

BURLINGTON CITY COUNCIL REGULAR SESSION 1-20-2021

City of Burlington Governing Body met in Regular Session at City Hall’s address, 1013 N. 4th Street, Burlington, Kansas, at 6:00 p.m. Wednesday, January 20, 2021. Mayor Stan Luke called the meeting to order.

THE PLEDGE OF ALLEGIANCE

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:

- Anne Brown (City Clerk) Mary Mader (Administrative Assistant)
- Philip Wright (City Attorney) (Zoom) Jimmy Hugunin (Zoning/Grants Clerk)
- Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale, Paul Abendroth, Lisa Birney

INTRODUCTION- Lisa Birney

City Clerk Brown made an introduction for City Hall’s newest employee Lisa Birney to the Governing Body.

AGENDA:

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

MINUTES 1/6/2021: Mayor Luke, “You have before you the draft minutes of our regular session of January 6, 2021. Are there any additions or corrections?”

Council Member Tschantz, “I move to approve the draft minutes of January 6, 2021, as presented.” Council Member Hall, “Second.” Motion unanimously carried, 5:0.

APPOINTMENT:

None.

PUBLIC COMMENTS:

None.

ELECTRIC DEPARTMENT: DISTRIBUTION Update

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

Vehicle Maintenance: Superintendent Schneider, “The men have been doing department vehicle maintenance by changing the oil and lubing chassis on those. Also, cleaning and stocking our line trucks.”

Routine Maintenance: Superintendent Schneider, “We are still doing some routine line repairs. The other day while we were out doing some routine repairs, we discovered a transformer that had a bad primary bushing on it. It had not failed yet, but it was well on its way. We were able to catch that before an outage. This was located down at the Street Department, which also serves that sewer lift on south 10th Street. I am very thankful that we caught that.”

Outage: Superintendent Schneider, “We did work a partial outage on Cross Street on Monday. We had a compression connection fail on a line jumper. It only affected one customer. We were able to get that repaired very quickly. That was during normal business hours.”

Inventory: Superintendent Schneider, “The inventory for the department is complete.”

KMEA Report: Superintendent Schneider, “I also completed the annual KMEA report for 2020. This report is for KWH sold information and system peak demand for the year. That is submitted.”

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power personnel have been performing normal power plant and equipment maintenance, over current relay maintenance, plant reports, and substation maintenance.

Catalysts Inspection: Superintendent Schneider, “The crew has been inspecting our catalysts on the generators. We want to ensure that they are in good working order and make any repairs and/or change any filters before the recertification test. We do have a recertification test scheduled for the third week in September 2021. We have three units that have these catalysts on them. In order to stay compliant, we do need to do that. Once we have those tested, those will be recertified and valid for five years.”

ELECTRIC DEPARTMENT: Personnel: Recommendation to Hire

Superintendent Schneider, “Last Thursday the 14th, we did interviews for the vacant apprentice lineman one position. Lewis sat in as part of the interview committee. I would like to recommend that Bill Cole from the Water Department be awarded that position. I have visited with Danny a couple of times to make sure that he was okay with that and it is okay with him.”

Council Member Lenard, “I move to extend an offer of employment as First Year Apprentice Lineman to Bill Cole, at the starting hourly salary of \$19.59, with the start date contingent on coordination between Danny and Alan.” Council Member Tschantz, “I second the motion.” 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.

Alleghany Project: Superintendent Hawkins, “We have been installing the new water meter services on Alleghany Street. I am very pleased with that. The weather has been really nice while we are doing it. The men have been doing a really good job of getting that completed.”

Inventory: Superintendent Hawkins, “We are also working on inventory. We are about to wrap that up for the end of the year.”

Vehicle Maintenance: Superintendent Hawkins, “We have been working on vehicle maintenance. We replaced the hydraulic line on the backhoe the other day.”

KDHE State Inspection: Superintendent Hawkins, “We did have our KDHE State Inspection. Jason Schultz came down with another gentleman; they were there for about four and a half hours. They were extremely pleased with the water quality. The inspection was great. They talked us up really well. They said that we were the top five water plants in the southeast Kansas area. I cannot take all of the credit for it. I want to publicly thank my men for helping and doing their part in their too. Without them, we wouldn’t be what we are today. I am very pleased with how that went.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, “The plant is running great.”

