

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 19, 2025, were duly adopted at a meeting of the City of Manhattan, Kansas, held on the 2nd day of September 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 September, 2025.



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



MINUTES
CITY COMMISSION MEETING
TUESDAY, AUGUST 19, 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 19, 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, Deputy City Attorney Rachel Sherck, Assistant City Clerk Chelsea Johnson, 6 staff, and approximately 22 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. COMMISSIONER COMMENTS

Commissioner Oppelt expressed his appreciation for the staff members present at the Budget Open House on Saturday, August 16, and said that about 42 people attended. He mentioned that there would be another Budget Open House on Thursday, August 21, 2025, from 5:30-7:00 p.m. at Eisenhower Recreation Center and asked the public to attend.

5. PUBLIC COMMENTS

Mayor McCulloh opened the public comments and highlighted the process.

Hearing no comments, Mayor McCulloh closed the public comments.

6. CONSENT AGENDA

(* denotes those items discussed)

A. **MINUTES**

1. Approve the [minutes](#) of the Regular City Commission Meeting held Tuesday, August 5, 2025.

B. **CLAIMS/PAYMENTS**

1. Approve [Claims Register No. 3100](#) authorizing and approving the payment of claims from August 1, 2025 – August 14, 2025, in the amount of \$4,907,509.70.

C. **LICENSES**

1. Approve an annual [Cereal Malt Beverages Off-Premises License](#) for Short Stop #26.

D. **FINAL PLATS**

- * 1. Item was removed from the Consent Agenda at the request of Commissioner Minton.

~~Accept the easements and rights-of-way on the Final Plat of [Acacia Addition, Unit 1](#); and authorize City Administration to finalize and the Mayor and City Clerk to execute an agreement creating 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 [Morgan Cats Addition](#).~~

3. Accept the easements and rights-of-way on the Final Plat of [Westwood Hills Addition, Unit 3](#).

4. Accept the easements and rights-of-way on the Final Plat of [Manhattan Corporate Technology Park, Unit 5](#); and authorize City Administration to finalize and the Mayor and City Clerk to execute an agreement creating restrictive covenants related to easements.

E. **ORDINANCES**

1. Approve [Ordinance No. 7768](#) amending Section 31-128 of the Code of Ordinances related to the application of temporary permits in Parking Permit Districts.
2. Approve [Ordinance No. 7769](#) amending Section 13-57 of the Code of Ordinances of the City of Manhattan relating to the ignition or discharge of fireworks upon certain public property ; and approve a Fireworks Display Permit for Diane Born for /Purple Power Play.

F. **RESOLUTIONS**

1. Approve [Resolution No. 081925-A](#) for a Special Event with Alcohol for a beer garden associated with the Clydesdale Parade.
2. Approve [Resolution No. 081925-B](#), deeming it necessary to acquire right-of-way and easements, by the exercise of eminent domain, necessary for the K-18 Highway Pedestrian Improvements Project (PD2201).

G. **MISCELLANEOUS AGREEMENTS**

1. Authorize the Mayor and City Clerk to execute an [Agreement for Donation of Real Estate](#) with Stone Pointe Land Company, LLC for a 4-acre parcel adjacent to Ledgestone Park.

H. **APPOINTMENTS**

1. Remove [Laura Delfelder from the Cemetery Board](#) as of August 19, 2025.
2. Approve the [Mayor's recommendations for appointment to external and/or City boards and committees](#).
 - a. Appointment of Matiullah Shinwari to the Housing Authority Board of Commissioners.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION: Commissioner Oppelt.

ACTION: *Approve the consent agenda with the exception of Item D1 – Final Plat of Acacia Addition, Unit 1.*

SECOND: Commissioner Minton.

RESULT: On a roll call vote, motion carried 4-0 with the exception of Item D1 – Final Plat of Acacia Addition, Unit 1 (*item removed from Consent Agenda*) which carried 3-0-1.

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

Nayes: None.

Abstain: None.

7. **ITEM REMOVED FROM CONSENT AGENDA**

CONSENT ITEM D1. FINAL PLAT – ACACIA ADDITION, UNIT 1

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

The Commission discussed the item.

Mayor McCulloh opened the public comments.

The following member of the public provided comments:

- Bruce McMillan, 555 Poyntz Avenue, Baker McMillan Architects
- Abram Mertz, 2020 Hunting Avenue
- Beth Bergsten, 2055 Hunting Avenue
- Ashley Fuhrman, 2000 Hunting Avenue
- Jason Banks, 2008 Hunting Avenue
- Paul Parrish, 522 Westview Drive
- Amber Starling, 408 Houston Street
- Mel Borst, 1918 Humboldt Street

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

MOTION:	Commissioner Minton.
ACTION:	<i>Accept the easements and rights-of-way on the Final Plat of <u>Acacia Addition, Unit 1</u>; and authorize City Administration to finalize and the Mayor and City Clerk to execute an agreement creating the restrictive covenant related to the drainage easement.</i>
SECOND:	Commissioner Oppelt.
RESULT:	On a roll call vote, motion carried 3-0-1.
Ayes:	Mayor McCulloh, Commissioner Oppelt, and Commissioner Minton.
Nayes:	None.
Abstain:	Commissioner Adamchak.

8. GENERAL AGENDA

A. CONSIDER UNGER LOW-INCOME HOUSING TAX CREDIT PROJECT INCENTIVES

Item was pulled at the request of the applicant.

B. CONSIDER A MASTER SERVICES AGREEMENT FOR UTILITY BILLING SOFTWARE WITH SPRYPOINT

Jared Wasinger, Assistant City Manager, presented the item. He then answered questions from the Commission.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION:	Commissioner Adamchak.
ACTION:	<u>Approve Master Subscription Agreement with SpryPoint Services, Inc. (SpryPoint) for a utility billing software.</u>
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.

9. ADJOURNMENT

MOTION:	Commissioner Oppelt.
ACTION:	<i>Adjourn the August 19, 2025, City Commission Meeting.</i>
SECOND:	Commissioner Minton.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, and Commissioner Minton.
No:	None.
Abstain:	None.

At 6:59 p.m., Mayor McCulloh announced the Commission meeting was adjourned.



Chelsea Johnson, Assistant City Clerk