

Council Meeting Minutes  
September 19, 2022  
7:00 PM Meeting

**I. Pledge of Allegiance**

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese led the pledge of allegiance.
- Mayor Frese, Mr. Dale, Mr. Donnelly, and Mr. Partridge were present. Ms. McCutchen and Ms. Steven were absent.
- City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic, Police Chief Lawson, and Municipal Court Clerk Lindsay Huntington were present.

**II. Approval of Minutes – Regular meeting dated September 6, 2022**

- **Mr. Donnelly made a motion to approve draft minutes from the regular meeting dated September 6, 2022.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

**III. Consent Agenda**

- a) Review bill payments
  - **Mr. Dale 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) 2021 Audit Report & Financial Statements Presentation by Karen Linn of BT&Co.
  - Mr. Brajkovic introduced Karen Linn, managing director with BT&Co. Mr. Brajkovic said BT&Co. have completed the City audits for several recent years.
  - Ms. Linn presented the auditor's report to the City Council and reviewed the financial statements for the 2021 fiscal year. Ms. Linn said they were issuing an unmodified opinion with the condition included that the City's financials are prepared in accordance with the regulatory basis of accounting.
  - Mr. Partridge asked if the audit process included testing of internal controls.
  - Ms. Linn said the audit process included review and documentation of internal controls and other assessment processes but specific testing of internal controls was not included in the audit process.
- b) Consider Donation of Utility Truck from Southern Star Central Gas Pipeline, Inc.
  - Mr. Porter said Southern Star Gas Pipeline Inc. approached the City with a proposed donation of a LN8000 1990 Diesel truck with a boom attachment on the rear. He said the equipment is considered surplus by Southern Star due to the age and condition and City staff recommend acceptance of the donation. Mr. Porter said possible operating costs for the City would be the property insurance costs which are anticipated to be minimal due to depreciation of the value of the vehicle and that the City could also elect to dispose of the vehicle if future repairs become too costly.
  - Mr. Dale asked if the City was aware of any OSHA or other regulatory requirements necessary to operate the equipment.
  - Mr. Porter said he was not aware of any such requirements but staff would review and follow up with more information if requirements exist.
  - Mr. Brajkovic stated that Public Works has had an opportunity to review the equipment and report it is in good working condition.
  - **Mr. Dale made a motion to accept the donation of a 1990 Ford LN8000 truck from Southern Star Central Gas Pipeline, Inc.**
  - **Mr. Partridge seconded the motion.**
  - **Vote of all ayes, motion carried.**

c) Consider Approval to Purchase Salt Commodity for Snow and Ice Control Activities.

- Mr. Porter said in recent years the City has utilized the Leavenworth County bid process for the provision of salt supplies for winter road treatment and many cities in Leavenworth County follow the same procedure. He said staff recommends approving the purchase of up to 255 tons at the bid price of \$57.61 per ton from the low bidder, Independent Salt Company, for a total purchase price not to exceed \$14,690.55.
- **Mr. Donnelly made a motion to authorize the purchase of salt supplies in 2022 from Independent Salt Company for a total maximum cost of \$14,690.55.**
- **Mr. Partridge seconded the motion.**
- **Vote of all ayes, motion carried.**

d) Consider Approval to Dispose of Miscellaneous Police Department Equipment through an Auction Public Auction.

- Mr. Porter said the items for consideration are considered surplus equipment for Police Department vehicles and staff request authority to dispose via Purple Wave online auction, which has been used in the past and is a public online auction with the fee paid by buyers.
- **Mr. Donnelly made a motion to authorize the Police Department to sell the listed police car equipment items on Purple Wave with funds acquired from sale will be deposited into the Police Equipment Fund.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

e) Current Initiatives Update from Leavenworth County Register of Deeds – TerriLois Mashburn.

- Ms. Mashburn, Leavenworth County Register of Deeds, reviewed the property fraud service which is free to the County property owner and said that Leavenworth County has experienced 16 cases of title theft.
- Ms. Mashburn said a second update to the Register of Deeds office is the scanning project which is converting deed books that were originally microfilmed to a digitally enhanced rescan for online viewing with the goal of using microfilm only as a backup by the end of 2022.

f) City Manager Agenda

1. August 2022 Financial Report

- Mr. Porter shared the August 2022 financial report and water park annual usage and financial updates with the City Council.

g) City Attorney Agenda

h) Mayor Pro Tem Agenda

i) City Council Agenda

j) Mayor Agenda

- Mayor Frese noted that Tongie Days was a big event and he looked forward to an update at the next Council meeting.

1. Mayoral Proclamation

- Mr. Porter said the proclamation shared at the dais was for a Tonganoxie resident that will be turning 100 years old soon and his family would like to surprise him with a presentation of the signed proclamation at a birthday celebration at a later date.
- **Mr. Donnelly made a motion to support the proclamation as presented.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

2. Executive Session for Discussion Pursuant to Attorney-Client Consultation Exception.

- Mr. Donnelly moved that the City Council recess into executive session to discuss a notice filed with the City pursuant to the attorney-client consultation exception in K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, Police Chief, City Manager, and Assistant City Manager. The open meeting will resume in the City Council chamber 7:57pm.
- Mr. Dale seconded the motion.  
Vote of all ayes, motion carried.
- ...
- Mayor Frese resumed the meeting at 7:57 p.m. and noted that no binding action was taken in executive session.

**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 7:59 p.m.

Respectfully submitted,



Lindsay Huntington, Municipal Court Clerk