



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: **April 18, 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 Melissa Miller, Ray Burns, Jeremy Gaston (Osage County Chronicle), Amy Quaney (City of Burlingame, Utility Clerk), Eric Vogel (KwikKom), John Vogel (KwikKom) and Jon Shaffer (Shaffer Insurance).

3. PUBLIC COMMENTS - Melissa Miller brought forward a concern she had regarding the charge for Trash Service. She is currently paying for a trash dumpster for her businesses and for the apartments. However, she only has one trash dumpster. The Council was asked to look into the fees being charged, review a possible reduction to the current fees or approve a private service. Councilmember Mullinix thought a variance was in place for the Townsite Apartments trash rates. If not, review the rates being charged to the Townsite Apartments. Mayor DeMars requested the topic to be added to the next agenda: "Possible Variance for the Midwest Commercial Builders Account" .

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 the agenda for the April 18, 2016 meeting with the addition of item 19a. Wedding at the Park and item 19b Adult Softball League. Councilmember Mullinix seconded the motion.

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

5. APPROVAL OF MINUTES FROM 04/04/2016 – Councilmember Mullinix made the motion to approve the minutes from the 04/04/2016 Council Meeting with the correction on item 8 in the spelling of “Mitchell”. Councilmember Curtis seconded the motion. .

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

6. APPROVAL OF CLAIMS ORDINANCE – Councilmember Mullinix made the motion to accept claims ordinance number 2324. Councilmember Curtis seconded the motion.

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

Notes: Councilmember Curtis asked Officer Baker if he would look into the cost of metal pans vs rubber pans and how often the pans are replaced before the next meeting.

OLD BUSINESS

7. DOG PARK AT JONES PARK – Councilmember Holman and City Superintendent Colson (cost and location). Councilmember Holman made the motion to table this item until further review by Mayor DeMars for community involvement. Councilmember Curtis seconded the motion.

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

8. KwIKom Communications Proposal – Councilmember Moon made the motion for Attorney Godderz to work with KwIKom regarding the wording on the contract before the next council meeting. Councilmember Mullinix seconded the motion.

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

9. FEMA Mitigation Grant – Information regarding proposed Shelter House-City Superintendent Colson. City Superintendent Colson provided the following update to the council:

- Grant has passed the County and State Level and is now being reviewed at the Federal Level.
- Deadline to submit applications at this level is July 1, 2016.
- Currently in the process of submitting a picture of the site and building specifications.

Councilmember Holman made the motion to table this item until further information from City Superintendent Colson or FEMA. Councilmember Burns seconded the motion.

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

NEW BUSINESS

10. TENNIS COURT AT SUMNER PARK – COUNCILMEMBER HOLMAN

Councilmember Curtis made the motion to have City Superintendent Colson put the net up at the tennis court. Councilmember Moon seconded the motion.

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

11. Consider approval of proposal from Osage County Highway Department’s City/County “Connecting Links” maintenance.

Councilmember Moon made the motion to not approve the proposal from the Osage County Highway Department. Councilmember Mullinix seconded the motion. .

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

12. Consider approval to purchase “Violation of Ordinance Door Tags”- Officer Baker.

Officer Baker advised the Door Tags would be in addition to the certified letters. Councilmember Holman made the motion to allow Officer Baker to purchase the Door Tags for around \$53.00. Councilmember Mullinix seconded the motion.

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

13. Consider approval to add line item to budget for “Police Department Donations”– City Clerk Atchison

Councilmember Mullinix made the motion to create the line item in the budget for Police Department Donations to use to purchase equipment. Councilmember Moon seconded the motion.

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

14. Consider bid from Alfred R. Spencer to repair soffit at swimming pool – Councilmember Moon.

Councilmember Holman made the motion to table this item until the audit has been completed. Councilmember Mullinix seconded the motion

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

15. Consider bid from Alfred R. Spencer to patch the roof and apply a fiber coating at the swimming pool – Councilmember Moon.

Councilmember Moon made the motion to allow Councilmember Holman to secure additional bids from contractors before the next council meeting. Councilmember Curtis seconded the motion.

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

16. Incentives for new businesses – Councilmember Curtis

Councilmember Curtis discussed the phone call she had with the Vice President of Real Estate Leasing from Dollar General. She indicated Dollar General decides the location for future stores based on the number of households and the location to other Dollar General stores. Some towns have used various incentives to entice Dollar General to build a store in their community such as petitions, videos and etc. Attorney Godderz discussed possible incentives such as land, tax abatement, utility abatement, and etc.

Councilmember Holman made the motion to allow Councilmember Curtis to put together a possible incentive package for the council to review. Councilmember Burns seconded the motion.

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

17. Consider approval to accept Charter Ordinance #12 - Moving City of Burlingame Elections to November starting November 2017 – Attorney Rick Godderz.

