



## 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 –   P    
Councilmember, Kenna Burns –   P  

Held: **May 1, 2017 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

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

#### **2. ROLL CALL** – See above

Colter Robinson – Osage County Chronicle, Earl Parker, Amanda Burd – Pool Manager and Sara Worcester – Librarian

#### **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 for 05/01/2017 Council Meeting.**

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

Strike item # 7 Chip Seal of Streets

Addition of: Item 9A. Sewer Tap

Item 9B. New Library Board Member

Item 19A Approve Plumbing License for Jacob Succi.

Councilmember Holman seconded the motion.

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

#### **5. APPROVAL OF MINUTES from the 04/17/2017 Council Meeting.**

Councilmember Mullinix made the motion to approve the minutes from the 04/17/2017 Council Meeting. Councilmember Moon seconded the motion.

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

#### **6. Approval of Claim Ordinance #2352**

Councilmember Moon made the motion to approve the Claim Ordinance #2352. Councilmember Mullinix seconded the motion.

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

## **OLD BUSINESS**

### **7. Chip Seal of Streets – City Superintendent Colson**

Item removed from agenda

### **8. Responsible person for culverts and maintenance of ditches – City Superintendent Colson**

Councilmember Moon made the motion to accept as standard procedure the same procedure as the City of Osage. Councilmember Mullinix seconded the motion.

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

### **9. Church Parking Lot Options – City Superintendent Colson**

Councilmember Mullinix made the motion for City Superintendent Colson to fix the culvert in the Church Parking Lot (cost of culvert to be \$265.00). Councilmember Moon seconded the motion.

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

## **NEW BUSINESS**

### **9A. Sewer Tap Problems**

City Superintendent Colson discussed the problems with the sewer line for Kristen and Earl Parker's home. Councilmember Burns made the motion to approve payment of bill in the amount of \$1596.11 from Jacob Succi Excavating. Councilmember Moon seconded the motion.

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

### **9B. New Library Board Member**

Councilmember Mullinix made the motion to accept Karen Smart as the new Library Board member. Councilmember Holman seconded the motion.

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

### **10. Ten Minute Executive Session to discuss Assistant Pool Manager, Lifeguards and Concession Employees with Amanda Burd**

Councilmember Burns made the motion to enter into Executive Session at 7:12 pm. Councilmember Holman seconded the motion.

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

Council returned at 7:22 pm with no action taken

Councilmember Moon made the motion to hire Harper Neu as Assistant Manager at \$8.25 per hour, hire Allison Panches and Darrian Summers as Concession Employees, and anyone who had put in for a lifeguard and passes the lifeguard training with the first year rate of pay and pay steps for returning lifeguards. Councilmember Burns seconded the motion.

Note: Drug testing for the Lifeguards who have not already been tested will be May 5<sup>th</sup> at 3:30 pm.

### **11. Appreciation Dinner**

Mayor DeMars discussed plans for the Appreciation Dinner. She asked every councilmember to provide a name of one person or group to show appreciation towards. City Superintendent Colson agreed to reach out to a contact at his church who works at Resers for donations. Councilmember Burns made the motion to have the Appreciation Dinner on June 7 at 6:00 pm. Councilmember Holman seconded the motion.

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

### **12. Use of Storage Containers within city limits.**

Councilmember Curtis made the motion to have Attorney Godderz draw up an Ordinance regarding use of Storage Containers and bring to the next meeting. Councilmember Burns seconded the motion.

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

### **13. Update regarding Grant for mulch at Jones Park – City Superintendent Colson**

City Superintendent Colson advised the city is in receipt of the grant. The contracts have been signed and mailed. He will start ordering the mulch. The balance for the project will come from the Park Equipment Fund.

### **14. Motion for approval of bid from Mid-America Road Builders – City Superintendent Colson**

Councilmember Mullinix made the motion to approve and sign the proposal from Mid-America Road Builders. Councilmember Holman seconded the motion.

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

Councilmember Moon made the motion to hire JAG Trucking to haul 250 ton of rock and to not exceed \$1250.00. Councilmember Holman seconded the motion.

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

### **15. Discussion regarding the Burlingame Rec position previously held by Darrin Lee.**

Councilmember Burns made the motion to post an ad in the Osage County Herald, put on board in front of City Hall and on Facebook Page. Councilmember Holman seconded the motion.

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

### **16. Motion for approval of payment up to \$750.00 for demolition of house/garage for Terry Middleton.**

Councilmember Moon made the motion to approve payment of \$750.00 to Terry Middleton. Councilmember Holman seconded the motion.

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

### **17. Update on Grant from Jones Trust for construction of new restrooms at parks – City Clerk Atchison**

City Clerk Atchison advised the Council, the City did not receive funds from Jones Trust for the new restroom construction. Mayor DeMars advised she will be contacting Stephanie Watson with Osage Co. Economic Development to see if funds are available as well as the Federal Home Loan Bank for Neighborhood Revitalization Grant details.

## **18. Discussion regarding request from Collection Bureau of Kansas, Inc – City Clerk Atchison**

Councilmember Mullinix made the motion to disregard request. Councilmember Burns seconded the motion.

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

## **19. Fifteen Minute Executive Session to discuss Non-Elected Personnel with City Superintendent Colson.**

Councilmember Burns made the motion to enter into Executive Session at 7:50 pm. Councilmember Moon seconded the motion.

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

Council returned at 8:05 pm with no action taken.

Councilmember Moon made the motion to hire Jason Mullinix at \$15.00 per hour Councilmember Curtis seconded the motion.

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

## **19A. Approval of Business License from Jacob Succi Excavating – City Clerk Atchison**

Councilmember Mullinix made the motion to approve the Business License for Jacob Succi Excavating to do plumbing work in Burlingame. Councilmember Holman seconded the motion.

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

## **20. Reports:**

Building Inspector Welch

- Currently working with a couple who is wanting to move a double wide trailer into a lot in South Park
- His sons will be on the 10:00 news tonight
- Mayor DeMars asked Building Inspector Welch to come up with a Demolition Amount for his budget. Building Inspector Welch indicated to start with \$5000.

Officer Baker –

- Letters have been mailed to 16 property owners advising grass needed to be mowed.
- Has started to put together a list of individuals interested in mowing grass in the community. He will make this available to those who ask.

City Superintendent Colson:

- Three of the properties in tall grass violation have been mowed. He will be billing the property owners.
- Friday was Earth Day. An Oak tree was planted at the park. Kids were sent home with a tree and pamphlet on how to plant the tree.
- All trees at the park now have mulch around them.
- Caleb Strohm will be working on the flower beds. Two rose bushes have already been replaced. They were under warranty at Jackson Greenhouse.

City Clerk Atchison:

- Clematis and Honeysuckle will be planted in the containers on Santa Fe. At Christmas, the planters will be decorated as Christmas Trees.
- Budget needs to be completed and returned to the County Clerk by July 1.
- Court is now on the second Wednesday of each month at 3:30 pm.

Councilmember Mullinix:

- Nothing to report

Councilmember Curtis – Nothing to report

Councilmember Holman:

- Highlighted information from the “Meet and Greet” with the individuals in town doing the Documentary (Justin Goldberg, Mark Poe, and Jessie Magallanecs)

- Who is responsible for the weeds on Mainstreet? City Superintendent Colson advised the city will spray the weeds on the street.
- Who maintains the ball diamonds, grass mowing and weeds in the fence? City Superintendent Colson advised the city will keep the ball diamonds mowed and the weeds trimmed in the fence.
- Regarding the sidewalk by the Carwash. Will the City be fixing the sidewalk? City Superintendent Colson advised the sidewalk will be under construction with the new Dollar General Store.
- Thank you to everyone for meeting with the documentary crew.

Councilmember Burns:

- The streets, sidewalks, and parking lot on the South side of the school are a problem when the kids are leaving school or going to school. Perhaps need to have a crossing guard or have Officer Baker watch over the intersection. Maybe even approach the school to see if teachers could rotate as a crossing guard.

Councilmember Moon:

- Asked if City Superintendent Colson and Building Inspector Welch visited yet regarding the tree by the Dance Spot. City Superintendent Colson advised he would discuss with Building Inspector Welch.

Mayor DeMars:

- Will be looking into Community Support (Burlingame Rec and Chamber of Commerce) for the restroom project.
- Concern forms must be noted with date, time and name of person contacted when calls are returned.
- Tree limbs at the park need to be trimmed before they become an issue.
- Asked City Clerk Atchison if she would look into the Public Relations funds to see the amount available to spend on a digital camera.

**20. Adjournment** – Councilmember Burns made the motion to adjourn the meeting at 8:40 pm. Councilmember Holman seconded the motion.

Votes: Ayes: Mullinix, Curtis, Burns, Holman 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 2353  
 Next Charter Ordinance #14  
 Next Resolution # 389