



City Council Meeting Agenda

April 11, 2016

7:00 p.m.

Mayor: John McTaggart
Councilmember: Chuck Adams Jason Gillam Margaret Shriver
 Craig Crider Chuck Stites

Please stand for the **Pledge of Allegiance**

1. Approve minutes of March 28, 2016
2. Statement of Bills paid \$146,884.18
3. Requests or Comments from the public
(As a courtesy to your fellow citizens, please try to limit your comments to three minutes)
4. Consider a motion to recess into Executive Session in accordance with K.S.A. 75-4319 (b)(6) regarding the acquisition of real property
5. Consider any actions related to the Executive Session
6. Consider recommendation of approval from the Planning Commission regarding the Preliminary Plan and Final Plan for the expansion of Herff Jones, Inc.
7. Consider award of bid for baseball field fencing
8. Consider City Council policy regarding video recordings of meetings (**OLD BUSINESS**)
9. Advisory Reports
 - a. City Manager
 - b. Chiefs (Police & Fire)
 - c. Public Works
 - d. City Attorney
10. Council and Mayor Comments

Adjournment



CITY COUNCIL MEETING MINUTES

March 28, 2016

7:00 pm

The following councilmembers were present with Mayor John McTaggart presiding:

Jason Gillam Craig Crider
Margaret Shriver Chuck Stites
Chuck Adams

The following staff members were present:

- Michael Webb, City Manager
- Mark Mathies, Police Chief
- Tim Whitham, Fire Chief
- Peter Yazbec, Public Works Director
- David Duckers, City Attorney
- Sid Mitchell, Police Captain
- Zack Daniel, Assistant to the City Manager/City Clerk

MOTION TO AMEND AGENDA

Councilmember Shriver made the motion to amend the March 28, 2016 agenda by adding agenda item #10 to consider authorizing the City Manager to enter into a professional services agreement with Orrick & Erskine, LLP for acquisition services for the 102nd St. project. Councilmember Stites seconded. Mayor McTaggart requested a roll call vote which passed unanimously.

APPROVE MINUTES OF MARCH 14, 2016

Councilmember Stites motioned to approve the minutes. Councilmember Adams seconded. Mayor McTaggart requested a roll call vote. The motion passed unanimously.

STATEMENT OF BILLS PAID \$136,620.00

Councilmember Stites made the motion to approve the statement of bills paid. Councilmember Shriver seconded. Before a vote was cast, City Manager Michael Webb noted that there was a typo on the printed agenda related to the total of the statement of bills paid. Councilmember Gillam made the motion to amend the agenda to reflect the accurate total of statement of bills paid of \$136,655.26. Councilmember Adams seconded. Mayor McTaggart requested a roll call vote, which passed unanimously.

STATEMENT OF BILLS PAID \$136,655.26

Councilmember Stites made the motion to approve the statement of bills paid. Councilmember Shriver seconded. Mayor McTaggart requested a roll call vote, which passed unanimously.

Before requests or comments were heard from the public, Mayor McTaggart read a proclamation naming April 2016 as Autism Awareness Month in the City of Edwardsville. Information, resources, and facts about the condition will be shared on the city's online and social media accounts throughout the month.

REQUESTS OR COMMENTS FROM THE PUBLIC

There were no comments from the public.



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CONSIDER REQUEST FROM BONNER SPRINGS-EDWARDSVILLE CHAMBER OF COMMERCE FOR EDWARDSVILLE DAYS FUNDING

Mr. Webb noted each year, the Chamber of Commerce presents *Edwardsville Days*, and there is a standing budget item in the City's annual budget which allocates \$6,000 for the event. Primarily, these funds go towards entertainment and attractions as part of the free carnival. Area businesses are also approached for sponsorship opportunities.

Councilmember Adams made the motion to authorize the \$6,000 expenditure for *Edwardsville Days 2016*. Councilmember Gillam seconded. Mayor McTaggart requested a roll call vote, which passed unanimously.

CONSIDER THE BONNER SPRINGS-EDWARDSVILLE CHAMBER OF COMMERCE SPECIAL EVENT APPLICATION FOR EDWARDSVILLE DAYS

Mr. Webb noted he would be reviewing both this item and the next item (permit for CMB sales) in the same staff report. The first is a request specifically for holding the special event on April 29-30. The application fees for both are required as well as daily fees. Staff recommends waiving the daily fees, as has been the practice in the past.

Councilmember Gillam made the motion to approve the special event application for *Edwardsville Days 2016*. Councilmember Stites seconded the motion. Mayor McTaggart called for a roll call vote, which passed unanimously.

CONSIDER THE BONNER SPRINGS-EDWARDSVILLE CHAMBER OF COMMERCE SPECIAL EVENT RETAIL PERMIT FOR CERIAL MALT BEVERAGE FOR EDWARDSVILLE DAYS

Mr. Webb noted that the CMB license allows the sale of cereal malt beverages, not any liquor drinks. The time for the sales would be from 5:00 p.m. until 11:00 p.m. and would be restricted to a specific beer sale area that is noted on the applicant's map of the event. Councilmember Adams clarified that the Chamber of Commerce is the applicant, which Mr. Webb confirmed noting that they would be the responsible party for the sale and distribution of the beverages. Staff also noted that area businesses have been approached for a corporate row section at the event.

Councilmember Gillam made the motion to approve the CMB license for *Edwardsville Days 2016*. Councilmember Shriver seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

CONSIDER RESOLUTION 2016-08 AUTHORIZING THE SALE OF REAL PROPERTY (OLD CITY HALL BUILDING)

Mr. Webb noted that the City has the authority to sell real property through a resolution of the City Council. The building being considered is at 410 Pacific St. and is commonly referred to as the Old City Hall building. A similar contract for deed process to the property at 213 S. 5th St. would be used to solicit offers on the property. Councilmember Gillam asked if there was anything that would need to be removed from a historical perspective, which Public Works



CITY COUNCIL MEETING MINUTES

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Councilmember Crider noted that he would request a possible extension for demolition/construction work considering the stone makeup of the building. Mr. Webb noted that the contract for deed process allows for some flexibility. There was additional discussion regarding the posting and opening of the bid.

Councilmember Adams made the motion to adopt Resolution 2016-08, with the inclusion of a condition regarding the salvation of the date stone and/or other historical materials, which was seconded by Councilmember Crider. Mayor McTaggart requested a roll call vote which passed unanimously.

CONSIDER CITY COUNCIL POLICY REGARDING VIDEO RECORDING OF CITY COUNCIL MEETINGS

Mr. Webb noted that staff has been working to develop the appropriate policies regarding the recording and retention of the meetings as well as designation of the official record of meetings. Additionally, work will be done to upgrade the audio equipment used for Council meetings. Per the proposed policy, the camera recordings will be primarily for the convenience of residents and individuals who could not attend a regular meeting. Videos will be posted on a YouTube channel that the City will launch by May 1. The official record of the minutes will still be the written minutes reviewed and approved during regular City Council meetings.

There was some additional discussion regarding disclaimers to be posted notifying residents that meetings will be recorded as well as language to be added to the policy regarding the duration of the posted video (specifically adding a “gavel-to-gavel” timeframe). The suggestions discussed at this meeting will be incorporated into a revised policy at a future date. No action was taken at this time.

CONSIDER MAYOR MCTAGGART APPOINTMENTS TO THE PARKS & RECREATION ADVISORY BOARD

Mayor McTaggart noted that the two applications for appointment to the Parks and Recreation Advisory Board currently live outside of City limits. They are, however, involved in Parks & Recreation programming, either as a parent or coach. Current City policy does not disqualify nonresidents from participating on this board. There are a number of vacancies on this board, which have remained unfilled for a number of months. There was some discussion regarding the residency policy of citizen advisory boards and ongoing marketing of vacancies on boards.

Councilmember Stites made the motion to approve the appointments included in the agenda, which Councilmember Shriver seconded. Mayor McTaggart requested a roll call vote, which passed 3-2, with Councilmembers Adams and Gillam dissenting.

CONSIDER AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ORRICK & ERSKINE, LLP FOR ACQUISITION SERVICES FOR THE 102ND ST. PROJECT

Mr. Webb noted the history of this item and the immediate next steps if the agreement was authorized by the City Council. The proposed project team is ready to begin discussions with



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property owners that would be effected by future improvements to 102nd St. This is slightly different than previous efforts, as the appraiser and ROW agent will be from the same firm. City Attorney David Duckers also commented that he thought this approach was wise from the City's perspective.

Councilmember Gillam moved to authorize the agreement for professional services, which Councilmember Adams seconded. Mayor McTaggart requested a roll call vote, which passed unanimously.

ADVISORY REPORTS

CITY MANAGER

Mr. Webb noted that there is ongoing logistical planning for 102nd St. Outreach to the effected homeowners will take place over the next few weeks. Regarding the north lift station, a size has been decided upon and the purchase and installation processes are currently being determined.

CHIEFS (POLICE & FIRE)

Police Chief Mathies provided an update on recruiting efforts for the Department. Fire Chief Whitham reviewed departmental activity that occurred over the weekend.

PUBLIC WORKS

Public Works Director Peter Yazbec provided an update on the Kansas Ave. project, including upcoming road closures. Mr. Yazbec also reviewed planned asphalt work for Woodend Rd. Finally, he noted that soccer will start this weekend. Councilmember Stites noted that there may need to be a sign at 98th & Riverview about the Kansas Ave. construction.

COUNCIL AND MAYOR COMMENTS

Councilmember Crider updated those in attendance on the condition of his son. He also thanked Mayor McTaggart for the night's proclamation. Finally, Councilmember Crider announced he will be resigning from his position after the April 11 meeting due to a recent move he will be making with his family.

Councilmember Adams thanked Councilmember Crider for his service to the City. He had questions regarding an address along S. 4th St. that has a sign stating it is "mobile home friendly." Staff assured the Councilmember that the space allows for manufactured homes and that the seller is aware of this fact. Councilmember Adams noted some possible conflicts of interest regarding staffing at the Cemetery which he would like reviewed. Finally, he suggested staff review the CASA program and the City's role in supporting it.

Councilmember Gillam noted it was an honor to serve with Councilmember Crider. He asked about the status of items related to the industrial park. Mr. Webb reviewed pending expansions and developments for businesses in that area.



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Councilmember Shriver stated she is proud that Edwardsville is taking part in Autism Awareness month. She also thanked Councilmember Crider for his service to the community.

Councilmember Stites thanked Councilmember Crider for his time on the Council and wished him luck in the future.

Mayor McTaggart wished Councilmember Crider luck in the next stage of his life. He noted that the guidelines on replacement will need to be discussed at the next meeting.

ADJOURNMENT

The meeting was adjourned at 8:52 pm

Zachary Daniel

City Clerk

TO: MAYOR & CITY COUNCIL
FROM: MICHELLE BOUNDS, FINANCE MANAGER
DATE: APRIL 11, 2016
SUBJECT: STATEMENT OF BILLS

MB

FOR YOUR REVIEW

Statement of Bills, Expense and Revenue Report

RECOMMENDATION

City Council to approve the Statement of Bills from 03/26/2016 to 04/08/2016 as submitted.

FINANCIAL IMPACT

The total of the Statement of Bills from 03/26/2016 to 04/08/2016 is **\$146,884.18**.

General Operating/Payroll	\$ 105,547.99
Cash Bond	\$ 2,100.00
Cemetery	\$ 432.94
Electronic Funds Transfer Account (EFT)	\$ 38,803.25
GO Bond	\$ <u>0.00</u>
Total Bills	\$ 146,884.18

BACKGROUND

The EFT to Card Services represents purchases approved for payment with the city purchase cards. A total of 152 transactions were processed and paid.

**IF YOU HAVE ANY QUESTIONS REGARDING THE STATEMENT OF BILLS, PLEASE
FEEL FREE TO CALL PRIOR TO THE COUNCIL MEETING.**

Check Register Report

EXPENSE THRU 04 08 2016

Date: 04/07/2016

Time: 10:32 am

Page: 1

City of Edwardsville

BANK: BANK MIDWEST-CHECKING

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST-CHECKING Checks							
149675	04/01/2016	Printed		AM23	AMERICAN SWEEPING INC	SPRING SWEEP CITY STREETS	1,890.00
149676	04/01/2016	Printed		AP03	APPARATUS SERVICES LLC	VEH MAINT UNIT 620	680.91
149677	04/01/2016	Printed		BO01	BOARD OF PUBLIC UTILITIES	CITY WIDE WATER SERVICE	691.62
149678	04/01/2016	Printed		CO05	COLEMAN EQUIPMENT, INC	PARK FIELD MAINT	297.00
149679	04/01/2016	Printed		CU10	CULLIGAN OF GREATER KANSAS CIT	BOTTLED WATER, COOLER RENTAL	64.55
149680	04/01/2016	Printed		DU08	DAVID K DUCKERS	LEGAL SERV 01 28 TO 03 14 16	2,493.75
149681	04/01/2016	Printed		EM12	EMH	CMNTY CTR WATER USAGE	76.12
149682	04/01/2016	Printed		KCPL	K.C. POWER & LIGHT COMPANY	PUBLIC WORKS ELECTRIC SERV	99.37
149683	04/01/2016	Printed		KA94	KANSAS CITY KS POLICE DEPT	INTRVW TRNG, SHORT, GOLUBSKI	590.00
149684	04/01/2016	Printed		MA42	MIKE MARTIN	CONCESSION STND START UP	500.00
149685	04/01/2016	Printed		ME31	METRO POLYGRAPH LLC	PRE EMPLOYMENT POLYGRAPH	200.00
149686	04/01/2016	Printed		RO27	ROSS'S CATERING	SGT ROGOZA RETIREMENT LUNCH	487.50
149687	04/01/2016	Printed		SH22	SHAWNEE COPY CENTER	NAME PLATE, SGT HERMRECK	25.00
149688	04/01/2016	Printed		TO01	TOTAL ELECTRIC CONTRACTORS INC	INSTALL, PROG SCHL ZONE LGHT	586.30
149689	04/01/2016	Printed		WA03	WAL-MART COMMUNITY BRC	OFC SPLY, MEALS, STN SPLY	508.06
149690	04/08/2016	Printed		B110	BILLTRUST	2ND QTR UB BILLING 2016	821.87
149691	04/08/2016	Printed		BL07	BLUE SKY CLEANERS	PD CLOTHING MAINT MAR 2016	365.65
149692	04/08/2016	Printed		DE01	DEFFENBAUGH INDUSTRIES	CITY WIDE TRASH SERVICE	10,421.66
149693	04/08/2016	Printed		HE34	HERITAGE TRACTOR INC	PARK JOHN DEERE Z960M TRCTR	9,624.64
149694	04/08/2016	Printed		HO43	HOMESTEAD MOTORS	VEHICLE MAINT UNITS 50,52,57	556.85
149695	04/08/2016	Printed		EM02	JOHNNY ON THE SPOT	PARK PORTALETTS	330.00
149696	04/08/2016	Printed		KN05	DAVID A KNOPICK	MAR PLAN REVIEW	3,935.00
149697	04/08/2016	Printed		LE22	LEADSONLINE	LEADS ONLINE RENEWAL FEE	792.00
149698	04/08/2016	Printed		MA07	MARC	DUES, FORUM, EMER SRV FEES	1,367.00
149699	04/08/2016	Printed		MI60	AMY R. MITCHELL	CITY PROSECUTOR MAR 2016	3,052.50
149700	04/08/2016	Printed		OM05	OMNI BILLING	AMB BILLING SRV MAR 2016	796.01
149701	04/08/2016	Printed		SE27	SERVICEMASTER DSI	WATER MITIGATION REC TRNG RM	8,207.66
149702	04/08/2016	Printed		SP07	SPORTS CONDUCTOR LLC	PARK & REC WEBSITE SUPPORT	819.00
149703	04/08/2016	Printed		KA09	THEODORE A. STOLFUS	ANIMAL CONTROL	805.00
149704	04/08/2016	Printed		TI02	TIME WARNER CABLE	INTERNET SERVICE	290.00
149705	04/08/2016	Printed		UN25	UNLEASHED PET RESCUE	ANIMAL ADOPTIONS 1ST QTR 2016	250.00
Total Checks: 31						Checks Total (excluding void checks):	51,625.02

BANK MIDWEST-CHECKING EFTs

1148845	04/01/2016	Reconciled		AE01	JACOB AESCHLIMAN	PARAMEDIC VOLUNTEER	960.00
1148846	04/01/2016	Reconciled		AL36	THOMAS K ALLEN	EMT VOLUNTEER	440.00
1148847	04/01/2016	Reconciled		BR36	R BRITTON BROWN JR	PARAMEDIC VOLUNTEER	960.00
1148848	04/01/2016	Reconciled		FO19	ANTHONY C FORD	EMT VOLUNTEER	550.00
1148849	04/01/2016	Reconciled		MA50	EMILY S MACMURCHY	EMT VOLUNTEER	220.00
1148850	04/01/2016	Reconciled		YO02	BRIAN D YOUNG	PARAMEDIC VOLUNTEER	1,200.00
Total EFTs: 6						EFTs Total (excluding void checks):	4,330.00

Total Payments: 37

Bank Total (excluding void checks): 55,955.02

Check Register Report

EXPENSE THRU 04 08 2016

Date: 04/07/2016

Time: 10:32 am

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City of Edwardsville

BANK: BANK MIDWEST CASH BOND

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST CASH BOND Checks							
1380	04/07/2016	Printed		C119	CITY OF EDWARDSVILLE, KANSAS	APPLIED CASH BOND 39933	1,800.00
1381	04/07/2016	Printed		HA49	HAROLD HARRISON	CASH BOND REFUND 43710AA	300.00
				Total Checks: 2		Checks Total (excluding void checks):	2,100.00
				Total Payments: 2		Bank Total (excluding void checks):	2,100.00

Check Register Report

EXPENSE THRU 04 08 2016

Date: 04/07/2016

Time: 10:32 am

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City of Edwardsville

BANK: BANK MIDWEST CEMETERY

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST CEMETERY Checks							
2615	03/28/2016	Printed		BO01	BOARD OF PUBLIC UTILITIES	CEM WATER SERVICE	24.08
2616	03/28/2016	Printed		HE30	CONNIE HENRY	REIMB SOIL, LEAFBAGS, SEED	24.52
2617	03/28/2016	Printed		HE33	STEVEN HENRY	GRNDS MAINT	54.00
2618	03/28/2016	Printed		HO41	OLA HOWERTON	CEM REGISTRAR MTHLY FEE	65.00
2619	03/28/2016	Printed		SN06	TAMI SNIDER	GRNDS MAINT, REIMB LINER EXP	100.90
2620	03/28/2016	Printed		KPL0	WESTAR ENERGY	CEM ELECTRIC SERVICE	164.44

Total Checks: 6

Checks Total (excluding void checks):

432.94

Total Payments: 6

Bank Total (excluding void checks):

432.94

Check Register Report

EXPENSE THRU 04 08 2016

Date: 04/07/2016

Time: 10:32 am

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City of Edwardsville

BANK: BANK MIDWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST EFT Checks							
6133	03/29/2016	Void	04/01/2016	CA34	CARD SERVICES	PURCHASE CARD PYMT DEC 2015	0.00
6134	03/29/2016	Printed		CA34	CARD SERVICES	PURCHASE CARD PAYMENT	33,473.11
6135	03/29/2016	Printed		CA34	CARD SERVICES	CARD SERVICES	5,330.14
Total Checks: 3						Checks Total (excluding void checks):	38,803.25
Total Payments: 3						Bank Total (excluding void checks):	38,803.25
Total Payments: 48						Grand Total (excluding void checks):	97,291.21

Check Register Report

04 01 2016 PAYROLL

Emp. Code Desc.: 01
City of Edwardsville

Date: 4/7/2016
Time: 10:35:00

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
149690	04/01/2016		P	PRINC	PRINCIPAL LIFE GROUP	Remittance Check	\$736.74
149691	04/01/2016		P	STAND	STANDARD INS CO	Remittance Check	\$787.64
149692	04/01/2016		P	TXLF	TEXAS LIFE	Remittance Check	\$23.39
703212	04/01/2016		P	IRSEF	IRS EFT	Remittance Check	\$21,733.34
703213	04/01/2016		P	KS TA	KS STATE TAX	Remittance Check	\$2,972.31
703214	04/01/2016		P	HSA	HSA Bank	Remittance Check	\$25.00
703215	04/01/2016		P	KP&F	KP&F	Remittance Check	\$18,033.87
703216	04/01/2016		P	KPERS	KPERS	Remittance Check	\$3,546.71
703217	04/01/2016		P	AFAFL	AM FIDELITY FLEX ACCT	Remittance Check	\$340.41
703218	04/01/2016		P	ICMA	ICMA	Remittance Check	\$1,259.25
703219	04/01/2016		P	KPC	KANSAS PAYMENT CENTE	Remittance Check	\$134.31

Total Checks: 11

Sub-Total: \$49,592.97
Total Void/Stop Payment: \$0.00
Grand Total: \$49,592.97

**TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
DATE: APRIL 11, 2016
SUBJECT: POTENTIAL CITY COUNCIL ACTION RELATED TO EXECUTIVE
SESSION**

RECOMMENDATION

City Council to consider action items stemming from the preceding Executive Session.

FINANCIAL IMPACT

Not applicable.

BACKGROUND

The City Council considered a motion to recess into Executive Session earlier in this evening's meeting. Accordingly, there may be potential items for which the City Council to act on.

**TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
DAVE KNOPICK, CITY PLANNER
DATE: APRIL 11, 2016
SUBJECT: PRELIMINARY PLAN / FINAL PLAN 2525 MIDPOINT DRIVE
(2016-01-PPN / 2016-02-FPN)**

RECOMMENDATION

City Council to consider recommendation of approval from the Planning Commission regarding the Preliminary Plan and Final Plan for expansion of Herff Jones Inc. (2525 Midpoint Drive).

FINANCIAL IMPACT

Not applicable.

BACKGROUND

On February 10, 2016 the property owner's agent filed a preliminary plan and a final plan application for the expansion of the existing building on approximately 15.57 acres of land located on the east side of Midpoint Drive. This property is located in the Midpoint Corporate Centre, is proposed to be re-platted per case # 2016-03-FPT, and is located in the I-1 Industrial Non-Hazard District / Industrial Overlay District.

Since the property is located in the Industrial Overlay District, the development is subject to architectural and site design plan review. An initial DRC, planning and engineering review of the submitted plans was conducted and comments forwarded to the applicant on February 23, 2016. On March 4, 2016 the applicant submitted revised plans along with responses to initial comments.

On March 23, 2016 the Planning Commission took into consideration the initially submitted plan (preliminary plan – dated February 10, 2016) and the revised plan / responses (final plan – dated March 4, 2016). The Planning Commission recommended approval of the preliminary plan and the final plan with the conditions identified in the enclosed staff report:

1. The subject property be re-platted prior to issuance of a Certificate of Occupancy for the expansion of the building.
2. Verification of adequate handling of storm water runoff by existing or planned additional facilities.

In closing, staff supports the recommendations of the Planning Commission.

Two motions are required for this item: one in regard to the preliminary plan and the second in regard to the final plan.



**City of Edwardsville
Staff Analysis Report
Planning Commission March 23, 2016**

**Item 3a – Preliminary Plan / Final Plan Herff Jones Inc.
(2016-01-PPN / 2016-02-FPN)**

General Information

Applicant: Herff Jones Inc. (Owner) – Doug McWilliams / Miller Stauch – K.C. Brown (Applicant)

Location: 2525 Midpoint Drive

Applications: Preliminary Plan (2016-01-PPN) and Final Plan (2016-02-FPN)

Zoning & Overlay: I-1 Industrial Non-Hazard Zoning District / Industrial Overlay District

Existing Land Use: Manufacturing / Processing

Proposed Land Use: Same as above

Background

On February 10, 2015 the property applicant filed a preliminary plan and a final plan application for the expansion of the existing building on approximately 15.57 acres of land located on the east side of Midpoint Drive in the Midpoint Corporate Centre. The size of the proposed expansion is 48,081 square feet – 45,081 square feet extending off of the north side of the existing structure for production / warehousing and 3,000 square feet extending off the southwest corner of the existing building for office purposes. This property is in the Midpoint Corporate Centre and is located in the I-1 Industrial Non-Hazard District / Industrial Overlay District.

Since the property is located in the Industrial Overlay District the development is subject to architectural and site design plan review. The Design Review Committee (DRC) reviewed the submitted preliminary on February 22, 2016 and comments from the DRC and planning and engineering review were forwarded to the applicant on February 23, 2016. On March 4, 2016 the applicant submitted revised plans in response to the review comments. These revised plans serve as the proposed final development plan.

Analysis

City Staff, consultant planner and engineer, and the DRC members reviewed the application materials per Sections H-1.6 through H-1.9 of the Industrial Overlay District. Comments resulting from this review were forwarded to the applicant, and revised plans were submitted on March 4, 2016 to the City for consideration by the Planning Commission.

The review to date has found that the site and architectural design have met the minimum requirements of the zoning code given that the project is an expansion of an established use and existing structure. The requirement for providing a public sidewalk is recommended to be waived in light of the existing context of the property. At the time this staff report was developed the applicant was still performing a field survey and analysis to verify existing capacity / volume provided by the adjacent storm water drainage facilities.

Recommendation

As currently proposed the architectural and site design plan appear to be consistent with the review and evaluation criteria for the preliminary and final plan review process. Staff recommends that the Planning Commission recommend approval of the preliminary plan materials dated February 10, 2016 revised to address City comments dated February 23,

2016 and final plan materials dated March 4, 2016 for this project with the following conditions.

1. The subject property be re-platted prior to issuance of a Certificate of Occupancy for the expansion of the building.
2. Verification of adequate handling of storm water runoff by existing or planned additional facilities.

Two motions will be required – one in regard to the preliminary plan and another for the final plan.

Attachments

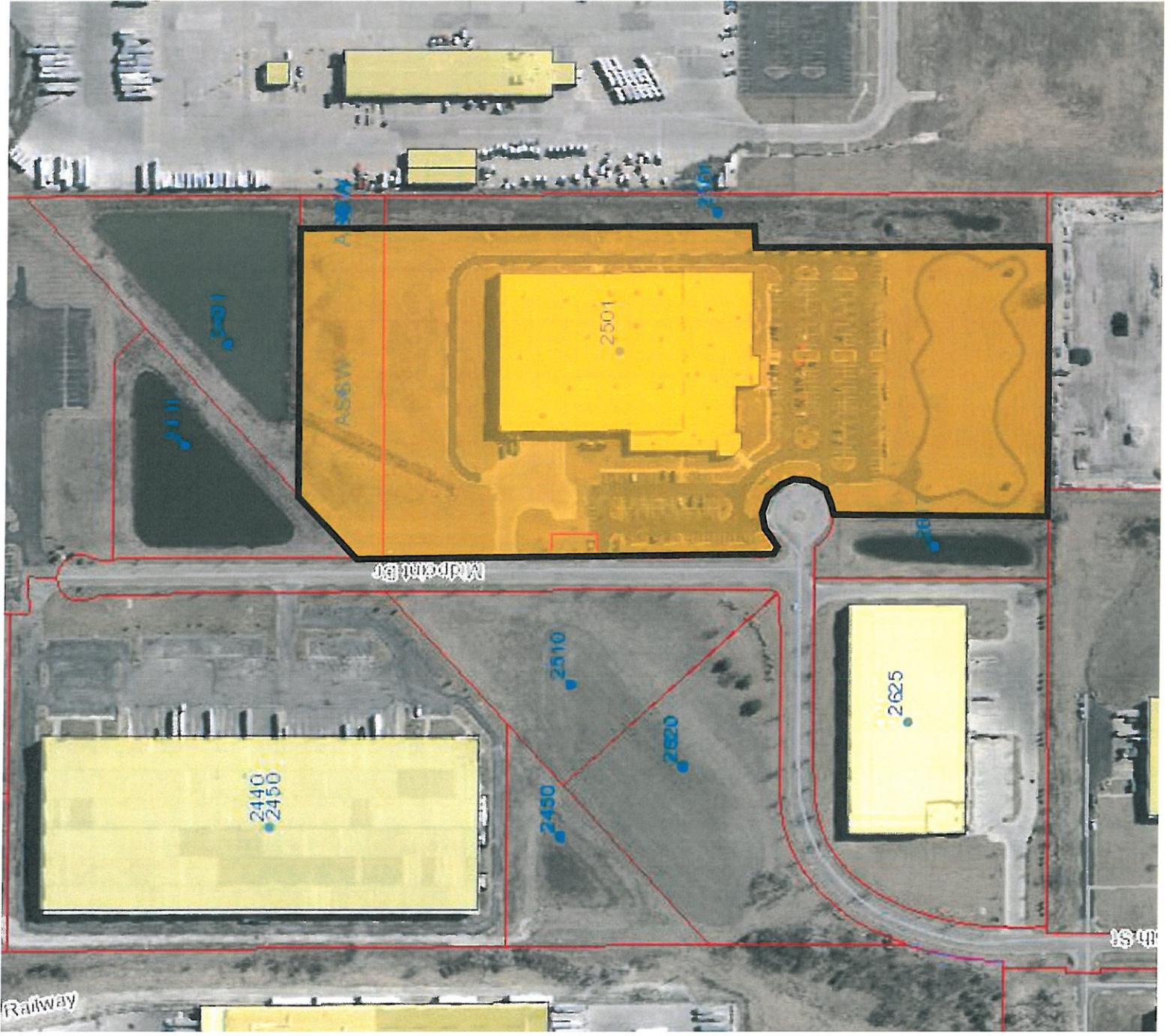
- Property Location Map
- Application Material: Preliminary and Final Plan materials

