

BURLINGTON CITY COUNCIL REGULAR SESSION 4-17-2019

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, April 17, 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) Richard Mason (St. Foreman)

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: Jay Hale

AGENDA: *Council Member Curtiss, "I move to approve the agenda as modified." Council Member Tschantz, "Second." Motion unanimously carried, 4:0.*

MINUTES 4/3/2019: *Council Member Hall, "I move to approve the draft minutes of April 3, 2019 as presented." Council Member Curtiss, "Second." Motion unanimously carried, 4:0.*

PUBLIC COMMENTS: There were none.

APPOINTMENTS: Gene Merry, Burlington Commercial Club Crap Fare Street Closing 6-8-2019

Gene Merry addressed Council, "I'm just asking for 3rd Street to be closed for the third annual Crap Fare. Block off from the north side of Neosho up to Miami Street. We clean up everything afterwards and it goes to the COF thrift store in Ottawa. Everybody gets rid of their junk, it goes in the truck, and we don't have a mess downtown. The deal will be from 8 o'clock to 1 o'clock, with the street closed at 7 o'clock to 1 o'clock. We'll ask for barriers for that."

Council Member Curtiss stated, "I move to approve Gene Merry's request to close N. 3rd Street between Neosho and Miami, and possibly a half block east and west on Hudson Street, for the Burlington Commercial Club's annual Crap Fare (Flea Market) on Saturday, June 8, 2019 between 7 a.m. and 1 p.m.; with the stipulation they will clean up the entire area right after the event." Council Member Hall, "I'll second." Gene Merry said that they would like to keep the half block east and west of Hudson Street in case they need it for parking. **Hearing no further discussion, Mayor Luke called for a vote. He then declared the motion unanimously carried, 4:0.**

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been doing line locates, customer service requests.

System Upgrades – Down Guys: Superintendent Schneider, "Some system upgrade repairs the men have been doing are changing some power poles and changing out some down guys. They have also been converting some street lights to LEDs. We'll continue to work on that until the project is completed."

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Superintendent Schneider reported, "The men at the Power Plant have been performing routine duties, equipment repair and maintenance. It's been fairly calm over there. We did start spraying substations for weed control."

EIA Reports: All of the Energy Information Agency reports have been completed and submitted for the 2018 reporting.

Rotary Club: Superintendent Schneider said, "I have been asked to attend Rotary Club tomorrow and do a presentation on the Electric Department; so, I'll be going to their meeting tomorrow."

WATER AND WASTEWATER: Distribution Update

General: Superintendent Hawkins said, "Everything has been pretty normal lately. Personnel have been doing normal duties, line locates, work orders, meter rereads, customer concerns."

Water Meters & Pits: Water personnel have been putting in new water meters; and fixing meters.

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Water Outside City Limits – Wayde Thomsen for 1057 Lynx Terrace: Superintendent Hawkins stated, “I want to thank Sue (Administrative Assistant Stroh) for helping us with the waterline extension for Wayde (and Cecilia) Thomsen. We’ve been working with Wayde and the gentleman who is going to lease the property from him. We’re going to run a waterline extension out past Mr. Hoch’s house going back down 10th Road and then back down Lynx Terrace - in Mike Schmidt’s area. We are going through the motions to go through the County to get the permission to go out and get that done; and Sue’s been very helpful with that, and I appreciate her for that. *(Before we can proceed, we need to apply for a Coffey County Highway Department – Road Permit, pay the fee of \$100, and wait for the County Commission to approve it. The applicants also need to complete [with notarized signature(s)]the City’s ‘Application for an Application and Permit for Water Service Outside the Corporate Limits of the City of Burlington, Kansas and Related Petition and Consent to Annexation and Covenants’; pay for the meter and any additional fees, such as Register of Deeds recording fees’, and sign the letter of agreement for payment of all expenses incurred for the project within thirty days of completion.)*”

Sewer Pump Station #3 (LS#3): Superintendent Hawkins reported, “We’ve been pulling Pump Station #3 (on S. 10th Street). We’re getting rags, towels, mop heads. I’m not understanding why people are flushing this stuff down there, but they have.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

General: Superintendent Hawkins said, “The Water Treatment Plant is running good – doing really good, actually; and I’ve got to say, the morale has been really good in my department. I just want to thank my guys for that because we’ve been working really hard and things have been good.”

