



## CITY OF BURLINGAME

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### MINUTES

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Mayor, Vikki DeMars – \_\_P\_\_                      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:                    **March 7, 2016 @ 7:00 pm**  
Location:            **Burlingame City Hall, Council Chambers**

#### **1. CALL TO ORDER BY MAYOR DEMARS**

**2. ROLL CALL** – see above for Council Member attendance. Citizens attending were Sara Worcester, Burlingame Library Director, Judith Schwanz, Ken Sage, Jordan Herrick, Osage County Chronicle, and Laura DeBaun, NE KS Library Director

#### **3. PUBLIC COMMENTS -**

Notes: Ken Sage brought his concerns to the City Council regarding his increase in sewer cost due to the Average. City Superintendent Colson explained the Sewer cost is figured by taking the water balance for the months of October, November and December and averaging the cost for the three months. The result is the amount to be charged for the sewer for the remainder of the year. City Superintendent Colson also explained the water meter could be tested, but there is a deposit to test the meter. If the meter is returned with no problems, the City keeps the deposit. If there is a problem with the meter, the deposit is refunded back to the customer. Mr. Sage went on to explain why one of the month's water bill was so high. He had went out of town in October and came back to find a toilet had been running during his absence which caused a very high water bill. By using the months of October, November and December, he is going to be penalized all year for the high water bill back in October. The Council asked City Superintendent Colson if the average could be figured by taking the months of November, December and January. City Superintendent Colson agreed he could use the months of November, December and January to figure the sewer average.

Councilmember Curtis made the motion to have the sewer fee re-averaged by using the months of November, December, and January. Councilmember Moon seconded the motion.

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

### **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 with the addition of item 13a. Article in Paper for Seasonal Help. Councilmember Mullinix seconded the motion.

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

**5. APPROVAL OF MINUTES**. Councilmember Mullinix made the motion to approve the minutes from the 02/16/2016 Council Meeting. Councilmember Moon seconded the motion.

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

**6. APPROVAL OF MINUTES**. Councilmember Mullinix made the motion to approve the minutes from the 02/29/2016 Special Council Meeting. Councilmember Moon seconded the motion.

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

**7. APPROVAL OF CLAIMS ORDINANCE** – Councilmember Mullinix made the motion to approve Claims Ordinance # 2321 with the separation of the Waste Management bill to be for Waste Management and Kansas One Call. Councilmember Holman seconded the motion.

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

### **OLD BUSINESS**

**8. Executive Session to review merit increases for non-elected employees (10 minutes)**: Councilmember Burns made the motion to enter into executive session at 7:13 pm and to return at 7:23 pm. Councilmember Holman seconded the motion.

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

Councilmembers returned at 7:23 pm with no action taken. Councilmember Moon made the motion to increase the salaries for the following individuals (Kerry Punches .- 50 cent increase, Gerald Britschge - 50 cent increase, Danny Smiley – 25 cent increase, Chris Gall away – 50 cent increase, David Punches – 50 cent increase, and James Lovett – 50 cent increase) Councilmember Holman seconded the motion.

**9. Review request from Traci Vincent, Shockwave Baseball Team to use the ball diamonds on April 2, 2016 for a 14 –year old one day baseball tournament. What is the fee?** Councilmember Holman made the motion to allow Traci Vincent to use the baseball field for a one day tournament on April 2<sup>nd</sup>, allow use of the Burlingame Recreation Equipment and charge the fee per ordinance. Councilmember Moon seconded the motion.

