



**[2] CONTINUATION: July 7, 2021 Burlington City Council Regular Session**

“But it is getting to the point where the mildew and the must—you open that front door and it just kind of knocks you over. So, we thought if we could include not only Extension Office relocation but a building improvement and a building enhancement to the fairgrounds as well as to our youth program. These are the reasons we chose to go that direction if anyone is wondering.”

Mayor Luke, “Will this be a similar type of construction as the 4-H building?” Darl Henson, “Yes we would try to match up that 4-H building outside. We are going to try to incorporate the rock wall. Try to match it up so it is as close to that 4-H building and the rest of the rock buildings out there as well, as best that we can. What our initial plans were for a wood-constructed building. As you all know, I have been hearing construction costs are on the rise, so that is another reason we are wanting to get things going. It would be a wood-constructed building with metal siding and match it up as much as we could. The proposed building is 30’ by 110’, so the footprint would be just a little bit more than what the current crops building is. I have some flags set out now if anyone wants to go out and get an idea of where it might be setting. The building itself would incorporate Extension Office facilities which would be its primary focus and we would also replace the exhibit area, which is also in the crops building. We have also added some restroom enhancements and things like that.”

Council Member Lenard, “What are the staffing levels that you maintain there?” Darl Henson, “We have a staff of three. We have two agents and one official professional. In the summertime, we also have a part-time intern that comes in.” Council Member Lenard, “Will parking be an issue when we have events down there for your regular business?” Darl Henson, “I don’t think so. There has been discussion of adding some more parking area, but with the open grassy area and things like that, in a brief discussion with an individual that is going to help us with the drawings and things, we looked at it today, and there didn’t seem to be a concern. I think we are going to be okay.”

Council Member Jasper, “So, the crops building north of the...” Mayor Luke, “North of the Kelley Hall building and east of the 4-H building.” Darl Henson, “I’m not sure when that was built. We were thinking that it was an all-metal frame building, but we discovered that the east portion of it is stick built.” Council Member Scothorn, “Do we need to make any kind of a motion on this?” Mayor Luke, “Philip (Attorney Wright), do we need a motion on this or do we just need a confirmation letter sent to the commissioner stating that we are in support and that they would handle all construction, cleanup, maintenance of the building and insurance.” Attorney Wright, “Well, I don’t think it really matters, either way, to be perfectly honest with you. If you want to make it more formal, then you could do it by motion. Otherwise, yes, you could just do a letter.”

Council Member Lenard, “Let’s do a motion. It’s clean. It’s done.” Attorney Wright, “And it’s on the record.” Council Member Jasper, “It’s on the record, but I want to make something with baselines of who takes care of what. What insurance costs are and things like that. We have talked about other things, and this way, we have it in the file and put away if there is anything down the road.” Council Member Lenard, “We could put that in the motion; that they are responsible for all...” Mayor Luke, “Maintenance upkeep, clean up around the area, and expenditures of the facility.” Darl Henson, “I think we would feel comfortable with that as well. Council members change, and our board members change, and then everybody would know what playing field we are on.” Council Member Jasper, “Where it is city property and a county building –insurance running parallel...” Mayor Luke, “It would be insured by them like the barns are down there by the Fair Board.”

Darl Henson, “So, do we need to draw up some sort of agreement?” Mayor Luke, “We will draw it up. What we will do is get a motion worded properly here, now, then we will confirm that by sending you a document and a copy of the motion.” Darl Henson, “I have some rough wording if you are interested.” Mayor Luke, “For the motion?” Darl Henson, “Well, the agreement.” Mayor Luke, “As far as I see the motion would be that the city authorizes the county to construct a county extension office in the exhibiting position of the 4-H crops building, which they will own, operate, maintain, and insure on city property.”

***Council Member Scothorn, “I move to authorize the county to construct a county extension office in the exhibiting position of the 4-H Crops building which they will own, operate, maintain, and insure on city property.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.***

Mayor Luke, “We will supply you with a copy of that in two weeks after the minutes have been approved and that will come with a letter.” Darl Henson, “Okay. We were going to try to put out a bid announcement for demolition. Would that be okay if we continue with that?” Mayor Luke, “Yes.” Darl Henson, “Okay. Thank you all for your time and we appreciate your support.”

