

## BURLINGTON CITY COUNCIL REGULAR SESSION June 6, 2018

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, June 6, 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)  
 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:** Gene Merry, Pam Scott, Ge Kue (Red Dragon), Steve Gifford

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

**MINUTES 5-16-2018:** *Council Member Curtiss, "I move to approve the minutes of May 16, 2018 as presented." Council Member Scothorn, "Second." Motion unanimously carried, 6:0.*

**PUBLIC COMMENTS:** None

**APPOINTMENT: Pam Scott - Update on Plaza Theatre - 404 Neosho Street**

Pam Scott addressed Council, "I think a lot of you know me - Pam Scott, retired High School Arts teacher. We've lived in the community since 1973; so we've been here a long time and raised both of our kids. I have fallen into ownership of the Plaza Theatre. I realize the City has been dealing with this for quite a while. As the Coffey County Council For The Arts President, my board a couple years ago told me to try and get the Plaza Theatre. We want to do something with it, and it's not being done."

"I located the gentleman (George Oliver, owner at that time), an address, and several phone numbers; and began texting and emailing back and forth. I was requesting that he donate it to Coffey County Council for the Arts; and he was not for that in no way, shape, nor form. I couldn't talk him into it using it as a tax write-off or anything like that. With him being from Canada and looking at tax write-off, I thought that's a good deal, why not do that; so I looked up the Canadian law. They make it hard crossing those country lines, he couldn't do it feasibly. I'm not sure the Canadian laws would allow him to do that; so that made me back off on that aspect."

"There was a turn of affairs about two weeks ago; when I got a phone call from him (Mr. Oliver). I was trying to catch him when he'd come through town, and as you probably know, he is pretty elusive; so I never saw him while he was in town. I got a phone call which startled me. That was at one o'clock, and I thought I needed to find out what was going on. He told me he had talked with Mr. Merry; so I immediately called Gene and asked if he could show me what's up. After he shared with me his thoughts; I know Chief Jones had been after him (Mr. Oliver), so I called him. He shared with me what he and the City Attorney had done; and I thought, okay now I know why he (Mr. Oliver) is wanting to meet with me - at least a little bit."

"This was at one o'clock, and we (Mr. Oliver and I) met at three o'clock. We went to Dairy Queen and I said, 'George, Arts Council has no funding. We're funded through our county, and we're limited. We don't have funding to purchase your building.' He finally said, 'Can you take care of this?' He shoved the letter he had received (from the City) across to me. I said, 'I have no idea. I don't know.' He said, 'Well, I'll give it to you.' I said, 'Give me what?' He said, 'The building.' I said, 'Are you sure you're saying *give it to me?*' He said, 'Yes.' So, that's what transpired. I immediately called Mr. Robrahn (City Attorney), and said, 'Help!'; and that's where I've been."

"I've got a list of names of people that are really experts in the restoration of historic theatres. They've all been extremely helpful. I have hoops to jump through, of course, and rules on the registry (National Register of Historic Places). They're not too hard because they're all guiding me right along as I go; so, I think I can do this - with some help."

"Gene had contacted the roofer because I said we've got to do that first thing to prevent any further damage. The roofer came down, and it couldn't temporarily be fixed; we need a brand new high-dollar roof. We'll get that taken care of, and it's not going to be as high-dollar as I thought it would. We need to get the facade fixed. Gene is trying to reach a tile man - he's just possibly succeeded this afternoon; so we'll have to get an idea about what that will be (cost)."

"Once I start, the Historical Preservation Society will come down. They have to tell me yes or no. They will give me some guidance as to what to do, and I'm going to take their advice and go for it. We're on the ball; I'm not sitting back doing nothing."

"I have also, through my contacts, been invited to the Kansas Historical Theatres Association. They have a monthly meeting, and they want me to come to their next month's meeting; and they will have a lot of help there and guidance for me." Mrs. Scott asked for questions.

(continued)

**[2] CONTINUATION: June 6, 2018 Burlington City Council Regular Session**

Mayor Luke, "We just appreciate you're taking on this endeavor." Mrs. Scott, "Yes, it's big. I have an email from the gentleman I'm talking about, and one of the guys they know was driving through town, saw it, and stopped to admire it. They put him on the list to get these emails, and he immediately reached out to me. He's been one of their architects, and he is willing to come look at it, give me some advice if I need it, and go from there. They've given a lists of construction workers - they've got lists and lists; so I'll be doing a lot of emailing and phone calls."

