



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>A</u>	Building Inspector – Chris Dubois	<u>P</u>
Councilmember, Travis Middleton	<u>P</u>		

Held: Monday, October 6, 2025

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

1. CALL TO ORDER BY Mayor Michelle Mullinix

A. Roll Call - See above. Also, in attendance were Anne Baer – City Treasurer, Layton Dougherty- Police Officer, Chris Gallaway -Power Plant Superintendent, Gabe Bukovatz, and Austin Masters – Burlingame Rec

B. Additions and Deletions to the agenda

Additions:

8I. Consider the motion to approve the Plumbing License for Todd VanSchaick % The Plumbing Place, LLC.

C. Approval of Agenda.

Councilmember Burns made the motion to approve the agenda with the addition of 8I. Consider the motion to approve the Plumbing License for Todd VanSchaick % The Plumbing Place, LLC Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

2. Public Comments

Gave Bukovatz discussed with the council the inoperable truck he has in his yard that has been decorated for the holidays. Councilmember Strohm made the motion the truck needs to be moved as per the City Ordinance. Councilmember Curtis seconded the motion.

Vote: Ayes: 3

Nays: 1 (Burns)

3. PUBLIC HEARING - none

4. APPROVAL OF MINUTES

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

Councilmember Strohm made the motion to approve the minutes from September 15, 2025. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

5. CONSENT AGENDA

A. Approval of bills presented to be paid for October 6, 2025

Councilmember Curtis made a motion to approve the bills for October 6, 2025. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

6. CORRESPONDENCE TO COUNCIL

A. Annual disclosure filing with Municom.

B. Pledge Securities Statement from Bank of Burlingame

7. UNFINISHED BUSINESS

A. Pool Updates

1. Damage to concrete by sprinkler system

- Utility Foreman Bond advised Carrother's Construction has been working on the repair of the concrete.
- Valve to the drain water line has been fixed.

2. Final CDBG Payment of \$2000

- We will be receiving the payment this week with City Clerk Atchison

B. Code Enforcement

1. Update on property at 111 West Santa Fe (Funeral Home)

The property was deeded over to Troy Gray % T&L Petfood on 9/30/25.

Councilmember Curtis made the motion to send insurance holding payment of \$56,556.62 to Price Family Funeral Home. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

2. Update on repairs at 620 S. Topeka

Building Inspector Dubois advised the repairs are underway on the home. He will continue to monitor.

3. Update to the property at 221 East Fremont

Councilmember Strohm made the motion to start the condemnation process and for Attorney Godderz to draft a resolution to be reviewed at the next meeting. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

4. Discussion regarding the property at 105 East Santa Fe

Mr. Masters advised they are going out for bids. Bids to be opened on 11/12/2025. He would like to apply for the HEAL Grant with the City's approval. Councilmember Curtis made the motion for Mr. Masters to contact Brett Waggoner to move forward with the HEAL Grant. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

Discussion regarding the Burlingame Rec's By-Laws and the need to draft new by-laws.

5. Discussion regarding the removal of the car on the property at 514 S. Peoria

Police Chief Baker advised the car has not been removed. No more extensions for removal should be granted. He will be issuing a citation to the property owner to appear in court.

6. Update on the properties at 116 and 118 West Santa Fe

Building Inspector Dubois recapped his conversation with Mr. Ingalla. He will follow up with him during the next two weeks to get a firm timeline for the repairs and the removal of the scaffolding.

7. Update for the repairs at 109 West Santa Fe.

No update from the Building Inspector currently.

8. Update to the old Chicken Coop and trees growing out of building

Building Inspector Dubois advised he had discussed with the property owner and was assured the trees will be removed.

9. Electrical Inspections

Building Inspector reviewed the need for Electrical Inspections to be done by an electrician. The Council asked Mr. Dubois to get some estimates from two or three electricians on the cost to do inspections.

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

Power Plant Superintendent Gallaway advised it would be three to four weeks before completion. There will be three circuits replaced. Power Plant Superintendent Gallaway will follow up with adjuster on how to receive the payment for the repairs.

D. Committee Update on 250th with Burlingame, CA

Councilmember Curtis advised she had sent a letter to Michael Browning, Vice Mayor, to start a discussion on what would be the best activities between the two cities.

E. Discussion regarding the replacement of the building behind Library for Christmas Decoration storage.

Councilmember Strohm made the motion to purchase the building from Legacy Building for \$10,152 with \$4852.94 coming from the Pool Fund (06) and the balance of \$5499.06 from the Infrastructure Fund (11). Councilmember Curtis seconded the motion.

