

BURLINGTON CITY COUNCIL REGULAR SESSION 2-19-2020

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, February 19, 2020. President of Council Lewis Lenard called the meeting to order.

The Pledge of Allegiance

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: Larry Leupold, Russel Stukey, Wayne Blackburn, Jay Hale

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

MINUTES 2/5/2020: *Council Member Hall “I move to approve the draft minutes of February 5, 2020 as presented.” Council Member Jasper, “Second.” Motion unanimously carried, 5:0.*

APPOINTMENT: Russel Stukey (Emergency Management), Lieutenant Colonel Larry Leupold (Kansas Army National Guard) – National Guard Exercises

Russel Stukey, “I would like to introduce Lieutenant Colonel Leupold with the Kansas National Guard. They are interested in possibly using the fairgrounds to do an exercise this year and next year. We are here to find out if the Council is interested in supporting that. Lieutenant Leupold is here to answer questions.” Lieutenant Colonel Larry Leupold, “Mr. President, Council Members, City Officials, and community members, thank you for inviting us down here and giving us time. I know you guys have a lot of business to discuss tonight. I am Lieutenant Colonel Larry Leupold, I am the Director of Military Support for your Kansas National Guard. Sometimes you’ll see us in uniform and think active duty guard. As the Director of Military Support, what do I do? Anytime we have a bad day here in Kansas, I work directly with the Kansas Division of Emergency Management and I help coordinate guard resources and get them down to the local level to solve issues that either Russel is having down at the County or here at the City level. Whatever capability we can bring to make that problem go away, I help coordinate those efforts. I’m familiar to Burlington. I’m a Kansas kid. I grew up around Manhattan and I currently reside in Hiawatha, Ks. The reason I am familiar with Burlington is because of Wolf Creek and working with Coffey County in that capacity. Over the years the 2nd 130th Artillery Battalion owns part of that Wolf Creek response. I grew up in that Battalion and I’ve come down here and have done quite a bit of training throughout the years.

“As we started looking at areas to conduct exercises, Burlington was a natural fit. Also, the Kansas Division of Emergency Management said that they do a lot of training with Coffey County, Burlington, with Wolf Creek, but a lot of times those exercises are at the way top levels. What can we do that can actually do a little bit more to exercise those plans and address some of the community needs at the local level and validate where some of our gaps are and close them. I have a little information on what we are looking to do, it is really two pieces. This year we are looking at doing a rehearsal. The dates of those rehearsals that have currently looked at and discussed with Russel, some of the community members, Kansas Division of Emergency Management are 9 – 12 of June. The reason we selected those dates is because the schools are out, we looked at using some of those facilities. Also some of our guardsmen that are in college, they will be available to participate in the exercises as well. Within that four day exercise we are looking at a day of really mustering, bringing our guardsmen in, getting them prepared and then deploying them, then being operational for two days in the community. That’s really addressing some of the emergency support functions that we look at addressing with Russel, the community, maybe there are needs when it comes to communications. One of the biggest things that we always want to address in our operability with being able to talk with all of the responders that are coming into a community. We never want to figure that out during an event, even though we can and have, but if we can do it ahead of time it just helps gets those resources in and help integrate them quicker, which can end up saving lives or property, or both.

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“We will look at two days operating and a day of really working with the different public entities and capturing any lessons learned, gaps, or looking ahead for next year where we can conduct a larger exercise. When I say larger, maybe more guardsmen, then we will add an additional day in so we have 3 days of operations where we are working with those different entities at the local level.

