

## August 8, 2018

The regular monthly meeting of the Chapman City Council was held August 8, 2018 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 Clint Thornton. Also in attendance were City Clerk Erin Tilton, City Administrator John Dudte and City Attorney John Purvis. Others in attendance were Joan Atkinson, Bob Diehl, Joshua Smith, Ali Smith, Kevin Diercks, Judy Frieze, Tony Frieze, Todd Frieze, Austin Murphy, Ty Prosser and Ashley Prosser.

Mayor Blixt requested a motion to add 4a – appointment to recreation board and 11a – executive session – real estate to the agenda.

Motion by Sparks to add 4a and 11a to the agenda, 2<sup>nd</sup> Wolf, Vote: yes, unanimous (5-0). Motion carried.

### Agenda #2 Consent Agenda

Motion by wolf to accept the consent agenda as presented, 2<sup>nd</sup> Battishill, Vote: yes, unanimous (5-0). Motion carried.

### Agenda #3 Public Comments

Bob Diehl thanked city staff for conducting a meeting between economic development, the Lion's Club and the city in preparation for Labor Day events. Such meeting has never been done in the past and was very helpful.

Tony Frieze thanked the council for approving the location to sell fireworks with a 5-0 vote, T-N-T Fireworks had another successful year.

### Agenda #4 Appointment to library board – Verlene Jackson (replacement of Rossi Fisher)

Mayor Blixt requested to table this item until September. The Mayor requested the request for appointment come from the president of the library board. Council members all in agreeance.

### Agenda #4a Appointment to the recreation board

Recreation board sent a request for appoint to replace a resignation. Tim Morgan was recommended and Mayor Blixt asked for a motion to appoint Tim.

Motion by Wolf to appoint Tim Morgan to the recreation board, 2<sup>nd</sup> Battishill, Vote: yes, unanimous (5-0). Motion carried.

The recreation board is still working to find appointments for the two new board positions previously created this year. The recreation board hopes to send requested appointments to the Mayor for the September or October meeting.

### Agenda #5 Ord. 1012 – Consideration of Labor Day Beer Garden (Sunday, September 2<sup>nd</sup>) – Chapman Food Mart

All paperwork is in process with the state, no major changes from last year.

Motion by Sparks to approve Ordinance 1012, 2<sup>nd</sup> Wolf, Vote: yes, unanimous (5-0). Motion carried.

#### Agenda #6 Application for Kansas liquor license

Indian Hill Golf Course is working to obtain a Kansas liquor license for the clubhouse and banquet room. This will allow for more variety to be served. There are food sale requirements within Dickinson County that must be met and monitored with the sale of liquor. City staff requested approval to proceed with the liquor license.

Motion by Wolf to approve the application for a Kansas liquor license, 2<sup>nd</sup> Jury, Vote: yes, unanimous (5-0). Motion carried.

#### Agenda #7 Updated city of Chapman procurement policy

Follow-up from discussion had in July. City staff and legal council updated the city procurement policy to state that the city administrator had the authority to spend up to \$15,000 for anything that is part of a project that has already been approved by the city council.

Motion by Wolf to accept the updated city of Chapman procurement policy as presented, 2<sup>nd</sup> Jury, Vote: yes, unanimous (5-0). Motion carried.

#### Agenda #8 Update city of Chapman credit card policy – Resolution 08082018

City staff and legal council updated the credit card policy. With the addition of the economic development and recreation credit cards, the policy needed to include these departments.

Additional discussion on why this was stated as a resolution when the rest of city policy is not.

Legal council had no issues removing the resolution number from the policy and adopting it as a straight policy.

Motion by Wolf to accept the updated city of Chapman credit care policy, removing resolution number 08082018, 2<sup>nd</sup> Jury, Vote: yes, unanimous (5-0). Motion carried.

#### Agenda #9 Property disposal policy – discussion only

Currently there is no city policy for property disposal. City staff will be working to put together policy that outlines limits and who should be notified when something is disposed of. City staff welcomes suggestions from the council, council member Wolf will send example policy. The policy should outline procedures for staff, factor in depreciation and inventory should be adjusted as necessary. A draft will be prepared and sent to the council for review prior to September's council meeting.

#### Agenda #10 Interlocal agreement with USD 473 re: increase access to recreational activities maintained by each party

City staff has been working with USD 473 superintendent, Jerry Hodson to increase access to recreation activities. The school and city agree that the increase is a positive way to move forward and have agreed on entering into an interlocal agreement so that each party can use facilities, free of charge, throughout the city and school district. This interlocal agreement will terminate any interlocal agreements that are currently in place between the two parties regarding facility use.

Motion by Sparks to enter into an interlocal agreement with USD 473 regarding increase access to recreational activities maintained by each party, 2<sup>nd</sup> Battishill, Vote: yes, unanimous. Motion carried.

#### Agenda #11 KDOT grant application process approval

Mayor Blixt presented the opportunity for the city to apply for an 80/20 grant through the Kansas Department of Transportation. With the increase activity in the downtown area of Marshall the parking along the street has become a concern. Marshall is highly trafficked by farm equipment and trucks that bring concern to all citizens, especially senior citizens and young children in the area. The proposed grant could lead to additional parking in the back of downtown businesses along Marshall, as well as eliminating traffic in the alleyways. City administrator has already talked to several of the business owners who are all supportive of the idea. Council members were in agreeance of the issues presented and instructed city staff to complete the grant application. Application will be sent to the council for review and a resolution will be passed authorizing the city administrator to initiate the grant process. The money would be awarded in 2019 and distributed in 2020. Engineering will be done, if money is awarded, with the specifics of the project.

#### Agenda #11A Executive Session – Real Estate

Mayor Blixt requested a motion to recess the city council into executive session to discuss real estate pursuant to the real estate matter exception, K.S.A. 75-4319(b)(1). The meeting will resume in the city council chambers at 7:50pm and include the Mayor, city council members, city administrator and city attorney.

Motion moved by Jury, 2<sup>nd</sup> Thornton, Vote: yes, unanimous (5-0). Motion carried.

Executive session ended at 7:50pm, no action taken.

#### Agenda #12 Reports

**Administrator** – set most updates in his by-weekly email update to council.

- Transformer has been placed for North Marshall development.
- Public works has been working on concrete projects the last week, pouring over five yards.
- Grant funds of \$20,000 officially received from Blue Cross and Blue Shield, work will start on the multi-use trails.
- School zone lines at the grade school are up and working. Thank you to USD 473 for paying for half of the cost, as they did for the set that was put in last year at the high school as well.

#### **Tim Jury**

- Special thanks to John for all his hard work on the fitness center and banquet room, John assured them that 95% of that work was Austin Murphy. Murphy did a great job on both projects and kept progress going.
- Enjoys wanting the process that the parks and recreation department is making as it gets up and going.

#### **Luan Sparks**

- School will be starting soon, kids will be on the go. Watch out for kids and thanks to Chief Diercks and his department for their extra attention.
- Will crosswalks be painted prior to school beginning?
  - City staff is currently going around and evaluating what needs to be repainted, would like to get on a two-year rotation if possible.

**Dates to remember:**

- August 14, 10:00am – Flood mitigation meeting at city hall
- August 17, 6:00pm – City staff, end of season pool party

Agenda #13 Adjournment

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