

## BURLINGTON CITY COUNCIL REGULAR SESSION 3-6-2019

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, March 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:** Paul Abendroth, Becky Richwine

**AGENDA:** Mayor Luke delayed proposed Ordinance 862, Relating to Sale of Cereal Malt Beverage & Beer Containing Not More than 6% Alcohol to the agenda for March 20, 2019. Referring to Section VII 10e, Ordinance 862; and Mayor Luke said, "It is in your packets for review. We will not vote on it or have discussion on it tonight as Tom (Attorney Robrahn) is not here, and he would be the one that would be answering the questions. It will be on the agenda for the second meeting of this month. We need to have it in effective by the first of April; and that will make it the 20<sup>th</sup> of March." (*With adoption on March 20<sup>th</sup>, it would meet the publication requirements and be published on the 28<sup>th</sup>, so it would be in effect on April 1<sup>st</sup>.*)

**Hearing no additional discussion, Mayor Luke called for a motion to approve the agenda as amended. Council Member Lenard, "I move to approve the agenda as modified." Council Member Tschantz, "Second." Motion unanimously carried, 6:0.**

**MINUTES 2/20/2019:** Council Member Curtiss, "I move to approve the draft minutes of February 20, 2019 as presented." Council Member Hall, "Second." Motion unanimously carried, 6:0.

**PUBLIC COMMENTS:** There were none.

**APPOINTMENTS:** There were none.

### **ELECTRIC DEPARTMENT: DISTRIBUTION Update**

**General:** Personnel have been busy doing normal duties. It's been so muddy it's hard to do a whole lot, but they're still doing line locates and customer service requests. They did manage to get a power pole changed out; and have been working in the shop doing shop and vehicle maintenance.

**Utility Pole Attachments:** Superintendent Schneider reported, "We did our annual count of pole attachments, which are essentially attached to us by CenturyLink and Mediacom on our pole structures. Anne (Deputy City Clerk Brown) will submit that billing to them."

Council Member Lenard, "On the pole attachments, is that something we do after the fact or do we get notification from the other utilities to get approval before they attach to make sure we still have the clearances and everything?" Superintendent Schneider, "When they do attach, they attach at the level they currently have their main line on; so clearance isn't an issue there. Generally, if they install a new service to a municipal house, for example, they're going to just hang that drop and move on. So, we go out every year and physically count attachments." Council Member Lenard, "Ever have a dispute with them when you send them the bill?" Superintendent Schneider, "One year, there was a little question. They actually had a representative from the phone company come down, we did the count together, and we came up with the same count."

### **ELECTRIC DEPARTMENT: PRODUCTION Update**

**General:** Superintendent Schneider reported that Power Plant personnel have been performing normal duties, doing routine maintenance on the generators, and working on the EIA reporting (Energy Information Agency).

**Electric Plant Tour:** Superintendent Schneider said, "Tomorrow evening, the Fire Department will be coming out to the Power Plant. We will be giving a tour, and we'll discuss safety issues in the event of a fire or any kind of emergency that may happen out there."

**Meetings:** Superintendent Schneider attended the Finance Committee meeting on February 28<sup>th</sup>; and personnel attended the monthly KMU safety training on March 5<sup>th</sup>.

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**Power Outage on February 23, 2019:** Superintendent Schneider reported, “The power outage we had on February 23<sup>rd</sup> (Saturday evening), was incoming from the transmission line. There was a breaker operation that opened up on the transmission side of that. That’s all I know about it. The outage lasted about twenty minutes. The men were there and were preparing, but the power came back up before we were able to put it (our generation) online.” Council Member Curtiss, “How long does it take to come up if there’s an outage?” Superintendent Schneider, “Generally, if we’re there – once they start the process they (the generators) can be up to full load just shy of thirty minutes. It’s a pretty long process to get the pumps and everything running, the fuel turned on, stuff like that.”

**WATER AND WASTEWATER: Distribution Update**

**General:** Personnel have been doing normal duties, line locates, work orders, meter rereads, customer callouts, and a lot of request for meter shut-offs for frozen pipes.

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

Superintendent Hawkins reported, “We’ve been doing a lot of work inside the Water Plant trying to get maintenance done, projects done inside the building. The guys are doing a great job.”

**Polymer System upgrades:** Superintendent Hawkins said, “Got the waterline put in – finished up today. We got the meter system set in, the tanks are done; and we’re ready to try to start using the new polymer system. We’re looking forward to that.”

**Feeder Box Maintenance:** Superintendent Hawkins, “We went in and did maintenance on our two line feeder boxes, we shoveled them out. We went in and cleaned it, then turned it back on. It’s just normal maintenance.”

**Sludge Maintenance:** Superintendent Hawkins said, “The men got in the sludge tanks and got them cleaned out. They really enjoyed that, with the water being so cold. That took a couple days to complete.”

He added, “We’ve been concentrating on doing a lot of indoor maintenance inside the Water Plant. We’re about done, and are looking forward to the weather straightening up.”

**Sewer Lagoons (KDHE Permit #M-NE07-0002): Dredging Update:** (In the spring of 2015, Charley Swinneman, KRWA, did an in-depth depth analysis on the sewer lagoons; and since then, we have been saving funds for the project.) Superintendent Hawkins reported, “We had Charley Swinneman stop by. This is the year we check the lagoons for sludge. We have been putting back some funds for each year for dredging that in the future; so Charley is going to come and we’re going to get in a boat and check the sludge depths. That’s pretty exciting to see where that ends up going.”

**Water Treatment Plant - Production:** Superintendent Hawkins, “Other than that, the Water Plant is running really well. The guys have done a great job with it, and we’re still on course producing 450,000 gallons of water a day.”

**STREET DEPARTMENT: Update**

**General:** Superintendent Davidson reported, “We have been doing snow and ice removal, cleaning and servicing equipment, patching holes, and trimming some street trees.”

**Bridge – Maintenance:** Superintendent Davidson reported, “We patched the surface of the bridge at Kennebec and Osborne again.”

**STREET DEPARTMENT: Surface SPS10 Preparator (Grinder) with Option for Edger - Bids**

Superintendent Davidson reported, “Gina (City Clerk Kewley) and I opened bids February 26 for a walk-behind Surface Grinder (Preparator). We had two companies bid, CRAFCO out of Wichita and Smith Manufacturing out of Florida. We had \$9,000 budgeted for the grinder. CRAFCO came in at \$5,138.76; and I would like to request you to accept that bid, please.”

|                          | CRAFCO/PMSI<br>(North Wichita, KS) | DISSCO<br>(Denver, CO) | SMITH MANUFACTURING<br>(Pompano Beach, FL) |
|--------------------------|------------------------------------|------------------------|--|
| SPS10 Surface Preparator | n/a                                | n/a                    | \$4,814.82                                 |
| Plus Edger (optional)    | (\$525.20 inc. in total)           | n/a                    | \$1,375.00                                 |
| TOTAL BID                | <b>\$5,138.76</b>                  | n/a                    | <b>\$6,190.00</b>                          |
|                          | Delivery 5-7 days                  |                        | Delivery 7-10 days                         |

Mayor Luke, “What is the Council’s pleasure?” **Council Member Jasper stated, “I move to accept the bids presented for an SPS10 Surface Preparator with Option for Edger as bona fide.” Council Member Curtiss, “I second.”** Hearing no discussion, Mayor Luke called for a vote. **Motion unanimously carried, 6:0.**

Mayor Luke, “The first motion was to accept the bids as bona fide. We still need a motion to award the bid.” **Council Member Curtiss stated, “I move to accept the bid from CRAFCO for an SPS10 Deluxe Surface Preparator, with Option to buy an Edger Assembly for the SPS10, for the Street Department, not to exceed \$5,138.76, as being in the best interest of the City.” Council Member Jasper, “Second.”** Mayor Luke called for discussion. Council Member Curtiss, “And you had \$9,000 budgeted for this?” Superintendent Davidson, “That’s correct, yes.” **Hearing no further discussion, Mayor Luke called for a vote. Motion carried unanimously, 6:0.**

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**STREET DEPARTMENT: Hydraulic Breaker for 2017 Kubota Skidsteer - Bids**

