



CITY OF BURLINGAME

Minutes

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 – A
Councilmember, Michelle Mullinix – P Building Inspector – Jim Welch – A
Councilmember, Kenna Burns – P

Held: **November 2, 2015 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. **CALL TO ORDER BY Mayor Vikki DeMars**
2. **ROLL CALL** – See above.

Citizens Present:: Brenda Dorr, Rosie Parker, Jeremy Gasten, and Loree Brooks

3. **PUBLIC COMMENTS** - Rosie Parker questioned the council regarding the utilities for the Santa Fe Café. She felt the past due utility bill belonged to Jeannie Riggs. Why is the council expecting the new owners to pay this bill? Councilmember Holman, Moon and Mayor DeMars explained the council's reasons for requesting the utilities to be paid. Attorney Godderz also indicated this was part of the contract the new owners had with the former owner and both parties are in agreement. The utilities are part of the contract and instead of giving the money to the former owner, the payment is being given directly to the city.

Brenda Dorr furnished a Community Thanksgiving flyer to everyone. The dinner will be served on November 22. She is asking for donations and help from anyone who is interested in volunteering time, food or money to the event. She also asked if she could leave fliers in city hall.

CONSENT ITEMS

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

4. **APPROVAL OF AGENDA**

Councilmember Moon made the motion to approve the November 2, 2015 agenda.
Councilmember Curtis 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 October 19, 2015 with the two corrections. Councilmember Moon seconded the motion.

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

6. APPROVAL OF CLAIMS ORDINANCE

Councilmember Burns questioned the invoice for Auburn Animal Clinic and what was being done about an online system to post pictures of the animals up for adoption. Mayor DeMars indicated she would visit with Officer Baker regarding either a face book page or some form of online communication to assist with the adoption of animals. Councilmember Holman made the motion to accept Claims Ordinance #2312. Councilmember Moon 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 Moon provided a quote from Alfred Spencer to replace the skirt around the swimming pool roof. The Total cost for this project would be \$3250.00. A down payment of \$2250.00 is required at the beginning of this project to purchase materials. Color for the skirt will be charcoal. Councilmember Moon made the motion to pay Alfred Spencer \$2250.00 to start the project with the total cost upon completion of \$3250.00. Councilmember Holman seconded the motion.

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

8. UPDATE ON VIRUS PROTECTION FOR CITY HALL COMPUTERS – CITY CLERK ATCHISON AND CITY SUPERINTENDENT COLSON.

City Clerk Atchison and City Superintendent brought forward quotes from Norton (\$134.99 for two years, McAfee \$44.99 for one year, and Symantec \$39.82 for one year). Both City Clerk Atchison and City Superintendent felt Norton provided the best protection for 10 computers. Councilmember Burns made the motion to approve the purchasing of Norton Virus Protection for 2 years. Councilmember Holman seconded the motion.

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

9. SWIMMING POOL UPDATE ON PROFIT AND EXPENSES – Mayor Vikki

DeMars discussed the profit and expenses for the swimming pool.

Income from	
Admissions	\$5402.92
Concessions	\$2497.13
Swimming lessons	\$1525.00.

Since inventory records were not 100% accurate, she was not able to provide a list of expenses.

10. REVIEW VARIOUS CELL PHONE OPTIONS FOR CITY EMPLOYEES – OFFICER MATT BAKER.

Since Officer Baker was not present at Council Meeting, Councilmember Holman discussed he had checked with T-Mobile and the best deal for two phones with 10g data, unlimited talk and text would be \$98.00. The rate for four phones with 10g data and unlimited talk and text would be \$150.00. Councilmember moon made the motion to purchase the T-Mobile plan for two phones for \$98.00. Councilmember Mullinix seconded the motion.

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

11. REVIEW OF CODES FOR BALL TOURNAMENTS – Review the codes for use of parks for ball tournaments.

Councilmember Moon made the motion to table any discussion regarding the use of the parks for ball tournaments until further review of codes. Councilmember Holman seconded the motion.

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

12. CONSIDER WAIVING UTILITY DEPOSIT FOR LOREE BROOKS.

Councilmember Burns discussed how the City of Osage handles utility deposits for customers who move from one home to another. If the current bill is paid, the deposit is transferred and a charge of \$10 per meter is assessed. If the deposit has been refunded , the customer is charged a \$30.000 transfer fee. Current bill must be paid. Councilmember Moon made the motion to waive the deposit for Loree Brooks and have Attorney Godderz write a draft of proposed resolution to be reviewed at next meeting. Councilmember Holman seconded the motion.

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

NEW BUSINESS

13. ONLINE PAYMENT OPTIONS – COUNCILMEMBER LES HOLMAN.

Councilmember Holman made the motion to table until after December to allow more time for the CIC Software Implementation and to allow the City Clerk Atchison to obtain information from CIC and from the Bank on the various online payment options. Councilmember Mullinix seconded the motion.

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

14. ECONOMIC DEVELOPMENT – COUNCILMEMBER LES HOLMAN

Councilmember Holman discussed the Home Rehabilitation Grant and distributed applications to Councilmembers to review. If anyone is interested, they must meet expected requirements and complete the application and return to Stephanie Watson. Applications are available at City Hall for this Grant.

15. 10 MINUTE EXECUTIVE SESSION TO DISCUSS NON-ELECTED EMPLOYEE WITH CITY CLERK PATTY ATCHISON

Councilmember Burns made the motion to enter executive session at 7:55 pm. Councilmember Moon seconded the motion. Councilmembers returned with City Clerk Patty Atchison at 8:05 pm with no action taken. Councilmember Moon made the motion to hire Katelyn Bevitt at \$8.00 per hour for the part-time utility clerk position with a 90 day evaluation. Councilmember Holman seconded the motion.

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

16. 10 MINUTE EXECUTIVE SESSION TO DISCUSS NON-ELECTED EMPLOYEE WITH CITY CLERK PATTY ATCHISON.

Councilmember Burns made the motion to enter executive session at 8:05 pm. Councilmember Holman seconded the motion. Councilmembers returned with City Clerk Atchison at 8:15 pm with no action taken. Councilmember Moon made the motion to give Utility Clerk, Wendy Hinck a 50 cent per hour increase in pay retroactive to 10/13/2015. Councilmember Holman seconded the motion.

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

17. 5 MINUTE EXECUTIVE SESSION TO DISCUSS NON-ELECTED EMPLOYEES.

Councilmember Burns made the motion to enter into executive session at 8:16 pm. Councilmember Holman seconded the motion. Councilmembers returned at 8:21 pm with no action taken.

18. Reports:

City Superintendent, Wes Colson advised he will be hauling 4 to 5 truckloads of sand. After the sand has been hauled, he plans to trim trees. He concluded his report by announcing David Punches and Dillon Quaney had completed Gas Training in McFarland last week.

City Clerk Patty Atchison gave an update on the CIC Software installation and asked everyone to wear purple on Tuesday to support the Burlingame Bearcat Football Team.

Councilmember Moon advised he is checking on a flashing yellow sign to put by the city hall. Sign will be used to update the community on future events. He plans to visit with the Burlingame Chamber of Commerce to see if they would also like to contribute money towards the purchase of this sign. He will have more information at the next meeting.

18. Adjournment – Councilmember Curtis made the motion to adjourn the City of Burlingame Council Meeting at 8:27 p.m. Councilmember Holman seconded the motion.

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

Submitted by : _____
Patty Atchison, 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.

Next Ordinance 2313
Next Charter Ordinance #12
Next Resolution # 381