

BOOK 26
March 5, 2025

BURLINGTON CITY COUNCIL REGULAR SESSION 3-5-2025

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, March 5, 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 6:15 pm ☒ 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 (Executive Administrative Assistant)

☒ Philip Wright (City Attorney)

☒ Jimmy Hugunin (Zoning/Grants Clerk)

☐ Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Scot Jeffers, Jay Hale, Jeff Shamburg

AGENDA:

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

MINUTES 2/24/2025: Mayor Luke, "You have before you the draft minutes of our regular session of February 24, 2025. Are there any additions or corrections?"

Council Member Curtiss, "I move to approve the draft minutes of February 24, 2025, as presented." Council Member Ernst, "Second." Motion unanimously carried, 5:0.

APPOINTMENT –None

PUBLIC COMMENTS – None

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been doing many line locates, customer service requests, tree trimming, shop maintenance, preventative line maintenance, street light maintenance, and vehicle and equipment maintenance.

Line Locates: Superintendent Schneider, "The line locates picked up a little bit."

Pole Attachments: Superintendent Schneider, "We do have our pole inventory for the annual pole attachments completed."

Storm Damage: Superintendent Schneider, "Storm damage yesterday evening. We had one call out later in the evening that affected three customers that were out of service because of a tree falling. The men got the tree off of the power line, and we replaced the fuse link, and we were able to get them back up. Once we finally got notified of the outage, it probably wasn't 30 to 40 minutes that the customers were out past that."

"Along with that, we do have five poles that the wind finished off last night. So, we will be changing some poles the rest of this week and the next week and getting those back steady."

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.

BOOK 26

March 5, 2025

Generator Metering: Superintendent Schneider, “All the generators were exercised and billing with KPP Energy for the fuel. I believe they also got the metering for the new generator. I think that worked out so the KPP Energy and Evergy can accurately monitor what we are producing.”

EIA Reports: Superintendent Schneider, “And all of the EIA, which is the Energy Information Agency, reports that we submit annually. Those have all been completed and submitted for the 2024 reporting year.”

KMU Training: Superintendent Schneider, “We attended the KMU safety training for the month.”

WATER AND WASTEWATER: Distribution Update

General: Personnel have been doing the normal duties: line locates, work orders, reading meters, meter rereads, cleaning sewer lift stations, maintenance on trucks and equipment, attending safety meetings, customer call-outs, and concerns.

Water Leaks: Superintendent Hawkins, “We repaired two small water leaks. One was over by the Dollar General, and the other one is in the downtown building at the Apollo Medical building. Nothing real major with those; got those fixed quickly. Been pretty much business as usual since last Monday.”

WATER AND WASTEWATER: Production Update

General: Normal duties. The plant has been running really well.

Winter - Usage: Superintendent Hawkins, “No major issues anything in there from the arctic blast. Water usage has come down since everybody's been out fixing their leaks, along with us too. So that's a good thing.”

WATER AND WASTEWATER: Personnel Evaluations

Superintendent Hawkins, “The only two things I have left is two employees that this is their yearly time coming up. They've been with us now for a year, and I'll start with Mike Castelli. Mike's been doing a good job, very pleased with Mike. He's learning the plant, still learning equipment. He's very new at what he's done, but he's been doing a really good job, and I just like to recommend moving Mike from \$18.50 to \$19.05.”

Council Member Berryman, “I move to accept Mike Castelli’s personnel evaluation as presented, and to grant a pay increase to \$19.05 per hour, effective March 15, 2025.” Council Member Curtiss, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion carried, 5:0.

Superintendent Hawkins, “Okay, the other one I have is Mark Ashley, too. He's been doing a very good job. He's quick to jump in the hole. That's one thing I like about Mark. He doesn't hesitate to get in there and work on water leaks or anything that we got going on. He's doing a really good job, too. He's learning the skid loader really good, too. He's got a real knack for it, and I've been super pleased with him. He's been coming in early. He works really good with the others and steps in to help if the guys need a day off or if they have comp time or vacation. Very pleased with Mark. So again, I'd like to extend him a merit increase from \$18.50 to \$19.05.”

Council Member Berryman, “I move to accept Dieter M. Ashley’s personnel evaluation as presented, and to grant a pay increase to \$19.05 per hour, effective March 15, 2025.” Council Member Van Horn, “I second the motion.” Hearing no further discussion, Mayor Luke called for a vote. Motion carried, 5:0.

