



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, Jim Strohm -	<u>P</u>	Acting Superintendent, Kyle Bond	<u>P</u>
Councilmember, Sheila Curtis –	<u>P</u>	Police Chief – Mathew Baker –	<u>P</u>
Councilmember, Brand Shaffer –	<u>P</u>	Building Inspector – Chris Dubois	<u>P</u>
Councilmember, Anne Baer –	<u>P</u>		

Held: Monday, January 5, 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 Bobby Zirkle, James Koziar, Erica Koziar, Jon Shaffer, Ray Burns, and Anne Baer

2. Public Comments - none

3. Public Hearing - none

4. APPROVAL OF MINUTES

A. Approval of Regular Meeting Minutes for December 15, 2025.

Councilmember Curtis made the motion to approve the December 15 meeting minutes. Councilmember Strohm seconded the motion.

Votes: Ayes 3 Nays 0

5. Five Minute Executive Session non-elected personnel with City Clerk Atchison

Councilmember Burns made the motion to enter executive session non-elected personnel at 7:02 pm with City Clerk Atchison. Councilmember Curtis seconded the motion.

Votes: Ayes 3 Nays 0

Council returned at 7:07 pm with no action taken.

6. Consider the motion to appoint new Councilmember to replace Travis Middleton's position.

Mayor Mullinix recommended Anne Baer to replace Travis Middleton. Councilmember Burns made the motion to appoint Anne Baer to the open council position. Councilmember Strohm seconded the motion.

Votes: Ayes 3 Nays 0

Councilmember Curtis thanked Anne Baer and George Masters II for applying.

7. Consider motion to Sine Die for purpose of installing new officers

Councilmember Strohm made the motion to Sine Die for purpose of installing new officers. Councilmember Curtis seconded the motion.

Votes: Ayes 3 Nays 0

8. Swear in Mayor Mullinix, Councilmember Burns, Councilmember Shaffer, and appointed Councilmember Anne Baer

9. Meeting called to order by 2026 Council and Mayor for 01/05/2026

Councilmember Burns made the motion to call the meeting to order for 1/5/2026. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

10. CONSENT AGENDA

A. Approval of Bills for 01/05/2026

Councilmember Curtis made motion to approve the bills for January 5, 2026. Councilmember Burns seconded the motion. Councilmember Curtis questioned the expense for the Company Christmas Dinner at Four Corners.

Votes: Ayes 5 Nays 0

11. CORRESPONDENCE TO COUNCIL

- A. League Information for newly elected Council
- B. Letter from KCC regarding the 2024 Gas Inspection
- C. KCamp Risk Management Services
- D. Investment Portfolio Pledge Securities

12. UNFINISHED BUSINESS

A. Update on repair of switch in front of Fire Department and feeder cables at the Power Plant

Councilmember Curtis made the motion to pay the invoice out of the Electric and Infrastructure Fund for 2025 and for the Insurance Reimbursement to go back to the Infrastructure Fund. Councilmember Burns seconded the motion.

Votes: Ayes 5 Nays 0

B. Code Enforcement/Building Inspector Updates

1. Discussion regarding the CDBG Grant and Demo of the building at 105 East Santa Fe

Building Inspector Dubois advised Jayhawk Excavating to be doing the demolition of the building. Asbestos report has been secured. CDBG Grant will pay for the demolition fees and remaining funds will be used to construct a new building.

2. Update on the cleanup to the property at 203 S. Kansas and 222 East Dayton

Officer Baker advised the vehicles will be moved by April 1, 2026

3. Update on the certificate of occupancy for The Den

Building Inspector Dubois advised he had a question regarding fencing which will be discussed under new business.

4. Update on the property at 620 South Topeka

Property Owners James and Erica Koziar advised they are working on the electric and plumbing at home. They have removed all debris and are in the process of getting an electrician to fix the electrical issues.

5. Update on the camper at 406 West Seward

Councilmember Strohm made the motion to allow the camper to stay for 6 months starting 1/5/26 with no extension to be granted to Mr. Zirkle to work on new construction and camper must be gone on 6/5/2026. Councilmember Shaffer seconded the motion.

Votes: Ayes 4 Nays 1 (Burns)

C. Consider the motion to hold a special meeting with the Library Board on January 13, 2026, at 7:00 pm for the purpose of discussing the Interlocal Agreement for the new Library Community Building.

Councilmember Burns made the motion to hold the Special Meeting on January 13, 2026, at 7:00 pm for the purpose of discussing the Interlocal Agreement for the new Library Community Building. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

D. Discussion regarding the property insurance coverage on Burlingame Recreation Committee regarding the personal equipment inside City Buildings.

Councilmember Strohm made the motion to have City Clerk Atchison get clarification on insurance coverage of private property. Councilmember Burns seconded the motion.

Votes: Ayes 5 Nays 0

13. New Business

A. Consider the motion to approve the Arborist Permit Application for J&T Service

Councilmember Strohm made the motion to approve the Arborist Permit Application for J&T Service. Councilmember Burns seconded the motion.

Votes: Ayes 5 Nays 0

B. Consider the motion to approve the annual appointments for 2026 for the following:

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

Councilmember Burns made the motion to approve the annual appointments as outlined above and for City Clerk Atchison to post the open Treasurer Position and accept applications until 1/16/2026. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

C. Consider the motion to approve Resolution #464 for the GAAP Waiver for 2025

Councilmember Strohm made the motion to approve Resolution #464. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

D. Consider the motion for Mayor Mullinix to sign the UCI Testing Annual Contract and to approve payment of \$480.00.

Councilmember Strohm made the motion to approve Mayor Mullinix to sign the UCI Testing Annual Contract and to approve the annual fee of \$480.00. Councilmember Burns seconded the motion. .

