

BOOK 27
July 2, 2025

BURLINGTON CITY COUNCIL REGULAR SESSION 7-2-2025

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, July 2, 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)

☐ _____ (Street)

☒ Mike Roney (Chief of Police) ☒ Danny Hawkins (Water/Wastewater)

Also Present:

☒ Anne Brown (City Clerk)

☒ Clarissa Foster (Administrative Assistant)

☒ Philip Wright (City Attorney)

☒ Jimmy Hugunin (Zoning/Grants Clerk)

☒ Kerri Weltha (Deputy City Clerk)

Media Present: Mark Petterson (Coffey County Republican)

VISITORS: Kyle Dauber, Mary Ellen Paul, Joshua Foster, Becky Petterson, Angela Trimble, Jay Hale, and Michael Abendroth.

AGENDA: Mayor Luke, "At this time, with the agenda for this evening, the only thing that I have is under finance. Claims Ordinance 2025-12, \$345,646.33. Under Payroll Ordinance 2025-14, \$234,555.61; for a total of \$580,201.94. Anything else to add to the agenda? Hearing none, I would accept a motion to approve the agenda as amended."

Council Member Ernst, "I move to approve the agenda as amended." Council Member Curtiss, "Second." Motion unanimously carried, 6:0.

MINUTES 6/18/2025: Mayor Luke, "You have before you the draft minutes for our regular session of June 18, 2025. Are there any additions or corrections to those minutes?"

Council Member Curtiss, "I move to approve the draft minutes of June 18, 2025, as presented." Council Member Ernst, "Second." Motion unanimously carried, 6:0.

APPOINTMENT – Mary Ellen Paul – Coffey County Cancer Support Group

Mary Ellen Paul, "Good evening. Here's some handouts for everybody. I am with the Coffey County Cancer Support Group, and there's information about the upcoming golf tournament on there. This is the 11th annual golf tournament; it's the second year that it's going to be two days. So, if you are wanting to have a team on either one of those days, well, the information is down on the bottom for who you can contact about that. The other options for anybody that would want to make a donation of any kind, and that could include gifts for the raffle and all of that sort of thing. Our meals for the golfers are being donated by two food-truck people here in Coffey County. We appreciate that a lot; that's a big expense. So, I'm just here to see if the City, or any of you, is interested in helping -what I think is one of the better organizations in the whole county. Thank you very much." Council Member Curtiss, "Do we remember how much we gave last year?" City Clerk Brown, "\$250, I think." Mary Ellen Paul, "I don't have any information on what it was last year."

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Council Member Van Horn, “I make a motion that we donate \$300 to the Coffey County Cancer Support group.” Council Member Curtiss, “I second.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried 6:0.

APPOINTMENT – Kimberly Robrahn (Angela Trimble) –TrustPoint Insurance

Angela Trimble, “For those of you who don’t know me, my name is Angela Trimble, I’m the owner of TrustPoint Insurance and Real Estate. You guys have been with TrustPoint for quite a while, and we enjoy doing business with you. As you participate with EMC – it’s considered a safety group that you have – as you guys keep your losses down low, your work comp, so on and so forth, that helps the EMC group as a whole on insuring municipalities. In return with that, they give you a dividend based on your premium amount and what they were able to have as a profit for the dividend group with EMC. So, with that said, I am happy to present you guys with a check for \$30,630.21.” Council Member Curtiss, “Whoa, yeah.” Council Member Van Horn, “Really?” Council Member Curtiss, “Thank you. You can come visit us any time.” Angela Trimble, “Does anyone have any questions that I can answer for anyone?”

Council Member Ernst, “Is that up from last year or down?” Angela Trimble, “You know, actually, I’m not Kimberly, so she was supposed to be here, and I am not for sure.” Mayor Luke, “It’s pretty close.” City Clerk Brown, “It’s pretty close. I think it is up a little bit. I don’t have the exact amount in front of me, but yes.” Angela Trimble, “You’re typically in the 30,000 range – high 20s to 30. I don’t have exact numbers for you, so I apologize. Anyone else?” Mayor Luke, “Thank you.” Angela Trimble, “Thank you.”

PUBLIC COMMENTS

ELECTRIC DEPARTMENT: DISTRIBUTION Update

General: Electric personnel have been busy with line locates, customer service requests, normal line maintenance, and tree trimming in utility right-of-ways.

New Electric Service: Council Member Ernst, “They installed a new service for a new business on North 4th, behind King’s Liquor.

