

BURLINGTON CITY COUNCIL REGULAR SESSION 8-5-2020

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, August 5, 2020. Mayor Stan Luke called the meeting to order.

ROLL CALL: Stan Luke, Mayor

Council Members present:

- Jerilyn Curtiss (President of Council) Dallas Scothorn Lewis Lenard
- 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)
- Philip Wright (City Attorney) Jimmy Hugunin (Zoning/Grants Clerk)
- Anne Brown (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Verl MacTaggart, Craig Marshall, Paul Abendroth

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

MINUTES 7/15/2020: Mayor Luke, “You have before you the draft minutes of our regular session of July 15, 2020, are there any additions or corrections?”

Council Member Curtiss, “I move to approve the draft minutes of July 15, 2020, as presented.” Council Member Tschantz, “Second.” Motion unanimously carried,6:0.

APPOINTMENT:

Craig Marshall, “Thank you. We are having some connectivity issues at our new board office; otherwise, I would have had some paper copies but now I have my computer. I wanted to thank you guys for the donation of the old City Hall building downtown. We have moved in the past two weeks. Over the past four or five months we have made a lot of improvements down there. We will have a ribbon-cutting at some point in time either in August or October. You are all welcome and again thank you so much for that donation of the building. I want to start out with that positive.

“I also want to recognize the employees that you have that we work with. They are terrific in the City. I know Alan (Superintendent Schneider) has helped with a variety of different items, including our new restroom and concession stand facility, consulting with us on that with the electrical piece, and some other issues with Margarito Solano (USD #244 Maintenance Director). Danny (Superintendent Hawkins) and his guys at the Water Department have been terrific helping to install a new water line for us at the new central office and working with us on a new fire hydrant. Mark (Superintendent Davidson) and his Street crew have provided support with us with the roads in the winter and helping us get the kids to school safely during inclement times. Doug Jones (Chief Jones) and his officers patrol our school zones and help out with different special projects or tasks all throughout the year with us. Just this past July one of his officers, Brian (Officer Siedschlag), helped out with the driver’s education class by helping them change tires. I think the moms were really happy that was happening so they could call their kids to have them change their tires if they ever needed it. Anyway, I want to thank Doug and his officers. Kevin (Superintendent Boyce) and his people in Parks, again they do a lot for the different areas that we use in the district at different times. Stan (Mayor Luke), Jimmy (Zoning Clerk Hugunin), and Gina (City Clerk Kewley) have been terrific with us in helping us navigate our move down to the new central office with all of our different questions and answers and so on and so forth. The office staff at City Hall, they are always very friendly and very helpful whenever we had questions. So, again thank you to everybody who works with us. We greatly appreciate it. I also want to thank your leadership as City Council. I know leadership is not always easy. I greatly appreciate what you guys do.

“I think it’s wonderful how you sometimes collaborate with your County, for example, your bridge projects that you have had to deal with recently. I understand how project planning and cost projections can adjust and at times be challenging. I appreciate how you guys work with the County. That is what makes our community really strong with the City and County connection.

“With the new downtown board offices, we were hoping to be able to receive a grant, Early Childhood Block Grant, for a daycare project at the old Board of Education by the Elementary School and the County Courthouse. Unfortunately, we did not receive that Early Childhood Block Grant. We had a grant in for about \$188,000. They had more requests than they had funds to give. That does not mean that that project is dead at all. We have a need in this community for daycare. It has made me more determined than ever to try to make our daycare project happen.

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“I believe this is a key for our school district. I also believe it is a key for our community. Increased enrollment means increased general fund for us, which means that we can pay our staff better salaries. More people in the community helps us with a variety of different things. More people are spending money in grocery stores, shops, buying homes, renting, whatever the case might be. This daycare project is not dead by any means. It is very very important for us. I am looking at other grants, possible charitable contributions, different foundations to try to find the money to make this daycare happen.

“The initial startup cost is the challenge for us because we do have to do some renovations to the old Board of Education office to make it work for little kids. We have to have sinks, and you have to have little stools, little bathrooms for them to use. So, there is a lot with the renovation piece that costs at the initial startup with some different materials, supplies, and equipment. We are trying to find different ways to make that happen. It is definitely not a dead issue. If you have any ideas or suggestions or thoughts, you can let me know, call me, email me, whatever the case might be. I will be happy to try to knock on doors, shake hands, and kiss babies if I need to. Of course, in this new COVID-19 world, we can’t do that, but we will do everything we can to try and make this happen.

