

**CITY OF FORT SCOTT
CITY COMMISSION MEETING**

Minutes of March 7, 2017

Regular Meeting #5

The regular meeting of the Fort Scott City Commission was held March 7th, 2017 at 6:00 p.m. in the City Commission Room, 123 S. Main, Fort Scott, Kansas.

ROLL CALL:

Commissioners Adams, Bartelsmeyer, Mason and Nichols were present with Mayor Mitchell presiding.

INVOCATION: Michael Mix, Water Utility Director said a prayer asking God for guidance for the city and all government and city officials.

AUDIENCE IN ATTENDANCE: Travis Shelton, Clayton Miller, Deb Needleman, Shannon O'Neil, Shawn O'Brien, Vicki Wright, Crystal Mason, Elaine Kirby, Marlene Braker, Lee Lorimer, Beth Nuss, Larry Nuss, Buzz Hawpe, Denise Duncan, Bobby Duncan, Christa Horn, Shana Emerson, Kendall Madison, Micah Self, Morgan Carr, Alex Gorman, Liz Torres, Gunnar Brown, Henry Witt, Kieran Houlihan, Bill Michaud, Amber Toth, Darby Toth, Dave Sorrick, Carla Farmer, Reta Baker, Barbara E. Ritter, Jozie Fisher, Junie Fisher, Amy K. Fisher, Justin P. Fisher, Gregg Motley, Elizabeth J. Reichard, Jason Gorman, Jerald Mitchell, Michael Mix, Kathy Dancer, Arnold Schofield, Kevin Allen, Max Fanning, Russ Briggs, Jim Coulson, Jerry Witt, Steve Buerge, Nate Lyons, Greg King, Bailey Lyons, Don Miller, Carol Lydic, Dean Mann, Corey Schenkel, Rachel Pruitt, Chad Brown, Kenny Howard, Lindsay Madison, Rhonda Dunn, Pat Lyons, Frank Adamson, Janet Braun, Michelle Workman, representing Fort Scott Biz, and Jason Silvers, representing the Fort Scott Tribune.

PROCLAMATIONS/RECOGNITIONS:

Flood Safety Awareness Week Proclamation – March 6-10, 2017 – Mayor Mitchell read a Proclamation proclaiming March 6th through March 10th, 2017 as Flood Safety Awareness Week in the City of Fort Scott and urged all citizens to raise their awareness about the importance of preparing for and understanding flooding in Kansas, and preparing their homes, businesses and communities for the upcoming flood season.

Good Samaritan Day Proclamation – March 13, 2017 – Mayor Mitchell read a Proclamation proclaiming March 13th, 2017 as Good Samaritan Day in the City of Fort Scott and urged all citizens to celebrate this day and support efforts to promote kindness, generosity, and philanthropy.

Recognition of City Employees – Deb Needleman, Human Resource Director informed the Commission that Buzz Hawpe, who worked for the City from 1980 to 1998 as a Police Officer, and then came back in 2007 to 2017 in the Streets Department, will retire on March 17th, 2017.

She also recognized Justin Fisher, Police Officer who is being deployed to Kuwait and Iraq for 400 days to serve our country. Justin started with the Fort Scott Police Department in December of 2013. This is his third deployment with the Kansas National Guard.

APPROVAL OF MINUTES AND APPROPRIATIONS/CONSENT AGENDA:

- A. Approval of minutes of the regular meeting of February 21st, 2017.
- B. Approval of Appropriation Ordinance 1188-A totaling \$562,899.26.

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

APPROVED CONSENT AGENDA.

APPEARANCE/COMMENTS/PUBLIC HEARING:

A. APPEARANCE:

Russ Briggs – Briggs Redevelopment Plan – Mr. Briggs appeared before the Commission to inform them of a renovation and redevelopment of the dealership located on Highway 69. He thanked Ray Shepherd for having a vision back in 1953 when he came to Fort Scott to open the car dealership. He introduced Jim Clausen to talk about the new proposed renovation. He shared a map of the current location and said that there are current plans to have a three way stop at the intersection of 18th and Highway 69. They propose to change this to a four way stop and build a new street to the east to have an entrance into their property as well as connect the proposed road to their service road behind their building. They are discussing developing a TIF district for this expansion.

City Manager said that he and Rachel and Jon have been meeting with Briggs and this is a great expansion for the City.

