

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

October 5, 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., Lona Kelly – Sedgwick Co. Dept. of Aging, Brent Allen, and (residents of Mulvane Mobile Home Park) Darcie Norman, Doris Almire, Judy Randall, Nadha Stephens.

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

APPROVAL OF REGULAR MINUTES DATED 9-21-15: MOTION by Hatfield, second by Richardson to approve the Regular minutes dated 9-21-15.
MOTION approved unanimously.

CORRESPONDENCE: None

REVIEW AND CLOSING OF THE AGENDA:

Mayor Steadman asked if there were any additions to the agenda? There was none.

APPOINTMENTS, AWARDS AND CITATIONS:

Employee Service Recognition:

Detective Matthew O'Brien of the Mulvane Police Dept., was acknowledged for fifteen years of service. He was not present to receive his certificate.

Damon Wilson of the Wastewater Treatment Dept. was acknowledged for ten years of service. He was not present to receive his certificate.

OLD BUSINESS

None

NEW BUSINESS

1. Contract for Providing Volunteer Transportation Services – Sedg. Co. Dept. of Aging:
Lona Kelly of the Sedg. Co. Dept. of Aging presented the information. Mulvane Senior Center

currently has some RSVP (Retired Senior Volunteer Program) volunteers. These volunteers already drive homebound meals. The RSVP coordinator also has a program that provides transportation services for seniors 55 years of age and older. Sedg. Co. has provided the City with a contract for our volunteer drivers to be in the transportation program also. The Senior Center gives transportation to participants round-trip, and is paid \$7.00 for every ride. This excludes spouses, siblings, children, etc. The total paid to the Center shall not be more than \$2,975.00. (425 units of coordinated round-trips – not per trip or per individuals).

All drivers must be RSVP Registered Volunteers. They supply their personal insurance information and Driver's License information when they register. Sedgwick County RSVP (SC-RSVP) runs a National Criminal History (with DMV when registering to be a driver), National Sex offender check. SC-RSVP purchases CIMI Volunteers Insurance that includes excess liability coverage on each volunteer while they are performing their volunteer duties. The volunteer drivers insurance is the primary coverage, after that the excess auto liability kicks in.

The contract between the Mulvane Senior Center and the Sedgwick County Department on Aging's Transportation Program has to be signed before we give any rides. If the Center fails to comply with the manner in which the RSVP reports to the Sedg. Commission in accordance with the provisions of K.S.A 44-1031 and amendments thereto, the Center will have breached the contract and it may be canceled, terminated or suspended by the RSVP.

Johnson asked how the program worked?

Kelly said Sedgwick County RSVP runs a National Criminal History (with DMV when registering to be a driver) check and a National Sex offender check to screen potential drivers.

Motion by Richardson, 2nd by Keck to approve the contract for providing volunteer transportation services between the Mulvane Senior Center and Sedgwick County Department on Aging's Transportation Program to provide rides by RSVP Volunteer Program Drivers for senior citizens.

MOTION approved unanimously.

2. **Purchase of copier and two scanners for city hall:**The copier in city hall is a 2007 model Konica Minolta Biz Hub 451. The current copier is not capable of printing the Intelligent Mail Barcode (IMB). With the new Tyler Tech conversion the City needs a copier that has the ability to print the IMB. Staff checked into a new copier and scanners with Konica Minolta and Sharp.

The quote for a Sharp MX-4141N copier with add-on features and 2 Sharp MX-C300W scanners would be \$12,483.25. The quote for a Konica Minolta Bixhub C454e and 2 Bixhub C3350 scanners would be \$9,412.00.

Staff recommends purchasing the more expensive machine for the following reasons:

- The Sharp has the built-in bar code feature which is critical in taking advantage of our new computer software.
- Galaxie has provided the City with very good customer service.
- We have confidence that the Galaxie representative understands our needs and can respond.

- We are concerned that the Konica Minolta machine may not have all the features we need and there will be additional cost and downtime to add those features.

Motion by Keck, 2nd by Richardson to approve the purchase of a Sharp MX-4141N copier with bar code expansion kit and 2 Sharp MX-C300W scanners from Galaxie Business Equipment for \$12,483.25

MOTION approved unanimously.

RESOLUTIONS AND ORDINANCES

1. Resolution calling for the public sale of City General Obligation Bonds:

Motion by Keck, 2nd by Richardson to adopt Resolution No. 2015- 10 authorizing the public sale of approximately \$5,650,000 in the City's General Obligation Refunding and Improvement Bonds, Series A, 2015, setting the date, time and place of the sale of the bonds and providing for the publication of the notice of bond sale in the required newspapers.

MOTION approved unanimously.

RESOLUTION 2015 - 10

A RESOLUTION OF THE CITY OF MULVANE, KANSAS, AUTHORIZING AND PROVIDING FOR THE PUBLIC SALE OF THE CITY'S GENERAL OBLIGATION REFUNDING AND IMPROVEMENT BONDS, SERIES A, 2015, IN A TOTAL PRINCIPAL AMOUNT OF APPROXIMATELY \$5,650,000.00; SETTING FORTH THE DETAILS OF SAID PUBLIC SALE; AND PROVIDING FOR THE GIVING OF NOTICE THEREOF.

The city attorney stated that in Section 3 of the Resolution, it states that the financial advisor will prepare the Official Statement. For this bond issue, bond counsel will prepare the official statement with the assistance of the financial advisor.

2. Resolution adopting the 2015 edition of the City of Mulvane Employee Handbook:

The City of Mulvane has had an employee handbook since the 1980's. Every few years, the department heads review the employee handbook for changes that need to be made to reflect new city policies and or the ever-changing employee laws. The current employee handbook was revised in 2009.

