



CITY OF BURLINGAME

MINUTES

Mayor, Michelle Mullinix – P
Councilmember, Kenna Burns - P
Councilmember, Travis Middleton – A
Councilmember, Sheila Curtis – P
Councilmember, Amanda Kohlman - P
Councilmember, Kathy Love - P

City Attorney, Rick Godderz - P
City Clerk, Patty Atchison - P
City Superintendent, Les Holman- P
Police Officer – Mathew Baker – P
Building inspector – Jim Welch - A

Held: **February 7, 2022 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Michelle Mullinix

2. ROLL CALL – See above

Colter Robinson – Osage County Herald, Austin Masters, Ray Burns, Vikki DeMars, Susan DeMars, Debbie & Bryan PUNCHES, and Gerald Britschge.

3. PUBLIC COMMENTS – No Public Comments

CONSENT ITEMS

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

4. Presentation of 2021 Small Town America Civic Volunteer Award to Past Mayor Victoria DeMars

Mayor Mullinix presented Past Mayor Victoria DeMars a certificate for her years of service as a Councilmember and Mayor and presented her the certificate of appreciation for being in the top 100 award winners for the Small-Town America Civic Volunteer Award. City Clerk Atchison read the letter she wrote to nominate Vikki DeMars for the award. Following presentation refreshments were shared by those present.

5. APPROVAL OF AGENDA

Councilmember Burns made the motion to approve the amendments to the agenda. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council Agenda Amendments:

Remove Item #8 IT Updates by Sam Nasser

Add Item #23A. Consider motion to sponsor ad with KVOE-FM

6. APPROVAL OF MINUTES. Consider approval of the minutes from the 01/17/2022 Council Meeting.

Councilmember Curtis made the motion to approve the minutes from the 01/17/2022 Council Meeting. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

7. Approval of Claim ordinance # 2505

Councilmember Curtis made the motion to approve claim ordinance # 2505. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

OLD BUSINESS

8. IT Updates – Sam Nasser

Item removed from agenda

9. Discussion regarding BG Consultants, INC and Fast Drive

Councilmember Kohlman made the motion to accept the contract with BG Consultants. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

10. Discussion regarding CenturyLink HVOP Numbers, Porting LOA, and Licensing

Councilmember Curtis made the motion to have City Attorney Godderz write a letter advising CenturyLink our dissatisfaction with their service and response in getting equipment for new phones and for the city to not discontinue their contract with CenturyLink (Lumen) at this time. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

11. Broadband grant with Kwikom

Councilmember Kohlman made the motion to move forward with the broadband grant with Kwikom and to use the money from the ARPA grant (\$15,500.86) for this grant. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

12. Consider motion to approve spending American Rescue Plan Act Funds (\$68,750.43 ((received) and \$68750.43 (will receive in 2022) for a total of \$137,500.86) on the following items.

Police Radios	\$15,000
Kwikom Broadband Grant	\$15,500.86
Fast Drive	\$65,000
Electronic Sign at City Hall	\$30,000
Grant Writer	\$12,000

Councilmember Kohlman made the motion to spend the ARPA items as indicated above. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

13. Consider motion to do a lease purchase of a mini excavator with the Bank of Burlingame for \$56,656.15 at 2.25% interest for an annual payment of \$14,970.07 for four years. Mini Excavator to be purchased from United Rentals with funds coming from the following line items 50-59-5403 electric equipment and 09-00-5403 equipment reserve.

Councilmember Curtis made the motion to purchase the Mini Excavator for \$56,656.15 and for the funds to come from the budget as indicated. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

14. Discussion regarding employee vacation leave

Councilmember Burns made the motion to leave the policy as is with vacation being accrued by pay period and to review policy on April 18 meeting. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

NEW BUSINESS

15. Consider motion to approve Gary Donovan % Kaw Valley Bicycle Club to put two tables in Sumner Park to distribute water and snacks to bike riders on Sunday, May 1, 2022

Councilmember Kohlman voted yes to allow the Kaw Valley Bicycle Club to put two tables in Sumner Park to distribute water and snacks on May 1, 2022. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

16. Consider motion to purchase new mower from Schwant Tractor for \$7599.00

Councilmember Burns made the motion to purchase new mower from Schwant Tractor for \$7599.00. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

17. Do we want to go out for bid on our insurance

Councilmember Curtis made the motion to go out for insurance. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

