

**BURLINGTON CITY COUNCIL REGULAR SESSION 12-5-2018**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, December 5, 2018. Mayor Stan Luke called the meeting to order.

**ROLL CALL:**  Stan Luke, Mayor

**Council Members present:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Lewis Lenard (President of Council) | <input checked="" type="checkbox"/> Dallas Scothorn    | <input checked="" type="checkbox"/> Jerilyn Curtiss |
| <input checked="" type="checkbox"/> J.J. Jasper              | <input checked="" type="checkbox"/> Thomas P. Tschantz | <input checked="" type="checkbox"/> Sharon Hall     |

**Superintendents Present:**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Kevin Boyce (Parks)          | <input checked="" type="checkbox"/> Alan Schneider (Electric)        | <input checked="" type="checkbox"/> Mark Davidson (Street) |
| <input checked="" type="checkbox"/> Doug Jones (Chief of Police) | <input checked="" type="checkbox"/> Danny Hawkins (Water/Wastewater) |  |

**Also Present:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Regina Kewley (City Clerk)   | <input checked="" type="checkbox"/> Susan Stroh (Administrative Assistant) |
| <input checked="" type="checkbox"/> Tom Robrahn (City Attorney)  | <input checked="" type="checkbox"/> Jimmy Hugunin (Zoning/Grants Clerk)    |
| <input type="checkbox"/> Philip Wright (Assistant City Attorney) | <input type="checkbox"/> Anne Brown (Deputy City Clerk)                    |

**Media Present:** Mark Petterson (Coffey County Republican)

**VISITORS:** none

**AGENDA:** *Council Member Curtiss, "I move to approve the agenda as modified." Council Member Scothorn, "I'll second." Motion unanimously carried, 5:0.*

**MINUTES 11/20/2018:** *Council Member Hall, "I move to approve the draft minutes of November 20, 2018 as presented." Council Member Tschantz, "Second." Motion unanimously carried, 5:0.*

**APPOINTMENT:** None

**PUBLIC COMMENTS:** None

**ELECTRIC DEPARTMENT: DISTRIBUTION Update**

**General:** Personnel have been busy doing line locates, normal line maintenance, and customer service requests. They have changed out two power poles since last council.

**Christmas Lights – Changing to LED:** Superintendent Schneider, "We did hang the lights along Highway 75 and turned on the lights on the buildings. If you noticed anything different about the lights on the highway, those are actually LED bulbs. I think they look really nice; if they fair well, we will probably change to LED lights on the buildings next year, as well – and hopefully, cut down on a lot of our pre-Christmas maintenance."

**Squirrel Proofing:** Superintendent Schneider reported, "The men have been repairing some street lights. They have also been doing more squirrel proofing since last council. That will probably stop with it getting colder; and we'll start on that again in the spring."

**Inventory:** The Electric Department inventory has been completed and given to Zoning Clerk Hugunin.

**Kelley Park Ballfield Light repair / Park Committee Meeting with Recreation Commission:** Superintendent Schneider reported, "We worked at Kelley Park to repair a ballfield light that was damaged by woodpeckers. We got some pictures the Recreation Center (Commission) had someone take for them. We went to do an inspection and got high enough to where we could evaluate. We had two possible solutions for this." *(The Recreation Commission met with City of Burlington at 303 Neosho on December 4<sup>th</sup>, and various things were discussed, including this issue with the damaged poles.)*

Superintendent Schneider said, "The first option that was discussed was that if the woodpecker hole wasn't too deep, there is an epoxy resin that is put into the damage (woodpecker hole). The manufacturer claims you can regain 80% of your structural integrity of that pole; but there is no guarantee and the manufacturer won't assume liability of the product if it's wrong; so, it just didn't seem like the right thing to do."

"I got ahold of my vendors, and got a new Class 2 seventy-foot utility pole. The cost of the pole was not as terrible as the cost of shipping alone was going to be at over \$4,300. So, I got ahold of Lyon-Coffey Electric Cooperative, and one of the vendors visited with them. Lyon-Coffey Electric had a couple of poles there in their stock, and they are going to sell us the pole; then when they order another load of poles, the huge shipping cost will flow into every pole on that load; so we will not pay any shipping cost. They were really good to us and helped us out a lot."

