



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 - A
Councilmember, Travis Middleton – 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 - P

Held: **July 15, 2024 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Michelle Mullinix

a. Roll Call - See above. Also, in attendance were Joseph Ebert, Brett Waggoner -GAS, Ray Burns, and Austin Masters

b. Additions or Deletions to Agenda

8b. *Consider a motion to make a new fund called "Equipment Reserve Police Department"*

c. Approval of Agenda.

Councilmember Burns made the motion to approve the agenda with the addition of item 8b. Councilmember Middleton 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 for July 1, 2024 and Special Meeting on July 8, 2024.

Councilmember Burns motioned to approve the minutes with the correction of item 7b on July 1 to be \$1,000,000.00 and the correction of 7 pm and 8:42 pm on the Special Meeting Minutes from July 8, 2024. Councilmember Strohm seconded the motion.

Vote: Ayes: 3 Nays: 0

5. CONSENT AGENDA

a. Approval of bills presented to be paid for July 15, 2024

Councilmember Strohm made the motion to approve the bills paid for July 15, 2024 Councilmember Middleton seconded the motion.

Vote: Ayes: 3 Nays: 0

City Clerk Atchison advised the electric and sewer funds need to be watched closely and avoid any spending out of these funds until further notice.

6. CORRESPONDENCE TO COUNCIL

- T-Mobile information regarding Open Records Request
- Water Purchase Contract No. 93-2 rates for 2025

7. Unfinished Business

a. Pool Updates

- Consider the motion to award the construction contract for the CDBG Pool Project to Westport Pools, LLC for the base bid contingent on CDBG approval and project budget adjustments
 - Councilmember Burns made the motion to award the construction contract for the CDBG Pool Project to Westport Pools, LLC for the base bid contingent on CDBG approval and project budget adjustments. Councilmember Strohm seconded the motion.

Vote: Ayes: 3

Nays: 0

- Consider a motion to ask CDBG for a bid extension for up to 90 days from July 31, 2024.
 - Councilmember Burns made the motion to ask CDBG for a bid extension for up to 90 days from July 31, 2024. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

b. Code Enforcement Update

1. Fifteen Minute Executive Session non-elected personnel with Building Inspector Welch, Police Chief Baker, and City Clerk Atchison

- Councilmember Burns made the motion to enter executive session for non-elected personnel with Building Inspector Welch, Police Chief Baker, and City Clerk Atchison. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

- The council returned at 7:25 pm with no action taken
- Councilmember Burns made the motion to go back to executive session for another 5 minutes at 7:26 pm Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

- The council returned at 7:31 with no action taken

2. Discussion regarding the property at 105 East Santa Fe

- Building Inspector Welch discussed his inspection of the property at 105 East Santa Fe. He feels repairs are needed and the building is unsafe at this time.
- Austin Masters asked if other buildings with damage from the recent storm are also being addressed. The answer was "Yes", but the city has the potential for liability as per our ordinance.
- Mr. Masters advised he has plans to fix the building and has had an engineer review. He will forward a copy of the engineer report to Building Inspector Welch.
- Attorney Godderz advised since the inspection has been brought to the City Council's attention the city has potential for liability. He must advise the City to develop with the owner a plan to fix or tear down.
- City Clerk Atchison gave Mr. Masters information on the Emergency Heal Grant
- Offer Baker agreed to use the drone to fly over the building to check on the roof damage.
- Councilmember Burns made the motion to allow Austin Masters to get with Police Chief Baker to use the drone to get pictures of the roof and to work with Brett Waggoner on the Emergency Heal Grant. Councilmember Middleton seconded the motion

Vote: Ayes: 3

Nays: 0

3. Consider the motion to approve the Resolution to do the abatement at 201 East Santa Fe

- Building Inspector Welch advised we need to allow the 180 days for the fence to be constructed and the building to be moved onto the property. This will need to be done by 10/11/24.
- Building Inspector Welch will discuss with the property owner to move the trailer in front of the building which is causing an issue for people to be able to view traffic coming from the East on Santa Fe.

