

BOOK 27
December 17, 2025

BURLINGTON CITY COUNCIL REGULAR SESSION 12-17-2025

City of Burlington Governing Body met in Regular Session at City Hall's address, 1013 N. 4th Street, Burlington, Kansas, at 4:00 p.m. Wednesday, December 17, 2025. 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 (President of Council)	<input checked="" type="checkbox"/> Maxi Berryman	<input type="checkbox"/> Cara Mays
<input checked="" type="checkbox"/> Lila Van Horn	<input checked="" type="checkbox"/> Nathan Strawder	<input type="checkbox"/> Martin Ernst

Superintendents Present:

<input type="checkbox"/> Kevin Boyce (Parks)	<input checked="" type="checkbox"/> Alan Schneider (Electric)	<input checked="" type="checkbox"/> Kyle Dauber (Street)
<input checked="" type="checkbox"/> Mike Roney (Chief of Police)	<input checked="" type="checkbox"/> Danny Hawkins (Water/Wastewater)	

Also Present:

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

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Christopher McDonald, Stephen Mastin, Jon McCracken, and Rebecca Petterson

AGENDA: Mayor Luke, "Tonight, for our agenda, I have one thing to add under finance. Under Claims Ordinance #2025-23, \$423,398.29. Under Payroll Ordinance #2025-26, \$117,101.64, for a total of \$540,499.93. Are there any other additions to the agenda? Hearing none, I would accept a motion to approve the agenda as amended."

Council Member Curtiss, "I move to approve the agenda as amended." Council Member Strawder, "I second the motion." Motion unanimously carried, 4:0.

MINUTES 12/3/2025: Mayor Luke, "You have before you the draft minutes of our regular session of December 3, 2025. Are there any additions or corrections to those draft minutes?"

Council Member Curtiss, "I move to approve the draft minutes of December 3, 2025, as presented." Council Member Strawder, "I second the motion." Motion unanimously carried, 4:0.

Mayor Luke, "We have no appointments scheduled for this evening. Are there any comments from the public?"

PUBLIC COMMENTS: None

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Superintendent Schneider, "So, the linemen have been doing just pretty much just normal line maintenance, a little bit of truck maintenance."

Call-outs: Superintendent Schneider, "We worked three call-outs since Saturday evening. Saturday evening, I suppose, was wind damage. A jumper for a line tap affected maybe five blocks of customers. It

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didn't take very long to fix. And then, on Monday, we had a squirrel. Then Tuesday, that was a squirrel as well. It was minor repairs, nothing too serious. We got them into service right away."

Tree Trimming: Superintendent Schneider, "The men did go out—we did clear a tree for a customer that was kind of close to our power lines. The tree trimming company, which they weren't comfortable or they're not certified to get near the electric lines, so we went out and we cleared everything back as far as we could so their crews could come in and get the rest of that tree down, which that was a big deal for us because that tree for many many years has been a pain and the potential was, had it taken that line down, it would have affected basically the whole downtown business district, the water plant, and a little bit beyond the water plant. So, that was really of benefit to us. So, a couple of hours for us really benefited us. And then that's, I believe, that's all I have on the distribution side."

ELECTRIC DEPARTMENT: PRODUCTION Update

Fiberoptic Companies: Superintendent Schneider, "I've been working with the various fiber companies here recently as they're getting deployed and trying to get set up with what they are doing. (Phone ringing) And that's the sheriff's office right now...."

Generator Maintenance: Superintendent Schneider, "And then the guys over at the power plant, we did do maintenance runs on three of the units yesterday and two of them today, so that's got us tested for the month."

General: Superintendent Schneider, "They're just basically doing normal plant maintenance."

Reports: Superintendent Schneider, "They have been completing reports over there as well. So, everything has been going really pretty good."

Personnel – Cody Goracke: Superintendent Schneider, "Cody (Goracke) is back to work, light duty. I've been having him do the end of our inventory reporting, and he has been doing some metering work on the computer, getting it into the system, stuff like that. He's just on light duty, but we've been keeping him pretty busy so far. He came back on Monday. So, he is a little bit sore, but that's to be expected for what he went through. Other than that—other than that, I believe that's all I've got."

KPP Energy: Superintendent Schneider, "I did go to the KPP (Kansas Power Pool) meeting the other day. Denny Noonan (Electric Plant Operator) rode with me so that he could start getting used to the other side of, kind of, what they talk about, his meetings on that generation crew committee."

Electric Rates: Superintendent Schneider, "Rates are going to be up just a touch on our wholesale side next year, and the projection is that the following few years the wholesale rates should start climbing back down, not a lot, but some to get us back to about our normal. We're still lower than what we were the last...what, 5 or 6 years ago, Stan (Mayor Luke)?" Mayor Luke, "Yeah, about 5 years ago." Superintendent Schneider, "So, our rates now are actually lower than what they were then. We hit a tough patch there, but the projection really looks pretty good as far as the wholesale rates as well."

QUESTIONS/COMMENTS:

Superintendent Schneider, "And if anybody wants the particulars on those, I've got numbers on my desk, but I can't spit them out right now. Anybody is welcome to contact me if they've got any questions."

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WATER AND WASTEWATER: Distribution Update

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

Water Meter Replacement: Superintendent Hawkins, “We’re still on the Southwest part of town. We’re still putting in meters. That’s still going to take us a little while, but we’re working on it.”

Blue Water Tower Maintenance: Superintendent Hawkins, “Right now we’re getting ready to do the repairs on the blue water tower, so I’ve been talking with Nathan Gray with TankSpek, and he is going to be here right after the first of the year. So, they are wanting to get in there and get that taken care of. Their thing is going to take roughly about 3 weeks, so we’re going to have to run on pressure instead of level at the plant, but we’re ready to get that behind us and then be done with that. Those repairs should be done shortly here.”

Sludge Ponds: Superintendent Hawkins, “I did talk with Dan Stack with Schwab Eaton. GeoTech is scheduled to come here on December 29th and 30th to do the bores on the properties, so that’s done. Dan did reach out. He got a hold of all of the landowners and got their emails, and then they signed a paper, you know, giving permission for it to happen. So, that’s completed. We should see them on December 29th and 30th.”

Training: Superintendent Hawkins, “Tomorrow I’ll be with Dan. We’re going to be going to Rural Water District #6 (RWD #6) in Franklin County. They have a clarifier system up there that we are going to look at that is coming off of the Marais Des Cygne River, which is going to be really close to what we’re going to have here. So, I am really looking forward to seeing that system and talking to the operators up there tomorrow.”

WATER AND WASTEWATER: Production Update

Repairs: Superintendent Hawkins, “There at the water plant, we did take down our ammonia tank; cleaned it completely out, did some maintenance on it, put some new fittings on it. The guys did a great job. They went in, and they put new concrete mortaring underneath it. It looks really nice. They did a great job. So, we got that completed. It will be filled tomorrow with Brenntag (Brenntag Southwest Inc.) coming.”

Water Usage: Superintendent Hawkins, “With the cold weather and the months that we’re in right now, the plant’s always a little finicky when the weather is cold and stuff. We are running about 5 to 6 degrees Celsius in the water, but we’re making it happen. We’re pumping roughly around 480,000 gallons a day is kind of our average.”

WATER AND WASTEWATER: Municipal Water Conservation Plan

Superintendent Hawkins, “In your packets, we have what’s called a Municipal Water Conservation Plan. It is with Doug (Helmke) with the Kansas Rural Water Association. He came and helped assist us with it because we needed to get it up to speed. It was behind its time. Do we need a motion?” City Clerk Brown, “Yes.” Superintendent Hawkins, “Okay, alright. I’ll just let you (City Clerk Brown) take over there.” City Clerk Brown, “We had already passed the ordinance (*Ordinance 917, Water Drought Emergency was adopted by Council on 10/15/2025*) back in October, we just needed to change a few words of that. So, we’ve got that done, and now we just need to approve this new plan tonight so it can go along with the ordinance and they can get it to the state for all they need there.”

Council Member Curtiss, “I move to authorize the Mayor and the City Clerk to sign a Municipal Water Conservation Plan as presented.” Council Member Strawder, “I second the motion.”

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Council Member Van Horn, “Can you tell us what those changes are?” City Clerk Brown, “He did send them earlier, I don’t have them in front of me.” Superintendent Hawkins, “A lot of the plans—what it was is in the provisions from the last one, it was basically rough, so that if you were in a water watch, then you had like 1 million gallons of usage that was done at that time. If it went into a warning, then it went to 1.5 million, meaning usage at the plant. If it went to an extreme drought, it was like 2 million. Well, we never got to those limitations, so what Doug did—Doug was really good—he helped explain it out a little bit. So, you base it on percentage and base it on population. So, those numbers, when you look at the packet, you’ll see that those numbers went down to more realistic numbers. So, instead of like millions, it’s like 836,000 or something like that. So, those were the big changes that the state really wanted us to look at.” Council Member Van Horn, “Thank you.” Superintendent Hawkins, “You bet.”

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

Mayor Luke, “We will get that ready to go to the state.” Superintendent Hawkins, “Okay.”

WATER AND WASTEWATER: Production Update

Thank you’s: Superintendent Hawkins, “And again, Doug came down to the water plant, and he helped us. In fact, he has already helped me with two other emergency deals for the EPA (Environmental Protection Agency). That deadline is due June of 2026, and the other one is due December of 2026. So, those are completed too. Shayla (Administrative Assistant Befort) doesn’t know this yet, but I’m going to come down and harass her to see if she’ll help me with getting it ready. But we’ll present that to the EPA. It’s already done; it’s just a matter of putting it all in the folder and shipping it to the EPA. And I want to thank Doug for that because he really helped me with that. That’s taken care of.”

Personnel – Cody Cowan Resignation: Superintendent Hawkins, “The last thing that I have is disheartening, because I mean, Cody Cowan gave a letter of resignation. I’ve got to congratulate him because he’s going to be going to Alaska. So, he is going to take a job doing some oil field work up there on the North Slope in the dead of winter. I don’t understand that, but he’s taking that job, and so I’m losing a really good operator. But he’s got his letter of resignation if you’d like to read it. I would just ask that we could go out and accept applications.”

Council Member Strawder, “I move to authorize Superintendent Hawkins to advertise the Non-Certified Water/Wastewater Operator position until filled.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

QUESTIONS/COMMENTS:

Mayor Luke, “It’s all in your corner now.” Superintendent Hawkins, “Thank you. I appreciate it so much. Thank you. That’s all I have.”

STREET DEPARTMENT: Update

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

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

Building Cleaning: Superintendent Dauber, “We’ve been doing some organization around our shop.”

Hauling Rock: Superintendent Davidson, “We’ve been hauling rock in to stockpile. For this time of the year, we’re a little slow, and it’s a good filler job.”

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Curb and Gutter: Superintendent Dauber, “We’ve been running the sweeper.”

Hazardous Tree Removal Cleanup: Superintendent Dauber, “We did assist the Parks Department. They took out the trees on Neosho on the sidewalk, and we assisted them in pouring back the concrete and getting them all fixed back up.”

Sink Hole: Superintendent Dauber, “We did find a sink hole on the South side of the Rec Center (Burlington Recreation Center), right above where that concrete drainage runs right along the South side of the Rec Center. They have tapped their gutter drains into that, and around where the gutter drain went into the concrete sewer, it created a sinkhole that opened up and started sucking water in, so we patched it back up with some concrete and covered it back up. It should be good to go. And then, that’s all I have right now.”

