REGULAR COMMISSION MEETING MINUTES
TUESDAY, JANUARY 12, 2016
6:30 P.M.

The Board of Commissioners met in Regular Session at 6:30 p.m. with Vice Mayor Justin Martin presiding.

Present:
COMMISSIONER MARCUS KASTLER
COMMISSIONER JUSTIN MARTIN
COMMISSIONER CRAIG POWELL
COMMISSIONER JIM C. TAYLOR, JR.
Absent:
MAYOR CHRIS WILLIAMS

City Staff in attendance were:
CITY MANAGER KENDAL FRANCIS
CITY CLERK CINDY PRICE
CITY ATTORNEY PAUL KRITZ
FINANCE DIRECTOR STEPHANIE RICHARDSON
IT MANAGER CHRIS FELIX
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
PUBLIC WORKS DEPUTY DIRECTOR JIM BRADSHAW
ENGINEERING SUPERINTENDENT THOMAS OSBORN
FIRE CHIEF JAMES GRIMMETT
POLICE CHIEF KWIN BROMLEY
ASSISTANT TO CITY MANAGER TRISHA PURDON

A. CALL TO ORDER – Vice Mayor Justin Martin

B. INVOCATION – Pastor Doug Mund, Grace Fellowship Church

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA

1. Regular City Commission Meeting Minutes – Tuesday, December 22, 2015
2. 2015 Appropriation Ordinance No. AO-15-24 – $1,674,392.39
3. 2016 Appropriation Ordinance No. AO-16-01 – $ 533,436.59

MOTION: Move to approve the consent agenda as presented.

ACTION: MARTIN SECOND: POWELL
ALL AYE EXCEPT WILLIAMS WHO WAS ABSENT

<u>REGULAR AGENDA ITEMS</u>

F. PUBLIC HEARING(s), SPECIAL PRESENTATION(s), & PROCLAMATION(s).

G. COMMENTS FROM THE PUBLIC

- Mary Wilson reported there would be a Martin Luther King Day celebration on Sunday.
- Melissa Flippin, 2601 South Walnut, reported on concerns she has regarding a water

drainage issue from the Brown's Riverside addition which is causing flooding and land erosion. The problem is worse since the additional new structures have been built. She stated she has been told it is a civil matter. Attorney Paul Kritz will send a letter to Melissa Flippin regarding the issue.

H. OLD BUSINESS

1. Ordinance No. S-16-01 – Second Reading of an Ordinance to create a Community Improvement District for Niel Hotel.

   MOTION: Move to approve Ordinance No. S-16-01 for adoption.

   ACTION: KASTLER SECOND: POWELL
   ALL AYE EXCEPT MARTIN WHO VOTED NO AND WILLIAMS WHO WAS ABSENT

I. NEW BUSINESS

1. Resolution No. R-16-01 – A Resolution to execute an agreement with Allgeier, Martin & Associates for the engineering design of the Acme Foundry Street Improvement Grant Project.
   - Engineering Superintendent Thomas Osborn stated this agreement is for design services with Allgeier, Martin and Associates for the Acme Foundry Street Improvement project. The not to exceed cost of $128,000 will be funded 100% by a grant from the Kansas Department of Transportation.

   MOTION: Move to approve Resolution No. R-16-01 for adoption.

   ACTION: POWELL SECOND: MARTIN
   ALL AYE EXCEPT WILLIAMS WHO WAS ABSENT

2. Resolution No. R-16-02 – A Resolution to execute a contract with Home Center Construction for construction of a chlorine booster station for the water utility.
   POSTPONED

3. Resolution No. R-16-03 – A Resolution to execute an engineering services work authorization agreement with Allgeier, Martin & Associates for construction engineering and inspection services for the Water Utility Chlorine Booster Station Project.
   POSTPONED

4. Resolution No. R-16-04 – A Resolution to execute a work order for Allgeier, Martin & Associates for the engineering design of the 2016 Intersection and Drainage Improvements Project.
   - Engineering Superintendent Thomas Osborn stated this agreement is for engineering services for the 2016 Intersection and Drainage Improvement Project. The intersections include Wilshire and Fairway, 2nd and Grant, 8th and Washita, 1st and Exner, 8th and Howard and 14th and Atlantic.

MOTION: Move to approve Resolution No. R-16-04 for adoption.

ACTION: TAYLOR SECOND: MARTIN
ALL AYE EXCEPT WILLIAMS WHO WAS ABSENT

5. Resolution No. R-16-05 – A Resolution to execute an engineering services agreement with SEGA for air compliance reporting assistance for the electric utility.
   - Electric Utility Director Gene Ratzlaff stated Sega provides engineering services to assist staff with KDHE and EPA Clean Air Act Compliance Programs for the Electric Utility. The work includes all quarterly and semiannual reporting efforts and regulation changes.