ELECTRIC DEPARTMENT: PRODUCTION Update

General: Power plant personnel have been performing normal power plant maintenance, completing plant reports, and DC power supply maintenance.

Generator #6 Repair: Council Member Ernst, “As discussed at last Council, Generator #6 is out of service for repairs. We still have enough generating capacity to cover our customers, should we lose our transmission service coming into Burlington. We’ve discovered, after finding the water leak around the cylinder liner, that we had a bad cylinder liner and piston that was badly damaged and needed replaced. According to Wheeler’s staff, had we not discovered the water leak around the cylinder liner, that it would have been a much larger, and more expensive, situation would have occurred to repair. The generator currently has 20,351 hours of operation on the unit. There was extra carbon built up in the cylinder. To ensure that we don’t have a carbon issue in another 15 cylinders, we’re going to borescope and verify we don’t have issues needing repair there. My thoughts are, okay, but playing it safe. Hoping that repairs are completed this week. Repair costs for the cylinder being worked on currently is around \$44,000.”

QUESTIONS/COMMENTS

WATER AND WASTEWATER: Distribution Update

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

Water Meter Installs: Superintendent Hawkins, “The men have been going around installing water meters around town again. They’ve also been going out and doing a lot of the dirt work for about a dozen sites. They’ve done a pretty good job of getting them tilled. I’d like to thank the Street Department for letting us borrow their tiller. They’ve been a big help to us with that. So, we got several of those finished.”

Fire Hydrants: Superintendent Hawkins, “We’re still flushing fire hydrants – that’ll be the normal for the summer time, keeping the water quality up.”

CMB Equipment: Superintendent Hawkins, “We did have C&B Equipment come a few weeks ago – I mentioned at Council. It’s just basically giving us an update of where we’re at on the impellers, wear plates, stuff like that. So, on pump station 1, we did have to order a new impeller on 1 and 3 on the pump. They came out today and they completed putting in the impeller on #1 today. That is all up and going really good. So, just keeping the inspections on them going, and just general maintenance on those.”

WATER AND WASTEWATER: Production Update

Tonka Panel: Superintendent Hawkins, “We’ve been getting ready for the Tonka panel. Again, it’s going to start in on Tuesday. So, Tim has got the panel ready. He went through, and labeled, and numbered all the wiring. We’ve been back and forth with Tonka, Dave Milkey - talking with our IT guy. So, we think everything on Tuesday will go well. So, we’ve got a battle plan for that. We’re really looking forward to getting that behind us and getting it done. That’s all taken care of. Dave Milkey will be driving in on Monday morning, and then he will be ready to go to work on Tuesday morning, for the Tonka panel.”

Repairs: Superintendent Hawkins, “We did have to work on the sodium sulfite pump – had to tear it down and do some cleaning, working on it. Got it up and going.”

Usage: Superintendent Hawkins, “Water usage is, right now, from about 575,000 to 600,000, which is normal for this time of the year. The plant is doing really good with it.”

QUESTIONS/COMMENTS

Mayor Luke, “You might let them know, Danny, the issue that was brought up at the last meeting about the location...” Superintendent Hawkins, “Oh, yes. So, the issue that we had with – forgive me, I don’t remember her name, that came and visited.” Council Member Van Horn, “Linda Crawford, right?” Superintendent Hawkins, “Between the 1500 block of Saint Lawrence, we went out and visited with them – we have a battle plan to go out and pour some concrete, put a pad around the water meter so that way he can drive over the top of it, rather than moving the meter. So, he agreed to pay for the materials and the time for what we are doing. He was very pleased with it, very happy with it. We will be starting on that, not next week because we’ve got the Tonka panel, but we visited with him, and we will be out there the following week to get started on his project. He was very happy with it.”

STREET DEPARTMENT: Update

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General: Council Member Mays, “Normal duties. Patching streets that are going to be chip sealed, cleaned a tree out of the waterway at 5th and Kennebec, working on alleys, sweeping streets, and Kelley Park.”

Mayor Luke, “Do you want to...”

Council Member Mays, “I would like to make a motion that we promote Kyle Dauber to the position of Street Superintendent, at the starting salary of \$35.50 per hour, with a starting date of July 7, 2025.” Council Member Curtiss, “Second.”

Council Member Mays, “I did – we thought it would be good to mention – the starting salary, we kind of looked at the hierarchy of the superintendent and the foreman, so that base pay is to make sure that the superintendent, because of his duties, was a little higher than what the foreman was currently making. So, that’s why we wanted to kind of tell you why we chose, or are wanting, that salary for him.”