**PUBLIC COMMENTS:**

Paul Abendroth, “I understand that City had received \$385 – almost \$386,000. What are they going to do with that money?” Mayor Luke, “That has not been determined yet. The federal government has not set the parameters of what we can spend it for and what we cannot spend it for. It will be received over a two-year period of time. One half will be given this year and then the other half of it again next year. Right now, we don’t know what we can spend it for as the federal government has not given us the directions yet.” Paul Abendroth, “Why I’m asking is because I heard it was already divvied to one particular few people.” Mayor Luke, “Nope, absolutely not. It has not been done because we don’t know what we can spend it for yet. We supplied them with the information to send us the funds to go into the bank, but we don’t have it. We have six years to spend the money.”

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

Paul Abendroth, “Okay, like I said, I heard it all went to one person...one group.” Mayor Luke, “No. I’m quite sure all of the departments are looking for something, but I am also quite sure that all of the departments won’t get it. We don’t know what we can do with it yet.” Paul Abendroth, “Okay, good enough.”

Paul Abendroth, “One other question, what did it cost to get the asphalt laid out here (City Hall parking lot)?” Mayor Luke, “Whatever the labor cost was because the asphalt was supplied to us through APAC through a lawsuit that was settled three years ago.” Paul Abendroth, “Okay, I just like to keep updated on that.”

**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.

**Tree Trimming:** Superintendent Schneider, “The men have been tree trimming in the utility right of ways.”

**Personnel:** Superintendent Schneider, “The apprentice lineman, we have two apprentice lineman left, have been studying and preparing for their testing. We will have one ready to move to journeymen, hopefully in September. We are getting really close to just one apprentice lineman out there.”

**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.

**R.I.C.E. Rules & NESHAP:** Superintendent Schneider, “We are preparing for the R.I.C.E. NESHAP certification on our generators. It will be conducted on September 21<sup>st</sup>. Part of what they are doing now is removing the catalyst out of the mufflers because those haven’t been touched yet. Those will be sent off to be cleaned, be back, installed, and ready for service before the test date. If we do have to run then we will operate in emergency status which will require me to fill out some extra KDHE paperwork to explain the situation and why we had to run; since our loggers run all the time anyway. If they come in and check our logs it will show that we were out of compliance. So, we will get ahead of that and document it.”

**Personal Protection Equipment:** Superintendent Schneider, “We had personal protection equipment testing on June 17<sup>th</sup>. They were here to do our annual certification for our line trucks. Everything passed as it should.”

**ELECTRIC DEPARTMENT: Outages and Call-outs**

**Call-outs:** Superintendent Schneider, “We have worked two call-outs Monday, June 28<sup>th</sup> as the storm passed through. We had one bad transformer and one line fuse that had blown.”

**Outages:** Superintendent Schneider, “The outage this morning on circuit one, which is basically from the high school to country club heights and that area of town over there. 4 Rivers Rural Electric was preparing to change a line on a corner pole two spans away from where our lines cross each other. Somehow, they lost control of their neutral, and it got into our phase. The circuit reclosed once and then dumped out the second time. That was about 8:55 a.m., and we had it back in service; once we knew everything was safe and clear, they had all of their stuff secure, at 9:25 a.m. or shortly after. When their neutral dropped on our conductor, it’s an aluminum conductor that’s reinforced in the middle; it did burn one of those. We put a full tension full capability splice on that. We didn’t have to pull any line down or anything. We put our hoses on our conductors for safety to make sure if something should happen again, then nobody was going to get hurt. No one got hurt. I am going to visit with Mark at 4 Rivers tomorrow. Everything was busy trying to sort things out. I’m going to visit with him with what happened today and what we can do in the future to do our part to keep everything safe and the electricity on.”

Council Member Scothorn, “Should they reimburse us for our time?” Superintendent Schneider, “Just a rough guess we probably have \$20 in the splice that we wrapped around and we have 30 minutes of our labor. We don’t have a whole lot of time in there, Dallas.” Council Member Lenard, “But if somebody would have gotten injured – I mean, where is that fine line and liability there? I get where you’re asking, but if we had an exposure...” Superintendent Schneider, “We didn’t know they were in the area working until the electricity went off in that part of town. Things were a little bit crazy today. I talked to Mark just for a few minutes to make sure that everyone is safe and had what they needed. He was busy trying to figure out what happened with his line crew that was there. We will visit and talk about safety in the future.”

**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.

**[4] CONTINUATION: July 7, 2021 Burlington City Council Regular Session**

**Sewer Tap Install:** Superintendent Hawkins, “We did a sewer tap installation between Sanders, Kennedy, and Jarboe.”

**Water Meter Installs - AMI:** Superintendent Hawkins, “We are installing the last few of the last one-inch AMI meters.”

**Sewer Pump Stations Maintenance:** Superintendent Hawkins, “We have been doing maintenance at the sewer pump stations. We are going to have Jim with RW Vaught come in. We have some technical issues that we can’t seem to handle ourselves. So, Jim is scheduled to come down and help us with those. Hopefully, it won’t take too long to figure out what some of those issues are.”

**Cyber Security:** Superintendent Hawkins, “We did get another notice from KDHE from the EPA concerning cybersecurity because another plant somewhere had been attacked. So, they are just giving us a guideline of what we can do to watch our stuff. The main thing is to just stay offline as much as possible, and that’s what we already are. We don’t have anything hooked to the internet; we don’t have WIFI; we are completely secure from the outside world.”

**Backwash Holding Basin:** Superintendent Hawkins, “We cleaned out our backwash holding basin and we cleaned out our recarb basin as well because we have had a taste and odor in the water. I am sure many of you have had people make comments. To give you an idea generally speaking we use sodium permanganate for zebra mussel controls but it is also a good taste and odor control. It has a benefit not just with taste and odor. We also feed carbon with that every day. So, we feed 15 parts of carbon and we usually feed 3 to 4 parts of sodium permanganate continuously. One for zebra mussel control and the other is for the cyanide bacteria that we test for in the water for algae. When this started all hitting, we instantly went up on our sodium permanganate up to 29 parts. We just have to watch it to make sure it doesn’t bleed through to our clarifiers. We went up to 50 parts carbon. The same issues that they are having with Toby at Iola, Chanute, and everyone is having all of the same issues. When the lake turns over, this happens; that is where we are getting it from. We are going to continue that for a while. We have to turn over tens of millions of gallons throughout the County so we are not going to stop that for a while. We will see how the rains and the washing out do. Then we will see where we are at on that. We will continue to try to keep the taste and odor down in the water.”

**Equipment Maintenance:** Superintendent Hawkins, “A drive belt went out on a 50-horsepower air compressor in the back, and we replaced that.”

**WATER AND WASTEWATER: Production Update**

**General:** Superintendent Hawkins, “The plant is running very well.”

**QUESTIONS/COMMENTS**

Mayor Luke, “How are we doing on getting all the spots that we dug up to install water lines on Alleghany fixed?” Superintendent Hawkins, “We started again today on Alleghany; we are going to try to get some of those started. Then we are going to go back around to till and seed. The problem is when we go in with a tiller; it is still wet underneath, so when we run the tiller, it clumps up in big clogs. We don’t want them to have a bunch of clogs. We are going to come back and start working on that again.”

**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.

**Killough Construction – Street Projects:** Superintendent Davidson, “Killough finished up the asphalt project for 2021 on July 2<sup>nd</sup>. It took them a little longer than expected with all the rain that we have been having. We have done the parking lot out here. As you had mentioned, that was done with the asphalt from APAC, and we are finished with that agreement with them. We no longer have any hot mix to come from them.”

**Kennebec Bridge – Bowman Bridge Approaches:** Superintendent Davidson, “We did the approaches on the Bowman bridge. That was an addition to our 2021 projects. It looks like it’s going to be \$4,600 with the asphalt and labor.”

**Killough Construction – Clean-Up:** Superintendent Davidson, “We have also been following Killough, adding rock to driveways, alleys, or anywhere that was a drop off for residents. We also did the road down at the radio station. That was a five-inch overlay, so that took quite a bit of rock for Bahr Storage and the radio station. We spent quite a bit of time in that area.”

**Ditch Maintenance:** Superintendent Davidson, “We also have been doing some ditch work.”

**6<sup>th</sup> Street Parking Stalls:** Superintendent Davidson, “We painted the parking stalls on 6<sup>th</sup> street. This year there is a 2-inch overlay there. It was ground down, which took away all of the parking lines. We did that yesterday and today.”

