

**KECHI CITY COUNCIL BUDGET WORKSHOP & MEETING MINUTES**  
**Thursday, May 22, 2014**  
**6 PM**

**2015 BUDGET WORKSHOP**

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

Staff Present: Larry Kallenberger, Director of Public Works, John Blevins, Chief of Police, Sally Lane, City Treasurer, Robert Conger, City Administrator & Laura Hill, City Clerk.

Sally Lane, City Treasurer reviewed the 5 year Capital Improvement & Equipment Reserve Plans with the council. Discuss preliminary budget numbers with the council. Explained the HB 2047 which was recently adopted by the state legislature. It essentially will require a publication & a majority vote if the governing body wishes to raise the mill levy.

**I. CALL TO ORDER**

Mayor, Ed Parker called the regular meeting of the Kechi City Council to order at 7 PM, 2014

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

Staff Present: Robert Conger, City Administrator; Sally Lane, City Treasurer; John Blevins, Chief of Police; Laura Hill, City Clerk; Ben Winters, Gilliland & Hayes Law Firm

Visitors Present: Matt Heilman, Ark Valley News, Sandra McConnaughay, Janet Faust, Chamber President; Eric Meyer, CPA; George Bowerman & Noel; Jack McCormick, Park Board Chairman

**A. PLEDGE OF ALLEGIANCE**

**B. APPROVE CONSENT AGENDA**

**Motion by** Brian Adams to approve the consent agenda. Second by David McConnaughay. Motion carried 5-0-0.

**Consent agenda**

**1. Approve minutes of May 8, 2014.**

**C. APPROVE AGENDA**

**Motion by** Kevin Opat to approve the agenda” with the addition of thirty minutes time allocated” to the Executive Session. Second by Margaret. Motion carried 5-0-0

**II. COMMUNICATIONS**

**A. PUBLIC FORUM- None**

**C. KECHI CIVIC GROUPS/COMMITTEES**

**1. Historical Post Office Update** –None

**2. Tree and Park Board** –Jack McCormick reported that the bridge and deck at the park needed some maintenance work done. Larry Kallenberger has estimated the costs at approximately \$500

**Motion by** Kevin Opat to authorize the repair of the bridge and deck in the park. Second by Brian Adams. Motion carried 5-0-0.

Jack also request to spend part of the park board budget on an additional picnic table and trash receptacle for the east side of the park. The cost of the items and the concrete pad is approximately \$1,800.00.

**Motion by** David McConnaughay to authorize the expenditure of up to \$1,800.00 for the picnic table & trash receptacle and concrete pad. Second by Brian Adams. Motion carried 5-0-0.

**3. Chamber of Commerce-** none

**4. Fair Committee** –none

**D. ERIC MEYER, CPA; George Bowerman & Noel;** -Review the 2013 Financial Audit with the council. Discussed the management letter regarding the findings and their recommendations.

### **E. DEPARTMENT REPORTS**

**Chief of Police** – John Blevins submitted a written report. Reported he had attended the Chief’s conference. Also hopeful to get the new police car next week.

**City Treasurer** – Gave the council a year to date budget report. Discussed the reserve funds etc.

**City Administrator** – submitted a written report. Reported on the first “Coffee with the Council” which was held on May 10, 2014. Brought the REAP regional water conference on May 29<sup>th</sup> to the council attention. He stated he will be attending.

### **III. OLD BUSINESS**

**A. New Home Incentives Agreement – Language Modification**

The city’s new home incentive program expires the end of 2014, however there has been a couple of new home prospects that cannot begin construction until the fall. The current incentive agreement states that the homeowner must have a certificate of occupancy by December 31<sup>st</sup> to qualify. The suggest language change is as follows:

**"Property"** means any free-standing, single-family residence, and associated real property and appurtenances, within the City limits, for which a certificate of occupancy is issued within 12 months from the close of the Application Period; provided, however, in the case of a single-family residence which is owned by the commercial builder of such residence and is being offered for sale, the certificate of occupancy may have been issued at any time after July 1, 2012.

**Motion by** Kevin Opat to approve the language modification to the new home incentive plan. Second by David McConnaughay. Motion carried 5-0-0.

### **IV. EXECUTIVE SESSION – Attorney Client/Personnel Matters**

**Motion by** Brian Adams to go into Executive session for 30 for Attorney Client Privilege & Personnel Matters after a 5 minute break. Second by Margaret McCormick. Time was 8:5 p.m.

Returned 8:35 PM

### **V. NEW BUSINESS**

**A. City Property Appraisal Reports – Robert Conger, City Administrator** reported the city had receive the two appraisals back on the recently purchased properties from the Sheriff’s delinquent tax auction. He stated the appraised value of the residential lot came in at \$10,500 as well as the ½ acre commercial lot in the Snowbird Addition, the value of the 2 acre lot in the Snowbird Addition was \$46,500.00.

**B. Pay Increases for Officer’s Louks & Goodall-**Robert Conger, City Administrator reported that Officer Louks & part time officer Goodall had recently been evaluated and were due their annual pay step increase per the city’s pay plan.

**Motion by** Kevin Opat to approve the pay step increase for Officer Louks and Goodall per the pay plan. Second by Margaret McCormick. Motion carried 5-0-0.

**C. Real Estate Contract for sale of city owned property – Robert Conger, City Administrator** presented a real estate contract to sell the residential lot in Northwood’s that the city owns.

**Motion by** Margaret McCormick to approve the real estate contract with Dwight Boyce of Crown Three Realty to sell the city’s property at 243 E. Kodiak ct. and authorize the Mayor to sign the contract. Second by Debbie Jacobs. Motion carried 5-0-0.

**D. Sedgwick County Credentialing Program – Identification Cards for City Staff – Robert Conger, City Administrator** presented a packet of info from Sedgwick County regarding the identification card system used by the county. He said the city is in need of identification cards for city staff but also thru the county program it would list such items within a bar code such as qualifications such as law enforcement, heavy equipment operation etc. to be used in the event of a catastrophe. There would be no cost to the city. He had Chief Blevins meet with DeAnn Kounkle, Sedgwick County Emergency Management & both he and the Chief thought it would be beneficial to the city.

**Motion by** Brian Adams to authorize the Chief of Police & the City Administrator to implement and maintain the Comprehensive Resource Management & Credentialing Program with Sedgwick County and City Staff. Second by David McConnaughay. Motion carried 5-0-0.

E. Refrigerator replacement in Lunch Room

Robert Conger, City Administrator; reported the city's break room refrigerator had gone out over the weekend, requested to spend up to \$1,500.00 for a replacement.

**Motion by** David McConnaughay to authorize the expenditure up to \$1,500.00 for a replacement refrigerator for the break room. Second by Margaret McCormick. Motion carried 5-0-0.

Kevin Opat asked about the ice machine that the maintenance department had requested and suggested the council make authorization for that purchase. Robert Conger, City Administrator said he would come back to the next meeting with a recommendation for that item.

**VI. Adjournment**

**Motion by** David McConnaughay to adjourn. Second by Debbie Jacobs. Motion carried 5-0-0.

The time was 9:05 PM.

Signed: \_\_\_\_\_  
Ed Parker, Mayor

Attest: \_\_\_\_\_  
Laura Hill, City Clerk