



City Of Burlingame

MINUTES

Mayor Mike Dorr – P
Councilmember Carolyn Lee – P
Councilmember Carolyn Strohm - P
Councilmember Christopher Moon - A
Councilmember Michelle Mullinix - P
Councilmember Vikki DeMars - P

City Attorney Rick Godderz - P
City Clerk Lee Ann Smiley - P
City Superintendent Joey Lamond – P
Police Officer Jon Shaffer- P
Building Inspector Jim Welch -A

Held: **November 18, 2013 at 7:00pm**

Location: **Council Chambers**

1. CALL TO ORDER BY MAYOR - 7:00PM

2. ROLL CALL - See above

Citizens Present: Gabe Faimon, Rosie Parker, Jeanne Riggs, Kenna Burns, Ray Burns, Krista Bennett, Greg Wright, Steve Connelly and Janice Wilson

3. PUBLIC COMMENTS - Krista Bennett reported that the 5K run for the Country Christmas was on track and that it did get sanctioned through the US Track and Field Association.

CONSENT ITEMS

These items can be voted on with one motion or individually by the city council.

4. APPROVAL OF AGENDA - Motion made by Councilmember DeMars to amend the agenda by replacing #7 Country Christmas Request with Morrow Engineering and by adding item 12A Chris Moon resignation. Councilmember Strohm seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

5. APPROVAL OF MINUTES - Motion made by Councilmember DeMars, seconded by Councilmember Mullinix to approve the minutes from the regular meeting of November 4, 2013 and the November 12, 2013 Special Meeting.

Yeas: Lee, Strohm, Mullinix and DeMars

6. APPROVAL OF CLAIMS ORDINANCE - Councilmember DeMars made the motion to authorize the payment of claims ordinance 2263 and to move \$70,000 from the Kansas Municipal Investment Pool to the Bank of Burlingame to cover warrants. Councilmember Mullinix seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

OLD BUSINESS

7. MORROW ENGINEERING– A lengthy discussion was held as to the discontent of how Morrow Engineering had handled the city’s engineering business, as to how the original engineering plans were written and as to who was responsible for change orders and why they existed. Janice Wilson, representative of Morrow Engineering, agreed that if we sent an invoice to Morrow Engineering in the amount of \$1725.00 for the change order regarding the steel enclosures for the high-voltage and low-voltage bushing on the transformer that they would take care of that.

8. INSURANCE DONATION – Because of the lack of funds Councilmember Strohm made the motion to deny a donation to the Chamber of Commerce for their purchase of Special Event Insurance. Councilmember Lee seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

9. UTILITY SHUT OFFS – In considering the practice of shut offs falling on a weekend or holidays Councilmember DeMars made the motion to not shut off the utilities unless the city hall is open the next day and to continue shutting off all of the utilities to save a trip. Councilmember Lee seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

10. UTILITY DEPOSIT WAIVER – Councilmember Mullinix made the motion to approve the written request from Brandi Shaffer for a waiver of utility deposit at 123 W Santa Fe Avenue. Councilmember DeMars seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars e Avenue.

NEW BUSINESS

11. ORDINANCE 2198 POC - Councilmember Strohm made the motion to approve the annual change of the Uniform Public Offense Code. Councilmember DeMars seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

12. ORDINANCE 2199 STO - Councilmember Strohm made the motion to approve the annual change of the Standard Traffic Ordinance. Councilmember DeMars seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

12A. CHRISTOPHER MOON RESIGNATION- Councilmember DeMars made the motion to accept the resignation of Christopher Moon. Councilmember Mullinix seconded the motion. Smiley is to put an ad in the paper advertising the vacancy.

Yeas: Lee, Strohm, Mullinix and DeMars

13. ELECTRICAL RATE RECOMMENDATION - Greg Wright, of Energy Management Group gave recommendations to increase customer charges by implementing a 5% Franchise Fee, increasing the price of kWh by \$.014, increasing the customer charges by \$2 residential and \$5 commercial and correcting the loss factor being recovered in the ECA.

