

BURLINGTON CITY COUNCIL REGULAR SESSION JUNE 7, 2017

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, June 7, 2017. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

<input checked="" type="checkbox"/> Lewis Lenard (President of Council)	<input checked="" type="checkbox"/> Dallas Scothorn	<input checked="" type="checkbox"/> Jerilyn Curtiss
<input checked="" type="checkbox"/> Jane M. Griffith	<input checked="" type="checkbox"/> Thomas P. Tschantz	<input checked="" type="checkbox"/> Sharon Hall

Superintendents Present:

<input checked="" type="checkbox"/> Kevin Boyce (Parks)	<input checked="" type="checkbox"/> Alan Schneider (Electric)	<input type="checkbox"/> Doug Mast (Street)
<input checked="" type="checkbox"/> Doug Jones (Chief of Police)	<input checked="" type="checkbox"/> Danny Hawkins (Water/Wastewater)	

Also Present:

<input checked="" type="checkbox"/> Regina Kewley (City Clerk)	<input checked="" type="checkbox"/> Susan Stroh (Administrative Assistant)
<input checked="" type="checkbox"/> Tom Robrahn (City Attorney)	<input checked="" type="checkbox"/> Jimmy Hugunin (Zoning/Grants Clerk)
<input type="checkbox"/> Philip Wright (Assistant City Attorney)	<input type="checkbox"/> Anne Brown (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Steve Gifford

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

MINUTES 5-17-2017: *Council Member Lenard, "I move to accept the Draft Minutes of Regular Session on May 17, 2017 as presented." Council Member Hall, "I second." Motion unanimously carried.*

APPOINTMENT: Steve Gifford, Request to block portion of 800 Block of St. Lawrence on July 4th

Steve Gifford addressed Council, "We'd like to do the same thing we did in 2014 for the 4th of July - have a block party; and we'd like to block off the street. The only driveways that have access on the block are for myself and for my son next door. The other houses are not occupied, except for the ones that have access on 9th Street and 8th Street; so nobody else has access off of St. Lawrence. Our plans are to have a family block party there that evening starting at about 7 o'clock, and we usually go until about 10 o'clock. There will be music and a lot of other things going on."

Council Member Lenard stated, "I move to approve Steve Gifford's request to block a portion of the 800 block of St. Lawrence Street on July 4, 2017 from 7 to 11 p.m." Council Member Curtis, "I second it." Hearing no discussion, Mayor Luke called for a vote. Motion carried unanimously, 6:0.

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel have been busy doing line locates, changing power poles, and repairing streetlights. The men are just getting started with tree trimming. They have a project or two they are trying to finish up, and they will be doing that pretty regularly for the season.

Bucket Truck Safety Training: Superintendent Schneider reported, "On May 23rd, we had bucket truck safety training for city employees who use the bucket trucks. Actually, ETI (Equipment Technology, Inc. LLC), the vendor we bought the last bucket truck (2017 Dodge Ram) from, came down and spent some time with us on training."

ELECTRIC DEPARTMENT: Power Plant/Production Update

Bulk Fuel Storage Tank: Superintendent Schneider said, "The men have been working on the bulk fuel storage tanks. They have been painting the railing and the steps; and sometime in the near future, they will be painting the tanks."

Generator #2 Maintenance - Oil Problem: Superintendent Schneider stated, "We do take oil samples of all of our generators. One of the samples for Generator #2 came back with high moisture content - water in it. We monitored that for a month. The next month's report came back with more water in the oil. We have determined that the head gaskets on Generator #2 are leaking and need replaced. We talked to Mr. Wheeler (Wheeler World, Inc.) and got his advice. He says that if we keep running that generator, the heat and scraping within the cylinders will cause some very damaging effects to that generator. So even though it is the wrong time of the year, we don't really have any choice - we have ordered the gaskets; and when they are on their way, we will go ahead and take Unit #2 down and make those repairs before we get to the terrible heat of the season."

"We're losing about 1,300 kw in capacity on that. We still have roughly 9,000 kw there. Our highest load this season has been 6.6 mgw (6,600 kw). I did look at the weather forecast for the next thirty days, and it showed up to 90°. We should be able to pull that load just fine, should something happen with our incoming transmission lines (from Westar). We're going to hope for the best weather possible, and we're going to get that torn down and put back together as quickly as possible. I think we're looking at roughly two to three weeks downtime once we pull that generator down."

Council Member Lenard inquired, "How long does it take to get the gaskets?" Superintendent Schneider, "I'm hoping within the next week or so, they will be here. When Dee (Senior Plant Operator/Mechanic Francis) talked

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with Larry Wheeler at the end of last week, once we were able to sort things out by the reports we got, and he's just got to get them on their way. I'm hoping we'll get them next week. Once they know the arrival date, there is some pre-work they can do that will help us out as well. We're waiting on a definite arrival time before we start tearing the generator down."

Council Member Lenard, "As far as the oil - are you going to replace it, or dry it?" Superintendent Schneider, "That's a good question. We haven't got that far yet. I visited a little with Danny Seeley (of Electricom); and they've got oil separators that are able to separate the water from the oil. I will get with him and see if they're in the middle of purchasing a unit to do that - to see if this is something they can help us with. If not, we will look where we need to in order to make that happen."

Council Member Lenard asked, "Does Kan-Seal still have their drying equipment - Chris Menard? They had filtration equipment. I don't know if they still have it; but they used it in on our system (Westar) several times, and they're right in our back yard." Superintendent Schneider replied, "I will contact him, and see if that will be helpful to us."

Council Member Tschantz stated, "I believe it's a good thing you found it early. because I've seen those system crystallize." Council Member Schneider, "Yes. We take our oil samples every quarter, at a minimum; depending on what we find, we resample if we see any kind of indication it doesn't look right. Sometimes, they make a mistake the first time - it does sometimes happen."

General: Personnel attended the KMU Safety Training on Hazard Communication on Tuesday, June 6th. Superintendent Schneider attended the Finance Committee meeting on Tuesday, as well.

WATER DEPARTMENT: Distribution Update

General: Water/Wastewater personnel have been doing normal duties, reading meters, doing rereads, work orders, and handling customer concerns.

Line Locates / Atmos Energy: Superintendent Hawkins stated, "We've been doing line locates, and contractors for Atmos Energy were here today. They are doing the job, so I got to meet their crew. They're going to be here roughly eleven weeks to do some installs for gas lines. We invited them to come down and see if they wanted to park their equipment at the Water Plant. We gave them access to do that."

Picnics: Superintendent Hawkins, "I attended both the Business Appreciation Picnic and the Employee Appreciation Picnic."

Training: Water/Wastewater personnel attended the KMU safety training.

Waterline Replacement Project - Hudson Street (6th to 12th): Superintendent Hawkins reported, "We're ramping up and are ready for the Waterline Replacement. All the parts, pieces, and everything are inventoried and ready to go. I talked with Riley (Riley Boring Company). They came down today and did the locates from 6th Street to 12th Street; so we're ready to start the waterline replacement on Hudson. We should be over there first thing on Monday to get started digging; and then on Wednesday, weather provided, however rain is in the forecast for Wednesday; but I called Steve (with the boring company) and asked if we do have rain that day, can they come immediately on Monday. He said it is not a problem. That was good, we are priority; and we are communicating with them."

Other: Water/Wastewater personnel have been spraying weeds around the Water Plant and lift stations. They have been exercising water valves in town, and we're about done with that. They have been doing general maintenance around the lift stations, and putting degreaser in the pump stations.

Water Rate Study: Superintendent Hawkins reported he, City Clerk Kewley, and Phillip Fishburn attended the meeting on the Water Rate Study. They will be having that meeting with the Finance Committee before long.

Finance Meeting: Superintendent Hawkins also attended the Finance Meeting.

Middle School Water Meter - Needs replaced: Superintendent Hawkins said, "I talked with Craig Marshall, Superintendent of the Middle School and High School. The meter they have at the Middle School has been in the ground since 1980, so it's time to replace it; so I've been talking with them and we're trying to work that out. I visited with the Water Committee this evening about it, too."

Water Produced: Superintendent Hawkins reported, "The Water Treatment Plant has been running fine. We're roughly at 500,000 gallons per day average."

STREET DEPARTMENT: Update

Council Member Curtiss gave Superintendent Mast's update. The Street Department has been doing normal duties, sidewalk repair, and working on the concrete street (Sage Brush Court) by Becky Reeve's house. Council Member Lenard asked if we reseed after redoing the ditches. City Clerk Kewley said they are let it settle for awhile. Reseeding/dressing up areas worked is usually done in the fall.

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POLICE DEPARTMENT: Update

General: Chief Jones reported, "They have been keeping us active. A short version: DUIs, drunk and disorderlies, juveniles, animal calls, and domestics - pretty much the usual run of events for us. We tried to deal with one individual at 4:30 who turned himself in on some charges; and I wound up babysitting him at the Sheriff's Office for two hours because we had too many people in the line ahead of him to get booked into jail."

POLICE DEPARTMENT: Nuisance Properties

Chief Jones reported, "I had a couple more nuisance properties brought to my attention tonight. We're still working them, sent out a lot of notices, had quite a few people we notified and have taken care of their nuisance. Nuisances are on-going."

POLICE DEPARTMENT: Personnel Evaluation for Becky Reeves, Police Records Clerk

Chief Jones stated, "I have an evaluation for Becky Reeves, whose evaluation was on May 26th. I turned that in - a good solid recommendation; and that's pretty much where we are with that. I'm very satisfied."

Council Member Lenard stated, "I move to approve Becky Reeves' personnel evaluation as presented, with a 2 1/2% merit increase, which will bring her hourly wage to \$16.18 per hour, effective, pay period #12 beginning May 27 2017." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Council Member Tschantz told Chief Jones, "Keep up the good work."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "We have been doing normal duties, cleaning public buildings and restrooms, mowing, weedeating, spraying weeds, and watering flowers and trees. We have been doing building and equipment maintenance on inclement days. We attended the KMU safety training. I attended the Finance Committee meeting."

Business Appreciation/Employee Appreciation: Superintendent Boyce helped with the Business Appreciation Picnic on Friday, June 2nd, and the Employee Picnic on Monday, June 5th. He said, "I would like to thank everybody who helped and who came out for the picnics."

Nuisance Mowing: The Parks Department mowed three nuisance properties since the last council meeting.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance 2017-10	\$ 133,206.51
b. Payroll Ordinance 2017-11	\$ 81,943.07
TOTAL	\$215,149.58

CLAIMS 2017-10: Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2017-10 in the amount of \$133,206.51 for payment of city bills, as presented." Council Member Tschantz said, "Second." Mayor Luke called for discussion. City Clerk Kewley said, "Our two main expenditures tonight are: HD Supply Waterworks for \$19,271.90; and Wheeler World, Inc. for \$20,293.25." Council Member Scothorn said, "I have a question on the Blake Thompson one for \$7,000, what was that on?" Superintendent Hawkins, "That is the motor repair on our 2005 Ford - we needed a new engine, plus that would include leaf springs, maintenance, transmission flush - everything." Mayor Luke, "It was either that or \$38,000 for a brand new truck." Council Member Scothorn, "I just wondered what vehicle or what it was on. Okay." **Hearing no further discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2017-10 approved by unanimous vote, 6:0.**

PAYROLL 2017-11: Council Member Tschantz, "I move City of Burlington pay Payroll Ordinance 2017-11 in the amount of \$81,943.07 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 2017-11 approved by unanimous vote, 6:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties, updating Facebook and the City's webpage. He said, "I have finished and approved a few permits, including quite a few fences."

PLANNING & ZONING: Vacate Portion of Right-of-Way (13th Street between Juniatta & Miami)

Zoning Clerk Hugunin said, "I got a application/petition from Randall Brown to reduce the right-of-way from 80' to 30' between Miami Street and the alley directly north of his house. I talked with Doug (Street Superintendent Mast), Danny (Water/Wastewater Superintendent Hawkins), and Alan (Electric Superintendent Schneider); and they are all okay with it. It would be better than vacating it (the entire right-of-way), because the utility crews could still get in there to do their work. It wouldn't be an alley way, it would still be a roadway, but it would be a 20' roadway." Zoning Clerk Hugunin said he had photos and would be happy to answer questions.

Zoning Clerk Hugunin explained, "I had to do this procedure to get permission from you. We've done this in the past. I told Randall that if you agreed to it, then he and the City will each pay half of the cost to have it re-surveyed, which shouldn't be a whole lot because it is marked really well there." Council Member Tschantz, "So, what we're doing is reducing the 80' right-of-way to 20'." Zoning Clerk Hugunin, "Yes, to 20'."

(continued)

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Council Member Hall stated, "I move to authorize Zoning Clerk Hugunin to proceed with the process to vacate a portion of 13th Street between Juniatta & Miami, which will reduce the current 80 foot right-of-way to a 20 foot right-of-way; and with the requestor and the City each paying half the expense to have it resurveyed." Council Member Griffith, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Zoning Clerk Hugunin said, "I'll have everything ready for hearing on it at the next council meeting. The only person I have to notify on that is Randall Brown."

OTHER BUSINESS: Planning Commission - Mayor's Appointment of Adam Hoch, Extraterritorial Rep.

Mayor Luke stated, "Jimmy (Zoning Clerk Hugunin) had talked with Adam Hoch; and as a result, Adam has agreed that he would be a member of the Planning Commission, as an extraterritorial member. We need a motion to fill that position as a Mayor's Appointment."

Council Member Curtiss stated, "I move to ratify the Mayor's appointment of Adam Hoch as an extraterritorial member of the Burlington Planning Commission as, to complete the vacated Extraterritorial position, which will expire the first council meeting in May of 2018." Council Member Griffith inquired, "What does 'extraterritorial' mean?" Mayor Luke explained, "It is the area outside the city limits within the three-mile range that we have jurisdiction over." Council Member Hall, "I'll second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PERMITS: Permits issued by Zoning Clerk Hugunin

2017-011 Coulter, Billy - 1103 Alleghany - Shed

LEGAL DEPARTMENT: Update

City Attorney Robrahn reported, "It's just been the usual duties. Philip (Assistant City Attorney Wright) and I will be attending the annual Spring Conference for City Attorneys, sponsored by the Kansas League of Municipalities this Friday. A portion of that is really educational and includes two portions - one for city attorneys and one for regular city attorneys. Phillip usually attends the city prosecutor portion of it. We always learn a lot and are looking forward to that. Thank you."

