

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 April 1, 2025, were duly adopted at a meeting of the City of Manhattan, Kansas, held on the 15th 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 15th day of April, 2025.



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



MINUTES
CITY COMMISSION MEETING
TUESDAY, APRIL 1, 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 April 1, 2025, City Commission Meeting to order.

2. ROLL CALL AND ANNOUNCEMENT OF A QUORUM

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

Absent: None.

After roll call, the City Clerk announced there were five (5) 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, Assistant to the City Manager Kristen King, City Attorney Katharine Jackson, City Clerk Brenda K. Wolf, seven (7) staff, and approximately 25 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. PROCLAMATION

- A. Mayor McCulloh proclaimed April 2025, ***Child Abuse Prevention Month***. Carson Kober, Executive Director; Sunflower Children's Collective; Tyleshia Brown, CAC Staff; and Alecia Hardman, Sunflower Children's Collective Board Member, was 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 Minton stated that she would be joining Commission Oppelt's Coffee with a Commissioner on Saturday, April 12, 2025, at 9:30 a.m., at the Manhattan Public Library.

Commissioner Matta responded to the public comments regarding Manhattan Housing Authority not paying payment in-lieu of taxes (PILOT). He provided an explanation for not making the payments and stated that payment in-lieu of taxes would be a good idea for other things, but it didn't make sense for the Manhattan Housing Authority to do so.

Commissioner Oppelt mentioned his Coffee with a Commissioner would be held on Saturday, April 12, 2025, at 9:30 a.m., in the Grosback Room at the Manhattan Public Library. He said that Commission Minton asked if she could attend. He said he would extend an invite to other Commissioners for future ones.

Mayor McCulloh mentioned that the week of April 7-11, 2025, would be the city-wide Spring Cleanup. She stated that while doing cleanup, look for your household hazardous waste and drop off at Howie's on Saturday, April 12, 2025, from 8 am – noon, as Riley County's Household Hazard Waste mobile trailer would be there. She gave a shout out for the annual book sale that was held at the Manhattan Public Library Friday, February 28, 2025 – Saturday, March 1, 2025. She said there have been federal cuts to the International Mathematics and Statistics Library (IMSL), which gives money to various libraries and states that goes to pay for databases and things that are hard to raise money for. She hoped that there would be changes to some of the federal cuts.

Commissioner Adamchak said that access to databases were through the Kansas State Library and that there may be more of an impact in Manhattan than currently aware of. She suggested that there may need to be a United Way-type thermometer put up in the Courthouse lawn to track the amount of federal dollars lost in Manhattan. She mentioned that she learned earlier in the day that Pawnee Mental Health lost a million-dollar grant.

7. CONSENT AGENDA

(* denotes those items discussed)

- A. **MINUTES**
 - 1. Approve the [minutes](#) of the Regular City Commission Meeting held Tuesday, March 18, 2025.
- B. **CLAIMS/PAYMENTS**
 - 1. Approve [Claims Register No. 3091](#) authorizing and approving the payment of claims from March 12, 2025 – March 25, 2025, in the amount of \$2,655,794.03.
- C. **LICENSES**
 - 1. Approve a [Merchant Guard Agency License](#) for calendar year 2025 for GardaWorld Security Services, Inc. and VendTech-SGI, LLC.
- D. **FINAL PLATS**
 - 1. Accept the easements and rights-of-way on the [Final Plat of Cypress Ridge at The Highlands Senior Living](#) and authorize City Administration to finalize and the Mayor and City Clerk to execute an Agreement Creating a Restrictive Covenant related to drainage easements and maintenance of post-construction best management practices (BMPs).
 - 2. Accept the easements and rights-of-way on the [Final Plat of Prairie Village at the Highlands, Unit Two](#), and authorize City Administration to finalize and the Mayor and City Clerk to execute an Agreement Creating A Restrictive Covenant related to drainage easements and maintenance of post-construction best management practices (BMPs).
- E. **FIRST READINGS**
 - 1. Approve first reading of an [ordinance permitting and regulating the use of image projection on commercial property](#).
 - 2. Approve the first reading of an [ordinance amending the Code of Ordinances](#), Section 31-33 Parking and standing of school buses, Section 31-53 No Parking During Designated Times Zones, Section 31-54 No parking at any time zones, and Section 31-221 Established school zones, all located around USD 383's Lincoln Education Center (former East High School Campus).

F. **BID AND AWARD**

1. Award a construction contract in the amount of \$384,518.50 to J&K Contracting, LC; authorize the City Manager to approve change orders up to 5% of the contract amount (\$19,225.93); and approve Resolution No. 040125-A amending Resolution No. 030723-B for the [West Anderson Sanitary Sewer Interceptor Improvements Project, Phase 2 \(SS1911, CIP #WW184P\)](#).

