

MULVANE CITY COUNCIL  
REGULAR MEETING MINUTES

November 18, 2019

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:** Brent Allen, Jenean Keck, Nancy Farber Mottola, Kevin Cardwell and Barry Fleming.

**Others Present:** Kent Hixson, J.T. Klaus, Mike Robinson, Debra Parker, Gordon Fell, Cathy Walker, Chris Young, David Foster, Deborah Foster, Mike Howell, Brad Modlin, Joel Pile, Vanessa Ballard, Charlie Cadwell.

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

**Approval of Regular Meeting Minutes Dated 11-04-19:**

MOTION by Keck, second by Fleming to approve the Regular meeting minutes dated 11-04-19. MOTION approved unanimously.

**Correspondence:** None

**Review and Closing of the Agenda:** None

**Appointments, Awards and Citations:** None

**OLD BUSINESS**

None

**NEW BUSINESS**

**1. Employee Life Insurance Plan Review – Mike Howell of Gallagher Benefits:**

The City has offered a \$10,000 group life with \$2,000 on dependent spouse and children along with a short-term disability plan to employees for over twenty years. Employees are asked to pay twenty percent of the cost and the City picks up eighty percent. The City has offered this option through Lincoln Financial for the past 12 years. Due to some continuous administrative problems, Howell has gone out to the market to price this product for the City. Howell received a competitive quote from Reliance Standard Life Company to replace the current Lincoln coverages.

The Reliance quote for the three coverages lowers the total annual premium. By eliminating the payroll deduction and the City paying 100% of the coverage, the increased cost to the City is less than \$900.00.

MOTION by Mottola, second by Keck to provide a basic life and disability insurance plan through Reliance Standard Life Company and have the City pay 100% of the annual premium.  
MOTION approved unanimously.

**2. 2019 City Budget Amendment – Set Public Hearing Date:**

The City needs to amend the 2019 budget for the following reasons:

- Due to bond refunding in 2019, the City needs to amend the debt service in order to accommodate the amount of the refunding.
- The City did not budget to spend money from the Special Alcohol fund in 2019. We are no longer allocating money to this fund. The fund has a current balance of \$87,977. This amendment is so that we can spend down the fund to zero and make it inactive.

To comply with the Kansas Cash Basis Law, the City is required to amend the budget prior to the end of the calendar year, December 31<sup>st</sup>. This amendment process must include a public hearing, with a notice of public hearing published at least 10 days prior to the hearing.

MOTION by Fleming, second by Allen to set public hearing to amend the 2019 City budget for Monday, December 2, 2019, at 7:30 p.m. at city hall.

MOTION approved unanimously.

**ENGINEER**

**1. Project Review and Update:**

Chris Young reviewed the project updates with the council which included the Rock Road Water Line, Sanitary Sewer Update, Flood Mitigation Grant – English Park and Styx Creek Drainage Improvement, Decommissioning the Boxelder Power Plant, Downtown Park/Splash Pad, Homestead Phase 2 and E. Mulvane Street Drainage.

**2. Rock Road Water Main Extension:**

In November of 2017, City Staff completed a review of the City's water infrastructure that would need to be extended to address potential future development along North Rock Rd. Staff presented their analysis to the City Council and received approval for a project to extend a 12" water main north along Rock Rd.

In June of 2018, Y&A completed final design plans and legal descriptions (as needed to acquire easements) for the proposed water line alignment. An easement needed along the west side of Rock Rd., south of 103<sup>rd</sup> St. S., was requested from the property owner but was declined. City staff then directed Y&A to examine an alternative alignment on the east side of Rock Rd. The easterly alignment would be contained inside existing street ROW with a portion of the alignment lying inside a FEMA floodplain.

Y&A contacted the KS Division of Water Resources (DWR) to determine any special requirements for constructing the proposed water line inside the floodplain. DWR indicated the water line could be located in the floodplain under a general permit provided the project did not modify (or raise) the existing grades inside the floodplain. Existing design plans will need to be

modified to address the alternative water line alignment, including design surveys for the east side of Rock Rd. (from the High School drive to 103<sup>rd</sup> St. S.) and reviewed by KDHE and DWR.

The total opinion of probable project costs was estimated in July 2019 at \$372,407. Modifying the water line alignment to the easterly ROW would result in an increase in total pipe length but would reduce the length of (high cost) directional drilling. The resulting estimated total project costs would be reduced by approx. \$46,000.

Additional design surveys and re-designing the water line plans are estimated, not-to-exceed, \$9,820. Bidding and construction engineering phase services are estimated, not to exceed, \$18,800.

There was discussion regarding the potential development on both sides of N. Rock Road and property located in the Rural Water District service area.

MOTION by Allen, second by Fleming that the City enter into an agreement with Young & Associates, P.A. in the amount of \$28,620.00 for providing Design Engineering and Construction Oversight Services for the extension of water along North Rock Road.

MOTION approved unanimously.

### **3. Styx Creek Flood Mitigation – Phase 2 Update:**

At the November 4<sup>th</sup> council meeting Young advised the original Flood Mitigation Grant Program is no longer funding projects. FEMA officials requested a Phase 2 which includes preparing and submitting CLOMR's to confirm the project is viable for additional funding and identify structures that could potentially be removed from the floodplain. CLOMR's are conditional letters of map revision indicating that a project, if built as proposed, would justify a revision to the existing FEMA FIRM maps.

Young reviewed floodplain map exhibits that showed the calculated reduction in the Styx Creek floodplain that would result from constructing the proposed project. The exhibits indicate approximately fifteen (15) structures could potentially be removed from the floodplain.

Information Only - No action taken.

