

## City Council Meeting Approved Minutes

January 8, 2018

7:00 p.m. Regular Meeting



### I. Pledge of Allegiance

- Mayor Ward opened the meeting at 7:01 p.m. with the pledge of allegiance.

### II. Swearing in of New Council Members

- Dan Porter, Assistant City Manager, led the oath of office swearing in of three new members of City Council; Rocky Himpel, Loralee Stevens, and Jamie Lawson.
- Roll Call - Council members present were Ms. Reed, Mr. Himpel, Ms. Stevens, Mayor Ward, Mr. Oroke, and Mr. Lawson. Also in attendance were City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Shannon Marcano, and Public Works Director Kent Heskett.
- Mr. Brajkovic informed the City Council that a pink sheet was distributed with a change to the draft minutes that were originally in the packet posted online related to an incorrect name. The blue colored sheet represents an emergency purchase requested by the Public Works department for replacement of a critical broken water meter at the City's Water Treatment Plant.

### III. Approval of Minutes

- **Mr. Oroke moved to approve the draft minutes from the December 18, 2017 City Council meeting. Ms. Reed seconded.**  
**All ayes. Motion carried.**

### IV. Approval of Consent Agenda

- **Mr. Himpel moved to approve the consent agenda. Ms. Stevens seconded.**  
**All ayes. Motion carried.**

### V. Open Agenda

- Mr. Porter reported that no members of the public signed up to address the City Council during open agenda.

### VI. Old Business

#### a) Ordinance No. 1430: Second 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 introduced the item with proposed updates to the City's Comprehensive Plan and reminded the City Council of the recent first reading of the ordinance at the December 18, 2017 City Council meeting and the year-long update process that has occurred. It is being brought back to City Council for consideration for approval.
- Mayor Ward commented on the good presentation delivered by Graham Smith of Gould Evans at the December 18, 2017 meeting.
  - **Mr. Himpel made a motion to approve Ordinance No. 1430.**
  - **Mr. Oroke seconded the motion.**

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

**All ayes. Motion Carried.**

Mayor Ward moved Item VII-c to next on the agenda.

Mr. Brajkovic introduced the item and emphasized that this would be the 6<sup>th</sup> and final installation of an alarm system at the City's sewer lift stations.

Mr. Heskett informed the City Council that the system runs off a cellular signal and provides information to operators in real time. Staff are pleased with the way the other alarm systems are operating. Mr. Heskett also reviewed a map that demonstrated pins indicating the locations of the City's 6 lift stations, including the 4<sup>th</sup> Street station receiving this new alarm. Currently that station has a red light visible next to the Fire Station. This is not a good setup when the power goes out, because the light is not operational. The cost of annual maintenance is \$275.

### VII. New Business

#### Second item

#### a) Consider approval of funding for 2018 contribution to the Tonganoxie Business Association

- Mr. Brajkovic recognized Monica Gee with the Tonganoxie Business Association (TBA) and reminded City Council about the \$5,000 in funding for the Chamber of Commerce and \$10,000 in funding for various community initiatives that was set aside during the 2018 budget sessions last summer. Since that time, the Chamber and TBA have merged. This request is for approval to provide that \$5,000 in funding for the Tonganoxie Business Association.
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  - **Monica Gee stated that TBA did request a boost of funding to make a push to complete a new website and push forward another business initiative, called a marketing tool, that will provide connections and resources for businesses or newcomers to the City. The group has also started working on sponsorships. Monica is also working recently with the Basehor Chamber of Commerce on joint marketing efforts.**
  - **Mr. Himpel asked what the \$5,000 will fund, as he wants to determine what future funding requests to also expect.**
  - **Monica Gee mentioned that the group usually requests \$500 for St. Patrick's Day and \$1,000 for Spooktacular as TBA. Hoping to not have to come back for more funds, but if other events are directed at the group there would be a request for more funds.**
  - **Mr. Brajkovic noted that from staff's perspective, we are looking closely at ways to measure return on investment for this support. Search engines are one way we can do this.**
  - Monica Gee agreed and added that reports indicate Tonganoxie was clicked over 8,000 times in December. We can also look at how many times people click on the Tonganoxie Opportunities page, which was over 4,000 times. We can track this monthly going forward.
  - Mr. Brajkovic noted this is a dual feature, supporting existing or new businesses and aiding specific or new community events.
  - Monica Gee added that we can select key words to find out what companies are looking for. People will be out looking and marketing and we can give links or directions with key words to help direct them to relevant pages and the City's pages.
  - Mr. Himpel asked if we do key word entry or hire other people?
  - Monica Gee stated that we pay a company to help market us. We also have contact options such as via text message.
  - Mayor Ward stated that we talked about this in conversations about the recent merger. It is critical to keep the Chamber of Commerce component in the TBA. There has been great work done through the process. The overall goal is to recruit and grow businesses, regardless of vehicle. From an investment standpoint we are talking about a low amount of funding for to potential return. From a governing body perspective we to continue to help TBA and help staff move in the same direction.
  - - **Ms. Stevens made a motion to approve**
    - **Mr. Oroke seconded the motion.**
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**  
**All ayes. Motion Carried.**

