

**City of Spring Hill, Kansas**  
**Minutes of City Council Regular Session**  
**April 11, 2019**

A Regular Session of the City Council was held in the Spring Hill Civic Center, 401 N. Madison, Council Chambers, Spring Hill, Kansas on April 11, 2019. The meeting convened at 7:00p.m. with Mayor Ellis presiding and Glenda Gerrity, City Clerk, recording.

Councilmembers in attendance:       Tim Pittman  
  Floyd Koder  
  Chad Eckert  
  Andrea Hughes

Councilmembers absent:               Chris Leaton

Staff in attendance:                   Jim Hendershot, City Administrator  
  Melanie Landis, Asst. City Administrator  
  Jose Leon, Asst. City Administrator  
  Lance Wipf, Interim Chief of Police

Consultants in attendance:           Frank Jenkins, City Attorney

**INVOCATION**

The invocation was given by Pastor Irvin Middlebusher, Ocheltree Baptist Church.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

The City Clerk called the roll of the City Council. With a quorum present, the meeting commenced.

**CITIZEN PARTICIPATION**

Mr. Bill Peterman, 19431 W. 200<sup>th</sup> Street, who lives in the Brookwood Farms Subdivision, addressed the Governing Body about pathways on 199<sup>th</sup> Street. The Mayor stated that the City Council recently met with the Planning Commission about this topic. The City will begin working with Mid America Regional Council and Parks Advisory Board for a master trail system and hopefully secure matching funds for this project.

**PROCLAMATION**

The Mayor proclaimed April 27, 2019 as Spring Hill Arbor Day and thanked the Spring Hill Parks Advisory Board for their hard work for the Tree City USA award.

## CONSENT AGENDA

Motion by Koder, seconded by Eckert, to approve the consent agenda.

1. **Approval of Minutes: March 28, 2019**
2. **Appropriation Order 2019-04-11**
3. **Consider Approval of Contract: 2019 Parks Master Plan**
4. **Consider Approval of Special Event: Flower Power Color Run 5K, Spring Hill Recreation Commission**
5. **Consider Approval of Agreement: Agreement to purchase ethics hotline awareness materials, Navex**
6. **Consider Approval of Purchase: Wastewater Treatment Facility Ultraviolet Disinfection System Replacement**
7. **Consider Approval of Improvement Agreement: Blackhawk Apartments, Phase II, Blackhawk Apartment Homes, LLC, Mr. Grant Merritt**

Motion carried 4-0-0.

## FORMAL COUNCIL ACTION

8. **Resolution No. 2019-R-07: Directing Notice of Public Hearing on Special Assessments for Dayton Creek Phase I, Special Benefit District**

Assistant City Administrator Landis presented the resolution directing notice of public hearing on special assessments for Dayton Creek Phase I Special Benefit District.

An amended improvement district was adopted on August 24, 2017 for construction of infrastructure improvements to Dayton Creek Phase I. Construction is completed, and the levying of assessments process begins by holding a notice of public hearing for the parcels included in the benefit district. Financing for the general obligation bond will be completed in June of 2019 and assessments will be levied for the benefit district beginning with the November 2019 tax roll. Twenty (20) year financing of this project through general obligation bonds will be paid 100% by the property owners at a total principal amount of \$1,600,000.

Staff recommended approval of Resolution 2019-R-07 directing notice to be given of a public hearing on proposed special assessments to be levied in connection with certain improvements in the City of Spring Hill, KS (Dayton Creek Phase I Special Benefit District).

**Motion by** Koder, seconded by Pittman, to approve Resolution 2019-R-07 as stated. Motion carried 4-0-0.

9. **Resolution No. 2019-R-08: Directing Notice of Public Hearing on Special Assessments for Dayton Creek Phase II, Special Benefit District**

Assistant City Administrator Landis presented the resolution directing notice of public hearing on special assessments for Dayton Creek Phase II Special Benefit District.

An amended improvement district was adopted on March 8, 2018 for construction of infrastructure improvements to Dayton Creek Phase II. Construction is nearly completed, and the levying of assessments process begins by holding a notice of public hearing for the parcels included in the benefit district. Financing for the general obligation bond will be completed in June of 2019 and assessments

will be levied for the benefit district beginning with the November 2019 tax roll. Twenty (20) year financing of this project through general obligation bonds will be paid 100% by the property owners at a total principal amount of \$2,077,660.

Staff recommended approval of Resolution 2019-R-08 directing notice to be given of a public hearing on proposed special assessments to be levied in connection with certain improvements in the City of Spring Hill, KS (Dayton Creek Phase II Special Benefit District).

**Motion by** Koder, seconded by Pittman, to approve Resolution 2019-R-08 as stated. Motion carried 4-0-0.

**10. Ordinance No. 2019-06: Authorizing the Vacation of Easements dedicated as part of the Blackhawk Apartments project (Phase I)**

The City Attorney presented the ordinance authorizing the vacation of easements dedicated as part of the Blackhawk Apartments project.

