

BURLINGTON CITY COUNCIL REGULAR SESSION FEBRUARY 7, 2018

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, February 7, 2018. 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 p.m.) Jerilyn Curtiss
 J.J. Jasper 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: Mark Davidson, Mike Skillman, Vickie Wolford, Jay Hale, Paul Abendroth

AGENDA: *Council Member Lenard, "I move to approve the agenda as modified." Council Member Tschantz, "I'll second." Motion unanimously carried, 4:0.*

MINUTES 1-3-2018: *Council Member Tschantz, "I move to approve the minutes of January 17, 2018 as presented." Council Member Hall, "Second." Motion unanimously carried, 4:0.*

APPOINTMENT: Vickie Wolford/Mike Skillman, Coffey County Fair Association - Spring Derby 5-5-2018

Vickie Wolford said, "Mike and I are here on behalf of the Fair Board. We are looking at having a Spring Demolition Derby on May 5th at Kelley Park. We are requesting permission to use the grounds that day for the event. I have spoken with Scot Jeffers at the Recreation Center, and he was fine with us using it that day. I asked him if he had any scheduling conflicts that day with ball games or anything - he did not. His concern was the snow fence would already be set up, but he didn't think it was very far off from where we normally use it; and I said if we move it, we'll put it back; but I thought we could probably use it the way it was. The other thing he was concerned about was that if it were to be wet, if there would be any ruts or anything from moving bleachers on the south side of the Grandstands and the grassy outfield; and I told him for the past few years we haven't even moved bleachers on the south side for the spring event, so I didn't think that would be an issue either."

Council Member Hall, "When are you wanting to have it?" Mrs. Wolford, "May 5th. It would be an afternoon show, but we would probably have participants showing up mid-morning; so it would probably be most of the day with people in and out." Council Member Lenard, "Are you guys wanting to do just the Spring Derby or do you want to be looking at the Fall Derby, too?" Mrs. Wolford, "The Fair derby, we would already have the grounds requested during that timeframe in our lease agreement. I haven't looked through the agenda, it may already be on here because we had just turned that in not very long ago." (*The Spring Derby was listed as a pre-fair activity on the letter concerning the Lease Agreement for Kelley Park.*) City Clerk Kewley, "It is in the council packet." Mrs. Wolford, "The Fall Derby would be during the dates we're requesting for our normal fair stuff." Council Member Lenard, "And like in the past, it would be cleaned up within seventy-two hours if the weather is okay and in a week's time if it is rainy?" Mr. Skillman, "Yes."

Mayor Luke called for a motion. Council Member Lenard stated, "I move to approve Vickie Wolford's and Mike Skillman's request on behalf of the Coffey County Fair Association to hold the Spring Demolition Derby in Kelley Park on Saturday, May 5th, 2018, with the condition that cleanup is to be done within seventy-two (72) hours if the weather is okay, and within one week's time if it is rainy." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

APPOINTMENT: Jenny Hageman/Justin Bailey, Wolf Creek Community Party in Kelley Park 6-1&2- 2018

Jenny Hageman, "We are here to request permission to reserve Kelley Park and both buildings - the 4-H Building and Kelley Hall - for the weekend of June 1st and 2nd for a new event that we're doing, which we're naming 'Party In The Park'. It's a family-friendly party in the park."

"We announced last week that we are no longer doing the barbeque competition, so we are no longer going to be doing WildBlue BBQ. Our focus has always been that we want to provide a great event for our community so that we can show our appreciation to our citizens for the support they provide the Plant (Wolf Creek); and we think we can do that best by not doing a barbeque which makes a lot of work, but doesn't really bring a lot of people to the community to continue to do the competing event. There won't really be any camping like we've had in the past; but we really just want the right to reserve that facility. So, we'll have free lunch again, the kids activities, the Friday night reception for community stake holders; and we're going to be partnering with the Chamber of Commerce on that." (continued)

[2] CONTINUATION: February 7, 2018 Burlington City Council Regular Session

Mayor Luke asked, "Will you be using the camping? If people come down there to camp?" Ms. Hageman, "We won't be against it." Mayor Luke, "You won't be using any of the camping spots?" Ms. Hageman, "No, we're not." Mayor Luke asked Superintendent Boyce if he had anything scheduled for Kelley Park at that time. He didn't think so.

Mayor Luke, "What is the Council's pleasure?" *Council Member Lenard stated, "I move to approve the request for Wolf Creek Generating Station to use Kelley Park for a Community Party on June 1st and 2nd, 2018, at no charge." Council Member Hall, "I'll second."* Mayor Luke, "We should modify that to include the building?"

Council Member Lenard modified his motion to, "I move to approve the request for Wolf Creek Generating Station to use Kelley Park, including the 4-H Building and Kelley Hall, for a Community Party in the Park on June 1st and 2nd, 2018, at no charge." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0. Ms. Hageman, "Thank you so much!"

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider, "The Linemen did some line locates, have been changing some power poles, and attended the KMU safety training. They installed new service to a structure on south 5th. With the weather the way it's been, the men have been doing shop maintenance."

Training - Lineman School: Thomas Hess and Cody Goracke are in Garden City this week for the annual overhead lineman school and will be back tomorrow afternoon.

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: On the production side, the men have been doing general power plant maintenance.

ELECTRIC DEPARTMENT: Additional Generation - Request for Quotes (Update)

Superintendent Schneider reported, "The Electric Committee and I have been working on the Generation Request for Quotes. It is near completion and will soon be ready to send out. The Committee has been a big help in getting it completed, and I want to thank them. Thomas Robrahn (City Attorney) looked it over and added some wordage pertaining to the performance bonds and required insurance the firms will need to have. He said the rest of it looked good."

ELECTRIC DEPARTMENT: Personnel - Apprentice Advancement

Superintendent Schneider said, "Dallas Birk has completed his first year of the apprenticeship program. He tested really well on his final test, and he's ready to be Second Year Apprentice." *Council Member Lenard stated, "I make a motion to move Dallas Birk from First Year Apprentice Lineman to Second Year Apprentice Lineman at the hourly rate of \$19.70, effective on February 12, 2018." Council Member Scothorn, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.*

WATER/WASTEWATER DEPARTMENT: Distribution Update

General: Water/Wastewater personnel have been doing their normal duties: work orders, line locates, customer call-outs, meter reads and re-reads, and KMU safety training.

Unused Water Meters (Leave in or Remove): Superintendent Hawkins reported, "We did get everything completed with the unused meters. We've had a lot of requests from property owners for meters to be removed from their lots so they won't be charged the new fee of \$8.54 (for an unused meter on a vacant lot). As of today, we have a list of forty-two meters that we have been requested to remove. We have called Dig Safe on those - ten at a time; so we will be doing that very shortly."

New Bulk Water Station- Construction Completed: Superintendent Hawkins reported, "The Bulk Water Station is completed. We got it done ahead of schedule. I want to thank Jimmy (Zoning Clerk Hugunin) for putting it out on Facebook and the City's webpage in January. We had a deadline of February 2nd, Groundhog Day, that it would be done. It is done, and everybody is using it now. I haven't heard any complaints; so far it's working really good."

Water Treatment Plant Valve Replacement Project 2018 (WA 18-001): Superintendent Hawkins said, "We're working on our list of valves that we are preparing for this summer; and also for the meter pits. We need to realign our valve boxes and meter pits, so that is general maintenance to get ready." He later added, "We also will have Tom Miller come in Monday to discuss the first Phase of the Valve Project, so I should have an update on that at the next council meeting."

Training for Supervisors: Superintendent Hawkins reported, "This Friday, Norman Foster (Foreman) and I are going to be attending a class in Overland Park for supervisory school."

Other: Personnel are also doing general maintenance around the shop areas.

WATER DEPARTMENT: Production

General: Superintendent Hawkins stated, "The Water Treatment Plant has been running well. We've had a good run lately." In the plant itself, we've just been doing normal maintenance, oil changes, lubrication of the pumps to make sure motors are working well. I want to thank the Electric Department for putting a couple more lights in for us, which is helping us a lot."

CV-32 Valve Repair: Superintendent Hawkins, "We had Tom Miller (Pratt Valves) come in and work on our CV-32 valve from our secondary basis to our clearwell, and he got that up and running for us."

KDHE Inspection - Passed: Superintendent Hawkins said, "The State Inspector from KDHE came and went through the entire water plant, went through all our paperwork; and we passed."

