

Burden City Council Meeting Minutes September 22, 2025, 7:00 PM
Burden City Hall

Present Council Members: Don Satterfield, Chase Hobart, Chris Cannon, Carleta Bolack, and Taylor Dory (8:09 PM) were present.

Presiding: Mayor Lee Wingert

Staff Present: City Attorney Josh Albin, Chief of Police Ron Cannon, Officer Adam Bauler, Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving. Public Works Supervisor Dale Deets, Public Works Ben Dobbs, and Officer/Code Enforcement Alan Marcotte were absent.

Public: Lyle Lashbrook, Abbi Bowman, Donna Jackson, Jessica Falk with Cowley County Economic Development, Stephanie Marsh Grant Program Manager for SCKEDD, Shelly Underwood with Midwest Assistance Program, and Jaime Goering with Schwab Eaton.

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, September 22, 2025, at 7:00 PM.

MOTION: Hobart motioned to approve the CDBG public hearing, budget hearing, regular August meeting, and special meeting minutes as presented. Satterfield seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

The financial statements were reviewed and discussed.

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

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

The expenditure approval report was passed around and signed.

Public Time/Citizen Comments:

NONE

Correspondence:

A. Thank You – Relay For Life Winfield

There was a Thank You from Relay For Life Winfield included in the packet, thanking the City for their support.

Unfinished Business:

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

Jaime Goering, project engineer with Schwab Eaton, went over Schwab Eaton's recommendation of award letter for 2024 Utility Improvements Project. She reported that discussion is still ongoing with Nowak about potential project cost savings that were previously discussed and stated that the project award would still be the full cost amount and any reduction in pricing would be by change order.

MOTION: Hobart motioned that the construction contract for Part A + Bid Alternative 2 of the 2024 Utility Improvements project for the City of Burden be awarded to Nowak Construction Co., Inc. in the amount of \$4,857,444.10 and the construction contract for Part B of the 2024 Utility Improvements project for the City of Burden be awarded to Ace Pipe Cleaning, Inc. in the amount

of \$602,380.00, both contingent upon KDHE and USDA's review and approval of the bid documents. Cannon seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

Shelly Underwood, Midwest Assistance Program, reported that she did speak with KDHE and confirmed that an amendment is being made to the City's agreement to include the additional principal forgiveness and additional loan of \$1,500,000.00. She is also hoping to have a response and paperwork from Bond Counsel by next month's meeting. Shelly also reported that the Kansas Water Office applications for the City of Burden are being submitted this week.

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

Donna introduced Jessica Falk with Cowley County Economic Development. Jessica informed the Council that Cowley County Economic Development would be giving the City of Burden the \$4,000.00 to cover the cost of the Environmental Review for the Burden CDBG Housing Rehab & Demolition Grant. Donna then introduced Stephanie Marsh the Grant Program Manager for South Central Kansas Economic Development District (SCKEDD). Stephanie discussed the grant administration and environmental review contract and the housing inspection and lead risk assessment contract, both of which were included in the packet. 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 a resolution to apply for the CDBG Program and the contracts with SCKEDD, sign a letter allowing her to be the point of contact on the project for the City, sign a sole source letter for approval from Commerce, and sign other required grant documents. She reported that the application is due by November 14th. Attorney Albin stated he reviewed the contracts, and they are standard contracts and acceptable.

MOTION: Cannon motioned to approve Resolution No. 2025-05 – Authority to Apply for CDBG Program. Hobart seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

MOTION: Cannon motioned to approve and sign a Contract for Housing Inspection/Risk Assessment Services for 2025 CDBG Housing Rehabilitation Grant with SCKEDD. Hobart seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

MOTION: Cannon motioned to approve and sign a Contract for Administrative Services for CDBG Housing Grant with SCKEDD. Hobart seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

Donna finished up by stating that the City can reapply in January 2026 if not awarded this time.

C. Building Next Door – 407 N. Main Street

No update on a roof for the building next door.

D. Storm Damage and Clean Up – Condemnation

Attorney Albin spoke with Judge St. Peter's office and stated the suits will be filled on October 1, 2025.

E. Code Compliance Officer Monthly Report – Professional Code Compliance
Clerk Loving stated that the September report was included in the packet.

F. GovCard Payment Processing Solution Option

Clerk Loving is waiting for a response from the current card processor company on who the contact is to discuss possible lower processing service fees and additional type of pay options.

G. Railroad Crossing on Oak Street and Main Street

Attorney Albin will make contact tomorrow to get an update on when the repairs will be made.

H. IT Infrastructure Assessment Summary – Don Satterfield

Don reviewed the City IT Assessment Detailed Report that he prepared and provided to the Council. He suggested upgrading all computers to Windows 11 Pro, but should at least upgrade the 3 laptops first since they sometimes leave the building and with BitLocker can be enabled with Pro. There was discussion about antivirus software, cloud/offsite backups, unique logins, segment networks, and explore replacement administrative software that is supported.

MOTION: Cannon motioned to upgrade all computers to Windows 11 Pro, that can be upgraded. Satterfield seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

MOTION: Cannon motioned to purchase and install antivirus software Malwarebytes for approximately \$300.00. Satterfield seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

Council President Cannon stated to start researching backup options immediately. Council Member Satterfield suggested contacting Twin Valley to inquire about sub networking and the cost to do so.

New Business:

A. NONE

Employee Time:

A. Dale was absent. The public works report was included for the Council.

B. Ben was absent.

C. Ron thanked the Council for the new patrol vehicle and stated it was parked outside if anyone would like to view it. He presented a quote from Galls for 5 bulletproof vests and armor carriers that is good until October 18, 2025. Ron also discussed the bulletproof vest grant that is still frozen but stated it is a reimbursement grant, and they would need a receipt to submit anyway. There was discussion about the additional risk associated with knowingly allowing the department to use expired vest. Officer Bauler stated that if the vests were ordered this week they could be here by November.

MOTION: Hobart motioned to purchase 5 bulletproof vests and armor carriers in the amount of \$6,692.34 from Galls. Bolack seconded.

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

VOTING NAY: NONE

MOTION CARRIED 5-0.

D. Alan was absent.

E. Amanda had nothing to report.

F. Julia reported that after attending the KORA/KOMA training put on by the League of Kansas Municipalities she will be reviewing the current open records request policies and fees that are in the City's Code, those will need to be updated with the new law changes. She also reported that a small change will need to be made in the verbiage for executive session motions, to include stating the time and place the open meeting will resume at the end of the motion. She also reported that the printed copy of the 2024 Audit has been received and is available to anyone who would like a copy.

MOTION: Dory motioned adjourn the meeting. Cannon seconded.

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

MOTION CARRIED 5-0 and the meeting adjourned at 8:32 PM.

Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is October 27, 2025, 7:00 PM. The public is invited to attend.