

**Burden City Council Budget Hearing August 25, 2025, 6:45 pm
Burden City Hall**

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

Presiding: Mayor Lee Wingert

Staff Present: City Attorney Josh Albin, Officer Alan Marcotte, Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving.

Public: Donna Jackson, Don Satterfield, Lyle Lashbrook, Kim Kachiroubas, and Laura Satterfield.

Mayor Wingert opened the City of Burden budget hearing at 6:46 pm.

Clerk Loving went over the proposed 2026 budget and Council reviewed and discussed. There were no public comments or questions.

Mayor Wingert closed the City of Burden budget hearing at 6:54 pm.

**Burden City Council Meeting Minutes August 25, 2025, 7:00 PM
Burden City Hall**

Present Council Members: Chase Hobart, Chris Cannon, Carleta Bolack, and Taylor Dory were present. Don Satterfield filled vacant position and was present.

Presiding: Mayor Lee Wingert

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

Public: Donna Jackson, Don Satterfield, Lyle Lashbrook, Kim Kachiroubas, Laura Satterfield, Shelly Underwood with Midwest Assistance Program, and Daniel McLiney with McLiney and Company.

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, August 25, 2025, at 7:02 PM.

MOTION: Dory motioned to recess into executive session to consult with the City Attorney pursuant to the attorney-client privileged relationship exception, K.S.A. 75-4319(b)(2) for 10 minutes at 7:03 PM and invited City Attorney Albin into the session. Hobart seconded.

VOTING YEA: Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 4-0.

The open meeting resumed at 7:13 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

Mayor Wingert recommended appointing Don Satterfield to fill the vacant Burden City Council Member position.

MOTION: Dory motioned to accept the recommendation made by Mayor Wingert to have Don Satterfield fill the vacant Burden City Council Member position. Hobart seconded.

VOTING YEA: Hobart, Bolack, Dory

VOTING NAY: Cannon

MOTION CARRIED 3-1.

Don Satterfield accepted the appointment and read the Oath of Office. Satterfield will fill the remaining unexpired term of City Council Member, which will be up for election in November 2027.

MOTION: Cannon motioned to approve the 2026 budget for the City of Burden as presented. Hobart seconded.

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

VOTING NAY: NONE

MOTION CARRIED 5-0.

The budget was passed around and signed.

MOTION: Hobart motioned to approve the regular July meeting minutes as presented. Bolack seconded.

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

VOTING NAY: NONE

MOTION CARRIED 5-0.

The financial statements were reviewed and discussed.

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

VOTING: Satterfield Abstain, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0, with Satterfield's abstention counting with the majority votes.

The expenditure approval report was passed around and signed.

Public Time/Citizen Comments:

Citizen Lyle Lashbrook brought to the Council's attention that a house 1 block to the north of City Hall on Main Street has had a riding lawn mower blocking the sidewalk for weeks and with school back in session kids walk that sidewalk to the school and expressed his concern. Mayor Wingert stated he would speak with the Burden Police Department about the mower and have them look into it.

Correspondence:

A. Thank You – 4-H Dairy Boosters

There was a Thank You from 4-H Dairy Boosters included in the packet, thanking the City for their support.

B. Thank You – Burden Arena Association

There was a Thank You Letter from the Burden Arena Association included in the packet, thanking the City for their support.

C. Thank You – Burden Dayz

There was a Thank You Card from Burden Dayz included in the packet, thanking the City for their support.

D. Teacher Request – Email from Tyler Eastman

Clerk Loving discussed an email request from teacher Tyler Eastman that was included in the packet. Mayor Wingert and Council Member Dory will coordinate a date and time with Mr. Eastman to speak with his civics class about local government.

Unfinished Business:

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

Shelly Underwood, Midwest Assistance Program, discussed the bid opening that happened last week on Wednesday August 20, 2025, and had some handouts to discuss the estimated overrun costs for the water side of the project. She talked about the estimated overall project cost increase from 2022 vs 2025 due to inflation. Shelly talked about how the original 2022 preliminary combined project cost estimate was \$3.815M vs now the 2025 combined project costs came in at over \$6.15M. There was discussion about the need for an estimated additional interim financing of \$2,669,914.10 and additional long term financing of \$789,341.10. Shelly spoke about the Kansas Water Office (KWO) Program that the City could apply for to cover the lacking long term financing but reminded them that previous conversations that were had about applying to KWO for generators and sewer debt payoff. Council President Cannon asked questions about what could be cut from the project to lower costs because a \$30 to \$40 per month rate increase is not an option. Clerk Loving stated that the engineer could not make the meeting this evening but could be available to attend a special meeting to discuss more in-depth options with the Council. The Council would like to hold a special meeting on Wednesday August 27, 2025, at 6:00 PM to review and discuss the USDA & KDHE funding, potential overall project cost projections, potential project cost reduction, and potential overall impact on utility users and rates. The Council would like to have Shelly apply to the KWO for the lacking long term financing costs and wait on the generators and sewer debt payoff.

MOTION: Cannon motioned to seek funding through the Kansas Water Office Grant Program for the water project and authorized the Mayor to sign the required affidavits to allow Midwest Assistance Program to apply on the City's behalf. Dory seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

- Bond Counsel

Shelly reported that Gilmore and Bell have been contacted for bond counsel.

B. Burden CDBG Housing Rehab & Demolition Grant – Donna Jackson

Donna went over the Burden Community Development Block Grant (CDBG) Housing Grant presentation report that she prepared and was included in the packet. She requested the Council review, discuss, and approve the prepared letter to send to vacant properties owners. Attorney Albin stated he did not see an issue with the prepared letter. The Council agreed to send the letter to owners of vacant properties.

C. Building Next Door – 407 N. Main Street

Public Works Dobbs reported that he is still waiting for more bids on a roof for the building next door.

D. Storm Damage and Clean Up – Condemnation

Attorney Albin stated petitions are ready and waiting to be filed; after speaking with Judge St. Peter's office the petitions will be held and filed in September.

E. Code Compliance Officer Monthly Report – Professional Code Compliance

Clerk Loving stated that the July and August reports are included in the packet.

- Executive Session – Attorney-Client Privileged Relationship Exception K.S.A. 75-4319(b)(2)

MOTION: Dory motioned to recess into executive session to consult with the City Attorney pursuant to the attorney-client privileged relationship exception, K.S.A. 75-4319(b)(2) for 10 minutes at 8:25 PM and invited City Attorney Albin into the session. Hobart seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

The open meeting resumed at 8:35 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

F. Purchasing Policy

- Resolution 2025-04 – Establishing and Adopting a Formalized Purchasing Policy

MOTION: Bolack motioned to adopt Resolution 2025-04 – Establishing and Adopting a Formalized Purchasing Policy. Hobart seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

G. GovCard Payment Processing Solution Option

Clerk Loving requested an additional month to contact the current card processor company.

H. Railroad Crossing on Oak Street and Main Street

Attorney Albin stated that he looked at the crossings before the meeting. He reported that the railroad engineer has been by and looked at the crossings and has made suggestions to the operations team about what needs to be done to be replaced. He further reported that the operations team has taken those suggestions into consideration and is putting together a crew to get it taken care of.

New Business:

A. Kansas Water Office – HB 2302 Grant Program – Shelly Underwood, Midwest Assistance Program

- Affidavit in Support of Grant Application Submission and Authority to Sign

Already discussed and approved during Unfinished Business A. USDA & KDHE Combined Sewer and Water Distribution System Project.

B. Municipal Advisor – Daniel McLiney with McLiney and Company

Daniel introduced himself to the Council and gave a history about McLiney and Company. He handed out a Municipal Advisory Agreement and discussed it with the Council stating that the most important is starting with the last line of the agreement that states “This Agreement can be terminated at any time, with or without cause, with simple written notice”. He discussed some other handouts with the Council.

MOTION: Cannon motioned to hire McLiney and Company as the City of Burden’s Municipal Advisor. Dory seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

C. IT Infrastructure Review Proposal Request – Don Satterfield

Don prepared a proposal request that was included in the packet. He stated he would like to perform a no-cost review of the City of Burden’s current IT equipment and infrastructure and see how the City stands. He could schedule to start taking a look next week and prepare a summary report with findings and recommendations for the September meeting. The Council stated for Don to move forward.

Mayor Wingert called for any additional New Business.

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 9:02 PM. Hobart seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

The open meeting resumed at 9:12 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

Employee Time:

A. Christina was absent and will be removed from the agenda due to the end of the pool season.

B. Dale went over the public works report with the Council.

C. Ben reported that Burden FFA was at the park last Saturday and painted the white fence along the highway and pavilion, as previously discussed. The Council stated it looked nice.

D. Ron went over the police report with the Council. He would like to discuss replacing the tracking truck with a 2017 Dodge 1500 pickup from the Cowley County Sheriff's Department that would be already fully equipped. There was discussion about options for selling the existing tracking truck.

MOTION: Hobart motioned to purchase a 2017 Dodge 1500 pickup in the amount of \$4,000.00 from the Cowley County Sheriff's Department and to include purchasing Burden Police Department graphics for the vehicle. Dory seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

He also discussed a lightning strike that affected the park cameras and had KPM quote the price to come out to test the equipment and replacement of the radio receiver if needed.

MOTION: Hobart motioned to approve to have KPM come out and service the park cameras. Bolack seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0.

Ron finished by stating that the Bullet Proof Vest Grant is frozen, it is still not available and there have been no updates as to when or if it will be available. The department's current vests expire November 25, 2025. Council Member Hobart requested they check vendors for pricing and lead time on 5 vests.

E. Amanda left the meeting early and was absent at this point.

F. Julia reported that the auditor was here a couple months ago and should be final, but the printed copy has not arrived yet. She signed up for a KORA/KOMA training being put on by the League of Kansas Municipalities that will discuss the new law changes. Julia brought up the name placement cards again to make sure what to order and exact format for the names. The Council would like first name, last name, position. The Council suggested waiting to order till after the November election results.

MOTION: Cannon motioned adjourn the meeting. Hobart seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack, Dory VOTING NAY: NONE

MOTION CARRIED 5-0 and the meeting adjourned at 9:35 PM.

Julia Loving, City Clerk

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