

BURLINGTON CITY COUNCIL REGULAR SESSION 9-4-2019

City of Burlington Governing Body met in Regular Session at City Hall’s temporary address, 1013 N. 4th Street, Burlington, Kansas at 6:00 p.m. Wednesday, September 4, 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) Mary Mader (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: Salli Stewart, Sarah Stockwell, Sean Gordan, Wayne Blackburn, Paul Abendroth

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

MINUTES 8/21/2019: *Council Member Tschantz, “I move to approve the draft minutes of August 21, 2019 as presented.” Council Member Tschantz, “Second.” Motion unanimously carried, 5:0.*

APPOINTMENT: Salli Stewart – Yoga and Wine in Kelley Hall

Salli Stewart addressed the Council, “I have a couple of things that I’m here for. The USD 244 Commission has been in existence since 1969. So, this is our 50th year, and the Rec Center has been here for 30 years. We are going to have a celebration during the month of October. We were wondering if you would make a proclamation to make October Burlington Rec Month or USD 244 Recreation Month. To kick it off, the second thing I have, Sarah Stockwell and I have collaborated; we would like to have wine and yoga in the park. I know it’s not okay to have it out in the park but if we could have it in Kelley Hall or the 4-H Building and possibly have those fees waived. We would rather have it in the park but I know there are rules against that.”

Mayor Luke, “Are you looking at the proclamation at any particular time?” Salli Stewart, “The entire month of October. We are trying to do a variety of things every day like, coffee with cop day, just to get people in the door.” Sarah Stockwell, “It will be a wine tasting, it won’t be just bottles. We are going to bring in Fuga Winery.” Council Member Curtiss, “She has already gone through the ropes as far as what she needs to do?” Mayor Luke, “The proper licenses.” Sarah Stockwell, “Yes. And I have my own insurances and the Rec. as a writer, plus their insurance as well. If I need to add the City as a writer on there I can do that as well.” Salli Stewart, “And your all invited.” City Clerk Kewley, “I did schedule you in Kelley Hall, when we talked on the phone, on October 1st at 6:30 p.m.”

Council Member Curtiss, “I move to approve Salli Stewart’s request for the Burlington Recreation Center to use Kelley Hall on October 1st at 6:30p.m., at no cost.” Council Member Hall, “I second the motion.” Mayor Luke, “Any further discussion?” Council Member Curtiss, “That’s okay with Kevin (Superintendent Boyce)?” City Clerk Kewley, “Well, she is using the inside of Kelley Hall and we discussed the alcohol permit.” Salli Stewart, “Right and she said she would take care of everything as long as we got your blessing.” Sarah Stockwell, “If the weather is nice we will probably do the yoga on mats outside on the sidewalk. We will keep the wine inside.” **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

APPOINTMENT: Sean Gordan – Mize Houser & Company – Present City Audit for 2018

Sean Gordan, “We have performed the 2018 Audit for the City. So, you should have the bound copy of the audit and financial statements in front of you. Also, included there is the communication letter that we are required to give members of the Council every year after the audit. So, I’ll go through the bound copy that you have in front of you. I do want to discuss with you at the end of the presentation the 2019 audit of the City.

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“The 2018 audit, in your bound copy pages 1-2, this is the independent auditors report. Here we discuss the manager’s responsibility for financial statements and the auditor’s responsibility for the financial statements. Also, some of the standards that we used on the City for 2018. The last paragraph on page one, the opinion paragraph, the reason why we are in business is to issue an opinion on the City’s financial statements for 2018. So, you’ll read there that it talks about presenting fairly and in all the material respects. That’s just a wordy way of saying that we have issued an unmodified opinion for the City’s 2018 audit period. This is the highest and cleanest opinion we are allowed to give under state and federal guidelines. So, it reflects very well on the financial management of the City for 2018.

“Flipping forward pages 3-4, these are the main financial statements of the City. You’ll see on page three what’s typically the balance sheet, assets and liabilities and ending that position from the City on 12/31/18. Page four is what is typically referred to as the income statement, revenues and expenses, listed there. The next section, pages 5-17, these are more detailed breakouts of the information that is summarized on pages 3 and 4. These are the City’s major funds that have quite a bit of activity running through it, so you’ll see the general fund, bond and interest fund, some of the infrastructure fund is listed there as well. As I said these are the major funds of the City so there is quite a bit of revenue expenses taking place in these funds for 2018.