Amber Toth, Fort Scott High School Student Presentations – Ms. Toth thanked the Commission for letting her two groups present before them. She informed the Commission that all of the groups present their projects and they are voted on and filtered down to the top two groups which get to present to the City Commission.

The first group consisted of Morgan Carr, Alex Gorman, Kiernan Houlihan, and Liz Torres. They presented a project called Fort Scott Mini Golf Project. Their idea consisted of constructing a mini golf course at Woodland Hills Golf Course.

The second group consisted of Gunnar Brown, Micah Self, Darby Toth and Henry Witt. They presented a project called Fort Scott Solar Project. Their idea consisted of the City switching all their twelve

buildings over to solar energy and then eventually offering the savings to homeowners with the same opportunity.

The Commission thanked them for their great ideas and hard work.

B. CITIZEN COMMENTS (Concerning Items Not on Agenda – 3 minute limit per citizen) - None

C. PUBLIC HEARINGS: None

CONSIDERATION:

1. Christa Horn – CASA Allocation Request – Christa Horn – Bourbon County C.A.S.A. Funding Request - - Mrs. Horn appeared before the Commission and thanked the City for their support in the past years. Bourbon County C.A.S.A. is now in its 27th year of providing advocates for our community’s abused and neglected children. There are currently 28 volunteers who gave their time and energy to 73 children this past year. They donated over 1,148 hours and drove 15,129 miles at their own expense to make sure their assigned children’s needs were being met. She believes every child in foster care deserves the support and advocacy of a CASA volunteer. She thanked all the volunteers with C.A.S.A. who go above and beyond the call of duty to assist children with needs. With the City’s financial support, they can recruit, train and support enough volunteers to care for every child in the foster care system.

Mitchell moved to approve the allocation of \$5,000.00 for C.A.S.A. Bartlesmeyer seconded. All voted aye.

APPROVED ALLOCATION OF \$5,000.00 FOR C.A.S.A.

2. Consideration of Farm Ground Lease Bids – Wastewater Treatment Plant facility - Michael Mix, Public Utilities Director informed the Commission that bids were taken for the lease of approximately 100 acres at the Wastewater Treatment Plant. There were three (3) bids received with the high bid from J. W. Endicott in the amount of \$12,750. Approval was recommended.

Mason moved to approve the high bid from J. W. Endicott in the amount of \$12,750.00 to farm the 100 acres at the Wastewater Treatment Plant. Nichols seconded. All voted aye.

APPROVED THE HIGH BID FROM J. W. ENDICOTT IN THE AMOUNT OF \$12,750.00 TO FARM THE 100 ACRES AT THE WASTEWATER TREATMENT PLANT.

3. Consideration of Construction of Golf Cart Shed at Woodland Hills Golf Course – Jon Garrison, Director of Finance, informed the Commission that on February 27th, 2017 the Woodland Hills Golf Course Advisory Board met and discussed the possibility of building a

new golf cart shed adjacent to the new clubhouse. The board discussed the possibility of whether to construct the new golf cart shed to house privately owned golf carts or the City owned/leased golf carts. They unanimously agreed to construct the new golf cart shed to house the City owned/leased new golf carts. There was \$25,000 left from the golf course clubhouse fund and there was \$50,000 budgeted for this item for 2017. Approval was recommended to construct this new golf cart shed adjacent to the new clubhouse to house the new City owned/leased golf carts and to use the \$25,000 in remaining funds from the golf course clubhouse along with the \$50,000 budgeted for this project.

Adams moved to approve to construct a new golf cart shed adjacent to the new clubhouse to house the new City owned/leased golf carts and to use the \$25,000 in remaining funds from the golf course clubhouse along with the \$50,000 budgeted for this project. Nichols seconded. All voted aye.

APPROVED TO CONSTRUCT A NEW GOLF CART SHED ADJACENT TO THE NEW CLUBHOUSE TO HOUSE THE NEW CITY OWNED/LEASED GOLF CARTS AND TO USE THE \$25,000 IN REMAINING FUNDS FROM THE GOLF COURSE CLUBHOUSE ALONG WITH THE \$50,000 BUDGETED FOR THIS PROJECT.

4. Consideration of increase of golf cart rental fees on weekdays and weekends - Jon Garrison, Director of Finance, informed the Commission that on February 27th, 2017 the Woodland Hills Golf Course Advisory Board met and also discussed the increasing of the golf cart rental fees from \$7 on weekdays to \$8 and from \$12 on weekends to \$13 on weekends. The Board felt this increase was justified due to the newly leased golf carts.

Nichols moved to approve to increase the golf cart rental fees from \$7 on weekdays to \$8 and from \$12 on weekends to \$13. Mason seconded. All voted aye.

APPROVED TO INCREASE THE GOLF CART RENTAL FEES FROM \$7 ON WEEKDAYS TO \$8 AND FROM \$12 ON WEEKENDS TO \$13.

5. Update on selection of insurance markets - Jon Garrison, Director of Finance, updated the Commission on the selection of insurance markets for the City's property and liability coverage. According to James Charlesworth, all prospective insurance agencies have been assigned the markets they requested. There is no selection conflict and Charlesworth & Associates will notify the agencies of their respective markets. Agencies will have until May 17th, 2017 to return their insurance quotes to Charlesworth, who will then present a summary of the quotes to the City Commission at their June 6th, 2017 City Commission meeting. The new policy year will begin July 1st, 2017.

Bartelsmeyer moved to proceed to move forward with the selection process of an insurance agent for the City's property and liability insurance. Adams seconded. All voted aye.

APPROVED TO PROCEED TO MOVE FORWARD WITH THE SELECTION PROCESS OF AN INSURANCE AGENT FOR THE CITY'S PROPERTY AND LIABILITY INSURANCE.

6. Selection of engineering firm – Relocation of Long Shoals Bridge – Riverfront Park – Jerry Witt, Chairman of the Riverfront Authority informed the Commission that he wished to get approval for two items. The first item is to seek permission to construct a 30' X 50' pavilion and lookout tower in the North Belltown area of the Riverfront Park. The pavilion will be placed on concrete and be open. It will have electricity and lighting and will be a great enhancement to this area. This is funded by an \$89,000 KDWP grant with \$70,000 from the grant and \$19,000 from the Riverfront Authority.

He also informed the Commission that Request for Qualifications were received for engineering for the relocation of the Long Shoals Bridge. There were five (5) proposals received from engineering firms. This project is funded by a KDOT grant in the total amount of \$750,000 with \$600,000 funded by KDOT and the remaining \$150,000 funded by Riverfront. He asked approval for the engineering firm of Felsburg, Holt & Ullevig for this project.

Mason moved to approve the construction of the pavilion and lookout tower at Riverfront Park and to approve the engineering firm of Felsburg, Holt & Ullevig for the engineering for the relocation of the Long Shoals Bridge project. Bartelsmeyer seconded. All voted aye.

APPROVED THE CONSTRUCTION OF THE PAVILION AND LOOKOUT TOWER AT RIVERFRONT PARK AND TO APPROVE THE ENGINEERING FIRM OF FELSBURG, HOLT & ULLEVIG FOR THE ENGINEERING FOR THE RELOCATION OF THE LONG SHOALS BRIDGE PROJECT.

7. Tourism Proposal – City Manager thanked all who are here at the meeting regarding the move of the tourism position under the City's jurisdiction. He stated that this is not a City versus Chamber issue and that Lindsay Madison does a great job at the Chamber and is great to work with. Dave stated that at the last meeting the City Commission instructed him to bring information to them about what it would take for the tourism position to be under the City's jurisdiction which is what he has done. He stated the following:

Tourism benefits as a City position:

- Given the competitive landscape, partnering Economic Development and Tourism is an effective way to increase revenues for the City.

- Focused leadership provides a viable social image and efficient communications.
- Tourism would benefit from additional guidance of the Comprehensive Plan from the Planning Commission.
- The City would provide benefits to sustain longevity and reduce turnover (health insurance, retirement, etc.)

Operational Costs: Facility Operations:

- 3 way split – shared facility operational costs between Chamber, Tourism and Community Development

Salaries:

- 100% Tourism
- 50/50 split for administrative position
- 100% part time (Trolley drive – Saturday employee)

Administrative Proposal:

- Continue to 50/50 share full time administrative support
- Joint hire with Chamber and Tourism
- Full time administrative assistant would qualify for City benefits

Advisory Board:

- Under review – no proposed changes
- Chamber to have representation

City Manager stated that there is currently a 99 year lease contract between the City and the Chamber. City Manager said that the Commission, if they desire to approve this move, would ask to give the City Attorney and the City Manager permission to draft a letter waiving the 60 day contract notice releasing Transient Guest Funds back to the City and moving tourism from the Chamber to the City's jurisdiction.

