

City Council Meeting Minutes  
November 7, 2017

**WELCOME AND CALL TO ORDER**

Mayor Steve Shepard called the regular City Council Meeting to order with the Pledge of Allegiance. Council members present were: Jesse Knight, Sharon Jones, Jeff Blosser, Mark Brooks, Betty Hughey, and Sharon Haun. City Attorney Randy Heilman and City Administrator Danny Matthews were also present. Others attending were: Robert Herbig, Virginia Wulfkuhle, Kay Hutchinson, Nick Jones, Kelley Judd, Larry Fischer, Hank White, Doug Conwell, Deidre Knight, Building Inspector Larry Siegrist, Deputy Building Inspector James Masters, Road & Parks Superintendent Jeff Barbo, Recreation Director Justin Carlson, Marcus Hernandez, and Megan Glotzbach.

**PUBLIC COMMENT PERIOD I**

Virginia Wulfkuhle, representing the Kansas Historical Society, requested to rent the Council Grove Recreation and Events Center for \$1,000.00 from May 31, 2018 to June 17, 2017 as the headquarters for the Kansas Archology Training Program Field School. Ms. Wulfkuhle also requested the City wave the \$100.00 reservation fee and \$100.00 cleaning fee. Ms. Wulfkuhle noted they would only need access to the building from around 6:45 A.M. to 5:45 P.M. each day and someone from the Kansas Historical Society will be present at all times. Justin Carlson, Recreation Director, noted he does not foresee any issues with the extended rental request due to June being a slow rental period. After discussion Councilperson Jeff Blosser made a motion to allow the use of the Council Grove Recreation and Events Center from May 31, 2017 to June 17, 2017 at a fee of \$1,000.00 and waving the fees as requested. Councilperson Betty Hughey seconded the motion and the Council voted 5-0 in favor with Councilperson Mark Brooks abstaining. Motion carried. 6-0

**CONSENT AGENDA**

Councilperson Betty Hughey made a motion to approve the Consent Agenda as presented in the packet. Councilperson Mark Brooks seconded the motion. The consent agenda consisted of:

- A. October 17, 2017 Minutes.
- B. October 17, 2017 to Current Appropriations.
- C. Transfers: J-12 from Floyd & Belinda Lemay to Patricia Williams, Conroe, TX.

The Council voted 4-0 in favor with Councilpersons Jesse Knight and Sharon Jones abstaining. Motion carried. 6-0

**OLD BUSINESS**

**D. Street Light and Riverwalk LED Conversion Discussion.**

City Administrator Danny Matthews noted he is still waiting to get information back from the 2<sup>nd</sup> company and has ordered three 36 watt, each in different voltages, and three 45 watt, each in different voltages. City Administrator Matthews noted they will be installed downtown and the City Council will be informed where they are once they are installed. Councilperson Jesse Knight inquired if this could be added to the next agenda.

**NEW BUSINESS**

**E. Request to Demolish 10 Wood Street.**

Deputy Building Inspector James Masters reported a "Notice of Environmental Code Violation" letter was sent to the owner of 10 Wood Street on July 28, 2017 with a recommendation to repair the structure. The owner of the structure requested a demolition permit since repairing of the building is not economically justified. Hank White, representing the owners of 10 Wood Street, noted an asbestos test has been completed and some linoleum will need to be removed before demolition as a result of the test. Mr. White noted the est. cost to repair the building, after a fire damaged the upstairs in 2003, was \$80,000.00 and is expected to cost more now. Mr. White noted the amount of rent that is normally received from the tenants is not enough to reasonably recover the cost to repair, therefore he has decided there are no other feasible or prudent alternatives at this time. After discussion Councilperson Betty Hughey made a motion to approve the Demolition Request as there are no other feasible or prudent alternatives. Councilperson Jeff Blosser seconded the motion and the Council voted 5-1 in favor with Councilperson Sharon Haun apposed. Motion carried.

**F. Department Head Report – Recreation Department.**

Recreation Director Justin Carlson presented the 2017 Aquatic Center Report. There were 9,000 pool attendees and the pool made a profit of 41.30%. In 2016 the pool went over budget by \$29,937.67 and in 2017 the pool was under budget by \$426.52. Councilperson Mark Brooks congratulated Recreation Director Carlson, the Recreation Board, and the pool employees for all the work they did to turn around from the 2016 season.

Recreation Director Carlson noted Cassie Owen, Pool Manager, would like to work during the winter to organize pool party schedules for the 2018 season. Recreation Director Carlson also noted it has been discussed to have the lifeguards trained in the winter to keep from being in a rush come the start of the 2018 season. Mayor Steve Shepard noted he has been asked if the pool could do Seasonal Pass rather than the coupons. Recreation Director Carlson noted that is an option but something will need to be thought out to keep them in-house to allow kids to attend the pool and lessen the chance of losing the Season Pass.

Recreation Director Carlson noted the Baseball and Softball fields are in need of new material and infield maintenance. A quote from Superior Athletic Fields for preforming the infield maintenance on the four fields and an estimate for red shale material for the four fields are in the Packet for the Council to review. The total cost for the infield maintenance is \$8,661.00 and total est. cost for the red shale material is \$33,883.34. Recreation Director Carlson noted using red shale will improve visibility and hold up to the wind better due to the weight.

Councilperson Mark Brooks noted the monies could come out of Infrastructure. City Administrator Danny Matthews inquired if anyone has contacted the School District for assistance on this purchase. Recreation Director Carlson advised no. Councilperson Jeff Blosser noted the current state of the ball fields do not drain very well and will need more material. Recreation Director Carlson noted the maintenance and new material can be installed during the fall and early winter. Councilperson Jesse Knight inquired if new bases could be purchased as well. After discussion Councilperson Mark Brooks made a motion to approve the infield maintenance performed by Superior Athletic Fields, red shale material, and new bases all for Ben I Smith Baseball Field and the three Softball Fields. Not to exceed \$51,000.00 and to be paid out of Infrastructure. Councilperson Jeff Blosser seconded the motion and the Council voted 6-0 in favor. Motion carried.

Recreation Director Carlson requested direction on what trucking company to use.

Councilperson Blosser suggested using local companies if possible.

**G. Council Grove Lake Association.**

Robert Herbig, President of the Council Grove Lake Association, thanked the Council for the favorable vote regarding the 2014 tax appeal during a previous meeting. Mr. Herbig noted the Lake Association is making progress with their strategic plan and will bring more information to a future meeting. Councilperson Jesse Knight inquired if the Lake Association had been in contact with the County. Mr. Herbig replied the Lake Association is working on a proposal.

**H. Governmental Relations Formation Committee and USD 417 Request.**

Doug Conwell, representing USD 417 School Board, noted the School Board would like to inquire if the City would be willing to take over the property where the Old Washington School once stood that currently has a basketball court on it. City Administrator Danny Matthews noted the School Board was going to place trash cans at that location and wondered if that was still going to happen. Mr. Conwell replied yes, trash cans will be placed at the basketball court on the Old Washington School site. City Attorney Randy Heilman inquired if there was a legal description for this property. Mr. Conwell noted he was not sure but could find out. After discussion Councilperson Mark Brooks made a motion to accept the School Board's offer to take over ownership of the Old Washington School property and authorize the City Attorney to draw up the paperwork. Councilperson Jesse Knight seconded the motion and the Council voted 6-0 in favor. Motion carried.

Mr. Conwell noted the School Board would like to request the City wave the permit fees on some upcoming projects. Some of the projects in question are: installation of a new science lab on the second floor of the Junior/Senior High School; at the District Office an installation of ADA parking and entrance into the District Office on the south side of the building; and also at the District Office converting the two bathrooms to one unisex bathroom and one ADA accessible bathroom. Councilperson Jesse Knight made a motion to wave the permit fees for the School Improvement Projects as requested. Councilperson Betty Hughey seconded the

motion and the Council voted 5-0 in favor with Councilperson Mark Brooks abstaining. Motion carried. 6-0

Mr. Conwell noted he would like to create a group with the Governmental leaders, City Council, County Commissioners, and the School Board. Mr. Conwell noted this group would be for the betterment of the community as well as enhance communication and governmental relations between all entities. Mr. Conwell has spoken with the School Board and County Commissioners and both are thinking about it but seem interested. Mayor Steve Shepard noted he feels this is something the City should be involved in. Mr. Conwell noted he is not sure yet how it will be set up and would not have any Councilmembers but maybe the Mayor and/or City Administrator would be a part of it. After discussion Councilperson Mark Brooks made a motion to participate in the upcoming group with the County and School Board. Councilperson Jesse Knight seconded the motion and the Council voted 6-0 in favor. Motion carried. Mr. Conwell will keep City Administrator Danny Matthews up to date on the progress of the group formation.

**I. Reimbursement Contract.**

City Attorney Randy Heilman noted the Reimbursement Contract is for a prisoner that requested Hospital Care while in City Police custody. City Attorney Heilman noted the prisoner agreed to reimburse the City for the Ambulance and Emergency Room cost incurred by the City. City Attorney Heilman noted the Council needs to approve the City Administrator to sign the contract. Councilperson Jesse Knight made a motion to approve the Reimbursement Contract and allow City Administrator Danny Matthews to sign the Contract. Councilperson Sharon Haun seconded the motion and the Council voted 6-0 in favor. Motion carried.

**J. Deputy Administrator Employment Agreement.**

The Deputy Administrator/Deputy City Clerk Employment Agreement is presented in the Packet for the Council's approval. Councilperson Jesse Knight made a motion to approve the Employment Agreement. Councilperson Betty Hughey seconded the motion and the Council voted 6-0 in favor. Motion carried.

**K. Deputy City Clerk/Administrator Salary Ordinance.**

The Deputy City Clerk/Administrator Salary Ordinance is presented in the Packet for the Council's approval. City Attorney Randy Heilman noted this both creates the new position and sets the salary for the Deputy City Clerk/Administrator. Councilperson Jesse Knight made a motion to approve the creation of the Deputy City Clerk/Administrator position and the Deputy City Clerk/Administrator Salary Ordinance. Councilperson Betty Hughey seconded the motion and the Council voted 6-0 in favor. Motion carried. Ordinance # 2191

**L. Employee Appointment – Added by Mayor.**

Mayor Steve Shepard appointed Jason Ziegler to the Building and Trades Board. Councilperson Betty Hughey confirmed the appointment. Councilperson Jesse Knight seconded the confirmation and the Council voted 6-0 in favor. Motion carried.

**M. 10 Minute Executive Session – Attorney Client Privilege – To Discuss City Lake Tax Appeal. – Added by Mayor.**

Councilperson Jeff Blosser made a motion to go into a 10 minute Executive Session – Attorney Client Privilege – To Discuss the City Lake Tax Appeal. Those to attend are the full Council present, Mayor Steve Shepard, City Attorney Randy Heilman, City Administrator Danny Matthews, and Deputy City Administrator Nick Jones. Councilperson Sharon Haun seconded the motion and the Council voted 6-0 in favor.

Upon return – No action was taken.

**GOVERNING BODY COMMENTS**

Councilperson Sharon Haun noted Candlelight Charm and Gathering in the Grove, both held during the previous weekend, brought in a good crowd.

Councilperson Haun noted the High School Musical will be held next weekend.

Councilperson Jesse Knight noted the events held during the previous weekend brought a lot of people to town.

Councilperson Knight thanked the Chamber for putting together the Election Forum.

Councilperson Jeff Blosser noted the Recreation Committee will be working on a master plan for the ball field areas and will bring that information to the Council at a later date.

Councilperson Blosser recommended allowing the City Hall employees to host a farewell reception for the City Administrator. Mayor Steve Shepard noted he was thinking about having a reception before the last meeting in December, from 4:45 P.M. to 5:15 P.M., as a farewell for the outgoing Councilmembers, Mayor, and the City Administrator. Mayor Shepard noted this would allow the community a chance to come in and say there farewells to the outgoing Councilmembers and Mayor, as well as the City Administrator who will be retiring. Councilperson Jeff Blosser recommended having the reception from 4:00 P.M. to 5:15 P.M. due to the 30 years of service from the City Administrator, and feels there will be many people who wish to come in. Councilperson Mark Brooks made a motion to have a reception at City Hall on December 19, 2017 from 4:00 P.M. to 5:15 P.M. Councilperson Sharon Haun seconded the Motion and the Council voted 6-0 in favor. Motion carried.

City Administrator Danny Matthews noted he was still waiting to hear back from Hold Em Fence Company and Axe Equipment for a quote on trash cans.

City Administrator Mathews noted there is still no news on the new ladder fire truck and due to the old ladder fire truck not passing the pump test, the insurance has been dropped.

City Administrator Matthews noted at the end of the first Council meeting in January 2018, the new Councilmembers and Mayor will be sworn into office.


City Attorney Randy Heilman noted the current firearm Ordinance does not pertain to the City Lake and wondered if the Council was interested in one being created. After discussion City Attorney Heilman noted he will work on drafting a firearm discharging ordinance for the City Lake.

Mayor Steve Shepard reminded the community of the Blighted Structures and Economic Development Work-Study on November 13, 2017 at 5:30 P.M. to discuss the Vacant Building Ordinance.

Mayor Shepard noted the Elementary School Light is broken and he has authorized the Road & Parks Superintendent Jeff Barbo to replace it. Road & Parks Superintendent Jeff Barbo noted he did not have a time line on when it would be replaced, they are still waiting for the new parts to be delivered.

#### **ADJOURNMENT**

Councilperson Betty Hughey made a motion to adjourn. Councilperson Sharon Haun seconded the motion and the Council voted 6-0 in favor. Motion carried.

  
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Steve Shepard                      Mayor

ATTEST:

  
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Danny Matthews                      City Administrator

