

**BURLINGTON CITY COUNCIL REGULAR SESSION JULY 5, 2017**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, July 5, 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 (@ 6:12)       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:** none

**AGENDA:** *Council Member Lenard, "I move to approve the agenda as modified." Council Member Griffith, "I'll second." Motion unanimously carried, 5:0. (Council Member Tschantz was not present.)*

**MINUTES 6-21-2017:** Administrative Assistant Stroh was on vacation, so the draft minutes of June 21, 2017 will be presented at the July 19th meeting of the council.

**APPOINTMENT:** None

**PUBLIC COMMENTS:** None

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Electric personnel have been doing line locates, changing power poles, and repairing streetlights. The men are still doing some tree trimming.

**High-voltage Lines:** Superintendent Schneider reported, "We did some work around 11th and Hudson to expose some buried 3-phase high-voltage line. We did that to help the Water Department to safely install their new water line."

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

**General:** Power Plant personnel are doing general power plant maintenance.

**Annual Generator Capability Testing:** Superintendent Schneider reported, "Power Plant personnel have been working on our annual generator capability testing. They have tested half of the generators, and the rest will be tested in the near future." (The rating on generators is 90% of name plate.)

**WATER/WASTEWATER DEPARTMENT: Distribution Update**

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

**Waterline Replacement Project - Hudson Street (6th to 12th):** Superintendent Hawkins reported, "We have been dealing a lot with the waterline replacement. Alan (Superintendent Schneider) is correct, we did find his line the right way (without cutting it), and that was a good deal."

Superintendent Hawkins said, "I am trying to keep everybody updated on the waterline replacements. I encourage everybody to look on the City's webpage (burlingtonkansas.gov) to see where and when we will be having shutoffs for waterline replacement. The first letter we took door-to-door said there would be disruptions, and we will try to get notification out on the webpage a day or two in advance so everybody can be informed. I apologize for the disruptions."

"We did have an outage on the waterline replacements last week for roughly three and a half hours. The one at Hudson and 11th that Alan was talking about: as soon as we cut the water line - just before we looked at the radar, no rain; thirty minutes later, we were drenched. I want to thank Alan and his guys for coming out. They did a good job with everything; and I apologize for getting them out in the weather like that, but we already had it cut and were at the point of no return."

Superintendent Hawkins continued, "The plan we have for right now: We have all the pipe laid out on Hudson from 6th Street to 12th Street, so the boring crews are gone (Riley Boring Company). We do need to do tie-ins. We have meters to read next week. The plan we have laid out for next Thursday and Friday for water disruptions is that on one of those two days, we will probably have a small outage to do tie-ins at 9th and Hudson. We have to put in a fire hydrant and a valve and tie that in and get that ready, so there will be a little bit of time spent in through there." (continued)

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"Then on July 18th, I have HD Supply scheduled to come in to do an actual bore tap on the twelve inch line at 12th and Hudson. That will get us ready and then we will go ahead and charge the line (with chlorine) – it will then start the disinfection process and we'll give it five or six days of disinfection time with chlorine in the line. Once we get the disinfection done, we will flush the line; and then we will pull bacteria samples and run them up to KDHE. Hopefully, we will get a couple back that are good; and then we will start putting the services in on the new waterline."

"The project is going really well. I am really pleased with the progress we've had. We're trying to get it done as quickly as possible; we want it in there as badly as everybody else does. We're trying."

**WATER DEPARTMENT: Production**

**New Water Valve for Water Treatment Plant** Superintendent Hawkins reported, "The Water Plant has been running well. I have been talking with Tom Miller (of Pratt Valves) because this is the year we talked about putting the new variation of water valve in the Water Treatment Plant. I am going to have Tom come down sometime this week, hopefully, and get that started."

**Gear Box:** Superintendent Hawkins reported, "We will be going to Wichita tomorrow and picking up our gear box for the backwash holding basin, and doing the installation on it."

