

BOOK 27
November 19, 2025

BURLINGTON CITY COUNCIL REGULAR SESSION 11-19-2025

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, November 19, 2025. 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)

Kyle Dauber (Street)

Mike Roney (Chief of Police)

Danny Hawkins (Water/Wastewater)

Also Present:

Anne Brown (City Clerk)

Shayla Befort (Administrative Assistant)

Philip Wright (City Attorney)

Jimmy Hugunin (Zoning/Grants Clerk)

Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Daniel Stack, Jay Hale, Lauren Hull, and Becky Petterson.

AGENDA: Mayor Luke, "Before us, we have the agenda for this evening. The only additional comments that I have are under finance. Claims Ordinance #2025-21, \$384,515.31, Payroll Ordinance #2025-24, \$116,832.11, for a total of \$501,347.42. Are there any other additions to the agenda? Hearing none, I would accept a motion to approve the agenda as amended."

Council Member Van Horn, "I move to approve the agenda as amended." Council Member Curtiss, "I second the motion." Motion unanimously carried, 6:0.

MINUTES 11/5/2025: Mayor Luke, "You have before you the draft minutes for our regular session of November 5, 2025. Are there any additions or corrections to those minutes?" Council Member Curtiss, "No, sir." Mayor Luke, "Hearing none, I would accept a motion to approve these minutes, as submitted."

Council Member Curtiss, "I move to approve the draft minutes of November 5, 2025, as presented." Council Member Ernst, "I second the motion." Motion unanimously carried, 6:0.

APPOINTMENT – Coffey County Sheriff's Department – Thanksgiving Meal Kit Drive

Mayor Luke, "Lauren..." Lauren Hull, "Hi, I'm Lauren from the Coffey County Sheriff's Office. The Coffey County Sheriff's Office and Coffey County Attorney's Office partnered with ECKAN (East Central Kansas Economic Opportunity Corporation) and God's Storehouse to do a Thanksgiving Meal Kit Drive this year, and we have over 130 meal kits to hand out, which will be next Tuesday from 9 a.m. to noon. Considering the quantity, and we're doing a drive-thru pickup, we were worried about the streets getting congested over by the courthouse or down main streets, so we want to use Kelley Park to do that. And again, to prevent the streets from getting congested or accidentally getting a line of cars going out towards 75 Highway. We were wanting to blockade the rock entrance to Kelley Park, rather, and have folks enter through the entrance over by the softball diamonds/baseball diamonds, and then make a loop—having them pick up their meal kits at the exit by the 4-H building. So basically, I'm here to ask permission if we can use Kelley Park and if this route will work for that purpose, if we can do a blockade at the rock entrance. So, I don't know if you guys want to look at it to see exactly where it's going..." Council Member Curtiss,

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“Have you seen this (Superintendent Boyce)?” Superintendent Boyce, “I haven’t seen it, but...” Mayor Luke, “I guess my question would be, if somebody else wants to use the recreation area in there, how do they do that?” Lauren Hull, “Well, they could still enter through the line of cars—for about three hours, and it’s only going to be from about 9 a.m. to noon, so we’re thinking, Burlington is still in school—I don’t know—the buildings aren’t going to be in use. I understand that we have those blocked off now, right?” City Clerk Brown, “Yes.” Lauren Hull, “The only use would potentially be the campgrounds and the park itself, the playground area. So, I don’t foresee that being a huge issue unless you guys have somebody at the campgrounds at that time, but they could still enter in with the line of cars and get around to the park access that way. We’re really just trying to prevent the cars that are picking up meal kits from parking, making sure that there aren’t any fender benders or anything that happens while there’s a large quantity of cars.” Mayor Luke, “There’s going to be officers directing cars?” Lauren Hull, “Yeah, the Sheriff’s office can have people there, and if BPD (Burlington Police Department) is available, then we’d love to have them help direct traffic there. Talking to God’s Storehouse and how people usually do pick-ups, she’s anticipating that everybody shows up at 9 o’clock, and then it just kind of just dwindles out and doesn’t have a lot of activity after that, so really the 9 o’clock is really where it’s going to be the issue.” Mayor Luke, “Count how many cars are going to fit in...” Lauren Hull, “It’d be a lot, yeah.” Mayor Luke, “Alan (Superintendent Schneider) ...” Superintendent Schneider, “Only thing you might consider...the rec center (Burlington Recreation Center) has some—they’re doing all the ball field lights.” Lauren Hull, “Okay.” Superintendent Schneider, “They were working in Jones Park, or getting ready to. The only thing I’m not sure about is their work schedule and where they will be working there around the ball fields. It’s just—I don’t know anything for a fact, but that could be an issue, possibly.” Lauren Hull, “...Shouldn’t, okay. We can get with them on that for sure.” Chief Roney, “What day was this again?” Lauren Hull, “It will be Tuesday, November 25. And we can choose a different route for them to go in—in fact, we could use the rock entrance and make the loop smaller. Our concern was just, if people lined up going down—is it Alleghany right there—if they would start hitting the highway and we didn’t want to get cars out on the highway while they are in line waiting for a meal kit, so...” Chief Roney, “There’s plenty of room there at the rock entrance on that black top. We can double them up or whatever, but we can make it happen right there.” Lauren Hull, “Okay.” Superintendent Schneider, “It may not be an issue, but there is that possibility.”

