

Burden City Council Meeting Minutes December 22, 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 Brett Bazil, Officer Adam Bauler (7:25 PM), Officer/Code Enforcement Alan Marcotte, Deputy City Clerk Amanda Lindsay, and City Clerk Julia Loving. Public Works Supervisor Dale Deets was absent.

Public: Donna Jackson, Lyle Lashbrook, and Liza Dobbs.

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

MOTION: Cannon motioned to approve the regular November 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: Dory motioned to pay the bills. Cannon 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, representing the Burden Dayz Committee, informed the Council that the committee would like to offer to patch and paint the walls at City Hall. She stated that if the City is willing to purchase the paint and needed supplies, they would like to donate their time to show their appreciation for letting them use the building for monthly meetings and Bingo events. The Council requested cost estimates.

Correspondence:

A. The City received numerous holiday cards that were displayed on the table.

B. A letter from the Burden Arena Association about Burden CPRA Rodeo 2026 Sponsorship Opportunities was received. The Council would like to revisit the request in January.

Unfinished Business:

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

Clerk Loving reported that the preconstruction conference with KDHE, USDA, both contractors, and the engineers for the 2024 Utility Improvements Project was held on December 3, 2025. She also reported that United States Department of Agriculture Rural Development (USDA RD) has given approval to award and that the Notice to Award has been completed for both contractors. Contracts are being drawn up, with an anticipated start date of January 5, 2026. There was also discussion about the outstanding water project costs on invoices from the engineers, Schwab Eaton, and are the funds available to pay for

those before the end of the year. Clerk Loving stated that with the additional funding request that is needed from KDHE, disbursement requests cannot be made until an amended loan agreement has been received and approved. She further stated that the invoices could be paid with funds from the Water and Water Reserve Funds, until a disbursement request can be submitted, if that is what the Council wants.

MOTION: Satterfield motioned to pay the outstanding Schwab Eaton invoices out of the Water and Water Reserve Funds. Cannon seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0.

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

Donna Jackson reported that the site visit for the Burden Community Development Block Grant (CDBG) Housing Rehabilitation and Demolition Grant was held on December 5, 2025, and there was a lot of valuable information received during the visit. She reported that Tim Parks (Department of Commerce), was present and plans to recommend Burden for approval of the full \$300,000, even though only \$100,000 in funds are still available, he plans to move additional funds around to fund the project. She is hoping to hear something early next year. Donna stated that the next step, if awarded, would be to create a Rehabilitation Plan to determine the order applicants would get served and a draft plan will be presented to the Council.

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 the condemnation of the downtown Main Street buildings is still on track for next year to get the legal proceedings. He has received a preliminary engineer's estimate of \$86,000 to demolish all three buildings (423, 425, & 427), but there will be an additional \$40,000 cost if the north building, 423 Main, is not demolished, to shore up the building. He stated that the costs could be lower but due to the age of the buildings, asbestos removal is anticipated which is contained in that \$86,000 cost. Attorney Albin further stated that after the legal action the City would have ownership of the buildings, they would be condemned, and then it is a matter of the cost of demolition.

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

Attorney Albin reported that according to Burden Police Department that the dogs are no longer on Goad's property at 117 E 6th Street, they were removed by the property owner, the yard has been cleaned up, and the tall weeds have been cut down by the public works department. Clerk Loving was instructed to send an invoice for the cleanup charges and then submit to the tax role if unpaid.

F. Code Compliance Officer Monthly Report – Professional Code Compliance

Attorney Albin spoke about an email received from Rob Lane, Professional Code Compliance, requesting payment on an unpaid invoice and that Rob didn't feel that their last agreement was a complete termination. Attorney Albin stated that he sent a litigation letter today to Professional Code Compliance, saying that the agreement is terminated and there will be no further fees and if there are we reserve our right to seek legal action and will do so if necessary. A copy of the letter is available if the governing body would like to review it. Clerk Loving stated that a report from Professional Code Compliance received on December 2nd is included in the packet. She also stated that she still has the November invoice and also received a December invoice and that both are still outstanding, since she was instructed not to pay them.

G. GovCard Payment Processing Solution Option

Clerk Loving went over the comparison chart she prepared comparing service fees and options for our current provider AllPaid and the new proposed option GovCard. She reminded the governing body that AllPaid does provide guaranteed funds on credit card payments, but not on echeck if we add that option, and that GovCard does not guarantee any fund options. She also reported that AllPaid has a percentage rate option, rather than the current tiered fee schedule, if the City switched to the percentage rate, then service fees on utility payments would be 2.95% but court payments would be 4%. She continued that either way if the City wants to make a change, add echeck option and/or switch fee schedules, AllPaid would want the City to sign a new agreement with them. Clerk Loving will find out about switching to the percentage rate and how long the new agreement will be.

H. Railroad Crossing on Oak Street and Main Street

Attorney Albin stated that he would continue filing additional complaints and following up with the railroad on the complaints about the conditions of the railroad crossings on Oak and Main Street.

I. IT Infrastructure Update – Don Satterfield

Don gave an update on the City IT Infrastructure. He reported that the backup process is up and running on the city clerk’s computer and is still working on getting it into the police office. He would like to do a test recovery in January to make sure we know how to complete a recovery and to test that the backup is working properly. Don further spoke about if a City Facebook page is created then we will need a Social Media Policy and he has prepared a draft City of Burden – Social Media Policy to consider. It was stated that the Burden Police Department does already have a Facebook page setup and operating.

MOTION: Bolack motioned to adopt City of Burden – Social Media Policy as presented. Dory seconded.

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

MOTION CARRIED 5-0.

J. Employee Performance and Evaluation Work Session

Mayor Wingert will setup a meeting after the fist of the year with Council President Cannon to discuss and complete employee performance and evaluations.

K. Potential Seepage Through Lagoon Cell Dike Investigation Request

Clerk Loving reported that engineer Stuart Porter with Schwab Eaton was given the KDHE sewer inspection report to review and took a look at the west berm of lagoon Cell 3 while he was in Burden for the 2024 Utility Improvement Project preconstruction conference, but a written recommendation has yet to be received.

New Business:

A. Storm Siren at the School

Council Member Dory reported that the City of Winfield has agreed to set a pole, help get the siren in the air, and help get the electrical ran, they will work with Cowley County Emergency Management and Blue Valley Public Safety to get the siren running. He stated that the siren is currently located at the school, it was picked up from the City last week. There was discussion about the backup batteries that will need purchased for the siren and whether the City was going to help the school pay for the cost of the backup batteries. No decision was made.

Employee Time:

A. Dale was absent.

B. Ben went over the public works report. A quote from B&B Electric Motor Co. to repair a motor at the pump house was presented.

MOTION: Dory motioned to approve for B&B Electric Motor Co. to complete the repairs on the motor at the pump house for \$1,672.00. Hobart seconded.

VOTING: Satterfield, Hobart, Cannon, Bolack, Dory

VOTING NAY: NONE

MOTION CARRIED 5-0.

Ben also reported that Ed Hickman was supposed to be out last Friday to work on the lift station, but the stainless-steel valves have not yet arrived. He stated that he has been busy working on the storage facility for the project contractors to be able to store equipment and supplies there during the project. Ben reported that another cylinder on the backhoe is leaking, on the clam shell this time, and that Mayor Wingert had approved to have it repaired. There was discussion about dogs at large and what the process should be when the shelters are full. The governing body conquered that if the dog is not bothering anyone then to leave it be. Council Member Hobart proposed for the public works department to clean up the curb in front of the elementary school. Mayor Wingert reported that he had Dale replumb the condensation lines from the HVAC over to the kitchen drain to eliminate the outside draining and freezing issues.

C. Ron thanked the Council for the food at the potluck and the holiday gift cards.

D. Alan reported that the certified letter sent to Janet Goad about the dogs at 117 E 6th was returned as not claimed. Attorney Albin requested a letter be sent about nuisance and abatement. Alan would like the governing body to consider having the city code reviewed and updated.

E. Amanda had nothing to report.

F. Julia stated that it was requested that she remind the governing body about the virtual board and clerk training opportunities that MAP will hold in January and February and would appreciate it if everyone would consider attending.

Alan added that the County is looking at going to 800 MHz radios countywide and if that happens, they will be looking for a grant to pay for two repeaters and radios for all the vehicles. They are going to ask for radios for all fire departments, police departments, emergency services, and road & bridge within the County as part of that purchase. Alan stated that the 400 MHz radios would be kept as a backup plan. He further stated that the radios would be owned by the Sheriff's department and be distributed down the line, repurchase would be on the City.

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 8:21 PM.

Julia Loving, City Clerk

The next scheduled meeting of the Burden City Council is January 26, 2026, 7:00 PM. The public is invited to attend.