[3] CONTINUATION: February 7, 2018 Burlington City Council Regular Session

WATER DEPARTMENT: Personnel: - Troy Payne - Request for Leave-of-Absence

Superintendent Hawkins stated, "Troy Payne is asking for a leave-of-absence. It would be effective February 6th through March 20th." *Council Member Tschantz stated, "I move to approve a Leave-of-Absence for Troy Payne for February 6th through March 20, 2018." Council Member Scothorn, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.*

STREET DEPARTMENT: Update

Superintendent Mast, "We worked on equipment, worked on some signs, and did snow and ice control."

POLICE DEPARTMENT: Update

General: It has been normal calls for the Police Department. There were several domestic battery cases. They have been working accidents and juvenile calls. City Court is tomorrow, February 8th.

Animal Shelter - State Inspection Passed: Chief Jones said, "The State Department of Animal Health came and did their annual inspection of the Animal Shelter. We passed with no issues again this year."

POLICE DEPARTMENT: Nuisance Update: 404 Neosho, The Music Box Theatre (Owner-George Oliver)

Chief Jones said, "I don't have any updates as far as nuisances. There are a couple of bills in the Legislature that we're keeping an eye on. I don't know that they would really be applicable to us because at this point they're still at committee level and they're very convoluted - having to do with the city having to get a District Court Order to take temporary possession. From the sounds of the way it reads now, it has more to do with being in arrears on taxes than anything else; so I don't think it would apply to our situation with the old Music Box. That's the only thing I've really seen in the Legislature that might affect anything we do with nuisance property."

POLICE DEPARTMENT: Purchase a Patrol Car - Quotes

Chief Jones, "The Council gave me permission to start the process to get a patrol car. You've got a copy of the sheet on the 2018 Patrol Car Purchase in your packet. (See the quotes below.) These are sole source quotes. I did not go out for bids because basically the only source for Kansas Highway Patrol used vehicles is the Kansas Highway Patrol. The other outfit, Davis-Moore in Wichita, are the ones that have the State of Kansas Purchasing Contract for new patrol cars. So, these are both sole source. After doing the comparisons and doing the variables on this, I am actually recommending that we purchase a new 2018 Dodge Charger from Davis-Moore on the State Contract Price with them giving us a \$6,000 trade-in on the 2013 Dodge Charger, which would make the total purchase price of \$18,356.50."

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2018 Patrol car purchase.

Requested pricing from three entities, received responses from two.
Kansas Highway Patrol, for used KHP fleet vehicles.
Davis-Moore Automotive Inc. for new vehicles on State contract pricing.

KHP provided the following.

Used Dodge chargers, white in color, interior lights, some equipment left on vehicle (siren speaker, siren control head, some lights) some vehicles have had damage repaired, some have unrepaired damage. All will have around 49,500 miles and remaining balance of manufacturer's warranty. Selected for no damage when possible.

2014 Dodge Charger \$15,500.00 2015 Dodge Charger \$18,000.00 2016 Dodge Charger \$19,000.00

If we purchase a used vehicle from KHP, the current vehicle will be sold, probably on Purplewave.com.

Davis-Moore is the holder of the current State of Kansas pricing contract (KHP purchases from this dealer under state contract.

New, 2018 Dodge charger, to KHP specs.

Base price - \$24,356.50

Trade in allowance on 2013 Dodge. (\$6,000.00)

Purchase price \$18,356.50.

This is for a new vehicle, full 100,000 mile warranty and no mileage or damage.

Davis-Moore advised lead time average is 8 to 10 weeks from order to delivery.

We budgeted \$30,000.00 for this project, to purchase vehicle and then equip and install equipment.

Vast majority of equipment from 2013 vehicle will be installed in the new vehicle. (we don't re-use wiring, radio coax cables or antennas). Officer has requested new console box and siren speaker. Radios, lights, in car camera, radar, cage, gun rack, push bumper, will be reused.

My recommendation is the new vehicle (2018 Dodge Charger) from Davis-Moore on State contract for a total \$18,356.50.

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Council Member Lenard stated, "I move to authorize Police Chief Jones to purchase a 2018 Dodge Charger from Davis-Moore on State of Kansas contract for a total of \$18,356.50, which includes a trade-in allowance of

[4] CONTINUATION: February 7, 2018 Burlington City Council Regular Session

\$6,000.00 for a 2013 Dodge Charger, as being in the best interest of the city." Council Member Tschantz, "Second." Mayor Luke called for discussion.

