

General: City Attorney Robrahn, "It is regular legal duties. Municipal Court was really long on March 9th because the Judge was not there the time before. Hopefully, we'll get back on track on that again."

CITY CLERK: Update

Deputy City Clerk Brown provided the update for City Clerk Kewley who was at the City Clerks and Municipal Finance Officers Association Spring Conference in Wichita.

General: City Hall staff have been busy preparing meter readings for utility billing; and have also been preparing work orders, vouchers for bill paying tonight, payroll, and minutes for the council.

KMU Safety Training: City Hall Staff participated in the march 7th Kansas Municipal Utilities Safety Training on *Work Place Violence Prevention & Response*.

Tornado Drill: City Clerk Kewley and Zoning Clerk Hugunin participated in the statewide tornado drill on March 7th.

Water Taste & Odor - Meeting: City Clerk Kewley attended a group agency meeting with Kansas Water Office, Kansas Health & Environment, and United States Geological Survey on Thursday, March 9th to discuss the odor of water from the Neosho River.

TrustPoint - Insurance Meeting: City Clerk Kewley scheduled a meeting for Deputy City Clerk and herself to meet with Angela Trimble and Kimberly Robrahn of TrustPoint Insurance on Monday, March 27th. Angela and Kimberly will be presenting our new insurance policy.

Employee Evaluations and Work Plans Due: City Clerk Kewley completed the annual employee evaluations for the City Hall Staff.

CITY CLERK: Executive Session - Personnel Evaluations

Mayor Luke called for an Executive Session for Personnel Evaluations. *Council Member Lenard stated, "I make a motion to enter into a fifteen-minute Executive Session for Personnel Evaluations with the Governing body and Deputy City Clerk Brown present." Council member Curtiss, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Council entered Executive Session at 6:28 p.m. and exited at 6:43 p.m.*

Mayor Luke, "Do we have any recommendations from the Council?" *Council Member Lenard stated, "I make a motion that the personnel evaluations and pay increases be approved as presented." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.*

CITY OFFICER REPORT: Presentation on March 20th: Terrorism And Your Town

Mayor Luke said, "On March 20th, at 7 o'clock in the Courthouse basement, the Franklin County Sheriff, Jeff Richards, is making a presentation on *Terrorism And Your Town*. It is based around and centered here because of Wolf Creek and the potential hazards, etc. of terror. Anybody can attend."

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects City Code Recodification (LKM and American Legal Publishing) Service/Allied Waste Agreement Renewal Water Rate Study 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)
ELECTRIC DEPARTMENT: Emissions Standards Compliance/EPA Conger Addition - Underground utility damages/MT Networks Arc Flash Study - Mapping Update Parallel Generation/Net Metering Power Generation f/Renewable Energy	Automatic Meter Infrastructure for Electric (AMI)-updates KPP Power Purchase Contract - Update Power Plant - Life Cycle Study Power Plant - Add Generator
PARKS DEPARTMENT: Riverbank Fill Permit - Prepare and apply Kelley Park - Christian Motorcyclists Assoc. 9/2017 Demo Derbies in 2017: Spring (April 15) and Fair (July 22) Coffey County Fair 2017 (7/19 - 23/2017)	Free Drake Park Campsites (7/17-23-2017) WildBlue BBQ (7/13-15/2017) Taste of Fall Festival 10/2017 Ultimate Horsemanship Challenge 10/2017
LEGAL DEPARTMENT: Municipal Court	
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 Arbor Day 2017	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one GIS Mapping - Address Corrections - south part of town Purplewave.com - sell un-needed equipment
POLICE DEPARTMENT Nuisance Updates	Case of Theft of Electrical Services
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Replacement Cost-Share Program - Update Pricing Sidewalk Repairs on City Rights-of-Way Trackhoe Repairs - update	Pavement Management System/Asset Management System Street Project Testing by PSI - updates 2015 Asphalt Project - APAC used Faulty Materials
WATER & WASTEWATER DEPARTMENT: Southwest Sewer Project Waterline Replacement Project Pump Repairs (Clearwell/River Intake) Sewer Lagoons - Analysis (KRWA/funds for dredging)	Neosho Riverbank Stabilization SCADA System-updates Water Meter installations John Redmond Reservoir – Dredging Plumbing Violations / Grease Traps Water Taste/Odor Water Plant Improvements–Efficiency Testing/Chemical Updates Truck Purchase from Federal Surplus (update) Valve Exercise Program - Annually in Fall

Mayor ~~Raymer~~ Luke declared the meeting adjourned.

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