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Personnel Training: Superintendent Schneider, "The apprentices are working on their apprenticeship program."

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 have been completing and updating reports."

Generator #6 Maintenance: Superintendent Schneider, "We did routine maintenance on the generator breaker for generator #6."

Generation Project: Superintendent Schneider, "Wheeler's crew is on site. They are doing pipe fitting and welding at this time."

ELECTRIC DEPARTMENT: Personnel Retirement – Dee Francis

Superintendent Schneider, "February 24th is Dee Francis' last work day. He is retiring from the city power plant. His actual start date – he has been with us since January 26, 1998."

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.

Pump Station Maintenance: Superintendent Hawkins, "I contacted Jim with RW Vaught. He came out to help Chris and I on Martin Luther King JR. Day about 5:30 in the morning. On pump station #1, we had an issue with the pump itself. We don't know what happened. It was giving us a faulty battery fail light on it. He got into it with his computer and changed the batteries out. They were about due anyway. He also went out to pump station #8. We have been having a PLC issue with that lift station. He was able to log on and got that up and going for us too. I am very grateful for that. He also gave us the recommendation that some of the GIF's are somehow tied to the operation of pump stations five and eight; not sure how that works. He recommended that we have Krayton Cox come out to replace those. Krayton did come out and replaced them. I appreciate that."

AMI Meters: Superintendent Hawkins, "Our vendor says that radios and meters that we have been looking for are starting to come in. We just got 100 in today. There are another 100 that will be coming in in another couple of weeks. That will help us get back out. The guys have already been out installing what we have. This will help us get caught up on the meters."

Dirt Work: Superintendent Hawkins, "We went around to knock some of the dirt down in areas that we dug. We have had concerns from customers asking us when we are going to come back and fix it. We are not done. We will come back to till and seed it when we can."

Lead and Copper Monitoring: Superintendent Hawkins, "Also, I have been going out and gathering lead and copper addresses that we know. So, if you see me out and about, that is what I am doing. I have to gather that up for the EPA."

WATER AND WASTEWATER: Production Update

General: Superintendent Hawkins, "The plant is running well."

SCADA System: Superintendent Hawkins, "Jim also told us that the SCADA system is getting ready, and they will be coming here soon. He came to the plant the other day and measured all the wiring and splicing and what all we are going to need. I have the guys building the signal box stand, and it will sit on the altitude valve slab."

QUESTIONS/COMMENTS

Lead and Copper Monitoring: Council Member Curtiss, "How much gathering do you have to do on the lead and copper?" Superintendent Hawkins, "What I have to do is that the EPA is requiring, which I don't even know how we are going to do this, they are saying from the main to the meter and from the meter to the house has

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to be identified. I don't even know how we are going to go on private property and expose a service to let them know. The EPA wants this. This has the deadline of October 16th, 2024. The argument that we have had in the past is since the city's ordinance reads that our responsibility stops at the meter, how do we approach on private property and find that information out? If we go in and expose it and break it, we are responsible for fixing that.

"So, we are going back through some of the histories that we have, like when we have sent out things to the residents for what they have on their side of the meter. We are gathering that intel as well. Also, where we have done so much water line replacement, we already know what's out there. We know what we have attached to because there were over 200 meters that we did on that as well. I was told by Kansas Rural Water Association just the other day that there is actually one town that is paying a contractor \$400,000 to go out and identify it for them. I can't justify spending \$400,000 to identify a service line. "

Council Member Curtiss, "So, do the older homes tend to have the lead and copper?" Superintendent Hawkins, "They can. This is where it gets really convoluted because the EPA requires a requirement for all lead and everything identified. They want it known what's going to happen. The issue of what they are asking is instead of just going after cities that are having lead and copper problems, which we have never had lead and copper problems, they are just going across the nation saying this is how it's going to be. You are going to do this. Well, it's at the expense of every municipality to take the time to go out and find out and identify this information. As the Kansas Rural Water Association gentlemen had told me, which was actually our KDHE inspector, that just quit and went to work for Kansas Rural Water, he said what the end result was that the EPA wants to identify what every homeowner has in their house. They want to get started on getting rid of lead and copper in your homes."