**KMU Safety Training:** Superintendent Davidson, “We attended the safety meeting yesterday.”

**[5] CONTINUATION: July 7, 2021 Burlington City Council Regular Session**

**QUESTIONS/COMMENTS**

Council Member Lenard, "I am glad we are done with the deal with APAC but the question I have is, do we need to formally close the loop on that." Attorney Wright, "No, that was written into the agreement. We are done."

**STREET DEPARTMENT - STREET ASSESSMENT – PUBLISH HEARING**

Superintendent Davidson, "We have a street assessment. What do we need to do with that, Anne?" Mayor Luke, "We just need to publish it so we can do it at our next meeting."

**POLICE DEPARTMENT: Update**

**General:** Normal Duties.

**Cases:** Chief Jones, "We have been staying busy. There have been several scams and identity theft. We helped out with a fire call. We have been arresting people. There have been family fights; one brother goes after another brother, so that brother goes to jail. Driving under the influence and narcotics arrests. All the usual good stuff."

**City Court:** Chief Jones, "We have city court tomorrow night."

**QUESTIONS/COMMENTS**

Council Member Lenard, "How are we doing with our nuisance properties?" Chief Jones, "We are still working on them as rain permits. It's kind of hard to tell people to go mow their grass when they have two inches of water standing in the yard. We have been hitting them as we have time."

**PARKS DEPARTMENT: Update**

**Thank you:** Superintendent Boyce, "First I would like to thank the electric department for helping to remove a couple of tree limbs out of a large tree that was struck by lightning. The limbs were hung up in the tree so it required a bucket truck. They got them on the ground. We all helped get them cleaned up and got back to other things. Thank you, guys."

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

**Chamber of Commerce – Air Conditioner:** Superintendent Boyce, "At the Chamber of Commerce, the window air conditioning unit rubber mounts had deteriorated away. That air conditioner might have been older than me. We replaced it. That was about a day process and getting that done. I haven't heard anything from them so it must be working pretty well."

**July 4<sup>th</sup> - Fireworks:** Superintendent Boyce, "I drilled the holes for the fireworks and filled them back in yesterday. Everything is cleaned up."

**Mosquito Fogging/Spraying:** Superintendent Boyce, "In doing that yesterday and being down there to watch the fireworks Sunday evening; I think we had a very good hatching of mosquitos with the last week of rain. We are bumping that up to fogging two nights a week for two weeks, and then I will reevaluate that and see where we are at."

**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2021-13	\$	<u>169,225.65</u>
b.	Payroll Ordinance	2021-13	\$	<u>87,081.51</u>
c.	Payroll Ordinance	2021-14	\$	<u>88,222.30</u>
	TOTAL		\$	344,529.46

**CLAIMS 2021-13:** Council Member Lenard moved to approve City of Burlington Claims Ordinance 2021-13 for the amount of \$169,225.65 for payment of city bills. Council Member Hall gave the second. City Clerk Brown, "The larger expenses we have tonight are Brenntag, \$5,973.87, Davis Moore \$21,344.06, and Wheeler World \$5,141.45." **Hearing no additional discussion, Mayor Luke instructed City Clerk Anne Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2021-13 passed unanimously, 6:0."**

**PAYROLL 2021-13:** Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2021-13 in the amount of \$87,081.51, as presented. Council Member Scothorn 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 2021-13 passed unanimously, 6:0."**

*[6] CONTINUATION: July 7, 2021 Burlington City Council Regular Session*

**PAYROLL 2021-14:** *Council Member Hall moved to approve City of Burlington Payroll Ordinance 2021-14 in the amount of \$88,222.30, as presented. Council Member Curtiss 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 2021-14 passed unanimously, 6:0."*

**PLANNING & ZONING: Update**

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

**Permits:** Zoning Clerk Hugunin, "I have been working on permits."

**Extraterritorial Area – County/City:** Zoning Clerk Hugunin, "Last week I had a meeting here with Bobby Skipper (Coffey County Economic Development Director), Heidi Harris (Coffey County Zoning & Subdivision Administrator), Danny, Mark, Alan, and Anne. We were rehashing the extraterritorial area again with the County. They have an old legal description, and that is what they were going off of. What they were essentially trying to do is to give us control of where Mike Abendroth is doing the subdivision out there. That is not our area. I gave them the legal description. I made Stan aware of it and where it states specifically where it is. We are clear on that now. That was a little bit of meeting trying to get them to understand what our area is. I gave Heidi a copy of the map and our sub-division zoning regs to make sure she had that. We are all on the same page now. It seems like about every five years on the county level, this pops up, and we have to go through this with them. I think we have that cleared up now. It sounds like Heidi is going to be going down in that office, and Bobby is going to be taking over the zoning side of it on the county side."

**Sewer Easement – 1013 N. 4<sup>th</sup> & 919 N. 4<sup>th</sup>:** Zoning Clerk Hugunin, "I received an email from Philip about next door over here. There is a sewer easement that runs through our property and back behind the hotel here. They are wanting to cut it back to 15 feet. Looking at the agreement which was originally done in 1955 and another one in 1982, it is hard to tell what the width of that is. I have had Cara (Coffey County GIS Coordinator) working on a map. We have been working together, but we are having trouble deciphering it. I don't know how much contact you have had with these people." Attorney Wright, "Not much yet." Zoning Clerk Hugunin, "I think what you need to do is since they are requesting this, they need to come out and have a survey done based on the legal descriptions. That way, we can physically see where that is at. We don't know if it runs into the fenced area or if it comes from the fence and goes over."

Superintendent Hawkins, "We just want to make sure that where the sewer line, if it's deep that we would be able to stair-step it back. We don't want to get on private property." Attorney Wright, "Okay, I'll call them and tell them to come out and survey it." Zoning Clerk Hugunin, "I think that would be the best to have them physically survey it so they can see where it's at and make a determination if 15 feet is going to be enough."

**Water/Wastewater Software:** Zoning Clerk Hugunin, "I worked on getting training material downloaded and installed on a computer."

**City Hall – Garage Organization:** Zoning Clerk Hugunin, "The girls and I worked on getting the garage organized. We went through all the boxes back there, got them moved, and found a home for those. We got that cleaned up and that was an all-day thing. They helped me work pretty hard."

**OTHER COMMITTEE OR COUNCIL BUSINESS:**

**ORDINANCE**

**RESOLUTION**

**LICENSE**

**LEGAL DEPARTMENT: Update**

**General:** Attorney Wright, "I been doing my normal duties."

**City Court:** Attorney Wright, "There have been many court tickets. I keep saying that every council meeting but I just keep getting bombarded with people wanting to fix their speeding tickets."

**Sewer Easement – 1013 N. 4<sup>th</sup> & 919 N. 4<sup>th</sup>:** Attorney Wright, "I have been working with the guy's next door on the sewer easement. I will give them a call to get that surveyed."

**Sunday Liquor Sales:** Attorney Wright, "I have also done quite a bit of work with the Sunday liquor sales ordinance, and you have a draft ordinance in your packet to look at. I anticipate that will go to a vote next council on the 21<sup>st</sup>." Council Member Scothorn, "What if we want to have a change in the draft?" Attorney Wright, "Give me a call, talk to me. Just briefly with regard to the ordinance as it is presented, essentially all it does is allows the liquor sales to mirror the state law. You could be more restrictive if you wanted to; you can't expand it any further than this ordinance proposes. By state law, this is the maximum leniency with regard to liquor sales."

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

Council Member Scothorn, "I want to restrict it time-wise. That's all I was looking at." Attorney Wright, "The old Kansas statute did restrict Sunday sales from noon to eight, and then the new statute that they just passed and came into effect in May sometime allows sales from 9:00 a.m. to 8:00 p.m. I don't know if there are any other questions about what we did there. If you want to take a look at this ordinance compared with the current code in Burlington, it just takes out the Sunday restrictions and amends those hours of sale. It modifies the holidays a little bit to match the Kansas statute as well. I would suggest if you have any suggestions, we should probably talk about it right now and get it done with because this will come to a vote on the 21<sup>st</sup>. If we don't bring it to a vote on the 21<sup>st</sup>, then we are going to have to wait for another election. Otherwise, we would have to do a special election, and we don't want that. That's why we do have kind of a timing issue."

Council Member Jasper, "I know we definitely don't want it to go to a special election." Attorney Wright, "It would cost the city. How much did the last one cost?" Mayor Luke, "Close to \$4,000." Attorney Wright, "Yes, we don't want to do that." Council Member Jasper, "It's not only that, there is just a certain group that votes at special elections. You get 80 people instead of 380 people."

