

BURLINGTON CITY COUNCIL REGULAR SESSION MARCH 21, 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 21, 2018. 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
 J.J. Jasper Thomas P. Tschantz Sharon Hall

Superintendents Present:

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

Also Present:

Regina Kewley (City Clerk) Susan Stroh (Administrative Assistant)
 Tom Robrahn (City Attorney) Jimmy Hugunin (Zoning/Grants Clerk)
 Philip Wright (Assistant City Attorney) Anne Brown (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale, 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 3-7-2018: *Council Member Curtiss, "I move to approve the minutes of March 7, 2018 as presented." Council Member Tschantz, "Second." Motion unanimously carried, 4:0.*

APPOINTMENT: None

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Superintendent Schneider reported, "The men have been doing a lot of line locates. They are still changing out power poles. We had one Friday before last that got changed out due to a traffic accident. The men have started trimming trees in right-of-ways, and are repairing street lights."

Power Outage: Superintendent Schneider reported, "We worked an outage last Friday right before quitting time. We changed out a transformer, did some repairs to a service conductor."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: Superintendent Schneider said, "On the production side, the men have been doing normal power plant maintenance and generator maintenance. I know it doesn't sound very exciting, but they do keep busy all the time."

Cable/Pole/Attachments - 16th & Housatonic: Superintendent Schneider stated, "Lewis (Council Member Lenard) had asked me last council about the phone drop at 16th and Housatonic. I did go by and look at that. It is temporary and is waiting to be buried. When it got torn down, it also damaged the service drop to a customer's house. I've got a list of other pole attachments that need transferred to new structures; so I'll put that in a note before the week's over reminding them that is on the ground, as well."

ELECTRIC DEPARTMENT: Electric Plant - Additional Generation - Proposals (RFPs) - update

Superintendent Schneider, "Today at City Hall, we opened the responses to the Requests For Proposals on the Additional Generation for the Power Plant. Out of the three proposals we requested, we received proposals from two firms [Mid-States Energy Works and Foley Equipment (Foley Power Solutions), and BG Consultants]. Before we go into any detail, we need to get with the Electric Committee and work out the details and go through the proposals; and hopefully, we will soon be able to come back to the Governing Body with the findings.

Council Member Lenard, "Maybe we need to do something differently next time with our RFP; but did we have the intent with all three of the engineering firms - did they commit up front to provide a bid (proposal), or did we just find out when they came?" Superintendent Schneider, "Before the RFPs were sent out, I made contact with the three firms. I explained what was going on and had good conversations about it; and I didn't have any indication that the third firm was not going to submit." Council Member Lenard, "I was just thinking that after they review them is maybe when we should have gotten that intent back. I think that is something for us to look at next time."

Breaker Operation Power Flicker Today: Superintendent Schneider reported, "This morning the downtown circuit number 4 went down briefly. We combed the line heavily and didn't find an identifiable cause. Generally when it operates the way it did today, there is a cause, but we didn't find anything."

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 are still removing unused water meters at the request of property owners - that will be going on for quite some time.

Scrap Metal - Sale: Personnel hauled a load of scrap metal to sell. They are trying to clean up around both the sewer plant and the water treatment plant.

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Middle School/High School Water Meter Replacement (update): Superintendent Hawkins reported, "The water meter is installed at the High School, and only took one hour. Gary Armatrout (Water Loss Solutions) did the actual installation on it; we assisted him, and everything went well. We are pleased with that - plus we had him do another calibration on another two-inch meter while he was here."

Water Treatment Plant - Lower Costs: Superintendent Hawkins has been working on cutting costs at the Water Treatment Plant, and is trying to get proposals, bids, and quotes to keep chemical costs down.

WATER/WASTEWATER DEPARTMENT: Production Update

Water Treatment Plant Valve Replacement Project 2018 (WA 18-001 - Filters Valve Project): Superintendent Hawkins said, "We've got everything prepared or ready. April 26th and 27th is when UCI will come back. We will complete the Filters Valve Project."