Councilmember Mullinix made the motion to approve Ordinance #2201 which changes the monthly charge for security lights from \$6.15 to \$10.00 per light. Motion seconded by Councilmember DeMars.

Councilmember Mullinix made the motion to approve Ordinance #2202 which establishes a 5% franchise fee. Motion seconded by Councilmember DeMars.

Councilmember DeMars made the motion to approve Ordinance #2203 which changes the way the loss factor is calculated adjusting from a 109% loss factor to a 112% loss factor. Motion seconded by Councilmember Strohm.

Councilmember Strohm made the motion to approve Ordinance #2204 which increases the monthly customer service charge rates of residential by \$2 and commercial by \$5 and increases all energy charges by \$.014 per kWh. Motion seconded by Councilmember DeMars.

14. NURSING HOME AND SANTA FE AVENUE LOTS - Councilmember DeMars made the motion to run an ad in the paper to contact City Hall, and to contact the Jennings and to contact Stephanie Watson in regards to the sale of the nursing home and the vacant lots at 107 and 109 E Santa Fe Avenue. Motion seconded by Councilmember Lee. City Clerk Smiley is to get figures together as to what the city has paid out in expenses for these properties.

Yeas: Lee, Strohm, Mullinix and DeMars

15. AUDIT FOR 2012 - Auditor Steve Connelly, CPA, MBA presented the 2012 audit. He stated that there were transfers that had not been made and without making those transfers we had negative funds. He recommended that we make those accounting transfers so that we were not in violation. He also felt that we had revenue that had not been booked. The reconciliation of bank statements for 2012 currently are not completed. Until the bank reconciliation is done we will not know if there is cash gone or money unaccountable for. A discussion was held as to why these problems were not caught in the audit. Connelly stated that the majority of these problems occurred in 2012 which is the audit that he is currently working on. Connelly stated that it is councils' responsibility to see to it that bank reconciliation is done and internal controls are followed. It was discussed that to prevent future problems cross training was needed and that the completion of the bank reconciliation needed to be made a priority.

Yeas: Lee, Strohm, Mullinix and DeMars

16. FINANCES – No further discussion was held.

17. BOND ISSUANCE - Councilmember Strohm made the motion to approve an ordinance to approve the additional cost estimates of \$225,000 for the cities Electrical Project Phase 1. Councilmember DeMars seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

18. NOTICE OF INTENTION - Councilmember Strohm made the motion to approve the publishing of the Notice of Intention to sell Revenue Bonds. Councilmember DeMars seconded the motion.

Yeas: Lee, Strohm, Mullinix and DeMars

19. EXECUTIVE SESSION - Councilmember DeMars made the motion to go into an Executive Session for Non Elective Personnel for 10 minutes. Motion seconded by Councilmember Lee. No action was taken in the Executive Session.

Yeas: Lee, Strohm, Mullinix and DeMars

Councilmember Lee made the motion to approve permanent employee status for City Clerk Lee Ann Smiley with a \$1 an hour increase as agreed to upon hiring and to reinstate Janene Fry as Utility Clerk at the wage she was at prior to her City Clerk Interim wage. Motion seconded by Councilmember Mullinix.

Yeas: Lee, Strohm, Mullinix and DeMars

20. REPORTS -

City Superintendent Lamond reported that there had been a leak at the concession stand. He also reported that the Christmas decorations would be put up in the following week.

City Clerk Smiley reported that we had received approval from the state for the Country Christmas activities and to place our Christmas tree on Main street.

Councilmember Mullinix reported that the hot water heater wasn't working at the concession stand.

21. ADJOURNMENT - Motion made by Councilmember DeMars to adjourn the City Council Meeting. Motion seconded by Councilmember Lee.

Yeas: Lee, Strohm, Mullinix and DeMars

SUBMITTED BY: _____
Lee Ann Smiley, City Clerk

Date

Americans with disabilities act (A.D.A.): The City of Burlingame intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the city clerk forty-eight (48) hours prior to the meeting to arrange necessary accommodations.