

BURLINGTON CITY COUNCIL REGULAR SESSION 1-6-2020

City of Burlington Governing Body met in Regular Session at City Hall’s address, 1013 N. 4th Street, Burlington, Kansas, at 6:00 p.m. Wednesday, January 6, 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) Left early due to water leak

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: Janel George

AGENDA:

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

MINUTES 12/16/2020: Mayor Luke, “You have before you the draft minutes of our regular session of December 16, 2020. Are there any additions or corrections?”

Council Member Curtiss, “I move to approve the draft minutes of December 16, 2020, as presented.” Council Member Hall, “Second.” Motion unanimously carried, 6:0.

APPOINTMENT: Janel George – Coffey County Hippy Hoppin Rabiteers

Janel George, “I am here requesting use of the 4-H building and Kelley Hall for a rabbit show. We had put it down for March 6. I am hesitating because we are actually going to have to move it because something had come up. March 6th was the original date that we had wanted to have it. I am representing the rabbit kids who are enrolled in rabbits as a 4-H project. One of the things that we have wanted to do for several years is to have a rabbit show. We would invite kids from other counties, just 4-H kids, to come in to show their rabbits, be judged, and do some contests. I would like permission to do that. When I came in, Anne let me know that you guys were making the decision or were going to make the decision that animals were not going to be allowed in there anymore. It is a great building and I totally understand and respect wanting to keep it clean. One of the things that most counties who have rabbit shows have this issue, we have to keep everything spotless.

“We use tar paper laid down; rabbits are kept in carrying cages which is set on the tar paper on the floor. The tar paper is there in case one does get out, so it catches any messes, and it keeps the floors from getting scratched. We would need to use a few of the tables. We use tables for them to sit at and we will have a meal. We would like permission from you guys to go ahead and hold a rabbit show. I want to know what I can do to reassure you that our goal is to be able to continue using this building as 4-H members and keep it pristine and clean. They are 4-H kids they use it for many other things. We would like to be able to host this rabbit show and have it here in Burlington. Any questions?”

City Clerk Brown, “It is not actually that we were not going to approve it; it is they don’t typically allow it unless you have prior Council approval.” Janel George, “Okay, I think that part I did misunderstand. This is only hearsay, but hearsay is that there were some problems with another show, but that is not us; we are a completely different group of people. These kids just love their rabbits. I have been the rabbit leader for 17 years, and we have been having our rabbit meetings in there and bringing the rabbits in, and we have been practicing.” City Clerk Brown, “We were unaware that animals were being brought in.” Janel George, “In all honesty, it wasn’t until I came in about this that it ever crossed my mind that we should not be doing that. I was unaware how everything worked. That the City owned the 4-H Building, I honestly wasn’t aware of that. I always bring Clorox, any time we would use tables, I would wipe them down, we always clean it and mop it. So, I would like the permission to have the rabbit show in the building.”

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Mayor Luke, "Have you determined your date?" Janel George, "We had set it for March 6th and she (Administrative Assistant Mader) penciled it in for me. I was just notified by another member that a huge club that has a really big 4-H youth rabbit show has theirs on that day. So, I just received that message in the last few days. We are going to have to change it because we will have no one here if we have it on that day. We do not want to be in competition with someplace that most of the kids go to and have been going to for many years. We would like to have a nice amount of kids come. We will have to change it. It is possible that it may get moved to the fall. If I need to come back again then, I can do that. Whatever you guys see fit."

Council Member Curtiss, "How many 4-H members do you have that have rabbits?" Janel George, "I have currently a dozen kids enrolled in rabbits. Usually, we have close to 60 – 70 rabbits that come at fair time. When you have a rabbit show like this, we invite neighboring counties; we will put it out as far as we think people will come. They will bring their rabbits and they will be judged. We will have contests like showmanship, which is something that the kids do, then the rabbits themselves will be judged. We will have a rabbit judging contest where the kids will have to judge the rabbits themselves and place them. We are hoping and would love to have 50 – 100 kids come from neighboring counties. You just don't know how many will truly show up."

Mayor Luke, "Is it a one-day event?" Janel George, "It is a one-day event. So, we would need Friday evening to get in and set up. It would start at 9:00 a.m. The kids and everyone would start coming probably a couple hours before so they can get in, get registered, then we would have time to get everything sorted, all the classes set out, and everything organized before the judging itself starts. We would have it then probably Friday evening until 9:00 Saturday night just to be sure that we can get everything good and cleaned and put back."

Council Member Lenard, "Unless Kevin (Superintendent Boyce) has any.... We kind of go through the same thing with the Demo Derby, making sure the park is returned. I support programs for the 4-H and the kids. I question being indoors, but that time of year" Council Member Scothorn, "Does our contract say anything about animals?" City Clerk Brown, "The only thing that it stipulates is that there are no pets allowed, except for service animals, to be in the building without prior consent from Council. That is what it states right now." Janel George, "I would like to say this is not connected in any way with the fair or the fair board, just for clarification. This show is like the spring livestock show or the spring swine show or beef show; that's what it is. It is incorporated into a whole other show."

Council Member Jasper, "We use that building a lot for catering events and people rent it for catering events, we have our safety meetings there and things. Are our buildings down where they normally hold the outside showing not suitable?" Janel George, "It is not for this. Rabbit shows go from October to, sometimes, clear into May. So, when it's cold because that is when the rabbits are at their best. It is an all-day event. Honestly, by the end of the day those kids are going to be freezing sitting outside all day. The way that it works, all the paperwork that we have to do, it would just not work well. So, what we would need tables for would be for the rabbits to be judged on. There are tables that the 4-H uses that I could probably check with Darl (Darl Henson Agriculture & Natural Resources Agent & 4-H) and the Fair Board, and we could bring those in. The only thing then the tables that are in the building would be used for would be for the people to sit at and eat and to put out for food. We could use some of the older tables for that kind of thing. I totally understand what you're saying. I do. We want to keep it nice for everybody. I've done things in there."

Council Member Jasper, "I guess going forward as a Council if we approve of this, we need to make it....I know they have it set to where they have to come ask. But do we want to make it where people are coming to ask if they can show bigger animals? Whatever we decide, we probably need to think about what this is going to bring going forward." Mayor Luke, "We need to think about modifications to the...." City Clerk Brown, "Yes and just for a little history on the building too. The 4-H'ers came to the City years ago. They outgrew what they were in and asked the City for help. The building ended up being built between County funds and City funds. The 4-H'ers did not actually pay for any of it. It is called the Kelley Community Building. It just got labeled as the 4-H Building with preference for the 4-H people to be able to use the building at no cost, and setting the 90-day limit. It is up to you guys how you want to keep this building and whatever you do, you are setting precedence. We really don't want big animals in there."

Council Member Scothorn, "I don't know if I want any animals in there." Council Member Jasper, "I am with Dallas. With the kids in 4-H and stuff, that's all fine...but do we need to think about a deposit down the road too? I know it is a 4-H event but it's returnable money. That way if things don't get back Kevin's standards then we can prorate that." Council Member Lenard, "We usually wave the fees for the youth organizations. I'd almost be inclined to maybe do that; I'd hate to do that but we are kind of making sure to cover our bases too." Council Member Curtiss, "I think so."

Council Member Lenard, "Are we talking the 4-H and Kelley Building (Kelley Hall)?" City Clerk Brown, "Just the 4-H building." Council Member Lenard, "Is the Kelley building not big enough?" Janel George, "It would probably be fine. It never occurred to me to ask about using that one. To me it is fancier because of the brick." Council Member Lenard, "What are you thinking, Anne?" City Clerk Brown, "I think it will be the same issue with that building too." Council Member Jasper, "Are you talking the whole police office or Kelley Hall?" Council Member Tschantz, "Kelley Hall." City Clerk Brown, "I think it should be the same for both buildings." Council Member Tschantz, "Personally, I'm having a hard time with it too because someone is going to come in wanting to have a sheep show and to use it in the middle of wintertime." City Clerk Brown, "Then that is up to you guys of what you will allow and won't allow."

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Council Member Curtiss, "I think they are going to be in cages?" Janel George, "Yes. Sometimes they will be out of the cage; the kids like to sit with them and hold them. So, if this is the table where the judge is, the kids will bring rabbits up and put them in individual cages. Then the judge will get each rabbit out and evaluate it on that breed's standard; then, it will go back in the cages on the table. When he or she is done judging them then the kids will take them back to their cage and back over onto the tar paper. If this was the judging table, my plan is to put two or three rows of tar paper in front of it, so cages are not on the floor. The floor will not get scratched up."

City Clerk Brown, "Will the tables be covered with paper or anything?" Janel George, "Yes. We will have to have carpet on there that we will provide for the judge because the rabbits can't be on the slick part. They won't be able to walk or the running breeds won't be able to run. So, yes, they will be covered. There again, to help ease your minds, I feel that I can safely say that the Fair Board and Darl from the Extension Office would let us use some of the old tables that they have to use for the rabbits to be judged on. No rabbits would be on any of the nice tables that are in the building." Council Member Lenard, "I think if we do that, I hear what you guys are saying about precedence."

Mayor Luke, "Well, precedence has already been set. We have had a chinchilla show there, and that was several days; it wasn't just one." Council Member Scothorn, "When was this?" Mayor Luke, "Before you were on the Council. We have also had a chicken show there." Council Member Tschantz, "That was before I was on the Council." Mayor Luke, "That has been done." City Clerk Brown, "The chicken show happened before we knew what it was too." Superintendent Boyce, "The chicken show happened in 2019, I believe. I caught wind of it roughly two weeks prior to it happening. They already had the building reserved, people coming, and we didn't have a council meeting where they could come and get approval so I went ahead and approved it. I am fine with chickens, rabbits, and not charging for the use of the building but possibly put a deposit down. That way we have a repercussion if we go in and it's not satisfactory. We are not perfect either. Sometimes we might miss something, and it is not satisfactory for someone renting it. If there is a huge mess, then that is when I will claim the deposit."

Council Member Lenard, "I'm good with that." Janel George, "That is why I am here." Superintendent Boyce, "But nothing more than chicken, rabbit, or chinchilla. If we go sheep, goat, swine, beef.... but if you allow one, then you have to allow the other." Council Member Scothorn, "Are you going to allow cats and dogs?" City Clerk Brown, "Dogs can get pretty big." Council Member Scothorn, "I think you know where I stand." Janel George, "In the 20 years we have been in 4-H in this county when my kids were little, they did a hand pet show up, and there were dogs and cats there. That was many years ago."

Mayor Luke, "What is the decision of the governing body?" Council Member Lenard, "Do we have a firm date?" Janel George, "Unfortunately, I do not. I did have the March the 6th down as I said. We will be having a meeting in the next couple of weeks to choose a new date. I wanted to know for sure whether it was something that you guys would allow before we chose."

Council Member Lenard, "I move to approve the rabbit show with a deposit on a date that is consistent with the availability through the City to be determined by City Clerk Anne Brown and Superintendent Kevin Boyce."
Council Member Hall, "I second the motion."

Council Member Curtiss, "What is the deposit?" Superintendent Boyce, "I would say the same as the alcohol deposit, \$100."

Council Member Lenard, "I move to approve the rabbit show with a deposit of \$100, on a date that is consistent with the availability through the City to be determined by City Clerk Anne Brown and Superintendent Kevin Boyce." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Council Members Curtiss, Hall, Lenard, and Tschantz voted, 'Yea' and Council Members Scothorn and Jasper voted 'Nay'. Mayor Luke declared the motion passed, 4:2.

Janel George, "Thank you very much. I appreciate it. I will come in as soon as possible in the next couple of weeks and give a new date. Then if there is any reason that it won't work, then they can let me know. I do appreciate it very much, and the kids appreciate it. When we have the date, I invite you to come and see the really cute rabbits. If there is anything that I can actually do to ease your mind to reaffirm that we are going to work very hard to make sure that this is kept clean, please feel free to reach out." Council Member Jasper, "Thank you, we appreciate it. Thanks for coming in." Janel George, "I am so about the kids, and I want them to do this but I want the building to stay good. I want us to put on a great show that shows everybody that we do care about the building." Council Member Jasper, "Absolutely." Janel George, "Please reach out if you have anything that comes to mind. Thank you very much." Council Member Jasper, "Thank you."

PUBLIC COMMENTS:

None.

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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 did get several services installed on the Alleghany project.”

Water Leak(s): Superintendent Hawkins, “We have been going around to dress up the best we can with all of the water leaks that we have been having around town. It is not perfect yet. We wanted them to look a little more presentable. We will go back and deal with them another time.”

Work Truck Repairs: Superintendent Hawkins, “The air compressor on the work truck, after we had the water leak at the blue water tower, went down on us. I had to replace it. The guys got it installed.”

Equipment – Ice Machine: Superintendent Hawkins, “We did get a new ice machine put in that we were able to get with the CARES/SPARKS Act money. It is installed at the workshop.”

Year-End State Reports: Superintendent Hawkins, “We completed our year-end statement reports and got all of our filing done. So, if the EPA or state comes by, we are all up to date on everything and it is completed.” I was pleased this year we pumped 185,858,000 gallons for the year of 2020. We ended up pumping 105 million gallons of water to the sewer lagoons which equalates out to 115 gallons per person. So, we are right there where we need to be. It turned out really well.”

WATER/WASTEWATER: Production – Water Treatment Plant Update

Superintendent Hawkins, “The plant is running great.”

Equipment Maintenance: Superintendent Hawkins, “We installed our new Moyno pump that went bad. The pump is up and running. We did have a SC100 controller for a turbidimeter go out. We had to replace it and we did get that installed. We have been doing a lot of maintenance on mixers and motors.”

WATER/WASTEWATER: Personnel: Bill Cole – Evaluation

Superintendent Hawkins, “The last thing I have is the yearly evaluation for Bill Cole. I am super pleased with Bill. Bill has brought us a lot of good work experience as far as bringing in heavy equipment operations. He has even been helping the other operators. So, I am super pleased with him. He has a good and positive attitude. He has been a good hand to us. My recommendation is to give him a 5% merit increase.”

Council Member Tschantz, “I move to accept Bill Cole’s personnel evaluation as presented, and to grant a pay increase to \$ 17.59 per hour, effective January 9, 2021.” Council Member Jasper, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

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.

Service Removed: Superintendent Schneider, “We did remove an electric service this afternoon for a structure on Penobscot Street that is going to be demolished.”

Christmas Decorations: Superintendent Schneider, “We took down the Christmas decorations along the highway and then turned the ones off on the downtown buildings.”

Music Box (4th and Neosho): Superintendent Schneider, “We did work down at the Music Box, the Old Opry. They are rewiring that. What they currently have is the 240v DELTA system. The engineering firm requested a 120/208 WYE system, which is no big deal. It was an easy change; all we had to do was parallel the windings in the inside of the transformer. That is ready to go. The city’s part is done; now they are just waiting on the electrician to get their part done. Then we will energize that.”

Call Out: Superintendent Schneider, “We did get called out Christmas day. There was a structure fire on south 5th street at a residence. We got called to disconnect service to it. Since then, they have been able to make temporary repairs, and their electrician did isolate everything to make them safe with a temporary disconnect.”

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.

Routine Maintenance: Superintendent Schneider, “They are still cleaning and painting this time of year.”

Year End Reports: Superintendent Schneider, “I have been completing and submitting reports to KDHE that are due at the end of the year. I have been preparing spreadsheets for 2021 so we can keep up on those reports and have that information ready.”

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Annual Energy Information Agency: Superintendent Schneider, “I have been gathering data to get started, really soon, on the annual energy information agency reports. I will probably work on those over the next few months. Some of the information that they ask for is generator information, generation data, and KWH purchased and sold for 2020.”

KPP Financial Health Report: Superintendent Schneider, “I did sit in with Anne (City Clerk Brown) Tuesday morning. Brooke Carrol with Kansas Power Pool was in Burlington. What she did was a health report for all of the member cities. She came in for 20 or 30 minutes and she did that report for the electric utility and Burlington scored 100% on theirs.”

STREET DEPARTMENT: Update

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

International Dump Truck Repair: Superintendent Davidson, “We are in the process of replacing the floor in the 2000 dump truck. It has a lot of waves and cracks in it. We have a piece of steel we are going to weld in.”

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

Storm Clean-Up: Superintendent Davidson, “We did work New Year’s Day with the storm that had come in. We cleaned up down town. We sent trucks out to clean the residential area. So, we had a little over 5.5 hours of overtime.”

Generator Set Up: Superintendent Davidson, “The generator we bought from Federal Surplus. We are working on it to get it compatible to our electrical boxes at the shop. It is a good running machine we just need to do a little work. We need to change the wiring on it; it is set up for 3 phase which we don’t have that in the shop.”

Kennebec Bridge Project: Superintendent Davidson, “We are still working on the Kennebec Bridges. According to their schedule that they sent out when we made the contract, it looks like they are about a week and a half behind on what their schedule is. Hopefully, they get things picked up a little bit.”

STREET DEPARTMENT: 2021 Street Improvement Projects – Request to go out for bids

Superintendent Davidson, “I would like to ask permission to go out for bids on the 2021 street projects.”

Council Member Scothorn, "I move to authorize Superintendent Davidson to go out for bids for the 2021 Street Improvement Projects." Council Member Jasper, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

QUESTIONS/COMMENTS:

Council Member Lenard, “So, with our schedule with the bridges, do you prompt them to get back on schedule?” Superintendent Davidson, “Yes.” Council Member Lenard, “We have signage rentals and things like that.” Superintendent Davidson, “It is all in the price. The contractor is renting the signs.” Council Member Lenard, “So, it’s on them?” Superintendent Davidson, “Yes. They will have some fines against them if they don’t meet their deadline. We have already discussed that. They have X number of working days and anything over that; then they will be charged. I don’t remember how much it was.” Mayor Luke, “I don’t remember either.” Council Member Lenard, “Okay, thank you.”

POLICE DEPARTMENT: Update

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

Cases: Chief Jones, “We are working, yet another, child sexual abuse case.

“We did arrest an adult female for DUI after she managed to run into one of the drive-in kiosks at Sonic. “We had a shoplifter at Dollar General. He was identified on the video system. We located him, he confessed, and we got property recovery of everything he shoplifted.”

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Radio Project: Chief Jones, “One of the things of the radio project is a records management system. We are going to a new records management system because this one was horrible trying to get numbers out of. The couple of numbers that I did get out of this.... The Sheriff’s Office communication center dispatches countywide, that’s the Sheriff’s Office, Burlington Police Department, Waverly, Lebo, LeRoy, the Fire Department, and EMS. They dispatch everybody. In 2020 they dispatched 18,313 calls. That is about 50 a day. The Police Department, we cut a case when we actually do something; take some force of action, document something, work a wreck, or write a ticket. In 2020 we worked on 437 cases. In 2019 we worked 464 and in 2018 we worked 466. So, our numbers are, even with the lockdown (due to COVID), our numbers are still really close to being what we have been doing for the last few years. Also, we did 325 vehicle inspections. We picked up a lot of out of county traffic on those because everybody else quit doing them or they really restricted the hours that they did them. So, we are still staying busy.”

POLICE DEPARTMENT: Personnel: Chris Allen

Chief Jones, “I received a letter of resignation from Officer Chris Allen. Due to family issues, he is making a complete career change out of law enforcement entirely. His last day to work with the city will be January 15th. I request that you all accept his resignation and move forward with advertising the position leaving it open until filled.”

Council Member Lenard, “I move to authorize Chief Jones to advertise for a police officer until filled.” Council Member Hall, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

POLICE DEPARTMENT: Equipment – Vehicle Replacement

Chief Jones, “We are budgeted to replace a patrol car this year. The last several years, the council has accepted the state of Kansas contract pricing as satisfying the bid requirements for the City of Burlington. The bid contract prices for this year, actually the lowest price is for the vehicle that we want anyway. It is the V8 Hemi Dodge Charger. The base price is \$24,695.87. They traditionally, for last several years, have given us between \$6,000 and \$6,500 trade in. I don’t have a firm number on what the trade in would be. We would like to trade in a 2014 Dodge Charger that is no longer needed for our purposes. I would like to get that process started. Even if I put the order in tomorrow it is going to be April or May before we see a car.”

Council Member Scothorn, “This is how we got our last one?” Chief Jones, “Yes, the last several actually on the state contract pricing.” Council Member Curtiss, “What do we have budgeted for it? Chief Jones, “We budgeted \$30,000. That covers the cost of purchase, removing all the old equipment, and installing the equipment in the new car. We will use about 2/3 of that or less to actually purchase the car. That allows us to acquire any replacement equipment we need and to get it all installed and done professionally.”

Council Member Lenard, “I move to authorize Chief Jones to proceed with the police car replacement from Davis Moore in Wichita for a 2021 Dodge Charger, including the trade-in of the 2014 Dodge Charger, staying within the budget.” Council Member Tschantz, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Council Members Curtiss, Hall, Lenard, Scothorn, and Tschantz voted, ‘Yea’ and Council Member Jasper voted ‘Nay’. Mayor Luke declared the motion passed, 5:1.

QUESTIONS/COMMENTS:

Council Member Lenard, “I would just like to comment. We met as a committee and our maintenance cost for this program has been about \$3,500 a year, for all maintenance costs on all vehicles since 2015 and it is staying right there. I will also note that the car we are going to replace potentially has an \$8,000 repair price tag, so that will be the one that is going to be swapped out. We are making a huge avoidance here too.” Council Member Jasper, “What is the \$8,000 repair?” Chief Jones, “It has a bad cam lobe on the camshaft So, it would require a major rebuild in the motor. This is one of the used highway patrol cars that we purchased a few years back.” Council Member Jasper, “So, this is going to be the last one out of that program that you bought used? Chief Jones, “I’ve got three of those left. We will get rid of this one and we will have two in the rotation going forward in the next few years. Those will be the next to replace.”

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.”

Snow Removal: Superintendent Boyce, “We did have snow removal on New Year’s Day. We got three hours overtime on that.

Banners: Superintendent Boyce, “On Monday we did change out the banners. I would like to thank Jimmy (Zoning Clerk Hugunin) for his help on that. We were an employee short.”

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PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)

Superintendent Boyce, "We have been working with B&B Bridge Company on the retaining wall. This leads us into a long list of change orders. Change order #1; I think J.J. brought it up, I believe, in our last meeting in October since I was not at the meeting. It had the picture of the piece where the chain link area is. That piece had to come out. They did pour it back in when they poured the first section of the wall. It was all attached to the wall. Are there any questions on that?" Mayor Luke, "Is that change order #1." Superintendent Boyce, "Yes, that is just #1."

Council Member Jasper, "I make a motion to accept Change Order #1 for the City Dam Retaining Wall to B&B Bridge Company, for an increase of \$1,919.72." Council Member Scothorn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Superintendent Boyce, "There is an addition to change order #2. On the second page it shows the stairs. We already did part of change order #2. On the south side of those stairs, there was still dirt there. The stairs were supposed to set on dirt but in the first part of change order #2, we changed that to have concrete walls underneath for flood protection. Then they had to go ahead a remove that dirt, which is what the addition is; to remove the dirt on the south side of the stairs. All of these figures, when they gave their initial bid during bid opening, all of these figures correlate with what they bid those numbers at. They are staying within their original bid."

Council Member Scothorn, "I make a motion to accept Change Order #2 addition for the City Dam Retaining Wall to B&B Bridge Company, for an increase of \$660.00." Council Member Hall, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Superintendent Boyce, "Change Order #3. If you look at the second page, at the bottom of those stairs is a landing. The landing was initially supposed to set on the ground with no footing under it. So, if there is a flooding situation again, it could wash out underneath it. We would have to go underneath it to saw cut it which would ruin the concrete. So, we are doing it the right way the first time around instead of later. B&B Bridge basically is catching it now and requesting to fix it. The footings went in the same time the footings went in for the concrete walls that are underneath the stairs. It is all tied together. They poured the landing yesterday when they did the stairs so everything is all tied together."

Council Member Hall, "I make a motion to accept Change Order #3 for the City Dam Retaining Wall to B&B Bridge Company, for an increase of \$3,548.28." Council Member Scothorn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Superintendent Boyce, "Okay, so change order #4. This is for one additional step at the top of those stairs. In the bid packet that went out to all bidders, it did state that it may need to happen to make everything level."

Council Member Jasper, "I make a motion to accept Change Order #4 for the City Dam Retaining Wall to B&B Bridge Company, for an increase of \$546.00." Council Member Curtiss, "I second the motion."

Superintendent Boyce, "That is all of the change orders for now. I do believe that because of all the change orders, there will be a time extension. They added work, so now there are going to ask for additional time. We do not have a schedule set like the bridges do but what is left is minimal. They did have two sets of stairs that needed to be poured yet and then additional dirt work, seeding, and the handrail." Council Member Curtiss, "And we still won't get the railing for quite a while?" Superintendent Boyce, "Right."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2021-01	\$	<u>384,307.74</u>
b. Payroll Ordinance	2020-26	\$	<u>85,193.34</u>
c. Payroll Ordinance	2021-01	\$	<u>87,026.80</u>
	TOTAL	\$	556,527.88

CLAIMS 2021-01: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2021-01 for the amount of \$384,307.74 for payment of city bills. Council Member Hall gave the second. City Clerk Brown, "The larger expenses we have tonight C&B Douglas Pump service for the replacement of the pump which was just a repair and replace for \$6,793.87, Global Industry \$12,844.16 which was for the ice machines and water fountains from CARES/SPARKS Program, Riley Equipment \$13,180.00 which was part of the Alleghany project, and the big one is our G.O. Bond \$250,921.58." Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2021-01 passed unanimously, 6:0."

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PAYROLL 2020-26: Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2020-26 in the amount of \$85,193.34, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, "Payroll Ordinance 2020-26 passed unanimously, 6:0."

PAYROLL 2021-01: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2021-01 in the amount of \$87,026.80, 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 2021-01 passed unanimously, 6:0."

FINANCE - UTILITY DELINQUENT ACCOUNTS CHARGE-OFF

City Clerk Brown, "The delinquents we will be sending to charge off for 2019 is going to be \$9,568.89." Council Member Hall, "I move to approve the Utility Billing Charge-off of 2019 Delinquent Accounts in the amount of \$9,568.89." Council Member Curtiss, "I second the motion."

Council Member Scothorn, "How does the charge off work?" City Clerk Brown, "These are delinquent utility bills that get sent to set off." Council Member Scothorn, "We are shutting them off?" City Clerk Brown, "No, we are not shutting them off." Council Member Scothorn, "So, we are just losing money?" Mayor Luke, "It goes to the state. If a person has money coming back from income tax and etc., a portion of that or all of that is sent back to us to help pay for it." Council Member Scothorn, "Okay." Council Member Lenard, "Do we see that on an annual basis?" City Clerk Brown, "Yes." Council Member Lenard, "How much of that do we recover?" City Clerk Brown, "Well, it just depends on their refunds." Council Member Lenard, "Let's say we write off \$10,000. Do we usually recover \$1,000 of that back?" City Clerk Brown, "We try to recover as much as we possibly can and it just depends. We are not really writing it off. It is still hanging there and we will apply it as we get it. Sometimes it takes more than one year to get some of that." Mayor Luke, "It doesn't disappear after a year. It stays there." City Clerk Brown, "Yes, it stays there so we can still collect on it."

Superintendent Boyce, "As far as the tax part of that, is that only Kansas people?" Council Member Jasper, "I was wondering that too." City Clerk Brown, "It is. It is the Kansas set-off program." Council Member Jasper, "So, if they move to Missouri, then there is no money to grab." City Clerk Brown, "Yes. It is just within the state. If they come back to Kansas, though; it is still there. Any time they file tax return it will pull it." Council Member Hall, "Also, if they ever come back here, their bill has to be paid before they get utilities again." City Clerk Brown, "Right. We hold that they have an outstanding balance and they do have to pay that before they can have utilities put in their name."

Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PLANNING & ZONING: Update

General: Normal duties and general maintenance around City Hall.

Permits: Zoning Clerk Hugunin, "I have been busy with permits. I got several permits up to the appraiser's office."

Ice Machine & Fountains: Zoning Clerk Hugunin, "Like Danny had said, the ice machines and water fountains have finally arrived. The water guys came and hooked our ice machine up in the garage for us. I wanted to thank them for that. At some point we will get the fountain hooked up."

Banners: Zoning Clerk Hugunin, "I helped with the banners on Monday."

City Hall Renovations -Phase 2: Zoning Clerk Hugunin, "I have been getting things lined up and ready for, what we up here call, phase 2 of the remodel. It will be carpet and paint down our hallway. We are not moving or building walls; we are not doing any of that. So, I have been getting that lined up."

Tree City U.S.A.: Zoning Clerk Hugunin, "The Tree City U.S.A. application has been submitted. Even though we didn't have an Arbor Day celebration they are still going to go forward with Tree City U.S.A."

City Hall – Front Door- Topeka Foundry: Zoning Clerk Hugunin, "I should be getting a confirmation this week on our automated door opener on they plan to be here to get those installed."

OTHER COMMITTEE OR COUNCIL BUSINESS:

LEGAL DEPARTMENT: Update

Mayor Luke, "Philip is traveling, taking his son back to school. He wanted to get a head start with the weather that is possibly coming this evening and in the morning. His report says that he is following up on 216 Hudson street. They have filed probate with a hearing set for January 20. He has reviewed the bid notice for that and it appears to be correct. He has been working on municipal court which is this coming Thursday. He also has been working on the MT Networks water tower contract and has reviewed the lease with the Fair Association. He is staying busy."

