

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

October 5, 2020

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: Nancy Farber Mottola, Kevin Cardwell, Jenean Keck, Brent Allen and Terry Richardson.

Others Present: Kent Hixson, Mike Robinson, Debra Parker, Joel Pile, J. T. Klaus, Gordon Fell, Chris Young, Cathy Walker, Frank Carson IV, Damon Wilson, Shanna Smith-Ritterhouse, Tim Dyer, Jesse Prier, Frank Carson, Chad Carpenter, Phil Horner, Chris Heersche, Dexter Carpenter.

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

Approval of Regular Meeting Minutes Dated 9-21-2020:

MOTION by Mottola second by Keck to approve the Regular meeting minutes dated 9-21-2020.
MOTION approved unanimously.

Correspondence: None

Review and Closing of the Agenda: None

Appointments, Awards and Citations:

1. Employee Service Recognition – Damon Wilson – 15 years of service:

Mayor Steadman read a Certificate of Appreciation from the League of Kansas Municipalities recognizing Damon Wilson for 15 years of service and thanked him for his dedication and hard work.

OLD BUSINESS

1. All-Covered IT Support Services Agreement:

At the 9/21/20 council meeting, Finance Director, Cathy Walker, reviewed an amendment to our current All Covered Agreement. The council asked for clarification on the number of IP addresses and a comparison of equipment. Walker reviewed her findings with the council on the Vulnerability Scan Service, Onsite Support and Cisco Meraki vs Other Firewalls.

MOTION by Keck, second by Cardwell to approve the amended contract with All Covered through November 1, 2021.
MOTION approved unanimously.

2. Review of City Financials:

At the 4/6/20 council meeting, Finance Director, Cathy Walker, reviewed the estimated decreases in the revenues with the council due to the COVID-19 pandemic shut-down. At that time no one knew what the future would hold regarding the City's finances. Trying to be proactive to the potential of significantly reduced revenues, City Administrator, Kent Hixson, informed the council that we would.

1. Temporarily suspend employee merit increases.
2. Implement a hiring freeze on new employees, except to replace Public Safety vacancies.
3. Instruct department heads to be frugal in their purchases.

After reviewing the revenues and expenditures through the month of September 2020, the City's revenues have held or exceeded to the trends of previous years. To date, the General Fund has collected 88% of the budgeted revenues. The Gaming Revenue and the Local Alcohol tax are the only line items that will likely not reach the budgeted amount. This is primarily due to the shutdown of the Casino. Staff has estimated the shortage to be around \$300,000 for these two-line items. The department heads have been very diligent in their spending over the past few months. The General Fund expenditures to date is at 61% of that budgeted.

With this review of the City's financials and with council consent, the City Administrator would like to reinstate the employees merit increases for those who have not "topped-out" (based on a positive annual performance evaluation). This reinstatement would be in place for the next payroll and going forward. It will not be retroactive and would not go back to the employee's anniversary date.

3. Pix Center – Review Use:

At the 8/17/20 council meeting it was the consensus of the council to keep the Pix Center closed for private events through November 2nd and to be revisited at the October 5th meeting for the November and December usage.

The council discussed having no control over the enforcement of guidelines, the effect on a business should Mulvane have an outbreak, and the health and welfare of citizens. Hixson reviewed some of the scheduled events at the PIX for November and December.

It was the consensus of the council to revisit this item at the November 2nd meeting.

NEW BUSINESS

1. Public Library – Review Quote to Install a Drive-Thru Window:

Given the fact that Mayor Steadman is an employee of Sedgwick County and currently serving as Department Head of a Sedgwick County Division, she removed herself from discussion on this item and turned the meeting over to Council President, Mottola for further consideration.

Library Director, Shanna Smith-Ritterhouse, discussed the need for a drive-thru window at the Mulvane Public Library. When COVID-19 struck, it became even more apparent that this accommodation would be very beneficial. The building was originally designed for a drive-thru

window, so the exterior concrete curbing and interior space can easily accommodate the installation.

Smith advised it was difficult to find contractors to provide quotes for the entire project. The quote from Lewis Street Glass includes demo of existing brick/drywall, patching of the opening to make ready for the new window, wiring for the new electrical, and construction of an interior countertop surrounding the transaction drawer. The total estimated cost of the completed project including glass is \$30,855.

The city can provide \$17,100 in CARES Act Funds for this project. The Library Board will cover any costs that exceed the \$17,100 CARES Act Funds provided by the City.

MOTION by Cardwell, second by Richardson to approve the installation of a drive through window in the Mulvane Public Library to be partially paid for from CARES Act Funds.
MOTION approved unanimously.

Council President, Mottola, turned the meeting back over to Mayor Steadman.

