



City Manager's Report

February 13th, 2018

Honorable Mayor Cole and City Commissioners Gwin and Brecheisen-Huss,

The past few weeks have been busy as we've been working on the transition to the new budget format, finish building the new utility books for 2018, and work on developing departmental strategic plans, in addition to our normal day-to-day operations. I was also unfortunately out of the office for a couple of days as my daughter was sick. I've had multiple meetings over the past few weeks including with Director of Sanitation and Transportation John Olson and our Wastewater Engineer, Jay Norco, discussing our plans for videoing our sewer lines this year. We have issued a request for proposals (RFP) for such work, to be completed within a six-month timeframe. We anticipate this cost to come in somewhere around \$30,000. I have attached corresponding documentation, along with the Wastewater Department's strategic planning documents, to articulate what the current and future plans are for the wastewater system over the next few years. As you know, there are significant projects which we are planning to do, and realistically will be forced to do once the Kansas Department of Health and Environment (KDHE) orders us to make improvements.

I also met with the County Commissioners, attended our EMP1 meeting, attended local government day at the capital, held a conference call with Garver and the Federal Aviation Administration (FAA) regarding our airport master plan update grant application, met with John Devine, the strategic planning consultant I've previously mentioned, met with Vyve leadership met with another engineering firm regarding our existing projects and potential future needs, met with Anderson County Director of Emergency Management J.D. Mersman and our fire department staff on applying for a Federal Emergency Management Agency (FEMA) grant for a

new fire truck, and met with our Community Development staff and a representative from the International Organization for Standardization (ISO) on our building codes and enforcement. As usual, all of these meetings were extremely fruitful and I am particularly pleased with the conversation had with the ISO representative as I now believe that we have a solid idea on how to improve our building inspection and code enforcement services in some areas, improve safety for our residents, and improve fire protection while also lowering insurance costs for our property owners. I was hoping to have had a meeting with KRWA, USDA, and KDHE by this point but our meeting has been pushed back until February 20th. We are also going to hold a community meeting in the morning and the evening to discuss and take questions on the proposed water treatment plant on February 26th.

We have received the final and complete decision from the Kansas Board of Tax Appeals (BOTA), which you will find attached, and the ruling was split on East Kansas Agri Energy's (EKAE's) argument that some of the equipment at the ethanol plant should be classified as personal property (tax exempt) rather than real property. After speaking with the County Appraiser's office, if the ruling holds (if EKAE decides not to appeal), we expect to owe EKAE approximately \$30,000 for each tax year under protest for a total of \$60,000. EKAE will respond to this decision and then the BOTA has fifteen (15) business days to respond back to them. EKAE will then have thirty (30) days to file an appeal if they choose to do so.

We are planning to hold our City Wide Spring and Fall Cleanups the weeks of April fourteenth (14th) and September eighth (8th), respectively. We have also implemented an automated attendant for phone calls into City Hall in order to streamline operations and increase efficiency. While we are still undergoing the transition from Century Link to Vyve, most of the major bugs have been worked out. In terms of cost, looking at previous Century Link bills our average bill for phone and internet service was around \$2,900. Once the transition to Vyve is completed for the currently planned facilities, our overall phone and internet bill should be reduced by approximately \$500 a month to \$2,400. Once we take into consideration the upgrade to internet and new locations with internet, the difference amounts to a savings of \$750 a month compared to service with Century Link.

As for the agenda, the first two items under regular business relate to claims for damages on two separate incidents. With regard to Mr. Johnson's claim, we made forcible entry into his home, damaging his front door, and discovered we were in the wrong residence. Dispatch should have notified our officers that the location information was based upon a cell phone ping and so the exact location could not be 100% verified and our officers could have handled things slightly differently as well (this based upon my discussion with Chief King). Due to this, the Sheriff has agreed to pay for half of the claim, and so therefore I plan to recommend payment of the remaining half. Regarding Mr. Weiss's claim, we had a water leak which was leaking into his barber shop and forced him to close his business for a couple of weeks. We were in fact made aware of the water situation a couple of weeks prior to us discovering that it truly was our main which was leaking. Staff's belief was that it was a leak on the customer's side as typical evidence of a water main leak was lacking. However, as the situation got worse, staff initiated a deeper investigation to try and determine if it was in fact a leak on our side and discovered that it was. I expect to have a claim for damages from the building's landlord, Mr. Terry Solander, for consideration at the next Commission meeting as well. The building itself sustained damage due to the leak and the investigatory process we initiated. While I do believe the City is at fault in this case, I seek your guidance on paying the claim for damages.

