

**BURLINGTON CITY COUNCIL REGULAR SESSION 3-3-2021**

City of Burlington Governing Body met in Regular Session at City Hall’s address, 1013 N. 4<sup>th</sup> Street, Burlington, Kansas, at 6:00 p.m. Wednesday, March 3, 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, Melissa Daily

**AGENDA:**

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

**MINUTES 2/17/2021:** Mayor Luke, “You have before you the draft minutes of our regular session of February 17, 2021. Are there any additions or corrections?”

*Council Member Curtiss, “I move to approve the draft minutes of February 17, 2021, as modified.” Council Member Hall, “Second.” Motion unanimously carried, 5:0.*

**APPOINTMENT: Coffey County Chamber**

Melissa Daily, “Hello. So, I was hoping to put on an event downtown on Neosho Street between 75 Highway and 3<sup>rd</sup> Street. I have talked to some of the downtown businesses about possibly staying open later. I am looking at April 15<sup>th</sup>, it is a Thursday. I didn’t see any games on the school schedule or anything like that. It will be Rock the Block, a spring event to get people outside. I am asking for three things; I’m asking for permission to do that. We will have vendors out on the sidewalk, I’m asking to block that portion of Neosho off for that evening. I am hoping to talk to maybe the dance studio and the school band, if they want to come out and perform. Then I am also asking that the transient merchant fee be waived for our vendors. I have about eight members that I know would be interested in coming and setting up a booth for products. I have a handful of others that I am pursuing. That is something I would like to offer our current members and to sweeten the deal for potential members, to be able to offer a vendor space without a fee.”

Mayor Luke, “What time would you be looking at having the street blocked off?” Melissa Daily, “I am thinking 6:00p.m. to 8:00p.m. The vendors could get there earlier. People could stop by after work if they wanted but I know that they have things going on after school, So I wouldn’t think the road would need to be blocked off from 4:00 to 6:00.” Mayor Luke, “Have you talked with the people who live and normally park on the street or do you care if there are cars parked on the street during the event?” Melissa Daily, “I don’t care if there are cars parked there. I am happy to speak to them about making sure we are not in their way; communicating with them, I can do that.”

Council Member Jasper, “Will your vendors be getting in the way of the restaurants on the sidewalks or are you going to have them out in the parking area?” Melissa Daily, “If we are on the sidewalks, they can use the space in front of the Chamber and I can talk to the school about that space. There are some empty buildings on the other side of the street. There is also space between Art 2 and Vintage Sisters where we could wrap around that corner if we needed to.” Mayor Luke, “You have Veterans Park, the old theater, several empty buildings there so it shouldn’t be a problem. Okay, you said three things, the 15<sup>th</sup> from 6:00pm to 8:00pm, the transient merchant fee....” Melissa Daily, “Permission to hold the event, to have our vendors on the sidewalks, then the transient fee, and to have the streets blocked off.” Mayor Luke, “That’s a Friday?” Melissa Daily, “It’s a Thursday.” Mayor Luke, “Okay, what is the governing Body’s pleasure with respect to this?”

**[2] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

Council Member Hall, "I don't see a problem with it as long as they get a hold of everybody that they need to." Council Member Lenard, "The only thing you could ask a lot of people for their permission. I guess I'm kind of concerned that two hours is not very much to let people get in and get set up, but if that's what you want." Melissa Daily, "Well, I'm only asking for the street to be blocked off for those two hours, I would like for vendors to set up sooner. Maybe have them set up between 4:00 and 5:00 which I think is after the school offices start to clear out. I know that Linda, who is next to me, doesn't usually stay open after 5:00p.m. So, I would have them set up sooner I just don't see the need to block the street off sooner." Council Member Lenard, "Coordinate with Mark (Superintendent Davidson) on closing off the streets." Mayor Luke, "Do you know Mark Davidson? He is our Street Superintendent. (Introduction) He is the one who would have the barriers and stuff for the streets. Our Chief (of Police) is Doug Jones. Do we have any issues with blocking off that street?" Chief Jones, "No."

City Clerk Brown, "So, where exactly are you asking to block off? 75 to 3<sup>rd</sup> street, and then you said around to Vintage Sisters?" Melissa Daily, "No, I don't want to block off that street. I'm just thinking that if we needed some sidewalk space Art 2 and Vintage Sisters, I don't think would mind people using that space. They seemed pretty for the event."

**Council Member Curtiss, "I move to allow closure of the Neosho Street, between 75 Hwy and 3<sup>rd</sup> street, on April 15<sup>th</sup> from 6:00pm to 8:00pm for the Rock the Block spring event, and to waive transient merchant fees." Council Member Hall, "I'll second."**

Council Member Lenard, "Any trash cans or picnic tables that are going to be needed, or is just block the streets off, is it?" Melissa Daily, "I don't see a need for those things." Mayor Luke, "The key thing is, if there is debris, it will be your responsibility to make sure it gets picked up and cleaned up right after the 8:00p.m. time frame." Melissa Daily, "Understood."

**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**PUBLIC COMMENTS:**

Paul Abendroth, "What happened to First Impressions?" City Clerk Brown, "They did call, Carrie called this week. They were on the agenda for tonight, but they weren't quite ready to proceed, so she asked to be taken off. When they get everything ready, they will call back again to be set up on the agenda. She didn't give me a time." Paul Abendroth, "They will be coming in here first then?" City Clerk Brown, "Yes." Paul Abendroth, "Okay, good enough."

**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.

**Linemen Support at Power Plant:** Superintendent Schneider, "As I said last time, the men did help the men over at the power plant with support. They were there until Friday when we were able to shut down that generation. They were very helpful there. Now they are back to their normal activities out doing preventative line maintenance."

**New Service:** Superintendent Schneider, "We are waiting for an electrician to finish up a few things for a new construction home on Jarboe Street. We have our locates called in, we are just waiting to get that service put in for that new home."

**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.

**Generator #6 – Turbocharger:** Superintendent Schneider, "The turbocharger is scheduled to be back the 29<sup>th</sup> this month or a little bit sooner, I hope. The men are cleaning parts and repairing services for gaskets. They are going to be busy doing that for a while. We think with this extreme weather, we believe, after talking with the turbo people and visiting with Larry Wheeler, there is a good chance that there was a small piece of ice or something that broke free on the intake. All it had to do was hit one propeller on the turbo, and it just snowballed from there. That is what we are thinking. We are still waiting to hear from the insurance company. Last I knew, you haven't talked to them either, Anne, have you?" City Clerk Brown, "No, I haven't heard anything."

Superintendent Schneider, "We are still waiting to see how that claim is going. We do have the funds to take care of it. I'd sure hate to spend that money, but we do have the funds for that. When we were generating, we burned 12,450 gallons of diesel fuel to support and keep us with lights on. We have since replenished that and we will get reimbursed for that. Kansas Power Pool, as you all know, energy costs for the week are high. We don't know what that impact is going to be on us yet. I'm not even going to speculate."

**EIA Reports:** Superintendent Schneider, "I have been working on the Energy Information Reports. I do have the three main reports for the year done, and those have been submitted."

**[3] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

**KPP – Electric Car Chargers:** Superintendent Schneider, “Also, Kansas Power Pool is offering to the City an option to install chargers for electric cars within Burlington. We are still working that out and getting the details. Once we know more, I will be happy to update that as well.”

**QUESTIONS/COMMENTS**

**Southwest Power Pool- Grid Stabilization/ Generation:** Council Member Lenard, “Just as a reminder the diesel is at replacement cost for us to replenish it, correct? Superintendent Schneider, “Could you say that again, I’m sorry?” Council Member Lenard, “Whatever we have to replenish, is that at current cost for us to replace it?” Superintendent Schneider, “Yes.” Council Member Lenard, “Okay, not our original cost?” Superintendent Schneider, “That is correct.” Mayor Luke, “I just signed a check for that. It’s about \$33,000 dollars.” Superintendent Schneider, “That sounds about right, yes. \$2.27 a gallon I believe. We got 15,000 gallons because that is what a tanker will hold. So, we had a little bit extra than what we actually used during our generation time.”

Mayor Luke, “Also, from the KPP, all of the governing body members and Alan should receive an email from Brooke Carrol. Next week from noon until 12:30p.m. there will be four presentations by KPP. The first one will be the estimate on the SVP final cost, the second on the emergency stabilization fund, the third on days of cash on hand and what it means, and the fourth on the rate-making principles and methods. That will be next week, Monday – Thursday through a webinar. I don’t know who all will be making those presentations for a half an hour each of those four days.”

**House Bill #88:** Mayor Luke, “One other thing, I am going to bring it up now. The House and the Senate in Topeka passed House Bill#88 today. It is a low interest loan for cities to pay the utility bills for their natural gas and electric bills. There will be a conference webinar sometime tomorrow in the late afternoon. As soon as I get that information, I will let everybody know. Philip, you should probably be in on that because we are on a cash and carry basis, cities are.” Attorney Wright, “When is it?” Mayor Luke, “They haven’t given me a time yet. They have indicated late afternoon. It is a brand-new legislation.” Council Member Lenard, “Related to the storms?” Mayor Luke, “Yes.” Attorney Wright, “I saw a brief email about it several days ago.”

Mayor Luke, “I don’t know what the vote was on the Senate, but the House passed it 124 to 0. The biggest people involved will be KMEA because their bills are going out this week. We won’t be getting ours until after the 18<sup>th</sup> because the board of KPP will be making their decision on the 18<sup>th</sup> as to how will to level out the bills of the KPP cities. We won’t have to rush in and make an application immediately.” Council Member Lenard, “So, the KMEA is going to break ground for us.” Mayor Luke, “Yes.” Council Member Lenard, “Good luck.”

**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.

**Issues due to Cold Snap:** Superintendent Hawkins, “After the storm that went through, I was really pleased with the guys. They rigged up a meter pit unthaw-er to go out to the customers and unthaw meters. So, we had a tremendous amount of shut offs, turns on’s, and helping customers throughout the city.

“Also, during that time we got in contact with all of the rural water districts in the surrounding towns too. We offered our hand of assistance to any town or entity that needed it. We had the same welcoming to us. I would like to thank Brian Isch from Gridley, Chris Withers and Tim Decker at Rural Water #3, Steven Dewight at New Strawn, Aaron Copeland of LeRoy, Mike Riley and Jared Sheford of Rural Water #2. It’s good to know that we live in a good community where we all work together and everybody is willing to help one another. It is a great place to live here in Coffey County. These guys care about their jobs and what they do. I want to thank Mary for helping us with Facebook and putting stuff out, Jimmy did the same thing with putting stuff out on the website. I am very grateful. It was a big team effort and we made it through. There were a lot of water leaks but we managed to make it through.”

**Water Meter Installs:** Superintendent Hawkins, “We are still installing water meters as well.”

**Finishing odds and ends:** Superintendent Hawkins, “With the weather getting nicer, which we like, we are going to go out and start fixing what we have destroyed. We are going to go out and put in flowable fill in areas, seed, till, and lower valve boxes. We are going to do things so we can get done with past projects.”

**[4] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

**WATER/WASTEWATER: Production – Water Treatment Plant Update**

Superintendent Hawkins, “The plant is running really well.”

**Water Usage:** Superintendent Hawkins, “We never dreamed that we would ever hit close to one million gallons. We figured if we did, it would be in the dead of summer but not in the dead of winter. We had a lot of water leaks. We had a lot of extra overtime because the guys were trying to keep up with the leaks and we had to run the plant longer than we anticipated. I want to thank my guys for putting in the time to keep the water flowing so we didn’t have any issues with a boil advisory or loss of water. We are back down to normal water usage.”

**Lime Silo Feeder:** Superintendent Hawkins, “We had Jim with R.W. Vaught come in. He got our lime controller taken care of. There were some technical issues. That is up and going; the guys are not having to go out every 15 minutes and shake the lime silo.”

**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, “Some of the cylinders on the plow started leaking. We took them off and got new seals to rebuild those.”

**City Hall Renovations:** Superintendent Davidson, “We came up to help City Hall remove tile in the hallway, some carpet, and move the furniture.”

**Vehicle Repair:** Superintendent Davidson, “Finished up on the cab protector on one of the dump trucks.”

**Sign and Tree Damage:** Superintendent Davidson, “We have been changing out street signs and cleaning up trees around the Bowman Bridge. They damaged them when they had their equipment in there.”

**Re-rocking Roads:** Superintendent Davidson, “We have been re-rocking the roads at the sewer lagoons.”

**Kennebec Bridge Project:** Superintendent Davidson, “Richard Mason and I, the engineer, the inspector and two people from A.M. Cohron, did a walk through on the bridges last Friday. The I-beams under both bridges still need to be painted. The weather wasn’t cooperating to have that done. The projected date is towards the end of this month. We can leave the bridges closed or open the bridges and leaving the signage in place. They will need to put the signage back across the road when they do the painting. From what I have seen, it may take up to three days to paint the bridges. That is why the signs are still in place. I looked at the contract and they have 60 working days to complete the project. As of February 13, they will still have 30 days. They are still within their time frame, and in my opinion, they still have control of the bridge. We haven’t made the final payment on it, and I think that it is still their call on what is done with the bridge.”

**POLICE DEPARTMENT: Update**

**General:** Chief Jones, “We have had our normal run of calls for us, nothing too crazy.”

**Audits:** Chief Jones, “We have some audits that are coming up that we are getting ready for. These will be physically on-site audits. One of them by the Highway Patrol and Criminal Justice Information System, all of Becky’s records, warrants, and everybody has to take a security awareness test.”

**City Court:** Chief Jones, “We do have court that is coming next week.”

**Time Change Reminder:** Chief Jones, “Another reminder, the time change is March 14<sup>th</sup>, spring ahead.”

**PARKS DEPARTMENT: Update**

**General:** Superintendent Boyce, “We have had our normal duties. We have been cleaning public restrooms and buildings. We have been doing building and equipment maintenance.”

**PARKS DEPARTMENT: City Dam Retaining Wall Repair (West)**

**Hand Rails:** Superintendent Boyce, “We finished up installing the guardrail at the City Dam. About the time we started on that was when the cold front and the snow to came in. So, that shut us down.”

“The City dam stairs hand railing, last I was notified which was Friday, I got the email Monday morning when I came in, is to be installed tomorrow. That is why I still have the parking lot blocked off for when they come. I am not sure what they are bringing as far as equipment. This way they can get in without any issues.”

**Maintenance:** Superintendent Boyce, “We have been rebuilding some boxes that cover our backflow preventors. One at Veterans Park and one at Kelley Park. We have been working on those in climate days.”

**Flower Quotes for Flower Pots and Hanging Baskets:** I have the flower quote from Arnolds Greenhouse for the cement flower pots along 75 Hwy and downtown on Neosho and the hanging baskets for downtown Neosho and the gazebo in Kelley Park. My recommendation would be to go with Arnolds Greenhouse for \$2,230.00.”

**[5] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

Council Member Lenard, "Are these the same or close to what we did last year, Kevin?" Superintendent Boyce, "Yes." Council Member Lenard, "Those were awesome." Council Member Curtiss, "Yes, they were great." Council Member Hall, "Beautiful." Superintendent Boyce, "It is the same prices as last year also."

**Council Member Curtiss, "I move to accept the quote from Arnold's Greenhouse for \$2,230.00 for the beautification project, as being in the best interest of the City." Council Member Tschantz, "I second the motion."**

Council Member Jasper, "Does this constitute as repair and replace? Why do we need a motion?" Mayor Luke, "Let's put it this way, normally we have more than one. So, we would have to decide which we want to do." Superintendent Boyce, "And now it's the only greenhouse we have in Coffey County, that I know of." Mayor Luke, "Yes, it is the only one we have."

**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**Johnson & Johnson Drive Through Shot:** Superintendent Boyce, "Anne was contacted from the Coffey County Health Department. On March 12<sup>th</sup>, they already have the 4-H building for their normal vaccine shots which is in the morning time until roughly around noon. They will be getting the Johnson & Johnson shot so after you get the shot, you do not have to wait for any reaction. You can just get the shot and get home. They are asking to do a drive-through in Kelley Park to give the Johnson & Johnson shot, and they would run that out of the 4-H building also." Mayor Luke, "On the same day?" Superintendent Boyce, "Yes, it would be in the afternoon, 1:00pm. to 3:00pm. They are predicting 50 cars at a time. If it all works well, they would like to repeat it after the 12<sup>th</sup> on another day." Mayor Luke, "Okay, thank you for the information Kevin. As long as we don't have anything else that it will cause a problem with." Superintendent Boyce, "As far as I know we don't. I will double check with the Fair Board and the Rec Center. It is 1:00pm to 3:00pm so kids are still in school. They are planning on leaving the area around Kelley Hall and the rock pillars open, so if it is a nice day people can still get to the park."

**FINANCE: Claims Ordinance & Payroll Ordinance**

a. Claims Ordinance	2021-05	\$	<u>114,497.92</u>
b. Payroll Ordinance	2021-05	\$	<u>84,230.61</u>
	TOTAL	\$	198,728.53

**CLAIMS 2021-05: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2021-05 for the amount of \$114,497.92 for payment of city bills. Council Member Hall gave the second.** City Clerk Brown, "The larger expenses we have tonight Brenntag Southwest \$2,111.45, Core and Main \$2,121.28, Harshman Construction \$5,322.29, Lewis Oil was for fuel that we had to purchase \$33,923.33, U.S. Line Company for chemicals \$4,055.40." **Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2021-05 passed unanimously, 5:0."**

**PAYROLL 2021-05: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2021-05 in the amount of \$84,230.61, 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 2021-05 passed unanimously, 5:0."**

Council Member Lenard, "I have a question kind of related, on our big bill with KPP, what is the typical timeline they have to reimburse us?" Superintendent Schneider, "They usually do within the billing months." Council Member Lenard, "Okay, thank you."

**FINANCE: Personnel - Employees Salary & Consumer Price Index Recommendation**

City Clerk Brown, "I went to the Federal Bureau of Labor on February 22 to get the CPI. This is the same place and the same time that we do it every year. The CPI for this year was 1.6%." Council Member Scothorn, "What was the CPI last year?" City Clerk Brown, "It was 2.5%."

**Council Member Lenard, "I make a recommendation to approve a 1.6% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 10, 2021, and to adjust the wage band." Council Member Tschantz, "I second the motion."**

Council Member Jasper, "You know what I'm going to say, can we get more?" Council Member Lenard, "We have a motion on the floor. So, what is the basis of doing that, recognizing that we also have a merit system?" Council Member Jasper, "Just to give employees more reason to stay here." Council Member Tschantz, "Keep from losing everybody I guess." Council Member Jasper, "I guess I'd like to see families that work for us do better. It is up to the Council; it is not up to this."

**[6] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

Council Member Lenard, "This has been our basis and we have been consistent with it for years. If we want to deviate from it... we had a working session and that would have been a good time to broach topics like this." Council Member Jasper, "We did talk about it."

Council Member Lenard, "What is your proposal?" Council Member Jasper, "Whatever we could come to an agreement on." Council Member Lenard, "What is your proposal, 5%, 3%, 6%?" Council Member Jasper, "Another 1%, 2.6%" Council Member Lenard, "So, what is the net cost for the City going to be?" Council Member Jasper, "I can't answer that. 1.6% on \$20 an hour is \$0.32 an hour. I've seen us spend money on worse things. We don't have to do it but I am going to propose it every year I'm on here. Can we deviate from the normal every once in a while, I think we can?"

Mayor Luke, "Do you want to make a proposed amendment to take it to 2.6%?" Council Member Jasper, "I can do that." Mayor Luke, "We can accept that as an amendment and that will be the first thing we vote on. So it is to raise the Consumer Price Index 1.6% to 2.6% for the Burlington City employees beginning April the 10<sup>th</sup> and to adjust the wage bands."

**Hearing no further discussion, Mayor Luke called for a vote. Council Member Jasper voted, 'Yea' and Council Member Hall, Lenard, Curtiss, and Tschantz, voted 'Nay'. Mayor Luke declared the motion failed, 1:4.**

Mayor Luke, "Now for the original motion of a 1.6% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 10, 2021, and to adjust the wage band."

**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**RESOLUTION - 2021-01, Salaries/CPI/Work Plan & Evaluation Guideline**

Mayor Luke, "With that, we need to create a resolution of 2021-01."

**Council Member Lenard, "I move to adopt Resolution 2021-01, Providing For and Fixing Salaries and Compensations of Officers and Employees of the City of Burlington, Kansas pursuant to the Personnel Policies and Guidelines Established by the City of Burlington, Kansas in 1996, including Exhibit "A", Wage and Salary Schedule, and Exhibit "B", Employee Annual Work Plan & Evaluation Guideline." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin, "Normal duties."

**Computer Issues:** Zoning Clerk Hugunin, "I have been working on several computer issues and printer issues at the Water Department."

**Permits:** Zoning Clerk Hugunin, "I've been working on several building permits."

**RV Park:** Zoning Clerk Hugunin, "I have been working with a gentleman who is looking at buying the RV park on 16<sup>th</sup> and Neosho. He wanted to know what he needed to do and what he could do. That is one of the couple of parks that we have that are grandfathered in and nonconforming. What he is planning on doing is moving the trailer out that is there, and he is going to bring smaller brand new trailers in; probably about four of them. He will use that for rent or he will turn around and sell the trailers and rent the spots. I have been on the phone with him several times and going through the regulations and it is within the RV trailer park regulations that he can do that. He is looking at cleaning it up and making it a little better spot there. It will look nice."

**Old Shopko Building:** Zoning Clerk Hugunin, "I met with a representative with the company that bought the Shopko building. He wanted to know what they needed to do if they did any remodeling, plumbing, and all of that. I gave them Alan and Danny's card so whenever they move forward, they can get with them and know exactly what they need to do there."

**City Hall Renovations:** Zoning Clerk Hugunin, "Water, Street, and Parks Department have been up here to help with painting and moving furniture."

**Security Updates:** Zoning Clerk Hugunin, "I've done several security updates on the server and on the phone system this week."

**Arbor Day:** Zoning Clerk Hugunin, "I had a question on Arbor day. We didn't hold an arbor day last year because of COVID. I didn't know what your thoughts on that were. Do you want to hold Arbor Day this year?"

Council Member Curtiss, "When is that?" Zoning Clerk Hugunin, "That would be the last Friday --" Superintendent Boyce, "April 28, I believe." Zoning Clerk Hugunin, "Arbor day is usually the last Friday in April, but we would be looking at the Wednesday before that." Superintendent Boyce, "I contacted Steve Strawder; he is fine with it, if we want to go forward with it. He is down on small trees that normally the City purchases and gives away. We may be down on trees to give away."

**[7] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

Council Member Curtiss, "I always enjoy it, and I think it is nice to get out and do it if we possibly can." Zoning Clerk Hugunin, "I'm sure we can figure out social distancing if need be. There is usually plenty of space to spread out. I will get that going."

**Spring Clean-Up:** Zoning Clerk Hugunin, "I've been working with Mary for the clean-up flyer. We re-did the flyer. We tried to make it a little cleaner and simpler. We still have all of the information on there that was on the other one. Maybe being a little newer, people will notice what they can and can't do or put out there."

**City Hall Renovations- Water Fountain:** Zoning Clerk Hugunin, "Hopefully, we will be getting the new water fountain installed next week."

**QUESTIONS/COMMENTS**

Council Member Curtiss, "Maybe you should draw a picture of what parallel to the street means. So many of them..." Mayor Luke, "Wherever they drop it is where it stays." Council Member Curtiss, "You could draw a picture of a street." Superintendent Boyce, "Jerilyn, you taught some of these people and they still do it."

**OTHER COMMITTEE OR COUNCIL BUSINESS:**

**LEGAL DEPARTMENT: Update**

**Ordinance:** Attorney Wright, "The only thing that I have is 869 proposed ordinance. I talked about this at the last meeting, this is just a housekeeping ordinance to allow municipal court to take place here at the City Hall building instead of district court. I don't know if Council needs time to consider that or if they are ready to vote on it today. If you are, then that would be great."

Council Member Lenard, "Would we potentially be doing anything different again, Phil, if COVID and we had to..." Attorney Wright, "So, if you look at the ordinance, I drafted it as such so the court judge could dictate the location of municipal court in case there is another emergency or we get flooded out here. So, hopefully we would never have to do this again."

***Council Member Curtiss, "I move to adopt Ordinance 869, Establishing The Time And Place Of Municipal Court; And Amending Chapter IX – Municipal Court, Article 1 – General Provisions, Section 9-103, Time And Place Of Sessions, Of The Code Of The City Of Burlington, Kansas" Council Member Tschantz, "I second the motion." Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, Motion unanimously passed, 5:0.***

**216 Hudson – House Fire:** Mayor Luke, "If you didn't drive by, Hudson Street is pretty much flat." Attorney Wright, "I was wanting to get here earlier enough today to check it out but I didn't." Council Member Tschantz, "All that is left now is a little bit of rubble from the concrete." Mayor Luke, "Then they will have to level it out and seed it." Council Member Jasper, "Is it time to move on to the next one?" Mayor Luke, "Yes, and I gave him the address on 1<sup>st</sup> Street."

**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 February we will be sending \$686.28 in delinquent utility accounts to the Kansas Set-Off Program for collections.

**Finance Meeting:** City Clerk Brown, "I attended the finance meeting last Friday, February 26<sup>th</sup>."

**City/County Grant Funds:** City Clerk Brown, "We did receive the city/county streets, parks, infrastructure and recreation money, the first half that we normally get. I am preparing reports to send to the Commissioners for what we spent our money on last year."

**2020 Financials:** City Clerk Brown, "I did hand out the 2020 financials, we did finish paying all of our bills."

**Reports:** City Clerk Brown, "I also handed out the monthly comparison sales tax report and the utility revenue report through the end of 2020."

**Personnel Evaluations:** City Clerk Brown, "Just a reminder that evaluations are due before the next Council so we can get those approved on the 17<sup>th</sup>."

**Republic Water Services (Trash Service):** City Clerk Brown, "I did speak with Jennifer Fagan with the trash company as far as bulk items. That was something you guys had asked about. They will pick up one bulk item per week. Bulk items would like furniture pieces, but they will not do appliances, tires, or hazardous material. If they need assistance, they will call somebody to come in and assist them, if they can't get assistance then they will come back at another time to pick it up. So, they will pick up one bulk item per week on their regularly scheduled days."

**[8] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

**QUESTION:** Council Member Curtiss, “Okay, so if I put a couch out on Thursday and my neighbor puts a couch out on Thursday, they are going to pick up one.” Mayor Luke, “No, one per resident.” Council Member Curtiss, “Okay.” Mayor Luke, “Don’t put out your whole living room at one time. One a week.”

**Coffey County Capital Improvement Planning:** City Clerk Brown, “I did talk to Jim Schuessler who is working with the Coffey County Capital Improvement planning. He wants to set up the 2<sup>nd</sup> round of meetings which he wants to do an open house. He wants to hold that at the 4-H Building. We did set it up for April the 8<sup>th</sup>. He wants it from 4:00pm to 6:00 pm, it will be a come and go. He will have tables set up to where they can go around and they can comment on things that have already been there and make suggestions. At the end, there will be a survey for them to take. It is open to the public and this way they can have some input.”

**QUESTION:** Council Member Curtiss, “He will put it in the paper and everything, we talked about that last time, right?” City Clerk Brown, “Yes.” Mayor Luke, “He will do all of the promotion and advertising, his company.” Council Member Jasper, “We will still put stuff on our Facebook?” City Clerk Brown, “Yes, we will.” Mayor Luke, “Yes, he will provide it to us.” Council Member Lenard, “What time was that again?” City Clerk Brown, “From 4:00p.m. to 6:00p.m. on April 8<sup>th</sup> at the 4-H Building.”

**City Hall Renovations – Thank you:** City Clerk Brown, “Again, departments are going to get tired of hearing this. I do really want to thank the departments that have been up here and helped so much with the repairs that have been done; walls are painted, the carpet is in, things are getting set up and it’s starting to really look like an office. We still have some things to do but the departments have been so good about coming in and helping out where we need it. All of the departments, everybody has pitched in and it’s been great.

**City Hall - Chairs:** City Clerk Brown, “For you guys, I wanted to let you know that we have ordered new Council chairs. I was hoping that they would be here for this week. Hopefully, by next council you guys will have new chairs.”

**QUESTIONS/COMMENTS**

Council Member Curtiss, “Is it recommended that we be there between 4:00pm and 6:00pm?” Mayor Luke, “No, they will be manning all of the tables. You can go and say hi, stick around as long as you want.” Council Member Curtiss, “Okay, but it’s not something that you want us at?” Mayor Luke, “No, we don’t need to be there for the whole time.” Council Member Tschantz, “That’s April 1<sup>st</sup>?” Mayor Luke, “April 8<sup>th</sup>?”

**REPORT BY CITY OFFICERS:**

Council Member Jasper, “Where we have been talking about these nuisance properties with this clean up and everything in place April 12<sup>th</sup>. I feel like this is a great opportunity...we keep talking about it so what do we want to do from here?” Mayor Luke, “I know we put it out on Facebook.” Chief Jones, “We already have a bunch to be hand delivered. We did serve a formal 10-day letter to an individual. His time is technically up Friday, but we are going to give him through the weekend to give a nice weekend. If he hasn’t gotten anything done yet then he will be explaining to Philip and Judge Campbell.” Council Member Jasper, “Great, thank you.”

Council Member Lenard, “I know we did it before; I think some people, I think I had one person call the City and Gina got a hold of me and I went over to haul some brush off for an elderly couple that literally needed it. I don’t know if we would entertain that or if we could get Scouts or some volunteer groups to help. I don’t know if we want to open the door for people to call for help, if they literally need it. The people I helped they truly needed it.” Council Member Jasper, “You have a Facebook page, don’t you?” Council Member Lenard, “Facebook page?” Council Member Jasper, “If you want to advertise it?” Council Member Lenard, “We have a community to help.” Council Member Jasper, “We have a duty, we do. I am all for people that need help.” Council Member Curtiss, “Right, but how do you distinguish?” City Clerk Brown, “Who is going to do what.”

Council Member Lenard, “For me, it was just loading up a truck load of brush and taking it down there. I knew the people from Wolf Creek, and they needed the help.” Council Member Curtiss, “Yeah, I have no problem with that.” Officer Kyle Black, “If I could touch on that, if that is okay? I don’t know the rules.” Council Member Jasper, “That’s okay, get after it.” Officer Kyle Black, “When I lived in Chanute, and I was going to a Church that had a group that met on Saturdays. We called it Odd Job Saturday and we did similar things. I don’t know who on the council does go to church but that could be something that somebody mentions there. You have how many people in there that could possibly do something. The other thing with a lot of the nuisance properties that we have, or the worse nuisance properties, a lot of the stuff is old vehicles, mowers, cars, campers, and things like that. It is stuff that they wouldn’t necessarily be able to put out on pick up. It’s hard to get a car into a trash truck. Those are the biggest ones that we have the issues with, especially since that’s where it is geared toward with parked vehicles, that’s where snakes, mosquitoes, and things like that are. That is kind of the biggest issue we have. To me it seems like with the churches, that is where you have the biggest groups of people together that could easily.... I mean if you get five or six people together how could easily could they knock it out. Then the High School, how many of the sports teams could they maybe earn some extra credit with the coach or something by getting a group together and helping somebody out?”

***[9] CONTINUATION: March 3, 2021 Burlington City Council Regular Session***

Attorney Wright, "You sound like a great community organizer." Chief Jones, "Kyle, as one of his duties, is the point of contact for nuisance and I think he just added to his job description." Officer Kyle Black, "I know that there are a lot of people that get so far behind in these properties.... When I go out and talk to people I try not to say, 'All this junk in your yard.'" I try to use refuse or something. Many people when I talk to them, they just got so far behind that they can't see how to get started. That seems to be the biggest issue. I think we posted about it last year on the Police Department's Facebook page, and it turned into a lot of people trying to condemn somebody for having all of this stuff. It's easier to be helpful. Maybe their mower broke, or maybe they don't have enough money to hire someone or can't do it themselves. There is a lot of things I think should start that way, everybody helping somebody. Instead of just saying, 'look at that crummy yard there,' and that's all they really do."

Mayor Luke, "We could get a hold of the pastoral alliance and let them look at each of their congregations as to." Council Member Lenard, "There is a 4-H club here in town too that is looking for community service. I think when a superintendent was here one time, we kind of talked about the schools but then we got shut down on going out." Mayor Luke, "The government class has community hours that each of their students has to provide. Normally they get that done in the first half of the school year. We don't have any big collection points in the first half of the year. We have it before school starts and then we have it in April. Most of them have already gotten their community hours completed by that time. Many of them still need transportation too. So, getting the transportation to the different spots is a little bit of an issue and that is something that they have to work out, not us. I can talk with Mr. Over again and see if he has anybody that has anything that they need to complete yet."

