

August 10, 2016

The regular monthly meeting of the Chapman City Council was held August 10, 2016 at the Chapman City Office. Mayor Jeff Blixt called the meeting to order at 7:00pm. Council members present were Howard Battishill, Lee Wolf, Luan Sparks, Tim Jury and Jim Murrison. Also in attendance were City Clerk Erin Tilton and City Attorney John Purvis. Also in attendance were Carol Lacer, Thaniel Monaco, John McArthur, Austin Murphy, Renae Jury, Bob Diehl, Emil Halfhill, Joan Atkinson, Bobby Kamm, Ty Lemon and Harold Bray.

Agenda #2 2017 Public Budget Hearing

Motion by Sparks to approve the 2017 Public Budget Hearing as published in the Chapman & Enterprise News-Times, 2nd Wolf, Vote: yes, unanimous. Motion carried.

Amendments to the agenda: Make 7 a voting item, add 7A as Bayer Pay Request for the CDBG Street project, add 7B as Bayer Pay Request for the Street Maintenance project, add 13A for City Administrator discussion

Motion by Wolf to accept the amendments to the agenda, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #3 Consent Agenda

Motion by Wolf to accept the consent agenda, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #4 Public Comments

Bob Diehl asked the public to participate in the Labor Day celebration that is fastly approaching. The porta-potties invoice should be coming and the city pays half, the EDC pays the other half. Vendors are slowly coming in and usually pick up closer to time.

Agenda #5 Public Comments

No public comments.

Agenda #6 Request for Fireworks Display – Sunday, September 4, 2016 – Chapman Lions Club

Harold Bray, representing the Lions Club, requested that they have Toni Frieze do a fireworks display during the Labor Day street dance Sunday night, September 4th at approximately 9:00pm. Insurance has been provided to the city clerk and the location will remain the same as last year, north of the tennis courts in Sheeran Park. It was asked that trash and debris from the fireworks be picked up that night so when vendors come in to set up early Monday morning it is not an issue. Harold will relay that message to Toni Frieze.

Motion by Wolf to approve the Labor Day fireworks display on Sunday, September 4th, 2nd Battishill, Vote: yes, unanimous. Motion carried.

Agenda #7 Sidewalk Project Update & Completion of Street Project Final Numbers – Thaniel Monaco

Thaniel Monaco with BG Consultants came to go over the sidewalk project. Monaco went through the streets that they plan to do sidewalks on. The sidewalks will all be ADA compliant and will be four feet wide. Everything has been approved by CDBG and is OK to move forward. Monaco believes that the next step would be to sit down and go through the specifics and set a bid time to hopefully get construction at least started this year. Monaco will work on getting information from CDBG for contract documents, there will be a 30 day bid time and then two months before the city does a notice of award. Once the project is started Monaco anticipates it being at least six weeks before the project is complete and because projects like this tend to attract small contractors, which is what he is hoping, that time frame may differ. It was also noted that the administration side and on sight inspections of work being done will fall on the city for the project. This differs from the street project, as that was the responsibility of BG Consultants. After discussion the council was in agreeance that Monaco could meet with city staff to get

the information needed to get everything to get a request for bids out and Monaco will set up this meeting time with Mayor Blixt and public works director Bobby Kamm so the process continues as discussed. Monaco also presented final numbers of the street project that will be closed out and is requesting two pay requests be approved to Bayer Construction. He has been working with Robert Perry to know exactly what is left and if additional work can be done or if that will go towards the payment of the bond once issued. As of now, it appears that about \$15,000.00 is remaining from what was budgeted for the street maintenance project. Tilton will be working with Nichole at CDBG to close out that project.

Agenda #7A CDBG Street Project Bayer Final Pay Request

Monaco had submitted the final pay requests on the two street projects for Bayer Construction. There were still a couple issues on the table that Mayor Blixt asked him to discuss. Monaco agreed to a letter of guarantee to make sure the issues NE of Sheeran Park and at Shamrock Estates get completed, even though final payment is going to be approved. City Attorney Purvis was OK with this. Council member Sparks requested that a deadline be put on it as well. After discussion it was agreed upon that these issues would be completed by November 1, 2016.

Motion by Wolf to approve the final CDBG Street Project pay request to Bayer Construction in the amount of \$30,285.21, 2nd Battishill. Vote: yes, unanimous. Motion carried.

Agenda #7B Street Maintenance Bayer Final Pay Request

Motion by Jury to approve the final Street Maintenance pay request to Bayer Construction in the amount of \$21,812.94, 2nd Sparks. Vote: yes, unanimous. Motion carried.

Agenda #8 Additional Discussion of Debt Consolidation – John McArthur, Ameritas

John McArthur with Ameritas Financial attended the council meeting to discuss and go over the numbers for refinancing the debt of the city. McArthur explained that it will be a lower overall debt service payment and lower combined interest rate. The interest rate will go down to 1.65% and they believe they should be able to save the city roughly \$129,000.00. This savings is net of all cost of issuance and fees are paid from the cost of issuance. The city had previously looked at refinancing their debt and at that time it didn't make sense to proceed. In today's market it makes sense because of all the changes that have taken place and the world we are now living in, McArthur explained. This will be good, secure debt. McArthur needed to know from the council some information on the new money portion which includes the street project that is being wrapped up. How long do they want to see the debt outstanding? The numbers that had been given were for a 20 year term and the council was in agreeance with that. McArthur also needed the council to set a floor of savings. What must the city walk away in savings of in order to go through with the refinance and consolidation of debt? After brief discussion it was decided that there must be a savings of no less than \$120,000.00. Council member Murrison wanted to know if there was a downside to any of this. McArthur said that there wasn't that he could see, as once they move forward and got an interest rate locked in, it would be locked in and won't change unless the city decides to do something different down the line.

Motion by Wolf to proceed with a savings of no less than \$120,000.00 and proceed forward with the issuance of new bonds, 2nd Spark. Vote: yes, unanimous. Motion carried.

Agenda #9 Standard Traffic Ordinance for Kansas Cities 2016 – Ordinance 979

City Attorney John Purvis explained that this is a yearly update that is published and once adopted the police use these ordinances to write tickets.

Motion by Wolf to adopt Ordinance 979, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #10 Uniform Public Offense Code for Kansas Cities 2016 – Ordinance 980

City Attorney John Purvis explained that this is also a yearly update that is published and once adopted the police use these ordinances to write tickets.

Motion by Wolf to adopt Ordinance 980, 2nd Murrison, Vote: yes, unanimous. Motion carried.

Agenda #11 Municipal Clerks Certification Institute approval for year two attendance – Erin Tilton
Tilton was requesting approval to attend year two of the Municipal Clerks Certification Institute in Wichita the week of November 14-18, 2016. Tilton attended year one of four last year. The approximate cost to attend would be \$1,118.80 plus evening meal reimbursements. Council member Wolf asked if we had a reimbursement policy in place. Currently no policy is in place.

Motion by Wolf to approve Tilton to attend year two of the Municipal Clerks Certification Institute November 14-18, 2016 in Wichita, 2nd Battishill, Vote: yes, unanimous. Motion carried.

Agenda #12 Core Collector/Sweeper Trade – Austin Murphy

Murphy presented to the council two different options for trading in his old sprayer and replacing it with a core collector. Option 1 which is an even trade for a 2009 Smithco core collector, with a value of \$7,000, and is what Murphy would like to see the council move forward with. Option 2 is a 2001 Toro core collector but is not an even trade. Council member Wolf asked if a motion needed to be done given that there was not going to be an exchange of value. City Attorney Purvis advised the council to make a motion, as it was a value of \$7,000 and there is a transfer of ownership.

Motion by Wolf to approve the purchase, through even trade, of the 2009 Smithco Core Collector, 2nd Jury, Vote: yes, unanimous. Motion carried.

Agenda #13 Code Book discussion and approval

As discussed at the last council meeting it was of the recommendation of City Attorney Purvis that the council look to approve the City Code Book with the minor changes that they made, including the updated city administrator job description and various typographical changes that were sent in. Council member Sparks noted that there is still more work needed and all was in agreeance that once we got a full time city administrator in place, that work would get done.

Motion by Jury to approve the Citycode Financial Code Book for the City of Chapman with proposed changes as stated, 2nd Murrison, Vote: yes, unanimous. Motion carried.

Agenda #13A City Administrator Recruitment Process

Mayor Blixt explained that after going through applications there were four applicants that the council had planned to interview for the City Administrator job opening. During the period of setting up the interviews and the actual interviews, three of the four candidates withdrew from the process. After Blixt had a chance to speak with Marla Flentje she had made the recommendation not to interview the one candidate but keep the application on the table and reopen/advertise for the position again in two or three months. Blixt also explained that Marla had suggested possibly looking at an interim city administrator to fill the void since the process is going to be taking longer than what was originally planned. Council member Sparks was concerned about the additional cost of having to advertise again and what the cost of the additional work would be for the Austin Peters Group. Tilton explained that this could certainly be negotiated, however, Marla knows of a very experienced individual that may be interested in helping us out as the interim. If that were the case this individual may be able to conduct the screening process of the applications and set up the interviews so nothing would need to be renegotiated with their firm, they would pick up right where they left off. The council had additional questions on what a contract would look like with the interim and although Tilton had seen one from another City he had been at, it was unclear at what Chapman might be looking at. The council agreed to have Blixt and Tilton go ahead and contact the individual that Flentje recommended to get additional information.

Agenda #14 Reports

Bobby Kamm reported that in the last month the guys have fixed six water leaks, they have been doing prep work for the new “Welcome to Chapman” sign for economic development, mowing and spraying weeds to get ready for Labor Day and working to get the rest of the house meters installed to continue moving forward on that project.

Austin Murphy reported the fair tournament they just got finished with went well. They are getting ready for the Labor Day Tournament and then will also be hosting a fundraising tournament for the golf course on September 25th.

Ty Lemon reported that he believes that Dr. Wisdom will be turning his building over to the City. Lemon has been working with City Attorney Purvis on this and they have condemned the top floor after speaking with the structural engineer at BG Consultants. Lemon has also been in contact with KidCo regarding the sidewalk in front of their storage units. They are supposed to be fixing the issue of the rock and dirt washing out and covering the sidewalk. They have made adjustments to keep this from happening and although he somewhat questions what they have done, time will tell. He continues to work on open space maps and stated that money has been approved and Chapman should be receiving updated flood maps. Chief Halfhill reported that the police department will be hosting a back to school night at the pool the Sunday before it closes. They haven't put any fliers together yet, as they are still waiting on donations. Halfhill stated that he had received three full time applications and two part time applications for the openings at the police department and he is hoping to sit down next week to get the process moving forward. Chief Halhill, unless someone is hired, will be the only officer on duty during the Labor Day weekend. Officer Diercks is scheduled to be on vacation. Halfhill will contact the Sheriff's Department to help provide some additional coverage if needed.

Tilton asked the council who all wanted to be in the Labor Day parade so that she could get candy ordered. Council members Sparks and Jury plan to ride in it, Murrison will be out of town and Blixt will let Tilton know.

Agenda #15 Adjournment

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