



City Council Meeting
September 29, 2015
7:00 p.m. Special Meeting Meeting

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

Approval of Minutes

- Mr. Gilner moved to approve the minutes from September 22, 2015. Ms. Reed seconded. Donnelly and Truesdell abstained. 3 ayes. Motion carried.

Open Agenda

- James Crowley of 133 Hatchell Road addressed the Council regarding concerns about water pressure in the northwest part of town. He requested that the City look into possible solutions, including splitting the cost with the homeowners to improve the water pressure in the area. Mr. McCommon said that he would be in contact with him and that the City would look into the issue further.

Discussion of Dedication of Plaque in Downtown Pocket Park

- J.W. Evans addressed the Council and requested permission to donate \$500 to the RCDC's budget for the pocket park, a portion of which should be used for a plaque on the bench in the park in remembrance of former librarian Winnie Turner.
- Mr. Donnelly moved to accept Mr. Evans' donation and allow a plaque in remembrance of Winnie Turner to be placed in the park. Mr. Oroke seconded. All ayes. Motion carried.

Consider approval of installation of a book library in the downtown pocket park

- Ms. Reed moved to approve the installation of a book lending library in the downtown pocket park. Mr. Truesdell seconded. All ayes. Motion carried.

Ordinance 1396, approving a special use permit for temporary residential use of 415 N. Main Street

- Mr. McCommon explained the application and the planning commission's recommendations. Ms. Reed moved to approve the special use permit for temporary residential use of 415 N. Main Street. Mr. Donnelly seconded. All ayes. Motion carried.

Consider Request for funding assistance from Gallagher Park Task Force

- Ms. Shockley explained the request, stating that the Task Force has raised about \$6,300 so far to go towards Phase 1 of the park; however, they need an additional \$10,000 to get started on Phase 1. The expense could be managed within the existing budget authority in the Capital Projects Fund.
- Kay Soetart addressed the Council and explained the project.
- Mr. Donnelly moved to approve funding phase I of the Gallagher Park project in the amount of \$10,000 to be paid out of the 2015 Capital Projects Fund budget. Mr. Truesdell seconded. All ayes. Motion carried.

Request for donation of water park private reservation by St. John Academy

- Mr. McCommon explained the request. Mr. Gilner moved to approve the donation to St. John Academy. Ms. Reed seconded. All ayes. Motion carried.

Consider agreement with HTK architects for design of police and city hall facilities

- Mr. McCommon explained the terms of the agreement. Mark Franzen with HTK addressed the Council and requested them to set a budget so they know what the design parameters are.
- Mr. Donnelly moved to approve a total budget of \$850,000 for acquisition of the police station and construction and acquisition of police station and City Hall. \$650,000 was allocated to the police station and \$200,000 was allocated to City Hall. Ms. Reed seconded. Roll call vote: Ms. Reed – yes. Mr. Gilner – yes. Mr. Donnelly – Yes. Mr. Oroke – No. Mr. Truesdell – No.

First Reading: Charter Ordinance 26, establishing a mayor-council-manager form of government

- Mr. McCommon and Keyta Kelly introduced the charter ordinance, which essentially is only changing the superintending authority of the City from the Mayor to the City Manager. The City Council would keep authority over the city attorney, city manager, and municipal judge; however, day-to-day operations of the city would be transferred to the City Manager, rather than the Mayor.
- Mr. Truesdell said he would like to have a discussion about who makes appointments to the various boards and commissions and discuss a new process that would be more inclusive of the City Council.
- No action taken, as this was the first reading of the ordinance.

Executive Session to Discuss Confidential or Trade Secrets of a Third Party

- Mr. McCommon requested a 15 minute executive session.
- Ms. Reed moved to enter into executive session to include the governing body, City Administrator, Assistant City Administrator, and City Attorney to discuss confidential or trade secrets of a third party for a period not to exceed 15 minutes. Mr. Gilner seconded. All ayes. Motion carried.
- Mr. Gilner moved to return from executive session after 15 minutes and make a note that no action was taken. Ms. Reed seconded. All ayes. Motion carried.

Update on Animal Control Services

- Mr. McCommon reminded the Council that Slim Wilson was retiring, and the City put out an RFP to find his replacement. The City only received 1 response for the RFP and is currently vetting the application. He also reminded Council that there would be a retirement reception for Slim at 2 p.m. on October 2 in the Council Chambers to recognize his 34 years of service to the Tonganoxie community.

August Financial Report

- Mr. McCommon provided the Council with the August Financial report and informed the Council that since some revenues were coming in less than budget estimates, including court fines and water park revenues, city staff was monitoring the budget very closely and aiming to be 12% less than budget authority by the end of the year.

Capital Projects Fund Amendment

- Mr. McCommon explained the need to amend the Capital Projects 2015 budget, and informed the Council that 10-day notice of the public hearing to amend the budget was published in the newspaper on September 23. A public hearing will be held on Monday, October 5 before council can officially approve the amendment.

Approval to enter into an agreement with SeamlessDocs

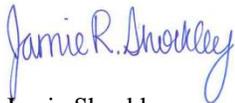
- Mr. McCommon requested Council's approval to enter into an agreement with Seamless Docs for an amount not to exceed \$6,500 and to have permission to sign the agreement electronically on behalf of the City.
- Mr. Donnelly moved to enter into an agreement with SeamlessDocs for an amount not to exceed \$6,500 and allow the City Administrator or designee to sign the agreement electronically. Mr. Truesdell seconded. All ayes. Motion carried.

Appointment of members to the Planning Commission

- Mr. Donnelly moved to allow the Mayor to appoint Jacob Dale and Patricia Gable to the Planning Commission. Mr. Truesdell seconded. All ayes. Motion carried.

Mr. Gilner moved to adjourn at 8:58 p.m. Ms. Reed seconded. All ayes. Motion carried.

Respectfully submitted,



Jamie Shockley
Assistant City Administrator