“We are starting school on August 21st, which is one day later than our original projection. We added one more day because of in-service and training that we need. We felt like we needed one more additional day to be able to make sure that we have everything in place and ready to go on August 21st. We have worked with our administration, directors, board of education, and the County Health Department. We also have an Advisory Committee of about 35 different people in the community. They are parents, substitute teachers, grandparents, staff members, and they provide a lot of different perspectives and viewpoints for us. We are taking advice from those people. That Advisory Committee is very important to us because when you talk about education the keyword in front of it is public, public education. We have to make sure that we do everything in our power to make sure that we are ready. We want to make sure we keep staff safe, children safe, and we definitely want to educate kids. Those are the key things.

“With the timing of the Governor’s announcement with the Navigating Change document that we got actually three hours before the Governor put in Executive Order #20-59 and then the State Board of Education with their 5-5 vote basically rejecting the Governor’s Executive Order #20-59, things got really hectic for us. We would have liked to put our Advisory Committee together two or three months ahead of time and have them give us input. Then we would have taken their recommendations to the Board of Education. We had to do things a little bit differently in this world that we live in now, it’s ever-changing. Because of the timing with everything, we did get the Health Department together with our administration directors to make some decisions on health guidelines that we put on our website. We also had to get together with our administration directors to come up with two different options for our students to have for education.

“Our two different options are an onsite model that is based on the Health Departments telling us that we can go to school in person, as long as we have our new life guidelines in place: handwashing every hour, extra cleaning, separate and distance six foot apart as much as possible, masks on at all times to start this school year. We also offer a remote or online piece. So, if some parents just feel like they don’t want to send their kids, they are just not ready yet for whatever reason, they may have compromised health, or their kids may have compromised health. We are going to provide an online platform for them. We will provide a device; it will either be a windows-based computer or an iPad. K-4, our elementary students, will be using a program called Showbie. It is a platform and they will have a device. If they have Jan Martin in 1st grade, they will be able to get on Showbie. They will have a computer there; they will be able to see what Jan is doing in her 1st-grade class and interreact with the kids as well as the teacher. If it is 5th, 8th, 12th grade, whatever the case may be, they will go from 1st hour to 2nd hour and throughout their day with a platform that we use called Microsoft Teams. It is kind of like Zoom, but it is a little bit different. It is a little bit more teacher-focused and school-focused. Having said that we are going to give the kids that are remote learners or online learners that connection with the teachers, the great educators, our great teachers that we have in our school district. They will have that connection with their teacher as well as that connection and interaction with their classmates. They will just be in a distance learning situation.

“We had to put those plans in place to get the Board of Education to approve our plans. Then because of the timing of everything, we did put together our Advisory Committee and had them giving us input throughout this process as well to make adjustments. Things are ever-changing so our documents are ever changing. Our health guidelines will adjust and change as time goes on. Our learning options may adjust and change as time goes on. We definitely want that Advisory Council of 35 people. It is listed on our website so you can pull up those names, talk to those people, or contact me if you have any questions or thoughts. Do any of you have questions?”

Mayor Luke, “What are they doing about sports?” Craig Marshall, “We are going to allow activities to occur. KSHSAA (Kansas State High Schools Activities Association) is on target for starting activities. August 17th is the first day of practice. School districts may choose to not start practice on that day, they may push back. If you are in Kansas City and they have a high COVID-19 rate, then they may choose to wait a week or two. For us, yes, activities will be in place and we will start practices on August 17th. We offer the remote learning option. Our Board of Education voted to not allow those who are choosing remote learning option to participate in extracurricular activities. Kansas State High School Activities Association voted to allow school districts that wanted to have remote or online learners to be a part of activities to make that choice. We as an administration and director team as well as our Board of Education, felt that if people were not sending their kids to school because of a health issue than participating in activities...the most important thing is education. In our administration directors felt like that should be a no if they are not in our buildings on site.

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“So, yes activities are a go but if you’re a remote learner, you’re choosing to stay home because of health reasons. We understand that, we are going to educate you, but you will not be involved in activities. You are choosing to not be there because of possible illnesses or health issues. Any other questions? Again, thank you. I appreciate your leadership and everything you do for the City.”

PUBLIC COMMENTS:

Verl MacTaggart, “I don’t like doing this. I don’t do it very good, but I feel like I have to. I have talked to Chief Jones and Mayor Luke about this. About two weeks ago I was coming out of the hardware store and looked across the street, Highway 75, there was a little girl there, she was looking to the north to see if any traffic was coming. I looked there also and there was nothing coming over the horizon, that hill there by Dairy Queen. By the time I looked back, she had dashed across the street, and she didn’t stop there, she went running into Sonic. It just shocked me. What if some traffic was coming and she misjudged the distance? I wish all of you were in that situation just to impress upon you how bad it is. Any questions?”

Mayor Luke, “We have already talked so it would be if the other members of the Governing Body have any questions for you.” Verl MacTaggart, “What are we going to do about it?” Mayor Luke, “We’ve talked and I know you talked with the Chief. I don’t know who put the sign out here--” Verl MacTaggart, “That’s Mark too isn’t it?” Mayor Luke, “I don’t know who did it. It does some monitoring.” Verl MacTaggart, “Their leaving town so that doesn’t do any good.” Mayor Luke, “It does if the light has been green and people are trying to beat it. Somewhere along the line, as I have indicated before, in the last 50 years of records that we have there has not been a pedestrian accident on Highway 75.” Verl MacTaggart, “That’s fine, but that doesn’t do any good for that little girl that ran across the street there.” Mayor Luke, “I cannot, and the Governing Body cannot watch every individual in the community.” Verl MacTaggart, “In case you don’t know, my name is Verl MacTaggart.” Mayor Luke, “We can monitor, and we can look at what is available to us. That is a state highway. We have restrictions on what we can do. We do not have control over the stoplights, the State does. They will not allow another stoplight on highway 75. It took almost three years to get the one on Cross Street, to get the State to approve it.”

Superintendent Schneider, “Sorry to interrupt. We maintain but the State sets the timing on them.” Mayor Luke, “Right. It would be nice if there was a little more timing that would work versus the short time that the yellow lights are. We have things that we can do, and there are things that we can’t do.” Council Member Lenard, “Is that the heart of this issue, the timing?” Verl MacTaggart, “So, we have to wait for a little girl to get hit?” Mayor Luke, “The trucks when they come into town, if they are slowing down, when the light turns from green to yellow, if they are in the 45 mph speed area, they have a tough time getting stopped realistically without entering into the intersection. Most of the time, if they are going to be in that intersection, they are going to go through the light.” Council Member Tschantz, “If that light turns green when they’re coming down the highway and they are at 45mph, then they will do 45mph through town. What do you do?” Mayor Luke, “I don’t know how many tickets the Chief issues on a daily or weekly basis--.”

Verl MacTaggart, “Well, this morning, I was going south of town and the police car had somebody stopped there at the shutdown gas station. A ways further out, the sheriff had somebody stopped. I was following somebody going the speed limit, and then somebody is pushing me out of town. I was going 30mph, and he was right on my tail.” Mayor Luke, “We can’t get everybody.” Verl MacTaggart, “Well, we have to do better.” Mayor Luke, “We will see what we can do.” Verl MacTaggart, “What are we going to do?” Mayor Luke, “Right now, we are not going to give you an answer.” Verl MacTaggart, “Two weeks ago, that’s what I had too.”

Mayor Luke, “It takes some time to get things --.” Verl MacTaggart, “I did talk to a highway patrolman that was around the police office down there. Chief Jones’ car was gone, it had to be a highway patrolman sitting there. I went and talked to him. The K-9 unit guy, whatever he is. He said that he would take it up the channel to do something.” Mayor Luke, “Like I said it is their road, they have more control over it than we do.” Verl MacTaggart, “I think we can do something better as the City to do something.” Mayor Luke, “I’m not quite sure. We can’t patrol just that street. We have other areas of town that we have to take care of as well.”

