



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>	Utility Clerk, Amy Quaney	<u>P</u>
Councilmember, James Strohm	<u>P</u>	City Foreman, Kyle Bond	<u>P</u>
Councilmember, Sheila Curtis	<u>P</u>	Police Chief, Mathew Baker	<u>A</u>
Councilmember, Kathy Love	<u>P</u>	Building Inspector, Chris Dubois	<u>P</u>
Councilmember, Travis Middleton	<u>P</u>	arrived @ 7:27 pm	

Held: Monday, November 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 Chris Gallaway – Power Plant Supt., Ray Burns, Layton Dougherty – Police Officer, Terry Ralston – Police Officer, Anne Baer – City Treasurer, Brandi Shaffer – Librarian, and Ilene Reed.

B. Additions or Deletions to the agenda

Deletions from Agenda

7E. Update on the 250th Celebration with Burlingame, CA

C. Approval of Agenda.

Councilmember Burns made the motion to approve the agenda with the deletion of 7E. Update on the 250th Celebration with Burlingame, CA. 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 October 20, 2025

Councilmember Burns made the motion to approve the minutes from October 20, 2025. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

5. CONSENT AGENDA

A. Approval of bills presented to be paid for November 3, 2025

Councilmember Curtis made a motion to approve the bills for November 3, 2025. Councilmember Strohm seconded the motion.

Vote: Ayes: 5

Nays: 0

6. CORRESPONDENCE TO COUNCIL – none

7. UNFINISHED BUSINESS

A. Update on the repairs of the underground feeder cable at the Power Plant

Power Plant Superintendent Gallaway advised the three lines are all blown. All lines have been pulled through the conduit. They are waiting on parts before installation.

B. Code Enforcement

1. Update on the status of the repairs at 115 East Seward

Building Inspector Dubois advised work is currently in progress. He will get an update before the next meeting.

2. Update on the cleanup to the property at 117 West Santa Fe

Building Inspector Dubois advised trees had been trimmed, but more cleanup is needed.

C. Update regarding the HEAL Grant for 119 West Santa Fe

The City Council had voted at the meeting on 10/6/2025 to sponsor Austin Masters for the HEAL Grant. After talking to Brett Waggoner – GAS, the buildings do not connect so only one can get the grant.

D. Update regarding the change to the lock on the North Council Room Door

City Clerk Atchison advised the lock has been removed. Planning & Zoning have been advised they are not able to meet at City Hall unless a City Employee is present.

E. Update on the 250th Celebration with Burlingame, CA – item removed from agenda.

8. New Business

A. Discussion regarding recommendation from Planning & Zoning to deny the variance application for Perry Kinnett at 214 and 236 West Lincoln Ave.

City Clerk Atchison reviewed the recommendation from the Planning and Zoning.

B. Consider motion to approve the Plumbing License 2026 for Blaine Dreyer and the Plumbing and Electric License for Kruse Corporation.

Councilmember Middleton made the motion to approve both licenses. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

C. Consider the motion to approve CMB License for Caseys for 2026

Councilmember Burns made the motion to approve the CMB License for 2026 for Caseys. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

D. Consider the motion to approve Christmas Bonus to be paid on 12/19/25 and the Discretionary Bonus to be paid on 12/01/2025.

Councilmember Curtis made the motion to approve the Christmas Bonus and the Discretionary Bonus to come out of the salaries in each department. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

E. Consider the motion to change the Discontinuance Order Fee from \$40 to \$75 and for any requests for utilities to be turned on that comes in after 3:00 pm to be put on the schedule for the next day unless it is an emergency or a Friday.

Councilmember Strohm made the motion to raise the Discontinuance Fee to \$55 and for any requests for utilities to be turned on that comes in after 3:00 pm to be put on the schedule for the next day unless it is an emergency or a Friday. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 1 (Love)

F. Consider changing City Hall Hours from 8 to 5 pm to either be 8 to 4:30 pm with a half hour lunch to mirror the Public Works Department or to be 7:30 to 4:30 pm with an hour lunch to assist those who need to stop by City Hall prior to going to work.