QUESTIONS/COMMENTS:

Mayor Luke, “Are we ready salt-wise, or what are we using for the streets for the winter?” Superintendent Dauber, “Yeah, we are in pretty good shape there. We’ve got a full bin of mix and probably half a bin of salt. We use the mix 90 percent of the time over salt, so…”

POLICE DEPARTMENT: Update

Activities/Cases: Chief Roney, “Officers have been busy conducting traffic stops, working some felony cases, agency assists, citizen assists, and lockouts. We’ve had numerous walk-ins to get VIN inspections at the Police Department.”

C.A.S.A.: Chief Roney, “The toy drive is going great. It’s about done. Friday, I’ll be taking the toys to where they belong. We’ve had a lot of citizens come in and participate in that. I’d like to thank the citizens of the community.”

Nuisance Properties/Nuisance Vehicles: Chief Roney, “We served two nuisance vehicle letters. I’ve had contact with them. Looking at this Friday for a follow-up with it. They should have those vehicles taken care of and moved out of here. We’re still trying to close out a few more before the end of the year that we have open. That’s kind of where I’m at on that.”

New Vehicle Quotes: Chief Roney, “Next thing I have is the new vehicle. I received three bids. One is Superior Emergency Response Vehicle, also known as SERV, out of Andover for a 2026 Ford Explorer AWD like we have now. It will be fully loaded with lights, all of the equipment except for a camera, and they will put our camera and our radio in. Crow Moddie Ford for just the base unit, AWD Ford Explorer, and lights, because Ford started installing lights in them. Their base just for that is \$54,103.00. Chevrolet 2WD is \$55,817.00, and that’s all it is, a vehicle, no lights, no nothing. And I forgot to tell you that SERV, for the complete unit, is \$56,444.62. That is again with everything that’s in it: lights, consoles, push bumper, cage, everything completely outfitted.”

Council Member Curtiss, “So with the Ford and the Chevy, we would have to pay for all of the extras?” Chief Roney, “Correct. So…” Council Member Curtiss, “Which runs…this one here is \$2,250.00. Is that about what it runs?” Chief Roney, “No. So, if we purchased a vehicle from Ford or Chevy, I would have to contact SERV to have the install done, and it would be approximately \$12,000 to \$15,000 for that install.” Council Member Curtiss, “On top of this amount?” Chief Roney, “On top of what we purchase it from them for.” Council Member Curtiss, “Okay.” Chief Roney, “So with SERV right now, they have one sitting and I could possibly have it in January or February for the price of \$56,446.62 roughly, and it’s already built.” Council Member Curtiss, “And you only have to have the radio installed?” Chief Roney, “What I will do is take the patrol car that we are going to get rid of; we won’t trade it. They don’t trade. We will take it

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down, they will take the camera out, they will take the radio out, they will install it, test everything, make sure it's up and ready to go, and then we would receive our vehicle." Council Member Curtiss, "Will they charge you extra for that?" Chief Roney, "They shouldn't." Council Member Curtiss, "Okay." Chief Roney, "But this day and age, you never know." Council Member Curtiss, "Now, we have this money budgeted?" City Clerk Brown, "Yes." Chief Roney, "Yes." Council Member Curtiss, "Okay." Chief Roney, "For 2026." Council Member Curtiss, "Okay." Chief Roney, "We did not purchase a vehicle in 2025." Council Member Curtiss, "Right." Chief Roney, "So, we were back in line for 2026, and this is usually the time that we try to get those bids in because if not, if I had to send a vehicle from Ford or Chevy if we purchased from them, it could take 6 months to get that install done."

Council Member Curtiss, "And what kind of mileage are we retiring?" Chief Roney, "So we are at...roughly at 110-120 thousand. It's a 2018.... I didn't bring that paperwork with me. I was actually missing it before." Council Member Curtiss, "I know you sent it to us, but I don't remember." Chief Roney, "It's over 5-6 years old. It's a high-mileage vehicle." Council Member Curtiss, "And this is what is in the rotation, correct?" Chief Roney, "It is. It is the next one to rotate out." Council Member Curtiss, "Yes. Okay. Alright. If I can read this.... Your glasses are terrible."

Council Member Curtiss, "I move to accept the quote from SERV (Superior Emergency Response Vehicle) for a 2026 Police Interceptor not to exceed \$56,444.62 with no trade-in, as being in the best interest of the City." Council Member Van Horn, "I second the motion."

Council Member Strawder, "So the existing car that we'd be getting rid of, what's the plan with that?" Chief Roney, "So, we talked. We know that Alan (Superintendent Schneider) has a truck that he is going to—we are going to figure out Purplewave or whatever he is going to do, and add that to it. We're going to do the same thing with it." Council Member Strawder, "Were the two bids here in town including a trade-in, or was it always the plan just to sell?" Chief Roney, "No. So we don't get much out of a trade-in." Council Member Strawder, "Okay." Chief Roney, "We may get \$1,000, we may get \$2,500. That's pushing it, but the patrol car trade-ins are...nothing." City Attorney Wright, "People know what happens in patrol cars. Right?"

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

Mayor Luke, "Place the order." Chief Roney, "I will. I will email them tonight." Mayor Luke, "Okay."

POLICE DEPARTMENT – Personnel – Vacation Hours

Chief Roney, "Last thing on my list here is some vacation hour requests—extension requests. Sitting down looking at numbers, the past week and then today, I will have two officers that—everybody else will be fine at the end of the year, but I have two officers that, one will have 16 hours that we will need to, if I could, extend out, and I have another officer with 24 hours. We've been in the process of trying to knock those hours out. The officer with the 24 hours was actually scheduled this week to take care of all of that, but I had an emergency happen with another employee and a family member, so I had to pull him back off of vacation to cover the shift because another officer was on vacation. So, and then the other one, it just so happens that with everybody doing their vacation at the end, he's got 16 hours. He was gone to the academy most of the year, so it was kind of tough for him to use this time. So, I would like to request, for these two officers, vacation hours extension to February 28th. That will give me two months. I believe we can get that done in that short amount of time."

