



**CITY OF BURLINGAME, 101 East Santa Fe, Burlingame, KS 66413**

# MINUTES

Mayor, Michelle Mullinix – P  
Councilmember, Kenna Burns - P  
Councilmember, James Strohm – P  
Councilmember, Sheila Curtis – A  
Councilmember, Kathy Love - P  
Councilmember, Amanda Kohlman- P

City Attorney, Rick Godderz - P  
City Clerk, Patty Atchison - P  
City Superintendent, Les Holman- P  
Police Chief, Mathew Baker P  
Building inspector – Jim Welch - A

**Held: March 4, 2024 @ 7:00 pm  
Location: Burlingame City Hall, Council Chambers**

## **1. CALL TO ORDER BY Mayor Michelle Mullinx**

a. *Roll Call* - See above. In addition, Jim Masters, Colton Hallgren, and Robert Miller

b. Additions or Deletions to Agenda – Additions to the Agenda listed below

7g. Discussion from Colten Hallgren on downtown beautification

8h. Consider motion to approve demolition fee for Stephen Davidson for \$750.00 for the demolition of home at 405 West Collins.

8i. Consider motion to purchase new Mower for \$10,629.00

c. *Approval of Agenda.*

*Councilmember Burns made the motion to approve the agenda with the additions as listed above. Councilmember Love seconded the motion.*

Vote: Ayes: 4 Nays: 0

## 2. Public Comments:

Jim Masters discussed the letter he had received regarding the cleanup at 403 South Delaware. He is currently selling property on contract, but he needs to review with his attorney the problems he is having with the sell on contract and his need to have the renters removed. Attorney Godderz will schedule a meeting with him this week to review.

### **3. PUBLIC HEARING** none

#### **4. APPROVAL OF MINUTES**

a. Approval of Regular Meeting minutes from February 20, 2024 .

Councilmember Love made the motion to approve the minutes from February 20, 2024. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

## 5. CONSENT AGENDA

a. Approval of bills presented to be paid for March 4, 2024

Councilmember Love made the motion to approve the bills to be paid from March 4, 2024. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

## **6. CORRESPONDENCE TO COUNCIL**

- a. Osage County 2024 Grant Overview
- b. Orphan Waste Tire Clean-up Initiative
- c. Neighborhood Revitalization Plan
- d. Burlingame Rec Easter Egg Hunt
- e. Flint Hills Bank Certificate No. 51550 Renewal
- f. High School Softball Schedule

## **7. Unfinished Business**

### **a. Discussion regarding Disc Golf Grand Opening on 3/16/2024 – Chief Baker**

Councilmember Burns made the motion to pay Knox Signs the amount of \$579.56 and Amanda Kohlman \$951.27 for the signs for the Disc Golf Course. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **b. Pool Updates**

City Superintendent Holman discussed the quotes he had received from Green & Waters Edge. He also reviewed the bidding process. Councilmember Burns made the motion to move forward with the bidding process on the Pool Rehab. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **c. Update regarding Tax Distribution from the County Treasurer**

City Clerk Atchison advised they had received the tax distribution was received from January 20<sup>th</sup>, but it was less than 1/2 of what we normally receive for the January Distribution. This has been brought to the attention of the County Treasurer by both the City Clerk and the Treasurer. The Kansas State Treasurer Office returned a phone call in response to the letter mailed to them regarding the January tax distribution. They are not able to assist unless the City was not able to make the Bond Payments. The city had made the bond payments that were due for March. The spending out of the General Fund needs to be monitored closely.

### **d. Code Enforcement Review**

Chief Baker brought five more properties with code violations to the Council's attention. The addresses are:

216 West Lincoln  
131 East Hall  
406 West Seward  
912 South Oak  
201 East Santa Fe

Councilmember Burns made the motion for Building Inspector Welch to send out letters asking for the properties to be cleaned up or a hearing to be requested. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **e. Consider motion to approve Ordinance Number 2519 to 2527 for the International Building Codes**

Councilmember Love made the motion to approve Ordinance Number 2519 adopting the International Plumbing Code 2021 Edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2520 adopting the International Existing building Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2521 adopting the National Electric Code 2020 edition., Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2522 adopting the International Residential Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2523 adopting the International Fuel Gas Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2524 adopting the International Energy Conservation Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2525 adopting the International Building Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2526 adopting the International Mechanical Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Councilmember Love made the motion to approve Ordinance Number 2527 adopting the International Fire Code 2021 edition. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

**f. Review of bids for keyless entry at City Hall**

City superintendent Holman advised he will work on getting a formal bid for the key cards

**g. Discussion from Colton Hallgren and Robert Miller on downtown and Sumner Park beautification.**

Colton and Robert reviewed various planters and hanging baskets for the poles on Santa Fe. A drawing of the flowers, bushes, and trees to be planted at Sumner Park was also reviewed. Council will decide if they want to move forward with the beautification plans at the next meeting.

