

## BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 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, March 7, 2018. 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"/> J.J. Jasper	<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 checked="" 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:** Don St. Clair, Mary Ellen Paul, Mark Davidson, Carol Mahon, Paul Abendroth

**AGENDA:** *Council Member Lenard, "I move to approve the agenda as modified." Council Member Curtiss, "I'll second." Motion unanimously carried, 6:0.*

**MINUTES 2-21-2018:** *Council Member Curtiss, "I move to approve the minutes of February 21, 2018 as presented." Council Member Scothorn, "Second." Motion unanimously carried, 6:0.*

**APPOINTMENT: Don St. Clair, Assembly of God to use N. 4th St. Municipal Parking Lot for a Non-profit Fundraiser on August 4, 2018**

Don St. Clair addressed Council, "I am trying to put together a fundraiser for the Assembly of God Church to send kids off to camp. I am here to ask if I can use part of the east parking lot in front of the fire station. Would that be permissible on August 4th? I'm having the Hogman from Waverly barbeque a whole hog, so I want to start at 7:00 a.m. and keep it going until the meat is gone. If I remember right, that's the day of Burlington's city-wide garage sales, that's why I picked that date." (*The City-wide Garage Sale is on the first Saturday of August.*) He added, "I talked with Randall (Fire Chief Brown) about using some electricity from the firehouse; and he said it is no problem, I can use the building, so he's got me okayed with that."

Hearing no questions or discussion, Mayor Luke called for a motion. *Council Member Hall stated, "I move to approve Don St. Clair's request for the Assembly of God to use the N. 4th Street Municipal Parking Lot to sell barbeque for Non-Profit on August 4th, 2018." Council Member Scothorn, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.*

**APPOINTMENT: Mary Ellen Paul: Coffey County Cancer Support Group - Thank you for allowing use of Kelley Park Buildings for the Non-Profit Fundraiser - Annual Cancer Crusaders Soup Lunch**

Mary Ellen Paul addressed Council, "I am here to represent the Cancer Support Group. The first thing I'd like to do is say thank you very much for allowing our group to once again use the 4-H Building and Kelley Hall this year for the soup lunch (the 8th Annual Cancer Crusaders Soup Lunch Fundraiser). As you know, it's a huge effort and a huge money-maker for our group. It helps lots and lots of people all over our county as they fight all kinds of cancer. We definitely appreciate that and want to say that out loud, so in case somebody doesn't know it - we really do appreciate it."

Mary Ellen went over information on the flyer, which she handed out. The Soup Lunch will be served on Tuesday, March 13th from 11:00 a.m. until 1:30 p.m. at the 4-H Building in Kelley Park. She said, "If you can, come down during that time and choose three soups, a drink, and a desert. It's lots of fun, visiting with people, and good food, too. Cameron Roth will be auctioning off pies at 11:30, and a quilt at 12:15. Some of us here helped make blocks for that quilt, so we're proud of ourselves for that. Those two things, in addition to the food, will go along ways toward raising money for that effort." She added, "If anybody is interested in coming to serve lunch, donate soup, or help in any way, just call Martha Newkirk, Sherri O'Keefe, or Pam Scott - their numbers are listed on the flyer. We do deliver, so please call for deliveries."

Mayor Luke, "Thank you for what the Cancer Support Group does." Superintendent Boyce stated, "I will say that when we get the buildings back from them, we need to do very little work. They do a very good job cleaning up; and we appreciate that." Mayor Luke, "So, it has gotten big enough, we are now serving out of Kelley Hall, too?" Mary Ellen Paul, "We are going to use Kelley Hall this year for only the deliveries that are going out, so we will set up over there. We have several different groups assisting with delivering to those people who can't come out, or to offices, the school, places like that. That's a pretty big deal, too. We also appreciate having more electrical outlets than we used to have. In case anybody doesn't know, it was a problem. I believe we're getting a backup generator this year. Thank you very much."

**PUBLIC COMMENTS: None**

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Superintendent Schneider, "The men are still changing out some power poles, and doing some line locates, customer service requests, and a lot of equipment maintenance. The apprentice linemen have been working on their apprenticeship program."

