

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

February 6, 2023

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 at 7:30 p.m.

Council Members Present: Tim Huntley, Brent Allen, Amanda Ford, and Nancy Farber Mottola.

Others Present: Mike Robinson, Debra Parker, Kent Hixson, Chris Young, Joel Pile, Andrew Kovar, Chief Gordon Fell, Det. Lt. Matthew Schmidt, Det. Sgt. Jim Ashmore, SRO Branden Bohannon, Dispatch Supervisor Pam Hiefner, Capt. Flint McPeak, Brooke Carroll, Malissa Long, Nancy Armstrong, Frank Carson, Tori Bohannon, Taryn Bohannon, Christy Fell, Drew Fell, Maizie Fell, Brooke Atkinson, and Virginia Swecker.

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

Approval of Regular Meeting Minutes Dated 1-16-23:

MOTION by Mottola, second by Allen to approve the Regular meeting minutes dated 1-16-23.
MOTION approved unanimously.

Correspondence: Mayor Steadman advised she received a letter of resignation from Erin Manning on the Planning Commission - Sumner Co. City. Mayor Steadman will be looking for a replacement. With our developments to the north, it is an exciting time to be part of the Planning Commission.

Review and Closing of the Agenda: None

Appointments, Awards and Citations:

1. Employee Service Awards:

Mayor Steadman recognized five members of the Mulvane Police/Public Safety Dept. (Chief Gordon Fell, Det. Lt. Matthew Schmidt, Det. Sgt. Jim Ashmore, SRO Branden Bohannon, and Dispatch Supervisor Pam Hiefner) and presented them with the Bronze Medal of Merit pin and certificate, for their efforts to subdue and arrest a person who robbed the Carson Bank on December 6th, 2022.

Mayor Steadman read into the record the details of December 6th.

On December 6, 2022, at about 12:07 p.m., Dispatch Supervisor Pamela Hiefner received a call from Carson Bank reporting being robbed, screaming could be heard in the background. Pam quickly obtained the necessary information and immediately broadcast it to all officers.

Chief Gordon Fell was out on duty around Second and Main and without delay positioned himself in a strategic location to observe the front of the bank. Within moments Chief Fell watched the suspect exit the bank and run to the south and pursued in his vehicle updating dispatch and responding officers. He maintained visual contact as the suspect continued to run south toward the COOP. The suspect continued to run south when Chief Fell saw the

opportunity to exit and pursue the suspect on foot. A short foot pursuit ensued; the suspect attempted to enter a passing motorists vehicle which was abruptly thwarted when Chief Fell pinned the suspect to the vehicle as Det. Sgt. Ashmore arrived lending assistance. The suspect was taken to the ground and placed in custody by Chief Fell and Det. Sgt. Ashmore without incident.

Det. Lt. Schmidt arrived and took custody of the suspect to begin the investigation and processing procedures.

S.R.O. Branden Bohannon knowing the crime scene at the bank was not secured, without hesitation or instruction secured the bank and began crime scene procedures. Det. Sgt. Ashmore and S.R.O. Branden Bohannon investigated the crime scene, interviewed witnesses, and reviewed video footage at the bank.

Det. Lt. Schmidt maintained custody and continued the investigation of the suspect at the police department.

The FBI was notified and responded to meet with Det. Lt. Schmidt and Det. Sgt. Ashmore.

After completing the investigation and gathering all necessary facts and evidence, the case was turned over to the FBI where the suspect is being charged federally with bank robbery and other additional charges. The suspect is still in federal custody awaiting further court proceedings.

It is my honor and privilege to award: Chief Gordon Fell, Det. Lt. Matthew Schmidt Det. Sgt. Jim Ashmore, SRO Branden Bohannon, and Dispatch Supervisor Pam Hiefner with the Mulvane Police Department Bronze Medal of Merit.

It is truly apparent that the Mulvane Police Department have highly experienced officers and dispatchers protecting the city day and night. We appreciate your service, integrity, and commitment to the citizens of Mulvane.

