



City Of Burlingame

MINUTES

Mayor Mike Dorr – P
Councilmember Carolyn Lee – P
Councilmember Carolyn Strohm - P
Councilmember Vikki DeMars - P
Councilmember Michelle Mullinix - P
Councilmember Kenna Burns - P

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

Held: **August 18, 2014 at 7:00pm**
Location: **Burlingame City Hall Council Chambers**

1. **CALL TO ORDER BY MAYOR**

2. **ROLL CALL** – See above

Citizens Present: Gabe Faimon, Patty Freed, Ann Mah and Ray Burns

3. **PUBLIC COMMENTS** –Ann Mah presented a legislative update to the council covering bills for a Raffle Amendment, Fleeing and Eluding Police, Local Property Tax Increases, Municipal Recycling Services, Income Tax Credits, Property Tax, and Mortgage Registration Tax Repeal. She presented a general fund profile showing that the state was on target to go several million dollars in the hole if changes aren't made, which would affect schools and property taxes.

Patty Freed gave an update on her yard; the backyard had been sickled, they were done with the weeds in the front yard, they still had work to finish on the south side. She stated that it wasn't going as quickly as she had hoped but that it was changing.

CONSENT ITEMS

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

4. **APPROVAL OF AGENDA** –Mayor Dorr asked to add 2282-A to the Claims Ordinance #6, to table #9 Harveyville Water Contract/Billing, to add 10.1 Approval of signing the Completion of Work Certificate for ElectriComm, delete item #12 Legislation Update, and to add 14.1 Approval of Employee Manual. Councilmember DeMars made the motion to approve the agenda with changes. Councilmember Lee seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

5. **APPROVAL OF MINUTES** – Councilmember Mullinix made the motion to approve the minutes of the August 11, 2014 work session with a spelling correction on item #3 and approve the minutes of the August 4, 2014 regular meeting with a correction to spelling on item #3 and #9. Councilmember Burns seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, and Lee

Abstained: DeMars

6. **APPROVAL OF CLAIMS ORDINANCES** – Councilmember DeMars made the motion to pay claims ordinance #2282, #2282-A, and UMP2282, Councilmember Mullinix seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

OLD BUSINESS

7. **HALLOWEEN** – Raymond Burns representing the Burlingame Chamber of Commerce requested a donation of \$250 for advertising expenses to be split between the promotions of Terror on the Trail 2014 and Country Christmas 2014. Councilmember DeMars made the motion to pay the donation of \$250. Councilmember Lee seconded the motion.

Vote: Ayes: Mullinix, Strohm, DeMars and Lee Abstained: Burns

8. **WATER RATES**–Councilmember DeMars asked councilmembers to review the sheet in their packets in regards to income and expense of the Water Fund. The sheet showed \$86,181.36 as income and \$149,216 as transfers to be made, a shortage of \$63,034.64. She stated that the fund in not bringing in enough money to sustain the transfers that should be made, we need to raise the rates. Councilmember DeMars made the motion to table this item to the next meeting; the motion was seconded by Councilmember Burns.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

9. **HARVEYVILLE WATER CONTRACT/BILLING** – Councilmember DeMars made the motion to table this item to the next meeting, the motion was seconded by Councilmember Mullinix.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

Councilmember DeMars made the motion to send a letter to the City Manager of Osage City to request to be notified of any future rate changes for water rates, the motion was seconded by Councilmember Burns.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

10. **2013 AUDIT** –Councilmember DeMars made the motion to have Attorney Godderz write a letter requesting a breakdown of the charges for the audit given by Stephen Connelly, CPA, PC, and the motion was seconded by Councilmember Lee.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

Councilmember DeMars made the motion to table the consideration of approval of the 2013 Audit and of paying the bill in the amount of \$2205.00 presented by Stephen Connelly, CPA, PC, for that audit, the motion was seconded by Councilmember Lee.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

- 10.1 COMPLETION OF WORK CERTIFICATE – ELECTRICOMM, INC** – Councilmember Mullinix made the motion to sign the Completion of Work Certificate for work completed on the Electrical Primary Metering Cabinet by ElectriComm, Inc., Councilmember Burns seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

- 11. ELECTRICOMM, CORPORATION APPLICATION FOR FINAL PAYMENT** – Consideration was given for approval of the application for payment to ElectriComm Corporation in the amount of \$4,875.00 which accounts for the 10% retainage that was withheld until Final Completion for the Electrical Primary Metering. Councilmember Strohm made the motion to pay the final payment to ElectriComm, Inc., Councilmember Burns seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

NEW BUSINESS

12. THIS ITEM DELETED FROM THE AGENDA

- 13. ORDINANCE 2209 POC** - Ordinance 2209 regulating public offenses within the corporate limits of the City of Burlingame, Ks; incorporating by reference the “Uniform Public Offense Code for Kansas Cities” Edition of 2014, with certain omissions, changes and additions was presented to the council. Councilmember DeMars made the motion to approve Ordinance 2209. The motion was seconded by Councilmember Strohm.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

- 14. ORDINANCE 2210 STO** - Ordinance 2210 regulating traffic within the corporate limits of the City of Burlingame, Kansas; incorporating by reference the “Standard Traffic Ordinance for Kansas Cities”, edition of 2014 providing certain penalties was presented to the council. Councilmember Strohm made the motion to approve Ordinance 2209. The motion was seconded by Councilmember Mullinix.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

- 14.1 APPROVAL OF EMPLOYEE MANUAL** – Attorney Godderz had been asked to review the draft of the updated Employee Manual, after doing so Godderz had several issues of concern including the need of clarification of hiring, firing, benefits received if dismissed in good standing or not, suspensions, Family Leave Act, vacation leave, the number of people that could be gone in a department at the same time and qualifications to receive full time benefits.

