

Meeting Minutes
Burrton City Council
Burrton City Hall
July 21, 2025
203 N. Burrton Ave.
Burrton, Ks 67020

The July 21, 2025, meeting of the Burrton City Council was called to order by Mayor Missy Ducimetiere at 6:00 p.m. with the following council members present: Scott Meyer, Greg Robinson, Andy Hooser, Tonya Hornback and Josh Greenhaw.

Staff present: City Clerk Kim Ryan, Police Chief Odle, City Treasurer Jaclyn Holzrichter, City Superintendent Jon Roberts, Kevin King, Nate Head, Patty Critchfield, Jordan Garver, Public Officer Randy Mitchell and City Attorney Brad Jantz

Visitors: Milton Waite, Brenda Horine, Karl Matlack, Josh Durner, Leslie Holmgren, Clark Kirk, Madison Kirk, Nicole Kirk, Sara Durner and Gerry Campbell

Public Forum

Sara Durner, Clark Kirk and Missy Ducimetiere addressed the council in public forum.

Agenda Changes/Approval of Agenda

The mayor requested the following changes to the agenda: add cemetery board appointments to unfinished business, take off the tour of the sewer lagoon because that will be discussed in the city superintendent report and add an execution session after the reports.

Motion made by Robinson to approve the changes to the agenda.

Seconded by Greenhaw

Motion carried 5-0

Consent Agenda

Motion made by Hooser to approve the consent agenda.

Seconded by Robinson

Motion carried 5-0

Unfinished Business

1. 218 S. Burrton Ave.

Tabled for employees to gather more information.

2. Cemetery Board Appointments

The mayor recommended the following appointments with the following expiring terms:

Milton Waite Jan. 2026

Keith Bauer Jan. 2026

Motion made by Meyer to approve the appointments as recommended by the mayor with the terms recommended.

Seconded by Hornback

Motion carried 5-0

New Business

1. City Staff

The city staff addressed the council about why they work for the city and the importance of benefits such as health insurance and paid time off and flexibility.

2. KMIT

The mayor said she gave out some information on health insurance during a previous meeting and asked the council if anyone did any follow up with the information she gave out. No one had followed up. The mayor informed the council that in October we can bid for the insurance and BCBS will do a medical score. If the score is not high enough, we can't get what is offered. They only accept low risk. Councilmember Robinson said that insurance is tough and hard to find particularly for small groups. Councilmember Hornback's thought was to not pay as much of the employees' insurance and look at having the employees pay more for their own insurance, which would reduce the amount of money the city would pay. Councilmember Hooser said he didn't know about messing with the employee benefits. Councilmember Meyer agreed but said we need to look at options and see if we can find reasonable rates.

3. Revenue Generating Rates

a. Gas Surcharge increase to \$20 Residential and \$26 Commercial includes BHE 3%

Motion made by Hooser to raise the gas surcharge to \$20 residential and \$26 commercial.

Seconded by Robinson

Motion carried 5-0

b. Sewer Rates increase to \$28 Residential (in city limits), \$35 Commercial and \$47.79 (outside side limits)

Table until next meeting.

Reports

1. Administrative Items

Nothing currently.

2. Police Report

Chief Odle gave a stats update for the first 6 months of the year. The council would like to know the difference between traffic stops with now having 3 officers compared to just the 2 officers. Councilmember Hornback asked for an update on vehicles and equipment. Chief Odle informed her that everything had been ordered.

3. Treasurer Report

City Treasurer Jaclyn Holzrichter asked the council if they had any questions about the treasurers' report. There were no questions.

4. City Superintendent Report

City Superintendent Jon Roberts showed the council the pictures of the lagoon. He informed the council that if we don't get it fixed, we will be in non-compliance with KDHE. We are not in non-compliance at this time, but it must be fixed by 2027 to stay in compliance. He is trying to get the dirt work done now.