Superintendent Dauber, “Are you going to need barricades from the Street Department?” Lauren Hull, “Well, it kind of depends. If we just use the rock entrance into a short loop, then we wouldn’t need a barricade, especially if officers are directing traffic, but if we’re going to put the barricade up, then I mean, we could put cones or something out...or park a vehicle there just to block it off. Yeah...” Mayor Luke, “You want to work with Mike (Chief Roney) on that? And Kyle, if it ends up that we need it, Mike can get in touch with you.” Superintendent Dauber, “Yeah, that isn’t a problem.” Lauren Hull, “Okay.” Mayor Luke, “Any other questions?” Superintendent Boyce, “I think the biggest thing is just don’t rent out Kelley Hall or the 4-H building, and we should be good.” City Clerk Brown, “We did block those off.” Superintendent Boyce, “Everything else we can work around.” City Clerk Brown, “No one was in them; we blocked them off.” Lauren Hull, “Okay.”

Council Member Ernst, “I move to allow the Coffey County Sheriff’s Department to block the Kelley Park main entrance from 9 a.m. to 12 p.m. on Tuesday, November 25, 2025, to distribute Thanksgiving Meal Kits.” Council Member Van Horn, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

PUBLIC COMMENTS:

Council Member Van Horn, “It’s your time to shine, Jay.” Jay Hale, “You might not have realized, but next week is Thanksgiving. And, you know, my wife and I are very grateful that God led us to this town. At this time, I appreciate—I don’t always agree with your decisions in the City, but I appreciate the work that you do for the City, and for the crews, and all the City departments that do this. We have a safe place

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to live, a comfortable place to live, and so, we personally appreciate all that the City does give us, where we live. We are grateful that God brought us here several years ago.” Mayor Luke, “Thank you.” Jay Hale, “Thank you.” Council Member Curtiss, “And we’re glad of that.”

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Superintendent Schnieder, “The men are still doing normal duties: tree trimming—very little, doing lots of line locates, line maintenance, things like that.”

Call-outs: Superintendent Schneider, “We did, since last council—we did work two call-outs. One customer had partial service, one customer was out of power. Those were different dates/times, and it only affected two separate residents—or, one on each call-out. We were able to get that taken care of fairly easily and pretty much just normal, just normal duties.”

Maintenance: Superintendent Schneider, “We’ve been doing a little bit of truck maintenance.”

ELECTRIC DEPARTMENT: Personnel: Cody Goracke

Superintendent Schneider, “Next thing I have, I don’t know if Anne (City Clerk Brown) wants to talk about Cody or not. . . . You (City Clerk Brown) have got the letter.” City Clerk Brown, “We do have a letter of request for leave for Cody Goracke for injury. If you (Mayor Luke) would like to read that. . . .” Mayor Luke, “This is a formal request for leave of absence for Cody Goracke. The leave of absence is requested from October 30, 2025, through recovery and doctor's written release to return to work. Also, should he need something outside of what is approved, that the Superintendent is able to work with the electric committee to discuss and resolve.”

Council Member Van Horn, "I move to approve a Leave-of-Absence for Cody Goracke from October 30, 2025, until acceptable release by a physician." Council Member Strawder, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Normal duties.