Item C is an agreement with the Kansas City Karting Association, who plan to put on a go-kart race at the sprint track at the North Lake Park in August. As City Attorney Solander has reviewed it and it is substantially similar to our other go-kart agreement, I recommend approval. Item's D and E are for your consideration of transient guest tax (TGT) funding requests from the Chamber Players Community Theater and the Anderson County Corn Festival. The Tourism Committee has reviewed these requests and I recommend you accept their recommendations and approve them as recommended. As you know, this year's TGT funding of events has decreased compared to previous years. This is due to our negative trend of TGT revenue. Item's F and G are your appointment of the City's Director #2 and an Alternate Director to serve on the Board of Directors at the Kansas Municipal Energy Agency (KMEA). I currently serve as Director #1 and I recommend we keep Robert Mills, our Director of Electric Production, as Director #2. Previous City Commissioner and Mayor W. Gordon Blackie was our Alternate Director and I

recommend that our new Alternate Director be either a Governing Body member or our Director of Electric Distribution, Mr. Troy Hart.

Item H is to begin discussion revolving around our existing Neighborhood Revitalization Plan (NRP) and whether or not we want to extend it beyond its expiration date at the end of June this year. In the event we do wish to extend the program, we will need to obtain the County and School District's approval as well if we wish to continue with the same parameters in place. I recommend renewal and extension of the existing plan and I will visit with the County Commissioners as to the possibility of extending the boundaries of their plan area as well.

Item I is regarding a proposal from Sheriff Vernon Valentine to utilize a portion of City property located at our western water tower as a secure storage lot for seized vehicles. The County is proposing to construct the remaining fencing necessary to fence in the entire area as well as lay down a gravel bed for the vehicles to sit on. The County will construct and maintain this area which will be utilized for both City and County law enforcement purposes. The cause of this request is that historically both City and County law enforcement agencies have experienced issues with seized vehicles being broken into which causes significant problems when those cases go to court. I have spoken with our Director of Gas and Water, Ken Amaya, and he has no concerns regarding the proposed placement of the secure lot adjacent to the City's water tower. I recommend approval of the concept and if given, I will ask Sheriff Valentine to have County Counselor Campbell draw up a proposed agreement for myself and City Attorney Solander's review.

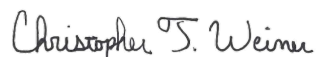
With reference to item J, based upon the feedback given at the last City Commission meeting regarding the public forum topic of stray felines, City staff has looked into how we would develop such a program for Garnett and have come up with a general idea of program possibilities for your consideration. Director of Community Development Susan Wettstein spoke with the Prairie Paws Director of Operations, Tim Yeaglin, regarding Ottawa's trap, neuter, and release (TNR) program and it is much different than what we discussed at the last meeting. I have attached Susan's notes from her conversation for your review. I have also attached a copy of Garden City's TNR Ordinance as an example. If you would like us to move forward on this program and will provide me some feedback on our suggestions – or would like to aim more towards

Ottawa's program, I will work with City Attorney Solander on updating our existing code and we will meet with the interested parties to try to find a solution. The last item under regular business is the approval of the bills.

Under information you will notice a significant amount of information in this week's packet, as in addition to the usual monthly reports staff has prepared the requested strategic plans for each department. Additionally, you will see the end of January's Treasurer's report providing beginning and ending month cash balances of each fund. These cash balances to begin the year are still subject to change however as we still work to establish the new budget in our software system and make the corresponding adjustments. I have also provided the most recent statistical profile data for Anderson County as I believe the demographic information is extremely useful when considering long range plans. We are changing our procedures with our storm sirens and will now only sound them for routine tests and in the event of an actual severe storm. We are issuing a news release to inform the public that from now on, a siren outside of the normal routine, means get to shelter as quickly as possible. The two upcoming meeting dates are February 20th at 6 P.M. at the Community Building for the Emergency Management presentation and February 26th at 9 A.M. and 6 P.M. at Town Hall Center for the Water Treatment Plant Community Meetings.

As always, please let me know if you have any questions and I appreciate the opportunity to serve you and this wonderful community as your City Manager.

Sincerely,



Christopher T. Weiner, City Manager