

Burden City Council Meeting Minutes November 24, 2025, 7:00 PM
Burden City Hall

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

Presiding: Mayor Lee Wingert

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

Public: Donna Jackson

Mayor Wingert called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, November 24, 2025, at 7:00 PM.

MOTION: Cannon motioned to approve the regular October meeting minutes as presented. Hobart seconded.

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

MOTION CARRIED 5-0.

The financial statements were reviewed and discussed.

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

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

MOTION CARRIED 5-0.

The expenditure approval report was passed around and signed.

Public Time/Citizen Comments:

A. Liza Dobbs

Liza Dobbs was not present.

Correspondence:

A. NONE

Unfinished Business:

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

Clerk Loving reported that the government has opened back up, but the City is still waiting on United States Department of Agriculture Rural Development (USDA RD) to give approval to award on the 2024 Utility Improvements Project. She stated that Dan Fisher with USDA has not reviewed the paperwork yet, but that the required preconstruction conference with KDHE, USDA, both contractors, and the engineers has been scheduled for December 3, 2025, starting at 2:00 pm.

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

Donna Jackson stated that things have been quiet on the Burden Community Development Block Grant (CDBG) Housing Rehabilitation and Demolition Grant. She reported that the application is still in the reviewing period and the last step is a site visit. Donna stated that currently there are not enough remaining funds available to fund the 4 open projects, but Commerce is looking into reallocating funds from other sources to be able to make the awards and since the City's application is very strong a site

visit has been scheduled for Friday December 5, 2025, at 1:00 pm with Megan Unruh (SCKEDD), Tim Parks (Department of Commerce), and Jessica Falk (Cowley County Economic Development). The Council thanked Donna for all her hard work.

C. Building Next Door – 407 N. Main Street

Public Works Dobbs had no update at this time on additional roof quotes for the building next door.

D. Storm Damage and Clean Up – Condemnation

Attorney Albin stated that the condemnation of the downtown Main Street buildings is progressing. Council President Cannon requested Albin expand on the status of Goad's property at 117 E 6th Street. Albin reported that there are dogs still on the property and the yard is out of code compliance. Albin suggested checking on the dogs and taking them to the humane society if they are not being properly cared for and located on what is considered an abandoned property and suggested cutting the tall weeds.

E. Code Compliance Officer Monthly Report – Professional Code Compliance

Clerk Loving stated that the November report from Professional Code Compliance is included in the packet. She also reported that she received an invoice for November and was unsure if it is to be paid. Attorney Albin stated to hold off on paying the invoice and he would again speak with Rob Lane at Professional Code Compliance tomorrow about the termination of the service agreement.

F. GovCard Payment Processing Solution Option

Clerk Loving reported that after speaking with GovCard she was informed that the funds paid by credit card or echeck through their services are not guaranteed funds. The City's current processing option AllPaid does provide guaranteed funds on credit card payments but payments by echeck are not guaranteed. The governing body would like a comparison chart of the service fees for the next meeting.

G. Railroad Crossing on Oak Street and Main Street

Attorney Albin stated that he was told the railroad crossings on Oak and Main Street are on the maintenance schedule.

H. IT Infrastructure Update – Don Satterfield

Don gave an update on the City IT Infrastructure. He reported that after speaking with Acronis he decided that it is no longer a good option for dedicated cloud backup and recovery services. Don presented information for IDrive and the Council is onboard with subscribing to IDrive instead of the previously approved Acronis.

New Business:

A. Approve CMB Renewal License for U Pump It #222

MOTION: Dory motioned to approve the off-premise Cereal Malt Beverage license renewal for U Pump It #222. Hobart seconded.

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

MOTION CARRIED 5-0.

B. Santa – December 17th from 6:00 – 8:00 pm @City Hall

Clerk Loving let the Council know that Santa Claus would be at City Hall on December 17, 2025; from 6:00 – 8:00 pm.

MOTION: Hobart motioned to for the City to help with Santa and purchase candy and peanuts for the goodie bags, in an amount not to exceed \$300.00. Cannon seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0.

C. December Council Meeting and Potluck – December 22nd

Clerk Loving stated that the December meeting will be on the normal date this year, December 22, 2025. The Council would like to hold a potluck before the meeting at 6:00 pm.

