



City Council Meeting Minutes

March 3, 2014

7:00 p.m. Regular Meeting

The Mayor opened the agenda at 7 p.m. with the pledge of allegiance. Councilwoman Reed, Councilman Gilner, Councilman Donnelly, and Mayor Ward were in attendance. Also in attendance were city staff Nathan McCommon, Jennifer Jones-Lacy, Kent Heskett and City Attorney Michael Kelly. Councilman Truesdell and Councilman Peak were absent.

Consent Agenda

- A motion to approve the consent agenda was made by Councilman Gilner seconded by Councilwoman Reed. All Ayes, the motion carried.

Open Agenda

- Lisa Schiller, 15912 206th Street. She said she wanted to ensure that her father's building is secure and safe. She said she had been in conversation with Nathan and Michael Kelly to discuss the safety of the building. Mr. McCommon said he had a discussion with the structural engineer to ensure the demolition would be secure and not cause damage. Ms. Schiller's attorney will have their own structural engineer evaluate the facility to ensure damage is not done to the facility.
- Mr. McCommon said the City will proceed with the greatest care.
- Mr. Kelly said the City's structural engineer evaluated the facility and can confer with Ms. Schiller's engineer.
- Mayor Ward said we lost the furnace in the building which is what predicated the conversation and sped up the process.

Old Business

a) Update on Chieftain Trail

- Mr. McCommon said the contractor is about ready to pour the footings for the bridge. They discovered a gas line but King's Construction is working with Kansas Gas to figure things out. It was a live main and the plan is to leave it.

b) Update on utilities extension

- Kansas Gas is installing the gas line. There's some rock in the last 400 feet of the water line installation so it's likely that Kansas Gas will run into that as well.

c) Update on Wholesale Water District

- Mr. McCommon said that the City attorney received a draft from Water District no. 6 for the supplemental supply agreement. Mr. Kelly said he hadn't had a chance to review it yet. Mr. McCommon said the plan is still to dissolve.

d) Update on Washington Street Sidewalk

- Mr. McCommon provided an illustration to explain the proposed installation of the sidewalk. He said Mr. Heskett talked to the state arborist to make sure that the sidewalk would not disrupt a large tree that is in the path.
- Mr. McCommon said there is enough existing right of way for construction but we would need an additional 10 feet of temporary easement at least two parcels. He plans to ask Mr. Kelly to prepare those easement documents.

New Business

a) City Administrator Agenda

Action Items:

1. Request to enter into an agreement with a consultant for personnel policy review and revision
 - Mr. McCommon said it would be best to do a comprehensive review of the personnel policy including any policies the Council has already approved. He said Guinn Mundorf had the lowest not to exceed price of \$4,500.
 - Councilwoman Reed made a motion to approve Jessica Bernard from Guinn Mundorf, seconded by Councilman Donnelly.
 - Mr. Donnelly asked where the funding was coming from, Nathan said it's coming from the Professional Services Budget in the Administration Department.
 - All Ayes, the motion carried.

2. Second Read: Ordinance No. 1373 Amendment to the Rebate Incentive Program
 - Ms. Jones-Lacy said the reason we wanted this change was to change the application deadline so it more closely aligned with the sale of the house.
 - Councilman Donnelly made a Motion to approve Ordinance No. 1373, seconded by Councilman Gilner. All Ayes, the motion carried.
 - Mayor Ward asked what kind of response we have seen for this ordinance.
 - Ms. Jones-Lacy said the main reason for a lack of response is due to a lack of marketing of the program. That's something staff can work on. In addition, it will be more clear once we get a new building inspector on board and can manage the program.

Discussion and Presentation Items:

1. Discuss financial status of Water and Sewer Capital Reserves and work that it supported by these funds.
 - Mr. McCommon explained the savings we have had from the water, sewer and gas line extensions. He said the project is complete except for the gas line extension and \$100,000 for a lift station.
 - He explained that the City had planned to replace the manual read meters with automatic read meters.
 - He also said the current water plant controller is totally outdated and unsupported in every way. It was installed in 1966 and it's antiquated.
 - Councilman Donnelly said we've made it several years without replacing meters. He asked if that was the highest priority of the use of these funds. Mr. Heskett said it was.
 - Mayor Ward said the water meter replacement program was one the City planned to do several years ago to save time in reading meters. He said if the cost savings from the utilities extension would be wisely used by purchasing meters that would make sense. Mayor Ward asked if we should wait until the project is complete or if we can proceed now.
 - Mr. McCommon said since we've completed the water line extension, there's really nothing left to pay for. He said the only reservation that occurred to him was if someone asked for some assistance from the City to extend the water line to their property. He said we can do the research now and get good quotes from providers for the next meeting so we know what the expense of the water meters would be and what the cash balance would allow.

Mr. McCommon said the cities within Leavenworth County and the County are discussing renewal of the Capital Improvements sales tax. Historically the cities within the counties

discussed what they have done in the past and what they commit to do in the future. We plan to have that on the agenda for the next meeting for the council to prioritize.

b) City Attorney Agenda

1. Second Read: Ordinance 1374 – Discussion of nuisance code revision

- Councilman Donnelly made a motion to approve Ordinance No. 1374, seconded by Councilwoman Reed. All Ayes, the motion carried.
- Mayor Ward provided an explanation to the public on the importance of this ordinance and that the nuisance ordinance improvements have been a significant concern to the public and to the Council.

Information & Communications (No Action Required)

1) 2014 Annual Repair Projects –

- Mr. McCommon explained that this list is similar to the one the Council gets annually. The PW crews have assessed the roads and identified the most important repairs needed.
- Councilman Donnelly asked if the road resurfacing was chip seal. Mr. Heskett said those streets are more asphalt resurfacing as those streets do not have curbs and gutters. Kent said that's more of what we can afford to do rather than what we would like to do. Councilman Donnelly asked if this was kicking the can down the road and Kent said chip and seal would buy us about five-six years. Councilman Donnelly said our deferred maintenance is a point of concern for him. The City is willing to spend a lot of money on a lot of things but the deferred maintenance may come back to bite us.

Mayor Ward said the St. Patrick's Day parade is Saturday, March 15th at 10 a.m. downtown.

Executive session to discuss confidential matters of real estate acquisition

- Mr. McCommon asked to go into executive session for a period of 7 minutes to discuss matters of real property. The motion was made by Councilwoman Reed, second by Councilman Gilner. All Ayes, the motion carried.
- Councilman Gilner made a motion to return from executive session with a note that no action was taken, seconded by Councilman Donnelly. All Ayes, the motion carried.

Councilman Gilner made a motion to return to executive session to discuss confidential affairs or trade secrets for 3 minutes, seconded by Councilwoman Reed. All Ayes, the motion carried.

- Councilman Gilner made a motion to return from executive session with a note that no action was taken, seconded by Councilwoman Reed. All Ayes, the motion carried.

Councilman Gilner made a motion to adjourn, seconded by Councilwoman Reed. All Ayes, the motion carried.

Respectfully Submitted

Jennifer Jones-Lacy
Assistant City Administrator