**b) Consider approval of funding for 2018 annual dues for the Kansas League of Municipalities**

- Mr. Porter introduced the item as another product of budget discussions last summer. We have participated in the League for over 21 years at least and participated in multiple training opportunities and other components. Our rate is equitable in that it is based on a base charge as well as a per capita and per assessed valuation basis. We do have the necessary budget authority for this purchase.
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  - Mr. Himpel asked where the annual meeting will be held this year?
  - Mr. Porter responded that he was not sure but can provide that information. He also noted in the packet there is information on a Planning and Zoning training offered by the League in Bonner Springs on Friday. He asked that any Councilperson wishing to attend let him know by Wednesday and he can do the enrollment.
  - Ms. Reed indicated the last annual meeting was in Wichita so this coming one is likely going to be in Overland Park.
    - **Mr. Himpel made a motion to approve the purchase in an amount not to exceed \$2,771.94.**
    - **Ms. Reed seconded the motion.**
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**  
**All ayes. Motion Carried.**

**Went first.**

**c) Consider approval to purchase alarm system for 4th Street sewage pump station**

- GB introduced the system. We do have a 3 slide presentation.
- KH – Showed 3 slide presentation on the
- We left last station since it has a red light and is visible at the fire Station. .
- MW – Do you get it on your cell phone? KH – No that is to Lloyd.
- 275 per year monitoring.
- No questions.

- **Mr. Himpel made a motion to approve expenditure for the OMNI-site alarm system at cost to not exceed \$3,230.**
- **Mr. Oroke seconded the motion.**

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

**All ayes. Motion Carried.**

- **Mr. Himpel made a motion to approve an expenditure for the replacement of broken water meter at the City's Water Treatment Plant at a cost to not exceed \$2,820.20.**
- **Mr. Oroke seconded the motion.**

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

**All ayes. Motion Carried.**

Rocky Made motion to pay 2,828 – Himpel, Oroke. No discussion. All ayes.

#### **d) City Manager Agenda**

##### **1. Discuss potential City Council spring retreat**

- Mr. Brajkovic mentioned that last year we did an April meeting to go over the CIP list as a precursor to budget work sessions in June and July. This would likely occur sometime between now and before April. He noted that he thinks we should do it if Council is amenable. The Strategic Plan is a relatively new document and we need to find some time to get together for 3-4 hours and go through the plan.
- Mr. Himpel asked what month this is envisioned to take place?
- Mr. Brajkovic noted that he believed it shouldn't be planned too far beyond a date in the middle of March.
- Mr. Himpel asked if items like city streets and maintenance or will we do something before then?
- Mr. Brajkovic noted that he wants to keep it at a high level view during the retreat, but that the strategic plan helps drive later decisions. The budget work sessions are when we get plan to get down to greater details. He indicated that staff will look at some calendar dates and send this out as options to City Council.
- Ms. Stevens noted that she appreciates this and thinks it would be a good chance to acclimate to the new role and learn more about the perspectives of others on the City Council.
- Mr. Brajkovic also noted that this meeting is being broadcast online via Facebook Live on the City's Facebook page. We have done this in the past for one or two meetings, and after talking to Mr. Himpel and a few other people we are making this effort to make a budget friendly way to broadcast the meetings for now, until future budget discussions look at more permanent or comprehensive solutions.
- Mr. Himpel asked if we can better inform the public so they know it is available?
- Mr. Brajkovic responded that we can note this in agenda posting and possibly on the agenda itself. as a supporter of this effort and
  - **Mr. Himpel made a motion that all meetings of the City Council and Planning Commission are recorded.**
- Mr. Himpel noted that he had a recent discrepancy with the minutes from a meeting and wasn't able to go back and review any video or recorded audio from the discussion. He would like to see this motion so it is a policy decision.
- Mr. Brajkovic noted that at this time staff doesn't have enough research on the technology currently being used to understand the ramifications of data storage in the long term.
  - Mr. Himpel asked if he should amend his motion to video all council and planning commission meetings and to keep them as long as possible until staff can come back with more information.
  - Mr. Brajkovic noted that staff could work on that track.
  - **Mr. Oroke seconded the motion.**
- Ms. Reed noted that she is not comfortable with the motion at this time not knowing fully what the ramifications and storage life required are if a policy is created without further vetting from staff. She indicated she does not have an issue with it being on facebook but she isn't comfortable with motion when the equipment or staff vetting not yet acquired.
- Mr. Himpel noted he didn't feel that waiting for the financing for around a year would not be a good idea.
- Ms. Reed stated that waiting for the money and waiting for staff vetting are separate things. The next meeting we can ask staff to have a report of findings and then we can decide what to do.
- Mr. Himpel asked if she was comfortable having it on Facebook at this time.
- Ms. Reed mentioned that the Council is on Facebook right now and she is comfortable with that. It is on Facebook now and forever, she just isn't comfortable with a policy at this time with the information we currently have.

