

BOOK 26
January 3, 2024

BURLINGTON CITY COUNCIL REGULAR SESSION 1-3-2024

City of Burlington Governing Body met in Regular Session at City Hall's address, 1013 N. 4th Street, Burlington, Kansas, at 6:00 p.m. Wednesday, January 3, 2024. Mayor 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 type="checkbox"/> Lila Van Horn	<input type="checkbox"/>	<input checked="" type="checkbox"/> Martin Ernst

Superintendents Present:

<input checked="" type="checkbox"/> Kevin Boyce (Parks)	<input checked="" type="checkbox"/> Alan Schneider (Electric)	<input checked="" type="checkbox"/> Mark Davidson (Street)
<input checked="" 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 checked="" type="checkbox"/> Mary Mader (Administrative Assistant)
<input type="checkbox"/> Philip Wright (City Attorney)	<input checked="" type="checkbox"/> Jimmy Hugunin (Zoning/Grants Clerk)
<input checked="" type="checkbox"/> Greg Holmquist (Assistant City Attorney)	<input type="checkbox"/> Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Paul Abendroth, Nathan Strawder, Doug Feldhausen, Cara Mays, Jay Hale

AGENDA:

Council Member Lenard, "I move to approve the agenda as presented." Council Member Ernst, "Second." Motion unanimously carried, 4:0.

MINUTES 12/20/2023: Mayor Luke, "You have before you the draft minutes of our regular session of December 20, 2023. Are there any additions or corrections?"

Council Member Curtiss, "I move to approve the draft minutes of December 20, 2023, as presented." Council Member Ernst, "Second." Motion unanimously carried, 4:0.

APPOINTMENT: American Legion – Doug Feldhausen – Mouse Races

Doug Feldhausen, "As you all may know, I am Doug Feldhausen, Commander of the American Legion post down here. This last November, we had a very successful mouse race down at the 4-H building. I think everybody that was there had a good time and enjoyed it. I am here tonight requesting the 4-H building again for November 2nd, which is the first Saturday in November this year for the mouse racing event again."

Council Member Lenard, "I move to approve the American Legion to use the 4-H Building with a deposit of \$200, \$15 permit fee, and to waive the reservation fees, on November 2nd from noon to midnight." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Doug Feldhausen, "Thank you very much." Mayor Luke, "Next time, I want to know what the fastest mouse is." Doug Feldhausen, "The one that won was the one Hoover sponsored." Mayor Luke, "Ron got it all."

APPOINTMENT: Kansas State Grange – Nathan Strawder

Nathan Strawder, "I am Nathan Strawder. I sit on the board of directors for the Kansas State Grange. We are holding a state-wide meeting on February 24th. I was wondering if it would be okay to use the 4-H building and see if the fees could be waived."

Council Member Lenard, "Is it available?" City Clerk Brown, "Yes." Council Member Ernst, "What times?" Nathan Strawder, "Typically, we have this at the library, but they had somebody else there. 9:00 to 5:00 is the typical time that we would use, so that will work here too." Mayor Luke, "Will there be any food served?" Nathan Strawder, "We will, we have a potluck lunch."

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Council Member Lenard, "I move to approve Kansas State Grange to use the 4-H building on February 24th with the reservation fees waived." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Nathan Strawder, "Thank you guys."

PUBLIC COMMENTS: None

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.

New Service: Superintendent Schneider, "We installed new service to a shop that a customer built on Sanders Street."

County New Parking Lot – 6th and Neosho – Jail Project: Superintendent Schneider, "We installed the temporary service at the courthouse yesterday and today for the job trailer where they are building the jail."

Christmas Lights: Superintendent Schneider, "That is why you still see our Christmas lights up. We got tied up on Monday and Tuesday to do jobs. We will take those down tomorrow and get everything back to normal."

Line Maintenance: Superintendent Schneider, "The men are doing line maintenance."

Vehicle Maintenance: Superintendent Schneider, "We have done vehicle maintenance."

Personnel – Training: Superintendent Schneider, "The apprentice linemen are studying."

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.

Generator Maintenance: Superintendent Schneider, "The day after the last council, the men did a maintenance run on generator #2."

Reports: Superintendent Schneider, "We are still completing plant reports and working with the new guys. Currently, we are working on a KDHE report that we will submit before the end of January. We have also completed the resource adequacy report to KPP Energy for the month."

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.

Meter Installation: City Clerk Brown, "I have Danny's report, he couldn't be here tonight. The men have installed a few water meters."

Cleaning: City Clerk Brown, "They have been cleaning up the shop area and installing new racks in the trucks."

Vacation Time: City Clerk Brown, "They have been using up their vacation holiday time."

WATER AND WASTEWATER: Production Update

General: City Clerk Brown, "The men have been maintaining the water plant around those schedules."

