

BURLINGTON CITY COUNCIL REGULAR SESSION 1-15-2020

City of Burlington Governing Body met in Regular Session at City Hall's address, 1013 N. 4th Street, Burlington, Kansas at 6:00 p.m. Wednesday, January 15, 2020. 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: Barbara Anderson, Jay Hale

AGENDA: *Council Member Lenard, "I move to approve the agenda as modified." Council Member Tschantz, "Second." Motion unanimously carried, 6:0.*

MINUTES 12/18/2019: *Council Member Lenard, "I move to approve the draft minutes of December 18, 2019 as presented." Council Member Hall, "Second." Motion unanimously carried, 6:0.*

APPOINTMENT: Barbara Anderson – Coffey County Community Assessment Results

Barbara Anderson, "Here is my business card. I wanted to pass that out before I forgot. Regina said she was going to make copies for you. What I brought are some possible resources from what came from the Community Assessment that was done a few months ago. It was a community assessment for all of Coffey County. When I was doing it I had asked to let me know where you are from as they gave replies. So, I could know what city the replies came from. If the copies she gave you are in color, I hope, you'll see that Burlington is in blue.

"Here are some of the things that I want to talk to you about that have to do with that assessment. It was a pretty full house. I don't know if any of you were there that day. I'd like to say there were at least 30 there. I should have looked that number up, but I didn't. The basic needs that came out of that assessment were, retail is decreasing, lack of employment, rising property taxes, code and lack of code enforcement, housing, and child care. Before I jump on all of those I did want to let you know that last summer, 2019, Lieutenant Governor Lynn Rogers did a listening tour across Kansas. For us here in Southeast Kansas that was one in Garnett and one in Independence. I don't know if anybody was able to attend that but those always had quite a few people there. He talked about, again, same kind of issues of what has been going on in your communities and what can make it better. He wanted to know what those issues are.

"So you'll see in that first paragraph, it's bolded, that website, ruralkanprosper.ks.gov. You can go there and click on 'learn more' and you can read the report, it just came out days ago that came from that listening tour all across Kansas. He does have it separated out so you can look at just Southeast Kansas if you'd like. I wanted to talk about the Office of Rural Prosperity (ORP). That is the little division that the Governor and Lieutenant Governor have created because a lot of people don't know what that is. If someone comes to Burlington, which they should, but some will come and visit and say they are with the Office of Rural Prosperity, they want to know what your issues are. I don't know how they will talk to you about it. I just wanted you to know that is it on the up and up and it is very similar to what I do. In fact, I work with the community of development person that is in the Office of Rural Prosperity. I have been doing this 12 years and we have quite a database of different resources and things. So, they are going to be working with us so they don't have to reinvent the wheel. The whole thing is they, the Governor, Lieutenant Governor, Secretary of Commerce, they are all new, and they want to really look closer at rural parts of Kansas. They want to see what issues or policy changes, or what can be done.

"So, having said that, I wanted to give you some possible resources but if you go up to the very last one, child care. That one I wanted to hit first because I have nothing for you. That is really difficult. Right now there are no resources really out there to help with child care. We have done a child care study and a lot of the child care workers have talked to us about some of the policies and regulations that have become so difficult. We all know why. We have all heard those horrific stories of something very bad happening in a child care facility or home. So, to try to make sure that never happens again they just upped regulations. So, now it is really tough to get into that and it is kind of expensive.

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“There are different fees and costs that are involved, so they are taking a look at that and they are wanting to look really closely, to talk to child care providers and facilities, to see if there is something that can be done different. Maybe it has to do with policy or regulations. So, anyway even though I don’t have anything to give you for child care, I want you to know that that is out there. That was one of the top three priorities that the Lieutenant Governor found when he did his listening tour; housing, child care, and broadband.

“That is very similar to you except you guys didn’t have as many concerns with broadband. That’s a good thing. Anyway, child care is being worked on. I just wanted to let you know that. For all the issues that I just mentioned there is a website, it’s a community development website and I gave you the link, www.useful-community-development.org. It has a plethora of different resources and ideas and it’s very good and I would encourage you to look at that if you get a chance. They have things there that talk about the housing issues; they have lots of housing things on there, different topics. They have code enforcement, economic development, redevelopment, all those topics, but I don’t believe they have child care. They have a lot of different resources available. That would be a good website for you to look at.

