

October 16, 2023

The City Council of Scott City met in regular session on the above date at 6:30 p.m. in City Hall.

Pastor Jeff Goetzinger from First United Methodist Church was present to lead the Council and others present in prayer.

Present were Mayor Everett Green, Council members Craig Richards, Jeff Allen, Kelly Funk, Josh Gooden, Bo Parkinson, Adam Winter, Armando Tarango, City Attorney Jennifer Cunningham (by Zoom), City Administrator Brad Pendergast (by Zoom), and City Clerk Ruth Becker.

The Council and others recited the Pledge of Allegiance.

The minutes of the October 2, 2023, regular council meeting were presented.

Motion by Jeff Allen seconded by Bo Parkinson to approve the minutes of the October 2, 2023, regular council meeting. Vote – Unam.

Appropriation Ordinance # 1009B was presented.

Motion by Josh Gooden seconded by Adam Winter to approve Appropriation Ordinance # 1009B. Vote – Unam.

Community member Phil Gould was present to request permission to erect a *Little Free Library* at Maddux Park at his cost. Mr. Gould had provided information regarding the project to the Council in their Council packets. He noted that this is a book sharing program in which books are provided to individuals, primarily, but not limited to, children. Unlike a library, a book received from a *Little Free Library* does not need to be returned; however, those who can return a different book in its place would be encouraged to do so. Mr. Gould explained that he would build the structure to house the books, which he described as looking like a mailbox with a clear door on it, and he would act as a steward to make sure the box is filled and maintained, making repairs when necessary. Mayor Everett Green asked City Administrator Brad Pendergast if he had any input into making this decision, stating that he wanted to make sure there wasn't an issue that the City should be made aware of. Mr. Pendergast replied that he has been aware of this program for quite a while and that he sees no issues with it, as long as Mr. Gould would work with Parks Superintendent Terence Appel regarding its placement. He encouraged the Council to approve the request. Brief discussion included that other *Little Free Libraries* around town have been well utilized, potential funding sources to assist Mr. Gould (such as making application for the ½ % Sales Tax Grant), and placement at the park.

Motion by Armando Tarango seconded by Bo Parkinson to allow Phil Gould to work with Parks Superintendent Terence Appel to place a *Little Free Library* at Maddux Park. Vote – Unam.

Warren and Trisha Harkness, WTH Aviation Services, LLC, were present to update the Council as the Scott City Municipal Airport Fixed Base Operator (FBO). Mr. Harkness notified the Council that the FBO was soliciting quotes to build a security system at the airport which would include video coverage of each door of the hangars as well as inside the main hangar. He

mentioned that the airport is not currently experiencing any issues, but they would like to head off any potential problems.

Mr. Harkness reported that he is hopeful that the airport could soon be hiring an A&P mechanic. He also noted that the mowing done at the airport looks great.

Included in the packet was $\frac{1}{2}\%$ *Sales Tax Committee-2023*. Mayor Green’s appointments for the 2023 $\frac{1}{2}\%$ Sales Tax Committee are as follows:

Janelle Woods	(City Resident)	2-Year Term	2023-2024
Ali Cline	(City Resident)	2-Year Term	2023-2024
Kelly Funk	(Council Member)	2-Year Term	2023-2024
Craig Richards	(Council Member)	2-Year Term	2024-2025
Nichole O’Brien	(City Resident)	2-Year Term	2024-2025

Mayor Green noted that Craig Richards and Nichole O’Brien are nearing the end of their terms and stated that both are agreeable to be reappointed to their position. He also announced that, in his discussion with the committee members, he has been getting good feedback and noted that all current members expressed a desire to fulfill their terms. He thanked members of the committee for their work in providing a valuable service to the community.

Motion by Adam Winter seconded by Josh Gooden to accept the Mayor’s appointments of Craig Richards and Nichole O’Brien to the $\frac{1}{2}\%$ Sales Tax Committee for the 2024-2025 term. Vote – Unam.

