

**MULVANE CITY COUNCIL  
REGULAR MEETING MINUTES**

March 2, 2026

6:00 p.m.

The Mulvane City Council convened at the City Building at 211 N. Second at 6:00 p.m. Presiding was Mayor, Brent Allen, who called the meeting to order.

**COUNCIL MEMBERS PRESENT:** Trish Gerber, Kurtis Westfall, Tim Huntley, Grant Leach, Terry Lane.

**OTHERS PRESENT:** Austin St. John, Debbie Parker, J. T. Klaus, Joel Pile, Chris Young, Corey Lewis, Jen Lewis, Shanna Smith-Ritterhouse, Mike Robinson.

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

**APPROVAL OF REGULAR MEETING MINUTES:**

MOTION by Leach, second by Westfall to approve the Regular meeting minutes dated February 18, 2026.

MOTION approved unanimously.

**CORRESPONDENCE:** Councilmember Westfall advised there was a pothole on Olive St.

Councilmember Huntley advised he had spoken with several citizens regarding code enforcement. Huntley felt there was a need for this and would like to hear more about the Code Enforcement program presented at the previous meeting. Mayor Allen felt that code enforcement issues could be reported and addressed as needed.

**PUBLIC COMMENTS:** None

**APPOINTMENTS, AWARDS AND CITATIONS:**

**1. 10 Year Service Award for Corey Lewis:** Mayor Allen presented Public Works Employee, Corey Lewis, with a 10 Year Service Award and thanked him for his dedicated service.

**OLD BUSINESS**

None

**NEW BUSINESS**

**1. Utility Easements for 503 & 505 N. First:**

Planning & Zoning Director, Joel Pile, reviewed this item with the council. The property owners at 503 & 505 N. First St. have requested connection to the City's public water system. In order to extend municipal water service to the property, the City must install and maintain the necessary water infrastructure across a portion of the owner's land. To accommodate this improvement, the property owner has been asked to grant a public utility easement. The easement will provide the City with legal access for installation, operation, and future maintenance of water lines and related infrastructure. Approval of the easement is required to complete the water service extension and

ensure long-term reliability of the utility. All parcels are within the city limits and do not require annexation. The easement is a 20' utility easement along the entire east side of all three parcels collectively known as 503 & 505 N. First St. The easement paperwork provided in the packet was verified.

MOTION by Gerber, second by Leach to approve the utility easements for the property commonly known as 503 and 505 N. First and authorize the Mayor to sign.

MOTION approved unanimously.

## **2. Library Signage:**

Library Director, Shanna Smith-Ritterhouse, reviewed this item with the council. The Mulvane Library would like to increase their signage by adding a monument style digital marquee sign to the west lawn along Second Ave. The Library currently lacks identifiable signage when traveling from the north. The proposed digital sign would address this need. The digital sign would allow for the ability to share information for library programs, community events, and emergency messages. The proposed digital sign meets the Sign Requirements in the Zoning Regulations. A quote was provided by the Wichita Sign Co. in the amount of \$57,431.76. The Library will seek funding for the sign through grants and donations.

Mayor Allen had questions regarding the hours of operation for the digital sign and would like to give residents in the area a chance to comment. Mayor Allen also asked about a lighted crosswalk.

MOTION by Huntley, second by Leach to table the Library Signage until the next meeting.

MOTION approved unanimously.

## **ENGINEER**

### **1. Project Review and Update:**

Main "A" Sanitary Sewer Improvements Phase 4 – All sanitary sewer and manhole installations have been completed and tested. Wastewater flow has been transferred into the new Phase 4 sanitary sewer bypass line.

English Park Pedestrian Bridge – The Contractor has completed site grading for the bridge including adjacent storm sewer inlet and pipe. Shop drawings are under review.

KDOT CCLIP Grant Application – Preliminary concept plan development has been initiated, and field surveys have been scheduled.

Styx Creek Flood Mitigation Master Plan – Research and development for the project map has been initiated, including FEMA flood maps, aerials, and City maps.

Councilmember Huntley asked about the possibility of placing a sidewalk on the south side of Main St. Park.

## **CITY STAFF**

**City Clerk:** City Clerk, Debra Parker, advised that the 2025 Annual Report was emailed last week. The council should have received a copy.

**City Administrator:** City Administrator, Austin St. John, reminded the council of the City Leaders Academy on Friday, April 17<sup>th</sup> in Salina. Registration is now open.

**City Attorney:** None

**CONSENT AGENDA ITEMS:**

MOTION by Leach, second by Westfall to approve consent agenda items 1-4.

1. Payroll Dated 2/27/26 - \$279,189.65
2. City Utility Bills for January - \$24,892.24
3. Core & Main Annual Service Fee for AMI Support - \$25,270.94
4. Waste Management Solid Waste Collection Extension for 2026

MOTION approved unanimously.

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

RDG will have an open house on Tuesday, March 10<sup>th</sup> at 6:30 p.m. at the PIX to review the Comprehensive Plan.

Next City Council Meeting – Monday, March 16, 2026 – 6:00 p.m.

**ADJOURNMENT:**

MOTION by Huntley, second by Gerber to adjourn the regular meeting of the Mulvane City Council.

MOTION approved unanimously at 6:32 p.m.

Minutes by:

*Debra M. Parker*

Debra M. Parker, City Clerk

Minutes approved by the City Council 3/16/26.