

**UDALL CITY COUNCIL
MEETING MINUTES
September 10th, 2025**

The Udall City Council met for the City Council Meeting on Wednesday September 10th, 2025, at **6:30pm** in the Udall City Hall Council Room. Matt **McAllister**, Mayor, called the meeting to order. Council members present were Dan **Rutschman**, Randy **Hoffman**, Jim **Caywood**, Craig **Hopkins** and David **Franz**. Quorum established. Also, present were Jennifer Mays, Erik King, Travis Hart, Justin and Patricia Caywood, Sarah Martin, Jack Wellman, Aaron Palmer and Jason Goza.

Meeting brought to order by McAllister at 6:30pm

Pledge of Allegiance

Invocation – Pastor Jack Wellman

Modification to Agenda – MOTION to approve the agenda as presented by **Hoffman**. SECONDED by **Caywood**. **McAllister** called for a vote. All Ayes. MOTION Carried.

Business from the floor –

1. Justin and Patricia Caywood – Requesting Road closures for the 5K run during Fall Fest. No vote required.
2. Sarah Martin -
 - a. Requesting to put a bench in the park and help from the maintenance department.
 - b. The Methodist parking lot is need of crack seal – requested maintenance help and what labor rates and materials would cost. The council agreed to get her this information.
3. Aaron Palmer – Discussion of the old flower shop on K15.

CONSENT AGENDA – MOTION to approve the Consent Agenda as presented by **Hoffman**. SECONDED by **Caywood**. **McAllister** called for a vote. All Ayes. MOTION Carried.

OLD BUSINESS

1. **Vacant Buildings –**
 - a. 213 N Clark – Proceed with collecting expenses incurred during demolition. The city attorney is handling this. Discussion of which CD to cash out to take care of unbudgeted expenses.
 - i. MOTION by **Hoffman** to cash out CD 3236 which is maturing this month and depositing it in the city regular checking account to cover unbudgeted expenses. SECONDED by **Caywood**. **McAllister** called for a vote. All Ayes.
 - b. 206 N. Clark – Work has begun on the property to bring it up to code.
 - c. 203 S. East Street – Property is being sold.
 - d. 406 N. Clark – Send a final notice by email and certified mail to both owners per Erik King.
 - e. Wellness Center Clinic Lease Agreement – Discussion of monthly rent and expenses. Dr. Goza agreed to a rent increase to a total of \$300.00/month. Keeping the contract on a month-to-month basis beginning October 1, 2025.
 - i. MOTION to approve the update lease terms of the rent increase of \$50.00 for a total of \$300.00 a month beginning October 1st, 2025, by **Caywood**. SECONDED by **Hopkins**. **McAllister** called for a vote. All Ayes.

7:41-7:43 – Clerk left the meeting for a short time.

NEW BUSINESS

1. **Stewart Addition Update** – Mumford Contracting will meet with E.K. by the end of this week to discuss purchase of lots.
2. **EMC Arson Renovation** – Kevin's Construction is almost completed with the renovation. Final payment needs to be made once complete.
3. **KDOT Utility Relocation Phase** – Approving the KDOT Utility Agreement and proceeding with procuring a temporary note to pay for the reimbursable expenses from KDOT.

- a. MOTION to approve KDOT Utility Agreement 006262007 by **Franz**. SECONDED by **Hoffman. McAllister** called for a vote. All Ayes. MOTION Carried.
4. **De-sludging of the lagoons update from Travis** – Discussion – this is not required for 10-30 years.
5. **T-Mobile Tower Rent Update** – Their engineers have visited the area.
6. **Employee Manual Revisions** –
 - a. MOTION to approve Employee Manual Revisions – GRANDFATHERING IN ALL CURRENT EMPLOYEES AS OF 09/10/2025 by **Franz**. SECONDED by **Caywood. McAllister** called for a vote. All Ayes. MOTION Carried.
7. City Clerk Position -
 - a. MOTION to hire Kristen Zimmerman at \$21/hour by **Caywood**. SECONDED by **Hopkins. McAllister** called for a vote. All Ayes. MOTION Carried.
8. Assistant City Clerk/Court Clerk –
 - a. MOTION hire Payge Cooper at \$17/hour by **Caywood**. SECONDED by **Hopkins. McAllister** called for a vote. All Ayes. MOTION Carried.
9. Police Officer Job Opening Update – Discussion
10. Maintenance Worker – Hire a full-time entry level maintenance worker at \$15/hour -Travis will update the job description.

COUNCIL MEMBERS REPORTS:

Rutschman – Discussion of the new drive for the well – it has been replaced.

Hoffman - Discussion – BNSF mowing and crack seal.

Caywood- None

Hopkins – None

Franz – None

Mayor – None

STAFF REPORTS:

Police Dept- Fall Fest CMB was voted on in April 2025.

Maintenance – Needs more 10AWG wire from Border States for the trailer park.

Office – None

ADJOURN – 8:34pm MOTION to adjourn by **Caywood**. SECONDED by **Hopkins. McAllister** called for a vote. All Ayes. MOTION Carried.