

## **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 August 5, 2025, were duly adopted at a meeting of the City of Manhattan, Kansas, held on the 19<sup>th</sup> day of August 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 19<sup>th</sup> day of August, 2025.



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



***MINUTES***  
**CITY COMMISSION MEETING**  
**TUESDAY, AUGUST 5, 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 August 5, 2025, City Commission Meeting to order.

**2. ROLL CALL AND ANNOUNCEMENT OF A QUORUM**

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

Absent: Commissioner John E. Matta.

After roll call, the City Clerk announced there were five (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, Assistant City Manager/Assistant Director of Public Works Wyatt Thompson, City Attorney Katharine Jackson, Assistant City Clerk Chelsea Johnson, 11 staff, and approximately 30 interested citizens.

**3. PLEDGE OF ALLEGIANCE**

Mayor McCulloh led the Commission in the Pledge of Allegiance.

## **4. PROCLAMATION**

- A. Mayor McCulloh proclaimed August 5, 2025, The Countdown to the United States Semiquincentennial. Susan Church, Regent and Melanie Horton, America 250! Committee Chair, Polly Ogden Chapter, Daughters of the American Revolution, were present to receive the proclamation.

## **5. 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 of the public provided comments:

- Gary Olds, 3308 Frontier Circle

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

## **6. COMMISSIONER COMMENTS**

Commissioner Oppelt, stated he had five people attend coffee on Saturday, August 2, 2025. He said he would continue to have open conversations with people as much as possible and if someone had any ideas on a different time or a better way to get the word out he'd love to hear from them. He mentioned one of his favorite parts of serving has been the conversations with citizens and that he'd like more to attend. He thanked Mayor McCulloh for joining.

Commissioner Adamchak, mentioned that Everybody Counts was held over the weekend, and that it was an opportunity for people to receive basic health screenings and free haircuts. She thanked the organizers for the event.

Mayor McCulloh, stated that she attended Everybody Counts, and that it was a chance for kids to receive a sports physical, and that there were a lot of people there giving advice. She thanked Debbie Nuss for her many years of service and helping organize the event.

## **7. CONSENT AGENDA**

(\* denotes those items discussed)

### **A. MINUTES**

1. Approve the minutes of the Regular City Commission Meeting held Tuesday, July 15, 2025.

B. **CLAIMS/PAYMENTS**

1. Approve [Claims Register No. 3099](#) authorizing and approving the payment of claims from July 9, 2025 – July 31, 2025, in the amount of \$8,838,556.32.

C. **LICENSES**

1. Approve an annual [Cereal Malt Beverages Off-Premises License](#) for Hy-Vee Gas.

D. **FINAL PLATS**

- \* 1. Stephanie Peterson, Director of Community Development, answered questions from the Commission.

Accept the easements and rights-of-way on the [Final Plat of Cedarhurst](#) of Manhattan and authorize City Administration to finalize and the Mayor and City Clerk to execute the restrictive covenant related to the drainage easement.

- \* 2. Stephanie Peterson, Director of Community Development, answered questions from the Commission.

Accept the easements and rights-of-way on the [Final Plat of Unger Addition, Unit One](#).

E. **ORDINANCES**

1. Approve [Ordinance No. 7762](#) amending the Manhattan Urban Area Comprehensive Plan (MUACP) by referencing MoveMHK! as the recognized Parks and Recreation Master Plan. *[See Attachment No. 2 within the link provided.]*
2. Approve [Ordinance No. 7763](#) rezoning 5111 Murray Road from Riley County Single-Family Residential (SF-3) District with Airport Overlay to Industrial Commercial Services (ICS) District with Airport Overlay. *[See Attachment No. 2 within the link provided.]*
3. Approve [Ordinance No. 7764](#) rezoning the Meadowlark Hills Retirement Community from Planned Unit Development (PUD) to Mixed-Use District (MX). *[See Attachment No. 2 within the link provided.]*

RESULT:	On a roll call vote, item carried 3-0-1.
Ayes:	Mayor McCulloh, Commissioner Adamchak, and Commissioner Oppelt.
Nayes:	None.
Abstain:	Commissioner Minton.

4. Approve [Ordinance No. 7765](#) rezoning 330 Vattier Street from Medium-Density Residential (RM) District to RM with Established Neighborhood Overly (O-EN) District. *[See Attachment No. 2 within the link provided.]*
- \* 5. Brandon Keazer, Airport Director, answered questions from the Commission.

Approve [Ordinance No. 7766](#) amending Section 7-146 of the Code of Ordinances relating to Airport rates and charges.

F. **RESOLUTIONS**

1. Approve Resolution No. 080525-A for a [special Event with Alcohol for the Downtown Farmers Market of Manhattan](#).
- \* 2. Danielle Dulin, City Manager, answered questions from the Commission.

Approve Resolution No. 080525-B, determining the advisability of issuing Industrial Revenue Bonds (IRBs); approve the [real estate sale agreement with Torgeson Electric Company for Lots 6-8 in the City of Manhattan's Business Park](#); and approve Resolution No. 080525-C authorizing the sale of Lots 6-8 to Torgeson Electric Company.

