



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

## SPECIAL MEETING MINUTES

Mayor, Michelle Mullinix – P  
Councilmember, Kenna Burns - A  
Councilmember, James Strohm – P  
Councilmember, Sheila Curtis – P  
Councilmember, Kathy Love - P  
Councilmember, Travis Middleton – A  
City Attorney, Rick Godderz – A  
City Clerk, Patty Atchison - P  
City Superintendent, Les Holman - P  
Police Chief, Mathew Baker - A  
Building inspector – Jim Welch - A

Held: **December 9, 2024 @ 1:30 PM**  
Location: **Burlingame City Hall, Council Chambers**

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

a. Roll Call - As indicated above. Also, Cherie Worden – Carrothers Construction, Diane Schmall – Carrothers Construction, James Essex – Carrothers Construction and Sara Waggoner - GAS

### b. Approval of Agenda.

*Councilmember Strohm made the motion to approve the agenda. Councilmember Love seconded the motion.*

Vote: Ayes: 3                      Nays: 0

### **2. Public Comments** - none

### **3. Agenda Item**

#### **a. Pre-Construction Meeting for New Pool**

- Topics discussed were:
- Introductions
- Contracts and notice to proceed
- Tax Exempt Certificate
- Building Permit
- Contractor's License – Advised they need a license for Plumbing & Electric
- Project Sign
- Preliminary Construction Schedule
- Payment Estimate
- Progress Meeting Schedule
- Shop Drawings
- Traffic Control
- Temp Electric/Power
- Discuss Inspections
  - Contractor
  - City
  - Grant
- Project Progress for month of December
- RFI's

- Submittals
- Anticipated work to be completed prior to next meeting
- Additional Items to Discuss
- Grant Requirements – UEI & Paperwork
- Next Meeting will be on January 15, 2025 at 10:00 am

**4. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 2:28 pm  
Councilmember Curtis made the motion to adjourn the Council Meeting at 2:28 pm. Councilmember Strohm seconded the motion.

Vote: Ayes: 3 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 2535  
Next Charter Ordinance #18  
Next Resolution # 449