

MINUTES OF DECEMBER 28, 2007

The council of the city of Burlingame, Kansas met in regular session in the council chamber at city hall at 7:00 p.m., December 28, 2007.

Presiding: Mayor Dorr
Present: Councilmembers: Swander, Strohm, DeMars.
Absent: Councilmember Fry, Bloomquist.
Present also: City Administrator Hutfles, Assist. City Clerk Patti Gilbert.

Citizens Present: Gerry Grandstaff

No citizen's comments offered.

Claims Ordinance No. 2116 was offered for approval after Mayor Dorr asked what vehicle the tire purchases were for. City Administrator Hutfles replied the cost was per tire for the unloader. Councilmember Swander wanted the \$5.00 charge for salt clarified, with Mr. Hutfles stating that cost was for bags of salt for the sidewalks. Mayor Dorr questioned the purchase of winter floaters. Mr. Hutfles stated they are chlorine pellets that are placed in the pool during winter to keep the algae down. Motion made by Strohm and second by DeMars. Ayes 3/ Nays 0

Motion to appoint Gerald Britschge as building inspector for the City with Mayor Dorr stating she had spoken with Gerald. Discussion over the monthly flat fee pay for inspector when Gerald is an hourly wage employee. Motion to offer Gerald the position by DeMars and second by Swander. Ayes 3/ Nays 0

Discussion of Personal Time off compared to Vacation/sick pay was brought to the table by Mayor Dorr. Councilmember DeMars asked if the city actually adopted the employee manual, Administrator Hutfles stated the city had adopted it in 2004. Mayor Dorr wanted the council to read through the manual and get their input if there needs to be any changes. Mayor Dorr stated she felt they needed to look at the Vacation/Sick pay part should be looked at as an employee had taken sick pay instead of vacation pay during the ice storm. Discussion over specifics on how it is accumulated and the requirements of "topping out". Councilmember Strohm stated changing it doesn't make a lot of sense, wanted to know where the manual came from. Mr. Hutfles responded the previous administrator had brought it from Hays and it's standard to copy from another city. Councilmember DeMars wanted to know about how employees request time off and accrue their sick/vacation pay. Mr. Swander inquired on how many sick days per year the city gives to each employee. Assistant City Clerk responded with 12 day per year at the rate of 3.69 hrs per 80 hours worked. Ms. DeMars asked how does the city justify when an employee can use sick time and when they can't. Mayor Dorr interjected with that is why she had it added. Stating that it is why she was suggesting making it as PTO

(personal time off) in one bank, also on sick leave when you are out 3 consecutive days we may have to have a doctor's excuse to come back. Mayor's issue is the may needs to be looked at more closely. Assistant City Clerk Gilbert stated the state sees PTO as a vacation pay, so with the end of someone's employment the city would have to pay 100% in the person's bank instead of the 50% for sick and 100% for vacation. Councilmember Swander said 6 days of sick days per year and the rest put in comp. time. Ms. Gilbert stated that for the past couple of years compensating time has not been followed according to the manual. Comp. time is stated in the manual as needing to be used in 2 weeks after acquiring it, instead it's been used at will. Mr. Swander wanted to know when does the disability insurance kick in, with Ms. Gilbert stating short-term disability kicks in when it's a work related injury. Discussion over the transferring of sick days and setting up the ability to do so. Councilmember Swander said he didn't agree with the 12 days of sick time per year. Councilmember Strohm pointed out that if you are a well person 12 days are a lot, but when you are really sick 12 days goes by quickly. Councilmember DeMars asked if we aren't cutting down the days, what are we looking at. Mayor Dorr requested that all councilmember take a copy of the employee manual and give their input as to any changes. Councilmember Strohm said maybe the council would like to discuss an incentive for not using sick days.

Motion to enter into executive session for candidates of City Superintendent for the period of 10 minutes with City Administrator Huffles by DeMars and second Swander. Ayes 3/ Nays 0

Council entered executive session at 6:34 pm.
Council entered open session at 6:54 pm.

Mayor Dorr stated no action taken in executive session.

Motion to enter into executive session for candidates of City Superintendent with City Administrator Huffles for the period of 10 minutes by DeMars and second Swander. Ayes 3/ Nays 0

Council entered into executive session at 6:55 pm.
Council entered open session at 7:05 pm.

Mayor Dorr stated no action taken in executive session.


Motion to enter into executive session for candidates of City Superintendent with City Administrator Huffles for the period of 10 minutes by Swander and second DeMars. Ayes 3/ Nays 0

Council entered into executive session at 7:20 pm.

Council entered open session at 7:30 pm.

Mayor Dorr stated no action taken in executive session.

Motion to adjourn made by Swander and second by Strohm. Ayes 3/ Nays 0



Assistant City Clerk

CALL FOR SPECIAL GOVERNING BODY MEETING

Burlingame, Kansas

December 28, 2007

To the Members of the Governing Body

A special meeting of the governing body is hereby called to be held at the city hall, December 28, 2007 at 5:00pm, the object of said meeting being to:

1. Approval of Claim Ordinance;
2. Appointing a City Building Inspector;
3. Discussing changes to the City Employee Manual;
4. Executive Session to discuss candidates for City Superintendent.

Signed:




Brenda Dorr, Mayor



Norman Bloomquist, Council Member



Vikki DeMars, Council Member



Kevin Fry, Council Member



Carolyn Strohm, Council Member



Dustin Swander, Council Member