



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 – A

Held: **April 4, 2016 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Vikki DeMars

2. ROLL CALL – See above for Council attendance. Citizens present were Janice Roth, Robert and Rosy Burgess, Garold Markley, Ron Shaffer, Sherri Atchison, Delores Mitchell, Eric Vogel (Kwik Kom) , Zach Peres (Kwik Kom), and Allen Konicek (USD 454 Superintendent)

3. PUBLIC COMMENTS - Garold Markley asked what the policy was to turn on or off meters. A water meter was pulled on February 28th due to a water leak. This caused a higher than normal water bill. His bill usually is around \$145 to \$147.00. This bill is now \$236.00. Superintendent Colson discussed the notification policy and asked if the City Council would review reducing the water bill for Mr. Markley. Councilmember Holman made the motion to reduce the water bill back to the prior rate before the water leak. Councilmember Moon seconded the motion.

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

USD 454 Superintendent Allen Konicek distributed 2016 Spring Activities Calendars.

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 the April 4, 2016 meeting with the removal of items 7, 12 and 13 and the addition of item 9A. Class 2017 Ball Tournament. Councilmember Moon seconded the motion.

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

5. APPROVAL OF MINUTES FROM 03/21/2016 – Councilmember Moon made the motion to approve the minutes from the 03/21/2016 Council Meeting. Councilmember Mullinix seconded the motion. .

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

6. APPROVAL OF CLAIMS ORDINANCE – Councilmember Mullinix made the motion to accept claims ordinance number 2323. Councilmember Holman seconded the motion.

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

OLD BUSINESS

7. DOG PARK AT JONES PARK – Councilmember Holman and City Superintendent Colson (cost and location). Removed from 04/04/2016 council meeting (to be added on 04/18/2016 Agenda)

NEW BUSINESS

8. METER BILLING – Sherri Atchison and Delores Mitchell

Sherri Atchison brought her concerns to the council regarding the invoice she had received for the meter that was damaged on 07/04/2015. She felt parts of the meter were previously broken. City Superintendent Colson explained the meter was functioning prior to the accident. The total cost for repair included only the cost of the meter and replacement. No labor was included on the invoice.

Councilmember Moon made the motion the invoice stands as billed, no reduction in cost. Councilmember Holman seconded the motion.

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

9. WAIVER OF DEPOSIT FOR UTILITIES FOR 131 WEST SANTA FE – BURLINGAME LIQUOR – RON SHAFFER

Councilmember Moon made the motion to waive the deposit for the new Burlingame Liquor store located at 131 West Santa Fe. Councilmember Holman seconded the motion.

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

9A. CLASS OF 2017 BALL TOURNAMENT TO BE HELD MAY 21/MAY 22 – SHELLY BANZHAF

Councilmember Curtis made the motion to allow the Class of 2017 to use the Base Ball Diamonds for a ball tournament the weekend of May 21 – May 22. Councilmember Moon seconded the motion.

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

Any fees should be paid to the Burlingame Rec and a deposit should be paid and held until after the tournament to ensure the ball diamonds are restored back to the same condition prior to the tournament.

Mayor DeMars excused herself from the meeting. Councilmember Moon filled in as acting Mayor.

10. KWIK KOM COMMUNICATION PROPOSAL – Eric Vogel, Field Operations Manager and Zach Peres, Vice President Mr Vogel and Mr. Peres presented a proposal from Kwik Kom Communications. Kwik Kom Communications is a company wishing to lease space on the Burlingame Water Tower. Burlingame would be considered a test city for their internet, phone and satellite television service. The Council members voiced questions regarding the lease agreements, what space was available on the water tower and if we could cancel some of the agreements we currently have with other companies without paying a fee. Attorney Godderz will check into the lease agreements and advise his findings at the next council meeting (04/18/2016).