“What are we looking at for a scenario? We are looking at something that is pretty typical here in Kansas, tornado. It might impact multiple jurisdictions in Kansas. We are looking at working with Cheney and Sedgwick County as well during this time period. In this case the tornado might compromise Wolf Creek to some level that would require a State / National Guard response where we would actually activate capabilities, resources, and then deploy them into the community. Some of those capabilities we talked about when it comes to more emergency support functions, communications again, engineering, security, hazardous material response, and then support. One of the things that Kansas Division of Emergency Management asked us to do was to look at – it’s one thing to get resources in, what does that sustainment piece look like if we have to stay there for a longer duration type response. Can we work through that and not only you providing support to the guardsmen that are down there but other responders, then potentially some of the evacuees if we did have to evacuate in this situation; and would we support that effort. That is where we are at. I am here for questions or comments if there is anything else.”

Russel Stukey, “You mentioned different projects, like the fairgrounds, or ideas that Council might have. Since we have talked I don’t know if you guys have...if any of those were more appealing?” Lieutenant Colonel Leupold, “Absolutely, one thing we want to do as the Guard, we are the community, we have guardsmen that reside throughout Burlington, Coffey County, and the whole state of Kansas. Not only will coming down here, exercising, help us get to know each other but really how can we give back to Burlington. We want to add value from being here not only from an economic stand point, for some of the local businesses, doing some of the catering, but can we do a community project. Maybe that is out at the fairgrounds we talked as a potential opportunity because everybody from the county comes to the County Fair. We have done that over in Cheney in Sedgwick County. Working with the 4-H group or whoever, we paint bleachers, or repair some things that need to be repaired. We have some civil engineers capabilities that can do that. One thing that Russel and I talked about when I was here visiting, is that you guys are putting in a walking trail and have a walking bridge that could maybe use some assistance on. We could definitely entertain any of those types of projects. We would want to look at it and whatever we do we will vetted through our legal piece on the guard side. We don’t want to take business away from any local business here in the community; it would be one of those things that we would have to make sure it works for everybody. We want to work with the community and give back but not take away.”

President of Council Lenard, “Logistically, are you looking to stay in the fairgrounds or what are your thoughts?” Lieutenant Colonel Leupold, “We talked about two things. We talked about potentially staying out there. I guess there is a building at the fairgrounds that we could potentially use. We also talked about the High School as an option. I know when we did the exercise over in Cheney; we did the High School just because it offered the locker rooms with showers, that kind of thing. Two day exercise down here, we probably won’t need a whole lot of that. So, we are pretty flexible. We would just be setting up cots and we would want a facility to house for the two days here in Burlington.” Russel Stukey, “About how many did you think?” Lieutenant Colonel Leupold, “So, for the rehearsal we are looking at 50 folks this year. Depending on what capabilities we look at exercising when we do the actual exercise in 2021 in the similar time period in June, ramping it up to the 100 personnel. That is all based on what capabilities, what emergency support functions that you guys would like to see that would bring value or maybe close a gap within emergency management plan here in Burlington or Coffey County. We are pretty flexible on what that looks like. The biggest thing is that we want to make sure that whatever we are doing provides value to the community.” President of Council Lenard, “We don’t have any motions but I guess if you guys need to use the park facilities just coordinate with Kevin and Doug. If you get that firmed up, if you are going to go to the school board, then we can ---.” Russel Stukey, “Correct me if I’m wrong, but the first question is if it is okay if we can use the fairgrounds as a base of operations in that time frame? I would assume it would mean to not reserve the camping spots or maybe only certain ones during that time frame that we may or may not normally do during that time frame. We can work with Kevin, in general then if the Council is in favor of that. Then if that is a yes if there was a certain project, I think something was mentioned about a chain link fence, the Mayor mentioned to me something about brush removal in the creek, so if that would fit even better towards the emergency support function mission or other ideas that the Council has.”

Council Member Jasper, “Kevin, do you know off the top of your head if there is anything going on?” City Clerk Kewley, “I already put it in the buildings to hold them. It is through the week.” Council Member Jasper, “Okay.” Superintendent Boyce, “If the Council approves we can block out the camping spots for that week.” Council Member Scothorn, “That will be during the week not a weekend.” Council Member Jasper, “I think anything that we could do to provide you guys with what you need, whether its camp grounds, anything, I would be all in.” Lieutenant Colonel Leupold, “I appreciate that. As we look, one thing that we do want to do, is look at where we can integrate with our local partners. Whether that’s public works on some of this stuff and showcase capabilities. So as we look at that tornado scenario we have a couple different capabilities with emergency response trailers that come with different sets of equipment that we can bring down. You mentioned clearing out the creek, a lot of that equipment would definitely be perfect for doing something like that.

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“One thing that we talked about also is collecting debris from the City that goes to the debris collection point, creating some lanes so we can go out there and clear with public works just to show showcase capability. That way if we would have a situation where some of those emergency routes got closed because of a tornado that would impact the city, we would have already withdrew that, showcase some of those capabilities, and figured out what that could look like for us to be able to come in and help clear that with the emergency workers and really help out community members here in Burlington. There are several capabilities that we have that we could look at. Really for us it is working here with the local folks. So we can help them showcase the capabilities we have but also to just get to know each other.” Council Member Jasper, “That would probably come back to an easement thing where we have some utility lines that maybe needs to be cleaned up, letting you guys showcase that way. That is something that our Superintendents will have to figure out where they can utilize you guys.”

Superintendent Boyce, “As far as the creek, the majority of Rock Creek going through town is on private property.” Russel Stukey, “That’s just something the Mayor caught me at the courthouse the other day --.” Superintendent Boyce, “It’s a great idea but not something that the City can give permission to do because it is private property.” Lieutenant Colonel Leupold, “I’ll tell you from a legal standpoint that gets a little bit complex too because then again we are taking away potentially from a private contractor that would come in and do that work. If we are working more on City and community type stuff we can do that under the auspice and stay away from competing or taking away business from a local business that would provide that type of capability.” President of Council Lenard, “We will give that some thought.” Council Member Jasper, “Yes, we will get together with our Superintendents and figure out something.” President of Council Lenard, “Do you have a date range to go with it?” Council Member Scothorn, “The 9th through the 12th.” Council Member Jasper, “Do you think you might need a day before or a day after?” Lieutenant Colonel Leupold, “Really, I don’t think so. The 9th through the 12th will be great. We are going to treat this like a real scenario or disaster we see in the state, we will put out a notice saying that we are expecting extreme weather throughout the state, now we’ve had a tornado, then we will have one of our liaisons come down and link up with the County. Then we will start help flowing resources and capabilities in that would be needed. We will look at that staging area where the link up would occur with some of that local public support. Whether that’s public works or whoever we are working with at the local level. Then we could go right into those projects or showcase those capabilities. One thing that we are looking at, like I said, is that we are doing this during the week because we know that’s when most of the businesses are open. We want to help facilitate that integration. We are probably talking those two days from 9:00 in the morning to 3:00 in the afternoon, we can exercise as much or as little as the different entities want to exercise and showcase capabilities. That’s when we are also looking at areas maybe we can engage in the community to do some community improvement projects into those evening hours. One thing that we are also looking at how can we have an economic impact here in Burlington or how can we put some money to some local caterers or local restaurants so we can have our folks out eating on the economy. If there are ideas that you guys have that you want to get more exposure or have a bigger impact as we come in here this year over those few days and then leading up to next year. Any ideas that you have about how we can help facilitate that.”

Council Member Scothorn, “I move to approve that we close Kelley Park camping from June 9th – 12th so the Kansas Army National Guard may use that area for their exercises.” Council Member Jasper, “I second the motion.” Hearing no discussion, President of Council Lenard called for a vote. Motion unanimously carried, 5:0.

Russel Stukey, “I guess I would just add, any ideas that you have, if it is alright with the Council I can just work with Kevin and kind of be the go between and figure out the plan of action.” Council Member Jasper, “Sounds good.”