This edition of the employee handbook has been thoroughly reviewed by Eric Metz, an employment attorney at Triplet, Woolf and Garretson. This edition is current on all employment laws and complies with current employment policies.

There are no changes to the employee benefits from 2009 in this version of the employee handbook. The handbook must be adopted by a resolution.

Motion by Richardson, 2nd by Hatfield to adopt Resolution No. 2015- 11 approving and adopting the 2015 edition of the Mulvane Employee Handbook.

MOTION approved unanimously.

RESOLUTION 2015 -11

BE IT RESOLVED BY THE GOVERNING BODY OF MUVANE, SEDGWICK AND SUMNER COUNTIES, STATE OF KANSAS THAT A MANUAL ENTITLED, MULVANE KANSAS EMPLOYEE HANDBOOK, 2015 EDITION A TRUE AND CORRECT COPY OF WHICH IS ATTACHED HERETO AND MADE A PART HEREOF, BE, AND THE SAME IS HEREBY ADOPTED TO BE EFFECTIVE FROM AND AFTER THE DATE OF THE ADOPTION OF THE RESOLUTION, AND THAT TWO (2) COPIES OF SAID CITY, KANSAS EMPLOYEE HANDBOOK, 2015 EDITION, SHALL BE MARKED "OFFICIAL COPY" AS ADOPTED BY RESOLUTION NO. 2015 -11 TO WHICH SHALL BE ATTACHED A COPY OF THIS RESOLUTION AND FILED WITH THE CITY CLERK TO BE OPEN FOR INSPECTION AND AVAILABLE TO THE PUBLIC DURING NORMAL BUSINESS HOURS.

ENGINEER'S REPORT

1. Infrastructure Standards (streets, sidewalks, water & sanitary sewer) - review

Chris Young of Young & Assoc. Engineers provided a summary. In September of 1994, the City of Mulvane approved Ordinance No. 976 prescribing minimum standards for paved streets. The City does not currently have water and sanitary sewer standards. In 2014 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.

Staff recommends these standards be placed into a single manual titled "City of Mulvane, Kansas, Standard Construction Specifications for Public Improvement Projects". We would further recommend the document be adopted as a single manual with the expectation that additional standards, or modifications therein, could be made more simply by amendment to a single policy manual.

No action at this time. Establish consensus from the City Council directing staff to prepare a resolution adopting the aforementioned standards at the next council meeting.

Keck asked about the status of upgrading and improving sanitary sewer mains. Young said he would review the CIP with staff regarding the lining of sewer mains to extend their life.

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

PUBLIC BUILDING COMMISSION
October 5, 2015

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

MOTION by Johnson second by Richardson to approve the Public Building Commission Meeting Minutes dated 9-21-15. MOTION approved unanimously.

The Clark Enersen Partners have received and reviewed Exhibit C.2/Change Order from Terracon for additional soil and compaction testing, steel reinforcing inspections for the restroom concrete structure, and additional concrete material testing for paved areas and restroom structure associated with the library project. This proposed testing is in excess of the amount included within the original Terracon contract.

Terracon's original Contract amount was \$8,881.30. Exhibit C.2/Change Order includes \$805.80 that was included in the original contract for Structural Steel Bolted and Welded Connections. Not including this particular line item, Terracon's new contract will be increased \$2,798.70, making the new contract amount \$11,680.00

MOTION by Johnson, second by Hatfield to approve the Terracon Contract Amendment/Change Order in the amount of \$2,798.70 making the new contract amount \$11,680.00.

MOTION approved unanimously.

MOTION by Keck, second by Johnson to adjourn the Public Building Commission meeting and reconvene the regular City Council meeting of October 5, 2015. MOTION approved unanimously.

Minutes by Debbie Parker, Secretary

CITY CLERK: None

CITY ADMINISTRATOR

1. Mulvane Mobile Home Park Sewer Service Issue: The administrator informed the council that he received an email from the city attorney's office to the effect that Eric Henderson of Midwest Legacy dropped off two cashier's checks October 5, 2015. One for \$1,953.20 and one for \$1,901.80. The City will not be disconnecting the sewer on October 9th.
2. Request an executive session not to exceed ten (10) minutes to discuss non-elected personnel. The executive session to include the Mayor, Council, City Administrator and City Attorney.

MOTION by Hatfield, second by Richardson to recess for a period not to exceed ten (10) minutes to discuss non-elected personnel, with the Mayor, Council, City Administrator and City Attorney to attend. MOTION approved unanimously at 8:02 p.m.

MOTION by Johnson second by Hatfield to return to regular session at 8:12 p.m. MOTION approved unanimously.

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

It was the consensus from the council that there were no objections in allowing the City Administrator to create a public works department combining the streets, parks and sports complex departments into one department.

CITY ATTORNEY

1. Augusta vs. Mulvane Water Agreement lawsuit. The change of venue hearing is set for October 15th at 1:30 p.m. at the Butler County Courthouse.

CONSENT AGENDA:

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

1. Employee Payroll dated 9-25- 15 (\$231,315.77).
2. WWTP - approve the purchase of 48,000lbs of ferric chloride for \$9,101.00 and 48,000lbs of sodium hydroxide for \$6,917.00 at a total cost of \$16,018.00. This price includes insurance surcharge and fuel cost.
3. Triplett, Woolf & Garretson - Legal Services (\$26,868.65)

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS

- Library construction meeting on Tuesday, Oct. 6th at 11:00 a.m. at city hall.

ADJOURNMENT

MOTION by Richardson, second by Keck to adjourn at 8:22 p.m. MOTION approved unanimously.

Debbie Parker, City Clerk