**Concern on Cable/Poles/Attachment - 16th & Housatonic:** Council Member Lenard, "I think it's a media cable, but after looking closer, it looked like a pole replacement. Do they call back up with their attachments?" Superintendent Schneider, "Mediacom? What I do, is get ahold of the local supervisors for the area. They're getting better about it, but I'll have to check." Council Member Lenard, "It is on 16th and Housatonic - at the corner." Superintendent Schneider, "Oh, that was when they had a tractor trailer cut that block north close to a month ago. When he turned, he took out three of their telephone poles and all their cable. It turned out that the clearance for the telephone lines was too low, so the guy driving the tractor trailer actually didn't get a ticket or anything for it. They had contractors come in and replace those poles, and the furthest pole to the south that was buried there yanked everything out of there - the termination block. The contract crew came in and spliced that all together. I did notice they left the first one east from there hanging. I usually get ahold of the local supervisors and they do pretty good about, as their crews get their work done for the day, they will go back and take care of that. No, I have not called them yet, but I will make a note right now to call tomorrow."

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

**General:** On the production side, the men have been doing normal power plant maintenance and generator maintenance.

**WATER/WASTEWATER DEPARTMENT: Distribution Update**

**General:** Water/Wastewater personnel have been doing their normal duties: work orders, line locates, customer concerns, meter reads and re-reads. They attended the KMU Safety Training on Customer Service.

**Water Leak (Kennebec & Jarboe):** Superintendent Hawkins reported, "We had a water leak at the corner of Kennebec and Jarboe yesterday, so we had the water down for a while. I would like to thank the Street Department for bringing some rock. That helped us out a lot."

**Unused Water Meter - Removal:** Superintendent Hawkins, "With the water rate project, we have been removing unused water meters at the request of property owners"

**Lift Station Maintenance:** Superintendent Hawkins, "We went into each sewer liftstation and cleaned out the wet wells. We did normal maintenance on them, as well. We saw something we've never seen before. When we pulled the pump on Liftstation #1, which is the main liftstation, a long mop was in there. How it got in the sewer is still beyond me and has us kind of baffled. It was twisted into the impeller and into the check valve. We're having issues with that and don't have a clue where it came from or how it got there."

**WATER/WASTEWATER DEPARTMENT: Production Update**

**Water Treatment Plant Valve Replacement Project 2018 (WA 18-001 - River Intake Valves - installed:** Superintendent Hawkins, "At the River Intake Plant, the valves are installed. They work great! It took several hours from Wednesday to Friday night. Friday night was probably one of the most challenging. In the process of installing the water valves, the contractor (UCI) was trying to get underneath and was using a grinder and cut a hole in our tank. So we scrambled for several hours trying to find a welder. I want to thank Kevin Parks from LeRoy; he saved us that night. He came down and got it welded. The UCI workers got back on it and completed the task. We walked out of the Water Plant about 12:30 that night. The valves are working great. That's the first phase. Hopefully, in April we'll get the rest of them done."

**Water Treatment Plant:** Superintendent Hawkins reported that the Water Treatment Plant is running fine. There are no issues right now.

**WATER/WASTEWATER DEPARTMENT: Personnel - Troy Payne's resignation**

Superintendent Hawkins informed Council, "One of my men, Troy Payne (Water/Wastewater Non-Certified Operator), resigned. He wrote a really good resignation letter to us. He was thankful for the City offering him the job and working with him. He was pleased with that. At this time, I ask that we delay filling the position due to the fact the position was filled (in February 2014) so we would have enough employees for Waterline Replacement Project, which is completed. Since we do not have a waterline project this year, we have absorbed the work that employee had. I am planning on in 2019 ramping up the Waterline Replacement Project. This year, we need to catch up on exercising valves and lots of stuff we've kind of neglected over the years. We need to have a year to get caught up, and then we will be doing another waterline project. I just ask to delay filling that position."

**STREET DEPARTMENT: Update**

**General:** Superintendent Mast, "We've been doing normal duties, patching potholes, sweeping streets, cleaning out catch boxes and stuff like that. We had to go out and do some snow and ice control, and have also been digging some ditches. The guys have been putting up some new signs and working on street markings over on Niagara Street for the Elementary School. We've also been replacing old signs around town."

**404 Neosho - Nuisance:** Superintendent Mast reported, "Yesterday, we got a call to remove some safety hazards at the old Music Box (404 Neosho)."

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**POLICE DEPARTMENT: Update**

**General:** Chief Jones stated, "Business has been more in line with our usual calls - nothing too outrageous or spectacular. We've been dealing with the wind the last couple of days."

**School Zone - Safety Saturation Patrol:** Chief Jones, "Last week and this week has been saturation patrol at the schools, particularly at the high school for the safety and seatbelt enforcement stuff. For us it means we're in the school zones doing what we do every day anyway; it just means the Sheriff's Office has been showing up and doing saturation patrol looking for seatbelt violations."

**Municipal Court:** City Court is tomorrow.

**Signs and Street Markings Appreciated:** Chief Jones stated, "I want to thank Doug (Superintendent Mast) and the Street Department for changing out the signs and painting road markings on the south side of the grade school. We have already noticed an improvement in traffic flow on that street; so we're considering that a successful project."