As part of the Phase 1 improvements for the Blackhawk Apartments, easements were issued for the public improvements that were to be constructed on private property. These easements were for sanitary sewers and storm sewer facilities and originally accepted at the October 13, 2016 City Council meeting. During the final design of the Blackhawk Apartments, the design engineer made some minor changes to the sanitary sewers and storm sewers. These changes put some of the facilities outside of the existing easements accepted by the City; therefore, an ordinance is presented to vacate all the original easements and a new ordinance will be presented with revised easements.

Staff recommended approval of Ordinance No. 2019-06.

**Motion by** Koder, seconded by Pittman, to approve Ordinance No. 2019-06. Motion carried by roll 4-0-0. Eckert-yea, Pittman-yea, Koder-yea, Hughes-yea.

**11. Ordinance No. 2019-07: Authorizing the Acceptance of Revised Easements for the Blackhawk Apartments project**

The City Attorney presented the ordinance authorizing the acceptance of revised easements for the Blackhawk Apartments project that were discussed in the previous item.

Staff recommends approval of Ordinance No. 2019-07.

**Motion by** Koder, seconded by Eckert, to approve Ordinance No. 2019-07. Motion carried by roll 4-0-0. Eckert-yea, Pittman-yea, Koder-yea, Hughes-yea.

## 12. Consider Appointment: On-Call City Engineer

The City Administrator presented the recommendation for appointment of the On-Call City Engineer. Section III-2.A of the Employee Handbook states, *"The Mayor, with the consent of the council,.....may retain a licensed professional engineer to act in the capacity of city engineer for specifically defined duties....."*

The engineering firm Ponzer-Younquist, P.A., Inc. has served as the City of Spring Hill's On-Call City Engineer for the past 22 years. John Brann, P.E. has served as the City's main point of contact for staff and announced his plans to retire in 2018. Due to this circumstance, staff believed it was prudent to obtain submittals for on-going city engineer services. Staff issued a Request for Qualifications (RFQ) for On-Call City Engineering Services on February 1<sup>st</sup>, 2019. Nine submittals were received in response to the RFQ. These submittals were reviewed and ranked with the top three companies being interviewed. Firms selected for interview included; BHC Rhodes, George Butler & Associates, and Lamp Rynearson. Following the interview process staff met to discuss the applicants and develop a recommendation. From this process, the firm of Lamp Rynearson with Dan Miller serving as the point of contact emerged as the staff recommendation. The appointment and Agreement are for a three-year term subject to renewal. Staff reported that there will be a 25-35% increase, which was consistent throughout all the submittals.

The Mayor stated that he discussed the applicants with Mr. Hendershot and recommended the appointment of Lamp Rynearson as the City On-Call Engineering firm with Dan Miller serving as the point of contact. The appointment is for three years and is subject to renewal.

**Motion by** Koder, seconded by Eckert, to accept the recommendation as stated by Mayor Ellis. Motion carried 4-0-0.

## DISCUSSION

### 13. Facility Use and Activities Agreement for the Spring Hill Recreation Commission

Assistant City Administrator Landis reported that staff has been working with Brian Peel, Director of Spring Hill Recreation (SHRC), about an agreement for facility use and activities at the Spring Hill Civic Center. The SHRC would offer 10 hours of free activities per week and promote a paid activity for a free, one-time event for the public. The SHRC would also provide programming for future events/activities. These events would be scheduled through the City's facility reservation process. The SHRC would also hold their monthly board meetings in the Council Chambers. The calculated flat fee rate is \$4500/month. The key points for consideration were the need for space and programming and City staff is unable to provide the programming.

After discussion, the City Council requested to review the detail for the proposed flat rate and review the draft agreement before the Council meeting.

The Mayor appreciated the creativity and the commitment has been phenomenal in the ability to work together.

### EXECUTIVE SESSION

**Motion by** Koder, seconded by Eckert, to recess into Executive Session for 15 minutes under the Non-elected Personnel Exception to the Kansas Open Meetings Act: Subject – Employee Performance Evaluation. The following persons are to be in attendance: City Administrator.

Motion carried 4-0-0.

The meeting recessed at 7:43p.m. with the executive session to begin at 7:45

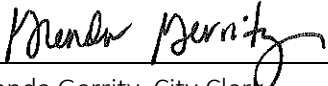
The meeting reconvened at 8:00p.m. with everyone present.

Mayor Ellis announced that no votes were taken or decisions made during the executive session. The discussion was limited to the subject stated.

### ADJOURN

**Motion by** Koder, seconded by Eckert, to adjourn.

The meeting adjourned at 8:01p.m.

  
\_\_\_\_\_  
Glenda Gerrity, City Clerk

Approved by the Governing Body on April 25, 2019.