

April 16, 2018  
5:15 P.M.  
Commission Room

The Commissioners of the City of Horton met for a regular meeting on Monday, April 16, 2018 at 5:15 p.m. in the City Hall Commission Room.

Mayor Stirton called the meeting to order and the prayer was led by Dan Burns. The Pledge of Allegiance was recited by all.

Present: Mayor Stirton, Commissioner Edwards, Forkenbrock, West, and Krug. City Clerk/Administrator Kim Knudson and Kevin Hill (left meeting at 7:00 p.m.) were also present.

Motion by Commissioner Edwards to adopt the agenda. Seconded by Commissioner Forkenbrock. All aye.

Motion by Commissioner Forkenbrock to approve the minutes from the April 2, 2018 regular meeting after Commissioner Edwards requested that Kim add "to protect the privacy interests of the employee" when an executive session is held to discuss personnel matters of non-elected personnel. Seconded by Commissioner Krug. All aye.

Motion by Commissioner Forkenbrock to approve Appropriation Ordinance #3503 (Payroll) for the amount of \$31,884.00. Seconded by Commissioner Krug. All aye.

Motion by Commissioner Forkenbrock approve Appropriation Ordinance #3504 (Disbursements) for the amount of \$496,938.21. Seconded by Commissioner Krug. All aye.

### **Public Comments**

Bobby Bacon thanked all of the city staff that was involved in the removal of the two trailers next to his home. He said it looks 100% better!

### **Discuss Sewer Issue**

Bill Stirton was present to discuss his sewer issue at 501 East 15<sup>th</sup> Street. They are experiencing blockage in the line every couple of months and have to pay to get it snaked. Commissioner West said there needs to be burden of proof that it is on the city for us to repair. The city stands behind our fixes for one year. Larry Sextro repaired the line in 06/2015 and the city paid the bill. Bill Stirton said it is now about 150ft to the main. Commissioner Forkenbrock said there has to be something that is causing it not to flow correctly.

Motion by Commissioner Edwards for the city to test the water flow to the main with dye. Seconded by Commissioner Forkenbrock. Aye – Commissioners Forkenbrock, West, Edwards, and Krug. Abstain – Mayor Stirton.

### **HIDC**

Greg Rodvelt and Tim Ross were present to share that the Horton Community Foundation is established. They would like to hire a director to get the foundation up and running and do bookkeeping etc. HIDC is requested a commitment from the city for \$15,000.00 a year for three years to help pay the salary for this position. They are currently working on completing a job description. The Commission will debate, discuss, and may have HIDC back at a future meeting. Then they will know what the cap on the budget will be for 2019.

Mayor Stirton visited with the economic director for Falls City and said that she would be willing to give a presentation if requested.

### **Pool Sign Discussion**

Larry Pottroff presented two sign design options and how the sign would look once installed. Motion by Commissioner Forkenbrock to allow students to build design option #2 and put it in the ground. Seconded by Commissioner West. All aye. Mr. Pottroff stated that if the city got the locates done, the students could install the sign at the pool on April 25<sup>th</sup>.

### **Updates on City Projects**

Sam Johnson from BG Consultants, Inc. was present to provide updates on city projects.

#### Pool Project Update:

- Project is on schedule and completion is expected mid-May
- Pool opens Memorial Day Weekend: May 28, 2018
- Painting is in process (2 base coats are down, 3<sup>rd</sup> coat this week)
- There would need to be a change order for a black fence. Additional cost approximately \$5,000.00

#### Wastewater Project Update

- Technical Design Memo in process
- Attending SBR work shop in Oklahoma City 4/17, 4/18 and 4/20

#### City Hall ADA Bathroom Update

- Initial feasibility evaluation was performed in 2016
- USDA funds from WWTF project can be utilized
- Onsite evaluation was conducted, scope of work provided
- Total project cost estimate is \$78,000 which includes construction, contingency, architecture, and engineering

#### 2018 CCLIP Project Update:

- Application due May 4, 2018
- Construction will not occur for at least 1 maybe 2 years

BG Consultants is working to prepare the application for the CCLIP project for the highway heading west out of town. The options for the application are Surface Preservation (mill and overlay), Pavement Restoration, or Geometric Improvement.