“Retail, the lack of retail, retail decreasing, retail declining, that is a tough one too. The department of commerce itself doesn’t have any incentives or funding. They used to and are talking about bringing some of that back but they haven’t yet at this point. I do know however that there are some communities that have taken something that they have within their community and really built on that. Some retail has come because of that. It may even be industry just whatever it might be. I know in Iola they really worked hard on their walking and biking trails. They ended up getting a bicycle shop from Kansas City to branch out and put a business in Iola. It then sold and so a local Iola person now owns it. There are ways that you can work on retail. Secretary Toland with the Department of Commerce is very interested in retail. There has been some talk about some funding that might be available for some kind of incentives for retail and I don’t know what those are yet. But I will let you know as soon as I know anything.

“The other thing is the Kansas Main Street Program is back. I gave you the contact person, Scott Sewell, he is the director in the state for the program. It is a program that works on the downtown. I don’t know if you are familiar with the program but it is a really good program. Five or six years ago Kansas did away with it but they have brought it back now. It is worth your time, I think, to have Scott Sewell come and visit with you about it if you are interested. I’m trying to think what the closest Main Street Program might be, I’m not sure. Anyway, they have some funding options, incentives; they work with the downtown and the retailers. They work with ways they can do things differently to make their businesses attractive, and marketing. That is an option.

“The other thing I wanted to talk about was the Kansas PRIDE Program. It is a free program through the Kansas Department of Commerce, Kansas State Research and Extension, and the third leg of the program is Kansas PRIDE, Inc, they are the ones that come up with the funding. This is a free program to communities. This year is its 50th year it has been in existence. It’s local people working at the local level on local issues. We aren’t going to come in and tell you what you need to work on. What we are going to do is find out what your needs are, what you guys might want to see done, and we help with resources. If other communities have done that similar thing then we find out, we partner you. It’s a really good networking type of free program. There is no cost involved. Oh, LeRoy, LeRoy is a pride community and they have been for some time. Anyway, that’s an option. Some of the PRIDE programs have worked on issues, big issues, housing, retail, and those kinds of things. It used to be they had seed money type of grants. You could get up to \$2,000.00 to do something downtown. A couple of years ago Kansas Masonic Foundation injected a lot of money to the PRIDE program so now there are larger grants available. You can now ask for grants up to \$15,000 for some kind of beautification or whatever it might be in your community. So, that’s something to look into.

“Usually, I think always, the City Council is not the PRIDE group. It is usually not the City Council that gets the group started. The thing that they want the City Council to be aware of every year is that there is still a PRIDE group in your community and they don’t want anyone coming to you asking who is painting the stuff in the park and you not have a clue what is going on. So, they like to make sure the City is always is involved knowing. That’s it. Otherwise the City doesn’t have to fund anything, you don’t have to do anything, but just be aware. If you happen to have a group, a community involvement group already, and they joined the PRIDE program so that they could get some funding for some of the things that they did. So, if you know of some people in your community that are hard workers that work on the downtown, you only need a handful you don’t need 30 people or anything, the PRIDE program is something to think about. I would be happy to come back and talk about PRIDE if you are interested.

“As for lack of employment, like I said, Secretary Toland, is working hard on some solutions. This is being talked about all across the state. I think it is a problem all through the Midwest. I do know that Coffey County, has been for a long time and I imagine they still are, a part of Location One. It is also called LOIS, Location One Industrial Sites, or something like that. That is all of your industry, industrial land, empty industrial buildings, like your old little Wal-Mart, that would be on there. Any downtown business or empty buildings or any land available for industry or business. The thing about it is that it is a good thing to be part of LOIS. Just within the last month a company from somewhere else in the United States got onto this, Location One, and they found the old Amazon building in Montgomery County. Are you familiar with the big huge building that has been sitting empty.

