

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power plant 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 completing plant reports."

Maintenance: Superintendent Schneider, "We did DC power supply maintenance in the industrial park substation earlier this week."

EMC Insurance: Superintendent Schneider, "EMC insurance was in. Randal Dejmaj comes annually to inspect our equipment. We also make sure that our current equipment list is up to date. He was on-site, we visited for a little bit, and made sure everything was in order."

Generator Project: Superintendent Schneider, "The crew is assembling parts such as the cooling tower base, catwalk that sits around the top of the generator motor, the treadplate around the base of the motor to fill in the gaps so nobody will fall in the basement. That is in place, and they are working on assembling other parts as well."

Thank You's: Superintendent Schneider, "Also, thank you to the Street Department. They hauled washed rock for us. Also, the Water Department let us borrow the skid steer. We took the north side of the power plant to avoid a mud hole waiting for the grass to grow back, that's hard to maintain. We put wash rock right there on the north side of the power plant. It looks really nice. I want to thank them for helping us."

ELECTRIC DEPARTMENT - PERSONNEL – Advertise to Hire

Superintendent Schneider, "I would like permission to advertise for the vacant position we have at the power plant. Also, chances are mid-February or the beginning of March; we are probably going to have another vacancy over there due to retirement. For now, I'd like permission to advertise for the vacant position."

Council Member Lenard, "I make a motion to advertise for an electric plant operator/mechanic until filled." Council Member Ernst, "I second the motion."

Council Member Lenard "I had mentioned to Alan, I know we go out and advertise different places, but I had encouraged him to reach out to Flint Hills Tech to see if there are some skill sets there we might be able to tap into." Mayor Luke, "Are you looking for a highly experienced or a new one?" Superintendent Schneider, "Well, sure, the experience would be very helpful. We will just have to review the applicants and see where the knowledge stands. We can train them to do good and the right thing."

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

QUESTIONS/COMMENTS

Council Member Lenard, "I have two questions. What was the duration of the outage last time?" Superintendent Schneider, "Last Sunday, 40 minutes, maybe." Council Member Lenard, "Okay. Then the walkway around the generator, is that bolted on, or do we have to weld that to the casing?" Superintendent Schneider, "There are brackets that bolt onto the side of the generator. Once the brackets are on, they put the catwalk down and then the hand railing around that. It's all pre-cast into the block." Council Member Lenard, "Okay, thank you."

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, attending safety meetings, customer call-outs, and concerns.

Water Leak: Superintendent Hawkins, "We repaired a small water leak on the corner of 3rd and Miami."

Meter Install: Superintendent Hawkins, "We are still installing more meters. We are about done with them."

Blue Water Tower Maintenance: Superintendent Hawkins, "We have been spending a lot of time running around the clock keeping water in the towers. The blue tower is completed; the ladder is done, sandblasted, and painted. Talking with Cunningham's they are telling me that they are going to be here next Friday, the 16th. They are going to send out their tech guy to see if the paint is completed. They are recommending that we fill the tower and drain it as we have done before, and we will do a burnout. My intention is to come in and work on a Saturday, filling the tower, draining the tower, and have my guys help with that. Then have everything ready for Monday morning because I want to have enough water that we can do bacteriological samples on it on Monday morning and Tuesday morning. The law requires that we have to have back-to-back negatives on the bacteria. If we get those, knock on wood, will hopefully be up and running by the middle of that week. We hopefully get it back online before Christmas. So, we are still running our 2:00 p.m. – 10:00 pm shift and still working from 2:00 am – 4:00 am. So, I come in at 2:00 in the morning, and I'll do that until Sunday, and the guys do the same thing, so we are rotating. We are hopefully coming to the end of that little project. We are tired of running around the clock."

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Flow Meter System: Superintendent Hawkins, "I have also been working with Jim R.W. Vaught on the flow meter system. As soon as we get done with the tower project, I want to get started on replacing the water meters that we have in the water treatment plant. I have to fill out paperwork for the state that they require us to do to change out those meters and give it to them for the water rights and everything. I am trying to get that done. It's the next project."

