

November 12, 2015

The regular monthly meeting of the Chapman City Council was held November 12, 2015 at the Chapman City Office. Mayor Phil Weishaar called the meeting to order at 7:00pm. Council members present were Lee Wolf, Jeff Blixt, Luan Sparks, Tim Jury and Jim Murrison. Also in attendance were City Attorney John Purvis, City Administrator Austin St. John and City Clerk Erin Tilton. Also in attendance were Bobby Kamm, Jamie Reynolds, Thaniel Monaco, Bob Diehl, Joan Atkinson and Carolyn Beggs.

Agenda #3 Consent Agenda

There was brief discussion regarding the number used for the Kansas Gas Ordinance. The number originally used was a resolution number and needed to be changed to the next Ordinance number. St. John also noted that he has been in touch with Kansas Gas to make sure they are taking care of getting the easement recorded and what can be done about the easements that are out there that they are no longer using. St. John is waiting to hear back from them.

Motion by Blixt to accept the consent agenda with the change in the minutes changing Ordinance 10142015 for grant of easement to Kansas Gas for \$1 to Ordinance 975 for grant of easement to Kansas Gas for \$1, 2nd Jury, Vote: yes unanimous. Motion carried.

Agenda #4 City Announcements

St. John announced that 5th street of the CDBG street project is complete. The walk through has been done for 5th street, Shamrock and the trailer park and came in satisfactory. The project is going to trail into next year because the project took longer than originally thought and there weren't as many crews working on it at the same time. Crews will be finishing the CDBG portion of the project with the ADA ramp in front of City Hall next week and then starting on the drainage pipe up by Chapman Valley Manor in two weeks. Everything else, other than the drainage pipe, west of Marshall will be done in the spring. When they are working on the ramp there will be a detour for traffic that would originally go north on Marshall, vehicles will be detoured going up to Anderson, to 6th street and up to Marshall. Leaf pickup will happen. With the unseasonably warm weather, leaves are still falling and city crews will only be making one pass and want to be able to get as much as possible. This will be announced on Facebook, the city's website and the newspaper if time allows as soon as a time is set.

Agenda #5 Public Comments

There were no public comments

Agenda #6 Street Project Updated – Thaniel Monaco

Thaniel Monaco gave an update on the street project. A construction meeting was held last week and the walk through was done. Everything looks really good. Bayer has submitted their second pay request in the amount of \$201,479.32. Likely there will be two more pay requests, one next month after the ADA ramp is complete and then a final pay request in the spring when the seeding is done. We are currently out of seeding season. The CDBG project should be closed out by April 30, 2016 when the seeding is complete. The street maintenance portion of the project, as St. John mentioned, will be extended. We are out of asphalt season. Bayer has talked about possible concrete work if weather holds up and they are hoping to get the drainage pipe done by the manor complete before year end. The rest of the project won't start until spring of 2016. There was discussion between council members and Monaco on why the time frame and weather wasn't considered when the project was bid out last February. Everyone was under the understanding that more crews would be here working once the project started to meet all expected time frames. When the contract was set up specific dates were not included. The contract was set up with working days and once they started working and a notice to proceed was issued, those 50 working days would begin. This was done to make the bidding process more appealing; however, there aren't specific dates to then hold a company to when issues like this arise. Monaco said that as soon as weather allows in 2016, he will be pushing them to start right away.

The sidewalk project was also briefly discussed. Over on Anderson there have been a few spots left open that will be completed when the sidewalk project begins. Monaco sees the bidding process starting in the next couple of months. He knows that Bayer Construction, as well as some others are interested in bidding on the project. Hopefully, as time allows, this project will also be started in the spring. Monaco went through a couple different ways to bid out this project that might help so that the time frame issue doesn't arise again. You can do working days, which is what was done with the street project; however, you can also set an end date that has to be met. By setting an end date, this isn't necessarily as attractive to companies bidding, but it eliminates running into time issues. These bidding processes can be looked at and considered when the bidding process and contract process begins for the sidewalk project.

Motion by Blixt to approve the pay request to Bayer Construction in the amount of \$201,479.32, 2nd Jury Vote: yes unanimous. Motion carried.

Motion by Blixt to approve the CDBG draw down in the amount of \$148,050.32, 2nd Sparks Vote: yes unanimous. Motion carried.

Agenda #7 Discussion of Election Procedures/Changes

City attorney, John Purvis, updated the council. There has been no other discussion that he has heard of from the Secretary of State regarding spring elections. In talking to the county clerk we are to proceed as if there is going to be a spring election. Election Day will be in April and Herrington and Woodbine will also be holding their spring elections at that time and cost will be split between the three cities.

Adjustments for the terms of those elected in April will be done after the election when we know exactly how everything is supposed to go. Likely their terms will need to be extended out. No action needed at this time by the council.

Agenda #8 General Review of Capital Improvement & Equipment Reserve Funds

St. John went through the capital improvement and equipment reserve funds based on what had been budgeted for the year and where we are currently at, nearing year end. He stated that the funds are in good shape, right where they need to be for this time of year. These two funds are non-budgeted funds, which means if there is money in the fund and we need to make a necessary purchase, money can be taken out of it at any time, any amount. These funds provide a safety net for the city and acts as a savings. If a piece of equipment needs to be purchased, it can be purchased, with the understanding that the department that got the new piece of equipment has a payment plan in place to pay it back. These funds give the city the fluidity to pay for the things they need without having to go in and change the budget as long as the money is sitting in them. These funds have been used several times over the last few years which has been very beneficial to the city, as well as money is still being put in to the funds to keep them stable and growing for purchases in the future. It was also noted that the city crews have done a good job by selling unused equipment on Purple Wave to recycle money back into the funds. With the city crews doing a good job maintaining and keeping up the equipment, it makes it easier to sell and get money back out of them.

