

CITY OF TONGANOXIE



December 5, 2022
7:00 Regular Meeting

City Council Chambers, 303 Bury Street, Tonganoxie, KS 66086

There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes and the meeting may be broadcast on the City of Tonganoxie YouTube Channel

Honorable David Frese, Mayor

Council Members

Jacob Dale

Loralee Stevens

Chris Donnelly

Jennifer McCutchen

Matt Partridge

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated November 21, 2022

III. Consent Agenda

- a) Review bill payments

IV. Old Business

V. New Business

- a) Consider Approval of Quote for Provision of Concrete Approach & Curb Replacement Services Associated with Church Street Stormwater Improvement Project
- b) City Manager Agenda
- c) City Attorney Agenda
- d) Mayor Pro Tem Agenda
- e) City Council Agenda
- f) Mayor Agenda
 - 1. State Recognition for Eli Gilmore
 - 2. Report on 2022 Mayor's Tree Lighting Community Event

VI. Adjourn

Council Meeting Minutes
November 21, 2022
7:00 PM Meeting

I. Pledge of Allegiance

- Mayor Frese opened the meeting at 7:00 p.m.
- Mayor Frese led the pledge of allegiance.
- Mayor Frese, Mr. Dale, Mr. Partridge, Ms. McCutchen, Ms. Stevens and Mr. Donnelly were present.
- City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Anna Krstulic, Police Chief Lawson, Fire Chief Zimbelman, and Municipal Court Clerk Lindsay Huntington were also present.

II. Approval of Minutes – Regular meeting dated November 7, 2022

- **Ms. McCutchen made a motion to approve draft minutes from the regular meeting dated November 7, 2022.**
- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**

III. Consent Agenda

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

IV. Old Business

- a) Presentation of Recognition of Former Mayor Pro Tem Rocky Himpel & Update on Community Donations made in his Memory.
 - Chief Lawson thanked the Himpel family for accepting donations for public safety in Mr. Himpel's memory. Chief Lawson stated the Police Department has purchased community outreach materials for the kids at the grade school and high school and have been able to hand out the materials to the students.
 - Chief Zimbelman also thanked the Himpel family. Chief Zimbelman explained that metal signs have been made with some of the funds received to hang outside on the fire station in Mr. Himpel's memory. The remainder of the funds are being put towards building a training simulator for the fire fighters.
 - Mayor Frese and the Council read a proclamation paying tribute to Arthur W. (Rocky) Himpel for his lifetime of public service and service to the City of Tonganoxie, Kansas. Mayor Frese also presented the family with a plaque and Mr. Himpel's Mayor Pro Tem name plate.

V. New Business

- a) Consider Acceptance of 2022 Leighty Grant Award for the Tonganoxie Fire Department and Authorization to Expend Grant Proceeds.
 - Mr. Dustin Barker with First State Bank and Trust granted the Tonganoxie Fire Department with a grant from the Leighty Grant in the amount of \$10,068 for a forceable entry prop door.
 - Chief Zimbelman stated the funds will be used to build a new training simulator facility at the fire station that fire fighters and police officers will be able to use.
 - **Mr. Dale made a motion to accept the 2022 Leighty Grant funding award & authorize the City to utilize the entirety of the grant receipts, in an amount not to exceed \$10,068, for purchase of a Regional Rescue Training Forcible Entry Prop & accessories from Forcible Entry, Inc.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**
- b) Consider Acceptance of 2022 Leighty Grant Award for the Tonganoxie Police Department and Authorization to Expend Grant Proceeds & City Matching Funds.

- Chief Lawson thanked First State Bank and Trust in acceptance of a grant from the Leighty Grant in the amount of \$3,900. Chief Lawson stated they would like to apply the funds received towards the purchase of the So Toxa Mobile Test System from Intoximeters, Inc.
 - Chief Lawson explained the equipment will allow officers to test drivers to see if they are driving while under the influence of narcotics.
 - **Ms. McCutchen made a motion to accept the 2022 Leighty Grant funding award & authorize the City to utilize a combination of the entirety of the grant receipts, in an amount not to exceed \$3,900, and Police Department General Fund Budget authority, in an amount not to exceed \$2,300, for purchase of the So Toxa Mobile Test System & accessories from intoximeters, Inc.**
 - **Ms. Stevens seconded the motion.**
 - **Vote of all ayes, motion carried.**
- c) Update on Multi-Phase City Wastewater Treatment Plant Improvements Project Phase 1.
- Mr. Brajkovic stated there are two broad categories involving the Wastewater Treatment Plant including the volume of items coming into the plant and how we deal with the nutrient side. This was the focus when scoping out required improvements needed at the existing plant. In addition, the timing of the improvements and the costs associated were also a consideration.
 - Thaniel Monaco with BG Consultants presented a staff report to the Council to update the City on potential opportunities and schedules for future Wastewater Treatment Plant improvements.
 - Mr. Dale asked if inflation has an impact on the overall cost.
 - Mr. Monaco stated that inflation does have an impact, however costs have lessened some and some contingencies have been built into the plan for inflation.
 - Mr. Brajkovic stated these improvements will position Tonganoxie to grow over the next 20 years.
- d) Resolution 11-22-02: Approving the 2022 Metes and Bounds of the City of Tonganoxie.
- Mr. Porter stated we are required to report to the County any changes to the Cities metes and bounds annually and will be filed with the County Clerk and Register of Deeds office. Mr. Porter stated there are no current changes to report.
 - **Ms. Stevens made a motion to approve Resolution 11-22-02: Approving the Metes and Bounds of the City of Tonganoxie as they stand.**
 - **Mr. Donnelly seconded the motion.**
 - **Vote of all ayes, motion carried.**
- e) City Manager Agenda
1. October 2022 Financial Report
- Mr. Porter shared the October 2022 financial report with the City Council.
- f) City Attorney Agenda
- g) Mayor Pro Tem Agenda
- h) City Council Agenda
- i) Mayor Agenda
- 1) Executive Session for discussion pursuant to attorney-client consultation exception.
- **Mr. Donnelly moved that the City Council recess into executive session to obtain legal advice regarding potential formation of a library district, pursuant to the attorney-client consultation exception in K.S.A. 75-4319(b)(2). The executive session will include the City Attorney, City Manager, and Assistant City Manager. The open meeting will resume in the City Council chamber at 8:16 p.m.**

- **Mr. Dale seconded the motion.**
- **Vote of all ayes, motion carried.**
- ...
- **Mayor Frese resumed the meeting at 8:16 p.m. and noted that no binding action was taken in executive session.**

VI. Adjourn

- **Mr. Dale made a motion to adjourn the meeting.**
- **Ms. McCutchen seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:17 p.m.**

Respectfully submitted,

Lindsay Huntington

Lindsay Huntington, Municipal Court Clerk



City of Tonganoxie, KS

My Check Report

By Check Number

Date Range: 11/19/2022 - 12/02/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
1083	Bay Bridge Administrators, LLC FSA	11/23/2022	Regular	0	1709.98	50757
0056	BLUE CROSS AND BLUE SHIELD	11/23/2022	Regular	0	44367.74	50758
0350	KDHE	11/23/2022	Regular	0	20	50759
0426	LEAVENWORTH COUNTY SHERIFF OFFICE	11/23/2022	Regular	0	165	50760
0732	METLIFE	11/23/2022	Regular	0	440.18	50761
0579	SECURITY BENEFIT - 457	11/23/2022	Regular	0	4484.09	50762
1259	WC DEVELOPMENT LLC	11/29/2022	Regular	0	100000	50763

Bank Code AP Bank Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	8	7	0.00	151,186.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	8	7	0.00	151,186.99

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	151,186.99
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	8	7	0.00	151,186.99

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	11/2022	151186.99
			151186.99



Office of the City Manager
AGENDA STATEMENT

DATE: December 5, 2022
To: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Consider Approval of Quote for Provision of Concrete Approach & Curb Replacement Services Associated with Church Street Stormwater Improvement Project

DISCUSSION:

The City of Tonganoxie CMIP and 2022 Adopted Budget included funding allocated in the City's Storm Water Fund for a significant project to mitigate storm water infrastructure issues along the area that generally parallels Church Street between 4th Street and 7th Street. BG Consultants, Inc, the City Engineer, completed a storm water study that investigated resident storm water complaints and conditions downstream from the new City library to the boundary of the 100-year floodplain. The study included capacity calculation, identification of deficiencies, and a proposal of recommended improvements. Subsequently the City Council approved procurement of necessary supplies & equipment rental necessary to complete recommended improvements to infrastructure along the corridor. To date, conveyance of stormwater infrastructure replacement and regrading has been completed on the project site by the City's Public Works Department. In order to complete the project in a timely fashion with the onset of winter weather City staff propose contracting out the remainder of the curb replacement and concrete approach reconstruction for the project area for all areas temporarily disturbed by construction activities.

Staff received 2 complete quotes from local vendors to complete the specified services which are summarized in the bid tabulation below.

Company	Base Bid	Total Bid Price
Crookham Construction, LLC	\$23,900.00	\$23,900.00
Stean Contracting LLC	\$25,560.00	\$25,560.00

The lowest-cost bid for project services was submitted by Crookham Construction, LLC for a cost not to exceed \$23,900.00. City staff reviewed the bid and consider it satisfactory & complete compared to the project specifications. Staff recommend approval of the lowest-cost bid and authorization to proceed with completion of the specified services.

BUDGET IMPACT:

The City's Storm Water Utility Fund is the proposed funding source for the project expenditures. As of December 2, 2022, the Storm Water Fund maintains over \$32,000 in unencumbered expenditure authority and over \$78,000 funds available, which is more than sufficient for meeting the cost of this project.

