



City Council Agenda
March 15, 2022
5:30 P.M. - City Hall

WELCOME AND CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT PERIOD

Items not already on the agenda may be brought before the Governing Body. Persons must sign in to be eligible. (Three-minute maximum time limit). After three minutes, items will then be voted on to see whether to place the item on the next agenda.

CONSENT AGENDA:

- Minutes from the Previous meeting: Pages 2 – 3
- Appropriations:
- Lake Cabin Transfer: N/A

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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OLD BUSINESS:

- N/A

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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NEW BUSINESS:

- City Lake Committee Recommendation: I-T7 Pages 4 - 12

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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- Office Committee Recommendation: Contractor/Apprentice Ordinances - License Fees Pages 13 - 14
 - Contractor/Apprentice Ordinance Pages 15 - 17
 - Contractor/Apprentice License Fee Ordinance

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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- Office Committee Recommendation: Appointment of Lisa Good Page 19

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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- Office Committee Recommendation: Appointment of Megan Weaver Page 20

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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- Executive Session – City Lake

Motion:	Seconded:	Action:	Abstention:	Este. Cost:	Appd.	Cost:
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Governing Body Comments:

Adjournment:

City Council Meeting Minutes
March 1, 2022

WELCOME AND CALL TO ORDER

Council President Keith Wessel called the regular City Council Meeting to order. Council members present were Jason Booker, Sharon Haun, Sean Honer, Larry Siegrist and City Administrator Nick Jones and City Attorney Bill Holverson. Others attending were Marcus Hernandez.

PUBLIC COMMENT PERIOD

N/A

CONSENT AGENDA

Councilperson Sharon Haun made a motion to approve the Consent Agenda as presented in the packet. Councilperson Jason Booker seconded the motion. Motion Carried 6 – 0. The consent agenda consisted of:

- March 1, 2022, Minutes
- March 1, 2022, to Current Appropriations.
- Cabin Transfer: N/A

OLD BUSINESS

- **BG Consultants – Bids on Sewer CCTV**
City Administrator Nick Jones presented the two bids that were received from Mayer Specialty Service and ACE Pipe Cleaning for CCTV of specified areas of the city sewer system. Mayer Specialty Service bid to CCTV the lines, heavy cleaning, heavy root mass removal, and intruding trap removal was \$24,250.50. ACE Pipe Cleanings bid for the same service was \$36,961.50. City Administrator Jones said the videos will help with identifying issues and help with mapping for the GIS mapping that was already approved. Administrator Jones also presented to the Council the revised BG Consultants sewer PER, which consisted of review of data from of 12,086 feet of sewer video an inspection of 34 manholes at a cost of \$8,300. Administrator Jones said the cost of both items can come from the HEROS Act money that the city received. Administrator Jones also informed the Council that approximately \$319,000 of the \$321,000 of the HEROS Act has been spent to date. After discussion Councilperson Jason Booker made a motion to approve BG Consultants bid in the amount of \$24,250.50 and the revised PER from BG Consultants in the amount of \$8,300 to come from the HEROS Act funds. The motion was seconded by Councilperson Sean Honer. Motion Carried 4 – 0
- **Update: Safe Routes to School**
City Administrator Nick Jones also updated the Council on the progress of the Safe Routes to School project. Administrator Jones informed the Council that BG Consultants is in the process of finishing up the PER report that the city received a \$75,000 TA grant toward the cost of the PER. The total cost of the PER is \$92,028.58 of which the city will owe the remaining balance of \$17,028.58. Administrator Jones also informed the Council that the city can go ahead and apply for TA Grant funding for phase 1 of the project with an estimate cost of \$946,250. The grant is an 80% funding and 20% matching. The city's matching portion would be estimated at \$189,250. Administrator Jones suggested inquiring if the project can be funded for the 2024 fiscal year instead of 2023 to help with cost from other projects and the closure of HWY177. After discussion Councilperson Sean Honer made a motion for the city to move forward in apply for funding for phase 1 of Safe Routes to School. The motion was seconded by Councilperson Sharon Haun. Motion Carried 4 – 0
- **Update: Base Grant**
City Administrator Nick Jones updated the Council on the BASE Grant application and informed the Council that Christy Davis submitted the grant on Monday and that the announcement of grant recipients would be on March 25. Administrator Jones informed the Council the grant application was for just over \$2.7 million, which the city would have to match in the amount of just over \$600,000. Administrator Jones has spoken with Farmers and Drovers Bank and the Bill Young Foundation regarding assistance with the matching funds.

