



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

# MINUTES

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

Held: **February 3, 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, David Garrison – Code Enforcement, James Snow, James & Heidi Meyers, Gabe Bukovatz, Sam Nasser – IT, John Craft – Plan & Zoning and Darla Garrett – Rural Water

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

*Additions to the agenda*

- 7A.6 315 North Kansas – Storage Container Violation
- 9.2. Five-Minute Executive Session Attorney Client with City Superintendent Holman
- 9.3 Five-Minute Executive Session Attorney Client with City Superintendent Holman and City Clerk Atchison

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

*Councilmember Burns moved to approve the agenda with the corrections above. Councilmember Love seconded the motion.*

Vote: Ayes: 5                      Nays: 0

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

## **3. PUBLIC HEARING** – none

## **4. APPROVAL OF MINUTES**

### **A. Approval of Regular Meeting minutes for January 20, 2025**

Councilmember Curtis made the motion to approve the minutes from January 20, 2025. Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays: 0

## **5. CONSENT AGENDA**

### **A. Approval of bills presented to be paid for February 3, 2025**

Councilmember Curtis questioned the purchase of new boots. City Superintendent Holman advised the purchase of boots was a replacement of protective equipment. Councilmember Curtis moved to approve the bills paid for February 3, 2025. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

## **6. CORRESPONDENCE TO COUNCIL**

A. Osage County Wide SS4A FY24 Round 3 Award Update

B. Certificate No. 75000 Maturity and Renewal Information

C. Recap of Mayor's Summit

D. Burlingame CDBG Commercial Rehab Grant Update

E. KDOT call for projects

F. Brett Waggoner – GAS information about various grants for Burlingame Building Possibilities

## **7. Unfinished Business**

### **A. Code Enforcement**

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

Police Chief Baker advised that he had talked to the property owners, and the son-in-law would remove the items before the 2/17 meeting or appear.

#### **2. Discussion regarding the property at 339 West Chase (Welch)**

Police Chief Baker advised a ticket was issued for the property owner to appear in court on 2/21/25.

Councilmember Middleton made the motion to close this item from the Council review. Councilmember Strohm seconded the motion.

Vote: Ayes: 5

Nays: 0

#### **3. Discussion regarding the property at 207 West Park (Baker)**

Property owner John Mayer asked the council for an extension until 4/7/25 to have the property cleaned.

Councilmember Strohm made the motion to have Attorney Godderz draft a resolution for the April 7 extension. Councilmember Curtis seconded the motion.

Vote: Ayes: 5

Nays: 0

#### **4. Discussion regarding the property at 213 East Santa Fe (Baker)**

Gabe Bukovatz asked the council for an extension until May 5. Councilmember Strohm made the motion to have Attorney Godderz draft a resolution for the May 5 extension. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

#### **5. Discussion regarding the property at 216 West Lincoln (Baker)**

Police Chief Baker advised the appliances and vehicle are gone. Asked the Council to close this violation.

Councilmember Burns made the motion to close this item. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

**6. Discussion regarding the storage container at 315 North Kansas**

Councilmember Love made the motion to allow a 365 Day Permit. Motioned Died  
Councilmember Burns made the motion to table this item and to allow the Planning & Zoning Commission to review a variance to the existing ordinance. Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

**7B. Pool Updates**

**1. Consider the motion to accept the change request for the Pool Deck for \$94,476.00**

Councilmember Strohm made the motion to approve the change to the pool deck for \$94,476.00.  
Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays 0

**2. Consider the motion to hire a Pool Manager, Assistant Manager, and Lifeguards**

Councilmember Love made the motion to advertise for a Pool Manager, Assistant Manager, and Lifeguards.  
Councilmember Burns seconded the motion.

Vote: Ayes: 5                      Nays 0

**8. New Business**

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

Councilmember Burns made the motion to approve the purchase of 3 battery backups for \$989.97.  
Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays 0

**B. Discussion regarding CenturyLink (Brightspeed) pole attachment agreement**

Councilmember Burns made the motion to have City Superintendent Holman work with Attorney Godderz to give the notice to get out of the agreement. Councilmember Curtis seconded the motion.

Vote: Ayes: 5                      Nays 0

**C. Consider the motion to approve Resolution #451 for the 2024 Transfer of Revenue**

Councilmember Burns made the motion to approve Resolution #451 Transfer of 2024 Revenue.  
Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

**D. Consider the motion to close the bank account in Osage City ending in #9-815 with a balance of \$20,594.51**

Councilmember Burns made the motion to close this bank account and to move the money to the Main Account in Burlingame and for \$20,000 to be put in the Equipment Reserve Fund PD. Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

**E. Consider the motion to sign the Osage County City-County Connecting Links Maintenance Agreement.**

Councilmember Curtis made the motion to not sign the Osage County City-County Connecting Links Maintenance Agreement. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

**F. Consider the motion to allow City Clerk Atchison and Utility Clerk Amy Quaney to attend the Municipal Court Clerks Conference in Manhattan on March 28<sup>th</sup>.**

Councilmember Love made the motion to allow City Clerk Atchison and Utility Clerk Quaney to attend the Municipal Court Clerks Conference in Manhattan on March 28<sup>th</sup>. Councilmember Strohm seconded the motion.

Vote: Ayes: 5            Nays: 0

**9. Executive Session**

**A. Five-minute executive session to discuss proprietary information with Attorney Godderz, City Clerk Atchison, and City Superintendent Holman**

Councilmember Burns made the motion to enter an executive session at 8:05 pm to discuss proprietary information with Attorney Godderz, City Clerk Atchison, and City Superintendent Holman. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

The council returned at 8:10 pm with no action taken.

**B. Five-minute executive session for Attorney-Client discussion with City Superintendent Holman**

Councilmember Burns made the motion to enter an executive session at 8:06 pm for attorney-client discussion with City Superintendent Holman. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

The council returned at 8:11 pm with no action taken.

**C. Five-minute executive session for Attorney-Client discussion with City Superintendent Holman and City Clerk Atchison**

Councilmember Burns made the motion to enter executive session at 8:12 pm with City Superintendent Holman and City Clerk Atchison for attorney-client discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5            Nays: 0

The council returned at 8:17 pm with no action taken.

**10. Staff Reports**

- A. Police Chief Baker – nothing to report
- B. Public Works Department
  - Discussed gas leak
  - Advised Burgess Plumbing will be helping with the lighting of water heaters and furnaces.
  - An invoice will be sent to the person who caused the gas leak.
  - Work on the pool is going well. Encourages everyone to look.
- C. City Clerk Atchison – Nothing to report

**11. Attorney Reports** – no report

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

- a. Councilmember Curtis –
  - Do we have an update on 620 South Topeka? No report at this time, the property has not sold.
- b. Councilmember Strohm
  - Asked if a conference table could be purchased for executive sessions. Answer was “yes”
  - Asked if the SUV by Sumner Park had been removed. The answer was “yes”
- c. Councilmember Middleton – Nothing to report
- d. Councilmember Love – Nothing to report
- e. Councilmember Burns – Nothing to report
- f. Mayor Mullinix - Nothing to report

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:27 pm  
Councilmember Burns made the motion to adjourn the Council Meeting at 8:27 pm. Councilmember Love seconded the motion.

Vote: Ayes: 5      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 # 452