

City of Tonganoxie
Special City Council Meeting Minutes
1/4/12

The Governing Body of the City of Tonganoxie met in a special meeting on January 4, 2012 for the purpose of discussing the City Administrator Search and the Police Station Search.

The meeting was called to order at 6:00 PM. Roll call was taken with the following members and staff present: Mayor: Jason Ward, Council Members: Dennis Bixby, Andy Gilner, Chris Donnelly, Bill Peak and Jim Truesdell, City Attorney Mike Kelly, Interim City Administrator Mike Yanez, and City Clerk Mary Conway. A quorum was confirmed as present.

The Mayor opened the meeting with the Pledge of Allegiance followed by the introduction of Art Davis of the Art Davis Group. Mr. Davis was in attendance to discuss the City Administrator Search. He advised the council the position had been advertised on several websites and he had already received activity and interest in the position. He then provided a profile summary of qualities that would be desirable in an administrator. He asked the council what are the city priorities for 2012-2013. Mayor Ward advised Mr. Davis that the city does have a comprehensive plan and projects are discussed when determining the coming year's budget. At this point the city's priorities would be a police station, development of the industrial park, and construction of Chieftain Trail, Phase II.

A separate letter of agreement for Mr. Davis will be reviewed at the January 9th meeting. The agreement will include time lines that were scheduled to make sure they are still on target. There was some discussion if we wanted to have a drug test on each candidate or only to the successful candidate. It was determined that it would be costly to test each candidate and that typical procedure would be to test only the successful candidate with an offer contingent on passing the drug screen. With no further discussion on the City Administrator search, Mr. Davis thanked the council for the opportunity to provide his service. Mayor Ward thanked Mr. Davis for his time today and his extensive interviews with staff. At this point, Mayor Ward moved to the Police Station search and return to the interim City Administrator later in the meeting.

Police Chief Jeff Brandau introduced Byron Emas of Wilson Estes Police Architects. Mr. Emas presented a slide show of his feasibility study on the old video store, Annie's Country Jubilee, and a new building to be located on current city property located at 3rd and Main. He included pros and cons of each location and a draft of a floor plan for each location. The current police station is 1300 square feet and industry standards would suggest it should be closer to 5500 square feet. Acquisition costs were included in the study, but asphalt for Annie's and the old video store was not included in the cost projection. Mr. Emas did reiterate that this is a study of feasibility to use these sites not a plan design. At the conclusion of the presentation, council did advise Mr. Emas that there were three additional sites that had been presented to the council for consideration so no decision could be made without discussion on the additional sites. With no further discussion or questions for Mr. Emas, the meeting was returned to Chief Brandau. The Chief requested the council motion for an executive session to discuss a real estate acquisition.

Motion by Gilner to enter into executive session at 6:55 PM to discuss real estate acquisition for twenty (20) minutes to include the City Council Staff, City Attorney, Police Chief, and City Clerk. Second by Truesdell. All Ayes. Aye 5. Motion carried. **Motion** by Gilner to exit executive session at 7:15. No items were discussed other than that mentioned and no votes were taken. Second by Peak. All Ayes. Aye 5. Motion carried.

There was discussion regarding the additional sites that had been presented for consideration for a new Police Station. Council members discussed that to have an even playing field that the other sites should be evaluated under the same type of study as the three sites presented at this meeting. Only sites that sent a request by the cut-off date would be considered. **Motion** by Peak to have staff contact those individuals who sent a letter by the cut-off date to determine if they are still interested in their site being considered and if so to include them in a feasibility study by Wilson Estes Police Architects. Second by Gilner. All Ayes. Aye 5. Motion carried.

The meeting returned to the interim City Administrator. **Motion** by Gilner to enter into executive session at 7:33 PM to discuss a matter that pertains to non-elected personnel for ten (10) minutes to include the City Council Staff, City Attorney, and Mike Yanez. Second by Donnelley. All Ayes. Aye 5. Motion carried. **Motion** by Gilner to exit executive session at 7:43. No items were discussed other than that mentioned and no votes were taken. Second by Bixby. All Ayes. Aye 5. Motion carried.

With no further business to discuss, there was a **motion** by Gilner to adjourn. Second by Peak. Motion carried. All Ayes. Aye 5. Meeting adjourned.

Respectfully submitted,
Mary Conway
City Clerk