- **Update: CCLIP – HWY56 Resurfacing**
City Administrator Nick Jones updated the Council on the HWY56 CCLIP project scheduled for 2023. Administrator Jones informed the Council that the plan was to request bids in October/November and for the project to take place in the Summer of 2023.
- **Other Business: Recreation Mower**
City Administrator Nick Jones presented the Council a quote for a new Hustler Turf 72in mower for the Recreation Department in the amount of \$12,532.57. Administrator Jones also pointed out that there are supply issues with getting mowers and that Matt Erichsen of NAPA had located a mower. The Recreation Departments mower is on its second motor and in total the mower has over 5,000 hours of use and regularly overheats and uses oil. After discussion Councilperson Sharon Haun made a motion to purchase the Hustler mower in the amount of \$12,532.57 from equipment reserve from NAPA. The motion was seconded by Councilperson Jason Booker. Motion Carried 4 – 0

NEW BUSINESS

- **Executive Session - City Lake**
Council President Keith Wessel asked for a motion to go into Executive Session Attorney Client Privilege regarding the City Lake. A motion was made by Councilperson Jason Booker to go into executive session for attorney client privilege regarding the City Lake, which included the City Council, City Attorney, and City Administrator for 15 minutes. The Motion was seconded by Councilperson Sean Honer Motion Carried 4 – 0
Upon returning to regular session no action was taken.

GOVERNING BODY COMMENTS

- **Councilperson Jason Booker** – inquired when patching of asphalt would take place in areas where the road has been torn. Administrator Jones said the Streets and Parks Department plan on fixing those areas when APAC starts making hot patch when the weather warms up.
- **Councilperson Mark Berner** – Absent
- **Councilperson Keith Wessel** – N/A
- **Councilperson Sean Honer** – N/A
- **Councilperson Larry Siegrist** – N/A
- **Councilperson Sharon Haun** – N/A
- **City Attorney Bill Halvorsen** – N/A
- **City Administrator Nick Jones** – informed the Council that Shawn Tiffany with Tiffany Cattle Company has offer to purchase the grade rail that the city got from the State when the Reservoir Dam railing was replaced. Administrator Jones informed the Council that the railing has been there for over 15 years. Shawn Tiffany has offer scrap price for the railing and will haul and weight the railing. After discussion Councilperson Sharon Haun made a motion to approve the sale of the railing to Shawn Tiffany at scrap price. The motion was seconded by Councilperson Jason Booker. Motion Carried 4 – 0
Informed the Council that the cost of trees for the Memorial Tree Program have went up \$45 dollars making the total cost to purchase a tree \$365.
- **Mayor Debi Schwerdtfeger** – Absent

Council President Keith Wessel asked for a motion to adjourn. Councilperson Jason Booker made a motion to adjourn. Councilperson Sean Honer seconded the motion. Motion carried 4– 0

Debi Schwerdtfeger Mayor

ATTEST:

Nick Jones City Administrator



CITY LAKE COMMITTEE

City Council Meeting Recommendation, March 15, 2022

1. Recommend the Council approve a boundary line adjustment request of 60 feet for two car carport.

Wayne and Cynthia Sloan, I-T7

Adjustment will not restrict or interfere with the neighboring cabins or access to the area. The neighboring leaseholds are aware of this request and have indicated such in writing.

LAKE COMMITTEE: Keith Wessel
Larry Siegrist

CITY INSPECTOR: James Masters

APPLICATION FOR COUNCIL GROVE LAKE PARK BOUNDARY LINE ADJUSTMENT

Leasehold Location: Section Letter: I Site No.: T#7 911 Address: 112 Highview Point, Council Grove, KS 66846

Name(s) of Lessee(s) / Prospective Lessee(s): WAYNE R. and Cynthia S. Sloan Trust

Mailing Address: 1044 Brianna Ct City: Manhattan State: KS Zip: 66503

Phone: _____ Cell Phone: 785-532-8469 Date: 12-15-2021 Requested Linear Feet: 60'

Signature(s) of Lessee(s) or Prospective Lessee(s): Wayne R Sloan TTEE
(Must be same names as on lease)

The above signed do hereby request a Boundary Line Adjustment for the purpose of: parking cover

The following items must be submitted with this application:

- elevation and plan drawings/sketches showing the dimensions of the proposed new dwelling or accessory structure
- a copy of the plot plan for the leasehold showing the location dimensions of the proposed new dwelling or accessory structure in relation to the existing dwelling
- signed letters from the adjoining leaseholders with their comments about the proposed boundary line adjustment
- a nonrefundable fee of \$70 to cover the cost of evaluating the request
- a completed leasehold transfer package, if the written request is from a prospective purchaser of the leasehold

NOTE: Boundaries shared by leaseholders are not eligible for a Boundary Line Adjustment.

OFFICE USE ONLY BELOW THIS LINE

Boundary Line Adjustment (BLA) determination criteria:

- prior agreements and understandings of adjoining leaseholders
- prior usage and expectations of adjoining leaseholders
- the physical configuration of lots
- equitable placement of the boundary considering the interest of present as well as future leaseholders
- equitable division of lake frontage and access
- ingress and egress to leaseholders
- location of existing access roads
- location of existing utilities
- equitable placement of the boundary considering the previously determined depths of adjoining lots
- any other factors deemed appropriate

Boundary Line Adjustment not validated until the BLA Fee has been paid.

BLA Linear Feet: _____ BLA FT²: _____ BLA Rate: \$ 0.11 FT² BLA Fee: \$ _____

City's Designated Agent: _____ BLA Recommended: (yes/no) _____ Date: _____ Signature: _____

Governing Body Lake Committee: _____ BLA Reviewed Date: _____

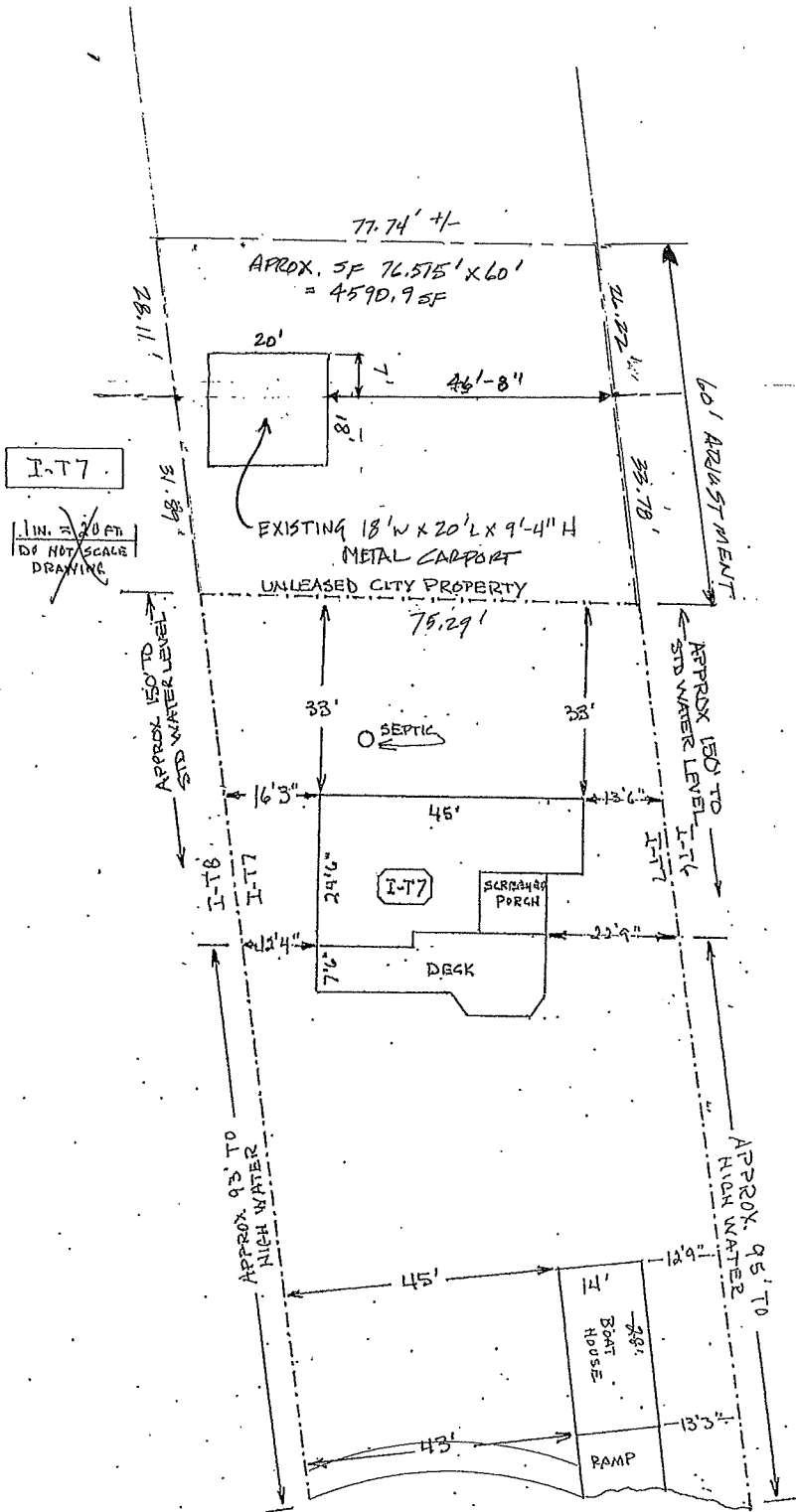
Governing Body: _____ BLA Approved: (yes/no) _____ Date: _____