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“They came and looked at it and they bought it. It’s good to be on there because that’s how this company found that building was by going to Location One. Last I knew you were on there. Also, another suggestion that I have is Southeast Kansas Tourism. Do you know if anyone from Coffey County or Burlington goes to those meetings? Maybe the Chamber Director does, I don’t know.” Mayor Luke, “No, I don’t know.” Barbara Anderson, “I’m not always there but I am going to be there tomorrow, so I’ll find out about Coffey County and I’ll let you know. That’s another really good group to be involved with and if you can find a representative to go to those meetings, they talk about ways to promote the area. Tourism is a good way to get people in your area and in town. In Coffey County I would think that they would be coming right into Burlington for gasoline, food, and those kinds of things. You guys have lakes and you have things here in Coffey County, you really do, to be good day trips or weekend trips. So, that’s a good thing. I went out there and I looked on travelkansas.com and some others. I did find you on ksoutdoors.com, Coffey County and a little bit about lakes and golf courses. But you really aren’t out there very good. So, marketing yourself would be great too. Southeast tourism can help with that and I can help with that. I’ll do anything I can once you guys tell me what it is you want. I’m not going to do things without your permission or desire.

“In that same line of thinking another one would be the Kansas Wildlife, Parks and Tourism. If you Google that then they will come up. They also have some funds available and I think you guys would be good qualifiers for some of the funds that are available because of your lakes, or hunting and wildlife areas. Those kind of things.

“The last one is housing. Housing is a tough one and it’s another one that everybody is having problems with. Not enough housing. Every community is different, sometimes it’s not enough senior housing, sometimes it’s apartments, sometimes it’s work force housing, it is just all over the board. So, I gave you a paragraph that tells you to go to KansasCommerce.gov. Then I tell you to click on programs and services, then community development, then CDBG, then on housing rehab. That will get you there and you can find what the Kansas Department of Commerce has for housing. You have my number, my email, so call me or email me if you are really interested and you can’t get there with my directions, I know websites are not always fun, especially after a couple of clicks, things can start going to screwy. Just give me a call and I will email you and send you the link so you can click on it yourself. In a nut shell I just need to tell you that the Kansas Department of Commerce if you want to do housing, they ask that you do a housing assessment tool. Once you do the housing assessment tool, what that is, and Linda Hunsicker is the department manger and I gave you her contact info, but what that is, is that the State asks that you bring in a representative from all entities of your area. Public entities like the County, Police Department, Fire Department, School Administrators or teachers, employers, retail owners, employees, young adults, or senior citizens. Just bring them to the table, there only needs to one representative from each, banking, real-estate, or they have a list for you. Get as many there as you can. I can help you with the housing assessment tool, I’ve done it before. We just meet and talk and find out what the true housing needs are. At that point you fill out the housing assessment application. All of this is on that website.

“You fill that out and then you go to what they call HIAC, Housing Interagency Advisory Committee. They will listen to you; you talk about Burlington’s Housing needs. The people in the room with you are Kansas Department of Commerce, Linda Hunsicker, Kansas Housing Resource Cooperation, a rep or two from there, USDA Rural Development, and Federal Home Loan Bank. They listen to you and what your needs are, they look at your application. The four of them, it’s nice because you have these four entities in one meeting instead of having to go to all the different meetings to find out what each one has to offer. They tell you what they have to offer or they will tell you what they don’t have or won’t work. You will get some insight on what grants, loans, incentives, resources, and what is out there to help you with your housing needs. Then after you do that, you’ll go into more detail with the one entity that had something there available for you. So, that is what the state does, as far as housing. Also, when you go to that website they have a list of the housing resources in Kansas. You can go there to look at all the different developers; there is more about the housing assessment tool any of those kinds of things to help you navigate the housing issues.

“Also, finally, I wanted to tell you that this weekend on Saturday, LaHarpe, Ks, this is an article that was in the newspaper so I thought I’d share it with you. They are having a LaHarpe Homefair on Saturday at 1:30p.m. Anybody is welcome to come. What they are doing is exactly what you have talked about with the housing issues. They are trying to find what is out there and what can be done. Sometimes it’s interesting to hear what other communities are doing and what’s working. You are all welcome to be there and I will be there, I’d be happy to report back if you are interested. Then tomorrow I am going to the Southeast Kansas Tourism meeting, and then in the afternoon I’m going to Neodesha to talk to them about housing. So, as I’m working with LaHarpe and Neodesha and I have other communities in my 19 counties. I will be happy to share any of that with you guys, let you know what other communities are doing, what’s working, what they are finding, what incentives are out there. There is no reason why I can’t let you guys know as well if you are interested in the housing portion of it. That is all I have but I just went off of the community assessment. I haven’t really asked you guys what your issues are.

