

Burden City Council Meeting Minutes June 23, 2025, 6:00 PM
Burden City Hall

Present Council Members: Chris Cannon, Taylor Dory, and Chase Hobart were present. Sherrie Conklin and Carleta Bolack were absent.

Presiding: Mayor Lee Wingert

Staff Present: City Attorney Josh Albin, Public Works Supervisor Dale Deets, Public Works Ben Dobbs, Chief of Police Ron Cannon, Officer Alan Marcotte, Pool Manager Christina Hankins (6:08 pm), Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving.

Public: Liza Dobbs, Ben Long, Donna Jackson, Don Satterfield, and Lyle Lashbrook.

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, June 23, 2025, at 6:00 PM.

MOTION: Cannon motioned to approve the regular April and May meeting minutes as presented. Hobart seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

The financial statements were reviewed.

MOTION: Dory motioned to pay the bills. Hobart seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

The expenditure approval report was passed around and signed.

Public Time/Citizen Comments:

A. 2025 Burden Dayz – Liza Dobbs

Liza Dobbs spoke on behalf of the Burden Dayz Committee. She stated that with the Council's blessing the committee plans to hold Burden Dayz on Saturday September 13, 2025 and would like to reserve the pavilion from Sunday to Sunday for set up and use during the event as well as the park. Liza also made a sponsorship request for this year's event.

MOTION: Hobart motioned to support Burden Dayz in the amount of \$500.00 for 2025 and approve the date for park and pavilion use. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

B. Disc Golf Course – Ben Long

Ben Long expressed his interest in bringing disc golf to the Burden City Park. He spoke about wanting to see more activities for older kids. The Council would like him to research some cost estimates and possible location placement ideas and return to present the information. Ben stated he would.

Correspondence:

A. Sponsorship Request – Dairy Boosters

MOTION: Hobart motioned to sponsor a banner in the amount of \$60.00 in support of the Dairy Boosters. Cannon seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Unfinished Business:

A. Combined Sewer and Water Distribution System Project.

Clerk Loving stated that the project is currently out for bid and the bid opening date is set for July 23, 2025, at 11:00 AM. She also reported that the new project completion date, as stated in the bid documents, is May 29, 2026.

B. Burden Area Housing Study – Donna Jackson

Donna went over the Burden Housing presentation report that covers the Weatherization Program and the Community Development Block Grant (CDBG) Housing Rehabilitation and/or Demolition Program that she prepared and was included in the packet. She had a few requests from the City Council. Donna stated that a “Target Area” has been determined, and she would like permission to start visiting with households in the area to determine household income qualification and rehabilitation items requested. She would like to have a notice put on the utility bills and compose an informative letter to mailout to citizens. A public hearing will need to be set up. Cannon inquired about the report stating the only potential cost to the City would be the cost of the required environmental review, which should be no more than \$4,000 or maybe completed by a volunteer at no cost, and wanted to know if there is a volunteer to prepare the review. Donna stated that she is a volunteer. There was discussion about the “Target Area” and notices. Mayor Wingert stated that Donna Jackson has the City of Burden’s support.

C. Building Next Door – 407 N. Main Street

Report provided by Engineer Patrick Steward included in the packet. The report basically states the bones of the building are still there and structurally intact, it can be rebuilt or if demolished the exposed walls will need weatherization done to them. There was discussion about the tops of the walls that are currently exposed and getting rained on either need to be weatherized or the building at least needs a roof put on it. Council would like Public Works Dobbs to get quotes for putting a roof on the building. Donna Jackson spoke about possible grants that are out there and available for stuff like this and Attorney Albin spoke about the USDA Community Facilities Program.

D. Storm Damage and Clean Up

Condemnation Hearing is at 7:30 PM tonight.

E. Code Compliance Contractor – Professional Code Compliance

Clerk Loving stated that the code compliance reports for May and June from Professional Code Compliance are in the packet, as well as a copy of the service agreement to review and discuss. Council Members Cannon and Dory both stated they are not seeing progress. Citizen Don Satterfield expressed his concern about the code compliance officer not attending meetings. There was discussion with the police department about taking over the code compliance responsibilities.

MOTION: Dory motioned to terminate the agreement with Professional Code Compliance. Cannon seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Attorney Albin will prepare a written notice of termination to be sent to Professional Code Compliance.

F. No Engine Braking in the City Limits Permitting and Signage

Council Member Cannon requested to put the brakes on this item completely and remove the item from the agenda.