Mayor Luke, "Dallas, you had something that you wanted to discuss?" Council Member Scothorn, "I was just looking at the 9:00 a.m. start time. Out of respect to the churches, I was thinking maybe noon. If this is what the Kansas statute has in it ...." Superintendent Boyce, "So, if it doesn't pass in the regular election, then they can petition?" Attorney Wright, "So, how this actually works is, they will vote on the ordinance. If the governing body passes the ordinance, essentially, there is a 61-day time period which a petition can be brought to stop it. If there is a sufficient petition, then the ordinance will not go into effect until it goes to an election. If the petition is brought, then it will go to vote." Mayor Luke, "That vote has to be within 90 days. That's why we are looking at the timing so that it goes into the November election; if the petition is completed with enough signatures on it prior to and they have 60 days to do that."

Council Member Curtiss, "How many signatures does the petition have to have?" Mayor Luke, "It's a percentage of the number of people that voted in the last election. I don't know how many people actually voted." City Clerk Brown, "The County will determine that." Superintendent Boyce, "If it goes to the regular election date, it's voted on and it fails, can they then petition for a special election?" Mayor Luke, "No." Attorney Wright, "Once it goes to a vote, that will be it. Now, the governing body can always pass the ordinance again and go through the petition process again. It is not a permanent no if it is voted down." Mayor Luke, "We did this almost eight years ago." Council Member Jasper, "Why did it cost \$3,500 or however much it was? The last Sunday sales got petitioned." Mayor Luke, "Yes." City Clerk Brown, "Trester's had requested that we do Sunday sales and that one went to a special election. There was another time I think Casey's came and I think the council turned that one down. They didn't approve that one." Mayor Luke, "It's not something that we want. Once it has gone through that process then the people have the say. Then we have to go through the whole process over again with another ordinance and all."

Council Member Jasper, "The petition is fine, and everything, but I think where it is going to be in a November election the vote outcome will change. That is my assumption." Attorney Wright, "Generally more people show up in general elections than they would a special election. So, it will be more accurate voter block in a general election." Council Member Scothorn, "Is everyone good with the times then?" Mayor Luke, "That is what the state directions give us." Council Member Scothorn, "Alright." Council Member Jasper, "I understand what you're saying." Council Member Curtiss, "I do too." Council Member Jasper, "But I'm also saying, should the government tell a business when they can and can't be open?"

**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. We will be sending \$0 in delinquent utility accounts to the Kansas Set-Off Program for collections for June.

**Flood 2019 - FEMA:** City Clerk Brown, "We received another check from FEMA for the 2019 flood for the amount of \$6,338.10. We have received a total of \$10,377.98."

**City Hall Renovations: Parking Lot North and South:** City Clerk Brown, "As you have noticed Killough Construction was here and finished our parking lots."

**City Hall Renovations: Parking Lot Front:** City Clerk Brown, "I would like to thank the street department for putting in our railings out front. I appreciate that. Thank you."

**[8] CONTINUATION: July 7, 2021 Burlington City Council Regular Session**

**City Hall Garage Organization:** City Clerk Brown, “I also want to thank the girls and Jimmy for getting the garage cleaned out. It looks so much better. There was so much paperwork and old stuff just waiting to have something done with it.”

**Employee Appreciation Picnic:** City Clerk Brown, “They cleaned out the garage so we could have our employee’s appreciation picnic that we are going to hold on Monday, July 12<sup>th</sup> here at City Hall. We will hold it outback. City offices will be close from 11:00 a.m. to 1:00 p.m. for that just to show our employees that we do appreciate them.”

**Budget 2022:** City Clerk Brown, “I have been spending most of my time still working on the budget and working with the superintendents for that.”

**Budget - Finance Meeting:** City Clerk Brown, “I wanted to remind you that we will be having a budget finance meeting next Thursday, July 15<sup>th</sup> at 3:00 p.m. here at City Hall.”

**Sales Tax and Utilities Revenue Report:** City Clerk Brown, “I handed out the sales tax and the utility revenue reports to you. If you look at those you can see where the sales tax has gradually increased each month. Even over this time last year. It is looking really good for us right now. I am very pleased with that.”