"The second thing discussed were limitations of the equipment we have for the City. We can't reach the top of the 70' poles with any of the equipment we have; and our digger truck is not capable of handling that size of pole. So, Lyon-Coffey is helping out with that, as well. Today they helped us by taking the actual light fixtures off the pole that was damaged, and the wiring that went down the pole; and they cut the pole down to a level to where we can reach it with our equipment; and then we're going to take it down that much further. If the weather looks good Tuesday or Wednesday of next week, they will come back in and set that new pole for us. They are being really good to us. I really want to make sure Lyon-Coffey is thanked for this, because they are really doing a great thing for us."

Superintendent Schneider continued, "The estimated total cost will be roughly \$2,500 to make it happen, as compared to the fact that had we had to hire a line contracting company to come in and work for us, the cost would be much greater. Again, we're very grateful for Lyon-Coffey Electric."

**[2] CONTINUATION: December 5, 2018 Burlington City Council Regular Session**

**Condition of other utility poles:** Council Member Jasper asked, “On the pole situation, what do the rest of the poles look like in that vicinity?” Superintendent Schneider, “I looked at a pole stamp, but I don’t remember if they said 1976 or 1986 for the year. I noticed while glancing around that there’s a woodpecker hole or two in other poles through there. The tops of the poles, as they do, are deteriorating from the rain sitting on top of them. I would have to go back - Osmos came in over twenty years ago and retreated the base of those poles, which put the longevity back in. We didn’t dig around all the poles because we were concentrating on making this one structure safe. We can dig around any of the others to see if there is any decay at the ground line, which is generally where decay and things start rotting. I really can’t give you a real good answer right now, J.J.”

Council Member Jasper, “So if Lyon-Coffey is getting a load of poles in, would it be money ahead for us to go ahead and see what we need to do to maybe have them help us stock in the long run later down the road, to look into replacing those poles going forward – or do we just want to do this pole-by-pole?” Superintendent Schneider, “I don’t necessarily think pole-by-pole is the way to go about it. Gina, are you going to talk a little bit later about yesterday’s meeting?” City Clerk Kewley said, “I think you can do it.”

Superintendent Schneider said, “There was some discussion yesterday with the Recreation Commission, the (City’s) Superintendents, Gina (City Clerk Kewley), Stan (Mayor Luke), and Jerilyn (Council Member Curtiss). Anyway J.J., there was some discussion about responsibilities of the Rec Center (Recreation Commission) and the City of Burlington on who is responsible for what. I think we’re getting ready to work through that. I guess, to answer your question, until we know what their plans are for the future down there – because the lighting on those poles are metal halite. Those lights, like the ones on Highway 75, I had bought the last of the bulbs I could buy – the overheads on the highway. I’m guessing those metal halite that are in the park are going to be in the same boat as far as getting them. I think we need to know what their plan is before we invest money in a bunch of poles in case they want to do any upgrades of any sort.”

Council Member Jasper, “The light poles, are they any different as far as who services them and who keeps them up to date – or as far as the structure of the poles?” Superintendent Schneider, “I think that’s what we’re trying to work through right now.” City Clerk Kewley explained, “The contract has expired; so we’re working on going forward to do a new contract. It is going to include other agencies, not just the City and the Recreation Commission.”

Council Member Jasper, “But going to the transformer, that is still all City regardless of who uses what on the park – right?” Superintendent Schneider, “Transformers are city-owned, yes.” Council Member Jasper, “And the poles that lead up to the transformers?” Superintendent Schneider, “Yes, our distribution line will be ours.” Council Member Jasper, “So, going forward, if the poles may need replaced within the next several years, maybe with the next load of poles they’re getting, we can get some set aside for us or whatever, so we can avoid shipping costs later down the road?” Superintendent Schneider, “Yes, that’s a good point because Lyon-Coffey may not always have a 70’ pole up there for us. You know, I was really surprised the poles were not more expensive than they are. We could possibly sneak one or two 70’ poles in a load of 40’ poles so we won’t be paying a huge shipping fee on a load of poles.” Council Member Jasper thought that way we would have a 70’ pole or two on hand in case of a situation of having a storm or something cause a pole to snap off. Superintendent Schneider agreed, “Yes, because Lyon-Coffey might not always have one available. Luckily they had two up there. It would definitely be worth looking into.”