“The next big section forward is pages 18-44. These are the notes to the financial statements. There is quite a bit of information that is discussed here, including the City’s accounting policies, long term debt and capital asset information, involvement in the KPERS retirement plan, and many other items. The highlight here on page 30, this is a table on the City’s long term debt activity for 2018. You’ll see the beginning balance of the long term debt it’s announced and then the ending balance of long term debt for 2018. You’ll notice the City’s total general obligation bond debt decreased by about \$500,000 for 2018. The remainder of the pages in your bound copy is pages 45-64. These are more detailed breakouts of the smaller funds of the City and in there is a comparison as well to the budget that was adopted for 2018.

“So, for 2018 we looked hard to find an audit recommendation to make, however we could not find anything to make a recommendation on. That reflects very well on the internal processes and procedures that the City has in place and is following for 2018. If you have any questions please let me know.” Mayor Luke, “How long how you guys been doing our audits?” Sean Gordan, “I’m not sure how long Audrey Odermann has been doing them, but I myself have been doing them probably 5 years or so.” City Clerk Kewley, “We’ve done it way back with Tom Singleton, 15 or 20 years.” Sean Gordan, “Before my time. I do want to cover the 2019 audit. Mize Houser & Company has decided to end its practice of providing audit services to cities, counties, and school districts. This will be the last audit that Mize House & Company does for the City of Burlington. They have decided to make a strategic change to focus more on accounting services that they offer to quick service restaurants like McDonalds, Burger King, and Sonic. They are well known through-out the country for providing those services to those quick service restaurants. So, that change has led me to start my own auditing firm. So, I would be interested in continuing on being the auditor for the City of Burlington, if you so choose. I know that’s later on in the agenda that Regina is going to talk about that. I’ll hang around for that to go over any questions you might have.” Mayor Luke, “Thank you.”

APPOINTMENT: Wayne Blackburn – Coffey County Engineer – Planning Projects

Wayne Blackburn addressed Council, “I’ve come along with our County Commissioner Tom Hugunin. With Tom’s support, the County Commission moved forward with an idea. Now, I might get, basically, excited about it because I’m excited about the idea, which is planning. We had a meeting a couple months back at the library. We brought in a bureau of local projects like KDOT and we brought in a consultant to talk about planning, basically the advantages, grants, and different things that are available. So, what I’m extending to you is that next Monday, September the 9th at 7:00p.m. in the Court House basement meeting room, we will have three consultants’ come in 20 minute intervals to talk about planning. They will talk about the success that they have had in other communities, the things they can do in Coffey County and in the cities as well. One of the things that I asked them to provide in their proposal would be a cost. One is you meet general public within the community and ask them what do they want to have in their community. The next meeting would be with the City Council to ask them what they would like to have in your community. This could be anything from concrete sidewalks to drainage systems, water, sewer, concrete roads, or anything that is infrastructure. It could be bike or walking trails, parks, or things that help us with our drainage issues that we are having. It could be structures; basically it could be that structure just north of the Court House. Right now, basically we have high sufficiency rating and it’s not subject to KDOT funding. These types of projects might be available toward this planning. So, what I’m asking is for folks to come and listen to the proposal. Where it goes is going to be between you and the County Commission to say okay is this something we would like to go ahead and entertain. Is this something we would like to have a consultant come to our community and actually visit with us?

“Some of the things, and I’m glad we have the accountant here because I think he would also reinforce the idea, that if we have a plan, say a 5 or 10 year plan, of different types of projects, how it can benefit the City. How you can look at basically financial stability within that plan as well. That’s what I have and I’m available for any questions you might have.” Mayor Luke, “The three contractors that are coming in, are they talking about different things or are they all on the same--.” Wayne Blackburn, “They are all going to talk about planning. We have three regional consultants which are, BG Consultants, Cook Flatt & Strobel Engineers, and Schwab Eaton.

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“They are going to give a pitch for a proposal that are 20 minutes each and then at the end of the pitch they will have what their cost will be to do those things that I made reference to. It will be a talking point hopefully that you have with the commission. We as a community could come together and see the benefits of having this type of planning available.

