

**BOOK 26**  
**March 20, 2024**

**BURLINGTON CITY COUNCIL REGULAR SESSION 3-20-2024**

City of Burlington Governing Body met in Regular Session at City Hall's address, 1013 N. 4<sup>th</sup> Street, Burlington, Kansas, at 6:00 p.m. Wednesday, March 20, 2024. Mayor Luke called the meeting to order.

**THE PLEDGE OF ALLEGIANCE**

**ROLL CALL:**  Stan Luke, Mayor

Council Members present:

Jerilyn Curtiss (President of Council)

Maxi Berryman

Cara Mays

Lila Van Horn

Nathan Strawder

Martin Ernst

Superintendents Present:

Kevin Boyce (Parks)

Alan Schneider (Electric)

Mark Davidson (Street)

Doug Jones (Chief of Police)

Danny Hawkins (Water/Wastewater)

Also Present:

Anne Brown (City Clerk)

Mary Mader (Administrative Assistant)

Philip Wright (City Attorney)

Jimmy Hugunin (Zoning/Grants Clerk)

Kerri Weltha (Deputy City Clerk)

**Media Present:** Mark Petterson (Coffey County Republican)

**VISITORS:** Paul Abendroth, Walker Trimble, Jay Hale, Wade Bowie

**AGENDA:**

*Council Member Curtiss, "I move to approve the agenda as amended." Council Member Strawder, "Second." Motion unanimously carried, 5:0.*

**MINUTES 3/6/2024:** Mayor Luke, "You have before you the draft minutes of our regular session of March 6, 2024. Are there any additions or corrections?"

*Council Member Van Horn, "I move to approve the draft minutes of March 6, 2024, as presented." Council Member Strawder, "Second." Motion unanimously carried, 5:0.*

**APPOINTMENT: None**

**PUBLIC COMMENTS:**

Walker Trimble, "My name is Walker Trimble. I live at 416 Gary Street. My wife and I purchased a house in August of 2020. Shortly after, we noticed that we were having some water issues in the back of the yard. We tried to remedy it. We talked to the neighbors. Nobody really had an idea of what to do. So, I more or less kind of took matters into my own hands and thought maybe I'll just start digging a ditch. The city has a utility alley easement which is on the first two pages that I provided to you there. I dug it by my hand. There is underground there. On the west side, the far side, I dug it with a shovel; it held water. So, I thought, well, it would probably work on a bigger scale. So, I had contacted city officials and other departments and asked for some help. How can we get rid of some water?"

"As you are flipping through some of the pages you see that the next photo, so the third page in there, is the alley looking north to 12<sup>th</sup>. I'm trying to go off of yours. So yes, the third page is off of my property, standing in the middle of the easement looking north, then all of that water is just displaced everywhere after a rain. The following picture is what it looks like when it's more dry, but you could tell what they are considering an alley where there is a little gravel and a tire at the end to try to keep people from driving down the alley. That is also looking north to 12<sup>th</sup>. The following photo is when the tire is not there; people still believe it's an alley that hasn't had any maintenance on it after talking with city employees and officials for, I believe, 20 years until a little bit here recently. That is not my truck. That is my backyard, and someone tried pulling it out with the mower and got it stuck. I got the call; I had to leave work, go home, and pull her out of my backyard, leaving ruts through the back of it because they were trying to use a city alley that has no maintenance.

"The following photo was just here within the last three or four months. That was this winter when it snowed. Where I'm standing is where the city had come through and cut a ditch to right where I'm standing. There, all the

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way north to 12th, nothing was done. So, you can see the water that is hanging out there. The ditch that they cut from that point south works perfect. You can kind of see where a little bit of that ditch is cut right there. What's sitting in the middle of that alley, there is a three-inch pump that I had to purchase, and about 300-foot lay flat hose before the city cut the ditch. I had to run that all the way across my yard to the east to dump it in Gary Street so it would find its way somewhere else, back to the creek. The photo behind that is the ditch looking south the same day. You can see everything that was a mess to the north, you look south where the ditch is cut, and the water is flowing perfectly straight downstream. I asked since the beginning why they had to make two 90s to go to a creek when the city owns the last lot, they could have cut straight through. I don't think most people are able to adjust the flow of water, but they made two 90s to get to the creek instead of going straight, it would have been less to cut.

"The last photo, the ditch on the left-hand side, on the right-hand side of that photo on the west side of that alley easement that holds all of the water. I was told that there was a county study that says that the water does not drain to us. That might have been true prior to all of the houses built out there. But as you can see the little bit of the field on the right side of that photo there is not much water anywhere that butts right up next to us. That ditch is full of topsoil. My goal would be able to cut that ditch all the way to 12<sup>th</sup> Street. I have put two drains in my yard in the last couple of months. There is a curb cut casting that I tried running it all the way to. From where the water was, it's on my property, it's not on the easement, where that was to get to the curb cut out it was lower there than it was at the curb cutout.

"So, I had my house, yard, and everywhere marked. Eight inches deep there is about a two-inch gas main in that alley. So, I cut with a shovel through that alley to try to get rid of some of this water. I have locations for probably two or three on the north side of my house. I intend on doing the same thing because we are not getting anywhere on cutting the ditch all the way to 12<sup>th</sup> Street. I guess if the city takes exception with that, I wish they would let me know before I dig through what's left of an alley from 20 years ago maintenance to try and divert the water out of my yard."

Council Member Van Horn, "Have you tried to talk to Mark about it?" Walker Trimble, "Yes. I've got emails right here that date back to June of 2022. The last line on one says, 'We are fully aware of the situation. We will find a solution.' In that email, we referenced earlier talks so it was prior to June 3<sup>rd</sup>, 2022. Those emails were not with Mark. They were not with him but other..." Council Member Strawder, "Can you tell if that field has terraces or stuff that might dump out right there?" Walker Trimble, "It drains a little bit to the southwest which would fall to Rock Creek but as you can see coming over the east."

Council Member Mays, "Could this maybe be a question for Mark? Like why did we only do part of it? Do you know? Part of the ditch and not the whole thing?" Superintendent Davidson, "We had the water draining. Yes, we did. We needed to go back, I'll admit, we need to go back and trim some trees and maybe skim a little bit more of the ditch but the water was draining down to his property and past. His neighbor to the south where he says the 90 is, we got contacted by his neighbor who said it was holding water. Nobody wanted to go down and maintain or clean the end of the culvert out, as soon as we did that it flowed. They wanted a bigger culvert in there. I don't see that it's necessary."

Walker Trimble, "I guess the photo that you're on there Cara, is that at the end of the packet?" Council Member Mays, "No." Walker Trimble, "The one where it snowed. My neighbors are probably pretty sick and tired of me because I ran that three-inch pump for four nights after it snowed and it all melted. It's flat there you can tell that the alley is built up a little bit more than the yards. If that is the direction that we want to go that's awesome. But give me a way to get the water out of my yard. It's there, it's on your easement. The neighbors up and down say why don't you just come dig the ditch for us. From that spot forward, north, you can tell there is not a ditch dug."

Superintendent Davidson, "We did go in and survey part of your property and gave you some suggestions. We gave you permission to curb cut and showed you that the center of your yard would drain to the curb out on the street--" Walker Trimble, "About the same time I was told that the field to the west doesn't drain to the northeast." Superintendent Davidson, "No, the field drains to the south, southeast. There is a berm up along that tree line that water can't come across. It goes down to the southeast corner. That field where that culvert is and drains through there." Walker Trimble, "Anytime you can come dig a shovel out of my front yard, the back yard,

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the side yard, and then go to where that ditch is, that is such topsoil, silt, that is hard clay everywhere except right there because it comes through there. It leaks through there.” Superintendent Davidson, “I’m not saying it doesn’t but there is still a three-foot berm across there. We have been through this many a time and we are trying to help you. I thought we had it done. I do admit we didn’t go back and do the north end of the ditch. We--.”