- Ms. Stevens stated that she is interested in what other communities are doing to broadcast meetings and what other ways we are providing public access. She thinks that the public should have access, which is great, and we are starting with this low cost/no cost solution. But not everyone has internet access so that must be considered. Letting staff and experts think more
- Mr. Brajkovic noted that he and Mr. Porter have recent experience with other organizations that have invested over \$20,000 in microphones and camera or storage equipment, let alone the staff time to set up a YouTube channel and process video content. We do currently have this ability to live stream.
- Mayor Ward noted he wants to let staff have the chance to vet the issue, as well as look closely at policy wording centered on the word “all” and what the implications of that include. He preferred that it stipulate formal meetings and not all meetings.
  - Mr. Oroke amended his second to be directing staff to come back to City Council with more information on the subject.
  - Mr. Himpel amended his motion to directing staff to come back to City Council with more information on the subject at the next meeting.

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

**All ayes. Motion Carried.**

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

**All ayes. Motion Carried.**

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- Also Facebook live update. Mr himpel was a supporter of this. RH – can we put it on the City’s facebook page? RH – I would like to make a motion to video record all council and planning commission meetings. GB – I don’t know enough about the storage component, but can look into this with the IT folks. RH – amend motion to video and keep online as long as possible until staff vets the option and gives updates.
- M – Himpel, S – Oroke.
- Comments – Reed – I don’t think we have the tech to move forward with policy that is binding when haven’t vetted with staff. Oroke – on FB is true right? Reed – Don’t have any concern on doing FB, just need to wait for vetting. RH – I don’t think we need to wait for money, just have to make an effort moving forward.. Reed – I am just not comfortable with binding. Stevens – I would like to know more about what other councils and cities do, other ways and information. The public should have access and it is great. But not everyone has the internet.
- GB – Porter and I talked and former cities invested 20k in microphone and then also staff time to live stream and watch recorded sessions.; We haven’t vetted anything except capability to livestream.
- Mayor Ward – I want staff to talk about impact first as well. Also concerned about meaning of “all” meetings, I would rather be formal meetings and have staff have time to review and report.
- CO – Amend meetings to have staff review and report. Also RH.

**e) City Attorney Agenda**

- No reports.

**f) Mayor Agenda**

- No reports.

**Recognize mr and ms Gilner who came even though didn’t have to.**

**g) Mayor Pro Tem Agenda**

- No reports.
- Festival season is rolling around. Co-chairs have been me and Curtis, I cant do it this year, but it is coming up and if there is any event this summer we need to start working on that.
- RH – what month? CO – 2<sup>nd</sup> week of June.
- MW – Volunteers to chair committee – CO I will. MG – 176275 214<sup>th</sup> street. – this is a big thing and we have lost Jamie and Kara and this is a big undertaking with manpower and funding. We need to make sure we are going in the right path, this is a huge undertaking. We need to know we have the support to do it. MW – I agree. Ms. Reed – it is a lot of work. I can help with any info I have, contacts are big, but the planning committee will look very new. Dianne Brenner – Have we thought about moving something to 4<sup>th</sup> of July. Many in the community would like to see something with 4<sup>th</sup> of July, otherwise we all have to go out of town.
- MW – We also have only so much funding.
- DB – we could have the beer and the music and the fun activities. You see people doing this.

