



City Council Meeting Minutes

July 26, 2021
6:00 p.m.

Mayor: John McTaggart
Councilmember Chuck Adams Carolyn Caiharr (joined remotely) Garrett Mellott
Chuck Stites

Prior to the start of the regular meeting, Mayor McTaggart read a proclamation designating August 9, 2021 as UPRR Big Boy 4014 Day in Edwardsville, KS

1. Consider approval of consent agenda items

a) Approve minutes of July 26, 2021

b) Statement of bills paid in the amount of \$301,063.27

- **Motion:** Councilmember Adams made the motion to approve the consent agenda items
- **Second:** Councilmember Mellott seconded the motion
- **Vote:** Passes 4-0

2. Requests or Comments from the public

- Assistant City Manager Zack Daniel read a submitted comment from Dan Cerran (no address provided) who voiced complaints and concerns related to the public works facility located in the northern portion of the City. Mr. Cerran believes that existing Fire Department staff and equipment should be relocated to that facility to provide better response to the City's north end residents.
- Mr. Daniel then read a submitted comment from Rhonda Smiley, 10526 Richland Ave., who complained about the road condition along Richland Ave. Ms. Smiley also criticized the council's previous decisions to lower the mill levy at the expense of deteriorating road conditions.

3. Consider authorizing the City Manager to enter into an agreement with SA Legal Advisors, LC for the creation of a tax increment financing (TIF) redevelopment district

- City Manager Michael Webb reviewed this item, noting that this action would allow for the creation of a TIF District, but does not provide any approval to development plans or TIF plans, nor does it provide any specific benefits. It would set the boundary of the district, both north and south of Woodend Rd.
- Mr. Webb noted this would involve several property owners and at this point is not tied to a specific improvement. Once the district is established, additional approvals would be required by the City Council. Payment for this work would come from the City's Economic Development Fund.
- Councilmember Mellott asked for additional clarification of the proposed boundaries, which Mr. Webb provided.
- Mr. Webb provided additional details on the properties which currently are in the flood plain/floodway. He then summarized the process should this development continue to move forward.
- **Motion:** Councilmember Stites made the motion authorize the City Manager to enter into a contract with SA Legal Advisors for the creation of a TIF redevelopment district

- **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 4-0
4. **Consider Special Event permit application from Fastenal for the BK5K Race to take place part of the 2021 Edwardsville AutumnFest event**
- Assistant City Manager Zack Daniel reviewed this item, noting that the Fastenal approached the City about the possibility of holding a 5K race event as part of Edwardsville AutumnFest.
 - Mr. Daniel reviewed the history of the BK5K Race in other Fastenal communities, and also pointed out that Fastenal is also bringing \$25,000 worth of grant opportunities available to agencies that provide aid and assistance to area children. Mr. Daniel also noted that Fastenal has pledged an additional \$2,500 that would go toward the launch of the EFD Junior Fire Academy, which will be launched in 2022.
 - Mr. Daniel showed the proposed race route and noted that EPD has reviewed the route and is able to provide traffic control in certain areas where needed.
 - Mr. Daniel noted that staff is recommending waiving the daily fee for this event, as is usual for special events tied to AutumnFest. Councilmember Adams asked if it was possible to waive the application fee of \$50. Mr. Daniel noted that there was no allowance for that fee to be waived and that Fastenal has already paid that fee.
 - **Motion:** Councilmember Adams made the motion to approve the special event permit application from Fastenal and waive the daily fee.
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 4-0
5. **Consider Special Event permit application for Outfield Beer Co. to conduct alcohol sales during the 2021 Edwardsville AutumnFest event**
- Assistant City Manager Zack Daniel reviewed this item, noting that Outfield Beer Co. has requested to be the beer vendor during the event.
 - The most significant change to this application from the previous years is that the sales will be allowed beginning earlier in the afternoon. Mr. Daniel then provided the proposed area of the beer garden, which consists of the Community Center and its parking lot.
 - **Motion:** Councilmember Stites made a motion to approve the special event permit application from Outfield Beer Co. and waive the daily fee.
 - **Second:** Councilmember Mellott seconded the motion
 - **Vote:** Passes, 4-0
6. **Consider authorizing the City Manager to enter into a contract with Stantec Consulting Services Inc. for the River Front Park Redevelopment Project**
- Assistant City Manager Zack Daniel reviewed this item and summarized the steps previously taken through the RFQ solicitation process and the subsequent CPPS Board review.
 - Mr. Daniel also summarized the additional resident outreach related to the development of this area.
 - The cost for this phase of the project is \$41,000 to be paid out of the Special Sales Tax Fund. This effort is expected to last until early 2022, at which point phase 2 would be considered. Phase 1 will include the preliminary design and surveying work necessary for the project as well as identifying external funding the City may be eligible for related to the project. Phase 2 would involve the development, solicitation and management of the actual construction project. Mr. Daniel noted

that ARPA funds may be used for Phase 2 of the project as well, but they are currently budgeted in the FY22 proposed budget.

- Councilmember Mellott asked about the potential grant funding or other assistance this effort may be eligible for, which Kelly Van Elders from Stantec provided his initial insight into the different funding sources that may be available.
- Councilmember Caiharr asked if there was anyway that the scope of work could be scaled back in order to avoid duplication of previous efforts done in the Park Master Plan process. Mr. Daniel noted that the earlier Park Master Plan was a more broad, wide-ranging effort, while this project is only focused on River Front Park. There is not significant community outreach or surveying as part of the proposed scope of work, as that was already done in the earlier project. However, this scope does include a public event meant to gain resident input on the proposed concepts that Stantec develops.
- Councilmember Caiharr asked additional questions about how successful Stantec has been in the past in getting grant funding and securing other donations. Mr. Van Elders reviewed the group's earlier successes in this area and the strategies they would use for the River Front Park project. City Manager Michael Webb also reviewed the process to establish an Edwardsville Community Foundation.
- **Motion:** Councilmember Adams made the motion to authorize the City Manager to enter into a contract with Stantec for the amount of \$41,000
- **Second:** Councilmember Mellott seconded the motion
- **Vote:** Passes, 4-0
- Councilmember Mellott provided additional context on the firm interview process and why he was supportive of the Stantec proposal.

7. Consider Ordinance No. 1043 adopting the 2021 Standard Traffic Ordinance for Kansas cities

8. Consider Ordinance No. 1044 adopting the 2021 Uniform Public Offense Code for Kansas cities

- City Manager Michael Webb reviewed both these items simultaneously. Mr. Webb noted that the amendments in each of the enabling ordinances are the same as why was approved in the most recent UPOC and STOP approvals.
- Councilmember Caiharr commented that she would prefer more time to review the documents in their entirety.
- Councilmember Stites was supportive of taking additional time to review the materials.
- Mr. Webb noted that if the group has questions they could send those to him, at which point he would answer or forward to the appropriate staff.
- **Motion:** Councilmember Stites made the motion to table action on both of these items until the August 23, 2021 City Council meeting
- **Second:** Councilmember Caiharr seconded the motion.
- **Vote:** Passes, 4-0

9. Hear a presentation regarding the 2021 Quarterly Budget Review and consider setting the maximum Fiscal Year 2022 Budget and calling for a public hearing on August 23, 2021

- Assistant City Manager Zack Daniel reviewed the Q1-Q2 budget performance, noting that revenues continue to come in strong in a number of areas, specifically in City and County sales taxes.
- Mr. Daniel noted that sales tax estimates for FY22 will continue to be conservative, though trends at this point indicate continued strong performance.

- Total General Fund revenues are currently at 73.5% of the FY21 adopted budget. Past performance indicates that Q1-Q2 figures usually represent 65.1% of the audited final total, which means that staff expects revenues to outperform the initial budget estimates.
- General Fund expenditures are currently at 49% of the adopted budget. Typically, expenditures are at 50% of the final auditing figures, which means that if departments continue to perform on budget as they have to this point, then expenditures will be at a slightly lower level relative to the previous five years.
- Mr. Daniel then reviewed the Q1-Q2 performance of the City's other funds, noting that there are no major concerns from a staff perspective at this point in the year.
- City Manager Michael Webb then presented information on the maximum proposed budget for FY22.
- Mr. Webb noted that the current proposal calls for a one mill decrease from the final FY21 mill levy, the fifth mill levy decrease in as many years.
- Mr. Webb then reviewed each budgeted fund and compared it to the previous year. Estimated year-end fund balances were also presented.
- Highlights for the proposed budget includes \$600,000 in proposed street projects, additional of public safety staffing, more reliance on contracted labor for routine groundskeeping work, and an additional \$50,000 in capital projects for public facilities such as the Community Center, City parks, and cemeteries.
- The biggest change in the General Fund from the FY21 adopted budget is in the payroll and benefits area. The current budget recommends the scheduled pay adjustments for all staff as well as the realignment of certain positions. The line items also include the addition of a new EPD officer position, part-time municipal court and administrative staff, and the reallocation of the City Planner from the Economic Development Fund to the City's General Fund. New and/or reallocated positions made up over half of the increase from FY21 to FY22. Estimated increased to health benefits and worker's comp payments are also factored in.
- Other highlights include that no fee increases are anticipated for the Sewer utility, but that trash/recycling fees are expected to increase 2% to keep pace with the contractually obligated increases with KC Disposal.
- Councilmember Adams asked what a single mill would represent for a \$150,000 home, which Mr. Webb noted it would be about \$17.25 per mill per year.
- Councilmember Adams what it would take from a cost perspective to staff the north station. Fire Chief Tim Whitham provided a response stating that only 6% of the run volume for the department is north of K-32. He then reviewed the necessary staffing models and facility improvements that would be required to man the facility. Chief Whitham also stressed that the facility as designed was never meant to house staff and equipment/vehicles on a permanent basis. In short, it would be an estimated 20 mills in the first year to bring the facility to the necessary condition to house staff and equipment and an ongoing 8-11 mills to keep that model in place.
- Chief Whitham then reviewed the average response time for the whole City, which is below the industry recommended levels. Relocating staff to the north end would likely result in longer responses for the areas south of the railroad, where a vast majority of calls for service originate. Mr. Webb also noted that the previous use of the facility was staffed by MAST and was not a dedicated Edwardsville station. Chief Whitham also noted that train delays have not played a significant factor in the response times to any EFD/EMS calls.
- Councilmember Stites pointed out that whether or not the facility is used for EFD, the facility is not a good spot to house Public Works. He noted he is in favor of finding a dedicated Public Works facility that is not at one of the major entrances to the City.

