

MULVANE CITY COUNCIL
REGULAR MEETING AGENDA
Monday January 6, 2025

| | Pages |
|---|--------------|
| Call Regular Meeting to Order | |
| Roll Call | |
| Pledge of Allegiance | |
| Approval of Special Meeting Minutes dated December 18, 2024 | 2-8 |
| Correspondence | |
| Public Comments (State Name and Address – 5 minutes) | |
| Appointments, Awards and Citations | |
| 1. Staff Appointments | 9 |
| OLD BUSINESS: | |
| NEW BUSINESS: | |
| ENGINEER: | |
| 1. Main “A” Sanitary Sewer Phase 3 – Apex Excavating – Notice to Proceed | 10-11 |
| 2. Project Review and Update | 12 |
| LAND BANK: | 13 |
| 1. Approval of minutes dated 8-5-24 | 14 |
| 2. Annual Land Bank Report | 15 |
| CITY STAFF: | |
| City Clerk | |
| City Administrator | |
| City Attorney | |
| CONSENT AGENDA: | 16-19 |
| 1. Payroll dated 12/20/24 - \$249,452.00 | |
| 2. Payroll dated 1/3/25 - \$255,965.70 | |
| 3. City Utility Bills for November | |
| 4. Tyler Tech Annual Maintenance and Support Renewal - \$38,145.77 | |
| ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS: | 20-21 |
| Next City Council Meeting – Wednesday, January 22, 2025 – 6:00 p.m. | |
| Bridges out of Poverty Workshop – Saturday, January 25, 2025 – 8:30 a.m. – 3:00 p.m. at the PIX | |
| 2025 CIP Workshop - Monday, January 27, 2025 – 6:00 p.m. at the PIX | |
| ADJOURNMENT: | |

**MULVANE CITY COUNCIL
SPECIAL MEETING MINUTES**

December 18, 2024

6:00 p.m.

City Clerk, Debra Parker, read aloud the Request for Special Council Meeting for Wednesday, December 18, 2024, at 6:00 p.m. for the object and purpose of conducting City Business per the Agenda dated December 18, 2024, to include Appointments, Awards and Citations, Old Business, New Business, Engineer Report, City Staff Report, and Consent Agenda as attached. Requested by: Councilmembers Kurtis Westfall, Tim Huntley, and Grant Leach. (Agenda attached to the Request for Special Council Meeting).

The Mulvane City Council convened at the City Building at 211 N. Second at 6:00 p.m. Presiding was Mayor Brent Allen, who called the Special Meeting to order.

COUNCIL MEMBERS PRESENT: Tim Huntley, Grant Leach, Todd Leeds, Kurtis Westfall.

OTHERS PRESENT: Austin St. John, Debra Parker, Chris Young, Joel Pile, Gordon Fell, Malissa Long, Kaylie Mistretta, Michael Gerber, Kendra Stacey, Nancy Armstrong, Lowell Ester, Catlin Martin, Ben Pile, Gary Brownlee, Bobby Kimble.

PLEDGE OF ALLEGIANCE: All stood for the Pledge of Allegiance led by Mayor Allen.

APPROVAL OF REGULAR MEETING MINUTES:

MOTION by Huntley, second by Westfall to approve the Regular meeting minutes dated December 2, 2024.

MOTION approved unanimously.

CORRESPONDENCE: None

PUBLIC COMMENTS: None

APPOINTMENTS, AWARDS AND CITATIONS:

1. Employee of the Month:

Public Works/Utility Dept. employees Travis Patterson and Ben Pile were nominated by a citizen (Deb Lankard) for Employee of the Month for the service they provided in repairing a water leak. Mayor Allen presented Pile with an Employee of the Month Award and thanked him for his dedicated service. Patterson was not present.

2. Service Awards for Volunteer Firefighters:

Public Safety Director, Gordon Fell, presented a 30-year service award to Lowell Ester and Bobby Kimble, and thanked them for their dedicated service to the Fire Department and the City of Mulvane. Joe McDaniel was not present to accept his 25-year service award. Mayor Allen expressed his thanks to the recipients of this special award.

OLD BUSINESS

None

NEW BUSINESS

1. Subsidy Request – Mulvane Community Foundation:

Mulvane Community Foundation (MCF) Director, Malissa Long, and members Nancy Armstrong and Catlin Martin, reviewed this item with the council. The MCF would like to request \$25,000 toward expenses for continuing to employ a part-time director in January 2025. The MFC will continue to work towards their goal of becoming independently sustainable in the future.

The MCF assists with authorized pass-through funds for many community events and activities. Long advised that one of the MCF's accomplishments was focusing on the Mental Health Voucher Program. Long thanked Councilmember Grant Leach for speaking at the Getting Ahead Graduation. This program is for anyone struggling to move forward and make lasting progress in their lives.

MOTION by Huntley, second by Westfall to approve the Mulvane Community Foundation request for funds in the amount of \$25,000 for 2025.

MOTION approved unanimously.

2. 2023 Audit Presentation:

Michael Gerber with FORVIS reported the findings of the 2023 Audit. FORVIS issued a clean opinion for the 2023 Audit. FORVIS is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with the oversight of those charged with governance, are prepared in accordance with account principles generally accepted in the United States of America (GAAP) and the Kansas Municipal Audit and Accounting Guide (KMAAG). The City's basic financial statements include both government-wide, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information. Gerber reported from a control standpoint, there are no material weaknesses. Since the City has a small staff, Gerber recommended the council review processes for adjustments.

MOTION by Huntley, second by Leeds to accept the Draft 2023 City of Mulvane Audit and any additional changes.

MOTION approved unanimously.

