

## **MULVANE CITY COUNCIL REGULAR MEETING MINUTES**

September 15, 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 Council President, Grant Leach, who called the meeting to order.

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

**OTHERS PRESENT:** Austin St. John, Debbie Parker, J. T. Klaus, Joel Pile, Mike Robinson, Chris Young, Gordon Fell, Terry Lane, Karen Oliver, Mary Ayers, Landon Ayers, Nadine Reager, Crystal Hinnen, Kandi Jones, Malissa Long, Brad Burnett, Jeanette Moore.

**PLEDGE OF ALLEGIANCE:** All stood for the Pledge of Allegiance led by Council President Leach.

### **APPROVAL OF REGULAR MEETING MINUTES:**

MOTION by Huntley, second by Westfall to approve the Regular meeting minutes dated September 3, 2025.

MOTION approved unanimously.

**CORRESPONDENCE:** Councilmember, Todd Leeds, advised the transition of trash service to Waste Connections has caused some problems for customers.

**PUBLIC COMMENTS:** None

### **APPOINTMENTS, AWARDS AND CITATIONS:**

#### **1. Proclamation for Constitution Week:**

Members of the DAR (Daughters of the American Revolution) Chapter were present to promote Constitution Week. DAR Chapter members present were Mary Ayers, Nadine Reager and Karen Oliver. Chapter Regent, Mary Ayers, reviewed the history and values of the DAR with the council. DAR members are dedicated to promoting patriotism, preserving American history, and securing Americas future through better education for children. Ayers thanked the Councilmembers for recognizing this important event in American history.

September 17, 2025, marks the two hundred and thirty-eighth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention. Council President Leach read a Proclamation proclaiming the week of September 17 through 23 as Constitution Week and presented Chapter Members with the Certificate of Proclamation.

## **OLD BUSINESS**

#### **1. CDBG ADA Project:**

Crystal Hinnen, Municipal Consultant with Ranson Financial, reviewed this item with the council. The Mulvane Community Foundation (MCF) and Mulvane Recreation Commission (MRC) have been working on a Community Development Block Grant (CDBG) application to help improve

ADA accessibility to local businesses. The grant requires a Preliminary Engineering Report (PER) to be submitted with the application. Professional Engineering Consultants (PEC) submitted a proposal for the PER in the amount of \$13,000. The MCF and MRC requested the City fund the \$13,000 for the PER. On May 19, 2025, the City Council approved an agreement with PEC for the PER.

PEC was hired to assess the existing infrastructure, evaluate its condition, and prepare a PER with recommendations for improvements and associated costs. The PER has been completed for participating businesses, which includes documentation of the existing condition of the entryways with an overall plan to improve the sidewalk, entryways, and accessibility to make the entryways ADA compliant.

Hinnen asked the City Council to sponsor the CDBG application, set the public hearing for October 6<sup>th</sup>, and allow Ranson Financial to submit the pre-application to CDBG. Cities and Counties are the only ones who can apply for CDBG. The project has been divided into phases which would qualify for small grant funding and reduce the local match to 10%.

Hinnen advised that the last day to submit the pre-application is October 14<sup>th</sup>. City sponsorship does not require any funds from the City. Business owners would be responsible for the 10% match. Hinnen expects it to take three (3) years to complete all phases of the project.

MOTION by Huntley, second by Westfall to approve City sponsorship of the CDBG application and to set the public hearing date for October 6<sup>th</sup>.

MOTION approved unanimously.

## **NEW BUSINESS**

### **1. Transient Guest Tax Request for Prairie Circuit Finals Rodeo:**

The Prairie Circuit Finals Rodeo will be held November 20<sup>th</sup> – 22<sup>nd</sup> at the Kansas Star Event Center. Contestants from Kansas, Nebraska, and Oklahoma will be in town to compete all three nights. The Prairie Circuit Board of Directors is requesting TGT funds in the amount of \$2,000 for the Event.

MOTION by Leeds, second by Huntley to authorize the City Administrator to approve the 2025 request from the Prairie Circuit Finals Rodeo for Transient Guest Tax funds in the amount of \$2,000.

MOTION approved unanimously.