- Councilmember Caiharr asked about the possibility to have EPD officers be licensed paramedics. Chief Whitham noted that there are some logistical steps that would need to be taken to make that change, including securing a sponsoring agency and the training required. He also noted that responding EPD officers may not have the same priorities as responding EMS staff. Specifically, a responding officer is primarily concerned with safety and security of the scene and possible apprehension of suspects while EMS staff would be focused on potential life saving techniques for injured individuals. These priorities often cannot be done at the same time with the same individual staff members. There was additional discussion on EFD response times.
- Councilmember Caiharr asked for clarification that the current proposed budget currently has expenditures exceeding revenues by about \$140,000, which Mr. Webb confirmed. Councilmember Caiharr requested that additional review be done to see if these areas could be more in line to present a more “balanced” budget. Mr. Webb responded that staff would do this review and prepare options in time for the public hearing.
- Mr. Webb then noted that the public hearing to exceed the RNR has also been set for FY22 budget, which will also take place August 23.
- Motion: Councilmember Adams made the motion to call for the public hearing on the adoption of the FY22 budget with the expenditure levels noted in the notice for the public hearing provided in the Council packet.
- Second: Councilmember Mellott seconded the motion
- Vote: Passes, 4-0

10. City Manager Report

- City Manager Michael Webb reviewed operations for the UPRR Big Boy visit which occurred earlier that day. He commended public safety staff for their work to provide a safe and enjoyable event.

11. Council and Mayor Comments

Councilmember Mellott stated he believed a lot of false information has been circulated on social media. He thanked public safety and City staff for their work related to the Big Boy visit.

Councilmember Caiharr asked if the \$600,000 allocation for streets in the FY22 is still planned, which Mr. Webb confirmed. Ms. Caiharr then asked if a date has been set for the bulky item picked yet, which Assistant City Manager Zack Daniel noted that a date has not been set yet, but it will be in late October or early November. She had additional questions regarding the potential for a community foundation, which Mr. Webb provided additional context. She closed by reiterating her desire to see the final budget be balanced.

Councilmember Stites asked for an update about mowing of the Cemetery. Mr. Daniel noted that he had spot checked the contractor’s performance over the last two weeks and that the issues appear to be resolved. He also asked about the promotion for the Halloween Haunt parade and including ATV inclusion. Mr. Daniel noted that staff would use all of its traditional outreach models to raise awareness of this event. He also asked for an update on the 9711 Steele Rd. property, which staff confirmed no materials have been submitted for staff review yet. There was then a discussion on the transition of the CSO position from Public Works to EPD.

Councilmember Adams asked if there was an update on the fiber project. Mr. Webb noted that equipment was installed in City facilities over the last few weeks. He also asked if the cell tower project had moved forward. Mr. Webb noted that he is not aware of any progress in that project since the last time the Council was updated. Mr. Adams also thanked Winifred Anderson for his assistance in patching up holes where is trucks may have caused damage.

Mayor McTaggart thanked City staff and the Wyandotte County Historical Society for their work in preparing the proclamation read earlier in the evening.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

Zachary Daniel
City Clerk