Truck Bids: Superintendent Schneider, “Okay, so while I’ve got your attention, moving on to the power plant crew. It’s been a little bit of time back—I got approval to go out for bids for a plant truck. We do have the bids back. I don’t know if you all have the numbers in front of you. . . .” City Clerk Brown, “They’re in the packets.” Mayor Luke, “They’re in the packet.” Superintendent Schneider, “Crow Moddie Ford was the cheaper bid by \$1,142.00. It would be my recommendation that we go with the lowest bid. I’m just asking for your permission to go ahead and get it ordered and get it coming. I think that bid sheet, Anne—I don’t remember—I think it. . . did it say 30 days?” Council Member Curtiss, “On or before April 15. . . yeah, 30 days.” Superintendent Schneider, “Thirty days?” Council Member Curtiss, “Yeah.” Superintendent Schneider, “Okay, so that should get it to us by the end of the year, and we can still get that on this year’s budget.” Council Member Ernst, “And that was budgeted for this year, Alan?” Superintendent Schneider, “Yes, it was. And again, that is for the power plant crew.” Mayor Luke, “At this time, I would accept a motion to present the—to accept the bids as bona fide.”

Council Member Van Horn, "I move to accept the bids presented for a truck for the Electric Department 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.

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Council Member Van Horn, "I move to accept the bid of \$44,831.00 from Crow Moddie Ford in Burlington for a 2026 Ford 2500 2WD Longbed truck, as being in the best interest of the City." Council Member Ernst, "I second the motion."

Mayor Luke, "Did Martin (Council Member Ernst) second?" Council Member Ernst, "Yes, I did." Mayor Luke, "Any discussion? What are you going to do with the old one, Alan?" Superintendent Schneider, "Well, you know, Anne and I never did get pinned down on that yet. I'm guessing either we need to advertise for sealed bids, option 1. Option 2 would be, the old—would just be Purple Wave or whatever it's called now." Mayor Luke, "Okay." Superintendent Schneider, "It depends on how local—I mean, if we want to do..." Mayor Luke, "It's been around a while." City Clerk Brown, "It's an old truck." Superintendent Schneider, "Yeah, it's an old truck....so, we don't want to stick anybody with a bad product—if they kind of understand that they're going into a sealed bid as well." Mayor Luke, "Okay." Superintendent Schneider, "So, I can't really straight-up answer your question, Stan." Mayor Luke, "Okay."

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

Reports: Superintendent Schneider, "Okay...and then, on to just the normal power plant updates: still completing plant reports."

Maintenance: Superintendent Schneider, "We're doing normal maintenance. We did get a maintenance run-in. I think that was last week, I believe."

EMC Insurance: Superintendent Schneider, "We did get a visit from our insurance carrier, EMC, at the power plant. We had one of them was in sales with them, and the other gentleman was kind of their inspection guy. The one guy comes around every couple of years and just looks, and we discuss what's new and those kinds of things, or any future plans that they have. So, I'm not sure why exactly, but two of them were on site, and they looked our plant over pretty good. Basically, what it turns out to be is that they have got a new boss at some level in the company, and they have decided to change the way they are doing inspections and everything, so we kind of went through our reporting process on everything and records that we keep on our maintenance that we do, and things like that. In the past, they've never asked or worried about it, but they—as part of their new objective coming from up above those gentlemen—they were here and looked it over. Like I said, they usually come in anyway every couple of years, so it was just a normal visit, but we had a conversation about some of the policy changes within their company. We spent a lot of time with them. One gentleman...I guess he's got a little bit of education on plant work. We took some extra time with them—tried to get them to where they got all the information that they needed, and they understood everything, and how we do it. It was a good visit." Council Member Ernst, "Do we see any issues—I mean, that we need to change because of this?" Superintendent Schneider, "No...I didn't take anything away from it that they wanted us to do differently. I mean, I think they were fairly satisfied and...no, everything really was good. We talked about everything from our substation into the power plant and even our fuel tanks. We feed out of the big fuel tanks into smaller tanks in the power plant itself, that the generators actually run off of. They were just wanting to know procedures on how we did things, and I think they left happy." Council Member Ernst, "Good."

ELECTRIC DEPARTMENT: DISTRIBUTION Update

Fiberoptic Companies: Mayor Luke, "Anything else, Alan?" Superintendent Schneider, "Not really...if I could back up a little bit on the distribution side.... We have met with two of the companies wanting to put fiber on our system. I noticed before I left work tonight to come up here that the third company reached out to me, and I need to visit with Anne. We'll probably have a meeting with that last vendor sometime next week. I need to kind of—we kind of need to see when Anne and I are available, and I'll get back with him. We'll see if we can get our times to meet up. And then, I've explained it to them already, they are going to have to pay attention to each other when they're working. We're not going to babysit their progress. They have been really good about it. They can go work another area if one crew is

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already in a certain part of town. So, it just gave them a little bit of planning as far as knowing that they're going to have to consider other people while they are doing their job, so...I think everything has gotten lined out finally and everybody has been really in agreement, so I think we're okay there as well." Mayor Luke, "Alright."

QUESTIONS/COMMENTS:

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, rereads, customer calls, and concerns.

Water Meter Replacement: Superintendent Hawkins, "We're still replacing water meters in the Southwest part of town. That's going to take us some time, but we're working on them. Right now, we're cutting lids and putting the radios in the tops of them and installing them as we can."

WATER AND WASTEWATER: Production Update

General: Normal duties.

Training: Superintendent Hawkins, "Chris (Water and Wastewater Foreman, Chris Hammond), and I did go and visit Beloit, Kansas, the other day with Dan and Stewart, and Jonathan. We are learning a lot about the clarifiers and the differences between the rectangular type clarifiers and the solid contact basin clarifiers, and it's really starting to come together with that, so we're still going to visit one more, right (Daniel Stack)? Daniel Stack, "Yeah." Superintendent Hawkins, "And then after that, we'll sit down and discuss what we're really wanting to look at, so that's moving along really good."

Winterizing: Superintendent Hawkins, "We've been working on going around winterizing; getting things ready for our pump station, water towers, outbuildings, bulk water storage, with making sure heaters are up and going and ready for winter."

Lime Silo: Superintendent Hawkins, "We finally got the lime silo fixed yesterday. That was a relief. We've been on the phone with the guys in New Jersey with Acrison for quite a while, but we finally got it fixed, and that's behind us now, so that's a good thing."

Daniel Stack – Schwab Eaton: Superintendent Hawkins, "And just been working with the engineers, and Dan's (Daniel Stack) here. As I said in the last meeting, he's going to come and give you an update of where we're at, so I'm going to let Dan..." Daniel Stack, "Yes! Thanks for having me. We have been working on the lagoon Geo Technical Services from the last meeting. I guess, just a little background, we've got the Kansas Water Supply Loan Fund that we got turned in on October 15, and we've had some back and forth with KDHE (Kansas Department of Health and Environment) since then, and made some revisions last week, and got some of their comments addressed. So that's been—we've gotten confirmation that happened, actually, today." Superintendent Hawkins, "...(inaudible)..."

Daniel Stack, "Moving along on that... Part of that process was to look at the three lagoon sites, and we did get those into the loan application for the environmental review, and that was completed on November 5th. And then, I've gotten a couple of proposals for investigating the three lagoon sites. We've gotten two of them: one from UES (UES Professional Solutions 25, LLC) and one from Terracon. They were close on their proposal fee. They were around \$12,000 for one, around \$13,000 for the other, so they were pretty close. We believe UES is the cheaper one by a little bit, as well as they're a little quicker on the turnaround. So, they thought they could get it done—they were 38 days, the other guys were about 7 weeks,

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or 49 days. But we should go with UES, they are a little bit more reasonable. They are out of Wichita, and they do have a Salina office as well, so we work with them periodically.”

“And, as a part of our current engineering agreement with you all, we’re proposing to amend that today and add the Geo Technical Services into that so that we can run that as a part of our current contract with you all, and then they just work for us, and then it’s a pass-through, basically, fee. As a part of that, with the state revolving loan fund, since you’re applying for that, and the idea is we are going to get an agreement for that in the spring—all of these expenses would be reimbursable, or eligible for that loan agreement and that loan forgiveness that you all are—have been notified of this last summer, so we feel like that’s the best way to get this geo technical work done. We would add the amount in there of \$12,300.00 for the Geo Technical Services, and then add in the SRF (State Revolving Fund) loan.... let’s see, what is it called...the SRF Professional Services Contract Provisions for Consultant Contracts, and that would be part of the agreement as well.”

“And so, then, from now on, this would be eligible for loan and loan forgiveness as the project moves along. It looks like that’s the agreement that we would like to—addendum to the agreement for today—Supplemental #1, I believe, is what we have. I’ll stand for questions.” Council Member Ernst, “How much will the SRF Contract change...add to the agreement?” Daniel Stack, “Currently, we are just proposing today to add the \$12,300 to it, so it’s going from \$429,000 to \$441,300.” Council Member Ernst, “But that \$12,300 is for the Geo Technical Services?” Daniel Stack, “Correct. Just the Geo...it’s pretty well outlined in there that it’s just for the Geo Technical Services, the proposals that we received from them.”

Council Member Van Horn, “So they haven’t done any core sampling yet? We’re not any further on knowing what’s going to work?” Daniel Stack, “No, we’re not. I have talked with the property owners, and one of them definitely wanted to get his beans out of there, and I believe that’s pretty close to happening. Mr. Sowder said yep, he’s amenable to us going on his property, but we need to explain to him how we are going to prepare the ground and fill the hole and so yeah, we thought we’d better get a geo technical provider on board and then we can work through that with each property owner...and get access to their property.” Council Member Van Horn, “So, just to make it clearer in my brain...these Geo Technical Services people, all they’re going to do is the core testing? They are not going to do any work, they are just going to figure out the suitability of the sites, right?” Daniel Stack, “That’s correct. Yep. They’re going to—quite a little bit—15 borings, so about 5 per site...going down 20 feet to see if there’s groundwater because the lagoons have to be a 10-foot minimum above the groundwater, so we have to make sure there’s groundwater there. They are going to be taking samples of the dirt. So, they call them 4-6 split spoon samples per hole, so those are the things they’re getting. If the dirt is amenable for a lagoon—for construction, basically. And so yeah, that will be a decent amount of work that they’ll be doing, and then they’ll get us a report and get us recommendations, and whether or not each place is suitable. So yeah...that’s what they’ll be working on.” Council Member Van Horn, “And do we have any idea how long that process will take?” Daniel Stack, “About 30 days....” Council Member Curtiss, “Thirty days...” Daniel Stack, “...38 days...” Council Member Van Horn, “Okay, thanks.” Daniel Stack, “That’s what they’ve got in their contract. So, it’s like, when they put that in there, it’s good, we can hold them to that.” Council Member Van Horn, “Alright....” Daniel Stack, “So, if we give them a notice to proceed tomorrow, then arguably that should happen in 38 days or less, we hope.” Council Member Van Horn, “Alright, thank you.” Daniel Stack, “Yes.”

Council Member Curtiss, “Do we need to accept the ‘addendum 1’ before the cost?” Mayor Luke, “No, we need to accept the cost first....” Council Member Curtiss, “...Cost first...and then...” Mayor Luke, “...And then the addendum. That way we know the cost and we can then tie it in...” Council Member Curtiss, “...To the addendum...” Mayor Luke, “...in to the loan process for SRF.” Council Member Curtiss, “Okay.”

Council Member Ernst, "I move to accept the proposal of \$12,300.00 from UES Professional Solutions in Wichita, as being in the best interest of the City." Council Member Curtiss, "I second the motion."

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Mayor Luke, “Any additional discussion?” Council Member Curtiss, “And that’s 30 days from whenever you contact them?” Daniel Stack, “Notice to proceed...if you sign the agreement tomorrow, if it passes tonight, then we can start that clock tomorrow.” Council Member Curtiss, “Okay.” Mayor Luke, “Before the end of the year, it would be done.” Council Member Curtiss, “Yep, good.” Mayor Luke, “Any other discussion?”

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

Mayor Luke, “Okay, now we need the other motion.”

Council Member Ernst, "I move to accept addendum 1 to the professional service agreement between Schwab-Eaton and the City of Burlington to include the Geo Technical Services cost and the SRF contract provisions." Council Member Curtiss, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 6:0.

Daniel Stack, “Thank you very much.” Mayor Luke, “So we should see some action here shortly?” Daniel Stack, “Yes.”

QUESTIONS/COMMENTS:

STREET DEPARTMENT: Update

General: Superintendent Dauber, “We’ve been doing normal duties.”

Maintenance: Superintendent Dauber, “We’ve been doing some vehicle and equipment maintenance.”

Curb and Gutter: Superintendent Dauber, “We’ve been running the street sweeper a lot, trying to keep up with the leaves.”

Alley Work: Superintendent Dauber, “We’ve been doing a lot of alley work.”