Polymer System Update (cost-savings): Superintendent Hawkins said, “The Mayor asked last meeting about the polymer, and I didn’t really get into it because we’ve been doing a lot of intense testing, checking, looking; so before I wanted to just throw numbers out, I want to put down and go through the cost savings that we’ve been seeing with the new polymer. Understanding that with the seasons to come, we are on a good path right now. Right now we can see close to \$14,000 cost savings on chemicals this year at the rate that it’s going. So, it’s got the guys excited. It’s making the Plant a little easier for the guys to run; plus our backwash water has been a lot less. The guys are on this – and I’m not going to stop – with ‘hey, let’s see if we can get some more filter run time. That will help us in the end run with not wasting so much backwash water, which will in turn give us more revenue. I have really got to give my guys KUDOS, because their morale has been very very good; and I’m very thankful for those guys.”

Turbidity Spikes & Analyzer Problems / Abandon HACH Contracts (cost-savings): Superintendent Hawkins, “On another cost savings; I am working with Shane Newland (Shane Newland Repair) on a situation we had a couple of weeks ago. We don’t know what happened. Something came down the river, don’t know for sure what it was, but it caused our turbidities to spike; and at the same time one of our analyzer bulbs cracked. We had to call Shane in on a Sunday; and we spent a lot of time over the weekend on that. Shane got it fixed.”

“I am working with Shane, also, with replacement of some of the analyzers because HACH has been a company that has basically monopolized with water treatment. We’re trying to get away from that monopolization because the customer service is continually deteriorating, and their contracts are getting much higher every year – they’re approaching \$9,000. We have just recently abandoned those contracts; so that’s a \$9,000 contract fee that we’re no longer going to have with HACH. With the cost-savings we’re getting with Shane, and replacement of those, that’s going to be another huge savings for us this year. Things are really looking up, and we’re real excited about it.”

STREET DEPARTMENT: Update

Richard Mason, Street Foreman, provided the Street update in Superintendent Mark Davidson’s absence.

General: Foreman Mason said, “Mark started redoing the roads for the 2019 street improvements. We’ve been fixing driveways on Garrettson Street, working on quite a few alleys from all the rain softening them up and potholes occurring. We’ve been working in Mount Hope Cemetery a little as time permits between the rains. We’ve been cleaning out our water way at 10th and DesMoines.”

SPS10 Deluxe Surface Perparator Delivered: The Street Department took delivery of their concrete grinder from CRAFCO.

2018 Gutter Project - Update: Foreman Mason said, “Burlington Construction finished Penobscot on the layback curb & gutter they are doing there. Both sides of Penobscot are done, and they poured one side of Merrimac today. They are moving right along and are making good progress.”

Items for purplewave.com auction: Foreman Mason reported, “We gathered together items for the purplewave.com auction and got that list to Jimmy today.”

STREET DEPARTMENT: Sidewalk Replacement Cost-Share, Jeanne Mancuso for 216 LaMoille

Foreman Mason reported, “Jeanne Mancuso requested a cost-share sidewalk replacement for 216 LaMoille. I went over and looked at it. It’s broken up, cracked. The only thing was that I measured 36 linear feet and she had 39 on her original application, so that has been corrected. It looked like it meets the criteria.” Mayor Luke, “Are you going to do the five feet width?” They will.

Council Member Hall stated, “I move to approve Sidewalk Cost-Share Application 2019-01, Jeanne Mancuso’s Sidewalk at 216 LaMoille.” Council Member Jasper, “Second.” Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

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POLICE DEPARTMENT: Update

General: Chief Jones reported, "It's been pretty much normal calls for us. We're still catching a bunch of domestics and a bunch of juvenile calls."

Vacant Police Officer Positions – Update: Chief Jones reported, "We did interviews last week. Tom Tschantz and Lewis Lenard (Council Members), Devin Haines & Randy Stuart (Police Officers), and I interviewed three applicants last Wednesday. They have been invited back. All three of them have done their psychological assessment, which has to be done before we can make a job offer. Two of them have schedules that permitted them to do ride-alongs with the duty officer Monday evening and Tuesday evening – just an informal get-to-know-you type of thing. If timing works out, hopefully, I will have a recommendation by the next meeting of Council on the first of May."

