

**MULVANE CITY COUNCIL
REGULAR MEETING MINUTES**

November 18, 2013

7:30 p.m.

The Mulvane City Council convened at the City Building at 211 N. Second at 7:30 p.m. Presiding was Council President Doug Hatfield, who called the meeting to order.

COUNCIL MEMBERS PRESENT: Terry Richardson, Jenean Keck, Doug Hatfield, Joe Johnson and Shelly Steadman. Mayor Jim Ford was absent.

OTHERS PRESENT: Kent Hixson, J.T. Klaus, Patty Gerwick, Mike Robinson, Ray Fleming, Mark Detter with Central States, Cathy Walker, Jay Patterson, Kyle Gasaway, Amanda Conrad, Lowell Ester, Matt Schmidt, Dave Williams, Dave Rapp, Ed Gasaway, Larry Gerwick, Ginger Golden with the Derby Informer

All stood for the Pledge of Allegiance and Invocation led by Council President Hatfield.

APPROVAL OF REGULAR MINUTES DATED 11-4-13: MOTION by Johnson, second by Richardson to approve the Regular minutes dated 11-4-13. MOTION approved unanimously.

CORRESPONDENCE: No additional correspondence at this time.

REVIEW AND CLOSING OF THE AGENDA: Council President Hatfield declared the agenda closed.

APPOINTMENTS, AWARDS AND CITATIONS: Council President Hatfield presented the "Employee of the Month" certificate to Kyle Gasaway. Hatfield also presented the following Service Awards: Travis Patterson – 10 Years; Amanda Conrad – 10 years; Lowell Ester – 10 years; Matt Schmidt – 15 years; and Debbie Parker – 25 years.

OLD BUSINESS

1. CONSIDERATION OF ADOPTION OF THE 2013-2023 COMPREHENSIVE DEVELOPMENT PLAN: Ray Fleming, Planning & Zoning Administrator reminded the Council that they tabled action on the Comprehensive Plan at the last Council meeting and the following four options are available: 1) approve the recommendation of the Planning Commission and approve an ordinance making the document effective; 2) Revise the recommendation of the Planning Commission by a 2/3 majority; 3) Return the recommendation to the Planning Commission based on changes desired in the Plan; or 4) Table the approval of the recommendation until a specified date. MOTION by Keck, second by Richardson to approve the recommendation of the Planning Commission on the Comprehensive Development Plan. MOTION approved unanimously.

2. ORDINANCE ADOPTING COMPREHENSIVE PLAN: MOTION by Steadman, second by Richardson to approve Ordinance 1428 adopting the 2013-2023 Mulvane Area Comprehensive Plan.

ORDINANCE NO. 1428

AN ORDINANCE APPROVING THE COMPREHENSIVE DEVELOPMENT PLAN FOR THE MULVANE AREA, KANSAS; 2013-2023.

MOTION approved unanimously.

3. CITY HALL RENOVATIONS – REVIEW BIDS AND CONTRACTS: Hixson reviewed the list of improvements being proposed for the remodel of City Hall. The Council asked questions about specific improvements to which staff responded. MOTION by Steadman, second by Johnson to approve the contract with VanAsdale Construction in the amount of \$180,000 for City Hall renovations and authorize the appropriate city official to sign the contract. MOTION approved unanimously. MOTION by Steadman, second by Johnson to approve the contract with Sound Products in the amount of \$19,548.43 to supply and install the audio visual system and authorize the appropriate city official to sign the contract. MOTION approved unanimously. MOTION by Steadman, second by Johnson to approve the contract with River City Mechanical in the amount of \$42,943.00 for the replacement and installation of the HVAC systems, as specified in the Insight Group report developed for the City and authorize the appropriate city official to sign the contract. MOTION approved unanimously. MOTION by Steadman, second by Richardson to approve the contract with Iverson-Westfall Plumbing in the amount of \$5,220.00 for the replacement of the City Hall sanitary sewer line and authorize the appropriate city official to sign the contract. MOTION approved unanimously. MOTION by Steadman, second by Richardson to approve the contract with Complete Septic Systems in the amount of \$7,068.00 for the replacement of the City Hall sanitary sewer line (outside of the building) and authorize the appropriate city official to sign the contract. MOTION approved unanimously. MOTION by Steadman, second by Richardson to approve the contract with File Safe in an amount not to exceed \$12,000.00 for the supply and installation of the drive up window and drop box equipment and authorize the appropriate city official to sign the contract. MOTION approved unanimously.

NEW BUSINESS

1. CASH CARRY-OVER/BUDGET REVIEW: Cathy Walker, Finance Department, defined the term “Cash Carry-Over” and the importance of having funds available for emergency situations.
2. EMS SUBSTATION BUDGET – RECLASSIFY FUNDS: Cathy Walker reviewed the budget for the EMS Substation #2. She then explained the need to reclassify funds that the Council previously approved to spend from the EMS Facility Project Fund to the EMS Substation #2 Operating Budget-New Equipment. MOTION by Hatfield, second by Keck to approve the journal entry reclassifying \$196,939.69 from the EMS facility project to the General Fund EMS Substation #2 operating budget line item new equipment. MOTION approved unanimously.

3. AMENDING THE 2013 BUDGET – UPDATE: Cathy Walker explained the need to have a Public Hearing to amend the 2013 Annual Budget. The City has gone through this process the last several years. No action required this evening. The Public Hearing will be held at the beginning of the December 2, 2013 Council Meeting and the appropriate actions will be taken during the regular meeting.
4. EMS SUBSTATION – REVIEW QUOTES FOR COPIER PURCHASE: Dave Williams, Public Safety Director is asking permission to purchase a new copier. MOTION by Richardson, second by Johnson to accept the bid from DocuForce in the amount of \$5,942.78 to purchase a Sharp MX-2640N copier. MOTION approved unanimously.
5. EMS SUBSTATION – REVIEW QUOTES FOR OFFICE FURNITURE PURCHASE: Dave Williams is asking permission to purchase new office furniture for the EMS Substation. MOTION by Johnson, second by Keck to accept the bid from Scott Rice Company in the amount of \$6,287.74 to purchase desks, chairs, and storage for the EMS Substation. MOTION approved unanimously.
6. SUMNER COUNTY ECONOMIC DEVELOPMENT COMMISSION – APPOINT BOARD MEMBER: Hixson explained that John Brewer's appointment to the Sumner County Economic Development Commission (SCEDC) Board is due to expire at the end of 2013. We need to appoint a new representative to that Board. MOTION by Richardson, second by Steadman to appoint Kent Hixson as the Mulvane representative to the SCEDC Board. MOTION approved unanimously.

RESOLUTIONS AND ORDINANCES

1. TEMPORARY NOTE SALE RESOLUTION – CEDAR BROOK ADDITION: J.T. Klaus, City Attorney explained the need to authorize the public sale of \$715,000 in Temporary Improvement Notes for the purpose of temporarily financing a portion of the Cedar Brook Improvements. MOTION by Richardson, second by Hatfield to adopt Resolution No. 2013-8 authorizing the public sale of \$715,000 of temporary notes.

RESOLUTION NO. 2013-8

A RESOLUTION OF THE CITY OF MULVANE, KANSAS, AUTHORIZING AND PROVIDING FOR THE PUBLIC SALE OF THE CITY'S TEMPORARY IMPROVEMENT NOTES, SERIES A, 2013, IN A TOTAL PRINCIPAL AMOUNT OF \$715,000.

MOTION approved unanimously.

ENGINEER'S REPORT

1. PROJECTS REVIEW AND UPDATE: Chris Young, City Engineer was unable to attend the meeting. Kent Hixson, City Administrator provided updates on all active city projects.

CITY CLERK

Nothing at this time.

CITY ADMINISTRATOR

Nothing at this time.

CITY ATTORNEY

1. EXECUTIVE SESSIONS – MATTERS COVERED UNDER ATTORNEY-CLIENT PRIVILEGE: MOTION by Keck, second by Johnson to recess at 8:50 p.m. for an Executive Session for matters covered under attorney-client privilege for a period of 15 minutes with the Council, City Administrator and Special Attorney for the City, David Rapp to attend. MOTION approved unanimously.

MOTION by Johnson, second by Richardson to return to open session. MOTION approved unanimously. Hatfield announced that no binding decisions or agreements were made during the executive session.

City Attorney J.T. Klaus requested another Executive Session to discuss matters under attorney-client privilege. MOTION by Richardson, second by Steadman to recess at 9:10 p.m. for an Executive Session to discuss matters covered under attorney-client privilege for a period of 15 minutes with the Council, City Administrator and City Attorney to attend. MOTION approved unanimously.

MOTION by Johnson, second by Keck to return to open session. MOTION approved unanimously. Hatfield announced that no binding decisions or agreements were made during the executive session.

CONSENT AGENDA: MOTION by Richardson, second by Keck to approve the Consent Agenda Items as follows:

1. Employee Payroll dated 11-8-13 (\$161,742.19)
2. Warrant Register for October (\$1,141,264.70)
3. EMS Substation – pay app #7 to Walz Harmon & Huffman (\$94,901.40)
4. Police Dept. – purchase batteries for the back-up power system in the amount of \$5,668.16 from Interstate Battery

MOTION approved unanimously.

ANNOUNCEMENTS AND NEXT AGENDA ITEMS:

- 11-25-13 – Library Design Committee Meeting – City Hall – 5:00 p.m.
- 11-26-13 – School Board/City Council Breakfast – Laurie's – 6:30 a.m.
- 11-26-13 – Sedg. Co. 5th District Advisory Bd.- Fire Station at Greenwich & Pawnee – 6:00 p.m.
- 11-28-13 – Thanksgiving - City Hall closed
- 11-29-13 – City Hall closed

ADJOURNMENT: MOTION by Richardson, second by Keck to adjourn at 9:28 p.m. MOTION approved unanimously.

Patty Gerwick
City Clerk