

**Burden City Council Meeting Minutes July 28, 2025, 7:00 PM**  
**Burden City Hall**

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

**Presiding:** Mayor Lee Wingert

**Staff Present:** City Attorney Josh Albin (7:05 pm), Public Works Supervisor Dale Deets (7:16 pm), Public Works Ben Dobbs, Chief of Police Ron Cannon, Officer Alan Marcotte, Pool Manager Christina Hankins (7:11 pm), and City Clerk Julia Loving. Deputy City Clerk Amanda Lindsay was absent.

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

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, July 28, 2025, at 7:00 PM.

Mayor Wingert reported that Council Member/President Sherrie Conklin has submitted a letter of resignation from the Burden City Council.

**MOTION: Dory motioned to approve the regular June meeting minutes and the public hearing for condemnation minutes as presented. Cannon seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

The financial statements were reviewed. There was discussion about the unpaid Schwab Eaton invoices.

**MOTION: Hobart motioned to pay the bills. Bolack seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

The expenditure approval report was passed around and signed.

City Attorney Josh Albin arrived at this time (7:05 PM).

**Public Time/Citizen Comments:**

NONE

**Correspondence:**

A. Sponsorship Request – Relay For Life Winfield

**MOTION: Bolack motioned to support Relay For Life Winfield in the amount of \$25.00 for 2025 in memory of former Court Clerk Carol Scott. Cannon seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**Unfinished Business:**

A. USDA & KDHE Combined Sewer and Water Distribution System Project.

Clerk Loving updated the Council on Addendum 3 of the project bid documents that changes the bid opening date to August 20, 2025, at 11:00 AM. She also reported that the revised project completion date for the water side of the project is stated to be on or before July 31, 2026, but the sewer portion is still stated to be on or before May 29, 2026.

Pool Manager Christina Hankins arrived at this time (7:11 PM).

**B. Burden CDBG Housing Rehab & Demolition Grant – 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.

Public Works Supervisor Dale Deets arrived at this time (7:16 PM).

- Set Public Hearing Date and Time

**MOTION: Cannon motioned to hold a public hearing at 6:30 PM on August 25, 2025, to consider submitting an application for the CDBG Housing Rehabilitation and Demolition grant program. Dory seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

Donna reported that many interested citizens have contacted her, and the project is proposed to have 4 houses for demolition, 4 owner-occupied for weatherization, 5 owner-occupied for rehabilitation, 3 landlord/rental for weatherization, and 4 landlord/rental for rehabilitation. There was additional discussion, and a hearing notice will be put on the utility bills.

**C. Building Next Door – 407 N. Main Street**

Public Works Dobbs updated that he has been reaching out to some companies requesting quotes for putting a roof on the building.

**D. Storm Damage and Clean Up**

Attorney Albin started petitions to begin proceedings for condemnation.

**E. Code Compliance Contractor – Professional Code Compliance**

Attorney Albin reported that after speaking with Rob Lane, Professional Code Compliance, the service agreement states the annual renewal was in May. He reported that he explained to Rob that the City did not have a meeting in May, due to a lack of quorum, and he would discuss termination dates further with the City at the July meeting. Attorney Albin would like to request to be given authority to give a deadline to terminate and turn over records from Professional Code Compliance to the City and what the deadline date will be. The Council gave authority to City Attorney Albin to continue with the termination and gave a deadline of October 1, 2025.

**F. Purchasing Policy**

Council Member Cannon discussed the draft purchasing policy from the previous month's meeting. He stated that the new draft changed the routine purchases amount from under \$1,000 to under \$200. Prepare purchasing policy, with new changes, in Resolution form for August meeting.

**G. GovCard Payment Processing Solution Option**

Clerk Loving stated that she needed more time to reach out to other companies. She reported that GovCard had followed up and stated that they would lower the one-time setup fee to \$50.

**H. Railroad Crossing on Oak Street and Main Street**

Attorney Albin spoke with WATCO about the deterioration of the railroad crossings on both Oak and Main Streets. He reported that WATCO would send someone out next week to evaluate the crossings and would have a repair crew out a couple weeks later.

**I. School Zone Flashing Lights on Hwy 160**

Public Works Dobbs stated that he finally heard back from Scott Kent with the Kansas Department of Transportation (KDOT) and that no KDOT permits are required. He stated the lights and clocks just need to be ordered and installed.

**J. 2026 Budget Draft**

Clerk Loving presented a draft 2026 Budget for review and discussion.

**New Business:**

**A. Alcohol Consumption Waiver for Arena**

**MOTION: Hobart motioned to grant the Burden Arena Association a CMB consumption waiver for September 12<sup>th</sup> and 13<sup>th</sup> at the arena for the two-day rodeo and September 13<sup>th</sup> after the rodeo at the pavilion for the dance. Dory seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**B. Ordinance #411 – Uniform Public Offense Code (UPOC)**

**MOTION: Hobart motioned to adopt Ordinance No. 411 An Ordinance Amending Section 11-101 of the Burden City Code; regulating public offenses within the corporate limits of the City of Burden, Kansas; incorporating by reference the *Uniform Public Offense Code for Kansas Cities*, 41<sup>st</sup> Edition, providing certain penalties and repealing Ordinance 406. Cannon seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**C. Ordinance #412 – Standard Traffic Ordinance (STO)**

**MOTION: Cannon motioned to adopt Ordinance No. 412 An Ordinance Amending Chapter 14 Article 1 of the Burden City Code; regulating traffic within the corporate limits of the City of Burden, Kansas; incorporating by reference the *Standard Traffic Ordinance for Kansas Cities*, 52<sup>nd</sup> edition and providing certain penalties by the amendment of Sections 14-101, 14-102 and 14-103; and repealing Ordinance 407. Dory seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**D. Renewal Agreement, GIS Consulting Services – Midwest Assistance Program**

**MOTION: Hobart motioned to renew the Agreement for Professional Services, GIS Consulting Services with Midwest Assistance Program in the amount of \$500.00 annually. Bolack seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**E. Copier Lease Expiration / New Lease Proposal**

Clerk Loving stated that the current copier lease agreement is up in October 2025, so a new lease proposal was requested and prepared. She discussed a proposal prepared by Galaxie Business Equipment for a new Sharp BP/50C25 Color Digital Copier lease and maintenance agreement.

**MOTION: Cannon motioned to accept Galaxie Business Equipment's copier lease and maintenance agreement proposal. Hobart seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

Mayor Wingert called for any additional New Business.

Attorney Albin requested to revisit and address the Council Member resignation that took place at the start of the meeting. He stated that it needs to be decided how they want to fill the vacant position, what information should be submitted for consideration, and a deadline. The Council suggested taking applications that are due by August 18<sup>th</sup> and advertising the vacancy.

**MOTION: Dory motioned to advertise the vacant Council Member position to fill the unexpired term. Cannon seconded.**

**VOTING YEA: Dory, Bolack, Cannon, Hobart**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

Mayor Wingert opened the floor for nominations for Council President. Council Member Hobart nominated Council Member Cannon as the Council President and Council Member Dory stated he seconds the nomination. Mayor Wingert asked Council Member Cannon if he would accept the nomination and he stated he would accept.

**MOTION: Dory motioned to appoint Council Member Cannon as Council President. Hobart seconded.**

**VOTING: Dory Yea, Bolack Yea, Cannon Abstain, Hobart Yea**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0, with Cannon's abstention counting with the majority votes.**

**MOTION: Bolack motioned to remove former Council Member/President Sherrie Conklin from the City of Burden's signer card at the bank and add Council Member/President Chris Cannon. Hobart seconded.**

**VOTING: Dory Yea, Bolack Yea, Cannon Abstain, Hobart Yea**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0, with Cannon's abstention counting with the majority votes.**

**Employee Time:**

A. Christina stated that the last weekday the swimming pool will be open will be August 5<sup>th</sup> and then only Saturday and Sundays until August 17<sup>th</sup>. She stated that there will be no free swim offered at Burden Dayz this year, due to previous years always being too cold. Christina reported that two of the current guards had stated that they would return next year if the wages were higher.

B. Dale went over the public works report with the Council. He reported that after tearing apart the pump at the water pump house it has been discovered that the impeller is toast. He also stated that Rural Water District #5 took the information to their and investigated additional quotes, but the quote from Salina Supply Company that was presented at last month's meeting was still the lowest.

**MOTION: Cannon motioned to approve the purchase of a new pump from Salina Supply Company and any associated costs to make the repair. Dory seconded.**

**VOTING YEA: Hobart, Cannon, Bolack, Dory**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

C. Ben had nothing further to report.

D. Ron went over the police report with the Council. He reported that he had spoken with Mayor Wingert about replacing the NVR at the park. Ron stated he would like to recommend Officer Alan Marcotte as the Code Enforcement Officer. He also reported that the expedition and tracking truck are both in need of a tune up. Ron would also like to request feedback and guidance from the Council on the police department's involvement with Code Compliance until October.

Alan stated that he needs to review the code book more and plans to work toward safer buildings and following regulations in Burden. There was discussion about looking into updating the code book. This was tabled till September.

Ron continued by stating he would like to purchase a desktop computer, desk chair, chair mat, and 2 drawer file cabinet to create a workstation for the code compliance officer.

**MOTION: Bolack motioned to approve the purchase of a new desktop computer for code compliance. Hobart seconded.**

**VOTING YEA: Hobart, Cannon, Bolack, Dory**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

**MOTION: Dory motioned to get the expedition and tracking to Hopper's Auto for a tune up. Cannon seconded.**

**VOTING YEA: Hobart, Cannon, Bolack, Dory**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

E. Amanda was absent.

F. Julia had nothing further to report.

**MOTION: Cannon 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 8:44 PM. Hobart seconded.**

**VOTING YEA: Hobart, Cannon, Bolack, Dory**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0.**

The open meeting resumed at 8:54 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

**MOTION: Cannon motioned adjourn the meeting. Dory seconded.**

**VOTING YEA: Hobart, Cannon, Bolack, Dory**

**VOTING NAY: NONE**

**MOTION CARRIED 4-0 and the meeting adjourned at 8:54 PM.**

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Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is August 22, 2025, 7:00 PM. The public is invited to attend.