Council Member Curtiss, “Are all those poles down there 70 foot?” Superintendent Schneider, “All the ones with the lights on them are 70’; and the shorter poles through there that have our transformers, are our 40’ poles.” Mayor Luke, “Those we could handle; we just can’t handle 70’ poles.” Council Member Jasper, “But there are a few distribution poles in there that are 70’, right, or is it just the 40s?” Superintendent Schneider, “I’m not sure that we’ve got any of our distribution tied to a 70’ pole down there. The only place, J.J., that we are tied to are 60’ where Westar 69kv comes in – up that alley, we have our distribution lines tied to them.”

**ELECTRIC DEPARTMENT: PRODUCTION Update**

**General:** Production personnel have been performing normal duties, doing maintenance, and working on some Kansas Department of Health & Environment (KDHE) reports. They also attended the monthly KMU safety training this week.

**Generator #6 – Maintenance Run:** A maintenance run on Generator #6 last week and it was exercised.

**WATER AND WASTEWATER: Distribution Update**

**General:** Personnel have been doing normal duties, line locates, work orders, customer concerns. They attended safety training yesterday.

**Backup Generator – Training/Use:** Superintendent Hawkins, “We took our generator out and went to a couple of the pump stations as a precursor if we needed to run it, plus we wanted to give the guys the chance to understand how to use it.”

**2019 Ford F-250 (Update):** Superintendent Hawkins reported, “Our truck did come in. It’s nice. It’s got stickers. Lights are on it. The guys love the truck. Thank you for letting us get a truck.”

**[3] CONTINUATION: December 5, 2018 Burlington City Council Regular Session**

**Utility Vac Trailer – Update:** Superintendent Hawkins said, “The vac trailer is in. I got ahold of JC with Vemeer today. It’s sitting up in Olathe. They’re scheduling with their driver to drop off that trailer to us next week, and they will pick up their used one that we have now.”

**Water Meter Service Removal:** Personnel are still removing water meters at the request of property owners.

**Goals for 2019 & Accomplishments of 2018:** Superintendent Hawkins has been working on the Goals & Accomplishments.

**Sewer Repair:** Superintendent Hawkins reported, “We had a sewer plug up out on 75 Highway this past weekend. David Mefford and Vinny Riccobono, went out and unplugged the sewer and got it taken care of.”

**Water Leak – Outside City Hall:** Superintendent Hawkins, “We have a water leak just outside City Hall; so I contacted the Sheriff’s Office and got ahold of our vendor. We do have some parts and pieces that will come tomorrow. We might not have to use them, but we want them on hand just in case we need them. If it’s like the one at 3<sup>rd</sup> and Hudson that when we opened it up, it turned into a big mess. We want the material on hand. I want to thank Mark (Superintendent Davidson) because he is going to help us with it on Friday morning.”

“I visited with Jimmy (Zoning Clerk Hugunin). We’re getting ready to notify everybody in the area who could possibly be affected to let them know; plus we’ll probably go door-to-door just to let people know there’s a possibility. We may get down there, put a wrap around in it, and may not even have to shut the water off; but we’ll at least let people know ahead of time that we are going to be doing it.”

**KDHE Representative to visit:** Superintendent Hawkins, “Got a call this afternoon from Jason Solomon. He is the new KDHE representative for this area, so he is going to come by and visit with me tomorrow.”

**WATER/WASTEWATER: Production – Water Treatment Plant Update**

Superintendent Hawkins, “We’ve been doing indoor maintenance. The Plant has been running fine. The only thing we had to do was replace a couple ph probes.”

