

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

September 21, 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, Crystal Hinnen.

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

Approval of Regular Meeting Minutes Dated 9-09-2020:

MOTION by Mottola second by Richardson to approve the Regular meeting minutes dated 9-09-2020.

MOTION approved unanimously.

Correspondence: Mayor Steadman received an email from Mrs. Riggs on Mulvane St. with concerns about property adjacent to the E. Mulvane Street Drainage Project. The City Administrator, Kent Hixson, responded to her concerns.

Review and Closing of the Agenda: None

Appointments, Awards and Citations:

1. Public Power Week Proclamation – October 4th – 10th, 2020:

Mayor Steadman read a proclamation designating the week of October 4 – 10th as Public Power Week to recognize Mulvane’s Electric Utility for its contributions to the community.

2. Employee Service Recognition – Mark Boden – 25 years of service:

Mayor Steadman read a Certificate of Appreciation from the League of Kansas Municipalities recognizing Mark Boden for 25 years of service. Boden was unable to attend the meeting to receive his service award.

OLD BUSINESS

1. Community Development Block Grant – COVID-19 Economic Development Grant Program Review:

The City of Mulvane was awarded \$120,000 as part of the CDBG-CV funds to help businesses in Mulvane affected by COVID-19 retain jobs for low-to-moderate income employees, and to help businesses who are struggling to reopen due to the pandemic. On 9-09-20, the council approved

the CDBG-CV Economic Development Grant Administrator's agreement between the Ranson Financial Group, LLC and the City of Mulvane. Crystal Hinnen of Ranson Financial reviewed the business guidelines, the types of grants available, and the timeline for the Grant Program.

There are two different types of grants available to businesses in the City of Mulvane.

Micro Grant – Businesses with 1-5 Full Time Employees or equivalents can qualify up to \$10,000.

Economic Development – Businesses with 6-50 Full Time Employees or equivalents can qualify up to \$15,000.

Timeline for Grant:

- Application Deadline is September 29, 2020 by 5:00 pm.
- Grant Administrator will contact each business, send all information on grant, needed documentation, and employee verification forms.
- Administrator will meet with each business to verify qualifications and receive all documentation needed.
- Committee will convene to discuss applications who do/do not qualify, verify all information is gathered, and propose awards.
- City will announce awards at meeting.
- Administrators will prepare document packets for State review and answer any questions State may have.
- State will send requested funds to City via ACH.
- City will issue checks to each business and have each business sign documentation stating they will use the funds as stated in their application.

The council had questions regarding the grant agreement, where the application originated, the employee verification form, if the agreement had been reviewed by other City Attorneys, how the awarded amount would be determined, and who is required to sign the agreement.

It was stated that the agreement is required by the State and the council will approve all agreements. The application was a template provided by the state and the employee verification would be based on household income. Since the Agreement would be between the business and the City, agreements should be signed by the Mayor. It was also noted that a business in both counties could apply for funds if they were in the city limits. City Attorney, J.T. Klaus, will review the grant agreement and recommend any changes.

Since this is Federal money, the City is required to do a Housing Activity. The City chose signage for the HUD Fair Housing Activity.

MOTION by Mottola, second by Cardwell to approve the HUD Fair Housing Activity - Know Your Rights Signage- in English and Spanish, to be posted at City Hall and other public places in the community.

MOTION approved unanimously.

2. All-Covered IT Support Services Agreement:

Finance Director, Cathy Walker, reviewed an amendment to our current All Covered Agreement and reviewed the background of the City's search to fill an IT position. The City also obtained quotes from vendors to conduct off site back-ups and technical support.

City staff interviewed six potential candidates for a full-time IT position. Three of these candidates were offered the position but they declined. The City would still need to maintain a relationship with an IT company to have a 24-hour help desk if the employee were not available and to also provide off site backups.

The City received bids from Digital Office Systems, One Source Technology, and Gilmore Solutions. City staff also had a meeting with the managing director for All Covered explaining the issues the City had been having and the reason we were looking at alternatives as a replacement.

The equipment that is used for the backups is part of our agreement with All Covered. If the City were to accept one of the above bids, additional equipment would need to be purchased to do the backups. Gilmore wanted to replace all our equipment. The cost to replace all the equipment would be approximately \$20,000. Monthly service fees averaged \$4,500. This did not include on-site help or any onboarding fees. City staff estimated that on-site help would average between \$1,500 and \$2,000 per month.

All Covered has offered to amend our current agreement with the following additions:

1. Unlimited on-site help from Nathan Werth at no additional charge.
2. Twice a month on-site support visits by Nathan Werth at no additional charge.
3. Cybersecurity: External vulnerability scanning and end user awareness training at no additional charge.

The monthly fee for All Covered would stay the same, at \$6,366 which includes our Microsoft Office 365.

The 2020 and 2021 Budgets have been set to cover the monthly cost of the All Covered agreement. The City did not plan to replace or purchase any new equipment.

