



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, Patty Atchison - P
City Superintendent, Wes Colson - P
Police Officer – Mathew Baker – P
Building Inspector – Jim Welch – P

Held: **September 8, 2015 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY MAYOR DEMARS

2. ROLL CALL – see above

Citizens Present: Brenda Wilson, Janet Hunt, Carolyn Strohm, and Jane Roth.

3. PUBLIC COMMENTS -

Notes: Carolyn Strohm discussed the need to have the Proclamation for Tree Board signed. She also asked if the Historical Society can get the use of bucket truck and operator in late September or first of October to continue work on the Old School House.

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 September 8 agenda with the following additions: 11a. The Use of Bucket Truck and Operator for Historical Society. 15a. Attorney client Executive Session (5 minutes) with City Clerk and Officer Baker.

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

5. APPROVAL OF MINUTES. Councilmember Mullinix made the motion to approve the minutes from the August 17, 2015 meeting with recommended changes Councilmember Curtis second the motion.

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

6. APPROVAL OF CLAIMS ORDINANCE – Councilmember Moon made the motion accept Motion to accept Claims Ordinance # 2308. Councilmember Mullinix seconds the motion.

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

Note Going forward copies of all receipts and bills need to be given to all Council members in their packets.

OLD BUSINESS

7. Burlingame Rec. Commission – Applications reviewed (Steve Tyson and Debbie Panches) for open 4 year position for the Burlingame Rec. Commission. Councilmember Moon made the motion to approve Steve Tyson for the position. Councilmember Burns second the motion.

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

NEW BUSINESS

8. Utilities for Grandma's Kitchen – Brenda Wilson & Janet Hunt requested payments of utilities of previous owner to be made by Grandma's Kitchen and have them turned on for Grandma's Kitchen so they can open for business by the end of September 2015. Councilmember Holman made the motion to table any decision until receipt of approved written contract. Councilmember Moon seconds the motion.

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

Notes: City Clerk needs to obtain a breakdown of outstanding charges and late fees for the Santa Fe Café.

9. KMGA Board of Directors Replacement: Councilmember Mullinix made the motion appoint Wes Colson to fill Joey's Lamond's unexpired term on the KMGA Board of Directors. Councilmember Holman seconds the motion.

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

10. Increase Court Cost from \$75.00 to \$80.00. Extra \$5.00 to be used to purchase, repair or assist Police Equipment. Police Officer Mathew Baker explained the warranty on the Avalanche will be expiring in less than a month. Money gained can be used to help purchase or repair equipment. Councilmember Curtis made the motion to table a decision until the next meeting after more information is obtained regarding appropriation of the Court Costs. Councilmember Moon seconds the motion.

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

11. Arbor Day – Paperwork needs to be signed prior to 04/24/2015 to keep information up to date in Journal. This was not signed prior to 04/24/2015, so will need to be back dated. Councilmember Mullinix made the motion to sign the Arbor Day paperwork. Councilmember

Holman seconds the motion. Mayor Demar noted the paperwork needs to be brought to council prior to April 2016.

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

11a. Historical Society would like to use the City's Bucket Truck and Operator towards the last of September or first of October at the Old School House. Councilmember Mullinix made the motion they can use the bucket truck and operator along with payment to the Operator for hours worked. Councilmember Curtis seconds the motion.

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

12. ADVERTISEMENT – Relay For Life (Bronze sponsorship \$75, Silver sponsorship \$150, Gold sponsorship \$250, and Platinum sponsorship \$500.00). Councilmember Mullinix made the motion that we do not support the Relay for Life as a City Municipality. Councilmember Curtis seconds the motion.

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

13. City Computers Maintenance and Repairs - Kevin Fry submitted a proposal for Maintenance and Repair of the City Computers. Councilmember Mullinix made the motion to table any decisions until we can gather more information on what can be accessed remotely. Councilmember Holman seconds the motion.

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

14. Due to time involved in entering tickets into Infnitech, would it be possible for Officer Baker to enter those tickets until further notice? Currently takes about 20 minutes to enter tickets into the system. Police Department does not have access to Infnitech and it would need to be installed. Councilmember Curtis and Mullinix volunteered to help enter tickets, we would just need to call and let them know when their help is needed. Councilmember Holman made the motion we do not have the Police Department enter their own tickets, City Hall can utilize assistances from volunteered help from Council. Councilmember Mullinix seconds the motion.

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

15. Executive Session – Vikki Demars requested to discuss Employee issue along with City Clerk (10 minutes). Councilmember Mullinix made the motion to enter Executive Session. Councilmember Curtis seconds the motion. Executive Session entered at 7:54 until 8:04 pm

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

. No Action was taken.

15a. Attorney Client Executive Session (5 Minutes) was requested by Rick Godderz to also include Police Officer, Mathew Baker and City Clerk, Patty Atchison Councilmember Mullinix made the motion to enter Executive Session. Councilmember Curtis seconds the motion. Executive Session entered at 8:10 pm until 8:15 pm.

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

No Action was taken.

15. Reports:

Wes Colson discussed guidance needed on hiring. He planned to have Dave sit in on interviews. Wes will narrow to the top 3 candidates and bring his recommendation before the council. Council asked if he could bring the information to the next Council meeting regarding the City Pool since it is now closed.

Regarding bricks by water tower. Wes will talk to Ray Hovestadt to see what bricks belong to him and which ones belong to the City. He will advise Councilmember Curtis.

Police Officer Baker reported he has 2 full time certified candidates that he will start the background checks. He would like for Councilmembers to sit in on the interviews. He will advise date and time of interviews to the Councilmembers. He asked if there was money in budget to pay for part time officer. He was advised there would be money in Joey's budget.

Councilmember Curtis asked if there was a Pitbull ordinance in Burlingame. The answer to the question was yes.

Councilmember Burns brought to the attention the mowing ordinance is becoming a "Joke". It was discussed we can't get all of the mowing done with the mower being broke. City is making efforts to address the problem.

City Clerk, Patty Atchison said she has 4 candidates to the part time treasurer position. But due to the advertising being misleading, it sounded like that was the only position and we actually have two (city Treasure and part time clerk). Councilmember Holman made the motion to run two ads for the two open positions in newspaper. Councilmember Curtis seconds the motion.

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

Attorney Godderz had no report

Councilmember Mullinix said the circus was great. It went really well.

Councilmember Curtis reported Larry and Kathy Smith will be selling inventory in front of store except for the quilting machine by November 1. They said the space upfront will be available to rent by permission. Councilmember Curtis has reached out to Family Dollar Store, Dollar Store, and Wal-Mart Express to see if there was any interest to open a store in Burlingame.

Councilmember Holman reported the City Park looked good except there were metal edges that need pushed down by the Gazebo. Councilmember Curtis added the skate park has bolts sticking out that need to be fixed.

Councilmember Burns had nothing to report.

Councilmember Moon was going to pick up "thank-you" cards to have signed by the councilmembers to send to those who helped with Red Neck Days.

Mayor, DeMars indicated she will be holding a Potluck Dinner for Volunteers who helped with Redneck Days. She also reported the downhill derby was a success. As a final note, the Softball Tournament will need to move to October 3rd. There are conflicts with the prior weekend.

16. Adjournment – Councilmember Burns made the motion to adjourn the City of Burlingame Council Meeting at 8:33 P.M. Councilmember Holman seconds the motion.

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

Submitted by : Patty Atchison _____ Date 9/21/15 _____
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 2309
Next Charter Ordinance #12
Next Resolution # 381