**STREET DEPARTMENT: Update**

**Street Improvements 2017 Asphalt Project-Prep:** Superintendent Mast reported, "It has been pretty much business as usual for us. We are doing quite a bit of culvert replacement on Hudson Street in preparation for the asphalt project. We are trying to get some of those culverts done that are close to it so that we won't need to work on top of our brand new asphalt. Along with that, we've been doing some ditch cleaning, and quite a bit of tree trimming in places where we need to get the trees/branches out of the way to get the equipment down through there. That's been the big project."

**STREET DEPARTMENT: Street Improvements 2017 Asphalt Project - Bids**

Superintendent Mast presented the following bids for the Street Improvements 2017 Asphalt Project. He said, "Both bidders came for the opening on June 29th; and I'd like to get these approved as bona fide bids."

CONTRACTOR	ASPHALT			MILLING		TOTAL PROJECT BID
	Per Ton	Total Tonnage	Bid for Asphalt	Per Sq. Yard	Bid for Milling	
Killough Construction, Inc.	\$64.58	3,643	\$235,264.94	\$11.80	\$12,390	<b>\$247,654.94</b>
Bettis Asphalt & Construction, Inc; Se-Kan Asphalt Division	\$64.10	3,610	\$231,401.00	\$1.00	\$1,500	<b>\$232,901.00</b>

*Council Member Curtiss stated, "I move to accept the above bids as bona fide bids for the Street Improvement 2017 Asphalt Project." Council Member Lenard, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0. (Council Member Tschantz was not present.)*

*Council Member Curtiss stated, "I move to accept the bid from Killough Construction for the Street Improvements 2017 Asphalt Project as presented, not to exceed \$247,654.94, as being in the best interest of the City." Council Member Lenard, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0. (Council Member Tschantz was not present.)*

**POLICE DEPARTMENT: Update**

**Training:** Chief Jones informed Council that Officer Jessica Stice has graduated from the Kansas Law Enforcement Training Center and is extremely excited to be back working.

**General:** Chief Jones reported, "I took a couple of days and went to Arkansas. The last four days, we've had the usual fireworks calls."

**MT Networks - PD Phone System Problems:** Chief Jones stated, "We are having trouble with our MT Networks phone system. We usually forward the calls to roll over to the Sheriff's Office; but for whatever reason, we have not been able to forward the calls from the Police Department. The system is not working correctly. When trying to call in, it just goes to a fast/busy signal, so it will seem like we're tied up all the time. MT Networks is working on that today, and they will be out to our place in the morning to try to figure it out."

**Stolen Car Chase:** Chief Jones reported, "We did get involved in a chase Saturday morning. Officer Hanson jumped up a stolen car here in town about 8:30 Saturday morning. We finally got it stopped just north of Ottawa after it ran over a couple of sets of tire deflator devices. There are a number of charges on the individual who is thirty-two years old. He has a rap sheet fourteen pages long, going back to when he was a juvenile and was adjudicated as an adult. After all the paperwork was said and done, Judge Fromme put him in jail on a \$100,000.00 bond."

**Kansas Association of Chiefs of Police Regional Meeting (7-5-2017)** Chief Jones said, "I went to a regional meeting for the Police Chiefs Association this morning in Parsons; and traded some information."

**PARKS DEPARTMENT: Update**

**General:** Superintendent Boyce reported, "We have been doing normal duties, cleaning public buildings and restrooms, mowing, weedeating, spraying weeds, and watering trees and flowers."

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**Nuisance Mowing:** Parks personnel mowed four nuisance properties since the last council meeting.

**4th of July Freedom Festival:** Parks personnel did the set-up and take-down for the 4th of July celebration; and at the same time did some prep work for the Coffey County Fair.