Walker Trimble, “That’s where our issue stems from. I was pumping water between Pritchett’s house and behind Glade’s house because it’s flat and there is no ditch. That has to go past me at some point to go south to make the two 90s hit the creek.” Superintendent Davidson, “I would like to say we failed to do it because the weather changed on us, we have other projects other than that alley, and as you said when we talked, you wanted that alley rocked. So, as soon as we did that, I considered that turned into an alley so people have all the right in the world to drive down it being a rocked alley.” Walker Trimble, “Okay, was there a conversation about putting a culvert from my property across? Because we talked about it and we had talked about it and we have talked about it since and you have not done anything. Has it been over a year since you’ve been there?”

Superintendent Davidson, “Probably pretty close but we cut a low spot in that alley out by the transformers instead of putting a culvert in there--.” Walker Trimble, “I think last summer was a drought so weather probably didn’t prohibit anything last summer.” Superintendent Davidson, “We cut a low spot in the alley about that transformer to help drain your water to the west. Generally, we don’t put culverts across alleys and drain water on other people’s property but in this case, we can, but we aren’t going to put a 10-inch culvert when it’s not necessary.” Walker Trimble, “Honestly, I have been doing my own drains in my yard because you and I hadn’t communicated any further about the culvert. Stan and I had talked about it. I have been to his house two or three times madder than a hornet--.”

Superintendent Davidson, “You are more than welcome to come talk to me at the shop. I have other projects to do other than like I said, be at your --.” Walker Trimble, “I’m not asking for you to be at my waiting need, but it’s been over a year, and we haven’t finished a project. It’s been two years --.” Superintendent Davidson, “At that point I thought that when we put the swell in the alley that would solve your problem. I didn’t see that there was that big of a problem up to the north water would eventually go to the ditches.” Walker Trimble, “Let me see that. That’s going nowhere.” Superintendent Davidson, “Is that because of the culvert was plugged down at the end.” Walker Trimble, “No, because what I did was, I got my three-inch pump and put it behind that house and--.” Superintendent Davidson, “Okay, as soon as it dries up, we will put all of our efforts into going out there and taking care of your alley.” Walker Trimble, “I’m not asking for that--.” Superintendent Davidson, “That’s what you’re asking for right now. So, we will be out there as soon as it dries up.” Walker Trimble, “Appreciate it.” Attorney Wright, “Do you need a copy?” Walker Trimble, “No. Thank you.”

**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.

**Brush Clean Up Week:** Council Member Strawder, “So, Alan had sent this to me by email. This week, the line crew was picking up brush for brush clean up week.”

**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:** Council Member Strawder, “Completing plant reporting.”

**Generator Maintenance:** Council Member Strawder, “Continue to clean and maintain the power plant and generators.”

**Generator Project:** Council Member Strawder, “For the generator project, they have had starts and short runs of the new generator. The engine sounds really good and runs well. We are getting very close to completion. Wheeler’s crews are working on minor issues and fine-tuning. They have some adjustments on our side and are addressing them as well. He is looking for commission dates to be scheduled soon.” Mayor Luke, “Alan told me

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it purrs like a contented cat.” Council Member Strawder, “I went up there last week and got a tour. He showed me around and saw what was going on.”

**ELECTRIC DEPARTMENT: Public Power Association**

Mayor Luke, “The only other thing we have is the Public Power Association annual conference. Alan is a member of the board of directors for the KPP Energy and the conference is in San Diego on June 8<sup>th</sup> through 12<sup>th</sup>, 2024. We require and ask employees to get approval to travel out of state, and that is what we are asking for.”

***Council Member Van Horn, “I move to allow Superintendent Schneider to attend the annual public power association conference in San Diego, CA on June 8 – 12, 2024.” Council Member Curtiss, “I second the motion.”***

Council Member Strawder, “I have two questions, this being the first round. Do they normally go to this conference?” Mayor Luke, “As a member of the board of directors, yes. I’d gone to it for 15 years.” Council Member Strawder, “Okay, and we have the budget for it?” Mayor Luke, “KPP Energy pays for it. That is not coming directly out of our pocket.” Council Member Strawder, “Okay, that was my only question.” Mayor Luke, “Any other questions?”

**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**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, “We had C&B Equipment (Douglass Pumping) come down and help us replace pump #1 at pump station #2. They got that completed which was a big help to us. Also, we worked on the transducers at pump station #7. We got those up and going.”

**Brush Clean up:** Superintendent Hawkins, “We picked up brush and got that done. I would like to thank Mark for letting us use his truck. That was a big help to us, and we were very grateful for that.”

**New Service:** Superintendent Hawkins, “We also installed three new water meter services on 6<sup>th</sup> and Des Moines. That is completed.”

**Personnel Training:** Superintendent Hawkins, “We are still training the new staff. We have some in the field and some in the plant. That is going really well.”

**WATER AND WASTEWATER: Production Update**

**Water Usage:** Superintendent Hawkins, “That plant is usually running around 480,000 gallons a day.”

**QUESTIONS/COMMENTS**

**New Employees:** Council Member Curtiss, “So the new hires are working out?” Superintendent Hawkins, “They are doing good.” Council Member Curtiss, “Thank you.” Superintendent Hawkins, “A little overwhelmed, but they are doing good.” Council Member Curtiss, “That will make it. Good to hear.”

**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.

**Rocking Roads:** Superintendent Davidson, “We have been rocking gravel roads and hauling in rock from the quarry.”

**Road Soft Spots:** Superintendent Davidson, “We patched a soft spot down in the parking lot of the fire station. Also, where we had a water leak, we hot mixed it today.”

**Sign Maintenance:** Superintendent Davidson, “We have been hanging street signs.”

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**Equipment Maintenance:** Superintendent Davidson, “We have been working on equipment.”

**QUESTIONS/COMMENTS**

Council Member Van Horn, “I have noticed the rock in the alleys, and we appreciate it, those of us that have to drive down alleys to get where we are going. So, thank you.”

**POLICE DEPARTMENT: Update**

**General:** Chief Jones, “Normal duties. We have been very busy.”

**Activities/ Cases:** Chief Jones, “We assisted the Sheriff’s office with a chase last Friday. They jumped him by the airport highspeed south of 75 HWY. An officer was able to use the stop stick, a tire deflation device on 13<sup>th</sup> road, they got both front tires. That slowed the chase down coming through town, which is what we want. This was at 2:00 in the morning, so it was very light traffic. It was a stolen BMW out of Kansas City. He wound up going into the ditch and wrecking out just down into Wilson County. The whole thing was over with on that part of it in about an hour from the airport down to Wilson.

“We have been doing welfare checks and non-injury accidents. We have made some arrests on city warrants and domestic battery. We have been working on juvenile incidents still.

“On the spray paint incident, one of the defendants appeared in city court last Thursday, he has pled guilty already. The other one, they think there was a mix-up on when he was told to be in court, so the judge was going to give him until the April court date to see if he shows up for that one.”

**QUESTIONS/COMMENTS**

**Nuisance: Properties/Vehicles Update:** Council Member Berryman, “Doug? Another new property where the firefighters did their training?” Chief Jones, “Yes, and actually, I made contact with the owner. I caught him at home working in his garage this afternoon. He was going to have Mike Schmidt tear the place down before Mike unexpectedly died on us. We talked about some other contractors that are in the area. He still plans to tear it down, or he may contact a local contractor and see if they can work something out about selling the property as is. He does plan to either dispose of or tear the property down.” Council Member Berryman, “Any timeframe?” Chief Jones, “Not sure on that one yet. He didn’t have an idea of how long it would take to get a hold of a contractor and what the contractor would do as far as tearing it down. I’ll give him some time. We know this gentleman, and he will probably be into council to talk to you all about blocking the street off again in July.” Council Member Berryman, “Thank you.”