Water Usage: City Clerk Brown, "Chris said today that they are still producing around 500,000 gallons a day."

QUESTIONS/COMMENTS

Vacation Time: Council Member Curtiss, "He didn't say about the vacation pay or whatever the 80 hours?" City Clerk Brown, "They are getting those used up." Council Member Curtiss, "But we don't know the progress

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on that?" City Clerk Brown, "I don't have that information." Council Member Lenard, "Time sheets are submitted next week?" City Clerk Brown, "They were submitted and payroll Friday. Kerri does that, but I did not look at them to see what--." Council Member Curtiss, "Okay, just wondering how that is going along." City Clerk Brown, "Danny has been gone several days, so I know that he is--." Council Member Curtiss, "Using some, okay."

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.

Personnel Vacation: Superintendent Davidson, "We have been kind of short-staffed after Christmas with the guys using their vacation."

Waste Removal: Superintendent Davidson, "The ones that were there hauled waste to the landfill."

Equipment Maintenance: Superintendent Davidson, "They have serviced the trucks some; air filters, greasing trucks and equipment, and oil changes."

Alley Repairs: Superintendent Davidson, "We had several alleys to work on. We rocked an alley for Jeff Clark the last two days. We got some rock in from the quarry. We bladed that down for them."

Catch Box Cleaning: Superintendent Davidson, "We have been cleaning catch boxes."

Sign maintenance: Superintendent Davidson, "We have been changing out some faded street signs."

7th and Neosho – One Way: Superintendent Davidson, "Harold Reiling, and I met with several members of the school district and Coffey County. They want to make 7th Street off of Neosho to the Hug-and-Go, a one-way street, and turn out onto 6th and Des Moines. We really have no jurisdiction out there. It is city and county. They asked for our opinion, Doug Jones and I, and we suggested they just make it a one-way. They wanted to make it a one-way and then come off of Des Moines as a two-way. We said it was best just to make it a one-way street. We are furnishing some signs to make it easier for people to get into the Hug and Go. We did that today. It will take effect, I believe, Monday at 6:00. The signs are in place; they are covered up with plastic bags right now and will be removed Monday."

Council Member Lenard, "I am guessing the school probably socializes that?" Chief Jones, "The school and the county should be doing that. Craig Marshall has already talked about using Everbridge to send the notices out."

POLICE DEPARTMENT: Update

General: Chief Jones, "Normal duties."

Activities/ Cases: Chief Jones, "We have had more shoplifters. A mental health patient that we dealt with pretty much all-day Monday into Monday evening and again on Tuesday. We got her to go to the hospital voluntarily. This one has some problems and has agreed to seek help. We have also worked some non-injury accidents."

City Court: Chief Jones, "City court is a week from Thursday, January 11."

Case Numbers: Chief Jones, "We finished 2023 at case number 3,068. So, we have been busy."

Nuisance: Properties/Vehicles Update: Chief Jones, "I don't have any updates on nuisance property at this time. So far this week, we haven't had time to work on it."

New Vehicle Quotes: Chief Jones, "We have gotten a number of quotes in on the pickup that we have been looking to purchase. The best quote that meets our needs and the lowest quote is on the state contract. So, that meets the bid procedures. They are offering a \$1,500 trade-in on the existing dog truck, the 2011 Chevy. That would make the purchase price at \$41,100.00. Another \$9,000- \$10,000 to purchase and install the equipment. That still brings us in well below what we had budgeted at \$55,000. So, I would like to ask the council's permission to let the police committee make the final decision to proceed or not to proceed. We do have a short meeting scheduled for after council."

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Council Member Lenard, "I move to allow the police committee to authorize the purchase of the truck within the existing budget." Council Member Curtiss, "I second the motion."

Mayor Luke, "Is there a timeline on that?" Chief Jones, "It is sitting on the lot down there at Davis Moore in Wichita right now." Council Member Lenard, "So we get it in, get everything installed, and be put into service by...." Chief Jones, "Probably about two weeks to get all of the equipment installed, so mid to late January, we should see it in service."

Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Council Member Lenard, "I had one question on the trade-in; how many miles did that have on it?" Chief Jones, "149,000 and some." Council Member Lenard, "So, a reasonable trade-in value." Chief Jones, "For the rust that it has on it and for the issues that it's having. It is actually the exact same trade in the Crow Moddie Ford offered us as well." Council Member Lenard, "Okay, thank you."

QUESTIONS/ COMMENTS

Nuisance: Properties/Vehicles Update: Council Member Berryman, "I have a question on a nuisance property that you and I have talked about on Cumberland. That trailer that was taken down board by board, the pile of rubbish is still there, and that's been months. And the toilet has been sitting out there for six months on the lawn." Chief Jones, "I will be dealing with that." Council Member Berryman, "When?" Chief Jones, "As soon as I have time to do so." Council Member Berryman, "I will drive by every day." Chief Jones, "I can imagine you will." Council Member Berryman, "Oh, trust me. Thank you."

Case Numbers: Council Member Lenard, "One other question. You said you had 3,068; how does that trend from last year on calls?" Chief Jones, "Because we had switched to Spillman Flex last year, it is hard to tell, but I do know that we were in excess of 2,400 cases last year. It is not going to be a true apples-to-apples comparison because we were in the middle of changing the records management system."

PARKS DEPARTMENT: Update

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

Tree Trimming: Superintendent Boyce, "We have been trimming trees in our spare time with weather permitting."

Banners: Superintendent Boyce, "We started today changing out the banners from the holiday banners to the welcome to Burlington banners. We will finish that up tomorrow, weather permitting."

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2024-01	\$	<u>315,008.94</u>
b. Payroll Ordinance	2023-26	\$	<u>312.36</u>
c. Payroll Ordinance	2024-01	\$	<u>108,042.08</u>
	TOTAL	\$	<u>423,363.38</u>

CLAIMS 2024-01: Council Member Lenard moved to approve City of Burlington Claims Ordinance 2024-01 for the amount of \$315,008.94 for payment of city bills. Council Member Curtiss gave the second. Mayor Luke, "A little bit of discussion is that this has numbers from 2023 that haven't been closed out yet and numbers from 2024. So, there are two pieces in the \$315,008.94. That is the summary of the two claims ordinances." City Clerk Brown, "The larger expenses we have tonight are State bond payment \$250,922.09, Station Wholesale Electric \$3,138.73, and Lewis Oil Company \$5,875.40." Council Member Lenard, "So, with the 2023 and 2024, there is not going to be any audit issues? City Clerk Brown, "No." Mayor Luke, "We do this every year. We have until the end of January to close out 2023." City Clerk Brown, "So, we may still have 2023 budget payouts at next council, too." **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 2024-01 passed unanimously, 4:0."**

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PAYROLL 2023-26: *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2023-26 in the amount of \$312.36, as presented. Council Member Ernst gave the second. Mayor Luke, "This was the salary of a police officer that was submitted, and there was an error on the check, so we resubmitted it." 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 2023-26 passed unanimously, 4:0."*

PAYROLL 2024-01: *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2024-01 in the amount of \$108,042.08, 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 2024-01 passed unanimously, 4:0."*

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, "Normal duties. Not a whole lot since I haven't been around a lot since the last time."

City Hall – Front Sign: Zoning Clerk Hugunin, "I am still waiting to get scheduled for the sign-out front. They are hoping to be here next week. They just do a bunch at one time, like I said before. They go to that area and knock them all out."

City Hall – Computer Quotes: Zoning Clerk Hugunin, "I started working with Anne yesterday on quotes for new computers."

Furnace maintenance: Zoning Clerk Hugunin, "I got some filters ordered for the furnaces."

Nuisance: Grass/Weeds Update: Zoning Clerk Hugunin, "As far as grass, it's dead."

LEGAL DEPARTMENT: Update

General: Assistant Attorney Holmquist, "Normal duties."

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 December, we will be sending \$2,297.73 in delinquent accounts to the Kansas set-off program for collections.

Reports: City Clerk Brown, "City staff has been busy with year-end reports."

Goals and Accomplishments: City Clerk Brown, "A reminder that the goals and accomplishments are due back to Mary by Wednesday, January 10th."

Budget 2024: City Clerk Brown, "I have finished up keying in the 2024 budget, and year-end processing is completed."

Closed: City Clerk Brown, "The city will be closed on Monday, January 15th, for Martin Luther King Jr. Day."

OTHER COMMITTEE OR COUNCIL BUSINESS:

REPORT BY CITY OFFICERS:

MAYOR'S COMMENTS:

Mayor Luke, "This is for the superintendents. You received, three to four weeks ago, the draft of the personnel policy for your review. I expect that back by next week. You have had plenty of time to review it, even with the holidays and vacations. If there is nothing, then bring it back and say there is nothing that needs to be changed, but we need to have it back. It is past time."

FUTURE AGENDA ITEMS:

GENERAL: City Debt - How to fund projects
Expense Tracking on Projects
Budget 2024

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	Quarterly Construction Valuation Report
Work with Advantage Computers and City Departments to improve Cyber Security	Prepare Easements for any City-owned property without one
Nuisance Grass: Work with PD	Permits - Building/Zoning/etc.
FIRM Floodplain Map Changes – Updates	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 the Governing Body and signed by Anne C. Brown, City Clerk