Superintendent Davidson reported, "Gina (City Clerk Kewley) and I also opened bids for the Hydraulic Breaker for the Skidsteer on February 26. We had two companies bid on it. One was Victor L. Phillips out of Topeka, and the other one was Coleman Equipment out of Bonner Springs. Coleman Equipment came in \$633.00 under Victor L. Phillips. I request that we use Victor L. Phillips, even though their bid is higher, because we already have a Hydraulic Breaker at the Water Department. It is the same brand and we can keep parts; and they are about an hour closer in case we need service on it. We have \$8,500 budgeted for that piece of equipment."

|           |                                     |                            |  |
|-----------|-------------------------------------|----------------------------|--|
|           | Victor L. Phillips<br>(Topeka, Ks.) | Whit Star<br>(Topeka, Ks.) | Coleman Equipment<br>(Bonner Springs, Mo.) |
| TOTAL BID | <b>\$7,873.00</b>                   | n/a                        | <b>\$7,240.00</b>                          |
|           | Delivery 2-3 weeks                  |                            | Delivery 30 days                           |

**Council Member Curtiss, "I move to accept the bids presented for a Hydraulic Breaker as bona fide."**  
**Council Member Scothorn, "Second."** Mayor Luke called for discussion. Council Member Tschantz asked, "If we already have one, why are we getting another?" Superintendent Davidson, "The one that's on the backhoe is too big to get into some spots." Council Member Tschantz, "I didn't know it is on the backhoe." Superintendent Hawkins, "It is, and it is the same brand and it has the same parts as the one he is wanting, so that way we can keep the same parts in stock." Council Member Curtiss, "What will they use this for?" Superintendent Davidson, "Breaking concrete." Council Member Curtiss, "We will use that in Country Club Heights?" Superintendent Davidson, "In some places in Country Club Heights; more or less, it's going to be used up at The Meadows. We have some select concrete panels that we need to take out. That is the main reason for purchasing it." Mayor Luke, "We have a motion on the floor to accept the bids as bona fide. He called for a vote. Motion unanimously carried, 6:0."

Mayor Luke, "We now need to make a recommendation to award the bid." Council Member Jasper stated, "I move to accept the bid from Victor L. Phillips for a Hydraulic Breaker to connect to a 2017 Kubota SSV75HRC Skidsteer for the Street Department, not to exceed \$7,873.00, as being in the best interest of the City." Council Member Curtiss, "I second it." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Superintendent Davidson, "Thank you." Mayor Luke, "When do we expect these two items to be available?" The Surface Grinder deliver is expected in 5-7 days. The Hydraulic Breaker delivery is expected in 2-3 weeks.

**POLICE DEPARTMENT: Update**

**Burglary – The Medicine Shoppe: Update:** (Reference council 12-5-2018) Chief Jones reported, "I do have a little bit of an update on the Medicine Shoppe pharmacy burglaries. A couple weeks ago, Lindsborg's pharmacy got hit. Their surveillance cameras came up with a license plate. A trooper on I-70 with a license plate reader on his unit hit on that tag, made the stop, got two people and had enough to hold them and file charges in Lindsborg on them. One of our officers, Devin Haines, put a lot of work in on this. They were able to confirm, make a lot of collaborative decisions, and determine that one individual was the same individual that had entered the pharmacy here."

"Officer Haines worked with our new County Attorney (Wade Bowie) extensively. Since the County Attorney was in Detroit that weekend, this was over the phone and email. Our new County Attorney was able to generate a probable cause affidavit for an arrest warrant; and Judge Wine put a \$200,000 bond on the individual. He was in the process of signing the bond paperwork for the individual in Marion County when our papers got served to him, and the bondsman decided he no longer wanted to bond him out."

"KBI has gotten involved, and we actually have a meeting with KBI in Topeka on Friday. There are a number of counties and cities around the state that are going to be involved in this. Now it looks like we're going to agencies involved from Texas, Oklahoma, and Missouri because those guys were actually using rental cars to come up here making their loop, and they're out of Texas. The one we got just had his parole revoked out of Texas, and he's got history of doing this for a while. A lot of work by our officers; and I'm very pleased with the work that they all did. I'm very happy with Devin for having taken the lead on this last go-around."

**Cases:** Chief Jones said, "We've been working a lot of domestics, usual civil disputes and civil disturbances. We do have city court coming up a week from tomorrow."