Council Member Jasper asked, "How many do we have on patrol at a time?" Chief Jones, "Two to three." Council Member Scothorn, "Is that a brand new car at \$18,000? I realize it's \$24,000 before the trade-in." Chief Jones, "Yes, it's the base price on the contract, which is what the Highway Patrol purchases them at, is \$24,356.50." Council Member Scothorn, "Is there anything added to that? It just seems cheap to me, that's all." Chief Jones explained, "It's a fully speced out Highway Patrol specified vehicle. It's got the driver's side spotlight, the 5.7 liter Hemi engine - it's just like what they buy and deliver to Fleet sales in Topeka every year. It's a Highway Patrol car."

Council Member Tschantz, "Do we have to take it to have the radio and everything fixed, put in it, or will they do it?" Chief Jones, "No, we don't do any of that. We have an up-fitter in Emporia. We'll take the old car to them and they'll strip everything out of it; then we'll take the old car to Wichita for the trade-in, bring the new car back to Emporia. Then the up-fitter will install the majority of the equipment from the old car into the new car. We're looking at probably a new siren speaker and a new center console for maybe \$1,500 total plus the cost of changing the equipment around; but where we have \$30,000 budgeted for this process, we'll be well under budget this year. The camera, the radar, the radios, the cage, the shotgun locks, the lights - pretty much everything transfers over to the new car without any trouble."

Council Member Lenard, "When we first switched from (purchasing) the Crown Victoria, it took a little more to switch over, but now we use as much as we can move over. I think what helps out is we went to the Take Home Car Program, which keeps our maintenance cost down. We have some data on our maintenance cost that went way down. When one person has a car and they take care of it themselves."

Chief Jones, "If we buy this car, it will be on the rotation and scheduled to be replaced in 2024 or 2025 - basically, seven years out. That's how long we will keep this car and use it." Council Member Jasper, "That's on a five-year warranty?" Chief Jones, "That's the full 100,000 miles or five-year warranty; and we should not hit the miles in seven years on the warranty side of it." Council Member Jasper asked how many miles are on the 2013 and if it is out of warranty. Chief Jones, "It has just over 91,000 miles right now. It's technically out of warranty now." Council Member Jasper, "So, this would give you four cars?" Chief Jones, "No, this would actually give me six cars and two pickups. It's a true take home/assigned car program. Each officer is assigned a vehicle. It is theirs to drive and they don't have to share it. That's how we've been getting our maintenance costs down. When we had the two Crown Victorias, we were putting an average of between 70,000 and 80,000 miles a year on those cars and on an average we were buying two and a half -sometimes three - sets of tires; which even buying at state contract price that's \$500 a set; so we would be looking at between \$1,500 to \$2,000 worth of tires. The cars we bought from Highway Patrol actually came with new tires on them. I think we purchased one set of tires between all six vehicles over the last two years."

Council Member Scothorn, "This isn't anything we can purchase locally?" Chief Jones, "It is not. It is on state contract pricing to Kansas Department of Administration. Davis Moore is the holder of that contract. I can go to any other Dodge dealer and buy a plain-jane Dodge Charger, but I would be paying considerably more than what the state contract price is. No other dealers in the state can sell it to us on state contract price; the only other option would be if they could find somebody that had one sitting on the lot. I tried to work with the Dodge dealer in Ottawa. Everett gave me his contact information. It's been over a month; he was supposed to be looking, but I haven't heard a word back from him."

Hearing no additional discussion, Mayor Luke called for a vote on the motion which was: Council Member Lenard stated, "I move to authorize Police Chief Jones to purchase a 2018 Dodge Charger from Davis-Moore on State of Kansas contract for a total of \$18,356.50, which includes a trade-in allowance of \$6,000.00 for a 2013 Dodge Charger, as being in the best interest of the city." Council Member Tschantz, "Second." Motion unanimously carried, 5:0.

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported Parks personnel have been doing normal duties, cleaning public buildings and restrooms, doing building and equipment maintenance, and removing snow and ice.

Jones Park - Sign: They have been working on redoing the Jones Park sign west of the restrooms.

City Hall Storage Shelving: Parks personnel have been building shelves for improved storage of boxes of files and miscellaneous items in the upstairs storage area.

