



**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 –  P   
Councilmember, Kathy Love -  A   
Councilmember, Travis Middleton –  P

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

Held: **January 20, 2025 at 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

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

**A. Roll Call** - See above. Also, in attendance were Ray Burns, Officer Layton Dougherty, Power Plant Superintendent Chris Gallaway, Jim Masters, Joseph Ebert, Meribah and Jakob Zirkle, and David Garrison – Code Enforcement

## **B. Additions and Deletions to the agenda**

*Additions to the agenda*

- *7B.1 Update the item to be: Consider the motion to approve Mayor Mullinix to sign the Payment Application # 1 for \$111,501.90 and approval of the Payment Application #2 for \$193,683.60 and for funds to come from CDBG Grant and Jones Trust.*
- *7B.2 Pool Updates. Consider a motion to approve Change Order RFI-3 for \$6433.00 with money to be used from the Jones Trust Grant.*

*Deletions to the agenda*

- *8A. Consider the motion to approve the purchase of backup batteries and computers – Sam Nasser*
- *8B. Discussion regarding CenturyLink (Bright speed) pole attachment agreement*

## **C. Approval of Agenda.**

*Councilmember Burns moved to approve the agenda with the corrections 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 for January 7, 2025**

Councilmember Middleton made the motion to approve the minutes from January 7, 2025. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

## **5. CONSENT AGENDA**

### **A. Approval of bills presented to be paid for January 20, 2025**

Councilmember Curtis moved to approve the bills paid for January 20, 2025. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

## **6. CORRESPONDENCE TO COUNCIL - none**

## **7. Unfinished Business**

### **A. Code Enforcement**

#### **1. Discussion regarding a property at 403 South Delaware**

Councilmember Strohm made the motion to table this item for 30 days. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

#### **2. Discussion regarding the property at 220 East Hall**

Councilmember Curtis made the motion for Police Chief Baker to send an environmental letter. Councilmember Strohm seconded the motion.

Vote: Ayes: 4                      Nays: 0

#### **3. Discussion regarding the property at 339 West Chase**

Councilmember Curtis made the motion to have Attorney Godderz check not the process for a citation to be issued and report back at the next meeting. Councilmember Strohm seconded the motion.

Vote: Ayes: 4                      Nays: 0

#### **4. Discussion regarding the property at 620 South Topeka**

Councilmember Strohm made the motion to table this item to the next meeting. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

#### **5. Discussion regarding the commercial properties in need of repair letters**

Councilmember Strohm made the motion to table this item to the next meeting. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

#### **6. Discussion regarding the property at 315 North Kansas**

Councilmember Strohm made the motion to allow 90 days for the property to comply with the Code or the property owner needs to be at the April 21, 2025 Meeting.

Vote: Ayes: 3                      Nays: 1 (Middleton)

**7. Discussion regarding the property at 216 West Lincoln**

Councilmember Burns made the motion to allow property owners to remove the junked vehicle, do repairs to the car port, and remove appliances by February 3, 2025, or appear at the February 3, 2025, Council Meeting. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

**8. Discussion regarding the property at 327 West Hall**

Councilmember Burns made the motion to close this complaint. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

**7B. Pool Updates**

**1. Consider the motion to approve Mayor Mullinix to sign Payment Application #1 for \$111,501.90 to Carothers Construction and the approval of Payment Application # 2 for \$193,683.60.**

Councilmember Middleton made the motion to approve Mayor Mullinix to sign Payment Application #1 for \$111,501.90 to Carothers Construction and the approval of Payment Application # 2 for \$193,683.60. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays 0

**2. Consider the motion to approve Change Order RFI-3 for \$6433.00 for a Pool Winterization drainpipe.**

Councilmember Burns made the motion to approve Change Order RFI-3 in the amount of \$6433.00 for a Pool Winterization drainpipe and for payment to come from Jones Trust money.

Vote: Ayes: 4                      Nays 0

**8. New Business**

**A. Consider the motion to approve the purchase of backup batteries and computers – Sam Nasser.**

Item was removed from the agenda

**B. Discussion regarding CenturyLink (Bright speed) pole attachment agreement**

Item was removed from the agenda

**C. Consider the motion to approve the new Demolition Application Process**

Councilmember Curtis made the motion to approve the new Demolition Application Process. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

## **9. Executive Session**

### **A. Fifteen Minute Executive Sessions for Attorney-Client Discussion with City Superintendent Holman, City Clerk Atchison, and Attorney Godderz**

Councilmember Burns made the motion to enter executive session at 7:39 pm for Attorney-Client Discussion with City Superintendent Holman, City Clerk Atchison, and Attorney Godderz. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

The council returned at 7:54 with no action taken.

### **B. Ten Minute Executive Session with Attorney Godderz, City Clerk Atchison, City Superintendent Holman, and Building Inspector Welch for proprietary discussion.**

Councilmember Burns made the motion to enter executive session at 7:54 pm with Attorney Godderz, City Clerk Atchison, City Superintendent Holman, and Building Inspector Welch for proprietary discussion. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

The council returned at 8:04 pm with no action taken.

### **C. Five Minute Executive Session with Power Plant Superintendent Chris Gallaway for employee review.**

Councilmember Burns made the motion to enter the executive session at 8:04 pm with Power Plant Superintendent Chris Gallaway for employee review. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

The council returned at 8:09 pm with no action taken.

### **D. Five Minute Executive Session with Police Chief Mathew Baker for employee reviews.**

Councilmember Burns made the motion to enter the executive session at 8:09 pm with Police Chief Mathew Baker for employee reviews. Councilmember Middleton seconded the motion.

Vote: Ayes: 4                      Nays: 0

The council returned at 8:14 pm with no action taken

### **E. Five Minute Executive Session with City Clerk Atchison for employee reviews.**

Councilmember Burns made the motion to enter the executive session at 8:14 pm with City Clerk Atchison for employee reviews. Councilmember Middleton seconded the motion.

Vote: Ayes: 4                      Nays: 0

The council returned at 8:19 pm with no action taken.

**F. Ten Minute Executive Session with City Superintendent Holman for employee reviews.**

Councilmember Burns made the motion to enter the executive session at 8:19 pm with City Superintendent Holman for employee reviews. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

The council returned at 8:29 pm with no action taken.

**10. Staff Reports**

A. Police Chief Baker – Nothing to report

B. City Superintendent Holman

- Pool work is going slow due to weather. Looking to pour concrete during the first two weeks of February.
- The Trash Dumpster at the park will not be at a cost to the city. Waste Management will pick up on Friday.

c. City Clerk Atchison

- The transfers needed for 2024 are
  - \$10,000 to be transferred from the General to Equipment Reserve
  - \$35,000 to be transferred from the Water to the General Fund
  - \$60,000 to be transferred from the Solid Waste Fund to the General Fund

Councilmember Burns made the motion to do the transfers as outlined above. Councilmember Curtis seconded the motion.

▪ Vote: Ayes: 4

Nays: 0

- Mayor Summit will be Thursday, January 23<sup>rd</sup> at 6:00 pm. Attending from the City Council will be Mayor Mullinix, Councilmember Burns, and Councilmember Curtis
- The annual report was in the Osage County Herald-Chronicle
- Letters to the business owners was sent with the code regarding snow removal.

**11. Attorney Reports** – no report

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

a. Councilmember Curtis – nothing to report

b. Councilmember Strohm – Nothing to report

c. Councilmember Middleton

- Travis asked the City Council if they agreed for him to be a liaison with Building Inspector Welch. Councilmember Burns motioned to have Councilmember Middleton be the liaison with Building Inspector Welch. Councilmember Strom seconded the motion.

▪ Vote: Ayes: 4

Nays: 0

d. Councilmember Burns

- Thank you to City Clerk Atchison for helping to answer the questions she has about wages and budget

f. Mayor Mullinix

- Thank you to the city crew for the snow removal

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:51 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:51 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 before the meeting to arrange necessary accommodations.

Next Ordinance 2537  
Next Charter Ordinance #18  
Next Resolution # 451