“I want to reinforce what we talked about, about two months ago, that was that we get Federal money to the state of Kansas and bureau of local projects receives this money. Bureau of local projects sets aside different programs available to local communities, not just counties, it’s also cities. Right now that Federal money is going back to the federal government because the state is not using it. The local community is not using it. Now the big cities are, they have the staff to go after those funds and projects. As a small community we don’t have the staff to do it. So, having a consultant on board, one that has experience, that list of projects or dreams that we may have in this community to make something better could be endless. It’s just left to your imagination. Someone might say, ‘why do we want to do this?.’ Well, I look at our whole community. We have not had a lot of growth but people are traveling from Burlington to Topeka, Kansas City, and Emporia to work. They are using this community because it is safe, good school system, and good infrastructure. That’s what brings them here but they are going to stay here because they have other things as well, like activities. That’s going to be recreation, bike trails, walking trails, things like to have a family. You have this community here that continues to grow and it grows out but you have the old town that never grows. Well, what’s the problem?

“Our problem is our drainage. All the water that continues to go out, still comes back in. So, those are the things we don’t look at. We look at them as a problem then we try to solve the problem. I’m asking to not wait until that problem develops but look at things ahead. So, these are folks that can show you different types of projects that they have done. It is going to give you an opportunity to see which consultant you would really like to work with. Then you would have to have a discussion with the Commission as well. This is going to be everybody, all 6 cities, plus the County, all together hopefully seeing a future plan.” Mayor Luke, “So, the 9th at 7:00p.m.?” Wayne Blackburn, “Yes at the Court House basement meeting room.” Tom Hugunin, “If I may? The only other thing I would add to what Wayne is saying is that, we have the hospital here. I believe we have people that come from other cities to work there. Maybe if we could attract those people to live here that would help our tax base, infrastructures, and things like that to get some inviting things to keep the younger people here to where they would want to commute. The last time I was here I mentioned the businesses working down the I-35 corridor, there is not always a job here for the younger kids. It’s an inviting city, like he said, we have good schools and it’s safe here. Before the money runs out at Wolf Creek, I say, let’s do as much as we can. He is not talking CDBG grants, they don’t qualify for that.” Wayne Blackburn, “For some cities we may have it--.” Tom Hugunin, “They qualify mostly for the KDOT match funds project.” Wayne Blackburn, “If you look at KDOT’s website they visit about all their programs they have.” Tom Hugunin, “And they have tons.” Wayne Blackburn, “They do and we are missing out on them because we aren’t applying. That’s the big thing and Tom sees that. I know it is a lot of what-ifs and unknowns but until we actually explore it, we don’t know what it can do. I’m just basically asking for an audience to attend, listen, and then maybe spark some ideas of what we can do in our community.”

Council Member Lenard, “This is all meant, the finances, to supplement and not using existing mill levies or anything. Is this all money you are going to be possibly bringing into the communities?” Wayne Blackburn, “Well most of it, like the KDOT stuff, is 80/20 funds. So, if I look at it like my house or something like that. If someone is going to pay me \$0.80 on the dollar to put a new roof on my house, then I’m going to take advantage of it. Those are the things that we are missing; those are the things that could be here. We would only pay pennies on the dollars per say but we are not taking advantage of it. We have a great stable community; there is no question about that. You got a great financial report that basically states that again, but I’m also saying to that there is room for growth if we would look and plan ahead. Not just plan 1 year ahead, plan 5 years, plan 10 years and look at what the possibilities could be and see what we could bring in.” Tom Hugunin, “At our KDOT meeting we had, the Wednesday before last, they were talking 2045. What do you want to see in your community in 2045? That’s how far down the road they want to look. That’s what they stressed too, come get some of this money.” Wayne Blackburn, “So, I thank you very much. If you have questions for myself or for Tom--.” Tom Hugunin, “I’m still volleying pretty hard for upping your infrastructure money. I mention it each week but --.” Mayor Luke, “I will get the other to you tomorrow that I said I’d might have done tonight but it will be tomorrow. My 15 minute conference call ended up 1.5 hours.” Wayne Blackburn, “Hopefully we will see you Monday. Thank you.”

PUBLIC COMMENTS:

Mayor Luke, “Any public comments?” Paul Abendroth, “I was wondering if you got anything done on the roof on City Hall.” Mayor Luke, “Jimmy Hugunin will tell us when he makes his report.” Paul Abendroth, “Okay.”

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been doing many line locates, customer service requests, tree trimming, some line maintenance, and distribution maintenance and repairs.

Repairs: Superintendent Schneider reported, “We did repair some street lights that I am assuming were hit by lightning last Thursday when the storm came through.”

Outage: Superintendent Schneider, “There were no outages.”

