



## CITY OF BURLINGAME

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### Minutes

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Mayor, Vikki DeMars –   P                        City Attorney, Rick Godderz -   P    
Councilmember, Doug Moon –   P                City Clerk, Patty Atchison -   P    
Councilmember, Leslie Holman-   P            City Superintendent, Wes Colson -   P    
Councilmember, Sheila Curtis –   P            Police Officer – Mathew Baker –   P    
Councilmember, Michelle Mullinix –   P        Building Inspector – Jim Welch –   A    
Councilmember, Kenna Burns –   P  

Held:                **October 5, 2015 @ 7:00 pm**  
Location:        **Burlingame City Hall, Council Chambers**

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

**2. ROLL CALL** – All council members with the exception of James Welch were present. (See above). Citizens Present: Ray Burns

**3. PUBLIC COMMENTS** - There were no public comments.

#### **CONSENT ITEMS**

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

**4. APPROVAL OF AGENDA** - Councilmember Burns made the motion to approve the October 5, 2015 agenda with the following addition: 11a. Approval to repair the water heater at city hall. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**5. APPROVAL OF MINUTES**. Councilmember Burns made the motion to approve the minutes from September 21, 2015 meeting with the recommended changes. Councilmember Mullinix seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**6. APPROVAL OF CLAIMS ORDINANCE** – Councilmember Moon made the motion to accept Claims Ordinance #2310. Councilmember Mullinix seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

## **OLD BUSINESS**

**7. UPDATE ON BIDS FOR NEW ROOF FOR BURLINGAME SWIMMING POOL.** Councilmember Holman indicated he has one bid for a Pitch Roof at \$13,500 which includes parts, labor and material. Councilmember Mullinix and Mayor DeMars indicated they will be meeting with the Burlingame Rec Committee to see if they can help with funds towards the new roof. Councilmember Moon made the motion to table any decisions until the next meeting. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**8. UPDATE ON NEW SOFTWARE BEING INSTALLED BY COMPUTER INFORMATION CONCEPTS (CIC) AND WHAT TECHNICAL SUPPORT AND BACKUP ASSISTANCE CAN BE PROVIDED.** Discuss having auditor Cindy Jensen review books to confirm information being transferred is correct.

City Clerk, Patty Atchison updated the council regarding the CIC installation of the new software program. CIC started installation of the new software on the city computers as of 10/5/2015. This process will take up to 3 months for completion. The first phase being installed in October is the accounting software. CIC also indicated they are able to back up the software and city information with a remote backup. Cost for the first year would be \$1,380.00. Subsequent years would be \$1,170.00.

Councilmember Burns made the motion to table making a decision regarding remote backup until the next meeting. City Superintendent, Wes Colson and City Clerk, Patty Atchison will review the budget before next meeting. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

## **NEW BUSINESS**

**9. CONSIDER ADVERTISEMENT FOR ANOTHER TWO WEEKS FOR PART-TIME TREASURER AND PART-TIME CLERK POSITIONS.** Councilmember Burns made the motion to advertise for another two weeks for the part-time treasurer and part-time clerk positions in the Osage County Herald. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**10. CONSIDER REPLACING THE FLAGPOLE AT SUMNER PARK** - City Superintendent, Wes Colson and Councilmember Moon discussed the flag pole at Sumner Park and how it was bent and needed to be replaced. The cost to replace the pole at \$249.00 will be less than the cost to repair the pole. Councilmember Moon made the motion to replace the flag pole by purchasing a new one from Carrot-Top Industries at \$249.00. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**11. CONSIDER THE CITY PURCHASING A NEW MOWER REPLACEMENT-**

Councilmember Moon made the motion to purchase a new mower at the bid price of \$6,879.00 from Schwant Tractor & Service. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**11a. Repair Water Heater for City Hall -** City Superintendent explained to the council the circulator pump in the water heater at city hall has been broken for two years and needs to be replaced. He had received a bid from Burgess Plumbing to replace the water heater and circulator pump in the amount of \$1036.00. Councilmember Mullinix made the motion to replace the water heater with Burgess Plumbing. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

**12. Reports:**

Officer, Mathew Baker reported he would like to review the ordinance for weed control. Officer Baker will check with other cities regarding the processes they have in place and will discuss with cancel at a later meeting.

City Superintendent, Wes Colson asked if the Public Workers could keep their hours from 7 to 3:30 all year. Mr. Colson discussed what job functions would be completed from 7 to 8:00 am. Councilmember Moon made the motion to keep the City Employees hours from 7:00 to 3:30 pm all year. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

City Superintendent, Wes Colson also reported the edging at Sumner Park and the bolts at the Skate Park have been fixed. City Superintendent Wes Colson concluded his report by giving an update on his purchase of plants and trees from Skinner's Greenhouse. The planting project is scheduled for October 15<sup>th</sup>.

Councilmember Mullinix asked if the Council could review the codes for the Ball Tournaments on the next meeting agenda.

Councilmember Holman thanked the City Superintendent and staff for fixing the edging at the park.

Mayor DeMars asked the council and staff to not disclose personal cell phone numbers unless it is a cell phone number provided to an employee by the city. It was discussed to add this as an agenda item to review cell phone options for city employees.

Mayor DeMars asked the City Clerk, Patty Atchison to furnish at the next council meeting a print out of budget items and information.

Mayor DeMars also asked what the process is for animal control if Animal Control Officer, Donnie Parker is not available. Officer Baker indicated if Donnie Parker was not available to remove an animal, Officer Baker should be notified.

Mayor DeMars concluded her report by reminding everyone if a complaint is brought to their attention, the person complaining needs to either complete a complaint form online and send by Email to the city or go to the city and complete one in the office. This will allow the complaint to be handled by appropriate personnel.

**13. Adjournment** – Councilmember Burns made the motion to adjourn the City of Burlingame Council meeting at 7:52 P.M. Motion was seconded by Councilmember Moon.

Vote: Ayes: Moon, Holman, Curtis, Mullinix, and Burns

Submitted by : \_\_\_\_\_ Date \_\_\_\_\_  
Patty Atchison, City Clerk

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.

Next Ordinance 2311  
Next Charter Ordinance #12  
Next Resolution # 381