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“What you might want to see me research or work on for you. Is there anything other than what I have talked about that you might be interested in, knowing more about or feel like the issues are for Burlington?”

Council Member Jasper, “Well, I think retail is an issue for everything in every community. Big or small, I think if you go to Topeka mall you can see the empty stores because of internet purchasing. So, coming up with ideas for that—I don’t know, I’ve been stuck in the mud with that for a long time.” Barbara Anderson, “It is, it’s hard and that’s exactly what you said. The number one thing you need to really work on is trying to find businesses that people need. It would be great if you had a company that came into town and they did glass blowing or whatever. But how much of that would they really sell. If it is something that they could do through internet sales then that’s a great thing, it really is hard. Sometimes, these businesses now, part of it is a beautician, part is a work out center and part is a clothing line. It’s only one building and they have to share. All kinds of things are happening out there to try to work on retail. It’s a tough one. Main Street may have better ideas than I do. I just know what I see when I travel around to the different little communities. I will be happy to share anything I do see or find out. For the longest time Burlington, you guys, were the ones that everyone wanted to know how you were doing that. You had a lot of businesses downtown, ink stamping, and you guys did loft apartments before anybody else around did. So, you’re not as bad as you think you are. If there is anything email me or give me a call. If there is anything I hear that can help you guys then I’d be glad to try to research it and find out more.”

Council Member Lenard, “So, let me ask this, I’m trying to connect the dots here. This study and all of your work originated out of the economic development for the county. So, then the County Commissioners have all of this information as well?” Barbara Anderson, “I would assume so. I sent it all to Stacy Haines, but she is gone now.” Council Member Lenard, “What I’m trying to do is connect the dots because what Wayne (Blackbourne – County Engineer) is that also a byproduct of this? It seems like we are running parallel on things.” Mayor Luke, “I think it’s a byproduct of this and that is going to be a county wide or community wide evaluation input from business, residential, the governing body, to all the different communities. Then the report will be coming back to each of the communities to say what has been prioritized; what now can you do, what is financially feasible, what grants are available, they are supposed to identify all of that because they work in that arena all the time.” Barbara Anderson, “That would be great.” Mayor Luke, “I don’t know what firm they are hiring just yet, but I would say within the next six months we are going to be well along the road.” Barbara Anderson, “Oh, wow. Well that’s great. I didn’t know quite what was happening right now with Stacy not being there anymore.” Mayor Luke, “Rhonda is kind of filling in.” Barbara Anderson, “Yes, I have been sending things to her when something comes up but that is great if you guys are doing that. An outside business like that and that’s what they do then they might be really helpful as far as what kind of businesses would fit in your community. But if there is anything that you want me to do I am at your service free of charge, it’s your tax payer dollars that pay me. So, I am happy to come back here and work with you, talk more with a group if you are interested in any of these other things that I talked about. Just let me know.” Mayor Luke, “We appreciate you coming. Thank you.”

PUBLIC COMMENTS:

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been doing many line locates, customer service requests, and vehicle and equipment maintenance.

Moving City Hall: Superintendent Schneider reported, “We did help at City Hall as needed.”

Christmas Lights/Decorations: Superintendent Schneider, “We took the Christmas lights down and turned the lights off on the buildings.”

Outage: Superintendent Schneider, “We did have a couple of call outs since last Council. December 25th at midnight we received a phone call. We had a raccoon climb our power pole, got into the voltage line, caught himself on fire, dropped, and created a little grass fire. January 3rd we had a bad service pole for one customer. That was a call out. Then today we had a business that had a bad transformer bank, we did change that out this morning. We got them back in service and made sure their equipment came back up and was operational.”

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power Plant personnel have been performing normal power plant duties, annual painting and equipment maintenance.

Generator #1 and #6 Maintenance: Superintendent Schneider, “We did battery and charger maintenance on generator #1. We replaced the battery bank, it was several years old. That is a critical piece that’s our black star and a load share generator as well. We did work on the turbo waste gate on Generator #6. The men did do two maintenance runs, one on Generator #6 and the other one on Generator #1.”

