



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 - P
Councilmember, Travis Middleton – P

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

Held: **January 7, 2025, @ 7:00 pm (Meeting was scheduled for January 6, 2025 but moved to January 7, 2025, due to weather**

Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Michelle Mullinix

A. Roll Call - See above. Also, in attendance were Austin Masters, Ray Burns, and Officer Chris Ericsson

B. Additions and Deletions to the agenda

Additions to the agenda

- *8H – Consider a motion to approve KVOE Sponsorship for Basketball Games*
- *9B – Fifteen-minute executive session Attorney Client discussion with City Clerk Atchison, City Superintendent Holman, and Attorney Godderz*

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

A. Consider the motion to open the Public Hearing for the CDBG Downtown Commercial Rehabilitation Application for 105 East Santa Fe

Councilmember Love moved to open the Public Hearing for the CDBG Downtown Commercial Rehabilitation Application for 105 East Santa Fe, and Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

B. Public Hearing

- Councilmember Strohm asked who the applicant was in the grant application. Brett Waggoner (who phoned into the meeting) advised the applicant was the City of Burlingame on behalf of Austin Masters and Coach’s Hometown Gym.

- The Grant Writer, Brett Waggoner, and the architect will approve the contractor’s bids and Mr. Masters will pay the \$104,000 payment. The City will be the Grant administrator and the City will pay half of the application fee in the amount of \$4,475.00.
 - 01/27/25 The Grant Portal opens
 - 3/15/25 CDBG Recommends award winners
 - 4/1/25 Formal Award Announcement
 - 2 years for completion of project
- Councilmember Curtis asked if we do not get the grant, will we be out of the \$4475.00. Answer from Grant Writer Brett Waggoner was “Yes”. Grant is awarded first come – first serve. He will have to apply at midnight on 1/27/25.

C. Consider the motion to close the public hearing for the CDBG Downtown Commercial Rehabilitation Application for 105 East Santa Fe.

Councilmember Curtis made the motion to close the Public Hearing. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

D. Consider the motion to approve the application for the CDBG Downtown Commercial Rehabilitation Grant for 105 East Sana Fe and to approve Mayor Mullinix to sign the Grant application paperwork and for payment of the grant application fee \$4475.00 to be issued to Western Consultants and the approval of Resolution 449 To Apply for the Kansas Small Cities Community Development Block Grant Program and approval of Resolution 450 Declaring A Building Blighted with Respect to the Kansas Small Cities Community Development Block Grant Program.

Councilmember Curtis made the motion to approve the application for the CDBG Downtown Commercial Rehabilitation Grant for 105 East Sana Fe and to approve Mayor Mullinix to sign the Grant application paperwork and for payment of the grant application fee \$4475.00 to be issued to Western Consultants and the approval of Resolution 449 To Apply for the Kansas Small Cities Community Development Block Grant Program and approval of Resolution 450 Declaring A Building Blighted with Respect to the Kansas Small Cities Community Development Block Grant Program. Councilmember Love seconded the motion

Vote: Ayes: 5 Nays: 0

4. APPROVAL OF MINUTES

A. Approval of Regular Meeting minutes for December 16, 2024

Councilmember Love made the motion to approve the minutes from December 16, 2024. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

5. CONSENT AGENDA

A. Approval of bills presented to be paid for January 7, 2025

Councilmember Curtis moved to approve the bills paid for January 7, 2025. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

6. CORRESPONDENCE TO COUNCIL

- A. KCC Records Inspection
- B. Osage County 2024 Kansas Tax Levy
- C. Kansas Utility – Low Interest Loan for Gas Bill amortization schedule
- D. KCamp Quarterly Loss Report

7. Unfinished Business

A. Code Enforcement

1. Discussion regarding a property at 403 South Delaware

Councilmember Strohm made the motion to table this item to the meeting on 1/20/25 and for City Clerk Atchison to advise Building Inspector Welch to be present at this meeting for the discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

2. Discussion regarding the property at 220 East Hall

Councilmember Strohm made the motion to table this item to the meeting on 1/20/25 and for City Clerk Atchison to advise Building Inspector Welch to be present at this meeting for the discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

3. Discussion regarding the property at 339 West Chase

Councilmember Strohm made the motion to table this item to the meeting on 1/20/25 and for City Clerk Atchison to advise Building Inspector Welch to be present at this meeting for the discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

4. Discussion regarding the property at 620 South Topeka

Councilmember Strohm made the motion to table this item to the meeting on 1/20/25 and for City Clerk Atchison to advise Building Inspector Welch to be present at this meeting for the discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

5. Discussion regarding the utilities at 312 North Kansas

Police Chief Baker advised the tenants are evicted from the home and the mortgage company is in the process of cleanup for the property. Advised the item should be removed from the list.

6. Discussion regarding the property at 207 West Park

Police Chief Baker advised the grain bins are gone. Owners are working on cleanup. He asked for an extension until 3/3/25.

7. Discussion regarding the property at 115 North Topeka

Councilmember Burns made the motion to close the concern on this property and remove it from the list. Councilmember Curtis seconded the motion.

Vote: Ayes: 5 Nays: 0

8. Discussion regarding the property at 315 North Kansas

Councilmember Burns made the motion to have the owners at the next meeting to request an extension. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

9. Discussion regarding the property at 216 West Lincoln

Councilmember Strohm made the motion to table this item at the meeting on 1/20/25 and for City Clerk Atchison to advise Building Inspector Welch to be present at this meeting for the discussion. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

B. Pool Updates

Consider the motion to approve Mayor Mullinix to sign the Application and Certification for Payment.

Councilmember Middleton made the motion to table this item to the next meeting. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays

C. Consider the motion to approve Ordinance No. 2535 to amend the zoning and subdivision regulation as adopted by Ordinance # 1714 and provide for a change of zoning of 1158 East Seward Ave from the General Commercial District to the Residential District.

Councilmember Strohm made the motion to approve Ordinance Number 2535 to amend the zoning and subdivision regulation as adopted by Ordinance # 1714 and provide for a change of zoning of 1158 East Seward Ave from the General Commercial District to the Residential District.

Vote: Ayes: 5 Nays

8. New Business

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

Councilmember Middleton made the motion to table this item at the next meeting on January 20, 2025. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays

B. Consider the motion to purchase a new police truck.

Councilmember Strohm made the motion to table this item to the January 20, 2025 meeting. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays

C. Consider the motion to approve Ordinance Number 2536 to change the hours for alcoholic liquor sold within the City Limits of Burlingame

Councilmember Burns made the motion to approve Ordinance Number 2536 to change the hours for alcoholic liquor sold. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

D. Discussion regarding CenturyLink (Brightspeed) pole attachment agreement – City Superintendent Holman

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

Vote: Ayes: 5 Nays: 0

E. Consider the motion to approve Annual Appointments for 2025

- Official Depository – Flint Hills Bank of Burlingame
- Official City Newspaper – Osage County Herald/Chronicle
- City Attorney – Attorney Rick Godderz
- City Municipal Judge – Judge Kevin Kimball
- City Treasurer – Anne Baer

Councilmember Burns made the motion to approve the annual appointments. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

F. Consider the motion to approve Electric and Plumbing License Renewal for Theel Plumbing, and Jaco Mechanical and the Plumbing License Renewal for Conklin Plumbing.

Councilmember Strohm made the motion to approve the Electric and Plumbing License Renewal for Theel Plumbing, and Jaco Mechanical and the Plumbing License Renewal for Conklin Plumbing. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

G. Consider the motion to approve the annual renewals for the following:

KCamp Property Insurance	\$71,321.00
Kmit Work Comp	\$8,693.00
Computer Information Concepts	\$2,665.00
League of Kansas Municipalities	\$914.83
Kansas Municipal Utilities	\$2599.00

Councilmember Curtis made the motion to approve the annual renewals as listed above. Councilmember Middleton seconded the motion.

Vote: Ayes: 5 Nays: 0

H. Consider the motion to approve KVOE Sponsorship for USD 454 basketball games.

Councilmember Burns made the motion to not do the KVOE Sponsorship. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

9. Executive Session

A. Ten 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 tablet this discussion to the next meeting. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

B. Fifteen Minute Executive Session for Attorney-Client Discussion with City Superintendent Holman, City Clerk Atchison, and Attorney Godderz.

Councilmember Burns made the motion to tablet this discussion to the next meeting. Councilmember Love seconded the motion.

Vote: Ayes: 5 Nays: 0

10. Staff Reports

a. Police Chief Baker

- Reminded everyone to keep their vehicles locked. We had two stolen cars during December.

b. City Clerk Atchison

- Discussed the updated demolition application process to be put on the next agenda for approval
- Advised no one had applied for the KCamp Risk Avoidance Grant for 2024. We need to make sure we apply in 2025
- Reviewed the 2024 Adopted Family funds and expenses

11. Attorney Reports – no report

12. Council/Mayor Comments and Reports

a. Councilmember Curtis

- Thank you to the City crew for the snow removal

b. Councilmember Strohm – Nothing to report

c. Councilmember Middleton

- Thank you to Mathew and the City crew during this last snowstorm.
- Feels the council needs to watch more closely over the budget and the expenses

d. Councilmember Love

- Thank you to the City crew for the snow removal

e. Councilmember Burns

- Thank you to Mathew and the City crew during this last snowstorm.

f. Mayor Mullinix

- Thank you to Mathew and the City crew during this last snowstorm
- Discussed pretreat of sidewalks in front of businesses is owner's responsibility. Advised a letter should be sent to the business owners with the code regarding snow removal.

- Asked if the city had a blade for the side x side to remove snow on the sidewalks downtown?

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:43 pm
Councilmember Burns made the motion to adjourn the Council Meeting at 8:56 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 # 451