



*Note – This meeting will be transmitted via Facebook Live on the City of Tonganoxie page

Honorable Jason K. Ward, Mayor
Council Members
Rocky Himpel Jamie Lawson
Curtis Oroke Kara Reed Loralee Stevens

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated January 22, 2017

III. Consent Agenda

- a) Review bill payments

IV. Open Agenda

Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

V. Old Business

VI. New Business

- a) Resolution No. 02-18-01 – Waiver of pet license fees in conjunction with a rabies and micro chipping event
- b) City Manager Agenda
 - 1. Property Disposition Update
 - 2. City Newsletter Update
- c) City Attorney Agenda
- d) Mayor Agenda
 - 1. Executive session for the preliminary discussion of non-elected personnel matters
- e) Mayor Pro Tem Agenda
- f) City Council Agenda

VII. Information & Communications (No Action Required)

VIII. Adjourn

City Council Meeting Draft Minutes

January 22, 2018

7:00 p.m. Regular Meeting



I. Pledge of Allegiance

- Mayor Ward opened the meeting at 7:00 p.m.
- Roll Call – Council members present were Ms. Reed, Mr. Himpel, Ms. Stevens, Mr. Lawson, and Mayor Ward. Mr. Oroke was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Shannon Marcano, Police Chief Jeff Brandau, and Fire Chief John Zimbelman were also in attendance.
- Mayor Ward asked that all present join in the pledge of allegiance.

II. Approval of Minutes

- **Mr. Himpel moved to approve the draft minutes from the January 8, 2018 City Council meeting. Mr. Lawson seconded.**
- Mr. Himpel noted 2 corrections to make in the draft minutes in the section devoted to discussion of Tonganoxie Days, specifically to replace the name Dianne Brenner with the correction Dianne Bretthauer.
Mayor Ward asked for a vote on the motion.
All ayes. Motion carried.

III. Approval of Consent Agenda

- **Mr. Himpel moved to approve the consent agenda. Ms. Reed seconded.**
Mayor Ward asked for a vote on the motion.
All ayes. Motion carried.

IV. Open Agenda

- Mr. Porter reported that no members of the public signed up to address the City Council during open agenda.

V. Old Business

a) Fire Department Update – turnout gear procurement & introduction of Fire Chief

- Mr. Brajkovic introduced John Zimbelman, the incoming Fire Chief, on his first day on the job.
- Mayor Ward welcomed the Fire Chief mentioned that Tonganoxie is a wonderful community.
- Mr. Brajkovic reminded City Council about a Fire Gear purchase that was approved in June 2017 as part of a two step purchase. This is the second purchase of 4 sets of turnout gear.

VI. New Business

a) Ordinance No. 1432 – Granting a special use permit for an in-home gun dealer and gunsmithing business at 2604 E Sycamore St.

- Mr. Brajkovic introduced the item and Justin Barker, the applicant.
- Mr. Himpel asked about the parking considerations on the site?
- Mr. Barker replied that he has explained this circumstance to the Planning Commission and that additional restrictions like shortening the length of the permit to 2 years combined with his intention to use this permit to focus more on custom building rather than sales mean there shouldn't be issues with parking.

- **Mr. Lawson made a motion to approve.**
- **Ms. Stevens seconded the motion.**

Mayor Ward asked for a roll call vote on the motion.

All ayes. Motion carried.

b) Ordinance No. 1433 – Voluntary annexation of real property

- Mr. Brajkovic stated that the City received a request for voluntary annexation approximately 200' south of the intersection of HW 16 and State Highway 24/20. It represents a landowner requesting annexation for an additional 1.3 acres of a current 1 acre of property in the City limits as part of a development looking to come into the community.
- Ms. Reed asked for another description of the property and what is currently there.
- Mr. Brajkovic answered that it is the property south of the first property located on the corner of the intersection of HW 16 and State Highway 24/20.

- **Ms. Reed made a motion to approve Ordinance No. 1433.**
- **Mr. Lawson seconded the motion.**

Mayor Ward closed discussion and asked for a roll call vote on the motion.
All ayes. Motion Carried.

c) Charter Ordinance No. 28 – Creation of Storm Water Management Utility

- Mr. Brajkovic introduced the item and provided some detail on the background of the inclusion of the storm water management utility in the 2018 budget process and how the charter ordinance is the first step in a process to develop the utility and establish the flat fee discussed in the 2018 budget process.
- Mayor Ward described the evolution of the need for a storm water management utility.