You are all heroes - thank you for your service.

Frank Carson, from Carson Bank, expressed his gratitude to the Public Safety Department for performing their duties quickly and with a safe outcome.

Public Safety Director, Gordon Fell, advised this was great teamwork, and used this as a training moment for staff to always be prepared.

City Council expressed their thank you and appreciation to the employees.

OLD BUSINESS

None

NEW BUSINESS

1. Mulvane Community Foundation - Request for Funds for 2023:

The Mulvane Community Foundation was established as an official 501(c)3 in 2017 in order to provide an outlet to make it possible for the community and organizations to support local events and activities. The mission soon expanded to include opportunities for people to make permanent endowments for the betterment of Mulvane.

The current board includes six members: Brent Allen - President, Nancy Armstrong - Vice President and Secretary, Zach Kimble - Treasurer, Kimberly DeWald - Member at Large, Frank Carson IV - Member at Large, Scott Nelson - Member at Large.

MCF Director, Malissa Long, provided the council with a 5-year impact report outlining the projects of the Foundation. Currently the Mulvane Community Foundation assists with authorized pass-through funds for:

- The Mulvane WildActs Community Theater
- The Mulvane Golden Easter Egg Hunt
- The Mulvane Community Christmas Tree Ornament Distribution, Collection, and Tree Lighting Ceremony
- Ballet in the Park
- The Mulvane Community Puzzle Hunt
- Holiday Wreath Sale

In addition to community events, the foundation enhances the quality of life for our citizens in many other ways. The foundation offers a legal avenue for individuals and organizations to collect funds through various charity means.

The MCF has:

- Paid the outstanding student lunch debt in 2022.
- Assisted with marketing and support of many other activities in the community.
- Help re-establish the Ministerial Alliance.

The MCF would like to request \$25,000 toward expenses for continuing to employ a part-time director for 2023. It is the MCF's long-term goal to train the director and utilize funds from donations and interest on deposits to cover the staffing and overhead expenses without the need to request funds from the city on a re-occurring or permanent basis.

MOTION by Huntley, second by Ford to approve the Mulvane Community Foundation request for funds in the amount of \$25,000.00 for 2023.

MOTION approved 3 - 0 with Brent Allen abstaining from discussion or voting.

2. Kansas Power Pool – Electric Utility Analysis Report for 2021:

Brooke Carroll of KPP presented the Electric Utility Analysis Report which has been developed to complete a financial review of municipalities in the KPP membership. The purpose of this report is to incorporate publicly available metrics utilized by three major credit rating agencies to achieve and maintain the highest possible bond rating for KPP projects and member financing. High bond ratings result in lower borrowing costs and subsequently lower cost of power for all KPP members.

It is important that users be familiar with definitions of ratios and variables that may affect them. The financial and operating ratios provide a useful starting point for analyses and may be used to pinpoint areas in need of further investigation.

Carroll reviewed three Areas of Focus which included Financial Ratios, Operating Ratios, and Other. Carroll reviewed the Energy Loss Percentage - Unsold Energy with the council. Efforts have been made to determine the reason for the negative percent. Carroll also pointed out the City has a good cash reserve. This will be used for future projects. The Electric Utility had a good analysis report.

3. Transient Guest Tax Application – Mulvane Rodeo Arena/Club:

Council would like to have a detailed expenses and revenues budget for this event, and tabled this item until additional information is received.

ENGINEER

Project Review and Update:

Downtown Park:

City staff, Y&A and Snodgrass & Sons Const. representatives met on January 23rd to review preliminary layouts for the park project. Y&A have completed preliminary design layouts for paving improvements adjacent to the park (Main St. and Prather St.). A design team meeting was scheduled with the Contractor, engineers, and staff on February 3rd. The meeting addressed items to be presented to the City Council which included design schedules and a concept model.

