

### MINUTES OF MARCH 3, 2008

The council of the city of Burlingame, Kansas met in regular session in the council chamber at city hall at 7:00p.m., March 3, 2008.

Presiding: Mayor Dorr  
Present: Council members: Bloomquist, Swander, Strohm, Fry, DeMars  
Present also: City Administrator Hutfle, City Attorney Rick Godderz, and City Clerk Patti Gilbert, Police Chief Jon Shaffer, Utility Foreman Gerry Grandstaff.

Citizens Present: Jason Hardin with Crossroads Wireless.

Motion to approve the agenda by Bloomquist with a second from Fry. Ayes 5/ Nays 0

No citizen's comments taken at this time.

Approval of the minutes for February 4<sup>th</sup> regular meeting after the correction of adding Police Chief Jon Shaffer and citizen Kathy Kessinger by Fry and second by Bloomquist. Ayes 5/Nays 0

Approval for the January 2008 Financial Statement was considered after City Administrator Hutfles stated the revenue far exceeded the expenditures, which historically are the usual trend. Mr. Hutfles supplied the council with a utility breakdown of meters in use and the change in revenues brought into the city. Mayor Dorr questioned the operating cash summary in the actual days it covered. The motion was given by Swander and with a second from Fry. Ayes 5/ Nays 0

Claims Ordinance 2123 was presented with Mayor Dorr asking what the steam cleaning was for Mr. Grandstaff responded to the question with it was a piece of equipment the city already owned but it did need a part in order for it to be used. It made more sense to fix then replace it. Mayor Dorr then asked on the tires for the grader and wanted to know how many more tires were needed for the grader .Mr. Grandstaff said 2 more were needed but he was going to hold off for a while before purchasing them. Council member Swander made the motion and a second by Fry. Ayes 5/ Nays 0

Jason Hardin with Crossroads Wireless presented the Council with a request on leasing space on the City's water tower for communication antennas and equipment. He stated how the company recognizes the need to cover small communities across the Midwest. This includes cell phone service and wireless internet. He pointed out however larger companies are not exclusively contracted with them; they do use their services. Listing all the sites the company is looking at putting on air including Lyndon, Scranton for example. Council viewed the packet Mr. Hardin handed out with what the equipment looked like and explained what would be needed as far as property and requirements that would be for the installation. City Attorney Godderz asked it was non-exclusive if someone else wanted to erect another antennae on the tower. Mr. Hardin stated absolutely other antennae could be placed as long as they can work without interference. Mr. Godderz questioned if all the wireless equipment would impede the painting or maintenance of the water tower. Mr. Hardin stated it would not hurt the cables to paint them, also adding that if needed the wording could be added to the contract they would remove the equipment with notice and a temporary mobile antennae used for the duration of the work

being done. Mayor Dorr asked Mr. Hardin to confirm Crossroads would be responsible for any repairs to their equipment, with Mr. Hardin insuring her that would be. Mr. Hardin relayed that payment would start at \$500.00 per month for the first 5 years. Motion was made to accept the offer by Bloomquist and seconded by DeMars. Ayes 5/ Nays 0

Next on the agenda was the City-County "Connecting Links" Agreement regarding the maintenance of Topeka Avenue north of Santa Fe Ave. Motion to deny was offered by Bloomquist and second by DeMars. Ayes 5/Nays 0

Part-time clerk and Swimming Pool Manager were discussed with the Council giving Mr. Hutfles direction to place an ad for one week in the local paper. Mr. Hutfles stated the YMCA would be holding the lifeguard training during spring break. Council member Bloomquist stated he would like the City Administrator to handle the hiring of the employees, feeling that the council should leave the hiring to the City Administrator's level. Mayor Dorr stated the positions should be advertised, with Council member Strohm stating there were applicants we had that noted they would be interested in part-time work. Mr. Hutfles offered the position to Debby Panches but she turned it down, the others when called the stated they would like full-time positions. Council member Fry agreed the city should place ads for the openings. Training cost of the lifeguards were discussed along with the manager being involved with the hiring of the guards. Mayor Dorr asked if part-time clerk would be enough or a full time should be hired and utilized in the back office. Council member Swander said after his conversation with KCC he believed one full-time person is needed to cover the paperwork alone. Council member Bloomquist stated he felt there wasn't that much paperwork. Much discussion over the paperwork Ms. DeMars shared that she felt there wasn't a need for a full-time. Mr. Hutfles stated at times a part-time person would help when the daily work load is heavier than usual, but the work load doesn't demand full-time and also the city cannot afford it. Motion to post the ads for one week only given by Fry and second by Strohm. Ayes 5/Nays 0