Mayor Luke, "I want to acknowledge that I've received all kinds of positive comments with respect to the signs and painting of street markings on the south side of the Elementary School. I don't normally travel through that area, but I did pass through there, and it is open traffic now versus stagnation; so it was time."

**POLICE DEPARTMENT: Nuisance Update - 404 Neosho (Old Music Box) - Damage by wind**

Chief Jones reported, "The wind did some damage to the marquee on the front of the old Music Box. Some pieces came down. I called Jimmy (Zoning Clerk Hugunin) and Gina (City Clerk Kewley). The Street Department came over, and then Alan (Electric Superintendent Schneider) had his crew bring the small bucket truck down. We removed a couple more pieces that were in danger of coming down and breaking. Those marquee boards that are on hinges at the top, they secured them at the bottom to keep them from flapping around in the wind and being torn up even more."

**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 doing snow and ice removal. Due to the high winds, they have been doing some brush and trash pickup in the parks.

**Jones Park - Sign:** Parks personnel have finished and installed the Jones Park sign west of the restrooms.

**Veterans Park - Dean Kirchner Memorial:** On January 3rd, Superintendent Boyce reported he was working with the Kirchner family on putting a concrete eagle memorial in Veterans Park for Dean Kirchner. Tonight he provided an update, "They did do a memorial fund so that paid a good portion of the cost, and the Kirchner family took care of the remainder of it. They wanted me to pick the spot. They worked with the American Legion and all that, too. The eagle has been ordered. We will probably do the install in May."

**FINANCE: Claims Ordinance & Payroll Ordinance**

a. Claims Ordinance	2018-05	\$ 89,399.85
b. Payroll Ordinance	2018-05	\$ 81,578.25
	TOTAL	\$170,978.10

**CLAIMS 2018-05:** Council Member Lenard moved to approve City of Burlington pay Claims Ordinance 2018-05 in the amount of \$89,399.85 for payment of city bills, as presented. Council Member Scothorn said, "Second." Mayor Luke called for discussion. City Clerk Kewley said, "Tonight we have Lewis Oil Company for \$3,331.42; MKEC Engineering Consultants for \$7,657.38; Stanion Wholesale for \$3,139.08; Wheeler World for \$8,859.24." **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-05 approved by unanimous vote, 6:0.**

**PAYROLL 2018-05:** Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2018-05 in the amount of \$81,578.25 as presented. Council Member Curtiss, "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 2018-05 approved by unanimous vote, 6:0.**

**FINANCE: Personnel - Employees Salary & Consumer Price Index Recommendation**

City Clerk Kewley stated, "In your packets we have a prepared resolution and the new pay scale to bring employee salaries up to what the Consumer Price Index (CPI) is saying for the cost of living wage. Every year, we take CPI adjustment from the Department of Labor; and this year it is stated to be 2.1 percent. So, that is what we're recommending to the Governing Body. I am recommending increasing the position bands on both ends - the minimum and the maximum - by 2.1% and also increasing the current employees' wages by 2.1%."

**Council Member Lenard stated, "I make a recommendation to approve a 2.1% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 14, 2018, and to adjust the wage band." Council Member Curtiss, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried; 6:0.**

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**FINANCE: Resolution 2018-01, Salaries/CPI/Work Plan & Evaluation Guideline:**

Mayor Luke read the motion to approve the proposed resolution and attachments. Council Member Tschantz stated, "I move to adopt Resolution 2018-01, Providing For and Fixing Salaries and Compensations of Officers and Employees of the City of Burlington, Kansas pursuant to the Personnel Policies and Guidelines Established by the City of Burlington, Kansas in 1996, including Exhibit "A", Wage and Salary Schedule, and Exhibit "B", Employee Annual Work Plan & Evaluation Guideline." Council Member Hall, "I will second." Hearing now discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

**FINANCE: Kansas Legislature - Proposed Tariff 232**

Council Member Lenard said, "I want to add under Finance, not for action but to just bring it out. With the proposed Tariff 232 that might be passed, is there anything major that might impact the City as far as purchases with commodities such as steel? The Electric Department might be hit down the road as far as our budget. I'm not asking for an answer, but..." Mayor Luke, "I'm assuming that with anything from wire to - anything that's metal really, it is going to have an impact. I don't know if it's going to be a big impact because I don't know how much is imported and how much is manufactured here. That's something we'll just have to kind of play by ear; but we'll track that to see if it has any impact on us."

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin did normal duties, facebook and webpage. He attended the KMU training on customer service, and participated in the state-wide tornado drill by listening to the siren while watching it turn around - it worked.

