



City Council Meeting Minutes

July 25, 2022
6:00 p.m.

Mayor: Carolyn Caiharr
Councilmember Chuck Adams (absent) Mark Bishop Garrett Mellott
Greg Scott (absent) Margaret Shriver

1. **Consider approval of consent agenda items**
 - a) **Approve minutes of July 11, 2022**
 - b) **Statement of bills paid in the amount of \$195,726.70**
 - Councilmember Bishop asked why there was a \$140 payment to the Iowa League of Cities. City Manager Michael Webb responded that this was for posting of a job notice for the vacant Public Works Director position.
 - **Motion:** Councilmember Mellott made the motion to approve the consent agenda items.
 - **Second:** Councilmember Shriver seconded the motion
 - **Vote:** Passes, 3-0
2. **Requests or Comments from the public**
 - No comments were made during this item.
3. **Consider authorizing the City Manager to enter into Change Order #1 with McAnany Construction for the FY22 Full-Depth Repair Project for Swartz Rd.**
 - City Manager Michael Webb reviewed this item, noting that the project was originally approved in June of this year based on a bid package put together by the outgoing Public Works Director.
 - After approval, Mr. Webb noted that the section of Swartz Rd. between 98th Street and the 9500 block of Swartz was not included. Staff met with McAnany to discuss adding this portion of the street section, as well as other amendments.
 - Other amendments in the change order include deducting 102nd St., deducting Swartz from 104th St. west 600 feet, adding the Swartz street section noted in the bullet above, and adding a 2" overlay on Swartz from 104th St. west 600 feet, and a change in some of the base materials.
 - Unit prices would be held to the original bid from McAnany.
 - The cost for the change order would increase the project total from \$343,667.25 to \$380,286 (or about \$36,618.75).
 - Mayor Caiharr agreed that the new section needs to be added, but she also asked about the drainage on certain sections. Mr. Webb noted that correcting drainage issues would be a challenge without acquiring right-of-way. He did note that there would be some over-excavating in this area to create a ditch section to mitigate some of these concerns.
 - Councilmember Bishop asked for clarification on the total length of road, which Mr. Webb noted was approximately a mile or more.
 - Mr. Webb noted that bond funds were not available for this project.
 - **Motion:** Councilmember Mellott made the motion to approve the Change Order #1 as proposed
 - **Second:** Councilmember Bishop seconded the motion
 - **Vote:** Passes, 3-0

4. Hear presentation regarding code enforcement activity

- Police Lieutenant and Administrative Division Commander Bradley Todd provided this overview of code enforcement activity.
- EPD assumed the Community Service Officer position from Public Works in August of last year. The CSO is Tom Haas.
- Lt. Todd reviewed the complaint/resolution process, which typically is initiated by resident complaints. He noted the outreach efforts, including door hangers and mailings, in order to inform property owners of potential violations.
- Lt. Todd reviewed the 316 reports made since last August, which only resulted in 11 citations and four forced mows.
- There was additional discussion on the process to recoup money from property owners if a forced mow is required.
- Mayor Caiharr had questions about right-of-way mowing. Mr. Webb reviewed the ROW areas that is maintained by contracted staff, which is largely areas where there are improved surfaces (sidewalks, etc.) and common areas to allow for unobstructed views for traffic.
- There was additional discussion on how properties become condemned if/when a structure could be deemed dangerous to the public. The condemnation review process was reviewed.
- Mayor Caiharr made the comment that she'd like to see more proactive enforcement of aesthetic issues for rental properties. Police Chief Mathies noted that currently, all codes are enforced the same regardless of the owner/occupancy status. This led to a discussion the nature and mechanisms of a rental registration program.
- There was a general consensus that EPD staff would research rental registration programs and return with a report to the Council at a later date.
- There was no action requested as part of this presentation.

