



**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 Officer, Layton Dougherty	<u>P</u>
Councilmember, Kathy Love	<u>P</u>	Power Plant Supt., Chris Gallaway	<u>P</u>
Councilmember, Travis Middleton	<u>A</u>		

Held: Monday, July 7, 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 Steve Peiman, Bob Hart, Ellen Hilbert, Janene Fry, David Garrison, Anne Baer – Treasurer, Brandi Shaffer – Librarian and Ray Burns

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

*Correction to agenda:*

*item 3D should be Consider the motion to pass Resolution #455 to condemn the property at 620 South Topeka.*

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

*Councilmember Burns made the motion to approve the agenda with the correction to Item 3D to be Consider the motion to pass Resolution # 455 to condemn the property at 620 South Topeka. 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 regarding the condemnation of the property at 720 South Topeka.**

Councilmember Strohm made the motion to open the Public Hearing regarding the condemnation of the property at 620 South Topeka. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 0

#### **B. Public Hearing**

Councilmember Curtis asked if the problem is in the process of being sold, do we need to wait to do the hearing. The answer was “No”. If the property is sold, the new owners will still be required to bring the property up to code.

**C. Consider the motion to close the Public Hearing**

Councilmember Strohm made the motion to close the public hearing. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

**D. Consider the motion to pass Resolution # 455 to condemn the property at 620 South Topeka.**

Councilmember Strohm made the motion to pass Resolution #455 to condemn the property at 620 South Topeka and for the Resolution to be published July 17 in the Osage County Herald/Chronicle and to allow the owners to have 60 days to commence the removal or rehabilitate the structure from date of the publication and to allow 60 days for completion. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 0

**4. APPROVAL OF MINUTES**

**A. Approval of Regular Meeting Minutes for June 16, 2025 and the Special Meeting Minutes from Jun 30, 2025**

Councilmember Curtis made the motion to approve the minutes from June 16, 2025 and the Special Meeting Minutes from June 30, 2025. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

**5. CONSENT AGENDA**

**A. Approval of bills presented to be paid for July 7, 2025**

Councilmember Curtis made the motion to approve the bills for July 7, 2025. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 0

**6. CORRESPONDENCE TO COUNCIL**

- A. Flint Hills Bank Portfolio of Pledge Securities
- B. KCamp Four Year Loss History
- C. National Terrorism Advisory System
- D. League of KS 2026 Dues Structure Reformulation
- E. Thank You Note from Dennis Klumpe for Chip Seal on Osage Street

**7. Presentation of 2026 Library Budget – Brandi Shaffer**

Councilmember Love made the motion to approve the 2026 Library Budget with a total expense of \$65,578.00. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

**8. Unfinished Business**

**A. Pool Updates**

**1. Review of the purchase for chairs, table, and canopy for the pool**

City Clerk Atchison reviewed the products purchased for table and chairs for \$950.00 and thanked Mayor Mullinix for the 10x20 canopy. We still need to secure a canopy for the baby splash area.

**2. Consider the motion to approve the final invoice to Western Consultants for \$4,130.00**

Councilmember Curtis made the motion to approve the invoice to Western Consultants for \$4,130.00. Councilmember Strohm seconded the motion.

Vote: Ayes: 4                      Nays: 0

**3. Consider the motion to approve the final invoice to Water's Edge for \$4750.00**

Councilmember Love made the motion to approve the final invoice to Water's Edge for \$4750.00. Councilmember Burns seconded the motion.

Vote: Ayes: 4                      Nays: 0

**4. Consider the motion to approve the final payment App #7 to Carrother's Construction for \$135,840.90.**

Councilmember Curtis made the motion to approve the Final Payment App # 7 to Carrother's Construction for \$135,840.90. Councilmember Love seconded the motion.

Vote: Ayes: 4                      Nays: 0

**B. Code Enforcement**

**1. Discussion regarding the property at 109 West Santa Fe – Bob Hart**

Mr. Hart discussed his past plans for the property, but now wants to sell it for \$10,000. Councilmember Strohm discussed the need for a new roof to keep the moisture out of the building. Councilmember Strohm made the motion to allow Mr. Hart 60 days to repair the roof. Councilmember Curtis seconded the motion.

Vote: Ayes: 4                      Nays: 0

**2. Discussion regarding the property at 403 South Delaware**

Councilmember Strohm made the motion to close the code violation. Councilmember Love seconded the motion.

