

**MINUTES OF THE GOVERNING BODY OF
THE CITY OF PARK CITY, KANSAS
COUNCIL CHAMBERS – 1941 E. 61st STREET NORTH
October 22, 2019**

ROLL CALL

The following were present: Council Members John Lehnerr, George Glover, Ben Saucedo, Melvin Kerr, Tom Jones, George Capps, and Brandi Baily. Council Member Jim Schroeder was absent.

Also present: Mayor Ray Mann, City Administrator Sean Fox, City Clerk Marlo Rugg, Police Chief Phil Bostian, City Attorney Doug Moshier, and Public Works Director Eric Miner. Assistant City Administrator/Human Resources Manager Dana Walden was absent.

VISITORS

Taylor Messick, Ark Valley News
Terry Ford
Don Snyder
Kari Miner

MEETING CALLED TO ORDER

The meeting was called to order by Mayor Ray Mann at 7:00pm. Council Member George Glover gave the invocation, and Council Member Melvin Kerr led the Pledge of Allegiance.

APPROVAL OF AGENDA

Council Member Brandi Baily moved to approve the agenda as presented. Council Member Ben Saucedo seconded the motion. Motion carried 7-0.

AWARDS & PRESENTATIONS

None.

PUBLIC FORUM

None.

STAFF REPORTS

City Administrator Sean Fox stated he had updates on developments and projects within the City. Mr. Fox stated the beams have been set on the south side of the 61st Street Bridge. He stated the south side is on pace to be completed by January 2020, and then construction will transition to the north side of the bridge. He stated construction on the Hydraulic Street bridge is ongoing and is scheduled to be complete February 2020. Mr. Fox stated the control analysis of 61st Street west of Chisholm Creek Bridge is complete, and staff will meet with the engineering company, WSP, to discuss the path moving forward. He stated Camperland is 85% complete. Mr. Fox stated staff met with the property owners south of Camperland, and both owners are planning the connection of Hartman Arena Drive to 85th Street. Mr.

Fox stated Atwoods is expected to open in the Spring of 2020, as well as the 69th Street warehouse project. He stated Sleep Inn broke ground by October 1, 2019, and construction is underway. Mr. Fox stated Fall Fest will be held October 26, 2019 at Hap McLean Park from 4:00 pm to 7:00 pm.

CONSENT AGENDA:

1. Minutes of October 8, 2019 Regular Meeting.
2. Appropriations 923-2019 with Addendum.
3. September Financial Report.

Council Member George Glover moved that the Consent Agenda, as presented, be approved.

Council Member Melvin Kerr seconded the motion. Motion carried 7-0.

NEW BUSINESS

4. **DISCUSS AND CONSIDER AGREEMENT WITH LAND BANK AND ORDINANCE TO RESPREAD SPECIAL ASSESSMENTS ON LAND BANK PROPERTIES**

Respread Agreement with Land Bank

City Attorney Doug Moshier stated the agreement between the Park City Land Bank and the City of Park City was approved by the Land Bank at the October 8, 2019 meeting. He stated the agreement was to respread special assessments in the High Ridge 2nd Addition. Mr. Moshier stated the agreement needs to be approved by the Council. He stated the proposed ordinance equalizes the remaining special assessments for the lots in High Ridge 2nd Addition owned by the Park City Land Bank.

Council Member Ben Saucedo moved to approve an agreement with the Land Bank to respread special assessments on properties located in the High Ridge 2ND Addition that are held in the Land Bank.

Council Member George Glover seconded the motion. Motion carried 7-0.

Ordinance Respreading Special Assessments on Land Bank Properties

Council Member Ben Saucedo moved to approve Ordinance #1080-2019 respreading special assessments against properties in High Ridge 2nd Addition to the City of Park City.

Council Member Brandi Baily seconded the motion.

Council Member George Capps asked if the special assessments were going to be spread all through the city, or just in the High Ridge 2nd Addition. City Attorney Doug Moshier stated it is a legal description that is an addition to the City of Park City. He stated the special assessments will only be respread in the High Ridge 2nd Addition.

Roll Call

Council Member John Lehnerr	Yes	Council Member Tom Jones	Yes
Council Member George Glover	Yes	Council Member George Capps	Yes
Council Member Ben Saucedo	Yes	Council Member Brandi Baily	Yes
Council Member Melvin Kerr	Yes	Council Member Jim Schroeder	Absent

5. DISCUSS AND ALLOW PUBLIC COMMENT REGARDING PROPOSED ACQUISITION OF PORTIONS OF PRIMROSE PARK IN SUPPORT OF THE WICHITA NORTH JUNCTION PROJECT

City Administrator Sean Fox stated that in 2015, the Kansas Department of Transportation (KDOT) completed a concept study for the Wichita North Junction, where I-135, I-235, K-254 and K-96 meet. The study identified the preferred Wichita North Junction Project and a three-phase plan. Mr. Fox stated the three phases in detail. He stated due to additional funding being made available, KDOT is attempting to acquire the necessary Right-of-Way for all phases at this time, including the eastern portion of Park City's Primrose Park. Mr. Fox stated because the property is designated as park land, KDOT and the Federal Highway Administration (FHWA) are required to allow public comments on the proposed acquisition for thirty days. He stated upon review of the public comments, KDOT and the FHWA will either proceed with an additional f(4) environmental study or will require a letter from Park City concurring with a de-minimis finding, allowing KDOT to complete the National Environmental Policy Act (NEPA) process and proceed with property appraisal, negotiations and acquisition. Mr. Fox stated the property KDOT is looking to secure is thirty feet deep and three hundred fifty feet wide. Mr. Fox stated citizens interested in providing public comment can contact Tom Heim, KDOT Public Affairs Manager, via email at tom.heim@ks.gov or by phone at 316-660-4990.

Council Member Tom Jones stated the original discussion with KDOT was for a larger piece of property. Mr. Fox stated Mr. Jones was correct. He stated KDOT is interested in just the necessary right-of-way in order to complete the preferred routing of the project.

Mr. Fox stated staff's recommendation is for Council to make it available for public comment. Mr. Heim stated the thirty-day comment period would begin after the City posted the minutes online.

Council Member Brandi Baily moved to allow public comment regarding the proposed acquisition of portions of Primrose Park in support of the Wichita North junction project.

Council Member Tom Jones seconded the motion. Motion carried 7-0.

6. DISCUSS AND CONSIDER APPROVING PURCHASE OF UPDATED LASERFISCHE SOFTWARE AND EQUIPMENT

City Administrator Sean Fox stated Laserfische is the paperless document scanning and storage system the City has used for the past 15 years. He stated Galaxie informed staff our version of the software is now obsolete and no longer supported by Laserfische and provided a quote to upgrade/renew the City's Laserfische system to the newest Avante version. Mr. Fox stated the \$4,515.50 upgrade/renewal cost is \$3,135 less than securing a new license. He stated the new Avante software system is now KCJIS and Enterpol compliant, so it can support both City Administration and Police/Code Enforcement with their paperless scanning and storage needs. He stated staff recommends replacing the Fijitsu scanners with more capable Epson DS-530 Workforce scanners incrementally over the next two to three years. Mr. Fox proposed stating with four now: three for

Police/Code Enforcement and on for Administration. He stated the cost of four Epson DS-530 Workforce scanners is \$1,580. He stated the annual software renewal fee going forward is \$1,293.00.

Council Member Ben Saucedo moved to approve \$6,095.50 to purchase updated Laserfiche software and equipment from Galaxie Business to be paid out of the Capital Equipment Fund.

Council Member Melvin Kerr seconded the motion. Motion carried 7-0.

7. DISCUSS AND CONSIDER APPROVAL OF FY2020 ORGANIZATIONAL CHART, ASSOCIATED JOB DESCRIPTIONS AND AUTHORIZING POSTING OF POSITIONS

City Administrator Sean Fox stated staff continues to identify and redefine the functions of their individual departments. He stated various changes to the City's Organizational Chart have been proposed, as well as updated and supportive job descriptions. Mr. Fox stated some minor changes proposed include either a change in job title or assigned department, to more accurately reflect the jobs being performed, and other proposed changes include either adding or eliminating positions and/or changes in job functions. He stated specific changes in the Police Department are to reinstate the Police Captain's position, redesignate the Operations Lieutenant's position to Police Lieutenant, and eliminate the Administrative Lieutenant's position. Mr. Fox stated the proposed changes to the Public Works Department are creating an Assistant Public Works Director position and eliminating the Utilities Supervisor position. He stated all the proposed changes have been budgeted in the 2020 budget except for the four-thousand-dollar salary differential between the Police Lieutenant and Police Captain positions.

Council Member George Capps asked if staff planned to hire from outside or will there be promotions from within City staff. Mr. Fox stated it depended on the individual job and individual department. He stated he was confident that the Police Department would hire from within. He stated he met with the Public Works Department to notify them that staff will be considering internal and external applicants for the proposed Assistant Public Works Director. Mr. Capps strongly recommended hiring from within. Mr. Capps stated he supports the Organizational Chart and the proposed positions.

Council Member Tom Jones asked if the Building Director would be able to perform inspections. Mr. Fox stated yes. Mr. Jones stated he is concerned with the increase in building projects within the City, and the amount of inspections the City Building Official would be performing. Mayor Mann stated if Council would like to add an additional building inspector, that position needed to be included in the 2021 budget.

Council Member Brandi Baily asked for clarification on the Police Lieutenant's direct supervisor. She stated the Organizational Chart indicates the Chief of Police supervises the Lieutenant, and the job description states the Police Captain is the supervisor. Police Chief Phil Bostian stated the Police Caption directly supervises the Police Lieutenant.

Council Member Melvin Kerr asked if the Assistant Public Works Director will supervise the Street and Park Departments, and who will supervise the Utilities Department. Mr. Fox stated the Assistant Public Works Director will supervise the Street and Park Departments, and the Public Works Director will be accountable for the Utilities and Maintenance Departments.

Council Member John Lehnherr asked how many years of experience is required for the Police Sergeant position. Police Chief Phil Bostian stated that positions required experience may need to be reviewed by the Police Department due to the changes made to the Organizational Chart.

Council Member Brandi Baily moved to approve the FY2020 Organizational Chart and the associated job descriptions with the change of the Police Lieutenant supervision placed under the Police Captain.

Council Member George Capps seconded the motion.

Council Member Ben Saucedo thanked staff for the work done on the Organizational Chart. He stated the proposed changes and new Organizational Chart will provide great opportunities.

Motion carried 7-0.

GOVERNING BODY REPORTS

Mayor's Remarks

None.

Remarks by Council Members

Council Member George Capps commented on the hate and discontent instigated by social media.

Council Member Melvin Kerr stated his thoughts and prayers go out to Ben Taylor's family. He stated Mr. Taylor passed away and was a former employee of the City.

Council Member Ben Saucedo thanked those who attended Convos Over Coffee. He reminded those active or retired military that the Register of Deeds office can issue a military discount card. Mr. Saucedo wished the Public Works Director Eric Miner happy birthday.

Council Member George Glover invited everyone to the Fall Fest at Hap McLean Park October 26, 2019 from 4:00 pm to 7:00 pm.

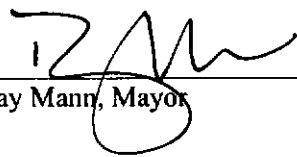
Council Member John Lehnherr stated he received calls about panhandling in the City. He stated Council may want to review the Municipal Code that addresses this issue. Mayor Ray Mann asked City Attorney Doug Moshier to discuss this topic at the next City Council meeting.

ADJOURN

Council Member John Lehnherr moved to adjourn the meeting at 7:39 pm.

Council Member Ben Saucedo seconded the motion. Motion carried 7-0.





Ray Mann, Mayor

Attest:



Marlo Rugg, City Clerk

The foregoing minutes were considered at the November 12, 2019 meeting and approved with the following amendment NONE.

The vote to approve the minutes 8-0.