Tree Branch Removal: Superintendent Schneider, “We did have some tree branches that needed removed from electric services but no damage was caused. The men have been spending the biggest part of their time trimming trees and clearing right of ways. We will continue to do so in the coming weeks.”

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power Plant personnel have been performing normal power plant and equipment maintenance. Superintendent Schneider, “They did do a maintenance run on generators #2 and #4. Also, for the last time this season, they sprayed the substations for weeds and bugs.”

KMU Safety Training: Superintendent Schneider, “We also attended the KMU safety training on Tuesday.”

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, meter rereads, customer concerns.

Exercising Valves: Superintendent Hawkins, “The guys are still going out and exercising water valves, we are roughly 80% done with that, we are wrapping that up.”

Alleghany Project: Superintendent Hawkins, “We did get approved last Friday by Dan Claire (KDHE Engineer) with the state of Kansas, our Alleghany project from 6th to 9th. So, this afternoon I did go in and I ordered all the materials and everything. So, we should be receiving that quickly so we want to move on that as quickly as we can. That did get done finally.”

EPA (Environmental Protection Agency): Superintendent Hawkins, “We received a notice, I guess we are really fortunate, the EPA is going to come and visit the Water Department on September the 19th. They are going to assist us on THMs/HAA5s [Trihalomethanes (THMs) and Haloacetic Acids (HAA5s)]. The way I understand it is that KDHE will be here to assist us, since they are the regulatory agency that regulates us. So, there will be a whole team of EPA guys that are going to come in with their laboratory equipment and they are going to go through and help us with it. The way I’m understanding it is, I visited with Diane Sands with KDHE and she said that last year they did a special sampling state wide and they did not get the data out of it that they were specifically after. So, they are going to come to go through the plant and help us. We have never been out of compliance with the THMs or HAA5s but that is what I am told is going to happen.”

Pump Issues: Superintendent Hawkins, “We are still working on pump number two at pump station number one. I have Don from Lee Mathews out of Wichita coming in tomorrow morning to help us with that.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins reported, “The water plant has been running really good lately, so I’m very pleased with that. We did end up, because of the demand as we are getting closer to fall, we did reduce our flow from 1,200 gallons per minute down to 1,000 gallons per minute, and so we are back to our normal run flow.”

WATER AND WASTERWATER: City Vehicle Purchase

Superintendent Hawkins said, “The only other thing that I have is the truck bid. This truck bid came in and it is within our budgetary means. We went out for five bids and this is the second time we only received a local bid. What I do not understand is that we downsized a truck; we went from XLT’s to XL’s. We got \$3,500 for the trade in value for the vehicle that we are trading in. It still came in about the same price as the truck we bought the year before. I do not understand that. We might need to change our bidding process, I don’t know how else to look at it. There are no other cities outside of Burlington that are helping us with bidding. We are not getting competitive bidding. I would just ask that this bid be bona fide.”

	Twin Motors	Crow-Moddie Ford	John North Ford	Beckman Motors, Inc	Quality Motors
Bid Price	No Bid	\$32,095.00	No Bid	No Bid	No Bid

Council Member Tschantz, “I move to accept the bids presented for a truck for the Water Department as bone fide.” Council Member Hall, “I second the motion.” Mayor Luke, “Any discussion?” Council Member Scothorn, “Are we getting a 2019 or 2020?” Superintendent Hawkins, “We put on the bid sheet that we wanted 14 weeks minimum on the turnaround, but they wrote on there that there is no guarantee when the truck will come. So, we put on there a 2019 or 2020, I have no control over it, I don’t know what truck we are getting.” Council Member Lenard, “I would think that would have some bearing on the final cost. There could be a difference between the 2019 and the 2020.” Superintendent Hawkins, “Sure. The price of the knapheide bed did go up \$1,000 more than what we anticipated. I’m sure it’s inflation. My biggest concern is that we take the time to put out all these bids, and generally we bid three, this time I went out for five. I was hoping that we would get competitive bidding. This seems to be a repetitive thing that we don’t get any bids from anyone. I’m not making a suggestion; I’m just pointing it out.”

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Council Member Tschantz, "How much higher is the bid this year than the XLT last year?" Superintendent Hawkins, "This one actually came in at \$1000 more than the truck we bought last year. It is still within our budgetary funds, but that is why I'm pointing it out." Council Member Curtiss, "And we don't know if it is a 2019 or a 2020?" Superintendent Hawkins, "Because it depends on how long it takes them to build the trucks. Last time it took 16 weeks or something like that. It was a long time."