Equipment Maintenance: Superintendent Hawkins, “We are replacing a turbidimeter that went out on our clarifier on the west side. I ordered a replacement turbidimeter for that.”

WATER/WASTEWATER: Personnel: Chris Hammond & Vincent Riccobono – Evaluation

Superintendent Hawkins, “The only other two things I have are evaluations for Vinny Riccobono and Chris Hammond. My recommendation would be to give Chris Hammond a 4% and Vinny Riccobono a 2% raise.”

Council Member Hall, “I move to accept Christopher Hammond’s personnel evaluation as presented, and to grant a pay increase to \$18.29 per hour, effective January 30, 2021.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

Council Member Hall, “I move to accept Vincent Riccobono’s personnel evaluation as presented, and to grant a pay increase to \$18.02 per hour, effective January 30, 2021.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

STREET DEPARTMENT: Update

General: Superintendent Davidson, “We have been doing our normal duties. We have been cleaning ditches, sweeping curb and gutter, fixing potholes and ruts, repairing and re-rocking alleys, fixing and replacing street signs, and truck and equipment maintenance.”

Vehicle Repair: Superintendent Davidson, “We finished putting the floor in the 2000 dump truck. We rebuilt two of the tailgates for the 2000 and 2007 trucks. We also replaced the water pump on the 2000 International.”

Ice Machine: Superintendent Davidson, “We installed our new ice machine.”

Catch Boxes: Superintendent Davidson, “We have been cleaning catch boxes.”

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Harshman's Quarry – Rock Hauling: Superintendent Davidson, “We started hauling in rock from the Harshman Quarry, west of town. We are going to bring in 500 to 1000 tons of rock. We have found that it is cheaper to haul it ourselves, as close as it is, and not add the extra costs of hiring someone.”

Kennebec Bridge Project: Superintendent Davidson, “A M Cohron & Son Inc. poured the Osborne bridge Monday. They have the seal on the Bowman bridge and are planning on pouring it either tomorrow or Friday. We are getting closer.”

Country Club Heights – Ditch Work: Superintendent Davidson, “We have been reshaping the ditch out at Country Club Heights.”

POLICE DEPARTMENT: Update

General: Chief Jones, “We have had our normal calls.”

Cases: Chief Jones, “We have had our usual domestics, phone calls, and civil standbys. The most interesting one that we had was when Officer Kyle Black stopped a car on HWY 75 at about 4:00 a.m. on Thursday. He turned east on Hudson, then turned south on 3rd, then turned east on Neosho, all while Kyle was behind him with lights and his siren going. He finally gets stopped over by the dog park. Kyle gets drug paraphernalia off of him and a stack of credit and debit cards that every single one of them has a different name on them. About 10:00 the next morning, I get a call from Steve Strawder saying that he just found a pistol at the curb in front of this business. We went over to collect it, and it looks like it has been tossed out of a moving vehicle. I wonder where that came from, but we can't prove it. The in-car video on Kyle's car was not focused properly, so you couldn't make out anything as far as if it came out of his vehicle or not. We have no doubts where it came from; it is just that we cannot prove it. He wound up with some felony charges, and he will be facing charges over at district court. The judge has put a \$7,500 bond on him. He is a frequent flyer with the Kansas Corrections System. He is not from around here; he is from El Dorado.”

PARKS DEPARTMENT: Update

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

Inventory: Superintendent Boyce, “I have been working on the inventory.”

Goals and Accomplishments: Superintendent Boyce, “I worked on the goals and accomplishments.”

Equipment Replacement- Mower: Superintendent Boyce, “For the 2021 budget, I did budget to replace a mower. However, we did the budget, and we ended up having a drought at the end of the summer and through the fall. So, that mower did not get the hours on it. We normally run the mowers to 1000 hours and trade them in. The mower is right at 800 hours. If we go ahead and move forward with replacing the mower now with it at 800 hours will make the trade-in value approximately \$1,000 more than what if we run it up to the 1,000-hour mark. So, I was wondering what Council would like me to do. Do you want me to go ahead and move on with it or run it another year and re-budget?”

