



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

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## MINUTES

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Mayor, Michelle Mullinix –   P    
Councilmember, Kenna Burns -   P    
Councilmember, James Strohm –   P    
Councilmember, Sheila Curtis –   P    
Councilmember, Kathy Love -   P    
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: **December 16, 2024 @ 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 Joseph Ebert, Jim Masters, Gabe Bukovatz, Sam Nasser, Jean Creviston, Carolyn Strohm and Austin Masters

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

*Corrections:*

- *Change 7B to be 7C*

*Additions to the agenda*

- *8F – Consider a motion to approve up to \$750 for demolition reimbursement on the trailer at 137 East Chase*
- *7B1 – Consider the motion to approve payment of Phase 2 Pool Design to Waters Edge for \$10,500*
- *75 – Discussion regarding the utilities for 312 North Kansas*

### **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**

1. Austin Masters discussed the updates to his building at 105 East Santa Fe. He has found a contractor to repair the roof and the East wall. He would like to move forward in applying for the Community Rehab Grant in January. City Clerk Atchison also advised she had two other people also interested in this grant. She will contact them to see if they are ready to move forward since, we can only have one Community Rehabilitation Grant per year.
2. Joseph Ebert discussed this with the council and asked for an extension to allow him to continue renovating the home at 327 West Hall. City Clerk Atchison advised per the resolution signed at the last meeting, he has 30 days to finish the renovations from 12/11/2024. The council asked for him to return at the 1/20/25 meeting for an update.

3. Jim Masters, 403 South Delaware, discussed with the council his dissatisfaction with them not touring the property and for the comments Jim Strohm put in the Osage County Chronicle. He indicated he had the property sold after the first of the year. Mayor Mullinix asked for a date when it would be sold, and Mr. Masters did not have that information. The council asked for him to provide an update on 1/6/2024

**3. PUBLIC HEARING** – none

**4. APPROVAL OF MINUTES**

*a. Approval of Regular Meeting minutes for December 2, 2024, and Special Meeting Minutes from December 9, 2024.*

Councilmember Curtis approved the minutes from the regular meeting on 12/2/24 and the Special Meeting on 12/9/24. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

**5. CONSENT AGENDA**

*a. Approval of bills presented to be paid for December 16, 2024*

Councilmember Curtis moved to approve the bills paid for December 16, 2024. Councilmember Buns seconded the motion.

Vote: Ayes: 5            Nays: 0

**6. CORRESPONDENCE TO COUNCIL**

a. Osage County-Wide SS4A FY24 Round 3 Award Announcement

City Superintendent Holman explained this award is for the grant for the development of the plan.

**7. Unfinished Business**

**A. Code Enforcement**

1. Discussion regarding a property at 912 South Oak

Councilmember Curtis made the motion to allow an extension until 6/2/25 meeting. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

2. Discussion regarding the property at 115 North Topeka,

Councilmember Burns made the motion to have Police Chief Baker notify the property owners to attend the next meeting on 1/6/25. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

3. Discussion regarding the property at 213 East Santa Fe

Councilmember Middleton made the motion to table this item until 02/03/2025 to allow time to finish cleaning the property and for the council to decide how to proceed. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

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

Councilmember Burns made the motion to have Officer Baker contact the property owner either in person or by letter to appear at the next meeting on 1/6/2025. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays

**5. Discussion regarding the utilities at 312 North Kansas**

City Clerk Atchison will be contacting Mary Fraser with Next Home Professional to discuss the utilities and tenant situation at this property. She will give an update at the next meeting.

**B. Pool Updates**

**Consider the motion to approve the Water's Edge Phase 2 Design invoice for \$10,500 to come out of the 2024 Pool Fund.**

Councilmember Burns made the motion to approve payment of the Water's Edge Phase 2 invoice for \$10,500. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays

**C. 2024 IT Updates and Year End – Sam Nasser**

Sam discussed with the City Council the battery updates needed with a cost of \$1500 each and a used battery for \$300. He also mentioned City Superintendent Holman and Building Inspector Welch both need new computers. This will be added as an agenda item to the 1/6/25 meeting.

**8. New Business**

**A. Consider the motion to approve the plumbing and electric license for Burgess Plumbing and Electric and the electric license for McElroy's and Kruse Corporation.**

Councilmember Middleton made the motion to approve the plumbing and electric license for Burgess Plumbing and the electric licenses for McElroy's and Kruse Corporation. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays

**B. Consider the motion to approve the top three homes/businesses in the 2024 Christmas Decorating Contest to receive either a \$100, \$75, or \$50 utility credit.**

Councilmember Burns made the motion for first place to go to Sam and Barbara Peterson, 331 West Dayton, Second Place to go to Diane and Kenneth Howland, 106 West Dayton, and third place to go to Trail Songs Music % Mark Hecht, 125 West Santa Fe. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays

**C. Consider the motion to approve Mayor Mullinix to sign the Auditor Engagement Letter for the 2024 Audit.**

Councilmember Burns made the motion to sign the auditor engagement letter. Councilmember Love seconded the motion.

Vote: Ayes: 5            Nays: 0

**D. Consider the motion to approve Attorney Godderz to draft a Resolution for the recommended change from the Planning and Zoning Committee to change the property to be classified as Industrial 00000 S. Kansas Lot 1, 2, E ½ of Lot 3**

Councilmember Strohm made the motion for Attorney Godderz to draft the Resolution for the City Council to approve the recommended change per the Planning & Zoning Committee. Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays: 0

**E. Discussion regarding vacant property ordinance and fines – Councilmember Strohm**

Councilmember Curtis made the motion to have Building Inspector Welch send a letter to the Mike Parker Estate, Joel Williams, Burlingame Locker, Funeral Home, and Chicken Coop regarding the Code Violations and fines for the buildings. Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays: 0

**F. Consider a motion to approve up to \$750 for demolition reimbursement on the trailer at 137 East Chase**

Councilmember Strohm made the motion to pay \$750.00 for the demolition reimbursement for the trailer at 137 East Chase. Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

**9. Executive Session**

a. Twenty Minute Executive Session to discuss Proprietary Information with City Clerk Atchison, City Superintendent Holman, Building Inspector Welch, and Attorney Godderz.

Councilmember Burns made the motion to enter the executive session at 8:19 pm. Councilmember Middleton seconded the motion.

Vote: Ayes: 5                      Nays: 0

The council returned at 7:39 with no action taken

**10. Staff Reports**

a. Police Chief Baker

- Discussed issues with the Dodge Charger. To purchase another Police Truck, the cost would be \$56,927 to purchase outright. To do a Lease Purchase agreement, the interest would be 6.5%. He was asked to put this as a discussion on the 1/6/25 agenda.
- Country Christmas had a great turnout. Discussed the problems with the dirt bikes following the parade
- He will be attending a retirement party tomorrow.

b. City Superintendent Holman

- Discussed Chip Plant project letter of support from the city. Councilmember Burns made the motion to have City Clerk Atchison write a letter of support. Councilmember Love seconded the motion.

Vote: Ayes: 5                      Nays: 0

b. City Clerk Atchison

- The city will be doing a Christmas Greeting ad and a New Year 2025 sig ad for a cost of \$56.80

- The City Council and Chamber are doing a ribbon cutting ceremony for “The Den” on Wednesday at 5:00 pm. Please try to attend.
- Shop Local, Dine Local & Win campaign started last Saturday in Osage County and will conclude this Saturday. Be sure to get your passports.

**11. Attorney Reports** – no report

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

a. Councilmember Curtis

- Asked if the showers will be fixed at the Bath House once the new pool has been constructed. City Superintendent Holman advised he will review it.

b. Councilmember Strohm – Nothing to report

c. Councilmember Middleton – Nothing to report

d. Councilmember Love – Nothing to report

e. Councilmember Burns – Nothing to report

f. Mayor Mullinix – Asked if the hotel was included in the letter Building Inspector Welch will be sending. The answer was ‘yes”.

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:56 pm  
Councilmember Burns made the motion to adjourn the Council Meeting at 8:56 pm. Councilmember Middleton 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 2535  
Next Charter Ordinance #18  
Next Resolution # 449