Mayor Luke, "The production lines run for a certain period of time, then they run the next model. Where you fit in the production line is to where you are going to get a 2019 or a 2020." Council Member Curtiss, "But this bid would be the same amount whether it was a 2019 or a 2020." Superintendent Hawkins, "Yes." Mayor Luke, "Any other discussion?" Council Member Lenard, "For years we have been sending bids to Beckman Motors and I don't remember the last time we got a bid. Do we ever solicit feedback from them?" Superintendent Hawkins, "Do we ask them for feedback? No. Once we give the opportunity to bid, that's all we do." Council Member Lenard, "We have policies for competing locally for variance." Superintendent Hawkins, "That was the reason I went with five bids. I went farther out trying to make up for it but what do you do. I can go out further; we can go 100 miles, if you want me to." Council Member Lenard, "We just need some competitive bids to validate that we are getting value here. It's local, which is great but we still have to make sure that we are getting value. We have done different things with the state with our police cars, different programs and I just don't know what other options we have to make sure we get good value here."

Superintendent Boyce, "Part of it is, I think, we had a truck bid before that we had someone far away that was cheaper but we still gave it to the local bid. So, they are thinking, why should we waste time to put a bid in?" Council Member Scothorn, "Well, it's the same way if you go over to Garnett, Beckman Motors get's all of their bids." Superintendent Boyce, "It might be better if we can look at state contracting prices or something else." Mayor Luke, "Okay, so what is the Governing Body's pleasure? The question is do we table it, go out for more bids, or vote?" Council Member Scothorn, "No, I'm good with voting on it." Mayor Luke, "Okay."

Council Member Scothorn, "I move to accept the bid from Crow-Moddie Ford for a 2019/2020 ¾ Ton Truck for the Water/Wastewater Department, for the total bid price of, not to exceed \$32,095 as being in the best interest of the City." Council Member Tschantz, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Council Members Curtiss, Hall, Scothorn, and Tschantz voted, 'Yea' and Council Member Lenard voted 'Nay'. Mayor Luke declared the motion passed, 4:1.

Superintendent Hawkins, "I do want to bring something up. At the water treatment plant we have had three incidences that we have been really close on, especially with the fire. It put us in a situation where if that fire had happened two hours before it did, we would have had a major disaster where there would have been no water to put on the fire. We did not have power. I have visited with Alan (Superintendent Schneider) concerning what our load is. We have been very fortunate and I thank Alan and his crew for what they do. It would take a tremendous heartache off of the community that if there was another situation like the fire. However, I feel like we are playing with fire by not having a generator at the water treatment plant. We just quickly looked up what a price of a generator might be. These are just conversation numbers, these are not budgetary numbers. A generator would be something around \$32,000. I know that there are costs associated with hooking it up, buying a transfer switch, and different things like that. I would just like some discussion of where the Council feels of moving in the direction of having a generator on hand in case of an emergency. Even if we don't have power, we have to be able to get the water out of the ground if the towers are close to empty. I just feel like it is something we truly need to consider."

STREET DEPARTMENT: Update

General: Foreman Mason said, "We have been working on sweeping curb and gutter, cleaning gutters, trying to keep grass and leaves out of it from the storms. We had helped the Parks Department with mosquito fogging and burned the brush pile."

2019 Asphalt Project - Preparation: Foreman Mason reported, "We also started crack filling for our 2019 chip seal, which the County is going to start tomorrow."

Street Improvement, 2020: Foreman Mason, "We are digging out 2 blocks on 12th street which is almost done, which is for our 2020 street improvements."

Training: Foreman Mason, "Our department attended the safety training (drug & alcohol abuse - employee awareness) Tuesday."

POLICE DEPARTMENT: Update

General: Chief Jones, “We have been very busy. There was a fire Friday evening at 723 Alleghany. That was the third structure fire in the county this month. That was the second one that day, there was one that morning in Lebo. Hopefully, that is our three and we are done. We have had mental health patients; we wound up transporting one to Osawatomie State Hospital yesterday.”

School: Chief Jones, “We have helped the school with some juvenile issues and with a lock down drill. The new principal at the middle school has some terminology to work out because the previous principal used the term intruder drill, which tells the students and teachers something specific to do. The new principal used the term lock down drill, apparently not making the connection that all of our schools are on lock down at all times anyway. So, we had people who didn’t know what they were supposed to do. So, they have some communication things that they have to work out.”

