

MULVANE CITY COUNCIL REGULAR MEETING MINUTES

August 18, 2025

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, Grant Leach, Todd Leeds, Kurt Westfall, Tim Huntley.

OTHERS PRESENT: Austin St. John, Debbie Parker, J. T. Klaus, Joel Pile, Mike Robinson, Chris Young, Gordon Fell, Flint McPeak, Gabe Ponce, Pete Swart, Caleb Hatfield, Terry Lane, Andrea Walker, Aaron Lonergan, Kent Bruntz.

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

APPROVAL OF REGULAR MEETING MINUTES:

MOTION by Leach, second by Westfall to approve the Regular meeting minutes dated August 4, 2025.

MOTION approved unanimously.

CORRESPONDENCE: Councilmember Leeds expressed his appreciation to staff for staying on top of the contractors to complete the paving on Third Street by Old Settlers. Staff advised the contractor wanted to get the street done the right way. There is still a little concrete work that will be completed after Old Settlers.

PUBLIC COMMENTS: Andrea Walker at 120 W. Blair advised the council of some erosion issues in Styx Creek at First and Blair. Walker advised there is a build up of debris, along with a tree that has slid into Styx Creek, which is causing erosion of the sides of the creek.

APPOINTMENTS, AWARDS AND CITATIONS:

1. 10 Year Service Award for Gabriel Ponce:

Mayor Allen presented Mulvane EMS Paramedic, Gabriel Ponce, with a 10-year service award and thanked him for his dedicated service.

OLD BUSINESS

1. Incentive Pay for Employees:

At the August 4, 2025, City Council meeting, Public Safety Director, Gordon Fell, asked the council to consider incentive pay for employees, including Shift Differential, Education, Bilingual and Military Pay. Fell explained the importance of having a competitive wage and incentives to attract and retain quality employees. The City Council tabled the item for staff to obtain additional information, including the financial impact to the City, before making any decisions.

Fell provided a spreadsheet with information received from ten (10) cities regarding the type of pay incentives they offer and the amounts of each. Fell indicated retention was crucial, especially

for officers from 1 – 3 years. Some cities are changing the structure of their hiring bonus to a retention bonus. Fell indicated that he received information from an additional city which was not included in the information provided. Council would like to know if the cities offer KP&F or KPERS. Fell advised he can update the spreadsheet with the eleven (11) cities and add the KP&F/KPERS information.

Fell proposed incentive pay for Shift Differential, Education, Bilingual and Military Pay. Mayor Allen would like to address each incentive individually once a policy has been written.

MOTION by Leeds, second by Huntley to take no action on the four incentives.
MOTION approved unanimously.

NEW BUSINESS

1. Reclassification of Positions and Review Pay Matrix:

City Administrator, Austin St. John, reviewed this item with the council. The City's current Job Position and Classification schedule was last updated in 2015. At the December 2, 2024, City Council meeting, it was discussed that some job classifications, specifically Police Officers, are below the starting pay of surrounding communities. Department Heads were asked to evaluate the job classifications/pay for each position within their department/s and make recommendations. The Police Department showed a need for reclassification of some positions/pay.

Four examples of pay increases were presented for the council's consideration.

- 1) Offer an approximate 6% increase for all Police Department employees (Police Officers, Dispatchers and Court Clerks). Approximate cost per year - \$76,394.00.
- 2) Offer an approximate 6% increase for Police Officers and a 2.5% increase for Dispatchers and Court Clerks. Approximate cost per year - \$63,936.00.
- 3) Offer an approximate 6% increase for Police Officers/Corporals and a 2.5% increase for Sergeant, Lieutenant, Dispatchers and Court Clerks. Approximate cost per year - \$54,363.00.
- 4) Offer an approximate 6% increase for Police Officers only. Approximate cost per year - \$51,800.

A 6% increase would move positions over two (2) grades on the pay matrix, while the 2.5% increase would move employees down one step on the pay matrix.

Councilmember Leeds expressed the importance of good well-trained dispatchers and liked Option 1. Mayor Allen advised he had met with staff to discuss the classifications and pay for the Police Department and felt Option 2 would make a difference in the right direction.

Staff also recommend adding four (4) rows to the current pay matrix, making it a 20-step schedule. This would benefit all City Employees. There are currently eleven (11) employees that have reached the top of their pay grade with three (3) additional employees that will be at the top of their pay grade by the end of the year. Adding four (4) rows to the matrix would be an annual increase of approximately \$23,609.00.

All the above recommendations could be implemented with the first payroll in September.

MOTION by Leeds to approve Option 1 to adjust salaries as laid out by staff to be effective the first payroll in September. Motion died for lack of a second.

MOTION by Leeds, second by Gerber to approve Option 2 to adjust salaries as laid out by staff to be effective the first payroll in September.
MOTION approved unanimously.

MOTION by Huntley, second by Leach to approve adding four (4) rows to the pay matrix to be effective with the first payroll in September.
MOTION approved unanimously.

2. Request for Transient Guest Tax Funds – Kansas Sheriffs’ Assoc.:

The Kansas Sheriffs’ Association Annual Fall Training Conference and Vendor Exhibit will be held November 4th, 5th and 6th at the Kansas Star Event Center. They have requested \$2,000 in Transient Guest Tax funds for the Event.

MOTION by Huntley, second by Westfall to authorize the City Administrator to approve the 2025 request from The Kansas Sheriffs’ Association for Transient Guest Tax funds in the amount of \$2,000.00.
MOTION approved unanimously.

3. Ordinance Amending Certain Miscellaneous Fees:

City Attorney, J.T. Klaus, reviewed this item with the council. City staff periodically review the Miscellaneous Fees and Charges charged by the City to ensure they remain accurate and up to date. Some fees and charges no longer reflect the current costs while others are no longer needed. Staff recommend a cost adjustment increase for city locks and water meter service fees, and the removal of the park impact fee, sports complex permit fees, pitching machine key deposit, and transportation impact fee.

If approved, the amended fees are as follows:

City Locks	\$15.00 plus tax	
Water Meter Service Fees	\$1300.00	¾ inch Service Pipe
	\$1400.00	1 inch Service Pipe
	\$1700.00	1 ½ inch Service Pipe
	\$2000.00	2 inch Service Pipe
	\$2800.00	3 inch Service Pipe
	\$4000.00	4 inch Service Pipe
	\$5000.00	6 inch Service Pipe

Because these fees are established in the City Code, any changes must be made through the adoption of an ordinance. The City Attorney has prepared the city ordinance for review and adoption.

MOTION by Gerber, second by Huntley to pass and adopt Ordinance No. 1597, amending or repealing certain fees for City services as established in the City Code.
MOTION approved unanimously.

4. Voting Delegates at League Conference:

City Clerk, Debra Parker, reviewed this item with the council. The 2025 League Annual Conference will be October 9-11, 2025, in Overland Park, Kansas. The Annual Business Meeting & Convention of Voting Delegates will be on Saturday, October 11, 2025. The League is now collecting registrations for Voting Delegates and Alternates.

Designating the voting delegates and alternates must be done by City Council action. The City may have up to two (2) Voting Delegates and two (2) Alternate Delegates. The deadline for registering delegates is Friday, September 19th.

MOTION by Huntley, second by Leach to appoint Austin St. John and Brent Allen as voting delegates at the 2025 League of Kansas Municipalities Annual Conference Business Meeting.
MOTION approved unanimously.

MOTION by Huntley, second by Westfall to appoint Tim Huntley and Grant Leach as alternate voting delegates to the 2025 League of Kansas Municipalities Annual Conference.
MOTION approved unanimously.

ENGINEER

1. Project Review and Update:

Main “A” Sanitary Sewer Improvements Phase 3 – Apex plans to complete asphalt installations on Third Street by 8/15/25, including temporary AC installed in valley gutters. Apex will return after MOS to complete concrete work. Young noted that there was a water main break at Mulvane and Third which city crews repaired.

Phase 1 Harvest Point – McCullough Excavation and Kansas Paving have completed all work and has requested final payment.

Emerald Valley Estates 2nd Addition – McCullough Excavation and Pearson Construction is working on punch-list items including seeding, erosion control and general clean-up.

English Park Pedestrian Bridge – A pre-construction meeting was conducted on 8/12/25.

Water Distribution System Study – Continuing to receive pressure data to develop and analyze proposed water system improvements.

Young provided the council with information on the construction costs for the Main “A” Sanitary Sewer Improvement Project.

CITY STAFF

City Clerk: None

City Administrator:

1. Finance Report for July: Report was provided for council review.

City Attorney: None

CONSENT AGENDA ITEMS:

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

1. Payroll Dated 8/15/25 - \$282,192.76
2. July Warrant Register - \$2,036,398.02
3. McCullough Excavation Pay Appl. #6 – Emerald Valley 2nd Addn. - \$60,874.51

4. McCullough Excavation Pay Appl. #8 – Harvest Point Addn. - \$167,298.02
 5. Kansas Paving Pay Appl. #3 – Harvest Point Addn. – \$52,458.55
 6. Purchase of Road Oil for Slurry Sealing from Vance Brothers - \$14,649.25
- MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

No Council Workshop for August.

Next City Council Meeting – Wednesday, September 3, 2025 – 6:00 p.m.

ADJOURNMENT:

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

MOTION approved unanimously at 6:56 p.m.

Minutes by:

Debra M. Parker

Debra M. Parker, City Clerk

Minutes approved by the City Council on 9/3/25.