



City Council Meeting Agenda

June 11, 2018

7:00 p.m.

Mayor:	John McTaggart		
Councilmember:	Chuck Adams	Carolyn Caiharr	Margaret Shriver
	Garrett Mellott	Chuck Stites	

Please stand for the **Pledge of Allegiance**

1. Approve minutes of May 29, 2018
2. Statement of Bills paid \$361,841.40
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 2017 Financial Statement and Report of the City's Independent Certified Public Accountants
5. Preliminary presentation regarding the 2019 Annual Budget planning process
6. Advisory Reports
 - a. City Manager
 - b. Chiefs (Police & Fire)
 - c. Public Works
 - d. City Attorney
7. Council and Mayor Comments



City Council Meeting Minutes

May 29, 2018
7:00 p.m.

Mayor: John McTaggart
Councilmember: Chuck Adams Carolyn Caiharr Margaret Shriver
Garrett Mellott Chuck Stites

1. **Approve minutes of May 14, 2018**
 - **Motion:** Councilmember Adams made the motion to approve the minutes of May 14, 2018
 - **Second: Councilmember Caiharr seconded the motion**
 - **Vote: Motion passes 5-0**
2. **Statement of Bills paid \$173,087.51**
 - **Motion:** Councilmember Mellott motioned to approve the statement of bills paid
 - **Second:** Councilmember Shriver seconded the motion
 - **Vote:** Motion passes 5-0
3. **Requests or Comments from the public**
 - Richard Johnson, 9609 Swartz Rd., commented on the issue of holes in road and overgrown trees
4. **Conduct a Public Hearing and consider a resolution regarding the City's intent to issue Industrial Revenue Bonds for the Magni Americas project - ITEM DELAYED**
 - City Manager Michael Webb noted that this item was removed per the request of the developer. It remained on the agenda due to the fact that notice was published in newspaper
5. **Presentation of the 2018 Comprehensive Facilities Assessment by ArchImages**
 - Greg Garner and Kile Morrison of ArchImages provided a plan for the future of City Hall, Fire Department, Police Department, and Public Works buildings.
 - The concept presented included phased development of the City Center concept, utilizing the area immediately north of City Hall
 - Councilmember Adams asked about future use of the North fire station (or Public Works shop), which Mr. Morrison noted that the current building is not adequate for future use by the Fire Station.
 - Cost estimates were provided and Mr. Garner stressed that these figures are preliminary and would likely shift by the time the City decides to move forward.
 - No action official was taken on this item.
6. **Consider a Special Event Application for the *Cram the Cruiser/Cram the Firetruck* Motorcycle Run**
 - Assistant City Manager Zack Daniel introduced the item, noting it is a repeat application from the event that took place last year. Mr. Daniel recommended waiving the daily fee.
 - Fire Chief Tim Witham provided additional details for the event, noting the scheduled date of August 26.
 - **Motion:** Councilmember Adams made the motion approving the special event application for the *Cram the Cruiser/Cram the Firetruck* Motorcycle Run and to waive the daily fees.

