

BURLINGTON CITY COUNCIL REGULAR SESSION July 18, 2018

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, July 18, 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: Kate McMurray (Coffey County Republican); *Mark Petterson came near the end of the meeting.*

VISITORS: None

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

MINUTES 6-20-2018: *Council Member Curtiss, "I move to approve the minutes of June 20, 2018 as presented." Council Member Hall, "Second." Motion unanimously carried, 6:0.*

PUBLIC COMMENTS: None

APPOINTMENT: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric personnel have been doing normal duties, line locates, customer service requests, and some tree trimming.

Distribution Line Maintenance: Superintendent Schneider said, "For a little more than a week, the crew has been doing line maintenance removing mechanical line taps, and replacing the mechanical line taps with compression connections. Mechanical line taps come off the main line. We are starting to see the mechanical connections get hot and become loose and/or melt in two and completely fail. With that happening, it will either cause an outage or momentary glitches, which are really hard to pinpoint for repair. With the switchover to the compression connections, we will eliminate those issues. The men have been working really hard on that."

Apprentice Lineman Training: The apprentice linemen are still working on their monthly goals to complete their apprenticeship program.

KMU Safety Training: Personnel attended the KMU sponsored safety training.

Kelley Park - Preparation for the County Fair: Superintendent Schneider reported, "Next week we will be at Kelley park getting ready for the Coffey County Fair - lights, receptacles, whatever needs fixed there. While we are there, we will hang banners on the Stadium for the Fair Board like we do every year. I am sure we will be contacted about helping with the demolition derby barrier and getting that anchored down."

Stoplight at 4th and Neosho: Superintendent Schneider reported on the malfunction of the stop lights at 4th and Neosho, "I got a call out of the blue from Devin Armstrong of Mid-American Signal, the company we bought those from; and he said we need to update the firmware in the computer processing part of it. He said that every three years, for whatever reason, some bug in this firmware causes the lights to start flashing solid red. The only way to fix that is to power it down and then power it back up; and then it will work for three more years. Mr. Armstrong checked the timing on it, and it just so happens we were due for that cycle next month. We did that today, and it's working."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: The Power Plant crew has been doing normal duties and general power plant repairs.

Annual Capability: Superintendent Schneider reported, "The annual capability testing is complete on the generators, and paperwork is about ready to be sent to Kansas Power Pool. They will reimburse us for our generation cost of \$5,970.12, as that is a requirement from them."

Substation - Weed spraying: Personnel are spot-spraying weeds at the substations.

Power Outage on Sunday, July 15, 2018: Superintendent Schneider reported, "The outage on Sunday, July 15th, around 7:00 a.m. the Power Plant substation occurred because the interconnection tie breaker opened to a fault on the system. It did exactly what it was supposed to do. After doing some investigating to determine the cause, we found it in the substation. When we get reports from the public, we've got to take those reports

[2] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

seriously in case something else is wrong; so before we re-energized the town, we made sure that the reports we got were okay and that everything was safe. It turned out the cause here at the Power Plant Substation is the same as what happened at the Industrial Park Substation - birds building nests. Birds are a terrible nuisance. They're not only causing outages for our customers, there are costs involved in repairs - installing insulators, as well."

Superintendent Schneider said, "I have visited with outside vendors, and with some other cities; however, they did not have a 100% solution to the problem. This is what we have done, though: We have turned off the lights to the substation so they are not attracting bugs at night. We installed and bolted down owl decoys at the top of the gridwork and hope they will deter birds for awhile. It's like our bird chirpers we have at the power plant and industrial park substation - it scares the birds off for awhile, then they realize it's not a threat to them and they come back. We are constantly going through and removing birds out of this substation and the industrial park substation."

"Another thing we did was spray pesticide inside the fence of the substation - I think the insects are a food source for the birds and the birds want to nest there. When the men sprayed the pesticide, inside the fence around the substation was full of bugs gathering. Hopefully, with all we're doing to resolve the issue, we are making some progress. We're still seeking information where we can and we're going to keep asking questions; and we're going to do everything we can to get this problem solved."

WATER/WASTEWATER DEPARTMENT: Distribution Update

City Clerk Kewley gave Superintendent Hawkins' report.

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

Water Leaks: Personnel repaired two water leaks, one on Kennedy Street and one on Miami Street.

Flushing Fire Hydrants completed: Personnel completed flushing the fire hydrants.