Municipal Court: Chief Jones said, "City court was on the second Thursday (April 11th). I think we might have set a record for getting out of there quick. It went very smoothly."

Jersey Barriers (portable barricades): One thing Richard (Street Foreman Mason) didn't mention is that working through Emergency Management, we came up with those Jersey Barriers. They're K rails, heavy duty plastic about six feet long and about forty-two inches tall. You can fill them with water. We got twenty-four of those. Richard went to Manhattan and picked them up and brought them back to Burlington. We got those at no cost through Homeland Security. They're available for us to use on a daily basis, if we need to use them for any reason. They need to be listed in our inventory. If something does come up – some other agency or city needs portable barricades for any reason, we're one of the places they will call to see if we have any available. If they are available, it's fine; if they aren't, that's fine too. That was a pretty good deal."

Nuisances: Chief Jones reported, "I went around with Jimmy (Zoning Clerk Hugunin) this week and spread some hate and discontent on Alleghany Street." Council Member Curtiss, "Have they started to do anything about it?" Chief Jones, "Absolutely. They've made significant progress. Jimmy found out why I don't get to carry a Taser."

PARKS DEPARTMENT: Update

General: Parks Department personnel have been cleaning public buildings and restrooms; mowing, weedeating, and spraying – that's been the majority of our time; building and equipment maintenance.

Seasonal Water: Superintendent Boyce reported, "We have turned the water on in all the seasonal bathrooms and have opened them. Both RV parks are open – the water is on."

Recreation Commission - Jones Park and Kelley Park Agreement (Update): (Reference Council 12-5-2019 forward.) Superintendent Boyce reported, "Reviewed the contract that's going through for the Rec Center (Recreation Commission). Do we have another group meeting on that or...?" Mayor Luke, "Tom (Attorney Robrahn) gave me the final draft today. I'll get that out to everybody, and then I will also send it to Hoyt (Kent) to get it to their Attorney for review." City Clerk Kewley, "Okay. Are any of the Superintendents going to get together and go over it? I think there were some concerns." Mayor Luke, "I gave it to Streets, Parks, Electric, and Water on the initial draft; and the only one that came back with basic input was Kevin Boyce (Parks). We then gave that to Tom to put together. We can meet with everybody if you choose." City Clerk Kewley, "I thought that was what we were going to do." Council Member Curtiss, "I think that would be a good idea to let them see before it's okayed. Don't you think?" Mayor Luke, "We aren't going to okay it until after the Rec Center (Commission) does."

City Clerk Kewley explained, "When we first started this, the Superintendents were going to sit down and have a meeting and go over concerns each one has on sewer lines, electric lines, whose responsible for what. I know there are some concerns on the project for the infrastructure of who's responsible, because the contract doesn't really say who is responsible." Council Member Jasper, "So, we should probably do this so we get it right the first time around." Mayor Luke, "When do you want to have the meeting?" Council Member Jasper, "Is there a time schedule when this contract has to be done?" Mayor Luke, "No. I mean, it hasn't been in place since 1986." City Clerk Kewley, "There is a reason why – because nobody could agree. That's why we need to have a meeting." Council Member Curtiss, "And that's what I understood was going to happen." Mayor Luke, "Let's look at Tuesday, April 30th at 9:00 a.m., next (303 Neosho)."

City Beatification Project – Flower Planting: Council Member Curtiss asked, "When do we plant flowers?" Superintendent Boyce said they will meet at Caboose Park, Wednesday, May 8th, at 5 p.m."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2019-07	\$	328,035.70
b. Payroll Ordinance	2019-08	\$	82,027.06
	TOTAL	\$	410,062.76

CLAIMS 2019-07: Council Member Tschantz moved to approve City of Burlington Claims Ordinance 2019-07 for the amount of \$328,035.70 for payment of city bills. Council Member Hall gave the second. City

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Clerk Kewley said, “We have payments tonight for Core & Main, \$30,070.00; Kansas Power Pool, \$169,005.73; and Victor L. Phillips Company, \$7,873.00.” **Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2019-07 passed unanimously, 4:0.”**

PAYROLL 2019-08: Council Member Hall moved to approve City of Burlington Payroll Ordinance 2019-08 in the amount of \$82,027.06, as presented. Council Member Jasper 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, Payroll Ordinance 2019-08 passed unanimously, 4:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin has been doing normal duties.

