



# 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 - P

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

Held: **June 15, 2015 at 7:00pm**  
Location: **Burlingame City Hall Council Chambers**

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

2. **ROLL CALL** – See above

Citizens Present: Kathy Boyce, Janie Roth, Jacob Simmons, Trevor and Michelle Gibson 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 Burns made the motion to approve the agenda with the removal of item #7, Community Library Retirement Plan and changing the address on item #14 to 114 W. Santa Fe Ave., Councilmember Moon seconded the motion.

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

5. **APPROVAL OF MINUTES** – Councilmember Mullinix made the motion to approve the minutes of the June 1, 2015 meeting with the changes of the motions on item #6 being made by Moon and seconded by Mullinix and the meeting date on item #7 being July 6, Councilmember Holman seconded the motion.

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

6. **APPROVAL OF CLAIMS ORDINANCE** – Councilmember Moon made the motion to pay Claims Ordinance #2303 in the amounts of \$43,313.91 and \$299.79 Councilmember Mullinix seconded the motion.

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

### **OLD BUSINESS**

7. **COMMUNITY LIBRARY RETIREMENT PLAN** – This item was deleted from the agenda

8. **WATCH GUARD** – Councilmember Moon made a motion to table discussion of purchasing an in car Video System for the Police Department until further notice, Councilmember Curtis seconded the motion.

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

9. **ZONING** – Consideration was given to approve the changes presented by Building Inspector Jim Welch to update the zoning book which was presented at the May 18, 2015 meeting. Councilmember Holman made the motion to table this item to the August 3, 2015 meeting, Councilmember Moon seconded the motion

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

### **NEW BUSINESS**

10. **AUDIT** – Presentation of the 2014 Audit was presented by Cindy of Aldrich and Company LLC. Councilmember Burns made a motion to table approval of the audit to the July 6, 2015 meeting. Councilmember Mullinix seconded the motion.

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

11. **VARIANCE OF ORDINANCE #2190-** Consideration was given to the request from Jerry Hill/Jake Simmons for a variance of the Ordinance on the use of Sumner and Jones Park for a Farmers Market. Councilmember Burns made a motion to table this item to the July 6, 2015 meeting to allow time to get further information on Farmers Markets allowances. Councilmember Holman seconded the motion.

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

12. **WATER LINE REQUEST** – Dennis Reamer requested consideration of replacement of water lines at 6860 W 189<sup>th</sup>. Councilmember Moon made the motion to get pricing for a borer and a meter and to table this item to the July 6, 2015 meeting. Councilmember Mullinix seconded the motion.

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

13. **SOFTWARE** – Consideration was given to enter into a contract with Computer Information Concepts (CIC) in the amount of \$25,545.00 plus interest, to purchase new Municipality software and authorizing payment of the initial amount of \$2454.50 plus an annual support fee of \$2840. Councilmember Moon made the motion to have City Clerk Smiley contact CIC and get a written clarification as to how much in house maintenance they will provide and have Attorney Godderz check it, once received, upon Godderz's approval sign the contract. Councilmember Holman seconded the motion.

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

Nays: Curtis

14. **CONDEMNATION OF BUILDING** – Consideration of condemnation of the building located at 114 E Santa Fe Ave was given. Councilmember Mullinix made the motion to table this item to the July 6, 2015 meeting to allow Building Inspector Welch time to speak to the owner. Councilmember Holman seconded the motion.

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

15. **DITCH DRAINAGE CONCERNS** – Concerns were discussed in regards to the ditch drainage at 924 Walnut. Councilmember Moon made a motion to have City Superintendent Lamond look at the ditch and help them out the best that he can. Councilmember Mullinix seconded the motion.

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

16. **KANSAS PIPELINE ASSOCIATION** – Councilmember Mullinix made a motion to go forward with the ad with the Flint Hills area Kansas Pipeline Association for public awareness at a cost estimate of a little over \$200. Councilmember Holman seconded the motion.

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

17. **UTILITY CLERK INTERVIEWS** – Councilmember Moon made the motion for City Superintendent Lamond and City Clerk Smiley to conduct at least three interviews for the Utility Clerk position, conduct a background search, check references and schedule a Special meeting for Tuesday June 17, 2015 at 7:00pm for them to present a recommendation. Councilmember Mullinix seconded the motion.

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

18. **GEICO REIMBURSEMENT REQUEST**– Discussion was held in regards to reimbursement to GEICO Insurance for double payment of an insurance claim for damage repairs made to the Avalanche in 2013. Councilmember Holman made a motion to reimburse GEICO for the double payment in the amount of \$2156.94 less the \$500 deductible. Councilmember Moon seconded the motion.

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

19. **EXECUTIVE SESSION NON-ELECTED PERSONNEL** – Councilmember Burns made the motion to go into Executive Session for a period of 10 minutes for Non-Elected Personnel. Councilmember Mullinix seconded the motion.

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

The Council entered Executive Session at 9:04

The meeting reconvened at 9:14, Mayor DeMars stated that no action was taken in the Executive Session.

Councilmember Moon made the motion since Police Chief Baker's 90 day probation was over to give him a \$1 raise, Councilmember Mullinix seconded the motion.

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

## 20. **REPORTS**

City Clerk Smiley reminded everyone that July 4<sup>th</sup> falls on a Saturday and we will be closed on Friday July 3<sup>rd</sup>. The Friday trash pickup is changing and will now be on Tuesdays.

Attorney Godderz stated that he had received a letter back from Morrow Engineering accepting \$4500 as final payment and we have received the Certificate of Completion. The maps and other documents have already been sent to us.

Councilmember Curtis stated that she had sent letters out to four different stores in hopes of generating interest of them coming to our town.

Councilmember Holman asked if we had welcome packets for new businesses put together. Mayor DeMars stated that all we would have would be information on the utility abatement. She stated that she would get with the Chamber to see if they might have something more. Holman's concern was that he wanted the city to step forward and reach out to the businesses. City Clerk Smiley stated that she does explain options of the utility abatement and the possible waiver of the deposit to potential businesses when they come in.

Mayor DeMars read a thank you from Hospice for the donation in memory of Barbara Heldman, Councilmember Burn's grandmother. DeMars asked if the city crew was planning on taking down the shelter house in Jones Park. City Superintendent stated that they were. She stated that the Employee handbook would be delayed since the city office was shorthanded and that the council would be updated when it was being worked on again.

- 21. ADJOURNMENT** – Motion was made by Councilmember Burns to adjourn the City Council Meeting, motion seconded by Councilmember Holman.

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

Meeting adjourned at 9:22p.m.

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 for necessary accommodations.