3. RSVP Agreement with Sedgwick Co. for Senior Center:

Senior Center Director, Kaylie Mistretta, reviewed this item with the council. The Mulvane Senior Center utilizes the Retired Senior Volunteer Program (RSVP) to provide transportation services for seniors. The City originally signed an agreement with the Sedgwick County Department on Aging in October 2015 and has renewed the agreement each year. All compensation provided under this Agreement is on a fee-for-service basis, which is seven dollars (\$7.00) per coordinated ride not to exceed \$2,000 per year, which is down from \$2,500 in previous years.

Mistretta advised that there have been 450 total trips through November and there are currently ten (10) volunteer drivers in the Program.

MOTION by Leeds, second by Huntley to approve the Volunteer Transportation Services Agreement between the City of Mulvane, Kansas and Sedgwick County, Kansas for providing transportation services pursuant to the RSVP Transportation Program.

MOTION approved unanimously.

4. Agreement with Sedgwick Co. for Senior Center Funding:

Senior Center Director, Kaylie Mistretta, reviewed this item with the council. Since 2019, the City has contracted with Sedgwick Co. to establish a collaborative framework for the operation of the Senior Center. The Agreement outlines the terms and conditions for the operation and management of Senior Centers within our jurisdiction.

This Agreement will provide \$35,000 for salaries from the County to the Mulvane Senior Center for 2025. The Contract requires careful documentation of costs, monthly reporting, and written safeguards against any conflicts or private gain.

MOTION by Huntley, second by Westfall to approve the Agreement for Senior Centers for the Mulvane Senior Center between the City of Mulvane, Kansas and Sedgwick County, Kansas for the 2025 budget year.

MOTION approved unanimously.

5. Rezoning Property From R-1 to R-2 and Approve Ordinance:

Planning and Zoning Director, Joel Pile, reviewed this item with the council. This request is to change the zoning classification of 120 W. Blair from R-1 Single-Family Residential to R-2 Two-Family Residential.

Mayor Allen called this agenda item for consideration of changing the zoning district classification of certain land within the City.

Mayor Allen asked the City Council if any of them intend to disqualify themselves from discussing and voting on the Ordinance due to any conflicts of interest or a particular bias on the matter. There were none.

MOTION by Leeds, second by Westfall to receive and file the excerpts of minutes from the November 14, 2024, Mulvane Planning Commission Meeting related to Case No. Z-2024-01.

MOTION approved unanimously.

Mayor Allen asked the City Council if any of them have received any ex-parte verbal or written communications prior to this meeting which they would like to share with all the members. There were none.

Mayor Allen asked if there were any members of the public who wish to speak.

There were none.

Mayor Allen asked if there were any written communications, objections or petitions filed with the City Clerk.

There were none.

Mayor Allen asked if the petitioner wished to respond.

Not present.

Mayor Allen asked if the City Council wished any further discussion on the proposed Zoning Change.

There were none.

(Having considered the evidence and the factors to evaluate the zoning changes)

MOTION by Leeds, second by Leach that the Governing Body approve Ordinance No. 1594 rezoning property described in Case No. Z-2024-01 from R-1 Single-Family Residential District to R-2 Two-Family Residential District.

MOTION approved unanimously.

ORDINANCE NO. 1594

AN ORDINANCE CHANGING THE ZONING DISTRICT CLASSIFICATION OF CERTAIN LANDS UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY OF MULVANE, KANSAS, AS ORIGINALLY APPROVED BY ORDINANCE NO. 1432.

6. Request for Special Use and Approve Ordinance:

Planning and Zoning Director, Joel Pile, reviewed this item with the council. The request is for a Special Use to build a utility substation at 1418 N. Utility Park Circle in the R-1 Single-Family Residential District. The property is owned by the City of Mulvane and currently has a large metal building which houses the city's electrical generators.

Mayor Allen called this agenda item for consideration of an ordinance approving a Special Use.

Mayor Allen asked the City Council if any of them intend to disqualify themselves from discussing and voting on the Ordinance due to any conflicts of interest or a particular bias on the matter. There were none.

MOTION by Huntley, second by Leeds to receive and file an excerpt of minutes from the Planning Commission meeting November 14, 2024, at which PC Case #SU-2024-01 was considered.

MOTION approved unanimously.

Mayor Allen asked the City Council if any of them have received any ex-parte verbal or written communications prior to this meeting which they would like to share with all the members.

There were none.

Mayor Allen asked if there were any members of the public who wish to speak.

There were none.

Mayor Allen asked if there were any written communications, objections or petitions filed with the City Clerk.

There were none.

Mayor Allen asked if anyone from the City wished to respond.

There were none.

Mayor Allen asked if the City Council wished any further discussion on the proposed Special Use as specified in Case #SU-2024-01.

There were none.

MOTION by Leeds, second by Westfall to accept the recommendation of the Planning Commission by concurring with their findings approving the requested Special Use as specified in Case #SU-2024-01, and to approve Ordinance No. 1595.

MOTION approved unanimously.

ORDINANCE NO. 1595

AN ORDINANCE APPROVING A SPECIAL USE FOR A UTILITY SUBSTATION IN THE R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT ON CERTAIN LANDS UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY OF MULVANE, KANSAS.

7. Friends of McConnell Membership:

City Administrator, Austin St. John, reviewed this item with the council. Friends of McConnell was organized in the 1960s to provide support to airman and their families for a variety of non-budgeted items. The goal of Friends of McConnell is to develop a strong social and economic link between McConnell's military leaders and their civilian counterparts. In November 2023, the City approved a contribution of \$2,500 to match the former Mayor's contribution of \$2,500 to become a Platinum Member. The council was asked if they would like to continue to support Friends of McConnell as a Platinum Member.

MOTION by Leeds, second by Westfall to approve \$5,000 to support Friends of McConnell as a Platinum Member for 2025.

