

November 14, 2018

The regular monthly meeting of the Chapman City Council was held October 10, 2018 at the Golf Course Banquet Room. Mayor Jeff Blixt called the meeting to order at 7:00pm. Council members present were Luan Sparks, Tim Jury and Clint Thornton. Councilman Howard Battishill was absent. Also in attendance were Kristina Zlotow, covering for City Clerk Erin Tilton, City Administrator John Dudte and City Attorney John Purvis. Others in attendance were Joshua Smith, Kevin Diercks, Mike Stutz, Craig Klukas, Ty Prosser, Ashley Prosser, Lance Tilton, Andrea Purvis, Phyllis Cheney, Christine Collins, Renee Jury, Jodi Mason, Lori Hambright, Diane Lister, Luke Sanders, Cecil Thrush and Senator Randall Hardy.

Agenda #2 Consent Agenda

Motion by Sparks to accept the consent agenda as presented, 2nd Jury, Vote: yes, unanimous (3-0). Motion carried.

Agenda #3 Public Comments

Phyllis Cheney – Spoke on behalf of the downtown business committee, seven-member board. Requested information on street sweeper that had been purchased, never see it running and lots of mud in the streets. Downtown parking concerns. Concerns about city not supporting the downtown businesses.

Ty Prosser – City to follow-up on electric usage on both bills. Both of his recent bills are under \$90. Has not received any callbacks from the city regarding the bill issues discussed at the October council meeting. Doesn't trust the city.

Ashely Prosser – Unhappy with lack of support from the city, two city employees come into her business. Other, larger businesses are being recruited and getting incentives to come to Chapman, none were offered to the local businesses. Believed to be singled out over gift cards, city staff went to all downtown businesses but theirs.

Christine Collins – Questioned why a police officer was fired. Police officer was good with kids and the community. Believes the officer was let go because of having someone ride in their work car and misuse of a city truck. What about the city employees who pick up kids from school in city vehicles? Reasons seemed unfair and all personnel should be treated the same. Are there policies in place?

Agenda #4 Senator Randall Hardy

Senator Randall Hardy spoke to the council. Thanked them for their hospitality a second year in a row, enjoys visiting Chapman. Spoke on several of the topics he is currently working on.

Agenda #5 Appointment of Fire Chief – Cecil Thrush

Chief Thrush has been serving as interim fire chief for the past year. Thrush's efforts have dramatically improved the moral of the fire department, membership has increased, and he has put the department on a path to continuously improve. Monthly training has been implemented and has included topics such as pump operations, water supply, utilization of protective gear and basic fire ground operations. Thrush is also actively engaged in the budget and expenditure

process. Mayor Blixt requested a motion to appoint Cecil Thrush as fire chief for the City of Chapman.

Motion by Jury to appoint Cecil Thrush as fire chief, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #6 Approval of Chapman business gift cards for city employees

The City of Chapman has a long tradition of providing gift cards to city employees. \$60 to all full-time employees and \$30 to all part-time employees, volunteers and council members. Cards are to be used at participating businesses. Budget impact of approximately \$1000. City Administrator request approval to continue the tradition.

Motion by Jury, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #7 2019 salary increases as approved during budget process – 3%

As discussed in the 2019 budget process, City Administrator requests approval for 3% raise for all full-time and permanent part-time employees. Budget impact expected to be approximately \$20,000. Raise to be effective January 1, 2019.

Motion by Thornton to approve 3% raise, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0).

Agenda #8 Ordinance 1017 – Electric rate increase as approved during 2019 budget process - \$0.005/kwh

As discussed in the 2019 budget process, City Administrator requested approval to increase electric rates by \$0.005/kwh. 663 customers purchased 795,000 kwh in September. The approximate impact per customer will be \$6. Increase would be effective for the January 2019 billing cycle. Mayor Blixt made note of the information provided showing Chapman has one of the cheapest utility rates and mil levies in Kansas.

Motion by Jury to approve Ordinance 1017, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #9 Ordinance 1018 – Sewer lagoon surcharge as approved during the 2019 budget process - \$5/month

As discussed in the 2019 budget process, City Administrator requested approval to add a \$5/customer sewer surcharge to each utility bill. Revenue generated from the surcharge will be put into the capital improvement fund and go towards the incurred costs associated with planning, development and ultimately construction of the lagoon to replace the now obsolete wastewater treatment plant. If approved, the surcharge will generate roughly \$40,000/year. Finance providers look favorable on borrowers having funding streams available to support long term financing. Councilwoman Sparks appreciates that the city is on top of this process and proactively working to move it forward. The \$5 surcharge will be effective January 1, 2019. Motion by Sparks to approve Ordinance 1018, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #10 Ordinance 1019 – Fireworks grandfathered clause

As discussed at the October council meeting, ordinance drafted that would allow fireworks vendors who have previously acquired a permit to continue operating in the locations they have utilized in previous permits. Permits may not be transferred.

