

**Burlingame City Council Minutes
Special Meeting - DRAFT
November 6, 2006**

1. Call to Order by Mayor.

The Mayor called the meeting to order at 7:00pm.

2. Roll Call.

Roll Call:	Present:	Bill Kraus Jim Nelson Julie Sanders Ron Nichols Dustin Swander
	Absent:	Kevin Fry
	Staff Present	Kurt Hassler, City Administrator Rick Godderz, City Attorney

3. Citizen Comments.

Roberta Bailey questioned if the City Council was going to hire another City Manager. She was informed that an item was on the agenda to discuss hiring a City Administrator later in the meeting. It had not been determined yet if a new City Administrator was going to be hired. She also asked several Council Members about specific purchases.

John Fry was concerned about the staff's decision to flush hydrants at 7:00am recently. He also stated that he believed the City should increase utility rates by 50%. He also asked about the percent of unpaid utilities including accounts such as the museum, city hall, library, and unaccounted for losses. Mr. Hassler apologized that he had not had time to pull together that information, but that the 2005 annual report for gas was available in City Hall.

Cindy Harris expressed concerns regarding several junk vehicles in the community. She was asked by Mr. Hassler to provide information on the location of junk vehicles and it would be investigated immediately by the Police Department. She also expressed concern over the rock pile located to the north of her residence. Mr. Hassler stated he would look into it.

Kathy Kessinger asked if there were any requirements for becoming the City Treasurer. Both Mr. Hassler and Mr. Godderz stated they were not aware of any requirements. Mrs. Kessinger stated she thought the individual should live in the City.

4. & 5. & 6. Minutes.

Motion to approve the minutes of the October 16th, October 23rd, and October 30th meetings as presented by staff by Sanders and seconded by Nelson.

Vote:	Ayes:	Jim Nelson Ron Nichols Julie Sanders Dustin Swander
-------	-------	--

7. Committee Appointments.

Motion to appoint Kendra Douglas to the Library Board to fill out the unexpired term of Anne Hassler by Sanders and seconded by Nichols.

Vote:	Ayes:	Jim Nelson Ron Nichols Julie Sanders Dustin Swander
-------	-------	--

8. City Treasurer.

Motion to appoint Connie Goehring as City Treasurer and pay her \$200 per year by Nichols and seconded by Sanders.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

9. Ordinance 2093.

Motion to approve Ordinance 2093 to set a new utility schedule and set new late fees by Sanders and seconded by Nelson.

Vote: Ayes: Jim Nelson
Julie Sanders
Dustin Swander
Nays: Ron Nichols

10. Executive Session.

Motion to enter into executive session to discuss candidates for the City Administrator position for a period of 20 minutes by Nelson and seconded by Sanders.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

The Council entered into executive session at 7:45pm.

The Council returned to open session at 8:05pm.

Motion to enter into executive session to discuss candidates for the City Administrator position for a period of 20 minutes by Nelson and seconded by Sanders.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

The Council entered into executive session at 8:06pm.

The Council returned to open session at 8:26pm.

No action taken on this item.

11. 2005 Audit.

Council member Swander asked if staff was not able to estimate the electric bills since the price was already determined by contract. Mr. Swander was informed that the price was variable during the generation season and that the quantities purchased are unknown, as it depends upon the usage by the customers.

Motion to approve the 2005 audit as presented by Sanders and seconded by Nelson.

Vote: Ayes: Jim Nelson
Ron Nichols

Nays: Julie Sanders
Dustin Swander

12. Executive Session.

Motion to enter into executive session to discuss candidates for City Superintendent for a period of 10 minutes by Sanders and seconded by Nichols.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

The Council entered into executive session at 8:30pm.

The Council returned to open session at 8:40pm.

No action taken on this item.

13. Pipe Threader Purchase.

Motion to authorize the City Administrator to purchase the electric pipe threader from Ferguson in an amount not to exceed \$991.51 plus tax by Sanders and seconded by Nichols.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

14. Resolution 299.

Motion to approve Resolution 299 as presented by staff by Nichols and seconded by Nelson.

Vote: Ayes: Jim Nelson
Ron Nichols
Nays: Julie Sanders
Dustin Swander

Mayor voted in favor of the motion to pass the Resolution.

Motion to approve Resolution 300, being the same as Resolution 299 changing the charge for a tape to \$5.00 by Sanders and seconded by Swander.

Vote: Ayes: Jim Nelson
Julie Sanders
Dustin Swander
Nays; Ron Nichols

15. Part Time Help.

Motion to authorize the City Administrator to advertise and hire temporary part time help at no more than 30 hours per week and at no more than \$7.00 per hour by Sanders and seconded by Nelson.

Vote: Ayes: Jim Nelson
Ron Nichols
Julie Sanders
Dustin Swander

16. Reports.

Mr. Hassler – Mr. Hassler asked if the Council would support an Ordinance raising the fee for a non-sufficient funds check. It is currently at \$15 and most businesses charge at least \$30. The Council directed Mr. Hassler to draft an ordinance for consideration at the next meeting raising the fee to \$30.00.

Mr. Swander – Mr. Swander asked if the Council could schedule a budget amendment meeting. He was informed that this would take place in either late December or more likely in early January to allow for only one budget amendment.

Ms. Sanders – Ms. Sanders asked a question regarding the purchase of anti-virus software. She was informed that software was purchased for the power plant and back office computers and it was a two year subscription.

Mr. Nelson – Mr. Nelson informed the Council that the Osage County Economic Development Director resigned and his last day would be this Friday. The board will be looking for a new director and hopes to have one in place by the end of February.

Mr. Kraus – Mr. Kraus asked what steps should be taken to consider increases to the utility rates. After some discussion it was determined that the City Administrator should provide to each Council Member a copy of his/her bill and the way it is calculated.

17. Adjournment.

Motion to adjourn the meeting by Sanders and seconded by Nelson.

Vote:	Ayes:	Jim Nelson
		Ron Nichols
		Julie Sanders
		Dustin Swander

Kurt Hassler, City Administrator