Vote: Ayes: 4                      Nays: 0

**3. Discussion regarding a property at 213 East Santa Fe**

Councilmember Strohm made the motion to close this issue. Councilmember Love seconded the motion.

Vote: Ayes: 4                      Nays: 0

**4. Discussion regarding a property at 514 South Peoria.**

Councilmember Strohm made the motion to close this issue. Councilmember Love seconded the motion.

Vote: Ayes: 4                      Nays: 0

**C. Review of Drone Purchase**

City Clerk Atchison advised the grant for the drone was not secured; therefore, no drone was purchased.

**D. Discussion of items to sell on Purple Wave for the purchase of a snowplow**

Councilmember Burns made the motion to allow Acting Superintendent Bond to list all the items on Purple Wave. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

**9. New Business**

**A. Opening of bids and a motion to approve awarding the bid to hay the ground at the sewer lagoons.**

No bids were received.

**B. Consider motion to approve the agreement with the Burlingame Township to grade the gravel roads in City Limits three times a year for \$1000 each time or a total of \$3000 per year.**

Councilmember Strohm made the motion to approve the agreement with the Burlingame Township to grade the gravel roads in City Limits three times a year for \$1000 each time or a total of \$3000 per year.

Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

**C. Consider motion to approve payment of \$26,636.50 to NPL with \$15,000 out of the Gas Fund/Contingency and \$11,636.50 out of the Infrastructure.**

Councilmember Strohm made the motion to approve payment of \$26,636.50 to NPL with \$15,000 out of the Gas Fund/Contingency and \$11,636.50 out of the Infrastructure Fund. Councilmember Love seconded the motion.

Vote: Ayes: 4

Nays: 0

**D. Consider the motion to approve the contract for the PER for BG Consultants in the amount of \$5000 for the Brick Street Grant project with the money coming out of the Infrastructure Fund.**

Councilmember Love made the motion to not approve at this time until we get further clarification of exactly what bricks are being replaced on East Santa from BG Consultants. Councilmember Burns seconded the motion.

Vote: Ayes: 4

Nays: 0

**E. Discussion regarding the Power Plant outage on 6/2/2025.**

Power Plant Superintendent Chris Gallaway discussed what led to the power outage, the repair of the line and the fact a claim was filed with KCamp. He is now waiting to get a quote for the cost of the repairs.

**F. Consider the motion to set the date and time to interview candidates for the Building Inspector Position.**

Councilmember Love made the motion to have City Clerk Atchison schedule a date and time to interview the candidates for the Building Inspector position. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

### **G. Discussion regarding the 2026 Budget**

City Clerk Atchison advised she will input the Library information and forward the budget to the Council for review. We will need to have the Budget Workshop on July 14, 2025 at 7:00 pm to finalize the budget and with the proposed mill levy and if we will be exceeding RNR to be forwarded to the County Clerk by July 20, 2025.

### **10. Executive Session – none**

### **11. Staff Reports**

A. Police Officer Layton Dougherty – none

- Discussed Charger Repairs

B. Acting City Superintendent Bond

- Apac completed the Chip Seal project. However, we were not able to chip seal the pool parking lot.
- Lift Station has been repaired.
- Still working to get bids to fix the roof on the small building behind the Library
- The Cat Generator powers the Power Plant and the Lift Station when needed. However, ours is not working. Will need to put as an agenda item for the next meeting.

C. City Clerk Atchison

- Coach Slater asked the City if they would like to sponsor a hole for the Bearcat Scramble for the cost of \$75 or two holes for the cost of \$100. Councilmember Curtis made the motion to sponsor one hole for the golf tournament. The motion died.
- City Clerk Atchison reviewed a scoring matrix developed by Brett Waggoner to help identify which business would be project ready for a CDBG Block Development Grant

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

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

A. Councilmember Curtis – Thank you to the City Crew for painting the curbs

B. Councilmember Strohm – Nothing to report

C. Councilmember Love

- Thank you to employees for dealing with the Power Outage
- Thank you to the City Crew for painting the curbs

D. Councilmember Burns

- Asked if we could advise the surrounding business owners when the Funeral Home gets ready to demo their building
- Asked if Kyle could double check the water line for Highway to Hair. Kyle advise the city is not responsible for repairs to the line past the meter. The meter is in the flower bed in front of the store. He will check and discuss with Haley Adams.

E. Mayor Mullinix - Nothing to report

### **13. Adjournment** – Consideration to adjourn the City of Burlingame Council Meeting at 8:27 pm

Councilmember Burns made the motion to adjourn the Council Meeting at 8:27 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 # 456