



CITY OF BURLINGAME

Minutes

Mayor, Vikki Demars, Mayor - __P__
Councilmember, Doug Moon - __P__
Councilmember, Leslie Holman - __P__
Councilmember, Sheila Curtis - __P__
Councilmember, Michelle Mullinix - __P__
Councilmember, Kenna Burns - __P__

City Attorney, Rick Godderz - __P__
City Clerk, Patty Atchison - __P__
City Superintendent, Wes Colson - __P__
Police Chief, Mathew Baker - __P__
Building Inspector, Jim Welch - __A__

Held: **January 18, 2016 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Vikki DeMars

2. Roll Call - See above

Citizens Present: Jeremy Gaston, Osage County Chronicle, Wendy and Nick Hinck

3. PUBLIC COMMENTS - 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 Moon made the motion to approve the agenda. Councilmember Curtis seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

5. APPROVAL OF MINUTES: Consider the approval of the minutes from 12/31/2015 Council Meeting.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

6. APPROVAL OF MINUTES: Consider approval of the minutes from 01/04/2016 Council Meeting.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

7. APPROVAL OF CLAIMS ORDINANCE # 2317 - In reviewing Claims Ordinance #2317, Councilmember Curtis made the motion to have Attorney, Rick Godderz work with City Clerk, Patty Atchison to make a contract outlining amount of payment for web services for Kevin Fry. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Councilmember Holman made the motion to accept claims ordinance #2317. Councilmember Mullinix seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

OLD BUSINESS

8. REVIEW ORDINANCE #2318 AND APPROVE - Councilmember Mullinix made the motion to approve Ordinance #2318 with the requested changes. Councilmember Curtis seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

NEW BUSINESS

9. Review request from Coach Jeff Slater requesting permission to use the ball diamonds and practice field outside the ball diamond to hold a 5 on 5 Flag Football Tournament on Saturday, July 9, 2016. Councilmember Burns made the motion to approve Coach Slater to use the ball diamonds with approval from the Burlingame Recreation Commission. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

10. Executive Session with City Council and City Clerk, Patty Atchison for 5 minutes. Councilmember Burns made the motion to go into executive session at 7:12 pm and return at 7:17 pm.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Council returned at 7:17 pm with Mayor DeMars indicating no action was taken. Councilmember Holman made the motion to hire Ron Shaffer as City Treasurer at \$7.50 an hour (same as the last applicant) working about no more than 2 hours per week or every other week with a 90 day probation. Councilmember Mullinix seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

11. Executive Session with City Council and Utility Clerk Windy Hinck (20 minutes). Councilmember Burns made the motion to go into executive session at 7:20 pm and return at 7:40 pm with City Clerk, Patty Atchison and Attorney, Rick Godderz. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Councilmembers returned at 7:40 pm. Councilmember Holman made the motion to reenter executive session along with Utility Clerk, Wendy Hinck at 7:42 pm until 7:52 pm. Councilmember Mullinix seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Councilmembers returned at 7:52 pm. Upon returning from Executive Session, a letter was presented to the Council from Utility Clerk, Wendy Hinck. Councilmember Moon made the motion to accept the resignation letter from Wendy Hinck. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Councilmember Mullinix made the motion to put ad in the Osage County Herald as soon as possible for a Utility Clerk. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

12. Reports

*Officer Baker - Snow removal letters were mailed to 38 business owners or residents on Santa Fe Ave. Mayor Demars asked if Casey's needed to remove the snow from the sidewalk in front of Casey's. Officer Baker answered "yes". Councilmember Holman asked if the lot of Jim Master's is operating as a business and who checks the business license. Mayor DeMars indicated we do not verify if businesses are complying with State Laws. It was asked to put on the agenda for the next meeting questions regarding the lot of Jim Masters.

*Superintendent Colson indicated his wife can have the new baby at any time and he would like to take off a couple of weeks when the baby arrives. He would be available in case of emergency. He had also indicated he had sent the Water Use Report and the Hazard Mitigation Grant Papers to appropriate parties. He also contacted BG consultants regarding the paperwork previously compiled for the construction of a shelter house at the park.

*City Clerk, Atchison reported the department is working through year end processes with new system. The first round of utility bills was mailed the first of January. There has been a few billing errors on individual accounts, but they are being reviewed and resolved.

*Councilmember Holman asked if there could be work done on the road west of the power plant to the highway. He also indicated there have been some reports of trucks driving through the ditches and causing ruts in the road.

*Councilmember Burns brought to the City Superintendent's attention the pothole on Dakota street in front of middle school that needed repaired. She also thanked the city for taking care of the cat problem.

*Mayor DeMars announced the grocery store in Harveyville has closed and Casey's in Burlingame will be closed 2/14 until 3/23. Mayor Demars let the Council know there has been an increase in thefts in the Osage County area. Recently a pop-up camper was stolen. The Police Department is watching for the parties involved and is seeking information regarding the thefts.

13. Adjournment - Councilmember burns made the motion to adjourn the Council Meeting at 8:08 pm. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, Holman and Mullinix Nays: 0

Submitted by : _____
Patty Atchison, City Clerk _____ Date:

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 #2319
Next Charter Ordinance #12
Next Resolution #382