MOTION approved unanimously.

8. City Prosecutor Agreement:

Public Safety Director, Gordon Fell, reviewed this item with the Council. Joy Williams took over the position of Mulvane City Prosecutor in October 2020. The current contract expires January 6, 2025. The only change to the contract is the dates associated with the contract. The 2025 contract will expire on January 5, 2026. The contract shall be \$2,000 per month with any additional services compensated at the rate of \$125.00 per hour.

MOTION by Huntley, second by Leach to approve the contract with Joy K. Williams.

MOTION approved unanimously.

9. Updated EMS Agreements with Sumner Co. and Belle Plaine:

Public Safety Director, Gordon Fell, reviewed the annual updated agreements with the Council. The agreements include the area of response and the financial responsibility for each entity. There are no changes from the 2024 agreements. The City will continue to receive \$60,000 from Belle Plaine, and \$228,333 from Sumner County for EMS services from Mulvane EMS.

Fell reviewed the total call volume with the council and advised the service area is 182 square miles.

MOTION by Huntley, second by Leeds to approve the EMS Agreement with Sumner Co.

MOTION approved unanimously.

MOTION by Huntley, second by Leach to approve the EMS Agreement with Belle Plaine.

MOTION approved unanimously.

10. Request to Transfer Funds to the Reserve Fund:

Public Safety Director, Gordon Fell, reviewed this item with the Council. There will be expected excess funds in the Public Safety Budget at the end of 2024. Fell is requesting the excess funds be transferred to the Municipal Equipment Reserve Fund. Anticipated excess funds are

approximately \$400,000. These funds will be used in the first quarter of 2025 to address CIP projects and departmental needs.

City Administrator, Austin St. John, advised that the \$400,000 is approximately 8.8% of the Public Safety Budget.

MOTION by Leeds, second by Leach to authorize the Fund Transfer of up to \$400,000 from the 2024 Public Safety Budgets (Police, Fire, and EMS) to the Municipal Equipment Reserve Fund. MOTION approved unanimously.

ENGINEER

1. Main “A” Sanitary Sewer Phase 3 – Construction Agreement with Apex Excavating:

In November of 2022, the City modified the Main “A” Sanitary Sewer project scope from a single construction installation to multiple project phases. Phase 1 and 2 of the Project have been completed, and the City is ready to move forward with Phase 3. Phase 3 Improvements will construct a new sewer from south of Prather St. to Ralph Bell Park. Due to the large amount of pavement replacement needed, the City requested bidders provide an “Add Alternate” bid for pavement replacement. Phase 3 bids were received and opened on November 14th and on December 2nd the council accepted the low bid submitted by Apex Excavating, LLC in the amount of \$1,187,155.00 and issued a Notice of Award. The Agreement and Bond Documents have been received and are now ready for approval.

MOTION by Leeds, second by Westfall that the City enter into a construction Agreement with Apex Excavating, LLC in the amount of \$1,187,155.00 for Phase 3 of the Main “A” Sanitary Sewer Improvements and authorize the Mayor to sign.

MOTION approved unanimously.

2. Harvest Point Street Improvements – Accept Bid and Issue Notice to Proceed:

Bids for Harvest Point Street Improvements were received and opened on November 21, 2024. Bids were received from three (3) contractors. On December 2nd, the council accepted the low bid submitted by Kansas Paving for \$515,468.00 and issued a Notice of Award. The Agreement and Bond Documents have been received and are now ready for approval.

MOTION by Leach, second by Leeds that the City enter into a construction agreement with Conspec, Inc. dba Kansas Paving in the amount of \$515,468.00 and issue a Notice to Proceed for Phase 1 Street Improvements to serve the Harvest Point Addition and authorize the Mayor to sign.

MOTION approved unanimously.

3. Project Review and Update:

Main “A” Sanitary Sewer Improvements Phase 3 – Approved Construction Agreement with Apex.

Phase 1 Harvest Point – Approved Construction Agreement and issued Notice to Proceed with Kansas Paving for Street Improvements. Work continues on the remaining Improvements. Pay Appl. #5 is on the Consent Agenda for McCullough Excavation.

Emerald Valley Estates 2nd Addition – Construction Agreement and Notice to Proceed have been approved with McCullough Excavation.

The council asked about the Styx Creek Bridge Project in English Park. Young advised that the permit has been sent to Water Resources and is under review.

CITY STAFF

City Clerk: None

City Administrator:

1. Reviewed the November Finance Report with the Council.

City Attorney: None

CONSENT AGENDA ITEMS:

MOTION by Huntley, second by Westfall to approve consent agenda items 1-6.

1. Payroll Dated 12/6/24 - \$249,938.09
2. November Warrant Register - \$1,702,714.94
3. Pay Appl. #5 – Harvest Point Phase 1 – McCullough Excavation - \$396,781.65
4. Utility Write-offs for 2021 - \$8,727.56
5. Purchase of Ferric Chloride from Brenntag for WWTP - \$12,850.00
6. Purchase of Transformers – Midwest Electric - \$17,967.60

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

Next City Council Meeting – Monday, January 6, 2025 – 6:00 p.m.

2025 CIP Workshop – Monday, January 27, 2025 – 6:00 p.m. at the PIX

ADJOURNMENT:

MOTION by Leach second by Westfall to adjourn the Special Meeting of the Mulvane City Council.

MOTION approved unanimously at 7:21 p.m.

Minutes by:

Debra M. Parker, City Clerk

Minutes approved by the City Council _____.

