

[2] CONTINUATION: November 18, 2020 Burlington City Council Regular Session

Council Member Curtiss, "Is that a needed position?" Superintendent Schneider, "Yes. They all stay very busy all the time." Council Member Curtiss, "Even during the wintertime now coming up?" Superintendent Schneider, "Yes, we will still be out in the field working. Yes."

Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

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.

9th- 12th of Alleghany Waterline Project: Superintendent Hawkins, "We are still working on Alleghany Street. We are trying to knock down some of the mounds to make them look a little nicer. We are still doing a burnout on it. We failed our first couple of tests, which is nothing unusual. We will burn out again and re-test. As soon as we get the negative back that we need, we will start in on services."

AMI Radio Issue: Superintendent Hawkins, "We are still installing water meters as well. We have been having an issue with some of the AMI radios on our new Sensus meters. Sensus came back and told us that they have recalled the actual radios that transmit it when we drive by. They have been really good. They will come in and replace all of the radios at no expense to us, and they are coming to do it themselves. No expense to us at all. I am very pleased with Sensus."

Test Passed- Chris Hammond: Superintendent Hawkins, "Chris Hammond did pass his wastewater examination."

COVID in Sewer Systems: Superintendent Hawkins, "I passed out a COVID report from KDHE. KDHE did come down to our inlet on the sewer. You can read it, but I'll summarize it. I just received it this afternoon, so I am not an expert on it. It is basically stating that out of all of the testing they have done in triple, our community is active. There is COVID present in our sewer system. It is a small detection that they are finding, but it is there. If you have any questions, there is a number on the paper that you can call with questions. I know KDHE wanted us to talk about it."

Water Leak (s): Superintendent Hawkins, "We are still fixing a few water leaks. In fact, we are fixing a water leak first thing in the morning at the corner of 13th and Neosho Street."

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, "The plant is still running well."

QUESTIONS/COMMENTS:

Council Member Lenard, "So, this was sampled October 1st and the report came out October 20th and we just now got the report?" Superintendent Hawkins, "Just now received it, yes. I just received this today." Council Member Lenard, "Why? Any idea why the delay?" Superintendent Hawkins, "I think what they are doing is they have gone out, and they have not just tested us, they have tested a lot of communities. I think it's just a massive amount of stuff going out would be my guess. I don't have the answers to what you are asking me. I just got it today, and I talked to the gentleman today too." Council Member Lenard, "I guess it's good...well, it's not good. If it was something dire and we are sitting on it for months or weeks." Superintendent Hawkins, "They are going to continue testing in the future; they are not done with it."

Mayor Luke, "Do they have a set timeline that they are going to do testing?" Superintendent Hawkins, "As he told me on the phone, they are going to test in the near future again. KDHE will likely repeat sampling at the beginning of 2021 to provide more context to the results, is what the report says. I think it's just the beginning stages. It explains how they are coming up with the detection points to determine whether it is actually COVID. The report says that during that time that was tested, September 15th, there were 108 positives in Coffey County. On October 14th there were 149 active cases. I think they are looking at different cases and trying to compare some data, which would be my guess. I don't know. It is just stating that yes, there is COVID in our sewer system."

STREET DEPARTMENT: Update

Thank you: Superintendent Davidson, "I want to start by saying thank you to Alan, Thomas, and Dallas for installing a new street light out at our salt building that we just built."

General: Superintendent Davidson, "We have been doing our normal duties. We have been cleaning ditches, sweeping curb and gutter, repairing and re-rocking a few alleys, and servicing equipment."

Culvert Replacement: Superintendent Davidson, "We have replaced the culvert at 16th and Des Moines. That is in preparation for the new hot mix for next year."

Kennebec Bridge Project: Superintendent Davidson, "Mayor Luke, Anne, Richard Mason, and I set in on a Zoom meeting this afternoon with B&G Consultants and the bridge contractor. They gave us a schedule of the work which Mary has put in your packets. The dates that are on the schedule need to move behind a week. The start date was December 7th but it is not going to start until December 14th. It is a breakdown of when the signage will be put out, what steps they will be doing to replace the bridge, and when they will start on the Bowman bridge. We ran through a few extra questions. We are going to have extra signage put up on Neosho Street to warn drivers that the bridges will be out on Kennebec." Mayor Luke, "That was for 10th, 11th, and 12th Street on Kennebec."

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City Clerk Brown, “We will be advertising it in the paper, on our website, on Facebook, and notifying emergency management services.” Superintendent Davidson, “I spoke with Chuck Morrison with Atmos Gas. They will be removing the gas line off of the bridge starting tomorrow. They are going to bore under the crick so it will not be tied to the bridge at all like it is presently.”

