

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

March 6, 2023

7:30 p.m.

The Mulvane City Council convened at the City Building at 211 N. Second at 7:30 p.m. Presiding was Mayor Shelly Steadman, who called the meeting to order at 7:30 p.m.

Council Members Present: Tim Huntley, Brent Allen, Kevin Cardwell, and Nancy Farber Mottola.

Others Present: Mike Robinson, Debra Parker, Kent Hixson, Chris Young, Joel Pile, J.T. Klaus, Aaron Snodgrass, Jason Gish, Dustin Lohmann, Lachelle Tootle.

Zoom Attendance: Kim Lockett

Pledge of Allegiance: All stood for the Pledge of Allegiance led by Mayor Steadman.

Approval of Regular Meeting Minutes Dated 2-20-23:

MOTION by Mottola, second by Allen to approve the Regular meeting minutes dated 2-20-23.
MOTION approved unanimously.

Correspondence: Councilmember Allen advised he received a letter regarding the hiring of someone for City Administrator. The letter appeared to come from the Employees of Mulvane. Letters were also received by Cardwell and Huntley.

Review and Closing of the Agenda: None

Appointments, Awards and Citations:

1. Tree Board Appointment:

With the passing of Tree Board Member, Stanley Stoll, there is an unfulfilled term on the Tree Board, which ends May 2023.

Gary Showalter submitted his application to the Tree Board Chair, Jerry Quigley. Mr. Showalter's application was provided to Mayor Steadman for review and recommendation.

MOTION by Allen, second by Cardwell to approve the mayor's recommendation to appoint Gary Showalter to complete the unexpired term of Stanley Stoll on the Mulvane Tree Board.

MOTION approved unanimously.

OLD BUSINESS

1. Downtown Park Concept Plan Review:

On January 16, 2023, the City Council approved a design-build agreement with Snodgrass & Sons Construction Co., Inc. to design and construct a "splash pad" park at the southwest corner of Main

and Prather. On February 20, 2023, Snodgrass and their park engineers presented a conceptual layout for the park to the City Council. Some of the comments and concerns raised by the council included - The location and size of the metal arch entry, synthetic turf vs. grass, restroom location and ventilation, splash pad lighting and electrical outlets, increase sidewalk area near the food truck parking, seating, and drainage.

Revisions to the February 20th concept plan have been prepared based on the council's suggestions. Jason Gish presented the revised plan to the council for review. The council had additional concerns regarding the size of the metal archway including cost, the location of seating walls instead of benches, and the grade of the property for drainage. Councilmember Allen indicated he would like to be included on a progressive stakeholder team to provide input on design details for the park.

It was the consensus of the council to proceed with the revised concept plan and fine tune some of the other details, including the metal archway, at a later date to make sure it fits within the price and design of the project. This will allow the design team to begin preparing final design details for the project.

City Attorney, J.T. Klaus, reminded staff to contact KDHE for approval. This property may be under a use restriction, which would prohibit the building of any structures because of the ground water contamination. City Engineer, Chris Young, advised that since we now have a footprint of the project he will reach out to KDHE.

NEW BUSINESS

1. KSC Lodging, Inc. Request to Waive Utility Payment Late Fee:

Kim Lockett with Lucrotec, addressed the City Council via Zoom, to request the utility late fee of \$549.62 for KSC Lodging be waived. Utility Billing Clerk, Lachelle Tootle, also presented information and answered questions from the council.

KSC Lodging partnered with Lucrotec to pay their utility bills in January 2023. On January 25, 2023, the utility bill was mailed out and an email notification was also sent. On Wednesday February 22, 2023, Kim Lockett contacted the city requesting a waiver of the late fee. During the phone call the Utility Billing Clerk, Lachelle Tootle, verified the email and mailing address were correct. Lockett confirmed the information. An ACH form for automatic draft was also emailed to Lockett. Since January 2021, the account for KSC Lodging has had three late payment penalties - 2/7/23, 12/7/21, and 1/6/21. There was much discussion and Lockett answered questions from the council.

MOTION by Huntley, second by Cardwell to approve the request to waive the penalty in the amount of \$549.62 for KSC Lodging, Inc.

MOTION approved. Roll call vote: Huntley-Yes, Cardwell-Yes, Mayor Steadman-Yes. Mottola-No, Allen-No.

2. Transient Guest Tax Application – Mulvane Old Settlers Festival:

MOTION by Cardwell, second by Huntley to authorize the City Administrator to approve the 2023 request from the Mulvane Old Settlers Festival for Transient Guest Tax funds in the amount of \$2,000.00.

MOTION approved unanimously.

