



CITY OF BURLINGAME

Minutes

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 – Bryan Smart – P
Councilmember, Michelle Mullinix – P Building Inspector – Jim Welch – P
Councilmember, Kenna Burns – P

Held: **February 6, 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 Bill Caton – Osage County Economic Development Corp, Fred Diver – Osage County Commissioner, Colter Robinson – Osage County Chronicle, Kevin Fry, Gerald Britschge – Power Plant Superintendent, and Ray Burns

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 02/06/2017 Council Meeting.

Councilmember Moon made the motion to approve the agenda with the following corrections:

- *Remove Item 14. Discussion regarding new restrooms at Sumner and Jones Park*
- *Remove Item 19. Discussion of Lions Club Building*

Councilmember Mullinix seconded the motion.

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

5. APPROVAL OF MINUTES from the 01/16/2017 Council Meeting.

Councilmember Mullinix made the motion to approve the minutes from the 01/16/2017 Council Meeting with the following correction.

5. Strike "Burns" from the Ayes

Councilmember Moon seconded the motion.

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

6. Approval of Minutes from Special Council Meeting on 01/20/2017.

Councilmember Mullinix made the motion to approve the minutes from the 01/20/2017 Special Council Meeting. Councilmember Moon seconded the motion.

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

7. APPROVAL OF Claim Ordinance #2346

Councilmember Mullinix made the motion to approve claim Ordinance #2346 with the following recommendations.

- See if the phone at the pool can be put on vacation at the end of the season
- Fix the word "County" on vendor 15043.

Councilmember Moon seconded the motion.

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

OLD BUSINESS

8. Waste Tire Grant Program SFY2017 – City Superintendent Colson/Mayor DeMars

City Superintendent Colson advised the application was submitted for the mulch. Total cost was \$4450 with Rubber Recycle. About \$180 will be for labor. The funds for this project would come from the Ramskill Donation and the Parks Fund.

9. 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 accept all appointments except for Judge Sue DeVoe and to have Mayor Vikki DeMars and Attorney Rick Godderz to work on securing resumes to bring to next council meeting. Councilmember Moon seconded the motion.

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

10. Discussion regarding Court Fines – Officer Baker

Officer Baker discussed the STO Fine Schedule and the fact copies of this schedule need to be provided to everyone for the Infractions. Attorney Godderz advised nothing would need to be approved by the Council since they had passed an ordinance to adopt the STO which has the fine schedule. Officer Baker will get this information to the other officers, Judge and City Clerk as to the fines from the STO to be assessed on Infractions.

11. Discussion with Kevin Fry regarding updates and enhancements to existing web site.

Kevin reviewed the current web page and thoughts on making the new web page. Some enhancements to the new web page would be:

- Mobile friendly
- Links to other websites in the community and etc.
- Drop downs for court fines, utility bills and concerns
- Rotating pictures

He also discussed the storage space in Email, Email security and cost for current Email and web site. City Clerk Atchison shared a test website with some of the enhancements that had been developed.

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

12. Discussion regarding Burlingame GovOffice Website Proposal-Councilmember Holman/City Clerk Atchison

City Clerk Atchison discussed some of the additional costs and research findings

- Fee to process credit cards will always be applied
- Cost per Email address with Century Link and storage issue
- Cost for website server and host.
- Email would be backed up to the Cloud and would have same security as we have today with current company.
- Basic Package is \$750 per year with basic format and no company header.
- The \$995 package would include city logo, choice of fonts and custom header.
- Technical Support is offsite during the hours of 8 to 5. We are currently able to contact Kevin Fry as needed and not limited to 8 to 5.
- Wording in script would need to contain certain format in order to come up on the first page when searched. Kevin Fry has developed the current script and we come up on the first page when searched.

Councilmember Holman made the motion to continue with Kevin Fry to do our website and to not use GovOffice. He would also like for Kevin Fry to continue to work with City Clerk Atchison on developing the new website. Councilmember Moon seconded the motion.

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

13. Fifteen minute Executive Session to discuss employee reviews for Power Plant with Superintendent Britschge.

Councilmember Burns made the motion to enter into executive session at 7:50 and to return at 8:05 with City Superintendent Britschge. Councilmember Curtis seconded the motion.

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

Council returned at 8:05 pm with no action taken. Councilmember Moon made the motion to increase Gerald Britschge's salary to \$20.00 per hour and to increase Chris Gallaway's salary to \$15.25 per hour. Councilmember Burns seconded the motion.

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

14. Discussion regarding new restrooms at Sumner and Jones Park.

Item was removed from agenda

NEW BUSINESS

15. Discussion from Stephanie Watson's Representative Bill Caton - Osage County Economic Development regarding Senior Housing

Bill Caton discussed plans by Osage County Economic Development to resubmit application for affordable senior housing. County Commission Fred Diver also expressed to the council the support given to this project by the county and would like for the city council to also support the project.

Councilmember Moon made the motion to support the development of the housing project in our community. Councilmember Holman seconded the motion.

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

16. Approval to purchase Three Phase Tie Meters – Superintendent Britschge

Councilmember Moon made the motion to allow City Superintendent Britschge to purchase the meter with a cap up to \$2500. Councilmember Holman seconded the motion.

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

17. Ten minute Executive Session to discuss Non-Elected Personnel with James Welch.

Councilmember Burns made the motion to enter into Executive Session at 8:24 pm. Councilmember Mullinix seconded the motion.

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

Council returned at 8:34 pm with no action taken

18. Request from Gregorio Legua to extend his payment due date from the 20th of the month to the 22nd of the month without a penalty being assessed.

Councilmember Burns made the motion to deny the request to change the due date to the 22nd of the month. Councilmember Holman seconded the motion.

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

19. Discussion of Lions Club – Councilmember Holman

Item was removed from the agenda

20. Discussion of Demolition Budget – Councilmember Holman

Mayor DeMars advised there is no budget at this time for demolition. Council will add to the new budget for 2018. Mayor DeMars asked Building Inspector James Welch to put together ideas and plans.

21. Review and approve/disapprove City-County Connecting Links Maintenance Agreement

Councilmember Mullinix made the motion to not approve the City-County Connecting Links Maintenance Agreement. Councilmember Moon seconded the motion.

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

22. Discussion regarding EMC Insurance Renewal and do we want to bid out – City Clerk Atchison

Councilmember Moon made the motion to have City Clerk Atchison secure bids from other groups for the Insurance. Councilmember Mullinix seconded the motion.

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

23. Rodeo Days Updates and request for more electrical outlets downtown to be used for vendors on May 20, 2017.

Councilmember Holman made the motion to have City Superintendent Colson to look into power needs for activities. Councilmember Moon seconded the motion.

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

24. Corner of Banks and COOP Weigh Station Cleanup – Councilmember Curtis

Councilmember Mullinix made the motion to table this item until 2/21/17 to allow time to review the property.

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

25. Approval of new certificates of appointment for Director #1 and #2 with KMEA – City Clerk Atchison

Councilmember Mullinix made the motion to appoint City Superintendent Wesley Colson to position #1 and City Clerk Atchison to position #2. Councilmember Moon seconded the motion.

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

26. Request to secure bids for bucket truck – City Superintendent Colson

Councilmember Moon made the motion to allow City Superintendent Colson to secure bids for a bucket truck. Councilmember Mullinix seconded the motion.

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

27. Reports:

Building Inspector Welch - nothing to report

Officer Baker – nothing to report

City Superintendent Colson

- Update on wiring project at the COOP
- Update on BNSF Easement and project
- Update on Demolition Agreement for old shop
- Update on storage container by power plant

City Clerk Atchison

- Discussed change to election process. Election is now held in November. Applications for open positions need to be secured from the County Clerk's Office at the Court House in Lyndon. Filing fee is \$20.00 per application. The County Clerk has not received at this time a calendar with all of the dates. However, she though the deadline to file is June 1st. She will advise once she has more information.

Attorney Godderz – nothing to report
Councilmember Mullinix – nothing to report
Councilmember Curtis

- Asked if the city knew if there were problems with the AT&T cell phone reception within the city. Advised this varies amongst cell phone providers.

Councilmember Holman

- Updated Council regarding the dog registration and vaccination plans for April. He had spoken to Terry Swanders and she indicated she may be able to do this sometime in April. He will also contact Auburn Animal Clinic to see if they have availability. Vet at Carbondale was not able to help us with this project.

Councilmember Burns

- Can we do a review of the trees at the park for clean-up? City Superintendent Colson advised the Tree Board will review the trees and advise what is needed.

Councilmember Moon – nothing to report

Mayor DeMars – nothing to report

28. Adjournment – Councilmember Burns made the motion to adjourn the meeting at 9:08 pm. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, Holman, Burns, and Moon. 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 2347
Next Charter Ordinance #14
Next Resolution # 388