



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

---

## **MINUTES**

---

Mayor, Michelle Mullinix – P  
Councilmember, Kenna Burns - P  
Councilmember, Travis Middleton – P  
Councilmember, Sheila Curtis – P  
Councilmember, Kathy Love - A  
Councilmember, Amanda Kohlman– A

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

Held: **December 18, 2023 @ 7:00 pm**  
Location: **Burlingame City Hall, Council Chambers**

**1. CALL TO ORDER BY Mayor Michelle Mullinix**

- a. Roll Call
- b. Additions or Deletions to Agenda  
8g. *Discussion regarding purchase of police tasers*

c. Approval of Agenda.

*Councilmember Burns made the motion to approve the agenda with the addition to the agenda of item 8g. Discussion regarding the purchase of police tasers. Councilmember Curtis seconded the motion.*

Vote: Ayes: 3 Nays: 0

**2. Public Comments**

**3. PUBLIC HEARING**

**4. APPROVAL OF MINUTES**

a. Approval of Regular Meeting minutes from December 4, 2023.

*Councilmember Curtis made the motion to approve the minutes from December 4, 2023. Councilmember Middleton seconded the motion.*

Vote: Ayes: 3 Nays: 0

**5. CONSENT AGENDA**

a. Approval of bills presented to be paid for December 18, 2023

*Councilmember Curtis made the motion to approve the bills to be paid from December 18, 2023. Councilmember Burns seconded the motion.*

Vote: Ayes: 3 Nays: 0

**6. CORRESPONDENCE TO COUNCIL**

- a. Final tax Levy 2023 from Osage County Clerk
- b. Response to KCC Inspection
- c. Utility Loan Payment letter from State Treasurer's Office

## **7. Unfinished Business**

a. Consider motion to approve Grant Agreement with JMZ Corporation (Kwikom) in the amount of \$50,000 to come from the ARPA Funds to assist Kwikom with costs for construction of the middle mile fiber between Osage City, KS and Burlingame, KS

Councilmember Burns made the motion for Mayor Mullinix to sign the Grant Agreement. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

b. Consider motion to approve Mayor Mullinix to sign the final contract with HTS Technology % Sam Nasser for IT Services for 2024.

Councilmember Curtis made the motion to allow Mayor Mullinix to sign the contract with HTS Technology for 2024. Councilmember Burns seconded the motion.

Vote: Ayes: 3 Nays: 0

## **8. New Business**

a. Consider motion to do a lease purchase for a 2018 Freightliner M2 Digger Truck and Altec Digger Unit with the Bank of Burlingame for \$176,900 at 6.5% interest for an annual payment of \$42,576.62 for 5 years with payments beginning on year from the inception of the lease. Digger Truck to be purchased from Altec Capital Services, LLC with the funds coming from the following line items \$10,000 Electric Equipment Fund, \$10,000 Electric Capital Outlay and \$25,000 from the Electric Transfer that was to go to the General but will not be transferred in 2024.

Councilmember Burns made the motion to purchase the 2018 Digger Truck as outlined above. Councilmember Middleton seconded the motion.

Vote: Ayes 3 Nays 0

b. Consider motion to do Season's Greeting and New Year's Sig Page in Osage County Herald/Chronicle

Councilmember Burns made the motion to do the Season's Greeting ad and the New Year's Sig Page for a total of \$53.40. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

c. Consider motion to approve 2024 Contract with Computer Information Concepts in the amount of \$2665.00 to be paid after 01/01/2024

Councilmember Burns made the motion to approve Mayor Mullinix to sign the 2024 Computer Information Concepts contract in the amount of \$2665.00 to be paid after 01/01/2024.

Vote: Ayes: 3 Nays: 0

d. Consider motion to approve 2024 Electric License Renewal for Burgess Plumbing and Electric and Plumbing License Renewal for Conklin Plumbing.

Councilmember Middleton made the motion to approve Burgess Plumbing and Electric and Conklin Plumbing 2024 renewals. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

e. Consider motion to approve payment of \$7,170 to KMIT for 2024 Worker's Compensation Insurance Premium to be paid in 2024.

Councilmember Burns made the motion to approve payment of \$7170.00 to KMIT in 2024 .Councilmember Middleton seconded the motion.

Vote: Ayes: 3 Nays: 0

f. Consider motion to move July 4, 2024 Holiday to be celebrated on Friday, July 5, 2024.

Councilmember Burns made the motion to table this item to the next meeting to allow Attorney Godderz to research if double time will need to be paid if employees work on July 4<sup>th</sup>. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

g. Discussion regarding the purchase of tasers for the Police Department

Councilmember Middleton made the motion to purchase three tasers for \$9000.00 out of the Police Department Funds. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 Nays: 0

## **9. Executive Session** - none

## **10. Staff Reports**

a. Police Chief Baker

- Advised he will be attending Court in Shawnee County on Wednesday afternoon
- He will be doing testing with a police officer on Thursday.

City Clerk Atchison

- Discussed the donations to the adopted family. After purchasing gifts there is a balance of \$1015.75. Asked if the City Council would like to get each family a \$50 gift card. There are 9 families for a total of \$450.00. Councilmember Curtis made the motion to purchase each family a \$50 gift card from Dollar General and leave the remaining balance for the 2024 Adopted Family program. Councilmember Middleton seconded the motion.

Vote: Ayes: 3 Nays: 0

## 11. Attorney Reports - none

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

a. Councilmember Curtis – nothing to report

b. Councilmember Middleton –

- Council thanked Travis for serving on the City Council.
- Travis advised the council to watch the budget closely. We have approved several large ticket items recently and we need to make sure we can pay for them.

### c. Councilmember Burns =

- Advised the light by the cemetery sign is not working
- Asked if the City will be going out to bid on the trash service

d. Mayor Mullinix –

- Discussed the placement of trash cans on the road after being dumped
- Discussed the bicycle rider after dark on road north of town.

### **13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 7:33 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 7:33 pm. Councilmember Curtis seconded the motion.

Vote: Ayes: 3 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 prior to the meeting to arrange necessary accommodations.

Next Ordinance 2518  
Next Charter Ordinance #18  
Next Resolution # 439