

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KS  
TUESDAY, JANUARY 17, 2017**

The Goddard City Council met in a Regular Session at Goddard City Hall on Tuesday, January 17, 2017. Mayor Gregory called the meeting to order at 7:00 p.m. Mayor Gregory provided the invocation. Council members present were Joe Torske, Larry Zimmerman, and Chris Hahn. Councilmember Enrique Ramirez and Chris Hedrick were absent.

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

**APPROVAL OF THE AGENDA**

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

**CITIZEN COMMENTS**

None

**PROCLAMATIONS, AWARDS, RECOGNITIONS AND NOMINATIONS**

Mayor Gregory presented a resignation letter from Council Member Chris Hedrick.

**MOTION:** Councilmember *Torske* moved to approve the resignation of Chris Hedrick. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

**APPROVAL OF CONSENT AGENDA**

Teri Laymon, City Clerk presented the following to the City Council for approval: Minutes of the Regular Meeting of the City Council dated January 3, 2017 and an Accounts Payable list dated January 13, 2017 for \$ 57,812.95.

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

**FLEET MAINTENANCE BID AWARD**

Brian Silcott, City Administrator presented two proposals that were received on December 12, 2016 in response to a Fleet Maintenance Request for Proposal that was released to the local vendors. Auto Pros Service Center LLC of Goddard, Kansas provided lower line-item costs on the majority of the services requested.

**MOTION:** Councilmember *Hahn* moved to approve proposal from Auto Pros. Councilmember *Zimmerman* seconded the motion. The motion carried 2-1.

### **GODDARD PD TASER PURCHASE**

Brian Silcott stated the Goddard Police Department's current inventory of Tasers is no longer supported and parts and batteries are unavailable for repair. Silcott presented a proposal for the purchase of fourteen (14) Tasers, holsters, handles, batteries, and twenty-eight (28) cartridges.

The proposal contains two options for the replacement of the City's current inventory: purchase outright at a cost of \$20,445.32 or a 5-year lease option totaling \$18,720.24. Payment and budget allocations for the lease would be \$3,696.00 per year from 2017 through 2021.

Staff recommends allocating this cost to General Fund, Police, Rents & Leases Equipment, line item 10-210-6450. This item is unbudgeted, however the cost center has sufficient expenditure authority to absorb this cost.

**MOTION:** Councilmember *Torske* moved to approve the 5-year option at \$3,696.00 per year. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

### **KDHE COMPLIANCE SAMPLE PORTS**

Justin Constantino, Assistant to City Administrator stated in an effort to provide KDHE with a more comprehensive sampling site plan, staff is seeking the purchase of 12 water meter-sampling stations. The water meter sampling stations are fixtures that allow public works staff members the ability to collect water samples from residential properties with little to no impact to the resident or their property.

Constantino presented three proposals from vendors capable of providing materials for 12 water meter-sampling stations. USABlueBook of Gurnee, Illinois provided the lowest quote in the amount of \$4,621.49 which includes 12 sampling stations, a sampling rod, and a sampling rod carrying case.

Staff recommends allocating the expenditure of \$4,621.49 for 12 sampling stations, a sampling rod, and a sampling rod carrying case to line item to the water fund, line item 20-830-7215.

**MOTION:** Councilmember *Torske* moved to approve the purchase of 12 water meter-sampling stations from USABlueBook for \$4,621.49. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

### **DISCUSSION OF CHIEF OF POLICE HIRING PROCESS**

Brian Silcott explained to the Governing Body that with Don McElroy's recent resignation, the City of Goddard must fill the position of Chief of Police for the fourth time in ten years. The position is the leader of the City's largest General Fund cost center with an operating budget of 1,253,870. Communities around the nation often utilize executive recruiters to fill strategic positions within their organization. It is not uncommon for growing communities the size of Goddard to utilize such a process.

Silcott asked the Governing Body to consider receiving solicitations from 2-4 recruiting firms with regional and national scope to fill this vital position. Silcott reviewed the services that recruitment firms typically perform.

Cost for recruitment firms vary but are around +/- \$25,000. Some firms include expenses in this amount, other do not. The recruitment process from contract signing to filling the position is roughly 15 weeks. Silcott stated he would anticipate presenting 2-4 firms at the February 6 or February 21<sup>st</sup> Regular City Council meeting. Representatives of the submitting firms would likely be present to answer questions and pitch their services. A special meeting may be needed to adequately review these firms.

Staff recommends allocating this cost to the General Fund Discretionary Capital Outlay line item 10-110-8530, which has an expenditure authority of \$543,520.

Councilmember spoke in favor of hiring a recruiting company.

Councilmember Hahn stated that his company has used recruiting companies before and said they have had good luck with them. Hahn stated that he thinks it is money well spent.

**MOTION:** Councilmember *Hahn* moved to proceed with the search for several recruiting companies.. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

**RECEIVE AND FILE 2016 YEAR END REPORTS**

Teri Laymon, City Clerk presented the 2016 Administration Report.

Justin Constantino, Assistant to City Administrator presented the 2016 Public Works Report.

Tim Johnson, Community Development Director reviewed the 2016 Community Development Report.