Land Survey of BLA: Surveyor: _____ Date: _____

Land Survey Filed with Morris County Register of Deeds: _____ Date: _____ Filing Fee: \$ _____

T7 - PLOT PLAN FOR:

COUNCIL GROVE LAKE PARK BOUNDARY LINE ADJUSTMENT



Page: 1
Title: 2012-02-11
Author: Wayne
Date: Tuesday, February 14, 2012 2:37:10 PM



Wayne Slane
Shot from my iPhone

3/1/22

Shelley Alexander, D.O.
108 Highview Point
Council Grove, KS 66846
913-961-6481

Dear Mr. Masters,

Hello. I hope all is well with you and yours. I am writing this letter to confirm that as the owner of lot IT-8, the adjacent property to Lot I-T7, I consent to the proposed Boundary Line Adjustment. I consent to moving the west property line 60' west to bring the existing carport on to my neighbor, Wayne's property. If you should need anything further, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Shelley Alexander D.O." with a stylized flourish at the end.

Shelley Alexander, D.O.

James Masters
Building Official
City of Council Grove

Re: Council Grove Lake Park Boundary Line Adjustment
Lot I-T7, 112 Highview Point

Dear Mr. Masters,

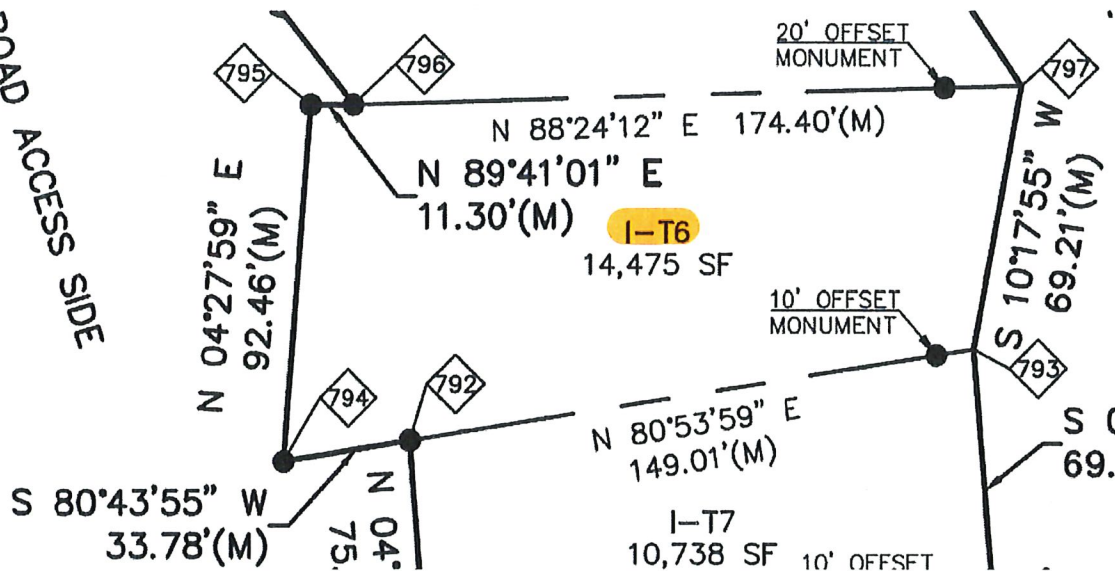
As the owner of Lot I-T6, the adjacent property to Lot I-T7, I consent to the proposed Boundary Line Adjustment.



Wayne Sloan
Owner Lot I-T6

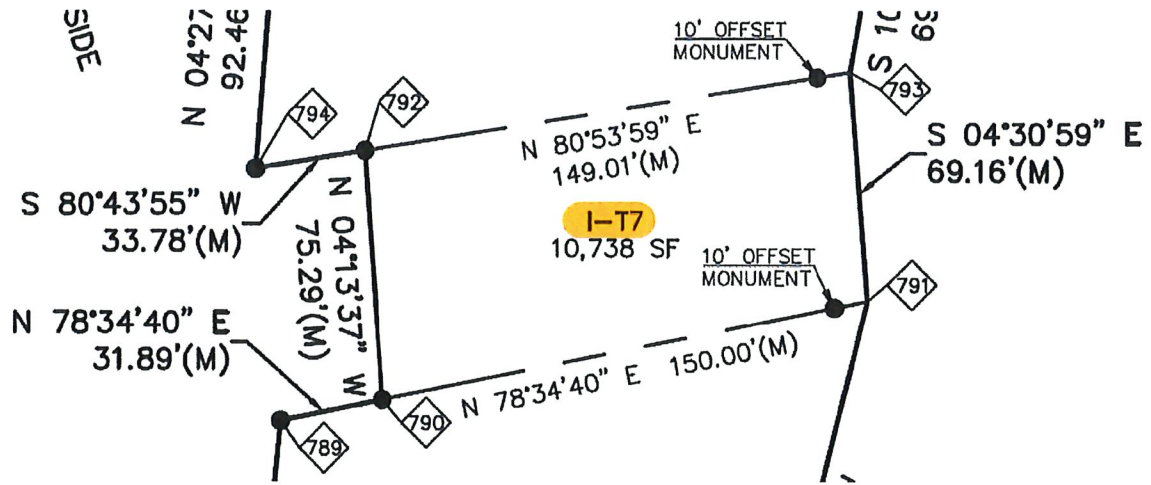
ROAD ACCESS SIDE

ROAD ACCESS SIDE



LAKE ACCESS SIDE

ROAD ACCESS SIDE



LAKE ACCESS SIDE

(d) Plumbing Contractor

- (1) Master - Having the necessary qualifications, training, experience and technical knowledge to properly plan, layout and supervise the erection, installation, alteration, repair, relocation, replacement, addition to, or maintenance of plumbing equipment and systems (including gas), in any building or structure.
- (2) Journeyman - Having the necessary qualifications, training, experience and technical knowledge to install and repair plumbing systems (including gas) in any building or structure.
- (3) Residential - Having the necessary qualifications, training, experience and technical knowledge to properly plan, layout and supervise the erection, installation, alteration, repair, relocation, replacement, addition to, or maintenance of plumbing equipment and systems (including gas) in one-family and two-family dwellings.

(Ord. 1782; Ord. 2090; Code 2019)

4-106. Apprentices.

All employees of a licensed firm, doing installation, construction, repairs and/or maintenance work for that firm, are considered to be apprentices unless they are individually licensed for the trade in which they are engaged. Apprentices hired by licensed firms must be registered with the city clerk. This registration shall acknowledge that the individual is an employee of the licensed firm and that the licensed firm is responsible for their work performance. The registration shall also state the trade(s) in which the apprentice is working. Apprentices must be under the supervision of an individual who is licensed in the same trade. Employers shall provide apprentices not less than six hours annually of continuing education relative to construction, maintenance and code updates for the trade in which the apprentice is working.

(Ord. 1782; Ord. 2090; Code 2019)

4-107. Apprentice fees.

The fee for registration required of an apprentice shall be as follows: \$15.00 per apprentice per year.

(Ord. 1782; Ord. 2090; Code 2019)

Proposed change to \$40.00 for two year apprentice registration.

4-108. License fees.

The fees for the licenses required by this article shall be as follows:

(a) Building Contractor.

- (1) General: \$45.00. **Proposed change to \$100.00 for two year license**
- (2) Building: \$35.00. **Proposed change to \$80.00 for two year license**
- (3) Residential: \$25.00 **Proposed change to \$60.00 for two year license**

(b) Electrical Contractor.

- (1) Master: \$35.00. **Proposed change to \$100.00 for two year license**

- (2) Journeyman: \$25.00. **Proposed change to \$80.00 for two year license**
- (3) Residential: \$25.00. **Proposed change to \$60.00 for two year license**
- (c) Mechanical Contractor.
 - (1) Master: \$35.00. **Proposed change to \$100.00 for two year license**
 - (2) Journeyman: \$25.00. **Proposed change to \$80.00 for two year license**
 - (3) Residential: \$25.00 **Proposed change to \$60.00 for two year license**
- (d) Plumbing Contractor.
 - (1) Master: \$35.00. **Proposed change to \$100.00 for two year license**
 - (2) Journeyman: \$25.00. **Proposed change to \$80.00 for two year license**
 - (3) Residential: \$25.00 **Proposed change to \$60.00 for two year license**

In years when a new code is adopted, the City will sell any new codebook to those licensed in the City at cost.

(Ord. 1782; Ord. 2090; Code 2019)

Proposed:

Licenses shall be renewed and the license fee prescribed in the article shall be payable biennially on or before January 31 the year of validity, and shall not be prorated because part of the licensing period has elapsed. Any new license fees shall not be prorated.

4-109. Training.

(a) All those electrical, mechanical and plumbing contractors licensed by the City are required to obtain not less than **twelve hours biennially or six hours annually of continuing education relative to construction, maintenance and code updates.** Contractors holding licenses for multiple building trades shall obtain the required annual training for each license category (trade), recognizing that some training is applicable to more than one trade.

(b) All those building, electrical, plumbing, mechanical, specialty and limited contractors applying for a new contractor's license by the City are required to provide a certificate of competency indicating that they have successfully passed, with a minimum score of 75%, an examination designated by the State of Kansas as follows:

- (1) Building - Standard examinations promulgated and/or administered by the International Conference of Building Officials (ICBO), 6738 NW Tower Drive, Kansas City, Missouri 64151 or from Block and Associates, Florida Farm Bureau Building, 5700 SW 34th St., #1303, Gainesville, Florida 32608 are designated as the standard examinations for the determination of the competency of persons seeking licensure as general, building or residential contractors.
- (2) Electrical - Standard examinations promulgated and/or administered by International Code Council (ICC), the International Association of Plumbing and Mechanical Officials (IAPMO) or Prometric are designated as the standard examinations for the determination

ORDINANCE NO. _____

AN ORDINANCE AMENDING COUNCIL GROVE CODE SECTIONS 4-104 and 4-109, RELATING TO LICENSE PERIODS, AND REPEALING THE EXISTING CITY CODE SECTIONS.

BE IT ORDAINED by the governing body of the City of Council Grove, Kansas, in regular session assembled this _____ day of _____, 2022, that:

Section 1: City Code Section 4-104 is hereby amended as follows:

4-104. License Required

- (a) No person, other than a duly licensed contractor, shall engage in any of the building trades within the limits of the City or the Council Grove Lake Park
- (b) An annual licensing period of January 1 to December 31 is hereby established for building contractors, electrical contractors, mechanical contractors and plumbing contractors. **However, commencing on January 1, 2023, the licensing period for mechanical and plumbing contractors shall be biennial, and commencing on January 1, 2024, the licensing period for building and electrical contractors shall be biennial.**
- (c) An application for a new license must be accompanied by the appropriate license fee(s), proof of liability insurance and a certificate showing that the applicant has passed a state accepted test for each license category (trade) that is to be listed on the license.
- (d) An application for a license renewal must be accompanied by the appropriate license fee(s), proof of liability insurance and a completed City of Council Grove form indicating that the applicant has completed the required amount of applicable Continuous Education for each license category (trade) that is to be listed on the license.
- (e) Failure to renew a license by January 31 ~~of the~~ following **the year of expiration** shall result in the forfeiture of the license. The license shall only be reinstated after the contractor has paid a late fee of fifty dollars (\$50.00) and complied with all the requirements for a new license as forth in this section.

Section 2. Repeal of existing provision in the City Code. City Code Section 4-104 is hereby repealed.

Section 3: City Code Section 4-109 is hereby amended as follows:

4-109. Training

- (a) All of those electrical, mechanical, **and** plumbing, **General Building Contractors as defined by City Code Section 4-105(a)(1) and Building Contractors as defined by City Code Section 4-105(a)(2)** are required to obtain not less than twelve hours biennially or six hours annually of continuing education relative to construction, maintenance and code updates. Contractors holding licenses for multiple building trades shall obtain the required annual training for each license category (trade), recognizing that some training is applicable to more than one trade. **On and after January 1, 2026, if continuing education is a prerequisite to obtain a license, proof of completion of 12 Continuing Education Units (CEU) will be required for license renewal.**
- (b) All of those building, electrical, plumbing, mechanical, specialty and limited contractors applying for a new contractor's license by the City are required to provide a certificate of competency indicating that that **they have he or she has** successfully passed, with a minimum score of 75%, an examination designated by the State of Kansas as follows:
- (1) Building - Standard examinations promulgated and/or administered by **the International Code Council (ICC), Prometric, Thompson-Prometric, Experior,** the International Conference of Building Officials (ICBO), ~~6738 NW Tower Drive, Kansas City, Missouri 64151~~ **(or its current address)** or from Block and Associates, Florida Farm Bureau Building, 5700 SW 34th St., #1303, Gainesville, Florida 32608 **(or its current address)** are designated as the standard examinations for the determination of the competency of persons seeking licensure as general, building or residential contractors.
 - (2) Electrical - Standard examinations promulgated and/or administered by International Code Council (ICC), the International Association of Plumbing and Mechanical Officials (IAPMO), **Block and Associates, Thompson-Prometric,** or Prometric are designated as the standard examinations for the determination of the competency of persons seeking licensure as master, journeyman or residential electricians.
 - (3) Mechanical - Standard examinations promulgated and/or administered by International Code Council (ICC), the International Association of Plumbing and Mechanical Officials (IAPMO), **Block and Associates, Thompson-Prometric,** or Prometric are designated as the standard examinations for the determination of the competency of persons seeking licensure as master, journeyman or residential electricians, ventilation or air conditioning mechanics.
 - (4) Plumbing - Standard examinations promulgated and/or administered by International Code Council (ICC), the International Association of Plumbing and Mechanical Officials (IAPMO), **Block and Associates, Thompson-Prometric,** or Prometric are designated

as the standard examinations for the determination of the competency of persons seeking licensure as master, journeyman or residential plumbers.

Section 4. Repeal of existing provision in the City Code. City Code Section 4-109 is hereby repealed.

Section 5. Effective date. This Ordinance shall be in effect upon publication as required by law.

Debi Schwerdtfeger
Mayor

ATTEST:

Nick Jones
City Clerk



CITY OF COUNCIL GROVE · 205 UNION STREET · PO BOX 313

COUNCIL GROVE, KS 66846 · 620-767-5417 · COUNCILGROVE.COM

Office Committee Recommendation

The Office Committee Recommends the appointment of Lisa Good to Utilities Billing Clerk at a payrate of \$16.00 per hour. This appointment is contingent on passing a drug/alcohol screening and background check.



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Office Committee Recommendation

The Office Committee Recommends the appointment of Megan Weaver from Payroll/Appropriations Clerk to Assistant City Clerk - Payroll/Appropriations Clerk at a payrate of \$16.50 per hour. Effective 03-16-2022