

City Council Meeting Minutes
June 15, 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 noted that a flag was not available for the pledge of allegiance and instead led a moment of silence.
- Mayor Frese, Mr. Donnelly, Ms. Stevens, Ms. Patterson, Mr. Himpel, and Mr. Dale participated via Zoom. City Manager George Brajkovic, Assistant City Manager Dan Porter, and City Attorney Anna Krstulic also participated via Zoom.

II. Approval of Minutes – Regular meeting dated June 1, 2020

- **Ms. Patterson made a motion to approve the minutes from the June 1, 2020 City Council meeting.**
- **Mr. Dale seconded the motion.**
- Mr. Himpel said that he would abstain from voting because he did not have enough time to review the materials in the agenda packet before the meeting.
- **Roll call vote of all ayes (Himpel abstained), motion carried.**

III. Consent Agenda

- a) Review bill payments
- **Ms. Stevens made a motion to approve the consent agenda.**
- **Ms. Patterson 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) 2020 Citizen Survey Results Presentation
 - Mr. Brajkovic presented the 2020 Citizen Survey Results.
 - Mr. Donnelly said that the City should strive to be above average in order to be competitive.
 - Ms. Patterson asked how the City can use the information presented to identify priorities.
 - Mr. Brajkovic replied that some survey questions are ambiguous so it is difficult to extrapolate an action plan, but the CMIP identifies what needs to be addressed. He suggested the Governing Body let staff know of any concerns.
 - Mayor Frese commented that the scores are good and need to be made public within and outside the City.
 - Ms. Stevens agreed and noted that the responses improve every year.
- b) Public Hearing – Opportunity for 2021 Budget Development Input
 - Mayor Frese opened the public hearing.
 - Monica Gee, President of the Tonganoxie Business Association, stated that the Tonganoxie Business Association had cancelled events planned in 2020 and anticipated a fund balance of approximately \$10,000 in 2020, which meant that no funding support was requested from the City for the Tonganoxie Business Association in 2021.
 - Keyta Kelley, representing the Tonganoxie Arts Council, addressed the City Council and requested funding support for the Tonganoxie Arts Council's planned events for 2021 in the amount of \$5,000.

- Mr. Porter said that Steve Jack from the Leavenworth County Development Corporation and Kris Roberts with the Tonganoxie Historical Society offered to attend the July 6, 2020 City Council meeting to discuss those organizations' 2021 funding requests.
- Mayor Frese requested Mr. Jack and Ms. Roberts participate in the July 6, 2020 City Council meeting for additional discussion.
- No other members of the public participated in the public hearing.
- Mayor Frese closed the public hearing.

c) Consider Appointment of Ryan Brune to a City position on the Tonganoxie Recreation Commission

- Mr. Brajkovic said that the Tonganoxie Recreation Commission sent a letter requesting that Ryan Brune, who was appointed to the Tonganoxie Recreation Commission in March 2020, be reappointed to a 4-year term beginning in July 2020.
- **Mayor Frese asked that the City Council approve his appointment of Ryan Brune to a City-appointed position on the Tonganoxie Recreation Commission.**
- **Roll call vote of all ayes, motion carried.**

d) Consider Approval of 2020 Firework Sales Permits (3)

- Mr. Porter described the three applications for fireworks vending permits received by City staff.
- Mr. Himpel asked if the three applicants were previously approved for sales within the City of Tonganoxie.
- Mr. Porter confirmed that the three applications received in 2020 were also submitted in 2019.
- **Mr. Donnelly made a motion to approve to approve the fireworks sales permit for Rockstar Fireworks, Anthony Miller and Garrett's Worldwide Enterprises LLC.**
- **Mr. Himpel seconded the motion.**
- **Vote of all ayes, motion carried.**

e) Ordinance 1486: Zoning Ordinance Changes, Amending Section 26-010 to delete Subsections A through C and Amending Section 30-010 to State "Reserved."

- Ms. Krstulic shared information about the process that was undertaken to review the proposed amendments to the Zoning Code following a recent presentation of proposed changes to the City Council.
- **Mr. Donnelly made a motion to adopt Ordinance 1486, adopting the recommended changes from the Planning Commission.**
- **Mr. Dale seconded the motion.**
- Mr. Himpel said that he would abstain from voting because he did not have enough time to review the materials in the agenda packet before the meeting.
- **Roll call vote of all ayes (Himpel abstained), motion carried.**

f) Consider Proposed Adjustments to the Planning Commission Bylaws

- Ms. Krstulic shared information about the process that was undertaken to review the Planning Commission Bylaws and noted that the recommended changes were extensive.
- **Mr. Donnelly made a motion to approve the recommended changes to the Planning Commission Bylaws.**
- **Ms. Stevens seconded the motion.**
- Mr. Himpel said that he would abstain from voting because he did not have enough time to review the materials in the agenda packet before the meeting.
- **Roll call vote of all ayes (Himpel abstained), motion carried.**

- g) Consider Authorizing the Execution of a Letter of Engagement with BT&Co. for Auditing Services
- Mr. Porter stated that Tony Kramer, with Kramer & Associates, informed City staff that the firm was unable to complete auditing services in 2020 due to staff turnover and lack of personnel capable of managing municipal audits. Mr. Kramer worked with BT&Co. to arrange for clients to have the option to move forward quickly with BT&Co. at a very similar or the same negotiated contract price for audit preparation.
 - Mr. Donnelly asked if staff had completed any investigation of the firm's other municipal clients.
 - Mr. Porter replied that staff had not checked references recently, but in March 2019 the team of evaluators that reviewed the BT&Co. RFP submission for auditing services did not note any issues with references but did identify a clear distinction between Kramer & Associates and BT&Co. in terms of the quoted cost.
 - **Mr. Donnelly made a motion to authorize the Mayor and City Manager to execute a letter of engagement with Berberich Trahan & Co., P.A., for the preparation of an audit of the fiscal year ending December 31, 2019.**
 - **Ms. Stevens seconded the motion.**
 - **Roll call vote of all ayes, motion carried.**

h) Resolution 06-20-02: Animal Control Contract with the City of Basehor

- Mr. Brajkovic described the contents of the proposed contract for animal control services with the City of Basehor.
- **Mr. Donnelly made a motion to approve Resolution 06-20-02, approving an animal control contract with the City of Basehor.**
- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

i) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic provided an update on construction activity for the project.

2. COVID-CV Grant Application Update

- Mr. Brajkovic said that the City received notice from the State Department of Commerce that the City's application for the CDBG-CV grant opportunity was not selected for funding in the first round of consideration, but there is still hope for another round of funding consideration in the future.
- Mr. Brajkovic provided an update on COVID-19, including expiration of the Governor's Executive Order pertaining to the Ad Astra Plan and the County's strong recommendation to continue to follow the Ad Astra Plan. He also noted changes at City Hall, including the addition of a glass partition in the lobby and a drop box outside. He said that City Hall will reopen when the glass partition is complete.
- Mr. Brajkovic stated that the Leavenworth County Administrator is coordinating the scheduling of a joint work session with the Tonganoxie City Council and the Leavenworth County Board of County Commissioners on June 24 to discuss options for handling the remaining grant funds following the completion of improvements at the Tonganoxie Business Park.

j) City Attorney Agenda

k) Mayor Pro Tem Agenda

- Mr. Himpel shared information from the recent meeting of the Leavenworth County Development Corporation.
- Mr. Himpel asked if the City Council supported holding the next meeting in the City Council Chambers instead of remotely via Zoom.
- Mayor Frese stated that Ms. Stevens left the meeting because her laptop lost power but noted that she is concerned about family members with health issues, and he is as well.

- Mr. Dale said that he participated in a Governor's call in which the Health Director recommended continuing with virtual meetings as long as possible.
- Mr. Donnelly said that he has not heard any comments from the public, and the situation should be reassessed from meeting to meeting.
- Ms. Patterson said that she prefers to follow the State's recommendation, and to address any public feedback regarding access issues.
- The City Council reached consensus with holding the July 6, 2020 meeting via Zoom.

l) City Council Agenda

m) Mayor Agenda

- Mayor Frese said that the City will send a nomination letter indicating the City's interest in being considered as a potential location for the Space Force Headquarters.

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 8:35 p.m.

Respectfully submitted,



Dan Porter, Assistant City Manager