Server for City Hall: Zoning Clerk Hugunin reported, “I am working on getting quotes for a new server for City Hall. The server we have here is old enough that it is going to be unsupported by Microsoft; so we want to get that done before we lose our support on it.”

Sell Unused/Unneeded Items on purplewave.com: Zoning Clerk Hugunin, “I have been working on getting ready for the auction on purplewave.com. They should be here next week, hopefully, to start taking photos and start getting everything listed.”

Nuisances – General: Zoning Clerk Hugunin, “As Chief Jones said, we went around serving letters to several nuisance properties. If you drive down Alleghany, you can tell they have made a lot of progress. There were a couple of people that weren’t home – we went by two or three times that same day, so we’re going to mail their letters – certified and registered.”

Nuisance – Matt Barret’s Trailer Park: Zoning Clerk Hugunin said, “Matt Barrett has made a lot of progress with the owner of the nuisance trailer. They are now working with the trailer owner and the Coffey County Housing Authority to get the Coffey County Landfill fees waived for that trailer. Matt is also getting bids at this time to get somebody to demolish and remove/haul off the trailer. That has been the process. I don’t know what the timeframe is going to be on that – Matt wants it completed quickly.”

Nuisance - Darnell Property, 415 S. 6th St.: Zoning Clerk Hugunin reported, “I’m getting a list of contractors for demolition and removal of the nuisance structure on the Darnell Property. I’ll be getting the bid letters (Invitations to Bid) out this week.”

F.I.R.M. Flood Plain Mapping Updates: Zoning Clerk Hugunin explained, “They’re going to have the Flood Plain Open House meeting on May 16 at the 4-H Building from 2 p.m. to 7 p.m. I’ll have it posted on the webpage and on Facebook. It will also be in the newspaper, and it’s been shared. The County has sent out letters to everyone that is affected – that is in the Flood Plain, that could be removed from the Flood Plain. I think that’s causing some confusion as to why they might be getting a letter if they are already in the Flood Plain.” So, I’ve been looking at and gave you a copy of Country Club Heights. That is our only affected area. I couldn’t get it to print the whole map (of town), but we are losing a lot of property out of the Flood Plain all through town – they are being removed. A good example is the Plaza Theatre building – a lot of everything west of Highway 75 (4th Street) is getting removed from the Flood Plain, right down town; and a little down this way – Strawders & Daughters (201 Neosho); and up on the north end where the water flows through. We’re getting a lot of properties removed from the Flood Plain.”

“The biggest addition to the Flood Plain is Country Club Heights (proposed Flood Plain change map). I recommend that we only send letters to property owners in Country Club Heights, and not have confusion; but it’s whatever you guys would like me to do. If you want me to sent letters to everybody – I think there’s close to 300. We’re getting it out there in different avenues, but I don’t know how you want me to do it.”

Council Member Jasper, “We don’t really know anything until after the hearing for sure, then?” Zoning Clerk Hugunin, “This isn’t even a hearing. It’s just a public meeting to go over the possibilities. Everything on that map right now is just projected – that doesn’t mean everything in Country Club Heights is going to stay on there; but that’s what they’re going to talk about. I’ve already received some phone calls and some visits in my office with people upset about the way the map looks now. Anybody can look at the map.”

City Clerk Kewley stated, “I recommended to Jimmy (Zoning Clerk Hugunin) that he give you the information so you can decide if you want to send letters to everybody or only to those who own property in Country Club Heights. He is concerned about people having issues because they are confused by it. They are out of the Flood Plain, and then get a letter about a meeting, and they get worried. It’s whatever you want. We can send the 300 letters versus sending only to Country Club Heights.” Zoning Clerk Hugunin, “I think for Country Club Heights, we would be looking at sending thirty-nine letters.” Mayor Luke thought there are 14 houses, and some were already there. Zoning Clerk Hugunin, “I’m just counting the new ones in Country Club Heights.”

