

**MULVANE CITY COUNCIL  
REGULAR MEETING MINUTES**

November 17, 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, Kurtis Westfall, Tim Huntley, Todd Leeds, Grant Leach.

**OTHERS PRESENT:** Austin St. John, Debbie Parker, J. T. Klaus, Joel Pile, Mike Robinson, Chris Young, Jacob Coy, Kaylie Mistretta, Terry Lane.

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

**APPROVAL OF REGULAR MEETING MINUTES:**

MOTION by Leach, second by Gerber to approve the Regular meeting minutes dated November 3, 2025.

MOTION approved unanimously.

**CORRESPONDENCE:** Councilmember Huntley advised that a citizen was excited to see dirt work beginning in English Park for the pedestrian bridge.

**PUBLIC COMMENTS:** None

**APPOINTMENTS, AWARDS AND CITATIONS:** None

**OLD BUSINESS**

None

**NEW BUSINESS**

**1. MCAT Title VI Program:**

Sr. Center Director, Kaylie Mistretta, reviewed this item with the council. As part of the Mulvane Community Area Transit (MCAT) a Title VI Policy needs to be implemented. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. The City of Mulvane is committed to a policy of non-discrimination and operates its program and services without regard to race, color, or national origin in accordance with Title VI.

MOTION by Huntley, second by Westfall to approve the Mulvane Community Area Transit (MCAT) Title VI Program as required to ensure compliance with federal regulations under Title VI of the Civil Rights Act of 1964 and to maintain the City's continued eligibility for federal transportation funding.

MOTION approved unanimously.

## **2. MCAT Operating Policies and Procedures:**

Sr. Center Director, Kaylie Mistretta, reviewed this item with the council. The MCAT Operating Policies and Procedures Manual provides general information about the Program. Information includes but is not limited to: Service Hours, Service Area, Payment, Scheduling, Code of Conduct, and Complaints. The manual serves as a guide for staff, riders, and stakeholders to ensure consistency, transparency, and accountability in public transit services.

MOTION by Leach , second by Leeds to approve the Mulvane Community Area Transit (MCAT) Policy and Procedure Manual to establish standards, ensure compliance, and support safe, reliable, and equitable transit services.

MOTION approved unanimously.

## **3. Senior Center Agreement with Sedgwick County:**

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. The Agreement will provide \$35,000 for salaries from the County to the Mulvane Senior Center for 2026.

Mistretta advised that the County was re-evaluating the standards for funding. Mistretta has been speaking with Board Members to make sure any changes remain attainable for continued funding.

MOTION by Leach, second by Gerber to approve the Agreement for Senior Centers for the Mulvane Senior Center between the City of Mulvane, Kansas and Sedgwick County, Kansas for the 2026 budget year.

MOTION approved unanimously.

## **4. GPS and GIS Mapping of Electrical Distribution System:**

Public Works / Utility Director, Jacob Coy, reviewed this item with the council. Staff would like to continue GIS Mapping of city utilities. Mapping of the electric distribution system still needs to be completed, primarily south of K-15. Staff received proposals from three (3) firms to complete the GIS mapping of the City's electrical distribution system.

Proposals were received from:

JEO Consulting Group, Inc. - \$11,920

SAM, LLC - \$19,850

BHC, Inc. - \$23,000

Staff recommend approving the proposal from JEO Consulting Group for GPS and GIS mapping of the City's electrical distribution system in the amount of \$11,920. The basic services include collecting 800 GPS locations of surface features in the electrical system; mapping linework to connect respective surface features of the system using GIS tools and existing reference information; and add additional attributes to specified data layers. Coy advised that part of the training would allow staff the ability to make minor changes to update information within the system.

MOTION by Huntley, second by Leeds to approve JEO Consulting Group for the Electrical System GIS Mapping Project in the amount of \$11,920.

MOTION approved unanimously.

**5. Mulvane Substation and Transmission Documents:**

Planning and Zoning Director, Joel Pile, asked the council to table this item to allow a further review of the easement documents.

MOTION by Leeds, second by Leach to table the Access Easement, Easement for Electric Facilities and Appurtenances, and the Grant of Right of Way with Evergy Kansas South, Inc.

MOTION approved unanimously.

**6. Artificial Intelligence Use Policy:**

City Administrator, Austin St. John, reviewed this item with the council. The purpose of this policy is to establish clear guidelines for the responsible, ethical, and secure use of Artificial Intelligence (AI) tools and systems for city employees. The policy includes acceptable and prohibited uses of AI. Employees using AI must comply with all City policies including those relating to confidentiality, cybersecurity, ethics, and records retention.

MOTION by Huntley, second by Westfall that the City Council adopt Section AC – Artificial Intelligence (AI) Use Policy as presented, to be included in the Employee Handbook.

MOTION approved unanimously.

**ENGINEER**

**1. Project Review and Update:**

Main “A” Sanitary Sewer Improvements Phase 3 – Contractor is completing punch-list items. Waiting on final pay application.

Main “A” Sanitary Sewer Improvements Phase 4 – Sanitary Sewer installations along Charles St. have been completed to north of Miller St. The Contractor notified residents of the construction. Questions were asked about access during the Thanksgiving Holiday. The Contractor will put down some temporary material to accommodate for additional access during the holiday.

Emerald Valley Estates 2<sup>nd</sup> Addition – McCullough Excavation is completing additional work in the eastern inlet channel.

English Park Pedestrian Bridge – The structural engineer has completed review of shop drawing submittals for the pedestrian bridge.

Water Distribution System Study – A preliminary draft of the study including cost opinions is approximately 90% complete.

**CITY STAFF**

**City Clerk:** None

**City Administrator:**

**1. Finance Report for October** - City Administrator, Austin St. John, reviewed the October financial report with the council.

St. John advised the council that we will be amending the 2025 Budget. This is due to overages in the Sr. Center and to also allow for funds to be spent from Special Parks. This item will be brought to the council next month.

St. John advised the council that the City's website will no longer be supported by our current provider after 12/31/2026. An RFP will go out at the end of the month for a new provider. Building a new website will be a lengthy process.

**City Attorney:** None

**CONSENT AGENDA ITEMS:**

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

1. Payroll Dated 11/7/25 - \$260,094.07
2. Fuel Purchase from Mulvane Coop for the Power Plant - \$20,844.44
3. October Warrant Register - \$1,336,379.63

MOTION approved unanimously.

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

No Council Workshops for November.

Retirement Reception for EMS Lt. Tony Lamb, Wednesday, Nov. 19<sup>th</sup> from 1 – 4 at the PIX.

Next City Council Meeting – Monday, December 1, 2025 – 6:00 p.m.

Employee Christmas Party – Friday, December 12, 2025 – 6:30 p.m. at the Kansas Star Casino.  
(Must RSVP by November 21<sup>st</sup>)

**ADJOURNMENT:**

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

MOTION approved unanimously at 6:32 p.m.

Minutes by:

*Debra M. Parker*

Debra M. Parker, City Clerk

Minutes approved by the City Council 12/1/25.