Agenda #9 Schedule Work Study- Sewer Rate Change and Recodification of Code Book

A work study was set for November 18th at 5:30pm at City Hall to go through the four chapters in the code book that have been gone through in the recodification process and then to also go through the study that was done on the city's sewer rates. There are two different things to look at when evaluating the sewer rates. One is the concept of what we are currently doing and maintaining it and another is the change that may be needed for the future to stabilize and plan for future projects. Both will take time to look at and evaluate.

Agenda #10 Discussion/Approval of 2016 COLA Increases

Each year the council evaluates the 2% cost of living (COLA) increases for full time employees. This increase, if approved, would go into effect for the January payroll and has already been budgeted for the year. In the past there have been less than a 2% increase, and more than a 2% increase. The council

clarified that the COLA increase is a set percentage that every full time employee would get. The merit increase that is also put into the budget each year is employee specific, based on favorable reviews. Motion by Wolf to approve a 2% COLA increase effective in January 2016, 2nd Jury Vote: yes unanimous. Motion carried.

Agenda #11 Chester Moyer Plot of Land on 2nd Street

John Purvis explained that the property that has been discussed is part of a probate procedure. Purvis had been in touch with the attorney in Manhattan that is working on the probate. Although they still want to sell the land to the city, one of the ares has come forward and there is an issue that he is trying to work out with them. The attorney is requesting that the council make a motion to move forward with the purchase of this property and they will begin putting things together and working with the ares to move forward. Discussion was had that the original discussed purchase price would be \$1,500, the council would go no more than \$2,000.

Motion by Sparks to move forward on the Moyer land on 2nd street in the preferred amount of \$1,500, not to exceed \$2,000 and giving John Purvis the authority to negotiate the purchase, 2nd Blixt Vote: yes unanimous. Motion carried.

Agenda #12 Executive Session – Real Estate

Motion by Blixt to go into an executive session for discussion of real estate until 8:17pm, including City Administrator Austin. St. John and City Attorney John Purvis, 2nd Jury. Vote: Yes unanimous. Motion carried.

Motion by Murrison to come out of executive session, 2nd Jury. Vote: Yes unanimous. Motion carried. No action taken.

Agenda #13 Reports

Bobby Kamm reported that they will be starting to put up Christmas lights this coming week. City crews have also been working on digging up and patching streets before the cold weather hits. Last week they patched seven holes, tomorrow they are planning on patching eight. They have also been busy changing out some electric poles, they still have a few more on the list that they would like to get changed out. Tree trimming has started and will be an ongoing project as time allows. Kamm also reiterated that once the majority of the leaves have fallen the city crews will go around and pick up the leaves. This will be announced as soon as possible, giving as much notice as possible. Residents can haul them to Blixt's as well.

Jamie Reynolds reported on behalf of the police department. Chief Halfhill is attending training in Wichita and was unable to attend. Reynolds reported that they had just received a body camera that ties into their radio that they will be test driving for a few weeks. No other updates were given for the police department. Jamie also reported as fire chief. He noted that the fire truck is back and has been repaired. The volunteers and himself are also planning on doing walk throughs in some of the bigger buildings in town just to familiarize themselves with the buildings again in case they ever get called out to them. Mayor Weishaar asked Erin Tilton to give an update on the conference she attended last week in Wichita. Tilton attended year one of her clerks certification. Tilton reported that it was a great experience. Classes were 7:30am to 5:30pm every day and had a wide range of topics. Topics included municipal law, municipal accounting, budgeting basics, record retention, elections and many others. She felt like it helped in answering the "why" question. Why does a city clerk do what they do? Each year there are spring conferences, as well as the fall institute that she hopes to attend.

St. John reported that it has been another busy month. He noted again that the police department was test driving the body cameras. St. John is also working with Lacey Sell, school superintendent, to hopefully agree to install school zone lights at either the high school or grade school. Each pair is roughly \$5-6000 and would be split between the school and the city. The city would set and maintain the lights like they do

with the middle school one that is already installed. The hope is that this year they can purchase one pair and next year purchase another pair so that all three schools are equipped with school zone lights. Mayor Weishaar passed out minutes from the national historical society meetings that he has been participating in and running. He wanted to let the council know what was going on and noted that he is excited and thinks they have an energetic group of people on the committee to move things forward. Jeff Blixt reported that he had been contacted by Kaw Valley about possibly bidding for the city engineer company. Currently the city has a year to year contract with BG Consultants. Blixt posed the question to the council about reopening up the bidding process since it had been a couple of years since bids had been accepted. Council had discussion and St. John will be putting together a request for proposal and opening it up for bids. BG Consultants is doing a great job with the projects that are currently going on, however, opening it up every few years to evaluate options is something the council agrees would be a good procedure to follow.

Agenda #14 Adjournment

Motion by Jury to adjourn, 2nd Murrison, Vote: yes unanimous. Motion carried.