

Burden City Council Meeting Minutes January 26, 2026, 7:00 PM
Burden City Hall

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

Presiding: Council President Chris Cannon. Mayor Lee Wingert arrived at 7:40 PM.

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

Public: Donna Jackson and Lyle Lashbrook

Council President Cannon called the Regular Council Meeting for the City of Burden, Kansas to order on Monday, January 26, 2026, at 7:00 PM.

MOTION: Hobart motioned to approve the regular December meeting minutes as amended, deleting extra words at the end of topic B under Unfinished Business. 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. Bolack seconded.

VOTING YEA: 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. NONE

Correspondence:

A. NONE

Unfinished Business:

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

Clerk Loving included copies of the Notice to Proceed in the packet. She reported that the contracts with both utility contractors have been executed for the 2024 Utility Improvements Project. She also stated that the official project start date was January 12, 2026. Clerk Loving stated that we are still waiting for an amended loan agreement from KDHE and a request to change to monthly Kansas Water Office (KWO) disbursement requests instead of quarterly requests has been made, but the amendment agreement has not yet been received.

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

Donna Jackson reported that the State has not yet made any announcements on the Burden Community Development Block Grant (CDBG) Housing Rehabilitation and Demolition Grant.

C. Building Next Door – 407 N. Main Street

There is no update for the building next door.

D. Storm Damage and Clean Up – Downtown Main St. Buildings Condemnation

Attorney Albin reported that he spoke with Cowley County District Court staff today about the condemnation of the downtown Main Street buildings. He stated that he should have documents next week for the Mayor to sign.

E. Nuisance and Abatement Update – 117 E 6th Street

Attorney Albin stated that there was no update for nuisance and abatement of 117 E 6th Street. Council President Cannon inquired as to where we are at in the process. Attorney Albin reported that notices have been sent out and that he has spoken with the County Treasurer about the property regarding the potential of a back property tax sale.

F. Code Compliance Officer Monthly Report – Professional Code Compliance

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) and invite City Attorney Albin into the session. The open meeting will resume in the City Council chamber at 7:25 PM. Hobart seconded.

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

MOTION CARRIED 5-0.

The open meeting resumed at 7:25 PM. Council President Cannon stated that no binding action was taken while in the executive session.

G. AllPaid Payment Processing Updated Agreement

Clerk Loving reported that an updated agreement has not yet been received from AllPaid.

H. Railroad Crossing on Oak Street and Main Street

Attorney Albin reported that he has filed two additional complaints with the railroad about the conditions of the railroad crossings on Oak and Main Street and will file another one tomorrow. He received a call from the general counsel of the railroad about the number of complaints he has filed, and Attorney Albin informed him that he will continue to file them until something is done about the poor condition. The Council requested that he continue sending complaints at least weekly.

I. IT Infrastructure Update – Don Satterfield

Don gave an update on the City IT Infrastructure. He reported that he cannot get the police department set up the way it should be due to only having one Microsoft 365 account but does not think the money should be spent on purchasing more. Don also stated that the backup for the police department will get set up in the next couple of weeks. He has created both a City group and page on Facebook and will need another administrator for those. Don stated that he will work on a managed network plan in February.

J. Employee Performance and Evaluation Work Session

MOTION: Dory motioned to recess into executive session to discuss employee performance and evaluations 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 7:41 PM. Hobart seconded.

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

MOTION CARRIED 5-0.

Mayor Wingert arrived at 7:40 PM and entered the executive session at this time.

The open meeting resumed at 7:41 PM. Mayor Wingert stated that he would like Council President Cannon to finish presiding over this topic, since he was not present for the start of it. Council President Cannon stated that no binding action was taken while in the executive session.

MOTION: Hobart motioned to provide a 4% pay increase to both Public Works, City Clerk, Deputy City Clerk, and Chief of Police. Dory seconded.

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

MOTION CARRIED 5-0.

Mayor Wingert began presiding over the meeting at this time.

K. Potential Seepage Through Lagoon Cell Dike Investigation Request

Clerk Loving reported that engineer Stuart Porter with Schwab Eaton provided some handouts that are included in the packet and an email requesting that they City dig a couple potholes on the west dike of lagoon cell 3 to see how much rock was placed in the dike during original construction.

L. Burden CPRA Rodeo 2026 Sponsorship Request – Burden Arena Association

MOTION: Hobart motioned to sponsor the 2026 Burden CPRA Rodeo with a Silver Level Sponsorship in the amount of \$500.00. Cannon seconded.

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

MOTION CARRIED 5-0.