Main "A" Sanitary Sewer System – BASE Grant Application:

On January 3, 2023, the Kansas Department of Commerce announced a \$50 million dollar fund established for projects under the “Building a Stronger Economy” (BASE 2.0) grant program. BASE grants address infrastructure and economic development needs that were “delayed or slowed due to COVID-19” and support infrastructure investments associated with current or future economic development projects. Grant applications were due January 31, 2023. Awards and award amounts are anticipated to be announced on March 14, 2023. Grant projects must be completed within 2-years and no later than June 30, 2025. A minimum 25% matching funds are required.

City staff prepared and submitted a BASE 2.0 grant application, including updated cost opinions, for the remaining phases of the Main “A” sewer project. Unit prices were updated based on Apex’s bid for Phase 1 improvements and project costs updated as follows:

Phase 1 Main “A” Improvements.....	\$ 949,340
Phase 2-4 Main “A” Improvements.....	<u>\$4,177,419</u>
Total Main “A” Project Costs	\$5,126,759

The City’s BASE grant application requests 45% grant funding with a 55% match amount through City bond financing. Grant funding for projects that match more than 25% allow the BASE

program to leverage more projects and have a greater impact on economic development. The City's matching amount should improve the City's ability to compete for the BASE grant.

City Clerk: None

City Administrator:

1. City Administrator Replacement Process:

City Administrator, Kent Hixson, has given notification of intent to retire Oct. 6, 2023. The City Council needs to determine whether the Council wishes to develop a selection process independently or use a consultant to assist with the selection process. Given the long tenure of Kent Hixson's employment, council lacks first-hand experience about how this process is best managed. Mayor Steadman reviewed the possible options for the replacement process.

Mayor Steadman reached out to the League of Kansas Municipalities to research the services they may be able to extend to the City of Mulvane for the candidate search, selection, and hiring process. The League offers the League Executive/Administrative Position Search (LEAPS) program, designed to assist cities in finding chief administrative officers (CAOs). If Mulvane wishes to participate in the program, the League Staff would survey the Council and/or search committee members to determine qualifications, develop and coordinate advertising, provide a salary survey of comparable cities, conduct or facilitate the interview process, assist with background checks, notify candidates that do not progress forward in the search process, and provide general guidance concerning legalities of the process (ensure compliance with open meeting requirements, as an example). A proposal for Mulvane's CAO search has been provided, at a cost of \$5,695 (plus \$1000-\$1400 advertising costs). The cost is based on the population of Mulvane, and the price structure is adjustable if we choose to add process options.

The alternatives include a self-administered process or hiring a full-service private recruitment firm; considerations for each are:

- A self-administered recruitment process would require the most time from council members. It would also require assistance from existing staff, which may introduce the appearance of bias. This would require an extensive time commitment from the council which may be difficult with working schedules.
- A full service private executive recruiting firm is the most comprehensive option. This would be desirable if the Council anticipates recruiting challenges and has reason to believe we will lack qualified candidates. This option would be the most expensive but would be best if we needed to actively recruit.

The League is able to offer a level of expertise and service (knowledge of communities within the state, established relationship with other Kansas CAOs, contacts with other Leagues and cities). It is reasonable to expect a qualified candidate pool. Mayor Steadman feels the LEAPS program is the best option for our needs and recommended the Council engage with the Kansas League of Municipalities LEAPS program for guidance in hiring the next City of Mulvane Administrator.

MOTION by Mottola, second by Allen to accept the League of Kansas Municipalities – LEAPS proposal to assist the city in the search for and hiring of the next city administrator in accordance with the timeline.

MOTION approved unanimously.

City Attorney: None

Consent Agenda Items 1 - 3:

MOTION by Mottola, second by Huntley to approve Consent Agenda items 1 - 3.

1. Payroll dated 1-20-23 (\$233,738.26)
2. Payroll dated 2-03-23 (\$223,247.92)
3. City Utility Bills (\$29,826.50)

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

- Next council meeting – Monday, February 20th @ 7:30 p.m.

ADJOURNMENT:

MOTION by Mottola, second by Allen to adjourn the city council meeting.

MOTION approved unanimously at 8:34 p.m.

Minutes by:
Debra M. Parker, City Clerk