Vote: Ayes: 2 (Strohm and Curtis) Nays: 02 (Middleton and Burns)
Mayor Mullinix was tiebreaker with a Yes Vote.

8. New Business

A. Discussion regarding the change to the lock on the North Council Room Door

Councilmember Strohm will check on the requirements regarding occupancy and emergency exit with the Fire Marshal

B. Consider the motion to use KCamp Grant of \$2000 towards the purchase of barricades and safety cones.

Councilmember Burns made the motion for City Clerk Atchison and City Foreman Bond to find sets of barricades and cones to come in at \$2000. Councilmember Curtis seconded the motion.

Vote: Ayes: 4

Nays: 0

C. Consider the motion to approve sponsorship of National 4H Week for \$36.80

Councilmember Curtis made the motion to approve the sponsorship with Osage County Herald for National 4H Week for \$36.80. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

D. Discussion regarding the need to order electrical transformers.

Councilmember Burns made the motion to order three 10's, one 20, and three 15's for \$11,150 to come out of the electric fund. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

E. Discussion regarding the need to fix the furnace at the City Shop

Councilmember Strohm made the motion to spend \$3500 with Burgess Plumbing to fix the furnace at the City Shop. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

F. Consider the motion to approve the 2026 Paradigm Proposal for Public Awareness in the amount of \$2000 (Spring and fall)

Councilmember Strohm made the motion to approve the 2026 Paradigm Proposal for Public Awareness for \$2000 to come out of the Gas Fund for Spring and Fall. Councilmember Middleton seconded the motion.

Vote: Ayes: 4

Nays: 0

G. Consider the motion to appoint a voting delegate and alternate to attend the KCamp Annual Meeting.

Councilmember Curtis made the motion to not appoint anyone as a voting delegate or an alternative to attend the KCamp Annual Meeting. Councilmember Strohm seconded the motion.

Vote: Ayes: 4

Nays: 0

H. Discussion regarding the annual trash rate increase from Waste Management starting October 1, 2025.

City Clerk Atchison advised the annual increase will be 5% starting on the November 1 billing.

9. Executive Session

A. Ten Minute Executive Session for non-elected personnel with Utility Foreman Bond and City Clerk Atchison

Councilmember Burns made the motion to enter executive session at 8:10 pm for non-elected personnel with Utility Foreman Bond and City Clerk Atchison. Councilmember Strohm seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:20 pm with no action taken.

Councilmember Burns made the motion to terminate Mathew Christiason with no benefit payout.

Councilmember Curtis seconded the motion.

Vote: Ayes: 4 Nays: 0

B. Fifteen Minute Executive Session for non-elected personnel with Utility Foreman Bond and City Clerk Atchison

Councilmember Middleton made the motion to enter executive session at 8:21 pm for non-elected personnel with Utility Foreman Bond and City Clerk Atchison. Councilmember Burns seconded the motion.

Vote: Ayes: 4 Nays: 0

Council returned at 8:36 pm with no action taken.

Councilmember Burns made the motion to hire Randy Gregory at \$31.00 per hour to be the Utility Administrative Superintendent. Councilmember Middleton seconded the motion.

Vote: Ayes: 4 Nays: 0

10. Staff Reports

A. Building Inspector Dubois

- He is currently working with Electricom on their fence design.

B. Police Chief Baker

- New Patrol Truck has arrived.
- Dodge Charger will be sold on Purple Wave
- He will be conducting an interview with Eric Locust
- Thanked everyone who has helped over the years with Harvesters.

C. Utility Foreman Bond

- Discussed the tree trimming project.

D. City Clerk Atchison

- Discussed the School's Trick or Treating on October 31
- Reviewed the 2026 Loan and Budget Information
- Recapped the upcoming meetings to discuss with S&P Global Rating the City's finances and the meeting with Greg Wright to discuss the power plant.

11. Attorney Reports – no report

12. Council/Mayor Comments and Reports

A. Councilmember Curtis

- Asked if we could investigate the Jones Trust for the building to house the Christmas Decorations

B. Councilmember Strohm – no report

C. Councilmember Middleton – no report

D. Councilmember Burns – no report

E. Mayor Mullinix - no report

13. Adjournment – Consideration to adjourn the City of Burlingame Council Meeting at 8:45 pm
Councilmember Burns made the motion to adjourn the Council Meeting at 8:26 pm. Councilmember Middleton 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