Water System Chlorine Burnout - extended: The Chlorine Burnout from June 25th through July 16th has been extended through Sunday, July 22nd. Notifications were provided for Rural Water Districts 2 and 3, the Cities of Gridley, LeRoy, New Strawn, and our customers. A notice is on Facebook, the City's webpage, and on the counter at City Hall.

Water Meter Pit Repairs: Personnel have repaired several meter pits.

Drought Conditions being monitored: We are aware of the drought conditions and are monitoring them. Superintendent Hawkins has visited with the Kansas Water Office.

Plant Production: The Water Treatment Plant is running well. One chemical feed pump was replaced.

WATER/WASTEWATER DEPARTMENT: Purchase Truck - Present Bids

Mayor Luke, on behalf of Superintendent Hawkins, presented the results of the request for bids for a 2019 3/4 ton truck with a Knapheide bed. He said, "The Invitation to Bid went out to four particular companies at four different locations; and as you can see, only one submitted a bid. General Motors or Chevrolet no longer make trucks, so they would not bid since they don't have a 3/4 ton truck with that particular bid on it for a 2019. We can verify that the bids are valid, and whether or not we desire to purchase a 2019 3/4 ton truck from Crow-Moddie Ford for \$31,092."

Bid Opening was July 9, 2018 at 10:00 a.m.

	Crow-Moddie Chevrolet (Burlington, KS.)	Crow-Moddie Ford (Burlington, KS.)	John North Ford (Emporia, KS)	Beckman Motors, Inc. (Garnett, KS.)
TOTAL BID PRICE	NO BID	\$27,375.00	NO BID	NO BID
LESS TRADE-IN 2005 Ford F-250		4,000.00		
SUBTOTAL		\$23,375.00		
LESS DISCOUNT, if any		0		
SUBTOTAL		\$23,375.00		
PLUS OPTIONAL EQUIPMENT, if any----- f/ Knapheide Bed		7,717.00		
TOTAL BID (not including tax)		\$31,092.00		
WARRANTY		3yrs bumper to bumper 5 yrs power train		
DELIVERY DATE		Estimate Only 6 - 8 weeks		

Accept as Bona Fide: Council Member Tschantz stated, "I move to accept the bids presented for a truck for the Water/Wastewater Department as bona fide." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Luke called for a vote. Council Members Lenard, Hall, Curtiss, Scothorn, and Tschantz voted 'Aye'. Council Member Jasper voted 'Nay'. ***Motion carried, 5:1.*** Mayor Luke declared the bids to be bona fide.

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[3] **CONTINUATION: July 18, 2018 Burlington City Council Regular Session**

Award Bid: Council Member Hall stated, "I move to accept the bid from Crow-Moddie Ford for a 2019 F-250 3/4 Ton Truck for the Water/Wastewater Department, with a \$4,000 discount for trade-in of the 2005 Ford F-250, for the total bid of \$31,092, as being in the best interest of the city." Council Member Scothorn, "Second." Mayor Luke called for discussion. Council Member Curtiss asked, "How much was allotted on the budget for that?" Mayor Luke, "\$38,000." **Hearing no further discussion, Mayor Luke called for a vote. Council Members Lenard, Hall, Curtiss, Scothorn, and Tschantz voted 'Aye'. Council Member Jasper voted 'Nay'. Mayor Luke declared motion passed, 5:1.**

Discussion: Council Member Lenard asked, "I read the minutes from last time. I think you guys did a good job on this - on enforcing the bid document (Policy for Competitive Bidding/Ordinance 856); but I know that Beckman Motors has not responded in the last few years when we went out for vehicles. My question is, we put in that document 5%; do you think that 5% holds us back from getting competition - or not?" City Clerk Kewley, "I don't think so." Zoning Clerk Hugunin, "I don't think so, not on that. They just feel it's a waste of their time with us having a dealership here. It's pretty much the way I understand it." There were no other questions.

STREET DEPARTMENT: Update

General: Superintendent Davidson reported, "Street personnel have been doing normal duties and addressing anything that comes up. Street personnel have been replacing street and alley culverts as they have to be done, patching holes, crack sealing hot-mix streets. They worked on equipment, replaced signs as needed."

2018 Asphalt Project - Preparation: Personnel have been trimming street trees in preparation for the 2018 Asphalt Project.

CDL Training: Superintendent Davidson said, "Our new employee (Kyle Dauber) is studying for his CDL. He passed the written test today; so we will be getting him to Topeka to get the driving portion of the test done."

