

BURLINGTON CITY COUNCIL REGULAR SESSION

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, September 19, 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: Mark Chesney (KPP), Paul Abendroth

AGENDA: *Council Member Scothorn "I move to approve the agenda as modified." Council Member Hall, "Second." Motion unanimously carried, 5:0.*

MINUTES 9-5-2018: *Council Member Curtiss, "I move to approve the minutes of September 5, 2018 as amended. Council Member Scothorn, "Second." Motion unanimously carried, 5:0.*

APPOINTMENT: Mark Chesney, KPP CEO, Update on Kansas Power Pool Fall Planning Retreat

Mark Chesney addressed Council, "Last Friday and Saturday, KPP had their Fall Planning Retreat. Several Burlington folks were there; we were delighted. We talked about a lot of things. We talked about our long-term generation resource planning exercise that we're into now and probably will be for another three years. We talked about our transmission planning efforts. We talked about the details of a small scale solar project that we announced."

Rate Design: "We also talked about some rate design suggestions for cities that have retail customers that own distributed generation. We talked about a lot more than just those things - those are just high points. All those communications will be on the KPP website in a few days. We'll write to Gina (City Clerk Kewley) and Susan (Administrative Assistant Stroh) and get links to show you how to download those."

"The next collective gathering we have is scheduled for November 1st, which is our annual Rate Forum that we do every year to get a really good advanced look as to how we think the rates and the budgets are shaping up for the coming year. We're doing that at 11 o'clock on November 1st in McPherson. We'll take about an hour and we'll have lunch. The theory and the thought is that the cities will have about four to six weeks to take a careful look at all of that information in the packet we give. It's a pretty deep dive, if you've stepped through it before with us. Then we come back in about six weeks to our annual Membership Meeting, which is also in McPherson on December 14th; where all the members will formally consider raising those rates and budgets. Those are a couple of calendar dates we'd like to make you aware of. As always - I say this and I am sincere about all this, we'd be delighted if each and every one of you could be there because I think it is highly informative, and obviously it's directly related to what you're doing here locally."

Small Scale Solar Project (25kv): "Let me comment on that small scale solar project. We've been talking about this off and on with member cities for six or eight months. I think we now know that there are probably four of our twenty-four members who have an interest in this. Fundamentally, the idea was to satisfy some curiosity, maybe to satisfy inquiries by citizens, perhaps to provide an information platform on the true value of solar and how it's integrated into a utility's portfolio, KPP has offered to split the cost - it's not a fifty/fifty split - of a truly small scale installation of about twenty-five kilowatts."

"It's quite small, meaning low cost and low risk investment. Twenty-five kW requires roughly ninety feet by about twelve or fifteen feet of land. KPP will pay the cost for anybody that wants to install the facility, provided that the city will provide the land, that the city would pay the cost of getting the communications and metering in place, that the city would provide the labor for the one week job. We've been asked, what is the cost for metering, communications, and so forth? Ignoring (not including) the labor and land, it looks like the cost is between \$7,000 and \$9,000. The ground mount racks, the panels, the inverter and all of that to be provided by KPP is, we think, something north of \$20,000. Going through the stages (initial concept, planning, implementation), we're finding out it's not as high a cost as we thought eight months ago."

Mr. Chesney continued, "I've said to all Councils, I do not have a salesman's cap on. If a city wants to do it, that's great; and if a city does not want to do it, that is absolutely great - we don't care. We just want to offer a

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mechanism if a city wants to produce some kind of an educational platform for school kids, families, someone in town who thinks it might be a great idea to have a community solar project and would like to buy into it. The IRS has said that's a legitimate tax credit. Maybe somebody doesn't want to put a hole in their roof, and yet they want to have the opportunity to buy into some solar; so there's a readymade offer; but we do not care - we'll work with you if you want to. It's looking to me like there are numerous KPP member cities who are saying it a cute idea, but not for us - and that's perfectly okay."

"If I can answer questions on that or if you want to hear a lengthier presentation sometime, we will work with Alan (Superintendent Schneider) and we will work with the Mayor and we'll present something a little more formal - but we're just offering, we're not pushing."

Council Member Lenard asked, "Do you think cities will bite on that small of a project?" Mr. Chesney, "That they'll buy? Yes." Council Member Lenard, "Are there cities that say they need more, or is everybody still in the discovery?" Mr. Chesney, "I'll tell you, Lewis, that there are four or five that are absolutely sold. They want to do this, and they like the size because they feel that just nicely incorporate into their budget without having to put a dent in the budget."

