



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 7, 2016 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY MAYOR DEMARS

2. ROLL CALL – See above for attendance. Citizens present were Jenny Rogers, Osage County Herald-Chronicle and Paul Legard

3. PUBLIC COMMENTS - Mr. Legard addressed the Council regarding his sewage rate on his utility bill. Currently he is paying the Industrial Rate and would like the council to consider allowing him to pay the Commercial Rate since he is not operating as an industry.

Council member Mullinix made the motion to allow Mr. Legard to switch his Sewer Rate from Industrial to Commercial. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

Mr. Legard mentioned to the council, his building is available to the community to use for any special events. If someone is interested in using the building, they will need to contact him to check on availability.

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. Councilmember Moon seconded the motion

Vote: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

5. APPROVAL OF MINUTES. Consider approval of the minutes from the 10/17/2016 Council Meeting.

Councilmember Holman made the motion to approve the minutes from the 10/17/2016 Council Meeting. Councilmember Moon seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

6. APPROVAL OF MINUTES. Consider approval of the minutes from the 10/20/2016 Special Council meeting.

Councilmember Mullinix made the motion to approve the minutes from the 10/20/16 Special Council Meeting. Councilmember Burns seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

7. APPROVAL OF CLAIMS ORDINANCE – Motion to accept Claims Ordinance # 2339

Councilmember Curtis made the motion to accept claims ordinance number #2339. Councilmember Moon seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

OLD BUSINESS

8. Shelter House Reservations at City Parks – Councilmember Holman

Councilmember Moon made the motion to table approval of resolution to next council meeting. This will allow time for resolution to be completed by Attorney Godderz before next meeting. Councilmember Curtis seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays: 0

9. Update on Thrills Kettle Corn Signs – City Superintendent Colson

City Superintendent Colson displayed the new Kettle Corn Signs and advised he hoped to have them up before next meeting. Signs will be hung inside city limits.

10. Update on Business Enhancement Committee regarding new brochure– Councilmember Curtis

Councilmember Curtis advised the Council the pages and design are currently being constructed by Anne Baer from Allen County Community College. Kaylyn Masters is reviewing pictures to see which ones could be used in the brochure. City Superintendent Colson advised the church will be getting their article completed and Electric Consultant Greg Wright will be helping us with the utility statistics. The next meeting will be on November 10, 2016 at 1:00 pm.

11. Update on plans to construct/remodel restrooms at city parks – City Superintendent Colson.

City Superintendent Colson reviewed plans with the council from Building Inspector James Welch on one restroom idea. Discussion took place regarding the materials, fixtures and etc. City Superintendent Colson will get with Brad Meek before next meeting to secure several different ideas for the new restroom. City Clerk Atchison let the council know a \$1000.00 donation was received to use towards the new restroom project.

12. Ball Diamonds – Mayor DeMars

Councilmember Moon made the motion to table this item to the next meeting to allow Mayor DeMars time to discuss management of the ball diamonds with the cities of Auburn, Harveyville, Overbrook and etc. Councilmember Mullinix seconded the motion. Councilmember Mullinix also advised City Superintendent Colson the flag football season was done for 2016 so he can winterized the concession stand and restrooms.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

NEW BUSINESS

13. Discussion about road on West Banks by dog kennels – Councilmember Holman

Councilmember Moon made the motion to have City Superintendent Colson review roads and advise plans for repair back to the council by December 5th meeting. Councilmember Holman seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

14. Approval to sponsor ad to be in program for the school play – City Clerk Atchison.

Councilmember Burns made the motion to go ahead and sponsor the \$10 ad in the program for the school play. Councilmember Holman seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

15. Approval to Adopt Family for Christmas – Councilmember Burns

Councilmember Burns advised the applications from families are being accepted until November 15th. Items will need to be delivered to Osage City by December 16th. Councilmember Curtis asked if we could put something in the Briefly Speaking section of the newspaper telling about the Giving Tree at City Hall as well as the sign out front and the website.

Councilmember Moon made the motion for the City of Burlingame to adopt a family at Christmas. Councilmember Mullinix seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

16. Christmas Hours and Christmas Bonus – Consider closing City Hall at 3:00 pm on Friday, December 23rd and pay employees normal scheduled hours as well as a consideration of a Christmas Bonus of \$100 net for full time and \$50 net for part-time employees.

Councilmember Moon made the motion to close City Hall at 3:00 pm on Friday, December 23rd and pay full time employees and Kerry Panches (due to years of seniority) \$100 bonus and part-time employees \$50 bonus. Councilmember Mullinix seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

17. Approval of renewal of Beer License for Casey's General Store – City Clerk Atchison

Councilmember Mullinix made the motion to approve the beer license for Casey's General Store. Councilmember Holman seconded the motion.

Votes: Ayes: Moon, Holman, Curtis, Mullinix and Burns. Nays:0

18. Reports

City Superintendent Colson

- Gas Department Annual Leak Survey is being completed.
- Three Phase Power Line to Coop will be completed soon
- BNSF Easement Update was given by Attorney Godderz
- Building Demolition is almost completed. Once done, the back fill will need to be done by the City. The Council was very grateful to Meier's and Company for doing a nice job with the demolition.

- Z2Credits Transmission charge is still being reviewed by KMEA. Once completed we will need to mail them a check for the \$8000. This payment was previously approved by the council.
- EMP3 firm power runs out at end of 2016. Will be locking in rates within the next month.

City Clerk Atchison

- Auditor is working on our audit and will be here on Wednesday.
- Plants were sent recently to Kenna Burns (loss of Grandfather), Dannie Smiley (loss of Father-In-Law), and David PUNCHES (loss of Grandfather).
- K-Dot approved Christmas tree to be on City Street in the same place as last year and the Christmas Parade Route.
- Football Team is doing very well this year and would like to encourage everyone to attend the game on Friday at 6:30 pm in Osborne, KS.

City Attorney Godderz – No Report

Councilmember Mullinix

- Key Checkout for Ball Diamonds was discussed. People are getting into the building after hours and without permission. It was decided if there is a problem or need at the Ball Diamonds, a representative from the Burlingame Rec needs to attend the Council Meeting.

Councilmember Curtis

- Asked City Clerk Atchison if we need to reschedule Thursday meeting with Auditor being at City Hall. City Clerk Atchison advised, it should be fine since we have someone in the office to assist the auditor during that time.

Councilmember Holman

- Asked City Superintendent Colson if Building Inspector Jim Welch inspected the brick repair on the Midwest Commercial Building. The answer was unknown. Jim Welch will be contacted.

Councilmember Burns

- Thank you for the flowers.
- Advised there is a dip on the road between Dacotah and Hall Street. City Superintendent Colson advised he will be patching the hole
- Wanted to know what type of youth programs the council was needing information (attendance at city council, art projects, community service and etc.). Mayor DeMars went into discussion on some of the activities.

Councilmember Moon

- Asked about the Roof on City Hall and the water leak above the front door. City Superintendent Colson advised the roof was inspected and appeared to be sound. The water damage by the front door could be old damage. The Roofer advised we paint the spot and see if new damage appears.

Mayor DeMars

- Halloween treats were a big hit. Officer Baker passed out police stickers to the kids who really enjoyed receiving them.
- Daily Balancing for 2016 is almost current and the Bank Rec is being done by Utility Clerk Amy to follow.
- Discussed thoughts regarding abandon buildings and demolition of the buildings.

18. Adjournment – Councilmember Burns made the motion to adjourn the meeting at 7:59 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: Moon, Holman, Curtis, Mullinix and Burns Nays: 0

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 2340
Next Charter Ordinance #14
Next Resolution # 384