Evergy – 69 kv line Superintendent Schneider, “I was contacted by Evergy, they have their 69 transmission line coming into Burlington. Right on the river they have a 69kv structure that has washed out. They are making plans and scheduling to change that out. Once they have a schedule they are going to de-energize that 69kv line; when that happens our power plant will generate all of the energy for our customers during that repair. I don’t really have a time frame, I’m going to guess four or five hours, they are still working on the plans. We will be doing that probably in the next couple of weeks, I’m guessing.”

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Council Member Jasper, "On the generation for that day with the diesel fuel costs and everything like that, does Every help out or supplement?" Superintendent Schneider, "What we will do is once we have our total production cost on the generation, Kansas Power Pool actually will pay that back to us. Thank you for bringing that up." Council Member Jasper, "Thank you, Alan."

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, meter rereads, maintenance on trucks and equipment, customer call outs and concerns

Training: Superintendent Hawkins, "We did attend the lift station training for Kansas Rural Water Association at Eldorado. Myself, Norman (Forman Foster) and Vinny (Vincent Riccobono) went to that."

EPA (Environmental Protection Agency) Visit: Superintendent Hawkins, "I did get a call back from the EPA, they are just watching and monitoring us. They said they might come back in a year just to see where we are at as far as operation of the plant with the THMs/HAA5s [Trihalomethanes (THMs) and Haloacetic Acids (HAA5s)]. They wanted to know if we have implemented anything from when they came. So, we increased the ferric chloride, which helps remove the THMs and HAA5s. It is nothing major; it's just something that they are monitoring."

Water Line: Superintendent Hawkins, "We are getting ready for the water line replacement for Dan Clair (State of Kansas) since we were so long in the getting our permit for the state last year. I'm going ahead and getting it all sent to him shortly that way we don't have to wait on him with getting the permit."

Personnel: Superintendent Hawkins, "We have been attending training classes. Bill Cole is with us now; he has been a good hand for us. I'm really pleased to have him there."

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, "The plant has been running very well. We have had no issues there, just normal maintenance."

WATER AND WASTERWATER: Generator Bid Update

Superintendent Hawkins, "We have been preparing for the bids for the generator for the Water Treatment Plant. We have been visiting with the committee as well."

Vehicle: Superintendent Hawkins, "We did get our new pickup truck in. The only thing it was missing was running boards and floor mats. I talked with Crow-Moddie today and they said that they would have it in by next Tuesday. So, we will pay the invoice at the next Council meeting."

Plant Cleaning: Superintendent Hawkins, "We are scheduling overtime right now for next Tuesday. We are going to go in and clean out the front of the water treatment plant and the reactors and rapid mix. We are hoping it is only an hour or two. We are going to shut down early. Hopefully, we will have it shut down by 1:00 and we will be in there by 2:00. We are hoping the quicker we get in then the quicker we will get out."

STREET DEPARTMENT: Update

Moving City Hall: Superintendent Davidson, "We have been working on City Hall."

Ice/ Snow Control: Superintendent Davidson, "The weather turned bad over the weekend so we had snow and ice control."

Sign Damage: Superintendent Davidson, "I had one stop sign hit on Sunday evening. We replaced it."

General: Superintendent Davidson, "We cleaned drain boxes and had some vehicle maintenance."

POLICE DEPARTMENT: Update

Cases: Chief Jones, "Sunday morning on January 5th we had a little bit of excitement. Greenwood County popped up a car with a stolen tag on it. They chased it east on 54 to Yates Center then Woodson County joined in. They chased it north on 75 then Coffey County joined in at the County line. Officer Klenda was able to deploy the stop sticks, the tire deflation device, out at Danner's Hill. That slowed him down considerably and he was doing 100mph plus. Fortunately, there was very little traffic on the road. This was at 1:30 in the morning. We finally got him stopped at about 21st road where he went into the ditch, the car caught on fire, totaled the car, and started a little bit of a grass fire."

Intern: Chief Jones, "We have an intern from the High School this morning shadowing us for this semester. We are thrilled to have him. We did not get one last semester and that was more of a personnel issue than anything else. We did have one last year, Matt Rouse; his dad is a fire fighter at the New Strawn station."