CITY COUNCIL MEETING
January 6, 2025

TO: Mayor & City Council
FR: City Administrator
RE: City Officer Appointments
ACTION: Discuss and act on annual appointment of City Officers

Background:

At the first City Council meeting in January, the Mayor, by and with the consent of the City Council, must appoint the following City officers: City Clerk, City Treasurer, Chief of Police/Director of Public Safety, Municipal Court Judge, and City Attorney. The Mayor may also, by and with the consent of the City Council, appoint one or more Deputy City Clerks.

Legal Considerations:

Pursuant to K.S.A. 12-16,128, if the City Council fails to approve mayoral appointments within 45 days, such appointments are deemed approved. Further, mayoral appointments must be approved unless the City Council makes a specific finding by the passage of a resolution that the person is either unqualified to hold the office or is not fit to hold the office or position.

City Staff:

The City Code at Section 115.010 requires that five (5) City officers be appointed at the first meeting in January. One or more Deputy City Clerk may also be appointed.

Recommendation:

Motion to appoint the following officers for an annual term commencing January, 2025:

| | |
|--|-----------------|
| City Clerk | Debra M. Parker |
| Police Chief/Director of Public Safety | Gordon Fell |
| City Attorney | J.T. Klaus |
| City Treasurer | Sydney Thomas |
| Municipal Court Judge | Larry Linn |
| Deputy City Clerk | Lachelle Tootle |

CITY COUNCIL MEETING
MULVANE, KANSAS
January 6, 2025

TO: Mayor and City Council
SUBJECT: Phase 3 - Main A Sanitary Sewer Improvements
FROM: Chris Young, City Engineer - Young & Associates, PA
ACTION: ACTION ITEM - Review/Approve Notice to Proceed (NTP) with Apex Excavating, LLC

Background:

The Main A Sanitary Sewer project is the result of a 2001 Sanitary Sewer System Analysis and a study update completed in 2021. The proposed Main A improvements provide increased capacity to address new land development in the NE area of the City and creates a second crossing of the BNSF railroad and K-15.

In November of 2022 the City modified the Main A project scope from a single construction installation to (4) four project phases (see “Project Phasing Map” below). Phase 1 of the Main A SS project was bid in December of 2022 and completed and placed into service in September of 2023. Phase 2 was bid in October of 2023 and completed and placed into service in April of 2024. Phase 3 was bid in November of 2024 with Apex Excavating submitting the low bid. On December 18, 2024 the City Council approved a construction agreement with Apex Excavating.

Analysis:

The construction agreement with Apex includes “Add Alternate” work associated with the replacement of pavements. The contract time for Phase 3, including the additional pavement replacement work, is 165 calendar days. Contract provisions include a 30-day late start. Following is an updated tentative time-line for Phase 3:

Approve Const. Agreement..... Dec. 18, 2024
Notice to Proceed (30-day late start)..... Jan. 17, 2025
Complete Phase 3 Main A Improvements,
(165-calendar days)..... July 1, 2025

Financial Considerations:

The total construction contract amount, including Add Alternate, is \$1,187,155.00. The project is being financed by General Obligation Bonds.

Legal Considerations:

Per City Attorney.

Recommendation/Action:

City staff recommends approving a Notice to Proceed with Apex Excavating, LLC as outlined in the following Sample Motion:

*Sample Motion -
I move the City approve a Notice to Proceed with Apex Excavating, LLC for Phase 3 of the Main A Sanitary Sewer Improvements and authorize the Mayor to sign.*



Main A Sanitary Sewer Improvements - Project Phasing Map

NOTICE TO PROCEED

Dated: _____

**TO: Apex Excavating, LLC
302 W. 61st Street N.
Park City, KS 67201**

**PROJECT: PHASE 3 - MAIN "A" SANITARY SEWER IMPROVEMENTS,
CITY OF MULVANE, SEDGWICK-SUMNER COUNTY, KANSAS**

You are notified that the Contract Time under the above contract will commence to run on January 17, 2025. By that date, you are to start performing the Work and your other obligations under the Contract Documents. The date of Substantial Completion and Final Completion are set forth in the Agreement; they are July 1, 2025 and July 31, 2025 respectfully.

Before you may start any Work at the site, you must deliver to the Owner certificate of insurance which you are required to purchase and maintain in accordance with the Contract Documents.

City of Mulvane
Owner

By: _____
Title: Mayor

**CITY COUNCIL MEETING
MULVANE, KANSAS
January 6, 2025**

TO: The Honorable Mayor and City Council
SUBJECT: Engineer’s Report on Infrastructure Projects
FROM: Christopher R. Young, PE, City Engineer
ACTION: Status Updates on City Infrastructure Projects

Outlined below is a list of City projects currently under design, review, and/or construction followed by a brief status report for each project.