APPOINTMENT: Wayne Blackburn –Coffey County Engineer

Wayne Blackburn, “Thank you for allowing me to attend the meeting on such short notice. I know I didn’t have enough time to put anything before you. I do have two motions that I ask that you entertain tonight. What it’s going to amount to is Mark having the capability of the first motion would be the invitation to bid, and that would be for the one bridge on Kennebec. That would be the deck resurfacing and repairs. The other motion is the inspection that would allow BG Consultants to be the inspector for that rehab on that bridge deck.” Council Member Jasper, “On the second motion you have the date February 18th, we actually signed a contract with B&G Consultants September 19th.” Wayne Blackburn, “What you signed in September was actually the design for where we are at today that was the deck rehab, was the contract that you had signed. The date of February, I don’t have a copy of it; it would be the day of the inspection. There should be a ‘not to exceed’ amount I believe in the contract for the inspection services --. Well their repairs for the estimate are \$44,536.00 is what the engineers estimate is for the bridge deck repair. You may not have the inspection ‘not to exceed’ amount. Without it it’s still the same.

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“What they are doing is they are basing it on the amount of days they expect that to be. For the six bridges we have 90 working days. They are tying this together meaning that whoever the contractor is for the six bridges for the County will also be the same contractor that’s selected for the City as well. That way we can get better pricing. We are grouping or tying this together, I know it’s somewhat unusual, we haven’t done this that I can recall but that is what we are doing here. Once again the contract that you signed is really for the design. This contract that you would have for B&G Consultants would be for the inspection side of it.”

Council Member Jasper, “They need this made a motion from us or from the County, or does the County need this from us?” Wayne Blackburn, “Well, the motions are actually from the City. You are cooperation; you are going to be paying the bills on this particular bridge. So, what you are needing to do is go in and enter into an agreement through a motion that you are accepting these two items. One would be an invitation to bid, which is by statute required to be published for us, we have three times, and I believe that’s probably the same for municipalities as well. So, that’s what you are dealing with. So, the other side of it is the inspection side of it. You are basically retaining B&G Consults to do the inspections.” Attorney Robrahn, “Wayne, if I may bring this forth to the Council; when we talked this morning you said just because we agree to this agreement with B&G Consultants that we would still have the ability to negotiate terms in the contract. Is that correct? You might explain that to the Council more.” Wayne Blackburn, “That is correct. What we have is with a motion your agreeing to contract but you are giving the authority to, in my particular case when I was doing it I was giving it to myself. In this case you are giving it to Mark to sign the contract. It doesn’t say that you are approving the contract it’s just saying that you are giving him the authority to sign it. Then at that juncture you would also have an opportunity to make changes to that contract as you see fit. So, you can make changes to it. All it is doing is giving him authority to go ahead and sign it when he feels that it is basically appropriate at that time. You’re not obligating anything until he signs it and at that point actually Tom would have plenty of opportunity to go though the contract before he signs it. So, there is no obligation, all he is doing giving him the authority to sign it on that particular motion.”