Sam Johnson prepared a cost estimate for mill and overlay for the Commission, but Mayor Stirton pointed out that the street is currently concrete.

Sam will work up another cost estimate to possibly apply for the Pavement Restoration, or Geometric Improvement instead and provide it to the Commission on April 30<sup>th</sup>.

### **Discuss Results from Audit of the City Billing System & Metering**

Don Rankin presented the results of the Utility Billing and Meter Audit. Mr. Rankin stated that overall the billing data is assembled well in the billing system and the office staff is methodical in maintaining good practices that result in the minimization of errors and omissions. Staff is knowledgeable about the accounts and how they are organized.

He recommended that all electric accounts with multipliers be reviewed to verify that the current transformer in the field matches the multiplier in the billing system. There is a mixture of cubic foot and gallon meters. This creates an on-going opportunity for billing errors. Recommend transitioning to one or the other as meters are changed out. Recommended periodically reviewing accounts listed in the billing system as having a gallon meter to verify that it is not a cubic foot meter.

The highest opportunity for errors and omissions in the billing practices for the City of Horton exist in the communications between office staff and field staff as it relates to meter installations and the meter details in the billing system. The Consultant did not observe any specific practices or behaviors that indicate a problem with current staff practices, but this is often the largest source of errors and omissions in the billing.

#### **KMEA Energy Agreement Extension & Resolution Approval (2018-002)**

Scott Shreve was in favor of the extension and Resolution. He recommended that the city change the Contract Quantity from .25 MW to .15 MW.

Motion by Commissioner Edwards to approve Resolution 2018-002, **A RESOLUTION OF THE CITY OF HORTON, KANSAS, AUTHORIZING THE EXECUTION OF A POWER PURCHASE AGREEMENT, EFFECTIVE AS OF JUNE 1, 2018, BETWEEN THE CITY OF HORTON, KANSAS, AND THE KANSAS MUNICIPAL ENERGY AGENCY RELATING TO THE PURCHASE OF ELECTRICITY BY THE CITY FROM THE KANSAS MUNICIPAL ENERGY AGENCY FOR SALE OR USE BY THE CITY; AND MAKING CERTAIN COVENANTS AND AGREEMENTS TO PROVIDE FOR THE PAYMENT AND SECURITY THEREOF AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH**, and the Power Purchase Agreement reducing the Contract Quantity to .15 MW. Seconded by Commissioner West. All aye.

#### **Approve Proposed Pool Rates**

Motion by Commissioner Edwards to approve the pool rates as presented for 2018. Seconded by Commissioner Forkenbrock. All aye.

Rates:

Season Pass- \$125.00

- Up to 4 residing in same physical address.
- Additional member's \$10.00/person.

Daily- \$3.00/person

- 3 & under free.

Pool Parties- \$50.00/hr

Swimming Lessons- \$25.00

Shorty Holliday from Shorty & Mic's Pump Service was present to talk about the additional work needed at well #1 because he can't brush it due to the opening being too small. He will need to dig up the well, disconnect the line, brush it, and put it back. A tree by the well will also need to be removed by the city, and provide backhoe work. He said there would be approximately 5 additional hours on top of the bid that was already received by him.

Motion by Commissioner Edwards to proceed with work on well #1 as described by Shorty.  
Seconded by Commissioner Forkenbrock. All aye.

#### **Continue Roof Bid Discussion for Hog Barn**

Motion by Commissioner Krug to authorize the purchase of a metal roof at Compton's for \$10,502.45 contingent on if the Fair Board (or someone other than the city) provides the labor. The city will pay \$5,251.22 of the total cost. Seconded by Commissioner West. All aye.

#### **Discuss Bobcat Lease/Purchase Options**

Lease/purchase options for a skid loader were reviewed that were provided by the city staff from several vendors.

The Commission would like Kim to review with the city crew and see what equipment they want and bring to the next meeting on April 30<sup>th</sup>.