**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2017-12	\$ 125,582.42
b.	Payroll Ordinance	2017-13	\$ 78,845.54
	TOTAL		\$204,427.96

**CLAIMS 2017-12:** Council Member Lenard, "I move City of Burlington pay Claims Ordinance 2017-12 in the amount of \$125,582.42 for payment of city bills, as presented." Council Member Scothorn said, "I second it." Mayor Luke called for discussion. City Clerk Kewley said, "Tonight we have Knights \_\_\_\_\_ LLC for \$24,639.04; Knights Trucking for \$18,982.57; Brenntag for \$3,951.00; and Lewis Oil for \$2,580.01." 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 2017-12 approved by unanimous vote, 5:0. (Council Member Tschantz was not present.)

**PAYROLL 2017-13:** Council Member Tschantz arrived about 6:12 p.m. Council Member Lenard, "I move City of Burlington pay Payroll Ordinance 2017-13 in the amount of \$78,845.54 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 2017-13 approved by unanimous vote, 6:0.

**FINANCE: Budget 2018 - Authorize Notice of Public Hearing to be published 7-20-17 for Hearing on 8-2-17**

Council Member Tschantz made the motion to authorize publication of the Notice of Public Hearing for City of Burlington's 2018 Budget, which will be held during the City Council meeting on August 2, 2017 at 6:30 p.m. at 301 Neosho Street, Burlington, Kansas. Council Member Griffith, "I second it." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin has been doing normal duties, updating Facebook and the City's webpage, and preparing permits to take to the County Appraiser this week so they are done before his vacation. He has also been working on the Water Department's computer.

**PERMITS: Permits issued by Zoning Clerk Hugunin**

None

**LEGAL DEPARTMENT: Update**

City Attorney Robrahn reported, "I have been working on a couple of legal issues we are trying to get resolved. Municipal Court is scheduled for next Thursday, July 13th."

**LEGAL DEPARTMENT: Executive Session - Attorney/Client Privilege**

At the Mayor's request, Council Member Curtiss made the motion to enter into a fifteen-minute Executive Session for Attorney/Client Privilege on a Non-Elected Personnel issue; with the Governing Body, City Attorney Robrahn, and City Clerk/Personnel Officer Kewley present. Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Council entered the Executive Session at 6:16 p.m. and exited at 6:31 p.m. No action was taken.

**CITY CLERK: Update**

**General:** City Hall Staff have been busy with customers paying 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 Accounts:** City Clerk Kewley reported, "For the month of July, we will be sending \$357.00 in delinquent utility accounts for collection through the Kansas Set-off Program."

**Street Improvement 2017 Asphalt Project - Bid Opening:** City Clerk Kewley participated in the bid opening.

**Water Rate Study - Meeting Scheduled:** City Clerk Kewley, "The Water Committee, Mayor Luke, Water Superintendent Hawkins, and I will meet with Phillip Fishburn (Midwest Assistance Program) on July 11th at 9 a.m. to discuss the water rates."

**Budget for 2018:** City Clerk Kewley, "I have been working with the Superintendents in regards to the 2018 budget. We have a Finance Committee Meeting scheduled for next Friday, July 14th at 3 p.m."

**Other:** City Hall personnel have been handling normal calls and inquires.

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**MAYOR'S COMMENTS - Freedom Festival on July 4th**

Mayor Luke said a thank you to the sponsors of the Freedom Festival 4th of July Celebration will be published in the newspaper. Council Member Griffith asked who pays (for the celebration). Mayor Luke said, "The twenty-three sponsors."

**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 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)
<b>ELECTRIC DEPARTMENT:</b> 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)
<b>PARKS DEPARTMENT:</b> 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
<b>LEGAL DEPARTMENT:</b> Municipal Court	Misc. Legal - Documents, Cases, Contracts, etc.
<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 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)
<b>POLICE DEPARTMENT</b> Nuisance Updates	
<b>STREET DEPARTMENT:</b> 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
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> 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 (6-2017)

**Mayor Luke declared the meeting adjourned.**

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