Mr. Chesney stated, "KPP's staff's view from the very beginning is that we want to offer this, but it's got to be low cost because we want to do this in a way that does not at all touch the budget. We are doing that because we have a fund that's completely outside of the budget that we're going to access. I'll tell you what it is. It's the numerous cities that did not want that service showing up on their wholesale bill for those upgrades - those catalytic reduction upgrades on those reciprocating turbo combustion engines; and that is about \$500,000 to \$600,000. Staff knew that we could theoretically do 25kW installations in twenty-four cities and we would not overspend that amount of money. We haven't had the discussion to do 50kW or 125kW because this is just an initial test balloon so to speak; but to your question, yes."

Council Member Lenard, "Are we projecting maybe five to seven cents?" Mr. Chesney, "Great question. The way it will work is the energy is going to be metered, and the energy is given to the city without charge. It will show up as a credit on the wholesale bill you get from KPP. If you take the amount of money of capital investment and you run it out on the useful life of the unit - something like twenty-five years, that looks like it's something around three and a half cents per kilowatt hour with that kind of math; but the energy is free. We feel like that's justified considering the fact that the city has some skin in the game. So, it is not very many kilowatt hours; it is so small that on a utility scale, you don't even see it; but that's the whole point, we didn't want to spend a million dollars to prove a concept for people in the community."

Mr. Chesney mentioned the project around Hutchinson by the company Council Member's Lenard works for (Westar Energy), "It's probably thirty acres and I think it probably ten megawatts. That's a substantial amount of energy, but this is quite small. Great question. Anything else?" He told the Mayor he would come back and talk more about it if the Council wants. Mayor Luke, "We'll see what they decide they want to do." Mr. Chesney, "Okay. I will hang around and listen to Alan (Superintendent Schneider), and then I will head back to Wichita."

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: Distribution Updates

General: Electric Distribution personnel have been doing normal duties, customer service requests, line locates, and work orders. They did go out at a customer's request and installed a new service to a new structure in the 800 block of Hudson Street.

Wood Chipper - Replacement (update): Last meeting Council approved going out for bids for a wood chipper to replace the Electric Department's 1994 Model. Superintendent Schneider reported, "We have been testing demonstration models of wood chippers. We got our first one in last week. I guess it works better than what we have, but we know where we need to adjust to get what we need; so we will continue through next week. We have at least three more models we're going to look at."

Tree Trimming while testing Wood Chippers: Superintendent Schneider said, "The men have been taking advantage of having a chipper here to test, and have been trimming trees; and we will continue to do so probably into the first part of winter. We didn't get as far earlier in the year as we normally like to."

ELECTRIC DEPARTMENT: Power Plant/Production Update

General: The Electric Production crew has been doing normal Power Plant maintenance, required reports, and paperwork.

Generators #4 & #6: The men ran maintenance runs on Generators #4 and #6 last week. It's been a couple months since they had been run, so they ran them a little more than they normally would.

KPP Fall Retreat: Superintendent Schneider said, "As Mark Chesney was saying, we attended the Kansas Power Pool Fall Retreat last week. I say this every year, it is a great seminar; and I think every year they do a better job. I think we have some very very good information. I've got a thick book that if anybody wants to look at or wants any details, I am very happy to share and let you all look at what we discussed at the meeting."

ELECTRIC DEPARTMENT: Apprentice Linemen Advancement (Bryson Olson & Cody Goracke)

Superintendent Schneider stated, "As I spoke about last council, we have two Apprentice Linemen ready to advance. They have completed their year of books and have taken their final tests." (continued)

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Bryson Olson: "Bryson Olson has completed all four years of his apprenticeship, so he is now officially a Journeyman Lineman. Bryson completed the Apprenticeship Program with a final test score of 91%, and demonstrated all his skills out in the field to prove he is ready. I recommend that he advance to Journeyman Lineman, with the merit increase and salary increase that goes with that as well."

Council Member Curtiss stated, "I make a motion to move Bryson Olson from Fourth Year Apprentice Lineman to Journeyman Lineman at the hourly rate of \$23.45, effective September 22, 2018." **Council Member Scothorn, "Second."** Hearing no discussion, Mayor Luke called for a vote. **Motion unanimously carried, 5:0.**

Cody Goracke: Superintendent Schneider stated, "Cody Goracke has completed the first year of his Apprenticeship Program with a final test score of 86%. He did an excellent job, and I recommend he be advanced to Second Year Apprentice, with a merit increase to go with that."

Council Member Hall stated, "I make a motion to move Cody Goracke from First Year Apprentice Lineman to Second Year Apprentice Lineman at the hourly rate of \$20.07, effective September 22, 2018." **Council Member Lenard, "Second."** Hearing no discussion, Mayor Luke called for a vote. **Motion unanimously carried, 5:0.**

Mayor Luke asked Superintendent Schneider to congratulate Bryson Olson and Cody Goracke for the Council. Superintendent Schneider, "I will. I can tell you, the tests these men are taking are not easy. They do a really good job."

WATER/WASTEWATER DEPARTMENT: Distribution Update

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

4th & Juniatta/Library's Electrical: Superintendent Hawkins said, "Many of you have probably seen us at 4th and Juniatta. I truly want to thank Mark Davidson (Street Superintendent). That was his idea, so I want to make sure he gets full credit - and his guys. I am very grateful for them coming up and helping us. Without their help we wouldn't have gotten that job done in the length of time that we did. I also want to thank Alan Schneider and Thomas Hess (Electric Department) for finding the electrical for the poles that were at the library. It is fixed and everything is done. There is new line underneath Highway 75. That is completed."

Dressing up worked areas: With it being September, personnel have been going around town tilling, seeding, and fertilizing the areas where we have done work.

Cleaning Sewers: Personnel have also been cleaning sewers, and will continue to clean more sewers.

WATER/WASTEWATER: PRODUCTION (Update)

Chlorine Residuals dropped: Superintendent Hawkins reported, "Recently, we've noticed a little drop in the chlorine residuals; so we're doing a little flushing of the fire hydrants, going around the dead ends, and overflowing the towers to try to keep the residuals up."

Water Treatment Plant - Update: The Water Treatment Plant is running fine. There are no problems there.

Overtime to Clean Front of the Plant: Superintendent Hawkins said, "Next Thursday evening I have scheduled some overtime to clean out the front of the Plant - just yearly maintenance type stuff."

Water Drought Emergency (Update): Mayor Luke asked, "Have we heard anything else from KDHE on the water?" Superintendent Hawkins replied, "We are still in an Emergency, and I was notified by Galen Bierly that I am still supposed to report in every Wednesday with our meter readings - because even though they (KDHE and the Kansas Water Office) declared it a Watch (Stage 1), it is an Emergency (Stage 3) and they still want the numbers. We're still in an emergency."

STREET DEPARTMENT: Update

Street Improvements 2018 Asphalt Project: Superintendent Davidson reported, "We had Killough Construction come in last Wednesday to help us with our 2018 Street Improvement Asphalt Project, and they completed the project today about two o'clock. They did a very nice job."

Ditch and Culvert work: Personnel have been cleaning ditches and culvert ends. They fixed some holes on the rock roads, installed several new driveway culverts, and replaced one street culvert. They have been doing equipment maintenance.

City Wide Trash Cleanup: Superintendent Davidson stated, "I see that we have trash cleanup scheduled for October 15th, which is when Coffey County scheduled their free landfill."

Issues caused by the Rain: Mayor Luke asked if there were any problems because of all the rain. Superintendent Davidson replied, "Nothing except what was on the highway when the storm boxes wouldn't carry the water (reported last meeting). Everything else is running good."

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POLICE DEPARTMENT: Update

Rain and OK Kids Event: Chief Jones, "According to my gauge, we had nine inches of rain leading up to OK Kids. We set up for Friday in the rain, but we still went ahead and had OK Kids. The kids we register, which are ages from in-arms up until about fourteen years old - we still had about four hundred kids in that age range registered. So, even with the rain, we still had a good turnout for it - and a decent weekend."

Municipal Court: Chief Jones, "City court last week started on time. We did not have any trials, and it still took three hours to get completely through it."

Vehicle Burglaries: Chief Jones reported, "We have been getting hit with vehicle burglaries again - unlocked vehicles, including most recently Monday morning this week. We did have a bloodhound up from Wilson County trying to track the individual who had left tracks across the yard through the dew. Even in the time it took for it to be reported to us and for us to get the bloodhound up here from Wilson County, he was still able to get a good scent, but was only able to track it for about three blocks - probably to where the suspect got into a car. We did have a dog up and we were working it."

Other Cases/General: Chief Jones said, "We're still doing juvenile calls, and we've been getting hit with inmate medical calls."

BHS Homecoming (10-12-2018): Chief Jones reported, "The school will be doing Homecoming on Friday, October 12th. I have not heard from them yet, but I am anticipating the usual Homecoming Parade and Pep Rally will be here in front of City Hall."