G. Purchasing Policy

Council Member Cannon handed out a draft purchasing policy he prepared, stating that this is what he had in mind to see implemented for fiscal transparency, accountability, and to make sure the City has some kind a written purchasing policy in place. There was discussion. Prepare in Resolution form.

MOTION: Dory motioned to recess into executive session to discuss non-elected personnel pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1) for 10 minutes at 7:05 PM. Cannon seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

The open meeting resumed at 7:15 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

New Business:

A. Annual Appointment of Officers (Judge, Chief of Police, City Clerk, City Attorney, City Treasurer, & Code Compliance Officer (K.S.A. 15-204))

Mayor Wingert recommended re-appointing Julia Loving as City Clerk, Amanda Lindsay as Deputy City Clerk, Amanda Brogan as City Treasurer, Joshua Albin as City Attorney/Prosecuting Attorney, Ron Cannon as Chief of Police, Ian Otte as Municipal Judge, and Burden Police Department as Code Compliance Officer.

MOTION: Cannon motioned to accept the annual appointment recommendations made by Mayor Wingert. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

B. Proposal Termite Treatment & Pest Control – Pestmaster Aid-X

Proposals for spot treatment at 401 Main or complete treatment of both 401 & 407 Main were presented, along with the proposal of adding pest treatment at the park, to include the storm shelter, pool, and park bathrooms.

MOTION: Cannon motioned to approve complete termite treatment at 401 & 407 Main with yearly inspections and a 3-year warranty at a cost of \$3,765.00 and to approve adding annual general pest control services for April, June, August at the pool area, storm shelter, and park bathrooms at a cost for \$89.00 per service. Hobart seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

C. GovCard Payment Processing Solution Option

Clerk Loving went over an additional no-cost payment processing solution option that is offered by GovCard, reporting that the company had reached out to provide a demonstration of their services. She stated that there is a one-time setup fee of \$199, but after that there is no cost to the City if customers use that option to pay on their accounts. She reported that GovCard offers lower services fees for the customer than the City is currently using as well as an ACH option for a flat fee of \$1.75 which is not currently offered.

MOTION: Cannon motioned to recess the regular meeting for 15 minutes for the condemnation public hearing. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

**Burden City Council Public Hearing for Condemnation Minutes
June 23, 2025, 7:30 PM – Burden City Hall**

Present Council Members: Chris Cannon, Taylor Dory, and Chase Hobart were present. Sherrie Conklin and Carleta Bolack were absent.

Presiding: Mayor Lee Wingert

Staff Present: City Attorney Josh Albin, Public Works Supervisor Dale Deets, Public Works Ben Dobbs, Chief of Police Ron Cannon, Officer Alan Marcotte, Pool Manager Christina Hankins, Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving.

Public: Donna Jackson, Don Satterfield, and Lyle Lashbrook.

Mayor Wingert opened the public hearing at 7:30 pm. The public hearing is to allow interested parties to appear and show cause why such buildings should not be condemned and ordered demolished as ordered in Resolution No. 2025-03.

During the public hearing no appearances by property owners, that were given proper notice, appeared and gave reason as to why their building should not be condemned. The City will seek proper resolution toward that at the next meeting.

MOTION: Cannon motioned to close the public hearing. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Mayor Wingert brought the Regular City Council Meeting back out of recess at 7:45 PM.

C. GovCard Payment Processing Solution Option

Citizen Satterfield suggested contacting the current service provider about lowering fees based on the new competitor's offer. The Council would like to research other options and bring those back to the July or August meeting.

D. Railroad Crossing on Oak Street – Chris Cannon

Cannon would like to amend the agenda item to read Railroad Crossings on Oak Street and Main Street. He discussed the deteriorated condition of the crossings on both streets and would like to request that Attorney Albin send correspondence to the railroad about the crossings needing repaired. Attorney Albin stated that he would reach out to the railroad about the issues with the crossings.

E. School Zone Flashing Lights on Hwy 160

A quote from Mid American Signal, Inc. for a flashing light that would be installed on the backside of each of the existing school zone lights as well as a new time clock to replace the existing obsolete clock was included in the packet.

MOTION: Hobart motioned, pending KDOT approval, to purchase 2 flashing lights and a time clock at \$1,490.00 per unit. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

F. Cintas Rental Service Agreement Renewal Proposal

Clerk Loving reported that the current Cintas Rental Service Agreement still has 15 months left, but that a proposal is included in the packet that offers locked in lower pricing if the City would like to renew early and sign a new 3-5 year agreement. There was much discussion. Council Member Cannon thinks the City should look at going in a different direction rather than renewing the uniform agreement. He also stated that he would be opposed to renewing it at this time. The other members agreed that they are not opposed to hearing other options or from other companies while the current agreement finishes.