PARKS DEPARTMENT: Mike Bright, Christian Motorcyclists Assoc., Reserve 4-H Building in September

Superintendent Boyce reminded Council that Mike Bright with the Christian Motorcyclists Association was here last year about this time to request the council waive the rule that the 4-H building could not be rented out more than 90-days prior to the actual date of use. Superintendent Boyce, on behalf of Mike Bright, said, "The reason Mike has to get the reservation in advance is so they can advertise the event (Roads and Trails Rally) ahead of time. He contacted me and wanted to know if I could present his request to Council to reserve the 4-H Building the evening of September 6th through mid-day on the 9th."

Mayor Luke called for a vote. 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 6th through September 9th, 2018." Council Member Tschantz, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

[5] CONTINUATION: February 7, 2018 Burlington City Council Regular Session

PARKS DEPARTMENT: Fair Association - Kelley Park Lease Extension and Schedule for 2018

Mayor Luke referred to the letter and resolution from the Coffey County Fair Association requesting renewal for their 15-year lease for the use of Kelley Park, which is renewable annually. The letter also included a schedule of pre-fair, fair, and post fair activities. City Clerk Kewley said, "We need a motion to accept the extension for another year for the appropriate time, July 9th through July 31st, 2018, and the scheduled events as scheduled by the Fair Board. It is in the packet."

Council Member Tschantz stated, "I move to grant a one-year extension to the Coffey County Agriculture Fair Association Lease Agreement for the use of Kelley Park from July 9th through July 31st, and for other scheduled events as listed by the Fair Association for 2018." Council Member Hall, "I'll second." Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2018-03	<u>\$152,001.94</u>
b. Payroll Ordinance	2018-02	<u>\$ 84,897.03</u>
c. Payroll Ordinance	2018-03	<u>\$ 82,308.29</u>
	TOTAL	\$319,207.26

CLAIMS 2018-03: *Council Member Lenard moved to approve City of Burlington pay Claims Ordinance 2018-03 in the amount of \$152,001.94 for payment of city bills, as presented. Council Member Scothorn said, "Second." Mayor Luke called for discussion. City Clerk Kewley said, "Tonight we have Brenntag for \$5,710.08; Chrisman Hardware for \$2,198.87; Atmos Energy for \$3,964.40; Kritz-Davis for \$11,423.33." Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-03 approved by unanimous vote, 5:0.*

PAYROLL 2018-02: *Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2018-02 in the amount of \$84,897.03 as presented. Council Member Lenard, "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 2018-02 approved by unanimous vote, 5:0.*

PAYROLL 2018-03: *Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2018-03 in the amount of \$82,308.29 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 2018-03 approved by unanimous vote, 5:0.*

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin did normal duties, worked on inventories, and worked on preparing the zoning binders to give to Council Member Jasper. Yesterday, he replaced a doorknob at the Hair Clinic.

Tree Board Meeting: Zoning Clerk Hugunin scheduled a Tree Board meeting at noon on February 21st.

CPR Class for Employees: Zoning Clerk Hugunin has scheduled a CPR class for employees for Friday, February 16 for half a day. He said he will need to schedule for another day also because we won't be able to get all the employees in the training at the same time.

OTHER COUNCIL BUSINESS: Kansas Municipal Energy Agency - Appoint Director #2

Mayor Luke, referring to the agenda attachment for the KMEA Certificate Director #2, explained that he is the current Director #2 until April 30 of this year; and Electric Superintendent Alan Schneider is Director #1, with his term expiring on April 30, 2019. At this time, KMEA requires us to appoint a Director #2, to be effective May 1, 2018.

Council Member Lenard asked Mayor Luke if he wants to continue as Director #2. Mayor Luke said, "As long as Alan goes to the Board meetings, it makes no difference who Director #2 is. I attend those meetings, but I don't have a vote. (He can vote only if Director #1 is not present.) It is always done at the KMEA Conference." Council Member Hall and Council Member Lenard asked if he wants to be appointed and continue with it. Mayor Luke, "Yes, I'll continue." *Council Member Hall stated, "I move to appoint Stan Luke as Burlington's Director #2 to the Kansas Municipal Energy Agency Board of Directors, to serve a two-year term from May 1, 2018 through April 30, 2020." Council Member Lenard, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.*

PERMITS: Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT: Update

Additional Generation Request for Proposal: City Attorney Robrahn reported, "I worked with Alan (Superintendent Schneider) on the Electric Department proposal."

