



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

# MINUTES

Mayor, Michelle Mullinx – P  
Councilmember, Kenna Burns - A  
Councilmember, James Strohm – P  
Councilmember, Sheila Curtis – P  
Councilmember, Kathy Love - P  
Councilmember, Amanda Kohlman- NA

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

**Held: April 1, 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 Bobby Zirkle, LaDonna Lee, Nora Mae Masters, Austin Masters, Pam Masters, Erica Wyatt, Chris Dubois, Roger Brazier, David Roney, Michelle Rickel, Colleen Mendoza – Osage County Economic , Quintin Robert - Business Consultant, Rodney Dorsey, Danny Beauclair, Stacie Padgett, Donald Bailey, Layton Dougherty and Terry Ralston

**b. Additions or Deletions to Agenda – Additions to the Agenda listed below**

8A. New Business Housing Assessment will be moved after item 5 Consent Agenda.

Add 7ba – Executive Session Attorney Client with Attorney Godderz and Chief Baker for ten minutes

#### **Add 8h. Motion to approve sponsoring USD 454 Seniors in Osage County Herald**

**c. Approval of Agenda.**

*Councilmember Curtis made the motion to approve the agenda with the additions as listed above. Councilmember Love seconded the motion.*

Vote: Ayes: 3 Nays: 0

## 2. Public Comments:

a Chris Dubois – Tree Board discussed his visit to the annual Tree City Conference. This is the 13<sup>th</sup> year for Burlingame as a Tree City. Arbor Day will be on 4/26/24 at noon at Sumner Park. Asked the council members to stop by city hall and judge the posters for the poster contest.

b. Don Bailey asked the council to refund him for the demolition of the property at 247 West Lincoln.

c. Dan Beauclair discussed his recent traffic ticket and presented a letter of intent to sue the city regarding the traffic citation. Mayor Mullinix advised if he would like to discuss this in further detail beyond the five minutes allotted for public comments he will have to ask to be on the next agenda.

### **3. PUBLIC HEARING** none

#### **4. APPROVAL OF MINUTES**

**a. Approval of Regular Meeting minutes from March 18, 2024.**

Councilmember Curtis made the motion to approve the minutes from March 18, 2024. Councilmember Strohm seconded the motion.

Vote: Ayes: 3 Nays: 0

## **5. CONSENT AGENDA**

### **a. Approval of bills presented to be paid for April 1, 2024**

Councilmember Curtis made the motion to approve the bills to be paid from April 1, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 3      Nays: 0

### **8a. Discussion regarding Burlingame Housing Assessment – Quintin Robert**

Quintin Robert, QRC discussed the recent housing assessment for the City of Burlingame. From the review, it appears the city needs to plan to demo at least two homes a year for the next ten years. We are also in need of 17 new homes to be constructed to meet the current housing needs. Our city population has decreased by 46 people in the last 10 years. The Median Income of \$43,895, Median Home Value of \$85,676 and price to income value of 1.95.

The price to income lower than 2.5 tend to indicate that new construction will be difficult to support. The low ratio may also indicate that homes are affordable due to insufficient demand and disinvestment.

The information provided in this Housing Assessment will be helpful in applying for grants.

Roger Brazier discussed his thoughts on the housing needs as well as thoughts to help with the funding of the process. David Roney discussed his concern on the chip plant and the housing needs in the community

Colleen Mendoza, Osage Co. Economic Development asked City Superintendent Holman if our infrastructure will support twenty new homes. The answer was “Yes”. She advised we must have a housing assessment within the past three years to use for grants.

## **6. CORRESPONDENCE TO COUNCIL**

- a. City Leaders Academy
- b. Governing Body Handbook
- c. Power Plant Compliance Report

## **7. Unfinished Business**

### **a. Pool Updates**

City Superintendent Holman advised the project is almost ready to go out for bids

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

City Clerk Atchison advised we received our distribution for March, and it was larger than last year so some of the short fall for January was received. However, we are about \$15,000 short from last year.

### **c. Code Enforcement Update – Rodney Dorsey property at 131 East Hall**

Councilmember Curtis made the motion for Mr. Dorsey to continue with the property cleanup and they will review again on 6/3/2024. Councilmember Love seconded the motion.