"That's where I am right now. I would like the City's support because I've looked into grants. There is a Carriage Fund Grant that is available. The due date is, I believe, November, but that application is not available until this month. They let me know today I'm on their list, they're going to get that to me as soon as it becomes available so I can start the application process. There's another one - the National Trust Fund; and it's got three due dates: February 1, June 1, and October 1. We just missed the June 1; and I'm going to try to jump on the October 1."

"There's another one that's a biggie. I'm sure you have heard of it - it's the CDBG (Community Development Block Grant); and that has to come through the City. I hope I have your support and somebody would be willing to sign off on it - like Mayor Luke. I already have the 41 page application. I've got new members coming on my Council For The Arts. One of them has written government grants back east, has moved here recently; and she's willing to help me. I have one from Lebo that has worked on historical theatres and restoring them; and she's wanting on to give us some help. Of course, I'm using my reference here (Gene Merry)."

"I even brought this newspaper to prove that I am not just messing around. This is one of the guys that I'm dealing with. I'm legit here. They have a building in Topeka, and also the Opera House in Wichita. He's done both of those. He's the former KHTA (Kansas Historic Theatre Association) president, and a director of the Opera House. I've got another one that is the current president of KHTA, and was working at the Opera House."

Mayor Luke, "We'll work with you as we can. Jimmy (Zoning/Grants Clerk Hugunin) has worked with some grants. You might want to talk with him to start with, and there may be some things we can do. You already mentioned Tom (City Attorney Robrahn), and he can be part of the process as well; but we'll do what we can."

Mayor Luke said, "You talk about going there in the 1970s. I remember going there in the 1950s." Mrs. Scott, "I had an eye doctor's appointment; and just today three people in the grocery store and in the eye doctor's office told me, 'Oh, we're so excited because we were there, we sang there, we went to the movies there.' I thought this is good because I'm going to need a lot of community support. I was excited to hear that."

Mayor Luke, "Like I said, we appreciate you taking on this endeavor, and we're looking forward to working with you as well as we can; and the Grand Opening." Hearing no questions for Mrs. Scott, Mayor Luke said, "We appreciate you coming and talking with us. Let us know how things are going." Mrs. Scott, "I'll be sure to keep you informed." Council Member Curtiss, "If there is anything I can do to help, I'm willing to." Mrs. Scott, "Oh, you just set yourself up."

**APPOINTMENT: Steve Gifford - Close St. Lawrence between 8th & 9th on July 4, 2018**

Steve Gifford addressed Council, "We'd like to do basically the same thing we've been doing in past years, which is basically to block off the street between 8th and 9th on St. Lawrence on July 4th. There are only two residences there that have driveways on that area, which are mine and my son's." Mayor Luke, "Have you got his approval?" Mr. Gifford, "Yes. Travis Lang owns the house across the street, but nobody is living in it. Fonda Lang's is empty also. The other houses have access off of 9th Street. We'd like to have the street blocked between the hours of 7 o'clock and 10:30 p.m."

Mayor Luke, "Okay. Does Council have any questions?" Council Member Jasper, "Any issues Mark?" Superintendent Davidson, "No. We'll drop off barricades." Mayor Luke, "**What is the Council's pleasure?**" **Council Member Hall stated, "I move to approve Steve Gifford's request to block St. Lawrence Street between 8th and 9th on July 4, 2018 from 7 p.m. to 10:30 p.m." Council Member Scothorn, "Second." Hearing no questions, Mayor Luke called for a vote. Motion unanimously carried, 6:0.** Mr. Gifford, "I appreciate your time. Thank you for letting me come in."

**APPOINTMENT: Ge Kue - Business Showcase for Red Dragon (318 Neosho)**

Council Member Lewis explained why Ge Kue did not attend council on May 16th, "I'm going to take some responsibility for last time because I probably had a little miscommunication with Ge. Several months ago, we had Stacy Haines (Economic Development Director) here, and we talked about bridging the communication gap with our local businesses, employers, and such; so tonight the owner of the Red Dragon, Ge Kue, is here to tell us a little bit about his business. We're looking for other businesses too, so if anybody knows of anyone who would like to visit with us, have them get ahold of us." He turned the discussion over to Mr. Kue.

