

## **April 11, 2018**

The regular monthly meeting of the Chapman City Council was held April 11, 2018 at the Chapman City Office. Mayor Jeff Blixt called the meeting to order at 7:00pm. Council members present were Lee Wolf, Luan Sparks, Tim Jury and Clint Thornton. Council member Howard Battishill was absent. Also in attendance were City Clerk Erin Tilton, City Administrator John Dudte and City Attorney John Purvis. Others in attendance were Bob Diehl, JoAnn Atkinson, April Swartz, Chuck Scott, Dana Gaither, Mike Stutz, Tim Cable, Jaime Oppenheimer, Jacob Oppenheimer, Tony Geiger, Kevin Diercks, Amy Liebau, Judd Liebau, and Joshua Smith.

Mayor Blixt requested a motion to amend the agenda to add 5A – Introduction of new employee Adam Jackson, 8A – KMEA Resolution 04112018, 8B – KMEA contract authorization and 15A – Executive session for non-elected personnel.

Motion by Wolf to add 5A, 8A, 8B and 15A to the agenda, 2<sup>nd</sup> Sparks, Vote: yes, unanimous (4-0). Motion carried.

### **Agenda #2 Consent Agenda**

Motion by Wolf to accept the consent agenda, 2<sup>nd</sup> Jury, Vote: yes, unanimous (4-0). Motion carried.

### **Agenda #3 Public Comments**

Tim Cable – brought concerns of water quality on the south side of town to the council.

Chuck Scott – introduction as Dickinson County Economic Director. Looking forward to working with Chapman.

**Agenda #4 Introduction of new employee Jacob Oppenheimer**  
Introduction of new lineman Jacob Oppenheimer and family.

**Agenda #5 Introduction of new employee Nathan Tolle**  
Introduction of new recreation director Nathan Tolle.

**Agenda #5A Introduction of new employee Adam Jackson**  
Introduction of new police officer Adam Jackson.

**Agenda #6 2018 Week of Emphasis Proclamation – The H.O.P.E. Center**  
Tony Geiger thanked the council for their continued support. Mayor Blixt read the 2018 Week of Emphasis proclamation.

**Agenda #7 Celebrating 50 years of Fair Housing Proclamation – Fair Housing Month**  
Mayor Blixt read the 50years of Fair Housing proclamation.

**Agenda #7A Arbor Day Proclamation**  
Mayor Blixt read the Arbor Day proclamation.

#### Agenda #8 Review and approval of 2017 audit – April Swartz, Varney & Associates

April Swartz with Varney & Associates gave a brief review of the 2017 audit. The audit had no violations. The city received the highest form of opinion with no suggestions to improve. Swartz noted the accounting software transition in the middle of 2017 was seamless and thanked city staff for involving her from the beginning to make this happen. Swartz looks forward to working with the city during the next four years with the contract extension that was approved in March. Motion by Jury to approve the 2017 audit as presented, 2<sup>nd</sup> Sparks, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #8A KMEA Resolution 04112018

City recommendation to pass Resolution 04112018 extending out the current conditions with KMEA through 2027. With approval of this extension costs to the city would go down. Motion by Thornton to approve Resolution 04112018, 2<sup>nd</sup> Jury, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #8B KMEA contract authorization

Motion by Sparks to authorize city administrator to enter into a contract extension with KMEA through 2027, 2<sup>nd</sup> Jury, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #9 Parking restrictions at 428/430 Marshall

The daycare located at 428/430 Marshall is now open. Owners are requesting limited parking signs in front of the building, suggested by state daycare inspectors. Signs would be 10 minute parking for two hours in the morning and two hours in the afternoon. City staff spoke with police chief Diercks who sees no issues with doing this. Owners have agreed to pay for the signs and city crews will order and install them.

Motion to pass an ordinance for 10 minute parking restrictions in front of 428/430 Marshall, 2<sup>nd</sup> Sparks, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #10 Consideration of annual WEB hosting contract with Advantage Computer/Jayhawk Software

Annual WEB hosting contract renewal allows the city to accept utility credit card payments through the city website.

Motion by Jury to approve the WEB hosting contract with Advantage Computer/Jayhawk Software, 2<sup>nd</sup> Thornton, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #11 Complete Street Policy

City staff continues working with Blue Cross and Blue Shield for funding opportunities. It's at their recommendation that the city pass a complete street policy. The policy would state that the city would always consider putting in sidewalks anytime a new development is developed within city limits. This is one of the things they look for when awarding grants. City staff will be asking for \$20,000 for up to two miles of multi-use trails at and around the golf course.

