

**2 MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, FEBRUARY 5, 2018**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, February 5, 2018. Mayor Jamey Blubaugh called the meeting to order at 7:00 p.m. Pastor Joshua Gooding provided the invocation. Council members present were Joe Torske, Larry Zimmerman, Brent Traylor and Brook Brandenburg. Council President Enrique Ramirez was absent.

Also present were: Brian Silcott, City Administrator; Teri Laymon, City Clerk; Tim Johnson, Community Development Director, Matt Lawn, City Treasurer; Justin Constantino, Assistant to City Administrator; Fred Farris, Police Chief, Harlan Foraker, City Engineer and Ryan Peck, City Attorney.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Torske* moved to approve the agenda. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

None

APPROVAL OF THE CONSENT AGENDA

The City Clerk presented the consent agenda consisting of the following items for the City Council's review.

- Minutes of the January 16, 2018 regular City Council meeting
- Accounts Payable dated January 12, 2018 for \$244,939.49
- Accounts Payable dated January 22, 2018 for \$321,919.96

MOTION: Councilmember *Torske* moved to approve the consent agenda. Councilmember *Traylor* seconded the motion. The motion carried unanimously.

PROPOSED PURCHASE POLICY AMENDMENT INCREASING DEPARTMENT PURCHASING AUTHORITY

Brian Silcott, City Administrator presented a proposed purchase policy amendment to the City's purchase policy that was adopted February 17, 2015. The proposed amendment would increase the purchasing level authorization from \$800 to \$1,000 to improve the turnaround time for repairs to essential equipment.

Silcott explained that amending the base purchase authority from \$800 to \$1,000 will impact Sections 3.1 & 3.2 of the City's purchase policy. Sections 3.1 & 3.2 are provided below:

3.1 PURCHASES UP TO \$800

Operating budget purchases under \$800 require only appropriate departmental approval. Department Heads are required to make sure that these purchases comply with the budget.

3.2 PURCHASES GREATER THAN \$800 BUT LESS THAN \$5,000

Purchases greater than \$800 but less than \$5,000 requires Department Heads and City Administrator's approval. The City Administrator shall certify that sufficient funds for the purchase are available. Unless otherwise provided, all purchases involving the expenditure of \$800 up to \$5,000 shall be made after attempting to secure at least three (3) verbal quotes. The verbal quotes that are received should be attached to the appropriate purchase requisition along with an explanation of why a particular vendor was chosen.

The proposed changes are provided below:

3.1 PURCHASES UP TO \$1,000

Operating budget purchases under \$1,000 require only appropriate departmental approval. Department Heads are required to make sure that these purchases comply with the budget.

3.2 PURCHASES GREATER THAN \$1,000 BUT LESS THAN \$5,000

Purchases greater than \$1,000 but less than \$5,000 requires Department Heads and City Administrator's approval. The City Administrator shall certify that sufficient funds for the purchase are available. Unless otherwise provided, all purchases involving the expenditure of \$1,000 up to \$5,000 shall be made after attempting to secure at least three (3) verbal quotes. The verbal quotes that are received should be attached to the appropriate purchase requisition along with an explanation of why a vendor was chosen.

Councilmember Torske recommended increasing the purchasing authority from \$800 to \$1,500.

MOTION: Councilmember *Torske* moved to increase the purchasing authority from \$800 to \$1,500 and to make the amendments to Sections 3.1 & 3.2 of the purchasing policy. Councilmember *Traylor* seconded the motion. The motion carried unanimously.

CONSIDER 2018 GODDARD POLICE DEPARTMENT FLEET PURCHASE AUTHORIZATION

Police Chief Fred Farris submitted a proposal to purchase two 2016 Dodge Chargers with approximately 50,000 miles each from the Kansas Highway Patrol (KHP) and outfit them with equipment for a total cost of \$62,000. Farris stated \$62,000 was budgeted in 2018 to purchase one new vehicle, and staff is requesting approval to utilize the approved \$62,000 (10-210-8210), with \$40,000 to be used for the purchase of two additional KHP vehicles and the remaining \$22,000 to be used for equipment purchases and outfitting of those two cars. These vehicles

proved to be in excellent condition and very reliable which allowed for the best use of the budgeted and approved amount.

MOTION: Councilmember *Torske* moved to approve the purchase of two 2016 Dodge Chargers from the Kansas Highway Patrol and to equip the vehicles as presented. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

RECEIVE AND FILE 2017 YEAR END AND FOURTH QUARTER REPORTS

Teri Laymon, City Clerk reviewed the City Clerk's year end report.

Tim Johnson, Community Development Director reviewed the Community Development year end report.

Justin Constantino, Assistant to the City Administrator presented the Public Works year end report and the Park Board year end report.

Fred Farris, Police Chief, presented and reviewed the Police Department year end report.

Matt Lawn, Treasurer reviewed the 2017 year end financial reports.

CITY ADMINISTRATOR REPORT

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the February 5th Regular City Council Meeting
Date: February 5, 2018

Below is a brief update on projects and future agenda items for the City.

Planning Commission Items: There are several items on next month's Planning Commission agenda that will be addressed by the City Council. The Tuesday, February 20th regular City Council meeting should have the Governing Body considering actions on a Planned Unit Development for the much-anticipated Dove Estates expansion; the zoning code text amendment increasing the square footage from 200 sq ft to 280 sq ft for a variance; and consider the vacation of utility right-of-way for the school bond project at Amelia Earhart Elementary. The City will receive offsetting right-of-way for continued utility service to the complex.

Annual Mowing Request for Bids: Assistant to the City Administrator, Justin Constantino is distributing the request for bids (RFB) to mow the City's parks, grounds, and right-of-way. The City has approximately 38.3 acres of mowing. The anticipated bid award date is the March 5th regular meeting. In addition to a dozen potential bidders requesting an RFB packet, the RFB will be posted on the City's website at <http://goddardks.gov/223/Doing-Business-With-the-City-of-Goddard>

2018 Playground Equipment Purchase: The 2018 operating budget contains \$250,000 for the purchase of new playground equipment. Staff is working with the Park Board for ideas and concepts that will be brought back to the Governing Body for discussion and authorization for staff to solicit bids for the installation of new playground equipment in Linear Park.

GPD Narcan Story: KAKE television recently ran a story regarding GPD fielding Narcan to combat opioid overdose. Thanks to Officer Ryan Lamar, Chief Farris, and GPD Medical Director Larry Derksen, DO, The story may be viewed here: <http://www.kake.com/story/37377033/goddard-pd-to-carry-narcan>

Respectfully Submitted,
Brian W. Silcott,
City Administrator

GOVERNING BODY COMMENTS

Councilmember Torske said that the City of Derby advertises the Fall Parade of Homes on their website and said he would be interested in doing that as well.

Councilmember Zimmerman stated that he had a complaint from a citizen who lives outside the City Limits of Goddard about storm water running off the streets into the creek near his property.

Councilmember Larry Zimmerman asked if the City Council and Planning Commission was going to have a joint meeting. Brian Silcott said a joint meeting could be addressed during the discussion of the work plan.

Councilmember Brandenburg commented on the number of semi-trailers that fly through the intersection of 183rd and Kellogg and how dangerous the intersection has become.

Mayor Jamey Blubaugh stated that he is excited to assist in making the City a better place to live.

EXECUTIVE SESSION

MOTION: Councilmember *Torske* moved to recess into executive session for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship (K.S.A. 75-4319) (b)(2) for 20 minutes and will reconvene the open meeting in the City Council Chambers at 9:25 p.m. Councilmember *Traylor* seconded the motion. The motion carried unanimously.

The City Council recessed into executive session at 9:05 p.m. and reconvened at 9:25 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.

ADJOURNMENT

MOTION: Councilmember *Torske* moved to adjourn the regular City Council Meeting. Councilmember *Traylor* the motion. The motion carried unanimously.

Meeting adjourned at 9:30 p.m.
Teri Laymon, City Clerk