



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

Special Council Meeting MINUTES

Mayor, Michelle Mullinix –	<u>P</u>	City Attorney, Rick Godderz -	<u>A</u>
Councilmember, Kenna Burns -	<u>P</u>	City Clerk, Patty Atchison -	<u>P</u>
Councilmember, Jim Strohm -	<u>P</u>	Acting Superintendent, Kyle Bond	<u>A</u>
Councilmember, Sheila Curtis –	<u>P</u>	Police Chief – Mathew Baker –	<u>A</u>
Councilmember, Brandi Shaffer –	<u>P</u>	Building Inspector – Chris Dubois	<u>A</u>
Councilmember, Anne Baer –	<u>P</u>		

Held: Tuesday, January 13, 2026, at 7:00 pm
Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Mullinix

A. Roll Call See Above. Also, in attendance were Angela Howard, Sally Crook, and DeAnna Bean

B. Approval of the Agenda

Councilmember Burns made the motion to approve the agenda. Councilmember Strohm seconded the motion.

Votes: Ayes 5 Nays 0

2. Public Comments - none

3. Discussion with the Library Board on the interlocal agreement with the City of Burlingame and the Library for the CDBG Grant regarding the new Library Building.

Topics Discussed:

- What is this Interlocal Agreement?
 - Answer was to work out the specifics of the use of the building and other details with the library such as utilities and insurance.
- What are the planned uses for the new addition to the library?
 - Nutrition Classes
 - End of Life Planning Classes
 - Increase the Summer Reading Program
 - Financial Literacy Classes
 - Computer Classes
 - Canning and Food Processing Classes
- Can the public use the building for their own events?
 - No, the building cannot be used to make money. It can only be used for nonprofit groups such as 4H Meetings, Girl Scout Meetings, etc.
 - No plans to rent out the building, it will be for plan programming.

What are the Insurance Costs for the Library and the new addition?

- Library addition will be \$2210.00.
- Library building is \$2681.
- Library patio is \$80.

- Library sign is \$53.
- For \$500,000 in contents insurance would be \$1,425.00 and for \$1,000,000 in contents insurance coverage would be \$2,830.00
- Do you have a timeline for the content coverage? She hopes to have a quote within the week. She will get to the City Clerk a list of the contents and the City Clerk will check with KCamp to see what the cost would be. If the City was to add to their policy, then the library will need to issue payment to the City. The City Clerk advised they will also need to provide an updated content list by the first of October to the City Clerk each year.
- What is the cost of the utilities for the library? We only have consumption currently.
- What is the Grant Timeline? March 2nd is when the grant must be applied for and the award date is April 7.
- What is the Life of the Grant? 15 years
- What is the amount of the CDBG Grant? \$680,000 and will be applying to Jones Fund for the matching funds.
- Discussed the Library Budget and Mil Levy. Mayor Mullinix advised the Library Budget is supposed to be presented to the City Council in May. This has not been happening, which causes the city at the last minute to revise their budget.
- Councilmember Strohm discussed the idea about the library being their own taxing entity. He wanted to know if it was possible for the city to sign the building over to the library and they oversee it from that point forward. Library Director Shaffer wasn't sure if that could be done. City Clerk Atchison advised at this time that the library is a municipal library and therefore the city passes through the mill levy. To become their own taxing entity, it would need to be restricted to be a Library District.

Councilmember Burns made the motion for the Library Board to draft the interlocal agreement to present to the City Council. Councilmember Strohm seconded the motion.

Votes: Ayes 5 Nays 0

13. Adjourn - Consideration to adjourn the City of Burlingame Council Meeting at 8:10 pm
 Councilmember Burns made the motion to adjourn the City of Burlingame Council Meeting at 8:10 pm
 Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

Next Ordinance Number: 2549 Next Resolution Number: 465 Next Charter Ordinance Number: 18

[This agenda may be revised before the meeting.](#)
[An updated agenda is currently on file at the City Clerk's Office.](#)