

**CITY OF FORT SCOTT
CITY COMMISSION MEETING**

Minutes of February 6, 2018

Regular Meeting #3

The regular meeting of the Fort Scott City Commission was held February 6th, 2018 at 6:00 p.m. in the City Commission Room, 123 S. Main, Fort Scott, Kansas.

ROLL CALL:

Commissioners Adamson, Bartelsmeyer, Nichols and Parker were present with Mayor Mitchell presiding.

INVOCATION: Pastor Jason Shackelford, Margrave Church of Christ, said a prayer asking God for guidance for the city and all government and city officials.

AUDIENCE IN ATTENDANCE: Travis Shelton, James Charlesworth, Venita Ballweber, Kenny Howard, Chad Brown, Jason Shackelford, Janet Braun, Shannon O'Neil, Jerry Morgan, Rachel Pruitt, Lindsay Madison, James Birket, Kevin Davidson, Clayton Miller, Darrell Parker, Frank Adamson, Paul Ballou, Rhonda Dunn, Deb Needleman, and Jason Silvers, representing the Fort Scott Tribune.

PROCLAMATIONS/RECOGNITIONS: Introduction of new City employee – Deb Needleman, Human Resource Director introduced a new Police Officer: Kevin Davidson. He started on January 29th, 2018.

APPROVAL OF MINUTES AND APPROPRIATIONS/CONSENT AGENDA:

- A. Approval of minutes of the regular meeting of January 16th, 2018
- B. Approval of Appropriation Ordinance 1208-A totaling \$639,873.81.
- C. Resolution 4-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure and Accessory Structure located at 1523 E. Wall Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.
- D. Resolution 5-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure and Accessory Structure located at 1601 E. Wall Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.
- E. Resolution 6-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure and Accessory Structure located at 13 N. Holbrook Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.
- F. Resolution 7-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure located at 523 S. Main Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.

- G. Resolution 8-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure located at 108 W. Oak Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.
- H. Resolution 9-2018 – Notice of Hearing with Reference to Alleged Dangerous and Unsafe Structure and Accessory Structure located at 309 S. Lowman Street – Public Hearing Date – 3/20/2018 – 6:15 p.m.

Bartelsmeyer moved to approve the Consent Agenda. Nichols seconded. All voted aye.

APPROVED CONSENT AGENDA.

APPEARANCE/COMMENTS/PUBLIC HEARING:

- A. **APPEARANCE:** None
- B. **CITIZEN COMMENTS** (Concerning Items Not on Agenda – 3 minute limit per citizen) - None
- C. **PUBLIC HEARINGS:** None

CONSIDERATION:

1. Consideration of appointment to Fort Scott Planning Commission – one City resident – Diane Clay, City Clerk, informed the Commission that there was an opening on the Planning Commission for a City resident. There were two letters of interest received: Josh Jones and Frank Adamson. The Planning Commission met on January 22nd, 2018 and their recommendation was to approve the appointment of Josh Jones.

Parker moved to approve the appointment of Josh Jones to the Planning Commission board for a three year term. Adamson seconded. All voted aye.

APPROVED APPOINTMENT OF JOSH JONES TO THE FORT SCOTT PLANNING COMMISSION FOR A THREE YEAR TERM.

2. Assignment of Charlesworth Contract – James Charlesworth appeared before the Commission and informed them that his company, Charlesworth & Associates has been in existence since 1977. On November 1st, 2017, the company sold to an insurance brokerage firm. He started Charlesworth Consulting, LLC combining the insurance consulting business and their employee benefit business into a new company. He asked for approval to change the name to Charlesworth Consulting, LLC. He will remain the City's insurance broker. This is just an organizational name change.

Mitchell moved to approve the change of name from Charlesworth & Associates to Charlesworth Consulting, LLC. Parker seconded. All voted aye.

APPROVED CHANGE OF NAME FROM CHARLESWORTH & ASSOCIATES TO CHARLESWORTH CONSULTING, LLC. AS THE CITY'S INSURANCE BROKER.

- 3. Consideration of 2017 Audit Contract with Diehl, Banwart, Bolton – Jon Garrison, Director of Finance, informed the Commission that he is requesting approval of the 2017 Audit Contract with Diehl, Banwart, Bolton, CPA's. The cost of the audit remains the same as the previous year which is \$18,300.

Bartelsmeyer moved to approve the 2017 Audit Contract in the amount of \$18,300 with Diehl, Banwart, Bolton, CPA's. Nichols seconded. All voted aye.

APPROVED 2017 AUDIT CONTRACT IN THE AMOUNT OF \$18,300 WITH DIEHL, BANWART, BOLTON, CPA'S.

- 4. Consideration to approve KDOT Form TRF 3 – Closeout of Downtown Brick Street and Sidewalk Replacement Project in 2010 - Jon Garrison, Director of Finance, informed the Commission that he is needing the KDOT Form TRF 3 signed by the Mayor which will close out the Downtown Brick Street and Sidewalk Replacement Project from 2010.

Bartelsmeyer moved to approve the signature of the KDOT Form TRF 3 closing out the Downtown Brick Street and Sidewalk Replacement Project from 2010. Mitchell seconded. All voted aye.

APPROVED THE SIGNATURE OF THE KDOT FORM TRF 3 CLOSING OUT THE DOWNTOWN BRICK STREET AND SIDEWALK REPLACEMENT PROJECT FROM 2010.

- 5. Consideration of increase in Woodland Hills Golf Course fees and change in membership renewal dates – Jon Garrison, Director of Finance, informed the Commission that the Golf Course Advisory Board recently met on February 1st, 2018 and discussed the fees at Woodland Hills Golf Course. Shannon O'Neil, Golf Pro Manager, had surveyed the area courses and their fees and shared them with the board. The Golf Course Advisory Board voted to recommend raising the fees to the following:

	Weekday	Weekend
9 hole green fees	\$10 to \$11	\$12 to \$13
18 hole green fees	\$12 to \$13	\$14 to \$15
Memberships: Single	\$400 to \$440	

Family (4)	\$550 to \$595
Season Golf Cart	\$350 to \$425

It was also recommended by the Golf Course Advisory Board to have all memberships renew on May 1st of each year. All memberships would need to be prorated this first year, and then next May all memberships would have the same renewal date.

Nichols moved to approve the increase in rates at Woodland Hills Golf Course and the change in membership renewal dates. Parker seconded. All voted aye.

APPROVED INCREASE IN RATES AT WOODLAND HILLS GOLF COURSE AND THE CHANGE IN MEMBERSHIP RENEWAL DATES.

Shannon O'Neil, Golf Pro Manager, gave the Commission an update on this last year and the course. There were 9,069 golfers who played the course. There were 127 memberships sold with 90 of the memberships being single, 27 family, 6 junior and 4 with the family recreation pass. The course is listed as one of the top ten courses to play in the State of Kansas.

6. Consideration to reject demolition bids for 1837 E. 1st – Rhonda Dunn, Community Development Director, asked the Commission to reject the demolition bids for 1837 E. 1st Street. This property has recently sold and the new owner plans to demolish the structure that is there and place a new modular home there.

Parker moved to reject the demolition bids at 1837 E. 1st Street. Adamson seconded. All voted aye.

APPROVED TO REJECT THE DEMOLITION BIDS AT 1837 E. 1ST STREET.

7. Consideration of Tourism Center remodel bids – Dave Martin, City Manager asked the Commission to reject the two bids for remodeling the Tourism Center at 231 E. Wall. There were five contractors who attended a pre-bid meeting, but due to the big difference in the bids, it was determined that a bid specification sheet be created by Ag Engineering. This project will be re-bid after the bid specifications are created.

Bartelsmeyer moved to reject the two bids for the remodeling of the Tourism Center to be rebid at a later date. Nichols seconded. All voted aye.

APPROVED TO REJECT THE TWO BIDS FOR THE REMODEL AT THE TOURISM CENTER AT 231 E. WALL TO BE REBID AT A LATER DATE.

8. Discussion of Utility Office hours – Deb Needleman, Human Resource Director, informed the Commission that back in September of 2017 the hours in the Utility Office were altered to 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 12:00 p.m. on Friday and the office was closed on Friday afternoons. There is quite a lot of people who want to come into City Hall and pay their utility bills on Friday afternoons and the telephone also rings a lot. She asked the Commission to allow the hours to return back to 8:00 a.m. to 5:00 p.m. Monday through Friday effective February 26th, 2018.

Mitchell moved to move the Utility Office hours back to 8:00 a.m. to 5:00 p.m. Monday through Friday effective February 26th, 2018. Parker seconded. All voted aye.

