

City Council Meeting Minutes
June 1, 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. Donnelly, Ms. Stevens, Ms. Patterson, and Mr. Dale participated via Zoom. Mr. Himpel was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, Fire Chief John Zimbelman, 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 May 18, 2020

- **Mr. Donnelly made a motion to approve the minutes from the May 18, 2020 City Council meeting.**
- **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 comments were submitted at this meeting.

V. Old Business

VI. New Business

- a) Public Hearing – Consideration of Submitting an Application for the Kansas Department of Commerce CDBG-CV Economic Development Grants
 - Mayor Frese opened the public hearing.
 - Justin Barker, of Freedom Defense Arms, addressed the City Council and stated that he is in favor of the City submitting an application for the grant funds and he intends to apply on behalf of his business for funding support due to the impact of COVID-19.
 - No other members of the public participated in the public hearing.
 - Mayor Frese closed the public hearing.
- b) Resolution 06-20-01: Approving and Authorizing the Execution of the Contract for Grant Application Services and the Contract for Administration Services between the City of Tonganoxie and Western Consultants LLC for the CDBG-CV Economic Development Grant
 - Mr. Brajkovic shared a presentation about the CDBG-CV Economic Development Grant opportunity and the proposed grant application agreement and grant administration services agreement, contingent upon grant award, with Western Consultants, LLC.
 - Brett Waggoner, with Western Consultants, LLC, shared his recent experience with the CDBG-CV grant opportunity with other communities. He noted that the State has not offered any feedback since opening the application process for cities and has not yet awarded any grants.
 - Mr. Donnelly asked about the application process for an individual business.

- Mr. Waggoner replied that there is no official guidance yet, but in other similar grant programs offered by the same agency, the employer first completes a form to provide employee information and then each employee completes an employee certification form.
- Mr. Donnelly asked if the City could incur any potential liability in the event that a business applying for funding misrepresented their qualifications for funding support.
- Mr. Waggoner replied that the business owner and employees are responsible for the required certifications of their respective information as part of the application.
- **Mr. Donnelly made a motion to approve Resolution 06-20-01, approving and authorizing the execution of the Contract for Grant Application Services and the Contract for Administration Services between the City of Tonganoxie and Western Consultants LLC for the CDBG-CV Economic Development Grant.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

c) Consideration of Utility Shut-Off Resumption and Draft Policy

- Mr. Brajkovic introduced the item and provided information about the draft policy to address a payment plan opportunity and service disconnection for non-payment procedure for utility billing accounts with balances from the March, April, and May 2020 utility bills that occurred during the recent moratorium by Executive Order on utility disconnection. He described the policy as an opportunity to pay 25% of the outstanding balance, along with the current amount due, through the next four monthly utility bill due dates.
- **Ms. Stevens made a motion to approve the temporary payment plan and utility shut-off policy 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 provided an update on construction activity for the project and noted that the gate has been installed on the south side of the creek at the construction site, and staff noticed graffiti on some of the new concrete surfaces.
- Mr. Brajkovic asked for feedback about whether the next City Council meeting on June 15, 2020 should be planned at City Council Chambers with limited seating, temperature checks and other arrangements to mitigate concerns about COVID-19 transmission.
- Ms. Stevens replied that she is concerned about meeting in person on June 15 and she thinks the Council and staff should continue to evaluate the decision.
- Mayor Frese said that he is unsure about the best course of action.
- Ms. Patterson said that if the reason behind the request is to more easily allow the public to participate in the remote meeting process, she is not in favor of an in-person meeting that limits attendance when the City has the ability to accommodate input in a remote meeting.
- Mr. Donnelly and Mr. Dale stated that they are amenable to meeting in person or remotely.
- Mr. Brajkovic stated that Mr. Himpel had previously shared with him that Leavenworth County recently held public meetings with some in-person attendance by County Commissioners and others accessing the meeting remotely to support social distancing.
- Mayor Frese asked staff to plan for remote meetings on June 15.

2. 2021 Budget Revenue Assumptions Update

- Mr. Porter presented information about the City's 2021 Base Budget assumptions.

e) City Attorney Agenda

- Ms. Krstulic referred to recent regulations and guidance issued by the Kansas Attorney General regarding Kansas Open Meetings Act requirements during the pandemic, noting that the requirements are very similar for virtual meetings and meetings in which the Governing Body is meeting in person but public attendance is limited.

f) Mayor Pro Tem Agenda

g) City Council Agenda

- Mr. Donnelly shared that he attended a Leavenworth County Port Authority meeting last week where he provided an update about the West Village and Schoolyard Townhomes residential development projects in Tonganoxie.

h) Mayor Agenda

- Mayor Frese noted that he conveyed concerns from residents about speeding in residential areas to the City Manager. He said that he has collected information from potential volunteers or donors who wish to update the landscaping surrounding the entrance signs located on the south and east boundaries of City limits. He asked for the City Council's feedback on whether to update landscaping only or to consider replacing the entrance signs.
- Mr. Donnelly replied that providing water to irrigate the landscaping is one major consideration.
- Ms. Patterson stated that she appreciates volunteers and suggested engaging them quickly instead of waiting for long-term plans for a larger project.
- Ms. Stevens agreed and asked that consideration be given to utilization of native plantings.

VII. Information & Communications (No Action Required)

VIII. Adjourn

- **Ms. Patterson made a motion to adjourn the meeting.**
- **Mr. Donnelly seconded the motion.**
- **Roll call vote of all ayes, motion carried.**
- **Meeting adjourned at 9:00 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager