

City of Spring Hill, Kansas
Minutes of City Council Regular Session
January 12, 2017

A Regular Session of the City Council was held in the Spring Hill Civic Center, 401 N. Madison, Council Chambers, Spring Hill, Kansas on January 12, 2017. The meeting convened at 7:03pm with Mayor Ellis presiding, and Glenda Gerrity, City Clerk recording.

Councilmembers in attendance: Chris Leaton
Clint Gillis arrived during Item 7.
Floyd Koder
Scott Snavely
Andrea Hughes

Staff in attendance: City Administrator Jonathan Roberts
Asst. Police Chief Brian Holmes
Finance Director Melanie Landis
Community Development Director Jim Hendershot

Consultants in attendance: City Attorney Frank Jenkins
City Engineer John Brann
Bond Counsel Tyler Ellsworth

ROLL CALL

The City Clerk called the roll of the City Council. With a quorum present, the meeting commenced.

APPROVAL OF THE AGENDA

The Mayor requested to delete Item 9. Salary Resolution and Job Descriptions.

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

PUBLIC PARTICIPATION

Mr. Jim Wilson, 302 E. Hale, gave kudos to Spring Hill's law enforcement and firefighters. Mr. Wilson stated that he is a retired firefighter and is impressed with the men and women of the fire district who have stepped up to take on the additional burden of becoming a paramedic; this is a huge sacrifice to their families. He thanked them for their service and is looking forward to the presentation.

PRESENTATIONS:

Johnson County Fire District No. 2

Mr. Rod Richardson, Board Chairman, and Chief Jim Francis appeared before the Governing Body to request consideration of the 2017 contract proposal regarding fire and emergency services with Johnson County Fire District No. 2. The presentation included Cost of Providing Service, Fire District Reserve Fund Balance, Payments Received-Calls for Service, Calls for Service-Contract Area, Services Provided, ISO Rating History, Fire District Response Time Average for 2016, Mill Levy Comparison, Contract Amounts for the Past 5-Years, and Fire District Contract Proposal. The Fire District is requesting that the City equalize the cost sharing for the Contract Area with the rest of the City of Spring Hill and District and propose an increase over five years for consideration.

The Mayor thanked the Fire District for the information and the quality level of service that Spring Hill receives from the Fire District.

Employee Recognition

Mr. Jim Hendershot, Interim Public Works Director, presented Mr. Jim Boyer a framed certificate and plaque for completing the Public Works Institute which entailed a combination of 96 hours and four modules over the course of two years. The Mayor congratulated Mr. Boyer for this accomplishment.

CONSENT AGENDA:

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

1. **Approval of Minutes: December 8, 2016, Regular Meeting**
2. **Approval of Minutes: December 29, 2016, Special Meeting**
3. **Consider Approval of Temporary Use Permit: TUP-02-17, Outside Display of Lawn Equipment, H.E.R.S. Inc.**
4. **Consider Acceptance of Permanent Utility Easement: Brookwood Farms, 2nd Plat, Catch Investments**
5. **Consider Approval of Engineering Agreement: Dayton Creek, Phase 1 Benefit District, Shafer Kline & Warren**
6. **Consider Award of Contract: Dayton Creek – Phase 1, Cohorst Enterprises, Inc.**

Motion carried 4-0-0.

FORMAL COUNCIL ACTION

Councilman Gillis arrived during the next item.

7. **Ordinance No. 2017-01: Conditional Use Permit, CU-2016-0003, Telecommunications Tower, 19005 Webster Street, Crown Castle, St. Louis, MO**

The Community Development Director presented the ordinance for a Conditional Use Permit Renewal for a Telecommunications Tower Facility located at 19005 Webster Street.

On December 1, 2016, the Planning Commission held the required public hearing and no opposition was received for this request. The Planning Commission voted unanimously to recommend approval of the Conditional Use Permit with the following conditions: 1. The conditional use permit is subject to annual review by staff and notification to the Planning Commission. 2. There shall be no nighttime lighting of or on the tower except for the red/white obstruction warning lights. 3. No commercial advertising shall be allowed on the tower. 4. Space for no more than two additional platforms shall be provided for lease to other companies.

Staff and the Spring Hill Planning Commission recommend approval of Ordinance 2017-01, authorizing Conditional Use Permit CU-2016-0003 for a Telecommunications Tower located at 19005 Webster Street, subject to the aforementioned conditions.

Motion by Leaton, seconded by Snavelly, to approve Ordinance No. 2017-01 with the conditions stated.

- (1. The conditional use permit is subject to annual review by staff and notification to the Planning Commission.
2. There shall be no nighttime lighting of or on the tower except for the red/white obstruction warning lights.
3. No commercial advertising shall be allowed on the tower.
4. Space for no more than two additional platforms shall be provided for lease to other companies.)

Motion carried by roll of the Governing Body 6-0-0. Hughes-yea, Leaton-yea, Snavelly-yea, Gillis-yea, Koder-yea, Ellis-yea.

RECESS

The Mayor declared a recess until 8:00pm.

RECONVENE

At 8:00pm, the meeting reconvened with everyone present.

