



**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 Foreman, Kyle Bond	<u>P</u>
Councilmember, Sheila Curtis	<u>P</u>	Police Chief Mathew Baker	<u>P</u>
Councilmember, Kathy Love	<u>P</u>	Building inspector Jim Welch	<u>A</u>
Councilmember, Travis Middleton	<u>P</u>		

Held: Monday, April 21, 2025, at 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 Ray Burns, Sally Crook, Robin & Brett Ridgeway, Sam & David Garrison, El Marie Kauffman - PPM, Greg Wright-PPM, Attorney Evan Godderz, Kevin & Janine Fry, Nikki Manbeck, James Snow, Scott Martin, Brandi Shaffer – Librarian & Brett Waggoner - GAS

### **B. Additions and Deletions to the agenda**

*Corrections to the agenda – Numbering of Agenda items was corrected after the addition of item listed below.*  
*New Business*

- *8H – Remove from agenda – Discussion regarding Ordinance Number 2215 for blocking of sidewalks in commercial district – Nikki Manbeck*

### **C. Approval of Agenda.**

*Councilmember Burns motioned to approve the agenda with the corrections to numbering of agenda items and the addition of Item 8H under New Business for the Discussion regarding Ordinance Number 2215 for blocking of the sidewalks in the commercial district – Nikki Manbeck. 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 for April 7, 2025**

Councilmember Curtis made the motion to approve the minutes for April 7, 2025. Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays: 0

### **5. CONSENT AGENDA**

**A. Approval of bills presented to be paid for April 21, 2025**

Councilmember Curtis made the motion to approve the bills for April 21, 2025. Councilmember Strohm seconded the motion.

Vote: Ayes: 5

Nays: 0

**6. CORRESPONDENCE TO COUNCIL**

A. KMEA error on the March PCA

B. Everygy New Wholesale Distribution Service Charge

C. CDBG Pool Grant Requirement Audit

**7. Unfinished Business**

**A. Pool Updates**

**1. 2025 Pool Fee Schedule**

Councilmember Burns made the motion to approve the 2025 Pool Fee Schedule and the Free Friday's to be billed to the Burlingame Rec. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

**2. Consider the motion to approve the sidewalk replacement, light pole repair, and manhole drain pit.**

Councilmember Curtis made the motion to put the sidewalk repair out for bid – Motion Dyes  
Councilmember Middleton made the motion to approve the change order with the bid from Carrother's Construction to do the sidewalk for \$15,182 and the Manhole Drain Pit for \$2,180. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 1 Curtis

The City crew will repair the OH Light Pole for \$2225

**3. Consider the motion to approve Mayor Mullinix to sign the Pay App #05 for \$89,409**

Councilmember Burns made the motion to approve Mayor Mullinix to sign Pay App #05 for \$89,409. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

**4. Pool Discussion and Updates**

s City Superintendent Holman advised that the construction of the pool is going well, and it will be filled soon with water.

**B. Code Enforcement**

**1. Update on the property at 315 North Kansas – James Snow**

Councilmember Burns made the motion to close only the storage container violation since the container is outside of the city limits. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

**2. Discussion regarding the property at 620 South Topeka – Attorney Rick Godderz**

Attorney Godderz discussed perhaps due a citywide cleanup and assessing reasonable fees or having some organizations help with the cleanup.

Kevin and Janine Fry discussed their concerns with the property and the individual who lives at this address.

Councilmember Strohm made the motion to table this item to May 5 and for Attorney Godderz to draft a resolution to be approved at the next meeting for condemnation and for him to contact the property owner about selling the property. Councilmember Middleton seconded the motion.

Vote: Ayes: 5

Nays: 0

**3. Discussion regarding the property at 514 South Peoria**

Councilmember Burns made the motion to give the property owner until July 7, 2025, to complete the property abatement. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

**4. Discussion regarding the property at 406 West Seward – Councilmember Strohm**

Councilmember Strohm made the motion to give the property owner until May 19, 2025, to complete the property abatement. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 1 (Middleton)

**5. Discussion regarding the property at 115 East Seward and 221 East Fremont – Scott Martin**

Mr. Martin discussed his plans with property demolition and future construction for both properties. He will be securing a demolition permit.

**6. Discussion regarding the letters mailed to the Commercial Properties on Santa Fe (Lamb Roberts Funeral Home, Blake Ingala and Jerry Hill.**

Councilmember Strohm asked City Clerk Atchison to add these properties to the Code Enforcement List for future discussion.

**C. Bright Speed discussion regarding the pole attachment agreement – City Superintendent Holman**

Councilmember Burns made the motion for City Superintendent Holman and Attorney Godderz to renegotiate with Bright Speed and to bring information back to the council. Councilmember Middleton seconded the motion.