5. Hear presentation regarding the development of the 2023 Annual Budget

- Assistant City Manager Zack Daniel provided this presentation, focusing on mill levy discussion points.
- Mr. Daniel first reviewed the flawed revenue neutral rate (RNR) formula prescribed by the state. He also provided a "true" RNR that incorporates the properties changed in use, primarily properties coming off IRBs that would artificially inflate the assessed values in the City. The "true" RNR represents what would be a reduction of 2.9 mills vs. 3.6 mills (the County's calculated RNR).
- There is general consensus that any mill levy change would be absorbed by the General Fund, which would result in a \$55,000 loss from FY22 to FY23 using the "true" RNR.
- No change in the mill levy would net a gain of about \$253,404 in the City's General Fund.
- Mr. Daniel showed estimates for the impact on properties using the true RNR, no mill change, and a 1 mill increase. Mr. Daniel also noted that calculations are based on the assumption that FY22 expenditures will exceed budgeted amount by 2%. This figure will likely change once more data is collected about FY22 activity.
- Current expenditure proposals for FY23 (less payroll and benefits) total an approximately \$164,530 increase over FY22, driven largely by the cost of materials and contract labor.
- Pay and staffing scenarios were then discussed. The minimum compensation adjustment includes a 3% STEP increase for all staff, which would be about a \$330,000 increase over the FY22 budget. The high end of the table calculates a

\$900,000 increase, which would include STEP and grade increases, as well as additional staff for admin and grant -funded staff for EPD and EFD.

- Mr. Daniel stressed that administrative staff is currently at capacity as far as activity level goes. It is not feasible that significant new programs (such as a rental registration program) could be successfully implemented without additional administrative capacity. Mr. Daniel noted that the for functions of the clerk's office are being done and will continue to be done, but the additional services to residents would likely require additional staffing.
- Mr. Daniel then showed a table that estimated that utilizing the true RNR mill levy would result in General Fund fund balance falling below financial policy thresholds.
- Mr. Daniel noted the General Fund priorities, being appropriate staffing and compensation for staff, quality of life improvements for residents, presenting a "balanced" budget with respect to reserves, and keeping the debt service levy stable in order to make needed investments in the community.
- There was additional discussion about the library tax levy and how it is inequitable for residents in terms of where they get their services from.
- Mayor Caiharr noted her efforts in this area, with an emphasis in keeping Edwardsville tax revenue local.
- The calendar for the remaining budget discussions was discussed.
- No action was taken as a result of this item.

6. Consider recessing into Executive Session pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussion of acquisition of real property

- **Motion:** Councilmember Mellott made the motion to recess into executive session for the reasons stated to return at 8:10
- **Second:** Councilmember Bishop seconded the motion
- **Vote:** Passes, 3-0
- The group recessed, then returned from executive session
- **Motion:** Councilmember Mellott made the motion to return to regular session
- **Second:** Councilmember Shriver seconded the motion
- **Vote:** Passes, 3-0
- No action was made as a result of this executive session.

7. City Manager Report

- Mr. Webb referred to the written report and noted both he and Assistant City Manager Zack Daniel would be on vacation the next week.

8. Council and Mayor Comments

Councilmember Bishop asked about local police response in case there was a school shooting. Chief Mathies provided a review of standard response procedure, noting that it would likely involve school officials and the County's Sherriff's department as well.

Councilmember Mellott noted the positive community feedback he received from participants in the Junior Fire Academy. He also noted a pothole along 102nd Street that needed attention. He also pushed for more cleanup activity in the KDOT medians along K-32. He closed by requesting that fencing be looked at for the north Public Works shop.

Councilmember Shriver thanked everyone involved in the Junior Fire Academy. She raised the idea of a potential Junior Police Academy. There was additional

discussion on the staffing needs for the program. She also thanked Lt. Todd for the CSP presentation.

Mayor Caiharr thanked the EFD for all of the recreation activity they've been involved in. She also asked if staff had reached out to see if the UG pothole truck was available to assist with City streets. She noted the UG intern program which may be a resource for the City to assist with staffing needs (ProX). She asked that outreach be made regarding upcoming public hearings. She thanked Lt. Todd for the CSO presentation. She also noted an upcoming presentation she would be making to the County regarding including western Wyandotte County in their budget discussions.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.

Zachary Daniel

City Clerk