

City of Spring Hill, Kansas
Minutes of City Council Regular Session
May 26, 2016

A Regular Session of the City Council was held in the Spring Hill Civic Center, 401 N. Madison, Council Chambers, Spring Hill, Kansas on May 26, 2016. The meeting convened at 7:00 p.m. with Mayor Ellis presiding, and Dora Davison, Public Works Administrative Assistant, recording.

Councilmembers in attendance: Chris Leaton
 Floyd Koder
 Chad Eckert
 Andrea Hughes

Councilmembers absent: Clint Gillis

Staff in attendance: City Administrator Jonathan Roberts
 Police Chief Richard Mann
 Finance Director Melanie Landis
 Community Development Director Jim Hendershot

Consultants in attendance: City Attorney Frank Jenkins

ROLL CALL

Ms. Davison called the roll of the City Council. With a quorum present, the meeting commenced.

APPROVAL OF THE AGENDA

The Mayor requested to delete the Item 21. Consider Approval of Bowery Subdivision Excise Tax Waiver and requested that Item 22. 2017-2021 Capital Improvement Program Discussion be moved to the June 9 meeting. He asked that this item be accompanied by a discussion on regular reviews of goals and progress.

Motion by Leaton, seconded by Eckert, to approve the agenda as revised. Motion carried 4-0-0

CITIZEN PARTICIPATION:

There was no citizen participation.

CONSENT AGENDA:

Motion by Leaton, seconded by Eckert, to approve the Consent Agenda as presented.

1. **Approval of Minutes: May 12, 2016**
2. **Appropriation Order 2016-05-26**
3. **Consider Approval of Special Event: Fishing Derby, Spring Hill Recreation Commission**
4. **Consider Approval of Special Event: Family Camping Night, Spring Hill Recreation Commission**
5. **Consider Approval of Job Description: Project Coordinator**
6. **Consider Approval of Application: 2017 Community Development Block Grant, Johnson County, Kansas**
7. **Consider Approval of Contract: Federal Fund Exchange**
8. **Consider Approval of Agreement: Verizon GSA Funding Agreement**
9. **Consider Approval of Agreement: Right to Access Office 365 (Microsoft Exchange), LiftOff, LLC**
10. **Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0001, Trieb's T-Town Fireworks, LLC, 18781 US 169 Hwy, Steve Trieb**
11. **Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0002, Jakes Fireworks, Inc., 22362 S. Harrison, Karen Spielbusch**
12. **Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0003, Pyro Papa's at 199th & 169 Hwy/20020 Webster Street, Carol Lang**

13. Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0004, Eddie's Discount Fireworks, LLC, 22200 S. Webster, Adam Shay
14. Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0005, PyroCrew Fireworks, LLC, 21936 S. Webster (220th & Webster), Steve Sherwood
15. Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0006, 20501 Lone Elm Road (Lone Elm & US 169 Hwy), Dale Shay
16. Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0007, Fireworks Mania, LLC, NE corner of 169 Hwy & 191st St., Mark Stenberg
17. Consider Approval of Commercial Fireworks Retail Sales Permit: FS-2016-0008, 20651 W. 191st St. (SE corner of 169 Hwy & 191st St.), Mark Stenberg

Motion carried 4-0-0.

FORMAL COUNCIL ACTION

18. Ordinance No. 2016-06: Consider Approval of Vacation of Easement

The Community Development Director presented the resolution to vacate the western 10 feet of the 20 foot utility easement along the east property line of Lot 1, Block 6 Prairie Ridge Subdivision. Ridge Development, LLC requested that the easement be vacated to accommodate a larger home to be constructed on the lot.

Mr. Hendershot reported that sewer, water, electric, and phone providers confirmed that these utilities are already installed and there are no plans at this time to utilize the proposed 10-foot vacancy.

Mr. Koder asked if the installation of fiber in the future would be plausible with the vacation of the easement. Mr. Hendershot assured him that there is no foreseeable issue to prevent additional utilities from being accessible.

Staff recommended approval of the ordinance.

Motion by Leaton, seconded by Eckert, to approve Ordinance No. 2016-06. Motion carried by roll of the Governing Body 4-0-0. Koder-yea, Hughes-yea, Leaton-yea, Ellis-yea.

19. Resolution No. 2016-R-13: Range of Salaries of Various City Employees and Officers

The City Administrator presented a Resolution providing for the range of salaries of various City officers and employees of the City of Spring Hill, Kansas pursuant to Section 1-401 of the Spring Hill Municipal Code. This resolution is being presented due to the addition of the Project Coordinator position.

Motion by Leaton, seconded by Eckert, to adopt Resolution No. 2016-R-13. Motion carried 4-0-0.

20. Consider Approval of Agreement: Manahan Consulting, LLC

The Finance Director presented the agreement with Manahan Consulting to assist staff in drafting a Request for Proposals (RFP) for a new public sector enterprise resource planning (ERP) software program. Ms. Landis reported that a new ERP program could benefit the City by providing general ledger, payroll, accounts payable, permits, utility billing and court functions, as well as providing additional functionality for work order tracking, employee self-service, fixed asset tracking, purchasing, and inventory tracking.

Preparing an RFP for an ER requires many specific technical details and can be a very involved process, Ms. Landis explained. Under the proposed agreement, Manahan Consulting, which specializes in this process, would assist City staff in drafting an RFP that adequately communicates the City's needs to potential vendors. The proposed agreement retains Manahan Consulting on a time and materials basis with an estimate of \$7,000 plus travel expenses.

Staff recommended approval of the consulting agreement.

Motion by Leaton, seconded by Eckert, to approve the agreement with Manahan Consulting, LLC. Motion carried 4-0-0.

REPORTS

Councilman Chad Eckert announced his resignation from the City Council. Mr. Eckert stated that he will be moving to Hutchinson, KS and will therefore be unable to fulfill his term. Mayor Ellis and Mr. Leaton wished Mr. Eckert well in his new undertaking.

ADJOURN

Motion by Koder, seconded by Leaton, to adjourn.

The meeting adjourned at 7:23 p.m.

/s/ Dora Davison
Dora Davison
Public Works Administrative Assistant

Approved by the Governing Body on June 9, 2016.