Other: Chief Jones, “We have had some DUI arrests, domestics, and other. We have been busy. I did want to thank you for setting up the backup plan for OK Kids. It turns out that we do not need it. We had a meeting out there at river side west at noon today. The Corp. has done a pretty good job of getting river side west ready to go. There were a couple of huge piles of tree trunks and branches. They hired an outside contractor to come in and they did a lot of work out there. ”

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, “We have been cleaning public buildings and restrooms; doing equipment and building maintenance. We have also been mowing, spraying, weedeating, and watering trees and flowers. We have been cleaning up many tree branches with all of the storms that we have had come through. Mowing is still taking up most of our time with these record rains that we have had this August.”

Mosquito Fogging: Council Member Curtiss, “Are you still fogging Tuesdays and Thursdays?” Superintendent Boyce, “Yes. Right now I’m just asking for volunteers to do it. I’ve asked the Street Department and tomorrow I’ll be asking another department.”

Burn Pile: Superintendent Boyce, “Also, Richard had said that he burned the brush pile. That is normally something we do but I was out of town. Mark (Superintendent Davidson) said they would take care of it. We have that big tree removal towards the end of the month that we needed it cleared for.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2019-16	\$	460,842.71
b. Payroll Ordinance	2019-18	\$	86,825.06
	TOTAL	\$	547,667.77

CLAIMS 2019-16: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2019-16 for the amount of \$460,842.71 for payment of city bills. Council Member Hall gave the second. City Clerk Kewley said, “We have payments tonight to Knight Trucking \$8,614.92, Republican Waste Services \$11,306.66, and Kansas State Treasure for our bonds \$364,123.75” **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 2019-16 passed unanimously, 5:0.”**

PAYROLL 2019-18: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2019-18 in the amount of \$86,825.06, 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, “Payroll Ordinance 2019-18 passed unanimously, 5:0.”

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties.”

Nuisance Properties: Zoning Clerk Hugunin, “I have been very busy with nuisance properties, trying to get everyone to get their yard mowed.”

City Hall Repairs: Zoning Clerk Hugunin, “I did have a roofing contractor come in yesterday and look at the roof at City Hall. After thorough searching, he found several places that are bad on the roof. There is a little bit of hail damage but mainly at the north end. He doesn’t know if that membrane is compromised or not but he can see and feel it and he does have photos. Mainly, what our issues are, on the west side and the east side, where it comes down, is falling apart. I don’t know if that is storm damage or wind damage, I don’t know. The insurance agent from EMC has been on the roof. He and the roofing contractor are supposed to be talk either today or tomorrow. They will discuss what exactly is going on there and what can be done to remedy it. It is letting a lot of moisture into the building.”

PERMITS: Building Permits issued by Zoning Clerk Hugunin:

- 2019-019 Craig Turner 1511 Niagara - Fence
- 2019-020 Brome Schraad 625 Jarboe - Shed
- 2019-021 Lynn Cowart 1304 Potomac - Carport
- 2019- 022 Cameron Gibbon 1017 Willet - Fence
- 2019-023 Tawnya Hall 1410 Neosho - Pool and Fence

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LICENSE

None.

OTHER COMMITTEE OR COUNCIL BUSINESS

None.

LEGAL DEPARTMENT: Update

Attorney Robrahn reported, "I have been working on different correspondence. I also had a KORA issue that I had to address. We have Municipal Court next Thursday."

CITY CLERK: Update

General: City Hall Staff have been busy with customers paying utility bills, many calls and inquires, preparing work orders, vouchers for bill paying, payroll, and council meeting minutes. For August we will be sending \$1,027.15 delinquent utility accounts to the Kansas Set-Off Program for collections. This week we sent out the new level pay contracts starting for the next 12 months, they are due back October 20th.

League Of Kansas Municipalities: City Clerk Kewley, "A reminder the Annual League conference is October 12th through the 14th at Overland Park Convention Center."

Gordan – CPA Contract: City Clerk Kewley, "In your packets you have the firm profile, auditor profile, and the contract. What Sean was explaining is that Mise Houser & Company will no longer be doing municipal audits. Sean has been doing our audit for last 6 or 7 years, I believe. So, he does have a contract to perform our 2019 audit at the same price that we paid this year. If you have any questions for Sean, go ahead. I recommend to go ahead with Sean to do our 2019 audit."