G. **PURCHASES**

1. Authorize a sole-source bulk purchase of Badger water meters and dials for annual meter replacement and the [ABB Meter Replacement project \(WA2101\) \(CIP# WA220P\)](#).

H. **APPOINTMENTS**

1. Approve the [Mayor's recommendations for appointment](#) to external and/or City boards and committees.
 - a. Appointment of Gerit Garman to the Code Appeals Board.
 - b. Appointment of Stephanie Jacobs to the Human Rights Advisory Board.
 - c. Appointment of Commissioner Jayme Minton to the Municipal Audit Board.

Mayor McCulloh opened the public comments.

Hearing no comments, Mayor McCulloh closed the public comments.

MOTION: Commissioner Minton.

ACTION: *Approve the consent agenda.*

SECOND: Commissioner Adamchak.

RESULT: On a roll call vote, motion carried 5-0.

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

Nayes: None.

Abstain: None.

8. ITEM REMOVED FROM CONSENT AGENDA

No items were removed from the Consent Agenda.

9. GENERAL AGENDA

A. CONSIDER AMENDING ECONOMIC DEVELOPMENT AGREEMENT WITH FLINT HILLS VENTURES AND AN ECONOMIC DEVELOPMENT APPLICATION REGARDING THE SPECULATIVE BUILDING LOCATED AT 1105 KRETSCHMER DRIVE

Danielle Dulin, City Manager, City of Manhattan; Lee W. Hendricks, General Counsel, Bettis Companies; and Morgan Padgett, Senior Vice President of Accounting and IT, and David Dobbs, Senior Vice President Manufacturing, PTMW, Inc., presented the item.

Danielle Dulin, City Manager, answered questions from the Commission.

Daryn Soldan, Executive Vice President/Director of Economic Development, Manhattan Area Chamber of Commerce, presented the economic development package and how it aligned with the Economic Development and Growth Plan.

Jason Hilgers, Deputy City Manager, provided clarification to the Commission.

Mayor McCulloh opened the public comments.

The following members of the public provided comments:

- Gary Olds, 3308 Frontier Circle
- Amber Starling, 408 Houston Street
- Jason Smith, 904 Locharno Drive, President/Chief Executive Officer, Manhattan Area Chamber of Commerce. He then answered questions from the Commission.
- Ernie Beaudet, Regional Director, In-State, North Central, Kansas Department of Commerce
- David Umanzor, Outreach Coordinator, Manhattan Area Technical College (
- Vern Hendricks, 3508 Vanesta Drive, President/Chief Executive Officer, Greater Manhattan Community Foundation

David Dobbs, Senior Vice President Manufacturing, PTMW, Inc., and Patrick Shutter, Co-Owner, Flint Hills Ventures, answered questions from Commission.

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

David Dobbs, Senior Vice President Manufacturing, PTMW, Inc.; Daryn Soldan, Executive Vice President/Director of Economic Development, Manhattan Area Chamber of Commerce; and Morgan Padgett, Senior Vice President of Accounting and IT, PTMW, Inc., answered questions from the Commission.

MOTION:	Commissioner Minton.
ACTION:	<u>Advance the Economic Development Application for PTMW, Inc. for a second consideration at the April 15, 2025, City Commission Meeting.</u>
SECOND:	Commissioner Oppelt.
RESULT:	On a roll call vote, motion carried 5-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

B. CONSIDER PURCHASE OF PUBLIC SECTOR COMMUNITY DEVELOPMENT CLOUD SERVICE SOFTWARE AND DESIGN AND IMPLEMENTATION SERVICES

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

Mayor McCulloh opened the public comments.

The following members of the public provided comments:

- Gary Olds, 3308 Frontier Circle
- Jason Smith, 904 Locharno Drive, President/Chief Executive Officer, Manhattan Area Chamber of Commerce

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

Danielle Dulin, City Manager, and Jared Wasinger, Assistant City Manager, answered questions from the Commission.

MOTION:	Commissioner Adamchak.
ACTION:	<u>Approve purchase of Oracle Fusion Public Sector Community Development Cloud Service and related products and approve an ordering document with Oracle for design and implementation services.</u>
SECOND:	Commissioner Minton.
RESULT:	On a roll call vote, motion carried 5-0.
Ayes:	Mayor McCulloh, Commissioner Adamchak, Commissioner Oppelt, Commissioner Matta, and Commissioner Minton.
Nayes:	None.
Abstain:	None.

10. ADJOURNMENT

MOTION: Commissioner Minton.

ACTION: *Adjourn the April 1, 2025, City Commission Meeting.*

SECOND: Commissioner Oppelt.

RESULT: On a roll call vote, motion carried 5-0.

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

Nayes: None.

Abstain: None.

At 7:51 p.m., Mayor McCulloh announced the Commission meeting was adjourned.



Brenda K. Wolf

Brenda K. Wolf, CMC, City Clerk