

BURLINGTON CITY COUNCIL REGULAR SESSION 11-3-2021

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, November 3, 2021. Mayor Stan Luke called the meeting to order.

THE PLEDGE OF ALLEGIANCE

CHANGE OF GOVERNING BODY: Oaths of Elected Officials

Mayor Luke “As you know, we have had a position vacant in ward one position one for approximately 60 days. No one has come forward from ward one. None of the people I contacted were interested; therefore, I am bringing Maxi Berryman to you to fill the position. She fully understands that she cannot run for this position because she is outside of the ward when this partial term expires.”

Council Member Curtiss, “I move to accept the recommendation to fill ward one position one with Maxi Berryman.” Council Member Hall, “I second the motion.” Motion unanimously carried, 5:0.

City Clerk Brown swore in Maxi Berryman as ward one position one council member. Maxi took her place at the council table.

ROLL CALL: Stan Luke, Mayor

Council Members present:

Jerilyn Curtiss

Maxi Berryman

Lewis Lenard (President of Council)

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)

Jimmy Hugunin (Zoning/Grants Clerk)

Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Jay Hale, Mike Belew, Becky Richwine

AGENDA:

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

MINUTES 10/20/2021: Mayor Luke, “You have before you the draft minutes of our regular session of October 20, 2021. Are there any additions or corrections?”

Council Member Curtiss, “I move to approve the draft minutes of October 20, 2021, as modified.” Council Member Tschantz, “Second.” Motion unanimously carried, 6:0.

APPOINTMENT:

PUBLIC COMMENTS

Mike Belew, “Thank you, Mayor and council members. I am Mike Belew with CDC Real-estate group out of Kansas City, Missouri. I just wanted to update everybody on the project we have next door. As you can see, we have been moving pretty quickly. I was here a month ago to communicate that we are committed to the project and to the community. We have acquired the project. Demolition is approximately 80% complete. We are excited about that. Last time I was here, I told the council that we were working through some issues. One of the issues is KDOT. We have been able to address KDOT’s concerns. We have basically accepted them; there is no way to work around that; it is KDOT’s governing body. The plans will be resubmitted to the city, and it will show just one access drive, not two. KDOT wanted to eliminate one of those access drives, so that is one stipulation we agreed to. We also agreed to widening the approach to accommodate KDOT’s requirements, and we have agreed to accept their resolution of their findings on the stormwater program.

“Before I go any farther, I just want to say staff has been great. City staff, I highly commend everyone. Jimmy and the entire team have been really accommodating. We really appreciate that. We aren’t really far away from here, but it’s really nice that we can work with city staff and really take care of projects. We are excited about the opportunity. Last month I did convey that there was a project shortfall from a financial standpoint. In good faith, we acquired the property on equity. We are to a position that we are able to handle the demolition out of equity. But project proceeds moving forward; we are on hold until we address the shortfall. I mentioned that to the council last time. What I want to do is have some open dialogue to see if the city is willing and able to help move forward with the project; to help assist with that shortfall. If there is not the ability or the desire to do so, I just need to know. I need to know so we can clean up the site, take our loss, and move forward.

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“I will tell you that the site will not be going vertical unless we have the ability to do so because our lender will not allow us to do so. I just really wanted to update the group on where we stand. We are making great progress and have great weather. We are excited about it. But we are to a point in the project where we need to decide if the project is viable moving forward. If it is offline or separate meetings, day or night, I am willing to be able to come down here and talk. We need to see if there is a resolution from where we can form a partnership to get the project fulfilled. If it’s not tonight, that’s fine, just let me know. We have about a week left with the work on-site before we really need to start going vertical on the project. At the time, if we don’t have a resolution, I completely understand no harm, no foul, but the project won’t move forward. Thank you for your time. I am here to answer any questions you may have.”

Mayor Luke, “Have you now finalized all of your sub-contractors that you are going to be working with?” Mike Belew, “I would say 80% are finalized. We don’t have the build-out of the interior. Obviously, we have demolition, side work, utility work; most of those sub-contractors have been picked within the region. We have not bid out the interior package yet. We still have some utility work that needs to be bid out because of the changes related to KDOT improvements. We have some utility work. When we go to one drive, we are sliding it south from the existing drive, and it is going to be widened, which impacts the existing gas line. We have been meeting with Atmos on it. That will make Atmos' scope of work change as well because the drive is wider, so we are going to have a larger expense or larger project related to the Atmos gas line. Atmos has been good to work with. We don’t have that final; from the new scope of work, they have not provided us with the new changes to the scope based on the drawings based on KDOT’s requirements. We still have some sub-contracting to award still.”

Council Member Lenard, “Is it possible when you get this other 20% of your bids that the contingency, shortfall you speak of, may go away?” Mike Belew, “That contingency is spent. Candidly, as we have addressed, we need to have some other conversations with city staff. We have an electrical line that runs parallel with our buildings because of that run; we originally thought it was going to come off the post back behind here. Based on city staff’s comments and everyone else that run is actually going to have to come from the street, running the entire length of the property, and then come back. There is some coordination there. The new thing that we learned today; we didn’t realize there was a pool at the original hotel site. We are digging up a pool now, and we are going to excavate it. We are going to bring in several yards of new soil to compact this site. That was a new surprise we learned yesterday. Obviously, that contingency is spent. It has been a fun, challenging project.

“Also, we are going to be taking down those two trees out front. I would love to donate that great oak if anybody wants it. It is going to be free to the public to whoever wants it. We will cut it down, and if we can take it somewhere, just let us know we will provide it to anybody that wants it.” Mayor Luke, “We will make arrangements to be in touch.” Mike Belew, “I would greatly appreciate that. I am down there weekly now. I will make whatever I need to, but we have some deadlines to achieve, but if they are not feasible, we just need to determine that. Thank you.” Mayor Luke, “Thank you.”

ELECTRIC DEPARTMENT: DISTRIBUTION Update

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

Brush Cleanup: Superintendent Schneider, “We picked up brush from Neosho Street and south for the brush clean-up week. The men this fall picked up 20 loads of brush. That number is down; I believe that number was around 32 or 34 loads the last time we picked up.”

Equipment Maintenance: Superintendent Schneider, “On our boom extension for our digger truck, the hydraulic cylinder was leaking, and it had to be replaced. We fixed that”

Christmas Lights Downtown: Superintendent Schneider, “We repaired a strand of Christmas lights downtown in the 300 block of Neosho. They had the brick on the front of the building repaired, so we tied that back to the building today.”

ELECTRIC DEPARTMENT: PRODUCTION Update

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

Reports: Superintendent Schneider, “We are still working on plant reports.”

Substation Maintenance: Superintendent Schneider, “We washed and painted our DC power supply building out in the substation. They are in the process now of washing the bulk diesel fuel storage tank. Those won’t be painted, just pressure washed.”

Cleaning Power Plant: Superintendent Schneider, “Cleaning on the inside of the power plant and did some dc power supply maintenance.”

Family Dollar/Dollar Tree (919 N. 4th): Superintendent Schneider, “We met last week with the construction company for the dollar tree store over here.”

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ELECTRIC DEPARTMENT: Generator

Superintendent Schneider, “KDHE construction permit, they do have our application and have reviewed it. They have sent it back to us to make sure all the information is correct on it. It all looked good. I talked with Donna Oehm with Power Plant Compliance, and I asked her what that normally means when KDHE. Does that mean they are close to approval for this permit? Her opinion from all of her dealings in this is that KDHE is within days of approving that permit. I asked her in this stage in the process if they have ever rejected a permit for that, and she said no. That is a good sign as far as they are into the process. So, we should know something in a matter of days as far as approval from KDHE on that.”

I sat in on the finance meeting today, and I apologize if I didn’t answer this question sooner. I got asked today about the concrete for the foundation of the generator. I did verify with Wheeler today that it is all on him. The only thing that the electric department is going to do is that we will take a high voltage cable from the generator out to the breaker in the substation. Whoever Wheeler has do the concrete work will take care of that footing and foundation and the stem walls too.

ELECTRIC DEPARTMENT: Personnel – Austin Birk

Superintendent Schneider, “Austin Birk has submitted his resignation. His last day of employment is actually this Friday, November 5th. He has chosen a position at 4 Rivers Rural Electric. I would like permission to advertise for an apprentice lineman until that position is filled.”

Council Member Lenard, “I move to authorize Superintendent Schneider to advertise for a lineman internally and externally until filled.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

QUESTIONS/COMMENTS

Exit Interviews: Council Member Lenard, “I have a follow-up question; I know we have lost some lineman before. When Austin leaves, is there some kind of an exit interview that is done either within the department or with Anne? What is the process there?” Superintendent Schneider, “I think they are very few and far between.” Mayor Luke, “It’s not that we can’t.” City Clerk Brown, “We just haven’t.” Council Member Lenard, “Nobody knows? Nobody cares?” Mayor Luke, “In most cases, they are not going to fill existing positions like what they are doing now, they aren’t going to be doing that. There are other reasons that they may choose to go.” Council Member Lenard, “A lot of businesses they earmark them eligible for rehire, how does that happen? Is that automatic?” Mayor Luke “You have a statement that if somebody calls to know what we thought of the person and so on, then we will answer back that they have been here for X number of years and they would be hired back.” Council Member Lenard, “So, there is no reason anybody would not be eligible for rehire unless...” Mayor Luke, “Unless they are terminated.” Council Member Lenard, “Gotcha.”

Superintendent Schneider, “I can say that Austin will be missed. He was a very good asset to the department.” Council Member Jasper, “To go with what you are saying, would it be information for how we could further improve ourselves if we did an exit interview?” Council Member Lenard, “Some of that though J.J., I hear what you’re saying a lot of it is probably personal to their quality of life or their family’s life, and I get that. Sometimes you may glean something else. I could support anything.” Council Member Curtiss, “So, who would do the exit interview, Anne or the superintendent?” Mayor Luke, “Anne.”

Council Member Lenard, “It could be a combination too. It depends on how Maybe you want to check with the League. Sometimes in the big companies, it is by a 3rd party or somebody that is not vested.” Council Member Curtiss, “Not connected.” Council Member Lenard, “Because you want honest feedback. I just think it’s worthy. I know our pay is not going to be up to a 4 Rivers or Evergy or anybody like that, but it would maybe give us some incite of what we need to do with our culture or anything that we could do.” Council Member Curtiss, “I think it would be beneficial.” Council Member Lenard, “It is something to think about.” Council Member Jasper, “And we are not just talking about the electric department; it’s all departments.” City Clerk Brown, “So, you are saying you want me to start doing that? I can check with the League.” Council Member Lenard, “Why don’t you just ask the League and see what they recommend. If we start having high turnover, there could be something, an indicator, that we may not know of.” Mayor Luke, “Okay, we will check with the League.”

Generator: Council Member Jasper, “When we were talking about the generator floors, is there something that we can do to maybe get further information on what we are looking at? I know Wheeler said, but if we are tearing out the floor anyway, can we not take four core samples and see what we are dealing with? There are core sampling machines out there that we could drill down and what if we start tearing into it and we realize we didn’t need to tear into it? I know that goes back to the contractor, but...” Council Member Lenard, “It may be in his scope that he will do that ahead of time to know where we are at.”

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Council Member Jasper, "Right, it's just when we see a turn-key contract it would be nice to see itemized things like that." Council Member Lenard, "Will you check on that?" Superintendent Schneider, "Yes." Council Member Lenard, "Is that fair?" Council Member Jasper, "Yes, that's fair."

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, meter rereads, cleaning sewer lift stations, maintenance on trucks and equipment, customer call-outs, and concerns.

Pump Station Issues: Foreman Hammond, "We had another VFD go down on station six pump #2 about a week and a half ago. Jim Morris has one on order. We were informed today that it was supposed to ship on November 5th but now it is not going to ship until November 11th. Once it is in, he will come to install it that way, we can get that second pump up at the lift station."

Family Dollar/Dollar Tree (919 N. 4th): Foreman Hammond, "The waterline project that we have here for the new business Dollar Tree, we are waiting for a fire hydrant to come in and a few other miscellaneous fittings. When we receive them, weather permitting, as soon as we are able to do it, we will move forward with getting all of our things moved. Our one water line will have to be dropped deeper where the storm drain is going to go through to keep our water line away with plenty of distance. Down the road, if we ever have to go back to repair something, we aren't working against the storm drain. We are planning on moving the fire hydrant and the valves to the south."

WATER AND WASTEWATER: Production Update

General: Foreman Hammond, "The plant is running very well."

Filter Replacement: Foreman Hammond, "We had Dave Milkey with Tonka Filters come in on Tuesday. We had our filter transducer that monitors our filter height and depth quit. We received our new one, and he assisted us on hooking it up, so we are getting a true reading of what our filter depth is."

Brush Clean up: Foreman Hammond, "We finished picking up brush today. I want to thank Mark, Richard, and the guys down at the Street Department for allowing us to use their loader and dump truck. It really helped us out since we were able to get bigger piles per grab. It sped the process up."

QUESTIONS/COMMENTS

Mayor Luke, "How are we doing on the fence by the lagoons?" Foreman Hammond, "That I do not know the status of. I haven't been informed if they have started or what a start date is."

STREET DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning ditches, sweeping curb and gutter, fixing potholes and ruts, blading rock roads, repairing and re-rocking alleys, fixing and replacing street signs, and truck and equipment maintenance.

Equipment Repairs: Superintendent Davidson, "We had a cylinder that needed to be rebuilt on the track hoe. We rebuilt the seals in the shop."

Concrete Drive Repair: Superintendent Davidson, "We replaced a concrete drive on Merrimac Street. That was replaced due to cracking from when we had done the curb and gutter project. It wasn't something that we needed to do, but the property owner asked if we could look into it; we went ahead and replaced it."

Concrete Patch Work: Superintendent Davidson, "We poured concrete at Citizens State Bank. Kevin had taken a couple of trees out and removed concrete panels. We helped the Parks Department put the concrete back. There was a small piece of concrete taken out at the water department from when they put the generator in. We dug it out and poured it back yesterday."

City Hall Temporary Fix: Superintendent Davidson, "We put some fencing along the south side of city hall mainly to make a defined boundary line so the equipment next door wouldn't be pulling onto our new asphalt."

STREET DEPARTMENT: US 75 HWY DRAINAGE

Superintendent Davidson, "There is a letter in your packet from BG Consultants. It is an estimate for the analysis to do from Cross Street to in front of City Hall. They are asking for \$6,000 to complete the analysis and another \$2,000-\$3,000 to do field data. Which visiting with Brady Headstrom, I think that is something that if he sends us the paperwork our guys can do in-house and then send it back to them. Just to be safe, I'd like to do a \$9,000 estimate. The analysis will show what we will be looking at, the number of catch boxes, cost estimate, size of pipes, and give us a general idea of the total cost. I guess right now, I am asking for permission to move on. There will be a contract to sign, which the Mayor, Anne, or I can sign if we choose to go ahead with this project. There has been a little discussion if we want to go into spending this large amount of money for something that happens maybe five or six times a year and lasts for 45 minutes of flooding on the highway. That is your decision. I never did get an answer to what our liabilities are as a city if something were to happen. I ask for your opinions."

Council Member Lenard, "What is the street committee recommendation? Have they even talked about it?" Council Member Jasper, "Very little." Council Member Lenard, "Kind of where I stand every time. Work through the committee." Council Member Jasper, "Let's just table it." Mayor Luke, "Alright, table it for it tonight and get the committee together between now and the next meeting." Superintendent Davidson, "Thank you."

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POLICE DEPARTMENT: Update

General: Normal Duties. Chief Jones, “Officers have been very busy, and I have had a very interesting week and a half.”

Downtown Trunk or Treat: Chief Jones, “They did trunk or treat last Thursday. They ran out of kids and candy at about the same time.”

Health Department – Drive-Thru Flu Clinic: Chief Jones, “The drive-thru flu clinic was rescheduled to tomorrow at the fire station from 11:30 to 1:30.”

City Court: Chief Jones, “We do not have court next Thursday because it is a holiday, Veterans Day. It looks like I am going to need two suitcases to bring all the court jackets to court in December because it is starting to add up.”

Radar Systems: Chief Jones, “Lewis had asked me about radar systems, and then J.J. mentioned it at the last council. These are just from Kustom Signals which is a Kansas company. These have two or three options and how they work. The PMD 10 and PMD 12 I am not really sure what the difference is; it might just be a different size of display. Those go on an existing pole. The permanent pole, on the back page, there are three different sizes. Those prices, that is just for one system. If you want something at the north end and the south end, then you just doubled the price. The power supply, they come with a rechargeable battery which would necessitate somebody to change out batteries and recharging the extra set every week. Or you can get a solar panel that will recharge the battery, which is about \$800, or we can have city electric wire it into the existing infrastructure. Alan just shot me a wild guess; with time and materials, we are probably in the \$1,200 range. That is the basic information on that. These aren’t quotes. These probably are not even good estimates; these are just examples of radar from a single company. I have not checked with any other company’s mainly because this is a Kansas-based company.”

Nuisance: Properties/Vehicles Update: Chief Jones, “I don’t have a whole lot on the nuisance property update. One individual did get a ticket to be in court on December 9th. I haven’t been available to keep track of the status of where all the properties are. I do have a couple of people who call me regularly that give me updates on how they are doing.”

POLICE DEPARTMENT: Personnel – Rachel Hale

Monday, Officer Rachel Hale gave me her two weeks’ notice due to family-related matters. J.J. or Lewis, whoever was asking. I basically do exit interviews for my people just to find out what’s going on and what they are doing. In her case, it has more to do with family-related matters, and she needs to be home. With that, I would also like permission to advertise open until filled for another officer.”

Council Member Lenard, “I move to authorize Chief Jones to advertise for a police officer until filled.”
Council Member Hall, “I second the motion.”

Chief Jones, “I did look at the KPOE website, I believe Monday evening, and there were 100 agencies in Kansas looking to fill positions, so I don’t expect this to be quick.” **Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.**

QUESTIONS/COMMENTS

Radar Systems: Council Member Lenard, “So, you have this, and if you want to pursue this, let me know, and we will take it back to the Police Committee, and we can talk about what we want.” Council Member Curtiss, “Because you don’t have money in your budget.” Chief Jones, “No.” Council Member Lenard, “So, we can figure that out if that is what you guys want.” Council Member Jasper, “As of right now, what’s the feelers on it?” Council Member Lenard, “I kind of like the idea. Just looking at the ones here for the school.” Council Member Curtiss, “I do.” Council Member Tschantz, “Personally, I like the wheel ones; we can take them around to the school district or up and down 75.” Chief Jones, “One advantage to those even though they are more expensive is that I don’t have to tie up some of Alans people to wire it in. I also don’t have to deal with KDOT regulations for a permanent sign. They sent me the manual, and it is 806 pages.”

Council Member Jasper, “So we know that with the state highway coming through, we are always going to have that issue. I feel like if we want this to maybe help with the safety side of it, we should look into a permanent structure on the highway. Then if we want to go to a cart for football games, parades, or whatever throughout the city, I think we can be flexible. We don’t have to go with one or the other. We can do maybe both.” Council Member Tschantz, “How are we going to fund it? That is the big question.” Council Member Jasper, “That’s for the committee to figure out.” City Clerk Brown, “We don’t have to do it all at once.” Mayor Luke, “It could be a series of different things.” Council Member Jasper, “Absolutely.”

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Council Member Curtiss, “If we wanted to concentrate on the highway to start out with, those are less expensive.” Mayor Luke, “They are the ones that require KDOTs approval. I don’t know what all that takes.” Chief Jones, “When I asked them about figuring out exactly what that sign manual says, they told me to get with public works. That’s Mark Davidson.” Superintendent Davidson, “I could probably knock that out tonight.” Council Member Curtiss, “Certainly.” Mayor Luke, “Okay, we will continue to look at what our options are and where we can come up with funds. Whoever reads the 800 pages can give us direction.”

PARKS DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning public restrooms and buildings, building and equipment maintenance, spraying weeds, watering trees, and mowing.

Winterizing Restrooms: Superintendent Boyce, “We finished winterizing the restrooms and the sprinkler systems today.”

Banners: Superintendent Boyce, “We changed out the banners and have the Veterans banners up. I’d like to thank the Street Department for helping with that and for putting the concrete in down at Citizens Bank.”

Kelley Park – 4-H Crops Building: Superintendent Boyce, “We have been working with the extension office for their new building going into Kelley Park. The Water/Wastewater department helped me locate the water sewer lines at the 4-H building. That will be what their building will tie into. Those are located so their engineer will have an idea where those are at. “

QUESTIONS/COMMENTS

Council Member Curtiss, “Thanks for putting up the banners.” Council Member Tschantz, “They look nice.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2021-21	\$	<u>132,453.66</u>
b. Payroll Ordinance	2021-22	\$	<u>86,685.51</u>
	TOTAL	\$	219,139.17

CLAIMS 2021-21: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2021-21 for the amount of \$132,453.66 for payment of city bills. Council Member Hall gave the second. City Clerk Brown, “The larger expenses we have tonight are Altac Industries \$8,143.52, Brenntag \$26,821.20, Core and Main \$17,792.81, and Trenary’s Tree Care \$3,250. **Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2021-21 passed unanimously, 6:0.”**

PAYROLL 2021-22: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2021-22 in the amount of \$86,685.51, as presented. Council Member Hall gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. All votes were in favor. Mayor Luke declared, “Payroll Ordinance 2021-22 passed unanimously, 6:0.”

PLANNING & ZONING: Update

General: City Clerk Brown, “Normal duties and updating signs and the Facebook page.”

Family Dollar/Dollar Tree (919 N. 4th): City Clerk Brown, “He had a meeting with the contractors for Family Dollar/Dollar Tree last Thursday to discuss planning and relocation of utilities.”

Permits: City Clerk Brown, “He has issued a couple of occupancy sign permits for new businesses downtown.”

Training: City Clerk Brown, “He is gone to training in Manhattan this week for code enforcement.”

Nuisance: Grass: City Clerk Brown, “The Boy Scouts will be removing piles of wood from Little Joe’s down south. Right now, most of the yards and ditches are looking pretty good.” Superintendent Boyce, “On the yards that we have been mowing as far as nuisance properties, we will be mowing one more time. Some of them are a little over the 12 inches, but I’m making sure it is the last time.” Council Member Curtiss, “How many do you have that you mow?” Superintendent Boyce, “Seven but not all of them will be mowed. I hope some of them get sold before next mowing season.” Council Member Curtiss, “Okay.”

OTHER COMMITTEE OR COUNCIL BUSINESS:

ORDINANCE

LICENSE

LEGAL DEPARTMENT: Update

City Hall Work: Attorney Wright, “I have been working with Anne on MT Networks contract a little, and she is helping me get caught up on a couple of things. I will be working on the tree trimming ordinance.”

Court - Tickets: Attorney Wright, “I am still working on municipal court matters and diversions.”

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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 October, we will be sending \$5,357.97 in delinquent accounts to the Kansas set-off program for collections.

Reports: City Clerk Brown, “In your packets, you have your COVID reports for your revenue and your sales tax report.”

Generator Reports: City Clerk Brown, “Also, from our finance meeting this morning, you have the KPP and G.O. bonds and bank proposals. David Arteberry will be here next council to discuss the G.O. bonds.”

CMB License Renewals: City Clerk Brown, “We did send out renewal reminders for the businesses in regards to the cereal malt beverage, amusement, and trailer court licenses for 2022. We have received a few of those back already.”

Coffey County Transportation Letter: City Clerk Brown, “There is also a letter of support for the 2022 grant for the Coffey County Transportation.”

Employee Recognition: City Clerk Brown, “I wanted to recognize we have had four employees that have reached their ten years of service with the city this year. They are Jimmy Hugunin, Lonny Jasper, Tom Hess, and Harold Reiling. We just want to thank them for their service. We have others that are over that. We recognize at ten years.”

Closing: City Clerk Brown, “City Hall will be closed Thursday, November 11th, in honor of Veterans Day. We will also be closed on Thanksgiving Day, the 25th. As a reminder, the council has allowed the employees to take the Friday after off as vacation or comp time or without pay in the past. There is no motion needed for that because that was approved back when.”

REPORT BY CITY OFFICERS:

OTHER COMMITTEE OR COUNCIL BUSINESS:

MAYOR’S COMMENTS: Executive Session: Non-Elected Personnel Matters

Council Member Lenard, “I make a motion to enter a 10-minute Executive Session for consultation with the attorney on matters deemed privileged in an attorney-client relationship under K.S.A 75-4319b with the Governing Body, Mayor Luke, City Attorney, and City Clerk Brown present.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Council entered the Executive Session at 6:48 p.m. and exited at 6:58 p.m.

No action was taken.

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2022 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	RICE NESHAP Compliance
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 2021 6 th & Alleghany Project Street Improvements 2021 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Sensus Water Meter Replacement Sewer Lagoon Maintenance/ Updates Storage Building for Dirt -Construction	Sewer Lagoons - Analysis (KRWA/funds for dredging) Sewer Liftstations –Flushing Rags, etc.

Mayor Luke declared the meeting adjourned.

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