Provided in the packet was a current copy, as well as a proposed revised copy, of “*Guidelines for Distribution of $\frac{1}{2}\%$ Sales Tax Revenue.*” Council member and $\frac{1}{2}\%$ Sales Tax Committee member Craig Richards explained to the Council that the committee had met a few times since the 2023 grant distributions had been awarded earlier in the year to discuss some possible revisions to the guidelines, which could provide some additional flexibility to granting award distributions. The first revision that the committee recommends is that grant awards be capped at \$60,000 per organization. Mr. Richards also noted that the committee would like to see more flexibility for awarding funds to entities who have never applied for the sales tax grant, or for entities who do not collect large amounts of revenue but still provide a great service to the community. Therefore, the committee recommends that the guideline that currently states that “No Qualified Organization shall **receive** a grant which exceeds 50% of their total annual income for the previous fiscal year” be changed to read “No Qualified Organization shall **apply for** a grant which exceeds 50% of their total annual income for the previous fiscal year.” The recommended guidelines also more clearly define how the amount that can be distributed each year will be calculated, stating that “revenue received from the $\frac{1}{2}\%$ Sales Tax during the tax year two years prior to the current year” will be budgeted to be expensed during the current year. The committee is recommending to the Council that if all grant applications are granted “in-full,” that the committee be allowed to award more than an applicant has requested if funds that were budgeted for distribution remain. Also, if budgeted funds still remain available for distribution once all applications have been granted their distributions, the committee requests to be allowed to roll over these “leftover” funds to be available for distribution in the next application year. The last change to the document is a proposed mission statement describing the purpose of the $\frac{1}{2}\%$ sales tax.

Motion by Kelly Funk seconded by Craig Richards to approve the revised “*Guidelines for Distribution of ½% Sales Tax Revenue*” to become effective immediately. Vote – Unam.

Presented in the packet was *City of Scott City Emergency Water Supply Plan – October 2024*. The plan has been in the packet for the last few meetings, but had not yet been approved by KDHE. This revision of the plan addresses all the issues noted by KDHE and has been approved by KDHE.

Motion by Josh Gooden seconded by Jeff Allen to approve *City of Scott City Emergency Water Supply Plan – October 2024* as presented. Vote – Unam.

Included in the packet was *Water Base Rate and Rate Table Options* as prepared by City Administrator Brad Pendergast. The document is similar to those provided for previous meetings, but Option 3 has been edited to reflect that ¾” meters’ base rates are kept as the same as they are now but reflect a change in the meter usage fees, which results in changed meter fees for each subsequent-sized meter. Mr. Pendergast noted that usage rates are lower because the base rates are higher than in previous Option 3 scenarios. He also noted that a Council member had asked him if a base rate had to include “free” gallons, to which he replied that a base rate does not need to include any gallons. Mayor Green added that, by removing any gallons to be included in a base rate, that base rate would likely be lowered, which would address concerns from individuals who have water service but use no water, such as those who travel in the winter months and are away for several months at a time. Mayor Green also noted that removing included gallons from the base rate would “level the playing field,” in that all customers would pay water rates only on water they actually used. Mr. Pendergast reminded the Council that he would encourage the Council not to lower the base rate too much since the base rate brings in the only guaranteed revenue to the water department. After a brief discussion regarding water rates, connection fees, and landlord transfer fees, the consensus of the Council was to have Mr. Pendergast alter his Option 3 to reflect a lower base rate which includes zero gallons of water, to see how this potential change would affect customers and the City’s water revenues.

Included in the Council packet was a document outlining a potential *Business Plus* purchase card option through Commerce Bank in Garden City. City Administrator Brad Pendergast explained to the Council that the current credit card setup that the City uses lacks some of the benefits of the proposed option. He noted that the City’s current credit card policy would still apply to the use of a purchase card program. He noted that one of the perks for this option is that the City would receive a 1% monthly rebate on all City purchases procured by using the purchasing card plan. As an example of how rebate dollars could be used, Mr. Pendergast noted that the City of Garden City has set up a separate account to be used for the beautification of their city. He also noted that, in urgent circumstances, it would be easier to temporarily raise credit limits for an individual purchase because the City staff would be working directly with personnel in Garden City. Our current credit card is administered through First National Bank in Scott City, but all credit card related requests must be forwarded on to another entity. Another advantage to utilizing the Commerce Bank purchasing card system is that there are online reporting and management tools available so that City staff can oversee spending as it occurs. City Clerk Ruth Becker noted that, with the current credit card setup, to pay the balance in full each month by the due date, thus avoiding any late fees, once the statement is received in the mail, the turnaround for the payment processing can be as little as one day. Because City staff does not necessarily have knowledge of all transactions conducted as of the statement date, there is often a scramble to track down receipts

and department head payment authorizations before payment processing can begin. A management tool that would allow City staff to see transactions as they occur would be a valuable tool. Council members expressed concern about using an out-of-town bank. Mr. Pendergast indicated that he has visited with personnel at each local bank, and they cannot provide this service. He also noted that First National Bank is currently providing this service to the City of Scott City at no cost, so there is no benefit to them in providing this service. There would also be no financial benefit to Commerce Bank because they will not charge the City any fees to participate in this service.

Motion by Josh Gooden seconded by Adam Winter to authorize the move from using a First National Bank credit card account to a Business Plus purchasing card account with Commerce Bank in Garden City. Vote – Unam.

GMS Engineer, Ken White was not in attendance. City Administrator Brad Pendergast informed the Council that KDHE has issued an *Approval to Bid with Conditions* letter, which had been included in the packet along with other documents such as *Bid Document Checklist for KDHE Review and Approval*, *Applicant Assurance with Respect to Acquisition of Real Property including Easements for Kansas State Revolving Fund Projects*, and *Certification as to Title to Project Site*, which will be returned to KDHE after the bid opening. Mr. Pendergast explained that, as per the requirements for bidding out a project, the bid opening could occur as early as November 20, 2023, but due to the holiday, GMS representatives and contractors who have presented bids will be in Scott City on December 4, 2023, to open bids. Recommendations will be made at the December 4, 2023, Council meeting.

Council members inquired about the progress being made on the repairs to the newly constructed portion of 8th Street. Mr. Pendergast noted that the situation is still being worked on by the City Attorney.

There was nothing to report under the open agenda.

Building Inspector Jerek Wasinger was not in attendance. He had provided copies of his monthly permit report at the Council table.

Police Chief David Post was not in attendance. Nothing was reported on his behalf.

Parks Superintendent Terence Appel indicated that his crew had begun the work to install a 6” water line at Palmer Park to separate the irrigation water line from the pool water supply line.

Street, Water, and Sewer Superintendent Terence Appel notified the Council of another water leak in the water line between 8th Street and 5th Street along Jackson Street. Mr. Appel requested Council’s permission to allow him to reach out to the Cimarron office of EBH Engineering, the engineering firm that performs the City’s engineering at the airport and is currently assisting with BASE grant requirements for the SCIP North industrial park. Because the water line needing to be replaced will be made from different material and will be a different size than the existing line, KDHE requires the City to have engineering assistance. Mr. Appel noted that GMS, Inc. is already busy with the water improvement projects and he needs more immediate assistance than he feels that GMS, Inc. can provide. Mayor Green noted that the City is not contractually obligated to GMS, Inc. to provide this type of service, but he recommended that, as a courtesy, GMS, Inc. be

informed of the City's decision to allow another engineering firm to provide this service. Consensus of the Council was to direct City Administrator Brad Pendergast to make the notification.

Well #9 has quit working. Mr. Appel has contacted Davis Electric to help determine whether there is something wrong with the pump or in the wiring. He estimates the cost of repairs at between \$10,000 and \$40,000.

Street, Water, and Sewer Superintendent Terence Appel requested to open bids for a generator. Mayor Everett Green indicated that there was only one bid presented. He noted that, while the bid is in a sealed envelope, it was not delivered that way. City Clerk Ruth Becker placed it in an envelope prior to the meeting. Upon opening the bid, he announced that Central Power Systems & Services had bid for a used 2023 Generac generator with 231 HP @ 3600 RPM. The generator currently has 99 hours on it, so there is no warranty remaining, but Central Power Systems & Services will continue to provide preventive maintenance on the unit at the agreed upon pricing already set by the City's agreement with the vendor. Cost for the unit is \$40,326.

Motion by Josh Gooden seconded by Kelly Funk to approve the purchase of the used 2023 Generac generator at the cost of \$40,326. Vote – Unam.

City Clerk Ruth Becker inquired if the Council had made a decision regarding the issuance of additional Chamber Bucks in lieu of a City Christmas Party, or if they preferred to have the party instead. Consensus of the Council was to issue Chamber Bucks to employees, in the same increments as the previous year, in lieu of holding a City Christmas Party.

Mrs. Becker notified the City Council that she and City Administrator Brad Pendergast would be interviewing 5 candidates for the Assistant City Clerk position throughout the week.

Mrs. Becker also informed Council members that the League of Kansas Municipalities' City Forum scheduled to be held in Scott City the following day had been cancelled due to low enrollment.

City Administrator Brad Pendergast noted that the City's website will be used to inform the public about the EPA's required Lead Service Line Inventory. The webpage regarding this requirement will go live soon.

City Attorney Jennifer Cunningham had nothing to report.

Financial, investment, and quarterly reports were provided in the packet for Council's review.

There were no executive sessions.

Mayor Green had no further comments.

Motion by Adam Winter seconded by Armando Tarango to adjourn at 7:19 p.m. Vote – Unam.

Everett M. Green
Mayor

Ruth Becker
City Clerk