Funeral Service: Chief Jones, "I was notified former Police Chief Ralph Romig died last Friday. Ralph was the police chief here from 1982 -1993. I don't know if I'm going to be able to make the funeral or not, I have some other commitments that I have to do. The service and burial will be Friday in Gas."

Personnel: Chief Jones, "Kyle Black graduates from KLETC (Kansas Law Enforcement Training Center), the academy, on Friday, January 24th and I do intend to make that one."

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City Court: Chief Jones, "We had City Court last week and Judge gave us our timeline. We will be having our Municipal Court on February the 13th which that will be the last date for Municipal Court in the District Court House. We do not have court in March. Then in April we will be holding Municipal Court here in this room."

Vacation Hours Extension: Chief Jones, "I had put in a request to get an extension on the 2019 vacation hours for two of my officers, Deb Klenda and Randy Stuart, under the provision that they would have to have those hours used prior to April 1st of 2020. Deb has 20 hours that she was not able to use and Randy has 14.5 hours that he was not able to use. Per city personnel policy, I did make the request to the City Clerk for your consideration." Council Member Lenard, "It is the committee's recommendation as well with the officers being down one, one in the academy."

Council Member Curtiss, "I move to allow Police Officer Randy Stuart to carry over into 2020 the balance of his 2019 year-end vacation hours, with the stipulation that any 2019 vacation time carried over in excess of 80 hours must be used no later than April 1, 2020 or they will be forfeited." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Council Member Hall, "I move to allow Police Officer Debra Klenda to carry over into 2020 the balance of her 2019 year-end vacation hours, with the stipulation that any 2019 vacation time carried over in excess of 80 hours must be used no later than April 1, 2020 or they will be forfeited." Council Member Lenard, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Computer System Upgrade: Chief Jones, "On the computer system upgrade quotes, I did visit with Gina, I sent the server quotes to Mary, did the update to my committee and realized I had not sent all of the numbers. So, I have put a piece of paper at everyone's place tonight with the rest of the information. The server quotes were all that I had sent originally. The entire package that also includes in the work stations is what you should have now. The total package at Advantage Computer is \$13,872 or Dell which is \$13,558.95, which is a difference of \$313.05 for the entire package. My recommendation is that it is in the best interest of the City to accept the quotes from Advantage Computer out of Iola. That has some advantages and City Hall is already working with Advantage Computers. They are 45 minutes away. I would have them do the server install. I am really not comfortable doing the server, I can do the workstations, but the server is a little bit beyond me. I think that would be the best option all the way around is to do this through Advantage Computer. We have budgeted this item for this year; we have \$11,800 for it. So, that means I would have to come up with the other \$2,000 out of my regular operating budget. This is a budgeted item and this is something that we need to do. Our server is inadequate for our uses. Deb's computer workstation is a perfect example, it locks up and blue screens about once a week. We are running Windows 7 which end of service life, as of yesterday, Microsoft is no longer supporting this operating system. We already replaced two computers last year. I think it is a major and necessary upgrade that we need to do. The server and the work stations were purchased when the building was built but because of the budget situation we had then we could not purchase new. We had to buy used and refurbished computers. These were state of the art computers probably in 2008, about six years before we bought them. We have definitely gotten our money's worth out of them but they are well past their 'use by' date."

Council Member Hall, "I move to accept the quote from Advantage Computers for computer system upgrades for the Police Department, not to exceed \$13,872 as being in the best interest of the City." Council Member Lenard, "I second the motion."

Council Member Curtiss, "Any problem coming up with the extra \$2,000?" Chief Jones, "Between the funds of our regular operating budget and the building repair funds, if we need to, then the VIN inspection fee money could be used for that. So, I think we will be fine." **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, "We have been cleaning public buildings and restrooms. We are doing equipment and building maintenance."

Snow/Ice Removal: Superintendent Boyce said, "We did have snow and ice removal."

Moving City Hall: Superintendent Boyce, "We helped here at City Hall with the renovations."

Coffey County Fair Association - Kelley Park Annual Lease Agreement & Schedule: Mayor Luke, "We also have the Kelley Park lease. Have you met with the Fair Board on their dates that they are looking at?" Superintendent Boyce, "Yes, it's fine. It's a yearly renewal."