**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 are still trimming trees, weather permitting.”

**Gutters:** Superintendent Boyce, “This week we got the gutters cleaned on Kelley Hall and the 4-H Building.”

**Mowing & Spraying:** Superintendent Boyce, “We started mowing this week and spraying weeds in the gravel areas in the parks.”

**Beautification Project:** Superintendent Boyce, “I received the flower quote for the beautification project from Arnolds for \$2,300.00. That would be my recommendation. Basically, that falls in for the last three or four years.”

***Council Member Curtiss, “I move to accept the quote from Arnold’s Prairie Greenhouse & More for flowers for the Parks Department’s Beautification Project, not to exceed \$2,300, as being in the best interest of the city.”*** Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.

**FINANCE: Claims Ordinance & Payroll Ordinance**

|                      |         |    |                   |
|----------------------|---------|----|-------------------|
| a. Claims Ordinance  | 2024-06 | \$ | <u>319,747.15</u> |
| b. Payroll Ordinance | 2024-06 | \$ | <u>103,891.08</u> |
|                      | TOTAL   | \$ | <u>423,638.23</u> |

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**CLAIMS 2024-06:** *Council Member Curtiss moved to approve City of Burlington Claims Ordinance 2024-06 for the amount of \$319,747.15 for payment of city bills. Council Member Strawder gave the second. City Clerk Brown, “The larger expenses we have tonight are Crow Moddie Chevrolet \$29,000.00, Eagle Creek Quarry \$6,746.00, Kansas Power Pool \$178,615.42, and Vermeer Sales and Service \$6,689.92.”* **Hearing no discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Claims Ordinance 2024-06 passed, 5:0.”**

**PAYROLL 2024-06:** *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2024-06 in the amount of \$103,891.08, as presented. Council Member Strawder gave the second. Hearing no discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Payroll Ordinance 2024-06 passed, 5:0.”*

**PLANNING & ZONING: Update**

**General:** Zoning Clerk Hugunin, “Normal duties.”

**City Hall – New Vehicle:** Zoning Clerk Hugunin, “I think you just heard Anne talk about the vehicle. We have it. We picked it up the Thursday after the council meeting. I called them the next morning and told them everything was approved; before I got down there, they had already found another \$1,000 off. So, instead of \$30,000, it was \$29,000; we did pretty good on that.”

**Arbor Day:** Zoning Clerk Hugunin, “We are looking at Arbor Day on April 24<sup>th</sup>. We have the date set. We still have more stuff to figure out, like where we are going to do that at.”

**Map Room Organization:** Zoning Clerk Hugunin, “We ordered some shelves for the map room so I can get that organized. They came in. I just have to get them put together.”

**City Hall – Front Sign:** Zoning Clerk Hugunin, “Then the part, like I said for the sign, has shipped. It has not hit Emporia yet, so I’m assuming it is on a boat. I don’t think it shipped from South Dakota to Emporia or we would have had it by now. As soon as they get it, they will be here and get us fixed.”

**City Hall – Doors:** Zoning Clerk Hugunin, “Oh, the doors. I talked to them yesterday. He called; they are still looking to see what they can find to fix that door. We may have to if they can’t find anything, find somebody that can replace that whole door because it has to be custom built, because it is not a standard size.”

**OTHER COMMITTEE OR COUNCIL BUSINESS**

**City/County Fund Reports for Parks & Recreation and Infrastructure:** City Clerk Brown, “You have a copy of those in your packet. This is a report that we have to give to the county every year on how we spend the infrastructure money that they allow us, which is awesome. Then what we are looking forward to doing the next year. They had to be in by the 18<sup>th</sup> and we got them there.”