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

**10. Review information regarding property located at 201 East Santa Fe Ave – Councilmember Les Holman.**

- Councilmember Holman brought the concern to the council regarding the appearance and cleanup of property on Main Street. By keeping the property clean, our town would be more presentable. He questioned if the Council could require a fence to be installed and paint on the buildings?
- Mr. Masters expressed his concern regarding his property and the fact this has come up in the past with the council. He had contacted Attorney Godderz and was told he was not breaking any laws. He also indicated he is in the process of cleaning up around this property. Attorney Godderz advised Mr. Masters is running a business and the Council can't run him out of business.
- Questions were brought forward regarding the timeline for cleaning the property and if Mr. Masters needed assistance. Mr. Masters advised he has asked for assistance in the past and no assistance has been provided. He further expressed concern to the council that councilmembers should clean their own properties before asking him to clean his.
- Mayor DeMars asked Officer Baker if Mr. Masters was in violation of the City Code at this time for his property. Officer Baker said " yes" and presented Mr. Masters with a citation. Mayor DeMars asked Officer Baker if he would provide a list of items violating the City Code and present a list to Mr. Masters, Attorney Godderz and Mayor DeMars.

**11. Dog Park at Jones Park – Councilmember Les Holman**

Options was reviewed for a dog park either at Jones Park or in the vacant lot next to the museum. Councilmember Holman compiled a list of items needed to fence in an area to allow dogs to run. Total cost for the project would be \$1569.30.

Questions were raised regarding

- Maintenance of the equipment and the park
- Liability in case of injury to person or animal
- Funding

Mayor DeMars asked City Superintendent Colson to look into funding and information. Councilmember Holman made the motion to table this item until the next meeting to allow for additional research. Councilmember Curtis seconded the motion.

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

### **12. Playground Equipment at Jones Park – Mayor Vikki DeMars**

Mayor DeMars asked City Superintendent Colson to visit with the company who we would like to purchase the playground equipment from in regards to the installation. Councilmember Moon also mentioned he had visited with Mr. Dreyer regarding a shelter house /houses at Jones Park and repair of the Shelter House Roof. Cost would be around \$4000.00. He will bring the information to the next council meeting. Councilmember Moon asked City Clerk Atchison and City Superintendent Colson to apply to Jones Trust for funding. Councilmember Holman seconded the motion.

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

## **NEW BUSINESS**

### **13. Burlingame Library change of policies regarding payroll and budgeting – Sara Worcester.**

Mayor DeMars explained to the Council and visitors the fact the Library Board has set up a policy to allow the Library Director to acquire Benefits that are not the same as the City Employees. The Library Director currently works 30 hours a week and is getting paid for Holidays, Sick Time and Vacation.

The Library proposed to the Council they would like to handle their payroll, benefits and expenses. The City would still own the building and maintain the building. Councilmember Mullinix advised the Library would need to secure State ID# and withholding. Tax Receipts would need to cover expenses. Laura Debaun explained the Northeast Kansas Library Association provides training to the Librarian in regards to budgeting, payroll and etc before they get funding. Attorney Godderz advised the Council if the Library Board has a problem, this process will need to be rebuilt.

Councilmember Curtis made the motion to allow a change of policy at the end of first quarter (March 31, 2016). On April 1, 2016 the Library will do their own payroll, pay benefits, and etc. Councilmember Moon seconded the motion.

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

**13a. Permission to place ad in the Osage County Newspaper for seasonal help – Superintendent Wes Colson.**

City Superintendent Colson advised the council he needs to find an individual who can work this summer to mow the grass. He needs this person to be at least 18 years of age with a valid driver's license and can pass a drug screening. This person will work through the summer season and can work up to 40 hours a week. Councilmember Moon made the motion to run an ad in the Osage County Newspaper for one month for seasonal help. Councilmember Holman seconded the motion.

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

**14. Approve the Renewal for an Electrical and Plumbing License for J-Dot Inc. and Bill's Services Unlimited.**

Councilmember Mullinix made the motion to accept the license renewals. Councilmember Holman seconded the motion.

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

**15. Rodeo Days – Use of City Sign, Use of City Restrooms and Use of Sidewalk and Parade Route – Councilmember Les Holman.**

Councilmember Holman asked the City Council if it would be okay for the participants and committee to use the city sign to advertise the rodeo activities, use of the city restrooms, sidewalk and council room. Also can the City Clerk apply to KDot for closure of the street and the parade route on May 21<sup>st</sup>. Councilmember Mullinix made the motion to allow the Burlingame Chamber of Commerce Rodeo Day Committee to use the items requested with the understanding someone who works for the city will be at the event that requires use of the council room. Councilmember Holman seconded the motion.

