



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>A</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>P</u>		

Held: Tuesday, September 15, 2025

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

1. CALL TO ORDER BY Mayor Michelle Mullinix

A. Roll Call - See above. Also, in attendance were Kelly Atchison – Burlingame Chamber of Commerce and Anne Baer – City Treasurer.

B. Additions and Deletions to the agenda

Deletions

8G. Consider the motion to approve the \$150 Pool Bonus for the Manager and Lifeguards for a total of \$1350 to come out of the salaries in the General/Pool Fund.

C. Approval of Agenda.

Councilmember Middleton made the motion to approve the agenda with the addition of 8G. Consider the motion to approve the \$150 Pool Bonus for the Manager and Lifeguards for a total of \$1350 to come out of the salaries in the General/Pool Fund. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

2. Public Comments

Kelly Atchison – Burlingame Chamber of Commerce President discussed the proposed Movie Night in the vacant lot next to the library on 10/4/2025. Thoughts were originally to close off West Santa Fe, but with it being after dark and for safety, plans changed to be in the lot next to the library. Councilmember Love made the motion to allow the Chamber of Commerce to host a movie night on 10/4/2025 in the vacant lot next to the library. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

3. PUBLIC HEARING - none

4. APPROVAL OF MINUTES

A. Approval of Regular Meeting Minutes for September 2, 2025

Councilmember Curtis made the motion to approve the minutes with the correction to item 12A. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

5. CONSENT AGENDA

A. Approval of bills presented to be paid for September 15, 2025

Councilmember Curtis made a motion to approve the bills for September 15, 2025. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

6. CORRESPONDENCE TO COUNCIL

A. Investment Portfolio Pledge Securities

B. Burlingame, CA, Vice Mayor, Michael Brownrigg letter regarding the 250 years of USA and partnership with Burlingame, KS. Mayor Mullinix appointed Councilmember Curtis, Anne Baer, and Councilmember Love to be on a committee and for them to extend an invitation for a visit to Burlingame, KS.

7. UNFINISHED BUSINESS

A. Pool Updates

1. Damage to concrete by sprinkler system

- Utility Foreman Bond advised Carrother's Construction will be fixing the damage to the concrete.
- The caps that were leaking have been removed due to winterization
- The hoses are waiting for the fittings that were ordered.

B. Code Enforcement

1. Discussion on property at 221 East Fremont

Building Inspector Dubois advised he will conduct an inspection of the structure and start the condemnation process if needed.

2. Discussion on property at 514 S. Peoria

Police Chief Baker advised the car has not been removed. Councilmember Middleton made the motion to allow Police Chief Baker to discuss with the property owner. If not resolved by the next meeting, the complaint will move forward in the code violation process. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

3. Discussion regarding the property at 109 West Santa Fe

Councilmember Strohm made the motion to allow Building Inspector Dubois to discuss with the property owner the repairs needed and to report his findings to the next meeting. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

C. Update on the repairs of the underground feeder cable at the Power Plant

Councilmember Strohm discussed the sense of urgency for the feeder cable repairs. He would like for the Power Plant Superintendent to advise the Council at the next meeting when the repairs will be completed.

D. Update on the purchase of the new snowplow

Utility Foreman Bond advised the snowplow has been ordered and will be delivered the first of October. Plans are to mount the snowplow on the ¾ ton utility truck.

E. Discussion regarding quotes to replace the city building behind the library

Item will be tabled until Christmas Decorations are removed from the building

8. New Business

A. Consider the motion to appoint a Councilmember to be a representative to attend the Burlingame Chamber of Commerce Meetings.

Councilmember Middleton advised he will give City Clerk Atchison an answer by the end of the week.