Votes: Ayes 5 Nays 0

E. Consider the motion to approve the 2026 City Membership Dues to The League of Municipalities for \$867.38.

Councilmember Burns made the motion to approve payment of \$867.38 for the 2026 City Membership Dues to The League of Municipalities. Councilmember Baer seconded the motion.

Votes: Ayes 5 Nays 0

F. Consider the motion to approve the renewal of Computer Information Concepts for the software for payroll, billing, budgetary, and Accounts Payable in the amount of \$2665.00.

Councilmember Strohm made the motion to approve the renewal of Computer Information Concepts for the software for payroll, billing, budgetary, and Accounts Payable in the amount of \$2665.00. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

G. Consider the motion to pay KS Water Office \$18,133.00 for water purchase contract No. 93-2 out of the water fund.

Councilmember Curtis made the motion to pay KS Water Office \$18,133.00 for water purchase contract No. 93-2 out of the water fund. Councilmember Baer seconded the motion.

Votes: Ayes 5 Nays 0

H. Consider the motion to approve the annual service agreement for ITRON with 1/3 each coming out of the Electric, Water, and Gas funds for a total of \$7,058.00.

Councilmember Curtis made the motion to approve the annual service agreement for ITRON with 1/3 each coming out of the Electric, Water, and Gas funds for a total of \$7,058.00. Councilmember Baer seconded the motion.

Votes: Ayes 5 Nays 0

I. Discussion regarding either a permanent/temporary fence by The Den and an ordinance allowing alcohol on Public Sidewalk.

Councilmember Burns made the motion to table this item at the next meeting and to invite the manager and property owner to attend for discussion. Councilmember Baer seconded the motion.

Votes: Ayes 5 Nays 0

J. Consider the motion to approve the Electrical and Plumbing License for Theel Plumbing

Councilmember Strohm made the motion to approve the Electrical and Plumbing License for Theel Plumbing. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

K. Consider the motion to approve the Electrical License for Velocity Electric % Tim Adkins

Councilmember Curtis made the motion to approve the Electrical License for Velocity Electric.

Councilmember Burns seconded the motion.

Votes: Ayes 5 Nays 0

L. Consider the motion to approve Mayor Mullinix to sign the First Amendment to the KS Department of Commerce CDBG Grant Agreement.

Councilmember Burns made the motion for Mayor Mullinix to sign the First Amendment to the KS Department of Commerce CDBG Grant Agreement. Councilmember Curtis seconded the motion.

Votes: Ayes 5 Nays 0

9. STAFF REPORTS

A. Building Inspector

- Update on property at 221 East Fremont
- Question if the property at 105 West Santa Fe and 103 West Santa Fe could have one meter for both buildings. There were strong feelings against allowing just one meter for both buildings.
- Update on repairs at funeral home
- Update to property at 306 West Schuyler. Attorney Godderz and Building Inspector Dubois will meet to discuss the property.

B. Police Department

- Discussed a call on Saturday. Thanked the Burlingame Fire Department for their help.
- I would like to revisit the Ordinance regarding UTV's and night driving.

C. Public Works Department

- Christmas decorations are being removed and stored.
- The city shed behind the library has been removed. The library shed has been placed on cement slab
- Currently working on information for Sutherland Property
- Will be getting with Carrother's Construction regarding the concrete repair for the pool.

D. City Clerk

- Council Meeting Dates and City Holiday list are in the packets.
- January 19, 2026, is last day to submit any bills to be paid as part of the 2025 budget.
- Auditors will be here in the first week of February to work on the 2025 Audit.

10. Attorney Report

A. Attorney Godderz – Nothing to report.

11. Council/Mayor Comments and Reports

A. Councilmember Curtis – Nothing to report.

B. Councilmember Strohm

- Asked if the City Council would like to replace the pole next to City Hall with a cost of \$1300 and shipping. He recommends getting two poles. If the city is willing to pay for the gas, he

would be willing to pick up the posts. Mayor Mullinix advised us to wait until after the audit and even suggested doing a light post campaign to see if the community would like to help with the cost.

C. Councilmember Shaffer

- Asked if the ordinances on the website are searchable. The answer is not at this time.
- Asked if anyone had attended the new council-member training? Some council members responded about their experiences.

D. Councilmember Burns – Nothing to report.

E. Mayor Mullinix

- Welcomed the new Council Members
- Reviewed the protocol in sending and responding to emails.

12. Executive Session

A. Thirty-minute executive session non-elected personnel with the addition of City Clerk Atchison and Utility Foreman Bond.

Councilmember Burns made the motion for executive session at 8:30 pm for non-elected personnel. Councilmember Strohm seconded the motion.

Votes: Ayes 5 Nays 0

Council returned at 9:00 with no action taken.

Councilmember Burns made the motion to return to executive session for fifteen minutes at 9:01 pm for non-elected personnel. Councilmember Strohm seconded the motion.

Votes: Ayes 5 Nays 0

Council returned at 9:16 pm with no action taken.

13. Adjourn - Consideration to adjourn the City of Burlingame Council Meeting at 9:16 pm

Councilmember Burns made the motion to adjourn the City of Burlingame Council Meeting at 9:16 pm

Councilmember Baer seconded the motion.

Votes: Ayes 5 Nays 0

Patty Atchison
City Clerk

Date