



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

## MINUTES

Mayor, Michelle Mullinx	<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 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, March 3, 2025 at 7:00 pm

Location: **Burlingame City Hall, Council Chambers**

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

**A. Roll Call** - See above. Also, in attendance were Ray Burns, Officer Layton Dougherty, Carolyn Strohm – Planning & Zoning and Tree Board, Jim Masters, Kelly Atchison – Burlingame Chamber of Commerce, Sean Gordon – Auditor, David Garrison – Code Enforcement, John Craft – Plan & Zoning and Chris Dubois – Tree Board

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

### *Additions to the agenda:*

## *New Business*

- *9H Consider the motion to reappoint Patty Atchison and Chris Dubois to the Tree Board*
- *9I Discussion regarding the Bridge Project Water Line Relocation – City Superintendent Holman*
- *9J Consider the motion to approve KDHE to conduct an Environmental Investigation at 201 East Santa Fe*
- *9K Consider the motion to allow City Clerk Atchison to attend “The Agritourism Advantage” mastering customer service and marketing training on March 10, 2025. The total cost would be \$15.00 for event registration and mileage.*

**C. Approval of Agenda.**

*Councilmember Burns motioned to approve the agenda with the additions to New Business. Councilmember Middleton 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 February 19, 2025**

Councilmember Curtis made the motion to approve the regular meeting minutes for February 19, 2025.

Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

## 5. CONSENT AGENDA

**A. Approval of bills presented to be paid for March 3, 2025**

Councilmember Strohm questioned the invoice for Foley Industries, Hickman Environmental Services, and Councilmember Strohm questioned the invoices for Water's Edge and Western Consultants. City Superintendent Holman and City Clerk Atchison answered the questions about the invoices. Councilmember Curtis made the motion to approve the bills for payment. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

**6. 2024 Audit Presentation – Sean Gordon, CPA**

Sean Gordon, CPA discussed the 2024 Audit. He thanked City Clerk Atchison and the Team for their ability to provide requested documentation and information to the audit team promptly. He said in their review of the credit card payments, there were times when sales tax was paid in error. Need to be mindful of not paying the sales tax. The gas fund showed as being negative at the end of the year. This is a violation of K.S.A. 10-1113. City Superintendent Holman advised he has fixed the issue with the transportation costs in the gas fund and it will not be negative in the future and the lost revenue will be recovered. He commended City Clerk Atchison and Council on their record keeping.

Councilmember Love made the motion to approve the 2024 Audit. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

## 7. CORRESPONDENCE TO COUNCIL

- A. Pittsburgh Land Bank*
- B. Proposed Osage County Comprehensive Plan Update*
- C. Osage County-wide MIH Grant – The city did not receive this grant*
- D. Safe Streets Grant Update*
- E. Maturing Certificate No. 51550. Mayor Mullinix asked City Clerk Atchison to check to see if we can get a higher interest rate for a 12 or 24-month period.*

## 8. Unfinished Business

### **A. Code Enforcement**

## **1. Discussion regarding the property at 220 East Hall (Baker)**

Councilmember Strohm made the motion to table this item at the meeting on 3/17/25 to allow time for Trever and Chelsey Line to finish cleaning up the property. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

## 2. Discussion regarding the property at 212 East Hall (Baker)

Police Chief Baker advised he will be mailing a letter on 3/4/25 along with a letter to the property at 514 South Peoria (Helen Mundy).

### **3. Discussion regarding a property at 403 South Delaware (Welch)**

After a much-heated discussion, Councilmember Burns made the motion to table this item to the next meeting and to request Mr. Masters and Building Inspector Welch to appear at the next meeting for a discussion. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

#### **4. Discussion regarding the property at 620 South Topeka (Welch)**

Councilmember Burns made the motion to table this item at the meeting on 03/17/2025 and requested Building Inspector Welch to be present for discussion. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**5. Consider the motion to approve Resolution 452 to abate the vehicle nuisance on the property located at 213 East Santa Fe.**

Councilmember Strohm made the motion to approve Resolution #452 to abate the vehicle nuisance on the property located at 213 East Santa Fe. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**6. Consider the motion to approve the Resolution for the storage container at 315 North Kansas.**

Planning and Zoning Chairman Carolyn Strohm discussed her frustrations at the council wanting to pass this resolution without approved minutes from the Planning & Zoning Commission and she feels a meeting is needed with the Planning and Zoning to discuss the expectations from the group.

Councilmember Strohm made the motion to host a special meeting at 6:30 pm on 3/17/25 before the Council Meeting with the Planning and Zoning Commission. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

Councilmember Burns made the motion to table this item to 3/17/2025. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

## ***B. Pool Updates***

**1. Discussion on pool updates** – City Superintendent Holman advised the work is being done even in cold temperatures. The walls are almost done. Anticipate completion by the end of the week.