Council Member Scothorn, “Is it in good shape?” Superintendent Boyce, “Yes, it is in good shape.” Council Member Lenard, “What is your recommendation?” Superintendent Boyce, “My recommendation is to go ahead and move forward; it's \$1,000 vs. 200 hours.” Council Member Lenard, “I would support that recommendation.” Council Member Jasper, “If you were to put it off, what would that do down the road for your other mowers. Are their hours creeping up too? So, you don't have two mowers in one year.” Superintendent Boyce, “We would be fine either way. We would not end up having two mowers being replaced in the same year.”

Mayor Luke, “Any further discussion on that? Does anyone want to make a motion to keep what we have for a year or go ahead and purchase?” Council Member Lenard, “I recommend to defer to the superintendent and the committee. If it's in the budget, let them decide what they chose to do. That is why they are there.” Mayor Luke, “Okay, you will get with your committee and take care of it.” Superintendent Boyce, “Okay.”

PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)

Superintendent Boyce, “We have been working with B&B Bridge company on change order #5. I changed this. I handed out a drawing for you. The highlighted part was to be a five-foot sidewalk. ADA (Americans with Disabilities Act) is five feet if you do not have landings. So, you can have a four-foot sidewalk, but you have to have landings every so often that is five feet. It is cheaper to widen it a foot than to put landings in. My recommendation is going to be on the east side of that sidewalk to put some type of handrail or fencing down the line. That area to the east of it is at a slope. It is a slope to the south end where the big set of stairs are; that is why I recommend putting a railing along that sidewalk. So, if we put the railing there, we won't be at five feet wide on the sidewalk, so I want to extend it to six feet wide. I visited with the committee about that. Also, all of the concrete that needs to be done at this point, is done.”

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Council Member Jasper, "I think it is a lot easier to do it the first time around than to figure out it's not enough later, just to add a foot to it."

Council Member Jasper, "I make a motion to accept Change Order #5 for the City Dam Retaining Wall to B&B Bridge Company, for an increase of \$1,111.00." Council Member Scothorn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Council Members Hall, Lenard, Jasper, and Scothorn voted, 'Yea' and Council Member Tschantz voted 'Nay'. Mayor Luke declared the motion passed, 4:1.

Superintendent Boyce, "The only other thing I have is the handrailing on the stairs. I did report that it would be a possible 60-day delay. Yesterday, I questioned if they had an update on it, and I have not gotten any response back on that yet." Mayor Luke, "Is that the one where they have the wooden railings?" Superintendent Boyce, "Yes, where any of the concrete steps are, there will be handrailing on there."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2021-02	\$	<u>299,057.41</u>
b. Payroll Ordinance	2021-02	\$	<u>93,096.53</u>
	TOTAL	\$	392,153.94

CLAIMS 2021-02: Council Member Jasper moved to approve City of Burlington Claims Ordinance 2021-02 for the amount of \$299,057.41 for payment of city bills. Council Member Scothorn gave the second. City Clerk Brown, "The larger expenses we have tonight B&G Consultants \$3,898.50, Core and Main \$7,401.08, KPP \$168,067.70, and A M Cohron & Son Inc \$52,813.50." Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2021-02 passed unanimously, 5:0."

PAYROLL 2021-02: Council Member Jasper moved to approve City of Burlington Payroll Ordinance 2021-02 in the amount of \$93,096.53, 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 2021-02 passed unanimously, 5:0."

FINANCE - BLUE CROSS BLUE SHIELD INSURANCE POLICY

City Clerk Brown, "Kerri and I met with Jake Owens, our representative for Blue Cross Blue Shield. We reviewed last year's, and you have that in your folder. We had a 6.03% increase this year. That was what our payout; it was 160.24%, it was up. Because we are in a grandfathered policy, the cap on that saved us probably a 15% increase. It is an excellent plan. I would highly recommend that we stay with it. I would appreciate that plan, and I'm sure the employees would too."

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

PLANNING & ZONING: Update

General: Normal duties and general maintenance around City Hall.