Council member DeMars started the discussion on the need for a fraud audit by stating she felt the city didn't have the funds to do that type of audit. DeMars also added she needed to make sure that there was something in place for the checks and balances of the funds, and someone should step up to make sure the money is and where it is going. City Clerk Gilbert stated after speaking with infinite on their front-page program where it balances the money coming in to what is posted to the bank. Discussion over past projects and how the funds were handled now that Phase II is in the works the city to make sure there are no mistakes made. City Administrator Hutfles recommended sitting down with the City Clerk and coming up with a procedure to follow for the project. City Administrator Godderz added what Ms. DeMars is trying to say that with Phase II project the money from the grants, CDBG grant loans should not be intermingled with the general fund. The previous administrator placed the money in the general funds and in order to speed the start of the project drew down CD's to pay for it. When the remainder of the grant/loan money came in other things were bought and the monies were not put back into the CD's instead purchasing other items such as a truck. Council member DeMars stated she would let the motion die, Council member Strohm added the people are hired to do this job for us and why do we have to come in sit while they do their job? Council member DeMars stated mistakes had been made in the past and wants to make sure they are not happening again. Council

member Fry stated as far as the daily stuff there are daily deposits being made. Council member DeMars stated again the motion for the fraud audit is to die.

Motion to enter into executive session for 15 minutes regarding non-elected personnel performance appraisals with City Administrator and City Attorney by Fry and second by Swander. Ayes 4/Nays 1 Bloomquist

Council entered into executive session at 8:00 p.m.  
council returned to open session at 8:15 p.m.

Mayor Dorr stated no action taken in executive session.

Motion to enter into executive session for 15 minutes regarding non-elected personnel performance appraisals with City Administrator and City Attorney by Swander and second by Fry. Ayes 4/ Nays 1 Bloomquist

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City Administrator reported the KCC sent a letter stating we are now in compliance with the 2007 inspection. The leak survey cost will be around \$4,000.00 and Gerry Grandstaff is assisting him in interviewing the companies. Council member Fry inquired as to the inaccuracies of the mapping, with Mr. Grandstaff responding that there are two copies of maps with one set being incorrect. Discussion continued covering the test stations and the repairing of any problems encountered. Mr. Hutfles then continued with he had finally received a copy of the Westar agreement and has supplied copies to the Council members. He gave basis costs and warning the council there is a price change every June. Moat if the council members shared views and questions between Westar and the KPP with the prices they are both charging.

City Clerk shared she will be in Wichita next week for the City Clerk's Conference. Reported the annual gas report was handed into the KCC that day with a gas loss for the previous year at 14%. She will also be attending a state budget class with the State's finance department in early April.

Council member DeMars would like to see a fund set up for the pool sharing that if we are going to replace the pool in the future now is the time to start. She will also be attending a school board meeting to ask for their participation in gathering pool funds.

Council member Swander opened a discussion on suggestions on making some "green" alternatives available to the city residences. Possible solutions and placement of receptacles were covered with City Administrator stating staff has already had discussions on the green issue and added staff will continue to look into the options available to the city.

Council member Strohm brought to the table of citizens complaints over not being able to park close to the front door of city hall because of the city or employees vehicles being parked there. She also stated she had received her utility bill that day and was questioning the dates on the bills. The city clerk responded that she would check with Mrs. Summers the next day as the reading date and billing day was the same. Mrs. Strohm asked Mr. Grandstaff on a repair in the alley of the museum what type of valve it was, and Mr. Grandstaff responded it was a gas valve.

Mayor Dorr started her report with passing paperwork out to the other council members. Asking the council if they had returned the questionnaire the City Clerk had given them. After viewing the paperwork the Mayor had given them, she stated the Council needed to think about some of the ethical things we are doing, and the council is not in the business of reporting to the newspapers, and wishes not to see this again with-in her opinion is very unethical and very unprofessional. Nothing if Council members are not going to be at a meeting to please be courteous and notify city hall.

Motion to adjourn made by Swander and second by Fry. Ayes 5/ Nays 0