Council Member Lenard, "Like he is saying, you're needing a forklift or a skid steer to get some of this stuff out." Council Member Lenard, "Even to get a start on some of these places to get some of that out of there." Mayor Luke, "A lot of times if you put metal stuff out, it's gone before regular pick up anyway." Council Member Curtiss, "Well, that's true." Mayor Luke, "I even had somebody call me asking if I had the manual for the mower I put out." Council Member Curtiss, "Well, next time remember to put the manual with it." Council Member Lenard, "Hopefully, we make some progress this year." Mayor Luke, "Is the Lutheran Church still in charge of the pastoral alliance?" Council Member Lenard, "Yes." Mayor Luke, "Okay, he is my neighbor, I'll try to catch him tomorrow." Council Member Lenard, "I know we can catch him here in 30 minutes." Mayor Luke, "At the church."

Attorney Wright, "I think it would be useful and helpful to identify the properties, and I'd use the word worthy. If it's elderly people and we know it's because they can't do it. If we had a list of those properties and then if we also talk to the property owners beforehand because we need to have permission from them." Chief Jones, "If the ministerial alliance set up a volunteer place and we direct to a phone number to call, then it can fall on that side." Attorney Wright, "It would be really easy for Burlington to put out on the Facebook page that there are volunteer opportunities available for anybody. Then somebody can call in and say we need help with this property." Chief Jones, "If I had any community service workers." Attorney Wright, "We need to start encouraging people in municipal court to do their time instead of paying the fine." Chief Jones, "Well, we try to encourage that but when they find out what we have is basically stoop labor, they are not interested."

Council Member Lenard, "He gives them a good offering, but years ago, when we cleaned up down along the river, that was a lot of good work there." Chief Jones, "You do understand, we were not given an option. We were told we were going to do it." Council Member Lenard, "It was a great project, that's all I'm saying." Council Member Curtiss, "It was a job well done." Attorney Wright, "I think they are saying thank you very much for volunteering your time." Mayor Luke, "It was not in the last five years."

City Clerk Brown, "I was just going to say that too, if they will identify who would be available to do that, if they would contact me with a number. So, if people do call here, I can tell them these are people that you can contact for assistance if you need it." Attorney Wright, "Some of these properties sound like they need some bigger resources for clean-up. We have a lot of departments that can help out with that as far as equipment." Chief Jones, "These guys go around and do clean up; they are using a front-end loader and dump trucks. It's the biggest resource we have in town." Attorney Wright, "It sounds like we need to coordinate that all together and find some volunteers that are willing to help."

Council Member Jasper, "The bigger problems are usually the same ones. They will clean it up and it goes right back. Refrigerators are prime examples of our ordinances that does not belong outside." Chief Jones, "It has to be removed, secured shut--." Council Member Jasper, "Yes, there are guidelines for a refrigerator to be outside. I don't know if we need to physically keep an eye on those certain people and as soon as something like that hits their yard, you go through the protocol with them. Then maybe they will eventually get the idea that before it ever snowballs on them, it can't get to that point. I'm not saying I want us to go write a bunch of tickets or see people in municipal court for this but sometimes you have to train them."

**[10] CONTINUATION: March 3, 2021 Burlington City Council Regular Session**

Attorney Wright, “Just so everybody knows procedurally how this works. They go into municipal court and Judge Campbell gives them a very reasonable timeline to get stuff taken care of. He is more than fair with people sometimes I would say.” Chief Jones, “How long did we wait on Mr. Price?” Attorney Wright, “I think he appeared in court every month for a better part of a year and a half to two years. He has a fence that needed to be put up. He is down in LeRoy, it’s not in Burlington. Sometimes I think he was putting in five feet at a time, and he is an older man. It’s a complicated issue but I think there can be some kind of outside leadership in the community with some prodding and some resources from the City. This might be a good way to attempt it.” Council Member Curtiss, “Well, we have a place to start anyway.”

**MAYOR’S COMMENTS:**

**FUTURE AGENDA ITEMS:**

<b>GENERAL:</b> 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
<b>ELECTRIC DEPARTMENT:</b> Power Plant - Additional Generation	<i>RICE NESHAP Compliance</i>
<b>PARKS DEPARTMENT:</b> 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
<b>LEGAL DEPARTMENT:</b> Municipal Court Updates	Misc. Legal - Documents, Cases, Contracts, etc.
<b>PLANNING AND ZONING</b> 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.
<b>POLICE DEPARTMENT</b> Nuisances (Work with Zoning Clerk) Voice Stress Analyzer Project	Department Activities and Cases
<b>STREET DEPARTMENT:</b> 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 <sup>th</sup> & Alleghany Project Street Improvements 2020 Asphalt Project
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Sewer Lagoon Maintenance/	Sensus Water Meter Replacement Updates Storage Building for Dirt -Construction Sewer Lagoons - Analysis (KRW/A/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