| Project Name/Description | Project Status |
|--|--|
| Phase 3 Main A Sanitary Sewer Improvements <i>(Bond Issue funding)</i> | <p><u>Completed to Date:</u> A construction agreement with Apex Excavating was approved at the 12/18/24 City Council meeting. Shop drawings have been prepared and reviewed.</p> <p><u>Remaining Work:</u> A tentative date for conducting a pre-construction meeting has been set for 1/7/25 and a Notice to Proceed is anticipated for 1/17/25.</p> <p><u>Contract Status:</u> Apex Excavating’s current contract amount is \$1,187,155.00.</p> <p>Note: The Phase 2 Contractor, Apex Excavating, is addressing some warranty work including some trench settling across First St. and in Bridge street.</p> |
| Phase 1 Harvest Point Addition Infrastructure <i>(Municipal Bonds)</i> | <p><u>Completed to Date:</u> A construction agreement with Kansas Paving for Phase 1 Street Improvements was approved at the 12/18/24 City Council meeting. A pre-construction meeting with Kansas Paving was conducted on 12/19/24. McCullough Excavation is nearing substantial completion on the Site Grading and Utility work.</p> <p><u>Remaining Work:</u> Perform a final inspection/walk-through for Grading and Utility construction. Initiate street construction.</p> <p><u>Contract Status:</u> McCullough Excavation’s current contract amount is \$1,672,980.25. Pay Application No. 5 was approved on 12/18/24 in the amount \$396,781.65 and represents approx. 73.2% of the total contract amount (less 10% held in retainage). Kansas Paving’s current contract amount is \$515,468.00. The Notice to Proceed (NTP) is dated 12/30/24.</p> |
| Emerald Valley Estates 2nd Addition Infrastructure <i>(Municipal Bonds)</i> | <p><u>Completed to Date:</u> The Grading and Utility Contractor has completed some preliminary site clearing and mass grading work. Preliminary street plans are complete and have been submitted to Public Works for review.</p> <p><u>Remaining Work:</u> Mass Grading and Detention Pond, Sanitary Sewer, Water and Storm Sewer construction, including the installation of BMP’s. Address street design plan review comments and prepare final plans and specifications.</p> <p><u>Contract Status:</u> McCullough Excavation’s current contract amount is \$1,174,970.00. Construction agreement, bonds and insurance have been submitted and approved by the City. The Notice to Proceed (NTP) is dated 12/4/24.</p> |

Agenda Section – Land Bank

January 6, 2025
Mulvane Land Bank Trustee Meeting

TO: Chair & Land Bank Trustees
FR: Land Bank Staff
RE: Land Bank Related Business
ACTION: Conduct Land Bank Business

The City Council is also the Mulvane Land Bank – Board of Trustees. All land acquisition-related invoices and bills need to be approved and paid for by the Land Bank Board of Trustees. The Land Bank is required to have an annual budget.

The Land Bank shall make an annual report to the Governing Body on or before January 31 of each year, showing receipts and disbursements from all funds under its control and showing all property transactions occurring in each year. Such report shall include an inventory of all property held by the Land Bank. A copy of such inventory shall also be published by the secretary/treasurer in the official City newspaper on or before January 31 of each year.

Motion to recess the 1-6-25 City Council meeting and convene as the Mulvane Land Bank.

Motion to approve the 8-5-24 Land Bank Trustee meeting minutes.

Motion that the Mulvane Land Bank Trustees approve the Mulvane Land Bank Annual Report for 2024.

Motion to adjourn the meeting of the Mulvane Land Bank Board of Trustees and reconvene as the Mulvane City Council.

MULVANE LAND BANK
8/5/24
Board of Trustees Meeting Minutes

Present: Brent Allen, Tim Huntley, Kurtis Westfall, Todd Leeds, Trish Gerber, Grant Leach.

The City Council is also the Mulvane Land Bank – Board of Trustees. The Land Bank Board of Trustees must approve all land acquisition-related invoices and bills. The Land Bank is required to have an annual budget.

MOTION by Huntley, second by Leach to recess the August 5, 2024, City Council meeting and convene as the Mulvane Land Bank.

MOTION approved unanimously.

MOTION by Leach, second by Leeds to approve the 6/3/24 and 7/1/24 Land Bank Trustee meeting minutes.

MOTION approved unanimously.

MOTION by Huntley, second by Leach to recess the Mulvane Land Bank meeting for a period not to exceed five (5) minutes for the purpose of conducting a public hearing regarding the 2025 proposed annual Land Bank Budget.

MOTION approved unanimously.

There was no one present to speak at the public hearing.

Chair Allen closed the public hearing.

MOTION by Leach, second by Leeds to reconvene the August 5, 2024, Regular Land Bank meeting.

MOTION approved unanimously.

MOTION by Leach, second by Huntley to approve the 2025 annual Land Bank budget as provided.

MOTION approved unanimously.

MOTION by Leeds, second by Leach to approve the invoice of \$57.20 for the publication of the budget hearing notification with the Mulvane News.

MOTION approved unanimously.

MOTION by Huntley, second by Westfall to adjourn the meeting of the Mulvane Land Bank Board of Trustees and reconvene as the Mulvane City Council.

MOTION approved unanimously.

Minutes by:
Debra M. Parker, Secretary

**2024 ANNUAL REPORT
MULVANE LAND BANK**

| | |
|-------------------------------|--------------------|
| Revenues: | |
| Beginning Balance | \$21,739.70 |
| Rental Income | \$0.00 |
| Sale of Property | \$0.00 |
| Insurance Refund | \$0.00 |
| Total: | \$21,739.70 |
| Expenses: | |
| Land Purchase | \$0.00 |
| Legal Fees | \$2,182.50 |
| Insurance | \$0.00 |
| Utilities | \$0.00 |
| Legal Publications | \$128.70 |
| Building repairs | \$0.00 |
| Audit Services | \$0.00 |
| Property taxes | \$0.00 |
| Building maintenance | \$0.00 |
| Misc. expense | \$318.00 |
| Total expenses: | \$2,629.20 |
| Ending Balance 2024: | \$19,110.50 |
| New Property Acquired: | |
| None | |
| Current Property: | |
| None | |
| | |
| | |
| Property Sold: | |
| None | |