Culverts: Superintendent Dauber, “We installed one new driveway culvert and two culvert extensions within the last few weeks.”

Tilling and Seeding: Superintendent Dauber, “We’ve been doing some tilling and seeding on those work areas that we performed work on.”

Winterizing: Superintendent Dauber, “We did maintenance on our salt spreader boxes in the last week, trying to get them ready for this winter and make sure that everything is in tiptop shape for that.”

Call-out: Superintendent Dauber, “We had a callout Monday, the 10th, for a stop sign down at 16th and Kennebec. It was actually a county sign. We helped them out by putting a temporary sign up until they get out there and fix the sign.”

Training: Superintendent Dauber, “I did have Daniel Myers go to a class in Hutchinson on the 18th for his spray applicator license continuing education. And that’s about all we’ve been doing.”

QUESTIONS/COMMENTS:

Mayor Luke, “And we haven’t had any contact with respect to the housing project by the school?” Superintendent Dauber, “Nope. I have seen the OneCall for them to dig, but I haven’t seen any action, and I haven’t been notified by anybody of anything going on yet.” Council Member Ernst, “Aren’t they flagging or something? Haven’t they...” Mayor Luke, “Yeah, that’s OneCall.” Superintendent Dauber, “Yeah, that’s the OneCall.” Mayor Luke, “They’re mostly all red flags, so...”

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POLICE DEPARTMENT: Update

General: Normal duties.

Activities/Cases: Chief Roney, “Officers have been working on numerous traffic stops. We’ve had a couple of commercial alarms. We’ve had numerous medical assists. We’ve had a lot of citizen assist calls. We’ve had a couple of vehicle fire calls. We’ve had multiple accidents and several vehicle lockouts. We assisted an agency on a wreck just outside of town, and then I had officers assist on a domestic call out in the county. And then, we’ve had several walk-ins for VIN’s and we’ve got a couple of warrant arrests.”

Nuisance Properties/Nuisance Vehicles: Chief Roney, “We have done some follow-up up and some of the issues that we’ve had, they have taken care of those issues, but they’ve replaced them with other issues. So, we’re still following up with that and explaining the process. Sometimes it takes a little bit to explain how the process works.”

City Court: Chief Roney, “And then, we do have several going through our court system. We just had court the other night. And that’s all I have.”

QUESTIONS/COMMENTS:

PARKS DEPARTMENT: Update

General: Superintendent Boyce, “Cleaning public buildings, restrooms, and building and equipment maintenance.”

Mowing: Superintendent Boyce, “A little bit of mowing, still.”

Mulching Leaves: Superintendent Boyce, “We’ve been mulching leaves in Kelley Park.”

Winterization: Superintendent Boyce, “We’ve got everything winterized that’s seasonal. That’s all I have.”

QUESTIONS/COMMENTS:

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2025-21	\$	<u>384,515.31</u>
b. Payroll Ordinance	2025-24	\$	<u>116,832.11</u>
	TOTAL	\$	<u>501,347.42</u>

CLAIMS 2025-21: *Council Member Curtiss moved to approve City of Burlington Claims Ordinance 2025-21 for the amount of \$384,515.31. Council Member Ernst gave the second.* Mayor Luke, “Anne (City Clerk Brown), you’ve got some highlights?” City Clerk Brown, “Did Nathan give the second?” Council Member Strawder, “Both of us said it.” Council Member Ernst, “Nathan (Council Member Strawder) did.” Mayor Luke, “It’s hard to see from that side of the table.” City Clerk Brown, “I knew it came from there, but I wasn’t sure which one it was. We have Anixter, Inc. for \$6,563.71, BG Consultants for \$6,900.00, C&B Equipment dba Douglas Pumping Service for \$6,454.07, Dave’s Pumping, LLC for \$45,710.00, and Kansas Power Pool for \$204,687.74.”

Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Claims Ordinance 2025-21 passed unanimously, 6:0.”

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PAYROLL 2025-24: *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2025-24 in the amount of \$116,832.11.” Council Member Strawder gave the second. Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Payroll Ordinance 2025-24 passed unanimously, 6:0.”*

PLANNING & ZONING: Update

General: Normal duties.

Census Update: Zoning Clerk Hugunin, “Finished the census update today. I’ve been working on inventory. I think every department should have gotten them. I put them in their baskets.”

Nuisance: Grass/Weeds Update: Zoning Clerk Hugunin, “Still dealing with yards. We’re almost in December, and I’m still having people that need to mow their yards, which is unusual.”

Emails: Zoning Clerk Hugunin, “There have been some emails coming in, and I don’t know how many people are getting them, but it will say your mailbox is full. It will have your email address on there, and it will say ‘mailbox is full’...delete it! That’s not from Advantage Computer, it’s just—they’re out there trying to phish, get the information out of you. More than likely, if you click it, it could take you some place and they’re going to lock your computer, so don’t do it. That’s all I got.”

QUESTIONS/COMMENTS:

LEGAL DEPARTMENT: Update

General: City Attorney Wright, “I don’t have anything specific.”

QUESTIONS/COMMENTS:

CITY CLERK: Update

General: City Clerk Brown, “City Hall personnel have been busy preparing meter readings for utility billing, work orders, and preparing vouchers for bill paying, payroll, and minutes for council meetings.”

Christmas: City Clerk Brown, “We do have 24 board members. This is the time of year that we usually approve to do a \$20 Chamber of Commerce Christmas gift certificate for them, so I would like to request that at this time.”

Council Member Curtiss, “I move to give a \$20 Chamber of Commerce gift certificate to each Board Member.” Council Member Ernst, “I second the motion.”

Council Member Van Horn, “Last year, we as council members waived our gift certificates, and it’s my suggestion that we do that again.” City Clerk Brown, “And that’s why I just had the board members on there this time and not...” Council Member Curtiss, “That’s what I thought, yeah.” Mayor Luke, “The council’s not on there.” Council Member Van Horn, “Okay. Alright, thank you.” Mayor Luke, “Yeah, there’s 24 other people.” Council Member Van Horn, “Well, I didn’t do the count, so...”

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

Goals and Accomplishments: City Clerk Brown, “Shayla (Administrative Assistant Befort) has handed out the Goals and Accomplishments for 2025, and just a reminder to everyone to have them returned to her by Monday, January 5, 2026.”

BOOK 27
November 19, 2025

Closing: City Clerk Brown, “And then, we will be closed—City Hall, City itself, will be closed next Thursday, November 27th, for Thanksgiving Day. Then, in previous years, we have always allowed the employees to choose if they would like to take the Friday after Thanksgiving off, using their own personal time: either vacation time, comp time, or without pay. We don’t need approval for that. That has been passed, but just want it as a reminder. So, we will be closed Thursday and Friday...at people’s choosing. Then I would also, at this time, like to request approval for Friday, December 26th, for the Christmas day off— employee Christmas day off, that you give us, and that had already been passed in the past. I just would like to let you know that that’s the day we’ll choose is Friday after Christmas, off for our gift day, and we appreciate that. Thank you all for giving that to us.”

Calls/Inquiries: City Clerk Brown, “And then, just normal calls and inquiries.”

Soffits: City Clerk Brown, “And if you noticed, Meridian Roofing was here and tore out—they’re moving pretty fast. I think it’s come down a lot easier than they thought it was going to. They’ll be gone, probably the next couple of days. They’re going back to fabricate pieces to be able to come back and put that in, so that’s moving fairly quickly.” Council Member Van Horn, “It already looks better.” Council Member Ernst, “Did they...” Mayor Luke, “Even with the holes.” Council Member Ernst, “Did they give an estimate on when they would actually be done with the project?” City Clerk Brown, “They said possibly three weeks, at the longest, but as fast as it’s moving, hopefully sooner.” Zoning Clerk Hugunin, “And they did say it wasn’t far from all of that failing and falling. It was getting—the wires were holding up that stucco the frame had stuck to, the wires were rusty, and all of that was causing everything. It was pretty close to coming down.”

QUESTIONS/COMMENTS:

REPORT BY CITY OFFICERS:

MAYOR’S COMMENTS:

Mayor Luke, “I don’t have anything that I need to bring up at this time. Next meeting we should have...no, we won’t either. Before the 17th we’ll have, I hope, our rate stuff in to Kansas Power Pool for next year’s budget, and then for costs, on the meeting of the 17th. So, at this time, I want to wish everybody a happy Thanksgiving, and I hope you all...well, eat what you want, but I guess don’t eat too much.” Council Member Curtiss, “That’s what Thanksgiving is for.”

Mayor Luke declared the meeting adjourned.

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