



CITY OF BURLINGAME

Minutes

Mayor, Vikki DeMars – A City Attorney, Rick Godderz - P
Councilmember, Doug Moon – P City Clerk, Patty Atchison - P
Councilmember, Leslie Holman- P City Superintendent, Wes Colson - P
Councilmember, Sheila Curtis – P Police Officer – Mathew Baker – P
Councilmember, Michelle Mullinix – P Building Inspector – Jim Welch – A
Councilmember, Kenna Burns – P

Held: **October 19, 2015 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

- 1. CALL TO ORDER BY COUNCIL MEMBER DOUG MOON**
- 2. ROLL CALL** – See above.

Citizens Present: Janice Roth and Loree Brooks

3. PUBLIC COMMENTS - Loree Brooks explained to the council she has been a resident in Burlingame for four years and they are in the process of buying a new home. She had called into City Hall in regards to the utility deposit and was informed she would need to pay the deposit again since she was moving from a rental home to one being purchased. She asked if the fees could be waived. The Council requested the City Clerk to review the ordinance to see what the policy is in regards to paying utility deposits.

CONSENT ITEMS

These items can be voted on with one motion or individually by the city council.

4. APPROVAL OF AGENDA - Councilmember Mullinix made the motion to approve the October 19, 2015 agenda. Councilmember Burns seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

5. APPROVAL OF MINUTES. Councilmember Curtis made the motion to approve the minutes from October 5, 2015 meeting with the recommended spelling changes. Councilmember Mullinix seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

6. APPROVAL OF CLAIMS ORDINANCE – Councilmember Mullinix made the motion to accept Claims Ordinance #2311. Councilmember Curtis seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

OLD BUSINESS

7. GRANDMA’S KITCHEN REQUEST FOR UTILITIES – Brenda Wilson and Janet Hunt brought forward a proposed agreement to be signed that had previously been reviewed by Attorney Godderz. Attorney Godderz confirmed agreement was in order. Councilmember Moon made the motion to accept the down payment of \$2000 up front and \$300 per month for past due utilities on Santa Fe Café. Councilmember Burns seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

8. UPDATE ON BIDS FOR NEW ROOF FOR BURLINGAME SWIMMING POOL – Les Holman
Councilmember Moon made the motion to table this agenda item until next meeting to allow him time to visit with Boogie Spencer regarding roof repairs. Councilmember Holman seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix and Burns

9. COMPUTER INFORMATION CONCEPTS (CIC) REMOTE BACKUP ASSISTANCE – City Clerk Patty Atchison and City Superintendent Wes Colson discussed information received from CIC regarding the backup process and budget plans to pay for this annual expense. They indicated since the backup of data applies to Gas, Water, Electric and Trash it should be billed to all departments. Councilmember Mullinix made the motion to backup CIC Software to the CIC Server Farm with first year fee being \$1380.00 and subsequent years being \$1170.00. Councilmember Holman seconded the motion. The Council did ask City Clerk and City Superintendent to research additional antivirus protection for all computers.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

NEW BUSINESS

10. SWIMMING POOL UPDATE ON PROFIT AND EXPENSES – VIKKI DeMars. Councilmember Moon made the motion to table this agenda item until next meeting due to May DeMars being absent. Councilmember Mullinix seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

11. REVIEW VARIOUS CELL PHONE OPTIONS FOR CITY EMPLOYEES – MATT BAKER. Officer Baker discussed the cell phone plans currently being used by Scranton, Osage, Overbrook and Auburn. Some of them provide cell phones to city employees and others have a stipend for personal cell phone use. Councilmember Holman made the motion to table this agenda item until next meeting when Officer Baker could check on the cost of two phones with T-Mobile. Councilmember Curtis seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

12. REVIEW OF CODES FOR BALL TOURNAMENTS – Review the codes for use of parks for ball tournaments. Councilmember Moon made the motion to table this agenda item until the next meeting. Councilmember Curtis seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

13. CONSIDER ELECTRONIC DEPOSIT OF PAYROLL - Consider approval of depositing payroll checks electronically for the city employees who would prefer direct deposit instead of a paper check. City Clerk Atchison discussed the bank fee for this electronic processing would be \$15.00 per month for a minimum of two files. Employees will need to provide bank routing number and account number information to City Clerk to allow for proper setup in the Computer System. Councilmember Holman made the motion to approve electronic deposit of payroll checks. Councilmember Burns seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

14. SCHOOL PLAY AD – consider approval of advertising on the program (the same as 2014) for the School Play. Cost of ad would be \$10.00. Councilmember Curtis made the motion to advertise on the school play program the same as last year. Councilmember Holman seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

15. BUDGET REVIEW AND DISCUSSION. Mayor DeMars will review budget with council and review expenses through 3rd quarter. Due to Mayor DeMars being absent, City Clerk, Patty Atchison distributed a copy of the budget through third quarter to all council members. The copy provided was from the new CIC software recently installed. She asked that everyone review the budget for accuracy. Councilmember Mullinix made the motion to table this agenda item to next meeting to allow time for discussion and review. Councilmember Holman seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

16. APPROVAL OF RENEWAL OF BEER LICENSE FOR CASEY'S GENERAL STORE. Councilmember Holman made the motion to approve the renewal of beer license for Casey's General Store. Councilmember Burns seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

17. Reports:

Officer, Mathew Baker reported he had reviewed various city ordinances regarding weed control. One thing he noticed was some of them had an hourly rate in the ordinance for work provided. Attorney Godderz cautioned we do not want to set an hourly rate since we contract some of the work. Discussion took place regarding the use of volunteers to clean property and the liability issues. Officer Baker also had copies of door hangers to post on homes that are in violation of the weed ordinance. Cost for 250 door hangers would be \$53.00.

City Superintendent, Wes Colson advised an Oak and Magnolia Tree had been planted in Sumner Park and bulbs planted in both parks on October 15th. He also indicated he will be gone to training in Manhattan on October 20 and 21. City Employees (Dave Panches and Dillon Quaney) will be gone to Operator Qualification Class the week of October 26th through October 30. There currently is a problem with trash being dumped at the Burn Dump that has been addressed with those dumping the trash. Signs are posted to remind people to not dump trash in this area. He concluded his report advising he planned to purchase rock for the streets to be stored by the Dog Pen. This rock is planned to be used for the street project in the spring.

City Clerk Patty Atchison read the "Thank You" from Osage City for the assistance provided by the Burlingame Employees during the storm cleanup efforts. The Trash rates had the annual increase of 2% applied for the November utility billing. City Clerk Atchison concluded her report advising she would be attending Kansas Set Off Training on October 21st in Emporia, KS.

Councilmember Mullinix advised she is having problems with trash being dumped in the dumpsters by individuals who are not residents in the apartments. Officer Baker asked that Councilmember Mullinix visit with him tomorrow regarding this problem.

18. Adjournment – Councilmember Curtis made the motion to adjourn the City of Burlingame Council Meeting at 8:27 p.m. Councilmember Burns seconded the motion.

Vote: Ayes: Holman, Curtis, Mullinix, and Burns

Submitted by : _____ Date _____
Patty Atchison, City Clerk

Americans with disabilities act (A.D.A.): The City of Burlingame intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the city clerk forty-eight (48) hours prior to the meeting to arrange necessary accommodations.

Next Ordinance 2312
Next Charter Ordinance #12
Next Resolution # 381