



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

Held: **February 1, 2016**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Vikki DeMars

2. ROLL CALL – See above.

Others present were Power Plant Superintendent, Gerald Britschge and Citizen, Ladonna Lee.

3. PUBLIC COMMENTS - No public comments

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 item 8a – Chamber of Commerce Membership. Councilmember Curtis seconded the motion.

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

5. Approval of Minutes – **Consider approving the minutes from the 01/18/2016 Council Meeting.** Councilmember Mullinix made the motion to approve the minutes from the 01/18/2016 Council Meeting with the correction of the spelling on Wendy Hinck's name. Councilmember Holman seconded the motion.

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

6. APPROVAL OF CLAIMS ORDINANCE – Councilmember Holman made the motion to accept claims ordinance # 2319. Councilmember Moon seconded the motion.

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

OLD BUSINESS

NEW BUSINESS

7. Consider moving the Council Meeting for 02/15/2016 to 02/16/2016 (President's Day is on 02/15/2016 and City Hall is closed). Councilmember Mullinix made the motion to move the Council meeting to 02/16/2016 at 7:00 pm in honor of President's Day. Councilmember Burns seconded the motion.

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

8. Consider waiving the late fee of \$30.00 for LaDonna Lee. Councilmember Moon made the motion to not waive the late fee. Councilmember Curtis seconded the motion.

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

8a. Chamber of Commerce – Councilmember Les Holman made the motion for the City Council to join the Burlingame Chamber of Commerce and appoint Les Holman as the representative but to make no decisions without talking to the City Council. Councilmember Curtis seconded the motion.

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

9. Consider approval of contract for auditing from Aldrich and Company, LLC. Councilmember Mullinix made the motion to approve the contract. Councilmember Moon seconded the motion.

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

10. Pool Pump Repairs – City Superintendent, Wes Colson discussed the repairs needed for the Pool Pump. Councilmember Moon made the motion to have City Superintendent Colson get the pump repaired up to \$1500.00. Superintendent Colson will advise what fund the repair expense will be applied to in the budget. Councilmember Holman seconded the motion.

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

11. Executive Session for 10 minutes with Power Plant Supervisor, Gerald Britschge to discuss Employee Evaluations. Councilmember Burns made the motion to go into executive session at 7:21 pm and return at 7:31 pm. Councilmember Moon seconded the motion. The Executive session concluded at 7:31 pm with no action taken.

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

12. Executive Session for 10 minutes with Chief of Police, Mathew Baker to discuss Employee Evaluations. Councilmember Mullinix made the motion to go into executive session at 7:32 pm to return at 7:42 pm. Councilmember Holman seconded the motion. The Executive Session concluded at 7:42 pm with no action taken.

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

13. Executive Session 10 minutes with City council and Mayor DeMars to discuss Employee Review for Chief of Police, Mathew Baker and Power Plant Superintendent, Gerald Britschge. Councilmember Burns made the motion to go into executive session at 7:45 pm to return at 7:55 pm. Councilmember Holman seconded the motion.

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

Executive session concluded at 7:55 pm with no action taken.

Councilmember Holman made the motion to return to executive session for 10 minutes at 7:58 pm to return at 8:08 pm. Councilmember Burns seconded the motion.

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

The Executive session concluded at 8:08 pm with no action taken.

14. Reports:

Chief of Police, Mathew Baker gave a monthly report on the various police stops for the month of January. He also gave a report on the various theft activities in the community.

City Superintendent, Wes Colson reported the following:

- Work is currently being done in the park to remove the dead tree and limbs. The wood will be taken to the burn dump. If anyone is interested in the wood, it can be picked up at the burn dump.
- The bath shower at the dump will be disposed of by the city with Waste Management.
- Citizen complaints regarding the pot holes in the road. City Superintendent Colson advised the road needs to be dry to grade. He will review the budget and advise the plan and treatment options for the pot holes.

- The FEMA Grant for a shelter house has been approved by Bryce Romine and is now in the next step in the approval process.

City Clerk, Patty Atchison reported:

- W2's were mailed to all employees on January 30th.
- A big thanks to Mayor DeMars and Councilmember Mullinix for the help they have provided in City Hall over the past two weeks. Also a big thanks to Councilmember Mullinix for reviewing the W2 and 1099 information for accuracy and assisting with getting the information printed correctly in the new program.
- The ad has been placed in the Osage County Chronicle for a Utility Clerk to run for two weeks. Interviews will follow.

No reports from Councilmembers.

Questions were asked regarding the date for shutoffs, Shutoffs will be on February 1, 2016. (8 working days after the due date of the 20th and can't fall on Friday).

15. Adjournment – Councilmember Burns made the motion to adjourn the City of Burlingame Council Meeting at 8:26 pm. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Burns, and Mullinix. 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 2320
 Next Charter Ordinance #12
 Next Resolution #382