Council Member Curtiss, "And we have done this in the past when this has come up before?" City Clerk Brown, "Yes, and they did have a lot of hours, but they really have dwindled them down, so that looks very good for what they had." Council Member Curtiss, "Okay. I'll let somebody else read it."

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Council Member Berryman, “I move to allow Police Officers Mark Ashley and Richard Messerly to carry over into 2026 the balance of their 2025 year-end vacation hours, with the stipulation that any 2025 vacation time carried over in excess of 80 hours must be used no later than February 28, 2026, or they will be forfeited.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Chief Roney, “And that’s all I have.”

QUESTIONS/COMMENTS:

PARKS DEPARTMENT: Update

City Clerk Brown, “I have his (Superintendent Boyce), he’s gone. I almost forgot I was supposed to read that.”

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

Mulching Leaves: City Clerk Brown, “They’ve been mulching leaves in Kelley Park.”

Hazardous Tree Removal Cleanup/Thank you’s: City Clerk Brown, “They have been cleaning up the stump grindings from the hazardous tree removal and putting dirt in the holes and putting down grass seed. They removed the last four trees downtown in the sidewalks and filled the holes with cement. They wanted to thank the Street Department for doing the cement work when they had helped them with that.”

City Hall Renovations: City Clerk Brown, “They put decorative rock on the North and South side of City Hall this week. They got that done. So, I (City Clerk Brown) would like to thank them for that. It looks nice that it’s all completed now. That’s all he had.”

QUESTIONS/COMMENTS:

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2025-23	\$	<u>423,398.29</u>
b. Payroll Ordinance	2025-26	\$	<u>117,101.64</u>
	TOTAL	\$	<u>540,499.93</u>

CLAIMS 2025-23: *Council Member Curtiss moved to approve City of Burlington Claims Ordinance 2025-23 for the amount of \$423,398.29. Council Member Strawder gave the second.* Mayor Luke, “Anne (City Clerk Brown), do you have some highlights?” City Clerk Brown, “We have BG Consultants for \$17,248.24, C&B Equipment dba Douglas Pumping Service for \$5,570.03, Kansas Power Pool for \$182,099.37, Meridian Roofing Solutions for \$22,445.00, Schwab-Eaton for \$36,905.00, TankSpek Corp. for \$10,724.00, and Wellnitz Tree Care for \$12,950.00.” Mayor Luke, “Okay. If I remember correctly, the Schwab-Eaton and the BG Consultants are both projects that we will be receiving the money back from?” City Clerk Brown, “Yes.” Mayor Luke, “(Inaudible).”

Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Claims Ordinance 2025-23 passed unanimously, 4:0.”

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PAYROLL 2025-26: *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2025-26 in the amount of \$117,101.64.” Council Member Van Horn gave the second. Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Payroll Ordinance 2025-26 passed unanimously, 4:0.”*

PLANNING & ZONING: Update

Permits: Zoning Clerk Hugunin, “I’ve been busy with permits: building permits and, believe it or not, I actually issued a permit for an inground swimming pool today. Hopefully, they get to use it before the end of the year. What year? I didn’t say which.”

Inventory: Zoning Clerk Hugunin, “I’ve just been busy with getting the inventory updated.” Superintendent Schneider, “And then you got mine right, Jimmy (Zoning Clerk Hugunin)?” Zoning Clerk Hugunin, “Yes, it was on my desk this morning or yesterday or something.”

QUESTIONS/COMMENTS:

ORDINANCE 920, POLE ATTACHMENT LICENSE AGREEMENT

Mayor Luke, “We go to licenses, ordinances, and resolutions. The first one will be Ordinance 920, Pole Attachment Agreement. I didn’t know which one of you was going to go and start that discussion.” City Clerk Brown, “Go ahead (City Attorney Wright).” City Attorney Wright, “I was just going to say this is a pole attachment agreement for Brightspeed. It is basically a mirror image of the agreement that we have with the other two vendors that we have agreements with. I think there was one minor change. Shayla (Administrative Assistant Befort), you’ll have to remind me...it was some kind of notice requirement that they wanted changed. It was not material.” Administrative Assistant Befort, “Yes, it was. They wanted to give notice themselves was what it was.” City Attorney Wright, “Yeah, they wanted to provide notice instead of the insurance company on the thing, so other than that, it’s pretty much identical. Well, it is identical to the other agreements that the City has done for the other vendors, so...” Mayor Luke, “Is anybody from Brightspeed going to make a comment?”

Christopher McDonald (Brightspeed Senior Engineering Manager), “Just that we appreciate you in working with us to complete the agreement. Brightspeed was formerly Centurylink, as we mentioned, and this allows us to update the agreement to our current business entity. We really appreciate it.”

Council Member Strawder, "I move to adopt Ordinance 920, regarding a Pole Attachment License Agreement with Brightspeed as presented." Council Member Curtiss, "I second the motion."

Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Ordinance 920, Pole Attachment License Agreement, unanimously passed, 4:0.

City Attorney Wright, “I want to say thanks to Shayla for helping me get that all together in a very timely manner. She helped me kind of get that put together, so...”

