



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

---

## **MINUTES**

---

Mayor, Michelle Mullinix – P  
Councilmember, Kenna Burns - P  
Councilmember, James Strohm – A  
Councilmember, Sheila Curtis – P  
Councilmember, Kathy Love - P  
Councilmember, Amanda Kohlman – 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: **February 20, 2024 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

**1. CALL TO ORDER BY Mayor Michelle Mullinix**

a. Roll Call - See above. In addition, Karen Smart, Kevin Moon, Greg Wright – Priority Power Management, and Ray Burns

b. Additions or Deletions to Agenda – Removed item 8EDiscussion regarding Code and Commercial Businesses – Councilmember Burns

c. Approval of Agenda.  
Councilmember Burns made the motion to approve the agenda. Councilmember Love seconded the motion.

Vote: Ayes: 4                    Nays: 0

**2. Public Comments:**

Karen Smart with the Burlingame Library Board discussed some of the new library activities, rental equipment, and summer reading program. She encouraged everyone to go to the library.

**3. PUBLIC HEARING** none

**4. APPROVAL OF MINUTES**

a. Approval of Regular Meeting minutes from February 5, 2024.  
Councilmember Curtis made the motion to approve the minutes from February 5, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 4                    Nays: 0

**5. CONSENT AGENDA**

a. Approval of bills presented to be paid for February 20, 2024  
Councilmember Curtis made the motion to approve the bills to be paid from February 20, 2024. Councilmember Love seconded the motion.

Vote: Ayes: 4                    Nays: 0

**6. CORRESPONDENCE TO COUNCIL**

a. Osage County 2024 Grant Overview

## **7. Unfinished Business**

### **a. Discussion with Greg Wright from Priority Power regarding contract for rate review.**

Councilmember Curtis made the motion to approve Mayor Mullinix to sign the contract with Greg Wright from Priority Management to aid in rate review. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

### **b. Discussion regarding the grand opening of the Burlingame Community Disc Golf Course**

- Chief Baker advised the Freshman Class will be doing concessions at the event.
- Discs have been ordered from Dynamic Disc. They will be various colors.
- Signs are completed and will be installed this week at the course.
- The Ribbon Cutting will be at 9:30 am on March 16, 2024. Amanda Kohlman will get with City Clerk Atchison to confirm everyone who had sponsored a sign will have their sign at the course.

### **c. Pool Updates.**

- Survey is currently being reviewed by the County
- We should receive the completed drawing by end of this week and will have a legal description
- A different contractor approached City Superintendent Holman regarding the pool construction and his bid came in at about \$930,000.

### **d. Update regarding Tax Distribution from County Treasurer**

City Clerk Atchison advised the City received the December distribution. They are still waiting to receive the January distribution. City Superintendent Holman added the county hopes to get the January distribution to us by the end of this week.

### **e. Code Enforcement/Council Review**

Code Violations at the properties at 403 South Delaware and 139 West Lincoln were discussed.

Councilmember Curtis made the motion to have Jim Welch send the violation letters to both properties and for City Clerk Atchison to send pictures of the properties to the councilmembers.

Vote: Ayes: 4 Nays: 0

## **8. New Business**

### **a. Consider motion to approve Resolution #440 – 2023 Budget Transfers**

Councilmember Kohlman made the motion to approve the budget transfers except the one for \$10,000 for sewer.

Councilmember Love seconded the motion.

\$10,000	General to Equipment Reserves
\$30,000	Gas to General Fund
\$30,000	Solid Waste to General Fund
\$20,000	Water to General Fund
\$10,000	Sewer to General Fund (This one was not completed)
\$10,000	Water to Equipment Reserve
\$40,000	Gas to Equipment Reserve

Vote: Ayes: 4 Nays: 0

### **b. Consider motion to increase Joe Ryan's pay to \$25.00 per hour – City Superintendent Holman**

Councilmember Kohlman made the motion to increase Joe Ryan's pay to \$25.00 per hour as soon as we receive the tax distribution and to make it retroactive back to 2/18/24. Councilmember Love seconded the motion. .

Vote: Ayes: 4 Nays: 0

### **c. Consider motion to approve mural placement on outside of City Hall on the west wall – Councilmember Curtis**

Councilmember Love made the motion to approve the mural to be put on the west side of City Hall by the Santa Fe Group and for City Clerk Atchison to write a letter of support for the grant. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

d. Consider motion to approve Plumbing and Electric License for Jonathan Primm of JACO Mechanical

Councilmember Love made the motion to approve the Plumbing and Electric License for Jonathan Primm of JACO. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

e. Discussion regarding Code and Commercial Business – Councilmember Burns

item removed from the agenda

f. Discussion regarding the Codification of Ordinances and Online Access – City Clerk Atchison

City Clerk Atchison will email the various bids to the Councilmembers to review prior to the next meeting.

g. Discussion regarding US Post Office Mailbox Drop

Councilmember Curtis made the motion to have City Clerk Atchison write a letter of complaint to the various US Postal Services addresses. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

**9. Executive Session**

a. Fifteen Minute Executive Session for attorney client discussion with Attorney Godderz, City Clerk Atchison, and City Superintendent Holman

Councilmember Burns made the motion to go to executive session at 8:12 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:27 pm with no action taken.

**10. Staff Reports**

a. Police Chief Baker

- Narcotics Anonymous asked to use meeting room at City Hall

b. City Superintendent Holman – Nothing to report .

c. City Clerk Atchison

- Reviewed an account that was closed with Collection Bureau of Kansas and asked if the council wanted to write off. Attorney Godderz will check to see if there is an estate a claim can be filed towards.

**11. Attorney Reports -** none

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

a. Councilmember Curtis – Thanked the Council for the support of the Mural project

b. Councilmember Kohlman – Nothing to report

d. Councilmember Love

- Thanked Officer Baker for his research on properties out of code compliance

e. Councilmember Burns

- Her current position and employment will be ending at the end of the month. She will have free time to assist with various projects.

f. Mayor Mullinix –

- Asked City Superintendent Holman if he could treat Donnie Parker's bench due to signs of weathering.

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:35 pm

Councilmember Curtis made the motion to adjourn the Council Meeting at 8:35 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4 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 2518

Next Charter Ordinance #18

Next Resolution # 441