#### **Review Estimate for Storm Drain Pipe @ 1301 Central Avenue**

Discussions continued on the relocation of the storm drain pipe at 1301 Central Avenue.

Commissioner West said that the updated bid from the city on parts is a lot more in line with what the Commission was looking for. Commissioner West would still like a cost share between the city and Forkenbrock and recommended that he get with Kim to agree on a price.

Commissioner Krug said that the city will recover the money in taxes and utilities over time.

Motion by Commissioner Krug to approve the high bid and remove a drain basin, or approve the low bid and add a drain basin, and the city pay for everything contingent on the project. Seconded by Commissioner Edwards. Nay – Commissioner West and Mayor Stirton. Abstain – Commissioner Forkenbrock. Motion died for lack of second.

The Commission proceeded to try and come up with an option they could all agree on. Commissioner West said an option would be to abandon the line all together and cap the pipe and fill with flowable fill. Forkenbrock said the only reason he brought the pipe up is because it affects two of his neighbors, and if we cap it there would be no place for the water to go.

Forkenbrock would like to have a say of what goes in the ground if he cost shares.

Motion by Commissioner Krug for the city to proceed with relocation of the storm sewer at 1301 Central Avenue with a two basin bid costing approximately \$3,900.00 with Forkenbrock paying \$1,300.00. The city will bear the expense of the survey and easement. Seconded by Commissioner Edwards. Aye – Commissioners Edwards, West, and Krug and Mayor Stirton. Abstain – Commissioner Forkenbrock. Motion passed.

#### **15 Minute Executive Session to Discuss Non-Elected Personnel**

The executive session will be on the next agenda for April 30<sup>th</sup>.

#### **Chief Calhoon**

Chief Calhoon provided reports to the Commission. The reports include arrests, notice to appears, accidents, fire calls, EMS calls, and incident reports.

#### **Mayor Stirton**

Mayor Stirton will attend the 2018 Governing Body Institute & Kansas Mayors Conference at the end of the week.

**City Clerk/Administrator**

Kim shared the results of an inspection that was performed by the Kansas Department of Labor on March 1, 2018. The inspection determines if possible unsafe or unhealthy working conditions might be present in the city owned buildings. A corrective action date has been scheduled for June 4, 2018.

Shey Harms from the Northeast Kansas Water Ski Club is asking to hold an event at Mission Lake since the lake is usually fairly calm and quiet. This is an event for people with disabilities that allows them to participate in watersports such as waterskiing, tubing and even kayaking. Depending on number of kids interested, they would also like to be able to do this more than 1 time this summer, if possible. The sit ski event takes place the 3rd weekend in July so the learn to ski event(s) would need to take place in June/July, for fund raising purposes. The Commission asked Kim to get answers from Shey regarding insurance, specific times and days, does the city need to close the lake during the event, and if they are charging for the event?

**Commissioner Forkenbrock**

Commissioner Forkenbrock asked about the status of the crosswalk sign that was taken out by a driver. The sign has been ordered and will be 30 to 5 days for delivery. Commissioner Forkenbrock requested that the city install a temporary sign until the new one arrives.

**Commissioner West**

Commissioner West thanked Chief Calhoon and the officers on the drug bust that they conducted last week. He knows they put in a lot of hours to make it happen.

**Commissioner Edwards**

Commissioner Edwards had someone approach him and tell him that the city has too many police officers!

Commissioner Edwards asked about the flag at Mission Lake and why there isn't a flag or light. Kim informed him that there is a light on the pole and the flag normally only hung during Memorial Day and 4<sup>th</sup> of July at the lake.

Commissioner Edwards asked about the new copy machines at city hall. Kim explained that the city got a good deal from Canon and we purchased/leased three copiers (one for the front office, and two for the police) for about the same price that we are currently paying for one. Commissioner Edwards reiterated that the Commission should approve these purchases beforehand. He would also like city owned items that are being sold to go through the Commission for approval as well.

**Commissioner Krug**

No comment.

Motion by Commissioner Edwards to adjourn at 9:29 p.m. Seconded by Commissioner West. All aye.

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Kim Knudson, City Clerk

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Bryan Stirton, Mayor