Mr. Kue addressed Council, "Thank you for making me part of this meeting, and thank you to all of the staff of City of Burlington. I am very happy and very excited to be here. Back in late 2017, I was very excited I found the restaurant in town. Actually, the old China Palace was there, so I talked with Jim Higgins (James Higgins,

**[3] CONTINUATION: June 6, 2018 Burlington City Council Regular Session**

owner of 318 Neosho) and he gave me a good option that I felt would be good for me and my family. I just wanted to tell you what he gave me so I could try to bring some good Thai and Chinese food in town, so you could have oriental food here."

"I know the city here is a very small community. I didn't know if the business would grow bigger or not; but in the past couple months since I opened, since February 8th - the first couple weeks I was real busy. Right now in the summertime, it seems like the town's dying out and I don't have very much business. I feel it will improve in the future. Hopefully, if the business goes well in the upcoming years, I feel I will bring some Sushi in for the people; but I will have to do it carefully to be sure people are around first before I bring it in because Sushi costs a lot of money. If nobody eats, the store will go out. I need to be careful."

"I also need the city's help to do advertising for me to promote my restaurant to assure people around this area know, especially the cities Burlington and surrounding the area here, know we are here. I will be staying here for a little while, for about five years. After the five years, if the business turns out good I will continue."

Mayor Luke asked if there were any questions for Mr. Kue. There being no questions, Mayor Luke said, "We appreciate you coming to let us know." In answer to an inquiry about his business hours, Mr. Kue said, "I open Tuesdays. During the day time, I open from 11 a.m. to 2:30 p.m. I break between 2:30 and 4:30. I need some time to prep. At 4:30, then we open again until 8 o'clock." Mayor Luke, "If you need to go back feel free to leave." Mr. Kue thanked Council and left."

**APPOINTMENT: Angela Trimble, EMC Insurance, Present Insurance Dividend Check**

Angela Trimble addressed Council, "You are currently insured with Employees Mutual Company, which is a company that currently insures a lot of municipalities in Kansas. With that being said, they reward municipalities that do safety, that are good on claims, that take a proactive approach on their insurance. So with that, they put you in a group of all cities that they insure; and with that, they are giving you back the dividend from what you pay in premiums. Today, I'm presenting you with a check for \$34,415.66; and that is part of your proration share of all the dividends of all the cities that EMC insures."

"Employees Mutual Company is the insurance company you have been insured with for several years. They've made sure all your claims are paid in a timely manner; and they appreciate your business, as well, so they put you in that dividend plan to make sure that you get some of that money back from us." City Clerk Kewley said, "The last three or four years, we've had over \$30,000 coming back each year." Council Member Curtiss, "That's wonderful." Mrs. Trimble, "And I believe that for the twelve years I've been the agent on this account, I've presented you with a check every year from EMC."

"The thing with insurance companies is a lot of them come into the state and they want to play, and they want to participate, and they'll write business; and a lot of times once there's big claims like Greensburg or something of that nature, they get out and leave. EMC has stayed steadfast and true. They're an A+ rated company; so that means their financial stability is very very strong. They're a really good company. We do every year still go ahead and go out to market with your insurance and make sure that EMC is keeping their pencil sharp and making sure they are giving you the best deal for your money and what you get for coverage. I will tell you there are companies like Travelers that will ask if the Employers Mutual Company is on the account right now. We'll say, 'Yes'; and they'll say 'there's no way we can compete with them.' So, we have sent it out to other companies, as well, but they don't have the dividend plan; and \$30,000 to get back on your dividend plan is a lot of money to get back. I did want to let you know that we are still doing our due diligence on that. We're not going ahead and expecting you to stay with EMC; we still want EMC to know that you still have options out there."

Mayor Luke, "We're always glad to have you come to our meetings." He and Council Member Curtiss thanked her. Mrs. Trimble thanked Council and left the meeting.

Council Member Lenard, "I'd like to ask a question. We've been getting this check for a lot of years. Does that go back in the general fund or does it go against a line item as a credit back on the insurance?" City Clerk Kewley replied, "It goes to the insurance line item."

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Superintendent Schneider reported, " We have been doing a bunch of line locates. I'm hoping that will slow down because the crew that has been putting the fiberoptics in is, I think, finishing up today. We are still doing customer service requests. The men are trimming trees, and are still changing out power poles."

**Electric Service Installation:** Electric personnel are in the process now of installing new electric service just south of Housatonic and Lynx Lane, on the west side of the road.

**Training:** Electric personnel attended the KMU sponsored safety training on June 5th.

**Power Outages:** Superintendent Schneider reported, "We did work a couple of outages since last council. One was due to lightning. The other was an unrelated power outage, where we had a fuse go down in a single block. With that being said, I would like to make a request that Mark Petterson would put in the newspaper for customers to call the Sheriff's Office for power outages after City of Burlington working hours. Maybe Jimmy (Zoning Clerk Hugunin) can put that on the front (banner) page of the City's webpage close to where it says when the utility bills are due. The customer that got ahold of me had a hard time finding a number, and finally found my number on the webpage. We got her back in service, but we'd like to make it easier for people to find the contact information."

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

**General:** The Power Plant crew has been doing general power plant maintenance.

**[4] CONTINUATION: June 6, 2018 Burlington City Council Regular Session**

**Generator #2:** Superintendent Schneider reported, "The men have been fine tuning Generator #2, adjusting the fuel racks. Since it was torn apart when they did recent work on it, we're a little short with the KW output; and they're trying to get the fuel racks to open more to adjust that to get our final KW output. That should happen this week or next week. The plan is to go into our annual operability testing on the generators, which we will do within the month; and then those results will be sent off to Kansas Power Pool with our capacity rating there."

**Weed Control:** Superintendent Schneider said, "Other than that, they've been spraying for weed control at the Substation and the property around the Electric Department." "I'd like to give the Street Department a big thank you for repairing the ditch between the Power Plant and the Distribution Shop. We're very appreciative of that."

**WATER/WASTEWATER DEPARTMENT: Distribution Update**

**Training:** Superintendent Hawkins said, "I've been attending training in Iola to get some credit hours."

**General:** Water/Wastewater personnel have been doing their normal duties: reading meters, doing lots and lots of line locates, work orders, and handling customer concerns.

**Removing Unused Water Meters:** Personnel are still removing unused water meters at the request of property owners. They hope to be finished with that within the next couple of weeks.

**Business Appreciation Picnic and Employee Picnic:** Personnel attended the Business Appreciation Picnic on June 1st and the Employee Appreciation Picnic on June 4th.

**Sewer Pump Station #9 / N. 2nd Street (Burlington Place Apartments):** Last meeting, Superintendent Hawkins reported that on May 11th they took the Sewer Pump Station #9 failed pump to Douglass Pumping in Kansas City. Tonight he said, "We picked up the pump in Kansas City and delivered it to Wichita because we found out that we could get Jeff Ubben with Utility Contractors, Inc. in Wichita to do it for \$2,000 cheaper. They're working on getting it repaired or replaced right now."

**Assist KDHE/EPA Study on TTHMs:** Superintendent Hawkins reported City of Burlington Water Department is going to volunteer to help KDHE and the U.S. Environmental Protection Agency Region 7 with a study on the formation of total trihalomethanes (TTHMs) in Kansas public water systems to determine where in our system TTHM formation is occurring. Personnel will be testing four samples a month for KDHE for four months.

**WATER/WASTEWATER DEPARTMENT: Production Update**

**Sludge Press:** Superintendent Hawkins reported, "At the Water Treatment Plant, we had a technician with Quincy Air Compressors come in to do the yearly update on the sludge press compressor. He got it done and it was better than it was last year; so we saved about \$600 on that, which was a good thing." He added, "We did get our cloths in finally for the sludge press, so the guys were working on it and doing an acid wash this evening. First thing in the morning we're going to open up the press and start replacing the cloths. It will probably take us all day to get that done."

**Clarifier - K Torque Valve Problem:** We're also having trouble with our K torque valve on our clarifier, so we've got Tom Miller (Pratt Valves) coming down. He going to work on it - either rebuild it or actually replace the actuator on it."

**STREET DEPARTMENT: Update**

**General:** Street personnel have been sweeping curb and gutter, crack sealing, trimming trees, and cleaning ditches.

**APAC - Chip Sealing:** Superintendent Davidson reported, "APAC came in Wednesday, May 23rd, and started the chip seal as part of the litigation (on the 2015 Asphalt Project). They did a very nice job. They were here Wednesday afternoon, Thursday, and finished up Friday, May 25th. I feel they did a quality job. They were very conscientious about keeping the overspray off the sidewalks, any valve boxes, sewer manhole lids - they were very concerned about keeping the oil off of those. I feel we got a good job."

**Training:** Superintendent Davidson stated, "Ron Ohmie, Harold Reiling and Daniel Myers just finished up their Level I course of their continuing education as part of the Kansas Road Scholar Program. It's something Doug (former Superintendent Mast) started several years ago. There are three levels. Richard Mason and I, and also Kevin (Parks Superintendent Boyce) have finished our Level III courses. Ron, Harold and Daniel just finished up the City/County Government 101, which gives them a good idea of what transpires in government. There are a lot of good courses. We've gotten a lot of good information from them throughout the years."

**Drainage Ditch at Street Department:** Superintendent Davidson, "As Alan (Superintendent Schneider) said, we just finished up doing a drainage over at his department. We put some culverts in and covered up a ditch and dressed up the area a little bit."

[5] CONTINUATION: June 6, 2018 Burlington City Council Regular Session

**STREET DEPARTMENT: Street Foreman - Recommendation**

City Clerk Kewley stated, "The Street Committee, Superintendent Davidson, and myself got together this last Monday and interviewed the applicants for the Street Foreman. We would like to recommend Richard Mason, effective June 9th, at \$26.00 an hour." (*Richard is currently a Heavy Equipment Operator with Street Department.*) Mayor Luke called for a motion.

**Council Member Jasper stated, "I'd like to extend an offer of employment as Street Foreman to Richard Mason at the starting hourly salary wage of \$26.00, effective June 9, 2018." Council Member Curtiss, "I second it." Mayor Luke called for discussion.** Council Member Curtiss stated, "I was very impressed with him." Council Member Hall, "Me, too." **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.** Mayor Luke, "Richard is our new Street Foreman."

**STREET DEPARTMENT: Heavy Equipment Operator - Recommendation**

City Clerk Kewley, "We also interviewed for the Heavy Equipment Operator, since Richard Mason's position would become vacant. The Street Committee, Superintendent Davidson, and myself are recommending Kyle Dauber, who will give a two week notice with his current employment from when he is notified, and start him at \$16.13 an hour."

**Council Member Curtiss stated, "I move to extend an offer of employment to Kyle Dauber for the position of Heavy Equipment Operator at the starting hourly wage of \$16.13." Council Member Hall, "Second." Mayor Luke called for discussion; hearing none he called for a vote. Motion unanimously carried, 6:0.** Mayor Luke told Superintendent Davidson he could notify Kyle.

**POLICE DEPARTMENT: Update**

**General:** Chief Jones, "It's been the usual run of calls for us. They're still keeping us busy. We've got city court coming up a week from tomorrow, the 14th. I've got a couple of officers in training tomorrow at Wichita."

**404 Neosho / Plaza Theatre:** Chief Jones, "I really don't have a lot other than what Pam Scott reported on earlier. That took a big load off."

**POLICE DEPARTMENT: Nuisances**

Chief Jones reported, "We've been working nuisances as time permits. I think we've got an add-on to work with Jimmy (Zoning Clerk Hugunin) with the zoning office to help relieve some of that pressure. Hopefully, he can relieve some of the backlog on nuisance properties."

Council Member Curtiss asked if a particular mowing nuisance was on the list. Chief Jones said he is working on that one, and the owner has a Barrington address.

**PARKS DEPARTMENT: Update**

Superintendent Boyce stated, "First I'd like to thank the Street Department for getting Kelley Park swept up before the Business Appreciation Picnic, the Employee Picnic, and the Wolf Creek Party in the Park."

**General:** Superintendent Boyce said that Parks personnel have been doing normal duties, cleaning public buildings and restrooms, mowing, weedeating, spraying weeds, and watering trees and flowers.

**Events in Kelley Park:** Superintendent Boyce reported, "We helped with the Business Appreciation and the Employee picnics. We brought extra tables and trash cans and stuff in for both of the picnics and the Wolf Creek Party in the Park. We set up the parking lot for Wolf Creek in the lot northwest of Kelly Park."

**Veterans Park - Tree:** Superintendent Boyce said, "I don't know if anybody saw or not, but we lost a big section of the pear tree in Veterans Park. The two sides that are left are split down, so that tree will be removed. I have no plans of replacing it. It causes problems with the building adjacent to it. We've had complaints of it rubbing on the building, and the way it sets, it's kind of hard to get the bucket truck in to trim it; so it would be in our best interest to leave a tree out of there."

**Flowers:** Council Member Curtiss said, "Your flowers are looking nice." Superintendent Boyce, "Thank you." Council Member Hall, "They do look nice." Superintendent Boyce said their condition changes on a daily basis because of the birds picking at them.

