



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

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## MINUTES

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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

Held: **October 7, 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 Officer Layton Dougherty and Terry Ralston, Utility Clerk Amy Quaney, Richard and Kathy Waters, Jon & Brandi Shaffer, and Ray Burns.

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

*Deletions:*

*New Business F Discussion on City Hall Cell Phones*  
*H. Discussion on Gas Rate*

*Additions:*

*Executive Session 9A. Fifteen Minute Executive Session Attorney Client for Financial Reasons with Attorney Godderz, Carolyn Strohm, City Clerk Atchison, and City Superintendent Holman*

*Executive Session 9B. Fifteen Minute Executive Session non-elected personnel with City Superintendent Holman*

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

*Councilmember Burns moved to approve the agenda with the additions and deletions indicated above. 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 September 16, 2024.**

*Councilmember Love approved the minutes from September 16, 2024. Councilmember Curtis seconded the motion.*

*Vote: Ayes: 5 Nays: 0*

### **5. CONSENT AGENDA**

#### **a. Approval of bills presented to be paid for October 7, 2024**

*Councilmember Curtis moved to approve the bills paid for October 7, 2024. Councilmember Love seconded the motion.*

*Vote: Ayes: 5 Nays: 0*



9. Discussion regarding property at 912 South Oak

Councilmember Burns made the motion to have a letter sent requesting the tenant to appear at the next meeting. Councilmember Curtis seconded the motion.

Vote: Ayes: 5      Nays: 0

10. Discussion regarding a property at 403 South Delaware

Councilmember Strohm made the motion to have the property owner come to the next meeting to provide an update. Councilmember Curtis seconded the motion.

Vote: Ayes: 5      Nays: 0

11. Discussion regarding the Health and Environment Code at 115 North Topeka

Councilmember Burns made the motion to allow them until 12/16/24 to have the property abated. Councilmember Love seconded the motion.

Vote: Ayes: 5      Nays: 0

12. Discussion regarding a property at 315 North Kansas

Councilmember Love made the motion to allow until 01/06/2025 to have the property abated. Councilmember Middleton seconded the motion.

Vote: Ayes: 5      Nays: 0

13. Discussion regarding a property at 312 North Kansas

Councilmember Burns made the motion to have a summons to appear at the next meeting. Councilmember Love seconded the motion.

Vote: Ayes: 5      Nays: 0

**8. New Business**

A. Discussion regarding the property at 119 West Santa Fe – Mayor Mullinix

Brandi and Jon Shaffer discussed their dissatisfaction with this item being on the agenda. Felt they should have been talked to prior to being an agenda item. Advised the council they had talked to Troy Gray about opening his pet food business at this location until his other building has been remodeled. No action taken on this item.

B. Consider the motion to approve Resolution #445 to hold a hearing on the Condemnation of property at 327 West Hall

Councilmember Strohm made the motion to approve Resolution # 445 to hold a hearing on the condemnation of the property at 327 West Hall. Councilmember Curtis seconded the motion.

Vote: Ayes: 5      Nays: 0

C. Consider a motion to approve Ordinance No. 2533 setting the trash rates with Waste Management as per 2024 Amendment B

Councilmember Middleton made the motion to approve Ordinance No. 2533 setting the trash rates. Councilmember Love seconded the motion.

Vote: Ayes: 5      Nays: 0

D. Consider a motion to approve payment of \$1185.00 to MuniCom, LLC for Bond Refinancing Report.

Councilmember Curtis made the motion to approve payment of \$1185.00 to Municom, LLC. Councilmember Love seconded the motion.

Vote: Ayes: 5      Nays: 0

E. Discussion regarding Cities and Counties payment of proceeds of fire insurance – Councilmember Strohm.

Councilmember Strohm explained if there is a fire to a structure causing more than 75% damage, part of the Insurance proceeds remains with the city.

#### *F. Discussion on City Hall phones- City Superintendent Holman*

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*Item removed from the agenda.*

#### *G. Discussion on Kwikom permit – City Superintendent Holman*

The council reviewed the copies for the route between Osage and Burlingame. No action taken on this item.

## H. Discussion on Gas Rate – City Superintendent Holman

**Item removed from the agenda.**

I. Consider the motion to approve City of Burlingame hosting the Mayor Summit Meeting on 1/23/25 at 6 pm with Burlingame providing the meals (up to \$500 from the General Fund).

Councilmember Burns made the motion to host the Mayor Summit on 1/23/25 at 6 pm and to spend up to \$500 from the General Fund for the meal. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

J. Consider the motion to approve payment of the Discretionary Bonus to be paid on 12/1/24 for a total amount of \$7150.00

Councilmember Love made the motion to approve payment of the Discretionary Bonus to be paid on 12/1/24 in the amount of \$7150.00. Councilmember Strohm seconded the motion.

Vote: Ayes: 5 Nays: 0

K. Consider the motion to approve payment of the Christmas Bonus to be paid in December for \$100 for Part-time employees and \$200 for full-time employees.

Councilmember Strohm made the motion to approve payment of the Christmas Bonus to be paid in December for \$100 for part-time employees and \$200 for full-time employees. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

L. Consider motion to approve sponsorship for National 4H Week in Osage County Herald/Chronicle for \$36,80

Councilmember Curtis made the motion to approve the National 4H Week ad for \$36.80. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

M. Consider the motion to approve the 2025 Public Awareness Program Proposal with Paradigm for \$975.00

Councilmember Strohm made the motion to do the 2025 Spring Public Awareness Program with Paradigm for \$975.00. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

N. Consider motion to approve Michelle Mullinix as Voting Delegate and Kenna Burns as the alternate Voting Delegate for KCamp.

Councilmember Love made the motion to approve Michelle Mullinix as the voting delegate and Kenna Burns as the alternate.

Vote: Ayes: 5 Nays: 0

## **9. Executive Session**

### **A. Fifteen Minute Executive Session Attorney Client for financial reasons with Carolyn Strohm, City Clerk Atchison, Attorney Godderz, and City Superintendent Holman.**

Item was added and then removed from the agenda.

### **B. Fifteen Minute Executive Session non-elected personnel with City Superintendent Holman.**

Councilmember Burns made the motion to enter the executive session at 8:00 pm. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

The council returned at 8:15 pm with no action taken.

## **Staff Reports**

### **a. City Superintendent Holman**

- City passed the PCB Compliance Audit
- KCC Inspection was completed. There are a few minor issues to be corrected
- Just a heads up, winter is predicting to have a bunch of snow

### **b. City Clerk Atchison**

- Trunk for Treat will be on 10/27 at 6 pm
- School will be going around businesses on 10/31 at 1:30 to Trick or Treat

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

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

### **a. Councilmember Curtis**

- City Clerk Atchison had talked briefly to Kim Bomberger and she had advised the planters are not large enough. Nothing else has been done.

### **b. Councilmember Strohm – Nothing to report**

### **c. Councilmember Middleton – Nothing to report**

### **d. Councilmember Love – Noting to report**

### **e. Councilmember Burns - Nothing to report**

### **f. Mayor Mullinix**

- Asked the Council if they wanted to have Colton Hallgren store the planters or did, they want to put an arrangement up for the holidays. The answer was to store the planters.

## **13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:20 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:20 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 before the meeting to arrange necessary accommodations.

Next Ordinance 2534

Next Charter Ordinance #18

Next Resolution # 446