**STREET DEPARTMENT: Update**

**Snow & Ice Control:** Superintendent Davidson reported, “We had snow and ice so we had the crew come in on Sunday, November 25th. We cleaned up downtown, and everybody had about eight hours of overtime.”

**AMZ Machine:** Personnel cleaned up the AMZ machine and did service on it.

**Vehicle Maintenance:** The Street Department have been doing more vehicle maintenance, including doing a 500 hour service on the skidsteer today, and working on a dump truck.

**General:** Superintendent Davidson, “We have been sweeping some street curb and gutter. That will probably come to an end now with the cold weather. They suggested we use water when we sweep, so with it getting down below 30<sup>o</sup> now, that’s not going to work very well.”

**STREET DEPARTMENT: Bowers Civil Engineering – Street Management System**

Superintendent Davidson reported, “Norm Bowers came down on November 29<sup>th</sup> to do our plans for street projects. Hopefully, you all have a copy of our scheduled work.”

**Free State Court Cul-de-sac Replacement:** “On reconstruction of streets, we have the Free State Court cul-de-sacs. We had gotten an estimate from MKEC of Wichita and have a contractor to replace those. It was a very large amount of money, so we decided we can probably do that in-house. We’re going to try. You allowed us to buy a breaker for our skid steer, so we’re going to break that concrete out in the spring and replace it.”

**Crack Filling:** “On crack filling - I spoke with Norm Bowers about doing something downtown. In the past he suggested we do a two-inch mill and overlay. I didn’t feel that was a satisfactory answer, so we looked at it again. He kind of changed his mind to say that if we come in and crack fill everything downtown - Neosho from 3<sup>rd</sup> Street up to the lumber yard (in the 600 block), he will get some information on doing an onyx seal which is basically a scrub/slurry seal. We’ll put down some asphalt that will have some onyx rock in it. It dries within a few hours, so we can have traffic back on it; and then we’ll come back and paint lines. That’s scheduled to be done maybe this year; but the filling with onyx, we’ll have to wait and see what the cost is; so that’s one of those projects that may be continued on into next year. But, it is the planned work for this year.”

**Paving of Gravel Streets:** Last council, Council Member Lenard had asked if we have an inventory of what streets are not paved (gravel/rock roads). Superintendent Davidson referred Council to the handout, a map showing in color the paved and gravel streets in Burlington. He said, “We have four blocks of rock roads that adjoin hot-mix roads; where we have hot-mix on both sides of a rock road. The rest are two to three blocks of rock roads where they run into a T intersection. We have 15,842 feet of gravel roads, which equal a little over three miles of rock road in town. On the last page of the handout, it gives you an idea of just how much hot-mix it takes to do basically a whole city block. That will give you something to look at in the future.”

**POLICE DEPARTMENT: Update**

**Training Room at PD:** Chief Jones reported, “We got our training room set up in our basement with mats. We did training yesterday, a six-hour block on defensive tactics. At one point, we had ten people going through the training and three instructors down there. So, we had thirteen people in that area; it worked out quite well.”

**Burglary – Crow-Moddie Ford:** Chief Jones reported, “Ford got hit last night; but all they did was break glass out of the door, they didn’t get into the building. We had a little bit of a communication error as to whether we were actually going to Ford or Chevrolet. It turned out that it was Ford.”

**[4] CONTINUATION: December 5, 2018 Burlington City Council Regular Session**

**Burglary – The Medicine Shoppe:** Chief Jones reported, “Since last council meeting, The Medicine Shoppe got hit. Somebody got into it with a pry bar/crow bar. They spent somewhere between forty-five seconds and a minute – they knew exactly what they were going after. There was a concern with the alarm on that one. The owner’s (James Higgins) cell phone went off. When he was notified that the store alarm was going off, it was five minutes before that call came from the alarm company to dispatch. So, there are some issues there.”

**New County Attorney - Wade H. Bowie, II:** Chief Jones said, “Met our new county attorney. I went to his swearing in ceremony today; and yesterday, we actually set up a meeting with our new county attorney. He is going to come to the Police Department and meet with all of us. We’re going to discuss the rules of the road procedures, how he wants to do things, and if there are any new changes; so, we’re actually looking forward to that. It will give us some solid direction in case there’s anything we will need to do different.”

**Municipal Court:** A week from tomorrow, December 13<sup>th</sup>, is city court.

**PARKS DEPARTMENT: Update**

**General:** Parks Department personnel have been cleaning public buildings and restrooms, building and equipment maintenance.

**Snow & Ice Removal:** Superintendent Boyce reported, “We did have snow and ice removal on November 26<sup>th</sup>. We did ours on Monday morning instead of Sunday evening. It didn’t cause any overtime.”

**Banners Changed:** Superintendent Boyce, “We did change out the Veterans banners to the holiday banners. My thanks to the Electric Department for the help with that.”

**Safety Training:** Personnel attended the KMU monthly safety training.

**City Dam Retaining Wall (West Wall) Repairs – Update:** Superintendent Boyce stated, “I passed out the engineering quotes for the City Dam Retaining Wall. If you want to look through those; and if in the next week and a half you have any questions, get ahold of me. At the next council meeting (December 19<sup>th</sup>) I will make a recommendation.”

Council Member Scothorn, “Do you remember how much we had set aside for that dam?” Superintendent Boyce, “We really haven’t set an amount. We’re just building a fund for the estimated \$250,000 to \$500,000.” Council Member Scothorn, “But we have something lined up for that? And that was up to \$500,000?” City Clerk Kewley, “Yes, the high end was \$500,000.” Mayor Luke, “We don’t have that much yet.” City Clerk Kewley, “We’re getting there.” Council Member Scothorn, “That’s what I thought.” (*Reference lengthy discussions January through April 2014; and updates in April & October, 2018.*)

**FINANCE: Claims Ordinance & Payroll Ordinance**

a. Claims Ordinance	2018-22	\$	100,087.40
b. Payroll Ordinance	2018-24	\$	86,135.30
	TOTAL	\$	186,222.70

**CLAIMS 2018-22:** Council Member Tschantz moved to approve City of Burlington Claims Ordinance 2018-22 in the amount of \$100,087.40 for payment of city bills, as presented. Council Member Curtiss gave the second. City Clerk Kewley reported, “Brenntag Southwest for \$4,840.20; Crow-Moddie Ford – the big one, is for \$31,092.00; and Lewis Oil Company, with a couple of bills included, for a total of \$5,245.50.” **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2018-22 approved by unanimous vote, 5:0.**

**PAYROLL 2018-24:** Council Member Hall moved to approve City of Burlington Payroll Ordinance 2018-24 in the amount of \$86,135.30, as presented. Council Member Scothorn gave the second. **Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared Claims Ordinance 2018-24 approved by unanimous vote, 5:0.**

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin has been doing normal duties. He has been inputting inventory, and has been putting numbers together for the Tree City USA application.

**Corporate Boundary Annexation Resolution:** Zoning Clerk Hugunin said, “I am preparing the resolution for updating the Corporate Boundary of City of Burlington. It is something we are required to do at the end of any year we annex property into the city.”

**Nuisance Property, 415 S. 6<sup>th</sup> (Theda Darnell) - Update:** Zoning Clerk Hugunin, “On the property at 415 S. 6<sup>th</sup>, I handed out some photos Chief Jones took a week or so ago. We will be working on a resolution to present at the next council meeting to set a date for a public hearing. We’re looking at holding the hearing on the 20<sup>th</sup> of February. I will have Tom (Attorney Robrahn) look over the resolution. I did give you (the Mayor) the notification that had been given to Theda Darnell.” Mayor Luke, “She received this?” Chief Jones, “Yes, with personal service in May.” Mayor Luke, “It’s dated May 2nd.” Zoning Clerk Hugunin, “There’s a

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

signature sheet on the back.” Chief Jones, “When I served that to her, she tried to work with an auction company, that fell through, the son showed up and did some work; but we haven’t seen the son in eight or nine weeks now. City Code says as long as she’s received formal notice this calendar year we only need to serve her once – and it’s sufficient for this calendar year. We tried to work with her.” Mayor Luke, “She’s had plenty of time.” Chief Jones agreed.