Verl MacTaggart, “Can we sue the Government?” Mayor Luke, “I don’t think that is something that we want to take on.” Council Member Lenard, “We will let you take the charge on that.” Mayor Luke, “We will have the committee work with the Chief and see what we can do. I don’t know what else we can do but we will see what it is. There may not be any quick response.” Verl MacTaggart, “How many little girls live there behind Pete’s that age, two or three?” Mayor Luke, “I have no idea.” Verl MacTaggart, “Well, I don’t either.” Council Member Jasper, “I think a lot of communities bring on volunteer crosswalk people. If you want to put together a list of volunteers to help control that area?” Verl MacTaggart, “I followed down at Across the Borders where another incident happened. This guy in this opened up jeep with his son in it. He stopped at the four corners downtown, the red light. He ran up to the courthouse crossing, and then he went into the lumberyard. I said something to him, his son was there. Then he went into the lumberyard and he was by himself, so I said something else to him.”

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Mayor Luke, "You have 15 seconds left on your 5 minutes." Verl MacTaggart, "Well, he asked me 'Don't you have anything better to do?' That's the attitude of the people in town." Mayor Luke, "Okay." Verl MacTaggart, "90% of them speed so we should do something." Mayor Luke, "Okay, your 5 minutes is up. Thank you for coming." Verl MacTaggart, "I see we are going to have a good effort."

ELECTRIC DEPARTMENT: DISTRIBUTION Update

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

Coffey County Fair: Superintendent Schneider, "After the Fair, we did help the Fair Board remove banners down at Kelley Park. We also removed the cables that held the blocks down for the demo derby and got that put away."

Power Pole Replacement: Superintendent Schneider, "The men are still replacing power poles that have decayed and needed replaced."

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power personnel have been performing normal power plant and equipment maintenance.

Generator #6 Gas Supply: Superintendent Schneider, "Right now they are working on the high-pressure gas supply that runs generator #6. Our incoming pressure is roughly 20 pounds. In order for those generators to run on gas they have to be at 28 or 29 pounds. So, we aren't getting that pressure and the men are working on that now."

Annual KPP Operability Testing: Superintendent Schneider, "We are still waiting for the ambient temperature for our final test for the annual capability testing through KPP for capacity. Next week is looking very favorable for that."

Generator: Superintendent Schneider, "I sat in with the Water Department on the 29th of July when they put the new generator in service to observe and learn the controls and how it operated."

QUESTIONS:

Council Member Lenard, "We did get Hoovers squared away too?" Superintendent Schneider, "Yes, everything is squared away and everything is good."

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.

Generator: Superintendent Hawkins, "As Alan said the generator was a perfect deal. Everything went well. It fired up, we put everything on in the building, it was running great. We did all of the training and got all of the guys trained. So, now we have generator backup."

Sewer Cleanout: Superintendent Hawkins, "Right now the guys are cleaning sewers, we are flushing the fire hydrants as we go. We are doing a chlorine burnout for the year. We are trying to get that done."

WATER/WASTEWATER: Production – Water Treatment Plant Update

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

QUESTIONS:

Council Member Lenard, "What is the lapse in the drop of service before the generator kicks in?" Superintendent Hawkins, "That sounds like a question for a guy that knows electricity." Superintendent Schneider, "If it senses a loss of voltage, whether it be the whole circuit or just one phase if it senses that.... The factory setting was two minutes and we pushed that out to three. So, if it senses that loss, it will kick on. When it senses utility, power coming back it doesn't automatically drop back over in case there would be another hit on the system. I don't remember the exact time frame, probably 10 minutes, it will monitor the distribution system. Once it is satisfied that it is going to stay on then it will transfer back over to utility and then go into the cool down cycle." Superintendent Hawkins, "That has a lot to do with big pumps and VFDs (Variable Frequency Drive) at any given time to ramp everything down so that way everything runs smoothly."

STREET DEPARTMENT: Update

General: Foreman Mason said, "We have been doing our normal duties. We have been cleaning ditches, sweeping curb and gutter, fixing potholes, culvert cleaning, tree trimming, and servicing equipment. We fixed a waterway on 12th and 13th by the blue water tower."

Coffey County Fair: Foreman Mason, "We helped the Parks Department with Kelley Park getting it ready for the fair."

Salt Building Construction: Foreman Mason, "The rest of our time has been on the salt building. We are about 90% complete. We have the roof and walls on it."