2. Request to Allow UTVs on City Streets:

Public Safety Director, Gordon Fell, gave a background of the ordinance to allow golf carts and the restrictions within the ordinance. Fell also reviewed the differences in the All-Terrain Vehicles (ATV), Micro Utility Trucks, and Utility Vehicles (UTV). Fell reviewed the results of a survey sent to seven other cities to see if they allowed this type of vehicle. Our current STO does not allow for the use of ATV/UTV.

There was much discussion regarding the variations of vehicles, time of operation, driving age restrictions, safety concerns, noise, and where they would / would not be allowed to drive.

Comments were heard from Frank Carson IV, who originally requested the council consider this request, along with Dexter Carpenter and Phil Horner.

It was the consensus of the council to have the City Attorney work on an ordinance with input from Fell, similar to the Golf Cart Ordinance with a 45-mph speed limit designation.

ORDINANCES & RESOLUTIONS

1. Resolution Authorizing the City to Receive Coronavirus Relief Funds:

Public Safety Director, Gordon Fell, reviewed the Sumner County SPARK grant. The SPARK Committee is handling the CARES funds in Sumner Co. for COVID related non-operational expenses. Residents of Sumner County can apply for assistance with rent or mortgage and utilities.

MOTION by Keck, second by Cardwell to adopt and approve Resolution 2020-7 authorizing the City of Mulvane, Kansas to receive moneys from the Coronavirus Relief Fund; authorizing the execution, delivery and performance of a subrecipient grant agreement with Sumner County, Kansas; and authorizing city staff to complete such other matters as may be related thereto.

MOTION approved unanimously.

RESOLUTION NO. 2020-7

A RESOLUTION AUTHORIZING THE CITY OF MULVANE KANSAS TO RECEIVE MONEYS FROM THE CORONAVIRUS RELIEF FUND: AUTHORIZING THE EXECUTION, DELIVERY AND PERFORMANCE OF A SUBRECIPIENT GRANT AGREEMENT WITH SUMNER COUNTY, KANSAS; AND AUTHORIZING CITY STAFF TO COMPLETE SUCH OTHER MATTERS AS MAY BE RELATED THERETO.

Council member Mottola excused herself from the meeting at 8:52 p.m.

ENGINEER

1. Project Review and Update:

City Engineer, Chris Young, reviewed the project update with the council which included: Sanitary Sewer Study Update, Rock Road Water Line, Flood Mitigation Grant – English Park and Styx Creek Drainage Improvements, Decommissioning the Boxelder Power Plant, Sports Complex Maintenance Building, Homestead Phase 2 Development, and Hidden Valley Addition.

Young reviewed the final plans and bid schedule with the council regarding the E. Mulvane St. Drainage Project. Young proposes to begin the bidding process of the project and proceed with construction as outlined in the preliminary timeline presented.

Preliminary Timeline

- 10/06/20 Begin advertising the project for construction bids.
- 10/27/20 Receive bids from Contractors, tabulate and check bid forms.
- 11/02/20 Present bids to the City Council, approve “Notice of Award” and request the awarding Contractor prepare agreement, bonds, and insurance form.
- 11/16/20 Present construction agreement for Council approval, prepare “Notice to Proceed.”
- 01/15/21 Complete 60-Calendar Day construction period.
- 02/15/21 Complete punch-list and contract close-out.

City Clerk: None

City Administrator: None

City Attorney:

City Attorney, J.T. Klaus, requested an Executive Session for discussion related to legal matters deemed privileged in the attorney-client relationship, for a period not to exceed ten (10) minutes to include the Mayor, City Council, City Administrator, and the City Attorney.

MOTION by Richardson, second by Allen to recess the council meeting to an Executive Session for discussion related to legal matters deemed privileged in the attorney-client relationship, for a period not to exceed ten (10) minutes to include the Mayor, City Council, City Administrator, and the City Attorney, and to reconvene at approximately 9:10 p.m.

MOTION approved unanimously at 9:00 p.m.

MOTION by Allen, second by Richardson to reconvene the City Council meeting.

MOTION approved unanimously at 9:23 p.m.

Mayor Steadman announced that no decisions were made during the Executive Session.

Consent Agenda Items 1 - 3:

MOTION by Richardson second by Cardwell to approve Consent Agenda items 1 - 3.

1. Payroll dated 10-2-2020 (\$204,760.81)
2. Legal Fees to Triplett Woolf Garretson (\$7,156.00)
3. August City Utility Bills (\$14,050.89)

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:

- Monday, October 19th - next council meeting @ 7:30 p.m.

ADJOURNMENT:

MOTION by Richardson, second by Allen to adjourn the City Council meeting at 9:24 p.m.

MOTION approved unanimously.

Minutes by:
Debra M. Parker, City Clerk