REGULAR COMMISSION MEETING MINUTES
TUESDAY, FEBRUARY 25, 2014
6:30 P.M.

The Board of Commissioners met in Regular Session at 6:30 p.m. with Mayor David George presiding.

Present:
MAYOR DAVID GEORGE
COMMISSIONER DON EDWARDS
COMMISSIONER JIM FALKNER
COMMISSIONER MARCUS KASTLER
COMMISSIONER CHRIS WILLIAMS

City Staff in attendance were:
CITY MANAGER GARY BRADLEY
CITY CLERK CINDY PRICE
FINANCE DIRECTOR STEPHANIE RICHARDSON
CITY ATTORNEY PAUL KRITZ
IT DIRECTOR CHRIS FELIX
FIRE CHIEF JAMES GRIMMETT
POLICE CHIEF TONY CELESTE
ELECTRIC UTILITY DEPUTY DIRECTOR MIKE SHOOK
PUBLIC WORKS DIRECTOR CHUCK SHIVELY
ELECTRIC UTILITY DIRECTOR GENE RATZLAFF
SUPERINTENDENT OF ENGINEERING SCOTT MASSMAN
CODE ENFORCEMENT OFFICER TAMMY DIXON
PLANNER/ARCHITECT DENNIS JACOBS

A. CALL TO ORDER – Mayor David George

B. INVOCATION – Pastor Doug Mund, Grace Fellowship Church

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

D. REVIEW OF AGENDA

E. CONSENT AGENDA ITEMS

1. Regular City Commission Meeting Minutes – Tuesday, February 11, 2014
2. 2014 Appropriation Ordinance No. AO-14-03 – $5,024,468.98

MOTION: Move to approve the consent agenda presented.

ACTION: MOTION: EDWARDS SECOND: FALKNER
ALL AYE

<u>REGULAR AGENDA ITEMS</u>

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

1. Boys & Girls Club Youth of the Year speech by Chad McNeal
   - Griffin Walker introduced April Nelson who spoke on the Youth of the Year Program. Chad McNeal presented the speech he will be giving in Wichita.

2. Public Hearing – Zoning Codification
   - Planner/Architect Dennis Jacobs reviewed the process for the zoning codification and

introduced Ralph Ochsner, Ochsner Hare & Hare, who was contracted to provide the codification. Ochsner explained the codification does not change any current zoning districts. It corrected statutory references to make the ordinances consistent and added those ordinances have been adopted since the Model Zoning Ordinance was adopted including flood plain management, communication towers and RV park development standards. Once adopted, the Model Zoning Ordinance will be available on the City's website.

3. Ordinance No. G-14-02 – First Reading of an Ordinance to amend the Model Zoning Ordinance.

   MOTION: Move to approve Ordinance No. G-14-02 for First Reading.

   ACTION: MOTION: FALKNER SECOND: KASTLER
   ALL AYE

G. COMMENTS FROM THE PUBLIC

The public is free to comment on items not listed on the agenda. Public participation is welcome and encouraged for all items on the agenda as the topics are discussed.

H. OLD BUSINESS

1. Ordinance No. G-14-01 – Second Reading of an Ordinance to amend the quorum required for City Commission meetings.

   MOTION: Move to approve Ordinance No. G-14-01 for approval.

   ACTION: MOTION: EDWARDS SECOND: FALKNER
   ALL AYE

2. Ordinance No. S-14-03 – Second Reading of an Ordinance to approve an annual renewal of a tax exemption-incentive for Four State Maintenance Supply, Inc.

   MOTION: Move to approve Ordinance No. G-14-03 for approval.

   ACTION: MOTION: EDWARDS SECOND: GEORGE
   ALL AYE

I. NEW BUSINESS

1. Resolution No. R-14-10 – A Resolution to execute an engineering services agreement with Allgeier Martin & Associates for KLINK Project 166/169 U-0027-01.

   - Engineering Superintendent Scott Massman stated this contract is for construction engineering and inspection services for the KLINK project 166/169-63 U-0134-01 which is 11th Street to 8th and Northeast.

   MOTION: Move to approve Resolution No. R-14-10 for adoption.

   ACTION: MOTION: FALKNER SECOND: EDWARDS
   ALL AYE

2. Discussion and action to appoint two people to the Citizens Advisory Board serving to July 1, 2017, and to hear a report from the Board.

   Applicants: Nellie Briggans, Paul Price

- Police Chief Tony Celeste stated the Citizens Advisory Board was created in 2010 for the purpose of advising and assisting in policy development, education, community outreach and communications related to racial profiling by law enforcement officers. The Board has been actively working on developing bylaws which were provided to Commissioners for review. There are five members on the board and currently there are three openings. Two applications have been received for reappointment from Paul Price and Nellie Briggans. Board members Paul Price and Melvin Simpson spoke to the Commission about their involvement with the Board. Briggans was unable to attend.

MOTION: Move to appoint Paul Price to the Citizens Advisory Board serving to July 1, 2017.

ACTION: MOTION: EDWARDS SECOND: KASTLER
ALL AYE

3. Resolution No. R-14-11 – A Resolution to execute a contract with JRB Industries for the demolition of eight structures.
   - Code Enforcement Officer Tammy Dixon stated three bids were received for two demolition projects. Staff recommends awarding the demolition of eight structures to JRB Industries for $34,000 and the demolition of 11 structures to G & G Dozer for $40,230.

MOTION: Move to approve Resolution No. R-14-11 for adoption.

ACTION: MOTION: EDWARDS SECOND: FALKNER
ALL AYE

4. Resolution No. R-14-12 – A Resolution to execute a contract with G & G Dozer for the demolition of 11 structures.

MOTION: Move to approve Resolution No. R-14-12 for adoption.

ACTION: MOTION: EDWARDS SECOND: FALKNER
ALL AYE

5. Resolution No. R-14-13 – A Resolution to execute an Engineering Services Agreement with HDR Engineering for a Downtown Traffic Analysis Study.
   - Public Works Director Chuck Shively stated Requests for Qualifications were issued for a traffic study in the downtown area. The study will consist of conducting traffic counts including total traffic counts, turning movement counts and pedestrian counts. This information as well as crash reports will be analyzed using traffic modeling software to develop recommendations regarding one-way vs. two-way traffic and stop lights vs. stop signs. Qualifications were received from eight companies; five were interviewed and HDR Engineering was selected. Staff recommends contracting with them for the traffic study in an amount not to exceed $30,000.

MOTION: Move to approve Resolution No. R-14-13 for adoption.

ACTION: MOTION: GEORGE SECOND: FALKNER
ALL AYE

6. Resolution No. R-14-14 – A Resolution to execute an agreement with UMB Bank for a Procurement Card Program.
   - Finance Director Stephanie Richardson stated staff has experienced difficulty in making travel arrangements and online purchases using our current procurement methods. Research was conducted to determine purchasing methods used by other communities as well as a company who can provide the services. UMB Bank provides this service for the State of Kansas. The cards will begin with a limited number of cards available to leadership staff only. The cards will have a $5,000 limit; there are no fees associated with using the cards. The Finance Director will be designated as the officer in charge of administering the program.

   MOTION: Move to approve Resolution No. R-14-14 for adoption.

   ACTION: MOTION: EDWARDS SECOND: GEORGE
   ALL AYE

7. Resolution No. R-14-15 – A Resolution to issue a purchase order to Garver for Engineering Design Services for the Electric Utility Substation B North.
   - Utility Director Gene Ratzlaff the electric load has increased at CRNF and will continue to increase. If a failure were to occur, it would exceed the capacity of one transformer which would require the customer to shed some of the load, and it would take a year or more to repair/replace the transformer. An evaluation of the substation infrastructure is required to determine the most economical way to provide redundant capacity to serve the increased load. Requests for Qualifications were issued, and there were seven companies responding. Three were interviewed with Garver selected to conduct the study at a cost of $62,800. The preliminary cost estimates to upgrade the substation are $3.3 million. CRNF will pay all expenses related to the project.

   MOTION: Move to approve Resolution No. R-14-15 for adoption.

   ACTION: MOTION: FALKNER SECOND: GEORGE
   ALL AYE

8. Resolution No. R-14-16 – A Resolution to purchase a vehicle from Perl Chevrolet for the Electric Utility Department.
   - Electric Utility Director Gene Ratzlaff stated the vehicle under consideration has been sold. Discussion was held on the best way to proceed with replacing the vehicle for the Electric Utility Deputy Director. The department will continue to search for a vehicle.

9. Resolution No. R-14-17 – A Resolution to execute a Service Agreement with Criswell Engineering for Engineering Services for the Electric Utility.
   - Electric Utility Deputy Director Mike Shook stated testing needs to be performed on the utility's high voltage electric apparatus on a scheduled basis. A Request for Proposals was issued for these services with three responses. Staff recommends Criswell

Engineering for these services at a cost not to exceed $150,000. They have been providing these services for a number of years.

MOTION: Move to approve Resolution No. R-14-17 for adoption.

ACTION: MOTION: GEORGE SECOND: WILLIAMS
ALL AYE

10. Resolution No. R-14-18 – A Resolution to approve a curb cut variance for 202 Westbrook.
    - Engineering Superintendent Scott Massman stated a request was received for a 24 foot curb cut at a new residence at 202 Westbrook.

MOTION: Move to approve Resolution No. R-14-18 for adoption.

ACTION: MOTION: GEORGE SECOND: WILLIAMS
ALL AYE

11. Comments from Commissioners and Staff
    - City Manager Gary Bradley stated he has received the preliminary report of the housing study and will have it ready for Commissioners at the next meeting.

J. EXECUTIVE SESSION(s)

K. GENERAL STAFF, COMMITTEE & BOARD REPORTS AND MINUTES

1. Building Permit Report

L. ADJOURN

MOTION: Move to adjourn.

ACTION: MOTION: FALKNER SECOND: WILLIAMS
ALL AYE

Time the meeting was adjourned: 8:08 p.m.

Date the minutes were approved: _____

_____
Cindy Price, City Clerk