   MOTION: Move to approve Resolution No. R-16-05 for adoption.

   ACTION: TAYLOR SECOND: MARTIN
   ALL AYE EXCEPT WILLIAMS WHO WAS ABSENT

6. Resolution No. R-16-06 – A Resolution to execute a service agreement with Criswell Engineering for engineering, maintenance, testing and support services for the electric utility.
   - Electric Utility Director Gene Ratzlaff stated Criswell Engineering provides electrical engineering, substation maintenance, testing and support services for the Electric Utility at a fee not to exceed $150,000 per year. This is the third year under the current agreement; staff will seek proposals in 2017.

   MOTION: Move to approve Resolution No. R-16-06 for adoption.

   ACTION: TAYLOR SECOND: MARTIN
   ALL AYE EXCEPT WILLIAMS WHO WAS ABSENT

7. Resolution No. R-16-07 – A Resolution to continue the third year of a three-year contract with Poor Boy Tree Service for line clearance tree trimming for the electric utility.
   - Electric Utility Director Gene Ratzlaff stated this is the third year of a three-year agreement with Poor Boy. The fee for 2016 is $122.46 per hour for a three-man crew plus bucket truck, chipper and hand tools; the fee is $5.37 per hour more than 2015.

   MOTION: Move to approve Resolution No. R-16-07 for adoption.

   ACTION: TAYLOR SECOND: MARTIN
   ALL AYE

8. Resolution No. R-16-08 – A Resolution to execute change order #2 with UCI, Inc., for temporary construction power for the New Generation Project.
   - Electric Utility Director Gene Ratzlaff stated UCI, Inc., has submitted change order #2 for the underground utilities and foundations portion of the New Generation Project. The cost of the change order is $13,111.48.

   MOTION: Move to approve Resolution No. R-16-08 for adoption.

ACTION: POWELL SECOND: TAYLOR
ALL AYE

9. Resolution No. R-16-09 – A Resolution to execute change order #1 with CCC Group for installation of roadway lighting for the New Generation Project.
   - Electric Utility Director Gene Ratzlaff stated this change order for $60,755 is for roadway lighting for the New Generation Project.

   MOTION: Move to approve Resolution No. R-16-09 for adoption.

   ACTION: TAYLOR SECOND: POWELL
   ALL AYE

10. Resolution No. R-16-10 – A Resolution to execute change order #3 with Crossland Construction for HVAC component changes for the New Generation Project.
    - Electric Utility Director Gene Ratzlaff stated this change order #3 in the amount of $7,029 is for the pre-engineered building for the New Generation Project.

    MOTION: Move to approve Resolution No. R-16-10 for adoption.

    ACTION: MARTIN SECOND: TAYLOR
    ALL AYE

11. Resolution No. R-16-11 – A Resolution to execute a change order with Capital Electric Line Builders for the Santa Fe Triple Circuit Rebuild Project.
    - Electric Utility Director Gene Ratzlaff stated this change order is for the Santa Fe line project in the amount of $10,108.42 and was necessary due to the Acme Foundry Street Improvement project.

    MOTION: Move to approve Resolution No. R-16-11 for adoption.

    ACTION: MARTIN SECOND: TAYLOR
    ALL AYE

12. City Manager Report
    - City Manager Kendal Francis reported the demolition bids for the old Walmart building will be opened on Thursday; the branding meeting was very well attended; staff has met with the economic development consultants from GRDA who want to be involved with the branding initiative; staff is working on a mobile app for the City; USD 445 has hired a janitor for the Youth Activities Center who will begin on January 19; bids for the windows in the municipal building will be out this week; staff will be painting the east wall of the Youth Activities Center.

13. Comments from Commissioners and Staff
    - Commissioner Kastler stated he wants to make sure we are planning to set aside funds to maintain our buildings.
    - Commissioner Taylor stated he is concerned the city manager has a $25,000 spending authority; he feels the $5,000 being spent on the branding initiative was not discussed with commissioners; requested the procurement policy be discussed at next meeting.

J. EXECUTIVE SESSION(s)

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Sales and property tax report
2. Library minutes
3. Communication from State Historical Society

L. ADJOURN

MOTION: Move to adjourn.

ACTION: MARTIN SECOND: POWELL

ACTION: ALL AYE

Time the meeting was adjourned: 7:20 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk