

**MULVANE CITY COUNCIL
REGULAR MEETING MINUTES**

July 1, 2024

6:00 p.m.

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 meeting to order.

COUNCIL MEMBERS PRESENT: Trish Gerber, Kurtis Westfall, Tim Huntley, Todd Leeds.

OTHERS PRESENT: Austin St. John, Debra Parker, J. T. Klaus, Chris Young, Joel Pile, Gordon Fell, Mike Robinson, Jacob Coy, Rachael Blackwell, Shanna Smith-Ritterhouse, Janine Wollenberg.

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

APPROVAL OF REGULAR MEETING MINUTES:

MOTION by Huntley, second by Leeds to approve the Regular meeting minutes dated June 17, 2024.

MOTION approved unanimously.

CORRESPONDENCE: Councilmember Huntley received correspondence regarding the Library budget. Mayor Allen received an e-mail from the Marauders regarding the process for naming a park. P & Z Director, Joel Pile, will provide them with the necessary information.

PUBLIC COMMENTS: None

APPOINTMENTS, AWARDS AND CITIATIONS: None

OLD BUSINESS

1. Employee Survey Agreement with WSU:

City Administrator, Austin St. John, reviewed this item with the council. On May 20, 2024, the council approved the proposal from Wichita State University, Public Policy, and Management Center to create and administer an employee opinion survey. The process includes setting up a management team to help guide the process and focus groups of city employees to craft the questions that go into the survey. The PPMC will administer the survey and receive all the data from the responses. Once the survey is completed, the PPMC will create a final report analyzing the data and provide recommendations.

The cost of the proposal is \$10,395.00. The Services Agreement is ready for approval.

MOTION by Leeds, second by Westfall to approve the agreement with Wichita State University, Public Policy and Management Center to create and administer an employee opinion survey.

MOTION approved unanimously.

NEW BUSINESS

1. Request for Library Mill Levy Adjustment:

Library Director, Shanna Smith-Ritterhouse presented this item to the council. In April 2019, the City Council passed Ordinance #1514 establishing a mill levy limitation for Library purposes. The Library mill levy at that time was limited to five (5) mills on each dollar of assessed valuation of the City.

Due to a decrease in assessed valuation, the 5-mill cap would give the Library \$415,000 to operate, which is a \$156,000 decrease to the proposed 2025 budget (27% cut). With the continuous growth in Library use and on-going rise in the cost of staffing, insurance, utilities, insurance, etc., the Library would be unable to operate at its current level. The Library Board is requesting an increase in the 5-mill cap to 6.75 mills. The Library will continue to submit applications for grant funding and make requests for donations.

MOTION by Huntley, second by Gerber to instruct the City Attorney to prepare an ordinance amending the City Code to raise the Library's mill levy cap to 6.75.

MOTION approved unanimously.

ENGINEER

1. Notice to Proceed – McCullough Excavating – Harvest Point:

On May 1, 2024, the City received bids for Phase 1 "Grading and Utility Improvements" to serve the Harvest Point Phase 1 subdivision. The City Council approved the lowest bid from McCullough Excavation, Inc. on May 20, 2024, and approved a Notice of Award. The City Council approved a construction agreement with McCullough on June 3, 2024.

The contract amount with McCullough Excavation for Phase 1 "Grading and Utility Improvements" is \$1,672,980. All project costs including construction and project expenses are paid 100% by the development/benefit district. Staff recommends approving a Notice to Proceed with McCullough Excavation, Inc.

MOTION by Gerber, second by Leeds that the City issue a Notice to Proceed for Phase 1 "Grading and Utility Improvements" with McCullough Excavation and authorize the Mayor to sign.

MOTION approved unanimously.

2. Change Order – Main "A" Sewer Phase 2 – Apex Excavating:

On April 26, 2024, a final inspection was performed with the Contractor, City and Young & Associates. A certificate of substantial completion was issued, and a punch-list of remaining work prepared. On June 13th, a re-inspection was performed on-site, and it was determined all punch-list items had been completed including the submission of as-built mark up plans.

Following receipt of the as-built mark up plans, Y&A performed a field check survey to confirm as-constructed quantities. A (final) Change Order No. 2 was then prepared based on field measured quantities and sent to the Contractor. Material quantities were adjusted to add one 21"x4" Tee & Riser, add a temporary pipe plug, add some concrete pavement and sidewalk removal & replacement, and reduce some of the AC pavement, curb & gutter and concrete flume

removal & replacement. Change Order No. 2 will reduce the total contract amount and final pay application submitted by Apex Excavating. Change Order No. 2 is a deduct change order in the amount of \$71,350.00 for the items discussed above.

MOTION by Gerber, second by Westfall that the City approve Deduct Change Order No. 2 in the amount of \$71,350.00 with Apex Excavating, LLC and authorize the City Administrator to sign. MOTION approved unanimously.

3. Project Review and Update:

Phase 2 Main "A" Sanitary Sewer – Completed and Final Pay Application is ready for approval.

GIS Mapping – The GIS consultant is working with City staff on transferring existing City maps, existing GIS data files, and other utility map information.

Phase 1 Harvest Point Addition Infrastructure – The Contractor has completed shop drawing submittals. Construction staking is planned to begin the week of July 1, 2024.

West Main Street Drainage Improvements – Bid documents are ready for advertising. City staff is coordinating work schedules to ensure the drainage project does not interfere with Old Settler's.

CITY STAFF

1. Department Budget Presentations:

The proposed budget has a flat mill levy of 57.3. This includes an increase to the Library budget from 5 mills to 6.75 mills. The budget also includes a transfer from the electric utility fund of \$550,000 as a mill levy reduction mechanism. The proposed plan over the next four years would be to utilize a transfer from the utility fund to keep the mill levy flat. The transfers would be reimbursed once the City has completed paying off the PMIB loans. The proposed mill levy of 57.3 is the same mill levy the City established for the 2024 budget.

The Department Heads presented their budgets to the City Council and answered questions. Presentations were heard from the following departments:

Administration – Debra Parker, City Clerk

Planning and Zoning – Joel Pile, Director

Public Works / Utilities – Jacob Coy, Director

Public Safety / PD, Fire, EMS – Gordon Fell, Director

Fell recommended a future change to our current KPERS plan to add KP&F for Public Safety employees.

MOTION by Huntley, second by Gerber to approve the budget hearing date of August 5, 2024, for the 2025 budget of the City of Mulvane.

MOTION approved unanimously.

LAND BANK

MOTION by Leeds, second by Huntley to recess the City Council meeting and convene as the Mulvane Land Bank.

MOTION approved unanimously.

MOTION by Huntley, second by Westfall to approve the budget hearing date of August 5, 2024, for the 2025 budget of the Mulvane Land Bank.

MOTION approved unanimously.

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

MOTION approved unanimously.

STAFF REPORTS:

1. City Clerk: None
2. City Administrator: None
3. City Attorney: None

CONSENT AGENDA ITEMS:

MOTION by Leeds, second by Westfall to approve consent agenda items 1-3.

1. Payroll Dated 6/21/24 - \$280,700.39
2. City Utility Bills for May - \$25,168.75
3. Final Pay Application – Main “A” Sewer Phase 2 – Apex - \$42,512.00

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

Next City Council Meeting – Monday, July 15, 2024 – 6:00 p.m.

ADJOURNMENT:

MOTION by Leeds, second by Gerber to adjourn the regular meeting of the Mulvane City Council.

MOTION approved unanimously at 7:13 p.m.

Debra M. Parker

Minutes by:
Debra M. Parker, City Clerk