

**CITY OF FORT SCOTT
CITY COMMISSION MEETING**

Minutes of September 4, 2018

Regular Meeting #17

The regular meeting of the Fort Scott City Commission was held September 4th, 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: Michael Mix, Public Utilities Director, said a prayer asking God for guidance for the City and all government and City officials.

AUDIENCE IN ATTENDANCE: Janet Braun, Travis Shelton, Rhonda Dunn, Paul Ballou, Dave Bruner, Michael Mix, Mike Billings, Kenny Howard, Darrell Parker, Kenneth Rood, Larry Gazaway, Deb Needleman, and Clayton Miller, and representing the press, Jason Silvers, Fort Scott Tribune.

PROCLAMATIONS/RECOGNITIONS: None

APPROVAL OF MINUTES AND APPROPRIATIONS/CONSENT AGENDA:

- A. Approval of minutes of the regular meeting of August 21st, 2018.
- B. Approval of Appropriation Ordinance 1222-A totaling \$1,650,284.63.
- C. Resolution 34-2018 - Notice of Hearing with Reference to Alleged Unsafe and Dangerous Structure and Accessory Structure located at 15 S. Crawford Street – Public Hearing Date – 10/16/2018 – 6:15 p.m.

Bartelsmeyer moved the Consent Agenda. Parker 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. Review of Water Plant KDHE Inspection – Michael Mix, Public Utilities Director, informed the Commission that the Water Treatment Plant

recently had an inspection by the Kansas Department of Health and Environment. He is happy to report that no deficiencies of any kind were found. He is very proud of his Water Treatment Plant crew and recognized them for their hard work.

2. Letter of Conditions – USDA – River Intake Structure Grant – Michael Mix, Public Utilities Director, introduced to the Commission Michael Billings, Area Specialist, with Rural Development of Iola, Kansas.

Mike Billings informed the Commission that he was present to go over the Letter of Conditions for the Water Treatment Plant and Dam Improvements project. The loan application has been received by R.D.A. and is in the amount of \$4,925,000. This loan will be administered by the Rural Utilities Service (RUS) and area staff of USDA Rural Development. All conditions set forth under Section III must be met within 280 days of the date of this letter. He did state that this time frame can be extended if needed. He briefly went over all eight sections of the Letter of Conditions and 46 items on it. He did highlight on a few of the items.

Project Description: Funds will be used to make improvements to the Intake Facility, SCADA, and the water treatment plant clearwell and will provide an opportunity to further investigate the dam design and construction. Development items include: improvements to access road, emergency pump connection, water transmission main condition assessment, replacement of intake gates and actuators, replacing mechanical and intake screen, repairing intake pumps, replace pump motors and install VFD's, replacing check valves and insulation valves, installing a new mixing system in the wetwell, install grout in the corners of the wetwell wall, installing a sump pump, providing davit cranes, replacing the roof, tuck pointing and sealing the brick structure, provide internal roof access, replacing old heating and ventilating equipment, modifying the exiting power feed, providing a stationary standby generator, surge protection, RTU and radio system, security monitoring, SCADA improvements, temporary dam access, and abutment analysis.

The project is budgeted as follows:

Construction	\$3,132,000
Contingency	\$ 469,800
Engineering Fees	\$ 848,300
Includes:	
PreDevelopment	\$ 114,000
Design	\$ 344,300
Construction Administration	\$ 390,000
Interest – Interim	\$ 199,900
Legal & Administrative Fees	\$ 275,000
Total Project Costs	\$4,925,000

Loan Terms: The interest rate will be the lower of the rate in effect at the time of loan approval or at the time of loan closing, unless otherwise

requested. The loan is for a period of 40 years. Payments will be equal annual amortized installments, beginning one year after closing. A 3.125% interest rate and an amortization factor of 44.15, which provides for an annual payment of \$217,439 is used. This amount could be slightly different based on the interest rate at which the loan is closed.

Mr. Billings asked for approval of four items:

- 1) Letter of Intent to Meet Conditions
- 2) Request for Obligation of Funds
- 3) Certification Approval
- 4) RD Staff NPA Certification Checklist

Bartelsmeyer moved to approve the Mayor sign all these documents after they have met the approval of the City Attorney. Parker seconded. All voted aye.

APPROVED TO AUTHORIZE THE MAYOR TO SIGN THE FOLLOWING DOCUMENTS: 1) LETTER OF INTENT TO MEET CONDITIONS; 2) REQUEST FOR OBLIGATION OF FUNDS; 3) CERTIFICATION APPROVAL; 4) RD STAFF NPA CERTIFICATION CHECKLIST. CITY ATTORNEY AUTHORIZED ALL FORMS ARE APPROVED FOR SIGNATURE. - USDA WATER TREATMENT PLANT RDA LOAN - \$4,925,000.

COMMISSION/STAFF:

Director Updates: Paul Ballou and Dave Bruner - Dave Bruner, Deputy Fire Marshal, gave the Commission an update on the calls they have taken so far in 2018. As of today, they are at 1,116 calls. In 2017, the calls totaled 1,594 so they are very consistent with last year. In addition to all the calls they attend to, they also conduct inspections in accordance with the Kansas State Fire Marshal's office. The Fire Department inspects all schools, restaurants, motels/hotels, nursing homes, health care facilities, and any public facility. The State Fire Marshal's office inspects Fort Scott Community College and the health care facility. The Fire Department does over seventy inspections a year. With their volume call, starting an inspection, and then getting called away on a call, it is becoming increasingly hard to finish inspections as they should be. He asked the Commission to approve for the State Fire Marshal's office to take over inspecting all of the hotel/motel facilities in the City which will alleviate that from their inspection list. The Fire Department will continue to go in there once a year for a pre-planning inspection at the hotels/motels to prepare in case of a fire.

Mitchell moved to approve to allow the State Fire Marshal's office to begin inspecting all hotels/motels in the City of Fort Scott. Parker seconded. All voted aye.

APPROVED TO ALLOW THE STATE FIRE MARSHAL'S OFFICE TO BEGIN INSPECTING ALL HOTELS/MOTELS IN THE CITY OF FORT SCOTT.

B. City Commission:

Adamson – Echoed Commissioner Parker’s comments.

Bartelsmeyer – Nothing to report.

Nichols – Also echoed Commissioner Parker’s comments.

Parker – Recognized the Water Plant personnel for their excellent inspection results. She also recognized the Fire/EMS for their excellent service. She stated that the average citizens does not understand what all goes into running a City.

Mitchell – Nothing to report.

C. City Attorney: Nothing to report.

D. City Manager:

1. Changes at City Hall – City Manager announced that Jon Garrison, Director of Finance, has retired. There will be a reception held for him on Friday, September 7th from 2:00 to 4:00 p.m. to celebrate the great job he did while he was here.

With the retirement of Jon Garrison, became an opportunity to make changes. The following changes have been made:

Rhonda Dunn will move from Community Development Director to Finance Director/Codes Director. Rhonda will keep the Codes position as well for now. Resources may need to be added in that department if needed.

Marlene Braker had the title of Assistant to the Finance Director. This position is not needed so her title will change to Financial Analyst.

Paul Ballou has been promoted to Assistant City Manager/Fire Chief. He will be the second in command when the City Manager is unavailable.

Community Development Director – This position will be posted on the City’s website today.

Kenny Howard is retiring effective December 31st. This position is open on the City’s website and will now report to Rachel Pruitt, Economic Development Director.

Deb Needleman, Human Resource Director, will begin overseeing the IT position and taking over the City’s insurance which Kenny Howard overseen.

Dave Martin will supervise Larry Gazaway now and the new Community Development Director.

ADJOURNMENT:

Nichols moved to adjourn the meeting at 6:45 p.m. Parker seconded. All voted aye.

ADJOURNED MEETING AT 6:45 P.M.

The next regularly scheduled meeting is to be held on September 18th, 2018 at 6:00 p.m.

RECORDED BY:

**DIANE K. CLAY
CITY CLERK**