Mayor Luke, “Let them both know.” Superintendent Hawkins, “I will, I'll let them know. Thank you.”

WATER AND WASTEWATER: Pretreatment Plant Project

Jeff Shamburg, “Jeff Shamburg with Schwab Eaton. We're serving as your guys' engineer for the water treatment plant improvement project, and we've previously let you guys know we were planning to come when we hit 30% design. We gave a quick update maybe about a couple months ago now; time flies, but as we were approaching that, we've continued work on the treatment plant project. We've been able to have some really good dialogue back and forth with KDHE on a few different issues that happened during preliminary design steps and during this early design phase that kind of starts to chart out the path moving forward. As you guys know Burlington doesn't have a lot of levees and so we've got a lot of floodplain issues that we deal with, particularly when we're working here and trying to figure out where do we expand facilities, where do we look at footprints for things like retention ponds for sludge, those sorts of things as we work through those sorts of issues.

BOOK 26

March 5, 2025

“Everything happens in conjunction with the river and especially where the treatment plan is. So those have been our primary activities really over the last couple of months is working with the Division of Water Resources in Kansas, working with and keeping in contact with the Corps of Engineers and making sure that we stay out of trouble with things that would hit us later on in the project like 404 permitting and those sorts of things. So, we've also refined the design to the point where we're prepared to start to talk about a little more concrete terms as far as schedule and cost. Thankfully, over the last few months, as we continue to work, the project costs really haven't changed. The bottom line really hasn't changed a whole lot. I think when I presented to you guys back in June of last year as we started this thing, we were talking about a project that was a little more than five million dollars. We've changed the nature of the project internally in that we've shuffled a few things around. We previously were looking at a piece of equipment to deal with backwash issues. Now we're leaning more towards a lagoon or a sludge holding pond concept, but that's still not determined completely as we work through things with KDHE.

“Those two options are very comparable in price, and so thankfully we haven't changed the bottom line there. There's been a few other changes here and there where something we thought was an issue that we held money in the project for, has gone away, but then another thing has surfaced and so we've kind of continued to revolve around that a little more than five million to five and a half million-dollar number. What I've got on my total right now is 5.68 million, and I think that's right in the ballpark of what we've presented when we started this thing last summer. So, we also talked about schedule then. Schedule really hasn't changed a whole lot from what we presented in very general terms last time. Every time that we've talked about schedule, what we've done though is start to look at particular project phases and really the point of tonight's conversation originally and still is to talk about what's our contracting strategy moving forward, how do we actually move through from where we are today through the rest of design permitting and construction.

“This is the point we jump off and talk about: do we follow a traditional what we call a design bid-build process versus an alternative delivery method like a design, you know, any of the different design build formats. As we've consulted with industry partners, contractors, construction managers, looked at the project ourselves, our recommendation tonight is to -- it ends up being a bit of a hybrid but it really leans towards a traditional design-bid-build format where we would go through and complete design, get permitting done, and then put this thing out to bid. Although it would be in phases. We'd probably look at-- there's really four identifiable distinct parts of this project. We would look at clustering those together to where we would be doing some more, some smaller portions of the project that include a carbon feeder change out, some control systems changes that happen. This set us up for the later part of the project and then also some rehab on the filters. They're really scheduled maintenance but could be done with a contractor on-site. Those three pieces of the project represent kind of the first phase. Those are things that we can design, specify, and bid out yet this year. There are some permitting with KDHE. We've already talked to them about it. They have a heads-up on it and have identified that these are all things that they can work through their permitting workflow pretty quickly.

“So pretty quickly for them still is months, but it's not, you know, dozens of months. It's good. I think that we feel pretty comfortable saying that. I've talked with Danny and the mayor about this; the ideal time to do this filter maintenance work is right after the peak time of summers over. Once it's securely passed before the water temperatures start to plummet, when there's cold temperatures, the filters get a little cantankerous, and obviously, you want to have all your capacity during the peak of the summer. So, there's a little window there in the early fall where filters maintenance typically would happen. I think we can hit that goal with the filters, and we would also, there's some lead times on equipment for the carbon feeder changes that need to happen. Those can happen inside of this window, too. So, the first portion is that piece. That represents- gosh, I should have known the answer to this before I started- it's more or less about a million dollars of the project that happens in that phase.

