

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

November 16, 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 Council President, Joe Johnson, who called the meeting to order.

Council Members Present: Terry Richardson, Joe Johnson, Nancy Farber Mottola, and Jenean Keck.

Others Present: Kent Hixson, Mike Robinson, Debbie Parker, Cathy Walker, J.T. Klaus, Chris Young of Young & Assoc., Mike Howell of Gallagher Benefits, Brent Allen, Kevin Cardwell, Rob Young, Rick Wise of CEP Architects.

Pledge of Allegiance: All stood for the Pledge of Allegiance led by President Johnson.

Approval of Regular Minutes Dated 11-02-15: Mottola stated that the bond ordinance did not match the number in the bond resolution. Both numbers should be \$5,585,000.00. With that correction, MOTION by Richardson, second by Mottola to approve the Regular meeting minutes dated 11-02-15.

MOTION approved unanimously.

Correspondence: None

Review and Closing of the Agenda:

Council President Johnson asked if there were any additions to the agenda? City Administrator said he needed to add a second executive session to discuss possible land acquisition. That was added as item #2 under City Attorney.

Appointments, Awards and Citations: None

Old Business

None

New Business

Employee Health Insurance Plan Renewal:

Mike Howell of Gallagher Benefits presented the renewal from Blue Cross Blue Shield with a 10.5% increase for January 1, 2016. The City currently pays 90% of the medical insurance premiums. It was recommended that the contribution for employees remain the same for 2016. However, there would be an additional increase to the City in the amount of \$8,107.86 which is to pick up the employees share of the 10% increase (\$81,078.60), but leaving the actual contribution scheme at the 90/10 split. Because the City employs more than 50 people, the City

is required to offer health insurance to the employees that is deemed affordable and offers the essential minimum health benefits per the health care reform mandate.

Motion by Richardson, second by Keck to approve the BC/BS employee health insurance plan renewal for 2016.

MOTION approved unanimously.

Amend 2015 Annual Budget:

Cathy Walker, Finance Director, advised the council that upon the refunding of the 2005 Revenue Bonds, 2006 Series A Bonds, 2006 Series B Bonds, 2007 Series A Bonds and the Merlin's Glen Internal Improvements Bonds, the City of Mulvane will be required to amend the 2015 annual budget. Due to the refunding, the City will spend money that is not in the original 2015 budget. Amending the 2015 budget also allows the City to disperse the money in the Jobs Grant program, and to disperse the cash that is available to the library but was not budgeted to spend in 2015.

The City will be required to amend the budget to allow the additional expenditures. This will require a legal publication (with at least a ten day notice) and a public hearing. This process must be completed before December 31, 2015. K.S.A. 79-2929a. Municipalities are authorized to amend budgets to spend money not in the original budget.

The public hearing notice will be published in the 11-19-15 edition of the *Mulvane News*. Motion by Mottola, second by Richardson to set Monday, December 7th at 7:30 p.m. as the public hearing date for amending the 2015 annual city budget.

MOTION approved unanimously.

Purchase of "Tablets" for Council Members:

City Administrator suggested that the City provide all council members with a "Tablet". It is suggested that each council member have a City of Mulvane email address.

Microsoft Surface 3 Two in One Tablet/128gb Storage	\$600.00
Keyboard/Cover	130.00
Stylus/Pen	40.00
Mouse	25.00
Carrying Case	25.00
Set up charge	50.00
Total	\$870.00

Each council member will be issued a tablet plus the city clerk and city administrator. The cost would be: 8 x \$870.00 = \$6,960.00. The funds to purchase this equipment will come from the General Fund Equipment Replacement Fund.

These tablets will be City property, checked out to each council member and returned when that council member leaves office.

Motion by Keck, second by Richardson to allow the city administrator to spend up to \$8,000.00 to purchase eight (8) Microsoft Surface 3 Two in One Tablets to include accessories and set-up fee.

MOTION approved unanimously. Joe Johnson will be hired to set up the tablets. He abstained from voting on this issue.

**Public Building Commission
November 16, 2015**

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

MOTION by Kecksecond by Richardson to approve the Public Building Commission Meeting Minutes dated 11-02-15. MOTION approved unanimously.

Rick Wise of CEP introduced Change Order # 2. The City of Mulvane hired The Clark Enersen Partners to provide professional services for a new library for the City of Mulvane on 9-04-13. The original agreement was based on an architectural fee of 8.4% of the projects Construction Budget and 8.4% of the projects furnishings budget. The current fee agreement for professional services was budgeted at \$252,000, which was based on an estimated construction cost of \$3,000,000.

On June 16, 2014 The Clark Enersen Partners requested a fee increase of \$15,000 to account for project redesign efforts, necessitated by a reduced project budget. That amount was approved by the City Council in Change Order No. 1.

The current project construction cost is \$3,041,885. Based on the fee agreement, the new fee for the Library is \$255,518. This is an increase of \$3,518.

