

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KS  
MONDAY, MAY 21, 2018**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, May 21, 2018. Mayor Jamey Blubaugh called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance. Pastor Rodney Elliott provided the invocation. Council members present were Larry Zimmerman, Enrique Ramirez, Brent Traylor and Brook Brandenburg. Councilmember Torske was absent.

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

**APPROVAL OF THE AGENDA**

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

**CITIZEN COMMENTS**

Lisa Stolle, outgoing President of the Women's Club introduced Janine Eilert as the new President of the Women's Club and announced that the 2018 Goddard Puppet Ladies' Summer Tour begins May 24th.

**APPROVAL OF THE CONSENT AGENDA**

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

1. Approval of Minutes
  - a. Regular Meeting – May 7, 2018
2. Accounts Payable
  - a. May 14, 2018 for \$91,836.12

**MOTION:** Councilmember *Brandenburg* moved to approve the consent agenda. Councilmember *Traylor* seconded the motion. The motion carried with Councilmember *Zimmerman* abstaining.

**RESOLUTION AUTHORIZING THE SALE OF STAR BOND INFRASTRUCTURE IMPROVEMENTS TEMPORARY NOTES SERIES 2016-2 AS RENEWAL TEMPORARY NOTES SERIES 2018-2**

Brian Silcott, City Administrator presented a proposed resolution authorizing staff and the City's financial Advisor to prepare the preliminary official statement and to solicit bids for the issuance of \$770,000 in temporary notes for improvement with the STAR bond district.

**MOTION:** Councilmember *Ramirez* moved to waive the reading of the resolution. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Ramirez* moved to adopt said resolution. Councilmember *Brandenburg* seconded the motion.

**Roll Call Vote:**

Yea: Zimmerman, Ramirez, Traylor, Brandenburg  
Nay:

**AWARD 2018 STREET MAINTENANCE BID**

Brian Silcott presented the following bids from three firms:

Bidder	Sealing	Crack Seal	Mill & Overlay	TOTAL
Circle C Paving	\$ 191,870.30	\$ -	\$ 112,826.61	\$ 304,696.91
Flint Hills Materials	\$ 196,374.20	\$ -	\$ 112,826.61	\$ 309,200.81
South Central Sealing	\$ 195,481.66	\$ -	\$ 246,982.10	\$ 613,897.72

Silcott stated that the local company Circle provided the best bid, totaling \$304,696.91. Staff believes that with a more targeted application of repairs to the pavement, significant savings should result. We believe that we can reduce the cost by an estimated \$45,000. The City has historically utilized this practice of a more detailed assessment once a contractor is selected.

**MOTION:** Councilmember *Tralor* moved to award the 2018 Street Maintenance Bid to Circle C as presented. Councilmember *Ramirez* seconded the motion. The motion carried unanimously.

**PAVILION RENTAL POLICY AND ESTABLISH A RENTAL FEE**

Brian Silcott explained that with the new Pavilion completed there has been a lot of interest from the Public wanting to reserve the Pavilion for private use. Currently the City is not allowing reservations and citizens are hesitant to plan events without knowing that they will be able to use the facility.

There will also be times that the City will want to host community events and having a rental and reservation policy in place will ensure that the facility will be available for public use and hold private parties accountable for proper use of the facility.

Staff recommended full-day rentals scheduled from 10 a.m. to 9 p.m. and a rental fee of \$200.00 for the Pavilion and a rental fee of \$50.00 for the Means Park Shelter. Reservations will be taken on-line only.

**MOTION:** Councilmember *Ramirez* moved adopt the Pavilion/Shelter Rental Policy and establish a rental fee of \$200 per day for the Pavilion and \$50 per day for the Shelter at Means Park. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

## **2019-2020 WATER AND SEWER OPERATING BUDGETS**

Matt Lawn, City Treasurer reviewed the 2019-2020 Water and Sewer Operating Budgets.

## **CITY ADMINISTRATORS REPORT**

Brian Silcott reviewed the following City Administrator's Report dated May 21, 2018:

To: Honorable Mayor and City Council  
From: Brian W. Silcott, City Administrator  
Cc: Department Directors & Staff  
Re: City Administrator Report for the May 21<sup>st</sup> Regular City Council Meeting  
Date: May 21, 2018

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

City Staffing News: I am pleased to announce that Craig Crossette will be joining us as the Assistant to the City Administrator on June 11th. Previously served with us in 2017 as a summer intern, working on the water tower painting & cleaning RFP as well as completing the draft for the City's development guide. Craig's first assignment will be the development of the community marketing program and a review of current residential incentive programs. In addition to these projects, he will also present the Building & Construction Code update at the June 18th regular meeting.