**ORDINANCE 904 – Wage and Salary**

Mayor Luke, “We have Ordinance 904 salary, CPI, work plan, and evaluation guideline. There was a minor error that was not caught, and we passed the ordinance at the last meeting. Therefore, we need to redo the ordinance. You can’t send it through with modifications; you have to redo the whole ordinance. It’s basically a verbiage thing.”

***Council Member Strawder, "I move to adopt Ordinance 904, Determining and Establishing Salaries and Compensation of Officers and Employees of The City of Burlington, Kansas, Pursuant to the Personnel Policies and Guidelines First Established by The City of Burlington, Kansas, in 1996 As Amended and Codified by Ordinance 851 Dated July 26, 2017" Council Member Curtiss "I second the motion."***

**Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council. All votes were in favor. Mayor Luke declared, Motion unanimously passed, 5:0.**

**ORDINANCE 905 – Adopting the City of Burlington Personnel Policies and Procedures**

Mayor Luke, “You also have Ordinance 905, which is the new employee policy that we worked on diligently for several months, and the final draft was approved at the last meeting. At this time, I would accept a motion.”

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*Council Member Curtiss, "I move to adopt Ordinance 905, Adopting the City of Burlington Personnel Policies and Procedures Manual Which Provides Procedures, Rules, And Regulations Applicable to All Employees of The City of Burlington." Council Member Strawder, "I second the motion."*

Council Member Curtiss, "I really appreciate all the work that Anne and Mary did on it much more than we did, the committee, but it has been a lot of work." Mayor Luke, "For the superintendents, every employee will be getting the policy and the document so they will have it. They will have to sign that they have received it."

**Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.**

**LEGAL DEPARTMENT: Update**

**General:** Attorney Wright, "Normal duties."

**Personnel Policy:** Attorney Wright, "I have been doing quite a bit of work with regard to the employee manual and the ordinances."

**Executive Session:** Attorney Wright, "I have a couple of issues that need to be discussed in the executive session. I don't know if this is why you're here, Wade, with regard to that mortgage. I would like to do that one first. There likely will be action taken. So, if it's the council's pleasure, I would like to have someone make a motion to enter a 10-minute executive session."

*Council Member Curtiss, "I make a motion to enter a 10-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); to render legal opinion on a mortgage in default, with the Governing Body, Mayor Luke, City Attorney Wright, and City Clerk Brown present." Council Member Strawder, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.*

Entered 6:33 p.m. Exited 6:43 p.m.

*Council Member Van Horn, "I move to approve the City of Burlington to sell the Hughes note that is currently in default to the county for the principal amount that is owed of \$8,852.25, waiving all penalties, interest, and fees." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.*

**Executive Session:** Attorney Wright, "The next thing is we need to discuss the Mays litigation in executive session."

*Council Member Curtiss, "I make a motion to enter a 10-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); to render legal opinion on Mays pending litigation, with the Governing Body, Mayor Luke, City Attorney Wright, and City Clerk Brown present." Council Member Van Horn, "I second the motion."*

*Council Member Mays has a direct conflict of interest, so she abstained. Hearing no further discussion, Mayor Luke called for a vote. Motion carried, 5:0.*

Entered 6:46 p.m. Exited 6:56 p.m. No action taken.

**Executive Session:**

*Council Member Curtiss, "I make a motion to enter a 10-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); to render legal opinion on Mays pending litigation, with the Governing Body, Mayor Luke, City Attorney Wright, and City Clerk Brown present." Council Member Strawder, "I second the motion."*

*Council Member Mays has a direct conflict of interest, so she abstained. Hearing no further discussion, Mayor Luke called for a vote. Motion carried, 5:0.*

Entered 6:57 p.m. Exited 7:07 p.m. No action taken.

