

- Ms. Marcano asked that City Council adopt a resolution of agreement on this item since it is an official contract. It is her preference that we create a better record of these agreements going forward. She asked that the voice resolution include “approve the court services agreement and authorize it’s execution by the Mayor between the City of Leavenworth and City of Tonganoxie.”

- **Mr. Donnelly made a motion to approve Voice Resolution No. 12-17-05, approving the court services agreement and authorizing its execution by the Mayor between the City of Leavenworth and City of Tonganoxie.**
- **Mr. Gilner seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

**f) Consider approval of CMB license for G&P Country Market**

- Mr. Porter presented the license being submitted for approval and noted it was the final such license expected in 2017. He also noted that the City Attorney had reviewed the application.
- **Mr. Donnelly made a motion to approve the CMB license for G&P Country Market to sell retail cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.**
- **Mr. Gilner seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

**g) City Manager Agenda**

**1. Discuss upcoming steps in 2018 related to Stormwater Fees**

- Mr. Brajkovic informed the City Council that staff is working to prepare this item, but we need to first create the utility with a charter ordinance. Initial documents aren’t ready yet, but the City’s utility billing cycle is set up to run from the 15th to 15th. The bill for January 15<sup>th</sup> – February 15<sup>th</sup> will be due in March. By March we will need to add the new Stormwater, Sanitary Sewer, and Water utility fees. Expect to see activity on this item in the January meetings.

**2. November Financial Report**

- Mr. Porter presented the November financial report, which was included in the City Council agenda packet. Key points were that overall budget standing is good, with strong development activity leading to an increase in related contractual services.

**h) City Attorney Agenda**

- No reports.

**i) Mayor Agenda**

**1. Port Authority Board member nomination**

- Mayor Ward stated that Bill New is stepping down after many years of service and the City has been asked for input on a nominee. Rod Sturgeon has submitted a letter of interest. We believe that Basehor will nominate Vernon Fields for the same role.
- Ms. Reed stated she had not received any communication from others who were interested.
- Mayor Ward mentioned that he has talked with Chris Donnelly about being a nominee with his background in economics.
- Mr. Donnelly stated he would be glad to recuse himself from a discussion about a nomination.
- Mayor Ward stated that the county asked for an application by December 22 so we need to make a decision sooner than the next meeting.
- Mr. Gilner reported he didn’t have any issues with this nomination.
- Loralee Stevens stated that Chris came to mind immediately as a logical candidate.
- Mayor Ward asked that staff recommend Chris Donnelly to Leavenworth County as the City’s nomination.

- Mayor Ward also noted that tonight is the last meeting with 3 departing members of City Council. He stated he served on Council since 2005 with Jim Truesdell, which included landmark debates over several items. Community service is why Council serves, and you can drive around and see the impact you have made on the community. Thank you from the community and the commitment you made.

- Mr. Donnelly stated that he wanted to close out by noting that he has been here for 9 years. He stated that he appreciates staff for all they do.

- Mr. Gilner thanked everyone and noted he felt like he learned more on City Council than studying and teaching over so many years. He thinks the City will continue to go up and thanked the Mayor and City Manager.

c) **Ordinance No. 1430: First reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan – Vision 2020**

