

February 16, 2021

The City Council of Scott City met in regular session on the above date at 7:30 p.m. in City Hall.

Present were Mayor Everett Green, Council members Craig Richards, Jeff Allen, Kelly Funk, Josh Gooden, Bo Parkinson, Barb Wilkinson, Adam Winter, Armando Tarango, City Attorney Rebecca Faurot, and City Clerk Brenda Davis.

The Council and others recited the Pledge of Allegiance.

The minutes of the February 1, 2021 regular council meeting were presented.

Motion by Barb Wilkinson seconded by Craig Richards to approve the minutes of the February 1, 2021 regular council meeting. Vote – Unam.

The minutes of the February 8, 2021 special council meeting were presented.

Motion by Armando Tarango seconded by Jeff Allen to approve the minutes of the February 8, 2021 special council meeting. Vote – Unam.

Appropriation Ordinances #977B & #977B-M20 was presented.

Motion by Josh Gooden seconded by Jeff Allen to approve Appropriation Ordinances #977B & #977B-M20. Vote – Unam.

Mayor Green appointed Josh Gooden as a City Representative to Scott County Development Committee (SCDC) for the term of March 2021 to March 2024.

Motion by Kelly Funk seconded by Armando Tarango to accept the Mayor's appointment of Josh Gooden as a City Representative to SCDC for the term of March 2021 to March 2024. Vote - Unam.

Scott County Development Committee (SCDC) Director Katie Eisenhour provided *SCDC Report to City Council – Feb 16, 2021*, which was included in the packet for review.

Mrs. Eisenhour formally asked, on behalf of SCDC, for distribution of 2021 funding to SCDC.

Motion by Josh Gooden seconded by Jeff Allen to fund SCDC for 2021 in the amount of \$40,000 as budgeted, with \$20,000 to be distributed in March and \$20,000 to be distributed in August. Vote - Unam.

Mrs. Eisenhour thanked the Council for the funding & stated that this increased funding amount has made their budget whole, so if the SCDC has a “surprise” project they should be able to pay for the expense without asking for additional funding.

Topics reported on by Mrs. Eisenhour were:

- Moderate Income Housing – possibility of two spec homes in the 500 block of Chestnut
- Eastridge Villas, LLC – one vacancy since December & SCDC is awaiting word if Mesner Development's pre-application makes the list for possible funding for Eastridge Villas II
- Fiscal Operation – solid & will be able to meet budget unless something is unforeseen, or they have a big project to do. Mrs. Eisenhour stated that SCDC may advocate for a mil levy in the future.

- Loans – all 15 loans on the books, timely
- Certified Site – Phase 1 Environmental was clear, survey needed for a metes & bounds legal description (SCDC will facilitate & pay fees), City was requested to name the Industrial Park, derive price per acre for the land to be sold (first purchaser to pay \$1,000 an acre up to 20 acres), letter of support stating all aspects of City participation (annexation, zoning, platting), development (all 97 acres or develop in thirds), and Scott County’s role (early on stated possibly of roads).
Mrs. Eisenhower stated that the deadline for completion is June 30, 2021. She stated there are a lot of things to be accomplished & she will be reaching out to City personnel for their assistance with information.
- Community Visioning – 4 major things to be accomplished or worked on through 2024 that were derived:
 - 1) General family entertainment – skating rink, drive-in theatre, theatre, bowling alley, and putt-putt golf)
 - 2) Housing – all types, possible 8th Street between Jefferson & Oak Streets, and 22 acres available nearby
 - 3) Childcare – improving the childcare experience in the community
 - 4) Youth leadership – maybe non-profits get together quarterly to decrease duplication of processes
- Workforce – Building Bridges two projects at SCHS to try to improve the quality of our youth workforce
- Available buildings – not many, not ready to be used, and does not fit needs

Council member Richards remarked that Mrs. Eisenhower did a great job with the Community Visioning event, that he learned a lot, and the housing study report was excellent.

Mrs. Eisenhower stated that the housing study quantifies to a potential developer the need for additional housing in Scott City. She replied that a financial lender, and more importantly the State of Kansas, will put stock in the study.

Reportedly four task forces were set up to move the four initiatives forward.

Mayor Green provided an update to the Council on the possible cost-share participation with property owners Russell & Linda Tilton on the potential construction of 8th Street between Jefferson & Oak Streets. He reported that Council members Gooden & Allen and he met with Linda Tilton a few days after the last meeting & had a productive meeting with good discussion.

Mayor Green indicated that there should be room to negotiate a reasonable cost-share with the Tilton’s but stated that he was hesitant to mention percentages until cost figures on the street construction are available. He stated that he provided the plat of the proposed Jefferson Oak Addition to GMS, requesting updated cost figures to construct 8th Street, as well as the cost for the City to provide water & sewer services to this one block.

Mayor Green mentioned that City Attorney Faurot is looking into the legality & possibility of deferring special assessments on street construction to the owners of the lots after they are sold.

Mayor Green stated that he normally does not share the contents of anonymous letters officially at the council table but reported that someone from the east side of town sent a letter to him stating that they hoped the Council would look at the possibility of constructing 8th Street, in addition to looking at the Chestnut Street intersection project.

Mayor Green welcomed David Frisch, GMS Inc. Engineer, via Zoom. Mr. Frisch stated that he sent a late email today with *Jefferson Street to Oak Street Project Cost Estimate* which included construction of an asphalt 8th Street between Jefferson & Oak Streets, as well as providing water & sewer services from the existing mains to the individual lots, and two fire hydrants at the \$723,666 estimated cost, which included project contingencies at 15%.

Mayor Green stated that the cost estimate is quite a bit more than the Council anticipated.

Mr. Frisch stated that the asphalt is the big-ticket item that needs to be refined, as asphalt may be cheaper than what GMS quickly estimated. The Council also discussed alternatives to a 4" asphalt street, but they were not determined to be durable for moderate use of the street.

Mayor Green reminded the Council that the amounts calculated for the water & sewer improvements would be paid by the City. \$515,775 with a 15% contingency was the total cost estimate construction of the street.

Consensus of the Council was for Council members Gooden & Allen and Mayor Green go back to the Tilton's and have another conversation to explore cost-sharing on the potential construction of 8th Street between Jefferson & Oak Streets now that the City has the updated cost figures.

Mr. Frisch reported that he contacted Lee Construction about their bid on the Highway 96 & Chestnut Street intersection project, notifying them that the City was not going to award that project & apologized for that. He stated that the news was taken well & that they always look forward to another project.

Engineer's Report was provided in the packet, and an update & discussion followed on the following projects:

1. Viola Avenue/Crescent Avenue & Glenn Street & K-96 Intersection

Surveying will be completed by GMS on their next survey trip in the next week or so and preliminary construction cost estimates will be provided to the City Council.

2. Water System Improvements

Surveying for the realignment of a water line was mentioned also. It stated that GMS could survey 8th Street at the same time or at a later time.

Mr. Frisch stated that GMS needs to keep moving on the water system project.

Dates in the report listed funding to be in place in February, advertising for bid in late spring, with construction to start in late summer or early fall 2021. The project was listed to be extended into 2022.

Mr. Frisch addressed two additional cost estimates provided in the late email today that addressed the KDOT email informing the City of their *Storm Water Pollution Prevention Plan* project on Highway 96, offering municipalities to participate in an in-kind replacement of utilities as part of their project.

Mr. Frisch reported that he talked to a couple of KDOT representatives & found out that the City of Scott City does not qualify for any cost participation with KDOT due to having a population over 2,500 and that the utilities are already in an existing KDOT right-of-way. He said that if the City wants to move any utilities or to have work done it would be at the City's expense and the work would need to be completed a month or two in advance of when KDOT puts the project out for bid, which is anticipated for January 2022.

If the City wants to replace water lines prior to KDOT's project, Mr. Frisch verified that the work would need to be completed in 2021 & that this timeline was possible.

Plans & a project cost estimate of \$493,925 for *Highway 96 Water Main Replacement from Kasey[sic] Avenue to Church Street* and plans & a project cost estimate of \$471,960 for *Highway 96 Water Main Replacement from College Street to Jefferson Street* were explained by Mr. Frisch.

Due to the cast iron water lines being installed in the 1950's reaching the end of the life expectancy & the water lines being under the curb line of the proposed KDOT improvements, Mr. Frisch stated that it may be advantageous to replace water lines. If the City would relocate the water lines possibly three feet off the gutter lip, Mr. Frisch explained that the City could just pull up that strip along the edge of the concrete if work is needed on these lines, rather than having to tear into KDOT's curb & street to work on a water line. He stated that PVC would be used, as it should last at least 60 years. Temporary patches for curb replacement, as required by KDOT, were also discussed.

Mr. Frisch stated that KDOT is planning to rework the intersection at Highway 96 & Glenn Street in this project, so the City could save some money by waiting for KDOT to complete their work, allowing drainage to be improved at this location. He mentioned that a chain link fence is in the right-of-way at this location & will need to be taken care at some time.

Mayor Green stated that it is frustrating for the State of Kansas to give the City less than a year to have water lines relocated, with no warning when the 2021 City budget was prepared, making it awfully tough for the City financially.

Mr. Frisch stated that he had contacted KDHE to determine if the City's loan from the Kansas Public Water Supply Loan Fund (KPWSLF) could be increased to cover the unexpected costs of the water system improvements. He reported that the Preliminary Engineering Report & loan documents would need to be modified & updated to make this request.

Mayor Green inquired how timing to start the project would be impacted. Mr. Frisch stated that it would not delay the project more than a month to get the survey work done, depending on the scope that the City wants GMS to do, with the work to be under construction in 2021.

At the inquiry of the Mayor, Public Works Superintendent Terence Appel reported that the critical need of doing something with these waterlines is unknown, stating that the lines may last 60 years longer, or there will be a big water break & lines will need to be replaced at that time.

The council discussed that the pipes will be stressed when the road is worked on by KDOT, as cast-iron waterlines snap when moved. Reportedly, when the cast iron lines have been replaced in prior years, the pipes have visibly been narrowed internally to 2" – 3" in diameter.

Consensus of the Council was to request additional funding from the KPWSLF to pay for the additional water line improvements at the west & east locations, as presented in the plans.

Mr. Frisch stated that he will contact KDOT again to get clear on the expectations of the waterline replacements & make sure that the K-96 improvements are done before anything else is done. He confirmed that he will get back in touch with KDHE & make sure the City is able to add the additional water system improvements, update the preliminary engineering report, confirm some environmental issues, and resubmit the KPWSLF application.

Mayor Green stated that the KPWSLF application will need to be approved by the Council & inquired on the possibility of getting this done at the next regular council meeting.

Mr. Frisch will inquire if the City can use millings for the temporary patching on the water main replacement projects & report back to the Council at the next regular council meeting.

On behalf of SCHS Instructor Allen Thornburg, Mayor Green requested for the Council to authorize the use of Scott City Municipal Airport for the SCHS Electric Car Race on Thursday, April 22, 2021. Scott City Municipal Airport Manager & A Plus Aviation employee Ben McNary has already spoken to the Electric Car team and recommends the Council approve this use at the airport.

Motion by Adam Winter seconded by Jeff Allen to authorize the use of Scott City Municipal Airport for the 2021 SCHS Electric Car Race on Thursday, April 22, 2021. Vote - Unam.

Mayor Green stated that the Council had recently discussed establishing a committee to explore alternatives to the City's current group health insurance plan. He reminded the Council that when Matt Allen worked with the City to prepare the Structured Pay Plan, he suggested that the amount of money that the City was paying for the group health insurance might be quite a bit on the high side.