3. 111th Street Water Tower – Add Green Christmas Lights:

The red water tower lights have been a long tradition in Mulvane. The strands are ninety-five (95) feet long. They are made from #10 solid THHN copper wire that is spun together so it stays together on the tower. The light sockets are screwed onto the wires. The bulbs are glued into the sockets, so the wind doesn't vibrate the bulbs out of the sockets. The plastic LED bulbs don't break as easily as the old glass incandescent bulbs. The light sockets are spaced every eighteen (18) inches on the strands and each strand contains fifty-four (54) bulbs. Approximately 18 to 20 strands of lights are installed on the tower.

Council discussed different lighting options along with the cost and illumination of green bulbs. The cost estimate for green LED bulbs is \$2.475 each when ordered in cases of 250 plus shipping and taxes. The cost estimate for the light sockets is \$2.85 each and the wire is \$950 for each 500 foot reel. The estimated cost to build ten (10) new strands to go red – green on the tower would be approximately \$7,410.00.

It was the consensus of the council to proceed with the red and green strands on the water tower.

ENGINEER

Project Review and Update: City Engineer, Chris Young, reviewed the following projects with the council:

Main “A” Sanitary Sewer Improvements: The sanitary sewer Contractor (Apex Excavating) plans to mobilize for Phase 1 construction in early April. Grant awards and amounts for the BASE grant are scheduled to be announced on March 14th.

Rock Road Lift Station Abandonment: No Change.

CITY STAFF

1. City Administrator Search and Hiring Process:

At the 1/16/23 City Council meeting, Kent Hixson gave his Notice of Intent to retire as the City Administrator on October 6, 2023. Mayor Steadman reached out to the League of Kansas Municipalities to research the services they may be able to extend to the City of Mulvane for the candidate search, selection, and hiring process. The League offers the League Executive/Administrative Position Search (LEAPS) program, designed to assist cities in finding chief administrative officers.

On February 6th, the council accepted the League of Kansas Municipalities (LEAPS) proposal to assist the city in the search for hiring of the next City Administrator.

The City Clerk will assist the City Council with correspondence and required documentation needed by the League. The contract, LEAPS questionnaire, and selection committee form will need to be completed and approved by the City Council. An updated job description will also be reviewed. Mayor Steadman and the City Clerk met to review the council's answers on the returned questionnaires. A final questionnaire was completed, and the job description updated. The City Attorney has reviewed the contract. Once the required documentation is approved, the City Clerk will send the information to the League and the process will begin.

MOTION by Mottola, second by Cardwell to approve the contract for League Executive/Administrative Position Search with the League of Kansas Municipalities.
MOTION approved unanimously.

MOTION by Mottola, second by Allen to approve the LEAPS Administrative Questionnaire.
MOTION approved unanimously.

Councilmember Huntley had questions regarding the residency requirement for the City Administrator. This can be addressed later if necessary.

MOTION by Cardwell, second by Allen to approve the updated City Administrator job description.
MOTION approved unanimously.

City Administrator: None

City Attorney: City Attorney, J.T. Klaus, requested an Executive Session to discuss matters deemed privileged in the attorney-client relationship for the purpose of consultation with the City Attorney for a period not to exceed fifteen (15) minutes.

MOTION by Mottola, second by Allen, to recess this meeting to an Executive Session to discuss matters deemed privileged in the attorney-client relationship for the purpose of consultation with the City Attorney for a period not to exceed fifteen (15) minutes and to reconvene the regular meeting at approximately 9:05 p.m. to include the Mayor, City Council, City Administrator, and the City Attorney.
MOTION approved unanimously at 8:50 p.m.

MOTION by Mottola, second by Huntley to reconvene the City Council meeting.
MOTION approved unanimously at 9:05 p.m.

Mayor Steadman advised that no decisions were made during the Executive Session.

MOTION by Allen, second by Mottola to recess this meeting for a second Executive Session to discuss matters deemed privileged in the attorney-client relationship for the purpose of consultation with the City Attorney for a period not to exceed fifteen (15) minutes and to reconvene

the regular meeting at approximately 9:20 p.m. to include the Mayor, City Council, City Administrator, and the City Attorney.

MOTION approved unanimously at 9:05 p.m.

MOTION by Cardwell, second by Allen, to reconvene the City Council meeting.

MOTION approved unanimously at 9:20 p.m.

Mayor Steadman advised that no decisions were made during the Executive Session.

Consent Agenda Items 1 - 2:

MOTION by Mottola, second by Huntley to approve Consent Agenda items 1 - 2.

1. Payroll dated 3-03-23 (\$227,891.76).

2. City Utility Bills (\$23,521.63).

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

- Next council meeting – Monday, March 20th @ 7:30 p.m.

ADJOURNMENT:

MOTION by Allen, second by Huntley to adjourn the City Council meeting.

MOTION approved unanimously at 9:22 p.m.

Minutes by:

Debra M. Parker, City Clerk