Council Member Jasper, “So on motion one, funds to be paid, from the City? We are paying when it’s all grouped in --.” Wayne Blackburn, “It’s only grouped in as far as a contractor doing work but the contractor is still doing work for the City. Then he is doing the work for the six bridges for the County. The reason why you don’t want the contractor to do work for the County on City property is then at that point you don’t really have the authority to direct the contractor, if that makes sense. When you own the contract then you own the authority for what’s being asked under that contract. That is the contract with the contractor. That’s the reason that we can’t group them together. It isn’t that we absolutely can’t but it wasn’t really conceived to be grouped together on this particular junction. Just like that second bridge that you have that you are going to be doing the bridge deck replacement on. That one, the County has already agreed to pay for but you still enter into all the contracts to have it built, to have it designed, or later you will. You are going to enter into all of those contracts then the County will reimburse you for those funds. That was the contract that you recently signed a couple of weeks ago. So, once again it gives the City the ultimate authority for the construction for the infrastructure that you have within your community to which you want to have. You don’t want to basically give that to the county, you still want to have that authority. We are trying to work together to give you the best price and the best price is actually doing this all at the same time.” President of Council Lenard, “Okay, so maybe since this is first time evolution some of this seems odd. On motion one, authorization to solicit formal bids for the bridge deck; has that been done in any form or fashion at this point Mark?” Superintendent Davidson, “No.” President of Council Lenard, “On the second motion, consultant client agreement for bid letting services, we already have an agreement with B&G Consultants for the design.” Wayne Blackburn, “Only the design.” President of Council Lenard, “So, can we not do a change order to that to add the inspection in or is this motion the only way out?” Wayne Blackburn, “You could but that motion actually serves the contract that you are making reference to, the contract serves two purposes. One, it allows the bidding process then it also incorporates the inspection side of it. The bidding process is quite minimal in your particular contract; it’s much larger in mine. When you look at the contract, I don’t know if they sent you a copy of it or not, but it’s placing the plans and specifications on an electronic website that the contractors in the state can actually access and pay for plans and specifications versus myself or yourself in providing these documents and receiving payment for those documents. Now you basically have a clearing house that will be collecting this information then passing it on to the contractor. You are not going to find local contractors to do this type of work.” President of Council Lenard, “So, what edits to this, Tom, need to be made for these to be formal motions?” Attorney Robrahn, “I’m grasping number two easier right now. I’m thinking that we need to direct that our Streets Supervisor Mark Davidson have the authority to sign all of the related contract documents. I’m a little lost on what we need to put on the dollar amount though.” President of Council Lenard, “Do we have a budgeted value of not to exceed the --.” Wayne Blackburn, “If you don’t have that before you, I had it on mine, but if you don’t have it before you then, if you are at a point where you just say I can’t do this second motion then that’s fine. We can continue to move on; I’ll just tell them to keep working off ours. The biggest one, the one that you have to work on is the one to go ahead and initiate the invitation to bid. That would be acknowledging that you would have a project that you are wanting to receive contractor bids or statements on.” Attorney Robrahn, “And that’s our first motion?”

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Wayne Blackburn, "Yes. Because then what you are doing is you are authorizing it so it can be published and start the clock. If I can, there seems like there might be some discussion here. If I can put it in perspective. If you were wanting to take bids on a fire truck, what's the thing that you have to do? You have to actually send it out for invitation to bid, okay? That's what you are doing here. It's no different than if you're doing a side walk project in the City, you have to send it out as an invitation to bid to get a contractor to take bids on to it. That's all you're doing here on this one. On that first motion you are basically authorizing to take bids on a project you are not obligating funds at this point. Until you get the contractors bids then you will have the opportunity to accept or reject that bid. The bids that come in from the County, we will have the bids on the 6th, we will tie it into the City, but if the City does not want to move forward onto it then you would have that opportunity to say no we don't want to move forward. It still separates basically the obligations. Now you can see the reason why I'm wanting to make sure we are still separate. If we were tied together I wouldn't have the ability to opt out certain locations." Council Member Jasper, "I think we are going to change a couple of things. We are going to take out the 'funds to be paid from where' and we are going to table to second motion. We don't have the 'not to exceed' amount. I think that is in the best interest for us right now. I will go ahead and make a motion based upon the recommendation of the City Street Superintendent."

Council Member Jasper, "I move to approve the request for authorization to solicit formal bids for bridge deck repairs and resurfacing for one City Bridge B1." Council Member Hall, "I second the motion." Hearing no discussion, President of Council Lenard called for a vote. Motion unanimously carried, 5:0.

