



## 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:                    **August 7, 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 Herald/Chronicle and Ray Burns

#### **3. PUBLIC HEARING FOR 2018 BUDGET - No comments**

#### **4. Approval of 2018 Budget Resolution #390.**

Councilmember Mullinix made the motion to approve the 2018 Budget Resolution #390.  
Councilmember Moon seconded the motion.

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

Councilmember Burns made the motion to adjourn the Budget Hearing. Councilmember Holman seconded the motion.

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

#### **5. Public Comments** - No public comments

### **CONSENT ITEMS**

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

#### **6. APPROVAL OF AGENDA for 08/07/2017 Council Meeting.**

Councilmember Moon made the motion to approve the agenda with the following corrections.  
Councilmember Mullinix seconded the motion.

- Add Item 13A – Ten Minute Executive Session to discuss non-elected personnel with Superintendent Britschge
- Added item 18A – Motion to approve Osage County Herald Booster Ad
- Add Item 23A – Discussion regarding sidewalk at Sumner Park

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

**7. Approval of Minutes.** Consider approval of the minutes from the 07/17/2017 Council Meeting.

Councilmember Mullinix made the motion to approve the 07/17/2017 minutes. Councilmember Curtis seconded the motion.

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

**8. Approval of Claim Ordinance #2358**

Councilmember Mullinix made the motion to approve the Claim Ordinance #2358. Councilmember Holman seconded the motion.

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

**OLD BUSINESS**

**9. Discussion regarding the property at 118 East Fremont – Attorney Godderz.**

Councilmember Moon made the motion to table this item until the next meeting. Councilmember Curtis seconded the motion.

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

**10. Discussion regarding clean-up of Jimmy Master’s Commercial Property.**

Officer Baker updated the council regarding clean-up efforts at the property. The progress is slow, but progress is being made. Council asked for this item to remain on the agenda.

**11. Discussion regarding fees for Senior Duplexes (Osage County Economic Development) – City Superintendent Colson**

Councilmember Curtis made the motion to table this item to the next meeting to allow time for discussion with Mr. Caton and for Superintendent Colson to acquire additional information. Councilmember Mullinix seconded the motion.

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

Note: City Superintendent Colson advised the Water Meter Charge per meter will be \$400 and Sewer to be \$275.00 per connection, Building Permit Costs to be \$600.00 and \$40.00 for Demo Permit. Superintendent Colson will consolidate this information into a document Council can view and discuss with the Osage County Economic Development at the next meeting.

**12. Discussion regarding phones at City Hall and motion to approve Network Computing Solutions annual service agreement for \$625.00 per year – City Clerk Atchison**

Councilmember Moon made the motion to approve the Annual Service Agreement with Network Computing Solutions for \$625.00 per year. Councilmember Curtis seconded the motion.

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

**NEW BUSINESS**

**13. Discussion regarding parking on side streets – Mayor DeMars**

Councilmember Holman made the motion to not change the code regarding parking on the side streets. Councilmember Mullinix seconded the motion.

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

**13A. Add 10 minute Executive Session to discuss non-elected personnel with Superintendent Britschge.**

Councilmember Mullinix made the motion to enter into executive session at 7:25 pm. Councilmember Moon seconded the motion.

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

Council returned at 7:35 pm with No Action Taken.

Councilmember Moon made the motion to hire Joshua Crane at \$13.00 per hour. Councilmember Holman seconded the motion.

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

**14. Discussion regarding removal of debris from demolished building on Cheryl Anderson's property – Councilmember Holman**

Councilmember Moon made the motion to have Building Inspector Welch check with Ms. Anderson regarding debris removal and if she is o.k. with having a company cleanup the debris and it is less than \$750.00, Mr. Welch is authorized to proceed with debris removal. Councilmember Mullinix seconded the motion.

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

**15. Update on Lift-station at Burlingame Swimming Pool – City Superintendent Colson**

Per Superintendent Colson, Lift-station repair has been completed. Cost was around \$2500.00

**16. Update regarding insulation in new restrooms at Sumner Park – City Superintendent Colson**

Superintendent Colson advised the restrooms are complete except for the towel holders and the trim which will be installed this week. Lock will be changed to a dead bolt to be used as a privacy lock. Utility employees will unlock the restrooms in the morning and the Police Department will lock the restrooms in the evening.

**17. Update regarding the State Employees Benefits – City Clerk Atchison**

City Clerk Atchison reviewed the new benefit amounts for 2018 and advised the Council she plans to attend the benefit training meeting on 09/07/2017 at the Museum in Topeka. Open enrollment will start October 1, 2017.

**18. Motion to approve Osage County Fair 4-H and Open Class Results Ad from Osage County Herald Chronicle – City Clerk Atchison**

Councilmember Burns made the motion to not do the Osage County Fair 4-H and Open Class Results ad. Councilmember Moon seconded the motion.

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

**18A. Motion to approve Boosters Ad for fall, winter and spring in Osage County Herald Chronicle – City Clerk Atchison**

Councilmember Mullinix made the motion to approve the Boosters Ad for the Osage County Herald. Councilmember Burns seconded the motion.

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

**19. Discussion regarding the possible need to change format of Utility Invoices being mailed to the customers – City Clerk Atchison**

City Clerk Atchison reviewed the new format of invoices currently being used by the City of Osage City and the costs associated in making this change with the council.

**20. Motion to approve Ordinance #2359 Standard Traffic Ordinance, Edition 2017 – City Clerk Atchison**

Councilmember Moon made the motion to adopt Ordinance #2359 Standard Traffic Ordinance. Councilmember Curtis seconded the motion.

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

**21. Motion to approve Ordinance #2360 Uniform Public Offense Code, Edition 2017 – City Clerk Atchison**

Councilmember Mullinix made the motion to adopt Ordinance #2360 Uniform Public Offense. Councilmember Moon seconded the motion.

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

**22. Motion to approve the addition of a Transfer from Electric Fund to General Fund starting December 2017 to cover Lease Purchase Agreement Payment amount of \$20,275.71 for Bucket Truck.**

Councilmember Mullinix made the motion to approve the transfer from electric fund to general fund to cover the lease purchase agreement payment. Councilmember Holman seconded the motion.

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

**23. Discussion regarding Shut-Off Day – City Superintendent Colson**

Council member Burns made the motion to change Shutoff day from the 3<sup>rd</sup> of each month to the 4<sup>th</sup> of each month. Councilmember Moon seconded the motion.

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

**23A. Sidewalk at Sumner Park**

Councilmember moon made the motion to put a sidewalk in place at Sumner Park that goes from the restroom to the East Shelter House and then to the parking lot for a cost of \$2500.00 and if an additional sidewalk could be run from the restroom to the other shelter house for an additional \$500.00 to have the additional sidewalk done as well with total to not exceed \$3000.00 to come from contract expenses out of the General Fund. Councilmember Mullinix seconded the motion.

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

## **24. Reports:**

Building Inspector Welch:

- Lion Club Building was inspected today and passed inspection. It is o.k. to cut a check for the remaining amount once the construction material has been cleaned up from the property.
- Dollar General Concrete work was inspected and looks o.k. The steel for the building will be delivered the first week of September.
- Thoughts regarding money needed for property cleanup and codes for next year would be about \$5000.00

Officer Baker

- Avalanche is currently at shop in Osage City waiting to get air conditioning repaired. Cost will be about \$1000.00  
Councilmember Moon made the motion to approve the Avalanche repairs up to \$1000.00. Councilmember Mullinix seconded the motion.

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

Superintendent Colson

- Updated Council on COOP construction
- Updated Council on Air Conditioning Repairs at City Hall
- Jason, Jake and Dave attended Wastewater classes last week in Lawrence and currently attending gas classes this week. Dave is actually teaching one of the Gas classes.
- Would like to have Saturday, August 19 as work day to do mulch around playground equipment at Jones Park. Start time will be 8:00 a.m.
- New bucket truck is here

City Clerk Atchison

- The 2017 Legislature increased the driver-s license reinstatement fee effective July 1, 2018 from \$59 to \$100.00
- Katie Bevitt submitted her letter of resignation. Her last day will be August 15, 2017. Councilmembers are invited to lunch on Tuesday, August 15<sup>th</sup>.
- Non State Employer Group Session for Insurance training will be 09/07/2017.
- Burlingame Rec donated \$1775.00 to the City to use for Swimming Pool Expenses this year.

Attorney Godderz – nothing to report

Councilmember Mullinix –

- Can anything be done about the building next to the Dollar General to the west? Mayor DeMars asked for this to be on the next agenda. She will contact property owner to discuss.
- What can be discussed regarding Trash on Mainstreet after the weekends? Officer Baker advised he will talk to the youth regarding trash and perhaps a curfew.

Councilmember Curtis

- Asked if the Business Enhancement Booklet was on our website? Answer was yes
- Asked if Officer Baker would look at the property on Fremont and Prospect regarding clean-up.

Councilmember Holman – nothing to report

Councilmember Burns

- Asked City Superintendent Colson if the ladders at the pool are repaired. He advised he had fixed the broken ones, but one was just recently broke during the pool party. He will get that one repaired.

Mayor DeMars

- Ball Tournament originally to be held on 08/19 and 08/20 needs to be moved to 08/25/2017 and 08/26/2017. This is a fund raising tournament for Mike Roberts. Councilmember Burns made the motion to move the ball tournament to 08/25/2017 and 08/26/2017. Councilmember Moon seconded the motion.

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

**18. Adjournment** –Councilmember Burns made the motion to adjourn the meeting at 8:25 pm. . Councilmember Holman seconded the motion.

Votes: Ayes: Moon, Mullinix, Curtis, Burns, 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 2361  
Next Charter Ordinance #14  
Next Resolution # 391