Motion by Jury to approve Ordinance 1019, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0)

Agenda #11 2019 cereal malt beverage license renewal – Chapman Food Mart

Motion by Sparks to approve 2019 CMB license for Chapman Food Mart, 2nd Jury, Vote: yes, unanimous. Motion carried (3-0).

Agenda #12 2019 cereal malt beverage license renewal – Southern Comfort Restaurant

Motion by Jury to approve 2019 CMB license for Southern Comfort Restaurant, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #13 2019 cereal malt beverage license renewal – Casey's General Store

Motion by Thornton to approve 2019 CMB license for Casey's General Store, 2nd Jury, Vote: yes, unanimous. Motion carried (3-0).

Agenda #14 Resolution 11142018 – City record retention policy

City clerk developed policy to ensure the retention and disposal of all city records be consistent with state and federal law, as well as best practices. Legal counsel and department heads have also reviewed in full.

Motion by Jury to approve Resolution 11142018, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0).

Agenda #15 City alcohol and drug testing policy

Policy reviewed at October council meeting. Questions regarding the city's responsibility for therapy and/or treatment were raised at that time. Further review of policy shows that the city pays for testing only. Any ongoing therapy or treatment would not be the city's responsibility. Legal counsel has reviewed policy.

Motion by Sparks to approve the city alcohol and drug testing policy, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #16 Cummins planned generator maintenance agreement – Contract authorization and spending authority

Contract for planned generation maintenance agreement presented. Discussion was had with Cummins regarding additional maintenance if ran more in the future, maintenance agreement present should provide adequate coverage.

Motion by Jury to approve the Cummins generator maintenance agreement, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0).

Agenda #17 Mini excavator lease purchase agreement and disposal of backhoe – discussion only
\$500 annual lease for mini excavator expired and is no longer offered at this annual rate. City staff is working to get trade-in value for backhoe and financing options for Mini excavator. Will produce final report for December council meeting.

Agenda #18 2019 health insurance renewal

City staff working to review renewal rates for 2019. Rates to increase 3.65% which is drastically lower than what other cities our size are seeing. Benefits will remain the same. COLA increase approved for 2019 will help cover this increase.

Motion by Jury to approve the 2019 health insurance renewal, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #19 DocuSign contract

Clerk has been looking into DocuSign and how it would benefit the City of Chapman. Anything needing signatures could be set up and done electronically. Will allow staff to process work more efficiently and can benefit those who may not be able to come into the office.

Motion by Sparks to approve DocuSign Contract, 2nd Jury, Vote: yes, unanimous. Motion carried (3-0).

Agenda #20 5th & Marshall curb and gutter renovation – discussion only

Request by city staff to move to December for council approval, have only received two of three bids.

Agenda #21 Dickinson County Economic Development Mayor appointment – John Dudte, City Administrator

Mayor Blixt requested a motion to appoint John Dudte, City Administrator, to Dickinson County Economic Development Committee. Lance Tilton was the last Chapman representative that was on the board and appreciated his work and effort he put in when on the board.

Motion by Jury to appoint John Dudte to DKCO EDC, 2nd Thornton, Vote: yes, unanimous. Motion carried (3-0).

Agenda #22 Holiday request – Monday, December 24, 2018

One-time request to observe Monday, December 24, 2018 as city holiday since Christmas falls on a Tuesday.

Motion by Jury to approved Monday, December 24, 2018 as city holiday, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0).

Agenda #23 Reports

City Administrator

- December 7, 2018 city Christmas party
- Leaf pickup begins November 27th
- K-State Research and Extension First Impressions presentation November 29th at 6:30pm
- Working on workplace wellness program with Nathan and Ed taking the lead
- Community garden grant application submitted, purchasing wood chipper
- Response to Ty Prosser from November council meeting
 - Put in 3-phase meter and removed labor costs from bill
 - Electrician only did work on the meters
 - Had city employees check meters, meters are working accurately and were read correctly

- Sidewalk was put down, at no cost to the property owner, when water line and water meter was being repaired

Tim Jury

- Thank you to city staff, what we have is working and it's not being overlooked

Luan Sparks

- Asked to provide citizens with information on snow routes and prioritization of removing snow
- Alleyways are not the city's responsibility

Mayor Blixt

- Looking to set up work session on sewer lagoons, December is full, will look at January calendar and send email

Agenda #24 Adjournment

Motion by Jury to adjourn, 2nd Sparks, Vote: yes, unanimous. Motion carried (3-0).