Personnel - Training - Vincent Riccobono: Superintendent Hawkins stated, "Vincent did pass the written part of his CDL testing. He will be going to Chanute soon to take the driving test. I want to thank Mark (Street Foreman Davidson) for letting us borrow his truck and time on that, as well."

Water Treatment Plant - West Reactor Motor: Superintendent Hawkins reported, "We have ordered a new motor for the west reactor in the Water Treatment Plant. It is starting to make some noise, so we are not going to take any chances with it; so a new one is ordered. The old motor will be rebuilt, so we will have a spare on the west reactor, as well."

Water Treatment Facility - Security: Superintendent Hawkins said, "We have been preparing to look at costs for securing the water treatment facility. I want to thank Doug (Chief Jones) for helping us with the lock mechanisms, and for ordering us some LED Flashlights, which are working great for us."

STREET DEPARTMENT: Update

Computer Issues: Foreman Davidson said, "I want to thank Jimmy (Zoning Clerk Hugunin) for all the assistance he has given me with the last few days (computer, email, internet, etc.). It is certainly appreciated."

Concrete Work: Foreman Davidson stated, "I want to thank Kevin (Parks Superintendent Boyce) for loaning John Hegg to help with some concrete projects we've had. That's what we've been mostly doing - last week and this week, we've been doing a lot of concrete work. We've been replacing valley gutters at the diner (Diner's Kafe). At the driveway of Mr. Douglas, a culvert was in bad shape so we pulled it out, and had a section of driveway to fix. We worked on a valley gutter at 12th and Neosho in preparation for the new hot-mix for the Electric Plant. We replaced some sidewalk at the Methodist Church today. The sections were ours and some trip hazards were brought to our attention, so we took care of that."

Maintenance - Vehicles and Signs: Street personnel have also been doing some maintenance on the trucks, and on some street signs.

STREET DEPARTMENT: Doug Mast's Resignation; Advertise for a Street Superintendent

Mayor Luke stated, "I am in receipt of the resignation supplied to the City by Doug Mast. With respect to that, I would like approval from the Governing Body to advertise the Street Superintendent position until filled."

Council Member Curtiss stated, "I move to advertise until filled, the position of Street Superintendent internally and externally, with internal applications to be considered first." Council Member Jasper, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

STREET DEPARTMENT: Mark Davidson - Compensate for Extra Duties of Street Superintendent

Mayor Luke stated, "Also, I would like to have Mark Davidson (Foreman) fill the responsibilities of the Street Superintendent; and with those added responsibilities, I would like to compensate him with an added \$2.00 per hour, until the position is filled."

Council Member Jasper stated, "I move to authorize a temporary \$2.00 per hour pay increase to Mark Davidson for performance of additional duties of the Street Superintendent position effective March 10, 2018 until the position is filled." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

POLICE DEPARTMENT: Update

Training at Burlington's Schools: Chief Jones stated, "We have been staying busy. We did some training this afternoon - a couple of hours at the grade school, and then a couple more hours at the high school. With some of the past events and since we've been looking at doing a refresher, we decided spring break was a good time to do it. Superintendent Marshall was overjoyed to have us there, and made it a point of meeting each of the officers, thanking them individually. He was quite pleased we were there."

General: Chief Jones reported, "It seems like we've been working a lot of domestics, doing a lot of investigations, and assisting the Sheriff's Office on a lot of calls. We had municipal court the day after last Council (March 8th) and got out of there in a very timely fashion - I think we were done by 6:30 that night."

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Investigation - Theft of Larry Johnson's Trailer in 2017 (Update): Chief Jones reported, "I have been working one investigation on a theft. About a year ago, Larry Johnson's utility trailer was stolen. That trailer turned up in Missouri and we have the trailer impounded. So far, we've tracked it back to a guy from Ottawa, to a guy from Lawrence, and then to another guy from Lawrence whose running buddy who is the ex-husband of a gal that we worked with Alan (Superintendent Schneider) on charging with theft of electric from the City a year ago. It always amazes me how these things come back around and have a local connection."

