

KECHI CITY COUNCIL WORKSHOP & MEETING MINUTES
Thursday, April 23, 2015
6 PM

I. CALL TO ORDER

Mayor, Ed Parker called the workshop relating to Kansas Open Meeting & Kansas Open Records Acts to order at 6 PM April 23, 2015

Council present: Kevin Opat, Margaret McCormick, David McConnaughay, Debbie Jacobs and Brian Adams.

Staff Present: Robert Conger, City Administrator; Ben Winters, City Attorney; Laura Hill, City Clerk; Nicole Alvarado Bailey, Finance Director/Treasurer; John Blevins, Chief of Police; Chris Morlan, Zoning & Planning Administrator

Visitors Present: Richard & Cindy Wolf

Ben Winters, City Attorney; presented an overview of the Kansas Open Meeting & Kansas Open Records Acts, to the council. His presentation is attached to the permanent minutes.

Regular Session 7 PM

Council present: Kevin Opat, Margaret McCormick, David McConnaughay, Debbie Jacobs and Brian Adams.

Staff Present: Robert Conger, City Administrator; Ben Winters, City Attorney; Laura Hill, City Clerk; Nicole Alvarado Bailey, Finance Director/Treasurer; John Blevins, Chief of Police; Chris Morlan, Zoning & Planning Administrator

Visitors Present: Lief MacMartin, Dave Dinell, Ark Valley News; Sandra McConnaughay, Jack McCormick, Richard & Cindy Wolf

A. PLEDGE OF ALLEGIANCE

B. APPROVE CONSENT AGENDA

Motion by Brian Adams to approve the consent agenda. Second by Kevin Opat. Motion carried 5-0-0.

Consent agenda

1. Approve minutes of April 9, 2015

C. APPROVE AGENDA

Motion by Margaret McCormick to approve the agenda, stating the executive session will be for 15 minutes for the discussion attorney client privilege. Second by Kevin Opat. Motion carried 5-0-0.

II. COMMUNICATIONS

A. PUBLIC FORUM - None

B. KECHI CIVIC GROUPS/COMMITTEES

Kechi Historic Post Office – Richard Wolf reported that they hired a mason to finish the foundation blocks under the structure. Volunteers from the Kechi Methodist Church will work on Saturday, May 2nd cleaning up and installing the window and get ready for the siding.

Tree & Park Board - Jack McCormick reported the park board had been awarded the grant for the xeriscape plantings for the park. Reported the Arbor Day dedication would be held on Friday at 5:30 PM on the northeast side of the park. Reported the Kechi Park sign had been painted and looked real good. Reported that the board was looking into a warm up area for joggers and walkers to stretch before working out.

III. OLD BUSINESS - None

IV. EXECUTIVE SESSION-Attorney Client Privileged Information

Motion by Debbie Jacobs to go into executive session for discussion of attorney client privileged for 15 minutes. Second by David McConnaughay. Motion carried 5-0-0. The time was 7:15 PM

Motion by Debbie Jacobs to go back in to executive session for discussion of attorney client privileged for 10 minutes. Second by Margaret McCormick. Motion carried 5-0-0.

V. NEW BUSINESS

1. 2015 Utility Maintenance Department Truck replacement

Larry Kallenberger, Director of Public Works supplied the council with the bids he had received for replacement and trade in for the utility maintenance truck. (Larry was not able to be at the meeting for presentation as he was called out on a water leak.) Robert Conger, City Administrator advised the council that he felt the city could sell the Chevy outright rather than trade in for approximately \$11,000 to \$13,000. Council tabled any action on the truck purchase to allow time to see if the cost of the new truck purchase would change without the trade in.

2. Resolution 15- 640 Adopting the Strategic Plan

Motion by Kevin Opat to receive and endorse Resolution 15-640 adopting the Strategic Plan. Second by David McConnaughay. Motion carried 5-0-0.

3. Resolution 15- 641 Adopting the Kechi Arts & Business District Redevelopment Design Concept

Motion by Margaret McCormick to adopt Resolution 15-641 adopting the Kechi Arts & Business District redevelopment concept. Second by Brian Adams. Motion carried 5-0-0.

4. Establishment of Administrative Policy Manual

Robert Conger, City Administrator explained the need to establish an administrative policy manual for the management of administrative policies adopted by the council. Referring to two previously adopted policies for daily cash reconciliation and utility billing reconciliation. The manual will provide guidance to administrative staff. He recommended adoption of the administrative manual and also suggested moving the 2 previous adopted policies from the personnel manual to the administrative manual.

5. Purpose of the Administrative Policy Manual

6. Relocating Daily Cash Reconciliation & Utility Billing Account Reconciliation Policies from Personnel Manual to Administrative Policy Manual

Motion by Kevin Opat to approve the establishment of an administrative policy manual & the moving of the daily cash reconciliation & utility billing reconciliation policies to the manual. Second by Margaret McCormick. Motion carried 5-0-0.

7. Utility Billing & Late Payment Collection Policy

Robert Conger, City Administrator; presented a Utility Billing Policy for addressing delinquent utility accounts. The proposed policy provides administrative staff with directives to address the current delinquencies and improved collections.

Motion by David McConnaughay to approve the utility billing policy relating to late payments. Second by Margaret McCormick. Motion carried 3-2-0. Opat and Jacobs voting nay.

8. Water Service Area Agreement

Robert Conger, City Administrator presented an agreement between Rural water #1 and the City of Kechi for compensation for territory and facilities and permanent water service territories.

Motion by Kevin Opat to authorize the Mayor to sign the water service area agreement with Rural Water #1. Second by Margaret McCormick. Motion carried 5-0-0.

9. Proposed Sale of City Owned Real Estate

The city received an offer for Lot 1 Blk E Snowbird Addition in the amount of \$5,000.00 contingent upon receiving a variance approval reducing the building set back on the south side of lot from 35 feet to 20 feet, if not approved the sale is void. The variance will go before the planning commission at a future meeting date, to be determined.

Motion by Brian Adams to authorize the Mayor to sign the sale documents, approving the sale with the contingency that the set back is approved by the planning commission. Second by David McConnaughay. Motion carried 5-0-0.

VI. ADJOURNMENT

Motion by David McConnaughay to adjourn. Second by Debbie Jacobs. Motion carried 5-0-0.
The time was 9:10 PM

Signed: _____
Ed Parker, Mayor

Attest: _____
Laura Hill, City Clerk