## **ENGINEER**

### **1. Emerald Valley 2<sup>nd</sup> Addn. – Change Order No. 1 from McCullough Excavation:**

McCullough Excavation has been working on punch-list items which have been periodically delayed due to inclement weather. As a result of heavy rains, the detention pond's easterly inlet drainage swale experienced substantial erosion and silt deposition. Seed planted after the grading work was completed has washed out and silt fences required repair. Young suggested installing additional erosion control mat and seeding in the area to help with the problem.

MOTION by Gerber, second by Huntley to approve Change Order No. 1 with McCullough Excavation, Inc. as presented for the total amount of \$1,326.00 and authorize the Mayor to sign. MOTION approved unanimously.

## **2. Project Review and Update:**

Main “A” Sanitary Sewer Improvements Phase 3 – A final walk-through inspection was performed on 9/9/25. Working on punch-list items.

Main “A” Sanitary Sewer Improvements Phase 4 – Working on a traffic control plan for Charles St. Mobilize and begin SS pipe installations.

Emerald Valley Estates 2<sup>nd</sup> Addition – McCullough Excavation and Pearson Construction are working on punch-list items including seeding, erosion control, and site clean-up.

English Park Pedestrian Bridge – Shop drawings for the pedestrian bridge are anticipated to be submitted by 10/3/25.

Water Distribution System Study – Continuing to receive pressure data to develop and analyze proposed water system improvements. Prepare cost options and draft study.

## **LAND BANK**

MOTION by Westfall, second by Gerber to recess the September 15, 2025, City Council meeting and convene as the Mulvane Land Bank.  
MOTION approved unanimously.

MOTION by Gerber, second by Westfall to approve the September 3, 2025, Land Bank Trustee meeting minutes.  
MOTION approved unanimously.

MOTION by Gerber, second by Westfall to approve the invoice from Mulvane News in the amount of \$155.03 for the Notice of Budget Hearing.  
MOTION approved unanimously.

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

## **CITY STAFF**

### **City Clerk:**

#### **1. Air Force Ball:**

City Clerk, Debra Parker, reminded the council of the 2025 Air Force Ball on Friday, October 3<sup>rd</sup> at the Intrust Bank Arena. This is a Black-Tie Event. If anyone is interested in going, please advise the clerk by September 19<sup>th</sup> so a reservation can be made. The meal choice will also need to be selected.

## **2. Municipal Agreement for State of Kansas Setoff Program:**

The State of Kansas Setoff Program has updated the Municipal Agreement and are asking that all municipalities sign the updated Agreement. The Agreement must be returned no later than October 1<sup>st</sup>. The City has used the Setoff Program since 1997 and has had good success collecting unpaid bills. City Attorney, J.T. Klaus, explained how the State Setoff Program works.

MOTION by Huntley, second by Leeds to approve the Municipal Agreement for the State of Kansas Setoff Program and authorize the City Administrator to sign.

MOTION approved unanimously.

## **City Administrator:**

### **1. Financial Report for August:**

City Administrator, Austin St. John, reviewed the August Financial Report with the council and answered questions.

## **City Attorney:**

### **1. Executive Session:**

City Attorney, J.T. Klaus, requested an executive session to discuss matters pertaining to nonelected personnel for a period not to exceed ten (10) minutes.

MOTION by Huntley, second by Leeds to recess this meeting to an Executive Session for the purpose of discussing matters pertaining to nonelected personnel pursuant to K.S.A. 75-4319(b)(1) for the purpose of discussing personnel issues for a period not to exceed ten (10) minutes and to reconvene at approximately 6:35 p.m. to include the City Council, City Administrator, and the City Attorney.

MOTION approved unanimously at 6:25 p.m.

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

MOTION approved unanimously at 6:39 p.m.

Council President Leach advised that no decisions were made during the Executive Session.

## **CONSENT AGENDA ITEMS:**

MOTION by Gerber, second by Westfall to approve consent agenda items 1-4.

1. Payroll Dated 9/12/25 -\$284,718.89
2. Warrant Register for August - \$6,260,856.04
3. CMB License for FlappyDuck Brewery LLC.
4. Main A SS Phase 3 – Pay Appl. No. 3 from Apex Excavation - \$323,960.52

MOTION approved unanimously.

## **ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:**

No Council Workshop for September.

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

## **ADJOURNMENT:**

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

MOTION approved unanimously at 6:40 p.m.

Minutes by:

*Debra M. Parker*

Debra M. Parker, City Clerk

Minutes approved by the City Council 10/6/25.