

City Council Meeting Minutes
April 6, 2020
7:00 PM Meeting

Open Regular Meeting – 7:00 p.m.

I. Update on City Council Meeting Procedures

- Mr. Brajkovic provided an update on open meeting regulations due to restrictions on public gatherings in emergency orders related to COVID-19. Public meetings for the City of Tonganoxie will be conducted via Zoom with the agenda packet and a link for access to each meeting on the City's website. Members of the public can submit comments in writing to the City Clerk or by send an email to info@tonganoxie.org. Requests must be submitted and received on the Friday prior to the City Council meeting. The public may listen to the Zoom meetings by joining online and/or dialing in from a telephone.
- Ms. Krstulic added that any motions must be clearly stated following identification of the name of the person making and/or seconding a motion.

II. Pledge of Allegiance

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese, Mr. Himpel, Mr. Donnelly, Ms. Stevens, Ms. Patterson, and Mr. Dale were participating via Zoom. City Manager George Brajkovic, Assistant City Manager Dan Porter, Public Works Director Kent Heskett, and City Attorney Anna Krstulic also were participating via Zoom.
- Mayor Frese led a moment of silence.

III. Approval of Minutes – Regular meeting dated March 16, 2020

- **Mr. Himpel made a motion to approve the minutes from the March 16, 2020 City Council meeting.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

IV. Consent Agenda

- a) Review bill payments
- **Mr. Himpel made a motion to approve the consent agenda.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

V. Open Agenda

- No open agenda provided at this meeting.

VI. Old Business

- a) Public Hearing – West Village RHID District & Development Agreement
- Mr. Brajkovic introduced the item and stated that staff request the public hearing to be continued to the regular City Council meeting scheduled on May 18, 2020.
- **Mr. Donnelly made a motion to continue the public hearing to the May 18, 2020 City Council meeting.**
- **Mr. Himpel seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

VII. New Business

- a) Consider Appointment of Municipal Court Judge
- Mr. Brajkovic introduced the item.
- **Mayor Frese asked the City Council to confirm his appointment of William Pray as Municipal Court Judge for the City of Tonganoxie.**

- **Ms. Patterson made a motion to confirm the Mayor's appointment of William Pray as Municipal Court Judge for the City of Tonganoxie.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

b) Consider Appointment to Leavenworth County Port Authority

- Mr. Brajkovic introduced the item and explained that recent changes to the Port Authority Agreement between the City of Leavenworth and Leavenworth County resulted in the opportunity for the City of Tonganoxie to appoint a member to the Leavenworth County Port Authority Board.
- Mr. Himpel said that Leavenworth County would make its two appointments to the Board after the City of Tonganoxie makes an appointment. He recommended that Chris Donnelly would be a good candidate to serve on the Board for the City of Tonganoxie.
- Mr. Donnelly thanked Mr. Himpel and stated that he would be happy to serve on the Board.
- **Mayor Frese requested the City Council to confirm his appointment of Chris Donnelly to fill the City's position on the Leavenworth County Port Authority Board.**
- **Mr. Himpel made a motion to confirm the Mayor's appointment of Chris Donnelly to fill the City-appointed position on the Leavenworth County Port Authority Board.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes (Donnelly abstained), motion carried.**

c) Consideration of Proposed 2020 Street Infrastructure Maintenance Program and Associated Advertisements

- Mr. Brajkovic introduced the item and commented that information about the proposed projects for 2020 were included in detail in the agenda packet.
- Mr. Porter explained that the funding for street maintenance activities in 2020 totaled \$363,500, but the mill and overlay services proposed to be put out for bid needs to cost less than that total in order to cover the cost of City staff performing pothole repairs and curb replacements. He commented that the bid advertisement is structured with a base bid and two add/alternates to allow the City Council to approve contracts for less than the complete scope of work if bid prices are higher than anticipated or if revenue projections are less than anticipated.
- Mr. Himpel asked when the last time 4th Street from the east City limits towards the west was milled and what work is needed at the 4th Street bridge over Tonganoxie Creek.
- Mr. Heskett replied that the two sides of the street are proposed to be milled instead of the entire roadway and the project is proposed to end east of the 4th Street bridge over Tonganoxie Creek.
- **Mr. Himpel made a motion to authorize the advertisement of the proposed 2020 street maintenance projects as presented by staff.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

d) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic stated that the construction crew was making good progress but recently had experienced issues with staffing availability that slowed work on the project.

2. Library Project Update

- Mr. Brajkovic said that two more payments are anticipated to be made to JE Dunn prior to completion of the design-build project and expenditure of all budgeted costs.

e) City Attorney Agenda

f) Mayor Pro Tem Agenda

- Mr. Himpel shared that the Leavenworth County Commission approved the revised Table of Uses and changes to the Subdivision Regulations last week.

g) City Council Agenda

- Ms. Patterson thanked the City Manager for updates related to the impacts of COVID-19. She asked if staff check in periodically on public facilities like the Tonganoxie Public Library that are closed to public access and might not be occupied by staff.
- Mr. Brajkovic replied that he would reach out to the Library Director to ensure that they check the facility periodically.

h) Mayor Agenda

- Mayor Frese stated that he participated in a call with the Governor of Kansas last week and shared notes from the call online. He asked staff to evaluate City facilities for capacity to house patients if necessary.

VIII. Information & Communications (No Action Required)

IX. Adjourn

- **Mr. Donnelly made a motion to adjourn the meeting.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**
- **Meeting adjourned at 7:39 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager