



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

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## **MINUTES**

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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>A</u>
Councilmember, Sheila Curtis	<u>P</u>	Police Chief, Mathew Baker	<u>P</u>
Councilmember, Kathy Love	<u>A</u>	Building Inspector, Chris Dubois	<u>P</u>
Councilmember, Travis Middleton	<u>P</u>		

Held: Monday, November 17, 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 Sandy Lewis, Linda Ullery, Ray Burns, Ilene Reid, Anne Baer, Brandi Shaffer – Librarian, DeAnna Bean – Library Board & Friends, Angela Howard – Library Board & Friends, Sally Crook – Library Board, Michelle Richardson – Library Board, Brett Waggoner – G.A.S

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

Additions to the agenda:

Old Business:

7B #3 – Update on the CDBG Grant for Austin Masters and the Hometown Gym

New Business:

8F - Consider the motion to approve Mayor Mullinix to sign the Audit Engagement Letter for the 2025 Audit with Sean Gordon, CPA

8G - Discussion from Brandi Shaffer – Librarian for the Burlingame Library

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

*Councilmember Burns made the motion to approve the agenda with the additions as outlined above.*

*Councilmember Middleton seconded the motion.*

Vote: Ayes: 4

Nays: 0

### **2. Public Comments – none**

### **3. PUBLIC HEARING - none**

### **4. APPROVAL OF MINUTES**

#### **A. Approval of Regular Meeting Minutes for November 3, 2025.**

Councilmember Middleton made the motion to approve the November 3<sup>rd</sup> meeting minutes with the name correction. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

## **5. CONSENT AGENDA**

### **A. Approval of bills presented to be paid for November 17, 2025**

Councilmember Curtis made a motion to approve the bills for November 17, 2025. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

## **6. CORRESPONDENCE TO COUNCIL**

A. Investment Pledges

B. KCC Gas Inspection Results – City Clerk Atchison advised the Gas Operator James Stevenson is currently working to resolve the violations. Councilmember Curtis advised she wants Foreman Bond and Gas Operator Stevenson at the next meeting on December 1, 2025.

## **7. UNFINISHED BUSINESS**

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

City Clerk Atchison advised the invoice we received to be voided since the repairs have not been completed. KMEA is supposed to be here this week to finish the repairs and then we will receive an invoice to send to the Insurance Company.

### **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**

Inspector Dubois advised trees had been trimmed and property mowed. Councilmember Middleton made the motion to close this complaint. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

#### **3. Update on the CDBG Grant for Austin Masters and the Hometown Gym**

No bids were received on 11/12/25. The Architect will get Bid candidates to see why they are hesitant to bid. New bid opening date will be 12/17/2025 at 11:00 am.

### **C. Update on the new building to replace the one behind the library.**

Building will be here in a couple of weeks.

### **D. Consider the motion to do a Silent Auction Basket for Country Christmas**

Councilmember Curtis made the motion to do a Silent Auction Basket for Country Christmas. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

## **8. New Business**

### **A. Consider the motion to approve the plumbing license for Conklin Plumbing and the electrical and plumbing license for Jonathan Prim % Jaco Mechanical**

Councilmember Strohm made the motion to approve the plumbing license for Conklin Plumbing and the electrical and plumbing license for Jonathan Prim % Jaco Mechanical.

Vote: Ayes: 4

Nays: 0

**B. Consider the motion to approve the purchase of an engine for the spreader truck for \$1016 from Tarwaters**

Councilmember Middleton made the motion to table this item to the next meeting for more information from Foreman Bond. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

**C. Consider the motion for Mayor Mullinix to sign the National Opioid Settlements Agreement.**

Councilmember Strohm made the motion for Mayor Mullinix to sign the National Opioid Settlement Agreement. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

**D. Consider the motion to accept the resignation of Crystal Moon from the Planning & Zoning Committee**

Councilmember Curtis made the motion to accept Crystal Moon's resignation from the Planning & Zoning Committee. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

Councilmember Curtis made the motion for City Clerk Atchison to post the open position on the Planning & Zoning Committee. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

**E. Consider the motion to adopt Resolution #460 for the Letter of Support for Craig & Laura Hanna for the CDBG Community Block Grant**

Councilmember Curtis made the motion to adopt Resolution #460 for the Letter of Support for Craig & Laura Hanna for the CDBG Community Block Grant. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

**F. Consider the motion to approve Mayor Mullinix to sign the 2025 Audit Engagement Letter with Gordon CPA.**

Councilmember Curtis made the motion for Mayor Mullinix to sign the 2025 Audit Engagement Letter with Gordon CPA. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 0

## **G. Discussion from Brandi Shaffer – Librarian regarding the CDBG Community Facilities Grant**

The total amount of the Grant will be \$650,000 for the proposed addition to the library building. A 20% match is required. The library will be pursuing matching funds from Jones Trust and other Grants. This grant will be at “No” cost to the city other than the City Clerk’s time to assist with the application and administration of the grant. Mayor Mullinix and other Councilmembers discussed the increased cost to the insurance and utilities. Other questions asked:

1. Would the community building be open for others to rent?
2. If rented, how will the rent money received be distributed?
3. If the city approved this application for community building, would it cause a problem if the city wanted to build a bigger community building? Brett Waggoner – GAS advised this would not be a problem for future grants for the city. The Librarian, Brandi Shaffer advised she did not have all the answers at this time. Brett Waggoner – GAS advised the city, and library will sign an Interlocal Agreement as part of the grant process which will outline any of the questions.

Mayor Mullinix asked City Clerk Atchison to review our current insurance policy to see if contents are being covered by the city or just the current building. She would also like a proposed estimate on the increased cost for the new building.

## **9. Staff Reports**

### **A. Building Inspector Dubois**

- He is currently working with Larry Arnold to do the electrical inspections.
- He had to accompany Chief Baker on a welfare check of a home. The home is in bad shape and residents need to be moved out by the 17<sup>th</sup> of December and repairs will be made to the property at 306 West Schuyler.
- He is currently monitoring the work in progress for a new deck and the old Bell Mine at 105 West Santa Fe.
- Ongoing discussion with the property owner at 116 and 118 West Santa Fe. May 1, 2026, has been given for the windows and doors to be installed as well as the tuck point to be completed. The property owner advised he wants to sell both buildings.

### **B. Police Chief Baker**

- The roads in South Park need to have rock before winter.
- Reviewed the tragedy to the Osage County Police Officers on Saturday
- Thanked PK Country Designs for their donations to the officer’s families.
- Discussed the possibility of him having to work in the county due to the county being short staffed for officers.

### **C. City Clerk Atchison**

- Reviewed the Country Christmas Schedule

## **10. Attorney Reports – no report**

## **11. Council/Mayor Comments and Reports**

### **A. Councilmember Curtis**

- Discussed the cookies needed for Country Christmas. Anne Baer advised she would like to see all the Council Members present distributing cookies and drink.
- Asked Police Chief Baker and Building Inspector Dubois questions regarding a swimming pool.

### **B. Councilmember Strohm – Nothing to report.**

### **C. Councilmember Middleton – He will be starting work on the Gazebo.**

D. Councilmember Burns – Nothing to report.

E. Mayor Mullinix – Nothing to report.

## **12. Executive Session**

### **A. Thirty-minute Executive Session for non-elected personnel**

Councilmember Middleton made the motion to enter executive session at 8:23 pm for non-elected personnel.

Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:53 pm with no action taken.

Anne Baer – City Treasurer advised she would like to see all the Council Members present at Country Christmas distributing cookies and drink.

## **Staff Reports**

**13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:55 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:55 pm. Councilmember Curtis 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 # 461