D. Employee Christmas Incentive

MOTION: Cannon motioned to purchase the 4 full-time employees and the Chief of Police each a \$150 Christmas incentive gift card, and a \$75.00 Christmas incentive gift card for the City Treasurer and 4 part-time Police Officers. Dory seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0.

E. Employee Performance and Evaluation Work Session

Mayor Wingert will setup a meeting with Council President Cannon to discuss and complete employee performance and evaluations.

F. Potential Seepage Through Lagoon Cell Dike Investigation Request

The Kansas Department of Health & Environment (KDHE) sewer inspection report was included along with the compliance request that lists the issues that must be addressed, giving a deadline of February 27, 2026, to investigate the possible seepage along the west berm of lagoon Cell 3 and submit a written plan detailing the investigation.

MOTION: Hobart motioned to hire Engineer Stuart Porter with Schwab Eaton to do the investigation on the possible seepage along the west berm of lagoon Cell 3 and report the findings and solution options. Satterfield seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0.

Mayor Wingert called for any additional New Business.

Donna Jackson reported that she attended the back property tax auction at the County Courthouse and the one property in Burden sold for \$5,600.00.

Council Member Satterfield stated that he would like to see some clean-up done behind City Hall and HVAC system repairs for the water drainage by the South door and insulation on the piping.

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). The open meeting will resume in the City Council chamber at 7:57 PM. Hobart seconded.

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

VOTING NAY: NONE

MOTION CARRIED 5-0.

The open meeting resumed at 7:57 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

MOTION: Hobart 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) and invited

City Attorney Albin into the session. The open meeting will resume in the City Council chamber at 8:08 PM. Cannon seconded.

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

MOTION CARRIED 5-0.

The open meeting resumed at 8:08 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

MOTION: Hobart motioned to recess back into executive session to further consult with the City Attorney pursuant to the attorney-client privileged relationship exception, K.S.A. 75-4319(b)(2) and invited City Attorney Albin into the session. The open meeting will resume in the City Council chamber at 8:20 PM. Cannon seconded.

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

MOTION CARRIED 5-0.

The open meeting resumed at 8:20 PM. Mayor Wingert stated that no binding action was taken while in the executive session.

Employee Time:

A. Dale was absent.

B. Ben went over the public works report. He reported that the new pump was installed at the pumphouse last week and when B&B Motors aligned it today, they stated a coupler needs replaced. He went over a quote from Ed Hickman on repairing the lift station at Ryan Mann's.

MOTION: Hobart motioned to hire Ed Hickman to repair the lift station on Ryan Mann's property. Cannon seconded.

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

MOTION CARRIED 5-0.

Ben also requested to purchase a DeWalt pole saw for \$220.00 from Potter Saw Service and Mayor Wingert authorized the purchase.

C. Ron went over the police department report. He stated that Officer Brett Bazil passed the Kansas Law Enforcement Training Center. He also informed the Council that it has been discovered that the bulletproof vest 50/50 grant only covers reimbursement on the vest cost portion of \$4,107.35, so the reimbursement would be \$2,053.67. There was more discussion about the need to update the code book and look in to digitizing the code. He also made a request for additional streetlights on existing poles.

D. Alan was absent.

E. Amanda had nothing to report.

F. Julia reported that she has been out of the office a lot throughout the month using vacation time, but Amanda has been covering the office. She also stated that she had a meeting with today with Carrot Top, the company we purchase flags from for the park, and that he wanted to let everyone know the name is going to be changing and wanted to give an 18% discount and free shipping for attending the meeting. She also stated that MAP will be holding virtual board and clerk training opportunities in January and February and would appreciate it if everyone would complete a poll that was sent out via email with date opportunities that they would be interested in attending if the trainings were held on that day. Clerk Loving will forward the email to all Council Members.

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MOTION: Dory motioned to purchase 4 flags for the park. Satterfield seconded.

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

MOTION CARRIED 5-0.

MOTION: Cannon motioned adjourn the meeting. Dory seconded.

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

MOTION CARRIED 5-0 and the meeting adjourned at 9:00 PM.

Julia Loving, City Clerk

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