Motion by Jury to approve the complete street policy, 2<sup>nd</sup> Thornton, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #12 Ft. Riley soldier transition program contract authorization

City staff has become familiar with the Ft. Riley soldier transition program that allows soldiers who are not renewing with the military and have never worked as a civilian to obtain jobs with employers signed up for the transition program. The city of Chapman would have the opportunity to host soldiers and put them into jobs for 3-6 weeks with possible extensions. Public works and golf would see the biggest benefit but there is some opportunity for administrative work to be done as well. Soldiers stay on the military's payroll and insurance during the time they would be working at the city of Chapman. The city incurs no cost as soldiers remain on the Army payroll and workman's comp. City staff is requesting approval to enter into two contracts: Soldiers in transition through Fort Riley and Veterans in Local Government Management Fellowship. (the program that brings administrative workers to the job site).

Motion by Jury to approve the city administrator to enter into a contract with Soldiers in transition through Fort Riley, 2<sup>nd</sup> Sparks, Vote: yes, unanimous (4-0). Motion carried.

Motion by Thornton to approve the city administrator to enter into a contract with Veterans in Local Government Management Fellowship, 2<sup>nd</sup> Wolf, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #13 Consideration to enter into a contract with United Way of Dickinson County

City staff would like to request funds from the United Way of Dickinson County. City staff has put together the grant application to request funds to purchase new furniture at the senior center and senior specific exercise equipment at the fitness center downtown. In order to request these funds the city of Chapman has to enter into a contract with the United Way. The contact states that the city is willing to support the United Way fundraising within the community. City clerk Erin Tilton is the newest board member of the Dickinson County United Way.

Motion by Sparks to approve the city administrator to enter into a contract with the Dickinson County United Way, 2<sup>nd</sup> Wolf, Vote: yes, unanimous (4-0). Motion carried.

#### Agenda #14 Development lot presentation

Judd and Amy Liebau presented their proposal for DK Sports & Fitness. DK Sports & Fitness will be a fitness center, training facility and physical therapy office in a roughly 2200 square foot building they are proposing to put on the two acre commercial lot south of Dollar General. Liebau's presented to the council their estimated numbers for memberships, visits, batting cages and pitching machine usages. They hope to employ 5-6 full-time employees with main operating hours during the evening and weekends.

#### Agenda #15 Executive session – real estate

Mayor Blixt requested a motion to recess the council into executive session to discuss real estate pursuant to the real estate exception, K.S.A. 75-4319(b)(1). The meeting will resume in the city council chambers at 8:30pm. The executive session will include the city administrator, city council, city attorney and Judd and Amy Liebau. Mayor Blixt recused himself for the executive session.

Motion by Wolf, 2<sup>nd</sup> Thornton, Vote: yes, unanimous (4-0). Motion carried.

Executive ended. No action taken.

Mayor Blixt requested a motion to recess the council into executive session to discuss real estate pursuant to the real estate exception, K.S.A. 75-4319(b)(1). The meeting will resume in the city council chambers at 8:45pm. The executive session will include the city administrator, city council and city attorney. Mayor Blixt recused himself for the executive session.

Motion by Wolf, 2<sup>nd</sup> Jury, Vote: yes, unanimous (4-0). Motion carried.

Executive session ended. No action taken.

Motion by Wolf to accept the offer from KCML Holdings, LLC and authorize the city administrator to enter into a contract for the two acre lot south of Dollar General in the amount of \$12,000, plus half the cost of the dual entry way, 2<sup>nd</sup> Thornton, Vote: yes, unanimous (4-0). Motion carried.

Agenda #15A Executive session – non-elected personnel

Mayor Blixt requested a motion to recess the council into executive session to discuss non-elected personnel pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1).

The meeting will resume in the city council chambers at 8:58pm. The executive session will include the mayor, city council and city attorney.

Motion by Wolf, 2<sup>nd</sup> by Thornton, Vote: yes, unanimous (4-0). Motion carried.

Executive session ended. No action taken.

Agenda #16 Reports

**City Administrator**

Sewer inspection through Mayer's is currently happening

The new public works pickup is outside to look at

Jacob Oppenheimer, new lineman, has been on the job for a week and has already been evaluating electric lines and trimming trees

Pool preparation is underway; the shamrock will be repainted for the new season

Repair work on old 40

Blight issues are going out

The fitness center is nearing completion; hoping to be completely done in 4-6 weeks

There were 160 participants in the soccer program this year

Cancellations are done by the rec director, Sunday by noon if weather is 45 degrees or below  
60% of participants registered and paid online

There have been a few challenges with RecDesk and the CHAP program. Rec Director is working to get those corrected

Fire Chief is hoping to burn the trails up by the golf course soon

The old fire truck has been listed on PurpleWave

The clerk will be putting digital time sheets into place effective May 1

Beginning May 1 citizens will be able to sign up to receive their bill statements online

Flood plain management is coming out with new maps for review, city staff will be spending time in going over those

Lagoon property options are still being worked on

Memorial money has been received and city staff will be putting together a plan for the family so they can choose how they want the money spent. Until this is decided, family has requested that the donation be kept confidential

City staff is beginning budget season and will be planning a budget work session with a facilitator

Agenda #17 Adjournment

Motion by Wolf to adjourn, 2<sup>nd</sup> Jury, Vote: yes, unanimous. Motion carried.