G. 2026 Budget Preparation

Clerk Loving stated that a date and time need to be set for the budget hearing. She also stated that notice needs to be given to the County Clerk by July 20th on our Revenue Neutral Rate intent.

- Indication of Revenue Neutral Rate (RNR)

MOTION: Cannon motioned to not exceed the Revenue Neutral Rate. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Mayor Wingert called for any additional New Business.

Council Member Cannon would like to discuss with the other Council Members if they think the 6:00 PM meeting time is better or if they would like to move it to 7:00 PM, due to work schedules making it a strain to make it by 6:00 PM.

MOTION: Cannon motioned to change the meeting start time back to 7:00 PM effective the July meeting. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

MOTION: Cannon motioned to holding the budget hearing before the August 25, 2025 meeting at 6:45 PM. Hobart seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

As a point of order for changing the meeting start time, Attorney Albin stated that the meeting time change will need to be approved by Ordinance.

MOTION: Cannon motioned to amend his original motion to motion to approve an Ordinance to change the meeting start time back to 7:00 PM effective the July meeting and publish it in the official city newspaper. Hobart seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Council Member Cannon would like to explore discussion about the seating arrangement for the Council. He presented a drawing of a proposed meeting room arrangement that will help the public hear

the speaker better and identify who the governing body members are. The proposed drawing would have the 6 governing body members seated at 3 tables facing the audience with the Mayor in the center, the city attorney and city clerk would be seated at a table off to the side, and any other employees in attendance would be seated in the audience.

MOTION: Cannon motioned to change the seating arrangement as proposed. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

MOTION: Cannon motioned to purchase name tags to be placed on the tables to include last name and position held. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Council Member Cannon stated he would let Clerk Loving know where the College purchases from.

Council Member Dory brought up the previous request from the public works department about wanting to purchase some tools from Harbor Freight.

MOTION: Dory motioned to approve for the public works department to spend up to \$1,000 on the purchase tools for the shop. Cannon seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

Council Member Dory expressed his concern about the open times of the dumpster and burn site and would like to see set times Monday through Friday and to include Saturdays that are open to the public for access. Public Works Deets stated that currently citizens can call the office to get the gate opened Monday through Friday from 9 AM to 3 PM or call and schedule an appointment for 9 AM on Saturday. Dory stated that he does not think citizens should have to call to get the gate opened or have to schedule an appointment for a Saturday. He would like to see set hours and it should just be open to the public during those hours. He would like to see the set hours be Monday through Friday 8 AM to 5 PM and Saturday 8 AM to 12 PM, but wants to see at least set hours for Saturdays with no appointment needed. There was much discussion.

Council Member Dory stated that he would like to know where we are at with a City Facebook page because there has been previous discussion for over a year and it hasn't gone anywhere. Clerk Loving stated that she does not personally want to manage a City Facebook page and does not know how to set one up that is not tied to her personal Facebook page. Dory stated that a lot of people follow social media and thinks there is an opportunity to post and share a lot of information for citizens through that platform. There was additional discussion.

Employee Time:

A. Christina reported that she is still trying to set up swimming lessons. She made a request for a new wall clock. She also reported that the recreation commission donated \$500.00 worth of swim toys and life jackets.

B. Dale went over the public works report with the Council. He stated that there is a leak on the South end of town. He would like to spend up to \$2,500.00 worth of asphalt again this year to work on potholes. Dale also discussed a pump at the water pump house that has a bearing going out. A quote was included that had 5 different options with the final option being to purchase a new pump for \$14,208.00.

There was discussion about the different options available, the Council would like to see the \$3,668.00 tungsten carbide mechanical seal repair kit go back in at the least, but if the impeller is bad then the Council would suggest the purchase of a new pump over the cost of just the impeller.

MOTION: Cannon motioned to purchase \$2,500 worth of asphalt and start working on the pump understanding that the cost could be up to the price of a new pump but try to make it work with the good seal kit. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0.

C. Ben proposed a letter that he would like to request approval to send to citizens reminding them to clean out their pipes at the end of their driveways. The Council said to send it.

D. Ron went over the police report with the Council. He discussed a bulletproof vest grant funding.

E. Amanda had nothing to report.

F. Julia had nothing to report.

MOTION: Cannon motioned adjourn the meeting. Dory seconded.

VOTING YEA: Cannon, Dory, Hobart

VOTING NAY: NONE

MOTION CARRIED 3-0 and the meeting adjourned at 9:20 PM.

Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is July 28, 2025, 7:00 PM. The public is invited to attend.