



CITY OF BURLINGAME

Minutes

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

Held: **November 16, 2015 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. **CALL TO ORDER BY Mayor Vikki DeMars**

2. **ROLL CALL** – See above.

Citizens Present: Janice Roth, Jeremy Gaston, Osage County Chronicle and Mark Hecht.

3. **PUBLIC COMMENTS** - There was no public comments

CONSENT ITEMS

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

4. **APPROVAL OF AGENDA** – Councilmember Burns made the motion to approve the agenda with the removal of item # 7, Review of Codes for Ball Tournaments and correction on item # 10 to state: Christmas Eve Hours and Christmas Bonus – Consider the same Christmas Eve Schedule as last year (closing city hall at 3:00 pm and pay employees normal scheduled hours on Christmas Eve and maintain regular hours on New Year's Eve) as well as consideration of a Christmas Bonus of \$100 net for full time and \$50 net for part-time employees. Councilmember Moon seconded the motion.

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

5. **APPROVAL OF MINUTES.**

Councilmember Moon made the motion to approve the minutes from November 2, 2015. Councilmember Mullinix seconded the motion.

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

6. **APPROVAL OF CLAIMS ORDINANCE** – Mayor DeMars questioned the invoice for Mid-State Energy Works and the item being repaired. City Superintendent Colson provided information in regards to the item at the power plant that was repaired. Councilmember Curtis questioned what uniforms were purchased from PK Country Designs. City Superintendent

Colson advised the items purchased were 5 City T-shirts for Dillon Quaney and 3 Hoodies for (Wes, Dillon and David Panches). Councilmember Moon made the motion to accept Claims Ordinance # 2313. Councilmember Burns seconded the motion.

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

OLD BUSINESS

7. REVIEW OF CODES FOR BALL TOURNAMENTS – Review the codes for use of parks for ball tournaments. This item was removed from agenda due to additional research.

8. UTILITY DEPOSIT UPDATES – RESOLUTION # 381 – Review resolution provided by City Attorney Godderz. Councilmember Curtis made the motion to accept Resolution # 381 for the customer to have the utility deposit to be waived if the customer has not previously had any utility service disconnected for nonpayment of a bill and has not been late in any utility payment for the previous 12 months, subject to a connect fee for each utility of \$10.00. Councilmember Mullinix seconded the motion.

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

New Business

9. COUNTRY CHRISTMAS – Mark Hecht. Mark asked if the public toilets at City Hall could be used during the Country Christmas on December 5th. Officer Baker advised he would unlock the doors on December 5th for use of the public restrooms and would lock after the parade. Councilmember Holman made the motion to allow the public restrooms at City Hall to be used during the Burlingame Country Christmas on December 5th. Councilmember Burns seconded the motion.

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

Mr. Hecht also asked if the Wagon Rides to be done on Main Street during the day would need to follow the traffic laws or if the streets need to be blocked. Officer Baker advised the streets would not need to be blocked, but the wagon rides would need to follow the traffic laws including the pickup of manure on city streets. Mr. Hecht was asked for the theme of the parade and he advised it will be "North Pole Fantasy." Major DeMars asked if the Kansas Department of Transportation had been notified the streets will need to be blocked during the parade and for set-up of the Christmas tree. City Superintendent Colson advised that City Clerk Atchison and City Superintendent Colson had sent a letter to KDOT asking for permission to set tree up on Mainstreet and to block the street during the parade. KDOT indicated it would not be a problem, but asked for a letter to be sent and they would respond with a letter of confirmation.

10. Christmas Eve Hours and Christmas Bonus – Consider the same Christmas Eve schedule as last year (closing city hall at 3:00 pm and pay employees normal scheduled hours on Christmas Eve and maintain regular hours on New Year’s Eve) as well as consideration of a Christmas bonus of \$100 net for full time and \$50 net for part-time.

Councilmember Mullinix made the motion to approve the Christmas Eve Hours and Christmas Bonus for full time and part-time employees as stated above.

Councilmember _____ seconded the motion.

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

11. EXECUTIVE SESSION TO DISCUSS NON-ELECTED EMPLOYEES WITH CITY CLERK PATTY ATCHISON FOR 5 MINUTES to review applications for City Treasurer. Councilmember Mullinix made the motion to go into executive session at 7:28 pm to return at 7:33 pm. Councilmember Holman seconded the motion.

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

The meeting reconvened at 7:33 pm. Mayor DeMars stated that no action was taken in the Executive Session. Councilmember Moon made the motion to offer Veda Siebhur part-time treasurer position at minimum wage of \$7.50 per hour to report to City Clerk Atchison. Councilmember Holman seconded the motion.

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

12. EXECUTIVE SESSION TO DISCUSS NON-ELECTED EMPLOYEES FOR 10 MINUTES – 90 DAY REVIEW FOR CITY CLERK PATTY ATCHISON – Councilmember Burns made the motion to enter into executive session at 7:35 pm to return 7:45 pm. Councilmember Mullinix seconded the motion.

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

The meeting reconvened at 7:45 pm. Mayor DeMars stated that no action was taken in the Executive Session.

Councilmember Holman made the motion to go into Executive Session with City Superintendent Colson for 5 minutes at 7:50 pm to 7:55 pm. Councilmember Mullinix seconded the motion.

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

The meeting reconvened at 7:55 pm. Mayor DeMars stated that no action was taken in the Executive Session.

13. Reports:

Officer Baker had three items he discussed with the City Council in his report.

- Officer Baker brought forward his thoughts on the City of Burlingame adopting an ordinance on low level drug use. He brought information from the City of Carbondale where they issue a ticket and pay a fine. He would

like the City of Burlingame to adopt a similar ordinance for the low level drug use. He asked if the Low Level Drug Use Ordinance could be added to the next meeting's agenda to allow time for additional research. Mayor DeMars said it would be added to the next meeting Agenda

- Officer Baker reported the Patrol Car is filling the car with exhaust when it sits and idles. He feels the car is a safety hazard due to the dash lights not working, exhaust leak and other problems. Officer Baker would like to add to the next meeting's agenda the consideration for replacing the patrol car.
- Officer Baker asked if he could begin creating a Facebook page for informational purposes such as animal adoption, road closures and crime reporting. Officer Baker asked the council if he could start work on creating a Facebook page for the adoption of animals and crime reporting. He would give authority to the City Clerk, City Superintendent, Mayor, and himself to make any updates or etc. Councilmember Curtis asked Officer Baker why the City of Osage Police Department responded to a problem in Burlingame on Saturday. Officer Baker explained when we have an officer occupied with a problem; we ask for help from another city. We also assist surrounding communities when they need additional coverage. Councilmember Burns made the motion to allow Officer Baker to begin work on the City of Burlingame's Facebook page for informational purposes. Councilmember Mullinix seconded the motion.

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

City Superintendent Colson reported the letter was sent to KDOT asking for permission to close the road during the Christmas Parade and placement of Christmas tree. KDOT indicated it would not be a problem, but would review information and send a letter approving. In regards to the Christmas tree, he has found one on a piece of property north of Burlingame that is for sale. He currently is trying to contact the land owner to see if we could acquire this tree. City Superintendent Colson also reported the Casey's General Store has started work on their remodeling. New meters will be installed on the east side of the addition at the store's cost. There will need to be an electric service upgrade. City Superintendent Colson has two transformers, but needs a third. He can reuse the ones being replaced. The cost for the third transformer will be \$1000 at no charge to Casey's General Store. Councilmember Moon made the motion to allow City Superintendent Colson to purchase the third generator. Councilmember Curtis seconded the motion. City Superintendent Colson finished his report indicating Dillon Quaney had passed all of his natural gas tests.

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

City Clerk Atchison reported CIC is currently installing the Utility Software. We hope to have the new bills issued the first of December.

Councilmember Burns thanked Officer Baker for starting work on the City of Burlingame Facebook page.

Councilmember Moon brought a "Thank You" card for Norma Masters. She pulled the weeds on city property around the football field.

Mayor DeMars thanked Doug and Roxie Moon for the sign that is in front of City Hall. She mentioned we may need to purchase punctuation for the sign. She also thanked everyone for all

of the help on Friday, November 13th and Saturday, November 7th during the Football Game and parade.

Officer Baker mentioned he noticed when flags were being put out for Veterans Day that we are missing some of the military branches He felt we should get the remaining branches of the service or only put out the US Flag. Councilmember Mullinix mentioned she will check with the Osage City Auxiliary to see how we can acquire the army, air force and coast guard flags. Mayor DeMars asked if this could be added to the next agenda.

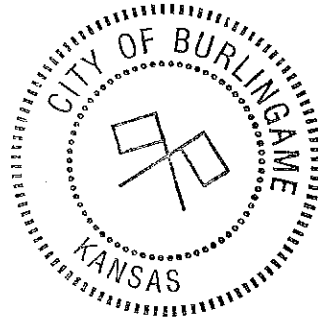
14. Adjournment – Councilmember Burns made the motion to adjourn the City of Burlingame Council Meeting at 8:17 pm. Councilmember Mullinix seconded the motion.

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

Submitted by: Patty A. Atchison Date 12/8/2015
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 2314
Next Charter Ordinance #12
Next Resolution # 382



RESOLUTION NO. 381

WHEREAS, the governing body of the City of Burlingame, Kansas, is authorized to establish amounts for security deposits for a property owner or customer requesting utility service; and

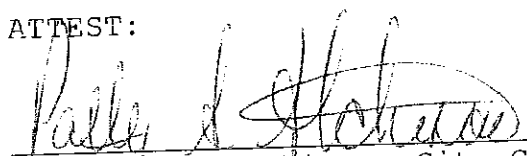
WHEREAS, the governing body determines that in certain situations the utility deposit may be waived.

NOW THEREFORE BE IT RESOLVED the Governing Body of the City of Burlingame, Kansas, hereby declares and deems that if a property owner or customer previously paid a deposit for utility service and remains a present customer of the City's utility service, but has relocated to a different address that the utility deposit for the new address may be waived if the customer has not previously had any utility service disconnected for nonpayment of a bill and has not been late in any utility payment for the previous 12 months, subject to a connect fee for each utility of \$10.00.

BE IT FURTHER RESOLVED, that in lieu of a cash deposit for a new customer or property owner the City may accept a written letter of credit from the previous utility provider of the customer if the utility payment record indicates no late payments for the previous 12 months.

ADOPTED AND APPROVED by the Governing Body of the City of Burlingame, Kansas, this 16 day of November, 2015.


Vikki DeMars, Mayor

ATTEST:

Patty Atchison, City Clerk