**8. New Business**

**a. Consider motion to approve City Clerk Atchison to attend Business Resiliency Bootcamp at Emporia State University on March 14, 2024**

Councilmember Love made the motion for City Clerk Atchison to attend the Business Resiliency Bootcamp on March 14, 2024 with a mileage reimbursement. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

**b. Consider motion to approve street closure and other requests for Rodeo Days 2024**

Councilmember Kohlman made the motion to approve street closure and the Rodeo Days requests for 2024. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

**c. Consider motion to approve the use of the Pool Concessions and restroom area for the spring track meets to be held on 04/18, 04/25, and 04/29 for USD 454.**

Councilmember Love made the motion to approve the use the pool concessions and restroom area for the spring track meets with the school cleaning the area before and after the events and they must pay for the food license for 2024 since the city will not need one for this year. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

**d. Discussion regarding the property at 108 East Lincoln**

Councilmember Burns made the motion to have City Clerk Atchison, Building Inspector Welch, and Attorney Godderz to draft a letter to the owners of the property at 108 East Lincoln to either pay for the costs to abate the property or donate

the property to the Land Bank for the City. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

**e. Consider motion to approve the Electric License for Whitaker Plumbing and Electric**

Councilmember Kohlman made the motion to approve the electric license for Whitaker Plumbing and Electric. Councilmember Strohm seconded the motion.

Vote: Ayes: 4 Nays: 0

**f. Consider motion to approve spending \$9000 to Asplundh Tree Service for tree trimming as part of the Tree Board Cost Share Grant.**

City Superintendent Holman discussed the trees to be trimmed and indicated the city crew will clear the brush and mulch. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

**g. Consider motion to send Carolyn Strohm and Chris Dubois to the annual Tree City Conference in Hesston, KS.**

Councilmember Kohlman made the motion to send both Carolyn Strohm and Chris Dubois to the conference with the city paying for meals, mileage, and hotel. Councilmember Strohm seconded the motion.

Vote: Ayes: 4 Nays: 0

**h. Consider motion to approve the reimbursement for demolition to Stephen Davidson in the amount of \$750.00 for the house at 405 West Collins.**

Councilmember Strohm made the motion to reimburse \$750.00 to Stephen Davidson. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

**i. Consider motion to purchase a 2024 Exmark mower for \$14,045.00 from Schwant Tractor and for the school to purchase the old mower for \$3750.00.**

Councilmember Burns made the motion to purchase a new 2024 Exmark mower and for the sale of the old mower to USD 454 for \$3750 making the cost of the mower to be \$10295.00 and for the money to come from the park department in the general fund. Councilmember Strohm seconded the motion.

Vote: Ayes: 4 Nays: 0

**9. Executive Session**

**10. Staff Reports**

a. Police Chief Baker

- Discussed the issues with the Dodge Charger and the necessary repairs needed. Felt we need to replace the car next year. Would like to investigate the possibility of the USDA Grant to assist with the car purchase.

b. City Superintendent Holman – Nothing to report .

c. City Clerk Atchison

- Will put the Code Codification on the next agenda
- Reviewed the vendors for Rodeo Days
- Thanked Amanda Kohlman for making the Disc Golf course signs

**11. Attorney Reports - none**

**12. Council/Mayor Comments and Reports**

a. Councilmember Curtis – absent

b. Councilmember Strohm –

- Thought the planters and landscaping with a maintenance plan would be a good idea
- Reviewed the light poles on main street and how they were constructed.

- c. Councilmember Kohlman – Nothing to report
- d. Councilmember Love
  - Very interested in the flowers and beautification ideas
- e. Councilmember Burns
  - Also liked the flowers and beautification ideas
- f. Mayor Mullinix –
  - Would like everyone to look at Santa Fe to get ideas for the planters
  - Asked City Clerk Atchison to send the link for the Disc Golf Signs to the Council to review.

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:45 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:45 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4      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 2528  
Next Charter Ordinance #18  
Next Resolution # 441