

Tuesday, December 19, 2023

Russell City Council Meeting - Minutes

**City Hall
Russell, KS**

Present: Councilmember Blaine Stoppel, Councilmember Dustin Madden, Councilmember Lonnie Whitten, Councilmember Andrea Garland, Councilmember Brad Wagner, Mayor Jim Cross

Absent: Councilmember Michelle Wagner Schneider, Councilmember Monty Morrill, Councilmember Lisa Schreiner

1. CALL TO ORDER

Mayor Jim Cross called the meeting to order at 4:30 p.m. with the following city staff in attendance: City Manager Jon Quinday, Deputy City Manager Kayla Schneider, City Attorney Ken Cole, City Clerk Ashley Mai, Police Chief Jordan Harrison, Fire Chief Dylan Riedel, Electric Utility Director Dave Sturgeon, Water Utility Director Randy Baker, Public Works Director Rich Krause, and Building Official Roger Sells

2. INVOCATION/PLEDGE OF ALLEGIANCE

Pastor Ron Wedel led the Invocation. Mayor Jim Cross led the Pledge of Allegiance

3. APPROVAL OF AGENDA

Councilmember Dustin Madden made a motion to amend the agenda to add item 7f Tyler Technology SAAS Agreement to Unfinished Business. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

4. PUBLIC COMMENTS I

None

5. PRESENTATIONS AND PUBLIC HEARINGS

5.a Retirement Recognition

Mayor Jim Cross recognized Jeff Florian's years of service and retirement announcement.

5.b Water Source, Production, and Conservation Recommendation

Water Utility Director Randy Baker presented the water source status.

5.c Public Works Department Overview - Golf, Parks/Cemetery, Sanitation, Recycling, Streets

Public Works Director Rich Krause provided an overview for Golf, Parks, Cemetery, Sanitation, Recycling and Streets

6. CONSENT AGENDA

6.a Consent Agenda Items

Councilmember Dustin Madden made a motion to approve the consent agenda. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

7. UNFINISHED BUSINESS

7.a KDHE Public Water Supply Loan Fund Project No. 3057 Plant A Draw Down #20

Councilmember Dustin Madden made a motion to approve the Draw Down #20 in the amount of \$36,744.42 from KS Public Water Supply Loan Fund Project No. 3057. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

7.b First Amendment to Housing Development Grant Agreement - Office of the Kansas Governor and Kansas Department of Commerce

Councilmember Brad Wagner made a motion to approve the First Amendment to the Grant Agreement dated September 20, 2022, modifying the term of the contract to June 30, 2025, and authorize the Mayor to sign the amendment. Councilmember Dustin Madden seconded. The motion carried unanimously.

7.c Snow and Ice Policy

Councilmember Blaine Stoppel made a motion to approve the ordinance amending Section 14-405 of City Code designating emergency snow routes and authorize the Mayor to sign. Councilmember Andrea Garland seconded. The motion carried unanimously.

7.d Charter Ordinance 22 - Related to the Levy of a Transient Guest Tax

Councilmember Brad Wagner made a motion to approve Charter Ordinance 22- Exempting the City from the provisions of KSA 12-1696 through KSA 12-1699, related to the levy of a transient guest tax and providing substitute and additional provisions of the same subject. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

7.e Resolution Declaring Building Blighted - 621 N. Main Street

Councilmember Blaine Stoppel made a motion to approve the resolution declaring building blighted at 621 N. Main St. Councilmember Lonnie Whitten seconded. The motion carried unanimously.

7.f Tyler Technologies Software as a Service Agreement for Public Safety

Councilmember Lonnie Whitten made a motion to approve the Tyler Technology Software as a Service Agreement for Public Safety as presented. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

8. NEW BUSINESS

8.a Senior Housing Development - Option to Purchase Real Estate Agreement

Councilmember Lonnie Whitten made a motion to approve the option to acquire agreement as presented. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

8.b Environmental Review for CDBG Commercial Rehabilitation Project - 621 N. Main St.

Councilmember Blaine Stoppel made a motion to approve the Environmental Review Statutory Checklist for the CDBG Commercial Rehabilitation project for Perfect Print, L.L.C as presented. Councilmember Dustin Madden seconded. The motion carried unanimously.

8.c 2023 Audit Engagement Letter, Agreed Upon-Procedure Letters and Compilation Letter - Lindburg Vogel Pierce Faris, Chartered

Councilmember Brad Wagner made a motion to approve the Audit Engagement Letter, the Agreed-upon-Procedure Letters and Compilation Letter provided by Lindburg Vogel Pierce Fairs, Chartered, and authorize the

Mayor to sign and designate the City Treasurer, as the individual responsible to oversee non-audit services. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

8.d Approve Writing Off of Bad Debt for Past Due Utility Accounts

Councilmember Dustin Madden made a motion to approve the Writing Off of Bad Debt for the Past Due Utility Accounts in the amount of \$67,860.44 as presented. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

**8.e Environmental Consulting Services Contract with SCS Engineers - KDHE
Project Code: U6-084-00403**

Councilmember Blaine Stoppel made a motion to approve the contract with SCS Engineers for environmental consulting services for KDHE Project Code U6-084-004303 and authorize the Mayor to sign all related documents. Councilmember Dustin Madden seconded. The motion carried unanimously.

8.f Park Department Compact Utility Tractor Replacement

Councilmember Dustin Madden made a motion to accept the bid from John Deere 3046R from Carrico Implement in the amount of \$43,000.00. Councilmember Lonnie Whitten seconded. The motion carried unanimously.

8.g Taser Replacement and Service Agreement

Councilmember Blaine Stoppel made a motion to approve the Taser replacement and services agreement with Axon for a period of 5 years for \$7,001.64 per year. Councilmember Lonnie Whitten seconded. The motion carried unanimously.

9. DEPARTMENT REPORTS

9.a Department Monthly Activity Reports

Deputy City Manager Kayla Schneider presented a top-level overview of the city website.

10. PUBLIC COMMENTS II

Luke Brandenburg thanked everyone on the success of the Wienhactfest.

11. EXECUTIVE SESSION

11.a Discussion of Non-Elected Personnel

Councilmember Dustin Madden made a motion to recess into executive session to include the City Manager and Deputy City Manager to discuss an individual employee pursuant to the non-elected personnel matter exception, KSA 75-4319(b)(1). The open meeting will resume in the city council chamber at 6:05 p.m.

Councilmember Lonnie Whitten seconded. The motion carried unanimously. City Manager Jon Quinday and Deputy City Manager Kayla Schneider left the executive session at 6:01 p.m.

The meeting resumed with no action taken.

Councilmember Dustin Madden made a motion to recess into executive session to include the City Manager to discuss an individual employee pursuant to the non-elected personnel matter exception, KSA 75-4319(b)(1). The open meeting will resume in the city council chamber at 6:11 p.m. Councilmember Lonnie Whitten seconded. The motion carried unanimously. City Manager Jon Quinday left the executive session at 6:08 p.m.

The meeting resumed with no action taken.

Councilmember Dustin Madden made a motion to recess into executive session to include the City Manager and Deputy City Manager to discuss an individual employee pursuant to the non-elected personnel matter exception, KSA 75-4319(b)(1). The open meeting will resume in the city council chamber at 6:17 p.m.

Councilmember Lonnie Whitten seconded. The motion carried unanimously.

The meeting resumed with no action taken. Mayor Jim Cross stated the city manager made the city council aware of an error in the calculation / inputting of his vehicle allowance that resulted in an over payment of \$6,450 over a period of ten years.

Councilmember Dustin Madden made a motion to waive the requirements within Section D-2(b) of the Personnel Policy and Guidelines Manual related to

the overpayment reported by the city manager; not requiring repayment. Councilmember Lonnie Whitten seconded the motion. City Attorney Ken Cole stated the city manager made the city council aware of the overpayment immediately after being notified by Human Resources. The motion passed unanimously.

12. GOVERNING BODY/CITY MANAGER COMMENTS

13. ADJOURNMENT

Councilmember Brad Wagner made a motion to adjourn the meeting at 6:33 p.m. Councilmember Blaine Stoppel seconded. The motion carried unanimously.

Ashley Mai, City Clerk

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