POLICE DEPARTMENT: Update

Burglaries from Storage Lockers: Chief Jones stated, "I have a few items, two are obviously big ones. On the storage locker burglaries - Saturday afternoon (June 30th), two individuals came up from the Iola area, saw two different storage locker units from the highway as they were coming into town and decided to go shopping. With bolt cutters, they cut nineteen locks off storage sheds, took a number of items. They also hit Iola for in excess of forty storage sheds, and Chanute for another twenty-six. We had put out a notice of what we just got hit with; and Monday night/Tuesday morning, they hit the storage facilities at Yates Center and a Woodson County Deputy caught them in the act. Iola did search warrants on the storage sheds that the individuals put the goods stolen from the other sheds into; and they recovered some stuff from Iola."

"We assisted Chanute with a search warrant also in Iola, and recovered a bunch of stuff that had been stolen from Chanute. We have yet to come up with any of the stuff that was taken from here. Officer Blake Hanson and I went over to Yates Center and did our own interviews with our two suspects. They admitted to everything, and we turned the paperwork in to our County Attorney. Woodson County Attorney had already filed and the suspects were being held on \$8000 bonds apiece. Our County Attorney filed, and our Judge put \$20,000 apiece on them; and I have not heard yet what their bonds will be through Allen County and Neosho County. They're looking at some pretty substantial charges. From the way our County Attorney was talking, he is going to be investigating the possibility of combining all four counties, and that way we would only have to do one case instead of four individual cases. We'll see how that works out."

Domestics: Chief Jones said, "We have been getting hit with a lot domestics. The other night we had two going on at once, at two locations."

Municipal Court: Chief Jones reported Municipal Court last Thursday was completed in a timely fashion, at 6:20 p.m.

Homeland Security Analyst visit to U.S.D. #244: Chief Jones reported, "Last Thursday, the school had invited in a consultant, an analyst from Homeland Security. We did a meeting, and then a tour of each of the three school buildings, and then some more meeting. Superintendent started taking notes ten minutes into the meeting, and six hours later he was still taking notes. It was a very productive meeting. It's one of the services Homeland Security offers - they send him all over the state to do those kind of reviews and consulting type things, and it didn't cost anything at all to get it done. He said his most common request for this type of security assessments right now is actually coming from churches."

POLICE DEPARTMENT: Patrol Car Totaled - Request Permission to Replace

Officer Stuart Involved in Vehicle Accident - Patrol Car Totaled: Chief Jones reported, "On June 25th at about 5:00 a.m. - I'll give you the whole story. The Sheriff's Office had gotten a call about a burglary in progress in Gridley. The homeowner had caught the burglars in the act, ran them off. The Deputy on duty was headed to Gridley, it was raining like cats and dogs, they had given a description of the vehicle - a blue four-door sedan. In heavy rain, he met a blue four-door vehicle coming north at 82 miles an hour, and thought it was worth checking out. He'd been talking to our Officer, Randy Stuart, who was by the old bowling alley, he's stationary. Randy

[4] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

sees both cars coming; he sees both vehicle's tail lights going away from him in his rear view mirror; he doesn't see anything else. He goes to turn, and he gets hit in the front wheel assembly by a fully loaded semi truck. It was wet enough that the car didn't flip, which we're fortunate there, it simply spun the back end of his car into the driver wheels on the semi truck."

"The car was totaled. Officer Stuart had a bump on his head. Dr. Sides diagnosed a mild concussion. That was it - Officer Stuart walked away from it. The semi truck wound up in Verlin Conkle's corn field. They (towing company) had to tow it out to the highway, remove the front axels so they could tow it safely down the road; but it was substantial damage to the semi truck as well. The driver of the semi walked away from it, and was actually back on the road driving the next day."

Chief Jones stated, "The insurance company sent an adjuster down. He walked in, took a look at the car, and said he was not going to spend much time on it. He said it is completely totaled. The insurance company has already settled with us, has already taken possession of the 2014 Dodge Charger, and has sent their settlement check in the amount of \$17,829 to the City. We already have that check."

Permission Requested to Replace the Car: Chief Jones said, "That leaves me a car short. Trying to find a car this time of year is extremely difficult. The order date cutoff to order a new car on the state contract pricing was actually toward the end of May. The guy we dealt with at Davis Moore in Wichita has requests out to an eight state area. There are no white Dodge Chargers anywhere in the eight-state region. We're not getting a new car, it's simple as that. That left us with the option of going out and looking for an alternative. You just got an idea on pricing of pickups. The best price I was able to see on a Dodge pickup was \$32,000 and change."