ORDINANCE:

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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. For December, we will be sending \$2,256.19 in delinquent utility accounts to the Kansas Set-Off program for collections.

Year End Reports: City Clerk Brown, "There have been many year-end reports."

Training: City Clerk Brown, "We have been doing training with everyone in new positions."

New Hire: City Clerk Brown, "Our new hire has started. Lisa Birney is doing very well. She is picking up everything quickly and fits in well. I didn't think to invite her to come tonight to be introduced."

2021 Dog Tags: City Clerk Brown, "Just a reminder that dog tags are due this month."

2021 Budget: City Clerk Brown, "I finished keying in the 2021 budget and we are ready for business, both years are open."

Closing: City Clerk Brown, "We will be closed on January 18th for Martin Luther King Jr. Day."

2020 Audit: City Clerk Brown, "We did receive the letter from the auditors and they will be here on May 20th."

Goals and Accomplishments: City Clerk Brown, "We are planning on handing out Goals and Accomplishments at the next meeting. We should have those ready for you then."

MT Networks Water Tower Agreement: City Clerk Brown, "I have been working with Mary and Philip on the MT Networks contract. We are going to have it ready and here at city hall for you guys to pick up and review on January 15th. So, it can possibly be approved at the next council."

KPP Financial Health Report: City Clerk Brown, "Like Alan said earlier; we met with Brooke Carrol with the KPP for their Annual Bonding companies' assurance for their review. They reviewed with the top cities for their repayments of bond and we did receive a score of 100%. So, we have ranked very well with them."

Ice Machine & Fountains: City Clerk Brown, "I did want to thank the Water Department for coming in and setting up the ice machine."

REPORT BY CITY OFFICERS:

Superintendent Boyce, "If any of you receive questions on the change orders from the public or anyone, send them to me. I'll do my best to answer their questions."

Council Member Curtiss, "I brought up, two or three meetings ago, about having a work session. Where are we on that?" Mayor Luke, "What date do you want to have it?" Council Member Curtiss, "Well we would like to have it before we have to do all of the contracts." Council Member Lenard, "Evaluations." Council Member Curtiss, "First part of February?" Mayor Luke, "Do you want it on a Wednesday night? Or what night do you want to have it on? You beat me to what I was going to ask." Council Member Scothorn, "I have school board meeting on the 10th." Mayor Luke, "Council is on the 3rd and the 17th. I don't know if you want a different night of the week, that is up to you guys." Council Member Curtiss, "Any night would work for me." Mayor Luke, "We have municipal court on the 11th." Council Member Curtiss, "How about the 9th of February?" City Clerk Brown, "What time?" Mayor Luke, "6:00p.m.?" Council Member Curtiss, "6:00p.m." Mayor Luke, "And any specific issues you want to discuss then send it to Mary, so she can make sure it is on the Agenda."

Council Member Jasper, "This is kind of any issue that falls in line with it but I was going to bring it up anyway. I watched the County commissioners video Monday, 128 views and no comments. Think about it." Council Member Curtiss, "We can discuss it then too."

MAYOR'S COMMENTS:

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FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2021 Flooding 5-2019 – Updates	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc. Plan Council Work Session
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>RICE NESHAP Compliance</i>
PARKS DEPARTMENT: Events in Parks (Updates) City Dam - West Wall Repair – Engineering Services Proposals	Kelley Park Light Poles – Repair/Replace (also see Legal) Girl Scout Rock Garden - Updates
LEGAL DEPARTMENT: Municipal Court Updates	Misc. Legal - Documents, Cases, Contracts, etc.
PLANNING AND ZONING Work with Advantage Computers and City Departments to improve Cyber Security Nuisance Structure & Properties: Work with PD FIRM Floodplain Map Changes – Updates Burlington Corporate Boundary Updates on Map (Work with State)	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one Addition Nuisance Structures for Possible Condemn/Demolish Permits - Building/Zoning/etc.
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases
STREET DEPARTMENT: Concrete St. Repairs/Free State Ct. Replacement/Repair Pavement Management System/Asset Management System	Street improvement Plan, Paving Gravel Streets, Crack Filling, Street Improvements 2020 6 th & Alleghany Project Street Improvements 2020 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Sensus Water Meter Replacement Sewer Lagoon Maintenance/	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