- **Mr. Himpel made a motion to approve Charter No. 28.**
- **Mr. Lawson seconded the motion.**

Mayor Ward closed discussion and asked for a roll call vote on the motion.
All ayes. Motion carried.

d) Consider authorization for funding to participate in Leavenworth County’s Land Use Study for the County Road 1 Corridor

- Mr. Brajkovic presented a slideshow on the item, including a timeline of the process behind the land use study, an explanation of the request received from Leavenworth County, and a description of the proposed adjustment to the participation basis proposal that was received from the County. City staff recommends using the urban growth area for Tonganoxie based on the watershed design similar to what was used in the City’s recently completed adjustments to the Comprehensive Plan. This approach to the calculation results in a 15% contribution rate instead of the County’s initial request of 30%. He also reviewed the terms of the City’s interlocal agreement with the County for County Road 1 improvements funding over multiple years.
- Ms. Reed asked if this land use study was an original part of the interlocal agreement with the County and if there is a financial obligation in the interlocal agreement for this study.
- Mr. Brajkovic reported he did not recall seeing that information and that he hadn’t yet brought the 15% amount proposal to the County.
- Mr. Lawson asked if this item was only for authorization to talk about the item at the stated amount of funding and what the implications would be if the County declined participation at that level.
- Mr. Brajkovic replied that he thought the County likely suggested 30% based on an initial approximation and that a conversation would likely include more definition of the City’s participation.
- Ms. Stevens stated that it is a valuable chance to learn more and discern the impact on City staff time as part of the negotiation process.

- **Ms. Reed made a motion to authorize funding for the County Road 1 Corridor Land Use Study at an amount not to exceed \$8,730.45.**
- **Ms. Stevens seconded the motion.**

- Mayor Ward noted the history of the need for this study and the benefit of bringing stakeholders to the same conversation.
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**
All ayes. Motion Carried.

e) Consider approval of the purchase of a police vehicle

- Chief Brandau introduced the item and reported to City Council on the schedule of procurement in recent years. Due to the necessary steps associated with procurement, ordering, construction, and delivery in recent years the total planning process can last about 18 months. Staff requests the purchase of a Dodge Charger at state contract pricing.
- Mr. Himpel asked which vehicle is being retired.
- Chief Brandau replied that it would be a 2010 Crown Vic vehicle that was replaced.
- Mr. Himpel asked when the vehicle would be delivered.
- Mr. Brandau stated that it depends on the necessary steps before the vehicle can be delivered. Sometimes the timeline can last until late summer or early fall.
- Mr. Lawson asked if this item included radios in the purchase.
- Chief Brandau reported that staff use the existing radios and convert them to the new vehicle.

- **Ms. Reed made a motion to approve the purchase of a Dodge Charger patrol car through the state contract in an amount not to exceed \$33,000.**
- **Mr. Lawson seconded the motion.**

Mayor Ward asked for a roll call vote on the motion.
All ayes. Motion Carried.

f) **City Manager Agenda**

1. **December/Year End 2017 Financial Report**

- Mr. Porter presented the contents of the December 2017/Year End Financial report to City Council.

2. **Quarterly Treasurer's Report – 4th Quarter 2017**

- Mr. Porter presented the quarterly treasurer's report for the 4th quarter of 2017 to City Council. It was presented in advance of publishing in the City's paper of record according to Kansas state law.
- Mr. Himpel asked what the level of debt was a year ago in the same report.
- Mr. Porter noted that he would provide Mr. Himpel with that information.
- Mayor Ward mentioned the emphasis that the bond rating agencies place on items like fund balance percentage. These are important subjects for staff to evaluate on a continuing basis.

3. **Staff Report on public meeting broadcasting research**

- Mr. Brajkovic introduced the item and described it as a follow up to the discussions held at the last meeting on this topic. What is prepared for Council tonight was prepared by Liz Andrews, an intern working in the City Manager's Office, and reflects the report of 9 communities of various sizes located nearby. Varying levels of budget impact and staff time dedication were discovered in this research.
- Ms. Marcano mentioned that we do need to take all legal factors into consideration now that Council has the made the decision to continue to do Facebook Live videos of meetings.

g) **City Attorney Agenda**

- No reports.

h) **Mayor Agenda**

1. **Executive Session**

Mayor Ward first address items i and j on the agenda.

- Mr. Brajkovic mentioned that staff would like 20 minutes for this discussion.
- Ms. Marcano presented an example motion to move that the City Council recess into executive session for the preliminary discussion of the acquisition of property, pursuant to the acquisition of property exception to the open meetings act, to include the City Manager, Assistant City Manager, and City Attorney, for a period of 20 minutes.

- **Ms. Reed made the motion to move to executive session as described by the City Attorney.**

- **Mr. Himpel seconded the motion.**

Mayor Ward asked for a roll call vote on the motion.

All ayes. Motion Carried.

- **Mr. Himpel made a motion to return from executive session**

- **Ms. Reed seconded the motion.**

Mayor Ward asked for a roll call vote on the motion.

All ayes. Motion Carried.

i) **Mayor Pro Tem Agenda**

- No reports.

j) **City Council Agenda and Comments**

- No reports.

VII. **Information & Communications (No Action Required)**

VIII. **Adjourn**

- **Ms. Reed made a motion to adjourn the meeting.**

- **Ms. Stevens seconded the motion.**

Mayor Ward asked for a roll call vote on the motion.

All ayes. Motion carried. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Porter". The signature is fluid and cursive, with the first name "Dan" being more prominent than the last name "Porter".

Dan Porter, Assistant City Manager



City of Tonganoxie, KS

Check Report

By Check Number

Date Range: 01/18/2018 - 01/31/2018

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|--------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: AP Bank-AP Bank | | | | | | |
| 0015 | ALL SEASONS CAR WASH | 01/19/2018 | Regular | 0.00 | 106.37 | 44437 |
| 0046 | BAY BRIDGE ADMINISTRATORS, LLC | 01/19/2018 | Regular | 0.00 | 248.80 | 44438 |
| 0057 | BLUE TARP FINANCIAL, INC. | 01/19/2018 | Regular | 0.00 | 47.03 | 44439 |
| 0059 | BOARD OF PUBLIC UTIL.-WATER | 01/19/2018 | Regular | 0.00 | 13,791.32 | 44440 |
| 0070 | BROTHER' S MARKET | 01/19/2018 | Regular | 0.00 | 56.50 | 44441 |
| 0099 | CITY OF LEAVENWORTH | 01/19/2018 | Regular | 0.00 | 3,509.76 | 44442 |
| 0813 | FREESTATE ELECTRIC COOPERATIVE | 01/19/2018 | Regular | 0.00 | 1,606.00 | 44443 |
| 0596 | GEOFF SONNTAG | 01/19/2018 | Regular | 0.00 | 400.00 | 44444 |
| 0906 | GOLDEN WEST INDUSTRIAL SUPPLY | 01/19/2018 | Regular | 0.00 | 128.41 | 44445 |
| 0254 | HUBER & ASSOCIATES, INC | 01/19/2018 | Regular | 0.00 | 750.00 | 44446 |
| 0907 | IACP | 01/19/2018 | Regular | 0.00 | 150.00 | 44447 |
| 0284 | JAYS UNIFORMS | 01/19/2018 | Regular | 0.00 | 310.64 | 44448 |
| 0757 | KC CLEAN | 01/19/2018 | Regular | 0.00 | 240.00 | 44449 |
| 0397 | LEAGUE OF KANSAS MUNICIPALITIE | 01/19/2018 | Regular | 0.00 | 150.00 | 44450 |
| 0426 | LV COUNTY SHERIFF OFFICE | 01/19/2018 | Regular | 0.00 | 495.00 | 44451 |
| 0857 | MIDCONTINENT COMMUNICATIONS | 01/19/2018 | Regular | 0.00 | 1,298.98 | 44452 |
| 0491 | OLATHE WINWATER WORKS | 01/19/2018 | Regular | 0.00 | 968.00 | 44453 |
| 0542 | QUILL | 01/19/2018 | Regular | 0.00 | 288.94 | 44454 |
| 0548 | RECORDNEWS | 01/19/2018 | Regular | 0.00 | 1,538.40 | 44455 |
| 0651 | USA BLUE BOOK | 01/19/2018 | Regular | 0.00 | 365.93 | 44456 |
| 0671 | WESTAR ENERGY | 01/19/2018 | Regular | 0.00 | 2,727.85 | 44457 |
| 0001 | 911 CUSTOM | 01/25/2018 | Regular | 0.00 | 2,138.12 | 44458 |
| | **Void** | 01/25/2018 | Regular | 0.00 | 0.00 | 44459 |
| 0046 | BAY BRIDGE ADMINISTRATORS, LLC | 01/25/2018 | Regular | 0.00 | 36.00 | 44460 |
| 0099 | CITY OF LEAVENWORTH | 01/25/2018 | Regular | 0.00 | 250.00 | 44461 |
| 0119 | COPY CENTER OF TOPEKA | 01/25/2018 | Regular | 0.00 | 82.85 | 44462 |
| 0185 | FERRELLGAS | 01/25/2018 | Regular | 0.00 | 1,708.10 | 44463 |
| 0224 | HAMM QUARRIES & LANDFILL | 01/25/2018 | Regular | 0.00 | 616.06 | 44464 |
| 0732 | METLIFE - GROUP BENEFITS | 01/25/2018 | Regular | 0.00 | 195.48 | 44465 |
| 0908 | MICHAEL S. INNIS | 01/25/2018 | Regular | 0.00 | 24,433.74 | 44466 |
| 0542 | QUILL | 01/25/2018 | Regular | 0.00 | 349.88 | 44467 |
| 0545 | R.W. ENGINEERING, INC. | 01/25/2018 | Regular | 0.00 | 231.01 | 44468 |
| 0575 | SCOTWOOD INDUSTRIES, INC. | 01/25/2018 | Regular | 0.00 | 651.75 | 44469 |
| 0578 | SECURITY BENEFIT | 01/25/2018 | Regular | 0.00 | 288.33 | 44470 |
| 0579 | SECURITY BENEFIT - 457 | 01/25/2018 | Regular | 0.00 | 2,069.23 | 44471 |
| 0589 | SMITH & LOVELESS INC | 01/25/2018 | Regular | 0.00 | 501.54 | 44472 |
| 0617 | TBS ELECTRONICS, INC. | 01/25/2018 | Regular | 0.00 | 153.00 | 44473 |
| 0641 | TYLER TECHNOLOGIES | 01/25/2018 | Regular | 0.00 | 960.00 | 44474 |
| 0661 | VISION SERVICE PLAN | 01/25/2018 | Regular | 0.00 | 391.73 | 44475 |
| 0826 | ANNA WOLF | 01/25/2018 | Regular | 0.00 | 725.00 | 44476 |

Bank Code AP Bank Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 59 | 39 | 0.00 | 64,959.75 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 59 | 40 | 0.00 | 64,959.75 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 59 | 39 | 0.00 | 64,959.75 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 59 | 40 | 0.00 | 64,959.75 |

Fund Summary

| Fund | Name | Period | Amount |
|------|----------------------|--------|------------------|
| 998 | Gen Fund-Pooled Cash | 1/2018 | 64,959.75 |
| | | | 64,959.75 |



Office of the City Manager
AGENDA STATEMENT

DATE: February 5, 2018
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Rabies and Micro Chipping Event Registration Fee Waiver Request

DISCUSSION:

A group of participants in the Southern Leavenworth County Leadership Development Program has approached the City with a proposal to collaborate as the group works to promote and provide a low-cost rabies and micro chipping clinic in Chieftain Park in April 2018. The event is planned to take place over a period of 3 hours with services administered to between 50 and 100 animals by animal care professionals affiliated with HOPE (Help Overpopulation of Pets Economically) Inc., a 501(c)(3) nonprofit organization based in Leavenworth, Kansas.

The City Code requires licensing all cats and dogs over 90 days old owned by residents on an annual basis, with a fee of \$10 for spayed or neutered pets and \$15 for pets that are not spayed or neutered. Pet licenses are due in May each year and are sold at half-price during the month of April.

The proposed collaboration involves a request that the City waive the (half-price) licensing fee associated with the pets who take part in the rabies and micro chipping event held in April by permitting the on-site representatives of the Southern Leavenworth County Leadership Development Program to issue a certificate of completion to event participants that they could, in turn, submit along with their license application in lieu of payment in April 2018. The reasons for this request are to encourage widespread participation in the clinic event, encourage registration of more pets within the City of Tonganoxie, and also to potentially save on the costs the City of Tonganoxie can incur when animals at large are recovered by City staff and lack the identification to immediately point out ownership. Easier recognition for more animals within the City could result in the avoidance of impoundment and transportation costs, especially of any animals remaining unclaimed.

Monica Gee represents the group submitting this request and she is available to answer questions or provide more information.