**OTHER COUNCIL BUSINESS:** None

**LICENSE RENWEALS for 2019:**

City Clerk Kewley, "We need to make a motion to approve the Cereal Malt Beverage Licenses for 2019, Amusement & Dance Licenses for 2019, and Trailer Court Licenses for 2019."

**LICENSE APPLICATIONS FOR 2019**

**AMUSEMENT LICENSES**

American Legion, Congdon Kepler Post #38 dance, amusement, 1 game

**TRAILER COURT LICENSES**

Dietrich Trailer Park- Jim Toy 3 lots Matt Barrett Trailer Park 8 lots Bill Lockhart 1 lot

**CEREAL MALT BEVERAGE LICENSES (5)**

Across the Borders Casey’s Retail Company Dollar General Pizza Hut Shopko

**Council Member Scothorn stated, "I move to approve the Cereal Malt Beverage Licenses, Amusement Licenses, and Trailer Court Licenses for 2019, as presented." Council Member Jasper, "I Second." Mayor Luke called for discussion.** Council Member Scothorn, “Is La Hacienda not doing it again?” City Clerk Kewley, “They are doing strictly alcohol, so they don’t want a cereal malt license. They’ll deal with the state on that.” **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**LEGAL DEPARTMENT: Update**

**Nuisance Property - 415 S. 6<sup>th</sup>:** Attorney Robrahn, “I will be working with Jimmy and Doug (Zoning Clerk Hugunin and Chief Jones) on the nuisance property we discussed. Other than that, it’s the usual things.”

**CITY CLERK: Update**

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

**Kansas Set-Off - Delinquent Utility Bills:** City Clerk Kewley reported, “For November, we will be sending \$3,467.85 for collection through the Kansas Set-Off Program.”

**Audit for 2018:** City Clerk Kewley has started compiling information for the auditors, Mize Houser & Company, for the 2018 audit.

**License Renewals for 2019:** City Clerk Kewley said, “All the businesses, except one, have been in for the cereal malt beverage license and other license renewals for 2019 - the licenses you approved earlier tonight. There will be one presented at the next meeting.”

**Budget for 2019:** City Clerk Kewley is done keying in the 2019 Budget figures to line items.”

**Park Committee & Recreation Commission Meeting – Update Agreements:** City Clerk Kewley said, “We had a meeting yesterday (in our 303 meeting room) with the Recreation Commission, our Superintendents, Stan (Mayor Luke), and Jerilyn (Council Member Curtiss) in regards to prior agreements concerning the parks. We did review contracts we had in City Hall and that the Rec Center had, as well; and all of them are expired. We’ve been going on as normal business, but we do need to get together, and I think that is the plan going forward, to work out agreements and responsibilities going forward. That will probably happen in the coming months. It will take a while. We need to talk to several agencies that deal with the parks, such as the Fair Association, and the Saddle Club.”

City Clerk Kewley asked Mayor Luke and Council Member Curtiss, “You were at the meeting, is there anything you want to add to what we talked about? We all got together and agreed that we need to get something going to update our contracts/agreements.”

Mayor Luke, “I met with Tom (Attorney Robrahn). He and the Rec Commission’s attorney are going to put together what I will call a temporary agreement for cost-share from now until we get the final agreements in place so we will have documentation as to who is responsible for what. Then sometime after the first of the year, we will establish a committee between the Rec Commission and the City, and get representatives from the Fair Association and Saddle Club to put together a formal agreement that all parties will be able to sign off on.”

“The Rec Board will have a tentative agreement for their Board meeting on the 14<sup>th</sup> of December; and once it goes through them, we will have that same agreement in front of us at our council meeting on December 19<sup>th</sup>. We should have, by the end of December, a temporary agreement in place to address issues at this point. Jones Park and Kelley Park are the two main parks that are going to be involved; and there are not a lot of activities at either one of those parks on a formal basis by the Rec Center until March when they have co-ed softball. We’ll work continually toward that; and hopefully by March, we’ll have everything in place.”