4. Discussion regarding the property at 327 West Hall

- Joseph Ebert discussed the future clean-up efforts and plans for the mobile home at this property. He asked the council for an extension until 9/16/24.
- Councilmember Middleton made the motion to grant the extension until 9/16/24 with the condition if unable to fix it, the council will be advised. Councilmember Burns seconded the motion.

Vote: Ayes: 3

Nays: 0

5. Discussion on the property at 620 South Topeka

- Councilmember Middleton made the motion for the City of Burlingame to mow and remove the items in violation from the property with the supervision of Chief of Police Baker. Councilmember Strohm seconded the motion.

Vote: Ayes: 3

Nays: 0

c. Discussion on "Notice of Violation" letter and fee schedule

Councilmember Burns made the motion to set the cost at \$150 for the first hour and \$50 per man hour after the first hour plus the homeowner is responsible for damages to city property. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

d. Discussion regarding Junk Car Proposal

Councilmember Burns made the motion to table this item until 8/5/24 meeting. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

e. Discussion regarding the BG Consultants Par and Structural Assessments

Councilmember Burns made the motion to have City Clerk Atchison reach out to a different company for bids. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

f. Planning and Zoning Ordinance Approval for 115 East Seward Ave Rezoning and Ottawa Coop Rezoning at Block 13 and Block 25

Attorney Godderz advised the following needs to be done before the Ordinances for the two properties can be approved.

- Notice to residents within 200 feet of the property
- Publish in the newspaper
- Hearing by the Planning and Zoning Board 30 days after published in the newspaper
- City Council will approve the Ordinance or Resolution

8. New Business

a. Discussion regarding Community Housing Grant

Councilmember Middleton made the motion to proceed with the housing grant contingent on the cost to the city. Councilmember Strohm seconded the motion.

Vote: Ayes: 3

Nays: 0

b. Consider a motion to make a new fund called "Equipment Reserve Police Department"

Councilmember Strohm made the motion for a new fund called "Equipment Reserve Police Department" to be created. Councilmember Middleton seconded the motion.

Vote: Ayes: 3

Nays: 0

9. Staff Reports

a. Building Inspector Welch

- Asked Attorney Godderz to do a title search on 127 East Fremont and draft resolution

b. Police Chief Baker

- Discussed Dodge Charger Repairs

- Reviewed 4th of July issues
 - Asked for an ordinance regarding grass clippings on roads to be drafted with a fine.
 - Councilmember Burns made the motion for Attorney Godderz to draft the ordinance and set a fine for Grass Clippings on the roadway. Motion died
- c. Public Works Bond
- Reviewed a possible grant for a workout station in the park
 - Chip seal will begin at the end of this week in Burlingame
- d. City Clerk Atchison
- Reminded everyone the 2025 Budget Meeting will be Tuesday at 7 pm
 - BIL Grant can be used for Main Street Sidewalks at no cost to the City. City Superintendent Holman is working on plans
 - If Interested, there is a grant on playground equipment
 - Chamber of Commerce is sponsoring a Cruise Night on July 20th with a movie at Dubois Farms
 - Department of Commerce has a book called "Grants Guide" that can be downloaded from the Department of Commerce website.

11. Attorney Reports – nothing to report

12. Council/Mayor Comments and Reports

- a. Councilmember Strohm – nothing to report
- b. Councilmember Middleton – nothing to report
- c. Councilmember Burns - can a spreadsheet be sent for the budget before the meeting?
- d. Mayor Mullinix
- Asked Police Chief Baker to investigate the guy with all the cars by the old laundry mat to confirm he is compliant. Police Chief Baer advised he would discuss with the property owner.
 - Asked what is being done with the Eyelander Home across from Townsite Apartments with the windows boarded.

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 9:02 pm
Councilmember Burns made the motion to adjourn the Council Meeting at 9:02 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

Submitted by: Patty Atchison
Patty Atchison, City Clerk

Date: 8/5/24

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 before the meeting to arrange necessary accommodations.

Next Ordinance 2530
Next Charter Ordinance #18
Next Resolution # 442

