

CERTIFICATION OF CLERK

I, Brenda K. Wolf, the duly appointed, qualified, and City Clerk of Manhattan, Kansas, do hereby certify that the foregoing Minutes from March 18, 2025, were duly adopted at a meeting of the City of Manhattan, Kansas, held on the 1st day of April, 2025, and that said Minutes have been compared by me with the original thereof on file and of record in my office, is a true copy of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Manhattan, Kansas, this 2nd day of April, 2025.



Brenda K. Wolf
Brenda K. Wolf, CMC, City Clerk

MINUTES
CITY COMMISSION MEETING
TUESDAY, MARCH 18, 2025
6:00 P.M.

This meeting was recorded and is available [online](#) for full viewing.

1. CALL TO ORDER

At 6:00 p.m., Mayor Karen McCulloh called the March 18, 2025, City Commission Meeting to order.

2. ROLL CALL AND ANNOUNCEMENT OF A QUORUM

Present: Commissioner Susan E. Adamchak, Commissioner John E. Matta, and Commissioner Jayme Minton, with Mayor Karen McCulloh presiding.

Absent: Commissioner Peter Oppelt.

After roll call, the City Clerk announced there were four (4) Commissioners present and that the quorum of three (3) was met.

Also present were City Manager Danielle Dulin; Deputy City Manager Jason Hilgers, Assistant City Manager Jared Wasinger, Interim Director of Public Works/Assistant City Manager Wyatt Thompson, City Attorney Katharine Jackson, City Clerk Brenda K. Wolf, five (5) staff, and approximately three (3) interested citizens.

3. PLEDGE OF ALLEGIANCE

Mayor McCulloh led the Commission in the Pledge of Allegiance.



This meeting was held in the City Commission Room at City Hall, 1101 Poyntz Avenue. Public participation was solicited without regard to race, sex, familial status, military status, disability, religion, age, color, national origin, ancestry, sexual orientation, or gender identity. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodation to participate in the City Commission Meeting or access meeting minutes, or those requiring language assistance (free of charge) should contact the City of Manhattan ADA Coordinator, Deann Tiede, no later than forty-eight (48) hours prior to the meeting, at (785) 587-2442 or 7-1-1 (Relay).

4. PUBLIC COMMENTS

Mayor McCulloh opened the public comments and highlighted the process.

The Commission heard public comment on items and issues not scheduled on the agenda. The following member(s) of the public provided comments:

- Heather Bliss, 715 South 9th Street

Hearing no other comments, Mayor McCulloh closed the public comments.

5. COMMISSIONER COMMENTS

Commissioner Matta commended the Riley County Police Department for their work during Fake Patty's Day. He stated that he spent the day in Aggieville and in the neighborhoods. He stated the event was much more controlled than in the past, that there were not huge crowds in the neighborhoods, and that he did not receive any complaints as a City Commissioner or as a Riley County Law Board member.

Mayor McCulloh pointed out other health issues in the state of Kansas like the measles and the bird flu in Pottawatomie County.

6. CONSENT AGENDA

(* denotes those items discussed)

A. ***MINUTES***

1. Approve the [minutes](#) of the Regular City Commission Meeting held Tuesday, March 4, 2025.

B. ***CLAIMS/PAYMENTS***

1. Approve [Claims Register No. 3090](#) authorizing and approving the payment of claims from February 16, 2025 – March 1, 2025, in the amount of \$5,745,324.20.

C. ***LICENSES***

1. Approve an annual [Cereal Malt Beverages Off-Premises License](#) for Aldi #96.

D. ***SECOND AND FINAL READING***

1. Approve [Ordinance No. 7742](#) rezoning all 15 lots in Heritage Square South from PUD, Planned Unit Development, to CC, Community Commercial District. *[See Attachment No. 1 of the March 4, 2025, agenda item within the provided link.]*

2. Approve [Ordinance No. 7743](#) rezoning No Stone Unturned, Unit One, from PUD, Planned Unit Development, to BP, Business Park District. *[See Attachment No. 1 of the March 4, 2025, agenda item within the provided link.]*

E. **RESOLUTIONS**

1. Approve [Resolution No. 031825-A](#) for a Special Event with Alcohol for the 2025 Alley Series.

F. **PROFESSIONAL SERVICES**

1. Authorize Contract Amendment No. 2 to the Professional Services Agreement with Schwab-Eaton in the amount of \$64,400.00, for the [2023 Waterline Improvements \(WA2302\) and Legore Lane Storm Sewer Improvements \(SW2312\) Projects](#).

G. **GRANTS**

1. Authorize City Administration to apply for City Connecting Link Program (CCLIP) grant from the Kansas Department of Transportation (KDOT) for the [Fort Riley Boulevard \(FRB\), between Poliska Lane and Westwood Road, Asphalt Mill and Overlay Project \(ST2510\)](#).

H. **APPOINTMENTS**

1. Approve the [Mayor's recommendations for appointment](#) to external and/or City boards and committees.
 - a. Re-appointment of Chris Fox to the Code Appeals Board.
 - b. Re-appointment of Patrick Schutter to the Code Appeals Board.
 - * c. Mayor McCulloh announced that Commissioner Matta will be re-appointed. *(See a separate motion at the end of the Consent Agenda.)*

~~Appointment of Commissioner Jayme Minton to the Housing Authority Board of Commissioners.~~

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION:	Commissioner Minton.
ACTION:	<i>Approve the consent agenda minus H1c</i> (Manhattan Housing Authority Board of Commissioners appointment).
SECOND:	Commissioner Adamchak.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

MOTION:	Mayor McCulloh.
ACTION:	<i>Approve the re-appointment of Commissioner John Matta to the Housing Authority Board of Commissioners.</i>
SECOND:	Commissioner Adamchak.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

7. ITEM REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda.

8. GENERAL AGENDA

A. CONSIDER REQUEST TO ANNEX 5111 MURRAY ROAD

Stephanie Peterson, Director of Community Development, presented the item.

Mayor McCulloh asked each member of the City Commission who had engaged in ex parte communication with any individual either in favor of, or against, the matter being considered, to state what communication occurred and indicate that even in light of having engaged in the communication whether they were able to fairly, objectively, and impartially consider the measure based only upon the evidence provided on the record.

Ex parte communication was declared by Commissioner Susan Adamchak. Commissioner Susan Adamchak stated that she was able to fairly, objectively, and impartially consider the measure based only upon evidence provided on the record.

Commissioners John Matta and Jayme Minton stated they had no ex parte communication with any individual either in favor of, or against, the matter being considered.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION:	Commissioner Adamchak.
ACTION:	<i><u>Approve Resolution No. 031825-B finding that annexing an approximately 0.98-acre tract of land, located at 5111 Murray Road, pursuant to K.S.A. 12-520c, is advisable and requesting the Board of County Commissioners of Riley County find and determine that the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the county.</u></i>
SECOND:	Commissioner Minton.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

9. ADJOURNMENT

MOTION:	Commissioner Minton.
ACTION:	<i>Adjourn the March 17, 2025, City Commission Meeting.</i>
SECOND:	Commissioner Matta.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

At 6:18 p.m., Mayor McCulloh announced the Commission meeting was adjourned.


Brenda K. Wolf, CMC, City Clerk