

City Council Meeting Minutes
April 20, 2020
7:00 PM Meeting

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance (Replaced by Moment of Silence)

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese, Mr. Himpel, Mr. Donnelly, Ms. Stevens, Ms. Patterson, and Mr. Dale participated via Zoom. City Manager George Brajkovic, Assistant City Manager Dan Porter, and City Attorney Anna Krstulic also participated via Zoom.
- Mayor Frese noted that a flag was not available for the pledge of allegiance and instead led a moment of silence.

II. Approval of Minutes – Regular meeting dated April 6, 2020

- Ms. Patterson said that a flag was not available at the last meeting and asked that the draft minutes be amended to reflect that the pledge of allegiance was not completed.
- **Mr. Donnelly made a motion to approve the minutes from the April 6, 2020 City Council meeting, with the change requested by Ms. Patterson.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

III. Consent Agenda

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

IV. Open Agenda

- No open agenda sign ups or submitted comments provided at this meeting.

V. Old Business

VI. New Business

- a) Consider Appointment Procedure for Planning Commission Positions with Terms Expiring in 2020
 - Mr. Brajkovic introduced the item.
 - Ms. Krstulic reviewed the memo included in the agenda packet regarding redundant provisions in the City Code and the Zoning Code pertaining to the Planning Commission and Board of Zoning Appeals, including a conflict regarding the appointment process, and recommended that the Governing Body consider omitting one of the two conflicting references. She explained the procedure for revising the Zoning Code, which requires consideration by the Planning Commission and a public hearing. The Governing Body may initiate the process by recommending that the Planning Commission consider certain revisions.
 - Mr. Brajkovic suggested following the City Code provision that calls for May appointments. He asked if the Governing Body wants to proceed with advertising open positions on the Planning Commission.
 - Ms. Krstulic advised that a motion is not required to advertise the openings or to request the Planning Commission to consider changes to the Zoning Code; only consensus of the Governing Body is needed.
 - **The Governing Body unanimously agreed to advertisement of the three upcoming Planning Commission positions and requesting that the Planning Commission consider changes to the Zoning Code to remove inconsistencies and redundancy with the City Code pertaining to the Planning Commission and Board of Zoning Appeals.**

- b) Consider Approval of 2020-2021 Plan Year Employee Benefit Renewals

- Mr. Porter introduced the item and shared information about the City’s 2020-2021 renewal options for current employee benefits.
- Mr. Donnelly asked about the annual costs for employee health insurance benefits and whether the City goes out for bid on employee benefits each year.
- Mr. Porter replied that the annual costs to the City for health insurance coverage is approximately \$325,000, with about \$38,000 in costs reimbursed by the Library for Library employee benefits. He said that the City employs a broker to shop rates for dental and vision insurance, but the City has not sought bids for health insurance benefits for at least the past several years.
- Mr. Donnelly said that with the level of cost and financial impact of renewal rate increases, he would like to see more details about the comparison of the renewal option with rates from other health insurance providers in the market.
- Mr. Brajkovic confirmed that staff will take steps to provide comparisons in advance of the next renewal period.
- Ms. Patterson asked that staff also include consideration of benefit costs in the topics to consider for the development of the 2021 Budget.
- **Ms. Patterson made a motion to authorize execution of an agreement with Blue Cross Blue Shield of Kansas for employee health insurance coverage, an agreement with Delta Dental of Kansas for employee dental insurance coverage, and an agreement with VSP Vision Care for employee vision insurance coverage for plan year 2020-2021.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

c) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic shared an update on the construction activity at the project.

2. Library Project Update

- Mr. Brajkovic said that one additional payment was anticipated to be made to JE Dunn prior to completion of the design-build project and expenditure of all budgeted costs.

3. Tonganoxie Industrial Park Economic Development Grant Update

- Mr. Brajkovic said that he is working with Leavenworth County staff to arrange future discussions between the Governing Body and the Board of County Commissioners regarding potential use of remaining grant funding.
- Mr. Brajkovic stated that staff continue to collect information and create contingency plans regarding the upcoming decision about whether to open the Tonganoxie Water Park in 2020 in light of COVID-19.
- Mr. Brajkovic reminded the Governing Body that the May 4th meeting would include a 7 PM regular meeting and a budget work session focused on developing the City’s Capital Maintenance and Improvements Plan (CMIP).

4. March 2020 Financial Reports

- Mr. Porter shared the March 2020 financial report with the Governing Body.

d) City Attorney Agenda

e) Mayor Pro Tem Agenda

- Mr. Himpel shared that the Leavenworth County Board of Commissioners would soon consider changes to the Board and County Planning Commission public hearing procedures due to COVID-19.

f) City Council Agenda

g) Mayor Agenda

1. Community Events Discussion – Tonganoxie Days Status Update

- Mayor Frese stated that all events in June 2020 will be rescheduled in September 2020 due to COVID-19.

VII. Information & Communications (No Action Required)

VIII. Adjourn

- Ms. Patterson made a motion to adjourn the meeting.
- Mr. Dale seconded the motion.
- Roll call vote of all ayes, motion carried.
- Meeting adjourned at 8:18 p.m.

Respectfully submitted,



Dan Porter, Assistant City Manager