WATER AND WASTEWATER: Production Update

General: Superintendent Hawkins, "The plant is running well. We aren't complaining about that; we are just spending many hours running it."

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, tree trimming, fixing and replacing street signs, and truck and equipment maintenance.

Equipment Maintenance: Superintendent Davidson, "We have been servicing equipment."

Drive Culvert: Superintendent Davidson, "We put in a new drive culvert at 10th and Neosho."

Equipment Maintenance: Superintendent Davidson, "We developed a hydraulic leak on the motor grader. After several days of trying to find parts, we got it repaired. It is back up and going."

Waste Removal: Superintendent Davidson, "We have been hauling waste material to the landfill."

Electric Department Assistance: Superintendent Davidson, "As Alan said, we hauled three loads of rock to the power plant."

City Hall Assistance: Superintendent Davidson, "We assisted Jimmy with hanging the televisions."

KMU Safety Meeting: Superintendent Davidson, "We attended the monthly safety meeting."

POLICE DEPARTMENT: Update

General: Normal Duties.

Activities/ Cases: Chief Jones, "We had an elderly resident get scammed. They logged into Apple, saw a security message, and made the mistake of calling the number. Long story short, they got scammed out of \$48,000.

We have been working a hit-and-run involving a pedestrian on 2nd Street. We are following a lead up. We have had domestic violence cases and some theft cases."

City Court: Chief Jones, "City court is tomorrow night."

Event: Christmas Parade: Chief Jones, "The Christmas parade is Saturday night at 6:00 p.m."

Nuisance: Properties/Vehicles Update: Chief Jones, "If you have not been down 13th Street between Des Moines and Neosho, go take a look. Mr. Payer and his crew have done an amazing job there. It's really looking good. We towed one nuisance vehicle from the municipal parking lot over by the caboose. That was taken care of, I think, last Friday."

Nuisance Structure Demolition (1014 Alleghany): Chief Jones, "We had the bid opening this morning. We received two bids. They both met standards. I recommend council approve those bids as bona fide."

Council Member Curtiss, "I move to accept the bids presented as bona fide." Council Member Ernst, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Chief Jones, "I received two bids. Randy Graybeal (& Son Construction) was the low bid at \$2,200.00. The other bid was \$2,875.00 (Abendroth Builders). Even the 5% rule for a local bidder wouldn't come into play on that. My recommendation is that we accept the low bid from Randy Graybeal for \$2,200.00." Council Member Curtiss, "Where is he from?" Mayor Luke, "Gridley." Council Member Lenard, "Also, the completion time is substantially different."

Council Member Lenard, "I move to accept Randy Graybeal & Son Construction's bid of \$2,200.00 for Nuisance Structure Demolition of 1014 Alleghany as being in the best interest of the City." Council Member Tschantz, "I second the motion."

Chief Jones, "I talked to Ronda Gilbert at the Housing Authority. Her staff went to the County Commission meeting Monday and got the landfill fees waived for this property." Mayor Luke, "She told me that too."

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

Mayor Luke, "You'll get in touch with Randy?" Chief Jones, "Yes."

New Police Vehicle: Chief Jones, "I did have one thing I forgot on my notes. I don't have an answer from LeRoy yet. Their mayor didn't get all of their numbers looked at, so it is going to be two more weeks before I hear anything back from LeRoy on that vehicle."

QUESTIONS/COMMENTS

Nuisance Structure Demolition (1014 Alleghany): Mayor Luke, "Do you have a start date for Randy, or will you get that when you call him?" City Clerk Brown, "He did not have that on his bid." Mayor Luke, "Alright, well, you might want to check with him." Council Member Lenard, "That could – if he doesn't start for 30 days."

PARKS DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning public restrooms and buildings, tree trimming, and building and equipment maintenance.

Kelley Park Leaves: We have been mulching leaves in Kelley Park. We are about done with that."

Tree Trimming: Superintendent Boyce, "We are still trimming a few trees in the parks."

Goals & Accomplishments: Superintendent Boyce, "I have been working on goals and accomplishments."

Banners: Superintendent Boyce, "We changed out the banners along HWY 75 and downtown."

FINANCE: Claims Ordinance & Payroll Ordinance

a.	Claims Ordinance	2022-23	\$	<u>189,579.89</u>
b.	Payroll Ordinance	2022-24	\$	<u>102,068.17</u>
c.	Payroll Ordinance	2022-25	\$	<u>110,085.01</u>
	TOTAL		\$	401,733.07

CLAIMS 2022-23: Council Member Tschantz moved to approve City of Burlington Claims Ordinance 2022-23 for the amount of \$189,579.89 for payment of city bills. Council Member Ernst gave the second. City Clerk Brown, "The larger expenses we have tonight are Allgeier Martin and Associates \$8,691.48, Core and Main \$4,521.14, Hach Company \$2,050.51, PUD LLC \$2,588.93, and U.S. Line Company \$5,085.08." **Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, "Claims Ordinance 2022-23 passed unanimously, 6:0."**

PAYROLL 2022-24: Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2022-24 in the amount of \$102,068.17, as presented. Council Member Lenard 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 2022-24 passed unanimously, 6:0."**

PAYROLL 2022-25: Council Member Tschantz moved to approve City of Burlington Payroll Ordinance 2022-25 in the amount of \$110,085.01, as presented. Council Member Ernst 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 2022-25 passed unanimously, 6:0."**

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, "Normal duties. I don't have a lot because of the holiday and being sick. I haven't been here a lot."

City Hall: TV's: Zoning Clerk Hugunin, "Like Mark said, Harold and Kyle, came up and helped me get those hung up. That's what I have been working on most of the week to get everything hooked up on the TVs. I think they are going to get used tomorrow night for municipal court, and hopefully, they work well."

Nuisance: Grass/Weeds: None.

OTHER COMMITTEE OR COUNCIL BUSINESS

LEGAL DEPARTMENT: Update

Attorney Wright, "I don't have anything other than what we need to discuss in executive session."

EXECUTIVE SESSION:

Council Member Lenard, "I make a motion to enter a 5-minute Executive Session for consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship per K.S.A. 75-4319(b); with the Governing Body, Mayor Luke, City Clerk Brown, Kerri Weltha, Mary Mader, Kevin Boyce, and Attorney Wright present." Council Member Tschantz, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Entered 6:23 p.m. Exited 6:28 p.m. No action taken.

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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 November, we will be sending \$2,745.53 in delinquent accounts to the Kansas set-off program for collections.

Reports: City Clerk Brown, "I have prepared the utility revenue and sales tax reports."

2023 Licenses: City Clerk Brown, "We will have the cereal malt beverage and the trailer court license for approval for the next council meeting."

Year End Reports: City Clerk Brown, "The office is preparing for year-end reporting and rollover processing."

2023 Budget: City Clerk Brown, "I have been working on keying in the 2023 budget figures for the line items."

Thank You's: City Clerk Brown, "I also wanted to thank Mark not only for sending his guys up to help hang the TVs, but he had sent Richard Mason here to put up new duct work to the back meeting room. We didn't have heat or air back there, so he did that, and we do have heat and air now. Thank you, Mark, for sending him down to do that."

EXECUTIVE SESSION:

Council Member Lenard, "I make a motion to enter a 5-minute Executive Session for consultation with an attorney on matters that would be deemed privileged in an attorney-client relationship per K.S.A. 75-4319(b); with the Governing Body, Mayor Luke, City Clerk Brown, and Attorney Wright present." Council Member Ernst, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0. Entered 6:31 p.m. Exited 6:36 p.m. No action taken.

LEGAL DEPARTMENT: Update

Availability: Attorney Wright, "I wanted to make the city council aware that this week is pretty much my last working week for the year. I'll be out of the country until just before Christmas. With regards to some of the things that probably need to be addressed, it's probably going to be late January or early February before I could get to it from a real estate standpoint. I just wanted you to be aware of that. I will be available between Christmas and New Year. I shouldn't say that out loud anyway because I don't really want to be that available"

City Court: Attorney Wright, "We have city court tomorrow. They have a trial, so that might be fun if you're interested in what that looks like. We are scheduled to have one."

PUBLIC COMMENT

Christmas Parade: Bobby Skipper, "I want to apologize. It's rare that I make excuses about people not finding time to do what they said they are going to do, but I have not communicated effectively with you, specifically, Mayor. You asked a question; I would still like for the council if you are able to judge the chili. I asked Kevin, and I have not had time to go by to talk about logistics on tables and stuff, but I am going to make time tomorrow morning. I know we don't have another meeting between now and the parade. I'm assuming whatever Kevin decides, the council will be okay with it?" Mayor Luke, "Yes."

Bobby Skipper, "If you can, if the council can come to the old Chinese restaurant, Red Dragon?" Mayor Luke, "Yes, I told them a little after five." Bobby Skipper, "Yes, sir." Council Member Tschantz, "Are you making badges for us?" Bobby Skipper, "I can." Mayor Luke, "You'll get a badge, alright." Council Member Curtiss, "Lewis is making one for him, so you don't have to worry about it."

Turkey Shoot: Mayor Luke, "What about the turkey shoot?" Bobby Skipper, "That is something that I had to push off. I'm being pulled in different directions. I am going to follow through on it. It needs to happen during cold weather, so this time of year or the first of the year." Mayor Luke, "Okay, so that's off as far as timing for now. So, we could roll into next year?" Bobby Skipper, "Yes, sir." Mayor Luke, "So you can practice a little more." Council Member Curtiss, "Good." Bobby Skipper, "Just to let you know, I haven't gotten all of that legal issues out of the way with having an event like that, and also the insurance, I've got that handled. I might even send over what I have to Philip just to talk through to give clearance to the council. Even though you aren't directly participating. I'm asking you, in your capacity as mayor and council, to come out and interact with the community. That has one little aspect that he might pine on." Mayor Luke, "We will venture out into the county." Bobby Skipper, "Yes, sir. Thank you."

REPORT BY CITY OFFICERS:

MAYOR’S COMMENTS

Availability/ Holiday: Mayor Luke, "The only thing I have is this will be my last meeting of the month of the year. As Philip said, he didn't really care to get called, but I will answer my phone while I'm off the coast of Costa Rica and going through the Panama Canal. They included that in my package. I get WIFI and the whole thing for whatever reason." Council Member Tschantz, "You better take pictures so we can see them on screen." Mayor Luke, "Maybe, maybe not. I want to wish everybody a Merry Christmas and Happy New Year if I don't see you between now and then. We have had a good year. Hopefully, 2023 will be even better."

CHIPS for America – New Plant: Mayor Luke, "We get this CHIPS program rolling. We have worked to get ourselves in line. I don't know where we sit in the pile of applications, but I know it's there for the five million gallons of water per day. I have met with Earl Lewis, the principal engineer at the state. He is under the Department of Agriculture. I met with two individuals from the Kansas Water Department at the water summit out in McPherson last Friday. So far, I've gotten positive vibes from all of them with respect to the actual process and where we are going with all of this. They appreciate the fact that they have been informed ahead of time and that we have worked with them and got all the information together, so they don't have to come back to us to ask for this or that. It's there. It's in their hands. We are now just waiting for the verbiage, let's call it that, from the federal government so that we can then fulfill our obligations to make our application available to them."

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects Expense Tracking on Projects Budget 2023	GAAP - Infrastructure Capitalization City/County Grant Funds – Discussion on Matched Funding Council Discussions on Evaluations, Succession Planning, etc.
ELECTRIC DEPARTMENT: Power Plant - Additional Generation	<i>RICE NESHAP Compliance</i>
PARKS DEPARTMENT: Events in Parks (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 Grass: Work with PD FIRM Floodplain Map Changes – Updates	Quarterly Construction Valuation Report Prepare Easements for any City-owned property without one Permits - Building/Zoning/etc. Burlington Corporate Boundary Updates on Map (Work with State)
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 2023 Asphalt Project
WATER & WASTEWATER DEPARTMENT: Sewer Lagoon Maintenance/	Sensus Water Meter Replacement Sewer Liftstations –Flushing Rags, etc. Sewer Lagoons - Analysis (KRWA/funds for dredging)

Mayor Luke declared the meeting adjourned.

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