Council Member Curtiss, “Is it causing you lots of problems with the people coming in?” Zoning Clerk Hugunin, “It’s not, but I see we have the potential to do that if we send out letters to everyone; so I think we’d be better off to send them only to Country Club Heights.” Council Member Curtiss, “I think if they have a concern, they need to come to the meeting (the Open House).” Zoning Clerk Hugunin, “Right; and that’s what the letters are about, because they’re affected – Country Club Heights is our biggest affected area. Everybody else in town is either getting out of the Flood Plain or they know they’re in it already.” City Clerk Kewley, “The County is sending a letter to everyone. I got one out where I live.” Mayor Luke, “I’ve got one on my farm in Waverly.” (continued)

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Council Member Curtiss, “Well, do you think it needs to be sent out to everybody?” City Clerk Kewley, “I was going on what Jimmy recommended.” Zoning Clerk Hugunin, “If you want me to send them, I’ll send them. I have a letter ready that could go out to everybody.” City Clerk Kewley reminded Council, “You’re going to have people come up to you about why they got the letter; and you will need to be able to explain it to them.” Council Member Tschantz, “Is this just for the people at Country Club Heights?” City Clerk Kewley, “They are the people that will be affected.” Zoning Clerk Hugunin, “The newly affected people, yes. If you’re a property owner and are just now getting into the Flood Plain, it’s going to be those people at Country Club Heights. Everybody else is either left in, or is moved out.” Zoning Clerk Hugunin, “Yes, and right now they know whether they’re in or not.” Council Member Hall, “Maybe you just need to send the letter to the people in Country Club Heights.” Zoning Clerk Hugunin, “Okay.” Mayor Luke, “I would send one to everybody in Country Club Heights – there are 39 (properties) because that way, if one neighbor talks to the next neighbor – you got one and I didn’t...” Council Member Curtiss, “Then they can all go talk to the Mayor. That solves that problem.” Mayor Luke, “Yes. I’ll get the letter, too.” Zoning Clerk Hugunin, “Okay, I’ll send the letter to everybody in Country Club Heights.”

PLANNING & ZONING: Occupancy Permit

Occupancy Permit #2019-001, The Getting Place, 204 S. 4th (Donna Stewart): Council Member Curtiss asked, “What is The Getting Place?” Zoning Clerk Hugunin, “I’m not sure what they’re going to sell. I know it’s a new business going in where the old Radio Shack and then Sheepdog Firearms was on South 4th Street. I heard its antiques and trinkets.” Mayor Luke, “She used to have the Red Barn in New Strawn.”

Surprise Me Cakery, 101 N. 3rd, Tonya Riley: Council Member Curtiss inquired what business is where Everything’s Fabulous was at 101 N. 3rd Street. It is Surprise Me Cakery.

OTHER COMMITTEE OR COUNCIL BUSINESS: Business Appreciation & Employee Picnics

Mayor Luke requested a motion to set the dates for the Business Appreciation and Employee Appreciation Picnics. ***Council Member Jasper stated, “I move to schedule the 2019 Business Appreciation Picnic for Friday, June 7th, and the Employee Appreciation Picnic for Monday June 10th, with both picnics being from 11 a.m. to 1 p.m. at Kelley Park.” Council Member Curtiss, “I second it.” Mayor Luke called for discussion.*** He said, “My only comment is when you see business owners, talk it up because last year and the year before, we have been having less and less people showing up for the Business Appreciation Picnic. So if you’re in one of the businesses, let them know ‘Hey, we’d really like for you to show up’, because we’re getting less and less attendance each year. If we don’t start getting better attendance, we’ll just not hold it. Last year, I think we probably had over two-thirds of what we purchased leftover.” City Clerk Kewley, “If we don’t order enough food, we may run out. We’re kind of in a catch 22 there. We do use what’s left over for the Employee Picnic, and we’ve been using some of it for the Employee Benefits Meeting.” **Hearing no further discussion, Mayor Luke called for a vote on the motion. Motion unanimously carried, 4:0.**

PERMITS: Building Permits issued by Zoning Clerk Hugunin: None

LEGAL DEPARTMENT:

Kelley Park and Jones Park Agreement Update: Attorney Robrahn said, “I have been working on the U.S.D. #244 Recreation Commission agreement with the City of Burlington for Kelley Park and Jones Park.

Road Easement: Attorney Robrahn has been working on an ingress/egress road easement for the City.

CITY CLERK: Update

General: City Hall Staff have been busy preparing meter readings. They have also been preparing work orders, vouchers for bill paying, payroll, and council meeting minutes.

