

Council Meeting Minutes
January 22, 2024
6:00 PM Meeting

I. Pledge of Allegiance

- Mayor Frese opened the meeting at 6:00 p.m.
- Mayor Frese led the pledge of allegiance.
- Mayor Frese, Mr. Partridge, Mr. Donnelly and Mr. Dale were present. Ms. McCutchen was tardy and Ms. Stevens was absent.
- City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic, Police Chief Greg Lawson and Municipal Court Clerk Lindsay Huntington were also present.

II. Approval of Minutes – Regular meeting dated January 2, 2024

- Mr. Partridge made a motion to approve draft minutes from the regular meeting dated January 2, 2024.
- Mr. Donnelly seconded the motion.
- Vote of all ayes, motion carried.

III. Consent Agenda

- a) Review bill payments
 - Mr. Partridge made a motion to approve the consent agenda.
 - Mr. Donnelly seconded the motion.
 - Vote of all ayes, motion carried.

IV. Old Business

V. New Business

- a) Swearing in City Councilmembers-Elect Jennifer McCutchen
 - Mr. Porter swore in reelected City Council member Jennifer McCutchen.
- b) Presentation of City Logo Development Project
 - Mr. Brajkovic introduced graphic artist Grace Haworth.
 - Ms. Haworth presented the City Council with the development process and design options for the new City logo.
 - Mr. Brajkovic stated the presentation will be shared with the absent Council members and hopes to have a decision made within the next 30 to 45 days.
- c) Resolution 01-24-02: Approval of School Resource Officer Interlocal Agreement
 - Mr. Porter presented the new interlocal agreement with USD 464 for their financial contribution and an agreement of the rules and responsibilities for the School Resource Officer (SRO).
 - Mr. Porter explained the SRO is a City employee in the police department who is dedicated to the school for support and functions in that SRO role when school is in session.
 - Mr. Porter stated the previous agreement did conclude with the current fiscal year 2024. With the expiration of the interlocal agreement the Police Chief Greg Lawson, school Superintendent and the City Attorney have developed a new draft interlocal agreement.
 - Mr. Porter reviewed the payment schedule for the next 5-year agreement term and indicated there is a termination clause with a 90-day notice by either party.
 - Mr. Donnelly requested staff research to see if there are any additional liability insurance concerns that need to be addressed or considered for this position.
 - Police Chief Lawson explained the SRO is assigned to the school permanently in order to help develop relationships with the students.

- **Mr. Donnelly made a motion to approve Resolution 01-24-02 approving the Tonganoxie USD 464 School Resource Officer interlocal cooperation agreement.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**

d) Consider Approval of Purchase of Police Tahoe Vehicles & Outfitting Costs

- Mr. Porter stated a large initiative for the Police Department's 2024 adopted budget was the purchase of two 2024 Chevy Tahoe vehicles to add to the existing fleet.
- Mr. Porter stated each Tahoe has been quoted at \$53,352.80 for a total of \$106,705.60. In addition to the purchase price each vehicle will need to be outfitted with required equipment.
- Mr. Porter stated the quote for outfitting each vehicle by TCS Upfitting, a division of Traffic Control Services Inc, came in at a cost not to exceed \$25,351.04 for both vehicles. This cost does include the full cost of installation of a prisoner cage in the rear seat of both vehicles, however there is a chance only one vehicle will have a prisoner cage installed.
- Mr. Porter also stated that two vehicles in the existing fleet are proposed for disposition via Purple Wave. The two vehicles proposed for disposition authority once the new vehicles are in service are the 2017 Dodge Charger and 2014 Ford Explorer.
- Mr. Porter stated the City budgeted in the general fund in 2024 up to \$115,000 to fund the vehicle purchase and as much of the outfitting costs as possible. The total all-in cost is \$132,056.64. The remaining cost will be funded by the police equipment fund. The police equipment fund will also be the recipient of the sales proceeds from the two fleet vehicles that will be sold. Mr. Porter stated the impact to the police equipment fund will be in the ballpark of \$7,000 to \$10,000 depending on the purchase price received from Purple Wave for the dispositions.
- **Mr. Donnelly made a motion to authorize the purchase of two 2024 Chevy Tahoe vehicles from Robert Chevrolet Automotive in the amount not to exceed \$106,705.60. Mr. Donnelly made an additional motion to authorize staff to proceed to outfit to of the 2024 Chevrolet Tahoe vehicles via TCS Upfitting, a division of Traffic Control Services not to exceed \$25,351.04 from a combination of the general fund and police equipment fund. Mr. Donnelly made an additional motion to authorize staff to sell two used police vehicle equipment a 2017 Dodge Charger and 2014 Ford Explorer vehicles on Purple Wave upon activation of the new purchased vehicles. Mr. Donnelly made a final motion to amend the police equipment fund budget authority by an increase of \$17,056.64 as described in the agenda statement.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

e) Consider Approval of Tonganoxie Police Department Budget Amendment and Purchase Approval for Radio Grant LSSE

- Mr. Porter stated in December 2023 Council approved the purchase of 10 mobile radios under the Governor's 2023 Kansas Governor's grant program for Local Safety and Security Equipment (LSSE). Both of the City's public safety departments and their joint applications to that grant program were successful.
- Mr. Porter stated the grant award is \$28,901. The City share of the cost is an additional \$7,225 or 20% of the total cost. Mr. Porter explain the cost was not built into the 2024 adopted budget because the grant submittal and award were noted after September of 2023. Therefor an additional motion for an increase in the expenditure authority and revenue expectation for the police equipment fund is being requested.
- **Mr. Donnelly made a motion to approve the attached quote from Motorola Solutions Inc for a cost not to exceed \$36,125.70. Mr. Donnelly made an additional motion to approve revenue expenditure budget amending the police equipment fund as described in the agenda statement.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**

f) Resolution 01-24-03: 2024 Fiscal Year GAAP Waiver

- Mr. Porter stated GAAP requirements are not relevant in this finding in this resolution to the requirements of cash basis and budget laws in the State of Kansas applicable to municipalities. Mr. Porter also stated one reason the City does not take the GAAP requirements is cost avoidance in the audit process.
- Mr. Partridge stated a balance sheet could be created to track bank reconciliations, tracking cash and receivables. Mr. Partridge stated his only real concern is fixed assets, and encourages Council and staff to thoughtfully consider not taking the GAAP Waiver.
 - **Mr. Partridge made a motion to approve Resolution 01-24-03 approving the 2024 fiscal year GAAP Waiver.**
 - **Ms. McCutchen seconded the motion.**
 - **Vote of all ayes, motion carried.**

g) City Manager Agenda

1. December 2023 Financial Report

- Mr. Porter presented the December 2023 financial report with the City Council.

h) City Attorney Agenda

i) Mayor Pro Tem Agenda

j) City Council Agenda

- Mr. Partridge stated last weekend Tonganoxie High School hosted the state debate championship for 4 through 1A and Tonganoxie had a team consisting of Ella Pruitt and Kaden Hunter take second place. Mr. Partridge offered his congratulations to them.

k) Mayor Agenda

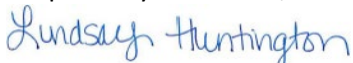
1. Consider Library Board Appointment Recommendation

- Mayor Frese stated he would like to appoint Ms. Cheyna Partridge to fill an upcoming vacancy.
 - **Mr. Dale made a motion to accept Mayor Freses appointment.**
 - **Ms. McCutchen seconded the motion.**
 - **Vote of all ayes, motion carried.**

VI. Adjourn

- **Mr. Dale made a motion to adjourn the meeting.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 6:48 p.m.**

Respectfully submitted,



Lindsay Huntington, Municipal Court Clerk