

# Burlingame City Council Minutes

Regular Minutes  
December 3<sup>rd</sup>, 2012 @ 7:00 pm

1. **CALL TO ORDER BY MAYOR.**

2. **ROLL CALL.**

Present: Mayor Hovestadt

Council members: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

Absent: Rosie Parker

Staff Present: City Clerk Gilbert, City Attorney Godderz, Police Chief Shaffer, City Superintendent Lamond.

Citizens: Gabe Faimon with Osage County Herald Chronicle, Ray and Kenna Burns, Phyllis Hartzell, Brenda Dorr, Jeannie Riggs, Al Nika.

3. **Public Comments:** Kenna Burns with the Burlingame Chamber of Commerce relayed a very appreciated thank you for all the assistance the City and members of the Country Christmas Committee on making the event such a success.

4. **Approval of agenda:** Motion by Councilmember DeMars and second motion by Councilmember Lee to accept the agenda as presented.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

5. **Approval of Minutes:** Motion by Councilmember Strohm with a second from Councilmember Lee to accept the minutes from the regular meeting of November 19<sup>th</sup>, 2012.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

6. **Approval of Claim Ordinance 2239 and 2239SP:** Motion to authorize payment of claims ordinance 2239 and 2239SP was made with the first motion by Councilmember Strohm and passed with the second motion from Councilmember DeMars.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 7. Update on Buildings:** Motion by Councilmember Strohm, with Councilmember DeMars giving the second motion to set the final hearing for 105-109 Santa Fe Buildings for December 6<sup>th</sup> at 3 pm. Also Al Nika spoke of the continuing repairs of the east side of the building.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 8. Phase I Electrical Upgrade:** Morrow Engineering submitted a change order regarding the upgrades to the electrical system noting in the change order additional services are needed for design on metering box also with the catalytic converters totaling \$22,440.00 in additional costs, however showing a reduction on the price for the transformers that will not be needed and showing the credit of \$44,000. Motion by Councilmember DeMars to accept the change order with Councilmember Lee giving the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 9. Executive Session Non-elected Personnel:** Motion by Councilmember DeMars to enter into executive session for 10 minutes with the City Superintendent Lamond, and Councilmember Nelson made the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

Council entered into executive session at 7:14 pm.  
City Attorney Godderz was asked in at 7:21 pm  
Council returned to open session at 7:24 pm.

Mayor Hovestadt stated no action taken in executive session.

- 10. Executive Session Attorney-Client:** Councilmember DeMars then made the motion to enter into executive session with City Attorney Godderz for 10 minutes, Councilmember Strohm made the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

Council entered into executive session at 7:25 pm.  
Council returned to regular session at 7:35 pm.

Mayor Hovestadt stated no action taken in executive session.

Motion to re-enter into executive session for an addition 10 minutes was offered by Councilmember DeMars with Councilmember Strohm making the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

Council entered into executive session at 7:35 pm.  
Council returned to regular session at 7:45 pm.

Mayor Hovestadt stated no action taken in executive session.

- 11. Christmas Eve and New Year's Eve:** Staff stated with December 24<sup>th</sup> and December 31<sup>st</sup> being on a Monday all banks will be closing books early, staff requested not to have work hours both days. In lieu of the annual employee Christmas dinner the City buys, staff asked for a holiday on the 24<sup>th</sup> and on the 31<sup>st</sup> take a vacation/personal day. Motion by Councilmember DeMars to authorize the change on the 2 days requested with Councilmember Strohm making the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 12. Annual Christmas Bonus:** Councilmember DeMars made the motion to enter into executive session to discuss this matter. Councilmember Strohm made the second motion for 5 minutes.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

Council entered into executive session at 7:45 pm.  
Council returned to regular session at 7:50 pm.

Mayor Hovestadt stated no action taken in executive session.

Motion offered by Councilmember DeMars to give all fulltime employees \$100.00

and all part-time employees a \$50.00 bonus for Christmas, Councilmember Strohm seconded the motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 12. Resolution 365:** Bill Caton with Excel Development explained with the acceptance of this resolution was needed to include with the funding application. The City would be expressing support for the project and the community will be structured for seniors of 55 or older with low to moderate income. Motion by Councilmember Strohm to authorize the Mayor to sign the resolution with Councilmember Nelson making the second motion.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

- 13. Reports:** Councilmember DeMars said a thank you for the way Country Christmas had done, also noting that the City needed to look into replacing the speaker system due to the lack of coverage for all of downtown. Councilmember Lee thanked the Boy Scouts for attending the meeting, along with requesting a list of financials every month. Councilmember Nelson stated the Police Chief has his monthly report. Councilmember Strohm stated a public thank you for Country Christmas also. City Superintendent Lamond stated the sewer project is wrapping up in the near future. Mayor Hovestadt stated how pleased he was with the way the Country Christmas festival was done.

- 14. Adjournment:** Motion by Councilmember DeMars with a second from Councilmember Lee to close the regular meeting was made.

Ayes: Vikki DeMars  
Carolyn Lee  
James Nelson  
Carolyn Strohm

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Patti Gilbert, City Clerk

