



City Of Burlingame

MINUTES

Mayor Vikki DeMars – P
Councilmember Doug Moon - P
Councilmember Leslie Holman - P
Councilmember Sheila Curtis - P
Councilmember Michelle Mullinix - P
Councilmember Kenna Burns - A

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

Held: **June 01, 2015 at 7:00pm**
Location: **Burlingame City Hall Council Chambers**

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

2. **ROLL CALL** – See above

Citizens Present: Janene Fry and Jeremy Gaston

3. **PUBLIC COMMENTS** – No comments were made.

CONSENT ITEMS

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

4. **APPROVAL OF AGENDA** – Councilmember Mullinix made the motion to approve the agenda with the addition of 13a Thank You in the Paper for Roofing, 13B Paint for the Shelter House, and 13c Removal of Shelter House in Jones Park , Councilmember Holman seconded the motion.

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

5. **APPROVAL OF MINUTES** – Councilmember Moon made the motion to approve the minutes of the May 18, 2015 meeting with a spelling change in item #17 Reports, Councilmember Mullinix seconded the motion.

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

6. **APPROVAL OF CLAIMS ORDINANCE** – Councilmember Moon made the motion to pay Claims Ordinance #2302 in the amounts of \$21,495.19 and \$84,910.31 Councilmember Mullinix seconded the motion.

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

OLD BUSINESS

7. **EMPLOYEE MANUAL** – Councilmember Mullinix made the motion to have City Clerk Smiley work on the Employee manual combining the League’s manual and the current revised manual and bring to the July 6 meeting. Councilmember Moon seconded the motion.

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

8. **COMMUNITY LIBRARY RETIREMENT PLAN** – Councilmember Curtis made a motion to table this item until the librarian got back to us. Councilmember Holman seconded the motion.

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

9. **SWIMMING POOL CERTIFICATION** – Councilmember Holman made the motion to add CPR upon hiring to the Pool Manager's certification requirements. Councilmember Moon seconded the motion

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

NEW BUSINESS

10. **UTILITY CLERK RESIGNATION** – Resignation was given by Utility Clerk Fry, no action taken on this item.

11. **NEWSPAPER ADVERTISEMENT** – Councilmember Moon made the motion to run an ad for the Utility Clerk position in the Osage County Herald Chronicle, Councilmember Curtis seconded the motion. The ad is to run for two weeks.

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

12. **MORROW ENGINEERING** - Councilmember Mullinix made the motion to accept a settlement agreement with Morrow Engineering and authorize payment in the amount of \$4500 for the Electrical Phase 1 final invoice, contingent on getting paperwork completed, Councilmember Moon seconded the motion.

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

13. **UTILITY DEPOSIT WAIVER REQUEST** – Councilmember Mullinix made the motion to authorize a utility deposit waiver request for Salon Beverly. Councilmember Holman seconded the motion.

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

- 13a. **THANK YOU IN PAPER FOR ROOFING** – Councilmember Mullinix made a motion to put a thank you in next week's Osage County Herald Chronicle for the volunteers that helped with the roofing project. Councilmember Curtis seconded the motion.

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

- 13b. **PAINT FOR SHELTER HOUSE** – Councilmember Moon made a motion to paint the poles of the shelter house Charcoal Gray and the remainder of the building Tan. Councilmember Holman seconded the motion.

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

- 13c. **REMOVING SHELTER IN JONES PARK** – Councilmember Moon made the motion to remove the shelter house at Jones Park, Councilmember Holman seconded the motion.

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

- 14. EXECUTIVE SESSION NON-ELECTED PERSONNEL** – Councilmember Mullinix made the motion to go into Executive Session for a period of 15 minutes for Non-Elected Personnel. Councilmember Moon seconded the motion.

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

The Council entered Executive Session at 7:47

Police Chief Baker and Attorney Godderz entered the meeting at 7:52

The meeting reconvened at 8:02, Mayor DeMars stated that no action was taken in the Executive Session.

15. REPORTS

City Superintendent Lamond thanked all of the volunteers that helped on the roofing project at the park Saturday. He stated that they would be doing a lot of mowing with all of the rain. The baby pool is fiber glassed and they will be filling it tomorrow. They still have not been able to work on the rectifier because of the weather. Received three concern forms in regards to the alley between Fremont and Dayton, we normally don't gravel alleys but there are some issues because of the sewer project.

Councilmember Moon made a motion to put two to three loads of gravel on the alley, Councilmember Holman seconded the motion.

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

Police Chief Baker stated the department had sent out 22 code violations. The Avalanche is now repaired; the motor which was covered under warranty has been replaced. The video system we have has been sent off to Watch Guard, they are to get an estimate as to the cost of repairs before they do anything with it. We had a representative come down and give a quote for the new Watch Guard system that is out. It is to be put on the agenda for the next meeting.

City Clerk Smiley stated we had received the contract to review from CIC today, we would have Attorney Godderz look at it and then present it at the next meeting.

Councilmember Mullinix reported continuing problems with North Osage coming off of Jackson.

Councilmember Curtis asked if we had an ordinance regarding living in a camper. Police Chief Baker stated that we did and he was addressing that issue.

Councilmember Moon thanked Cindy and Janene for covering the load while Lee Ann was gone. He thanked City Superintendent Lamond, Wes Colson, Dave Panches, and Trey Strohm for helping with the roofing at Sumner Park. He asked why the Police car was sitting on the street with the window down. Police Chief Baker stated the officer had forgotten to roll the window up, Baker was contacted by the county and he went down to roll the window up and he disciplined the officer.

Mayor DeMars asked if we had ever purchased a file cabinet. City Clerk Smiley stated that she had just brought one in today.

16. **ADJOURNMENT** – Motion was made by Councilmember Holman to adjourn the City Council Meeting, motion seconded by Councilmember Moon.

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

Meeting adjourned at 8:18p.m.

SUBMITTED BY: _____ Date _____
Lee Ann Smiley, 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 for necessary accommodations.