Wayne Blackburn, "On your second one what you can do is get the contract out, then give Tom an opportunity to look at it. Keep moving forward on that one. Through this process what we are going to have is first the publication starts next Thursday. That would be the time to get it into the newspaper then it will be three weeks after that. We are looking at March the 16th you would be receiving the bids, then you're talking about the consultant analyzing the bids and that's what the second motion would allow as well because they are going to review the bid on behalf of the City for the contractor. So, you are talking almost 30 days after that, you're talking about the middle of April before you actually get a contractor. We are just kind of pushing. I would have liked to have had this clear back in January, but we are kind of pushing the envelope as far as being able to get contractors this late in the season to really get good bids. That was the reason why it was a push to try to get it up in front of everybody to keep working on it. We only received the document, I believe, last week. We are just trying to move forward so we can get this thing going. Thank you very much." Council Member Jasper, "Thank you, Wayne."

PUBLIC COMMENTS:

None.

ELECTRIC DEPARTMENT: DISTRIBUTION Update

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

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power Plant personnel have been performing normal power plant duties and equipment maintenance. They have been working on generation, KDHE reports, and keeping the emergency spill prevention plan up to date.

ELECTRIC DEPARTMENT: Personnel Dallas Birk –Apprentice Advancement

City Clerk Kewley, "Alan (Superintendent Schneider) did complete the annual evaluation for Dallas Birk. He has qualified and did very well on his scoring for his books. He is recommending that he moves from Apprentice Three to Apprentice Four and his wage raise to \$22.60, effective February 22, 2020."

Council Member Hall, "I make a motion to move Dallas Birk from Third Year Apprentice Lineman to Fourth Year Apprentice Lineman at the hourly rate of \$22.60, effective February 22, 2020." Council Member Tschantz, "I second the motion." Hearing no discussion, President of Council Lenard 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.

Vehicle: Superintendent Hawkins, "I just want to keep the Council up on what is going on with the new truck. We did get our new truck in but we have had some issues with it. When it came in it didn't have the floor mats or the running boards and we had to take it back to Crow-Moddie Ford. We went and picked it up. We then went to put gas in it and the gas started running out on the ground so we had to take it back to Ford again."

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“They called us to let us know that there is a module inside the truck that has blown a fuse and it’s going to be two months before we can get our truck back. I asked if we could get a loaner but they said they do not do loaners. So, we spent \$31,000 plus to wait two months for a truck. It doesn’t have break lights so we can’t drive it so it’s setting down at the shop. I called them this morning to see where they were at on that and they still don’t have a time of when the module will be here.”

Training: Superintendent Hawkins, “I have been doing a lot of intensive training with the department. That has been going really well. We have been trying to do interactive training with distribution and production within the plant. It is going great, especially with the new hires. It is going very well and everyone is catching onto it quickly. I am very pleased with the group that I have down there.”

Water Meter Replacement: Superintendent Hawkins, “They have been going out and installing new water meters. We are still working on those.”

Leaks: Superintendent Hawkins, “We have had two water leaks since the last meeting. One was at 8th and Hudson Street and the other was at Osborne Street and Martindale Street. We did have the water off on that part of town. We did contact that Rec Center and orchestrated with Scot Jeffers so they were aware.”

Water Line: Superintendent Hawkins, “Survey Crews will be coming down to do the surveys on Alleghany Street for the water line replacement. We are getting that going so we can get that done this year.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, “The plant is running very well right now. I am very pleased with that.”

Training: Superintendent Hawkins, “We are doing the very intensive training in-house at the plant. I am very pleased with the guys and how they are catching on.”

Fluid Equipment Company Inc: Superintendent Hawkins, “I had the guys come in with Fluid Equipment. They did harmonic balancing on the river pumps and the clear well pumps. They came back really good. It is going very well.”