POLICE DEPARTMENT: Nuisance (Update)

Chief Jones said, "I've got some stuff (on nuisances) I am getting ready to kick off. One house in particular on 6th Street we're going to be working with the owner to try to get something accomplished. She is not living in that house anymore. I've got fresh photographs from today if anybody hasn't seen it lately. It's getting really bad, so it's time to force the issue a little and get something accomplished with that."

Mayor Luke, "Also, we could make sure people know when our next pickup is (city-wide cleanup)." Chief Jones, "We have been handing out our Spring Clean-up flyers left and right."

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported Parks personnel have been doing normal duties, cleaning public buildings and restrooms, and doing building and equipment maintenance. Due to the wind blowing, they have been picking up tree limbs and trash in the parks. Superintendent Boyce worked on employee evaluations.

Kelley Park - Leveling Ground: East of the Rodeo Arena in Kelley Park, there are several low spots that Parks personnel have been filling in with dirt to make it more level.

Sewer Lagoons - Burn-off: Parks personnel helped the Water/Wastewater Department burn off (around) the sewer lagoons and where the old sewer lagoons were.

Public Water - Turning on: Superintendent Boyce reported that they started today with turning the water on at the seasonal restrooms and the RV camping hookups.

PARKS DEPARTMENT: Flower Quotes for Flower Pots and Hanging Baskets

Superintendent Boyce reported, "We got a quote for flowers Arnold's Greenhouse, \$2,133.00. That would be my recommendation for flowers."

Council Member Curtiss stated, "I move to accept the quote from Arnold's Greenhouse for flowers for the Parks Department's beautification project, not to exceed \$2,133.00." Council Member Jasper, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Superintendent Boyce is looking at a date of May 9th at 5 p.m. for planting the flowers, and the Burlington Jaynes will help again this year. He said, "I didn't even ask - they told me." Mayor Luke, "It's good to have that type of volunteers."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2018-06	<u>\$339,683.55</u>
b. Payroll Ordinance	2018-06	<u>\$ 88,548.48</u>
	TOTAL	\$428,232.03

CLAIMS 2018-06: *Council Member Tschantz moved to approve City of Burlington pay Claims Ordinance 2018-06 in the amount of \$339,683.55 for payment of city bills, as presented. Council Member Lenard said, "Second." Mayor Luke called for discussion.* City Clerk Kewley said, "Tonight we have Kansas Power Pool for \$197,249.41; Mid-American Valve for \$26,647.59; and Utility Contractors for \$10,275.00. **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-06 approved by unanimous vote, 4:0.**

PAYROLL 2018-06: *Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2018-06 in the amount of \$88,548.48 as presented. Council Member Jasper, "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 2018-06 approved by unanimous vote, 4:0.*

PLANNING & ZONING: Update

Assisting Street Department: Zoning Clerk Hugunin has been doing normal duties and preparing permits to send to the Coffey County Appraiser. He stated, "As Mark (Foreman Davidson) said, I spent a few days at the Street Department getting him set up on email and the computer - getting some things moved around for him."

Arbor Day 4/25, Oak Park, 5:30 pm. (Rain Day: May 1): Zoning Clerk Hugunin is still working on plans for Burlington's Arbor Day plans, and has been getting others involved.

Annexation of Property (Abendroth): Zoning Clerk Hugunin reported, "I've started working with Tom (Attorney Robrahn) on a property annexation. I won't be at the next council meeting, but Tom will and he will have all that." Zoning Clerk Hugunin will be attending the Kansas Association of Code Enforcement (K.A.C.E.) training, April 3 through 6 in Manhattan.

Permits: Zoning Clerk has been preparing permits to send to the Coffey County Appraiser.

OTHER COMMITTEE OR COUNCIL BUSINESS

Mayor Luke gave a reminder that the 2018 Governing Body Institute and Kansas Mayors Conference is April 20th and 21st in Topeka. The agenda is in the council packet, and anyone interested in attending should talk with City Clerk Kewley to make arrangements.

