



CITY OF BURLINGAME

MINUTES

Mayor, Michelle Mullinix – P
Councilmember, Kenna Burns - A
Councilmember, Travis Middleton – 7:13 arrived
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 Officer–Mathew Baker- A
Building inspector – Jim Welch - A

Held: **October 17, 2022 @ 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 Chronicle

b. Additions or Deletions to Agenda – Remove (f) under new business

c. Approval of Agenda.

Councilmember Kohlman made the motion to approve the agenda. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

2. Public Comments - None

3. PUBLIC HEARING - None

4. APPROVAL OF MINUTES

a. Approval of Regular Meeting minutes from October 3, 2022

Councilmember Curtis made the motion to approve the minutes from October 3, 2022. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

5. CONSENT AGENDA

a. Approval of bills presented to be paid for October 17, 2022

Councilmember Curtis made the motion to approve the bills from October 17, 2022. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

6. CORRESPONDENCE TO COUNCIL - None

7. Unfinished Business

a. Discussion regarding high water bill for 231 East Santa Fe

No action taken. Utility Board adjusted bill to the cost of water. Customer is working on financial assistance. Remove from future agendas unless customer has an issue.

8. New Business

a. Discussion regarding utilities for a deceased account holder of a rental property - City Clerk Atchison

Councilmember Kohlman made the motion to table this item to the next meeting to allow City Clerk Atchison to see if landlord tenant ordinance was repealed. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

b. Consider motion to approve Discretionary Bonus (replaces Longevity Pay) to be paid on 12/1/2022 as per Employee Handbook

Councilmember Kohlman made the motion to pay discretionary bonus. Councilmember Love seconded the motion. .

Vote: Ayes: 3 Nays: 0

c. Consider motion to approve Christmas Bonus for full time and part time employees

Councilmember Curtis made the motion to do a Christmas Bonus for \$150 full time employees and \$100 part time employees the same as last year. Councilmember Love seconded the motion.

Vote: Ayes: 3 Nays: 0

d. Consider motion to do an Angel Tree at City Hall for Burlingame Families.

Councilmember Kohlman made the motion to do an angel giving tree at City Hall and to work with Eckan to screen the families. Councilmember Middleton seconded the motion.

Vote: Ayes: 4 Nays: 0

e. Consider motion to do a Christmas Home Decorating Contest for residents of Burlingame

Councilmember Middleton made the motion to do a home decorating contest for Christmas for residents of Burlingame and for the prizes to be awarded as a credit on the utility bill (\$100 for first place, \$75 for second place and \$25 for third place). Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

f. Consider motion to do same contest as last year for the person who donates the Christmas Tree item removed from the agenda.

g. Consider motion to do a decorating contest of the light poles and planters for Christmas and for the prize to be a \$25 gift certificate for the best pole and a \$25 gift certificate for the best planter with one gift certificate coming from Aunt B's and the other from Last Minute BBQ.

Councilmember Curtis made the motion for the Theme to be "Christmas on Candy Cane Lane" and for the prizes to be a \$25 gift certificate for the best pole and a \$25 gift certificate for the best planter with one gift certificate coming from Aunt B's and the other one from Last Minute BBQ. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

h. Consider motion to do sugar cookies and cookies with hot chocolate in front of City Hall starting at 5:30 pm before the Christmas Parade.

Councilmember Love made the motion to do home made cookies prior to the Christmas Parade and for City Clerk Atchison to get a quote on 12 dozen cookies. Councilmember Kohlman seconded the motion.

Vote: Ayes: 4 Nays: 0

i. Consider motion to approve Walking Trail Pamphlet to go to printer

Councilmember Love made the motion to have Councilmember Curtis and Kohlman to proofread the pamphlet and once completed to send to Osage Graphics to print 325 copies at \$1325.00. Councilmember Curtis second the motion.

Vote: Ayes: 4 Nays: 0

j. Consider motion to accept Kwikom’s pole attachment agreement

Councilmember Kohlman made the motion to approve the pole attachment agreement at \$9.00 per pole and for Mayor Mullinix and City Clerk Atchison to sign the agreement. Councilmember Middleton seconded the motion.

9. Executive Session

10. Staff Reports

- a. City Superintendent Holman
 - Discussed KCC Inspection
 - Discussed purchased of Gas Meters
 - Reviewed the utility surveying process and the development of maps with google maps
- b. City Clerk Atchison
 - Reviewed the flyers for upcoming events and increase in media com rates
 - Disc Golf collections to date is now \$4,400. A big thank you to the Osage County Community Foundation for the \$1000 Grant for the Disc Golf.

11. Attorney Reports

- Attorney Godderz discussed the need to audit the cyber security for the city. City needs to be very cautious when using computers and searching information on the internet.
- Chrome Books are not being used by councilmembers and were advised if they are not using them to return them to the city.

12. Council/Mayor Comments and Reports

- a. Councilmember Curtis – Nothing to report
- b. Councilmember Middleton
 - Discussed some of the citizens issues with Waste Management
 - Citizens have expressed their appreciation for the decorations and the sign
- c. Councilmember Kohlman
 - Advised other towns indicated Waste Management was overcharging the city for trash service
- d. Councilmember Love
 - Said there was a bunch of trash bags in front of a home that need to be picked up. City Superintendent Holman advised he had discussed already with the homeowner.
- e. Mayor Mullinix
- f. Advised she has also heard the sign and town decorations are needed improvements.

13. Adjournment

– Consideration to adjourn the City of Burlingame Council Meeting at 8:06 PM
Councilmember Curtis made the motion to adjourn the Council Meeting at 8:06 pm. Councilmember Middleton 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 2512
Next Charter Ordinance #18
Next Resolution # 432