B. Consider motion to approve Ordinance #2547 Uniform Public Offense Code 2025 and to repeal Ordinance #2531

Councilmember Strohm made the motion to approve Ordinance #2547 Uniform Public Offense Code 2025 and to repeal Ordinance #2531. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

C. Consider the motion to approve Ordinance #2548 Standard Traffic Ordinance 2025 and to repeal Ordinance #2530

Councilmember Strohm made the motion to approve Ordinance #2548 Standard Traffic Ordinance 2025 and to repeal Ordinance #2530. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

D. Consider the motion to approve Resolution # 458 for the mowing fees

Councilmember Strohm made the motion to approve Resolution #458 for the mowing fees and to share this resolution with the newspaper. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

E. Discussion regarding the purchase of the YZDtex Odorant Detection System for \$7,992.86 and Detecto Pak for \$16,062.50 out of the Infrastructure Fund.

Councilmember Curtis made the motion to approve the purchase of the Odorant Detection System and the Detecto Pak for \$24,055.36 out of the Infrastructure Fund. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 1 Curtis

F. Discussion regarding KCamp nomination for the Board of Trustees

No one was nominated by the Council for the Board of Trustees

G. Consider the motion to approve the 2025 Pool Bonus of \$150 to the managers and the lifeguards who met the qualifications for the bonus.

Councilmember Love made the motion to approve the 2025 Pool Bonus as recommended. Councilmember Middleton 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 Middleton made the motion to enter executive session regarding real estate acquisition with Attorney Godderz, Building Inspector Dubois, and City Clerk Atchison at 7:36 pm. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 7:46 pm with no action taken.

Councilmember Curtis made the motion to return to executive session for an additional ten minutes. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 7:56 pm with no action taken.

B. Ten Minute Executive Session to discuss non-elected personnel with City Clerk Atchison and Utility Foreman Bond

Councilmember Love made the motion to enter a ten-minute executive session to discuss non-elected personnel at 7:56 pm with City Clerk Atchison and Utility Foreman Bond. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:06 pm with no action taken.

Councilmember Strohm made the motion to go back to executive session for an additional ten minutes for non-elected personnel. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

Council returned at 8:16 pm with no action taken.

10. Staff Reports

A. Building Inspector Dubois

- He will be contacting Sam Nasser to get access to the computer and for the phone calls to be forwarded to his phone.
- He has discussed with the contractor the improvements at the Bell Mine and the Dress Shop.
- He will be meeting with the electrician for the inspection of The Den
- Discussed electrical hookup with Rick Miller
- Will be reviewing the ordinance requiring disconnect at the pole for the next agenda
- Park Gazebo at Sumner Park will be repaired by the Dunn family after the first of October
- Will be contacting Melissa Atwood regarding the repairs needed to the Chicken Coop

B. Police Chief Baker

- Officer Terry Ralston is being trained on Code Enforcement
- New Truck will be arriving on 9/23/25
- He will be taking a bereavement day on Tuesday, 9/16

C. Utility Foreman Bond

- Discussed last night's storms and repairs
- Discussed repair of the gas meter at 905 South Topeka

D. City Clerk Atchison

- Discussed the MIH Grant
- Reviewed the responses from the Burlingame Rec regarding the questions about bylaws, use of concession stand, and mowing.

11. Attorney Reports – no report

12. Council/Mayor Comments and Reports

A. Councilmember Curtis

- Asked about the big truck on Santa Fe with skeleton.
- What is the status of the fence around Electricom? Building Inspector Dubois advised he is currently working with them on the fence.
- Advised there is a pole East of their home in need of repair.

B. Councilmember Strohm

- Asked if we have a pamphlet on connecting a gas or electric service. Building Inspector Dubois advised he is revamping the building permit process.
- The lock on the council room door is unacceptable and needs to be removed.

C. Councilmember Middleton – no comments

D. Councilmember Love – Thanked the Utility workers for restoring the electricity

E. Mayor Mullinix

- Discussed a Facebook Comment
- Advised she has pictures of the gas meter damage at 905 South Topeka if anyone wanted to review.

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:26 pm
Councilmember Curtis made the motion to adjourn the Council Meeting at 8:26 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 2549
Next Charter Ordinance #18
Next Resolution # 459