"The day the wreck happened, the Fleet office at Kansas Highway Patrol called me and said they have seven Dodge Chargers sitting on their lot. They would come with some of the equipment including the siren, which the siren speaker I have to replace, the control head, all that stuff. He had been told to reduce the price to get rid of them. The reduced price is \$16,000; and the reason nobody wants them is because every one of them is black. I don't like the idea of having to run a black car; but if that is the only thing I can get, that's what I will do."

"We can buy a used 2015 Dodge Charger from Kansas Highway Patrol for \$16,000, put it right into the rotation we're at, run it for a couple years - because the car it will be replacing was scheduled to be replaced in 2020. That would be my recommendation. The settlement check from the insurance company was \$17,829; which would go towards installing the equipment, replacing equipment we need replaced. That is what we just did with the car we got this spring. We would be looking at about \$5,500 total to get the replacement equipment we need and have it installed. I would probably ask that we take the difference out of the Equipment Reserve Fund because we're over half way through my budget year - I don't have an extra \$3,000 just laying around. The Police Committee and I did discuss it briefly before the meeting, and that's where we're at."

Council Member Curtiss asked, "Is it absolutely necessary that each police officer have their own car?" Chief Jones, "I believe it is extremely beneficial for us; it is extremely beneficial for morale standpoint; and for retention standpoint. One of the things we're going to be looking at is succession planning; and I think that is one of the things that is extremely important to retain what we've got."

Council Member Lenard, "If we go with this and purchase a new one, you would have this particular car in the rotation for two years; I mean that could change." Chief Jones, "We buy this car from the Highway Patrol, it will have 49,000 miles on it; after two years, my guess is it could be somewhere between 60,000 and 70,000. If we needed to keep it another year, we could probably do that; if it turned out to be a lemon, we might want to get rid of it sooner. We'll just play it by ear, about like always." Council Member Tschantz, "Isn't that what we always do when we buy a used Highway Patrol Car?" Chief Jones, "We've had relatively good luck with them. Again, Highway Patrol buys new cars and put 49,000 miles on them. They've had some issues sometimes with them. We obviously avoid the ones that have been wrecked; but generally, we've had pretty decent luck - no different than we'd have taking chances with a new car that has a factory recall on it."

Council Member Jasper, "What's the difference between a brand new one and a used one?" Chief Jones, "The last one we bought on the state contract pricing was \$24,356. The only issue there is that these state contracts expire on August 31st; and the order deadline was the end of May; and we can't order one until the next contract pricing starts - and we don't know what the pricing will be on those at that time. They won't release those contracts probably until August 31st or September 1st. I can't say for sure what the price would be, but I would be surprised if it would be much different than that."

Council Member Jasper, "So, you're talking a month or maybe a month and a half?" Chief Jones, "Basically, two months; and then the time to actually order and have it delivered would probably be ten to twelve weeks." Council Member Curtiss, "Would that be a problem then to wait?" Chief Jones, "We could do it. We could make it work. For the past couple of weeks, Randy (Officer Stuart) has been borrowing a car from whatever officer is off duty. If we need to do that for another four or five months, we could make that work. You are the stewards of this money, it is your call."

Council Member Jasper, "The black car is how much?" Chief Jones, "Right now, I could get a used black 2015 for \$16,000. I could get a new white one, if I want to have the black car painted or partially painted - spend a couple of thousand on it; or we could wait until September when the new contract prices hit." Council Member Curtiss, "Right, and that would be approximately \$8,000 more. You're saying \$24,000 for that 2019." Chief Jones, "That would be my guess what the contract prices would come in at - right around \$24,000; but that is just a guess and the state would have to do all their stuff."

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[5] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

Council Member Scothorn, "Where are we at on the budget for the Police Department for the cars?" Chief Jones, "Cars don't come out of the Police Department budget; they come out of the General Fund." City Clerk Kewley, "We budget the year before, and we've already budgeted for next year." Council Member Curtiss, "But we got \$17,829 for the insurance." Council Member Hall said, "I think it would be better that we buy a new one instead of spending that much on a three-year old car."

Council Member Lenard, "Could we wait, Doug? Could you go in and update the rotation and see where that would be if we waited and bought a new one in September?" Chief Jones, "If we buy another one in September this year, it would go to the end of the rotation. That means the car that Deb (Officer Debra Klenda), the 96 car (unit 96) is the next one scheduled (to be replaced in 2019). Taking the 94 car (unit 94) out of the rotation, we just move everything up a number. I'm thinking the 99. I have two 2014s we would have acquired about the same time at about the same mileage, 49,000. I'd have to look. The mileage on each is right around 60,000 to 70,000 at this point."

Council Member Tschantz, "How does the maintenance look on these cars?" Chief Jones, "My maintenance costs dropped quite a bit when we went to the issued cars. We've seen some maintenance issues. We've seen some factory recalls. Generally, it's tires and new oil filters, brakes on occasion. One person takes care of the vehicle; one person is responsible for scheduling its maintenance; it's not being shared; and we're not putting a lot of miles on each individual car. I am getting basically almost three years of life out of a set of tires, as compared to previously when I was buying tires every three or four months."

Council Member Lenard, "I am of the opinion we ought to wait until we can get the new contract, the more I think about it." Chief Jones, "The contract effective date will be September 1st of this year." Council Member Tschantz, "I'm inclined to agree." Council Member Curtiss, "I think that only makes sense." Council Member Lenard, "Maybe we should bump up the miles a little bit. Our maintenance costs aren't high." Chief Jones, "Also, one of the things that is not in the vehicle's rotation, my truck is not on that rotation and the Animal Control truck is not on that rotation either. That rotation is just the patrol cars. We anticipate a number of years of service out of these two pickups."

Hearing no additional discussion on the vehicles, Mayor Luke stated, "The consensus is to wait until the Kansas Highway Patrol schedule is out and look at it the 1st of September." Chief Jones, "The 1st of September, I should be able to have a solid price and be able to bring it back to the first council meeting which will be September 5th." Council Member Lenard, "If the state happens to get a used one....." Chief Jones, "He told me there is a waiting list for white cars; but this fall they will be starting to pull in their used 2016 cars that are in service now - but you're still buying used cars from another entity."

ORDINANCE 858 - 2018 STOs, and ORDINANCE 859, 2018 UPOCs

Overview: Chief Jones explained that every year we adopt the update of the Standard Traffic Ordinance for Kansas Cities and the Uniform Public Offense Code for Kansas Cities. Our adopting ordinances not only adopt the STOs and UPOCs, we also include sections of our City Code where our city ordinances cover things that are not in state's STOs or are different for the City of Burlington. He said, "I worked with Susan (Administrative Assistant Stroh) and we pulled some things off our ordinances that we have had in our city ordinance for years - things that we don't need to include any longer because they actually have them now in the STO and UPOC books. The State added a couple of things. We now have a city ordinance for littering from a vehicle, and a city ordinance for criminal littering." He added, "We updated the fine schedule, and Judge Campbell has already reviewed that; and for those that we didn't have fines on, he assigned fine amounts to those. It's pretty much what we do every year, and I would recommend that Council adopt the STO and UPOC books for 2018."

ORDINANCE 858, Adopting Standard Traffic Ordinance for Kansas Cities, Edition 2018: *Council Member Lenard stated, "I move to adopt Ordinance 858, adopting the Standard Traffic Ordinances for Kansas Cities, 2018 Edition." Council Member Tschantz, "Second."* Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 858 adopted by unanimous vote, 6:0.

ORDINANCE 859, Adopting Uniform Public Offense Code for Kansas Cities, Edition 2018: *Council Member Lenard stated, "I move to adopt Ordinance 859, adopting the Uniform Public Offense Code for Kansas Cities, 2018 Edition." Council Member Tschantz, "Second."* Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Ordinance 859 adopted by unanimous vote, 6:0.

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, cleaning public buildings and restrooms, mowing, weedeating, spraying weeds, watering trees and flowers, and doing building maintenance.

[6] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

Freedom Festival / 4th of July: Superintendent Boyce reported, "We did the set-up and take-down for the 4th of July celebration at Kelley Park. The park was clean afterwards, we're happy with that. We do have signs we put up at the parks that no fireworks are to be shot off in the parks. Afterwards, we were missing two signs from Jones Park. Hopefully, Doug (Chief Jones) can round them up some day."

County Fair Preparations: Superintendent Boyce, "We have been trimming trees in Kelley Park getting ready for the Fair. Each year at Kelley Park before the Fair, we go through and make sure the trees at the RV spots are trimmed up so they can park."

Hazard Street Trees (small ones): Superintendent Boyce said, "The Parks Department did remove seven small street trees that were hazards. Like I said, they were small, we did the removal from the ground and didn't need the bucket truck. We have three more of them to do."

PARKS DEPARTMENT: Hazard Tree Removal - Quotes

Superintendent Boyce presented the following Hazard Tree Removal Quotes for Removal of 10 Trees.

Trenery's Tree Care, \$4,975.00	Wellnitz Tree Care, \$5,400.00
Custom Cutters Tree Service, \$6,405.00	WildHawk Tree Service, No Quote

Superintendent Boyce reported, "I did spend time with the three different tree companies that submitted quotes. I had contacted four companies. WildHawk Tree Service, the local guys, and they did not provide quotes. Trenery's Tree Care, Wellnitz Tree Care, and Custom Cutters Tree Service are the three that came, looked at all the trees, and gave me a quote on removing them. My recommendation is Trenery's Tree Care in the amount of \$4,975.00."

Council Member Jasper stated, "I move to accept the quote from Trenery's Tree Care for removal of ten hazardous trees, not to exceed \$4,975.00." Council Member Hall, "I'll second." Mayor Luke called for discussion. Council Member Curtiss, "That's who we've used before, isn't it?" Superintendent Boyce, "Yes. I think since I've taken over (as Superintendent), he's done it every year, except for maybe one." **Hearing no additional discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.** Mayor Luke, "Your timeline is?" Superintendent Boyce, "Probably two weeks from now, because it was three weeks when the quote was submitted on the 9th."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance 2018-13	\$678,126.33
b. Payroll Ordinance 2018-13	\$ 81,892.51
c. Payroll Ordinance 2018-14	\$ 85,265.16
TOTAL	\$845,284.00

CLAIMS 2018-13: Council Member Tschantz moved to approve City Burlington Claims Ordinance 2018-13 in the amount of \$678,126.33 for payment of city bills, as presented. Council Member Lenard said, "Second." Mayor Luke called for discussion. City Clerk Kewley reported, "I have Stanion Wholesale for \$9,888.12; Brenntag for \$7,256.47; and two Kansas Power Pool bills in two months for a total of \$457,933.95." **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-13 approved by unanimous vote, 6:0.**

PAYROLL 2018-13: Council Member Hall moved to approve City of Burlington Payroll Ordinance 2018-13 in the amount of \$81,892.51 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 2018-13 approved by unanimous vote, 6:0.**

PAYROLL 2018-14: Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2018-14 in the amount of \$85,265.16 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 2018-14 approved by unanimous vote, 6:0.**

FINANCE: Budget Hearing for the 2019 Budget - Permission to Publish Notice

Mayor Luke requested permission to publish Notice of Hearing for the 2019 Budget hearing. Council Member Lenard stated, "I move to authorize publication of the Notice of Public Hearing for City of Burlington's 2019 Budget, which will be held during the City Council meeting on August 15, 2018 at 6:30 p.m. at 301 Neosho Street, Burlington, Kansas." 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, including Facebook and webpage updates. There have been a lot of permits lately. He got an email address set up for Street Foreman Richard Mason.

Fence Dispute: Zoning Clerk Hugunin reported, "I've been busy with a fence dispute. They put the fence a foot over on the neighbor's yard, said they had permission. The wife gave permission, the husband didn't. They're moving the fence, getting it taken care of. That's why we tell people to get a survey so that doesn't happen; but a lot of people don't want to pay the money for a survey."

[7] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

Nuisance Properties - Mowing: Zoning Clerk Hugunin said, "I was on vacation and had letters to go out to several of them. I talked with Doug (Chief Jones) and several of those have been taken care of and mowed."

Property on 6th Street: Zoning Clerk Hugunin, "I am still working on the property on 6th Street - the son of the property owner is to be in town this weekend to inspect and everything and then we will go from there."

Planning Commission Meeting for Variance BZA-2018-002, Home at 10th & LaMoille: Another Planning Commission meeting will be scheduled in late July for a variance application on having a home built from shipping containers. (Reference Council minutes of 5-16-2018.)

PERMITS: Permits issued by Zoning Clerk Hugunin:

2018-013 Dennis Parks, 916 S.13th - Fence

2018-014 Ron Dorpinghaus, 725 Miami St. - Single Family Dwelling

2018-015 Robert Mason, 1424 S. 15th - Fence

2018-016 TNT Flatworks, 602 Hudson - Single Family Dwelling

LEGAL DEPARTMENT: Update: None

CITY CLERK: Update

General: City Clerk Kewley reported, "City Hall personnel have been busy preparing meter readings for utility billing. They have also been preparing work orders, vouchers for bill paying, payroll, and minutes for the council meeting."