## 9. New Business

**A. Consider the motion to close the West end of Santa Fe for Rodeo Days Activities, approve a parade at 4:00 pm with the lineup to be at the USD 454 parking lot, permission to host Mud Volleyball Tournament at Sumner Park and a Corn Hole Tournament on cement slab in front of the Schuyler Museum – Kelly Atchison Chamber of Commerce President.**

Councilmember Burns made the motion to approve the Chamber of Commerce's request. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

**B. Consider the motion to approve the purchase of a new patrol vehicle with \$30,000 coming from the Equipment Reserve Fund PD and the balance to come from the Infrastructure Fund.**

Councilmember Burns made the motion to table this item until City Clerk Atchison has time to discuss with Auditor Sean Gordon and for Police Chief Baker to check on the cost of a vehicle with the Highway Patrol Department. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

**C. Consider the motion to approve the purchase of a Laser X801 mower for \$13,599.00 out of the General Fund Park Division.**

Councilmember Strohm made the motion to purchase the mower and for the employee to purchase of the old mower for \$3500 and for future sales of equipment to be by bids and publicized. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**D. Consider the motion to allow Les Holman, Tarrah Hackler, Mark Ferrel, Anne Baer, and Carolyn Strohm to attend the Tree City USA Tour and recognition on Thursday, March 13, and Friday, March 14<sup>th</sup> in Lawrence, S for the cost of \$40 per person for a total of \$200 to come out of the Tree Board Fund.**

Councilmember Burns made the motion. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**E. Consider the motion to approve the purchase of paint for the town clean-up day on April 23 to paint the short black light poles in addition to the curbs**

Councilmember Strohm made the motion to have City Superintendent Holman purchase the black paint. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

**F. Consider the motion to approve April 23, 2025 as Arbor Day and for Mayor Mullinix to sign the proclamation.**

Councilmember Strohm made the motion. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

G. Permission for the Tree Board to host Arbor Day in conjunction with the Town Cleanup Day on April 23 at 1:00 pm and for the Tree Board to purchase prizes, flowers, and student activities for up to \$500 for the day.

Councilmember Strohm made the motion to approve the purchases up to \$500. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

**H. Consider the motion to reappoint Patty Atchison and Chris Dubois to the Tree Board.**

Councilmember Love made the motion to reappoint Patty Atchison and Chris Dubois. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

## I. Discussion regarding the Bridge Project Water Line Relocation – City Superintendent Holman

Councilmember Burns made the motion to approve the Bridge Project Water Line Relocation. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

**J. Consider the motion to approve KDHE to conduct an environmental investigation at 201 East Santa Fe.**

Councilmember Curtis made the motion to approve the KDHE Environmental Investigation and to ask them if they would review the property across the street at the same time. Councilmember Burns seconded the motion.

Vote: Ayes: 5 Nays: 0

**K. Consider the motion to allow City Clerk Atchison to attend “The Agritourism Advantage” mastering customer service and marketing training on March 10, 2025, for the cost of \$15.00 registration and mileage.**

Councilmember Strohm made the motion to allow City Clerk Atchison to attend the conference.

Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

## 10. Executive Session

**A. Five-minute executive session for Attorney-Client discussion with City Superintendent Holman and City Clerk Atchison.**

Councilmember Burns made the motion to enter a Five-minute executive session for Attorney-Client discussion at 8:08 pm. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

The council returned at 8:13 pm with no action taken.

Councilmember Burns made the motion to enter a ten-minute executive session for Attorney-Client discussion at 8:13 pm. Councilmember Strohm seconded the motion.

Vote: Ayes: 5      Nays: 0

The council returned at 8:23 pm with no action taken.

Councilmember Burns made the motion to enter a ten-minute executive session for Attorney-Client discussion at 8:23 pm. Councilmember Strohm seconded the motion.

Vote: Ayes: 5      Nays: 0

The council returned at 8:33 pm with no action taken.

## **11. Staff Reports**

A. Police Chief Baker

- Discussed car repairs
- Thanked his employees for stepping up when he took time off due to death in family.

B. Public Works Department – nothing to report

C. City Clerk Atchison – nothing to report

## **11. Attorney Reports – no report**

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

A. Councilmember Curtis

- Discussed the trash in the fence and the tires on the property at 403 South Delaware. Advised the property is not in compliance
- Asked if the mural picture will be displayed at City Hall. Councilmember Middleton made the motion to have City Superintendent Holman decide where to hang the picture. Councilmember Love seconded the motion.

Vote: Ayes: 5      Nays: 0

B. Councilmember Strohm

- Thanked City Clerk Atchison for working on ordinance codification.

C. Councilmember Middleton – nothing to report

D. Councilmember Love – nothing to report

E. Councilmember Burns

- Discussed her dissatisfaction with the current website and how frustrating it is to try to review an ordinance

F. Mayor Mullinix - nothing to report

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:45 pm  
Councilmember Burns made the motion to adjourn the Council Meeting at 8:45 pm. Councilmember Strohm 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 2537

Next Charter Ordinance #18

Next Resolution # 452