Council Member Curtiss, "So, that will be up to the homeowner?" Superintendent Hawkins, "I don't see how the city is going to be able to invade on private property. That is where the frustration is coming in. We are out here trying to identify something that we don't even own. If I walk up to a meter and I look in there, and I see that it has copper coming out, I can't see in the ground 10 feet away and see if it's spliced onto galvanized or plastic or PEX that is not the city's responsibility to know that information. Those are the challenges that I am up against right now. So, I am just identifying the ones that we do know that I have attached to, and I am recording it as I go."

Council Member Van Horn, "I guess you have almost two years for them to get it figured out but wow. What a headache." Superintendent Hawkins, "If you'd like, there are lead and copper sample classes. I'll take you with me if you would like to listen to it. It's a long-drawn-out argument. You have the same municipalities saying we can't invade on private property. We are dealing with it the best we can." Council Member Curtiss, "This is the federal government saying this?" Superintendent Hawkins, "It is the EPA that is requiring this. They gave us a deadline saying that you will have this done by October 16th, 2024." Council Member Curtiss, "Okay. I'm sure we have copper."

Meters: Council Member Lenard, "On the meters, Danny, are those domestic or imported?" Superintendent Hawkins, "Those are the Sensus meters. The chips are coming from China. That is what has been the delay on them is that they are coming overseas. For some reason, I got the word today from our vendor that they are starting to see some of them come through. I've got my hands on all of them that we had ordered from the last year and a half." Council Member Lenard, "So the meters are domestic, but the chips aren't." Superintendent Hawkins, "Well, I don't know specifically if Sensus has it to where they are manufactured overseas. I don't know that for sure. I do know that the chips are coming from China. I don't know. I can look into it and find out." Council Member Lenard, "That's okay, thank you." Superintendent Hawkins, "You bet."

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.

Crack Filler Maintenance: Superintendent Davidson, "We brought the crack filler in to change the heating oil that goes around the chamber. We do that yearly."

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Dump Truck Maintenance: Superintendent Davidson, “We spent several days on our Peterbilt dump truck that I think I reported on the last meeting. They had the truck totally exposed in the cab. The dash and everything were removed, trying to find a wire. We thought it was a broken wire turns out it was the air dryer; it was under warranty. It was a 15-minute fix to remove and replace it. We had quite a bit of time invested in repairing the truck.”

Track Hoe Maintenance: Superintendent Davidson, "After that was done, they started doing maintenance on our track hoe. We bought a new quick coupler because the old one was bent. It was throwing our ditching bucket off, so when we were cleaning, we were off anywhere from a half to three-quarters of an inch. We replaced that, which in turn replaced all the wiring on the track hoe from the cab and a lot of new hydraulic hoses. They spent several days doing that."

Culvert Install: Superintendent Davidson, “We installed a new alley culvert at 12th and St. Lawrence.”

Equipment Maintenance: Superintendent Davidson, “Then we have been doing regular maintenance on our vehicles.”

POLICE DEPARTMENT: Update

General: Normal Duties.

Activities/ Cases: Chief Jones, “It hasn’t been super active, but we have still been busy. DUI, domestic violence, and driving while suspended arrests. We had an injury accident that was called in as a pretty bad one right as city court was getting started last Thursday. It turns out it wasn’t as bad as it was reported to be. The 30 minutes I had been in here from having come in from outside to the time that call came in. That temperature dropped, and that wind was fierce out there.”

City Court: Chief Jones, “City court went well.”

Unattended Death: Chief Jones, “Friday night, we had an unattended death, Mike Kirby. He had a lot of medical issues.”

Nuisance: Properties/Vehicles Update: Chief Jones, “We have started working and identifying nuisance properties and vehicles. I was up here the other day, and Mary had just gotten a call about mortar falling on the sidewalk. Turns out that on the brick sides and overhead at the doors, the mortar is popping loose between the bricks, and those pieces of mortar were falling on the sidewalk. I located the owner and got a hold of him. He called me back today to tell me that he had gotten those pieces of mortar cleaned up, and he is getting the arrangements made with an individual who can actually go fix that. I can’t remember what it’s called, tuck something, but it’s where they go in and basically re-mortar the bricks.” Council Member Tschantz, “Tuckpoint.”

