

BURLINGTON CITY COUNCIL REGULAR SESSION 2-6-2019

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, February 6, 2019. 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: Tom Hugunin (Coffey County Commissioner, District 1)

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

MINUTES 1/16/2019: *Council Member Hall, "I move to approve the draft minutes of January 16, 2019 as presented." Council Member Scothorn, "Second." Motion unanimously carried, 5:0.*

PUBLIC COMMENTS: There were none.

APPOINTMENT: Tom Hugunin, Coffey County Commissioner, District 1: Discussion

City/County Infrastructure Monies (Funds): Tom Hugunin said, "Thanks for having me. As you all probably know me, you know that I am your County Commissioner for District 1; and I come here as that representative. I know that I've got a lot to learn; but one thing I did notice right off the bat is that the other Commissioners have rural districts to where when one person in their district complains about the gravel road or something like that, it is fairly easy to remedy. It is very hard for me to represent the City of Burlington, which is basically what I do, and do much for you. So, what I did on Monday was I pitched for possibly more infrastructure money for the City of Burlington. Well, we can't just do the City of Burlington without including all the other cities; so I come to you with that same idea."

"There's several ways I guess we could go about it or look at it. One of the main thoughts I have would be – and I don't know whether you have projects you are getting ready to do, want to do, or are interested in doing – say if you're going to use \$300,000 or \$400,000 of your infrastructure money for a project and that was only going to cover half of what you really need to do, then we'd do a matched share type thing. Basically in other words, what you're getting for infrastructure this year, we could match it with more money."

Mayor Luke, "I could say, yes, yes, and yes – we have projects we'd like to do." Commissioner Hugunin, "I'm sure your hands are somewhat tied by finances, as well. I got to looking, and I noticed that it was, I think, in either 2000 or 2002, the monies have not changed since then. I know that the price of materials – what I buy as a contractor – has almost doubled, so it's got to be the same for you. So, not increasing that, it was my pitch – and it was very receptive with the rest of the Commission."

Commissioner Hugunin, "I value your opinions and ideas of what you guys – I don't know if you have any projects you want to do – need to do." Mayor Luke, "You may see me more often at your meetings." Commissioner Hugunin, "That'd be great. I do my best to represent the City as a whole. I really pitch for you guys every chance I get."

Nuisance Structures: Commissioner Hugunin, "With that being said, I know it takes quite a bit to address your nuisance structures in the city; but I drive Alleghany home almost every night. It's just kind of an eyesore in several spots, as well as a few on Neosho." Mayor Luke, "We are well aware." Commissioner Hugunin, "My pitch to be a commissioner was that I want to work very hard with the Housing Authority. Again, I've got a lot to learn – I don't know what the remedy is, or if there is a remedy. Maybe if we all put our heads together, we can come up with a good solution to all problems – all the situations, I should say, to help with some of these nuisance properties (property owners). I mean maybe some of them just can't afford, maybe some of them just don't care; but we need to figure out a common ground where we can address it." Mayor Luke, "Your first line of attack would be with Jimmy (Zoning Clerk Hugunin) and with Doug (Police Chief Jones). They are the first contacts for nuisance properties, and move from there."

Look to the Future: Commissioner Hugunin, "One thing I would like to throw out – I mentioned this to a few other individuals – about I'm also pitching towards gearing towards that time when Wolf Creek is no longer around, that we need to start tweaking our budgets and getting preparation for not getting as many tax dollars coming in. I hear that over and over throughout the county."

Building Inspector: Commissioner Hugunin, "I wouldn't mind seeing some sort of building inspector, possibly – for lack of better terminology at this point – to be a county shared type thing. I haven't pitched that yet to the Commission; but it would have to be something all the cities of the county would like to welcome in as well, because that person would be a county-wide person and any city could use that person – or the county."

(continued)

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If they get a building permit for a new house in the county or there's a nuisance in the county that needs to be addressed, that person could be basically qualified to handle all those types of situations. It's an idea."

Council Member Jasper, "Are you thinking residential and commercial?" Commissioner Hugunin, "Just residential, because commercial-wise, mostly it's a bonded project and there would be separate entity inspecting that anyway - for the homeowners as a whole. I pitched you years ago about licensing all contractors, just based on the fact that when I go to Emporia - now I'm speaking as a contractor. I can't go to Emporia without a license; I can't go to Iola; I can't go to Ottawa. Plumbers and electricians here in Burlington or any other city for that fact, have to have a license. They have to produce an insurance certificate and a bond payable to the city for \$10,000 (2017 City Code) - that's basically what I have to have in all the other cities I work in; but here I know the county is zoned and you've got to have a building permit; but who is taking care of that homeowner and making sure of anything? It's an idea I have."

Conclusion: Commissioner Hugunin, "Again, if you guys have a project you're thinking about.... One that I think would be a priority would be the 6th Street Bridge, by the old eye doctor (Dr. Herder's), before it gets too much older and before it gets too much later. My thinking is that in twenty to twenty-five years, my son and my daughter will hopefully still be here running a business; and I'd like to be able to think that I did something to help them to stay here to where they can afford to stay without being taxed due to the fact that Wolf Creek isn't around much anymore."

Gravel Roads/Petitions: Council Member Jasper, "So what's the infrastructure money that you're thinking about matching us, is that to upkeep what we already have or is it just us deciding what we're going to do and then times it with you guys, or is it an ongoing project or maintenance project?" Commissioner Hugunin, "I would leave that up to you guys - personally, I mean, what's your priority. If it's something that needs rehabbed, then yes. If you've got something new you want to do - the thing I hear the most is, complaints throughout the city is, 'I just left my house, I drove two blocks, and now I'm driving down a gravel road to get to the other paved road, and when I get somewhere my car is now dirty.' I know you have approximately three miles of gravel road left in town?" Mayor Luke, "Yes."

Commissioner Hugunin, "I know the way it's done, you petition before you can have that chip sealed. Has it come the time when we need to throw some of that out the window, and just do....? I know when you go down 5th Street you go two blocks asphalt, two blocks gravel, a block of asphalt, and two blocks of gravel. Next time we do an asphalt project, can we just finish it off? I know, it's going to make the last person that got it assessed to their taxes a little...." Mayor Luke, "It's going to make everybody that had it assessed to their taxes a little upset." Commissioner Hugunin, "That's true. That's why I came to you. Surely there's a happy medium for everyone."

Council Member Lenard, "In fact, Gina (City Clerk Kewley) and I had that discussion in the last month or so on what the ordinance is." City Clerk Kewley, "It is State Statutes on public roads." Council Member Lenard, "J.J. (Council Member Jasper) and I talked about just going out and beating the streets and see if they wanted to sign the petition, and that's about where we stand." Council Member Jasper, "Is there a way we could put a petition out and just leave it to the taxpayers?" City Clerk Kewley, "You can't force them." Council Member Lenard, "You have to do it on each individual street; and I think it's 51% of the property owners of both sides (need to sign)." Commissioner Hugunin, "I know that, but is that something that's carved in stone and can never be changed?" City Clerk Kewley, "It doesn't fall under the City Codes, it falls under the Kansas State Statutes." Commissioner Hugunin, "Okay. That's where I go back to I still have a lot to learn. I'd beat some of the streets with you, for you." City Clerk Kewley, "If you get a petition, that would really promote that."

Commissioner Hugunin, "Again, once I pitched to the Commission that it's harder for me to represent you guys and do much for you guys, I know some of them were in favor of doubling the infrastructure money; but yet, we don't want to get too used to that because if something does go south with Wolf Creek. But, there are all kinds of ways - it could be a one-time match, it could be per project - between \$300,000 to \$400,000, something like that." Mayor Luke, "We could finish our streets faster." Commissioner Hugunin, "I don't care if you pour a stitch of concrete, just as long as it's all hard surface - some asphalt, whatever. I know to develop a road, by the time you add curb and gutter - now you're talking storm sewers, you're making a dramatic change."

"The only other thing I'd say is eventually we've got to get away from just overlaying, because I know on Potomac Street some of my neighbors down the street - their driveway was poured to match the street at the time. Well, it's been overlaid twice since then; now it's six to eight inches higher than what it was - and if we go again, we just keep building it up. That's why I say pitching in the money; if you've got to redo a street, tear it all out and start all over to get the elevations. The ditches won't continue to get deeper, this that and the other either. I think we've got a good man with Mark Davidson (Street Superintendent). Help him out just a little more."

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Personnel have been busy doing normal work: line locates, customer service requests, general shop and vehicle maintenance.

Backhoe/Trencher Maintenance: Superintendent Schneider said, “The men have been working on the department backhoe/trencher making some repairs and doing some much needed maintenance on it. They should probably finish that up today.”

LED Lighting on Highway 75 in City: Superintendent Schneider commented, “Anyone who has been out after dark may have noticed the street lights along Highway 75 going through town have been converted to LED. They look really nice. I didn’t run any numbers, but we will see basically a fifty percent reduction in electricity usage with the switchover to LEDs from the old high pressure sodium lights on Highway 75. That was forty-two fixtures, so that will be a nice savings on the energy bill.”

LED Lighting and Other Projects – Track Expenses/Savings: Council Member Lenard asked, “I regress back to what Tom (Commissioner Hugunin) was talking about on that project. What is the annual avoidance cost of changing out the LED lights for our electrical expense for that? Do you have any idea?” Superintendent Schneider, “I would sure be happy to do that.” Council Member Lenard, “Because I think as we go forward, to my mind, if we’re going to go to the County and ask for more matching funds, we need to have a project or business case together of what the savings is. If we’re going to go out and say we are going to change all of our LED lights, it may be something that maybe we can help out other cities in the county; but there has to be a capital savings in that, and my guess there’s O&M savings on changing out the lights – the labor. I think we ought to start to gravitate toward that type of thinking – all departments. Kevin (Parks Superintendent Boyce), you did it several years ago when you standardized the lawnmowers. It may sound like a trivial thing, but you only have certain wear parts, filters, and things like that (so they are interchangeable). I’d be interested to know what the savings is because we need to promote that to our citizens. Same as with switching chemicals out, there’s a chemical savings and a safety savings. I would be interested in knowing what the O&M savings and the capital are around that project because I think we need to justify that if we’re going to move forward with other things.”

Training: UOM School: Superintendent Schneider said, “I know the weather is here and it happens every time, but this is the time of year we send two men out to Garden City to attend the Underground Overhead Metering School (UOM). Austin Birk and Cody Gorache are out there until tomorrow, and will head home about noon.”

Thank you Card: Superintendent Schneider reported, “We received a nice thank you card from the Methodist Church for installing an extra light in that long span in there.”

ELECTRIC DEPARTMENT: Personnel: Dallas Birk advancement

Superintendent Schneider stated, “Dallas Birk has completed his second year of the Apprenticeship Program with a final test score of 83%. He has demonstrated out in the field doing a good job, and he is ready to advance to apprentice three. My recommendation is with that advancement to increase his salary to \$21.19 per hour.”

Council Member Lenard stated, “I make a motion to move Dallas Birk from Second Year Apprentice Lineman to Third Year Apprentice Lineman at the hourly rate of \$21.19, effective on February 9, 2019.” Council Member Hall, “I’ll second.” Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

ELECTRIC DEPARTMENT: PRODUCTION Update

General: For the most part, Production personnel have been performing normal duties, power plant maintenance, cleaning and painting.

Generator #4 – Maintenance: Superintendent Schneider said, “I had mentioned last meeting or the one before that we were changing oil and filters in Generator #4. We also cleaned out the crankcase. We had that down; it is backed up and ready for service. That went really well.” He explained, “We had a pretty good break in there, and we were concerned about the oil filtering system filtering enough of the particles out of the oil to keep meeting the EPA standards. We got real lucky. That housing was new enough that we were able to retrofit that with 5 micron filters. By not having to replace it, we had a nice savings.”

Generator #6 – Maintenance: Superintendent Schneider reported, “We have discussed Generator #6 needing some work. We have some heads leaking and some of the water is getting into our engine oil. We have a dehydrator hooked up to remove water from our engine oil that has gotten into the crankcase from a leaking head gasket. That will take care of us until this coming fall after we get through the peak season. When we have the cylinder heads rebuilt, we’ll be able to address the permanent fix for that, and we will do some work on one of the filtering systems. There are two filtering systems, but one should be sufficient. This fall we will work on that filtering system and change the oil in it at that time, as well.”

WATER AND WASTEWATER: Distribution Update

General: Superintendent Hawkins reported that personnel have been doing normal duties, line locates, work orders, meter rereads, customer concerns.

6th & Alleghany - Water Leak: Superintendent Hawkins reported, “We did have another leak over in the corner of 6th and Alleghany. I want to thank Mark (Superintendent Davidson) and his guys for helping us again with that one. We got that completed last Friday.”

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Liftstation #1 – PLC Issues: Superintendent Hawkins said, “Liftstation #1, for whatever reason, Monday at 2:30 p.m., the whole memory of the PLC (Programmable Logic Controller) was wiped out completely. Fortunately, we had back up floats, so we were still able to run with the liftstation. Jim, with RW Vaught, came in from western Kansas the very next morning and reprogrammed the PLC. We have no idea why it even went out. We have no clue. There were no glitches, no outages, nothing.”

Liftstation #1 – Mop Head: Superintendent Hawkins reported, “Also, at Liftstation #1, we ended up having to pull one of the pumps; and we pulled out a four-foot dry mop head. That’s a new one to us. We’ve never had one of those before.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Filtration System - Walkway Built: Superintendent Hawkins stated, “At the Water Treatment Plant, the guys completed building a walkway on the north side of our filtration system for their added safety. Tonka suggested we build an air wand so we can poke it down into the filter media, in the corners specifically to try to aerate it – just bust it up and make sure we don’t get mudballs and stuff like that in there. So, the guys built a little wooden platform so it would be safe for them to walk around on it.”

Filtration System – Maintenance: Superintendent Hawkins reported, “I’ve ordered anthracite. It’s a maintenance thing we do every few years to make sure we keep the anthracite level in the filters up. When we do that, we also do a citric acid wash on the filters to clean them and keep maintenance on them up-to-date. We will be doing that shortly.”

Polymer System - Chemical Feed Changes: Superintendent Hawkins said, “We’ve been working on moving some chemical feeds around, as well. I visited with the Water Committee, and we are going to change our Polymer System; so we should see a substantial chemical cost reduction with the Polymer. Instead of using a product that is already blended, we’re going to use a dry Polymer. We’re anticipating that with the new product, it will cost somewhere around \$5,000 to \$7,000 a year depending on how the product performs.”

Prepared for Winter Storm: Superintendent Hawkins, “The generator is ready. We’re ready for the storm.”

STREET DEPARTMENT: Update

10th & Housatonic - Ditch Cleaning/Rebuild Waterway: Superintendent Davidson reported, “We’ve been working on cleaning the ditch at 10th and Housatonic. It’s in conjunction with the County Road & Bridge. They are going to replace the two culverts running across Housatonic; and since we have half of that to the north, we offered to go in there, clean the ditch, take out some trees, and rebuild the waterway for them so they could put the culverts in.”

Street/Alley work: Street personnel have been working in alleys, adding rock to gravel roads and fixing potholes. There have been several requests for alley maintenance. That will be done when the weather straightens out. When temperatures warm up, personnel will sweep curb and gutter.

Training: Superintendent Davidson said Street personnel attended the KMU safety training; and he and Richard Mason attended an 811 Dig Safe class in Emporia.

Street Shop - Lighting: Superintendent Davidson reported, “We did truck maintenance. We’re going to be installing LED lights in our shop. The lights we have now are roughly thirty years old – the old fluorescent with the ballast. Thanks to Alan, who got us new LED lights.”

Street Shop – Furnaces: “We’re also going to replace one overhead furnace. The furnaces are towards thirty years old; so we are upgrading those as we can.”

STREET DEPARTMENT: Street Improvements 2019 - 6th & Alleghany Project – Engineering Proposals

Superintendent Davidson, “Moving on to the 6th & Alleghany Project, I’ve got three quotes. One is from Earles Engineering for \$7,403.00; one from Schwab for \$6,850.00; and one from BG Consultants for \$8,750.00. After speaking with the gentlemen that came down, I would like to ask permission to go ahead and use Earles Engineering. He seemed to have better plans for what we are wanting to do, and it is going to be at a lower cost. Just looking at the plan he had, I liked the plan a lot better than when I spoke with the other two gentlemen.”

	BG Consultants	Schwab Eaton	Earles Engineering & Inspection, Inc.
<i>Design Phase</i>	6,250.00		
<i>Surveying</i>			1,500.00
<i>Bid Phase</i>	2,500.00		
<i>Printing</i>			100.00
<i>Engineering Fee</i>			5,803.00
TOTAL PROPOSAL	8,750.00	6,850.00	7,403.00

Council Member Jasper asked, “Do you think this project is worthy of having engineered?” Superintendent Davidson replied, “I would feel better if it was, yes. We’re going to be working fairly close to Danny’s

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(Superintendent Hawkins') waterline; and we have an eight or ten inch natural gas line that is the main feed that runs from the southern part of the town to the north part. We have to work in and around that; and Earles Engineering suggested that maybe we could do a directional bore, put some culvert in, and not have to do any open trench digging around there. I like that idea better."

"Just with what he came up with in visiting with him, instead of having drains/culvert down both sides of Alleghany, we're just going to have it on the north side and let the water flow as it is naturally around the corner and down to the south. So at that rate, we'll only have one catch box (drain box) to contend with, removal of the asphalt, and the directional bore; which will take us approximately halfway down the block to an open/daylight drain. The way he explained it sounds like it is a straight forward fairly easy fix, if you so desire to go that way. Also, with having the water leak last Friday, we do now have to go in and definitely fix that intersection – either patch it - or tear out a little more concrete and go in and remove everything and do away with the dip and have the drain and everything taken care of."

Mayor Luke called for questions. Superintendent Hawkins said, "And it would be really beneficial to you, J.J. (Council Member Jasper), because our intention is a waterline replacement – because we want to focus on going down 6th Street and Alleghany. We're actually wanting to move our line to the north side, as well. I know within time and if funds can be available, if we could do it now while he has it (open), it's going to impact big time on that corner and that way we can all be in and out at the same time; and it would be very beneficial." Council Member Jasper, "I agree totally, and a dip is kind of a thing of the past."

Superintendent Davidson, "I mentioned last meeting that when it starts thawing, we get a little rain and it freezes, we're back to putting salt down." Council Member Jasper, "I noticed that water splashes and it sets up in the middle." Superintendent Davidson, "Yes, it's become a problem."

Mayor Luke, "What is the Governing Body's pleasure?" Council Member Hall stated, "I move to accept the proposal from Earles Engineering & Inspection, Inc. for Engineering Services for Street Improvements 2019 - 6th & Alleghany Project, as presented, not to exceed \$7,403.00, as being in the best interest of the City." Council Member Jasper, "Second." Mayor Luke called for discussion.

Council Member Jasper, "Going forward with the project, is this something you guys think the engineer would be handling most of the work?" Superintendent Davidson, "I would feel better if we would just hire it out, if we're going to do the directional boring. We could go in and remove the existing asphalt, curb, and gutter; but we've got several other projects lined up for this year. We've got several streets to rebuild. We've got quite a bit of work to do around the schools – we're going to try to dig out part of Cross Street where it's holding water. As far as Norm Bowers' (Bowers Civil Engineering) work plan for this year, I'd just as soon have a contractor come and do the 6th & Alleghany Project."

Hearing no additional discussion, Mayor Luke called for a vote on the motion which was: Council Member Hall stated, "I move to accept the proposal from Earles Engineering & Inspection, Inc. for Engineering Services for Street Improvements 2019 - 6th & Alleghany Project, as presented, not to exceed \$7,403.00, as being in the best interest of the City." Council Member Jasper, "Second." Motion unanimously carried, 5:0.

STREET DEPARTMENT: Hydraulic Breaker for Skidsteer – Request to go out for Bids

Superintendent Davidson said, "The next thing is the request to go out for bids for a hydraulic breaker for a skidsteer, in preparation for working around the cul-de-sacs and around The Meadows to replace those concrete panels. We did budget for it this year. We have three companies we will send the Invitation to Bid to."

Council Member Jasper stated, "I move to authorize Superintendent Davidson to go out for bids for a Hydraulic Breaker that will connect to a 2017 Kubota SSV75HRC Skidsteer." Council Member Scothorn, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

STREET DEPARTMENT: SPS10 Deluxe Surface Preparator with Option for Edger Assembly

Superintendent Davidson said, "The last item is to request permission to go out for bids for a walk behind surface grinder that will be used basically on sidewalks. We have several ADA ramps that are starting to settle, not to the point of replacement, but we need to remove the lip anywhere from a half inch to an inch and a quarter lip. With this we can go in, grind it off, and make the ramps last a few more years without going in and doing a total replacement."

Superintendent Davidson added, "I think, with your approval, maybe we could look into making it available for rental around town to some of the businesses – with one of our employees running it, should a business have something they need to grind in front of their building." Council Member Jasper, "I don't have a problem with doing it, as long as one of our employees is running it." Superintendent Davidson, "However you want to do that as a rental basis, or whatever. It's just a thought we had. I know there are some places that need attention."

Superintendent Davidson, "Several years ago, we came down in front of City Hall and used hand grinders; and that was labor intensive, and we really didn't get the finished product we were looking for. With this grinder, I think we will have a lot better product when we're finished; and it will be a lot simpler." Council Member Scothorn, "Do you know the approximate cost of one of those?" Superintendent Davidson, "I believe we budgeted around \$9,000 for it; but I spoke with the company and there was a first of the year sale on them. They seemed to anticipate we were going to buy one, even though they weren't told specifically; but I think we'd probably get it maybe a thousand dollars under that. We also put in the option to buy an edger, which is a secondary bid which isn't a necessity; but that would be nice for getting into gutters when they are on a slope, where the grinder wouldn't get in and grind that out. Like I said, that would be a secondary bid."

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Mayor Luke, "What is the Governing Body's pleasure?" Council Member Hall stated, "I move to authorize Superintendent Davidson to go out for bids for an SPS10 Deluxe Surface Preparator (Gasoline) with the Option to Buy an Edger Assembly for the SPS10." Council Member Scothorn, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0

Renting Grinder to Businesses: Council Member Lenard commented that we may want to have City Clerk Kewley and/or Attorney Robrahn figure out some way to accommodate Superintendent Davidson with rental of the grinder with using employees to run it, to bill the cost back. City Clerk Kewley said we'd probably do a policy on it and do an ordinance to adopt it to the City Code. Council Member Lenard, "We may want to go ahead and start that process then?" Mayor Luke, "And check our insurance."

POLICE DEPARTMENT: Update

Cases: Chief Jones said, "It seems like the last week or so, strange and weird has become our normal – more so than usual. You may have seen that we had a burglary at the US Cellular store early Saturday morning. What was interesting about that, we got a little bit of video from a neighboring business showing a particular vehicle. An hour and a half before our store was hit the US Cellular in Chanute was hit, and they had a video of the same vehicle – or what appears to be the same vehicle. Don't know if this is going to turn to be connected or be part of that same crew that has hit all the pharmacies across the state in the last six months, but it's just odd that we would have two places hit the same night – just basically driving time away. We did, I believe, thirty NCIC entries on the products that were stolen. Becky (Police Records Clerk Richwine) had a thick stack that she, Devin (Officer Haines), and I had to sign. There was quite a bit of work involved in getting all those cellular phones entered."

POLICE DEPARTMENT: Water Line Break

Chief Jones. "We had a water line break at the Police Department over the weekend. I called the plumber that did the initial installation about four and a half years ago. We had a small fracture in the copper line right before it comes into the building, which is kind of unusual because copper is usually a lot more durable than that. They got that fixed and got us up and running yesterday."

POLICE DEPARTMENT: Update

U.S.D. #244 – Incidences: Chief Jones reported, "We did have a couple of incidences at the school last week, two days in a row. We worked with the school, but they basically handled it. The students involved were identified within an hour; and the school has dealt with both incidents. I guess both of them could be considered poor communication skills."

Officer injured: Chief Jones reported that almost three weeks ago, an officer getting out of his personal truck, slipped on ice, fell and went down hard, and injured his back. He was off work two weeks or so, but was released by his doctor to full duty by the doctor yesterday; so he is back to work now.

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported that Parks Department personnel have been cleaning public buildings and restrooms; doing building, vehicle, and equipment maintenance; and doing snow and ice removal. They have been cleaning up tree limbs in the parks due to high winds, snow weight, and ice weight. It needs to be done again, but he is waiting until the weather gets better. Personnel attended the monthly KMU safety training.

City Dam: Superintendent Boyce reported, "We have been doing hazard tree removal in the City Dam area, and trimming up the trees there."

PARKS DEPARTMENT: Lawn Mower Quote

Superintendent Boyce, "I worked on getting a mower quote from Moridge Manufacturing. Back to what Lewis (Council Member Lenard) was talking about earlier (*Under Electric: LED Lighting and Other Projects – Track Expenses/Savings*), we run three mowers, and we stick with Grasshopper because parts are interchangeable so we don't have to stock a lot of parts. It's a State Contract price for a Model 900D-1.3L, with a 3472PF deck, with the trade-in of a 2016 725DT with a 3572 deck and approximately 970 hours on it. I try to trade within a thousand hour range to keep the maintenance down, the breakdown time down. The State Contract Price is \$16,637.70, minus \$4,000 trade-in allowance, brings the grand total cost down to \$12,637.70. We budgeted \$13,00.00 for it; so my recommendation is to accept this quote from Moridge Manufacturing, Inc.

Total List Price:	\$21,270.00	State Contract Price:	\$16,637.70
		Trade-in	- 4,000.00
		Grand Total	\$12,637.70

Mayor Luke, "What is the Governing Body's pleasure?" (continued)

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Council Member Scothorn stated, "I move to accept the quote from Morige Manufacturing, Inc. for the Grasshopper model 900D-1.3L mower at the State Contract Price not to exceed \$12,637.70." Council Member Lewis, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0. Superintendent Boyce, "I will get that turned in. We should have it before mowing season starts."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2019-02	\$	<u>188,670.96</u>
b. Payroll Ordinance	2018-02	\$	<u>83,716.00</u>
b. Payroll Ordinance	2019-03	\$	<u>83,978.02</u>
	TOTAL	\$	356,364.98

CLAIMS 2019-02: Council Member Tschantz moved to approve City of Burlington Claims Ordinance 2019-02 for the maximum amount of \$188,670.96 for payment of city bills. Council Member Lenard gave the second. City Clerk Kewley said, "Our expenditures include: Cottonwood & Neosho River Basins Water Assurance District #3 (CNRBWAD#3) for the annual report we pay to ensure we get water, \$7,938.15; FMA Oil Company, which is S&S Oil Company, \$11,411.40; Master Mechanic, \$4,416.90; and Stanion Wholesale, \$17,623.31. 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 2019-02 has passed by unanimous vote of 5:0."

PAYROLL 2019-02: Council Member Hall moved to approve City of Burlington Payroll Ordinance 2019-02 in the amount of \$83,716.00, 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 2019-02 approved by unanimous vote, 5:0.

PAYROLL 2019-03: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2019-03 in the amount of \$83,978.02, as presented. Council Member Hall 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 2019-03 approved by unanimous vote, 5:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties, updating Facebook and the webpage.

Nuisance: 415 S. 6th, Public Hearing on 2-20-19: Zoning Clerk Hugunin is getting everything ready for the nuisance hearing on February 20th.

Tree City USA application: Zoning Clerk Hugunin reported he has been notified that the Tree City USA celebration will be March 27th through the 28th in Salina.

Floodplain Map Update: Zoning Clerk Hugunin said, "FEMA (Federal Emergency Management Agency) and the State have come out with what they are projecting could be the flood map. It's from 2010 data. They're still working on getting all the new data from FEMA into this map. It's not good – there's a lot more area in the floodplain; but I just wanted to let you guys know; and I will be going to the County Commissioners meeting Monday with Russell Stukey (County Emergency Management) and Cara Mays (County Mapping) and everybody there, and explain this to them."

"We have a deadline of February 22nd for us to go in and make comments and stuff on the map. There was some concern that it is a public comment thing, that we hadn't notified anybody. That's not the case; it's just the opportunity for myself (as a Zoning Clerk) and others within the state to make comments on whether something shouldn't be in the floodplain or something like that; and then they (FEMA and the State) are going to look at those comments."

"We will have a tentative public open house for the public to look at the map; and that will be sometime in May. Then, once they (FEMA and the State) say this is the map we're going with, there will be an appeals period from November 19, 2019 to January 2020. Then they will send out a final letter of determination to everyone in May of 2020; and then the final map will go into effect November 2020. So, we've got some time to work on this, and that's what we're doing now."

"There are some parcels in town that have come out of the floodplain. There's quite a few more going in. So it's kind of 50/50 of those coming out and those coming in; but those coming in have never been in the floodplain. A lot of this is based off the storm water, not based off of Rock Creek or the Neosho River. This is what they're saying, if we get a significant amount of rain, this is what's going to happen. The data is preliminary. If you want to look at the map, I can bring it up on the computer and show you."

City Clerk Kewley suggested, "You might want to explain some about the district." Zoning Clerk Hugunin said, "We are in F.I.R.M., which is the Flood Insurance Rate Map. I think since 1997, the City of Burlington has been participating in F.I.R.M.; and in return it's supposed to give a better insurance rate on properties in the floodplain. I don't know just how it works, but I think there are levels of discounts." City Clerk Kewley, "It also deals with the City getting grant money from the government." Zoning Clerk Hugunin, "The map shows me all the flood zones, where buildable areas are, and where there should be no building; and if a property owner does build, they need to have guidelines to follow when building. That's what I do on that side of it. We've got time here, we'll get it figured out. We've been talking about this for two years now. I just wanted to give you a heads up."

OTHER COMMITTEE OR COUNCIL BUSINESS: None

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PERMITS: Permits issued by Zoning Clerk Hugunin:

2019-002 The Meadows, 1201 Martindale – Carport

LEGAL DEPARTMENT: Update

Municipal Court: Attorney Robrahn said that it's one of those rare times he does not have much to report. Municipal Court will be on Thursday, February 14th.

Floodplain Map Update: Attorney Robrahn said, "Just to follow-up on Jimmy's (Zoning Clerk Hugunin's) comments about floodplain map. I did go up and Cara Mays (County Mapping) showed it to me. It's very interesting; so I do urge anybody who hasn't see that yet to look at it." Zoning Clerk Hugunin, "Cara printed a map like this. She kind of did this on her own time. I don't want who looks at Cara's map to think that's the flood map; because it's a lot different. She just kind of highlighted the parcels that could be affected by it. I know these maps are out there circulating; but if anybody sees them, don't go off that – that's not official."

Attorney Robrahn, "Like Jimmy says, things could change, but apparently, it looks like there are maybe about 150 houses. That's what Cara was telling me." Zoning Clerk Hugunin, "Yes. I think we had a difference of 48; so we had some come off and others go on. There are things we can do. We're marking on the map. I know people who have lived here for forty years and never had water in their yard – that's a comment for me."

CITY CLERK: Update

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

Kansas Set-off – Delinquent Utilities: City Clerk Kewley stated, "Again, for January I am happy to report we don't have any delinquent utility accounts to send to the Kansas Set-off Program."

Year-end Reports: City Clerk Kewley said, "We completed the year-end reports to the state, federal, Social Security, and the Kansas Public Employees Retirement System (KPERs)."

Annual KDHE Water Use Report: City Clerk Kewley reported that starting this year we were able to do the Annual Water Use Report electronically. She and Water Superintendent Hawkins compiled the information for the report, input the data into the online form, and submitted it electronically. It did make it easier to submit the report with no paper copies.

Finance Meeting scheduled: City Clerk Kewley has scheduled a finance meeting for Thursday, February 28th at 3:00 p.m.

Audit 2018: City Clerk Kewley, "The auditors, Mize Houser & Company, have scheduled May 8th to come onsite to do our 2018 audit. They did only schedule one day instead of two, probably because we are doing more things electronically."

Employee Benefit Meeting: City Clerk Kewley reminded everyone the Employee Benefit Meeting is Tuesday, February 12th at Kelley Hall from 9:00 a.m. to noon.

City/County Infrastructure Grant: City Clerk Kewley, "Tom Hugunin was talking about infrastructure money. We did get that in from the Coffey County Commissioners, and we are very appreciative to get it. I will be in the process of preparing an annual report for the Commissioners with a brief statement of what we expended for 2018 and what we are planning for 2019."

Sales Tax Revenue Report for 2018: City Clerk Kewley said, "I also handed out the sales tax revenue report for 2018. We are up \$40,000.00 this year, so that's a good sign."

Dog Tags: The 2019 dog tags are due this month.

Other: City Hall Staff have been really busy with handling a lot calls and inquiries.

REPORT(S) BY CITY OFFICERS: Economic Development – Revitalization of Coffey County

Council Member Lenard said, "Jerilyn (Council Member Curtiss) and I volunteered a long time ago to help Coffey County Economic Development with an initiative. As you know, we started a Business Showcase, and it kind of fell off. The Economic Development has a variety of committees to help facilitate their job, and one of the initiatives is called Focus On The Future. It kind of touches a lot of areas. My point was that I could not be running back and forth all the time; so she got a Skype meeting going, so yesterday I was able to participate. A couple of other economic development people in the state that were on the call that I think Stacey (Economic Development Director Haines) probably relies on quite heavily."

"There was one program that caught everybody's interest – the Revitalization Program. Potawatomie, Cherokee, Neosho – about six counties that have utilized this to improve businesses and homes. So, it was decided yesterday that it's a program that could be not just for the city of Burlington – it could be for the county level to benefit all the cities. They are going to reach out probably to Stan (Mayor Luke) and Gina (City Clerk Kewley) to provide a little more information. It sounds like that may be an initiative that might move forward. The committee seemed to be going a lot of different ways and not getting anything done; and it sounds like the team decided this is maybe what the office needs to pursue for the benefit of the county. You will probably be hearing more on that. It's really like reinvesting back in our community." (continued)

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County Commissioner Hugunin, “Like I said, I have a lot to learn. You said businesses and homes as far as that economic development – maybe I need to direct some of my attention to some of these meetings?” Council Member Lenard, “I was going to talk to you about this, Tom.” Commissioner Hugunin, “That’s exactly where I’m headed, I think infrastructure wise. I mean, if we build our cities into something, make it look inviting, make people want to move here, people want to live here – whether they move here from California, retire here, whatever, we need people. Along with that come businesses, hopefully. We clean it up, fix it up – that’s where I’m headed.

MAYOR’S COMMENTS: Day at the Capitol

Mayor Luke said, “I spent the day in Topeka. There are a lot of activities in the capitol. There are seventeen statute items they are working on right now. One of the biggest things they’re looking at is high electric rates. Their main concern is, of course, the IOUs of Westar, KCP&L, the Co-ops, and the ten largest municipal in utilities in the state; which three of them are part of the Kansas Power Pool. It will be interesting to see where this particular study goes. They’ve already had three reports, three studies done by three separate organizations; but I think they haven’t heard what they want to hear, so now they’re going to get a fourth one. I don’t think it’s going to have a major impact on us on the municipal side.”

“They’re also looking at a whole series of different things on water, KPERs, education. It’s just kind of a mind boggling thing, all this at one time. Hearings are starting, and we’ll have more to come in pretty much in the near future. They’re looking at having votes on some of the things and the Governor’s signature on by the end of February. So, there’s more to come on that. I was there to represent the City of Burlington, as well as part of the Kansas Power Pool (as a KPP Board of Director), and the Kansas municipals in general; and will keep you informed if something comes in our track.”

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Promote Businesses/Economic Development-Revitalization	GAAP - Infrastructure Capitalization	
ELECTRIC DEPARTMENT: Power Pant - Additional Generation	Christmas Lights/Decorations – Change to LED Lights	
PARKS DEPARTMENT: Events in Parks (Updates)	Kelley Park Light Poles – Repair/Replace (also see Legal) City Dam - West Wall Repair – Engineering Services Proposals	
LEGAL DEPARTMENT: Municipal Court Misc. Legal - Documents, Cases, Contracts, etc.	Park Agreements: 1) Agr of 12-2018 - City & Rec. Com. – Review in Spring 2019 2) Form a Committee – Review and Update Park Contracts	
PLANNING AND ZONING 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 Tree City USA Application, etc. F.I.R.M. Floodplain Map Changes – Updates	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 th (Theda Darnell Property) Condemn to Demolish	
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk) Dodge Charger – Purchase approve 1-16-2019 - Updates	Department Activities and Cases	
STREET DEPARTMENT: Sidewalk Repairs on City Rights-of-Way Concrete Street Repairs/Free State Ct. Replacement/Repair Excess Hot-Mix from APAC Litigation/Redo S 3 rd St. Municipal Parking Lot in 2019 Preparator/Grinder (SPS10) w/Option for Edger Assembly – Bid for/Purchase Grinder – Policy to rent with use of operator to businesses	Pavement Management System/Asset Management System Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvement Projects – 6 th & Alleghany Project Skid Steer Hydraulic Breaker – Bid for/Purchase	
WATER & WASTEWATER DEPARTMENT: - KDHE Survey Updates Maintenance/Updates	6 th and Alleghany Waterline Project Personnel – Hiring a W/W Non-Cert. Operators	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Lagoon – TTHMs

Mayor Luke declared the meeting adjourned.

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