ORDINANCE 921, IDENTIFICATION OF TRAFFIC-CONTROL DEVICES AND MARKINGS

Mayor Luke, “Now we have Ordinance 921, which is a traffic-control ordinance.” City Attorney Wright, “You want me to jump in?” Mayor Luke, “Yep.” City Attorney Wright, “I’ll be happy to do that. Okay, so we’ve had some conversation around needing to have a map of all of the signs in the city, and if

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you've taken a look at the ordinance, it kind of talks about how it's a little bit onerous to do that, so instead I am proposing to modify the ordinance just to allow us to use an index that gives the location and the description of all of the traffic-control signs. I can pass this around, but that would be the proposed Exhibit A to the resolution. So basically, the old ordinance (§ 14-201 *Traffic-Control Devices and Markings*) says that you have to pass a resolution that approves a map that is on display at the City Clerk's office. This says that we're going to have an index—you have to pass by resolution an index, showing the location and the nature of the signs on file at the City Clerk's office, so it just kind of trades the map for the index." Council Member Van Horn, "Did Kyle (Superintendent Dauber) approve of that?" City Attorney Wright, "So there are two components to this. I mean, we'll just get it done, right?" Superintendent Dauber, "Yep." City Attorney Wright, "So there are two components to this. First, we have to do the ordinance to modify the current ordinance and then go ahead and pass the resolution that approves or adopts that index as Exhibit A, and it has the index for our signs." Council Member Curtiss, "Okay." Mayor Luke, "Any other questions for Philip on this?" Council Member Curtiss, "No."

Council Member Curtiss, "I move to adopt Ordinance 921, Amending § 14-201 of the Code of the City of Burlington, Kansas." Council Member Van Horn, "I second the motion."

Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, "Ordinance 921, Identification of Traffic-Control Devices and Markings, unanimously passed, 4:0.

ORDINANCE 922, ESTABLISHING CITY ATTORNEY'S COMPENSATION

Mayor Luke, "Philip, Compensation Ordinance 922." City Attorney Wright, "Alright! This is where you guys tell me if you like what I'm doing or not. I'm asking for a raise, yes." Council Member Curtiss, "I know, that was my—I did the same thing when I read this today." City Attorney Wright, "Just shook your head and said what the heck is going on?" Council Member Curtiss, "I just said whew!" City Attorney Wright, "I will say that I have actually been talking with Anne (City Clerk Brown) about this for months. It was budgeted in potentially, so anyway, tell me how you really feel." Mayor Luke, "How long have you been here?" City Attorney Wright, "So, I have been prosecuting, I believe, since 2013, and I believe it was 2020 when I came on as the city attorney." Mayor Luke, "With Tom (Thomas F. Robrahn, former City Attorney) when Tom left?" City Attorney Wright, "Yeah, when Tom left." Mayor Luke, "Yeah, that's what I thought." City Clerk Brown, "He had been talking with me about it. I had budgeted, anticipating that he would ask, not knowing for sure when he was going to present that, so my apologies for not visiting with you all about it." Council Member Curtiss, "And you have not had a raise since then?" City Attorney Wright, "I don't think since 2020." City Clerk Brown, "No." Mayor Luke, "No, it's been the same since day one." Council Member Curtiss, "I haven't either." City Attorney Wright, "We should talk. We can get that taken care of." Council Member Curtiss, "Okay."

Council Member Curtiss, "I move to adopt Ordinance 922, An Ordinance Establishing Compensation for the City Attorney for the City of Burlington, Kansas." Council Member Berryman, "I second the motion."

Council Member Strawder, "Just for numbers purposes, what percent is it?" City Clerk Brown, "He had an increase of \$500." City Attorney Wright, "It's \$500 per month. I'm sorry, I should have mentioned that." City Clerk Brown, "Yes." City Attorney Wright, "So, it's going from \$3,500 to \$4,000 per month."

Hearing no additional discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote.

City Attorney Wright, "Thank you so much. I appreciate it."

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Mayor Luke declared, "Ordinance 922, Establishing City Attorney's Compensation unanimously passed, 4:0.

RESOLUTION 2025-05

City Attorney Wright, "So this is the resolution adopting the index for the street signs." Mayor Luke, "On the back." Council Member Curtiss, "Go ahead, somebody else read it."

Council Member Van Horn, "I move to adopt Resolution 2025-05, Establishing Traffic-Control Devices Pursuant to § 14-201 of the City Code and Adopting an Appendix Identifying Such Devices." Council Member Strawder, "I second the motion."

Council Member Strawder, "So kind of process or procedural-wise on updating this, it's documented on control on the, you know, how..." City Attorney Wright, "This makes it easier to update the signs. All we need to do is to do a new index whenever you want to change a sign or update a sign and just do it by resolution, which is a lot easier than doing an ordinance because you don't have to publish and all that kind of stuff, so it kind of streamlines it and makes it less expensive to the City." Mayor Luke, "Basically, the Street Department will be the ones that install the signs, and they will do the record keeping?" Superintendent Dauber, "So when we do—that index is made off of our sign program that we have at the shop ourselves. We went through in August, I believe, and made sure that everything was up to date, and then printed off that index of all of the traffic-control devices. So, when we do put up a new sign, we'll, from my understanding, have a resolution made to put up a new sign. We'll go through and put up the new sign, then we'll update the index at that time." Council Member Strawder, "Yeah, that's what I was making sure of." City Attorney Wright, "You guys will know and will have a say because the ordinance says that the governing body decides, you know, the placement and then changes the signs as you go."

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

LICENSE RENEWALS for 2026:

Mayor Luke, "The 2026 Cereal Malt Beverage Licenses." Council Member Curtiss, "For who? Oh, okay." City Clerk Brown, "We have them here." Council Member Curtiss, "Oh." Council Member Van Horn, "Everybody but the one that we did last meeting, right?" Administrative Assistant Befort, "Yes." Mayor Luke, "Okay. We have Pete's, Casey's, Dollar General, and Family Dollar, so that's the only four."

CEREAL MALT BEVERAGE LICENSES (6)

Pete's of Erie, Inc. Casey's General Store Dollar General Family Dollar #33262

Council Member Curtiss, "I move to approve the Cereal Malt Beverage Licenses for 2026 as presented." Council Member Strawder, "I second the motion."

Council Member Curtiss, "So, this is just for?" City Clerk Brown, "Cereal Malt Beverages." Council Member Curtiss, "Okay. It's not for a liquor store?" City Clerk Brown, "No." Mayor Luke, "No." City Clerk Brown, "The liquor stores go through the state." Council Member Curtiss, "Okay. Alright."

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

Mayor Luke, "We will get those signed and to them."

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LEGAL DEPARTMENT: Update

EXECUTIVE SESSION:

Mayor Luke, “Okay, you want to do the executive session now, Philip, or later? Because there will be some action.” City Attorney Wright, “Yeah, if there’s going to be some action, then we should probably do it now.”

Council Member Curtiss, “I make a motion to enter into a 7-minute executive session for Non-Elected Personnel Matters per K.S.A 75-4319(b); with the Governing Body, Mayor Luke, City Attorney Wright, City Clerk Brown, and Chief Roney present.” Council Member Strawder, “I second the motion.”

Mayor Luke called for a vote. Motion unanimously carried, 4:0.

Entered at 6:41 p.m. and exited at 6:48 p.m.

Action Taken: Council Member Curtiss, “I move to advertise for police officer until filled.” Council Member Strawder, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried, 4:0.

QUESTIONS/COMMENTS:

Mayor Luke, “So, you’re on the clock, so to speak.”

CITY CLERK: Update

Discontinuation of Penny Distribution: City Clerk Brown, “You have in your packets, on the penny— and I’m just showing you this and telling you what’s going on with it since the government has decided not to make the pennies. We will send this notification out with the bills this month, and if people want to come in and pay with cash, we still can accept that. If they can’t pay the exact amount, anything that’s above and beyond that will post as a credit on their bill. So, we still have pennies as of right now. The bank has told us that they can’t order anymore. They do have a large supply yet, so we’ll deal with them as long as people are giving them to us, but just wanted you to know that it’s out there. We will be notifying the people.”

General: City Clerk Brown, “City Hall personnel have been busy preparing meter reading for utility billing, work orders, cereal malt beverage amusement licenses, vouchers for bill paying, payroll, minutes for council meetings, and year-end processing.”

Office Work: City Clerk Brown, “I have got the notice for our annual survey for local government financing, so I will be starting on that soon.”

Fiberoptic Companies: City Clerk Brown, “I’ve been working with MT Networks (Madison Telephone) and entering the 2026 budget, Kwikom, and Brightspeed. We’ve been working with all three of those.”

Budget 2025/2026: City Clerk Brown, “I already talked about the penny thing. And again, like we always do, we’ll leave the 2025 budget open to finish out the year, and we will have the 2026 budget open as well, so we will be dealing out of both years.”

Thank you’s: City Clerk Brown, “Again, I’d like to thank the Parks Department for getting the rock in on the South and the North side of City Hall to complete that.”

Dog Tags: City Clerk Brown, “Just a reminder that the 2026 dog tags are due starting January 1st.”

City Hall – Closing: City Clerk Brown, “Reminder also that the city will be closed on Thursday, December 25th, and Friday, December 26th, for Christmas, and Thursday, January 1st, for New Year’s Day.”

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Calls/Inquiries: City Clerk Brown, “Just normal calls and inquiries.”

City Hall – Closing: City Clerk Brown, “On behalf of the employees, I would like to thank the governing body for the extra day off at Christmas time. We appreciate that. Merry Christmas to all. Happy New Year!”

QUESTIONS/COMMENTS:

Council Member Curtiss, “Okay, we talked about the budget and meeting...having a meeting. Is that something that we need to start setting up?” City Clerk Brown, “We don’t usually start looking at the budget until March.” Council Member Curtiss, “Okay.” City Clerk Brown, “So, we can probably start it when I get into it, and we can set a time...” Council Member Curtiss, “A time for us to go through what you have done so far.” City Clerk Brown, “Yes. Yep. Yes. There really won’t be much in March because I will just be getting things together to get started on the budget.” Council Member Curtiss, “So when do you have to have that finished?” City Clerk Brown, “It depends on if we do the RNR (Revenue Neutral Rate), we will have until October again, but as far as approving that, it would be better to do that in April, May, or June. I mean, we normally have our department head meeting.... Did we have one in February? I was thinking...” Superintendent Schneider, “I think just June, isn’t it?” City Clerk Brown, “Yeah. Yeah. So, I mean, we can have a meeting before then, too. It just depends on—I’ll have to let you know where I’m at as to whether or not it would be a good time to have it or if there are still things that I need to do before we can have that meeting to really discuss it.” Council Member Curtiss, “But is there a date that you have to have the budget completed?” City Clerk Brown, “That would be approved in October...” Mayor Luke, “That will partly be due to when the state gets the request for us to have and the dates that they set for when things have to be...” Council Member Curtiss, “Okay.” Mayor Luke, “Because we’ll have a set date for the Revenue Neutral Rate, we’ll have a set date for this, a set date for that.” Council Member Curtiss, “Okay, I understand. I just don’t want to forget that we want to do that.” City Clerk Brown, “We won’t. That’s very well ingrained. So, we know we’re going to do that.” Council Member Curtiss, “Okay.” Mayor Luke, “I think those dates start, like, in August.” Council Member Curtiss, “Okay. Alright. So, we have plenty of time.” City Clerk Brown, “Plenty of time, yes.” Council Member Curtiss, “Alright. Thank you.” City Clerk Brown, “Because what I have to do to start with is I have to go through and I have to enter the actuals from—because we are working with 3 years, so I will go through and enter all of the actuals from 2025, and then we’ll adjust on 2026 if we need to and then I will start on 2027.” Council Member Curtiss, “Thank you.” City Clerk Brown, “But yeah, there is a little bit.”