City of Mulvane Utility Bills

Due: 1/05/25

| | | | Electric Production | Electric Distribution | Water | Sewer Plant | Sewer System | Admin | Police | Street | Sports Complex | Park | Special Parks | Fire | Ambul 1 | Ambul 2 | Pool | | |
|--|------------|----|------------------------|--------------------------|-------------|----------------|-----------------|-----------|-----------|-----------|-------------------|-----------|------------------|-----------|-----------|-----------|-----------|-------------|--------------|
| ES Building - 910 E. Main | 01-3665-02 | \$ | 807.02 | | | | | | | | | | | \$ 403.51 | \$ 403.51 | | | \$ 807.02 | |
| Splash Park- 105 W. Main | 04-0720-00 | \$ | 313.15 | | | | | | | | | | \$ 313.15 | | | | | \$ 313.15 | |
| Band Shell - 117 E. Main | 04-8770-01 | \$ | 44.78 | | | | | | | | | | | | | | | \$ 44.78 | |
| Main St. Park - 117 E. Main | 04-8780-01 | \$ | 1.25 | | | | | | | | | | | | | | | \$ 1.25 | |
| Pix Center - 101 E Main | 04-8800-02 | \$ | 301.18 | | | | | | | | | | | | | | | \$ 301.18 | |
| Public Works Building - 410 W. Bridge | 05-0001-02 | \$ | 693.86 | \$ 86.73 | \$ 86.73 | \$ 173.47 | | | | \$ 346.93 | | | | | | | | \$ 693.86 | |
| Public Works Building #2 - 410 W Bridge | 05-0002-00 | \$ | 81.61 | | | | | | | \$ 81.61 | | | | | | | | \$ 81.61 | |
| Water Pump #3 - 211 N. Second | 05-0005-02 | \$ | 1.25 | | | | | | | | | | | | | | | \$ 1.25 | |
| Maintenance Shop - 124 Boxelder | 05-0015-02 | \$ | 218.58 | \$ 21.86 | \$ 21.86 | \$ 21.86 | \$ 21.86 | \$ 21.86 | \$ 21.86 | \$ 21.86 | | | | | | | | \$ 218.58 | |
| Utility Shop - 120 Boxelder | 05-0025-02 | \$ | 825.80 | \$ 137.63 | \$ 137.63 | \$ 275.27 | \$ 137.63 | \$ 137.63 | \$ 137.63 | \$ 109.29 | | | | | | | | \$ 825.80 | |
| Lift Station - 0 Industrial Dr. | 05-0070-02 | \$ | 9.68 | | | | | | | | | | | | | | | \$ 9.68 | |
| Sewage Disposal Plant - 1441 N. Pope Dr. | 05-0098-01 | \$ | 4,813.23 | | | | \$ 4,813.23 | | | | | | | | | | | \$ 4,813.23 | |
| 2011 Sewage Disposal Plant - 1441 N. Pope Dr. | 05-0099-01 | \$ | 4,316.42 | | | | \$ 4,316.42 | | | | | | | | | | | \$ 4,316.42 | |
| Sewer Chemical Injection - 1441 N. Pope Dr. | 05-0101-01 | \$ | 36.20 | | | | | \$ 36.20 | | | | | | | | | | \$ 36.20 | |
| Sewage Disposal Head Works - 1441 N. Pope Dr. | 05-0102-01 | \$ | 1,243.17 | | | | \$ 1,243.17 | | | | | | | | | | | \$ 1,243.17 | |
| Sewer Vehicle Storage - 1441 N. Pope Dr. | 05-0103-01 | \$ | 377.71 | | | | \$ 377.71 | | | | | | | | | | | \$ 377.71 | |
| Water Treatment Plant - 100 N. Oliver | 05-0150-01 | \$ | 1,089.89 | | \$ 1,089.89 | | | | | | | | | | | | | \$ 1,089.89 | |
| Lift Station -1900 N Rock Road - B | 05-0605-01 | \$ | 17.74 | | | | | \$ 17.74 | | | | | | | | | | \$ 17.74 | |
| Water Tower - 1420 N. Rock Road | 05-0770-01 | \$ | 7.58 | | \$ 7.58 | | | | | | | | | | | | | \$ 7.58 | |
| E.S. & Police - 1420 N. Rock Road | 05-0772-01 | \$ | 14.02 | | | | | | \$ 7.01 | | | | | \$ 3.51 | \$ 3.51 | | | \$ 14.02 | |
| North Sub Station - 8100 E. 111th St. So. | 05-0800-03 | \$ | 1.25 | \$ 1.25 | | | | | | | | | | | | | | \$ 1.25 | |
| Sports Complex Concession - 955 E. 111th St. So. | 05-0900-01 | \$ | 598.21 | | | | | | | | \$ 598.21 | | | | | | | \$ 598.21 | |
| Sports Complex - 955 E. 111th St. So. | 05-0910-01 | \$ | 8.19 | | | | | | | | \$ 8.19 | | | | | | | \$ 8.19 | |
| Swimming Pool - 990 E. 111th St. So. | 05-0915-01 | \$ | 220.65 | | | | | | | | | | | | | | \$ 220.65 | \$ 220.65 | |
| Water Reservoir - 9903 E. 111th St. So. | 05-0950-01 | \$ | 655.96 | | \$ 655.96 | | | | | | | | | | | | | \$ 655.96 | |
| Dog Shelter - 9903 E. 111th St. So. | 05-0960-01 | \$ | 24.32 | | | | | | \$ 24.32 | | | | | | | | | \$ 24.32 | |
| City Building - 211 N. Second | 06-9955-01 | \$ | 455.79 | | | | | \$ 455.79 | | | | | | | | | | \$ 455.79 | |
| City Building - 211 1/2 N. Second | 06-9960-01 | \$ | 55.06 | | | | | \$ 55.06 | | | | | | | | | | \$ 55.06 | |
| Parks Department - 507 N. First | 12-7500-02 | \$ | 29.23 | | | | | | | | | \$ 29.23 | | | | | | \$ 29.23 | |
| Parks Department - 507 N. First | 12-7550-02 | \$ | 102.18 | | | | | | | | | \$ 102.18 | | | | | | \$ 102.18 | |
| Parks Department - 507 N. First | 12-7600-01 | \$ | 65.84 | | | | | | | | | \$ 65.84 | | | | | | \$ 65.84 | |
| SW Lift - 0 Rockwood/Circle Dr. | 15-7950-01 | \$ | 146.95 | | | | | \$ 146.95 | | | | | | | | | | \$ 146.95 | |
| Lift Station - 0 Trail Dr. | 16-7975-01 | \$ | 35.10 | | | | | \$ 35.10 | | | | | | | | | | \$ 35.10 | |
| Ambulance #2 - 911 Kansas Star Dr. | 25-4040-01 | \$ | 36.20 | | | | | | | | | | | | | \$ 36.20 | | \$ 36.20 | |
| Police Department-420 E Main | 01-1680-04 | \$ | 29.23 | | | | | | \$ 29.23 | | | | | | | | | \$ 29.23 | |
| Police Department-410 E Main | 01-1690-07 | \$ | 751.36 | | | | | | \$ 751.36 | | | | | | | | | \$ 751.36 | |
| | | \$ | 18,429.64 | \$ 247.47 | \$ 246.22 | \$ 2,225.27 | \$ 10,910.02 | \$ 405.16 | \$ 510.85 | \$ 811.92 | \$ 537.83 | \$ 606.40 | \$ 544.46 | \$ 313.15 | \$ 407.02 | \$ 407.02 | \$ 36.20 | \$ 220.65 | \$ 18,429.64 |