Council Member Hall, "I move to accept Gordan-CPA's proposal as presented to perform City of Burlington's Financial Audit for Fiscal Years ending December 31 of 2019, at a cost not to exceed \$14,925." Council Member Tschantz, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

REPORT BY CITY OFFICERS:

Council Member Curtiss, "I won't be here on the 9th to go to that meeting, I will be in Branson. I still think we need walking trails." Mayor Luke, "Okay. I know there was discussion on trash pickup. It is not being accomplished as the contract says? Mondays is still not picked up." City Clerk Kewley, "This week they are a day behind." Mayor Luke, "Yes, I know but now they are two days behind." City Clerk Kewley, "I haven't had anybody say anything to me about it." Council Member Scothorn, "Alright, I'll say something. My neighborhood hasn't been picked up." Attorney Robrahn, "I've had issues the past couple months too in our neighborhood. It isn't a holiday anything; they just miss me for the week." City Clerk Kewley, "I do know we had issues a couple of months ago. We did deal with the manager and they are dealing with personnel."

City Clerk Kewley, "We try to push it out on Facebook when we do have updates, if they are running behind or anything." Zoning Clerk Hugunin, "We also have been trying to push the calls to them." City Clerk Kewley, "We do email them right away when there are issues. We will get on it in the morning." Council Member Curtiss, "When is their contract up?" City Clerk Kewley, "It automatically renews every year, unless you don't want to, then you have to give them notice." Council Member Curtiss, "Is it at the end of the year?" City Clerk Kewley, "I believe it is the end of December or the first of January." Attorney Robrahn, "You have to send out a termination letter so many days before." Council Member Scothorn, "If you terminate them can they turn around and apply again? I don't know how many there are here. I don't want to terminate if there is no one else."

Attorney Robrahn, "Gridley changed; there are two of them out there." City Clerk Kewley, "Gridley is going through who we use?" Attorney Robrahn, "Yes." Foreman Mason, "He did have mechanical trouble one day last week. The tow truck had to come in and tow his trash truck." City Clerk Kewley, "I know they tell us about issues with truck or that they are running behind. Then, when we do try to put anything on Facebook, you do get that side where people have to put their comments in. Sometimes it is just a doubled edged sword when you try to be positive and push things out." Mayor Luke, "Okay, we will just keep up on it." City Clerk Kewley, "We do. I knew this week was a day behind and we put the schedule out on Facebook." Zoning Clerk Hugunin, "If they let us know there is an issue, I get it out there as soon as I can." Mayor Luke, "Anything else?"

Council Member Scothorn, "I would like to thank all the people down here who do our books, our finances. They are doing a good job and getting good reports." City Clerk Kewley, "I will pass that on to the staff." Mayor Luke, "Anything else?"

MAYOR'S COMMENT(S):

None.

[8] CONTINUATION: September 4, 2019 Burlington City Council Regular Session

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects 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 Budget 2020	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc. Flooding 5-2019 – Updates City Hall Location Updates Negotiations for Real Property
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>R.I.C.E. N.E.S.H.A.P. Compliance</i>
PARKS DEPARTMENT: Events in Parks (Updates) City Dam - West Wall Repair – Engineering Services Proposals	Kelley Park Light Poles – Repair/Replace (also see Legal) Girl Scout Rock Garden - Updates
LEGAL DEPARTMENT: Municipal Court Updates 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 Advantage Computers 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) Permits - Building/Zoning/etc.	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one City Hall - Awning Replacement (switch to metal) 415 S. 6 th (Theda Darnell Property) – Demolition-Hire Contractor Addition Nuisance Structures for Possible Condemn/Demolish
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases
STREET DEPARTMENT: Concrete St. Repairs/Free State Ct. Replacement/Repair Excess Hot-Mix from APAC Litigation/Redo S 3 rd St. Municipal Parking Lot in 2019 Pavement Management System/Asset Management System Old Penny's Concrete Building – renovation/door/etc.	Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvements 2019 6 th & Alleghany Project Street Improvements 2019 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Fire Hydrant – 3 rd & Neosho Storage Building for Dirt -Construction Flooding	Sensus Water Meter Replacement 6 th and Alleghany Waterline Project Sewer Liftstations –Flushing Rags, etc. Quick Coupler Bucket Updates Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Lagoon Maintenance/Updates

Mayor Luke declared the meeting adjourned.

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