- **Second:** Councilmember Caiharr seconded the motion
 - **Vote:** Motion passes 5-0
7. **Consider a recommendation of approval from the Planning Commission regarding the revised Preliminary Plat and revised Final Plat for 2510/2620 Midpoint Dr.**
- Mr. Webb noted that he is taking the place of City Planner Dave Knopick for the next three items as he is out of town.
 - Mr. Webb reviewed the plans for 2510/2620 Midpoint Dr., noting that a public hearing was held on May 9, 2018 and that the property is being proposed to be platted as a single lot in the I-9 district
 - Mr. Webb recommended the approval of the revised Preliminary Plat and revised Final Plat for 2510/2620 Midpoint Dr. and noted that two motions were required.
 - **Motion:** Councilmember Adams made the motion approving the revised Preliminary Plat for 2510/2620 Midpoint Dr.
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Motion passes 6-0 (*note: Mayor McTaggart did not initially vote on the three planning items. After realizing the error, Mayor McTaggart noted for the record his vote in favor for all planning items.*)
 - **Motion: Councilmember Mellott** made the motion approving the revised Final Plat for 2510/2620 Midpoint Dr.
 - **Second:** Councilmember Caiharr seconded the motion.
 - **Vote:** Motion passes 6-0
8. **Consider recommendation of approval from the Planning Commission regarding an application to rezone a portion of a tract of land located at 323 North 110th St. from C-2 Commercial Retail to C-3 General Commercial and adoption of Ordinance No. 996 finalizing the same**
- Mr. Webb provided overview on the item, noting that the city updated the zoning ordinances after this project was underway.
 - The change allows the development of a hotel on that site by right rather than special use permit
 - **Motion:** Councilmember Sties made the motion approving an application to rezone a portion of a tract of land located at 323 North 110th St. from C-2 Commercial Retail to C-3 General Commercial and adoption of Ordinance No. 996 finalizing the same
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Motion passes 6-0
9. **Consider recommendation of approval from the Planning Commission regarding the revised Preliminary Plan and revised Phase 1 Final Plan for Village South**
- Mr. Webb noted that there has been several changes to the original Village South plan, and that in May the revised plan was approved by the Planning Commission after a series of review in early 2018.
 - **Motion:** Councilmember Mellott made a motion to approve the revised Preliminary Plan for Village South.
 - **Second:** Councilmember Adams seconded the motion.
 - **Vote:** Motion passes 6-0
 - **Motion:** Councilmember Mellott made a motion to approve the revised Phase 1 Final Plan for Village South.
 - **Second:** Councilmember Stites seconded the motion.
 - **Vote:** Motion passes 6-0
10. **Consider a motion to recess into Executive Session in accordance with K.S.A. 75-4319(b)(2) for consultation with the City Attorney regarding information which would**

be deemed privileged in the attorney-client relationship related to the Village South at Edwardsville project development agreement

- **Motion:** Councilmember Adams made the motion to recess into executive session in accordance with K.S.A. 75-4319(b)(2) for consultation with the City Attorney regarding information which could be deemed privileged in the attorney-client relationship related to the Village South at Edwardsville project development agreement with the regular meeting to resume in the City Council Chambers at 8:45
- **Second:** Councilmember Mellott seconded the motion
- **Vote:** 5-0
- The group then recessed and returned at 8:45
- **Motion:** Councilmember Mellott made the motion to return to regular session
- **Second:** Councilmember Shriver seconded the motion
- **Vote:** 5-0
- **Motion:** Councilmember Mellott made the motion to recess into executive session in accordance with K.S.A. 75-4319(b)(2) for consultation with the City Attorney regarding information which could be deemed privileged in the attorney-client relationship related to the Village South at Edwardsville project development agreement with the regular meeting to resume in the City Council Chambers at 9:00
- **Second:** Councilmember Shriver seconded the motion
- **Vote:** 5-0
- The group then recessed and returned at 9:00
- **Motion:** Councilmember Mellott made the motion to return to regular session
- **Second:** Councilmember Adams seconded the motion
- **Vote:** 5-0

11. Consider Resolution 2018-10 calling for a public hearing amending the Village south at Edwardsville Tax Increment Financing (TIF) District Plan

- Mr. Webb noted the amendments to the proposed Resolution which were made after the agenda packet was published.
- Tyler Ellsworth of Kutak Rock provided overview on the Village South project to date. Mr. Ellsworth also provided reasoning for the scheduling of the July 9th public hearing.
- Mr. Ellsworth then reviewed the potential timeline for the review/approval process which took the process out until August 27
- **Motion:** Councilmember Adams made a motion to authorize Resolution 2018-10 calling for a public hearing amending the Village south at Edwardsville Tax Increment Financing (TIF) District Plan.
- **Second:** Councilmember Mellott seconded the motion.
- **Vote:** Motion passes 5-0

12. Advisory Reports

City Manager

Mr. Webb reported that he will be receiving a budget for the city soon. He also said that it is reported by the county appraiser that the profit values have increased.

Mr. Daniel reported values from the city cleanup day, noting an eight ton increase from the previous year. He also mentioned appreciation for everyone that helped during the cleanup.

Chiefs (Police & Fire)

Police Chief Mathies noted the busy Memorial Day weekend. He also reported two officers

have left the department, with one incoming. He noted that the department is actively looking for new officers.

Fire Chief Whitham reported one employee leaving, and that the department is starting the hiring process. He also provided an update on a grant application that the department is eligible for.

Public Works

No comments.

City Attorney

City Attorney Dave Duckers thanked City Council for their service and for the opportunity to serve in his capacity.

13. Council and Mayor Comments

Councilmember Stites inquired about the mowing schedule and maintenance of roads.

Councilmember Shriver inquired about the cost of the city cleanup. She expressed appreciation to Mr. Duckers for his time at the city.

Councilmember Mellott thanked Mr. Duckers for his time at the city.

Councilmember Caiharr expressed appreciation to the cemetery board for their Memorial Day service.

Councilmember Adams mentioned the McAnany project on 102nd street. He also expressed concerns about street maintenance.

ADJOURNMENT

The meeting was adjourned at 8:53 p.m.

Zachary Daniel

City Clerk

TO: MAYOR & CITY COUNCIL
FROM: MICHELLE BOUNDS, FINANCE MANAGER
DATE: JUNE 11, 2018
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 05/26/2018 to 06 08/2018 as submitted.

FINANCIAL IMPACT

The total of the Statement of Bills from 05/26/2018 to 06 08/2018 is **\$361,841.40**.

General Operating/Payroll	\$ 234,616.34
Cash Bond	\$ 2,950.00
Cemetery	\$ 0.00
Electronic Funds Transfer Account (EFT)	\$ 124,275.06
GO Bond	\$ <u>0.00</u>
Total Bills	\$ 361,841.40

BACKGROUND

The EFT to Card Services represents purchases approved for payment with the city purchase cards. A total of 163 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

EXP THRU 06 08 2018

Date: 06/07/2018

Time: 11:00 am

City of Edwardsville

BANK: BANK MIDWEST-CHECKING

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST-CHECKING Checks							
151232	06/01/2018	Printed		BL07	BLUE SKY CLEANERS	PD MAY 2018 CLOTHING MAINT	364.80
151233	06/01/2018	Printed		BO02	BONNER-EDWARDSVILLE CHAMBER	BANQUET TKTS, LUNCHEON	310.00
151234	06/01/2018	Printed		BU39	TONY BURR	TUITION REIMBURSEMENT	800.00
151235	06/01/2018	Printed		CI10	CITY OF LENEXA	NE KS MNGMT LUNCHEON	36.00
151236	06/01/2018	Printed		CO05	COLEMAN EQUIPMENT, INC	KUBOTA MWR Z726XKW 2 60	9,417.30
151237	06/01/2018	Printed		KCPL	K.C. POWER & LIGHT COMPANY	110TH ST ELECTRIC SRV	190.38
151238	06/01/2018	Printed		MC35	MCCLAIN RADAR SERVICE LLC	RADAR LIDAR TRAINING	125.00
151239	06/01/2018	Printed		ME31	METRO POLYGRAPH LLC	POLYGRPH GREEN	225.00
151240	06/01/2018	Printed		NE35	NETSTANDARD INC	IT SUPPORT	3,256.08
151241	06/01/2018	Printed		PR23	PREDATOR TERMITE & PEST CNTRL	CITY PARK PRE,POST EMRGNT	275.00
151242	06/01/2018	Printed		SH36	SHAWNEE MISSION FORD INC	RPR UNIT 58 MAINT	599.97
151243	06/01/2018	Printed		KA09	THEODORE A. STOLFUS	ANIMAL CONTROL	520.00
151244	06/01/2018	Printed		TI02	TIME WARNER CABLE	BUS INTERNET SERV	165.00
151247	06/08/2018	Printed		BH01	BHC RHODES CIVIL ENGINEERS	WDND FORCE MAIN, TRL PRJT	1,050.00
151248	06/08/2018	Printed		BI10	BILLTRUST	2 OF 6 UB, DEL BILLING 2018	1,147.65
151249	06/08/2018	Printed		CO13	CONRAD FIRE EQUIPMENT, INC.	REPLACE CONNECTOR	64.30
151250	06/08/2018	Printed		DU08	DAVID K DUCKERS	3 12 TO 4 9 18 IEGAL SERV	2,887.50
151251	06/08/2018	Printed		FR13	FRANKLIN LEGAL PUBLISHING	HOST MTN CODE OF ORD	300.00
151252	06/08/2018	Printed		KC14	KANSAS CITY SECURITY SYS INC	MTHLY SEC SYS SERV CHG	30.99
151253	06/08/2018	Printed		KR08	MORGAN KRONAWITTER	MLG REIMB	18.53
151254	06/08/2018	Printed		LE35	LEXIPOL LLC	ANL LAW ENF POLICY MANUAL	5,694.00
151255	06/08/2018	Printed		JA22	MAJESTIC FRANCHISING INC	JANITOR SERV MAY 2018	944.70
151256	06/08/2018	Printed		MI64	MIDWEST PUBLIC RISK	ANL PROP LIAB PREM 2018	116,981.64
151257	06/08/2018	Printed		UN25	UNLEASHED PET RESCUE	ANIMAL CONTROL	400.00
151258	06/08/2018	Printed		WA03	WAL-MART COMMUNITY BRC	CONCESSION STND SUPPLY	34.73
151259	06/08/2018	Printed		DE01	WASTE MANAGEMENT	CTY TRSH SRV, CLEAN UP DAY	18,254.53