Mayor Green suggested putting together a committee now to look at alternatives to see if anything can be done to be more economical for the City's cost, keeping in mind the well-being of employees and the benefit provided.

Mayor Green appointed the following individuals to this committee: Council members Bo Parkinson, Armando Tarango, Craig Richards and Department Heads Brenda Davis, David Post, and Terence Appel. He stated that the three council members could decide amongst themselves on who would chair the committee.

Mayor Green also suggested that the committee look early on about hiring a consultant to find what the City is looking for.

Motion by Barb Wilkinson seconded by Adam Winter to accept the mayor's appointments of Council members Bo Parkinson, Armando Tarango, Craig Richards and Department Heads Brenda Davis, David Post, and Terence Appel on the Health Insurance Committee to explore alternatives to the City's group plan.

Discussion included that Scott County is also looking at hiring a consultant to look at their health insurance. Mayor Green stated that maybe the two entities could share on the consultant fees, even though the approach to health insurance is different for each.

Vote – Unam.

City Attorney Faurot emailed council members a list of items to consider for inclusion in an ordinance for city administrator duties just prior to the Council meeting. She stated she created the list to start the discussion, thinking that it would be easier to have a lot of items to eliminate rather than to add to the list.

City Attorney Faurot asked council members to take the document home, mark it up & communicate specific thoughts for items on the list with her so she can prepare a working copy for the next regular council meeting.

Mayor Green announced that the advertisement went out the previous Friday, so the City is currently advertising & seeking resume submissions for the City Administrator position.

Under the open agenda, Jon Michael Haney introduced himself & stated where he resided in Scott City. He stated that he found out that the City does not have a health inspector, but the State of Kansas has one that oversees five counties. Mr. Haney stated that he visited with City Building Inspector Lloyd Foster about how to contact Scott County Emergency Management Director Tim Stoecklein to discuss allocating responsibilities to individuals such as Mr. Foster, allowing him to look at residences that deal with health regulations since there is no way to make contact with the health inspector without waiting weeks done the road.

Mayor Green summarized that Mr. Haney thought the City needed a more accessible health inspector and Mr. Haney added that individuals need someone to report resident issues to that affect their health, so a paper trail could be started if issues are not being looked into.

City Attorney Faurot stated that the City does not have any tenant advocates, as Kansas Legal Services provides this for some of the communities in Southwest Kansas. She also stated that health inspectors come from KDHE & Scott County contracts with Northwest Kansas Environmental Protection Group, but that is more for environmental concerns. City Codes were explained to be more general codes that deal with nuisances enforced by the City Building Inspector & the Public Service Offices, dealing with issues outside of a residence and that are building construction codes.

City Attorney Faurot said that she would call KDHE about a specific health concern for an individual, as indicted by Mr. Haney.

Mayor Green stated that he is not sure that City Inspector Lloyd Foster has the authority to check for health concerns in residences, so the City will need to look into the issue before proceeding with that action. He expressed appreciation to Mr. Haney for bringing this to the attention of the City Council & asked City Attorney Faurot to determine if there is an immediate concern & to get a report to the appropriate person to look into the situation. Mr. Haney was asked to give his contact information & specific health issue concerns to City Attorney Faurot.

Scott County Record Editor Rod Haxton stated that city residents do not have a Tenants Association for people to contact with concerns on an enforcement mechanism.

Discussion also included that the City does not have a department set up to have authority to do any health inspections of residences and could possibly look into this issue.

Also mentioned under the open agenda was the request for a stop sign at 3rd & Antelope on behalf of city resident Eric Vasquez, by Council member Jeff Allen. He stated that Mr. Vasquez's residence has been run into twice, followed by the installation of a stout fence in his front yard which is located at the dead end of 3rd Street.

Mayor Green reminded the Council that City Attorney Faurot had previously stressed to the Council that action should not be taken on items that comes under the open agenda, but to do some research and address the issues at a future council meeting.