City Hall Renovations -Phase 2: Zoning Clerk Hugunin, "Kevin sent John and Dorinda here to help me. We have been patching a lot of holes in the walls. Everything is taped off and getting ready to paint. The people doing our carpet have been here and measured everything."

City Hall – Front Door- Topeka Foundry: Zoning Clerk Hugunin, "Tomorrow, the Topeka Foundry will be here to install the automatic door openers. I don't know how long that will take."

OTHER COMMITTEE OR COUNCIL BUSINESS:

Work Session: Mayor Luke, "Mary, have you received information for the work session." Administrative Assistant Mader, "Yes, I have video recording council meetings, 4-H Contract, and Lewis just told me evaluations." Mayor Luke, "Is there anything else that anyone has at this time to put on that session?" Council Member Jasper, "Repair and replace, just a better understanding of it." Council Member Lenard, "I asked Mary, and she pulled up the work session that we did before just as a reference. We had committees, nuisance properties, which I think is a good one to rehash on, communications, finance, and succession planning. I don't know where we will be before we do committees next time, but that might be one. I'm just throwing stuff out because we won't be able to get to everything." Mayor Luke, "Okay. We do need to have a motion in order to have the work session."

Council Member Tschantz, "I move to have a work session February 9th at 6:00 p.m." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

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Kansas Municipal Energy Agency - Appoint Director #1: Mayor Luke, “We also have the appointment of a board director #1 for KMEA. Alan is currently the #1 director, and I am #2. Mine does not come up for a while yet.”

Council Member Jasper, “I move to appoint Superintendent Alan Schneider as Burlington's Director #1 to the Kansas Municipal Energy. Agency Board of Directors, to serve a two-year term from May 1, 2021, to April 30, 2023.” Council Member Scothorn, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

LEGAL DEPARTMENT: Update

Attorney Wright, “Last week we had municipal court; I think things went pretty smoothly. I worked on the MT Networks contract a little bit more.” Mayor Luke, “As far as the contract is concerned, it is for our review, and we can do action tonight or next meeting.” Attorney Wright, “If you have any questions about the contract, let me know.” Council Member Jasper, “Let’s review.” Mayor Luke, “Okay, review and either have questions ready or get them to Anne, and she can get them to Philip before the next session.”

ORDINANCE:

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.

Blue Cross Blue Shield Insurance Policy: City Clerk Brown, “Again, Kerri and I met over WebX with Jake Owens to review the 2020 health insurance policy.”

Goals and Accomplishments: City Clerk Brown, “I handed out the goals and accomplishments, which are with your packets. I do want to thank Mary for all of her hard work on reviewing and getting that ready for you guys too.”

Employee Benefits Meeting: City Clerk Brown, “We have scheduled our annual employee benefits meeting for Tuesday, February 9th in the morning. It does not interfere with the work session. I think we will try and do all of that via Zoom for all of our providers because some are not traveling. We still will have employees come in. We suggest just the new hires and anyone who thinks that they might want to make any changes to their policy. Of course, there will be packets for everyone that are not in attendance. Depending on how many employees attend, we will decide where we hold it at, too. All of our providers have already confirmed, which includes Blue Cross Blue Shield, KPERS, OFG Financials, Empower Retirement, and our Employee Associate Program.”

Financial: City Clerk Brown, “We are paying 2020 and 2021 bills this period.”

REPORT BY CITY OFFICERS:

MAYOR’S COMMENTS:

FUTURE AGENDA ITEMS:

<u>GENERAL:</u> 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
<u>ELECTRIC DEPARTMENT:</u> Power Plant - Additional Generation	<u>RICE NESHAP Compliance</u>
<u>PARKS DEPARTMENT:</u> 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
<u>LEGAL DEPARTMENT:</u> Municipal Court Updates	Misc. Legal - Documents, Cases, Contracts, etc.
<u>PLANNING AND ZONING</u> 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.
<u>POLICE DEPARTMENT</u> Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases
<u>STREET DEPARTMENT:</u> 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
<u>WATER & WASTEWATER DEPARTMENT:</u> 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 the Governing Body and signed by Anne C. Brown, City Clerk