LEPC: City Clerk Kewley attended the Local Emergency Planning Commission meeting on Wednesday, July 7th.

Kansas Set-off Program - Delinquent Utilities: City Clerk Kewley reported, "For July we will be sending \$454.94 in delinquent utility accounts for collection through the Kansas Set-off Program."

Budget 2019: City Clerk Kewley reported, "I've been very busy working on the budget for 2019; and have been working with the Superintendents on line items and costs for 2019."

Finance Meeting: City Clerk Kewley reminded everyone about the Finance Committee meeting at 10 o'clock next Thursday morning (July 26th) in the 303 Neosho meeting room.

City/County Infrastructure Money: City Clerk Kewley said, "We did receive the second half of the City/County Infrastructure money. We are very appreciative to have received it from the County."

Financials for 2018 2nd Quarter: City Clerk Kewley, "I handed out the second quarter financials for 2018 for you to look over. If you have any questions or concerns, please let me know. We do have a new report that I had Anne (Deputy City Clerk Brown) attach. It's a snapshot of where we are now and what we've got left. I think it is a good report that will be helpful to you."

Audit of 2017: City Clerk Kewley reported, "The auditors have completed our 2017 Audit. They got the draft to me a week or two ago; and we reviewed it and accepted it. They will be at the August 15th council meeting to present it."

LKM Conference - October 6 - 8, 2018 in Topeka: City Clerk Kewley said, "It is time again for the Annual League of Kansas Municipalities Conference. It will be October 6th through 8th at Topeka Capital Plaza. There is information in the League Government Journal that you have tonight. The hotel was not mentioned, but it will be in next month's edition. I have reserved five rooms, so please let me know soon if you plan on attending."

Kansas Power Pool Fall Retreat - September 14-15 in Wichita: City Clerk Kewley, "I passed out information on the 5th Annual KPP Fall Retreat. It will be in Wichita on September 14th and 15th. Alan will go; and Tom Tschantz wants to go."

303 Neosho Air Conditioning Unit - Repair: City Clerk Kewley stated, "I want to thank Kevin and Danny (Parks Superintendent Boyce and Water/Wastewater Superintendent Hawkins) for taking care of the air conditioning unit next door. We had some issues with it freezing up. Kevin did as much as he could, but they needed to get somebody to come in and take care of it. It is running good. However, the floor in the room the unit is in, was ruined by the water leaking from the unit. We're drying it out, and we'll need to look at replacing the floor in that utility room."

Other: City Hall Staff have been handling quite a few calls and inquiries.

REPORT BY CITY OFFICERS:

City Council Meetings Attended: Council Member Lenard stated, "I attended the New Strawn City Council meeting last week after our Municipal Court; and I would like to say thank you for everybody's preparation, professionalism. I went to another City Council meeting while I was down in Texas. All I can say is everybody does things differently. It does make you appreciate more what you guys do to prepare and what everyone does. If you ever get the chance, it's always good to see how the people operate."

[8] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

4th of July Celebration Appreciated: Council Member Curtiss said, "I've had several people say they would like me to convey to the City of Burlington, thanks for the July 4th celebration - they thought it was fantastic."

MAYOR: Discussion on Committee Succession Planning

Mayor Luke stated, "Lewis (Council Member Lenard) had brought up a discussion on succession planning, and we put it on the agenda for this evening. He supplied information for review (City Hall Draft 7-18-2018 for Review of the Succession Plan dated July 2018). Sue and Gina (Administrative Assistant Stroh and City Clerk Kewley) also supplied information out of our current employees manual (Personnel Policies & Guidelines)." He asked Council Member Lenard if he wanted to start with discussion of what he submitted.

Council Member Lenard said, "I thought we were just having a working session of the Council after the meeting." Mayor Luke, "No, we're doing it in regular council meeting." Council Member Lenard, "I just updated the draft they (the League of Kansas Municipalities) had; and then Gina provided some of the existing policies. I think it is probably just an opportunity to review it and come back and try to mesh the two together. The intent of the Succession Plan is really to get the superintendents to take more of a proactive approach to what do we do when people leave - what do we do to prepare for the next generation?. There's a lot of good stuff in there. Whether it all fits or not - it probably doesn't, but it's a starting point."