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QUESTIONS:

Mayor Luke, "I was talking with Mark the other day, and he mentioned that sometime by the end of the month he might be able to go out for bids for the bridges." Foreman Mason, "Yes, that's what I'm hearing."

APPOINTMENT 6:30 p.m.: Public Hearing on 2021 City Budget

Opening the Public Hearing: Mayor Luke, "At this time we will go into the Public Hearing on the 2021 City Budget." *Council Member Curtiss stated, "I move to authorize the Mayor to open the public hearing for the City Budget for 2021." Council Member Tschantz, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Mayor Luke, "We enter the hearing at 6:30 p.m."*

Mayor Luke, "Is there anyone present who wishes to make comments concerning the proposed Budget for 2021?" There were no comments. Mayor Luke said, "Hearing none, I would accept a motion to close the Hearing."

Closing the Hearing: *Council Member Lenard stated, "I move to close the Public Hearing." Council Member Curtiss, "Second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Mayor Luke declared the Public Hearing closed at 6:31 p.m.*

Taking Action: Mayor Luke stated, "You have before you the City Budget for 2021. At this time, I would accept a motion to adopt the City Budget."

Council Member Hall stated, "I move to adopt the City Budget for 2021 as presented." Council Member Lenard, "I second." Hearing no discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Mayor Luke declared the City Budget for 2021 adopted.

Mayor Luke, "The millage rate is the same as it was in the previous years. Revenues have been solid and steady. Appraisals were down a little but we will be alright."

POLICE DEPARTMENT: Update

General: Council Member Lenard, "Doug is in Arkansas. Randy is filling in for him."

Cases: Council Member Lenard, "Some of the highlights, the police department worked a narcotics possession case. They went to a house to check on a 911 hang up. While they were there, they smelled an odor. Subsequent to that, 2 adult males and 1 female were arrested. To add insult to injury the female was arrested a couple days later for disorderly conduct.

"I've always been impressed with our Animal Control officers and our Animal Control officer was checking out an unregistered pit bull. An uncooperative male interfered and subsequently went to jail as well."

China Seeds: Council Member Lenard, "Lastly, some of these China seeds have been showing up around town so if anybody gets those, they ask that you do not open them up or throw them away. Call the Police Department and turn them in."

PARKS DEPARTMENT: Update

General: Superintendent Boyce, "We have been cleaning public restrooms and buildings. We have been doing building and equipment maintenance. Most of our time has been spent mowing grass and watering flowers and trees. We also have been spraying weeds and grass in gravel areas."

Fogging / Spraying Mosquito: Superintendent Boyce, "We have been fogging for mosquitos. We have had a complaint that it is killing trees and flowers around town. I find that hard to believe because of the way our flowers look. They did also contact the extension agent. He came and looked at our chemical agent we are using, our machine, and went and looked at the tree that this person was complaining about. It was actually a defect in the tree, not the chemical. As far as fogging, the three Parks Department employees did the first three. The Street Department did three, and tonight a Water Department employee has volunteered to do it. We are just moving down the line of volunteers. If we get through everybody then we will start the rotation over. Since we have bumped up how much chemical the machine is putting out and we are driving faster, we are getting done faster. It has helped with the overtime pay."

Nuisance Property – Mowing: Superintendent Boyce, "We have mowed one nuisance lot at 1110 Lamoille. It's the trailer house. I believe Chief Jones had four vehicles towed from there. We hauled a dump truck load of brush off from there and a dump truck load of trash from there to the landfill." Council Member Scothorn, "Thank you for doing that." Superintendent Boyce, "As we were doing it, pretty much all of the neighbors came and thanked us. We will be watching it, as soon as it hits the 12-inch range then we will be going back and mowing it." Council Member Scothorn, "It will be a little easier the next time."

Roofing Projects: Superintendent Boyce, "We have all the roofing done from the hail in 2019. They had a few little things that they were fixing today. I will go back and check that in the morning and be done with that."

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Coffey County - Fair: Superintendent Boyce, “As far as the Fair, everything went well. I didn’t get any phone calls outside of our normal time frame. The demo area still has some debris there. I did check on that and I was told that it would be cleaned up either yesterday or today. I did not check before I came in this evening. There are still a few blocks that they need to stack up.”