QUESTIONS: President of Council Lenard, “Remind me, Danny, where did we purchase that truck from?” Superintendent Hawkins, “Crow-Moddie Ford.” President of Council Lenard, “Is it going to be serviced locally or will it be sent off somewhere to do the service work that you need to get it on the road?” Superintendent Hawkins, “We are waiting for Ford to get this module. The way I understand this is that this module has something to do with the LED lights. They have to order the module, and then they have to have a computer flashed onto it and then install it on there. They have no idea how long; it can take up to two months depending.” Council Member Jasper, “We don’t have the trade in anymore, do we?” Superintendent Hawkins, “They have already sold our trade in. We are truck-less.” President of Council Lenard, “So, are you talking to someone regionally or locally?” Superintendent Hawkins, “Locally. Dayton is the one that I have been talking with. They are talking with Ford and trying to get this module.” Council Member Jasper, “What is the scenario if we call another dealership to see if they can move forward faster?” Superintendent Hawkins, “I can do that first thing in the morning. We can go in that direction. I just didn’t know with it being an aftermarket bed coming from Knapheide, I don’t know if that is the cause of the LED – I don’t know. I will definitely check in the morning and find out from some other dealers around and see if they can assist with it.” Council Member Jasper, “And their reason for not giving us a loaner was?” Superintendent Hawkins, “They don’t do that. That’s what I was told.” Council Member Scothorn, “Did that come from Dayton?” Superintendent Hawkins, “Yes.” President of Council Lenard, “Do they reimburse if we have to rent something?” Superintendent Hawkins, “I don’t know.” President of Council Lenard, “It would be nice to have a vehicle.”

STREET DEPARTMENT: Update

General: Superintendent Davidson said, “We have been rocking alleys, cutting shoulders on the gravel roads to get them back out to 24 foot wide, and patching pot holes. Also, cleaning ditches in the Southwest part of town.”

Sign Replacement: Superintendent Davidson, “We had a few sign replacements.”

Ice/ Snow Control: Superintendent Davidson, “We had two hours, I think, of over time. We were pushing the slush off the road and put down some mix.”

POLICE DEPARTMENT: Update

General: Chief Jones, “We have been staying busy. City court was last Thursday which was the last City court at the Court House. We will not have court in March and in the April court will be in here.”

Cases: Chief Jones, “We have been working some burglaries last week and over the weekend. One was a number of guns and the other two were prescription pills.”

Alice Training: Chief Jones, “Monday morning we did ALICE Training with the school district; which is active assailant, used to be called active shooter, training. That went very well. We were impressed with the educator that they brought in with that.”

Cases: Chief Jones, “We are currently working a nasty sexual assault case. I just got text message from one of my officers that the suspect just confessed.”

Training: Chief Jones, “Thursday, EMS is coming; we are doing the Stop the Bleed tourniquet training.”

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Computer System Upgrade: Chief Jones, “Next week, Jayhawk is scheduled to bring our computer server and computer workstations to start on our upgrade. What we heard from them about why it has taken so long is that they were having trouble getting parts from China.”

PARKS DEPARTMENT: Update

General: Superintendent Boyce reported, “We have been cleaning public buildings and restrooms. We are doing equipment and building maintenance. Those two things have been taking up most of our time.”

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

Truck Bids Update: Superintendent Boyce, “I have been working on getting the bid information out to different dealerships for truck.”

Flower Quotes for Flower Pots and Hanging Baskets: Superintendent Boyce, “I’ve been getting everything ready to get quotes for the flowers for the spring. I’m contacting Arnolds Greenhouse and one other greenhouse.”

Banners: Superintendent Boyce, “Yesterday, we did install new banners. The maroon banners that would normally be up at this time, the seams on those have come apart. I contacted the supplier about getting them resewn. They are 11 or 12 years old. He said when they are that age once you spend the money to get them resewn then the fabric up and down the banner starts coming apart. So, you’re out that money to get the slips resewn to get them to slide over the rod to hold them up. After visiting with the committee, we ordered new banners and they went up yesterday.”

Fire Extinguishers: Superintendent Boyce, “I’ve also been working on getting fire extinguisher yearly inspection quotes. It’s been a couple years since I’ve gotten quotes on that. We do our City wide inspection in April.”