**POLICE DEPARTMENT: Computerized Voice Stress Analyzer Project**

Chief Jones reported, "I've been working with the City Attorney and the County Attorney for a project on a truth verification system, called CVSA (Computerized Voice Stress Analyzer). The Sheriff's Office has had one for a number of years, and I've worked with people that have had these systems for a lot of years. It's very

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useful; and we've been wanting to do something like this. The County Attorney and the City Attorney have both agreed to co-fund this project out of Diversion Funds; it's about a \$5,000 project."

"The training to send the officer to go to the course to get certified is actually being hosted by the Platt County Sheriff's Office in Kansas City, Missouri. Since that is across the state line, I need to have permission to send an officer to out-of-state training; so before I can proceed in this, I need to have your permission to send that officer to out-of-state training. The officer I'm looking at doing this is Devin Haines. The training course is the last week of July."

**Council Member Lenard stated, "I move to approve Officer Haines to attend the out-of-state Computerized Voice Stress Analyzer training in Kansas City, Platt County, Missouri at the end of July, 2019." Council Member Hall, "I second it." Mayor Luke, "We have a motion and a second, is there any discussion?" Hearing none, he called for a vote. Motion unanimously carried, 6:0.**

**POLICE DEPARTMENT: Officer Resignation – Jay Szambecki / Advertise the Position**

**Resignation:** Chief Jones reported, "I received a letter of resignation from Officer Szambecki. He has been offered and has accepted a position with the Sheriff's Office. He's been with us about ten and a half years, and he's changing circuses."

**Advertise for a Police Officer:** Chief Jones, "I ask the Council for permission to begin advertising to find a replacement Patrol Officer; and we request that the position be listed as open until filled instead of trying to put a deadline or a date on it."

**Council Member Lenard stated, "I move to authorize Chief Jones to advertise for a Police Officer until the position is filled." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

Council Member Jasper stated, "Shout out to Jay and the ten years of service he put in with the City – an outstanding officer. I wish him the best." Chief Jones, "He's a very good officer. I'm very sorry to be losing him, but at least he's still going to be right down the street."

**PARKS DEPARTMENT: Update**

**General:** Parks Department personnel have been cleaning public buildings and restrooms; doing building and equipment maintenance; and doing quite a bit of snow removal.

**RV Parking Self-Pay Boxes – Kelley Park and Drake Park:** Superintendent Boyce provided a cost savings update, "We installed self-pay RV Parking boxes at Kelley Park and at the City Dam. The boxes cost \$2,145.00. In 2017, we collected \$1,980.00; and on 2018, \$2,310.00; so they're paying for themselves. I think we took a step forward there because City Hall personnel don't have to draw up the permit when somebody comes in to pay; the same with the Police Department. They're paying on the honor system, so it's a good deal."

**Washer and Dryer (used):** Superintendent Boyce reported, "We purchased a used washer and dryer from The Appliance Store. When I came in as a superintendent, I got to looking at the contract we had with, I think American Linen, for rugs for the 4-H Building and Kelley Hall and the mop heads and dust mops. We were paying \$100 a month. I bought ten rugs at \$26 each. I don't remember how many mop heads and dust mops I purchased, but they were under \$10 apiece; so they were roughly around \$100; so we will be money ahead. The washer and dryer will be used for washing the mop heads and dust mops. We have been taking them home and washing them - they make a heck of a mess in our washers and dryers. When Dorinda (Park Attendant Snyder) takes them home, she does fill out a bill for it; but still, she's not making money. I went ahead and purchased the machines, and we're getting water and stuff hooked up for them. I think it will definitely be a step forward."

**Grasshopper 900D-1.31 Mower:** Superintendent Boyce reported the new mower from Morigde Manufacturing, Inc. has been delivered; so they are just waiting for some good weather.