[6] CONTINUATION: February 7, 2018 Burlington City Council Regular Session

Middle School Water Meter - Agreement: Attorney Robrahn had worked with the Letter of Understanding between the City and U.S.D. #244 on the water meter at the Middle School. It is revised for final review.

Council Member Lenard asked, "Did the School Board grant us easements then for the water meter? Are we going to take ownership of it?" Attorney Robrahn, "Yes." Mayor Luke, "The final draft, we had two things change; it goes to the School Board next Monday for final approval. Then their attorney will put together our egress/regress and our easements around the pit/the vault. We've ordered the parts to repair the meter, or replace; and their contractor is working with the Water Department on potentially scheduling replacement of the back-flow preventers and the gate valves at the same time. Then we'll be finished." Council Member Lenard, "Everything's been agreed to in principle?" Mayor Luke, "Yes, we're just missing a couple of spots, and that's it."

Municipal Court (Update): Attorney Robrahn, "Tomorrow night is Municipal Court. It will be very long to catch up from last month." (*Court had been canceled due to the weather.*)

Commercial Building Nuisances: Attorney Robrahn said, "I had Susan Stroh (Administrative Assistant) do some research for our community building nuisances, which I'm hoping will give us some historic precedences as far as what we did in the past. Of course, the last one we did was about twenty years ago with the Wyoming Club. We don't do it very often, but we've done it. It actually helped me to go through all that."

CITY CLERK: Update

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

Delinquent Utility Accounts - Kansas Set-Off: City Clerk Kewley reported, "February, we will be sending \$4,510.39 worth of delinquent utility accounts for collection through the Kansas Set-off Program."

Annual Water Use Report: City Clerk Kewley completed the annual Water Use Report.

Goals & Accomplishments: City Clerk Kewley handed out the Goals for 2018 and 2017 Accomplishments.

Financials for 2017: City Clerk Kewley, "I also handed out the 2017 Financials. We are done paying expenses for 2017, so you do have the final financials."

City/County Funds: City Clerk Kewley reported, "We did receive the City/County infrastructure money for Streets and Parks & Recreation from the Coffey County Commissioners. I will be preparing a report to the Commissioners, with a brief statement of what we expensed for 2017 and what we are planning for 2018. We received \$264,832.00, of which \$209,864.50 is for streets, and \$54,967.50 is for parks. I will present the report at the next council meeting."

Audit of 2017: The auditors, Mize Houser & Company, have scheduled May 8th and 8th to come onsite for do our 2017 audit.

Employee Benefits Meeting, February 13: The Employee Benefits Meeting is on Tuesday, February 13th from 9 to noon.

Finance Meeting: The Finance Committee will meet 3 p.m., Thursday, March 1st, at 303 Neosho.

City Hall - Flower Box: City Clerk Kewley said, "I would like to thank the Parks Department for rebuilding our flower box for out front of City Hall. It is not as big, so it will be easier to maintain and to decorate."

City Hall - Upstairs Storage Shelving: City Clerk Kewley said, "The Parks Department is doing a great job on building shelving for storage in the upstairs of City Hall." The boxes of documents and files that are now stacked on the floor moved to the shelves for better organization and easier accessibility.

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

CITY OFFICERS COMMENTS: None

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects Water Rate 2018 forward (updates) Training: CPR	Financial Program Software (CIC) - updates GAAP – Infrastructure Capitalization
ELECTRIC DEPARTMENT:	Power Plant - Add Generation - Get Proposals for Engr/Design
PARKS DEPARTMENT: Events in the Parks (Updates)	General Update, Activities, etc.
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	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one City Hall - Awning Replacement (switch to metal)
POLICE DEPARTMENT Nuisance Updates	Department Activities/Cases/etc.
STREET DEPARTMENT: Concrete Streets - Repair/Replace Sidewalk Repairs on City Rights-of-Way	Pavement Management System/Asset Management System Street Improvements: 2017 Asphalt Project (assessment)
WATER & WASTEWATER DEPARTMENT: Water Meter installations Neosho River - Riverbank Erosion/Dike/Gravel Bar/etc.	Waterline Replacement Project - Updates Pump Repairs (Clearwell/River Intake) Sewer Lagoon - Maintenance/Updates Water Plant - Valve Replacement (WA 18-001) Lead & Copper Monitoring - Survey Update Middle School Water Meter Replacement

Mayor Luke adjourned the Council Meeting.

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