APPROVED TO MOVE THE UTILITY OFFICE HOURS BACK TO 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY EFFECTIVE FEBRUARY 26TH, 2018.

9. Consideration of tree removal from the west and south end of runway – Fort Scott Municipal Airport – Rachel Pruitt and Kenny Howard appeared before the Commission to request permission for tree removal from the west side and the south end of the Airport runway. This would be done by an in-kind donation and the City would not be out any money or time. If the Airport expansion project is approved and funded, these trees would need to be removed as part of the project. If the trees are removed at the present time, it would be before any environmentalals would be needed. This is City property where the trees would be removed.

Bartelsmeyer moved to approve the removal of the trees from the west and south end of the runway. Parker seconded. All voted aye.

APPROVED THE REMOVAL OF TREES FROM THE WEST AND SOUTH END OF THE RUNWAY AT THE AIRPORT FROM AN IN-KIND DONATION.

COMMISSION/STAFF:

- A. Director Updates:** Paul Ballou, Fire Chief, gave the Commission an end of the year end update from 2017. They had almost 1,600 calls. There were more EMS calls and more transfers to area hospitals due to the closure of the ICU unit at Mercy. January 2018 has been very busy so far and more than 40 calls over 2017 have already occurred.

He also gave an update on the Dispatch enter and that the 1st week of March the Next Generation 911 will be installed. There are 60 to 70 centers in Kansas that are hosted through a system in Topeka. Texting to 911 will be offered also and 911 calls will be much easier to trace and follow.

Rhonda Dunn – Stout Building update – Rhonda updated the Commission and shared photos of the Stout building and the condition it is in. There are two large holes in the roof and the building is open to the elements. She received an estimate to have the roof repaired and the building boarded up and it was about \$32,000. There could be some possible interest in the building and she is looking into that. Another option is demolition of the building. It is owned by the Rosalee Stout Trust. More information will be forthcoming.

Chad Brown – Chad shared photos of the City's bucket truck. The City has two bucket trucks, one of which was donated from the County. The smaller bucket truck is used on a daily basis but is having issues with the aerial lift unit. It is costing quite a bit to repair it. He found a 2010 International C4900 truck with 176,000 on Purple Wave for \$12,500 currently for bid. They actually have two of these trucks – one is a 2009 and one is a 2010 and they are both at \$12,500. He asked for approval to spend up to \$25,000 to purchase one of these trucks to replace the bucket truck the City currently has. The City's current bucket truck, which is having issues with the aerial lift, will have the lift removed and the truck will be used on a daily basis as the truck is still in good condition. He and Tom Coffman, the City's mechanic, will travel to Edmond, Oklahoma to look at the bucket truck tomorrow, February 7th, 2018.

Nichols moved to authorize up to \$25,000 to be bid on the 2009 International or 2010 International bucket truck on Purple Wave. Bartelsmeyer seconded. All voted aye.

APPROVED TO AUTHORIZE UP TO \$25,000 TO BE BID ON THE 2009 INTERNATIONAL OR 2010 INTERNATIONAL BUCKET TRUCK ON PURPLE WAVE.

B. City Commission:

Adamson – Nothing to report.

Bartelsmeyer – Nothing to report.

Nichols – Remarked that he likes the Director updates.

Parker – Asked about the stop lights at 3rd and National and if they can be changed to a four way stop.

Chad will check into this. He was waiting for warmer weather to change the intersection and 3rd at National.

Mitchell – Nothing to report.

C. City Attorney: Nothing to report.

D. Director of Finance: Remarked that he is looking at changes in the Utility billing system. The billing used to be broke out into five different billings and the City was split into four quadrants. He would like to merge all the billing into one billing group. There will be some changes made to the current ordinances before this can take place.

Jon also remarked that he and the City Manager have been having meetings with the City's software company, Tyler Technologies, on issues we have been having.

E. City Manager: Nothing to report.

ADJOURNMENT:

Bartelsmeyer moved to adjourn the meeting at 7:29 p.m. Adamson seconded. All voted aye.

ADJOURNED MEETING AT 7:29 P.M.

The next regularly scheduled meeting is to be held on February 20th, 2018 at 6:00 p.m.

RECORDED BY:

DIANE K. CLAY
CITY CLERK