“And then the remainder of the project can be working in parallel with that. While we're doing the design, permitting, and bidding on that piece of the project, we've got enough capacity in our company to be able to work through and continue design on the remainder of the project. So, we'll be in parallel with that, continuing working on design, which for that piece is about another six months of design work on that second phase, and then working through permitting. At some point, we'll come back to you guys with a lot more specific cost estimate. You can work through financing. This also dovetails in nicely with the timelines associated with the state revolving loan program and their application and notification cycles. So, they publish their, for lack of better terms, their cut list of projects that they're going to fund in a given year. It's published late fall. And so, right as we're wrapping up

BOOK 26

March 5, 2025

our design and really tightening up the cost estimates, they will notify us as to whether we've been able to qualify for their program to be able to finance the rest of the project through them if that's an alternative you guys want to pursue.

"Then we'd be ready to bid that project over the winter and construct it more or less in 2026. So that's the update. We can talk if you guys wish, we can talk about anything you guys want, but we certainly can talk about alternative delivery schedules. The primary thing that's pushing me away from recommending a design-build format where we truly are a progressive and we don't have to get in all the weeds if you don't want to, but into a progressive design build project is really just the project size. It just misses the cutoff of what really starts to be an ideal size where the additional overhead associated with design build is outweighed by the performance gains of that delivery. So, the project needs to be a little bigger before we start to see those gains really start to kick in. So, I would recommend right now, it's probably, I don't know if I need any council action, it's more or less just an update for you guys and I'm a general head nod that we're headed the right direction, but I recommend that we continue moving forward with this traditional modified traditional approach. I am here for any questions you guys have at all."

Council Member Curtiss, "Thank you, Jeff."

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.

Equipment Maintenance: Superintendent Davidson, "Cleaning trucks. Power washing and doing checks on the trucks. Be sure there's nothing broke on them from the use during the snow storm."

Bridge Maintenance: Superintendent Davidson, "We've borrowed a fire truck from Burlington Fire Department to wash off the Kennebec bridges."

Street Maintenance: Superintendent Davidson, "We've been working on some alleys where the gas company had been in there this summer. Some of the holes have started to settle."

Culvert Installation: Superintendent Davidson, "We installed a 72 foot of 15-inch culvert at Willet and Kennedy. There's to be a new, from what I understand, a barndominium being built there."

Storm Damage: Superintendent Davidson, "We checked for signs and limbs down. We did have a few signs blown down from the winds last night."

POLICE DEPARTMENT: Update

General: Chief Roney, "Normal duties."

Activities/Cases: Chief Roney, "Pretty much this week, we've had our traffic stops and civil disputes, citizen assist, we've had a couple agency assists, and multiple med calls. This morning, when we came out, we had some down or low-hanging cable and phone lines, contacted Alan, kind of got him around a little bit early."

Nuisance: Properties/Vehicles Update: Chief Roney, "We served two nuisance properties last week to two different residents in town. Our follow-up on that, the 10-day follow-up, is next week. We have it on our calendar. We're going to do some follow-up. We also contacted landlords that own these properties, made them aware of what was going on. They were going to make contact as well and work with this on getting these cleaned up."

Computer Software Issues: Chief Roney, "Came in Monday, our shared program server with the sheriff's office, the Flex (by Spillman) of the CAD system (Computer-Aided Dispatch). Our systems were down in our office, contacted the sheriff's office, talked to the people in control over there. They had an annual update that they had to perform on Friday the 28th. The new system was kind of different than the ones in the past. Normally, we still work through them, but with the new system, we weren't allowed to move forward and be able to check our CAD stuff. Not only did our computers, but their computers, and all their laptops for all the deputies and stuff, were down, so they were working on that Monday. Brad Scheibmeir was able to come over Tuesday afternoon and get our systems up and running, so we're back online with our Flex (by Spillman). So, we're back there."

BOOK 26

March 5, 2025

In-car Server Repair: Chief Roney, “Tomorrow, Thursday, March 6th, we're scheduled with Digital Ally and Advantage Computer to get our server put in. I know we've been waiting on that for a little while. I've been on the phone with them the first part of the week, working out some bugs and whatnot. So, they scheduled Thursday morning at 9:00, they'll be able to try to set up.”

Personnel – Application: Chief Roney, “The last thing that I have is we had an application turned in, and so we'll see what happens.”

PARKS DEPARTMENT: Update

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

Equipment Maintenance: Council Member Ernst, “A lot of time has been spent doing equipment maintenance for several days there.”

Winter Storm: Council Member Ernst, “There has been a lot of snow and ice removal.”