LEGAL DEPARTMENT: Executive Session for Non-Elected Personnel

Mayor Luke stated, "At this time, I propose we have a fifteen-minute Executive Session with respect to non-elected personnel; to include the Governing Body, the City Attorney, the City Clerk, and Superintendent Hawkins." **Council Member Lenard made the motion to enter into a fifteen-minute Executive Session for Non-elected Personnel, with the Governing Body, City Attorney Robrahn, City Clerk Kewley, and Water/Wastewater Superintendent Hawkins." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a motion. Motion unanimously carried, 6:0. Council entered executive session at 6:23 p.m. and exited at 6:38 p.m.**

Council Member Hall stated, "I move to terminate employment of Bruce Stahl, effective immediately." Council Member Tschantz, "I second." Hearing no discussion, Mayor Luke called for a vote. Council Member Scothorn abstained. Motion carried with 5 votes in favor and one abstained.

CITY CLERK: Update

General: City Hall Staff have been busy with customers paying their utility bills. They have also been preparing work orders, vouchers for bill paying tonight, payroll, and minutes for the council meeting.

Kansas Set-Off Program/Delinquent Utility Bills: City Clerk Kewley reported that for June we will be sending \$1,132.53 in delinquent utility accounts for collection through the Kansas Set-Off Program.

Budget for 2018: City Clerk Kewley told Council the Finance Committee meeting was held yesterday (June 6th) as scheduled. A second meeting has been scheduled for July 14th at 3 o'clock p.m. We should receive Coffey County's property valuations assessments by June 15th.

City Hall Staff to Attend CIC Financial Program Training: City Clerk Kewley informed Council some of the City Hall Staff will be attending the Annual Computer Information Concepts Kansas Municipal User Symposium in Wichita next Wednesday and Thursday (June 14th and 15th).

Water Rate Study (update): In the near future, City Clerk Kewley will be presenting water rate increases.

Other: City Hall Staff have also been handling normal calls and inquiries.

REPORT BY CITY OFFICER(S) - Memorial Day and Great Condition of the Parks

Council Member Griffith commented as she drove around on Memorial Day weekend she was proud of our community and the beautiful parks, and the fact that the parks were full.

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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 Budget 2018	Financial Program Software (CIC) - updates 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 Rebuild Line on Lynx Road Generator #2 Shutdown: Maintenance for OIL/Shut down (Appx. 2-3 wks)	Automatic Meter Infrastructure for Electric (AMI)-updates KPP Power Purchase Contract - Update Power Plant - Life Cycle Study Power Plant - Add Generator Vacancy (5-17-2017)
PARKS DEPARTMENT: Riverbank Fill Permit - Application for new site/update Kelley Park - Christian Motorcyclists Assoc. 9/2017 WildBlue BBQ (7/13-15/2017) Coffey County Fair 2017 (7/19 - 23/2017)	Free Drake Park Campsites (7/17-23/2017) Taste of Fall Festival 10/2017 Ultimate Horsemanship Challenge 10/2017
LEGAL DEPARTMENT: Municipal Court	Misc. Legal - Documents, Cases, Contracts, etc.
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 Randall Brown - Vacate/Reduce Right-of-Way to 20ft. - Hearing, Survey, Etc.	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one City Hall - Awning Replacement (switch to metal)
POLICE DEPARTMENT Nuisance Updates	
STREET DEPARTMENT: Heather Street - Concrete Panels Sidewalk Repairs on City Rights-of-Way APWA Conference in Florida (August 2017) Street Improvements: 2017 Asphalt Project	Pavement Management System/Asset Management System Street Project Testing by PSI - updates 2015 Asphalt Project - APAC used Faulty Materials Gifford's Block Party - Provide barricades for July 4th
WATER & WASTEWATER DEPARTMENT: Southwest Sewer Project Waterline Replacement Project - Continuation/Updates Pump Repairs (Clearwell/River Intake) Neosho River - Riverbank Erosion/Dike/Gravel Bar/etc. Sewer Lagoons - Analysis (KRWA/funds for dredging)	Water Taste/Odor SCADA System-updates Water Meter installations John Redmond Reservoir – Dredging Plumbing Violations / Grease Traps Middle School Water Meter Replacement Water Plant Improvements–Efficiency Testing/Chemical Updates Valve Exercise Program - Annually in Fall Lead & Copper Monitoring - Survey Update Sewer Lagoon - Maintenance/Updates Vacant Position

Mayor Luke declared the meeting adjourned.

Regina R. Kewley, City Clerk