**FINANCE: Claims Ordinance & Payroll Ordinance**

|                      |         |    |            |
|----------------------|---------|----|------------|
| a. Claims Ordinance  | 2019-04 | \$ | 97,033.53  |
| b. Payroll Ordinance | 2019-05 | \$ | 82,894.58  |
|                      | TOTAL   | \$ | 179,928.11 |

**CLAIMS 2019-04:** Council Member Hall moved to approve City of Burlington Claims Ordinance 2019-04 for the amount of \$97,033.53 for payment of city bills. Council Member Lenard gave the second. Deputy City Clerk Brown said, "We have payments tonight for the Polymer System upgrades and equipment for the Water Treatment Plant. The Claims Ordinance is a total of all the smaller bills added together." **Hearing no additional discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2019-04 passed unanimously, 6:0."**

**PAYROLL 2019-05:** Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2019-05 in the amount of \$82,894.58, as presented. Council Member Scothorn gave the second. **Hearing no discussion, Mayor Luke instructed Deputy City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, Payroll Ordinance 2019-05 passed unanimously, 6:0.**

**FINANCE: Personnel - Employees Salary & Consumer Price Index Recommendation**

Mayor Luke, "On the CPI information, we went through the information at the Finance meeting, the number is 1.3%. We used the same base (Bureau of Labor Statistics, Department of Labor) that we've used before. In fact, it was just the week before the meeting that it was actually published. At this time, I would accept a motion to approve the Consumer Price Index increase for employees, effective April 13<sup>th</sup> at 1.3%." (continued)

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Council Member Lenard stated, "I make a recommendation to approve a 1.3% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 13, 2019, and to adjust the wage band." Council Member Hall, "Second." Mayor Luke called for discussion.

Council Member Jasper asked, "Are we keeping up with what everybody around here does? Does everybody use the same CPI?" Mayor Luke, "They are supposed to. If they wait until after the new date it's published in 2018, it will be the same for every community. If they pull it before that's published, they'll be in last year's number; so it's whenever they pull their number. It's for the year." Council Member Scothorn, "So, we're keeping up with the various cities and counties around here?" Mayor Luke, "Yes."

Council Member Lenard, "I think for your point of understanding, when we do go out and talk to other cities about what index they're using and their timing of it, too." Council Member Jasper, "The paper (Coffey County Republican) today said that the County is at 1.5%, what's the difference – why do they get 1.5?" Mayor Luke, "They may pull from a different base." Council Member Lenard, "That's where comparing the indexes, J.J. would tell us, the variance." Mark Petterson (New Strawn Mayor) said, "They had 1.3, they just decided they were going to go 1.5." Council Member Jasper, "So, can we decide as a council to go 1.5?" Mayor Luke, "We can decide whatever you guys want to do; but we've used that base consistently for the last twenty years." Council Member Jasper, "And it seems like we're consistently behind the County – just in previous history."

Mayor Luke, "Whatever is your pleasure." Council Member Jasper, "I want to propose 1.5%." Council Member Curtiss, "Don't we have to vote on this motion first?" Mayor Luke, "We can either vote on it or we can amend it to 1.5% versus 1.3%." Chief Jones, "The maker of the motion and the second can also withdraw." Mayor Luke, "Yes."

Council Member Scothorn, "How much does the .2% make a difference in our budget? I mean, I'd be for the 1.5%, but if the County is jumping ahead of us...." Council Member Lenard, "Remember that on the bands it changes what the (wage) range is - we still have leverage to pull from." Mayor Luke, "The changes at the top end of year pay bands have nothing to do with merit increases." Chief Jones, "Just rough numbers on \$1,000.00, the difference would be either \$13.00 (for 1.3%) or \$15.00 (for 1.5%)." Council Member Curtiss, "On \$1,000.00, it would be a \$2.00 difference." Mayor Luke, "We have an annual salary at \$2.00 per \$1,000 would be about \$82,000 every two weeks in pay; so take \$82,000 x 26 x \$2.00. At 1.3%, it was \$25,000."

Council Member Lenard, "I am going to stand by my motion; and ask that we vote on it; and then we'll go appropriately from there." The motion is: ***Council Member Lenard stated, "I make a recommendation to approve a 1.3% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 13, 2019, and to adjust the wage band." Council Member Hall, "Second."*** Mayor Luke, "We have a motion on the floor and we have a second." He called for a vote by show of hands. ***Council Members Lenard, Hall, and Curtiss voted 'Yea'; Council Members Jasper, Scothorn, and Tschantz voted 'Nay'. With a Council vote of 3:3, Mayor Luke said, "Motion passes."***

**PLANNING & ZONING: Update**

**City Boundary Map Updating:** Zoning Clerk Hugunin, "I have been working on getting Burlington's annexations updated on the boundary map. The State requires it to be in digital format, which is not quite working. When I submit it, it wants me to annex the whole county; and I don't think we want to do that."

