



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

City Attorney, Rick Godderz - A  
City Clerk, Patty Atchison - P  
City Superintendent, Les Holman- P  
Police Chief, Mathew Baker -P  
Building inspector – Jim Welch - P

**Held: January 15, 2024 @ 7:00 pm  
Location: Burlingame City Hall, Council Chambers**

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

- a. Roll Call
- b. Additions or Deletions to Agenda
  - Table item 8D. Discussion regarding Code Enforcement to the next meeting
  - Amend items 9a to 9d to be only five minutes for Executive Sessions for Non-elected personnel for employee reviews.
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- c. Approval of Agenda.

*Councilmember Burns made the motion to approve the agenda with the corrections as outlined above. Councilmember Curtis seconded the motion.*

Vote: Ayes: 4 Nays: 0

## **2. Public Comments** none

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

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

a. Approval of Regular Meeting minutes from January 2, 2024.

Councilmember Kohlman made the motion to approve the minutes from January 2, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

## **5. CONSENT AGENDA**

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

Councilmember Kohlman made the motion to approve the bills to be paid from January 15, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

## **6. CORRESPONDENCE TO COUNCIL**

a. KMGA Amortization schedule

## **7. Unfinished Business**

### **a. Consider motion to set a date for Grand Opening of Disc Golf Course**

Councilmember Strohm discussed his concerns regarding junk vehicle at Jones Park that needs to be removed before he will approve a date being set. Councilmember Burns made the motion to set the Grand Opening Date for the disc Golf Course to be March 16, 2024 and for Chief Baker to get with the Osage County Disc Golf League to schedule a tournament. Councilmember Kohlman seconded the motion.

Vote: Ayes: 3 Nays: 1 (Strohm)

## **8. New Business**

### **a. Consider motion to approve bid for keyless entry at City Hall**

Councilmember Burns made the motion to table this item until 3/4/24 meeting to allow more time to secure additional bids. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **b. Discussion regarding the emailing of invoices**

City Clerk Atchison reviewed the cost to mail invoices in December to the cost for mailing January. The savings is \$71.11. As more people sign up for the emailing of their invoices and the cost of postage increases, the savings will be greater.

### **c. Consider motion to approve Resolution #439 GAAP Wavier**

Councilmember Burns made the motion to approve Resolution #439 GAAP Wavier. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **d. Discussion regarding Code Enforcement – Councilmember Strohm**

item tabled until 2/5/24 meeting

## **9. Executive Session**

### **a. Five Minute Executive Session for non-elected personnel for Employee Review with Power Plant Superintendent Gerald Britschge**

Councilmember Burns made the motion to enter executive session at 7:27 pm for non-elected personnel for employee reviews with Power Plant Superintendent Britschge. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:32 pm with no action taken.

### **b. Five Minute Executive Session for non-elected personnel for Employee Review with City Clerk Atchison**

Councilmember Burns made the motion to enter executive session at 7:32 pm with City Clerk Atchison for non-elected personnel for employee reviews with City Clerk Atchison. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:37 pm with no action taken.

### **c. Five Minute Executive Session for non-elected personnel for Employee Reviews with Police Chief Baker**

Councilmember Burns made the motion to enter executive session with Police Chief Baker at 7:38 pm for non-elected personnel for employee reviews. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:43 pm with no action taken

**d. Five Minute Executive Session for non-elected personnel for Employee Reviews with City Superintendent Holman.**

Councilmember Burns made the motion to enter executive session with City Superintendent Holman at 7:44 pm for non-elected personnel for employee reviews. Councilmember Love seconded the motion.

Vote: Ayes: 4      Nays: 0

Council returned at 7:49 pm with no action taken

Councilmember Burns made the motion to give all departments a cost of living raise of 3.2 percent and to give City Clerk Atchison a 3.2 percent Cost of Living plus a 4 percent merit raise and Utility Clerk Atchison a 3.2 percent Cost of Living and a 3 percent Merit Raise to be effective next payroll. Councilmember Love seconded the motion.

Vote: Ayes: 4      Nays: 0

**10. Staff Reports**

a. Building Inspector Welch

- Discussed the 2021 Codes and the information he gave to Attorney Godderz to draft ordinances for meeting on 2/5/24
- He will start looking at list of properties and his budget for 2024
- Mayor Mullinix asked who was responsible to mow the property at 108 East Lincoln. The answer was the property owner. If the city must mow the property, cost will be assessed to the taxes.
- The first Zoning and Planning Meeting will be on 01/25/24 at 7:00 pm

b. Police Chief Baker

- Advised Part Time Officer Jackie Beatty has submitted her letter of resignation

b. City Superintendent Holman

- Discussed last week's power outage
- Advised he hired Tim Love at \$100 an hour to assist with the snow removal
- The City of Burlingame aided the Burlingame Township to help clean some of the bus route on Friday
- Osage County has declared local emergency for the County
  - Mayor Mullinix asked City Clerk Atchison to see if the city needs to declare emergency with the storm

c. City Clerk Atchison

- Discussed the internet outage and power issues with the ice on Kwikom's equipment
- Also discussed the issues with the power outage that caused damages to the server. IT Sam Nasser resolved issue Thursday night after hours
- Reviewed the Mayor Summit invite for the next meeting to be held on 2/19/24 in Osage City. Those attending will be City Clerk Atchison, Mayor Mullinix, Kathy Love and Kenna Burns

**11. Attorney Reports -** none

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

- Councilmember Strohm – Nothing to report
- Councilmember Kohlman – Nothing to report
- Councilmember Love – Thanked the City Employees for their work
- Councilmember Burns
  - Discussed the business incubator idea that she seen in Guthrie, Oklahoma. She will bring information to the next council to share.
- Mayor Mullinix – Discussed the issues she had with Answer Topeka .

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:10 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:10 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4      Nays: 0

Submitted by: \_\_\_\_\_

Patty Atchison, City Clerk

Date: \_\_\_\_\_

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 2518

Next Charter Ordinance #18

Next Resolution # 440