Lance Beagley, Police Lieutenant provided answers to questions any City Council had regarding the Police Department.

Matt Lawn reviewed the 2016 Financial Reports.

**CITY ADMINISTRATOR’S REPORT**

Brian Silcott reviewed the following City Administrator’s Report dated January 17, 2017:

Honorable Mayor and City Council

From: Brian W. Silcott, City Administrator

Cc: Department Directors & Staff

Re: City Administrator Report for the January 17<sup>th</sup> Regular City Council Meeting

Date: January 17, 2017

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

Splash Pad Project: The Park Advisory Board will have an open house on Thursday, January 19<sup>th</sup> for the public to review the design concept that will be presented to the Governing Body on February 6<sup>th</sup> for final design approval and authorization to proceed with the solicitation of bids on the design.

<b>Date</b>	<b>Action Item</b>	<b>Board Responsible</b>
January 19, 2017	Open House Design Review	Park Advisory Board
January 20 <sup>th</sup>	Survey Complete*	---
February 6 <sup>th</sup>	Final Design Presentation	Governing Body
February 14 <sup>th</sup>	Pre-Bid Meeting	---
February 28 <sup>th</sup>	Bids Due 2pm	---
March 6 <sup>th</sup>	Bid Award	Governing Body
March 13 <sup>th</sup> – 17 <sup>th</sup>	Mobilize for Construction	---

Linear Park Pavilion Design: Assuming the survey is completed by January 20<sup>th</sup> the architects are on course to submit a February design review to the Governing Body. The current design schedule is provided below.

<b>Date</b>	<b>Action Item</b>	<b>Board Responsible</b>
January 19, 2017	Select 1 of 3 Design Options	Park Advisory Board
February 2 <sup>nd</sup>	Refine Design (if needed)	Park Advisory Board
February 6 <sup>th</sup>	Design Presentation	Governing Body
March 6 <sup>th</sup>	Design Development	Governing Body
April 7 <sup>th</sup>	Construction Documents	---
April 27 <sup>th</sup>	Bid Due 2pm	---
May 1 <sup>st</sup>	Bid Award	Governing Body

STAR Bond Project: An all-hands conference call is scheduled for tomorrow to review the closing schedule and establish a date to commence construction. Should the date for construction extended beyond the first week in February, the project’s Master Developer Rick Worner will provide an update to the Governing Body in a regular or special meeting.

2016 Water Use Report: The City’s water utility produced 191,642,000 gallons of water in 2016. 167,073,000 gallons was sold to commercial & residential customers. 7.35 million gallons was used for municipal operations. 17,215,000 gallons was unaccounted for with a water loss rate of 8% which is within the 7%-10% water loss rate for water utilities.

Burn Site: Due to the rain received this weekend, the burn site did not open on Saturday, January 14<sup>th</sup> and will remain closed until at least January 20<sup>th</sup>. City Foreman Gary Medley will reassess the conditions at that time. It is our hope that the site will be available for public use within the next week or two, if the weather cooperates.

Dementia Friendly Communities: Staff will present a draft letter of support of dementia friendly communities at the next City Council meeting.

Swimming Pool Deckwork & Pine/Oak Street Drainage Project Authorization: Staff will request project authorization for these 2017 CIP items at the February 6<sup>th</sup> regular city council meeting. It is hoped that this project along with the swimming pool concrete work and the splash pad can be completed simultaneously and as part of the splash pad bid process as concurrent projects.

Respectfully Submitted,

**Brian**

Brian W. Silcott,  
City Administrator

**GOVERNING BODY COMMENTS**

Councilmember Torske expressed his gratitude to the City Council and all City Staff for their dedication to service.

Councilmember Zimmerman stated the Public Works Staff prepared well for the expectation of severe weather.

Mayor Gregory announced a Sedgwick County Association of Cities meeting this Saturday at Cowtown in Wichita.

Mayor Gregory announced that the School Board has announced a new bond issue that includes an access on Easy Street behind Challenger School for busses and Police to pass through to the School.

### **EXECUTIVE SESSION**

**MOTION:** Councilmember *Zimmerman* 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 25-4319) (b), such as litigation or claims against the city to include Ryan Peck, City Attorney. The open meeting will reconvene in the City Council Chamber at 8:40p.m. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

*The City Council recessed into executive session at 8:20 p.m. and reconvened at 8:40 p.m.  
Mayor Gregory announced that there was no binding action taken in executive session.*

**MOTION:** Councilmember *Zimmerman* 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 25-4319) (b), to include Ryan Peck, City Attorney and Brian Silcott, City Administrator for an additional 20 minutes. The open meeting will reconvene the open meeting in the City Council Chamber at 9:00 p.m. Councilmember *Torske* seconded the motion. The motion carried unanimously.

*The City Council recessed into executive session at 8:45 p.m. and reconvened at 9:05 p.m.  
Mayor Gregory left at 8:50 p.m.  
Council President Chris Hahn announced that there was no binding action taken in executive session.*

### **ADJOURNMENT**

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

*Meeting adjourned at 9:05 p.m.  
Teri Laymon, City Clerk*