We are working to fill the Public Works vacancy. We are using the same budget allocation as the Waste Water Operator IV position but amending the position title to Public Works Director. This position will cost less than the budgeted amount, and we continue to interview previous Public Works Budget/Management analysts for the vacancy. I hope to have an announcement by the next meeting.

Chief Farris is hosting the quarterly all-hands department meeting this week. In addition to departmental highlights and an update on City happenings, the officers are reviewing the process for the transition to a 10-hour shift schedule. This transition will allow more officers to be on the street without increasing budget pressure. Chief will provide a report at the June 18th or July 2nd Regular City Council meeting. GPD continues to receive a favorable response to its lone vacancy. We hope to have a position announcement in June.

City Hall Renovation: Work continues on the City Hall renovation, thank you to Chief Farris for his work as the project lead. We hope to have a recommended proposal within the next four to six weeks. The department is also conducting the annual review of our wireless service agreement, and if significant savings can be found, we will provide an update in a future report.

The Pedestrian & Bicycle Master Plan (WAMPO grant): There is a workshop planned for Thursday, May 24th from 6 pm to 8 pm at Pathway Church (18800 West Kellogg) to provide the public a project overview and to receive their input. The Governing Body is welcome to attend; however, a separate stakeholder group will be conducted later in the process of City leadership.

Library Pocket Park: Thanks to the dedicated work of our neighbors and community members, the pocket park project is progressing. The Boy Scouts are finalizing their coordination, and the Lions Club will be installing the irrigation system and fescue sod with USD 260 providing topsoil for leveling. Dan Funke has reported that the original limestone that was part of the original foundation is being incorporated in the site as a flower bed circle.

City Mowing Contract: City Foreman Gary Medley and I have both been in contact with our mowing contractors regarding the lack of contract compliance. If full contract compliance is not met within the next two weeks, the City will be moving cancel the agreement and proceed with awarding the agreement to another bidder. The City has roughly 38 acres of right-of-way and public space contracted for mowing. To date, and after notification of non-compliance, the contractors increased their mowing to a total of 23 acres with 14 acres remaining unmowed.

Wastewater Treatment Facility: A heads up that Blower Unit #1 has ceased operation and the Variable Frequency Drive experienced catastrophic failure and needs replaced. We are currently seeking at least three (3) quotes for the repair. I will present an agenda item at the June 4th regular meeting with an estimated price tag of \$35,000.

Water Storage Cross Connection: This project, which was approved at the May 7th meeting, should begin this week. I have included an image of the current work, where you can see the existing connection, where one of the valves will be installed.

Upcoming June 4<sup>th</sup> Agenda Items:

- Authorize the Means Park Municipal Pool Shade Sail Project (*Tentative*)
- Authorize the 183<sup>rd</sup> Street Sidewalk Project
- Adoption by Reference the MABCD Building & Construction Code Ordinance
- Authorize Repair to Blower Unit #1
- Finalize 2019-2020 Water & Sewer Utility Budgets
- 2019-2020 General Fund & Debt Service Fund Budget Discussion

2019-2020 Budget Calendar

- Water & Sewer Funds
  - Finalize June 4<sup>th</sup>
- General & Property Tax Supported Funds
  - June 4<sup>th</sup>, June 18<sup>th</sup>, & Finalize July 2<sup>nd</sup>, July 16<sup>th</sup> (Finalize No Later Than)
- Finalized Budget & Direct Publication of the Notice of Public Hearing
  - July 2<sup>nd</sup>
- Budget Hearing & Adoption
  - July 16<sup>th</sup> (August 6<sup>th</sup> alternate adoption date)

Respectfully Submitted,



Brian W. Silcott,  
City Administrator

Silcott added that City offices will be closed on Monday in observance of Memorial Day.

**GOVERNING BODY COMMENTS**

Councilmember Ramirez suggested staff put a “no running” sign at the splash pad.

Councilmember Traylor stated that Mrs. Cole’s Tropical Sno has requested a bike rack on Main Street.

Mayor Blubaugh asked staff to follow up on the drainage problem behind City Hall.

**ADJOURNMENT**

**MOTION:** Councilmember *Zimmerman* moved to adjourn the regular meeting. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 8:12 p.m.*  
*Teri Laymon, City Clerk*