General Location Map 2525 Midpoint Dr Preliminary / Final Plan

Case # 2016-01-PPN

2016-02-FPN

March 23, 2016





DEVELOPMENT PLAN APPLICATION

RECEIVED

FEB 10 2016

CITY OF EDWARDSVILLE
690 South 4th Street, PO Box 13738
Edwardsville, KS 66113
913-441-3707 Phone / 913-441-3805 Fax

Date Received: _____ Case # _____

Property Location: 2525 Midpoint Drive

Name of Property Owner(s), Address, Phone, E-mail: Hoff Jones, Inc. 2525 Midpoint Dr. Edwardsville, KS 66111, Doug McWilliams, dmcwilliams@hoffjones.com

Name of Developer(s), Address, Phone, E-mail: Hoff Jones, Inc. (same as above)

Name of Applicant, Address, Phone, E-mail: Miller Stauch Construction Co, Inc., K.C. Brown Project Manager, 32 N. 6th St., Kansas City, KS 66101, kcbrown@millerstauch.com

Type of Development Plan and Application Fee:
 Sketch / Concept \$100 Preliminary Plan \$150 Final Plan \$150 Revised / Amended Plan \$150

Gross Acreage of Property: 15.5714 Existing Zoning: I-1

Proposed Use of Property: S-1 AND B, WAREHOUSE AND OFFICE EXPANSION

Checklist of Attachments submitted with application:

- Legal Description of property (hardcopy and electronic copy in Word Format)
- List of Consultants / Contractors with contact information on cover sheet.
- Plan Drawing(s) / Study(ies) (3 full size copies; 1 half-size copy; electronic copy - PDF file: incorporating all contents required - Cover Sheet; Site Plan - Dimension Plan, Grading Plan, Storm water / Erosion Control Plan, Utility Plan, Landscape Plan, Storm water Report; Traffic / Transportation Study; Architectural Plans - Building Elevations, Building Floor Plan, Site Lighting Plan, Master Sign Plan, etc.)
- Material / Color samples (MATCH EXISTING)
- Additional information (as required / requested)

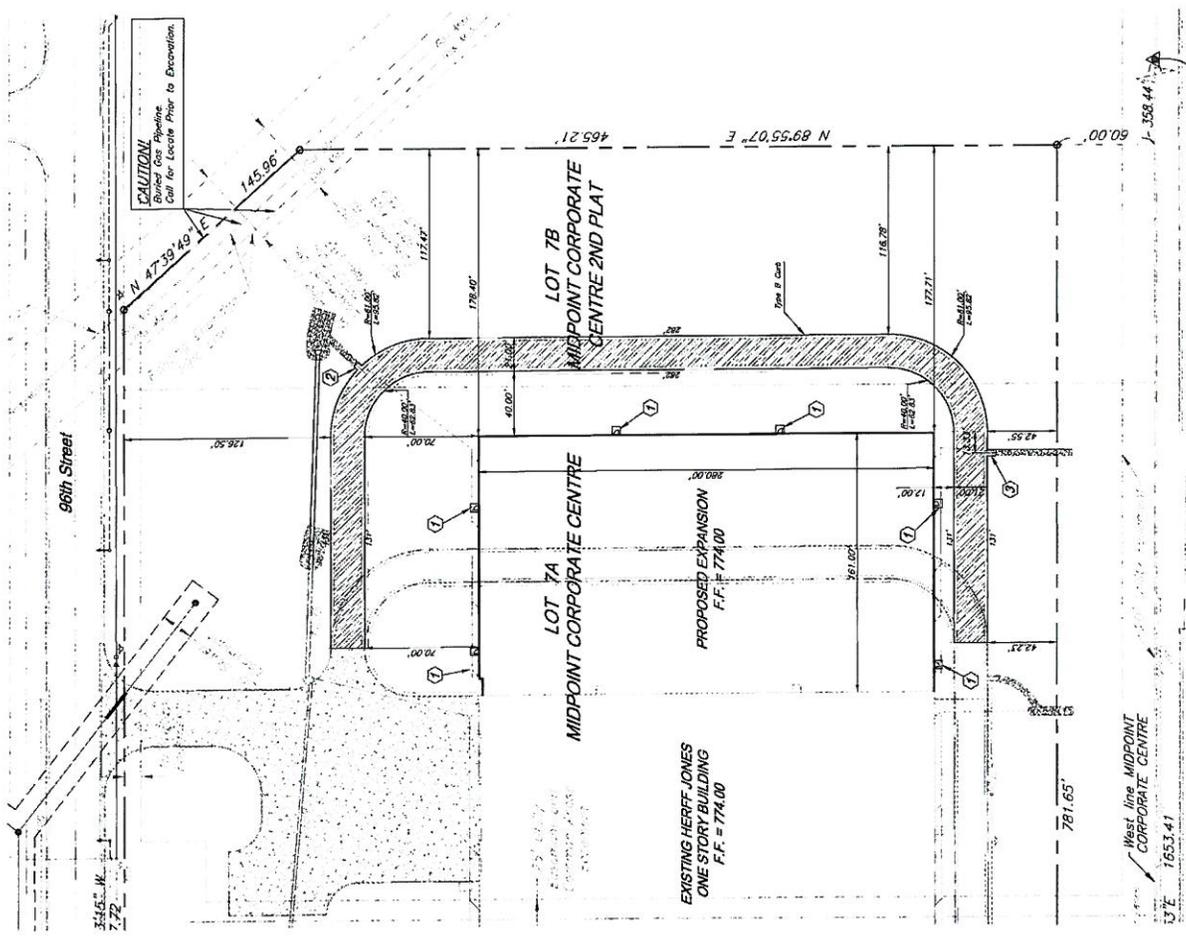
The Applicant and Owner herein agrees to comply with the regulations for the City of Edwardsville, Kansas as amended and all other pertinent ordinances or resolutions of the City and Statutes of the State of Kansas. It is agreed that all City fees and third party review expenses shall be assumed and paid by the owner. The undersigned further states that he/she is the Owner of the property proposed for the Development Plan.

Owner's Signature: _____ Date: 2/10/16

Applicant's Signature: K.C. Brown Date: 2/10/16

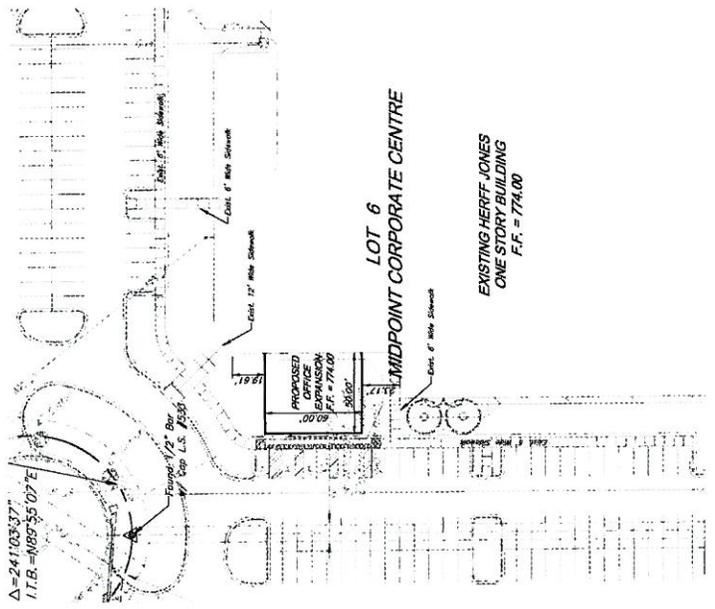
REV	DATE	DESCRIPTION

DATE	3/7/2016
PROJECT NUMBER	1341500
DATE	03/04/2016
BY	
CHKD	
DATE	
PROJECT TITLE	
SHEET TITLE	
DIMENSION PLAN	
SHEET NUMBER	C4.0



- CONSTRUCTION NOTES:**
1. Show schedule details, all dimensions are to the face of work unless otherwise noted.
 2. All work is to be done in accordance with the applicable building code.
 3. All work is to be done in accordance with the applicable building code.
- CONSTRUCTION NOTE:**
1. All work is to be done in accordance with the applicable building code.
 2. All work is to be done in accordance with the applicable building code.

- LEGEND:**
- West line Midpoint Corporate Centre
 - Proposed Expansion
 - Existing Building



RECEIVED
MAR 04 2016

TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
PETER YAZBEC, DIRECTOR OF PUBLIC WORKS
DATE: APRIL 11, 2016
SUBJECT: 2016 BASEBALL FIELD FENCING

RECOMMENDATION

City Council to consider award of bid to repair baseball field fencing at the Edwardsville City Park to Quality Fence in the amount of \$19,320.

FINANCIAL IMPACT

Funding will be from both the Special Sales Tax Fund and the Special Parks Fund. These funds are specifically allocated for capital park improvements. Staff will spend \$10,500 from the Special Parks Fund and \$8,820 from the Special Sales Tax Fund.

BACKGROUND

Staff has been replacing the out of date fencing around the baseball fields for the last several years. This has been done in phases, targeting sections that were unsafe, and unattractive. Moving forward with the fence project will allow staff to complete all needed repairs, including construction of new, safer dugouts with windscreen roofing.

The City issued request for bids on March 16 with a closing date of March 30. The City received three (3) bids which were opened and read aloud at 2:00 pm on the closing date. The bidders were Amerifence, US Fence Company, and Quality Fence. A summary of bids is attached for City Council review.

The bids, which are based on unit pricing for the recommended work, range from the lowest overall bid by Quality Fence of \$19,320, to the highest bid by US Fence Company of \$28,959.

Staff recommends awarding the 2016 Baseball Field Fencing to Quality Fencing and authorizing the City Manager to enter into a unit price contract for such services.

CITY OF EDWARDSVILLE, KANSAS
2016 Baseball Field Fencing Repair/Replacement
BID OPENING
3/30/2016

Item No.	Bid Item	Units	Estimated Quantity	Quality Fence		US Fence		Amerifence	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	NF - Tear out and replace 6' tall fencing	LF	400'	13.58	5,430.00	19.58	7,832.00	5,874.67	5,874.67
2	NF - Tear out and replace fence wings with top, middle and bottom rail	2	32' x 8'	1,200.00	2,400.00	1,536.00	3,072.00	1,360.00	2,720.00
3	NF - Replace Dugouts w/4' opening to field	2	20' x 7'	1,000.00	2,000.00	1,666.50	3,333.00	1,404.00	2,808.00
4	NF - Install dugout top windscreen	2	20' x 7'	460.00	920.00	593.00	1,186.00	320.00	640.00
5	NF - Add tension wire to existing fence	LF	250'	1.00	250.00	1.64	410.00	400.00	400.00
6	SF - Tear out and replace fence wings with top, middle and bottom rail	2	42' x 8'	1,400.00	2,800.00	1,748.00	3,496.00	1,940.00	3,880.00
7	SF - Tear out and replace dugout concrete pads	2	20' x 8' x 4"	1,200.00	2,400.00	2,522.00	5,044.00	4,000.00	8,000.00
8	SF - Replace Dugouts w/4' opening to field	2	20' x 7'	1,100.00	2,200.00	1,700.00	3,400.00	1,404.00	2,808.00
9	SF - Replace Dugouts w/4' opening to field	2	20' x 7'	460.00	920.00	593.00	1,186.00	320.00	640.00
	Project Total				19,320.00		28,959.00		27,770.67

TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
ZACK DANIEL, ASST. TO THE CITY MANAGER/CITY CLERK
DATE: APRIL 11, 2016
SUBJECT: AUDIO AND VIDEO RECORDING POLICY FOR CITY COUNCIL MEETINGS

RECOMMENDATION

City Council to consider a policy related to the audio and video recording of meetings, retention of recordings, and designation of the official record of meetings.

FINANCIAL IMPACT

Not applicable.

BACKGROUND

City staff has the ability to develop video recordings of City Council meetings. The attached policy defines the primary purpose of these recordings, sets a retention period, and identifies acceptable online venues to display the recordings.

This item was originally considered at the March 28, 2016 City Council meeting. Comments and suggestions from staff and elected officials were taken into consideration and incorporated into the revised policy. Significant changes are highlighted in red.

CITY OF EDWARDSVILLE

MEETING RECORDING POLICIES AND GUIDELINES

2016

1. PURPOSE

The purpose of this policy is to provide direction relating to audio and video recordings of meetings of the Edwardsville City Council and requests for copies of these recordings.

2. DEFINITIONS

“Official Record” of meeting – The written minutes of the proceedings of the meeting after receiving the approval of the Edwardsville City Council.

“Social Media Accounts” – The online social media outlets used by City staff and designated as an official account for the purposes of online community engagement. Examples of social media accounts include, but are not limited to, Facebook, YouTube, Twitter, etc.

3. GENERAL

It shall be the practice of the City of Edwardsville, KS to operate in an open and transparent manner, pursuant to K.S.A 75-4318. The City of Edwardsville, KS, as herein noted, recognizes the approved written minutes of its proceedings as the *official record*. These minutes include summarized narratives of the issues that come before the City Council and other citizen advisory boards whose membership is appointed by the City Council. The minutes are not to be taken in verbatim style. The City may use video recording equipment for the primary purpose of recording City Council meetings to be viewed on the City’s official website or primary social media accounts. The City may use audio recording equipment for the sole purpose to assist with the composition of draft minutes. To ensure the integrity and status of the written minutes, it will be the normal practice to delete audio recordings once they are approved by the City Council.

4. RETENTION

It will be the normal practice that:

- a) In the interim between composition of the draft minutes and the formal approval of the same at the next meeting of the City Council, any recordings will be maintained.
- b) Once approval is given to draft minutes and they become the *official record*, any audio recordings will be deleted.
- c) Video recordings of City Council meetings will be posted to the City’s website or primary social media accounts within 2 business days of their date of origin. Video recordings of the City Council meetings will be available to view on the City’s website and/or social media outlets for a period of one (1) year before being deleted permanently.
- d) **The City will maintain copies of the recording for the purposes of re-posting videos in the case of viewing complications after recordings have been posted online or on the City’s social media outlets.**

5. CONTENT

In order to preserve the integrity of recording of City Council sessions, video recordings of the meetings that are posted online will show the entirety of the regular meeting, from opening gavel to closing gavel, with no edits made to the body of the meeting. A disclaimer will appear on the main page to access the videos that will state that the meetings are to be shown in their entirety and any possible lewd and/or offensive behavior has not been omitted. An additional disclaimer will notify viewers that technical difficulties may occur due to uploading complications and/or equipment malfunction. In cases of playback error, the disclaimer will notify viewers to contact the City Clerk.

6. NOTICE

A notice will appear on the City's website notifying residents and meeting attendees that meetings are to be recorded and shall be distributed using the City's online and social media outlets. Additionally, a disclaimer will appear at the bottom on City Council agendas noting that meetings shall be recorded for purposes of online viewing.

Approved by the City Council of Edwardsville, KS on: _____

Mayor John McTaggart

City Clerk Zachary Daniel

[SEAL]