| | | |
|------------|----|------------------|
| 101-01-511 | \$ | 510.85 |
| 101-02-511 | \$ | 1,688.69 |
| 101-03-511 | \$ | 407.02 |
| 101-04-511 | \$ | 811.92 |
| 101-18-511 | \$ | 443.22 |
| 219-00-617 | \$ | 313.15 |
| 220-00-511 | \$ | 220.65 |
| 511-09-511 | \$ | 247.47 |
| 511-10-511 | \$ | 246.22 |
| 512-13-511 | \$ | 2,225.27 |
| 513-11-511 | \$ | 10,910.02 |
| 513-12-511 | \$ | 405.16 |
| | \$ | <u>18,429.64</u> |



Remittance:
 Tyler Technologies, Inc
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

| Invoice No | Date | Page |
|------------|------------|--------|
| 025-483810 | 11/01/2024 | 1 of 3 |

Questions:
 Tyler Technologies- Local Government
 Phone: 1-800-772-2260 Press 2, then 2
 Email: ar@tylertech.com



Bill To: CITY OF MULVANE
 211NORTH SECOND AVENUE
 MULVANE, KS67110

Ship To: CITY OF MULVANE
 211NORTH SECOND AVENUE
 MULVANE, KS67110

| Cust No.-BillTo-ShipTo | Ord No | PO Number | Currency | Terms | Due Date |
|------------------------|--------|-----------|----------|-------|------------|
| 49195 - MAIN - MAIN | 202636 | | USD | NET30 | 12/01/2024 |

| Contract Date | Description | Units | Rate | Extended Price |
|---|--|-------|------|----------------|
| Contract No.: Mulvane, KS | | | | |
| 17/Mar/2015 | Employee Self Service (number of FTE Employees) - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | 0.00 | 0.00 |
| 01/Apr/2023 | Incode Court Case Resolution Bundle Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | 0.00 | 0.00 |
| Content Manager Annual Fees | | | | |
| 17/Mar/2015 | Tyler Content Manager Standard Edition -TCM SE - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$0.00 |
| ERP Pro Document Management Annual Fees | | | | |
| 17/Mar/2015 | Incode Content/Document Management Suite - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$3,715.06 |
| 17/Mar/2015 | Output Director - Existing Customers -Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Standard Forms Package - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| ERP Pro Financials Annual Fees | | | | |
| 17/Mar/2015 | Subscription - Incode Address Verification and Presort Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$9,757.66 |
| 17/Mar/2015 | Incode Financial Suite - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Incode Personnel Management Suite Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Core Financials - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Purchasing - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Positive Pay - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Fixed Assets - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Personnel Management - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Personnel Management Consulting Service - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Misc. Accounts Receivable - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |



Remittance:
 Tyler Technologies, Inc
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

| | | |
|-------------------|-------------|-------------|
| Invoice No | Date | Page |
| 025-483810 | 11/01/2024 | 2 of 3 |

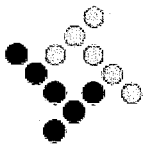
Questions:
 Tyler Technologies- Local Government
 Phone: 1-800-772-2260 Press 2, then 2
 Email: ar@tylertech.com

Bill To: CITY OF MULVANE
 211NORTH SECOND AVENUE
 MULVANE, KS67110

Ship To: CITY OF MULVANE
 211NORTH SECOND AVENUE
 MULVANE, KS67110

| | | | | | |
|-------------------------------|---------------|------------------|-----------------|--------------|-----------------|
| Cust No.-BillTo-ShipTo | Ord No | PO Number | Currency | Terms | Due Date |
| 49195 - MAIN - MAIN | 202636 | | USD | NET30 | 12/01/2024 |

| Contract Date | Description | Units | Rate | Extended Price |
|---------------|--|-------|------|----------------|
| 17/Mar/2015 | ERP Pro Utilities Annual Fees | 1 | | \$15,759.77 |
| 17/Mar/2015 | Incode Customer Relationship Suite - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Utility Handheld Meter-Reader Interface - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | INCODE Address Verification with Presort - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Credit Card Processing via Authorize.Net - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Building Projects - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Utility CIS System (Electric, Water and Gas) - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Business License Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Work Orders - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Cashiering - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 01/Jun/2020 | Hardware Annual Fees Epson TM-H6000IV Thermal Receipt Printer - Black, USB NEW Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$297.21 |
| 17/Mar/2015 | Municipal Justice Annual Fees Incode Court Case Management Suite Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$5,435.06 |
| 17/Mar/2015 | Court/Police (non-Incode) Interface - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Incode Scheduling - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Criminal Court Case Management - Maintenance Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | | | |
| 17/Mar/2015 | Technical Services Annual Fees Data Disaster Recovery Services Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$2,431.01 |
| 17/Mar/2015 | Tyler University Tyler U Cycle: Start: 01/Dec/2024, End: 30/Nov/2025 | 1 | | \$750.00 |



tyler
technologies

Remittance:
Tyler Technologies, Inc
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

| | | |
|-------------------|-------------|-------------|
| <i>Invoice No</i> | <i>Date</i> | <i>Page</i> |
| 025-483810 | 11/01/2024 | 3 of 3 |