ACTION NEEDED:

Make a motion to approve the enclosed Quote for provision of concrete approach & curb replacement services associated with the Church Street Stormwater Improvement Project from Crookham Construction, LLC for an amount not to exceed \$23,900.00.

ATTACHMENTS:

Quote from Crookham Construction, LLC

cc: George Brajkovic, City Manager
Kent Heskett, Public Works Director



_GC BID SCOPE (Tongie Car Wash)

Doc. Version #1
Edited: 11/20/20

KANSAS & MISSOURI WBE/DBE CERTIFIED

PROPOSAL INFORMATION:

Date: November 30th 2022

Customer: Kent

Address:

RE: Tonganoxie Car Wash

Estimator: Chance Hopkins

Phone #: ()

Email: @.com

Revision: #0

Phone #: (785) 764-1323

1. Quote is good for 15 days from the above date.
2. Quote is subject, but not limited, to cost increases by these material suppliers

Crookham Construction, LLC proposes the following scope of work on the above referenced project

Scope of Work:

Provide Labor and Materials for the Following

- Remove and Replace 160 LF of Curb and Gutter
- Grade and haul off asphalt spoils used for fill
- 110'x10' area of 6" thick Concrete to be poured back where it was removed Saw Cut with a Broom Finish
- 14'x5' area of 4" thick City Sidewalk Saw Cut with a Broom Finish.
- Haul off of spoils accumulated by demo

BID BREAKDOWN (breakdown is for accounting purposes only)

Base Bid:\$ 23,900

ADDITIONAL EXCLUSIONS:

1. Blanketing of concrete, Winter Concrete Conditions, Stamped concrete, Colored concrete; rock excavation; Electrical service upgrades/ Downgrades; safety netting/barricades/guardrails; temporary protection; Mock ups; Wood blocking/ Backing; Underground fire sprinkler repairs; caulking sealing of any joint's cracks in concrete; Landscaping of any kind, Premium Time (overtime and weekend work), Prevailing Wages, Performance and Payment Bonds., Liquidated damages, Testing/Special Inspections, Low voltage, Traffic control Permits, Kansas Remodel Tax, Remediation of any kind, Temporary access roads and ramps

**PAYMENT DUE UPON COMPLETION
30% DEPOSIT REQUIRED**

ACCEPTED: _____ **DATE** _____

ACCEPTED: _____ **DATE** _____

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Tonganoxie, KS 66086

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Office of the City Manager
AGENDA STATEMENT

DATE: December 5, 2022
To: Honorable Mayor David Frese and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: 2022 Mayor's Tree Lighting Event Report

DISCUSSION:

Thanks to the tireless efforts of the volunteer committee, Library staff, & City staff the 2022 Mayor's Tree Lighting event this year's event was an outstanding success.

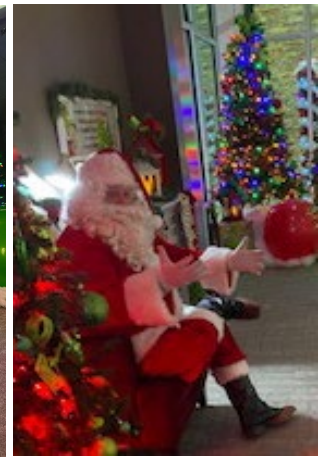
A food drive to benefit patrons of the local Good Shepherd Food Bank was completed thanks to the generosity of students of Tonganoxie Elementary School, Tonganoxie Middle School, and Genesis Christian School, with donations of more than 5,500 food items, representing about 3.5 tons by weight, being delivered by City staff.



For the first time the main tree lighting and bulk of the free festivities took place at the new Tonganoxie Public Library in lieu of the previous location at the downtown outdoor pocket park. The event was kicked off with an impressive parade marching from 4th & Delaware along 4th Street to the Tonganoxie Public Library.



The remainder of the event included a lighting ceremony, brief remarks by Mayor Frese, tasty food offerings such waffles-on-a-stick, hot chocolate, and the ever-popular early opportunity for children of all ages to speak personally with Santa and deliver a list of their wishes for the upcoming holiday season. The event was very well attended and many participants complimented the beautiful decorations & arrangements prepared by volunteers.



Special thanks are due to the local volunteer committee who contribute many hours of service and coordination that help make the event special for so many local families and children. Volunteers include, but are not limited to: Diane Bretthauer, Vicki Starcher, Betty Langston Kirby, Char Crain, Jerry Bretthauer, & John Bretthauer.

In addition, many City & Library staff contributed to the success of the event, including but not limited to: Mayor Frese, Jami Burke, Moe McCutchen, Alvin Cain, Fire Chief Zimbelman, Tammie McCutchen, Joe Byrne, & the entirety of the Tonganoxie Fire Department, Police Chief Greg Lawson, Library Director Max Wirestone, Rhonda McReynolds, Susan Ibarra, & Kim Downing.

ACTION NEEDED:

No action requested – report only.