**415 S. 6<sup>th</sup> St. (Theda Darnell) Demolition:** Zoning Clerk Hugunin, "I've been getting everything ready for going out for bids on the demolition process for 415 S. 6<sup>th</sup>."

**Nuisance Properties with Dangerous Structures:** Zoning Clerk Hugunin reported, "Gina (City Clerk Kewley) and I drove around town the other day. We've got more properties we're looking at sending letters out to the property owners. We have a letter going out tomorrow for a trailer house at the trailer park (River Bend) over by the City Dam, on getting that removed."

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

**RESOLUTION 2019-02, Salaries/CPI/Work Plan & Evaluation Guideline**

Mayor Luke, "We have Resolution 2019-02, which is the resolution to implement the motion we just passed on the CPI."

***Council Member Lenard made the motion, to adopt, as presented, Resolution 2019-02, Providing For and Fixing Salaries and Compensations of Officers and Employees of the City of Burlington, Kansas pursuant to the Personnel Policies and Guidelines Established by the City of Burlington, Kansas in 1996, including Exhibit "A", Wage and Salary Schedule, and Exhibit "B", Employee Annual Work Plan & Evaluation Guideline." Council Member Hall, "I'll second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.***

**LEGAL DEPARTMENT: Update**

Deputy City Clerk Brown read City Attorney Robrahn's report.

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**Proposed Ordinance 862, Regulating CMB & Beer with Not more than 6% Alcohol Content:** Attorney Robrahn wrote: “We have been working on the new Cereal Malt Beverage Ordinance that the State of Kansas mandates must be in effect as of April 1, 2019. This new Ordinance will replace Chapter III of our current City Code. The main reason for this change is for the new state law allowing businesses, such as grocery stores, to sell cereal malt beverages and beer up to no more than 6% alcohol. Susan Stroh (Administrative Assistant) has worked extensively on this ordinance, along with cross-referencing other codes and ordinances that govern this topic but are not under Chapter III of the City Code. Between Susan and myself, we have made at least four calls to the Kansas League of Municipalities to get advice on different sections of this new ordinance so that the generic model ordinance from the League of Municipalities would fit into our particular situation in Burlington. The new Ordinance will need to be passed and approved no later than our meeting of March 20, 2019 so that it can be in effect by the required date of April 1, 2019.”

**Municipal Court:** Attorney Robrahn wrote: “I visited with Philip Wright, our Assistant City Attorney, and he indicates that the domestic cases have finally stabilized. Up to this time, there has been a continued rise in such cases. Petty theft was rising at the end of 2018, but now seems to be tapering off. There had been more trials later in 2018 than usual. Overall, everything is currently running smooth with the Municipal Court.”

**CITY CLERK: Update**

Deputy City Clerk Brown presented City Clerk Kewley’s report.

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

**Delinquent Utility Accounts sent to Kansas Set-Off:** For February, we will be sending \$2,453.96 in delinquent utility accounts to the Kansas Set-Off Program for collection.

**Street Department Equipment Bid Openings:** City Clerk Kewley participated in the Street Department’s two bid openings on February 26<sup>th</sup> for the Hydraulic Breaker and the SPS10 Surface Preparator.

**Finance Committee Meeting:** City Clerk Kewley attended the finance meeting on Thursday, February 28<sup>th</sup>.

**Employee Evaluations and Work Plans:** City Clerk Kewley provided a reminder to Department Heads that employee evaluations and work plans need to be completed by March 20<sup>th</sup>, and the same for committee members for Superintendents.

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

**REPORT BY CITY OFFICERS: Snow Removal**

Council Member Tschantz, “I think the Street Department did a fine job of snow removal this last time around. I commend you guys. You did a good job.” Superintendent Davidson, “Thank you. I appreciate that, and I’ll pass it along to the guys.”

**MAYOR’S COMMENTS: Kansas Municipal Energy Agency - Appoint Director #1**

Mayor Luke, “It’s that time of year that we need to make the appointment for the #1 Director position for the Board of Directors for the KMEA, and I would accept a motion to appoint Electric Superintendent Alan Schneider as Burlington’s Director #1 to the KMEA Board of Directors.”