QUESTIONS: City Clerk Kewley, “The banners look very nice.” Council Member Hall, “The banners look wonderful.” Superintendent Kevin, “Thank you. Also, Sharon had asked me tonight along with others before, at Veterans Park where the chain link fence is towards the bank, there is still a Veterans banner up there. It is a steel banner and it stays up year round and has been up a little over a year now. It’s for the Robinson Highway 75 from the north county line to South County line, it is for that. VFW approached us about doing that. That was when they were in process of making all the banners that went through town. So, they made a sticker that went on a metal plate, we put it up and it will stay up all the time.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2020-03	\$	<u>262,172.43</u>
b. Payroll Ordinance	2020-04	\$	<u>86,863.59</u>
	TOTAL	\$	349,036.02

CLAIMS 2020-03: Council Member Hall moved to approve City of Burlington Claims Ordinance 2020-03 for the amount of \$262,172.43 for payment of city bills. Council Member Scothorn gave the second. City Clerk Kewley, “These are just a couple expenditures on the whole ordinance. I’m not going to cover the whole ordinance but just a couple of the items. We have payments tonight to Core and Main \$5,800.00, Kansas Power Pool for \$157,277.13, and Kansas State Treasurer which is our bond payment for \$20,723.75. **Hearing no additional discussion, President of Council Lenard instructed City Clerk Kewley to poll Council. All votes were in favor. President of Council Lenard declared, “Claims Ordinance 2020-03 passed unanimously, 5:0.”**

PAYROLL 2020-04: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2020-04 in the amount of \$86,863.59, as presented. Council Member Hall gave the second. **Hearing no discussion, President of Council Lenard instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. President of Council Lenard declared, “Payroll Ordinance 2020-04 passed unanimously, 5:0.”**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties. I’ve been busy with a few permits.”

Nuisance Properties: Zoning Clerk Hugunin, “I have an update on a couple of our nuisance properties from the fires. I have been talking with Rhonda at the Housing Authority; she has really been helping out. The one on Alleghany, she is really close on getting something done and getting that property cleaned up. We are going to use their resources. I’ve been working with her and am helping her as much as I can. There are a few things he needs to take care of before the County will jump in and approve it, but it sounds like that is going to happen. The one on Hudson Street, I have talked to him and she has talked to him, she has probably talked to him a little more. He (the brother) has petitioned to take ownership of that property. So, that will be in March. We just have to wait; it’s kind of in limbo. There is no owner on that right now but he wants the help when he can get it.”

[8] CONTINUATION: February 19, 2020 Burlington City Council Regular Session

Computer Upgrade: Zoning Clerk Hugunin, “At the last meeting you guys approved computers, they are ordered and they could be here anytime.”

PERMITS: Building Permits issued by Zoning Clerk Hugunin:

None.

RESOLUTION

LEGAL DEPARTMENT: Update

Attorney Robrahn, “I have worked with the Mayor more on the Rec Center Commission agreement and have been doing more correspondence.”

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.

Annual Employee Benefits Meeting: City Clerk Kewley, “We attended the Annual Employee Benefits Meeting last Tuesday, February 11th.”

Audit: City Clerk Kewley, “The auditors called and they have scheduled May 7th to come onsite to do our 2019 audit.”

Finance Meeting: City Clerk Kewley, “I wanted to remind everyone that we do have a Finance Meeting scheduled for next Thursday, February 27th at 3:00p.m.”

OTHER COMMITTEE OR COUNCIL BUSINESS

REPORT BY CITY OFFICERS:

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: Sensus Water Meter Replacement Fire Hydrant – 3 rd & Neosho Storage Building for Dirt -Construction Flooding	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Lagoon Maintenance/Updates 6 th and Alleghany Waterline Project Sewer Liftstations –Flushing Rags, etc. Quick Coupler Bucket Updates

President of Council Lenard declared the meeting adjourned.

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