Council Member Hall, "I move to grant Coffey County Agriculture Fair Association a one-year extension to the Kelley Park Annual Lease Agreement for the use of Kelley Park in from July 6th through July 29th, 2020, and for other scheduled events as listed by the Fair Board for 2020." Council Member Scothorn, "I second the motion."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2020-01	\$	589,174.86
b. Payroll Ordinance	2019-26	\$	84,530.56
c. Payroll Ordinance	2020-01	\$	87,404.56
	TOTAL	\$	761,109.98

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CLAIMS 2020-01: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2020-01 for the amount of \$589,174.86 for payment of city bills. Council Member Hall gave the second. City Clerk Kewley, "We have payments tonight to Kansas Power Pool for \$157,284.78, Republican Waste Service \$12,523.26, Kansas State Treasurer which is our bond payment for \$250,921.70, and Baumans Carpet and Furniture \$8,954.00."

Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2020-01 passed unanimously, 6:0."

PAYROLL 2019-26: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2019-26 in the amount of \$84,530.56, as presented. Council Member Lenard 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 2019-26 passed unanimously, 6:0."

PAYROLL 2020-01: Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2020-01 in the amount of \$87,404.56, as presented. Council Member Tschantz 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 2020-01 passed unanimously, 6:0."

FINANCE - UTILITY DELINQUENT ACCOUNTS CHARGE-OFF

Mayor Luke, "Utility billing charge account." City Clerk Kewley, "Yes, you have that in your packet. This year for 2018 we are needing to charge off \$9,701.13. With this being said we still collect. If they come back to town and we see in the system a balance due, they have to pay that before we will turn utilities on, it does have to be paid in full. We also send it off to the Setoff Program and that works really well with us on collections. Last year in 2017 we charged off \$13,499.19 so we are declining on our collections. That is a good sign. The year before that in 2016 we had \$15,146.00 in charge offs. So we are improving and the set off program works really well."

Council Member Jasper, "I move to approve the Utility Billing Charge-off of 2018 Delinquent Accounts in the amount of \$9,701.13." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Blue Cross Blue Shield

City Clerk Kewley, "You have in the packet as well our policy renewal. We only have a 0.9% increase, and that is included in health and dental. Our plan is grandfathered. Our policy paid in versus claims paid out is 167%. So with us set at the grandfathered ratio we are saving a 44% increase. We are still on the Cadillac plan. I would definitely recommend this insurance policy for the City employees. I know they are very appreciative of it because it is such a good plan."

Council Member Tschantz, "I move to approve Blue Cross Blue Shield as the insurance policy, as being in the best interest for the City." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, "Normal duties."

Boundaries Survey: Zoning Clerk Hugunin, "I just finished the updated 2020 boundaries and annexation survey and sent that in."

Tree City U.S.A.: Zoning Clerk Hugunin, "I finished and submitted the Tree City U.S.A. application for 2019."

Computer Quotes: Zoning Clerk Hugunin, "I am still working on computer quotes."

Goals and Accomplishments: Zoning Clerk Hugunin, "I have been working on the Goals and Accomplishments."

Nuisance Properties: Zoning Clerk Hugunin, "Two of the homes, 216 Hudson and 723 Alleghany, I have been talking with Rhonda at the Housing authority. She is going to be going to the Commission to see if there is anything that they can do on the hardship case for both of those to maybe get those removed, she will let me know."

Moving City Hall: Zoning Clerk Hugunin, "As you can tell we have finished up remodeling City Hall. I think every crew was up here and they all just went above and beyond. We got this done in 16 working days. It was a very good job." City Clerk Kewley, "I'm going to piggyback on that and not do it in my report. I cannot say enough on how well it went. I know our departments are here to come to work, they actually used their personal tools, they didn't hesitate and brought them up to use. That was a huge cost savings for the City. All of the departments just jumped right in and everyone was instrumental on getting this done. I feel like everyone can take pride in that. We did it ourselves. There was only one thing we had to hire out. I am so appreciative of our departments."

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“As well as my staff, because everyone was just moving with everybody and they were good with helping out when they could too. Jimmy has been running around super busy all the time; I really appreciate everything he has done. So, thank you.