Questions:

Tyler Technologies- Local Government
Phone: 1-800-772-2260 Press 2, then 2
Email: ar@tylertech.com

Bill To CITY OF MULVANE
211NORTH SECOND AVENUE
MULVANE, KS67110

Ship To CITY OF MULVANE
211NORTH SECOND AVENUE
MULVANE, KS67110

| | | | | | |
|-------------------------------|---------------|------------------|-----------------|--------------|-----------------|
| <i>Cust No.-BillTo-ShipTo</i> | <i>Ord No</i> | <i>PO Number</i> | <i>Currency</i> | <i>Terms</i> | <i>Due Date</i> |
| 49195 - MAIN - MAIN | 202636 | | USD | NET30 | 12/01/2024 |

| Contract Date | Description | Units | Rate | Extended Price |
|---------------|-------------|-------|------|----------------|
|---------------|-------------|-------|------|----------------|

RECEIVED

OCT 21 2024

BY: 
CITY OF MULVANE

| | | |
|---|---------------|-----------|
| <p>**ATTENTION**</p> <p>Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.</p> | Subtotal | 38,145.77 |
| | Sales Tax | \$0.00 |
| | Invoice Total | 38,145.77 |

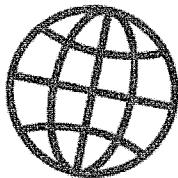
BRIDGES & BADGES

Captain Flint McPeak

**“Increasing Effective Interactions
by Understanding Economic Class Differences”**

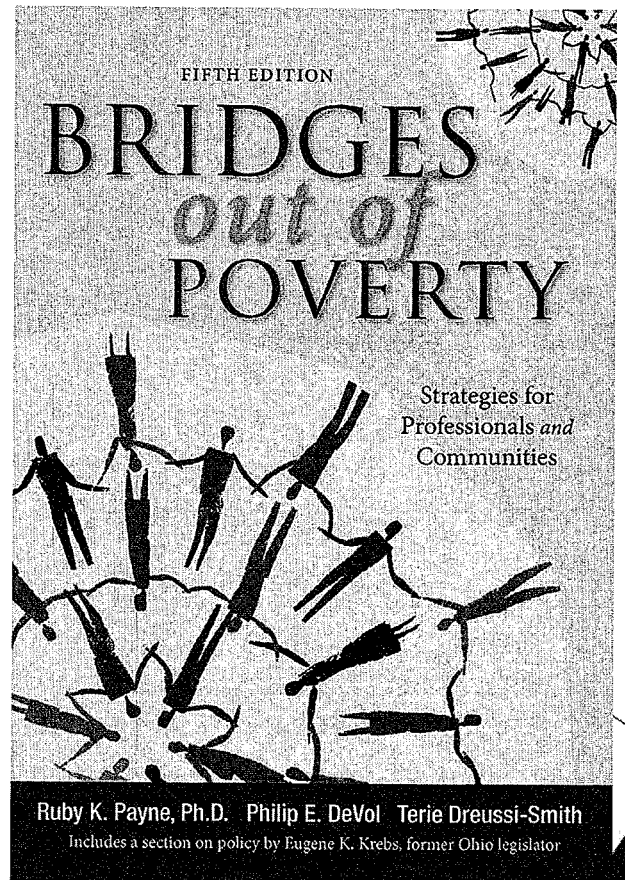
When: *January 25, 2025*
Time: 8:30am - 3pm - Lunch provided
Where: PIX Community Center
101 East Main Street
Mulvane, Kansas 67110
Register by email: fmcppeak@mulvane.us
Ph: (316) 351-7149
Name of each person
- organization representing

Deadline:

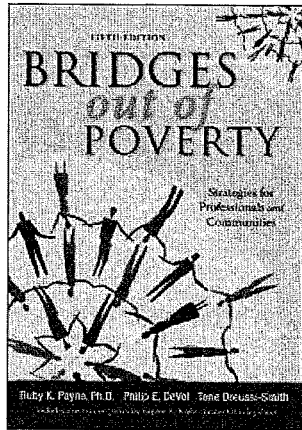


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PROCESS, INC.
a RUBY PAYNE COMPANY

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Sponsored by
CARSON BANK
EST. 1886



Bridges Out of Poverty Individual Lens Workshop

Individual Lens

This workshop is a comprehensive approach to understanding poverty. Bridges Out of Poverty uses the lens of economic class and provides concrete tools and strategies for a community to understand, address, and alleviate poverty.

The Four Bridges Lenses



Participants of this workshop will:

- Examine the resources by which you create stability
- Discover the causes of poverty
- Create and analyze mental models of economic environments
- Discover the hidden rules of economic classes
- Analyze language and story structures
- Discuss stability within family and support systems and the importance of building social capital
- Learn new tools and strategies for improving relationships and outcomes

This training assists community organizations, social service agencies, employers, and individuals in gaining insight and strategies to ultimately create stability for all.

Also offered in Spanish.

Prerequisites: None



P. O. Box 272
Highlands, TX 77562
ahaprocess.com