Councilmember Moon made the motion to add Kwik Kom Proposal to the next meeting agenda on 04/18/2016 to allow Attorney Godderz to research lease agreements. Councilmember Mullinix seconded the motion.

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

11. CONSIDER APPROVAL TO PURCHASE 10 WATER METERS AND 48 ERTS TOTAL \$4753.00 – City Superintendent Colson

Councilmember Mullinix made the motion to approve the purchase of 10 water meters and 48 ERTS. Councilmember Holman seconded the motion.

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

12. FEMA MITIGATION GRANT – INFORMATION REGARDING PROPOSED SHELTER HOUSE – CITY SUPERINTENDENT COLSON

Removed from agenda

13. TENNIS COURT AT SUMNER PARK – COUNCILMEMBER HOLMAN

Removed from agenda

14. POOL MANAGER AND APPLICATIONS – CITY SUPERINTENDENT COLSON.

Councilmember Holman made the motion to advertise for a Pool Manager, Assistant Manager, and lifeguards in the local newspaper for the next two weeks. Councilmember Mullinix seconded the motion.

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

15. REPORTS

Officer Mathew Baker:

- Bryan Smart should return back to part-time status within the next two weeks
- The evidence room is $\frac{3}{4}$ cleaned-up. Destruction orders will be requested with a date and time to be announced.
- Ordinance Letters for messy properties were mailed – 9 total, Letters for junk vehicles will be next followed by weed ordinance letters. Citation notices will be given along with a notice to appear.
- Police Department would like to purchase 250 door hangers to use instead of certified letters. The certified letters are costing almost \$7.00 to mail and the door hangers would cost \$55.00 for 250.

City Superintendent Colson:

- No progress on the FEMA Grant.
- KCC Natural Gas Inspection will be on 04/05/2016
- New Shelter Houses for Jones Park will be here on 04/07/2016.
- Last Pickup for city wide cleanup will be 04/11/2016
- Road Builders will be providing a bid to chip seal streets.
- On Saturday morning a gas meter was hit in the 100 block of West Seward. This was a hit and run. Total cost to replace meter is around \$150.00.

City Clerk Atchison:

- Happy 30th Birthday to Officer Baker
- Court Clerk Conference was a great experience and was grateful the Council allowed the Utility Clerk and City Clerk to attend. A big “Thank You “ to City Superintendent Colson and Mayor DeMars for handling the office during their absence.
- The 3rd Annual E-Waste Drive will be held on April 16th 10:00 am to 2:00 pm at the Santa Fe Trail High School. Cost to dump TVs will be \$15.00. This is only for disposal of old electronic devices.
- Friends of the Burlingame Community Library are hosting Annual Meeting on April 15, 2016 at the Burlingame Schuyler Annex. Reservations for dinner need to be turned in by April 8, 2016 to the Burlingame Community Library.

Councilmember Mullinix:

- Reminder phone calls could be made on ordinance letters.
- List of items to be picked up during city wide clean-up listed on the sign.

Councilmember Curtis – nothing to report

Councilmember Holman:

- Happy 30th Birthday Officer Baker
- Baseball Tournament last weekend went well and diamonds appeared to be put back in order after the tournament.

- Would it be possible for an Email to be sent to local merchants advising if an event has been approved by the city such as a ball tournament? City Clerk Atchison indicated she would send an Email to the merchants if Councilmember Holman would secure a list of the Email addresses.

Councilmember Moon:

- The pool soffit needs a fiberglass screen. He has asked Mr. Spencer to give a bid and he will have that information at the next meeting. Councilmember Curtis asked City Superintendent Colson if there was any painting or improvements to be done that would make the pool more inviting. Councilmember Mullinix advised the Burlingame Rec purchases items for the pool each year.

Attorney Godderz had nothing to report

16. Adjournment – Councilmember Mullinix made the motion to adjourn the meeting at 7:58 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: Mullinix, Holman, and Curtis, 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 2324
Next Charter Ordinance #12
Next Resolution # 381