BUDGET IMPACT:

The City's 2018 General Fund budget plans for \$1,500 in revenue from Pet Licenses. The following chart demonstrates budget and actual for pet licensing fees over the past several years. Historically, licensing activity peaks in April and May of each year. Based on the estimated level of participation and fee structure, the revenue impact associated with this request to temporarily waive licensing fees from pets participating in this one-time event is approximately \$500.

| Year | Budget | Actuals |
|-------------|---------------|----------------|
| 2018 (YTD) | \$1,500 | \$35 |
| 2017 | \$2,000 | \$1,980 |
| 2016 | \$2,000 | \$1,665 |

ACTION NEEDED:

Make a motion to approve Resolution 01-18-01, approving and authorizing the waiver of pet license fees in conjunction with a rabies and micro chipping event to be held on April 14, 2018.

ATTACHMENTS:

Resolution 02-18-01

Letter from Southern Leavenworth County Leadership Development

cc: George Brajkovic, City Manager

RESOLUTION NO. 02-18-01

A RESOLUTION APPROVING AND AUTHORIZING THE WAIVER OF PET LICENSE FEES IN CONJUNCTION WITH RABIES AND MICRO CHIPPING EVENT TO BE HELD ON APRIL 14, 2018

WHEREAS, the City of Tonganoxie has a public health, safety, and welfare interest in animal control and requires the registrations of pets over 90 days old in the City, at a cost of \$10 each for spayed or neutered pets, and \$15 pets not spayed or neutered, such registrations to be completed in May of each year; and

WHEREAS, the Southern Leavenworth County Leadership Development Program is holding a low-cost rabies and micro chipping event in the City of Tonganoxie on April 14, 2018; and

WHEREAS, the Southern Leavenworth County Leadership Development Program has proposed a collaboration with the City in which the City will waive registration fees for any pets taking part in the low-cost rabies and micro chipping event on April 14, 2018; and

WHEREAS, the City of Tonganoxie wishes to collaborate with the Southern Leavenworth County Leadership Development Program by waiving registration fees for any pets taking part in the low-cost rabies and micro chipping event on April 14, 2018 to encourage participation in the event and facilitate compliance with the City's pet registration requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BASEHOR, KANSAS:

Section 1. That in collaboration with the Southern Leavenworth County Leadership Development Program low-cost rabies and micro chipping event on April 14, 2018, the Governing Body approves and hereby authorizes the waiver of pet registration fees for pets participating in the event.

Section 2. That the Governing Body hereby directs City Staff to provide the Southern Leavenworth County Leadership Development Program with a waiver form to be presented to pet owners participating in the low-cost rabies and micro chipping event on April 14, 2018 and which upon presentation to the City will allow registration fees to be waived for the pet identified in such waiver form.

Section 3. That this resolution shall become effective upon passage.

ADOPTED by the Governing Body this 5th day of February, 2018.

SIGNED by the Mayor this 5th day of February, 2018.

SEAL

Jason K. Ward, Mayor

ATTEST:

Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

Monica Gee
17685 214th St
Tonganoxie, KS 66007
February 1, 2018

Tonganoxie City Council
526 E 4th St
Tonganoxie, KS 66086

Dear Council and Staff,

I am the group representative for the Southern Leavenworth County Leadership Development class, we are being tasked to create an event that benefits the community. We have identified the need for a low cost pet vaccination and microchip option for residents. Vaccinating and micro chipping will help ease the financial burden for the city by decreasing cost and man hours for lost pets.

When a micro chipped pet is lost the cost can be over \$100 to the city. Each lost pet potentially could be a call for police to respond, up to 2 hours of officer time and wages, call to animal catcher, transportation to Leavenworth County Humane Society. All of this requires city resources. A micro chipped pet could be scanned and owner called for pick up with the hope of quick reunion.

Our proposal is to have a pet day clinic on April 14 at Chieftain Park. The nominal charge will be only cost of product to the Hope Clinic, Inc.. Hope Inc is a non-profit low cost spay/neuter clinic from Leavenworth. They employ fully licensed vets who have agreed to donate their time for this event.

We are asking the city to waive the city licensing fee for pets that are micro chipped and vaccinated for rabies during this event. The benefit of waiving the \$5 fee will be a potential ease of resources for the city.

In the future, this program could be continued to help alleviate the issues of lost pets in Tonganoxie.

Sincerely,
Monica Gee