City Attorney Faurot stated that there are criteria to look at when designating locations to place traffic signs & to make determinations based on the information they gather. She agreed to get the criteria to Public Works Superintendent & Police Chief for them to make a recommendation.

The Council briefly discussed that special assessments & interest are assessed over 10 years on the property where street, curb, & gutter are constructed.

Mayor Green asked for a recommendation from Street & Parks Council members on the hiring of pool managers.

Council member Richards reported that he & Council member Barb Wilkinson had met & recommend the City hire a pool manager, one assistant pool manager, and one head lifeguard this year.

Craig Richards recommended that the City hire Marci Patton as Pool Manager at \$13.87 per hour, Grade E, Step 1 of the Structured Pay plan for the months of May & August and the monthly salary of \$2,000 for the months of June & July, and to hire Jessica Berry as Assistant Pool Manager at the hourly rate of \$11.00 per hour for the months of May and August and the monthly salary of \$1,500 salary for the months of June & July.

Council members Richards & Wilkinson discussed that they had researched the number of hours typically worked by pool managers & set the monthly salary at rates to prevent overlapping of hours & to cover the needs of the pool, with the help of a head lifeguard.

Mayor Green explained that paying hourly rates in May & August and monthly salaries in June & July is typical for pool managers hired by the City. He also stated that the recommendation presented to the Council allows employees to have a clear understanding of who makes decisions and who will be in charge at the swimming pool.

Craig Richards also recommended hiring Alexis Hoeme as head lifeguard, based upon her leadership skills, at the hourly rate of \$9.00 + up to 50 cents per hour for each year of experience and 50 cents per hour if she is certified as a Water Safety Instructor (WSI).

City Clerk Brenda Davis stated that the City received 19 applications for lifeguards who will be interviewed within the next month & a list of lifeguards to hire will be presented at the March 15, 2021 regular council meeting.

Motion by Craig Richards seconded by Barb Wilkinson to hire Marci Patton as Pool Manager at \$13.87 per hour, Grade E, Step 1 of the Structured Pay plan for the months of May & August and the monthly salary of \$2,000 for the months of June & July, to hire Jessica Berry as Assistant Pool Manager at the hourly rate of \$11.00 per hour for the months of May and August and the monthly salary of \$1,500 salary for the months of June & July, and to hire Alexis Hoeme as Head Lifeguard at \$9.00 per hour + up to 50 cents per hour for each year of experience and 50 cents per hour is WSI certified. Vote – Unam.

Police Chief David Post presented the power point presentation *Scott City Police Department 2020 Annual Report* on the City's newly installed 80" television, explaining that the report is to inform the Council of what happens every day throughout the year in the police department. He also stated that the report will be posted on the City's website.

To begin the presentation, Police Chief Post stated that the police department has had a lot of changes and listed the highlights during 2020.

The report included core values, mission statement, organizational chart, a department overview, crime statistics, budget savings, and goals for 2021. Also included in the report were photos from 2020.

Chief Post reported on work to be done at the dog pound, reaching out to the State of Kansas about using 911 funds to pay for the printer contract, and making additional arrests for the recent auto burglaries. He also reported that he sat in on a Chief's panel during the hiring process of the Police Chief for the City of Garden City. The implementation of a new procedure for notification of controlled burns and participation in a Junior Job Shadow Day at SCHS was also mentioned.

Chief Post stated that the following week he would be taking a class in Lexington, KY put on by Southern Police Institute on managing small law enforcement agencies, using encumbered police department funds from 2020. He also reported that Police Officer Tad Eubanks attended a narcotics investigation class in Overland Park with a Scott County Sheriff deputy, with the City providing the vehicle & fuel expenses.

A presentation at the SCHS Government Class by Sergeant Joseph Conner and Police Officer Michael McEachern spending two days the previous week shadowing a School Resource Officer in Sublette were reported to the Council also.

Lastly, Chief Post reported that Administrative Assistant Sarah Wells notified him that she plans to resign, as she is moving away from Scott City. He asked the Council for the ability to start recruiting a replacement without hiring one yet, mentioning a very experienced candidate from another jurisdiction, who would like to meet with him.

When the Council inquired about the need to advertise, City Attorney Faurot stated that the Council could authorize the Police Chief to recruit. Mayor Green stated that the City does not

usually engage in these activities before there is a vacancy, but in this case an employee has offered to give advance notice & he said that it is difficult at times to find dispatchers.

Chief Post stated that if taking applications for two weeks, holding interviews, and a candidate giving two weeks' notice, the City could be looking at two months, but if a meeting he has set up with this individual goes as well as he anticipates, he will have his backup.

Mayor Green encouraged Chief Post to recruit.

Parks Superintendent Terence Appel had nothing to report.

Street, Water, & Sewer Superintendent Terence Appel reported that there have been problems with the loader that was purchased from Murphy Equipment in 2007 for a couple of years. He stated that the loader had hydraulic & fuel problems, resulting in \$5,600 in repairs.

Mr. Appel reported that the #2 pump used at the main lift station since 2012 went out & was replaced with a pump that was previously used 3 ½ years. The pump that went out was taken to Johnson Electric in Great Bend to be rewound at the approximate cost of \$3,000 - \$4,000 with a new impeller.

The generator at Well #9 has a leak, so Mr. Appel stated that he will be looking into the cause of the leak soon. He reported that due to the cold weather employees were called out over the weekend & over 30 water meter pits were thawed out during the day.

Discussion followed on there being 4" foam insulation on meters & even if lids were on tight, some meters still froze up. Reportedly, city residents expressed appreciation for the City's response in thawing out meters.

Council member Funk inquired about the possibility of having Spring Clean Up this year.

Mr. Appel expressed that the decision was up to the Council, but he could express pros & cons of the activity. He stated that the dumpsters from Garden City will take anything you can throw in them, except tires. Also discussed was that rental properties tend to put out numerous items such as appliances & carpet.

Mayor Green stated that the City has traditionally provided Spring Clean Up as a service & he has received numerous comments from city residents who missed clean-up week last year due to COVID-19. He inquired if the rules published in the past need to be changed & Mr. Appel replied that they did not.

Discussion followed on the need of a clean-up week, possibly having high school students volunteer as a group, or for community service. Volunteers, reportedly, are covered by the City's worker's compensation insurance, as if they were City employees, and the Mayor stated that if Mr. Appel wanted to propose using volunteers, the topic would need to be discussed further.

Mr. Appel will announce Spring Clean Up week at the next regular council meeting.

Council member Bo Parkinson inquired about filling out a survey for LEMA, and it was decided that he would fill out the survey on behalf of the City.

City Clerk Brenda Davis reported that she was contacted earlier in the day from Secure Energy, the company the City purchased transportation gas for three of its locations where there is the highest natural gas usage. Mrs. Davis was reminded that the City signed a three year contract in the fall of 2019 and locked in a very favorable rate, in light of the bitter cold temperatures and the rate of gas that is currently traded being extremely high.

Mrs. Davis verbalized the plea from Secure Energy, for the City and its residents, to turn down thermostats in an effort to use less natural gas at this very crucial time. The use and price of electricity was mentioned as something to be aware of also.

Mayor Green stated that the cost of natural gas the City uses at its other locations, as well as the usage of transportation gas that exceeds what was contracted, could be astronomical. He inquired about the possibility of monitoring the City's natural gas usage during the transportation gas contract period. Mrs. Davis stated she will make an inquiry for this information from Secure Energy.

City Attorney Faurot did not report anything else.

The financial & investment reports were presented.

Mayor Green made no further comments.

The Council took a short break.

Mayor Green called the meeting back to order.

Motion by Adam Winter seconded by Jeff Allen to adjourn at 9:49 p.m. Vote – Unam.

Everett M. Green
Mayor

Brenda K. Davis, MMC
City Clerk