

Burden City Council Meeting Minutes October 27, 2025, 7:00 PM
Burden City Hall

Present Council Members: Don Satterfield, Chase Hobart, Chris Cannon, and Carleta Bolack were present. Taylor Dory was 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 Adam Bauler, Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving. Officer/Code Enforcement Alan Marcotte was absent.

Public: Donna Jackson, Lyle Lashbrook, and Abbi Bowman.

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, October 27, 2025, at 7:00 PM.

MOTION: Bolack motioned to approve the regular September meeting minutes as presented. Hobart 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. Main Street Trunk-or-Treat Flyer

There was a flyer for Main Street Trunk-or-Treat in the packet.

B. Letter To The Governing Body – Burden United Methodist Church

A letter to the governing body from the Burden United Methodist Church about the deteriorating condition of a near by property that is causing increased rodents, a fire/health hazard for neighbors, and safety issues for there patrons was included in the packet. Attorney Albin stated that in 2026 the City will look at available funds to tear down and haul off the property, which is currently estimated at a cost of \$14,000 to \$18,000. He continued by stating that the property is already under the condemnation process and should be cleared up and cleaned up by the spring of 2026.

Unfinished Business:

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

Clerk Loving reported that the 2024 Utility Improvements Project required bid documents were filed with both the Kansas Department of Health and Environment (KDHE) and United States Department of Agriculture Rural Development (USDA RD) for approval. The City has received a letter of approval to award from KDHE, but due to the government shut down there has been no word from USDA RD.

She also presented two resolutions that were prepared by bond counsel, Kevin Cowan with Gilmore & Bell, for review and consideration by the governing body. Each resolution authorizes the project and issuance of Bonds to finance a portion of each utility's system improvements.

MOTION: Cannon motioned to approve Resolution No. 2025-06 – A RESOLUTION OF THE CITY OF BURDEN, KANSAS, AUTHORIZING IMPROVEMENTS TO THE CITY PUBLIC WATER SUPPLY SYSTEM; AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF. Bolack seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

MOTION: Hobart motioned to approve Resolution No. 2025-07 – A RESOLUTION OF THE CITY OF BURDEN, KANSAS, AUTHORIZING AND PROVIDING FOR THE ALTERATION, REPAIR OR RECONSTRUCTION OF A SANITARY SEWER; AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF. Bolack seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

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

Donna Jackson reported that the Burden Community Development Block Grant (CDBG) Housing Rehabilitation and Demolition Grant application was submitted on Monday, October 6, 2025, and should have a response within 45 days. Donna stated that the City has a very strong application, but with limited funds available there is no guarantee and worst-case scenario the City can reapply next year.

C. Building Next Door – 407 N. Main Street

Public Works Dobbs reported that he is still working on more quotes for putting a roof of the building next door. He has one so far in the amount of \$49,000 and it included redoing the floor to support the roof. The problem he has ran into is that most of the companies stated that they only do roofing and someone else would have to rebuild or frame the roof first.

D. Storm Damage and Clean Up – Condemnation

Attorney Albin stated that no hearing date has been scheduled at this time.

E. Code Compliance Officer Monthly Report – Professional Code Compliance

Clerk Loving stated that the October report is included in the packet.

F. GovCard Payment Processing Solution Option

Clerk Loving has a meeting scheduled for next week with our current card processor company. She reported that via email she was informed that the current funds paid by credit card are guaranteed funds and that echeck is an available option at a lower service charge, but echeck funds are not guaranteed and are subject to return charges. She will report more next month after the meeting.

G. Railroad Crossing on Oak Street and Main Street

Attorney Albin stated that an engineer for the railroad came out to look at the crossings on Oak and Main Street and they are working on funds and scheduling to get the repairs taken care of.

H. IT Infrastructure Update – Don Satterfield

Don gave an update on the City IT Infrastructure reporting that all computers have been upgraded to Windows 11 Pro, BitLocker has been enabled, and Malwarebytes has been installed. He gave a

summary of discussions with Twin Valley about network segmenting and would like to put that on hold for now and work on backups. There was cost comparison and discussion about Acronis vs Carbonite for dedicated cloud backup and recovery services.

MOTION: Hobart motioned to purchase two (2) Acronis Backup subscriptions, one for the City Clerk's computer and for one Police Department Computer. Satterfield seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

New Business:

A. Thanksgiving Gift Cards

MOTION: Hobart motioned to purchase ten (10) Thanksgiving gift cards in the amount of \$50 each. Cannon seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0.

Purchase for both Clerks, City Treasurer, both Public Works, Chief of Police and four Police Officers.

Employee Time:

A. Dale discussed the wastewater inspection KDHE completed last Friday. He reported that the bank on the west side of lagoon cell 3 is leaking and will probably need to be looked at by an engineer on how to remedy the problem. Dale also stated the new pump for the pumphouse was delivered, still need seals and will need B&B Motors to come align the pump on installation. The lift station at Ryan Mann's blew a line, it was installed in 1994, and Dale asked for some directions on what to do, rebuild or piece it back together. Dale will call Ed Hickman to take a look at the lift station and determine a direction to go in along with prices for the Council to discuss.

B. Ben went over the public works report. He added that the transducer went bad on the tower and had to be replaced. He also stated that the public works department, after approval from Mayor Wingert, decided to keep the old tracking truck to replace their current 4x4 and the 4x4 was sold to the City of Atlanta for \$4,000.00.

C. Ron informed the Council that the bulletproof vest 50/50 grant opened last week, and they will be submitting for the 50% reimbursement as soon as they can provide proof of payment. He also stated that Officer Brett Bazil is at the Kansas Law Enforcement Training Center and will graduate on November 7, 2025, if anyone would like to attend with him and the other officers.

D. Alan was absent.

E. Amanda had nothing to report.

F. Julia had nothing additional to report.

MOTION: Cannon motioned adjourn the meeting. Hobart seconded.

VOTING YEA: Satterfield, Hobart, Cannon, Bolack

VOTING NAY: NONE

MOTION CARRIED 4-0 and the meeting adjourned at 8:14 PM.

Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is November 24, 2025, 7:00 PM. The public is invited to attend.