

Council Meeting Minutes

April 15, 2024

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. Partridge, Ms. McCutchen, Mr. Donnelly and Mr. Dale were present. Ms. Stevens was absent.
- City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic and Municipal Court Clerk Lindsay Huntington were also present.

II. Approval of Minutes – Regular meeting dated April 1, 2024

- Mr. Partridge made a motion to approve draft minutes from the regular meeting dated April 1, 2024.
- Mr. Donnelly seconded the motion.
- Vote of all ayes, motion carried.

III. Consent Agenda

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

IV. Old Business

V. New Business

- a) Consider Approval of Funding Distribution for the Tonganoxie Days 2024 Event
 - Mr. Porter presented a summary of the funding request from the Tonganoxie Business Association for the 2024 Tonganoxie Days event. The request is for the budgeted amount of \$7,500.00. The event will take place on September 21, 2024 with a similar format and programming to prior years. Mr. Porter reported no concerns from staff and recommended approving the distribution of funds.
 - Mr. Partridge made a motion to authorize funding distribution of \$7,500 to the Tonganoxie Business Association to support the costs of Tonganoxie Days 2024.
 - Mr. Dale seconded the motion.
 - Vote of all ayes, motion carried.
- b) Resolution 04-24-01: Approving and Authorizing the First Amendment to Development Agreement with Hill's Pet Nutrition
 - Mr. Brajkovic gave a presentation to the Council pertaining to a draft of the first amendment to the development agreement with Hill's Pet Nutrition. Mr. Brajkovic stated the project has exceeded the required minimum investment and the build is completed and operational.
 - Mr. Brajkovic stated City staff has reviewed the proposed draft with Hill's Pet Nutrition employees and they are comfortable with the draft as presented. The first amendment to the development agreement includes a proposed PILOT schedule for payments for each year during the abatement period. The payments shall be made to the County for disbursement. The County has indicated they can accept a PILOT payment.
 - Mr. Dale made a motion to approve Resolution 04-24-01 approving and authorizing the first amendment to development agreement between the City of Tonganoxie and Hill's Pet Nutrition.
 - Mr. Partridge seconded the motion.
 - Vote of all ayes, motion carried.
- c) Resolution 04-24-02: Approval of the Mill and Overlay and Curb Replacement Street Maintenance Contract

- Mr. Porter stated the RFP 2024 street maintenance improvements plan was issued and seven bids were received. The majority of the work will be for mill and overlay services and some additional curb work. Staff is recommending the low bid from Newland Paving Co., Inc. Mr. Porter stated Newland Paving Co. has targeted potentially starting in May and completing work in June.
- **Mr. Partridge made a motion to approve the quote for the 2024 Tonganoxie Mill & Overlay and Curb Replacement Street Maintenance Project from Newland Paving Co., Inc. for a cost not to exceed \$508,920.50.**
- **Mr. Donnelly seconded the motion.**
- **Vote of all ayes, motion carried.**

d) Consider Approval of Painting the Police Department Facility

- Mr. Brajkovic stated three quotes have been received for minor repairs and painting the Police Department facility. Staff is recommending approval of the quote received from Andy's Roofing & Exteriors in the amount of \$8,950.00.
- Mr. Brajkovic stated Police Chief Lawson is looking for input on what color to paint the building and will probably do a survey monkey to get as much input as possible.
- **Mr. Dale made a motion to authorize staff to hire Andy's Roofing to paint the Police Department located at 128 East 6th Street, and conduct necessary repairs to siding with costs of all associated services not to exceed the 2024 budget allocation of \$10,000.00.**
- **Ms. McCutchen seconded the motion.**
- **Vote of all ayes, motion carried.**

e) 2023-2024 Compensation Study Presentation

- Mr. Brajkovic stated Logic Compensation Group was hired to complete a broad compensation study to see where the City is in a compensation standpoint as well as a benefit standpoint.
- Mr. Brajkovic presented the Council with the study findings and recommended a continued priority being placed on the Police Department.
- Mr. Porter discussed the budget impact. The estimated total impact in fiscal year 2024 moving forward with the bring to minimum adjustments would be \$61,877.00 and on an annual 12-month basis it would be just under \$95,000. Mr. Porter stated the bring to minimum does accomplish the goals of making the compensation levels competitive, avoiding range pay compression and makes the City more competitive in the entry level pay for new hires. Mr. Porter added the earliest date the changes could take effect would be the May 10th pay date and would not be retroactive.

f) Resolution 04-24-03: approval of City Tonganoxie Pay Range Adjustments

- **Mr. Donnelly made a motion to approve Resolution 04-24-03 adopting the amended 2024 pay rate for employees of the City of Tonganoxie, Kansas effective April 21, 2024.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

g) City Manager Agenda

1. March 2024 Financial Report & Quarterly Treasurer's Report
 - Mr. Porter presented the March 2024 financial report to the City Council.
2. City Board and Commissions Positions Update
 - Mr. Porter updated the Council on the open board positions for the Tonganoxie Public Library, Planning Commission and Recreation Commission.
 - **Mayor Frese requested the Council appoint Mr. Ron Nichols to the Library Board and reappoint Ms. Monica Gee and Ms. Brianna Irvin to the Planning Commission.**
 - **Vote of all ayes, motion carried.**

h) City Attorney Agenda

- i) Mayor Pro Tem Agenda
- j) City Council Agenda
 - Mr. Donnelly meet with Mr. Baker regarding his concerns about his property which is adjacent to the project in Stone Creek and feels City staff and City engineers have addressed his concerns appropriately.
- k) Mayor Agenda
 - 1. Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship
 - **Mr. Partridge moved that the City Council recess into executive session to obtain legal advice pursuant to the attorney client consultation exception K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, City Manager and Assistant City Manager. The open meeting will resume in the City Council chambers at 8:12 p.m.**
 - **Mr. Dale seconded the motion.**
 - **Vote of all ayes, motion carried.**
 - ...
 - **Mayor Frese resumed the meeting at 8:12 p.m. and noted that no binding action was taken in executive session.**
 - 2. Executive Session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship
 - **Mr. Partridge moved that the City Council recess into executive session to obtain legal advice pursuant to the attorney-client consultation exception K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, City Manager and Assistant City Manager. The open meeting will resume in the City Council chambers at 8:19 p.m.**
 - **Mr. Dale seconded the motion.**
 - **Vote of all ayes, motion carried.**
 - ...
 - **Mayor Frese resumed the meeting at 8:19 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 8:21 p.m.**

Respectfully submitted,



Lindsay Huntington, Municipal Court Clerk