Superintendent Davidson, “Doug, was it the south side of Neosho?” Chief Jones, “Yes, 519 Neosho.” Superintendent Davidson, “Okay, we need to talk to him. He has the sidewalk blocked, and there isn’t any way for pedestrians to get around without walking out into the street. I don’t know how we need to address that.” Chief Jones, “I drove right past it and didn’t notice” Superintendent Davidson, “He has it blocked clear out in the parking stalls.” Chief Jones, “He told me that he had swept up the mortar, but he didn’t say anything about that.” Superintendent Davidson, “Yes, so if we could get that moved back so we can get pedestrian traffic through there.” Chief Jones, “Yes, I have a good phone number for him.” Superintendent Davidson, “Thank you.”

QUESTIONS/COMMENTS

New Police Vehicle: Council Member Berryman, “On that LeRoy vehicle, Doug, is that going to be painted to match our colors?” Chief Jones, “We don’t intend to paint it because that is a couple of thousand dollars. We are going to add silver graphics on it, which matches the graphics on the other car, but we are going to leave it the color it is now.” Council Member Berryman, “Okay, thank you.”

PARKS DEPARTMENT: Update

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

Snow and Ice Removal: City Clerk Brown, “They had some snow and ice removal last Thursday.”

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City Dam – Brush Removal: City Clerk Brown, “They have been cleaning brush at the city dam on the west side of the river from the south set of stairs down to the burn pile.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2023-02	\$	<u>196,554.66</u>
b. Payroll Ordinance	2023-02	\$	<u>92,303.43</u>
	TOTAL	\$	288,858.09

CLAIMS 2023-02: *Council Member Tschantz moved to approve City of Burlington Claims Ordinance 2023-02 for the amount of \$196,554.66 for payment of city bills. Council Member Curtiss gave the second.* City Clerk Brown, “We still are paying a few bills from 2022. The larger expenses we have tonight are City of LeRoy \$26,000, Vignery Law \$2,000.00, Wheeler World \$75,000.00, Hach Company \$1,647.39, Kansas Municipal Utilities \$2,114.72, League of Kansas Municipalities \$1,784.34.” **Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, “Claims Ordinance 2023-02 passed unanimously, 6:0.”**

PAYROLL 2023-02: *Council Member Lenard moved to approve City of Burlington Payroll Ordinance 2023-02 in the amount of \$92,303.43, as presented. Council Member Curtiss 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 2023-02 passed unanimously, 6:0.”*

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, “Normal duties. I haven’t been here much.”

Court Laptop: Zoning Clerk Hugunin, "I got an access point for the court computer, the laptop, for in here for court nights. That way, it will work a lot better. I got that hooked up the same day as the court. Lisa said the laptop was working well, and they used the TVs again, and those worked great for video."

Census Bureau Updates: Zoning Clerk Hugunin, “I have been working on the annexation and boundaries update through the census bureau. I am about done with it.”

Grants: Zoning Clerk Hugunin, “Then I have been working with K-State on some grant projects that might be available for the parks department. Kevin has been sending me that stuff, so I have been checking into it.”

City Hall – Vehicle Maintenance: Zoning Clerk Hugunin, “The city hall vehicles have been serviced.”

Permits: Zoning Clerk Hugunin, “Lewis had talked to me about doing a quarterly reports for building permits and at this time I am working on a year-end for 2022. I will have that for you at the next meeting.”

OTHER COMMITTEE OR COUNCIL BUSINESS

LEGAL DEPARTMENT: Update

General: Attorney Wright, “Normal duties.”

QUESTIONS/ COMMENTS

Mayor Luke, “Where do we sit on the contract that KDOT gave us and getting any response back from them?” Attorney Wright, “I have reviewed that contract and done some thinking about it. Because of the nature of what I would discuss with the council is probably a privilege, if the council wants to discuss that with me further, I would want to go into an executive session with regard to that. At this point, I don't see any reason to take any action." Mayor Luke, "Okay." Attorney Wright "If you want to know why--." Mayor Luke, "No, we will look at it later. I just wanted to make sure it hadn't slipped somewhere."