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

Mayor Luke, “Kyle (Dauber), the next time, the report is yours.” Kyle Dauber, “Okay.” Mayor Luke, “And there might be questions.” Kyle Dauber, “Okay.”

Council Member Mays, “I also move that we proceed to advertise for the Heavy Equipment Operator position until filled.” Council Member Ernst, “Second.” Hearing no further discussion, Mayor Luke called for a vote. Motion unanimously carried 6:0.

QUESTIONS/COMMENTS

POLICE DEPARTMENT: Update

General: Normal duties.

Activities/Cases: Chief Roney, “The officers have been really busy writing citations in the construction zone – and outside the construction zone. Officers have had multiple theft cases, theft calls, some criminal damage to property, nuisance calls...they’ve been busy. Calls have been coming up this time of year, so they’ve been actively busy.”

Nuisance Properties: Chief Roney, “I have had multiple contacts, from numerous contacts, that we have sent letters to. They have reached out to local contractors to tear down some of the old properties that we have just sitting around the city. I’ve been in contact with some of the contractors, and yes, he is getting busy, and he is trying to create time for everybody. So, I’m working with him on that. A round of citations are going out on the other nuisance properties as we speak. A whole lot of them have actually been cleaning up. We have abated several properties because they have got the issues cleaned up. But we still have those few that we are working on, and we have had more come in, and we are looking into it, and we will take care of it.” Mayor Luke, “The owners of the properties are paying the contractors?” Chief Roney, “They are dealing with the contractors. The only thing the City has involvement in is, we serve the letters to get the properties taken care of, and so it’s a 45-day letter, and so I’m working with them on that, on that 45-day. They are in contact with that contractor, so I will extend that because they are actively reaching out, trying to get that done.”

KLETC Training: Chief Roney, “Last week, I was at the Kansas Police Administrator School at KLETC (Kansas Law Enforcement Training Center) out in Hutchinson. Very good training; I learned a lot out there. Now that I am home, I’m answering calls on all these citations.”

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QUESTIONS/COMMENTS:

Council Member Curtiss, “Thank you for representing us so effectively at your meetings last week – you did not say that. You did a good job. Thank you. He didn’t hear me.” Chief Roney, “You’re welcome.”

Council Member Van Horn, “And the new hires, how are they doing? Are they flourishing where they are right now?” Chief Roney, “Dustin (Officer Shepard) started last week. He had a good week. Mark (Officer Ashley) is on his – just finished his fourth week. They are on break right now. This week, they are actually at the office. I’ve got them working day shifts, kind of studying, and keeping up on their school stuff. I’ve got them out driving around the streets, because the studying gets tedious. Friday night, they will be out for the fireworks stuff. We’ll have them down at Kelley Park walking around to be seen and maybe visit with people. But they are flourishing...they’re surviving. Let’s use that term; they’re surviving.”

PARKS DEPARTMENT: Update

General: Personnel have been doing the normal duties: cleaning public buildings and restrooms, building and equipment maintenance, mowing, spraying grass and weeds, and watering trees and flowers.

Mowing: Superintendent Boyce, “Mowing has been taking the majority of our time.”

Kelley Park: Superintendent Boyce, “This week, working at Kelley Park, getting ready for the 4th on Friday.”

QUESTIONS/COMMENTS:

Council Member Curtiss, “Are we spraying for mosquitoes?” Superintendent Boyce, “The plan is tomorrow night. We should already have fogged three times, but the weather has not been cooperative.” Council Member Curtiss, “Okay. Alright.” Superintendent Boyce, “Yep. The wind has to be 1 mph or 10 mph and below, so...” Council Member Curtiss, “Well, good luck!” Superintendent Boyce, “Or no rain, so...we’re set up and ready to go, we’re just trying to get the weather to permit.” Council Member Curtiss, “Thank you. And, your flowers still look nice.”