Council Member Strawder, “I’ve got a question on the penny stuff. I mean, I know that this is a new-to-everybody type of thing, but are we looking at a long-term plan...on how to handle the fact that...you know? I can foresee the crediting back on payments and stuff just being an administrative nightmare, per se. I didn’t know if there was a—you know, starting to think of—or discussions of what other places might be doing as a long-term solution.” City Clerk Brown, “Actually, I got this from another city. We just modified it to apply to Burlington. So, long term to me is the same thing. If they pay over, it will be credited to their utility bill, and it would be applied from there.” Mayor Luke, “I don’t think we can do the same as like Hoover’s or a commercial business, where they average up or down.” Council Member Strawder, “Oh, I was just—I mean, as I said...yeah, average up or down. Yeah, I understand that. I’m just looking at the fact of, you know, the crediting back—how many times of 1, 2, 3, 4 pennies type of thing, if that’s a good approach or if there is a better process.” Council Member Van Horn, “If it’s a waste of resources. Your company resources and your people.” City Clerk Brown, “It doesn’t change anything. It just falls into their account.” City Attorney Wright, “The girls have to open the account anyway when they pay the bill, so it just takes like half of a second to add that credit when it’s over.” City Clerk Brown, “Yes.” City Attorney Wright, “But I will tell you that this was a discussion too at the City Attorney’s meeting, and there are some cities that are discussing doing some kind of rounding rules, so I think that’s an option if the City wanted

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to do it, but I don't know.... Where do you round?" Mayor Luke, "And a lot of the bills are paid by check..." City Clerk Brown, "Yeah." Mayor Luke, "...or on credit card." Council Member Van Horn, "I was thinking that it's probably rare for people to pay cash for their bills anyway." City Clerk Brown, "We do have several that pay with cash, and it's easy enough to put in because you can enter the exact amount that they give you. So, it's going to do..." Council Member Van Horn, "It just kind of automatically comes up on the next month's bill." City Clerk Brown, "Yeah. It will show the credit on the bill if they have a credit, and it will apply it when the bill is created, so it is not a cumbersome process. So..." Mayor Luke, "It's just like it was giving you back change." City Clerk Brown, "Yeah." Mayor Luke, "It just gives you a credit instead of change." City Clerk Brown, "If you want to change it, I guess that's up to you." Council Member Curtiss, "No, no. I just have something else I want to say now."

Mayor Luke, "Go." Council Member Curtiss, "Lila (Council Member Van Horn) talked about the beautification or whatever." Council Member Van Horn, "Exterior maintenance ordinance." Council Member Curtiss, "Did you (Mayor Luke) contact anybody?" Mayor Luke, "Yes. I talked to several cities at the board meeting. To make a long story short, their comments were 'Don't even start'." Council Member Curtiss, "Gotcha." Mayor Luke, "The biggest issue is how to determine the parameters, and if you don't have a full-time employee, that's what they call experienced, then you're going to get nothing but trouble. So, my recommendation since we already have ordinance stuff, we may want to look at maybe modifying the ordinance things that we have on nuisance properties and look at how we can incorporate something into those, but I would not set up something brand new." Council Member Curtiss, "Okay." Mayor Luke, "I mean, that was like Dodge City, Garden City, Greensburg.... So, it was people that are experienced. City managers who have been in multiple towns." Council Member Strawder, "You know, along those lines, I mean, because what was being discussed there was more about doing it by ordinance and stuff, are there any initiatives that cities are taking or programs to help so it's not as biting as an ordinance, but still working in that direction?" Mayor Luke, "The cities that are larger than us, they have established what they call beautification committees, which are made up of citizens who are willing to participate in assisting and beautifying and helping those that need help to paint their house or trim their trees or whatever it is, okay. That they, in turn, then have those volunteers in that committee take the lead in however they want to accomplish it, then." Council Member Curtiss, "And that sounds kind of like, the Floyd Lewis Foundation does that, painting houses for people sometimes, and things like that." Mayor Luke, "They build ramps and other things." Council Member Curtiss, "Yeah." Zoning Clerk Hugunin, "And I think you have the housing authority (Coffey County Housing Authority) downtown that can probably find grants and stuff for people to help them." Council Member Curtiss, "Yeah." Mayor Luke, "Yeah, there are grants around. They did acknowledge that." Council Member Curtiss, "Okay." City Attorney Wright, "All I know is a lot of cities are kind of in the same boat that we are, and they are struggling with just enforcing basic nuisance ordinances, right, because you have got to have resources to do that, and it's a struggle. They've done several, you know, breakout sessions over the years, the City struggles with, you know, what do you do...how do you do it? It ends up always just being an enforcement issue. We just don't have the resources to be able to do that, which means you've got to have the money from somewhere, and these guys don't want to pay it." Council Member Curtiss, "Yeah."

Mayor Luke, "Anything else?" Council Member Strawder, "Open or for Anne (City Clerk Brown)?" Mayor Luke, "Either one." Council Member Strawder, "Okay. I had a question. I know Kevin (Superintendent Boyce) is not here, but do you guys know, was there a plan to go back with anything where the trees were removed?" City Clerk Brown, "They put cement in." Council Member Strawder, "Like planters – or I didn't know, if planters or something, or if it's just nothing down there now." City Clerk Brown, "Those trees were heaving and creating issues, so that's got taken out." Council Member Strawder, "Yeah, I understand." Council Member Curtiss, "They've taken some out before and just cemented." City Clerk Brown, "And they'll still put the cement ones out like they do every year on the ends of the blocks." Mayor Luke, "The flower arrangements." City Clerk Brown, "And the ones hanging from the—in the ground there, they fill them in."

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Council Member Strawder, “And then on a separate note, on the vacation policy and stuff. It seems like this happens. I find that anywhere that has the use it or lose it type policy at the end of the year, the staffing can be a struggle, or scheduling can be a struggle. Has there been any discussion on looking at how to revise that, maybe? I mean, for example, at my employment, you incur throughout the year, and then you get a total max, so the only time you get a ‘use it or lose it’ is when you hit near that max. It’s not tied to an end of the year or a beginning of the year type of thing.” City Clerk Brown, “Ours is a cutoff. You can only carry over 80 hours at the end of the year, so they will accumulate vacation all year. They will get it at the first of January, so then you have all year to use whatever, but you can only carry, at the end of the year, you can only carry 80 hours of that over, so they have to try and get that used. So, that’s where the use it or lose it comes in, and then if someone needs to request off—I think they take into consideration what has happened throughout the year too and how that’s affected.” Mayor Luke, the two biggest departments that we’ve had a problem with that situation are at the Police Department and the Water Department, where we had all the extra hours because we were short-staffed.” Council Member Curtiss, “Yeah, that’s right.” Mayor Luke, “And we had all of the issues with the plant with respect to the ability of the plant to meet the requirements that we had when it was that severe winter, and that caused us to have some excess hours that were virtually impossible for them to effectively catch up.” Council Member Strawder, “So, what I’m saying—yeah, it follows suit with a lot of how things operate and all of that. What I’m saying is, I mean, it kind of seems like that’s a little bit of an older approach, where there’s a little bit of a newer approach, because on that type of system, you have everybody hitting that ‘use it or lose it’ around the same time. Now the amounts are different, so yeah, you’ve always got people around the holidays, people taking off more than normal kind of thing, but if you combined the use it or lose it mentality on top of that to where if it was restructured a little bit, however that may look, that might help ease staffing difficulties or keeping us from needing to move to carryover or anything like that.” City Clerk Brown, “I can tell you with these last two, they would have had their time used if some situations hadn’t come up right here at the end. They would’ve been done, but it’s things that are out of their control, so yeah.” Council Member Strawder, “I understand that.” Mayor Luke, “We can look at it and see if there’s something that would improve the ability to maybe spread things out a little bit.” Council Member Van Horn, “If you have any examples of how people do it differently, I think we would all be willing to take a look.” Council Member Strawder, “So, administratively, you don’t do it as a department or as a whole, it’s more on an individual basis, and it’s tied to your start time or whatever, so like every pay period I gain X-number of hours and then that can accumulate until I hit a certain number and then it’s use it or lose it. It doesn’t matter if that’s at any time throughout the year.” Council Member Curtiss, “That’s what I did when I was teaching. I hit my max, and I lost them every year because it’s easier to go there than to get a sub.” Council Member Strawder, “So, I mean, I was just wondering because as I said, I know a lot of places run into that challenge this time of year. You have a lot of people leaving, and then you combine the use it or lose it on top of it, and it can become a struggle on staff.” City Clerk Brown, “And in fact, we kind of have already addressed that. I had a meeting with the department heads tonight, and we discussed how can we change this a little bit to fix this so that we are not having this issue, so we’ve already kind of started discussing that and how we can fix that so that this doesn’t happen.”

Council Member Van Horn, “I have a question for Alan (Superintendent Schneider), I probably should have asked it early on.” Superintendent Schneider, “I didn’t do it. And by the way, the Sheriff’s Department, when I was giving my update, that was a squirrel too.” Council Member Van Horn, “Well, good. I hope it died.” Superintendent Schneider, “I hope so, too.” Council Member Van Horn, “With this, since we have three companies doing those pole attachments, did they just divide up the City and you just happen to get whatever is in your area, or is there more than one attachment, more than one company?” Superintendent Schneider, “All three companies will attach their equipment to our utilities, minus from 10th and Potomac South to the Industrial Park. We have transmission lines there that feed between the two substations. I told them do not attach to that. Everything else, all three companies will attach to our equipment, and basically, they’re either going to have to work on top of each other or work in different areas of town, and then they

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can do whatever swapping they need to do, but we will have three new fibers from three different companies on all of our structures.” Council Member Van Horn, “Okay. That was the question that I had, was if they were all going to do it everywhere or if they were splitting up and we were stuck with whichever company.” Superintendent Schneider, “All everywhere is what I understand.” City Attorney Wright, “That’s what they’re saying.” Council Member Van Horn, “Okay. I appreciate that info.” Superintendent Schneider, “They’ve told us a lot of things in the past. One company told has anyway.” Council Member Strawder, “So basically end user gets a selection of who they want to use for services?” Superintendent Schneider, “Yes.” Council Member Van Horn, “Hallelujah, huh?” City Attorney Wright, “I think that’s the hope. We’ll see if that happens.” Superintendent Schneider, “That is the current plan as I understand it.” Council Member Strawder, “I just hope it doesn’t get like with the fiber wars were up in the Wichita area or Woodson County with the underground stuff.” Superintendent Scheider, “Right.” Council Member Strawder, “The above ground will have issues, but hopefully you can see what’s above ground and not what’s below.” Superintendent Schneider, “So, they will bury some of it, and they will build aerial on most of it, it’s fair to say, I believe.” Mayor Luke, “Okay.”

MAYOR’S COMMENTS:

Mayor Luke, “The only thing that I have is that this is the time of year that all of us need to make sure that we’re aware of what’s going on around us. There will be a lot of things going on out along the roadways. Travel well, enjoy the holidays, and Merry Christmas and a Happy New Year.”

REPORT BY CITY OFFICERS:

Council Member Curtiss, “Merry Christmas, and take stuff home to your significant others, please!”

Mayor Luke declared the meeting adjourned.

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