Total Checks: 26 Checks Total (excluding void checks): 164,093.10

BANK MIDWEST-CHECKING EFTs

1149229	06/01/2018	Reconciled		KN05	DAVID A KNOPIK	MAY PLANNING TECH REVIEW	3,255.00
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Total EFTs: 1 EFTs Total (excluding void checks): 3,255.00

Total Payments: 27 Bank Total (excluding void checks): 167,348.10

Check Register Report

EXP THRU 06 08 2018

Date: 06/07/2018

Time: 11:00 am

Page: 2

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							
1522	06/01/2018	Printed		BR44	SYDNEY BROWN	CASH BOND REFUND 48783AA	100.00
1523	06/01/2018	Printed		CI19	CITY OF EDWARDSVILLE, KANSAS	CASH BOND FORFEIT 55219	1,200.00
1524	06/01/2018	Printed		KE21	EMILY KERN	CASH BOND REFUND 55256	100.00
1525	06/01/2018	Printed		LE40	JAMES LEA	CASH BOND REFUND 48507	500.00
1526	06/01/2018	Printed		MA60	DERRICKA MABON	CASH BOND REFUND 49392	300.00
1527	06/01/2018	Printed		RA13	GERARDO RAMIREZ-COPTO	CASH BOND REFUND 41948BB	750.00
Total Checks: 6						Checks Total (excluding void checks):	2,950.00
Total Payments: 6						Bank Total (excluding void checks):	2,950.00

Check Register Report

EXP THRU 06 08 2018

Date: 06/07/2018

Time: 11:00 am

City of Edwardsville

BANK: BANK MIDWEST EFT

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
BANK MIDWEST EFT Checks							
6282	05/31/2018	Printed		GR05	ATMOS ENERGY	CITY WIDE NATURAL GAS	686.96
6283	05/31/2018	Printed		CA34	CARD SERVICES	PURCHASE CARD PAYMENT	35,503.45
6284	05/31/2018	Printed		LU03	CIT	PHONE EQPMT LEASE PYMT	483.20
6285	05/31/2018	Printed		FP02	FRANCOTYP-POSTALIA, INC	CITY WIDE POSTAGE	500.00
6286	05/31/2018	Printed		KS06	KANSAS STATE TREASURER	2013BI, 2015 2016 GO BOND INT	69,263.75
6287	05/31/2018	Printed		KS06	KANSAS STATE TREASURER	APRIL 2018 COURT FEES	6,210.50
6288	05/31/2018	Printed		KPL0	WESTAR ENERGY	CITY WIDE ELECTRIC SERVICE	5,527.39
6289	05/31/2018	Printed		FL04	WEX BANK	CITY WIDE FUEL	6,099.81
Total Checks: 8						Checks Total (excluding void checks):	124,275.06
Total Payments: 8						Bank Total (excluding void checks):	124,275.06
Total Payments: 41						Grand Total (excluding void checks):	294,573.16

Check Register Report

06 08 2018 PAYROLL

Emp. Code Desc.: 01
City of Edwardsville

Date: 6/6/2018
Time: 17:21:14

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
708765	06/08/2018		P	IRSEF	IRS EFT	Remittance Check	\$27,370.92
708766	06/08/2018		P	KS TA	KS STATE TAX	Remittance Check	\$5,067.88
708767	06/08/2018		P	HSA	HSA Bank	Remittance Check	\$326.75
708768	06/08/2018		P	KP&F	KP&F	Remittance Check	\$26,481.86
708769	06/08/2018		P	KPERS	KPERS	Remittance Check	\$3,539.32
708770	06/08/2018		P	AFAFL	AM FIDELITY FLEX ACCT	Remittance Check	\$274.98
708771	06/08/2018		P	ICMA	ICMA	Remittance Check	\$1,379.25
708772	06/08/2018		P	KPC	KANSAS PAYMENT CENTE	Remittance Check	\$1,080.93
708773	06/08/2018		P	PRINC	PRINCIPAL LIFE GROUP	Remittance Check	\$861.99
708774	06/08/2018		P	STAND	STANDARD INS CO	Remittance Check	\$884.36

Total Checks: 10

Sub-Total: \$67,268.24
Total Void/Stop Payment: \$0.00
Grand Total: \$67,268.24

TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
MICHELLE BOUNDS, FINANCE MANAGER
DATE: JUNE 11, 2018
SUBJECT: 2017 AUDIT

RECOMMENDATION

City Council to consider accepting the 2017 Financial Statements and Report of Independent Certified Public Accountants prepared by Wendling Noe Nelson & Johnson LLC.

FINANCIAL IMPACT

Not Applicable

BACKGROUND

The City's independent audit firm, Wendling Noe Nelson and Johnson, LLC of Topeka, has prepared for the City Council's consideration the financial statements and report of independent certified public accountants for the year ending December 31, 2017.

Financially, the City continues to perform well. The 2017 general fund unencumbered cash balance was \$920,966 compared to \$817,788 in 2016, representing a 13% increase from the previous year. This represents approximately 16% of actual expenditures, just above the City's goal of 15% of budgeted expenditures. There was one adjustment for 2017, which shifted approximately \$17,497 from the General Fund to the Special Sales Tax Fund due to a coding error when the item was receipted.

The auditors found no material weaknesses in our internal control procedures and only one significant deficiency being segregation of duties. This weakness has been previously identified and is due to the limited size of our staff. This is likely to be an ongoing comment.

Hard copies of the audit document are available for City Council review.

In closing, staff is very pleased with the 2017 audit report and recommends the City Council accept the financial statements for the year ending December 31, 2017 and report of independent certified public accountants as prepared by Wendling Noe Nelson and Johnson, LLC.

TO: MAYOR & CITY COUNCIL
FROM: MICHAEL WEBB, CITY MANAGER
ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JUNE 11, 2018
SUBJECT: 2019 ANNUAL BUDGET PLANNING

RECOMMENDATION

City Council to hear preliminary presentation regarding the 2019 Annual Budget planning process.

FINANCIAL IMPACT

Not applicable

BACKGROUND

In March of this year, City departments provided a Year-End Review of their 2017 activity. In general, a majority of metrics used to measure departmental activity are trending upward. Anticipated needs, both long and short-term, were also discussed during the 2017 reviews. Additionally, the City Council reviewed the report from the City's Independent Certified Public Accountants earlier this evening that included audited figures from 2017.

The presentation tonight will contextualize some of this data as it will be used to inform the development of the 2019 Annual Budget. Final budget adoption will take place August 13, 2018 in accordance with the state mandated timeline.