



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

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## **MINUTES**

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Mayor, Michelle Mullinix – <u>  P  </u>	City Attorney, Rick Godderz – <u>  P  </u>
Councilmember, Kenna Burns - <u>  P  </u>	City Clerk, Patty Atchison - <u>  P  </u>
Councilmember, James Strohm – <u>  P  </u>	City Superintendent, Les Holman - <u>  P  </u>
Councilmember, Sheila Curtis – <u>  P  </u>	Police Officer, Layton Dougherty - <u>  P  </u>
Councilmember, Kathy Love - <u>  P  </u>	Building inspector – Jim Welch - <u>  A  </u>
Councilmember, Amanda Kohlman– <u>  P  </u>	

Held: **March 18, 2024 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

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

a. Roll Call - See above. In addition, was Kelly Atchison – PK Country Designs

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

8j. Consider motion to approve temporary liquor permit for Frozen Drinks on the Go for Burlingame Rodeo Days

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: 5                      Nays: 0

**2. Public Comments:** none

**3. PUBLIC HEARING** none

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

a. Approval of Regular Meeting minutes from March 4, 2024.

Councilmember Love made the motion to approve the minutes from March 4, 2024. Councilmember Burns seconded the motion.

Vote: Ayes: 5                      Nays: 0

### **5. CONSENT AGENDA**

a. Approval of bills presented to be paid for March 18, 2024

Councilmember Curtis made the motion to approve the bills to be paid from March 18, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

### **6. CORRESPONDENCE TO COUNCIL**

- Renewal of CD # 97108 at 4.98% interest
- Osage County Tax Valuation Notice
- 2024 KMEA Transmission Costs
- Burlingame Housing Assessment Meeting – Post on Facebook & Sign

## **7. Unfinished Business**

### **a. Pool Updates**

City Superintendent Holman advised he is working with a few companies on their bids.

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

City Clerk Atchison and City Superintendent Holman advised the March tax distribution will be sent on 3/19/24. Questions on the January Distribution are being reviewed, but no answers at this time.

### **c. Code Enforcement Follow-up on property cleanup- Building Inspector Welch**

Letters were mailed today to the following addresses by Jim Welch

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

The Police Department will need to deliver a letter to 403 South Delaware and return the Court Return to City Clerk Atchison after delivery.

### **d. Discussion regarding ordinance codification – Councilmember Strohm**

Various questions were asked about the software. Information was provided about the current filing system and how it needs to be cleaned up before the ordinances are sent for codification. Decided to make this a monthly agenda item.

### **e. Consider motion to approve beautification of downtown Santa Fe Ave and Sumner Park**

Councilmember Love made the motion to not do the downtown or Sumner Park beautification at this time. Councilmember Kohlman seconded the motion.

Vote: Ayes: 5 Nays: 0

### **f. Consider motion to approve bid from A1 Lock and Key for \$5587.21.**

Councilmember Burns made the motion to approve the bid from A1 Lock and Key for \$5587.21. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

## **8. New Business**

### **a. Consider motion to wave the deposit at 112 West Santa Fe for PK Country Designs**

Councilmember Kohlman made the motion to approve waving the deposit for 112 West Santa Fe for PK Country Designs. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

### **b. Consider motion to approve adoption of the six planters on Santa Fe – City Clerk Atchison**

Councilmember Burns made the motion to approve adoption of the six planters on Santa Fe. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

### **c. Consider motion to approve service plan renewal for \$2600 with Microcomm – City Superintendent Holman**

Councilmember Burns made the motion to approve payment of the service plan renewal for \$2600 with Microcomm to come out of all funds. Councilmember Kohlman seconded the motion.

Vote: Ayes: 5 Nays: 0

### **d. Discussion regarding the CCLIP Grant and bridge on North Kansas Ave – City Superintendent Holman**

City Superintendent Holman discussed thoughts about applying for the CCLIP Grant to repair bridge on North Kansas Ave and to secure matching funds from the County. He asked the council to consider this idea.