Council Member Curtiss, “It was a good meeting, I thought.” City Clerk Kewley, “I know Sue (Administrative Assistant Stroh) did quite a lot of research going back thirty years. The research showed there was discussion several times about updating the contracts, but other than a few changes made by motions over the years, there was no action taken to renew or update the full contracts. I think we need to update all the contracts.”

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

**Goals & Accomplishments:** City Clerk Kewley, “We will be working on Goals & Accomplishments.”

**General:** City Hall Staff handled normal calls and inquiries.

**GOVERNING BODY: January 2019 Council Meeting Schedule**

Mayor Luke said, “Concerning the first council meeting in January, the first Wednesday is the 2nd. City Hall will not be open the day before (New Years Day). We will not have as many invoices or year-end bills, so the recommendation I would like to bring forward is that we cancel that meeting; and unless there is an emergency situation, the only meeting in January will be on January the 16th.”

**Council Member Tschantz made the motion to approve that the regularly scheduled City Council meeting on the first Wednesday of January be canceled, and the only council meeting in January 2019 will be on January 16th.” Council Member Hall gave a second. Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.** Council Member Curtiss said that she will be in Texas, so won’t be at that meeting.

**FUTURE AGENDA ITEMS:**

<b>GENERAL:</b> City Debt - How to fund projects Water Rate - 2018 Forward (updates) Goals for 2019 and Accomplishments in 2018	GAAP - Infrastructure Capitalization Promote Businesses with Business Showcases
<b>ELECTRIC DEPARTMENT:</b> Power Pant - Additional Generation Christmas Lights - Change	Thermal Imaging of Electric System
<b>PARKS DEPARTMENT:</b> Events in Parks (Updates) City Dam - West Wall Repair Veterans Banners and Brackets for Utility Poles Christmas Lights/Decorations – Change to LED Lights 'Welcome' Banners (update)	Veterans Banners and Brackets for Utility Poles Kelley Park Light Poles – Repair/Replace (also see Legal)
<b>LEGAL DEPARTMENT:</b> Municipal Court Misc. Legal - Documents, Cases, Contracts, etc.	<b>Park Agreements:</b> 1) Prepare Temporary Cost-Share Contract 2) Form a Committee – Review and Update Park Contracts
<b>PLANNING AND ZONING</b> Industrial Park Lots for Sale, etc. Work with NexTech and City Departments to improve Cyber Security Nuisance Structure & Properties: Work with PD Old Equipment & Misc. – Sell on purplewave.com Departmental Inventories	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one City Hall - Awning Replacement (switch to metal) Permits - Building/Zoning/etc. 415 S. 6 <sup>th</sup> (Theda Darnell Property) Condemn to Demolish Department Activities and Cases
<b>POLICE DEPARTMENT</b> Nuisances (Work with Zoning Clerk) Patrol Car – Waiting on Delivery (Purchase approved 8-1-2018)	Department Activities and Cases
<b>STREET DEPARTMENT:</b> Concrete Street Repairs/Free State Ct. Replacement/Repair Sidewalk Repairs on City Rights-of-Way Excess Hot-Mix from APAC Litigation/Redo S 3 <sup>rd</sup> St. Municipal Parking Lot in 2019	Pavement Management System/Asset Management System Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvement Projects
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Sewer Lagoon - Maintenance/Updates TTHMs - KDHE Survey Updates Water Leak outside City Hall (301 S. 3 <sup>rd</sup> St.)	Blue-Green Algae (Assist KDHE watch Sewer Pump Station #9 Personnel – Hiring two W/W Non-Cert. Operators Vac Trailer – Delivery Update 2019 Pickup – Update Sewer Lagoons - Analysis (KRWA/funds for dredging) David Mefford’s Retirement

**Mayor Luke declared the meeting adjourned.**

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