



CITY OF BURLINGAME

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> P </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> A </u> | |

Held: **June 4, 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 John Welch, CPA, Robert Smith, Chad Hollins, Collection Bureau of Kansas.

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

Councilmember Mullinix made the motion to approve the Agenda. Councilmember Moon seconded the motion.

Vote: Ayes: 4 Nays: 0

5. APPROVAL OF MINUTES.

Councilmember Curtis made the motion to approve the minutes from May 21, 2018 Council Meeting. Councilmember Mullinix seconded the motion.

Vote: Ayes: 4 Nays: 0

6. APPROVAL OF CLAIMS ORDINANCE #2386

Councilmember Mullinix made the motion to approve claim ordinance #2386. Councilmember Moon seconded the motion.

Vote: Ayes: 4 Nays: 0

OLD BUSINESS

New Business

7. Discussion regarding the back utilities for Santa Fe Café and what are the options to opening a new business at this address – Robert Smith

Mr. Smith discussed his plans for a food processing facility at this location. Council members indicated at this time they have no issue with the back utilities.

No Action taken

8. Consider motion to set date and time for Budget Workshop Meeting

Councilmember Holman made the motion to set the Budget Workshop Meeting for June 11 at 7:00 pm. Councilmember Moon seconded the motion.

Vote: Ayes 4 Nays: 0

9. Review trash rates being charged – City Superintendent Colson

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

Vote: Ayes 4 Nays: 0

10. Review current credit card processing fees and other options – City Clerk Atchison

Councilmember Mullinix made the motion to stay with E-Gov to process credit cards. Councilmember Moon seconded the motion.

Vote: Ayes 4 Nays: 0

11. Consider motion to appoint Third Party Collection Agency – City Clerk Atchison

Council reviewed proposals from Valentine & Zimmerman and listened to a presentation from Chad Hollins from Collection Bureau of Kansas. Councilmember Moon made the motion to use Collection Bureau of Kansas. Councilmember Mullinix seconded the motion.

Vote: Ayes 4 Nays: 0

Councilmember Moon made the motion to allow Mayor DeMars to sign contract from Collection Bureau of Kansas. Councilmember Mullinix seconded the motion.

Vote: Ayes 4 Nays: 0

12. Discussion regarding checking account options at Flint Hills Bank – City Clerk Atchison

Councilmember Mullinix made the motion to transfer the Pool, Bond and CDBG accounts into money market accounts. Councilmember Moon seconded the motion.

Vote: Ayes: 4 Nays: 0

13. Report of expenses on Senior Duplexes – City Superintendent Colson

Superintendent Colson discussed the expenses for the Senior Duplexes. To date, to supply water, four meters will need to be ordered, total expenses \$3051.60. Electric costs are \$3909.54 plus will use about \$1000 worth of wire currently at shop. Two transformers will need to be ordered which will cost about \$1000 each. Cap for this project was \$25000. Councilmember Mullinix advised to keep track of hours and equipment used for this project.

No action taken

14. Reports

Officer Baker:

- New patrol car will be here by July 3rd. He is hoping it will arrive earlier.
- Discussed summer reading program at Library and police department activity.
- Advised the council he will be gone some in July due to his upcoming wedding. He will be contacting County and other cities for assistance.

Superintendent Colson:

- Annual KCC Inspection will start on 06/05/2018
- KDHE Inspection will be on 06/14/2018
- Itron update will be on 06/11/2018
- Annual KMEA meeting will be on 06/12 and 06/13/18 in Overland Park, KS. Cost to attend would be a hotel room night of 06/12 and 06/13. Councilmember Mullinix made the motion to approve hotel expense for each night at \$125.00 per room. Councilmember Moon seconded the motion.

Vote: Ayes: 4 Nays: 0

- Discussed the need for long distance to be added to the phone line at the swimming pool.

City Clerk Atchison:

- Reviewed the 2018 Kansas and Wichita Employment Forecasts
- Reviewed compliment from Roger Brazier
- Reviewed Pool Income/Expenses
- Discussed phone line problems and compatibility with proposed purchase of new computer for Utility Clerk. Council asked for City Clerk Atchison to reach out to RadioShack in Osage City to see if they can make any suggestions.

City Attorney Godderz – Nothing to report

Councilmember Mullinix:

- Asked if city crew can assist in repairing flagpole at Townsite Apts.
- Asked if something different can be done regarding shopping for supplies for concessions at the swimming pool. It was decided to try to use the click/pull at Sam's and for the pickup to be on Friday afternoons.

Councilmember Curtis

- Discussed the problem Richard Vandevord was having in getting his farm equipment past the pump station due to the lines. Council asked City Superintendent Colson to remove the lines if they are not active to allow access with farm equipment.
- Discussed possibly closing access road by new dam. City Attorney Godderz advised an easement may be in place and will need to be reviewed by council before closing. City Attorney Godderz will check to see if there is an easement and will review at next council meeting.
- Asked why concession stand will be open at adult softball games on Sunday. Answer to question was "No" since the concession stand didn't make enough money to cover the salary of person working.
- Asked if the Cereal Malt Beverage Ordinance at the Ball Park could be reviewed. Mayor DeMars requested this item to be added to the next agenda.

Councilmember Holman:

- Discussed the City of Lyon's Ordinance setting a fee by household to be assessed to cover cost of pool. Council asked Councilmember Holman to secure more information and to bring to the next meeting to discuss.
- Discussed his thoughts regarding customer thank you letter and the customer service provided by the Utility Department.

Councilmember Moon

- Advised there are some issues at the power plant and Superintendent Britschge will be discussing with the council his bids for diagnostics at the next meeting.

Mayor DeMars – Nothing to report

16. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:15 P.M.

Motion by: Councilmember Mullinix Second by: Councilmember Curtis

Vote: Ayes: 4 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 2387
Next Charter Ordinance #15
Next Resolution # 395