*e. Discussion regarding the sign at Jones Park*

City Superintendent Holman advised the sign had been removed when work was being done. He will contact Jones Trust to see if there are any requirements regarding the placement of the sign.

*f. Consider motion to donate to Burlingame After Prom.*

Councilmember Curtis made the motion to do a \$50 donation to Burlingame After Prom. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

*g. Consider motion to send Les Holman and Kyle Bond to KMU Conference – City Superintendent Holman*

Councilmember Curtis made the motion to send Les Holman and Kyle Bond to the KMU Conference. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

*h. Discussion regarding the payment to the Planning & Zoning Board in the amount of \$10 per meeting.*

Councilmember Kohlman made the motion to pay those in attendance \$10 per meeting to be paid annually on May 1, same time as Councilmembers. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

*i. Consider motion to approve drafting an amendment to Vehicle Ordinance – Councilmember Strohm*

The Council and Attorney Godderz advised if there are complaints, a concern needs to be completed and given to the Code Enforcement Officer for follow-up. Councilmember Strohm made the motion for Building Inspector Welch to write a letter to the property at 604 South Topeka with the bus they are in violation of the City Code and have so many days to correct. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: Kenna Burns Abstain: Amanda Kohlman

*j. Consider motion to approve the temporary alcohol permit for Frozen Drinks on The Go at Burlingame Rodeo Days for Kristel Pohlman.*

Councilmember Kohlman made the motion to approve the temporary alcohol permit for Frozen Drinks on The Go at Burlingame Rodeo Days. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: Sheila Curtis

**9. Executive Session**

a. Twenty Minute Executive Session Attorney Client discussion with City Attorney Godderz.

Councilmember Love made the motion to go to executive session at 8:17 pm. Councilmember Kohlman seconded the motion.

Vote: Ayes: 5 Nays: 0

Councilmember Love made the motion to amend the executive session to ten minutes instead of twenty. Councilmember Kohlman seconded the motion.

Vote: Ayes: 5 Nays: 0

Council returned at 8:17 pm with no action taken

**10. Staff Reports**

a. Police Officer Dougherty – Nothing to report

b. City Superintendent Holman – Nothing to report .

c. City Clerk Atchison

- Advised we have two checks that have not been sent from 2023. Asked if both could go to Unclaimed Properties

- Councilmember Curtis made the motion to send both checks to unclaimed properties. Councilmember Love seconded the motion.

- Vote: Ayes: 5 Nays: 0

- KMEA Meeting will be Wednesday, March 20 at 10:30 am in Osage City. Either Patty or Les will attend.
- Discussion on the Strategic Planning for the City of Burlingame and citizens engagement.
- City Hall received two copies of the Governing Body Handbook. Mayor Mullinix advised all members to check out a copy and read through the information.

**11. Attorney Reports** - Discussed the Rural Housing Information for second story apartments. He will provide to City Clerk Atchison and she will forward to the Council.

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

- a. Councilmember Curtis – nothing to report
- b. Councilmember Strohm – nothing to report
- c. Councilmember Kohlman
  - Advised the council this will be her last meeting. Due to changes in her personal life, she is resigning from the city council effective immediately.
- d. Councilmember Love – nothing to report
- e. Councilmember Burns
  - Discussed thoughts on the business incentive committee
- f. Mayor Mullinix –
  - Asked Attorney Godderz to advise the process for appointment of someone new to the council. He indicated there needs to be a notice in the newspaper for two weeks. Then the person wishing to fill the position must send in a letter of interest to the City Clerk. The Mayor then appoints the person to the position and the council approves.
    - Councilmember Burns made the motion to have City Clerk Atchison run an ad in the paper for two weeks for the open position. Councilmember Love seconded the motion.
      - Vote: Ayes: 5 Nays: 0

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:35 pm  
 Councilmember Burns made the motion to adjourn the Council Meeting at 8:35 pm. Councilmember Kohlman seconded the motion.

Vote: Ayes: 5 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