

MULVANE CITY COUNCIL
REGULAR MEETING MINUTES

February 20, 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, Kevin Cardwell and Nancy Farber Mottola.

Others Present: Mike Robinson, Debra Parker, Kent Hixson, Chris Young, Joel Pile, Gordon Fell, J.T. Klaus, Aaron Snodgrass, Jason Gish, Dustin Lohmann.

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

Approval of Regular Meeting Minutes Dated 2-06-23:

MOTION by Mottola, second by Huntley to approve the Regular meeting minutes dated 2-06-23. MOTION approved unanimously.

Correspondence: Councilmember Mottola was contacted by several citizens with questions and providing opinions regarding the retirement of City Administrator, Kent Hixson.

Review and Closing of the Agenda: Councilmember Ford requested to add an Executive Session to discuss personnel matters of non-elected personnel prior to City Staff Item #1 on the agenda for a period of fifteen (15) minutes to include the Mayor, City Council, City Attorney, and City Clerk.

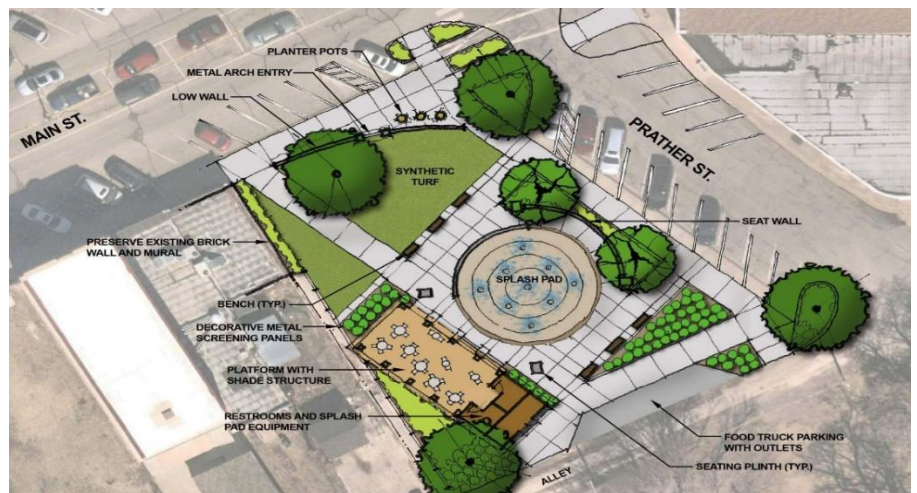
Appointments, Awards and Citations: None

OLD BUSINESS

1. Downtown Park Concept Plan Review:

On January 16, 2023, the City Council approved a design-build agreement with Snodgrass & Sons Construction Co., Inc. to design and construct a “splash pad” park at the southwest corner of Main and Prather. The design parameters of the park were generally established in a summary report and concept plan prepared by Foster Design Associates, LLC in December of 2019. Snodgrass has engaged MKEC engineers to provide park and landscaping design for the project.

On February 3rd, Snodgrass and their design team met with City staff to review concept designs for the park.



Jason Gish with MKEC, reviewed the park concept plan with the council. Some items of review were the metal arch entry, red roofed covered area to tie in with the Depot, screening, edging, greenspace, food truck area, mechanical building, restroom area, seating, sidewalks, splash pad features, and lighting.

Council had questions about the artificial turf used in the greenspace and asked about the advantages and disadvantages along with drainage. The placement and size of the metal arch entry was discussed. The use of metal instead of wood on the covered area was suggested along with the restroom location and ventilation. Suggestions for the area around the food trucks was discussed. Council would like to see some designs with base lighting in the splash pad, and how this feature would look during the different seasons.

The design team will incorporate the council's suggestions and present additional design drawings at the March 6th meeting for council review before proceeding with final plans.

NEW BUSINESS

1. Transient Guest Tax Application – Mulvane Rodeo Arena/Club and Marauder Car Show: MOTION by Mottola, second by Cardwell to authorize the City Administrator to approve the 2023 request from the Mulvane Rodeo Arena for Transient Guest Tax funds in the amount of \$2,000.00. MOTION approved unanimously.

MOTION by Allen, second by Huntley to authorize the City Administrator to approve the 2023 request from the Mulvane Marauders Car Club for Transient Guest Tax funds in the amount of \$2,000.00.

MOTION approved 4 - 0 with Cardwell abstaining.

ENGINEER

Project Review and Update: City Engineer, Chris Young, reviewed the following projects with the council:

Main “A” Sanitary Sewer Improvements: On January 30, 2023 City staff submitted an application for a BASE 2.0 grant (“Building a Stronger Economy”). Grant awards and amounts are scheduled to be announced on March 14th. The sanitary sewer Contractor (Apex Excavating) plans to mobilize for construction in early April and has indicated construction installations for Phase 1 should be completed by July (approx. 4-months ahead of the contract completion date).

Rock Road Lift Station Abandonment: No Change.

CITY STAFF

MOTION by Ford, second by Huntley to recess the City Council meeting for an Executive Session for the purpose of discussing matters involving non-elected personnel for a period not to exceed fifteen (15) minutes to include the Mayor, City Council, City Attorney, and City Clerk and to reconvene at approximately 8:40 p.m.

MOTION approved unanimously at 8:25 p.m.

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

MOTION approved unanimously at 8:40 p.m.

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

1. City Administrator Search and Hiring Process:

City Administrator, Kent Hixson, has given notification of intent to retire on Oct. 6, 2023. 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. On February 6th, the council accepted the League of Kansas Municipalities (LEAPS) proposal to assist the city in the search for hiring of the next City Administrator.

The City Clerk will assist the City Council with correspondence and required documentation needed by the League. The contract, LEAPS questionnaire, and selection committee form will need approved by the City Council. Mayor Steadman instructed councilmembers to complete the necessary forms and return them to the City Clerk along with any job description updates. The City Clerk will prepare the necessary documents and have them ready for approval at the March 6th City Council meeting.

City Administrator: None

City Attorney: None

Consent Agenda Items 1 - 5:

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

1. Payroll dated 2-17-23 (\$231,538.48)
2. Warrant Register (\$966,478.96)
3. WWTP - Purchase of 30,000 lbs. of caustic soda in the amount of \$13,476.00 from Brenntag Southwest, Inc.
4. Approve the increased cost (\$480.88) of power pole purchase from \$26,967.45 to \$27,448.33 to Bridgewell.
5. Approve invoice from Core & Main in the amount of \$22,418.53 for the 2023 Annual Software Service fee for Advanced Meter Infrastructure.

MOTION approved unanimously.

ANNOUNCEMENTS, MEETINGS, AND NEXT AGENDA ITEMS:

- Next council meeting – Monday, March 6th @ 7:30 p.m.

ADJOURNMENT:

MOTION by Allen, second by Mottola to adjourn the City Council meeting.

MOTION approved unanimously at 8:47 p.m.

Debra M. Parker

Minutes by:

Debra M. Parker, City Clerk