

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

October 19, 2015

7:30 p.m.

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

COUNCIL MEMBERS PRESENT: Terry Richardson, Doug Hatfield, Joe Johnson and Jenean Keck.

OTHERS PRESENT: Kent Hixson, Mike Robinson, Debbie Parker, J.T. Klaus, Chris Young of Young & Assoc., Carol Roberts, Manager, Quad County Manor, Kevin Baker, Public Works Director, Ray Fleming, Building & Zoning Administrator and Brent Allen.

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

APPROVAL OF REGULAR MINUTES DATED 10-05-15: MOTION by Johnson, second by Hatfield to approve the Regular minutes dated 10-05-15.
MOTION approved unanimously.

CORRESPONDENCE: None

REVIEW AND CLOSING OF THE AGENDA:

Mayor Steadman asked if there were any additions to the agenda.

1. Mayor Steadman informed the council that the Change Order for CEP Architects in the Public Building Commission meeting will be tabled until the next meeting.
2. City attorney asked that an item be added in his section to discuss assessing legal fees to the Mulvane Mobile Home Park.
3. City administrator asked that an item be added in his section. A brief executive session to discuss non-elected personnel.

APPOINTMENTS, AWARDS AND CITATIONS:

Employee of the Month Recognition:

Breuna Walker of the Administration Dept. was nominated by her co-workers as Employee of the Month.

CONSENT AGENDA:

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

1. Employee Payroll dated 10-09-15 (\$175,536.74).
2. Warrant Register for September, 2015 (\$1,648,796.63)

MOTION approved unanimously.

OLD BUSINESS

None

NEW BUSINESS

1. **Sports Complex – Replace bolts in light towers:** Kevin Baker, Public Works Director, asked the council's permission to hire a crane to lift the ball field light structures off the poles in order to install large bolts to hold those light fixtures in place. One pole was rotten.

Motion by Richardson, 2nd by Keck to approve spending up to \$15,000 to hire a crane, buy a wooden power pole and replace the hardware on the light structures on the ball fields at the Sports Complex.

MOTION approved unanimously.

RESOLUTIONS AND ORDINANCES

1. **Infrastructure Standards (streets, sidewalks, water & sanitary sewer):**

City Staff requested the City Engineer prepare updated design and construction standards for streets, sidewalks, water assemblies, and sanitary sewer manholes.

The resulting document lays out Mulvane's design and construction standard requirements for constructing asphalt streets and pavements, waterlines and sanitary sewers. These standards will apply to both new and existing developments in the City of Mulvane.

RESOLUTION 2015 - 12

A RESOLUTION ADOPTING A MANUAL ENTITLED "MULVANE, KANSAS DESIGN STANDARDS FOR STREETS AND PAVEMENT, WATER LINES & SANITARY SEWERS".

Motion by Hatfield, 2nd by Johnson to adopt Resolution No. 2015- 12 approving and adopting the design standards for streets, pavement, water lines and sanitary sewers.

MOTION approved unanimously.

MULVANE HOUSING AUTHORITY

October 19, 2015

MOTION by Keck, second by Richardson to recess the City Council Meeting and convene as the Mulvane Housing Authority. MOTION approved unanimously.

MOTION by Johnson second by Keck to approve the Mulvane Housing Authority Meeting Minutes dated 2-16-15. MOTION approved unanimously.

Carol Roberts, the manager of the Quad County Manor;

- Informed the council about securing utility bill assistance for the residents. Even with a rent increase, each resident saves about \$17/mo.
- Presented the council with the proposed 2016 annual budget for QCM. An annual budget is required by USDA Rural Development.

MOTION by Keck second by Richardson approve the proposed 2016 annual budget for Quad County Manor.

MOTION by Johnson, second by Keck to adjourn the Mulvane Housing Authority meeting and reconvene the regular City Council meeting of October 19, 2015. MOTION approved unanimously.

Minutes by Debbie Parker, Secretary

PUBLIC BUILDING COMMISSION October 19, 2015

MOTION by Keck, second by Johnson to recess the City Council Meeting and convene as the Mulvane Public Building Commission. MOTION approved unanimously.

MOTION by Hatfield second by Johnson to approve the Public Building Commission Meeting Minutes dated 10-05-15. MOTION approved unanimously.

Change Order in the amount of \$35,097 from The Clark Enersen Partners which would bring the total design fee to \$302,097.00. Tabled until the 11-02-15 meeting when a representative of CEP can attend the council meeting and explain it.

MOTION by Johnson, second by Richardson to approve the Walz Harman Construction – Pay Application # 6 in the amount of \$168,127.94.

MOTION approved unanimously.

MOTION by Keck, second by Hatfield to adjourn the Public Building Commission meeting and reconvene the regular City Council meeting of October 19, 2015. MOTION approved unanimously.

Minutes by Debbie Parker, Secretary

ENGINEER'S REPORT

- 1. Drainage Standards Review:** Chris Young reviewed a draft of the proposed drainage policy that was originally presented in February, 2015. This policy primarily applies to new developments. During presentation of the draft policy, the City Council raised some concerns that the policy could place unnecessary requirements on persons adding small structures, sheds, fences, etc. to an existing lot. Accordingly, staff modified Section 1.2 of the proposed policy dealing with the development and redevelopment of existing platted subdivisions. A sentence was added at the end of paragraph 1.2.1, giving the City's Building Official authority to waive the requirement for a Lot Drainage Plan.

Mayor Steadman asked when the City first implemented a drainage policy. Ray Fleming thought it was in 2004.

Pending consensus from the City Council, staff will prepare and submit a Drainage Policy Resolution for Council action.

- 2. Project Review and Update:** Chris Young gave a brief update on city projects.

CITY CLERK: None.

CITY ADMINISTRATOR

- 1.** Request an executive session not to exceed five (5) minutes to discuss non-elected personnel. The executive session to include the Mayor, Council, City Administrator and City Attorney.

MOTION by Richardson, second by Keck to recess for a period not to exceed five minutes to discuss non-elected personnel, with the Mayor, Council, City Administrator, and City Attorney to attend. MOTION approved unanimously at 8:12 p.m.

MOTION by Richardson, second by Keck to return to regular session at 8:17 p.m. MOTION approved unanimously.

Mayor Steadman stated that no binding actions were taken or decisions made in executive session.

- 2. Belle Plaine EMS Service Agreement:** The city administrator informed the council that he and the Public Safety Director have a meeting scheduled for 10-20-15 at 2:00 p.m. with the Belle Plaine mayor and a council member to discuss the proposed EMS agreement.

CITY ATTORNEY

- 1. Council Member Resignation:** Council member Doug Hatfield said he must resign his seat on the council due to a job related move. His resignation is effective at the conclusion of this council meeting. Mayor Steadman presented Hatfield with a certificate of dedication for 12 years of service and a key to the City.
- 2. Process to replace a council member:** The city attorney advised that the mayor had sixty days to appoint someone to fill the unexpired term of councilmember Hatfield. The term runs through November, 2019. The council discussed methods to advertise the vacant seat and

encourage citizens who might be interested in being considered for the appointment to be made aware of that. The council will accept applications for the council vacancy until noon on November 12th. The goal is to have a recommendation to fill the vacancy at the December 7th council meeting.

3. Mulvane Mobile Home Park: Legal fees incurred trying to collect past due sewer bills (\$1,913.13). The city attorney said the City has the right under the agreement with the owner of the Mulvane Mobile Home Park to collect legal fees incurred when the sewer bill is not paid on time. The council agreed to have the attorney send the owner a demand letter and give the owner of the mobile home park until January 31, 2016 to pay the legal fees.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS

11-10-15 Mulvane Chamber of Commerce Annual Meeting and Dinner:
Three council members will attend (Steadman, Johnson and Richardson).

ADJOURNMENT

MOTION by Richardson, second by Keck to adjourn at 8:57 p.m. MOTION approved unanimously.

Debbie Parker, City Clerk