Lindsay Madison, Executive Director for the Chamber of Commerce addressed the Commission and said that tourism is an integral part of the Chamber. The Transient Guest Tax funds have increased in the last few years and helped secure the construction of a Sleep Inn hotel and the purchase of a new trolley. She said that the Chamber and Tourism both do all they can to draw people to Fort Scott.

Mayor Mitchell read two letter which had been sent to her. The first letter was from Cynthia McFarland who was the former Tourism Director for the Chamber from 2008-2009. She stated she believes tourism should be separate from the Chamber. Martha Scott was also unable to attend and sent a letter to the Mayor stating that it makes sense to move tourism under the City. She stated that a better applicant could be attracted with benefits offered by the City.

Individuals attending who spoke in favor of moving the tourism position to the City's jurisdiction included: Reta Baker, Bobby Duncan, Arnold Schofield, Denise Duncan, Don Miller, Frank Adamson, and Carol Lydic.

Individuals attending who spoke against the move included: Larry Nuss, Bill Michaud, and Steve Buerge.

Jon Garrison, Director of Finance addressed the Transient Guest Tax funds. He explained how the funds are received and distributed.

Adams made a motion to move the Tourism position under the City's jurisdiction to be reviewed on an annual basis.

APPROVED TO MOVE THE TOURISM POSITION UNDER THE CITY'S JURISDICTION TO BE REVIEWED ON AN ANNUAL BASIS.

Nichols moved to give permission for the City Attorney and City Manager to draft a letter to waive the 60 day contract notice releasing Transient Guest Funds back to the City. Adams seconded. All voted aye.

APPROVED TO GIVE PERMISSION FOR THE CITY ATTORNEY AND CITY MANAGER TO DRAFT A LETTER TO WAIVE THE 60 DAY CONTRACT NOTICE RELEASING TRANSIENT GUEST FUNDS BACK TO THE CITY.

COMMISSION/STAFF:

A. Director Updates: None

B. City Commission:

Adams – Nothing to report.

Bartelsmeyer – Nothing to report.

Mason – Nothing to report.

Nichols - Nothing to report.

Mitchell – Nothing to report.

C. City Attorney: Nothing to report.

D. Director of Finance: Nothing to report.

E. City Manager:

1. Parking Issue – City Manager said that Travis Shelton, Chief of Police informed him of a parking problem at the High School due to the construction. The buses at the High School have moved to the south side of the school. They come in on State Street and leave

southbound on Scott to 12th Street. Scott Street from 11th to 12th and 11th Street from Scott to Main have become very congested with students parking on both sides of the street. Since the buses are now leaving in this area, he suggested placing No Parking signs on the west side of Scott between 11th and 12th and on the north side of 11th Street between Scott and Main. He has spoken to the residents in this area and they have no issues with that. He asked for approval for placement of the No Parking signs.

Nichols moved to place the No Parking signs at the above mentioned areas. Adams seconded. All voted aye.

APPROVED PLACING NO PARKING SIGNS ON THE WEST SIDE OF SCOTT BETWEEN 11TH AND 12TH AND ON THE NORTH SIDE OF 11TH STREET BETWEEN SCOTT AND MAIN.

2. Recycling – City Manager said that 4 States Sanitation will begin their recycling in April. They have purchased two trailers from Bourbon County and Twister Trailer is working on the trailers. They will use the lot to the north of H & H Agency on North National.
3. Highway 69 Meeting – City Manager announced that he will be unable to attend the March 28th City Commission meeting as he will be in Washington, D.C. attending the Highway 69 meeting. Commissioner Mason is unable to attend.
4. Lindsay Madison announced that the Highway 69 groundbreaking for the south section of 6 miles will be held on Monday, March 13th at 9:00 a.m. at Cherry Grove Baptist Church.

ADJOURNMENT:

Adams moved to adjourn the meeting at: 7:57 p.m. Mason seconded. All voted aye.

ADJOURNED MEETING AT 7:57 P.M.

The next regularly scheduled meeting is to be held on March 28th, 2017 at 6:00 p.m.

RECORDED BY:

**DIANE K. CLAY
CITY CLERK**