



## CITY OF BURLINGAME

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### MINUTES

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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:            **March 21, 2016 @ 7:00 pm**  
Location:      **Burlingame City Hall, Council Chambers**

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

**2. ROLL CALL** – see above for Council Member attendance. Citizens attending were Ray and Caitlyn Burns.

#### **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 for 03/21/2016 Council Meeting with the removal of item # 10 Playground Equipment at Jones Park and addition of item #14 Executive Session for Non-Elected Personnel and item #15 Executive Session for Non-Elected Personnel. Councilmember Moon seconded the motion.

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

**5. APPROVAL OF MINUTES**. Councilmember Curtis made the motion to approve the minutes from the 03/07/2016 Council Meeting with correction of Homes to Holman in item 10 and correction of item 18 to show Holman made the motion and Burns seconded. Councilmember Holman seconded the motion.

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

**6. APPROVAL OF MINUTES**. Councilmember Moon made the motion to approve the minutes from the 03/15/2016 Special Council Meeting. Councilmember Curtis seconded the motion.

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

**7. APPROVAL OF CLAIMS ORDINANCE** – Councilmember Mullinix made the motion to approve Claims Ordinance # 2322. Councilmember Moon seconded the motion.

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

## **OLD BUSINESS**

**8. Executive Session to review merit increases for non-elected employees (10 minutes)**: Councilmember Moon made the motion to enter into executive session at 7:08 pm and to return at 7:18 pm. Councilmember Mullinix seconded the motion.

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

Councilmembers returned at 7:18 pm with no action taken. Councilmember Moon made the motion to increase the salaries for the following individuals (Mathew Baker - .50 cents/ hour, Katie Bevitt - .50 cents/hour, and Dillon Quaney - .50 cents/hour) Councilmember Mullinix seconded the motion.

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

## **9. Dog Park at Jones Park – Councilmember Holman**

Councilmember Burns made the motion to approve a dog park to be constructed at Jones Park with City Superintendent Colson checking on the exact cost and place for the dog park. Councilmember Mullinix seconded the motion.

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

**10. Playground Equipment at Jones Park** – Removed from agenda

## **NEW BUSINESS**

### **11. Demolition of Existing Shelter House @ Jones Park – Councilmember Moon.**

Councilmember Moon discussed thoughts and ideas he had discussed with Leland Dreyer for the construction of two new shelter houses at Jones Park. The Shelter houses would be placed over the existing concrete and anchored to the

side of the concrete and the ground. Discussion took place among the Councilmembers regarding the need for the shelter houses, dog park and playground equipment at Jones Park.

Councilmember Moon made the motion for City Superintendent Colson to destroy the existing shelter house by next meeting. Following destruction Councilmember Moon and City Superintendent Colson will order two shelter houses and complete installation. Councilmember Curtis seconded the motion.

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

**12. Dates for City Wide Cleanup – City Superintendent Colson**

Councilmember Mullinix made the motion for city wide cleanup to be the week after citywide garage sale with 2 roll-offs being at the city dump. Councilmember Burns seconded the motion. Dates will be April 4<sup>th</sup> through April 11<sup>th</sup>.

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

**13. Micro-Comm Telemetry system Service Contract Expiration – City Superintendent Colson**

City Superintendent Colson explained the functions of the Micro-Comm Telemetry System and the need for the service contract. (The unit runs the lift station in Burlingame and the pump in Osage City. It has an auto dialer that contacts the City Employees if there is a problem.) Councilmember Mullinix made the motion to approve the Micro-Comm Telemetry System Service Contract. Councilmember Holman seconded the motion.

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

**14. Executive Session for 10 Minutes to discuss Non-Elected Personnel.**

Councilmember Burns made the motion to enter into executive session at 7:41 pm until 7:51 pm. Councilmember Holman seconded the motion.

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

Council returned at 7:51 pm with no action taken.

**15. Executive Session for 15 Minutes to discuss Non-Elected Personnel.**

Councilmember Moon made the motion to enter into executive session at 7:51 pm and to return at 8:06 pm. Councilmember Mullinix seconded the motion.

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

Council returned at 8:06 pm with no action taken

## **16. Reports:**

### *Officer Mathew Baker*

- Service Flags have been ordered and are now available to setup
- There is no estimated date at this time for Bryan Smart's return as a Part-Time Police Officer.
- Crown Vic will be taken to Purple Wave on Wednesday
- National Night Out Committee Meeting scheduled for 3/28.
- Received Email from County Attorney Brandon Jones office advising he has purchased two new body cameras. Hope to have in two weeks.

### *City Superintendent Wes Colson*

- Tractor and side mower have been purchased for \$16,000. Currently in shop for minor repairs.
- Have some items he would like to put on Purple Wave for auction (tractor, trencher, trailer type air compressor, and small Massey Ferguson Tractor). The money from the sale of these items would be deposited into the Equipment Reserve Fund.  
Councilmember Burns made the motion to allow City Superintendent Colson to place items for sale on Purple Wave and to deposit the money gained into the Equipment Reserve Fund. Councilmember Holman seconded the motion.

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

- FEMA Mitigation Grant Paperwork needed a financial quote on building, financials and pictures of the site. Paperwork has been completed. Superintendent Colson will bring more information regarding the prefab building to the next meeting. Estimated cost is \$90,000.00
- City Clerk Atchison and City Superintendent Colson have been completed the application for Jones Trust. If the money is secured this would go towards the purchase of new playground equipment.

### *City Clerk Patty Atchison*

- New Utility Clerk Amy Quaney started work on March 17<sup>th</sup>.
- Reminder Patty Atchison and Amy Quaney will be attending court training on March 31 and April 1<sup>st</sup> in Junction City, KS. City Superintendent Colson will be running City Hall during this time. All items to be on the Council Meeting April 4<sup>th</sup> needs to be turned in prior to Wednesday, March 30<sup>th</sup>.
- EMC Insurance is coming up for renewal in April. As requested by the council at the last meeting, Clerk Atchison contacted some of the local cities to see what they are paying for liability and workman's comp insurance. (Harveyville (4 employees) \$2725.00; Scranton (6 employees and Fire Fighters) \$25,000; and Osage City \$40 to \$50,000). Council requested Clerk Atchison to reach out to Trudy Anschutz (KMIT) to see what the cost would be for insurance.

- Ad has been placed with the Osage County Chronicle for Senior Week. Cost of \$30.00. Council asked if Tiffany Burns could be the senior of choice. Patty will contact the Osage County Herald.
- KDot has approved the parade route and closure of the street for Rodeo Days.

*Councilmember Mullinix*

Discussed problems with the concession stand at the Ball Park. The School started practice at the Ball Park on February 29<sup>th</sup>. This caused the building to be de-winterized. Following the start of practice, the pipes froze and now there is a water leak.

- Toilet in boy's restroom was left running. May need some plumbing repairs
- Girls restroom has build-up in a toilet and needs plumbing repairs
- Space Heater was sitting on a bucket and left running. Asked if the heater could be placed on the floor? City Superintendent Colson advised the heater could be placed on the floor and he would get it moved.
- Due to the water leak, equipment and supplies have been damaged. Mayor DeMars asked for the Burlingame Recreation Board to get an inventory list on replacement. A representative of the Board will need to request this as an agenda item for discussion at the council meeting.
- Going forward, may need to have a deposit required for key check out.

*Councilmember Curtis – No Report*

*Councilmember Holman*

Asked if we could put on the next agenda "What do we do about Tennis Court at Sumner Park?" Asked if there was a net for the tennis court or if we could turn it into another basketball court?

*Councilmember Burns – No Report*

*Councilmember Moon*

- What color would we like for the new shelter houses. Recommendation of the council would be to match the current color scheme of the park. City Superintendent Colson and Councilmember Moon will do their best to match the color.

*Mayor DeMars*

- Casey's will be reopening on Thursday, March 24<sup>th</sup>. They will also be hiring new people. If you know anyone who is interested in a job, please have them apply.

**18. Adjournment** – Councilmember Burns made the motion to adjourn the City Council meeting at 8:28 pm. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Curtis, Holman, 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 2323  
Next Charter Ordinance #12  
Next Resolution # 382