City Clerk Kewley said, "I would like to add that I did reach out to the League of Kansas Municipalities about a month or so ago, and they are actually in the process of doing a template for cities. This Succession Plan is Coffeyville's template; so it's for a town with a population of 9,500; we're less than 3,000 population. I'm kind of interested to see what the League is going to come out with - they may have a template for smaller communities. We have thirty-eight employees; and I'm sure Coffeyville has a lot more than that. A template for a smaller community would probably be easier to follow. I don't know when the League will have the template for smaller cities, but my contact said they're working on it now."

Council Member Curtiss said, "That is what I thought of when reading through it - I was wondering how many employees do we have; and in some areas, like there are only two in the Parks Department (plus the superintendent). I don't know if this would apply to a small town or not. That's the only question I really had." Council Member Lenard replied, "I would probably dispute some of that because if you have a teaching career, do you teach a class of 500 or 20? I think the framework is here, we just have to make it fit; but I think in principle those steps need to be considered for a career move." Council Member Curtiss, "Right, and some of the things I thought maybe were already addressed on evaluations, are they not?" Council Member Lenard, "I think this is making a conscious effort to train-up. Doug (Chief Jones) and I talked about whose next in line; maybe you have a handful, but how do you consciously prepare that next person? From what I've seen over the last few years, I'm not always sure that we do a good job of that."

Chief Jones, "Just as an example, FBI teaches a series of courses for law enforcement that they call LEEDS (Law Enforcement Executive Development Seminar) Basically, it covers a period of three years. It's a three part series of courses. I've got two officers who have already completed years one and two. I've got another one who is scheduled to go to First Line Supervisory School this fall."

City Clerk Kewley, "Each department should have their own. In mine, we have Certified Municipal City Clerk, Master City Clerk classes that go from five years to however it takes you to get your education credits. The Streets have the Road Scholars where they get education; Electric Linemen have their Apprenticeship Program; the Police have their programs to meet training requirements. I think each department has the tools to educate and better the employees. For our size city with thirty-eight employees, I feel we're very proactive for the small group of employees we have to prepare them and give them incentive to move up when a position becomes open, for whatever reason. I think we're going down a good path. I think succession planning is a good idea." Council Member Curtiss, "Right, it bears looking at to see what applies to us and what doesn't."

Mayor Luke stated, "Hopefully, the League will put out their template for our size of city; and then we can look at the three options, and come up with a plan that will work for our size city." Council Member Curtiss, "I did like some of the worksheets and things that we don't have in our booklet (Personnel Policies & Guidelines). I looked at that, too, today; and I think that's a good idea." Mayor Luke commented, "I think it will make a good base and a good guideline for people to start implementing the process. We may more formalize the process; and in that way, maybe we can find out a little sooner whether a person really wants in to a management role, whether they want to be a superintendent, whether they want to stay as a foreman. There's a series of things it will highlight and give us direction." City Clerk Kewley, "We will need to cross reference that to our Position Descriptions, as well; because there are certain requirements for each position." Council Member Curtiss, "Yes, and it would be advantageous for the employees to know what exactly they would need to do and what areas they need to meet."

Mayor Luke instructed, "Just kind of review what we've got; see what we like about it; and when the League puts out their template, we will attend to it as well."

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects
Water Rate 2018 forward (updates)
Promote Businesses with Business Showcases at Council meetings
2019 Budget

GAAP – Infrastructure Capitalization
2017 Audit
Committee Succession Plan

[9] CONTINUATION: July 18, 2018 Burlington City Council Regular Session

ELECTRIC DEPARTMENT: Power Plant-Add Generation: Proposals Engineering, Design, Construction--on hold		
PARKS DEPARTMENT: Events in the Parks (Updates) City Dam West Wall Repair Hazard Tree Removal		General Update, Activities, etc. Banners (Veterans)
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 Property Annexed to City - Co-ops/City Right to Serve Utilities (Work with County Mapping) 404 Neosho -Restoration of old Plaza Theatre historical site - Update on Grants, etc. -		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 Patrol Car - Purchase to replace demolished vehicle		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 2018 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Pump Repairs (Clearwell/River Intake) Hospital - Water Meter Replacement Sludge Press Repair	Water Plant - Valve Replacement (WA 18-001) Lead & Copper Monitoring - Survey Update Sewer Pump Station #9 - Repair	2019 Truck Update Sewer Lagoon - Maintenance/Updates TTHMs - KDHE Survey (updates)

Mayor Luke adjourned the Council Meeting.

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

