

Burlingame City Council Minutes
Regular Meeting
February 21, 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 Chris Dubois Ron Nichols Dustin Swander
	Absent	Kevin Fry Julie Sanders
	Staff Present	Kurt Hassler, City Administrator Jon Shaffer, Chief of Police

3. Citizen Comments.

There was no public comment.

Enter Council Member Fry.

Consent Items

Motion to approve the minutes from February 6th and approve the Financial Statement for January, 2006 by Dubois and seconded by Fry.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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Motion to table the appointment to the Recreation Commission until the March 6th meeting by Dubois and seconded by Swander.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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7. Alley Maintenance Policy.

A general discussion was held regarding the current status of the alleys around the City. The council was informed by Mr. Hassler that this written policy reflects the way alleys have been maintained throughout the city for quite some time, it was just never written down.

Motion to adopt the Alley Maintenance Policy as presented by staff by Nichols and seconded by Fry.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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8. Utility Service Connection Policy.

The Council discussed the proposed policy and what effect this would have on situations such as Mr. Roger Love's. The Council was updated by Mr. Hassler as to the circumstances surrounding the issue with Mr. Love's property on Dayton Avenue.

Mr. Hassler stated that Mr. Love was provided wire about 15 years ago for the service line from the pole to his house. He installed the wire in 2-inch conduit and buried it himself. At this time Mr. Love wants to upgrade the wire in the conduit to handle 200 amps. The current wire is not large enough to handle this. Mr. Love is requesting that since the wire was provided by the City in the first place they should upgrade the wire at their cost since the meter box at the house and the cut-out at the pole were sized for 200amps.

Mr. Hassler stated that he has discussed these issues with staff and no one disputes the city providing the wire, but no one knows what the conditions were at the time. He stated that as a middle ground the City might provide the wire, but due to the size of the conduit, staff did not feel they would be able to pull the new wire through it. The City could therefore provide the wire and connect both ends once it has been installed in the conduit by Mr. Love.

The Council discussed the issue and the general consensus was the Mr. Love received the wire 15 years ago and it should be replaced at his expense if he wishes to upgrade the service line.

Motion to approve the policy as presented and not pay for any of the upgrade to Mr. Love's service by Dubois and seconded by Nichols.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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9. Return Check Policy.

The Council heard a report from the City Administrator that the City has an unwritten policy regarding returned checks, but he would like to make it a little tougher and put it in writing to eliminate any confusion that may arise in the future.

Motion to approve the policy as presented by Fry and seconded by Nichols.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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10. Purchasing Card Policy.

The Council heard a report from the City Administrator about new purchasing cards that had been ordered. They would replace the need for any credit cards and accounts at many businesses used by City staff to purchase items.

Several council members were concerned about possible abuse of the cards and that it would take money from vendors in the area. The City Administrator stated that they would continue to use accounts established at local businesses to save them the additional expense of processing the cards.

Motion to approve the Purchasing Card Policy and issue cards to everyone on the list except Wes Colson by Fry and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Dustin Swander
	Nays:	Ron Nichols

11. Resolution 295.

Mr. Hassler informed the Council that one item had been left off the resolution passed last year pertaining to pool parties with over 50 guests. Staff had also added a family pass for \$100 that was a desire of pool patrons last summer. The family passes would allow up to six immediate family members on a family pass and that everyone listed on the pass must reside at one residence.

Motion to approve Resolution 295 by Nichols and seconded by Swander.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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12. Ordinance 2084.

Mr. Hassler state that three additions to the existing ordinance were required. The stop signs added to the ordinance already existed, and no new signs were to be placed.

Motion to approve Ordinance 2084 establishing stop sign locations and school speed zones by Fry and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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13. Personnel Issues.

Motion to enter into executive session to discuss candidates for Pool Manager and Summer Laborers for 10 minutes by Swander and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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Council exited the meeting at 8:17pm.

Council returned to open session at 8:27pm.

Motion to hire Debra Parsons as the Pool Manager at \$7.50 per hour by Fry and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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14. Personnel Issues.

Motion to hire Trey Strohm and Hank Zerbe as Summer Laborers at \$8.00 per hour by Dubois and seconded by Swander.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Dustin Swander
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15. Reports.

Kurt Hassler – Informed the Council that KDHE has a Brownfield Program to clean up contaminated sites. The north end of the railroad property recently condemned by the City has some contamination and the state will take care of the remediation for an application fee of \$200. The Council had no objections to proceeding with the clean-up.

Mr. Hassler also informed the council as to a request for advertising space in an upcoming Progress Edition in the Osage County Herald. Due to a conflict of interest he could not act on it. He was directed to place it on the next agenda.

Mr. Hassler reminded the Council of the work session on Monday, February 27th to discuss financial issues and proposed capital projects and equipment purchases for 2006. He provided two handouts to the council for their review.

Bill Kraus – Mr. Kraus stated it had been brought to his attention that several staff members in the Public Works Department were showing up late to work and then spending additional time drinking coffee. He asked if the City still had a time clock that could be used to help address this issue. The Council had a brief discussion and it was determined that Mr. Hassler should address staff and that if the issue is not resolved the time clock may be installed in City Hall and all employees may be required to clock-in and out.

16. Adjournment.

Motion to adjourn the meeting by Fry and seconded by Dubois.

Vote:	Ayes:	Chris Dubois
		Kevin Fry
		Ron Nichols
		Dustin Swander

The Council adjourned.

Kurt Hassler, City Administrator