Councilmember Curtis made the motion for the City Hall hours to be 7:30 to 4:30 pm with an hour lunch and for the new schedule to start on November 10, 2025. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

G. Consider the motion to do a Silent Auction Gift Basket for Country Christmas

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

Vote: Ayes: 5

Nays: 0

H. Consider the motion to do the Angel/Giving Tree this year with the same guidelines as in 2024 (Children ages newborn to 18 that live in the zip code of 66413 and either attend school at USD 454, ((if school age)), or home schooled.

Councilmember Love made the motion to do the Angel Giving Tree and for the pickup to be on 12/22 and all donations to be received by 12/15/2025. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

I.. Consider the motion to do a Christmas Home/Business Decorating Contest with prizes of \$100 for First Place, \$75 for Second Place, and \$50 for third place to be issued as credit applied to the Utility Account.

Councilmember Curtis made the motion to do the Christmas Home/Business Decorating Contest with prizes as outlined above. Councilmember Strohm seconded the motion.

Vote: Ayes: 5

Nays: 0

J. Consider the motion for the City Council to distribute hot chocolate and cookies before the Country Christmas Parade and to designate who will oversee the event.

Councilmember Middleton made the motion for all Councilmembers to bring two dozen cookies to be given to the citizens and for Councilmember Curtis to oversee the event. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

K. Discussion regarding the Federal Shut Down

It was decided the Utility Board would manage special requests. Food Banks are located at the Library and the Federated Church on First Saturday.

9. Executive Session – none

A. Fifteen Minute Executive Session for Financial Purposes with Attorney Godderz, City Clerk Atchison, and Acting Superintendent Bond.

Councilmember Middleton made the motion to go to Executive Session at 7:43 pm for Financial Purposes with Attorney Godderz, City Clerk Atchison, And Acting Superintendent Bond. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

Council returned at 7:58 pm with no action taken.

B. Ten Minute Executive Session for non-elected personnel

Councilmember Burns made the motion to go to Executive Session for non-elected personnel at 7:59 pm. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

Council returned at 8:09 pm with no action taken.

Councilmember Burns made the motion return to Fifteen Minute Executive Session for non-elected personnel at 8:10 pm. Councilmember Love seconded the motion.

Vote: Ayes: 5

Nays: 0

Council returned at 8:25 pm with no action taken.

10. Staff Reports

A. Building Inspector Dubois

- Troy Gray will be moving into the Funeral Home Building, He will be doing Online and Curbside Pickup orders for a while.
- Inspection of a home on Schuyler Street is in the works for this week.

- Two building permits were given. One for a Deck on a home and another to construct a shed near a home.
- He is currently working on applications for companies to do electrical inspections.
- He plans to review with City Clerk Atchison the MainStreet program plans to keep the momentum for buildings to be repaired or constructed.

B. Police Officer Dougherty – No report

C. Utility Foreman Bond

- Snowplow will be mounted on City Truck on Tuesday
- Working on Tree Trimming

D. City Clerk Atchison

- Advised she will be posting on Facebook the search for the annual Christmas Tree

11. Attorney Reports – no report

12. Council/Mayor Comments and Reports

A. Councilmember Curtis

- Asked if the Park had any repairs done. Answer was “No”. It was winterized.
- Asked if the Dunn family had finished fixing the Gazebo. Councilmember Middleton advised he would follow up with Laurie Dunn.

B. Councilmember Strohm – Nothing to report.

C. Councilmember Middleton – Nothing to report.

D. Councilmember Love – Nothing to report.

- Thanked Kyle for filling in as Superintendent.

E. Councilmember Burns

- Thanked everyone for doing the Pet Parade. Said it was really nice.

E. Mayor Mullinix

- Advised everyone to be sure to vote tomorrow.

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:30 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:30 pm. Councilmember Love 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 2549

Next Charter Ordinance #18

Next Resolution # 460