3. Find the petitions sufficient; approve Resolution Nos. 080525- D, E, and F finding the projects advisable and authorizing construction; and authorize a professional engineering services agreement in an amount not to exceed \$121,140.00 with SMH Consultants, P.A., for [Autumn Ridge Addition Improvements \(ST2515, WA2512, SS2513\)](#).

G. **PROFESSIONAL SERVICES**

1. Authorize City administration to publish a Statement of Qualifications/Request for Proposals for the [Flint Hills Discovery Center \(FHDC\) Outdoor Classroom Renovation Project \(PR2507\)](#).

H. **BID AND AWARD**

1. Award Construction Contract in the amount of \$537,363.00 to Shilling Construction Company, Inc., and authorize the City Manager to approve change orders totaling up to \$50,000.00 for the [2025 Asphalt Maintenance, Phase II Project \(ST2406\)](#).
2. Find the Amended Petitions sufficient; approve Resolution Nos. 080525-G and 080525-H; award a construction contract in the amount of \$1,529,037.85 to Double J Construction, LLC; authorize the City Manager to approve change orders up to 5% (\$76,451.89) of the contract amount; and approve a Professional Services Agreement Contract Amendment No. 1 in the amount not to exceed \$76,680.00 with SMH Consultants, P.A., for the [Willis, Braelyn, Beckett, Wrenn and Maren \(WBBWM\) Additions Improvements Project \(SS2309, ST2307, SW2310, WA2313\)](#).
3. Reject the bid from Olgoonik Prime, LLC for the [Seth Child Sanitary Sewer Interceptor Improvements Project \(SS1809\)](#).

I. **MISCELLANEOUS AGREEMENTS**

- \* 1. Danielle Dulin, City Manager, answered questions from the Commission.

Authorize the City Manager to execute an [amendment to the 2025 CSFAB Social Services Grant Agreements with the Boys and Girls Club](#) of Manhattan as outlined in their request.

J. **PURCHASES**

1. Accept an Energy and Conservation Block Grant (EECBG) from the U.S. Department of Energy (DOE) for the [purchase of automated electric mowers](#) and authorize the purchase in the amount of \$119,792.16 from SiteOne Landscape Supply, LLC.

K. **APPOINTMENTS**

1. Approve the [Mayor's recommendations for appointment](#) to external and/or City Boards and committees.
- Re-appointment of Todd Olson to the Code Appeals Board.
  - Re-appointment of Miranda Smith to the Food and Farm Council.
  - Re-appointment of Michael Wilson to the Food and Farm Council.
  - Appointment of Lorenza Lockett to the Housing Authority Board of Commissioners.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION: Commissioner Adamchak.

ACTION: *Approve the consent agenda.*

SECOND: Commissioner Oppelt.

RESULT: On a roll call vote, motion carried 4-0 with the exception of Item E3 (*see individual item for details regarding the vote*) which carried 3-0-1.

Ayes: Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.

Nayes: None.

Abstain: None.

**8. ITEM REMOVED FROM CONSENT AGENDA**

No items were removed from the Consent Agenda.

## **9. PUBLIC HEARING**

### **A. CONSIDER VACATE 1200 BLOCK ALLEY BETWEEN LARAMIE STREET AND MORO STREET**

Brian Johnson, Director of Public Works, presented the item. He then answered questions from the Commission.

Mayor McCulloh opened the public hearing.

Hearing no comments, Mayor McCulloh closed the public hearing.

MOTION: Commissioner Oppelt.

ACTION: Find that no private rights will be injured or endangered by such vacation, that the public will suffer no loss or inconvenience and that, in justice to the owner, the request ought to be granted; and approve Ordinance No. 7767 vacating a public utility easement located in the 1200 block alley between Laramie Street and Moro Street.

SECOND: Commissioner Minton.

RESULT: On a roll call vote, motion carried 4-0.

Ayes: Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.

Nayes: None.

Abstain: None.

## **10. GENERAL AGENDA**

### **A. CONSIDER REQUEST TO ANNEX 4790 SKYWAY DRIVE**

Stephanie Peterson, Director of Community Development, presented the item. She then answered questions from the Commission.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION:	Commissioner Minton.
ACTION:	<a href="#"><u>Approve Resolution No. 080525-I finding that annexing an approximately 3.21-acre tract of land, located at 4790 Skyway Drive, 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></a>
SECOND:	Commissioner Adamchak.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

## **11. EXECUTIVE SESSION**

MOTION:	Commissioner Oppelt.
ACTION:	Recess into Executive Session to discuss the purchase of property for public works purposes, pursuant to the exception set forth in K.S.A. 75-4319(b)(6) related to preliminary discussions related to the acquisition of real estate, and to resume the open meeting at 6:45 p.m. in the City Commission Room.
SECOND:	Commissioner Minton.
RESULT:	On a roll call vote, motion carried 4-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

At 6:45 p.m., the Commission reconvened with Mayor McCulloh and Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton in attendance. Mayor McCulloh stated that no binding action was taken during Executive Session, therefore no vote in the open meeting was needed.

## **12. ADJOURNMENT**

MOTION: Commissioner Adamchak.

ACTION: *Adjourn the August 5, 2025, City Commission Meeting.*

SECOND: Commissioner Minton.

Ayes: Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.

No: None.

Abstain: None.

At 6:46 p.m., Mayor McCulloh announced the Commission meeting was adjourned.



Chelsea Johnson, Assistant City Clerk