“The Fair Board fence that the City okayed to put up from the chicken barn going across was installed the week of the Fair. I asked if there were any issues with that, and as far as I know, the people I talked to, said it was okay.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2020-14	\$	<u>349,067.26</u>
b. Payroll Ordinance	2020-15	\$	<u>88,674.73</u>
c. Payroll Ordinance	2020-16	\$	<u>89,816.42</u>
	TOTAL	\$	527,558.41

CLAIMS 2020-14: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2020-14 for the amount of \$349,067.26 for payment of city bills. Council Member Hall gave the second. City Clerk Kewley, “The larger expenses of the whole ordinance tonight are to Alpha Roofing \$61,833.06, Brenn Tag \$22,580.04, Crow-Moddie Ford \$30,016.00, and Foley Equipment \$61,467.91. That is the generator, truck, roofing repairs, and chemicals.” Hearing no additional discussion, Mayor Luke instructed City Clerk Kewley to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2020-14 passed unanimously, 6:0.”

PAYROLL 2020-15: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2020-15 in the amount of \$88,674.73, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Luke declared, “Payroll Ordinance 2020-15 passed unanimously, 6:0.”

PAYROLL 2020-16: Council Member Hall moved to approve City of Burlington Payroll Ordinance 2020-16 in the amount of \$89,816.42, as presented. Council Member Scothorn 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 2020-16 passed unanimously, 6:0.”

QUESTIONS:

Council Member Scothorn, “Who did the report on the overtime?” City Clerk Kewley, “Anne (Deputy City Clerk).” Council Member Scothorn, “Tell her thank you, I appreciate it.”

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties.”

City Hall Updates: Zoning Clerk Hugunin, “I have been doing a lot of painting. I think I am done for a little while.”

CARES Program: Zoning Clerk Hugunin, “Yesterday, Stan and I attended Coffey County Corona Virus Relief Task Force, which is SPARKS or CARES. That is money that the state is giving to the County and we are applying for some of that money. I know some of the things that we are going to get taken care of are the expenses that have already occurred due to this. I also have a list together on some projects that we can use that money for, such as water fountains and things like that. The deadline for it is Friday to have that submitted. I am looking at different things.”

PERMITS: Building Permits issued by Zoning Clerk Hugunin:

None.

LEGAL DEPARTMENT: Update

Prosecutor Wright, “I have started looking at the contract for the CDBG Grant. The due date on that is the 21st, we have to have that back. I think there are some attachments that I don’t have, it might be useful to have those. I also received the specs for the retaining wall project from Kevin Boyce (Parks Superintendent) and reviewed those. I have reviewed that license agreement from the League of Municipalities for the UPOC and the STO that we use. I was also asked to take a look at licensing ordinances for plumbing, particularly because of some of the past problems. I am looking at that to see if there are any recommendations that might be made. It might be changing that ordinance, or there might be other things that we can do to avoid some of the issues that the City has experienced in regards to that.

“I have spent a lot of time trying to resolve some municipal court cases outside of court to avoid the inevitable pile-up we are going to experience. In conjunction with that, I have been working with the clerk to clean up a lot of old cases. There are cases that have been sitting around for 20 to 30 years, where we have had no contact with the defendant. It is costing time and resources to continue to have those around, issue warrants and do that sort of thing. We are trying to figure out a way to clean those up and resolve those.”

ORDINANCE:

None.

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CITY CLERK: Update

General: City Clerk Kewley, “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. July we will be sending \$2,497.30 in delinquent utility accounts to the Kansas Set-Off program for collections.”

Finance Meeting: City Clerk Kewley, “The finance committee held a finance meeting on the 16th of July to finish up the budget so we could have our hearing tonight.”

CDBG-CV Grant: City Clerk Kewley, “I have been working with Dustin Gale. He is our project manager for the CDBG Grant. He said to have the contract looked over and the documents and timeline would come later. That’s why I wanted to send that to Philip to review it. He said that it is nothing the Council needs authorization for, it has already been approved through the resolution. We have to have the contract back by August 21st.”

Financials: City Clerk Kewley, “I did hand out the sales tax and utility revenue report. As you can see, we continue to have increased revenue over this time last month, and this time last year. Through the COVID-19, it is still a good sign for our community. That is a big plus.”

