



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

MINUTES

Mayor, Michelle Mullinix – P
Councilmember, Kenna Burns - P
Councilmember, Travis Middleton – P
Councilmember, Sheila Curtis – P
Councilmember, Kathy Love - A
Councilmember, Amanda Kohlman– P

City Attorney, Rick Godderz – P
Utility Clerk, Amy Quaney - P
City Superintendent, Les Holman- P
Police Officer, Mathew Baker - P
Building inspector – Jim Welch - P

Held: **February 6, 2023 @ 7:00 pm**
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Michelle Mullinix

a. Roll Call – See above.

Colter Robinson – Osage County Herald, Gerald Britschge – Power Plant Superintendent and David Garrison

b. Additions or Deletions to Agenda – *No additions or deletions to the agenda.*

c. Approval of Agenda.

Councilmember Kohlman made the motion to approve the agenda. Councilmember Burns 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 16, 2023 and Special Meeting Minutes from January 23, 2023.

Councilmember Curtis made the motion to approve the minutes from January 16, 2023 and January 23, 2023.

Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

5. CONSENT AGENDA

a. Approval of bills presented to be paid for February 6, 2023

Councilmember Curtis made the motion to approve the bills to be paid from February 6, 2023. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

6. CORRESPONDENCE TO COUNCIL

a. *Lumen Service Contract*

b. *Notice of New Opioid Settlements*

c. *Public Notice No. KS-AG-R-23-002 for a feed lot*

d. *Water Tower Inspection Report*

7. Unfinished Business

a. Discussion regarding employee manual in-regards-to Vacation Pay and Overtime

Councilmember Kohlman made the motion to approve the entry to the employee manual for Vacation Pay and Mandatory Overtime. Councilmember Middleton seconded the motion.

Vote: Ayes: 3 Nays: 1 (Burns)

b. Update regarding Inflation Reduction Act Grant for Community Forestry Programs

City Superintendent Holman advised the grant has been submitted and we are waiting on a response.

c. Update on break down of the KMGGA invoice for January

City Superintendent Holman advised another letter was sent to the KMGGA asking for an explanation of the charges. We are waiting on a response before paying the January invoice.

d. Discussion regarding properties needing a letter from Building Inspector Welch.

Inspector Welch advised the trailer at 127 East Fremont does not need to be addressed at this time, the property in the 400 block of West Fremont is not a structure issue but a code enforcement issue and the property at 416 West Seward has been demolished by the owner and he is in the final cleanup process.

8. New Business

a. Consider motion to wave the deposit of \$500.00 for David Garrison at 105 East Santa Fe.

Councilmember Kohlman made the motion to wave the deposit for David Garrison at 105 East Santa Fe. Councilmember Middleton seconded the motion.

Vote: Ayes: 4 Nays: 0

b. Discussion regarding sending a letter to owners of empty buildings on Santa Fe

Councilmember Curtis discussed her concerns regarding the empty buildings on Santa Fe Ave. Building Inspector Welch reviewed the process and the expense to proceed with enforcement of condemning the properties.

c. Consider motion to approve K-Camp invoice for \$51,124.00 for 2023.

Councilmember Kohlman made the motion to approve paying the K-Camp invoice for \$51124.00. Councilmember Middleton seconded the motion.

Vote: Ayes: 4 Nays: 0

d. Consider motion to appoint Donnie Parker to the Tree board to fill the position previously held by Trey Strohm

Councilmember Middleton made the motion to appoint Donnie Parker to the Tree Board. Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

e. Discussion regarding Rodeo Days Street Closure

Councilmember Middleton made the motion for City Clerk Atchison to send a letter to K-Dot to close the streets for the Rodeo Days festivities on May 20, 2023. Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

f. Consider motion to do an ad in the Burlingame Rodeo program for the Burlingame Saddle Club

Councilmember Curtis made the motion to do an ad in the Burlingame Rodeo Program for 1/8 ad for \$40.00. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

g. Consider motion to approve Resolution NO. 433 for Transfer of Excess Funds for 2022

Councilmember Curtis made the motion to approve Resolution NO. 433 for the Transfer of Excess Funds for 2022. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

h. Consider motion to approve Travel Advance for Kyle Bond to attend the Water Meeting on 3/28/23 to 3/29/23 in Wichita.

Councilmember Middleton made the motion to approve Kyle Bond to attend the Water Conference Meeting on 3/28/23 to 3/29/23 in Wichita. Councilmember Kohlman seconded the motion. .

Vote: Ayes: 4 Nays: 0

i. Consider motion to appoint Les Holman as Director 1 and Gerald Britschge as Director 2 with the KMEA

Councilmember Kohlman made the motion to appoint Les Holman as Director 1 and Gerald Britschge as Director 2 with the KMEA. Councilmember Middleton seconded the motion.

Vote: Ayes: 4 Nays: 0

j. Consider motion to approve April 28, 2023 as Arbor Day and for Mayor Mullinix to sign the proclamation.

Councilmember Kohlman made the motion to approve April 28, 2023 as Arbor Day and for Mayor Mullinix to sign the proclamation. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

9. Executive Session

a. Five Minute Executive Session non-elected personnel with Building Inspector Welch

Councilmember Kohlman made the motion to enter executive session for non-elected personnel with Building Inspector Welch. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:32 pm with no action taken

Councilmember Burns made the motion to pay Building Inspector Welch \$25 an hour for 10 hours each month and \$25 an hour for any additional hours beyond 10 hours a month as the Building Inspector. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

b. Ten Minute Executive Session non-elected personnel with City Clerk Atchison

Councilmember Burns made the motion to enter executive session with City Clerk Atchison for non-elected personnel discussion at 7:35 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:45 pm with no action taken

c. Ten Minute Executive Session non-elected personnel with Police Chief Baker

Councilmember Burns made the motion to enter executive session at 7:45 pm for non-elected personnel with Chief Baker. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 7:55 pm with no action taken

d. Ten Minute Executive Session non-elected personnel with Power Plant Superintendent Britschge

Councilmember Burns made the motion to enter executive session at 7:55 pm for non-elected personnel with Power Plant Superintendent Britschge. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:05 pm with no action taken

e. Ten Minute Executive Session non-elected personnel with City Superintendent Holman

Councilmember Burns made the motion to enter executive session at 8:05 pm for non-elected personnel with City Superintendent Holman. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:15 pm with no action taken

Councilmember Burns made the motion to increase the salaries for the following employees. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

City Superintendent	\$27.50
Kyle Bond	\$24.00
Drake Whalen	\$20.50
Joe Ryan	\$22.00
Mathew Baker	\$28.00
Layton Dougherty	\$22.00
Cory Hamilton	\$22.00
Jackie Beatty	\$22.00
Gerald Britschge	\$25.50
Chris Gallaway	\$19.00
Mathew Christason	\$17.00
Patty Atchison	\$25.00
Amy Quaney	\$17.00
Anne Baer	\$14.50

10. Staff Reports

a. Building Inspector Welch

- Reviewed the cost to demolish a trailer would be \$2000 per trailer plus dumping
- Cost to demolish 108 East Lincoln will be \$10 to \$12,000. He will get bids to demo the property
- Need to look at increasing the budget for 2024 to \$15,000 per property
- Fees to demolish a residence can be charged to the property owner as a special on the taxes. If the property owner doesn't want the lot, it can be donated to the City's Land Bank
- Need to review City of Osage tear down and rebuilt incentives
- The current size for the smallest home allowed to be built is 600 square feet on a permanent foundation.

b. Police Chief Baker

- Advised the council he will be attending memorial for Terry Hollingsworth and would like to send flowers from the City of Burlingame.
- He will be attending training in Lawrence on Tuesday and Wednesday of this week
- Donnie Parker's retirement is Sunday, February 12, 2023 from 1 to 3 pm at Schuyler Annex

c. City Superintendent Holman

- Mini Excavator has arrived
- Mower from Schwant Tractor is ready to be delivered
- Currently getting bids to clean the vents at City Hall
- County Clerk Rhonda Beets has resigned her position effective 2/20/23
- Working with engineers on final plans for Fast Drive
- Power Truck is down and looking at about \$6000 in repairs
- Thank you to the City Council and staff for support

c. City Clerk Atchison

- The Auditor will be doing the 2022 audit on February 15 and 16
- City Hall will be closed Monday, February 20 for President's Day
- Council Meeting will be on February 21, 2023 (Tuesday) at 7:00 pm due to holiday
- Municipal Court will be on Friday, February 17, 2023 at 1:30 pm

11. Attorney Reports - Nothing to report

12. Council/Mayor Comments and Reports

a. Councilmember Curtis – Volunteered to help with Donnie Parker Retirement Party on Sunday

b. Councilmember Middleton

- Will get with City Superintendent Holman regarding some issues in the community
- Thank you to Officer Baker for his help
- Thank you to all employees for the hard work they do every day to keep our city running smoothly

c. Councilmember Kohlman – Nothing to report

d. Councilmember Burns

- Will not be here on 2/21 meeting due to another meeting. Councilmember Kohlman indicated she will not be at this meeting and Councilmember Curtis will not be attending.
- Councilmember Curtis made the motion to move the February 21, 2023 meeting to Monday, February 20, 2023 at 7:00 pm. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

e. Mayor Mullinix

- Advised Power Plant Superintendent Britschge, he is getting close to be maxed out on his vacation time. If he maxes out, he will not be getting any additional time.
- Advised the council if they are not able to attend council meetings, they are to advise Mayor Mullinix and City Clerk Atchison

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:40 PM

Councilmember Burns made the motion to adjourn the Council Meeting at 8:40 pm. Councilmember Curtis 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 2513
Next Charter Ordinance #18
Next Resolution # 434