Personnel – W/W Department Interviews: City Clerk Kewley participated in the interviews of applicants for the Water/Wastewater Non-certified Operator on Friday, April 5th.

Financials: The first quarter financials for 2019 were handed out.

Budget 2020 Preparations: City Clerk Kewley will be working with the Superintendents next month on line items in preparation of the 2020 Budget.

Hosting League of Kansas Municipalities Events in the Fall: City Clerk Kewley informed Council, “Coming in the future through the League, we got a heads up for two events for the Governing Body to attend if they would like to.” The events are a Kansas Open Meetings Act and Kansas Open Records Act Class; and the other is League of Kansas Municipalities Regional Supper.”

- 1) **KOMA/KORA Class:** City Clerk Kewley reported, “We will be hosting through the League a KOMA and KORA class on August 16th from 10 a.m. to 2 p.m. at Kelley Hall, and lunch will be provided. It is for governing body members. It would also be a good class for superintendents and city attorney. The League asked that we would host that meeting, so we are doing that. You are welcome to come.” Mayor Luke, “There will also be other municipalities there.”

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- 2) **League Regional Supper:** City Clerk Kewley said, “Also, we are going to host through the League a Regional Supper on November 14th.”

City Clerk Kewley, “We have reserved both events in Kelley Hall. We will have more information later. I do believe they’re going to have between twenty to forty people at the KOMA/KORA Class.” Mayor Luke said, “Sixty to eighty is the usual attendance at the Regional Dinners; and the Regional Dinner would also have legislative people present – normally Eric Smith and/or Bruce Givens would be there, and possibly the State Representative for Jerry Moran and for Steve Watkins. Normally, they are present. The Dinner is normally in the evening, starting at 6 o’clock.”

Audit of 2018: City Clerk Kewley informed Council, “The auditors (Mize Houser & Company) contacted us last week, and they have moved the date they will be onsite from May 8th to May 9th.”

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

REPORT BY CITY OFFICERS: None

MAYOR’S COMMENT(S):

Mayor Luke, “There’s been some discussion at some of our meetings – things like succession planning and different things. What we’re going to do is start the first of June so we can get things put together is each meeting cover one item, and just go through the six or eight items that everybody has a potential question for on everything from employee evaluations to succession planning. I think there were six that Lewis (Council Member Lenard) and I talked about; and they’re not going to be lengthy discussion – it’s going to be fifteen minute to thirty minutes at the most.” City Clerk Kewley asked the Mayor if he knew what the six are. Mayor Luke said he will get that email forwarded to her and the Council Members.

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Promote Businesses/Economic Development-Revitalization Expense Tracking on Projects LKM KOMA/KORA Class (Host in August 2019) LKM Regional Supper (Host in November 2019) Election 2019 – Mayor and Council All Wards, Position 1	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Advertise to Hire an Administrative Assistant Mayor’s Annual Appointments Council Discussions on Evaluations, Succession Planning, etc.
ELECTRIC DEPARTMENT: Power Pant - Additional Generation Squirrel Prevention - Update	Christmas Lights/Decorations – Change to LED Lights Light Poles - LED Replacement Project
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. – <i>Review in Spring 2019</i> 2) 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 F.I.R.M. Floodplain Map Changes – Updates Burlington Corporate Boundary Updates on Map (Work with State) Barrett Trailer Park – Nuisance Trailer Arbor Day Celebration 2019 Auction on purplewave.com (unused/unneeded items)	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) – Demolition-Hire Contractor Addition Nuisance Structures for Possible Condemn/Demolish Spring Cleanup/Brush Pickup
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases Advertise to Hire a Police Officers
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) - Policy to rent with use of operator to businesses Complete Street Improvements 2018 Asphalt Project	Pavement Management System/Asset Management System Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvement Projects – 6 th & Alleghany Project Crap Fair: Provide Barriers Street Improvements 2019 Asphalt
WATER & WASTEWATER DEPARTMENT: Sensus Water Meter Replacement TTHMs - KDHE Survey Updates Storage Building for Dirt -Construction WQR/CCR and TOC Violation (& Chamber Letter)– Distribution by June 30, 2019	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Lagoon Maintenance/Updates Personnel – Hiring a W/W Non-Cert. Operator Water Outside City Limits – Wayde Thomsen f/1057 Lynx Ter.

Mayor Luke declared the meeting adjourned the meeting.

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