8. Consider Restructuring of Finance Department accounting function

The Finance Director presented a restructuring of the Finance Department accounting function. Over the past several years, the Finance Department has experienced difficulty in filling and keeping staff in the Senior Accountant position. This is due to many factors but the two most important factors are that it is difficult to transition to governmental accounting from the private sector at this senior level and there are simply not enough accountants in the governmental fund accounting field. Surrounding cities are experiencing the same issues.

In an effort to restructure the accounting function, Ms. Landis is requesting permission from the Council to re-hire the existing full-time position with an Accountant level staff person and to be granted an additional part-time Accounting Clerk position. This part-time position would be responsible for data entry and processing of accounts payable, accounts receivable and payroll. Remaining accounting functions would be re-distributed among two full-time Accountant positions and the Finance Director. Ms. Landis believes this will attract a greater pool of applicants with a greater chance of developing staff into the role of Senior Accountant in the future.

Updated job descriptions were provided with no significant changes made to the Accountant job description. The Accounting Clerk job description is new.

Staff is requesting approval for an additional part-time position in the Finance Department and subsequently the job descriptions for Accountant and Accounting Clerk.

Motion by Leaton, seconded by Gillis, to restructure the Finance Department to add an additional part-time Accounting Clerk. Motion carried 5-0-0.

9. Consider Approval of Resolution No. 2017-R-01 and Job Descriptions: Range of salaries of various City officers and employees, and Job Descriptions for Facility Manager and Swim Instructor

This item was deleted.

10. Appropriation Order 2017-01-12

Appropriation Order 2017-01-12 was presented for \$413,209.56.

Motion by Leaton, seconded Snavelly, to approve Appropriation Order 2017-01-12. Motion carried 4-0-1 (Gillis) Mr. Gillis abstained due to a conflict of interest since his business was a payee in the appropriation order.

11. Board Appointments:

- **Broadband Task Force**

The Mayor thanked the applicants and is grateful for the level of interest the City received for this task force. The City received an overwhelming amount of applications and everyone had a unique experience and terrific ideas. Unfortunately, there are only seven seats available for this board which has made it a difficult task to fill these positions.

The Mayor presented the following slate of applicants for consideration to the Broadband Task Force:

- Ricardo Cortez
- Kyle Griffin
- Julia Atwell
- Joseph Arnold
- Joe Eschbacher
- Brian Peel
- Carol Thomas

Motion by Leaton, seconded by Gillis, to approve the Broadband Task Force as stated. Motion carried 5-0-0.

The Mayor again thanked the applicants who applied for this task force and explained that these meetings are open meetings. Councilwoman Hughes will be the Council liaison and Antwone Smoot will be the staff liaison.

- **Board of Zoning Appeals**

The Mayor presented the re-appointment of Wendy North to the Board of Zoning Appeals for a term to June 2019.

Motion by Leaton, seconded by Gillis, to approve the appointment of Wendy North as stated. Motion carried 5-0-0.

EXECUTIVE SESSION – Attorney-Client Privilege Exception – IRB, Blackhawk Apartments, Phase 1

Motion by Leaton, seconded by Gillis to recess into Executive Session for 10 minutes under the Attorney-Client Exception to the Kansas Open Meetings Act: Subject – IRB, Blackhawk Apartments, Phase 1. The following persons are to be in attendance: Jonathan Roberts-City Administrator, Melanie Landis-Director of Finance Director, Tyler Ellsworth-Bond Counsel, and Frank Jenkins-City Attorney. Motion carried 5-0-0.

The meeting recessed at 8:30pm

The meeting reconvened at 8:40pm with everyone present.

Mayor Ellis announced that no votes were taken or decisions made during the executive session. The discussion was limited to the subject stated.

EXTEND

Motion by Leaton, seconded by Gillis, to extend the executive session for 5 minutes. Motion carried 5-0-0.

The meeting recessed at 8:40pm

The meeting reconvened at 8:45pm with everyone present.

Mayor Ellis announced that no votes were taken or decisions made during the executive session. The discussion was limited to the subject stated.

EXECUTIVE SESSION – Attorney-Client Privilege Exception – Johnson County Fire District No. 2 Contract

Motion by Leaton, seconded by Gillis to recess into Executive Session for 15 minutes under the Attorney-Client Exception to the Kansas Open Meetings Act: Subject – Johnson County Fire District No. 2 Contract. The following persons are to be in attendance: Jonathan Roberts-City Administrator, Melanie Landis-Director of Finance, and Frank Jenkins-City Attorney. Motion carried 5-0-0.

The meeting recessed at 9:00pm

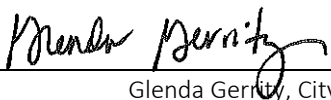
The meeting reconvened at 9:15pm with everyone present.

Mayor Ellis announced that no votes were taken or decisions made during the executive session. The discussion was limited to the subject stated.

ADJOURN

Motion by Leaton, seconded by Snavelly, to adjourn.

The meeting adjourned at 9:16p.m.



Glenda Gerrity, City Clerk

Approved by the Governing Body on January 26, 2017.