### **4. Sanitary Sewer Collection System Study – Update:**

In September of 2001 the City completed a study analyzing their sanitary sewer collection system. Since the study was completed the City has maintained an annual program of improving old lines by Cured-In-Place method. Flow metering and record keeping during dry and wet weather conditions were recommended to determine potential signs of I/I (inflow/infiltration). The City has also developed sanitary sewer design and specification standards to improve the quality of new construction and extend the life of new sewer mains. The existing sanitary sewer collection study is 18 years old and outdated by the number of new residential developments including Country Walk, Cedar Brook, Emerald Valley, Nottingham and Homestead. The City anticipates future residential grow will occur in the northeast area of the City.

City staff met with the City Engineer and developed tasks for updating the sanitary sewer study as follows:

1. Research and develop budget estimates for purchasing, installing and initiating a wastewater flow metering system. Obtain dry-weather and wet-weather metering data and prepare monthly dry/wet weather summary reports to track I/I.
2. Based on flow metering data, determine if there is adequate sanitary sewer collection capacity to serve the current population during peak wet-weather flow.
3. Estimate the number of additional residential homes that could be served by the existing sewer collection system before surcharging downstream sewer mains.
4. Re-evaluate and prioritize the sanitary sewer improvement recommendations and cost estimates presented in the 2001 SS study.
5. Identify additional sewer collection improvements that could improve long-term system performance.
6. Prepare an update of future sanitary sewer projects and priorities for the City's capital improvement program.

Information only – no action taken.

**City Clerk:**

**1. Copier Machine Maintenance Agreement:**

We have a maintenance agreement with Galaxie Business Equipment for 4 copiers at City Hall. This covers routine maintenance and replacement of parts and consumable supplies. The maintenance agreement is approved annually.

MOTION by Allen, second by Mottola to approve the Copier Maintenance Agreement with Galaxie Business Equipment for the period covered from October 27, 2019 to October 27, 2020. MOTION approved unanimously.

**2. Review Quote to Remodel the Entrance of City Hall:**

In 2012, Van Asdale Construction completed a remodel project at City Hall which included carpet, new tiled areas, painting, front counter space to include receptionist seating and drive thru window upgrades. In 2015 the City installed the Tyler Tech software. This included additional equipment for our cashiering system which includes an automated cash drawer, bar code scanner and check endorser/receipt printer. This has eliminated a great deal of working space at the front counter/reception area along with drawer space. The increased size of the monitors has also contributed to a tight working area. We also have an issue with the automatic door system. It stays open for extended periods of time to allow enough time for customers to enter and exit the building. This allows for extremely cold air to enter in the winter and hot air in the summer, which makes it uncomfortable if you are working the counter.

Van Asdale Construction has assessed the area and given us a proposal to remodel the reception area which includes enclosing the front entrance with a glass atrium, reconfigure the front counter/desk area to allow for better functionality and expanded working space and storage. Also included in the proposal are added security measures which include electronic doors which would

require an individual to be buzzed into the office area, and a glass barrier at the front counter. These improvements were planned for in the 2019 CIP.

The council had concerns about air control for the atrium area and would like to see drawings of the design before moving forward with the project. It was also suggested to possibly go out for bids.

MOTION by Mottola, second by Fleming to table this item until more information is received and drawings are available.

MOTION approved 4 – 0 with Allen abstaining.

**City Administrator:**

**1. Downtown Park (corner of Prather and Main St.) Plan Review – Foster Assoc.:**

David Foster presented a Power Point to the council for two (2) concept designs for the Splash/Pad park area. Items of discussion included, traffic flow, parking, lighting, shaded areas, fire/water feature, landscaping, screening, food truck area, recirculated water or flow through splash pad and one-way traffic designation for Prather St. and the alley. Foster will incorporate the council's suggestions and bring back a new concept design for review and comment at the December 2<sup>nd</sup> meeting.

**City Attorney:**

**Executive Session:**

The City Attorney requested an executive session to discuss matters involving land acquisition for the purpose of discussing potential land acquisition for a period not to exceed fifteen (15) minutes to include the Mayor, City Council, City Administrator and City Attorney.

MOTION by Keck, second by Mottola to recess the council meeting for a period not to exceed fifteen (15) minutes to discuss matters involving land acquisition for the purpose of discussing potential land acquisition to include the Mayor, City Council, City Administrator and City Attorney and to reconvene at approximately 9:32 p.m.

MOTION approved unanimously at 9:17 p.m.

MOTION by Cardwell, second by Mottola to reconvene the City Council meeting.

MOTION approved unanimously at 9:35 p.m.

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

**Consent Agenda Item 1 - 5:**

MOTION by Mottola, second by Allen to approve Consent Agenda items 1-5.

1. Payroll dated 11-15-19 (\$202,666.14)
2. Warrant Register (\$1,364,461.46)
3. Public Works Dept. - Approve the purchase of 1,000 gallons of RC-70 Road Tack Oil from Vance Brothers in the amount which includes the freight cost \$10,355.00.
4. Parks Dept. - Approve the purchase of twenty-two super-sacks (44,880 lbs.) of blue & green rubber mulch for Park upgrades/maintenance from Direct Rubber Mulch in the amount of \$10,313.00.

5. Cereal Malt Beverage License - Fastrip  
MOTION approved unanimously.

**ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:**

- Monday, December 2<sup>nd</sup> - next council meeting @ 7:30 p.m.

**ADJOURNMENT:**

MOTION by Allen second by Fleming to adjourn the City Council meeting at 9:36 p.m.  
MOTION approved unanimously.

Minutes by:  
Debra M. Parker, City Clerk