Council Member Van Horn, “Where are we with the agreement with the Cancer Support Group that was going to put a building here?” Mayor Luke, “They have never come back to us. It’s in their ballpark; it is not in ours.”

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.

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Goals and Accomplishments: City Clerk Brown, “You have a copy of the goals and accomplishments. As always, Mary has done a great job getting them ready.”

Expenses: City Clerk Brown, “We are paying 2022 and 2023 expenses tonight.”

Annual Employee Benefits Meeting: City Clerk Brown, “I have scheduled Wednesday, February 8th, for our annual employee benefits meeting. Tuesday is the safety meeting, so we had to move it. It will be from 9:00 am to noon at Kelley Hall. This entails our benefit providers meeting with our employees to review the services that they provide and any changes to the benefits. It is also open enrollment for employees to make any changes. The benefit providers are Blue Cross Blue Shield, KPERs, OFG Financial, Empower Retirement (KPERs 475), and Employee Assistance Program.”

LEPC Meeting: City Clerk Brown, “I attended the LEPC, Local Emergency Planning Committee, meeting which was last Wednesday, January 11th, at the courthouse.”

Blue Cross Blue Shield Insurance Policy: City Clerk Brown, “I met with Jake Owens, our Blue Cross Blue Shield representative, to review and discuss our 2023 health insurance policy. You have a copy of that in your packets for renewal. This is still under the grandfathered plan. We had a rather substantial increase this year of 13.5%, which we haven't had that in a long time. The increase is due to the overall pool increase and the city's age group increase. This does include the health and the dental. I would like to recommend that we renew the Blue Cross Blue Shield insurance policy for the city employees.”

Council Member Lenard, “I move to approve Blue Cross Blue Shield as the insurance policy, as being in the best interest for the City.” Council Member Ernst, “I second the motion.”

Council Member Lenard, "So, I called Anne today, and I learned some information about this. Every year we budget 15% for insurance." City Clerk Brown, "Yes." Council Member Lenard, "So this is the highest we have ever had, but we still budget 15% annually. This is wholly made for by the city." Mayor Luke, "It will fit within the mil levy." Council Member Lenard, "That's where I was going with that; is that we budget for the 15% for insurance, 5% for merit, and 5% for CPI, and we still stay within our mil levy."

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

LICENSE APPLICATIONS FOR 2023

CEREAL MALT BEVERAGE LICENSE

Family Dollar Inc.

Mayor Luke, “The Family Dollar did not get their license request in on time. Therefore, they have been spoken with, and they have made the application and all the information for their license now.”

Council Member Curtiss “I move to approve the Cereal Malt Beverage License for Family Dollar Inc. for 2023 as presented.” Council Member Ernst, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

REPORT BY CITY OFFICERS:

MAYOR’S COMMENTS

Mayor Luke, “I would like a motion to enter into an executive session for 15 minutes.”

Council Member Lenard, “I move to enter into an executive session for non-elected personnel matters per K.S.A. 45-4319b for 15 minutes, with the governing body, Mayor Luke, City Clerk Brown, and Attorney Wright.” 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 6:46 p.m. No action taken.

A brief discussion on moving forward with the revision of personnel policy took place before adjourning the meeting.

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.

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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	Quarterly Construction Valuation Report
Nuisance Grass: Work with PD	Prepare Easements for any City-owned property without one
FIRM Floodplain Map Changes – Updates	Permits - Building/Zoning/etc.
	Burlington Corporate Boundary Updates on Map (Work with State)
POLICE DEPARTMENT Nuisances (Work with Zoning Clerk)	Department Activities and Cases
Voice Stress Analyzer Project	
STREET DEPARTMENT: Concrete St. Repairs/Free State Ct. Replacement/Repair	Street improvement Plan, Paving Gravel Streets, Crack Filling,
Pavement Management System/Asset Management System	Street Improvements 2023 Asphalt Project
WATER & WASTEWATER DEPARTMENT:	
Sewer Lagoon Maintenance/	Sensus Water Meter Replacement 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