



## CITY OF BURLINGAME

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### Minutes

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

Held: **January 16, 2017 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

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

#### **2. ROLL CALL –** See above

Citizens Present were Jessica Whitmore and Madison Smart

#### **3. PUBLIC COMMENTS** - None

### **CONSENT ITEMS**

These items can be voted on with one motion or individually by the City Council.

#### **4. APPROVAL OF AGENDA for 01/16/2017 Council Meeting.**

Councilmember Curtis made the motion to approve the agenda with the following addition.  
Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

#### **5. APPROVAL OF MINUTES from the 01/03/2017 Council Meeting.**

Councilmember Mullinix made the motion to approve the minutes from the 01/03/2017 Council Meeting with the following corrections. Councilmember Curtis seconded the motion.

- 5. Strike "Burns" and replace with "Mullinix" on Councilmember making motion.
- 11. Strike "Nays: Moon and Curtis" and replace with "Curtis" as an Ayes.
- 12. Strike "Nays: Moon and Curtis" and replace with "Curtis" as an Ayes.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

## **6. APPROVAL OF Claim Ordinance #2345**

Councilmember Mullinix made the motion to approve claim Ordinance #2345. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

## **OLD BUSINESS**

## **7. Waste Tire Grant Program SFY2017 – City superintendent Colson/Mayor DeMars**

Councilmember Mullinix made the motion to submit the application for the Waste Tire Program. Councilmember Mullinix seconded the motion.

Votes: Ayes: Holman, Curtis, and Mullinix. Nays: 0

## **8. Report on road improvements needed on West Banks by the dog Kennel – City Superintendent Colson**

City Superintendent Colson will be contacting asphalt contractor once they reopen this spring to get bids and ideas for repair of the road.

## **9. Report on Demolition Agreement for Old Power Plant – City Superintendent Colson**

Councilmember Mullinix made the motion to allow City Superintendent Colson to bring in job trailer to store equipment during the demolition of the Old Power Plant with the cost to rent trailer to be \$120/month and a \$150 delivery fee. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

## **NEW BUSINESS**

## **10. Consider approval of annual appointments for 2017**

Official Depository – Bank of Burlingame  
Official City Newspaper – Osage County Herald Chronicle  
City Attorney – Attorney Rick Godderz  
City Municipal Judge – Judge Sue DeVoe  
City Treasurer – Ron Shaffer

Councilmember Holman made the motion to table this item until the 2/6/2017 meeting. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

## **11. Discussion regarding Court Fines – Officer Baker**

Councilmember Holman made the motion to table this item until the next meeting. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**12. Consider moving the February 20, 2017 Council Meeting to February 21, 2017 due to offices being closed for President's Day – City Clerk Atchison**

Councilmember Mullinix made the motion to approve moving the Council Meeting to February 21, 2017 at 7:00 pm. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**13. Consider adjusting the cost or doing a payment agreement for water at 16800 S. Indian Hills Road due to a substantial water leak.**

Councilmember Mullinix made the motion to adjust the bill for December and January to be a total cost of \$700 for water usage for both months and to approve a payment plan for six months to allow payment for this bill. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**14. Discussion regarding GovOffice Website Proposal – Councilmember Holman**

Councilmember Holman made the motion to table this item until next meeting to allow time for further review. Councilmember Curtis seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**15. Ten Minute Executive Session to discuss Employee Reviews with City Superintendent Colson.**

Councilmember Holman made the motion to enter into Executive Session at 7:35 pm. Councilmember Curtis seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

Council returned at 7:45 pm with no action taken.

Councilmember Mullinix made the motion to give David Panches a 2% raise and for Waste Water Certification to be completed within the next six months. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

Councilmember Mullinix made the motion to amend the previous motion by striking the words "2%" and changing it to be "50 cent raise and for the Waste Water Certification to be completed within the next six months". Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**16. Ten Minute Executive Session to discuss Employee Reviews with City Clerk Atchison**

Councilmember Holman made the motion to enter into Executive Session with City Clerk Atchison at 7:48 pm. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

Council returned at 7:58 pm with no action taken.