5. Governing Body Report

Councilmember Hornback asked about the SOPs for the different positions and where we are on getting those done. The mayor said she was finishing up the job descriptions and would get those to the council. Hornback said she wasn't talking about the job descriptions she wanted an SOP for each position.

Councilmember Hooser had nothing specific at this time.

Councilmember Robinson said he had missed the last BCF meeting but that they would be having the farmers' market on Friday.

Councilmember Meyer informed the council that the new librarian was working to bring in new memberships. They are changing their hours to being open later on Friday's and being closed on Saturday's.

Councilmember Greenhaw had nothing at this time.

Mayor Ducimetiere read her report following up with citizen concerns. She also informed the council that she will be giving an update about the meetings on Tuesday on Harvey County Talk.

6. Executive Session

Motion made by Hooser to go into executive session for 10 minutes at 7:23pm to include the council, the mayor, the city attorney and the public officer to discuss pending litigation to the attorney client exception, K.S.A. 75-4319(b).

Seconded by Hornback

Motion carried 5-0

The mayor reconvened the meeting at 7:33pm. No binding action was taken.

Adjournment

Motion made by Greenhaw to adjourn.

Seconded by Hooser

Motion carried 5-0.

Mayor Report July 21, 2025:

On July 7 we had a citizen present at public forum. The council appreciates public participation in person. I'm using this report as a follow-up on the citizen's concerns.

1: Greater engagement of communication: I was appointed as mayor in January 2024. I have worked diligently at increasing multiple ways of communicating. The website, www.burrtontexas.com has become very active and the number one way of getting information out to the community. The newsletter continues to spread community and council information. As mayor I worked on creating the public forum policy, social media policy and scheduled couple town halls where the public was invited to navigate transparency and open times when community members can present their concerns.

2: One-hour meetings: I attend training throughout the year with League of Municipalities and the monthly Harvey County Council of Government meetings. In all these meetings it's highly recommended to keep council meetings within an hour to be a respecter of employees, citizens, and council members' time. When the agenda is going to require more than an hour, I announce at the beginning of the meeting that this meeting will be 90 minutes so if any changes to the order of the agenda are needed it can be done before approval of the agenda. The council receives the packet the Friday before the meeting and can ask questions to the mayor or Kim prior to the meeting. Most items that are on the agenda will be on several agendas; meaningful dialogue will usually take place in multiple meetings and not just one. The council rarely decides in one meeting; most decisions are multi-faceted and take several council meetings.

3: Active listening: All council members can be reached and can be active listeners by contacting the city off and leaving your phone number and a good time to call or email the city of Burrton through the website and title the email council members. The social media policy highly discourages any interaction on social media platforms when representing oneself as a city council member.

4: Planning and Zoning: As mayor I have been working with the Planning and Zoning Board Chair and our city attorney October 2024-February 2025 on the updated regulations. This was a very time-consuming task. As those regs came to fruition, the next step that the chairperson and I had planned out was to figure out how the board wanted to get agendas, minutes posted to the website, and a plan of how the board was going to communicate with the clerk. The chair resigned unexpectedly and hence there was some transitioning and correcting of appointments that needed to happen. Sometimes what can look like being abrupt to outsiders was actually a process behind the scenes. With turnover, others can be caught off guard. The Planning and Zoning Board is key to forward the motion and

organization in our community and has precise expectations laid out by the State of Kansas. The council is very aware of the need for a comprehensive plan, which also is very time-consuming and expensive, and we will leave it up to the discretion of the Planning and Zoning Board on how they would prefer to address that need and present their ideas to the council. The Planning and Zoning regs have been created and are user friendly on the website or the hard copy is at the city office. The city maps need updated, and this too will be a task that Planning and Zoning Board can determine how to proceed. The city will provide training through the League of Municipalities to any Planning and Zoning Board member who is interested. The mayor also is very available to the Planning and Zoning Board members. The mayor recommends the appointments, and the city council approves those appointments.

The community is invited to the public forum. Respectfully submitted, Missy, Mayor of Burrton