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

**16. Review Travel in Advance form from City Clerk Patty Atchison seeking approval to attend 2016 Municipal Court Clerks Conference along with Utility Clerk on 03/31/16 and 04/01/16.**

Councilmember Holman made the motion to allow City Clerk Atchison and Utility Clerk Amy Quaney to attend the Municipal Court Clerk's Conference in Junction City on 03/31/2016 and 04/01/2016. Councilmember Curtis seconded the motion.

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

**17. Reports:**

Officer Mathew Baker

- Reviewed the Monthly Violation Report
- May need to request permission to hire a part time police officer to cover the month Officer Baker is gone to drill and to assist with other coverage during the week.

- Five new flags have been ordered to cover the missing branches of the military
- Old police car will be placed on Purple Wave to be auctioned with a restricted amount. If unable to get this amount, will look at taking sealed bids.
- Councilmember Curtis asked if the pigs are out of city limits and Officer Baker responded “yes”.

#### City Superintendent Wes Colson

- Thanked the City Council for the beautiful flowers they had received for the birth of his new baby girl (Lyla Kay Colson)
- A message was put on last month’s bills to remind citizens to tag their dogs and atvs. This message has generated some response.
- All parts for the pool pump are here and waiting to be installed. Total cost was \$1725.
- The new plants are coming up in the city park. Looks like we have some weeds that need pulled.
- There is a tree in the park by Gazebo that needs to be cut down. Looking into the rental of a stump grinder.
- The shoulders of the streets need to be cleaned and will soon be a project for the city crew. This will help to prepare the streets for chip seal treatment.
- Casey’s electrical upgrade has been completed prior to Wes hurting his back and having a new baby.

#### City Clerk Patty Atchison

- New Utility Clerk Amy Quaney is bonded and will start on March 17<sup>th</sup>.
- Reminder various Grants are available to assist with projects and she will bring them to the meetings as she acquires information for review.
- EMC Insurance is coming up for renewal in April, do we need to put out for bid. The City Council asked City Clerk Atchison to check with Scranton and Harveyville to see who they have their Worker’s Compensation through and the cost.

#### Councilmember Curtis

- Thank you for the flowers she received following her surgery

#### Councilmember Holman

- School age kids and local clubs need to do community service as part of their organization or scholarship requirements. Would it be possible for them to help with the landscaping at the parks and etc?

#### Councilmember Burns

- Thank you to Officer Baker for his interaction with the youth in the park and etc. This helps the kids in the community to not view the Police Department as being “scary”.

#### Councilmember Moon

- Would it be possible to fix the dent in the side of the sign caused by the wind? City Superintendent Colson indicated the City Department would work on the rehabilitation of the sign, but they also need new tracks for the letters since some of them keep blowing into the street. Mayor DeMars also asked if it would be possible to put Plexiglas over the sign to help keep the letters in place.

- Councilmember Moon indicated he would look into the sign and the repair of the channels and would advise the cost for new track and letters.

Councilmember DeMars

- The restrooms at the Jones park are very nasty and need some help to clean and repair. Looking into possibilities to improve the restroom condition.
- Need to consider at the next meeting the Swimming Pool Manager and the running of ads for this person. Would also like to have an executive session at this meeting for non-elected personnel for pool discussion.
- City Ordinances need to be reviewed since we have some of the books that may not be applicable.
- Bettis Asphalt and cost for street repair. City Superintendent Colson advised that Bettis is not really up and running yet, but he would make some phone calls to get the stuff needed for the streets and repair.

Attorney Godderz

- Brought to the council's attention the Kansas Population Forecast 2014-2064. It is predicted 20 counties will have a growth in population while 85 will have a decline. Some counties may have a reduction of 6,000 people. Our city needs to build on what we have and strive to keep the population.

**18. Adjournment** – Councilmember Holman made the motion to adjourn the City Council meeting at 8:34 pm. Councilmember Burns seconded the motion.

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

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 2322  
Next Charter Ordinance #12  
Next Resolution # 382