



**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 – P  
Councilmember, Kathy Love - P  
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 - A

Meeting previously scheduled for May 6, 2024 was moved to May 7<sup>th</sup> due to weather.

Held: **May 7, 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, was Officer Terry Ralston, Officer Chris Ericson, Ray Burns, Brandi Shaffer – Library Director, Kyle McCawley – Waters Edge, and Brett Waggoner – Government Assistance Services

**b. Additions or Deletions to Agenda –**

Correction – Item 7e needs to have the date corrected from May 20,2023 to May 20,2024

*Additions – 7f. Consider motion to approve Resolution #443 for 403 South Delaware*

#### *8h. Discussion on 2024 Street Project*

c. *Approval of Agenda.*

*Councilmember Curtis made the motion to approve the agenda with correction and additions. Councilmember Strohm 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 April 15, 2024 .**

Councilmember Curtis made the motion to approve the minutes from April 15, 2024 with correction to 7e to be the amount of \$750 and for Sheila Curtis being the person who seconded the motion. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

## 5. CONSENT AGENDA

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

Councilmember Curtis made the motion to approve the bills to be paid from April 15, 2024. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

## **6. CORRESPONDENCE TO COUNCIL**

a. KCC Pipeline Inspection Letter

## **7. Unfinished Business**

### **a. Pool Updates**

Kyle McCawley from Waters Edge and Brett Waggoner from Governmental Assistance Services discussed the bidding process and timeline to accept bids for the work to be done on the pool. Councilmember Curtis made the motion to accept the bidding process with the updated change of dates for the bids. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

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

City Clerk Atchison advised the council the city received \$1457.88 from county. Of that amount, \$343.94 is for the Library and the other \$1113.94 is for the General Fund.

### **c. Discussion regarding Ordinance Codification**

Councilmember Burns made the motion to table this item until July 15, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

### **d. Code Enforcement Update – Building Inspector Welch**

City Clerk Atchison discussed the spreadsheet being used to update the extensions and code enforcement progress. Mayor Mullinix asked if the building inspector would inspect the home across from the Bus Barn. Councilmember Curtis asked if something could be done about door on Mike Parker's building. Councilmember Curtis made the motion to send a letter to 139 West Lincoln as to the work that is needing to be completed and homeowner must appear and ask for extension if needed. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

### **e. Consider motion to approve Public Hearing to be published in Osage County Chronicle and for the Public Hearing to be on June 17, 2024.**

Councilmember Strohm made the motion to approve the Public Hearing Notice. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

### **f. Consider motion to approve Resolution #443 for 403 South Delaware**

Councilmember Strohm made the motion to table this item until 5/20 meeting. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

## **8. New Business**

### **a. Consider motion to approve Linda Ullery as a new Library Board Trustee**

Councilmember Burns made the motion to appoint Linda Ullery as the new Library Board Trustee. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

### **b. Discussion on railroad property**

Councilmember Strohm discussed the possibility of Electricom purchasing two acres of the railroad property. Attorney Godderz will research and advise at the next meeting.

### **c. Consider motion to approve invoice to Western Consultants for \$2600 to come from Jones money, invoice to Western Consultants for \$5600 from ARPA money, and invoice for \$3100 to come from \$960 (balance of ARPA) and \$2140 from Jones Pool money.**

Councilmember Burns made the motion to pay the bills as presented above. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

d. Consider motion to have Strategic Planning Meeting on 5/21/24 at 7 pm as a Special Meeting.

Councilmember Love made the motion to move the Strategic Planning Meeting to June 4, 2024 at 7 pm and have as a Special Meeting. Councilmember Burns seconded the motion.

Vote: Ayes: 5 Nays: 0

e. Consider motion to have the first Business Enhancement Meeting on May 29, 2024 at 7 pm.

Councilmember Burns made the motion to have the Business Enhancement Meeting on May 29, 2024 at 7 pm. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

f. Consider motion to approve City Clerk Atchison to send to County Clerk/Treasurer to add to the tax amount due for the property at 108 East Lincoln the amount of \$4571.88 for unpaid demolition fees.

Councilmember Curtis made the motion to approve the tax assessment as outlined above, Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

g. Consider motion to approve ad for Burlingame Rodeo Days in Osage Count Chronicle for \$36.80

Councilmember Curtis made the motion to approve ad for Burlingame Rodeo Days. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

h. Discussion on 2024 Street Project

Councilmember Burns made the motion to approve the chip seal project with Apac for \$112,410.78. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**9. Executive Session**

a. Fifteen Minute Executive Session for Attorney Client Discussion with Attorney Godderz and City Clerk Atchison

Councilmember Burns made the motion to go to Executive Session at 7:55 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

Council returned at 8:10 pm with no action taken

**10. Staff Reports**

a. Police Chief Baker

- Discussed new hires of Josiah Shultz as Animal Control and Felix Nunez as Part Time Officer
- Discussed the dog issue on Sunday.

b. City Superintendent Holman

- Discussed the big bucket truck repairs needed, Total cost for repair is 21,125.39 with Altec Councilmember Strohm made the motion to move forward with the repairs and for the money to come from Equipment Reserve Fund. Councilmember Middleton seconded the motion.

▪ Vote: Ayes: 5 Nays: 0

- Discussed the Spill Prevention Program for Power Plant that needs to be done every five years. Need to add to the 2024 Budget
- Discussed the award Kyle Bond received at the KMU Conference

c. City Clerk Atchison

- Reviewed the Council's annual payment and attendance. Mayor Mullinix had perfect attendance
- She will be attending the KOMA/KORA meeting on May 13 at the Lyndon Courthouse.
- Reviewed Chamber of Commerce Scholarship essay from Savannah Short.

**11. Attorney Reports – nothing to report**

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

- a. Councilmember Curtis – Nothing to report
- b. Councilmember Strohm – Nothing to report
- c. Councilmember Middleton -- Nothing to report
- d. Councilmember Love – City crew is doing a great job
- e. Councilmember Burns – Asked if we knew when Kelly Atchison was wanting to paint light poles. Answer as after Rodeo Days.
- f. Mayor Mullinix – The flowers will be up next week on Santa Fe.

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:25 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:25pm. Councilmember Love 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 # 443