The council would like clarification on the number of IP addresses and would like information on the type of equipment All Covered uses compared to other equipment.

This item was tabled until the next council meeting, to allow staff time to research the requested information.

NEW BUSINESS

1. Kansas Power Pool Annual Meeting – Designate Voting Delegates:

To vote at the Kansas Power Pool Annual Member's Meeting on December 11, 2020, the City Council must designate a voting delegate and at least one alternate. The council asked about having a second alternate. If it appears a second alternate is necessary, this can be done up until December 1st.

MOTION by Cardwell, second by Allen to designate Brad Modlin as the voting delegate and Kent Hixson as the voting alternate to the Kansas Power Pool Annual Member’s meeting on December 11, 2020.

MOTION approved unanimously.

2. Dieker’s Valley View Addition – Accept Dedications to the Plat:

Planning and Zoning Director, Joel Pile, reviewed the plat with the council. This plat is a small tract plat outside of the city limits, but within three miles of the city limits. The plat was reviewed by the Planning Commission on September 10, 2020, with action taken to approve the plat and recommend the City Council accept the dedications, if any, shown on the plat.

There will be no city services to this property. It was noted that the signature line for the City Attorney’s Certification was shown as Chairperson. This will be corrected.

MOTION by Allen, second by Cardwell to accept all dedications shown on the plat of the Dieker’s Valley View Addition and authorize the Mayor to sign.

MOTION approved unanimously.

ORDINANCES & RESOLUTIONS

1. Ordinance Adopting the Uniform Public Offense Code:

Public Safety Director, Gordon Fell, reviewed the UPOC and STO changes with the council. The UPOC changes included the unlawful operation of weapons such as BB guns and crossbows along with seizure of these weapons. It also addresses barbed wire. There were no changes to the STO.

MOTION by Mottola, second by Allen to adopt and approve Ordinance No. 1529 incorporating by reference the “Uniform Public Offense Code for Kansas Cities - 2020 Edition”, with the modifications and supplements contained therein and amending the Code to coincide therewith.

MOTION approved unanimously.

ORDINANCE NO. 1529

AN ORDINANCE REGULATING PUBLIC OFFENSES WITHIN THE CITY OF MULVANE, KANSAS; INCORPORATING BY REFERENCE THE “UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES,” EDITION OF 2020, WITH CERTAIN AMENDMENTS; AMENDING TITLE II, CHAPTER 210, ARTICLE I, SECTION 210.013 OF THE CODE OF THE CITY OF MULVANE, KANSAS.

2. Ordinance Adopting the Standard Traffic Ordinance:

MOTION by Mottola, second by Richardson to adopt and approve Ordinance No. 1530 incorporating by reference the “Standard Traffic Ordinance for Kansas Cities - 2020 Edition” with the modifications and supplements contained therein and amending the Code to coincide therewith.

MOTION approved unanimously.

ORDINANCE NO. 1530

AN ORDINANCE INCORPORATING BY REFERENCE THE “STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES - EDITION OF 2020”; AMENDING TITLE III, CHAPTER 300 AND CHAPTER 315 OF THE CODE OF THE CITY OF MULVANE, KANSAS AND DELETING OLD SECTIONS.

Fell also noted for the IT item earlier, that the Meraki is a Cisco product, and is a high-end product. For IT purposes it is usually best to stay with one type of equipment since this makes it easier for licensing purposes and to provide service.

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, E. Mulvane Street Drainage, Sports Complex Maintenance Building, Homestead Phase 2 Development, and Hidden Valley Addition.

City Clerk: None

City Administrator: Hixson was asked to check on some issues in the city which included, a couch sitting along Second St., a Toyota which has been parked in the lower lot at City Hall for several days, and a bulletin board which is attached to a stop sign across from Rockwood Park. There is also an American flag attached to a speed limit sign in Country Walk. It is unlawful to attach any signage to a utility pole or street sign.

City Attorney: The attorney was asked about the future outlook of the Post Office in town. He had no information. It was suggested someone may wish to contact them and suggest checking the terms of their lease. City staff has indicated to them that we felt there was a possibility they would need a new location. Council advised there are property owners in town that would be interested in working with whatever requirements are needed to keep the Post Office in the city limits.

Consent Agenda Items 1 and 2:

MOTION by Mottola second by Cardwell to approve Consent Agenda items 1 and 2.

1. Payroll dated 9-18-2020 (\$234,395.83)
2. Approve the purchase of two explosion proof brake motors from B&B Electric for \$10,942.00 with additional charges for freight.

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS AND NEXT AGENDA ITEMS:

- Monday, October 5th - next council meeting @ 7:30 p.m.

ADJOURNMENT:

MOTION by Richardson second by Allen to adjourn the City Council meeting at 8:40 p.m.
MOTION approved unanimously.

Minutes by:
Debra M. Parker, City Clerk