- Mr. Brajkovic presented information on this resolution and introduced Graham Smith from Gould Evans, the City's planning consultant. These two items are related and are amendments to Vision 2020, the guiding element of the community. The Planning Commission has done a lot of work on this and held a public hearing earlier this month on the amendments.
- Graham Smith introduced himself as City's planning consultant. He presented a PowerPoint slideshow with the following information to City Council.
  - Impetus was the usability of the comprehensive plan. Proactive planning.
  - Reviewed the timeline of involvement in this project. Reviewed each of the 3 plan areas in more detail.
  - Public Realm Plan – takes in growth areas to the south, but due to county input also looked with a watershed-based, county approach to planning. Public spaces are parks and open spaces, and the plan looks at the applicable standards. These are all ideas that don't prescribe exactly, but give context as to what the City should be looking for in development process. Overall, a more aesthetic focus on what is in streets and parks.
  - Connectivity Plan – Street physical designs. This added level of service assumptions to current street type designations. It also gives additional standards to apply to new streets in community and built in complete streets with PED/bike considerations.
  - Land Use Plan – Focused on relationships between land uses. Adds flexibility and discretion in creating places we are trying to create in the community. This was a significant topic in work sessions. It also looked at 14th street in sessions and asked questions to further define the area.
  - Primary and secondary uses are part of this.
- Mayor Ward asked if we should consider changing the name to a different date and thanked the Planning Commission for all their work on the project.
- Mr. Brajkovic mentioned that staff wants to make sure there is a strategic approach to development that can help identify and move forward projects in an area with some strategic backing. As talks with developer progress how can we show the vision to them up front. He was appreciative to see how much work was put in by the Planning Commission and city planners.
- Monica Gee stated that the Planning Commission tried to get higher end neighborhoods and uses in the south and other areas where it works best.
- Mr. Gilner discussed how the state came in and wanted to do an interchange at 14th street years ago. He wondered if the state will come back and do more in this area if we reached out.
- Mayor Ward identified that past discussion was targeting interchange improvements.
- Mr. Truesdell stated that the state was willing to provide \$1,000,000 to improve 14th Street if the city spent 1M to do east or 14th street. This was often been at the top of the list with CIP discussions.
- Mr. Brajkovic clarified this was only the first reading of this ordinance. It should appear as old business on the available meeting.

d) **Ordinance No. 1431: Changing the January 2018 City Council meeting schedule**

- Mr. Brajkovic presented information on this ordinance changing the meeting schedule in January 2018 from the 1st and 3rd Monday to the 2<sup>nd</sup> and 4<sup>th</sup> Monday. State statute now requires that the oath of office be taken on January 8th. This is a simple change and will allow us to swear in council members during the meeting.
- Ms. Reed asked if we are changing dates for all election years or just this year?
- Mr. Brajkovic stated that we are only changing this year to be careful, as state law could change again.
- Mr. Truesdell asked if outgoing council members should come to the meeting?
- Shannon Marcano, City Attorney, stated that the City has discretion on how to handle this issue. Outgoing members do not need to come to the meeting on January 8th for this to work.
- Mayor Ward mentioned that this is nice and clean with the next council coming in on the 8th.
  - **Mr. Gilner made a motion to approve Ordinance No. 1431, changing the January 2018 City Council meeting schedule.**
  - **Mr. Oroke seconded the motion.**

**Mayor Ward closed discussion and asked for a roll call vote on the motion.**

**All ayes. Motion Carried.**

e) **Consider approval of court services agreement with the City of Leavenworth**

- Dan Porter, Assistant City Manager, presented this court services agreement contract with the City of Leavenworth for calendar year 2018. He mentioned that city council was notified that this service transitioned from being performed by Leavenworth County to the City of Leavenworth in 2017. The proposed contract for 2018 did not include an increase from the prior year, thanks in part to declining overall caseloads in 2016. The cost is \$14,039 for a period of 1 year, with 60 day notice cancellation option. The basis for the fee is Tonganoxie's percentage of the total caseload for the four cities utilizing the service.



# City of Tonganoxie

## EXPENSE JUSTIFICATION FORM

DATE: January 8, 2018

**REQUESTING DEPARTMENT:**

Public Works     Fire     Police     Administration

DEPARTMENT REPRESENTATIVE: Kent Heskett  
(Printed or Typed Name)

DIRECTOR'S SIGNATURE: \_\_\_\_\_

**PURPOSE OF EXPENSE:**

Replace the broken water meter at the water plant.

WHAT DATE SHOULD THE WORK BEGIN? ASAP

WHAT ARE THE CONSEQUENCES OF DELAYING THIS EXPENSE?

Inaccurate record keeping that is required by KDHE.

WHAT ALTERNATIVE METHODS OF THIS EXPENSE HAVE BEEN RULED OUT?

None, however the meter will be installed by City staff.

**LIST OF BIDS/QUOTES (Attached)**

Company Name	Amount
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<u>Danco Systems</u>	\$ <u>2820.20</u>
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_____	\$ _____
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<u>440-300-64501</u>	\$ _____
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Source Fund: 440-300-64501

**Determination**

Approved     Denied

Authorized Signature: \_\_\_\_\_

City Manager

Requires city council approval?     Yes     No