**Water Plant Pretreatment Addition:** Attorney Wright, "The only other thing is I started the review on the contracts with the engineers on the water projects. That's pretty voluminous. Anne has asked me to go through it,

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so I am going to go through it just like I went through the personnel manual.” City Clerk Brown, “They asked that you go through it.”

**Thank you’s:** Attorney Wright, “By the way, I do think that Mary needs to really get some credit for an immense amount of work that she put into that document (personnel policy manual).” Council Member Curtiss, “Yes, she has done wonders with it, that’s for sure.” Mayor Luke, “Thank you, Mary.”

**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.

**Personnel Policy Manual/ Thank you’s:** City Clerk Brown, “Yes, big praise to Mary, I have that on mine too, for the work that she did on the personnel manual. She did put a lot of time and effort into that. We worked on it together, but she did most of the work going through and correcting it, and putting it how we wanted it. So, we finalized that and also worked with Philip on the personnel manual and the ordinance for approving that.”

**Annual Evaluations:** City Clerk Brown, “I worked on evaluations, finalizing those.”

**City/County Fund Reports for Parks & Recreation and Infrastructure:** City Clerk Brown, “I completed the Coffey County infrastructure reports for the commissioners.”

**Ordinance Online:** City Clerk Brown, “Nathan, you had asked about putting the ordinances on the website or a third party. I haven’t gotten into that very far, but I did check with Angie at the county about what they put on their website. All they do is publish their zoning regulations, which is 189 pages, their subdivision regulations, which is 89 pages, and then they do the resolutions in summary only. They don’t put ordinances out there. We do have the listserv available myself, for clerks, that I can put out there to ask other cities what they do, so I will be doing that as well. So, I am checking into it just have not gotten very far with that yet.”

Council Member Strawder, “It was just more of a question; it wasn’t really a direction.” City Clerk Brown, “Well, I am looking into it so that we can at least see. I wanted you to know that we are at least looking at it.” Council Member Strawder, “Thank you.”

**Executive Session: Non-Elected Personnel Evaluations**

City Clerk Brown, “We have the evaluations to look at.” Mayor Luke, “At this time, we need to look at the non-elected personnel evaluations.”

***Council Member Curtiss, “I make a motion to enter a 30-minute Executive Session for Non-Elected Personnel Evaluations with the Governing Body and Personnel Officer Brown present.” Council Member Strawder, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.***

Council entered Executive Session at 7:12 p.m. and exited at 7:42 p.m. The following action was taken:

***Council Member Curtiss, “I make a motion that the personnel evaluations and pay increases be approved as presented.” Council Member Strawder, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 5:0.***

Mayor Luke, “Let your guys and gals know.”

**MAYOR’S COMMENTS:**

**REPORT BY CITY OFFICERS:**

**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.

**ELECTRIC DEPARTMENT:** Power Plant - Additional Generation

**RICE NESHAP Compliance**

**PARKS DEPARTMENT:** Events in Parks (Updates)

**BOOK 26**  
**March 20, 2024**

|  |   |
|--|---|
| <b>LEGAL DEPARTMENT:</b> Municipal Court Updates                                 | Misc. Legal - Documents, Cases, Contracts, etc.                                   |
| <b>PLANNING AND ZONING</b>   | 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)                    |
| <b>POLICE DEPARTMENT</b> Nuisances (Work with Zoning Clerk)                      | Department Activities and Cases   |
| Voice Stress Analyzer Project  |   |
| <b>STREET DEPARTMENT:</b> Concrete St. Repairs/Free State Ct. Replacement/Repair | Street improvement Plan, Paving Gravel Streets, Crack Filling,                    |
| Pavement Management System/Asset Management System                               | Street Improvements 2024 Asphalt Project  |
| <b>WATER &amp; WASTEWATER DEPARTMENT:</b>  |   |
| 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 Kerri Weltha, Deputy City Clerk