



## CITY OF BURLINGAME

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### Minutes

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

Held: **December 3, 2018 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

#### **1. CALL TO ORDER BY Mayor DeMars**

**2. ROLL CALL** – See above. Also present were Brett and Gina Shultz, Larry and Karen Smart, Carolyn Strohm, Larry Robinson, and Colter Robinson – Osage County Herald

**3. Public Comments** – Carolyn Strohm thanked the City crew for the quick snow removal after the blizzard.

### **CONSENT ITEMS**

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

#### **4. Approval of Agenda**

Councilmember Burns approved the agenda with the following corrections and additions:

Item # 12 needs to read “Review of bid from Tony Keeler and Brett Shultz for purchase of land being sold”.

Addition of Item 16A. Consider motion to approve ad for Utility Employee.

Councilmember Mullinix seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **5. Approval of Minutes from November 19, 2018**

Councilmember Curtis made the motion to approve the minutes from the Council Meeting on November 19, 2018. Councilmember Mullinix seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **6. Approval of Claim Ordinance #2401**

Councilmember Mullinix made the motion to approve claim ordinance #2401. Councilmember Curtis seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **OLD BUSINESS**

## **7. Review of ATV Ordinance to include a better description of a UTV – Officer Baker**

Councilmember Burns made the motion to allow Attorney Godderz and Officer Baker to draft an amendment to existing ordinance for a description of a UTV to be added. Councilmember Holman seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **8. Repair of street to allow better access to the back of the Post Office**

Councilmember Holman made the motion to table to the next meeting to allow City Superintendent Colson to research information with the property owner. Councilmember Mullinix seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **9. Black Swan Distillery**

Councilmember Holman made the motion to allow the city to enter into an agreement with Black Swan Distillery and to have Attorney Godderz draft the agreement. Councilmember Burns seconded the motion.

Vote: Ayes: 2 (Holman and Burns)                      Nays: 3 (Curtis, Moon and Mullinix)

Motion failed

## **NEW BUSINESS**

## **10. Review and discussion regarding KDOT Public Transportation Grant**

No action taken on this item

## **11. Consider motion to approve license renewal for electrical and plumbing for S&S Service, Theel Plumbing, and Blue Dot Services**

Council member Mullinix made the motion to approve the license renewal for S&S Service, Theel Plumbing, and Blue Dot Services. Councilmember Moon seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **12. Review of bids from Tony Keeler and Brett Shultz for property being sold**

Councilmember Moon made the motion to accept the bid from Brett Shultz in the amount of \$5300 for the Old Demolition Derby Pit. Councilmember Curtis seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **13. Consider motion to approve Travel Request Form from City Superintendent Colson for 12/6/2018.**

Councilmember Moon made the motion to approve the travel request form for City Superintendent Colson. Councilmember Mullinix seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **14. Consider motion to approve doing a Christmas Gift Basket for Country Christmas**

Councilmember Burns made the motion to approve doing a gift basket for Country Christmas. Councilmember Mullinix seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **15. Review of ACH Annual Report from Bank of Burlingame**

Councilmember Mullinix made the motion to accept the ACH Annual Report from Bank of Burlingame. Councilmember Moon seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **16. Discussion and motion to set date and time for last meeting of the calendar year on 12/31/2018.**

Councilmember Mullinix made the motion to set the meeting time to be 2:30 pm on 12/31/2018. Councilmember Moon seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **16A. Consider motion to approve advertising for a new Utility Employee**

Councilmember Mullinix made the motion to advertise for a new utility employee in the newspaper, website, and online. Councilmember Moon seconded the motion.

Vote: Ayes: 5                      Nays: 0

#### **17. Reports**

Police Officer Baker

- Asked when employee evaluations were due. Advised the first of January
- Discussed recent robberies in town and advised everyone to keep their cars and homes locked
- Asked if the council would consider allowing the Chief of Police to live outside of city limits? Councilmember Burns made the motion to allow the Chief of Police to live within five miles of city limits. Councilmember Moon seconded the motion. Attorney Godderz will draft an amendment to the existing ordinance.

Vote: Ayes: 5                      Nays: 0

City Clerk Atchison

- Discussed Mediacom Rate Increase
- Asked Councilmember Mullinix, Moon and Mayor DeMars to stay after meeting to sign Bank Signature Cards

Attorney Godderz – Nothing to report

Councilmember Moon – nothing to report

Councilmember Curtis

- Asked what the boundaries were with the city and Allen County Community College. Attorney Godderz and Mayor DeMars advised what they thought were the boundaries.
- Asked City Clerk Atchison if there was any way to get a list of the large ticket items approved but not purchased this year. Advised the budget all Councilmembers had received for this year show the large ticket items budgeted for this year and the others ones would be in the minutes. She would see if she can compile a list from this year by reviewing the minutes.
- Discussed several Christmas Decorations on Main Street have bulbs burnt out that need to be replaced.
- Asked Officer Baker if there was anything that could be done about the Horse and Buggy driving on highways after dark with limited lights? Officer Baker advised he will get with the County Sheriff to discuss.

Councilmember Holman

- Discussed Utility updates. City crew is done hanging up Christmas decorations and now working on trimming trees.
- Utility Employee Jason Mullinix last day will be on December 7, 2018. He has accepted a position with the City of Osage City for more money.
- Councilmember Holman and City Superintendent Colson will be working on incentives to keep city employees.
- Thanked utility employees for work done on removing snow.

Councilmember Burns

- The roads were nice after the snow storm
- Recent issues with the Police Department have been extremely professional.

Mayor DeMars

- Asked if Councilmember Holman had received the pool contract paperwork. He advised he thought he had emailed it to City Clerk Atchison, but would double check.

Carolyn Strohm

Advised the Forestry Dept. grant did not go through. Councilmember Burns asked if there is some sort of tree city report that can be given to the council. Mrs. Strohm advised the report is given to City Superintendent Colson and a copy of the minutes to the City Clerk to put in the Tree City Book. Councilmember Burns indicated she would further discuss with City Superintendent Colson.

Mrs. Smart advised the Library would be closed on Thursday, December 6, 2018 to allow attendance to Tonya Hunter's funeral.

**18. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:25 P.M.

Motion by: Councilmember Burns    Second by: Councilmember Mullinix

Vote:     Ayes: 5            Nays: 0

Submitted by: \_\_\_\_\_                                                  \_\_\_\_\_  
                                Patty Atchison, City Clerk                                                  Date

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 2402  
Next Charter Ordinance #15  
Next Resolution # 398