Beautification Project: Council Member Ernst, “There is a flower quote for \$2,750, and it is Kevin's recommendation to purchase the flowers from Arnold's Prairie Greenhouse & More.”

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 \$2,750.00, as being in the best interest of the city.” Council Member Van Horn, “I second the motion.”

Council Member Curtiss, “That’s what we have used before.” Superintendent Boyce, “It’s a little higher.” Council Member Curtiss, “But not by much.” Council Member Van Horn, “And we always get compliments. You look at any of the cities around us, you can see that ours is really--, it's worth the extra I think.”

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

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2025-04	\$	<u>278,155.07</u>
b. Payroll Ordinance	2025-05	\$	<u>112,929.83</u>
	TOTAL	\$	<u>391,084.90</u>

CLAIMS 2025-04: *Council Member Curtiss moved to approve City of Burlington Claims Ordinance 2025-04 for the amount of \$278,155.07 for payment of city bills. Council Member Ernst gave the second.* City Clerk Brown, “The larger expenses we have tonight are Cottonwood Neosho River Water \$8,833.59, Dave’s Pumping LLC \$4,061.00, AMEA Mid-States for \$3,222.43, Protective Equipment Testing \$4,801.55, Stanion Wholesale \$9,268.05, US Line Company \$6,553.51, then we have a payment to the state for bond for \$146,718.25.” ***Hearing no discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Claims Ordinance 2025-04 passed, 6:0.”***

PAYROLL 2025-05: *Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2025-05 in the amount of \$112,929.83, as presented. 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 2025-05 passed, 6:0.”*

FINANCE: Personnel - Employees' Salary & Consumer Price Index Recommendation

City Clerk Brown, "Yes. I went out on-- to get the Labor of Kansas statistics where we always do the same time of the year. We always go off the January information, and it came in at 3% for the year. So that is what I am recommending. You have a copy of the changes that it creates within the payroll. The highs and the lows changed, and what the wages will change too as well.”

Council Member Curtiss, “I make a recommendation to approve a 3% Consumer Price Index (CPI) increase to City of Burlington employees, beginning April 12, 2025, and to adjust the wage band.” Council Member Van Horn, “I second the motion.”

BOOK 26

March 5, 2025

Council Member Curtiss, “And we always go by this CPI, that's what we've been known to do.” City Clerk Brown, “Yes.”

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

PARKS DEPARTMENT: Ballfield Lights and Pole Replacement

Scot Jeffers, “Last time we met, we discussed that we still had one more vendor to meet with, that was Geosport Lighting. Geosport is based out of Louisiana. All American made product. Alan, Kevin, and my staff met with them about two weeks ago, and they provided us with this for the revised project quote of \$626,500 with a \$26,500 deduction if we do all three fields at one time, coming out to \$596,000. I had a few reservations about Geosport Lighting because you don't see Geosport in the Midwest very much. They're more of a southern-based company. But after meeting with them, I felt really confident that it's a quality product and they will put out a quality installation. When we last met, they only were going to give us a 10-year warranty. They've upped that to a 25-year maintenance-free warranty, which matches Muscos. And yeah, I was extremely pleased with that. I am meeting with my board on the 14th to discuss this. In past discussions, they were set with Geosport. It's just awful hard to justify \$160,000 difference between Muscos \$752,000 and Geosports \$596,000. So that's where we're staying.”

Council Member Ernst, “And those poles were the same for both companies?” Scot Jeffers, “Geosports poles are direct bury. Am I right, Alan? Direct bury. Still galvanized steel poles where Muscos actually put them in a concrete base.” Superintendent Schneider, “Well, they set a concrete base and slip the poles over the concrete base.” Scot Jeffers, “Right. Yeah. So, a little bit of different, but they're both galvanized steel.” Superintendent Schneider, “And the galvanized are treated what's below grade as well, with a hard solution or whatever to help keep that corrosion down.” Mayor Luke, “So, as of right now, you're just supplying us with information, and your board will make the decision in the direction they want to go?” Scot Jeffers, “Well, I think that my board is, you know, we're going to do the project one way or the other. It just needs done. I outreached the banks late last week and early this week. Terry Anderson's comment at Central was let's not do formal bids right now. Let's wait until we need the money in late June, because the finance rate, the interest rate, might change a little bit between now and then. So, they did give us a ballpark interest rate of between five and six if we were to do it today; it'd be right in that range.”

