

Burlingame City Council Minutes
Regular Meeting
March 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 Kevin Fry Chris Dubois Ron Nichols Julie Sanders Dustin Swander
	Staff Present	Kurt Hassler, City Administrator Christina Lewis, City Clerk

3. Citizen Comments.

Mr. Willie Prescott was allowed to speak regarding agenda item #7 the City Administrator position. He spoke in favor of retaining the position and compared communities in the county that have City Manager/City Administrator versus those that don't have someone in those positions. He also informed the Council of the Bleeding Kansas issues and the Federal funds that have been made available. He stated that the County would be seeking a portion of those funds to help promote the County.

4. Minutes.

Motion to approve the minutes from February 21st by Swander and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Julie Sanders Dustin Swander
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5. Recreation Commission.

Motion to appoint Darin Lee to the Recreation Commission by Fry and seconded by Sanders.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Julie Sanders Dustin Swander
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Motion to reverse items 6 and 7 on the agenda by Sanders and seconded by Dubois.

Vote:	Ayes:	Kevin Fry Chris Dubois Ron Nichols Julie Sanders Dustin Swander
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7. Susan DeMars Request.

Ms. Susan DeMars presented a petition to the City Council containing names of individuals who believed the City should not have a City Administrator. She voiced concerns over the cost of this position to the City. Ms. Jacqueline Floyd also spoke in favor of eliminating the position. Mr. John Fry also spoke stating he felt the City was not big enough for a City Administrator.

Mr. Jim Nelson spoke for the Chamber of Commerce stating that they felt a City Administrator was very important to the City at this time, and that economic development would be much more difficult without this leadership position in the City. Jim Strohm, Carolyn Strohm, and Mark Goehring also spoke in favor of the position and the person currently holding the position.

Council Member Fry stated he was in favor of the position and while he did not agree with every decision made by the current City Administrator he was happy with the overall job performance and felt the City was in a better position now than it was about two years ago.

No action was taken by the Council.

6. City Administrator Contract.

Motion to enter into executive session for 15 minutes to discuss employer-employee negotiations by Fry and seconded by Sanders.

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

Motion to extend the City Administrator’s contract for two years and make the following changes to the existing contract:

1. Section V. Item #2. Increase the vehicle allowance to \$400 per month effective January 1, 2007.
2. Section V. Item #3. Replace the existing text with the following “Employer shall reimburse Employee for other necessary expenses incurred by Employee while traveling pursuant to Employer’s interest while following the purchasing policy with regards to approvals.
3. Section V. Item #6. This item to be stricken from the contract.
4. Section X. Item a. Increase the termination notice to 60 days for both the Employee and the Employer and the insurance coverage to 90 days.
5. Add a new Section to the contract to include the following text:
 - Employer to budget and pay for professional dues of the employee for continued and full participation in the International City Manager Association (ICMA) and the Kansas City Manager’s Association (KACM).
 - Employer agrees to budget and pay for travel and subsistence expenses of employee to the ICMA Annual conference in odd numbered years, the Kansas League of Municipalities Annual conference every year, the Kansas Association of City Manager’s Annual conference every year, and the spring University of Kansas Managers School every year.
 - Employer agrees to budget and pay for professional dues of the Employee for continued and full participation in the American Public Works Association (APWA).
 - Employer agrees to budget and pay for travel and subsistence expenses of employee to the APWA Annual conference in even numbered years.

by Dubois and seconded by Sanders.

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

8. **Lion's Club Request.**

Mr. Kenny Dubois was at the meeting to request the City Council to waive a portion of their water and sewer bill after the meter read 45,000 gallons used in the month of December. The Council discussed the issue and noted that the Lions Club was an active civic group in the community and they had a desire to assist them with the large bill.

Motion to set the Lion's Club water and sewer bill due on February 15, 2006 equal to the minimum and waive the late fee by Fry and seconded by Dubois.

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

9. **Dennis Eylander Request.**

Mr. Eylander was not present at this time.

Motion to table this item to the end of the meeting by Fry and seconded by Sanders.

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

10. **Record Retention Policy.**

Mr. Hassler stated the proposed policy was developed with information provided by the Kansas State Historical Office. This policy would allow the City to dispose of older documents no longer needed for the operation of the City and were taking up valuable space in the vault.

Motion to approve the Record Retention Policy by Nichols and seconded by Sanders.

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

11. **2006 Capital Projects and Equipment Purchases.**

Motion to table this item to the upcoming work session by Sanders and seconded by Nichols.

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

12. Purchase Ad Space.

City Administrator Hassler stated he had a conflict of interest with this issue and would not be able to offer advice to the Council regarding this situation.

Ms. Hassler with the Osage County Herald was present at the meeting to discuss the upcoming 2006 Progress Edition to be published by her newspaper.

Motion to purchase a quarter page ad in the Osage County Herald 2006 Progress Edition by Fry and seconded by Nichols.

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

13. Work Session.

Motion to hold a work session on March 27, 2006 at 7:00pm to discuss financial issues by Sanders and seconded by Fry.

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

14. Reports.

Kurt Hassler – Informed the Council of a recent OCED meeting and the new board of directors elected. He question Council Member Swander regarding possible activities surrounding St. Patrick’s Day. Mr. Swander responded that no parade was planned, but other activities may be planned. Mr. Hassler requested that if any assistance from the City was needed to contact him as soon as possible. Mr. Hassler also asked to purchase 2 reels of #2ACSR wire from Baldwin City in the amount of \$1,560. The Council approved this request by consensus. Mr. Hassler also asked to be able to purchase 24 hours of block time from Infinitect for \$2,400.

Motion to purchase 24 hours of block time from Infinitect for \$2,400 by Sanders and seconded by Dubois.

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

Mr. Hassler questioned the Council regarding the agenda preparation. It was determined that the packets would be prepared on the Wednesday prior to the Council meeting and an e-mail would be sent out to inform the Council when they were ready. Packets would no longer be mailed. The packets for Council Members Fry and Nichols will be prepared in a 3-ring binder, all others will continued to be prepared in the same fashion..

Dustin Swander – Presented a list of equipment and tools that need to be purchased by the City for the power plant. Mr. Hassler was asked to put costs estimates to the list.

Julie Sanders – Ms. Sanders had questions regarding the Action Minutes and approved Minutes distributed by the City. It was determined by the Council that action minutes would no longer be

distributed and that approved minutes would be forwarded to the local newspapers for possible publication.

Chris Dubois – Mr. Dubois questioned if there was going to be a City Wide Cleanup this year. He was informed that the date had been set for April 29th. Public notifications would be going out this week.

9. Dennis Eylander Request.

Mr. Eylander was not present at this time.

Motion to table this item to a future meeting by Dubois and seconded by Nichols.

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

15. Adjournment.

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

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

The Council adjourned at 8:19pm.

Christina Lewis, City Clerk