FINANCE: Claims Ordinance & Payroll Ordinance

a. Claims Ordinance	2025-12	\$	<u>345,646.33</u>
b. Payroll Ordinance	2025-14	\$	<u>234,555.61</u>
	TOTAL	\$	<u>580,201.94</u>

CLAIMS 2025-12: Council Member Curtiss moved to approve City of Burlington Claims Ordinance 2025-12 for the amount of \$345,646.33 for payment of city bills. Council Member Ernst gave the second. City Clerk Brown, “We have Douglas Pump Service for \$1,830; Dave’s Pumping LLC for \$2,790; Hawkins Incorporated for \$4,207.41; Kansas Power Pool for \$200,702.04. ***Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Claims Ordinance 2025-12 passed unanimous, 6:0.”***

PAYROLL 2025-14: Council Member Curtiss moved to approve City of Burlington Payroll Ordinance 2025-14 in the amount of \$234,555.61, as presented. Council Member Van Horn gave the second. Mayor Luke, “The highlight here is that it’s higher than normal, and we paid some retirement funds that were required. That was a one-time shot.” ***Hearing no further discussion, Mayor Luke instructed City Clerk Brown to poll Council for a vote. Mayor Luke declared, “Payroll Ordinance 2025-14 passed unanimous, 6:0.”***

PLANNING & ZONING: Update

General: Normal duties.

Census Update: Zoning Clerk Hugunin, “I’ve been doing the census update.”

Permits: Zoning Clerk Hugunin, “Working on permits; getting permits updated and entered.”

Nuisance Properties: Zoning Clerk Hugunin, “Still working on yards, with all the rain. Friday, which we won’t be open, but that is the deadline for four yards. If they are not mowed by the weekend, by Monday, I will be giving those addresses to Kevin (Superintendent Boyce), and we’ll mow them. And, most of them, there are a lot of ditches on there.” Council Member Van Horn, “Fun times, Kevin.” Zoning Clerk Hugunin, “Yep. About the time that they can get out and mow the ditch, it rains again, and then they can’t mow their ditch. But, no excuses. I’ve seen people out there with their electric weed eaters doing it.”

QUESTIONS/COMMENTS:

Council Member Curtiss, “Thank you for taking care of my neighbor.” Zoning Clerk Hugunin, “You’re welcome.”

LEGAL DEPARTMENT:

General: City Attorney Wright, “Just all of the stuff. I’ve reviewed some documents and answered some questions. I’m here to answer questions if anybody has any right now.”

QUESTIONS/COMMENTS:

Council Member Curtiss, “How many documents did you review?” City Attorney Wright, “A couple, at least.” Council Member Curtiss, “Okay. I had to ask him something.” City Attorney Wright, “Well, I appreciate that.”

CITY CLERK: Update

Financial Advisory Services: City Clerk Brown, “First, we’ll go ahead and address the financial advisor. It’s just a formality for them to retain Stifel Public Finance as our financial advisor. They are the ones that help us with our bonds, and since we are looking into a possible bond for financing for the water plant project, we need to renew that. So, this, we just need a motion to authorize the mayor to go ahead and sign that.”

Council Member Curtiss, “I move to authorize Mayor Luke to sign the agreement to retain Stifel Public Finance as financial advisor to the City of Burlington for debt financing associated with a proposed water system improvement project in 2025/2026.” Council Member Van Horn, “Second.”

Council Member Strawder, “And, this is just for the advising part of it, it doesn’t paint us in any corners or...?” City Clerk Brown, “No.”

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

General: City Clerk Brown, “City Hall staff have been busy with customers paying utility bills, work orders, preparing vouchers for bill paying, payroll, and minutes for the Council Meetings.”

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Kansas Set-Off Program: City Clerk Brown, “We will be sending \$2,621.56 to the Kansas Set-Off Program, for June for collections.”

Annual League Conference: City Clerk Brown, “In your...I have given you a handout for the League, the Annual League Conference. It’s in October. I strongly encourage all of you to...yes, please let me know as soon as possible. Registration opened up yesterday. I need to get registration and hotel rooms set, so please let me know if you will be attending, so I can get that taken care of. So, Jerilyn for sure.” Council Member Curtiss, “Yep.” City Clerk Brown, “There are a lot of good classes for council members, so please attend if you can.”

Reports: City Clerk Brown, “Also, I’ve handed out the revenue reports for the utilities, and for the sales tax.”

City Hall Closed: City Clerk Brown, “Just to remind you, we will be closed Friday. The whole city will be closed for the 4th of July.”

Budget Meeting: City Clerk Brown, “I have set our next Budget Finance meeting for Thursday, July the 10th at 3:30 p.m. here at City Hall.”

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

QUESTIONS/COMMENTS:

Council Member Curtiss, “Have a safe 4th of July.” City Clerk Brown, “Yes.” Mayor Luke, “Yes, please. And, if you want to come down for the music, and the food, and the fireworks, it’s at around 7 o’clock on the 4th. That’s when things start.”

MAYOR’S COMMENTS:

Mayor Luke declared the meeting adjourned.

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