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PERMITS: Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT: Update

General: Attorney Robrahn said, "In conjunction with what Jimmy (Zoning Clerk Hugunin) said, I've been making preparations for our annexation. I will report on that at the next meeting of council."

CITY CLERK: Update

General: City Hall Staff have been busy preparing meter reading for utility billing coming up this month. They have been preparing work orders, vouchers for bill paying, payroll, and minutes for the council meeting.

Kansas Association of Municipal Court Management Conference (Kerri Weltha): City Clerk Kewley reported, "Municipal Court Clerk, Kerri Weltha, attended the KACM Spring Conference last week in Wichita."

Kansas Rural Water Association Conference (Carol Mahon): City Clerk Kewley reported, "Utility Billing Supervisor, Carol Mahon, will be attending the Annual KRWA Conference next week in Wichita."

Kansas Association of Code Enforcement (Jimmy Hugunin): Jimmy Hugunin, Zoning Clerk, will be attending the K.A.C.E. training in Manhattan next month (April 3 through 6).

TrustPoint Insurance - Liability: City Clerk Kewley said, "Had a meeting with TrustPoint Insurance last week with Angela and Kim in regards to the City's annual insurance policy. It is good to report that we did have just a 1% increase mainly due to the new vehicles over the year. I am working up the policy for payment at the next meeting."

Kansas Community Development Block Grant Program - State Audit: City Clerk Kewley reported, "I had a meeting with Linda Hunsicker, from the State. She came in and did a review and monitored our one existing outstanding CDBG loan to make sure we're following the requirements. She also discussed with me the need for utilization of that fund; but with that fund, come quite a few restrictions and guidelines."

Employee Evaluations: City Clerk Kewley reported the annual employee evaluations have been done.

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

CITY CLERK: Personnel Evaluations

Executive Session for Non-Elected Personnel: Mayor Luke, "At this time I would accept a motion to go into Executive Session for a Non-Elected Personnel Evaluation Review for thirty minutes with the Governing Body and Personnel Officer Regina Kewley." **Council Member Lenard, "I make a motion to enter a 30-minute Executive Session for Non-Elected Personnel Evaluations with the Governing Body and Personnel Officer Kewley present." Council Member Curtiss, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0. Council entered the Executive Session at 6:20 p.m. and exited at 6:50 p.m.**

Mayor Luke stated, "Let it be known in the minutes that we returned from executive session at 6:50 p.m. We are now back into regular session. Is there any action to be taken?"

Council Member Lenard stated, "I make a motion that the personnel evaluations and pay increases be approved as presented." Council Member Jasper, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

CITY OFFICERS COMMENTS: Economic Development/City - Promote Business in Burlington (update)

Council Member Lenard provided an update on the City and Economic Development working together to promote business by inviting them to attend council meetings. Council Member Lenard said, "Stacey Haines was here a while back (January 17th) working on narrowing that framework. I guess we've got a couple of businesses that would like to come and visit with us. I will get that framed up and maybe that will happen in the next council or next month, I don't know yet."

MAYOR'S COMMENTS:

Mayor Luke said he will be unavailable tomorrow.

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects Water Rate 2018 forward (updates)	Financial Program Software (CIC) - updates GAAP – Infrastructure Capitalization
ELECTRIC DEPARTMENT: Power Plant-Add Generation: Proposals Engineering, Design, Construction	
PARKS DEPARTMENT: Events in the Parks (Updates)	General Update, Activities, etc.
LEGAL DEPARTMENT: Municipal Court	Misc. Legal - Documents, Cases, Contracts, etc.

(continued)

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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 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) Annex - Abendroth Property
POLICE DEPARTMENT Nuisance Updates Nuisance - 404 Neosho - Work with Zoning Clerk/Attorney to get structure assessed	Department Activities/Cases/etc.
STREET DEPARTMENT: Concrete Streets - Repair/Replace Sidewalk Repairs on City Rights-of-Way	Pavement Management System/Asset Management System Street Superintendent - Fill Position
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

Mayor Luke adjourned the Council Meeting.

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

APPROVED**