**Annual League Conference:** City Clerk Brown, “I also handed out a flyer on the Annual League Conference. It has opened up for registration and hotel reservations. Please let me know as soon as possible if you would like to attend that, and I will get you registered.”

**QUESTIONS/COMMENTS**

**Budget for Nuisance Properties:** Attorney Wright, “I have a question. You guys discussed finding some budget for nuisance property remedial stuff. Because we really haven’t had a source of new revenue for quite some time with what you were saying at the last meeting. So, I was just wondering if that has been considered and if you have found a source of funding for that?” City Clerk Brown, “The only other thing right now is to transfer it from one of the other capital improvement funds. So, that is up to you guys if you want to do that. I did speak with our auditors; we can put other monies like we sold a piece of property any income from that, they said that we could use that to put in there. But it is not a continual income to put into that. The only other thing is if you want to raise the tax levy to pull into that fund specifically.”

Council Member Lenard, “Do you have an idea, Phil, of what the annual expenditures could be or range?” Attorney Wright, “I don’t know. With the pressure on trying to take care of nuisance properties, we could spend...I don’t know. Maybe, Doug, you guys all know the properties that need to be cleaned up and taken care of. I think it is probably \$4,000 or \$5,000 a piece to have a house razed and hauled off.” Zoning Clerk Hugunin, “That depends on the size of the house too.” Attorney Wright, “So, it just depends on how much work the city wants to do. I believe there is about \$4,000 if I recall.” City Clerk Brown, “A little under \$4,000.” Attorney Wright, “Without the ability to take the next step, it’s really hard to force some of those. Especially some of those worst offenders as far as nuisance properties go.”

Council Member Lenard, “I think it would be a good gesture if we did allocate some funds. I don’t know if the strategy would be to have Anne look at a few areas, you know. Can we do a purple wave? Maybe we can take the proceeds and throw it over there. I don’t know where the FEMA money has to go. Anywhere?” City Clerk Brown, “It has just gone into the general fund right now. If we do receive anymore, it could be put in there.” Council Member Lenard, “Is there any reason that we couldn’t allocate those funds over there since that is an existing budget? Then just look at other.... Just put us up around \$10,000, then look at some other areas, and I’ll just throw out \$50,000 to try to get in there annually.” Attorney Wright, “I think it would be good practice to have a budget for it and then fund it somehow every year. Have it consistent just like any other department.”

Mayor Luke, “We could just set a maximum. If we spend some money out of it then we will fill it back to that point.” Council Member Jasper, “I don’t want it to get to one of those deals that we feel like that we have to spend it every year just because it’s there.” Attorney Wright, “But when you need it, you need it, right?” Council Member Jasper, “Right, we are in a little bit of a pickle here.” Attorney Wright, “Right. I think there is half a dozen properties that could probably use it right now.” Mayor Luke, “The finance committee can look at it and see how we can bring it up to \$10,000 from where it’s at now. Every year look at how we can bring enough funds in to continue to bring that back up to the \$10,000 mark.” Council Member Jasper, “What about our speeding tickets and court money?” City Clerk Brown, “It has certain things that it is allocated for.” Mayor Luke, “There are certain things that it can be used for; it is kind of restrictive. But there are some other general funds that we can look at.”

**Code Enforcer:** Attorney Wright, “Not to sound too much like a broken record but I think until we have a specific person that is given responsibility for nuisance enforcement, it is going to be really hard.... The police department really, they have been busy enforcing criminal stuff. I know I have brought this up before but I think it would be very beneficial with this nuisance stuff to have a part-time employee that just does that. I don’t think they would have to spend a huge amount of hours every week working on code enforcement and that sort of thing. I really think that that would go a long way for somebody to just stay on top of it and can do that without being pulled in other directions all of the time.” Mayor Luke, “Let me see what I can get from outside forces to do.”

**[9] CONTINUATION: July 7, 2021 Burlington City Council Regular Session**

Attorney Wright, “Yeah, the other part of that too is that you don’t have to have someone that has gone through the police academy to do that, right? You don’t have to pay somebody as much as you would an officer to do code enforcement. That can be a part-time thing. I think if the city wants to get serious about that stuff, those are some things that you can do. I think it would go a long way.”

**REPORT BY CITY OFFICERS:**

**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 (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