In addition of building design, The Clark Enersen Partners have also been hired to select and provide bid documents for library furnishings in the building. The estimated cost of all proposed furnishings is \$375,940. Utilizing an 8.4% fee, the total fees for this project scope is \$31,579.

With this change order the new total fee for all services would increase from \$267,000 to \$302,097. ($\$267,000 + \$3,518 + \$31,579$)

The Clark Enersen Partners agreement is based on a percent amount for both building and furnishings. The requested fee increase is necessary to adjust the current fees to account for actual construction cost for the building and the estimated budget for library furnishings.

Original Professional Services Fee Amount:	\$252,000
Change Order No. 1:	\$15,000
Change Order No. 2:	<u>\$35,097</u>
Total:	\$302,097

Wise said that CEP would be willing to forgo additional fees beyond the \$302,097.00.
Wise will correct CO # 2 to reflect the correct totals.

MOTION by Richardson, second by Keck to approve;

1. Change Order # 2 in the amount of \$35,097 from The Clark Enersen Partners.

MOTION approved unanimously.

MOTION by Richardson, second by Mottola to approve;

2. CEP Invoice # 22 - (\$9,523.79).
3. CEP Invoice # 23 - (\$4,645.16)
4. Walz-Harmon Const. Pay App. # 7 (\$246,507.30)
5. Terracon Invoice (\$575.15)
6. Young & Assoc. – Civil engineering services (\$954.00)
7. Young & Assoc. – Const. Oversight (\$1,427.00)

MOTION approved unanimously.

MOTION by Richardson, second by Keck to adjourn the Public Building Commission meeting and reconvene the regular City Council meeting of November 16, 2015. MOTION approved unanimously.

Minutes by Debbie Parker, Secretary

Engineer's Report/Project Review and Update:

Chris Young gave a brief update on city projects. No memo for this meeting. Engineer may bring stormwater sewer maps to Dec. 7th meeting.

City Clerk: None

City Administrator:

Providing Funds to the Mulvane Chamber of Commerce to Hire a Part-time Director:

The council reviewed a draft Job Description for the Chamber of Commerce Director position. The city administrator recommended that the City provide the Mulvane Chamber of Commerce with a lump sum of \$30,000 in January 2016, for the purpose of the Chamber hiring and equipping a part time (25-30 hrs. /wk.). director for the Chamber. It was the consensus of the council to provide funds to the Mulvane Chamber of Commerce to hire a part-time director.

MOTION by Keck, second by Richardsons to approve providing the Mulvane Chamber of Commerce \$30,000 in 2016 for the purpose of hiring and equipping a part-time Chamber of Commerce director.

MOTION approved unanimously.

Vacant Council Position Update:

Hixson said that four applications had been received for the vacant council seat (Brent Allen, Bryan Mackey, Kevin Cardwell, and Robert Young). Mayor Steadman and two council members will interview the four candidates individually in the next two weeks. The goal is for the Mayor to make a recommendation for appointment to fill the vacant seat at the December 7th council meeting.

City Attorney:**Executive Session # 1:**

Request an executive session not to exceed ten (10) minutes to discuss matters privileged in the attorney-client relationship. The executive session to include the Council, City Administrator and City Attorney.

MOTION by Richardson, second by Keck to recess for a period not to exceed ten (10) minutes to discuss matters privileged in the attorney-client relationship with the Council, City Administrator, and City Attorney to attend. MOTION approved unanimously at 8:16 p.m.

MOTION by Richardson, second by Keck to return to regular session at 8:27 p.m. MOTION approved unanimously.

Council President Johnson stated that no binding actions were taken or decisions made in executive session.

Executive Session # 2:

Request an executive session not to exceed ten (10) minutes to discuss matters privileged in the attorney-client relationship (possible land acquisition). The executive session to include the Council, City Administrator, and City Attorney.

MOTION by Keck, second by Richardson to recess for a period not to exceed ten (10) minutes to discuss matters privileged in the attorney-client relationship (possible land acquisition) with the Council, City Administrator, and City Attorney to attend. MOTION approved unanimously at 8:29 p.m.

MOTION by Keck, second by Mottola to return to regular session at 8:40 p.m. MOTION approved unanimously.

Council President Johnson stated that no binding actions were taken or decisions made in executive session.

Consent Agenda:

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

1. Employee Payroll dated 11-06- 15 (\$179,088.33).
2. Warrant Register for October (\$1,270,423.45)
3. Wastewater Treatment Plant - approve the purchase of 24,500lbs of ferric chloride for \$5,586.00 and 22,500lbs of sodium hydroxide for \$4,398.50 at a total cost of \$9,984.50 from Brenntag.

4. Cereal Malt Beverage License Renewals (Pizza Hut, Fastrip, Casey's General Store, Dillons)

MOTION approved unanimously.

Announcements, Meetings and Next Agenda Items:

1. New library construction meeting on Tuesday, Nov. 17th at 11:00 a.m. at city hall

Adjournment:

MOTION by Richardson, second by Mottola to adjourn at 8:42 p.m. MOTION approved unanimously.

Debbie Parker, City Clerk