***Council Member Lenard made the motion to move to appoint Electric Superintendent Alan Schneider as Burlington's Director #1 to the Kansas Municipal Energy. Agency Board of Directors, to serve a two-year term from May 1, 2019 to April 30, 2021." Council Member Curtiss, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.***

**MAYOR’S COMMENTS: Evaluations**

Mayor Luke, “I want to remind you, just as Gina (City Clerk Kewley) did, Committee Chairs, make sure you get your evaluations done for Department Heads. They are to be completed and to Gina on the 18<sup>th</sup> so things will be ready for the council meeting on the 20<sup>th</sup>. Department Heads, make sure you get those employees that are in the evaluation process taken care of and done, also. It’s an important piece of everybody’s life.”

**FUTURE AGENDA ITEMS:**

|  |  |
|--|--|
| <b>GENERAL:</b> City Debt - How to fund projects<br>Promote Businesses/Economic Development-Revitalization<br>Expense Tracking on Projects   | GAAP - Infrastructure Capitalization<br>City/County Grant Funds – Discussion on Matched Funding<br>Employee Evaluations/Work Plans   |
| <b>ELECTRIC DEPARTMENT:</b> Power Pant - Additional Generation   | Christmas Lights/Decorations – Change to LED Lights  |
| <b>PARKS DEPARTMENT:</b> Events in Parks (Updates)   | Kelley Park Light Poles – Repair/Replace (also see Legal)<br>City Dam - West Wall Repair – Engineering Services Proposals  |
| <b>LEGAL DEPARTMENT:</b> Municipal Court<br>Misc. Legal - Documents, Cases, Contracts, etc.<br>Cereal Malt Beverage & Beer Ordinance   | Park Agreements:<br>1) Agr of 12-2018 - City & Rec. Com. – Review in Spring 2019<br>2) Form a Committee – Review and Update Park Contracts   |
| <b>PLANNING AND ZONING</b> Industrial Park Lots for Sale, etc.<br>Work with NexTech and City Departments to improve Cyber Security<br>Nuisance Structure & Properties: Work with PD<br>Old Equipment & Misc. – Sell on purplewave.com<br>F.I.R.M. Floodplain Map Changes – Updates<br>Burlington Corporate Boundary Updates on Map (Work with State) | Quarterly Construction Valuation Report<br>Prepare Easements for any City-owned property without one<br>City Hall - Awning Replacement (switch to metal)<br>Permits - Building/Zoning/etc.<br>415 S. 6 <sup>th</sup> (Theda Darnell Property) – Demolition-Hire Contractor<br>Addition Nuisance Structures for Possible Condemn/Demolish |
| <b>POLICE DEPARTMENT</b> Nuisances (Work with Zoning Clerk)<br>Voice Stress Analyzer Project   | Department Activities and Cases<br>Advertise to Hire a Police Officer  |

**[7] CONTINUATION: March 6, 2019 Burlington City Council Regular Session**

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|--|---|---|
| <b>STREET DEPARTMENT:</b> Sidewalk Repairs on City Rights-of-Way                             |   | Pavement Management System/Asset Management System                |
| Concrete Street Repairs/Free State Ct. Replacement/Repair                                    |   | Street improvement Plan, Paving Gravel Streets, Crack Filling,    |
| Excess Hot-Mix from APAC Litigation/Redo S 3 <sup>rd</sup> St. Municipal Parking Lot in 2019 |   | Street Improvement Projects – 6 <sup>th</sup> & Alleghany Project |
| Preparator/Grinder (SPS10) w/Option for Edger Assembly – Delivery Update                     |   | Skid Steer Hydraulic Breaker – Delivery Update                    |
| Grinder – Policy to rent with use of operator to businesses                                  |   |   |
| <b>WATER &amp; WASTEWATER DEPARTMENT:</b>  |   | Sewer Lagoons - Analysis (KRWA/funds for dredging)                |
| TTHMs - KDHE Survey Updates  | 6 <sup>th</sup> and Alleghany Waterline Project | Sewer Lagoon Maintenance/Updates                                  |
| Personnel – Hiring a W/W Non-Cert. Operator  | Storage Building for Dirt                       | Polymer System Upgrades   |

Mayor Luke declared the meeting adjourned.

Approved by the Governing Body and signed by Anne C. Brown, Deputy City Clerk

**\*\*COUNCIL APPROVED\*\***