Other: Council Member Scothorn, “I have a question. I might have missed it when I left. What is our policies on using campers and 5th wheels for rental houses? Do we have ordinances?” Zoning Clerk Hugunin, “Yes, and you cannot do it. I am dealing with a couple of them right now.” Council Member Scothorn, “Okay.” Zoning Clerk Hugunin, “You can use an RV temporarily, I believe it’s for 15 days, and then that is it.”

PERMITS: Building Permits issued by Zoning Clerk Hugunin:

None.

RESOLUTION

LEGAL DEPARTMENT: Update

Attorney Robrahn, “I had answered questions regarding the City code with a department head and then worked on some correspondence.

OTHER COMMITTEE OR COUNCIL BUSINESS

CITY CLERK: Update

General: City Hall Staff have been busy with customers paying utility bills, many calls and inquiries, preparing work orders, vouchers for bill paying, payroll, and council meeting minutes. December we will be sending \$4,361.75 in delinquent utility accounts to the Kansas Set-Off program for collections.

Dogs Tags: City Clerk Kewley, “I wanted to remind everyone dog tags are due this month. We are having quite a few customers coming in to get their dog tags.”

2020 Budget: City Clerk Kewley, “We are finishing keying in the 2020 budget and ready for business.”

Goals and Accomplishments: City Clerk Kewley, “We will be planning on handing out the Goals and Accomplishments at the next meeting. It has been hectic in here so we will have that at the next meeting.”

Blue Cross Blue Shield Insurance Policy: City Clerk Kewley, “I had a meeting with Jeremy Ignoto with Blue Cross Blue Shield to review our policy and discuss our policy going forward in 2020.”

Elected Positions: City Clerk Kewley, “Monday, January 13th I swore in Stan Luke, Lewis Lenard, Dallas Scothorn, and Tom Tschantz in their newly re-elected positions.”

Annual Employee Benefits Meeting: City Clerk Kewley, “We have scheduled Tuesday, February 11th, for the annual employee benefits meeting. It will be at the Kelley Hall building at 9:00 a.m. to 12:00 p.m. What this entails is all of our benefit providers and vendors will show up and do a presentation. If they want to make changes or add a benefit they can do that at that time. It’s very informative for our employees, so I encourage all employees and spouses to attend because they have new information every year.”

Sales Tax Revenue: City Clerk Kewley, “I handed out the sales tax report. I am very happy to report that we are up \$55,446.42 of sales tax revenue compared to last year. Last year we were up over \$40,000. So, our sales tax is continuing to trend upward, that is a good sign.”

2019 Expenses: City Clerk Kewley, “Of course tonight we are still paying 2019 expenses and we will probably pay into February. Then we will have the end of the year financials that we hand out at the end of February or March.”

Closing: City Clerk Kewley, “We will be closed on Martin Luther King Day on the 20th, next Monday.”

Moving City Hall: City Clerk Kewley, “I also just want to say how much I appreciate everything that the City Departments have been doing.”

Questions: Council Member Lenard, “So you mentioned the 0.9% for Blue Cross Blue Shield which I think is probably phenomenal. Do we know what increase of the national average is?” City Clerk Kewley, “No, we are in our own pool. He said that we can’t get this plan anymore. If we were in an age gender plan then that’s what we would have to go on and he would be giving us a 44% increase.” Council Member Lenard, “The schools, I think everyone had substantial increases so this is really good.” City Clerk Kewley, “What really helped improve our rates this year is that we did have a 3% to 4% decrease due to our age of employees are getting younger. We have younger employees and others that have retired, and that did make a difference.”

REPORT BY CITY OFFICERS:

Council Member Hall, “I think City Hall looks great. Everyone did a fine job.” City Clerk Kewley, “We have gotten a lot of positive comments about how nice it looks.”

MAYOR’S COMMENT(S):

Mayor Luke, “I also wanted to thank everyone for all that they have done. They not only have been doing their regular job but they have been filling in up here as needed for the last 16 days. The next meeting is the first Wednesday of February which is the 5th.”

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FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2020 Flooding 5-2019 – Updates	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc. City Hall Location Updates
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)	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one Addition Nuisance Structures for Possible Condemn/Demolish Permits - Building/Zoning/etc.
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