Vote: Ayes: 5

Nays: 0

**D. Update regarding the properties at 103 and 105 West Santa Fe**

Councilmember Curtis made the motion for City Clerk Atchison to pay up to \$25,622.61 by Friday, April 25<sup>th</sup> to the Osage County Treasurer for the back taxes on the properties and for Attorney Godderz to contact Ford Motor Credit regarding the lien. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

## **8. New Business**

### **A. Consider the motion to appoint Sally Crook as a Library Trustee – Brandi Shaffer - Librarian**

Councilmember Strohm made the motion to appoint Sally Crook as a Library Trustee. Councilmember Middleton seconded the motion.

Vote: Ayes: 5

Nays: 0

### **B. Utility Rate Review – Greg Wright and El Marie Kauffman - PPM**

Greg Wright and El Marie Kauffman reviewed the Electric, Water, Sewer, and Trash Rate increases needed for these utilities. Copies of the new Ordinances will be sent to City Clerk Atchison to forward to Attorney Godderz for review at the next meeting. The Gas rate will be reviewed at a later meeting.

### **C. Consider the motion to waive the utility deposit for all utilities at 106 West Santa Fe – Sam and David Garrison and Robin and Brett Ridgeway**

Councilmember Love made the motion to waive the deposits for all utilities at 106 West Santa Fe. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

### **D. Consider the motion to sponsor the USD 454 students in the Osage County Herald Chronicle**

Councilmember Curtis made the motion to sponsor the seniors who were not sponsored in the Osage County Herald/Chronicle. Councilmember Middleton seconded the motion.

Vote: Ayes: 5

Nays: 0

### **E. Discussion regarding the need to change contractor requirements for demolition**

No action taken

### **F. Consider the motion to approve refilling the flower baskets for \$900.00 and the maintenance fee of \$2000.00 to Osage Hardware for flower baskets on Santa Fe.**

Councilmember Strohm made the motion to only do the refill of the flower baskets for \$900.00 and for the City Crew to be responsible for watering the baskets 3 times a week, and for the basket maintenance. Councilmember Curtis seconded the motion.

Vote: Ayes: 5

Nays: 0

### **G. Discussion regarding the Osage City Area Community Foundation Grant for a sound system on Santa Fe**

City Clerk Atchison advised the total cost of the Sound System with software will be \$1580.00. We received a grant of \$1000 from the Osage City Area Community Foundation, \$100 from Fred Diver, and \$500.00 from the Burlingame Chamber of Commerce/Max Provost and family donation.

Councilmember Strohm made the motion to move forward with the sound system to be installed at City Hall. Councilmember Middleton seconded the motion

Vote: Ayes: 5

Nays: 0

**H. Discussion regarding changes to Ordinance # 2215 regarding the sidewalks on Santa Fe**

Nikki Manbeck discussed with the Council the need to fix the language in this ordinance to follow the current state laws regarding the hours to be from 6 am to 2 am and to change the ordinance to allow for a beer garden to be installed in front of the property at 106 West Santa Fe.

Councilmember Love made the motion for Attorney Godderz to draft an amendment to Ordinance #2215 to allow for the current state laws to be applied and for the construction of a beer garden. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

**I. Consider the motion to approve Mayor Mullinix to sign the CDBG Grant Agreement for the Community Block Development Grant for 103 East Santa Fe – Brett Waggoner – GAS**

Councilmember Love made the motion to approve Mayor Mullinix to sign the CDBG Grant Agreement for the Community Block Development Grant at 103 East Santa Fe. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

**9. Executive Session**

**A. Five-minute Executive session for discussion of non-elected personnel**

Councilmember Burns made the motion to enter a five-minute executive session at 9:31 pm for the discussion of non-elected personnel. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

The council returned at 9:36 pm with no action taken.

**10. Staff Reports**

**A. Police Chief Baker**

- Discussed the T-Ball Field repairs with the help of Zak Amos and Les Holman.
- Community Service hours for a student will be cleaning and repainting all playground equipment at Jones Park and work at the T-ball field.
- Casey's is now closing 5 minutes early at 9:55 pm.
- Happy Birthday Mayor Mullinix

**B. City Superintendent Holman**

- Both leaks have been fixed
- Happy Birthday Mayor

**C. City Clerk Atchison**

- Discussed that the Gas Surveys had an error, and Paradigm will be resending
- Town Clean-up will be pushed to a later date than May 3<sup>rd</sup>.
- Big Boar Cycles will be hosting their 15<sup>th</sup> Anniversary on May 3<sup>rd</sup>.
- Happy Birthday Mayor Mullinix

**11. Attorney Reports** – no report

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

A. Councilmember Curtis

- Discussed the repairs needed in the bank alley

B. Councilmember Strohm

- Gazebo at Sumner Park needs repaired

C. Councilmember Middleton

- Asked about the schedule for road repairs this summer

D. Councilmember Love

- Tell Kyle & Joe thank you for the security light

E. Councilmember Burns – Nothing to report

F. Mayor Mullinix - Nothing to report

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 9:47 pm  
Councilmember Burns made the motion to adjourn the Council Meeting at 9:47 pm. Councilmember Middleton 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 before the meeting to arrange necessary accommodations.

Next Ordinance 2538

Next Charter Ordinance #18

Next Resolution # 454