City Hall Work: Superintendent Davidson, “We would like permission or to inform you that we would like to replace the sidewalks around City Hall. That is in preparation for the hot mix. We are hoping to have that done next year. We would like to get the sidewalks done and then do the hot mix. A very rough estimate for that is under \$2,000 for the concrete. Our department will do the installation of it. I just wanted to make you aware of what we will be doing.” City Clerk Brown, “That is to help drainage because the water pools up around the building, so they are going to re-slope that.”

POLICE DEPARTMENT: Update

Academy Training: KLETC (Kansas Law Enforcement Training Center): Chief Jones, “As I am sure some of you had heard, I received a phone call that I have never heard before last week. The Academy calls and says that they are sending my officer home. I’m thinking it is only Wednesday of her first week; what could she have possibly done? Turns out they are sending the entire class home. They are extending Thanksgiving break, so it is two weeks with the intention that she, along with the rest of the class, will go back on November 30th. The class immediately before hers had 21 out of 27 people who either tested positive or were in quarantine for exposure to COVID. They sent that entire class home. They will get their training; who knows when. Half of their instructional stuff is out. They are hoping that this two-week break will let them get their people back.”

Cadet/Intern Suspension due to COVID: Chief Jones, “We have a Cadet, a 19-year-old male, and we have an intern, a high school senior. Between that (many cases at the academy) and watching the county Commissioner’s presentation on Monday, I decided to suspend their time with us at least until the end of this month. We can let things settle and see what is going on rather than bringing them in and taking a chance on them getting exposed. So, we do not have a cadet or an intern at present.”

General: Chief Jones, “We had our normal calls. We are still working domestics and juveniles. Deb was right down the street here, working an accident.”

Cases: Chief Jones, “We did do a welfare check that turned into us taking a seven-month-old baby away from the parents. The parents both admitted to having used meth, and the mother was still going up and not just coming down off of it. The County attorney has that case since it is a juvenile case.”

PARKS DEPARTMENT: Update

General: Superintendent Boyce, “We have been cleaning public restrooms and buildings. We have been doing building and equipment maintenance.”

Mulching: Superintendent Boyce, “We have been mulching tree leaves in Kelley Park.”

Demo Derby (Danny Main): Superintendent Boyce, “We bladed down the demo area and got that smoothed out. They did a pretty good job getting all of that laid out anyway.”

Hazardous Tree Removal: Superintendent Boyce, “I believe we are finished with cleaning up the stump grindings, bringing dirt in, and grass seeding on the areas where we had the hazard trees removed.”

4-H & Kelley Hall Building Refund: Superintendent Boyce, “City Hall has had a few cancelations of the buildings related to COVID. In the spring, we actually shut the buildings down because of gathering restrictions. We are not there yet. The question is, the people that are canceling, do we refund their money back? That is not a normal basis that we do.” Council Member Lenard, “Do they not want to reschedule or just cancel?” City Clerk Brown, “No, they are just wanting to cancel. Before we closed the buildings, so we did refund those. But these people are calling in and canceling. We haven’t closed them. Normally we would reschedule them if they could, but they have not, at this point, wanted to do that.”

Council Member Curtiss, “What is the charge?” City Clerk Brown, “It depends on how long they have it. It is \$20 for the first four hours, and if they have it all day, it is \$50.” Council Member Curtiss, “I think we just need to refund the money at this day in age with what is going on.” Council Member Scothorn, “I agree with Jerilyn, give them back their money.” Council Member Curtiss, “It is not that much money that we are talking.” Superintendent Boyce, “I have a feeling we are going back to having to close them down again anyway.”

Council Member Curtiss, “I make a motion to reimburse those that have canceled their gatherings at the 4-H Building and Kelley Hall, effective now until the end of 2020, and to reevaluate at that time.” Council Member Hall, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

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PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)

Superintendent Boyce, "I have been working with B&B Bridge Company on the retaining wall. I still haven't gotten a number from them. I sent him an email Monday and didn't get a response. I called him first thing this morning; he said he would have it to me by 4:30 pm today, and I still don't have it. He did say that at this point, it is not going to hold them up." Mayor Luke, "They got the footings all in and the rebar going up the wall itself, right?" Superintendent Boyce, "Yes, and they are starting to set the forms for the wall yesterday and today."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2020-21	\$	<u>231,756.36</u>
b. Payroll Ordinance	2020-23	\$	<u>87,898.64</u>
	TOTAL	\$	319,655.00

CLAIMS 2020-21: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2020-21 for the amount of \$231,756.36 for payment of city bills. Council Member Tschantz gave the second. City Clerk Brown, "The larger expenses we have tonight are Brenntag Southwest \$2,975.45, which was chemicals, Kansas Power Pool \$160,566.44, Global Industry \$12,844.16 which was more of the COVID money for some of the items that we purchased." Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2020-21 passed unanimously, 5:0."