Councilmember Mullinix made the motion to accept Charter Ordinance #12 with the 2 year term for Mayor and nonpartisan declaration. Councilmember Holman seconded the motion.

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

18. Consider approval of Shaffer Insurance Companies Policy for \$64,391.00 and discuss any changes or amendments – City Clerk Atchison and Jon Shaffer, Shaffer Insurance

City Clerk Atchison and Jon Shaffer from Shaffer Insurance reviewed the 2016/2017 EMC Policy and discussed following changes.

- Removal of Warehouse by Power Plant
- Removal of Water Works Filter and Pump House
- Books/Personal Property @ Library will be insured by the City since the City owns the building.
- Removal of additional insured (Library Board) – to be billed directly to the Library
- Removal of Work Comp for Public Library Employees
- Add to Insurance Policy – 2000 New Holland TS100 Tractor with Wing Mower for a coverage of \$15,000.00
- Remove Crown Vic from Insurance policy once car has been sold
- Add to insurance Policy – Shelter Houses and Restrooms at Sumner Park and Jones Park

John Shaffer advised an annual review of policy each year for accuracy will help to save money. Also he is checking into another company to use for the Workman's Comp portion of the policy. He will advise once he has additional information and cost.

Councilmember Holman made the motion to approve the policy from Shaffer Insurance for \$64,391.00. Councilmember Mullinix seconded the motion.

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

19. Consider approval of new Library Board Members/Election of Officers for Library Board

Councilmember Moon made the motion to approve the new Library Board Members and officers. Councilmember Curtis seconded the motion.

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

19a. Wedding at Park – Kristen Kincaid and Earl Parker

Councilmember Moon made the motion to allow the reservation of Sumner Park on June 25th with no alcohol to be used and the understanding the public may be using parts of the park during the wedding on June 25th of Kristen Kincaid and Earl Parker. Councilmember Mullinix seconded the motion.

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

19b. Allow the City of Burlingame the opportunity to sponsor adult softball league during the summer.

Councilmember Burns made the motion. To allow the City of Burlingame the opportunity to sponsor the adult softball league during the summer with Vikki DeMars in charge of the program. Councilmember Moon seconded the motion.

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

20. REPORTS

Officer Mathew Baker:

- Training Hours are due by 7/31/2016 and since he will be gone the month of June, he will be spending time during May to complete the hours.
- Bryan Smart will return to work on Monday, April 25th
- Currently working with a group from Lyndon who has several options to help with “messy” properties. One being deeming the property as a Health Hazard.
- Would like to add as an agenda item for next meeting “Review of Military Leave”. Officer Baker will discuss with other cities their policy for employees who take time away from their job for Military Leave.

City Superintendent Colson:

- Requested a bid from Road Builders for the cost of labor and equipment to chip seal the roads.
- Started Hauling Rock today to South Park
- Greg Wright will be visiting the City Council to discuss the renewal of the contract for KMEA.

City Clerk Atchison:

- Amy Quaney was introduced as the new Utility Clerk to City Council.
- The CIC Budget for 2016 is correct in the CIC system. Copies of the 2016 budget can be secured by contacting City Clerk Atchison
- Mediacom is moving the Hallmark Movies & Mysteries to Digital Family TV.

Attorney Godderz

- Dragon Creek Water Rights needs to be added to next agenda (Preserve or Abandon).
- Council should start working on budget now to avoid any problems.

Councilmember Mullinix – nothing to report

Councilmember Curtis

- Sign 6 miles north of town has been damaged. The art class will not be able to repair.
- The Art Class was asked if they could paint a mural at the swimming pool. The Teacher is checking with some of the Senior Class members to see if they would like to do this project.

Councilmember Holman:

- The new shelter houses at the park look good, but they have some sharp edges at the top. Asked if City Superintendent Colson would review the edges and see if they could be sanded smooth.

Councilmember Burns – nothing to report

Councilmember Moon:

- Asked Officer Baker if he would put up tape being the old laundromat to keep as a safety hazard. Officer Baker advised he will look into what needs to be done.

Mayor DeMars

- Brought to the Council's attention the charter ordinance for Library mill levy is being reviewed. Asked City Clerk Atchison to check with other cities to see what their Library Mill Levy is at this time.
- Library brick sponsorship – see what information can be located
- Complaints – copies are being given to the Department Heads for handling along with a copy to Mayor DeMars.
- Requested City Superintendent Colson to look into the Lights on the sign south of town. May need to replace some of the bulbs.

21. Adjournment – Councilmember Burns made the motion to adjourn the meeting at 9:05 pm. Councilmember Holman seconded the motion.

Vote: Ayes: Moon, Mullinix, Curtis, Holman 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 2326
Next Charter Ordinance #13
Next Resolution # 381