Vote: Ayes: 3      Nays: 0

### **d. Code Enforcement Update – Bobby Zirkle property at 406 West Seward**

Councilmember Curtis made the motion to give Mr. Zirkle until 7/1/2024 to have the property pass inspection. Councilmember Love seconded the motion.

Vote: Ayes: 3      Nays: 0

**e. Code Enforcement Update – Building Inspector Welch**

Councilmember Curtis made the motion to table this item to the next meeting Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

**f. Discussion regarding planters on Santa Fe**

Councilmember Love made the motion to approve the planters on Santa Fe at the cost of \$5080 with the maintenance agreement and for the money to come from the pool fund. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

**8. New Business**

**b. Discussion regarding the RHID Grant**

City Clerk Atchison reviewed the grant information and asked the council to review prior to the next meeting.

**c. Discussion regarding the Emergency Heal Grant available to revitalize downtown buildings.**

City Clerk Atchison advised there is a meeting on 4/2 in Osage City to discuss the grant. She plans to attend and invited anyone else who wanted to attend.

**d. Discussion regarding date and time for Strategic Planning Workshop in May**

Councilmember Love made the motion to have the strategic planning workshop on May 21, 2024 at 7:00 pm.

Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

**e. Consider motion to approve City Superintendent Holman to sign agreement with Kansas State Forest Service for the Community Hazard Tree Cost Share Program**

Councilmember Curtis made the motion to have City Superintendent Holman sign the agreement. Councilmember Strohm seconded the motion.

Vote: Ayes: 3 Nays: 0

**f. Consider motion to approve payment of \$3300 to Douglas County Criminal Justice for juvenile detention.**

Councilmember Strohm made the motion to approve payment of \$3300. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

**g. Consider motion to approve City Clerk Atchison to take an eight-week Grant Certification Program with Fort Hays State University for \$175.00**

Councilmember Strohm made the motion to approve City Clerk Atchison to take the eight-week training. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

**h. Consider motion to sponsor seniors from USD 454 in Osage County Herald.**

Councilmember Curtis made the motion to have newspaper send us an updated list on 4/15 of who is still needing sponsored and it will be reviewed at that meeting. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

**9. Executive Session**

**Ba. Ten Minute Executive Session Attorney Client discussion with Chief Baker and Attorney Godderz.**

Councilmember Curtis made the motion to enter executive session at 8:02 pm with Chief Baker and Attorney Godderz. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

Council returned at 8:12 pm with no action taken  
Councilmember Love made the motion to return to executive session for an additional ten minutes at 8:12 pm.  
Councilmember Strohm seconded the motion.

Vote: Ayes: 3 Nays: 0

Council returned at 8:22 pm with no action taken

## **10. Staff Reports**

- a. Building Inspector Welch – absent
- b. Police Chief Baker – Nothing to report
- b. City Superintendent Holman
  - Need to draft a resolution or ordinance to vacate Osage Street by Bailey and Burgess home  
Councilmember Strohm made the motion to have Attorney Godderz draft the ordinance. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

- c. City Clerk Atchison

- Budget Workshop in Topeka this year will be on 5/16/24. Patty and Michelle are attending. The cost is \$75 a person
  - Be sure to stop by City Hall and judge the posters for the Tree Board Poster Contest
  - Advised City Hall will be closed on 4/26 from noon to 3:00 pm to assist with Arbor Day activities

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

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

- a. Councilmember Curtis

- Discussed the need for a Business Committee. Volunteers for committee are Patty Atchison, Tricia Kline, Christi Droege, Sheila Curtis, Michelle Rickel, Erica Wyatt, Stacey Padgett, Michelle Mullinix, Kathy Love, and Kenna Burns.
    - Councilmember Curtis made the motion to form the Business Committee with Patty Atchison as the Chairman. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

- b. Councilmember Strohm

- Asked if we had received an answer back in-regards-to the property on Lincoln. Answer was NO
  - Asked where we were at with the Jones Park Sign. City Superintendent Holman advised he is working on the sign.

- c. Councilmember Love – nothing to report

- d. Mayor Mullinix –

- Reminded Department Heads all time sheets are due to city hall by 8am on the morning of payroll.

## **13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 9:16 pm

Councilmember Curtis made the motion to adjourn the Council Meeting at 9:16 pm. 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 Resolution # 441