**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2018-11	\$148,512.60
b.	Payroll Ordinance	2018-11	\$ 81,053.11
	TOTAL		\$229,565.71

**CLAIMS 2018-11:** Council Member Tschantz moved to approve City of Burlington pay Claims Ordinance 2018-11 in the amount of \$148,512.60 for payment of city bills, as presented. Council Member Lenard said, "Second." Mayor Luke called for discussion. City Clerk Kewley reported, "We've got Annexter for \$12,937.05; Lewis Oil Company, a combination of two things, for \$5,662.22; Mid-American Valve for \$34,521.45; and MKEC Engineering for \$11,676.12." **Hearing no additional discussion, Mayor Luke instructed Deputy City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-11 approved by unanimous vote, 6:0.**

**PAYROLL 2018-11:** Council Member Hall moved to approve City of Burlington Payroll Ordinance 2018-11 in the amount of \$81,053.11 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 2018-11 approved by unanimous vote, 6:0.**

[5] CONTINUATION: June 6, 2018 Burlington City Council Regular Session

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

**OTHER COMMITTEE AND COUNCIL BUSINESS: COMMITTEE BUSINESS**

Mayor Luke stated, "At the last council meeting, there was a concern about conflict of interest on my part with respect to the Electric Department; and at that time, I had recommended Lewis Lenard to be the Chairperson. Since that time, there have been several meetings with respect to this. At this time, I would like to do the amendment to the appointments; and that would be to have Jerilyn Curtiss move to the Electric Committee and also to serve as Chairperson of said committee. There would need to be a motion from the Council for that."

*Council Member Lenard stated, "I move to ratify Mayor Luke's appointment of Jerilyn Curtiss as Chairman of the Electric Committee, effective retroactive to May 16, 2018." Council Member Hall, "I'll second. 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 the City's Facebook and webpage. He has quite a few permits started and should have those finished for the next council meeting. This week he's been working to resolve problems with Superintendent Hawkins' computer, and is still working on it.

**Nuisance Property:** Zoning Clerk Hugunin reported spending time with Superintendent Hawkins, Chief Jones, and City Attorney Robrahn today on a nuisance property. He thinks Attorney Robrahn has a solution.

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

**LEGAL DEPARTMENT: Nuisances; Bidding Policy/ Governing Body Handbook**

**Correspondence:** Attorney Robrahn said, "I assisted the Water Department Superintendent and the Street Superintendent with correspondence letters."

**Policy for Competitive Bidding & Purchasing:** Attorney Robrahn said, "The big thing is we worked on the bid procedure and purchasing policy. I really want to thank Susan (Administrative Assistant Stroh) and Gina (City Clerk Kewley) - they played a major part in putting that together. What we did is we talked about utilizing what the County has to keep it kind of consistent when a contractor comes in - the County and the City policies would be similar. I think the County has what they are legally mandated to have, and the City isn't. So, I think Gina and Susan kind of cut the chaff out and utilized what we had been doing for many years but just didn't have in writing. So, we have that tonight for you to look at."

**Governing Body Handbook:** Attorney Robrahn stated, "I also want to thank Gina. She ordered us the League of Municipalities' Governing Body Handbook. I think these are really good to have. In fact, I had an elected official that thought at our last meeting who noticed there was some note passing going on between myself and one of the council members. He thought we violated the Kansas Open Meetings Act. Actually, as City Attorney, I can do that - I have the ability to communicate with any of you with a note, or if I have to stop the meeting verbally and talk to you. I even checked with the League of Municipalities and found it actually goes beyond that - you members can pass notes to one another, just as long as you're not making it a majority - what they would call a shadow meeting. If one of you need to pass something to the Mayor, or if the Mayor has to pass something to one of you, or to each other - you can do that. It's just you can't have a majority passing notes. I don't know if the Governing Body Handbook specifically addresses something like that; but of course, the League is always available with a phone call."

**CITY CLERK: Update**

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

**Kansas Set-off - Delinquent Utility Accounts:** City Clerk Kewley reported, "We do have delinquent utility accounts in the amount of \$1,597.87 that we will be sending to the Kansas Set-off Program for collection."

**Personnel Interviews:** City Clerk Kewley participated in the Street Foreman and the Heavy Equipment Operator interviews this last Monday, June 4th.

**Budget for 2019:** City Clerk Kewley reported she has been working on the 2019 Budget. A Finance meeting has been scheduled for Tuesday, June 12th, at 10 a.m. in the meeting room at 303 Neosho.

**Webinar on June 13th:** City Clerk Kewley said, "Next Wednesday, June 13th, part of the City Hall Staff will be doing training through webinars for Compute Information Systems; Kansas Municipal User Symposium. Part of my City Hall Staff will be training through webinars this year, instead of traveling to Wichita. CIC, our computer software programmer, has an annual Symposium. Now we're able to do the webinar at our desk instead of traveling. It's nice we don't have to travel. This is the first year we will be doing it."

**Other:** City Clerk Kewley, "We have been handling a lot of calls and inquiries."

**MAYOR'S COMMENTS: July 18 is the only Council Meeting in July**

Mayor Luke stated, "The 18th of July will be the only council meeting in July; and we will have a brief 45 minute session afterwards with respect to a series of things on committee work; and possibly starting a process on some succession plan within those committees for each of the departments."

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

**MAYOR'S COMMENTS: Independence Day Celebration on July 4th (Freedom Festival)**

Mayor Luke said, "The 4th of July (celebration planning) is moving along quite well. The program has four host sponsors - Burlington Promotions, Strawder Fireworks, City of Burlington, and Wolf Creek Nuclear Operations Center. This year, we have approximately twenty businesses in town that are also sponsoring with finances for the program. As long as Mother Nature cooperates, it will add summer to what we had last year with homemade ice cream, Hogman's BBQ, shaved ice, and watermelon slices through the Baptist Church. So, things start around 7 o'clock with the music. If you've got a custom car or classic car you'd like to bring down. We've reserved some parking for a nice view of the fireworks. You can bring those in, and the Street Department will provide barricades so you will not have to worry about other cars being beside your classic car. Hope to see you there. We will continue to work on that, and brochures will start going in the businesses' windows starting tomorrow."

Council Member Jasper, "Can businesses donate anytime to this fireworks show, or is the time over for giving donations?" Mayor Luke, "Donations can be done anytime. What I normally do - and I'll get together with you - I let them know we have another sponsorship, they'll be recognized in the newspaper; and the checks would be made out to Burlington Promotions."

Superintendent Boyce requested, "Please have Roger (Strawder Fireworks) get with me. I will be short-handed Monday and Tuesday of that week." Mayor Luke, "Yes. He is going to get with you. He's already talked to the Fire Department. He's already got his permits; got everything in place; got the initial order in for fireworks."

**REPORT BY CITY OFFICERS: None**

**FUTURE AGENDA ITEMS:**

<b>GENERAL</b> City Debt – How to fund projects	Financial Program Software (CIC) - updates
Water Rate 2018 forward (updates)	GAAP – Infrastructure Capitalization
Promote Businesses with Business Showcases at Council meetings	2017 Audit
2019 Budget	City Hall Vacancy of Utility Billing Supervisor/Asst. Ct. Clerk
Independence Day Celebration (Updates by Mayor)	Committee Succession Plan
<b>ELECTRIC DEPARTMENT:</b>	
Power Plant-Add Generation: Proposals Engineering, Design, Construction	
- Project on hold as of 5-16-2018	
<b>PARKS DEPARTMENT:</b> Events in the Parks (Updates)	
City Dam West Wall Repair	General Update, Activities, etc.
	Banners (Veterans)
<b>LEGAL DEPARTMENT:</b> Municipal Court	
Policy for Competitive Bidding (in Ordinance form)	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 - Co-ops/City Right to Serve Utilities	Quarterly Construction Valuation Report
(Work with County Mapping)	Prepare Easements for any City-owned property without one
404 Neosho -Restoration of old Plaza Theatre historical site - Update on Grants, etc. -	City Hall - Awning Replacement (switch to metal)
<b>POLICE DEPARTMENT</b> Nuisance Updates	
	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 2018 Asphalt Project
<b>WATER &amp; WASTEWATER DEPARTMENT:</b>	
Water Plant - Valve Replacement (WA 18-001)	Water Meter installations
Pump Repairs (Clearwell/River Intake)	Sewer Lagoon - Maintenance/Updates
Lead & Copper Monitoring - Survey Update	TTHMs - KDHE Survey (updates)
Hospital - Water Meter Replacement	
Sewer Pump Station #9 - Repair	
Sludge Press Repair	

**Mayor Luke adjourned the Council Meeting.**

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