MW – what I see is bringing people to town and seeing the community come together. Has there been some concern in losing the contact with the VFW. CO – Realistically we know they have the expectation that it be the 2<sup>nd</sup> week in June. When you disrupt the pattern you started in the past. I think we need to simplify. Businesses are approached often with the asks for different things. Promotor has done a good job, but do we need all these things we are providing. We need to let bands know up front, and they may come play. We spent 13,500 last year? Ms. Reed – a little more than that. Mr. Mayor, you mentioned the BBQ, Gretchen who used to coordinate it also mentioned she wont be doing this. Not able to do it again. So we may not have a opportunity. MW – I like fireworks as well, don't want them right next door, but think it would be a good show. What about that group doing a separate show? Ms. Reed – thank you and would also like to ask if this will continue to be a city run event or if it will be transitioning to a community organization, maybe TBA, maybe another organization, or city run with the cooperation of other organizations. MG – We set a precedent last year with bikes across KS. Worked to open street and sell beer in certain area. Kate mentioned she would facilitate this. Decrease some funds on the City. I just want to let you know about the options. Ms. Reed – beer is only thing that has paid for itself. And not by a whole lot. CO – I want your opinion from the new people. RH – I assume with fireworks you assume some liability. Need to go out and find someone and see what they offer. LS – I think city organized festival is good idea with recognition of the word Tonganoxie. We tried last year having sunflower stroll passive weekend on labor day. I was glad we were there because people had such an enjoyable positive experience. Maybe a way to combine the tongie days and sunflower stroll concepts somehow. JL – I want to clarify what we are hearing, are we moving to fireworks on the 4<sup>th</sup> or the combinations of the

DB – I don't care what we do in tongie days. I think June is a tough time to have it.

JL – I think it is premature to do a wholesale change in this year, maybe next. Do we get a bang for the buck? Are there other options? Fireworks, some cities don't allow people to use fireworks and then displays are a big thing. Could we get a win win option in June. It is hard in this short of timing to get date change when we already need to get volunteers. I think we should look at options and see the success. Ms. Reed – from a planning perspective it would help to move it to July or Sept. Usually we prep in October or Nov. Pushing it back isn't a problem for planning, but can be from a public perspective. MW – this is why you make the big bucks. DB – Who all even knows it is the 2<sup>nd</sup> week in June.

MG – TBA is continuing the sunflower stroll. We made a commitment to Council.

MW – Tonganoxie days is the name, usually one day recently. Goal is to bring people to town and together.

Margie Gilner – 814 e 8<sup>th</sup> street? Curtis do you have enough people to help you for June? CO – I think so. Band is not a problem. That was a big deal. Promoters are talking ahead of time. We don't need the stage probably because bands have their own sound system. Could go to fireworks. Reed - Big expense and zero work from volunteers. Paid for this. Perhaps it isn't worth the expense. Man hours are almost harder than money. CO – I think this is an expense we can cut and still have more money.

#### **h) City Council Agenda**

- No reports.

CO – I have a question on the greenwells building?

GB – we have looked at a way to prep a special assessment on this building.. Prior to this the county has looked at preparing a tax sale. We are looking at options we can pursue directly. CO – I know it is falling apart right now and becoming an increasing safety concern. Right now an eyesore and we ought to push it to get it taken care of. GB – I don't disagree, just don't want to violate property rights. RH – do we have zoning ordinances to fine them per day? GB – we can, but the bigger issue is the owner evading notice being posted. We talked about hiring a process server to serve the owners. From a staff perspective, we want to present options back to council. We are teeing this up. MG – there is a pic of kids inside sticking their hands out.

#### **VIII. Information & Communications (No Action Required)**

#### **IX. Adjourn**

- **Ms. Reed made a motion to adjourn the meeting.**
- **Mr. Himpel seconded the motion.**

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

**All ayes. Motion Carried. Meeting adjourned at \_\_\_ 8:02 \_\_\_ p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager