

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Sam Budreau presided and called the meeting to order at 6:30 p.m., the Pledge of Allegiance was recited.

Commissioners Present: Mayor Sam Budreau and Commissioners Phillip Chaney, Tim Fairchild, Jacob LaRue, and Eddie Rosenberger.

Staff Present: Jeff Cantrell, City Manager; David Brake, City Attorney; Tina Bailey, City Clerk; Cory Kepley, Chief Finance Officer; Rick Willis, IT Director; Kevin Jones, Fire Chief; Ryan Follmer, Community Services Director; and Todd Newman, Cemetery and Parks Director.

**INVOCATION**

The invocation was given by Commissioner Tim Fairchild.

**PROCLAMATION**

**NATIONAL BUSINESS WOMEN’S WEEK OCTOBER 20-26, 2019**

Sam Budreau, Mayor of the City of Chanute, proclaimed October 20-26, 2019 as Chanute’s National Business Women’s Week and urged all citizens in Chanute, all civic and fraternal groups, all educational associations, all news media and other community organizations to join in this salute to women by encouraging and promoting the celebration of the achievements of all women as they contribute daily to our economic, civic and cultural purposes.

**AGENDA**

Mayor Budreau requested the addition of Consent Agenda Item 6D – Request to Temporarily Close the 200 Block of West Elm on the Evening of October 31, 2019 and Consent Agenda Item 6E – Request to Use the City Parking Lot Next to the Main Street Pavilion to Hold a Kiwanis Kids Karnival the Evening of October 29, 2019. The amended Agenda was approved on motion by Commissioner Fairchild, seconded by Commissioner LaRue. Voting Aye: All. Motion carried unanimously.

**CONSENT AGENDA**

The Consent Agenda is used to approve non-controversial or routine matters by a single motion and vote. The Consent Agenda consisted of the following:

- Minutes – City Commission – September 23, 2019
- Warrant Register dated September 25, 2019
- Warrant Register dated October 2, 2019
- Warrant Register dated October 9, 2019

- Request to Hold Annual Spook Parade
- Request to Temporarily Close South Highland, from 5<sup>th</sup> Street to 10<sup>th</sup> Street on the Evening of October 31, 2019
- Request to Hold Annual Turkey Trot 5K Run/Walk – November 9, 2019
- Request to Temporarily Close the 200 Block of West Elm on the Evening of October 31, 2019
- Request to Use the City Parking Lot Next to the Main Street Pavilion to Hold a Kiwanis Kids Karnival the Evening of October 29, 2019

Motion made by Commissioner Rosenberger, seconded by Commissioner LaRue, to approve the Consent Agenda. Voting Aye: All. Motion carried unanimously.

### **PUBLIC COMMENTS**

Ruthann Boatwright, Main Street Chanute Executive Director thanked the City for their support during the Artist Alley Event. She also reported on upcoming Main Street Events.

### **CITY MANAGER'S REPORT**

City Manager Jeff Cantrell reported that during a recent Chanute Recreation Commission (CRC) meeting their board took formal action and approved a recommendation to continue the Professional Services Contract with the City of Chanute for Todd Newman as the permanent CRC Director. Mr. Cantrell reported that if no objections were received from the City Commission he would move forward with execution of the amended contract.

City Manager Cantrell reported that during a recent USD #413 District Board meeting their board indicated a desire to fund the entire cost for installation of turf at the new City Ballfield Complex. Mr. Cantrell reported that the City would potentially front fund \$430,000 for the turf installation and the school district would reimburse the City over a 10-year amortization schedule.

General discussion was made. Comments were made by Parks Director Todd Newman.

Mr. Newman reported that the school district is working on a Memorandum of Understanding.

City Commission consensus was to place this item on the next Agenda for review and consideration.

City Manager Cantrell reported that the City has a grant opportunity to rehabilitate the apron area at the main airport hangar and requested that Community Services Director Ryan Follmer approach the City Commission and provide a brief overview of the project.

Community Services Director Ryan Follmer distributed a handout and provided a brief overview of the grant and potential airport project.

General discussion was made.

Commissioner Chaney requested an update on recent 911 discussions between the Neosho County Commission and the City of Chanute.

City Manager Cantrell provided a brief overview of ongoing discussions relating to 911 services.

General discussion was made.

#### **NEW BUSINESS**

#### **BID EVALUATION ON THE SANITARY SEWER IMPROVEMENTS (I&I) PROJECT – PHASE 4 – BRIAN SPANO, WILSON & COMPANY**

The City received notice from KDHE that approval has been made to move forward with Phase 4 of the City's Sanitary Sewer Project and bid letting.

Bid notices were published and bids for the project were due and opened October 7, 2019. The City's engineering firm Wilson & Company has evaluated the bids and a bid tabulation was provided for review and consideration. The City's State Revolving Loan will fund the project. (KWPCRF Project No.: C20 2045 01)

Mr. Spano provided a copy of a Notice of Award and an Agreement for Construction to the Commission for review.

General discussion was led by Wilson and Company Engineer Brian Spano. Comments were made by City Manager Jeff Cantrell.

Motion made by Commissioner Fairchild, seconded by Commissioner Rosenberger, to award the base bid and alternates 1 through 10 to Tri-Star Utilities, Inc. in the amount of \$1,075,698.00 for the Sanitary Sewer Improvements (I&I) Project – Phase 4 contingent KDHE approval. Voting Aye: All. Motion carried unanimously.

At their September 9, 2019 regular meeting the City Commission requested that Wilson and Company provide an updated Sewer Utility Fund Forecasting report.

Wilson and Company Engineer Brian Spano provided a brief overview of an updated Sewer Utility I&I Fund 10-year Forecasting report that was distributed to the City Commission for review.

General discussion was made. Comments were made by Chief Finance Officer Cory Kepley, City Attorney David Brake, and City Manager Jeff Cantrell.

Commission consensus was for Wilson and Company to provide a Sewer Utility Fund 5-year Forecasting report for the entire sewer fund.

Further discussion was made relating to storm sewer concerns. Comments were made by Wilson and Company Engineer Brian Spano, Chief Finance Officer Cory Kepley, City Manager Jeff Cantrell, and City Attorney David Brake.

Commission consensus was to place funding options to develop a Storm Sewer Master Plan on the Agenda at a future meeting.

#### **CONSIDER AGREEMENT ADDENDUM WITH SOUTHEAST KANSAS REGIONAL PLANNING COMMISSION TO PROVIDE ADMINISTRATIVE SERVICES FOR PHASE 4 OF THE SANITARY SEWER IMPROVEMENTS (I&I) PROJECT**

The City is working on Phase 3 of 5 for the Sanitary Sewer Collection System Improvements (I&I Reduction). Southeast Kansas Planning Commission (SEKRPC) is providing administrative services of the City's KDHE loan.

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The City is now ready to move forward with Phase 4 of the Sanitary Sewer Improvements Project. The City's KDHE loan will fund this project.

SEKRPC has provided an agreement addendum for administrative services for the City's KDHE loan paperwork associated with Phase 4 of Sanitary Sewer Improvement Project in the amount of \$5,500.00.

General discussion was made.

Motion made by Commissioner Chaney, seconded by Commissioner LaRue, to approve entering into an agreement addendum with SEKRPC in the amount of \$5,500.00 to provide administrative services for Phase 4 of the Sanitary Sewer Collection System Improvement Project. Voting Aye: All. Motion carried unanimously.

#### **FIRE PROTECTION CONTRACTS – TIOGA, BIG CREEK, AND CANVILLE TOWNSHIPS**

In 2003 the City Commission approved a process to increase the Township fire service fees. In order to not severely impact the townships, the cost has been gradually increased to cover expenses of providing that service. In 2017 the City Commission approved a 3.5% increase, 2.5% increase for 2018 and a 2.5% increase for 2019. A spreadsheet has been included proposing a 2.5% increase for your consideration.

General discussion was made. Comments were made by City Manager Jeff Cantrell.

Motion made by Commissioner Chaney, seconded by Commissioner Fairchild, to approve the 2020 Fire Protection Contract Price reflecting a 2.5% increase for Tioga, Big Creek, and Canville Townships. Voting Aye: All. Motion carried unanimously.

#### **CONSIDER PROPOSAL FOR MEMORIAL BUILDING MONUMENT SIGN**

During Commission Comments, discussion was held supporting replacement of the monument sign located on the NE lawn of the Memorial Building. Two proposals have been received, ranging in price from \$20,994-\$25,416.

General discussion was made. Comments were made by City Manager Jeff Cantrell and Community Services Director Ryan Follmer.

Motion made by Commissioner Chaney, seconded by Commissioner LaRue to accept the bid from CDL Electric in the amount of \$20,994.00 and to pay this expense through the Tourism Fund. Voting Aye: All. Motion carried unanimously.

#### **PROPERTY RESOLUTION – 208/210 S EVERGREEN**

#### **PROPERTY RESOLUTION – 1609 WEST 1ST**

#### **PROPERTY RESOLUTION – 1218 N WASHINGTON**

#### **PROPERTY RESOLUTION – 804 S FOREST**

#### **PROPERTY RESOLUTION – 218 S KANSAS**

#### **PROPERTY RESOLUTION – 205 N WASHINGTON**

#### **PROPERTY RESOLUTION – 801 N WASHINGTON**

Motion made by Commissioner LaRue, seconded by Commissioner Chaney, to adopt resolution declaring that the above properties are in violation of Chanute Municipal Codes and authorizing abatement of certain nuisances as presented. Voting Aye: All. Motion carried unanimously.

The Resolutions were assigned: No. 2019-68, No. 2019-69, No. 2019-70, No. 2019-71, No. 2019-72, No. 2019-73, and No. 2019-74

#### **EXECUTIVE SESSION – DISCUSSION OF NON-ELECTED PERSONNEL**

Motion made by Commissioner Chaney, seconded by Commissioner Fairchild, that the City Commission recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting will resume in the City Commission Chambers at 8:05 p.m. Voting Aye: All. Motion carried unanimously.

The Commission returned to open session at 8:05 p.m.

Motion made by Mayor Budreau, seconded by Commissioner LaRue, that the City Commission recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319(b)(1). The open meeting will resume in the City Commission Chambers at 8:26 p.m. Voting Aye: All. Motion carried unanimously.

The Commission returned to open session at 8:26 p.m.

Motion made by Commissioner LaRue, seconded by Commissioner Rosenberger, to approve a second addendum to the City Manager Employment Agreement, Section 5 – Salary, annual salary increase from \$127,000 to \$147,000 for City Manager Jeff Cantrell. Voting Aye: All. Motion carried unanimously.

City Manager Jeff Cantrell thanked the Commission for taking the time to provide the review.

#### **COMMISSION COMMENTS**

Commissioner Chaney commented on the City's Special Sales Tax Fund and requested future discussion to develop a priority list for maintenance needs to City/Government buildings.

General discussion was made. Comments were made by City Manager Jeff Cantrell.

Commissioner Chaney requested a list of expenses that are paid through the Electric Admin and General Fund.

Chief Finance Officer Cory Kepley provided a list of expenses paid through this fund.

Commissioner Chaney requested future discussion with the Neosho County Commission relating to tax sales.

Commissioner Fairchild thanked City Manager Cantrell for his service.

Commissioner Fairchild provided a list of unbudgeted items that the City Commission has recently approved and also future budget needs. He requested that the Commission consider further discussion relating to a Capital Improvement Program (CIP).

General discussion was made.

Commissioner LaRue thanked City Manager Cantrell for his service.

Commissioner LaRue commented on the new cross walk signs located at Royster Middle School. He also requested follow-up on a previous request relating to the school zone sign located on Cherry Street for eastbound traffic.

City Manager Cantrell will provide follow-up to the City Commission on this item.

Mayor Budreau thanked the City Manager for his service to the City and Community.

**ADJOURNMENT**

Motion made by Commissioner Rosenberger, seconded by Commissioner Fairchild, to adjourn. Voting Aye: All. Motion carried unanimously. Meeting adjourned at 8:37 p.m.

Tina L Bailey, CMC  
City Clerk