

**BOOK 26**  
**May 10, 2023**

**BURLINGTON CITY COUNCIL SPECIAL SESSION 5-10-2023**

City of Burlington Governing Body met in Special Session at City Hall’s address, 1013 N. 4<sup>th</sup> Street, Burlington, Kansas, at 6:00 p.m. Wednesday, May 10, 2023. Mayor Stan Luke called the meeting to order.

**THE PLEDGE OF ALLEGIANCE**

**ROLL CALL:**  Stan Luke, Mayor

Council Members present:

<input checked="" type="checkbox"/> Jerilyn Curtiss	<input checked="" type="checkbox"/> Maxi Berryman	<input checked="" type="checkbox"/> Lewis Lenard (President of Council)
<input checked="" type="checkbox"/> Lila Van Horn	<input checked="" type="checkbox"/> Thomas P. Tschantz	<input type="checkbox"/> Martin Ernst

Superintendents Present:

<input type="checkbox"/> Kevin Boyce (Parks)	<input type="checkbox"/> Alan Schneider (Electric)	<input type="checkbox"/> Mark Davidson (Street)
<input type="checkbox"/> Doug Jones (Chief of Police)	<input type="checkbox"/> Danny Hawkins (Water/Wastewater)	

Also Present:

<input checked="" type="checkbox"/> Anne Brown (City Clerk)	<input type="checkbox"/> Mary Mader (Administrative Assistant)
<input type="checkbox"/> Philip Wright (City Attorney)	<input type="checkbox"/> Jimmy Hugunin (Zoning/Grants Clerk)
<input type="checkbox"/> Greg Holmquist (Assistant City Attorney)	<input type="checkbox"/> Kerri Weltha (Deputy City Clerk)

**Media Present:**

**VISITORS:** Janet Lenard

**PERSONNEL POLICIES AND GUIDELINES UPDATE PROJECT**

Mayor Luke, “We have a quorum. The agenda this evening was to discuss the employee policy. As you are all aware, our attorney that was going to be meeting us and working with us, is unable to be here this evening. Therefore, we have two choices. One is that we can talk briefly about the policy or we can look at scheduling a future meeting. She had recommended the 24<sup>th</sup> of May. Is that good for everyone or are we going to need to discuss a potential different date with her?”

City Clerk Brown, "Everyone did respond yes so far except for Lewis, he will be traveling. Martin said yes but it's iffy too." Mayor Luke, "Okay. My question to the governing body is, what is your preference here?" Council Member Van Horn, "I think we need to go for it." Council Member Tschantz, "Yes." City Clerk Brown, "Okay." Council Member Curtiss, "And this is meeting with her?" City Clerk Brown, "Yes." Council Member Curtiss, "Can you get online?" Council Member Lenard, "I'll be on an airplane at that time, I won't be able to connect." Council Member Curtiss, "I wonder with Lewis as chairman of the policy committee if that's a good idea. If he is going to be on an airplane and can't even get online."

Council Member Lenard, "The only thing I was thinking, and I don't remember what the date was, is to go earlier or at the end of a council meeting since we have everybody here. One of those nights, we could just say we are going to do it at 6:30 or 7:00 and just piggyback on a council meeting. This obviously didn't work really well. I don't remember the dates that she provided to us." City Clerk Brown, "I don't remember the other dates. The new one that she has given is May 24 and that is all that she gave." Council Member Curtiss, "Like I said, I have my qualms with what I said because he is part of the policy committee, and if he can't even be here to listen to her...." City Clerk Brown, "Okay."

Council Member Van Horn, "Would it be possible to record that so he can just listen later?" City Clerk Brown, "We always do, but I think it's better if you are here in person to hear it. That is just my thought." Council Member Curtiss, "Especially with his questions that he may have." Council Member Lenard, "This is just the initial – we aren't making any decisions." Council Member Curtiss, "I know but... I don't know. How do you feel about it?" Council Member Lenard, "If you guys feel comfortable with it. I think we all agree. We have to do it. It's just, is she the right person to do it? Philip recommended her. I don't see any reason why not. The details are going to come following. So, if everyone feels comfortable that she has the skill set and the time to get it done."

Mayor Luke, "And Lewis, if you had some questions, you could leave them and since the meeting will be recorded, we would then be able to have the answers for the questions that you might have." Council Member Lenard, "I think most of it is going to be through the execution really." Council Member Curtiss, "It's just our initial meeting with her to see whether we are going to even...." City Clerk Brown, "Right. She is probably going

**BOOK 26**  
**May 10, 2023**

to give her cost and outline a little bit of what this is going to look like and entail. Also, maybe hours that she thinks it will take to do it. Probably just information like that.” Council Member Curtiss, “Okay, then I don’t have any problems with that.” Mayor Luke, “Okay, am I hearing that what we want to do is reschedule this for the 24<sup>th</sup> at the same time and I will get in touch with Philip, if that’s what the governing body chooses to do and let him know that we will work towards the 24<sup>th</sup>.” City Clerk Brown, “Okay, we do have a motion here if we want to go ahead and make that.”

***Council Member Lenard, “I move to have a special meeting on Wednesday, May 24<sup>th</sup> at 6:00 p.m. to discuss the personnel policies and guidelines update project.” Council Member Curtiss, “I second the motion.”***  
**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

Mayor Luke, “I will get in touch with Philip. I will send him an email tonight to let him know the 24<sup>th</sup> at 6:00 p.m. as per her suggested time that we are agreeable to that. Any other discussion on the same subject?” Council Member Lenard, “We did send her over a digital?” City Clerk Brown, “Yes.” Council Member Lenard, “The only thing I can think of is what is our time limit? She is going to say it could take this long unless we expect it to be done by August 1 and she says it won’t be able to be done until February of 2024.” Mayor Luke, “I think we can help lead that by doing some of the preliminary stuff and getting it to her so she doesn’t have to do all the leg work.” Council Member Lenard, “You mean like digitizing?”

Mayor Luke, “Get the stuff to her and on time. So, if she has questions that she wants answered that we get those answers to her.” City Clerk Brown, “As we go through the policy and see any changes that we want to make, we can get her that information. So, as you go through your personnel policy make notes on any changes or additions you think need to be made.” Council Member Lenard, “So, there will probably be a couple of work shops or something along the way?” Mayor Luke, “There will be something either with the committee or with the whole governing body or both.”

Mayor Luke declared the meeting adjourned.

Approved by Governing Body and signed by Kerri Weltha, Deputy City Clerk