



**City Council Meeting**  
December 1, 2014  
7:00 p.m. Regular Meeting

Mayor Jason Ward opened the meeting at 7:00 p.m. with the pledge of allegiance. Council members present were Kara Reed, Andy Gilner, Bill Peak, Jim Truesdell, and Chris Donnelly. Also in attendance were City Administrator Nathan McCommon, Assistant City Administrator Jamie Shockley, and City Attorney Michael Kelly.

Councilmember Peak made a motion to approve the consent agenda. Motion was seconded by Councilmember Reed. There was no discussion. All ayes, Motioned carried.

**Open Agenda**

- Ms. Kraus, of 18478 174<sup>th</sup> Street, Basehor, KS, thanked the Council for putting the traffic signal at the intersection of 24/40 and Stone Creek. She stated that she has received many positive comments from her customers.

**Old Business**

**Update on Hwy 24/40 traffic signal improvements**

- Mr. McCommon stated that he recently walked the construction site with the City Engineer and Public Works Director and identified a list of items that need to be addressed. All items should be wrapped up by the end of the week.

**Update on bids to repair the City Hall roof**

- Mr. McCommon stated that the request for bids is currently posted on the City's website, as well as on the front door of City Hall and on social media. Mr. Peak expressed concerns with how the original bids were handled. Mr. Ward stated that the Council is torn between wanting to save money and following protocol, and he would like to see situations like these handled better in the future.

**New Business**

**Cereal Malt Beverage (CMB) license from Casey's General Store**

- Mr. McCommon stated that staff hasn't verified if there was a payment made along with this application, and he would recommend that Council approve the application dependent upon verification that payment was made. Mr. Donnelly moved to approve the application contingent upon payment. Mr. Peak seconded. No discussion. All ayes. Motion carried.

**Approval to purchase a new police vehicle**

- Mr. McCommon stated that this new vehicle would be intended to replace one of the current police vehicles that has a lot of operational issues. He mentioned that there is an agenda statement that accompanies this request that identifies the cost and resources that will be used to pay for it.
- Mr. Peak moved to approve the purchase the police package Ford Interceptor Utility (V6-AWD) from Shawnee Mission Ford under the terms of the State of Kansas Contract, for a price not to exceed \$32,727. Mr. Truesdell seconded. No discussion. All ayes. Motion carried.

**Approval to purchase Lexipol National Standard Law Enforcement Policies**

- Mr. Ward asked the Chief if he spoke with the City Attorney regarding these services. City Attorney Mike Kelly stated that he is not familiar with the company or the policies, but stated that anything involving policies around prosecution would need to involve the prosecutor and City Attorney in discussions to ensure everyone is on the same page. Mr. Kelly stated that he believes it's a good idea to have updated operational policies.
- Mr. Peak requested that if the Council approves the purchase of this service, he would like to have a year-end review on the progress of implementation of the policies.
- Mr. Peak moves to approve Lexipol Policy services in the amount of \$2,970. Mr. Truesdell seconds. No discussion. All ayes. Motion carried.

**Second Reading: Ordinance 1387, amending Chapter V, Article 1, of the City Code establishing a business license fee to be effective January 1, 2015.**

- Mr. Peak moves to approve Ordinance 1387. Ms. Reed seconds. Mr. Ward thanks Mr. McCommon and City staff for the work that was put into this ordinance. Ms. Krause (audience member) asked the Council what the purpose of the fee was. Mr. Ward

stated that the fee is going to subsidize staff time that is requiring for processing and managing business licenses. No further discussion. All ayes. Motion carried.

**First Reading: Ordinance 1388, amending Article 5, Section 23 and Article 19, Section 200 of the Standard Traffic Ordinance for Kansas Cities, 2014 edition.**

- Mr. McCommon stated that this ordinance is an amendment to the Standard Traffic Ordinance that was just passed by the City Council at their November 3, 2014 meeting and that the League of Kansas Municipalities recommended this amendment due to an error that was discovered in the original ordinance.
- Mr. Donnelly asked what the specific changes are and requested a red line copy of the original copy compared to the requested amendments at the next meeting. Mr. Peak said that he would also like to see the exact changes.

**City Administrator Agenda**

**Review history of notices at 602 Yoeke Street**

- Mr. McCommon stated that Steve Stein approached the Council regarding his feelings about code enforcement and his dealings with municipal court, and stated that in the Council packet it shows that Mr. Stein has received two notices from Code Enforcement and two citations from the Police Department. Mr. McCommon also mentioned that one of his complaints was that he wasn't properly notified to appear in Court.
- Mr. Kelly stated that he spoke with the building inspector and the police department, and their accounts of the situation were different than Mr. Stein's comments. However, Mr. Stein's citations are currently pending in municipal court.
- Ms. Reed asked if it was found that city staff had violated any policy, and Mr. Kelly stated that he did not believe so based on his discussion.

**Review City purchasing policy**

- Mr. McCommon gave an overview of the City's purchasing policy and stated that city staff exceeds the minimum expectations by getting at least three quotes most of the time. Mr. McCommon also discussed exceptions in the purchasing policy regarding sole source purchasing and emergency purchasing.

**Review potential amendment to the personnel policy**

- Mr. McCommon stated that staff has put significant effort into taking a second look at the City's personnel policy, and one of the issues that we've come across is regarding the disciplinary policy. Mr. McCommon stated that the procedural part is a bit redundant since we already have a procedural section. He stated that the proposed section that has been revised keeps the needed words and takes out the confusing sections that can be interpreted differently. Additionally, there is no proposed amendment to the grievance section.
- Mr. Peak stated that he would like to see some wording regarding the timeliness that matters will be handled. Mr. Kelly stated that the grievance section does this and outlines a timeframe. Mr. Ward requested that the grievance section be included at the next meeting.

**Mayor Agenda**

- Mr. Ward also mentioned that there is a Christmas Light contesting going on and that all entries need to be in to the Kelly Law office by 5 p.m. on Wednesday, Dec. 3. Judging will occur on Thursday, Dec. 4.

**City Council Agenda**

- Mr. Peak mentioned that RCDC would like to have a plaque placed in the Downtown Pocket Park and requested that staff look into this and have an agenda item for the next meeting.

**Executive Session**

- Mr. Ward moved to enter into executive session to discuss confidential matters for a period of 10 minutes with City Administrator, Asst. City Administrator, City Attorney, and Police Chief. Gilner seconded. All ayes motion carries.
- Council returned from executive session after 10 minutes. Mr. Truesdell moved to return to executive session for real estate for a period of 10 minutes with the City Administrator, Asst. City Administrator, and City Attorney. Ms. Reed seconded.
- Council returned from executive session after 10 minutes. Mr. Peak moved to move out of executive session and make a note that no motion was taken. Ms. Reed seconded. All ayes. Motion carried.

Mr. Gilner moved to adjourn at 8:25 p.m. Mr. Peak seconded. All ayes. Motion carried.

Respectfully submitted,

Jamie Shockley  
Assistant City Administrator