POLICE DEPARTMENT: Personnel Evaluation for Blake Hanson

Chief Jones stated, "I have a personnel evaluation for Blake Hanson for his 3rd year of employment. He started with us in 2015. The Police Committee has reviewed the evaluation. Blake is a good, hard-charging go-getter. I am very happy with Blake. He's done a good job for us; and it's a positive evaluation. I'm recommending a 2 1/2% merit."

Council Member Lenard stated, "I move to accept Blake Hanson's 3rd year personnel evaluation as presented, and to grant a pay increase to \$18.42 per hour, effective September 22, 2018." Council Member Tschantz, "Second." Chief Jones said, "Just for the record, Blake did get married last weekend to Tierra Withers." **Hearing no discussion on the motion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.** Mayor Luke, "Congratulate them for us when you see them."

PARKS DEPARTMENT: Update

General: Parks personnel have been doing normal duties, cleaning public buildings and restrooms, weedeating, spraying weeds, and doing building and equipment maintenance. Most of their time has been spent mowing,

4-H Building - Leaking Roof: Superintendent Boyce, "We hadn't hardly had any rain all summer and once we started getting all that rain, we found the roof on the 4-H Building was leaking. We did get that repaired."

Kelley Park - Tree Damage: Superintendent Boyce reported, "We had a tree fall on the southeast corner of Kelley Park onto a chainlink fence. We were busy trying to catch up with mowing. The Electric Department went down and got the tree piled over on our side of the fence. On Friday, we got it hauled to the City Burn Pile. I'd like to thank the Electric Department for getting it cleaned up off of private property. The ground had been so dry, then we got all that rain the tree was leaning - it was healthy, and was just uprooted."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2018-17	<u>\$401,164.01</u>
b. Payroll Ordinance	2018-19	<u>\$ 85,816.53</u>
	TOTAL	\$486,980.54

CLAIMS 2018-17: *Council Member Lenard moved to approve City Burlington Claims Ordinance 2018-17 in the amount of \$401,164.01 for payment of city bills, as presented. Council Member Scothorn, "Second."* **Mayor Luke called for discussion.** City Clerk Kewley said, "We have Kansas Power Pool, \$260,568.56; Lewis Oil Company, \$7,338.48; and S&S Oil and Propane, \$7,408.83." **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. Mayor Luke declared Claims Ordinance 2018-17 approved by unanimous vote, 5:0.**

PAYROLL 2018-19: *Council Member Hall moved to approve City of Burlington Payroll Ordinance 2018-19 in the amount of \$85,816.53 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 2018-19 approved by unanimous vote, 5:0.**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties, updating the City's Facebook and webpage. He updated some permits and issued a few permits that will be on the next council meeting agenda.:

US Cellular Tower: Zoning Clerk Hugunin reported, "I am still spending a lot of time working with US Cellular on a new mini-tower they are wanting to put in town. I'm not sure they know what they want to do or where they want to do it."

Fall City-Wide Cleanup 2018: Zoning Clerk Hugunin, "Mark Davidson mentioned the Fall Cleanup. The Brush Pickup will begin Monday, October 8th at 7 a.m.; and the Trash Pickup (Junk) will begin a week later on Monday, October 15th at 7 a.m."

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Nuisance - 415 S. 6th (Darnell Property): Mr. Darnell is continuing to work on his mother's property.

Nuisances - Misc.: Zoning Clerk Hugunin, "Last week, Gina (City Clerk Kewley) and I went around and looked at nuisance properties on my list. There has been a lot of improvement on several of the places."

Fire - Trailer House (15th & Hudson): Zoning Clerk Hugunin, "They are cleaning up the property now where the trailer house at 15th & Hudson burned will be hauling the debris off. They won't be moving another trailer in there; it will be a vacant lot." Council Member Scothorn asked, "How long does a person have after a house burns down - we had one up to the north a while back too? Do we have anything that says they have 60 days, 90 days, or whatever?" Zoning Clerk Hugunin, "We don't because it depends on insurance and stuff like that - and the fire investigation. That's all they were waiting on was to get the okay to do it. I think right after they were told they could start, they had dumpsters in there; they started pretty quickly on that."

OTHER BUSINESS: Plaza Theatre Restoration (404 Neosho) City Support Heritage Trust Fund Grant

Council Member Scothorn asked if any council action needs taken on support for the Plaza Theatre Restoration project. Mayor Luke explained that we have written a letter of support for Pam Scott to add to the letters she is collecting on behalf of the Coffey County Council for the Arts in support of their applying for the Heritage Trust Fund Grant for help with the restoration of the historic Plaza Theater at 404 Neosho Street.

PERMITS: Permits issued by Zoning Clerk Hugunin:

2018-021 Donald Hunt - 1415 Hudson - Shed

LEGAL DEPARTMENT: Update

Attorney Robrahn stated, "It's been relatively quiet. The City Attorney meeting is October 5th by the League of Kansas Municipalities. Both Phillip (Assistant City Attorney Wright) and I will be attending. We always learn something new on that. We appreciate you sending us." City Clerk Kewley asked if he had registered yet. He registered both Phillip and himself.

CITY CLERK: Update

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

Utility Level Pay Contract renewals: The new Utility Level-pay contracts have been sent out to utility customers to look at their utility accounts that are on even pay and make adjustments either way. They can sign back up for level pay if they want to.

Utility Billing Supervisor/Assistant Municipal Court Clerk Interviews: City Clerk Kewley participated in the interviews to fill the utility clerk position(s) needed for City Hall.

Special Assessments for Mowing and Weed Nuisances: City Clerk Kewley reported, "The first of next week, we will be sending the special assessments for grass mowing and weed clearing nuisances to the County Clerk to be assessed against the properties. Six properties, some for multiple assessments total \$3,900.00."

LKM Conference - October 6-8, 2018: Everyone was reminded about the Annual League of Kansas Municipalities Conference on October 6-8, 2018 at Topeka Capital Plaza. I will be doing the reservations tomorrow - I need to let extra rooms go tomorrow. Please let me know by noon if you want to go. We have two going so far - Jerilyn Curtiss and the Mayor."

CITY CLERK: Recommendation to Hire Utility Billing Supervisor/Assistant Municipal Court Clerk

City Clerk Kewley stated, "Sharon Hall (Council Member), Anne Brown (Deputy City Clerk), and I conducted the interviews last Thursday. We had some very good applicants. We would like to recommend our current employee, Kerri Weltha. She is our Utility Billing Clerk/Municipal Court Clerk; and we would like to promote her to Utility Billing Supervisor/Assistant Municipal Court Clerk."

Council Member Hall stated, "I move to promote Kerri Weltha to the position of Utility Billing Supervisor/Assistant Municipal Court Clerk, at the starting hourly wage of \$17.75, effective September 22, 2018." Council Member Curtiss, "I second it." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

CITY CLERK: Recommendation to Hire Utility Billing Clerk/Municipal Court Clerk

City Clerk Kewley, "With Kerri Weltha's promotion, her previous position has become available. Out of the applicants interviewed, we would like to recommend Laura Riccobono for the Utility Billing Clerk/Municipal Court Clerk position."

Council Member Hall stated, "I move to extend an offer of employment to Laura Riccobono for the position of Utility Billing Clerk/Municipal Court Clerk, at the starting hourly wage of \$14.00." Council Member Scothorn, "Second." City Clerk Kewley explained that no start date has been set as Mrs. Riccobono will be submitting her resignation to her current employer, and will let us know when she'll be able to start with the City. Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

(continued)

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City Clerk Kewley stated, "Thank you. It will be nice to get a full staff back. Kerri has been doing a good job; and Anne, Sue, and Jimmy will give a hand in getting through it."

REPORT BY CITY OFFICERS: None

MAYOR'S COMMENTS: None

FUTURE AGENDA ITEMS:

GENERAL City Debt – How to fund projects Water Rate 2018 forward (updates) Promote Businesses with Business Showcases at Council meetings	GAAP – Infrastructure Capitalization Ks Dept. of Labor - Inspection Corrections
ELECTRIC DEPARTMENT: Power Plant-Add Generation: Proposals Engineering, Design, Construction--on hold	Thermal Imaging of Electric System
PARKS DEPARTMENT: Events in the Parks (Updates) City Dam West Wall Repair	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. Fall Cleanup-Junk/Brush Pickup	Nuisances (All): Work w/PD Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one City Hall - Awning Replacement (switch to metal) Permits - Building/Zoning/etc.
POLICE DEPARTMENT Nuisance Updates (work with Zoning Clerk)	Department Activities/Cases/etc.
STREET DEPARTMENT: Concrete Streets - Repair/Replace Sidewalk Repairs on City Rights-of-Way Street Improvements 2018 Curb & Gutter Project	Pavement Management System/Asset Management System Street Improvements 2018 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Pump Repairs (Clearwell/River Intake) TTHMs - KDHE Survey (updates) Vacuum Trailer - Research to Purchase/Bids/Purchase	Sewer Lagoon - Maintenance/Updates Lead & Copper Monitoring - Survey Update Sludge Press Repair Blue-Green Algae - Watch for Drought - Updates Sewer Pump Station #9 Valve Replacement Project

Mayor Luke adjourned the Council Meeting.

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

