

**Burlingame City Council Minutes - DRAFT  
Special Meeting  
December 29, 2005**

**1. Call to Order by Mayor.**

The Mayor called the meeting to order at 7:02pm.

**2. Roll Call.**

Roll Call:	Present:	Bill Kraus Chris Dubois Kevin Fry Julie Sanders Dustin Swander
	Absent:	Ron Nichols
	Staff Present	Kurt Hassler, City Administrator Kelly Ullmer, City Clerk Jon Shaffer, Chief of Police

**3. Citizen Comments.**

No public present.

**Consent Items.**

Motion to approve the minutes of the December 5, 2005 regular meeting, the minutes of the December 19, 2005 special meeting, and Claims Ordinance 2081 as follows: General \$5,529.61; Police \$2,096.83; Street \$131.32; Park \$19.84; Pool \$38.24; Fleet Maintenance \$2,286.28; Employee Benefit \$805.00; Special Highway \$514.19; Capital Improvements \$27,028.00; Equipment Reserve Fund \$116,999.00; Electric \$18,355.89; Water \$12,892.88; Gas \$103,203.82; Sewer \$639.54; Solid Waste \$30.00 by Dubois and seconded by Fry.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

**8. Vehicle Policy.**

Motion to amend the existing vehicle policy by striking the last two sentences under the second bullet point on page 2 by Fry and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

7. **Personnel Issues.**

Motion to enter into executive session for a period of 10 minutes to discuss candidates for the city clerk position by Sanders and seconded by Swander.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

Motion to promote Christina Lewis to the position of city clerk at \$14.00 per hour effective December 30, 2005 at 5:00pm and promote Patricia Gilbert to the position of assistant city clerk at \$11.00 per hour by Fry and seconded by Sanders.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

9. **Cereal Malt Beverage Licenses.**

Motion to approve the cereal malt beverage licenses for the Santa Fe Café and Casey's by Dubois and seconded by Sanders.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

10. **Ordinance 2082.**

Motion to approve Ordinance 2082 establishing the office of Emergency Preparedness Coordinator by Sanders and seconded by Fry.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

11. **Emergency Preparedness Coordinator.**

Motion to appoint Kurt Hassler to the position of Emergency Preparedness Coordinator by Sanders and seconded by Fry.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

12. **Law Enforcement Mutual Aid Agreement.**

Motion to authorize the City Administrator to sign Law Enforcement Mutual Aid Agreements with surrounding agencies by Sanders and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Julie Sanders Dustin Swander
-------	-------	--

**13. KAN-STEP Grant**

Mayor Kraus asked if this grant application would interfere with the City's plans to seek a KAN-STEP grant for a new public works facility. Mr. Hassler stated that the City could only have one KAN-STEP grant at a time. This project would be smaller in scope and would allow staff time to finish several on-going projects and do some additional research on the new facility.

Motion to authorize the City Administrator to submit a grant application to KAN-STEP for improvements to the fire station by Sanders and seconded by Dubois.

Vote:	Ayes:	Kevin Fry
		Chris Dubois
		Julie Sanders
		Dustin Swander

**14. Reports.**

Mr. Hassler – reported that a preconstruction meeting was held for the Phase 1 Water Project and the tower contractor is scheduled to begin in early February and the pipeline contractor should begin in March. He also made the council aware of several issues that may be on an upcoming agenda including delinquent bills, trash billing, and bills payment procedures.

Mr. Swander – questioned the need for 2 restrooms in the new business being built in the old grocery store.

Ms. Sanders – had a question regarding the construction of a garage by Mr. Soendker.

Mr. Fry – noted a street light was out at the entrance to the Federated Church parking lot on Topeka Avenue.

**15. Adjournment.**

Motion to adjourn by Sanders and seconded by Dubois.

Vote:	Ayes:	Kevin Fry
		Chris Dubois
		Julie Sanders
		Dustin Swander

---

Kelly Ullmer, City Clerk