18. Consider motion to approve Ziegler Electric Service and License Renewal

Councilmember Burns made the motion to approve the license renewal for Ziegler Electric Service. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

19. Consider motion to approve Chris Dubois as a member to the Tree Board

Councilmember Kohlman made the motion to approve Chris Dubois as a member to the Tree Board. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

20. Consider motion for Mayor Mullnix to sign the proclamation to declare April 29, 2022 as Arbor Day.

Councilmember Burns made the motion to allow Mayor Mullnix to sign the proclamation. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

21. Consider motion to allow City Clerk Atchison to attend KOMA/KORA training in Lyndon, KS on 02/25/2022

Councilmember Kohlman made the motion to allow City Clerk Atchison to attend the training. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

22. Consider motion to publish notice of Public Meeting to apply for Grant with USDA for Police Radios on February 22, 2022 at 7:00 pm.

Councilmember Curtis made the motion to publish notice of Public Meeting for USDA Grant for Police Radios. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

23. Discussion regarding grant applications for restroom doors and walking trail.

Councilmember Burns made the motion to have City Clerk Atchison to apply for both grants. Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

23A. Consider motion to do sponsorship with KOVE-FM Radio for advertisement during Substate Basketball

Councilmember Love made the motion to not do the sponsorship with KOVE. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

24. Ten Minute Executive Session with Power Plant Superintendent Gerald Britschge for non-elected personnel.

Councilmember Curtis made the motion to go to executive session at 8:01 pm. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:11 pm with no action taken.

25. Ten Minute Executive Session with City Clerk Atchison for non-elected personnel.

Councilmember Burns made the motion to go to executive session at 8:12 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:22 pm with no action taken.

26. Ten Minute Executive Session with Officer Baker for non-elected personnel.

Councilmember Burns made the motion to go to executive session at 8:23 pm. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:33 with no action taken.

27. Fifteen Minute Executive Session with City Superintendent Holman for non-elected personnel

Councilmember Kohlman made the motion to go to executive session at 8:34 with City Superintendent Holman. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:49 pm with no action taken. Councilmember Burns made the motion to give a cost of living adjustment of 6% to the following employees and for merit raises to be given to the employees listed with the amounts indicated next to their name. Councilmember Love seconded the motion.

Cost of Living Adjustment of 6%	Merit Raise
Anne Baer	Anne Baer 2%
Amy Quaney	Amy Quaney 2%
Patty Atchison	Patty Atchison 3%
Gerald Britschge	
Chris Gallaway	
Mathew Christiason	
Donnie Parker	
Mathew Baker	Mathew Baker 4%
Jordan Bailey	Jordan Bailey 4%
Les Holman	Les Holman 2%
David PUNCHES	
Dillon Quaney	
Jake Lang	
Kerry PUNCHES	
Trevor Casto	Trevor Casto - \$2.00 per hour raise

28. Reports

Officer Baker

- Discussed need for staffing late at night due to recent activity

City Superintendent Holman

- Discussed Micro com Computer Updates
- Advised Superintendent Corner Update on website

City Clerk Atchison

- Reviewed KMGA meeting notes
- T-Mobile Routine Maintenance on Water Tower Letter
- Healthcare Benefits for new employees starts on Day 1 now instead of a 60 day wait period.
- Letter was sent to Mike Parker asking him to come to tonight's meeting received no response
- Auditor will be here on Thursday and Friday of this week
- Next City Council meeting will be on Tuesday, February 22. Payroll will also be done on Tuesday, February 22 due to holiday on Monday, February 21.

Councilmember Curtis

- Asked if someone would like to go with her to the Library Meeting on 02/14/2022 to discuss the electronic sign. Councilmember Love volunteered to attend.
- Asked if the old pictures of Burlingame that were hanging in Parker's Restaurant could be located and put on the walls in the Council room.

Councilmember Kohlman

- Asked if the Burlingame Chamber could sell the banners for businesses and put at the ballpark. Was advised to put as an agenda item and to visit with the Burlingame Rec.
- Advised there is a 50/50 grant available for outside murals.

Councilmember Love – nothing to report

Councilmember Burns

- Advised there is a grant available from MFA Oil for \$2000 and one from United Way that could be applied for and help with some of the projects.

Mayor Mullinix – nothing to report

29. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 9:10 P.M.
Councilmember Burns made the motion to adjourn the Council Meeting at 9:10 pm. Councilmember Kohlman seconded the motion.

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 2506
Next Charter Ordinance #18
Next Resolution # 421