



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

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**MINUTES**

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

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

Held: **January 2, 2024 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

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

a. Roll Call

b. Additions or Deletions to Agenda

10d. Discussion regarding the buildings at 103 and 105 West Santa Fe and the back utilities – Kelly Atchison

10e. Discussion regarding the existing pool stairs and the pool upgrade

c. Approval of Agenda.

Councilmember Curtis made the motion to approve the agenda with the addition to the agenda of items 10d. Discussion regarding the buildings at 103 and 105 West Santa Fe and 10e Discussion regarding the existing pool stairs and the pool rehab. Councilmember Kohlman seconded the motion.

Vote: Ayes: 3 Nays: 0

**2. PUBLIC COMMENTS - none**

**3. PUBLIC HEARING - none**

**4. APPROVAL OF MINUTES**

a. Approval of Regular Meeting minutes from December 18, 2023.

Councilmember Curtis made the motion to approve the minutes from December 18, 2023. Councilmember Kohlman seconded the motion.

Vote: Ayes: 3 Nays: 0

**5. Consider motion to Sine Die for purpose of installation of officers**

**6. Swear in Mayor Mullinix, Councilmembers Kohlman, Curtis, and Strohm**

**7. CONSENT AGENDA**

a. Approval of bills presented for payment on 1/2/2024

Councilmember Curtis made the motion to approve the bills to be paid from January 2, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

## **8. CORRESPONDENCE TO COUNCIL**

- a. EDA Recompete Grant Application Update
- b. Response to KCC Probable Noncompliance
- c. KDHE Public Water Supply Fee Increase
- d. KCAIC Grant Application

## **9. Unfinished Business**

### **a. Consider motion to approve County Wide Housing Assessment (Q1 S24) for \$2000.00.**

Councilmember Curtis made the motion to move forward to doing the County Wide Housing Assessment at the cost of \$2000.00 and the city wants a copy of the assessment. Councilmember Kohlman seconded the motion.

Vote: Ayes: 3 Nays: 0

### **b. Discussion regarding city employees celebrating July 4<sup>th</sup> holiday on July 5<sup>th</sup>.**

Attorney Godderz explained the July 4<sup>th</sup> holiday is not a holiday that can be celebrated on another day as per KSA 35-107. Therefore, the City will celebrate July 4<sup>th</sup> on the 4<sup>th</sup> and the employees will have to use vacation or personal time for the 5<sup>th</sup> of July.

## **10. New Business**

### **a. Consider motion to approve KCamp 2024 renewal for \$62,163.00**

Councilmember Love made the motion to approve the KCamp 2024 Renewal for \$62,163.00. Councilmember Kohlman seconded the motion.

Vote: Ayes 3 Nays 0

### **b. Consider motion to approve the Annual Appointments listed below:**

- Official Depository – Flint Hills Bank of Burlingame
- Official City Newspaper – Osage County Herald/Chronicle
- City Attorney – Attorney Rick Godderz
- City Municipal Judge – Judge Kevin Kimball
- City Treasurer – Anne Baer

Councilmember Kohlman made the motion to approve the above annual appointments. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

### **c. Consider motion to approve Electric & Plumbing License Renewal for Theel Plumbing & Heating**

Councilmember Love made the motion to approve the Electric & Plumbing License Renewal for Theel Plumbing. Councilmember Kohlman seconded the motion.

Vote: Ayes: 3 Nays: 0

### **d. Discussion regarding the buildings at 103 and 105 West Santa Fe and the back utilities. – Kelly Atchison**

Councilmember Kohlman made the motion to remove the lien for utilities on the property at 103 and 105 West Santa Fe, but to leave the outstanding balance on the account and with the Collection Bureau of Kansas and for the judgement for the payment of the taxes, penalty of taxes and interest and penalty to come to the City of Burlingame. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

### **e. Discussion regarding the pool stairs and a proposal for upgrade.**

Councilmember Kohlman made the motion to replace the stairs with a standard step the Myrtha system uses. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

## **11. Executive Session - none**

## **12. Staff Reports**

- a. Police Chief Baker – Nothing to report
- b. City Clerk Atchison
  - Discussed the start of the New Year and the computer updates
  - Discussed the need to fix the heater in the Council room

## **13. Attorney Reports - none**

## **14. Council/Mayor Comments and Reports**

- a. Councilmember Curtis – Discussed advertisement for the City of Burlingame
- b. Councilmember Strohm – Nothing to report
- c. Councilmember Love – Discussed selling discs for the Disc Golf Course. Chief Baker advised he would check into the cost.

Mayor Mullinix - Nothing to report

## **15. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 7:36 pm

Councilmember Curtis made the motion to adjourn the Council Meeting at 7:36 pm. Councilmember Strohm seconded the motion.

Vote: Ayes: 3      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 2518  
Next Charter Ordinance #18  
Next Resolution # 439