



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>	City Clerk, Patty Atchison	<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>P</u>
Councilmember, Kathy Love	<u>P</u>	Building Inspector – Chris Dubois	<u>P</u>
Councilmember, Travis Middleton	<u>A</u>		

Held: Tuesday, September 2, 2025

Location: **Burlingame City Hall, Council Chambers**

1. CALL TO ORDER BY Mayor Michelle Mullinix

A. Roll Call - See above. Also, in attendance were Ray Burns, Anne Baer, Chris Gallaway – Power Plant Superintendent, Police Officer Terry Ralston and Police Officer Chris Ericsson.

B. Additions and Deletions to the agenda

Deletions

8A. Discussion regarding closure of West Santa Fe on 9/27/25 for Homecoming.

8F. Discussion regarding Superintendent Position.

Additions:

9B. Fifteen Minute Executive Session for non-elected personnel.

C. Approval of Agenda.

Councilmember Burns made the motion to approve the agenda with the removal of item 8A Discussion regarding closure of West Santa Fe on 9/27/25 for Homecoming. And the removal of item 8F Discussion regarding the Superintendent Position and with the addition of 9B Fifteen Minute Executive Session for non-elected personnel. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

2. Public Comments - none

3. PUBLIC HEARING

A. Consider the motion to open the Public Hearing for the proposed increase of the Revenue Neutral Rate of 54.774 for 2026.

Councilmember Burns made the motion to open the Public Hearing for the proposed increase of the Revenue Neutral Rate of 54.774. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

B. Public Hearing/Comments on the increase of the Revenue Neutral Rate for 2026. – No comments were made.

C. Consider the motion to close the Public Hearing for the proposed increase of the Revenue Neutral Rate of 54.774 for 2026.

Councilmember Burns made the motion to close the Public Hearing for the proposed increase of the Revenue Neutral Rate of 54.774 for 2026. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

D. Consider the motion to approve Resolution #456 exceeding the Revenue Neutral Rate.

Councilmember Burns made the motion to approve Resolution #456 to exceed the Revenue Neutral Rate. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

E. Consider the motion to open the Public Hearing for the 2026 Budget

Councilmember Burns made the motion to open the Public Hearing for the 2026 Budget. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

F. Public Hearing for the 2026 Budget – No Public Comments

G. Consider the motion to close the Public Hearing for the 2026 Budget

Councilmember Burns made the motion to close the Public Hearing for the 2026 Budget. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

H. Consider the motion to approve the 2026 Budget and to sign Resolution #456 with the new proposed tax rate of 54.774 Mill and an RNR of 48.587

Councilmember Burns made the motion to approve the 2026 Budget and to sign Resolution #456 with the new proposed tax rate of 54.774 Mill and an RNR of 48.587

Vote: Ayes: 4 Nays: 0

I. Consider the motion to open the Public Performance Hearing for the CDBG Grant 23 PF 013 for Burlingame's Pool Project.

Councilmember Burns made the motion to open the Public Performance Hearing for the CDBG Grant 23 PF 013 for Burlingame's Pool Project. Councilmember Love seconded the motion.

Vote: Ayes: 4 Nays: 0

J. Public Hearing/Comments regarding the CDBG Grant 23 PF 013 for Burlingame Pool Project – No public comments were given.

K. Consider the motion to close the Public Performance Hearing for the CDBG Grant 23 PF 013 for Burlingame's Pool Project.

Councilmember Burns made the motion to close the Public Performance Hearing for the CDBG Grant 23 PF 013 for Burlingame Pool Project. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

L. Consider the motion to approve the CDBG Closeout Packet and for Mayor Mullinix to sign the Grantee's Release Form, Certificate of Completion, Notice of Completion/Final Inspection & Wage Compliance Format, Closeout Report and Request for Payment of CDBG Fund #6 (final payment).

Councilmember Burns made the motion to approve the CDBG Closeout Packet and for Mayor Mullinix to sign the Grantee's Release Form, Certificate of Completion, Notice of Completion/Final Inspection & Wage Compliance Format, Closeout Report and Request for Payment of CDBG Fund #6 (final payment). Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

4. APPROVAL OF MINUTES

A. Approval of Regular Meeting Minutes for August 18, 2025

Councilmember Burns made the motion to approve the minutes from August 18, 2025, with the correction of item 8E to show the vote as Ayes 3 and Nays 1 (Curtis). Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

5. CONSENT AGENDA

A. Approval of bills presented to be paid for September 2, 2025

Councilmember Curtis made the motion to approve the bills for September 2, 2025. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

6. CORRESPONDENCE TO COUNCIL

A. KDOT Cost Share Grant

B. Certificate No. 51550 Renewal Information from Flint Hills Bank

7. UNFINISHED BUSINESS

A. Pool Updates

1. Damage to concrete by sprinkler system

Carrother's Construction plans to winterize the pool on 9/4/25 and will repair the concrete after the winterization.

City Foreman Bond advised parts to have been ordered for the pipes that were leaking.

B. Code Enforcement

1. Discussion on property at 221 East Fremont

Officer Baker discussed the mowing issues at this property. Building Inspector Dubois advised he will be looking into the structure issues of the property and hope to have an update at the next meeting.

2. Discussion on property at 105 East Santa Fe

City Clerk Atchison advised the Environmental Review has been completed and they are moving forward to the bidding process for the repairs.

C. Consider motion to approve repairs of the underground feeder cable at the Power Plant

Power Plant Superintendent Gallaway advised Insurance to pay for the two adjacent lines to be repaired. Total will be \$18,887 for the three lines to be repaired. Two adjacent lines cost \$18,387 and \$500.00 deductible for the damaged line.

Councilmember Love made the motion for Power Plant Superintendent Gallaway to move forward with the repairs and for the expense to come out of the Equipment Repair and Capital Outlay in the Electric Fund. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

D. Discussion regarding the Purple Wave Auction and approval to purchase a new snow blade.

Councilmember Burns made the motion to purchase the snow blade and for the cost to come out of the Infrastructure Fund and the proceeds of \$7590 from Purple Wave Auction and \$459 from the sale of scrap metal. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

E. Discussion regarding the invoice and financing for the new Patrol Vehicle

Councilmember Love made the motion to finance \$30,000 at the rate of 6% from Flint Hills Bank with two annual payments for \$16,363.11 annually to come from Equipment Reserve Police Department. Councilmember Burns seconded the motion.

Vote: Ayes: 5

Nays: 0

8. New Business

A. Discussion regarding closure of West Santa Fe on 9/27/25 for a Homecoming Dance – item removed from the agenda.

B. Discussion from Sam Nasser – IT on computer updates and phones

- Discussed need for computers.
- Discussed the phone updates and the power plant phone. Council needs to decide if we upgrade the landline or leave it alone.
- Attorney Godderz and Mr. Helix will review the Centurylink contract.
- Discussed the TV on the wall and the connections.
- Reviewed the Sound System and I-pad.

C. Consider the motion to purchase Salt and Sand for this winter in the amount of \$89 per ton for salt and \$30 per ton for sand for an estimated total of \$3068.

Councilmember Curtis made the motion to move forward in purchasing salt and sand for an estimated total of \$3068 to come out of the Special Highway Fund. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

D. Discussion on mowing vacant properties.

Councilmember Strohm made the motion for Attorney Godderz to draft a resolution to set the mowing fees for the first time at \$150, second mowing at \$300 and the third time mowing at \$450. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

E. Discussion on status of using campers as a temporary residence.

Councilmember Curtis made the motion to send this concern to the Planning and Zoning department for further investigation and review. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 1 Curtis

F. Discussion regarding Superintendent Position – Removed from agenda.

G. Consider the motion to approve City Clerk Atchison to attend Young Professionals Seminar in Salina on November 6 and 7th.

Councilmember Curtis made the motion for City Clerk Atchison to attend the Young Professionals Seminar in Salina on November 6th and 7th for a proposed cost of \$395.80 to come out of Training in the General Fund. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 1 Curtis

9. Executive Session

A. Ten Minute Executive Session regarding real estate acquisition with Attorney Godderz, Building Inspector Dubois, and City Clerk Atchison

Councilmember Burns made the motion to enter executive session regarding real estate acquisition with Attorney Godderz, Building Inspector Dubois, and City Clerk Atchison at 8:05 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:15 pm with no action taken.

B. Fifteen Minute Executive Session to discuss non-elected personnel.

Councilmember Burns made the motion to enter a fifteen-minute executive session to discuss non-elected personnel at 8:16 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:31 with no action taken.

Councilmember Burns made the motion to go back to executive session for ten minutes for non-elected personnel. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:41 pm with no action taken.

10. Staff Reports

A. Building Inspector Dubois

- Discussed property at 137 East Chase and utility connection.
- Discussed property at 103 and 105 West Santa Fe
- Will be reviewing the property at 605 South Topeka
- Will be discussing the camper situation with Mr. Zirkle

B. Police Chief Baker

- Officer Terry Ralston is being trained on Code Enforcement
- New Truck will be arriving next week. Video & Radar equipment will be installed in new vehicle. There will be two trips to Andover to get the truck. Graphics will be ordered from Knox Signs & Graphics. Truck will need some sort of outdoor storage box.
- First Home Game is on Friday, and officers will be at the game.

C. Utility Foreman Bond

- He will be getting a quote to fix the lift station.

D. City Clerk Atchison

- Reviewed Fall Pole Decorating Contest
- Discussed the School CTE Dinner invitation.

11. Attorney Reports – no report

12. Council/Mayor Comments and Reports

A. Councilmember Curtis

- Asked about the big truck on Santa Fe. Officer Baker advised it is tagged and legal.
- Asked if a letter was sent to the property by the underpass. Officer Baker answered “yes”.

B. Councilmember Stroh

- Kim Fridley wanted to thank the utility crew for the repairs with the transformers.
- What is status on the building that houses the Christmas Ornaments. Answer was no decision has been made.
- Discussed Kwikom concern with hanging lines.
- What is status on the Gas Report with the missing information from January to April. Foreman Bond advised they have reached out to Lucas with the KCC to discuss.

C. Councilmember Love – No comments

D. Councilmember Burns – No comments

E. Mayor Mullinix - Tarrah and Matt will be painting the crosswalk by the school before Friday.

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:59 pm
Councilmember Burns made the motion to adjourn the Council Meeting at 8:59 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 2547

Next Charter Ordinance #18

Next Resolution # 457