**Computer Virus - Email warning** Zoning Clerk Hugunin, "Chief Jones and Superintendent Boyce are familiar with this. I want to say that if you get any emails that come from burlingtonkansas.gov or anything inside the city and county that says 'Invoice', don't open it, just delete it. If you click on it to open it, you will get a virus. Don't click on anything if it says invoice and you know who it is from." Chief Jones warned to be very careful even if it looks like it's from someone you know. He got six emails on Monday to his email address that looked like it came from himself. Zoning Clerk Hugunin asked to be notified if anyone gets that type of email so he can change the password. It is best to be cautious and change the password.

**Inventories - Done:** Zoning Clerk Hugunin has submitted the department inventories to the auditors.

**Spring Cleanup (April 16-21) and Brush Pickup (Week of April 9):** Zoning Clerk Hugunin was notified by the County they have scheduled this year's spring cleanup to be the week of April 16 through 21. Our brush pickup will be the week of April 9th and the trash/junk will be picked up the week of April 16th.

**Arbor Day Celebration April 25, Oak Park at 5:30 pm. (Rain day May 1):** Zoning Clerk Hugunin reported the Tree Committee has scheduled for Arbor Day for 5:30 p.m., April 25th at Oak Park. The rain date is May 1st.

**Tree City USA Recognition Ceremony - March 28 and 29 in Lawrence:** Zoning Clerk Hugunin and Parks Superintendent Boyce will be attending the Tree City USA recognition in Lawrence on March 28 & 29.

**KACE Training in Manhattan - April 3-6:** Zoning Clerk Hugunin will be attending Kansas Association of Code Enforcement in Manhattan on April 3rd through 6th.

**Nuisance - 404 Neosho (Research):** Zoning Clerk Hugunin has been doing some research on the old Music Box building at 404 Neosho. He said there is not a lot of information available.

**OTHER COUNCIL BUSINESS: Information**

**Coffey County Transportation:** City of Burlington sent a letter in support of Coffey County Transportation receiving a 5339 Bud and bus facilities Grant.

**American Public Power Association:** Mayor Luke shared a flyer from American Public Power Association on Public Power Legislative Priorities for 2018.

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

**LEGAL DEPARTMENT: Update**

**General:** Attorney Robrahn said, "There is no new news on the civil side. As Chief Jones mentioned earlier, we do have Municipal Court tomorrow night." Chief Jones said he thinks Municipal Court Clerk, Kerri Weltha, had the docket down to twenty-seven pages.

**Nuisance 404 Neosho / Music Box:** Council Member Jasper asked, "On the Music Box, are we really in compliance to be able to go down and remove things off the building like we did with the bucket truck and such?" Attorney Robrahn, "Yes, we've already notified the owner that there's a problem. I think that thing is definitely ripening for our next step. Up until our last meeting, nothing had fallen - now it has structural (damage). It helps the cause."

**CITY CLERK: Update**

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

**Delinquent Utilities - None to send to Setoff this month:** City Clerk Kewley stated, "I am pleased to announce that this month we do not have any delinquent utility accounts to send to the Kansas Set-Off Program."

**Training - CPR:** City Clerk Kewley attended last week's CPR training - on the 23rd of February.

**Finance Meeting - March 1st:** City Clerk Kewley attended the Finance Committee meeting on March 1st.

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

**KMU Safety Training - Customer Service:** Yesterday, City Hall Staff attended the KMU safety training on customer service.

**Employee Evaluations & Work Plans due March 21st:** City Clerk Kewley asked that employee evaluations and work plans be completed and given to her by March 20th, so she can have them ready to present to Council on the 21st; and also the evaluations and work plans for the Superintendents.

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

**CITY OFFICERS COMMENTS: None**

**FUTURE AGENDA ITEMS:**

<b>GENERAL</b> City Debt – How to fund projects Water Rate 2018 forward (updates)	Financial Program Software (CIC) - updates GAAP – Infrastructure Capitalization
<b>ELECTRIC DEPARTMENT:</b>	Power Plant - Add Generation - Get Proposals for Engr/Design
<b>PARKS DEPARTMENT:</b> Events in the Parks (Updates)	General Update, Activities, etc.
<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 Property Annexed to City - Coops/City Right to Serve Utilities (Work with County Mapping)	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 Nuisance - 404 Neosho - Work with Zoning Clerk/Attorney to get structure assessed	Department Activities/Cases/etc.
<b>STREET DEPARTMENT:</b> Concrete Streets - Repair/Replace Sidewalk Repairs on City Rights-of-Way	Pavement Management System/Asset Management System Street Improvements: 2017 Asphalt Project (assessment)
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> 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