Councilmember DeMars made the motion to set a Work Session to include Godderz for further work on the Employee Manual for September 4, 2014 at 12:30pm, and to table the approval of the manual and Ordinance 2211 (regarding incorporating the manual) to the September 15th meeting. The motion was seconded by Councilmember Mullinix.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

- 15. ORDINANCE 2211 EMPLOYEE MANUAL** –See above motion

16. **ORDNANCE 2212 COURT COSTS** – Ordinance #2212 Establishing Court Costs in the amount of \$75.00 and stating Diversion fees are to be set by the court was presented to the Council. Councilmember DeMars made the motion to approve Ordinance 2212. The motion was seconded by Councilmember Strohm.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

17. **POLICY CHANGES FOR UTILITY PENALTIES AND TRIP CHARGES** – Discussion was held in regards to the Utility Billing, late fees and trip charges. Councilmember DeMars made the motion that when the amount due is paid late and the late fees are not paid the late fees will be rolled over to the next billing cycle, we will not send out a past due notice because it will be on the following months bill, if not paid on the following months bill the utilities will be shut off, we will combine the discontinuance fee and reconnect fee of \$20 each to one fee of \$40 when disconnecting for shut offs. The motion was seconded by Councilmember Mullinix.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

18. **EXECUTIVE SESSION NON-ELECTED PERSONNEL** – Councilmember Mullinix made the motion to go into Executive session for a period of 15 minutes to discuss Non-Elected Personnel, Councilmember DeMars seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

The Council exited at 8:31

The meeting reconvened at 8:46, Mayor Dorr stated that no action was taken in the Executive Session.

Councilmember Mullinix made the motion to go into Executive session for a period of 20 minutes to discuss Non-Elected personnel, Councilmember DeMars seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

The Council exited at 8:48

The meeting reconvened at 9:08. Mayor Dorr stated that no action was taken in the Executive Session.

Councilmember Lee made the motion to go into Executive session for a period of 15 minutes to discuss Non-Elected Personnel, Councilmember DeMars seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

The Council exited at 9:10

The meeting reconvened at 9:25, Mayor Dorr stated that no action was taken in the Executive Session.

Councilmember Lee made the motion to go into Executive session for a period of 30 minutes to discuss Non-Elected personnel, Councilmember Mullinix seconded the motion.

Vote: Ayes: Mullinix, Strohm, Burns, DeMars and Lee

The Council exited at 9:25

Power Plant Manager Britschge entered at 9:33 and exited at 9:37.

City Superintendent Lamond entered at 9:38 and exited at 9:47.

City Clerk Smiley entered at 9:47 and exited at 9:55.

The meeting reconvened at 9:55. Mayor Dorr stated that no action was taken in the Executive Session.

Councilmember DeMars exited at 9:55.

19. REPORTS

City Superintendent Lamond reported having low readings on the transmission line for gas south of Osage City they are monitoring it at this time but will have to do something in the future. We'll be hauling about 250 ton of road rock, it will cost about \$4000. We will be working on roads and filling in pot holes. One of the pump motors in Osage City had to be rebuilt which cost around \$1700. KCC paperwork is in process we will probably e-file it. KRWA is working on water rates. The crosswalk is working and ready for the school traffic.

Police Chief Dudley stated that he appreciated the council calling a special meeting in order to get Officer Kraus hired. He reported having problems with the Avalanche and stated that he thought the problems would be covered by warranty. He stated he would be out covering the school traffic when school starts on Tuesday. He hasn't found housing at this time; he did locate a possibility about 5 miles out of town. He hopes to get letters out for lawns needing to be cut tomorrow.

City Clerk Smiley stated that Donna Crawford had contacted her in regards to needing a change order for the taxes that we had paid out to Wesco. Smiley had contacted Morrow and they are to get those papers together. Smiley brought attention to the fact that the warrants we paid tonight were around \$100,000, our bank account had around \$150,000 in it and payroll was to be paid out Wednesday. Things are tight. Hopefully around \$26,000 will be coming in this week from our grant money.

Councilmember Mullinix stated that school was starting. There are a couple of holes on Osage street again, we need asphalt there. She stated that the grass and weeds needed checked on the corner of Jackson going onto Osage street. She asked Police Chief Dudley to sit in the area of Osage street as she had concern of near wrecks she had witnessed, people aren't yielding.

Councilmember Lee stated concern of the owners getting the large tree at the Kirkpatrick home cleaned up.