COVID-19 Update: City Clerk Kewley, “We have continued with COVID-19 updates. We have not had a League conference call last week but we will have one tomorrow.”

KPP Fall Planning Summit: City Clerk Kewley, “Also, KPP will not be holding their fall retreat. They will be doing a virtual fall planning summit on five different dates during the lunch hour. That information is in front of you if you are interested in that.”

QUESTIONS:

Mayor Luke, “You have the letter from the State with respect to what we received on that grant. \$132,500 for the SPARKS program at the County, they are not using a facilitator to do theirs. They don’t have the same reporting process, details, and etc. that the development grant does. We will be going out to get three or four quotes for different people that are doing this. The anticipation is that we will take the funds to support that individual through our general funds, so the entire \$132,500 will be provided in the grants. There will be no reduction in the amount that they will receive.”

City Clerk Kewley, “Dustin, from the State, said that 75% of cities are hiring grant administrators. If you don’t deal with it every day, you need a grant administrator. We do have a list of grant administrators in the region that I pulled off the website. There is a handful of grant administrators that we could get quotes from. He said that they average from \$7,000 to \$13,000. I am with the Mayor that a recommendation would be great to pull it from our general funds so our businesses can utilize all the grant money. We would adjust our budget for it on the documents. That is up to you all to decide at a later date or tonight.”

CITY CLERK: Regina Kewley, City Clerk – Retirement effective October 1, 2020

Mayor Luke, “You have received information from Gina that after 33 years she is effectively retiring. The retirement will be effective on October 1st. The last day that she can work with respect to KPERs is September 14th which is a Monday 34 years with KPERs. I have talked with the Clerks Association and they have a list-serve that we have put information out letting people know, other clerks around, that the opportunity may exist if they would like to get more information about it. I have talked with the League. They also have some capabilities that we can take advantage of and utilize. We will also provide information to current employees so we have covered all the bases. As soon as I get some of that information back, I will review it, see what people are out there, and see what we might have an opportunity for. That will take a little bit of time. Hopefully, everything will be in place on or prior to the 15th.”

Council Member Lenard, “Are you saying that we wait until she leaves to post it?” Mayor Luke, “No, we are in the process right now of putting postings out and starting the whole process.” City Clerk Kewley, “You do need authorization to do that. I didn’t put it on because I didn’t know what all you wanted to do.” Council Member Curtiss, “Do you have to have authorization to do that?” City Clerk Kewley, “To hire someone, yes.”

Council Member Lenard, “I move that we proceed to post the City Clerk position until filled.” Council Member Hall, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Council Member Tschantz, “We are going to miss you.” City Clerk Kewley, “Thank you.” Council Member Jasper, “Congratulations.”

City Clerk Kewley, “I would like to say that it has been a pleasure serving the City for 33 years. It has been truly enjoyable working with my coworkers. They all work well. We have good people and that is what has made this so difficult. We have really good employees.”

REPORT BY CITY OFFICERS:

None.

[8] CONTINUATION: August 5, 2020 Burlington City Council Regular Session

MAYOR’S COMMENTS:

Mayor Luke, “I have been approached by the Meals on Wheels program. The superintendents can talk with their people. They have asked if any of the City employees would be willing on their lunch hour to deliver meals around town. I told them that that would be dependent on the employees. That is their time, it is not City time, it is their time. I would put it out and let them know. If they are interested, who they should contact is the woman in charge at the Senior Center. It will take about 45 minutes. I don’t know how many actual meals they have to deliver but it would be somewhere between 11:30 and 12:30 would be their timeline. If there is anybody that is interested have them directly contact the Senior Center.” Council Member Lenard, “Do you know how many meals we deliver in town?” Mayor Luke, “I don’t know. The last time that I did it, we had 17. I don’t know how many they have now.” Council Member Curtiss, “I think they divided it into north and south.” Mayor Luke, “They may have.” Council Member Curtiss, “I do know they divided it into two sections.”

Mayor Luke, “Before you all leave, everyone needs to sign the budget information.”

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Flooding 5-2019 – Updates	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc.
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)
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 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 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 Sewer Liftstations –Flushing Rags, etc. Sewer Lagoons - Analysis (KRWA/funds for dredging)

Mayor Luke declared the meeting adjourned.

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