PAYROLL 2020-23: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2020-23 in the amount of \$87,898.64, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, "Payroll Ordinance 2020-23 passed unanimously, 5:0."

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, "Normal duties. I have been updating permits, and they are ready to send to the County."

Inventory: Zoning Clerk Hugunin, "I have been working on inventory to get that printed and handed out to the departments. I should have that ready hopefully next week."

City Hall – COVID Safety: Zoning Clerk Hugunin, "I made up the plexiglass dividers to hang here at the counter, which was done yesterday."

General: Zoning Clerk Hugunin, "I have been busy setting up Zoom meetings. I got that (Tv, stand, laptop, cables run) set up for the bridge meeting today."

OTHER COMMITTEE OR COUNCIL BUSINESS:

Mayor Luke, "Historically, we have given gift certificates to the board members, city attorney, city treasurer, council members, and the mayor. We have also given the day after Christmas off to the City employees."

Council Member Hall, "I move to give a \$20 Chamber of Commerce Christmas gift certificate to each Board Member, City Attorney, City Council Member, City Treasurer, and the Mayor." Council Member Scothorn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

Council Member Tschantz, "I move to give each City of Burlington employee the gift of an additional paid day off for Christmas, with the day off for this year to be Thursday, December 24th, with the option that if an employee is on duty that day, the employee can arrange for another day off in lieu of the 24th of December." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

LEGAL DEPARTMENT: Update

City Attorney Wright, "I don't have anything."

ORDINANCE:

RESOLUTION:

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.

Goals & Accomplishments: City Clerk Brown, "Mary will be handing out the goals and accomplishments to the department heads, which we will need back by January the 4th."

Trash Exemption: City Clerk Brown, "Trash exemption letters have been sent out."

Kennebec Bridge Project: City Clerk Brown, "I did sit in on the pre-construction conference for the bridges project today with Mark."

City Hall Closing: City Clerk Brown, "I just wanted to remind everyone that City Hall will be closed the day after Thanksgiving, Friday 27th."

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Gordan – CPA Contract: City Clerk Brown, “In your packets is a copy of the Gordan CPA Audit Accounting consultants to perform our 2020 audit. I do recommend that we approve Gordan CPA to do our 2020 audit.”

Council Member Curtiss, “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 2020, at a cost not to exceed \$15,375.00.” **Council Member Hall,** “I second the motion.” **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

REPORT BY CITY OFFICERS:

Coffey County Compressive Plan: Council Member Curtiss, “After what we did last meeting came out in the paper, I have had a couple of requests to add to that list. The first thing is lights on the trail at Oak Park. That is the number one thing, the second is restrooms there. I think it is being used quite a bit, and I’ve heard people take their dogs and walk out there at night.” Mayor Luke, “I will get in touch with Jim.”

Work Session: Council Member Curtiss, “I don’t remember when we had a work session. I think after we had that, we decided that we would meet again and have another work session in the future. I was wondering if that is something that we need to schedule sometime soon? Maybe right after the first of the year? I think it was really beneficial.” Mayor Luke, “I would say right after the first of the year would be the better time to do it.” Council Member Lenard, “I think it is a good idea to see where we are at.” Council Member Curtiss, “I think we were all in consensus that it was a good thing and that we needed to keep it up.” Council Member Lenard, “We could do a zoom if we had to if push comes to shove.” Mayor Luke, “We can put that on the agenda for future things to do so we don’t lose it.”

MAYOR’S COMMENTS:

Mayor Luke, “I want everybody to have a good Thanksgiving. We will see you all again in December. Also, a few meeting ago we were trying to figure out who was in charge of the Halloween down town trunk or treat. We had made a comment that it was Ronda Truelove with Economic Development but that was an incorrect statement. It was done by and coordinated by Ronda Gilbert with Burlington Promotions.”

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2021 Flooding 5-2019 – Updates	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc. Plan Council Work Session
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>RICE NESHAP 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.
PLANNING AND ZONING Work with Advantage Computers and City Departments to improve Cyber Security Nuisance Structure & Properties: Work with PD FIRM 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 Pavement Management System/Asset Management System	Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvements 2020 6 th & Alleghany Project Street Improvements 2020 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Sewer Lagoon Maintenance/ Sensus Water Meter Replacement Updates Storage Building for Dirt -Construction	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Liftstations –Flushing Rags, etc.

Mayor Luke declared the meeting adjourned.

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