Councilmember Mullinix made the motion to give Katie Bevitt a 25 cent raise to increase salary to be \$8.75/hour and Amy Quaney a 50 cent raise to increase salary to be \$13.50/hour.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**17. Ten minute Executive Session to discuss Employee Reviews for Police Department with Officer Baker**

Councilmember Holman made the motion to enter into Executive Session at 8:01 pm. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

Council returned at 8:11 pm with no action taken

Councilmember Mullinix made the motion to give Officer Bryan Smart a raise of 25 cents to increase salary to be \$13.25/hour and to give Officer James Lovett a 25 cent raise to increase salary to be \$16.00/hour. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**18. Ten minute Executive Session to discuss Employee Reviews for Power Plant – Mayor DeMars**

Councilmember Mullinix made the motion to table this item to the next meeting and to request for Superintendent Gerald Britschge to be present for his Employee Reviews. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

**19. Fifteen minute Executive Session to discuss Non-Elected Personnel – Mayor DeMars**

Councilmember Holman made the motion to enter into Executive Session at 8:14 pm. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis, and Holman. Nays: 0

Council returned at 8:29 pm with no action taken

Councilmember Mullinix made the motion to go into Executive Session for another 15 minutes at 8:30pm. Councilmember Curtis seconded the motion.

Votes: Ayes: Mullinix, Curtis and Holman. Nays: 0

Council returned at 8:45 pm with no action taken

Councilmember Mullinix made the motion to increase City Superintendent Colson's salary to \$19.00/hour, to increase Officer Baker's salary to \$19.10/hour and to increase City Clerk Atchison's salary to \$18.00/hour. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis and Holman. Nays: 0

**20. Discussion regarding new restrooms at Sumner Park – Councilmember Holman**

Councilmember Holman shared plans with everyone that he found with CST Precast Products and the cost for the buildings. Mayor DeMars reminded everyone that Councilmember Moon will also be bringing to the next meeting plans and ideas as well for the parks at the restroom. The Council will then make a decision.

## **21. Reports**

### City Superintendent Colson

- City crew trimmed two of the bad trees before the ice storm.
- Discussed Westar's power outage on 01/16/2017
- Advised Jacob Lang will be starting on 01/17/2017
- Will be attending the KMGGA Executive Meeting in McPherson, KS on 1/17/2017
- Pursuing a couple of candidates for the open position.

### City Clerk Atchison

- Discussed the 5% discount the city will be able to secure when purchasing items from Lowes.
- Recapped the donations towards the giving tree and the receipts. Total amount of donations was \$255.00. The City used \$45.00 from Public Relations fund.

### Councilmember Mullinix

- Working on dressing up City Hall with new pots for the plants and new mini blinds.
- Asked if the street lights were fixed at Jones Park. Answer was yes.

### Councilmember Curtis

- Discussed the Business Enhancement Booklet. City Clerk Atchison advised the next meeting for City Clerk, Councilmember Curtis and Anne Baer from Allen County Community College will be on 01/26/2017 at 1:00 pm.

### Councilmember Holman

- Discussed goals for the Burlingame Rec and the City
- Discussed goal for Restroom completion at the park
- Would like to see the City visit alternative resources, upgrades and etc.

### Mayor DeMars

- Read Thank You Note
- Asked City Clerk Atchison if Level Payment Letter was updated. City Clerk Atchison advised it was updated with the changes to reflect the current billing and delinquency process.
- Discussed thoughts about creating an Event Board to work with the Chamber and other individuals to assist with planning upcoming events such as Rodeo Days and etc.
- Asked for another Executive Session for 5 minutes. Councilmember Holman made the motion to enter into Executive Session at 9:11 pm to discuss Non-elected personnel. Councilmember Mullinix seconded the motion.

Votes: Ayes: Mullinix, Curtis and Holman. Nays: 0

Council returned at 9:16 with no action taken.

**16. Adjournment** – Councilmember Holman made the motion to adjourn the meeting at 9:17pm. Councilmember Curtis seconded the motion.

Votes: Ayes: Mullinix, Curtis and Holman. 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 2346

Next Charter Ordinance #14

Next Resolution # 387