M. Storm Siren at the School

Council Member Dory reported that Table Rock Alerting and the City of Winfield are assisting in putting up the pole and siren and running all new electric, at a cost to the school of \$12,440.00. That cost will include a new controller, 10-year lithium battery, and everything needed to get the siren going. He did state that Cowley County Emergency Management will not cover ½ the maintenance costs for the siren at the school, due to the new siren behind City Hall already providing more than adequate coverage for the City.

New Business:

A. 2025 Annual Treasurer’s Report

Clerk Loving stated that a copy of the 2025 Annual Treasurer’s Report is included in the packet and it has been published.

B. Resolution No. 2026-01 – GAAP Waiver

MOTION: Cannon motioned to approve Resolution No. 2026-01 – GAAP Waiver. Dory seconded.

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

MOTION CARRIED 5-0.

C. Biking Across Kansas

Clerk Loving stated that Burden has been chosen as a host town for Biking Across Kansas (BAK) 2026, they will be staying in Burden on June 10th. There will be an upcoming site visit. As a host town, they would like the restaurants and community to host fundraiser meals during their stay in Burden.

Mayor Wingert called for any other New Business.

Dale spoke about a water leak on the 6” main line under Highway 160 between Poplar and Elm. Dale reported that after speaking with engineer Stuart Porter, City Attorney Albin, Nowak Construction, and KDOT about the urgency of the repair and requirements for working in the highway. Attorney Albin

recommended hiring Nowak Construction to make the necessary repairs since they already have equipment in Burden due to the ongoing water improvement project, estimating a cost of \$5,000 to \$8,000. There was much discussion.

MOTION: Dory motioned to hire Nowak Construction to fix the water leak under Highway 160 between Poplar and Elm. Hobart seconded.

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

MOTION CARRIED 5-0.

Employee Time:

A. Dale would like the Council to consider purchasing another pump that matches the one that was already purchased for the pump house. He reported on the conversation with B&B Electric Motor Co. about the odds of the other original pumps being out of balance like the one that was replaced and how it can eat the bearings by being out of balance. Due to the long lead time of 10-13 weeks, he would like them to consider purchasing one to replace the current 20-year-old pump. The Council would like to notify Rural Water District #5 of the purchase need of the pump, since they would incur half of the purchase cost, and discuss it further in February. Dale informed them that he got called for jury duty on February 2nd. Dale stated both contractors have started work.

Council Member Dory thanked the guys for clearing the snow from the roads over the weekend.

B. Ben went over the public works report. He included quotes from Equipment Share and O'Reilly Auto for all the annual oil and filter purchases for the equipment and trucks. Ben stated that the previously approved purchase of a pole saw from Grouse Valley will not be ordered after all, due to the need to purchase two. He found one on Amazon for \$180.00 that he would like to purchase and additional Dewalt batteries from Grouse Valley. Ben also presented information about 5 pickup trucks that are available from Federal Surplus, a hold has been put on 1 of the pickups at the request of Mayor Wingert. Council Member Satterfield gave some information about potential grants he had looked at that could be used for truck purchases. There was discussion about fund availability. Council President Cannon suggested using funds from the equipment reserve.

MOTION: Satterfield motioned to approve the Public Works Department to purchase a truck from Federal Surplus, not to exceed \$26,500 and pay the expense from the equipment reserve fund. Bolack seconded.

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

MOTION CARRIED 5-0.

MOTION: Hobart motioned to approve the purchase of the annual oil and filters for the equipment and trucks from Equipment Share and O'Reilly Auto. Dory seconded.

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

MOTION CARRIED 5-0.

C. Ron was absent.

D. Alan gave an update for the police department, reporting about a taser training on Friday and that he is wearing the new bulletproof vest carrier tonight. He thanked the Council for purchasing the new vests and carriers. Alan reported that no code enforcement action was taken last month but expressed concerns he has and would like to request guidance on. He spoke about Nicole Krueger's vehicles and property on Elm Street, Kim Kachiroubas continuing to place more items on the property, Elizabeth Ferguson messaging about wanting to house a baby calf in the city limits then later messaging that the need was no longer there, and Sueann Oliphant-Duff have horses on her property on Main Street. Attorney Albin

stated that Oliphant-Duff's property is a grandfathered property that has pasture on it and is allowed to have horses. Alan would like to know if the Council would like enforcement action to proceed with Krueger and Kachiroubas' properties. Council Member Hobart stated to write violation tickets and get them into Municipal Court.

E. Amanda was absent.

F. Julia reported that she was asked by the Kansas Rural Water Association to be a moderator at the upcoming Annual Conference & Exhibition in March 2026. She would like to make a request to register to attend. The Council would like Ben Dobbs to register to attend as well and have Dale stay to be available in case the water contractor needs someone. She also spoke about the webinar series that the League of Kansas Municipalities will be holding monthly, if anyone would like to attend.

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 9:27 PM.

Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is February 23, 2026, 7:00 PM. The public is invited to attend.