Council Member Mays, “And we did vote on – like you did get--.” Mayor Luke, “We had discussions.” Council Member Curtiss, “And Katy Park, you're going to use the poles that are there.” Scot Jeffers, “That's a retrofit because there's already steel poles.” Council Member Curtiss, “Okay, so then it says under 30 20 softball, 10 years.” Scot Jeffers, “Are you looking at the Musco lighting one?” Council Member Curtiss, “Yeah, it says product assurance and warranty program that includes materials and onsite labor by eliminating 100% of your maintenance costs for 10 years on the Musco pole.” Scot Jeffers, “Do you have this copy?” Council Member Curtiss, “Yeah, I do.” Scot Jeffers, “That's the one we are recommending.” Council Member Curtiss, “Okay, so I looked through all of this. Oh, okay. Alright.” Scot Jeffers, “And you bring up a point Geosport Lighting is-- their lighting levels is a 50-candlelight power on the end fields, and 30 and out fields, where Muscos was actually 30.” Council Member Curtiss, “I was trying to understand all that.”

Scot Jeffers, “The Geosport Lighting is actually a brighter light level, which we have the capability to dim down to 50% level if we deem necessary.” Council Member Curtiss, “Good.” Scot Jeffers, “Did that answer that, Jerilyn?” Council Member Curtiss, “Yes.” Mayor Luke, “That's the value of the LEDs, that you can dim them down.” Scot Jeffers, “Right. Geosport has modified their design a little bit. The poles that are at Kelley East right now, which is the stadium poles, the ones that light up the stadium area and the derby area, currently are located north of the stadium, northeast and northwest of the stadium. We're hoping to bring them in to the outfield areas, but east and west of the derby pit, and there will actually be back lights that will light the stadium up directly. We won't have to throw the light near as far. That way, we use less lights but the Derby area and the stadium area would be a lot brighter than it currently is.” Council Member Curtiss, “So with this, are we still looking at fall?” Scot Jeffers, “Yeah, we might be able to start Jones Park in July and then Jones and Katy done then move to Kelley Park in August.” Council Member Curtiss, “Okay.”

Superintendent Boyce, “Yeah. I met with the Fair Board yesterday and they didn't see a problem with moving those two poles out.” Scot Jeffers, “So, Cara, you made a-- I mean, I don't know if I've heard that there's been a

BOOK 26
March 5, 2025

vote on that proposal yet or not. We had the discussion on the directions we're looking at going, but until we knew what you were going to come up with and whether Geosport was going to match, we didn't know exactly what we were going to have." Council Member Curtiss, "We discussed monetary amounts." Mayor Luke, "I don't think that has changed as far as the direction we would go to support the program. It was just a matter of we can support, and then the board can approve or whatever. But normally, we wait until your board fully approves it and we would make the motion to support it as designed. The key thing is now we know cost, you know, work, who's going to be recommended for the project, and that will be up to your board to make that final decision, but you can let them know that that what we discussed before is still available."

Scot Jeffers, "Okay, sounds good. So do you want me to come back after my meeting on the 14th?" Mayor Luke, "At the next meeting, it's just a matter of coming back and saying our board approved, and we can make the motion to do what we recommend." City Clerk Brown, "Will you have your bank information then, too?" Scot Jeffers, "I won't have that until--. I know the bank is going to want to know how much the city is giving every year, that will change the interest rate that we are going to get." City Clerk Brown, "Okay." Mayor Luke, "Any other questions for Scot?" Attorney Wright, "I have one quick question: does the Geosport Lighting have the app where you control it from the app?" Scot Jeffers, "They do. We'd be able to give it to Mike, Alan, Kevin, and be able to turn them on and off from home." Mayor Luke, "All the bells and whistles." Scot Jeffers, "Yeah, we can turn the derby lights on full power, and the rest of that ball field we can turn to 25%. So, we've got ambient lighting for the spectators, and then the main light will be on. Excited." Council Member Curtiss, "Good. Thanks, Scot." City Clerk Brown, "Thank you."

PLANNING & ZONING: Update

General: Zoning Clerk Hugunin, "Normal duties."

Inventory: Zoning Clerk Hugunin, "Inventory for all the departments has been completed and submitted to the auditors."

City Hall – Window Quotes: Zoning Clerk Hugunin, "Still working on quotes for these windows here. Having a lot of trouble with people, apparently, they don't want to come out in the cold, even though they can measure from the inside."

Permits: Zoning Clerk Hugunin, "I have been working on several building permits. Don't get excited, they're mostly sheds and fences."

Nuisance: Grass/Weeds Update: None.

OTHER COMMITTEE OR COUNCIL BUSINESS

Kansas Municipal Energy Agency -Appoint Director #1: Mayor Luke, "KMEA, their annual conference is coming up, and we have to appoint a board of director number one as the term expires of our existing on April the 30th of 2025."

Council Member Ernst, "I move to appoint Alan Schneider as Burlington's Director #1 to the Kansas Municipal Energy Agency Board of Directors, to serve a two-year term from May 1, 2025, to April 30, 2027." Council Member Van Horn, "I second the motion." Hearing no further discussion, Mayor Luke called for a vote. Motion carried, 6:0.

LEGAL DEPARTMENT: Update

General: Attorney Wright, "Normal duties, reviewing contracts and municipal court."

ORDINANCE 913 Wage and Salary

Council Member Curtiss, "I move to adopt Ordinance 913, Determining and Establishing Salaries and Compensation of Officers and Employees, Pursuant to the Personnel Policies and Procedures, of The City of Burlington, Kansas." Council Member Ernst, "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, 6:0.

CITY CLERK: Update

BOOK 26

March 5, 2025

General: City Hall staff have been busy with customers paying utility bills, many calls and inquiries, preparing work orders, vouchers for bill paying, payroll, cereal malt beverage and trailer court licenses, and council meeting minutes. For February, we will send \$561.42 in delinquent utility counts to the Kansas Set-Off Program for Collections.

Severe Weather: City Clerk Brown, “Just wanted to let you know this week also is the emergency management severe weather awareness week. They have a lot of stuff out on their Facebook page and other if you want more information on that. They will be holding their storm spotter talk meeting on the hazardous weather on Thursday, March 20th, at the 4-H building from 7:00 to 8:00 p.m. That is open to the public.”

Finance Meeting: City Clerk Brown, “Attended the finance meeting on Thursday, February 27th.”

6th Street Pedestrian Bridge Project: City Clerk Brown, “Just kind of want to give you an update on the 6th Street pedestrian bridge. We haven't talked about that in a while. It is still moving forward and we are to the point of the city signing an agreement with the state to be in contract with them to continue to move forward. So, Philip has reviewed that, and we're okay with that. There are other things that we have to do that the KDOT requires of us. So, we are still moving forward. It's just a long process before that really gets started. So, but we are still moving on that.”

PSN – Online Billing: City Clerk Brown, “The girls have been working with PSN, which is our online billing system that we've started. Been doing some with that, and hopefully, we will have that up and going by the end of this next month for the billing cycle to be able to have customers be able to go in and build their accounts, create their own accounts, and to be able to start using it. So hopefully, we'll have that up and going in full swing. So, we're excited about that.”

Annual Evaluations: City Clerk Brown, “Just a reminder to please complete the superintendent and the employee's evaluation work plans. Please have them in to me by Friday, March the 14th, so we can have them ready for the 19th Council.”

Day Light Savings: City Clerk Brown, “Then I just wanted to remind everybody, if you haven't thought about this already, daylight starting Sunday, March 9. So, we get to spring forward.”

City Wide Cleanup: Zoning Clerk Hugunin, “I did forget on my update; I handed the flyers out about the spring cleanup. I was just notified when I got back this afternoon. April 14 is spring cleanup.” Superintendent Schneider, “That's when the county's got set up for trash clean up?” Zoning Clerk Hugunin, “For junk, not trash.” Superintendent Schneider, “Pardon me.” Council Member Curtiss, “Are we going to do limbs later?” Mayor Luke, “Yes.” Council Member Curtiss, “Good. I have a lot. I have a willow tree.” Superintendent Schneider, “Well, you go right ahead because that's Danny's department.” Council Member Curtiss, “He can come pick it up whenever he wants then.” Superintendent Schneider, “Cut that whole tree down.” Council Member Curtiss, “Well, that willow tree too. I don't like it.”

REPORT BY CITY OFFICERS:

Council Member Curtiss, “The reception for Doug was very nice. So, thank you for doing that.” City Clerk Brown, “I was very pleased with it.” Council Member Curtiss, “Yes, we had a good turnout.” Mayor Luke, “Had a good turnout.”

MAYOR'S COMMENTS:

Mayor Luke declared the meeting adjourned.

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