

**MINUTES-REGULAR MEETING
MAIZE CITY COUNCIL
Monday, November 18, 2019**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **November 18, 2019** in the Maize City Hall, 10100 Grady Avenue, with *Mayor Donna Clasen* presiding. Council members present were, *Pat Stivers, Karen Fitzmier, Alex McCreath,* and *Jennifer Herington*. *Kevin Reid* was absent.

Also present were: *Richard LaMunyon*, City Administrator; *Jolene Graham*, Deputy City Administrator; *Jocelyn Reid*, City Clerk; *Matt Jensby*, Police Chief; *Ron Smothers*, Public Works Director; *Kim Edgington*, Planning Administrator; *Mitch Walter*, Bond Counsel.

APPROVAL OF AGENDA:

The agenda was submitted for approval.

MOTION: *Herington* moved to approve the agenda as submitted.
Fitzmier seconded. Motion declared carried.

PUBLIC HEARING-EVANS BUILDING IRB:

Mayor Clasen opened the public hearing at 7:02 pm. Hearing no comments, the hearing was closed at 7:03 pm.

CONSENT AGENDA:

The Consent Agenda was submitted for approval including:

- a. Approval of Minutes – City Council Regular Meeting of October 21, 2019.
- b. Receive and file minutes from the Planning Commission Meeting of September 5, 2019.
- c. Cash Disbursements from October 1, 2019 thru October 31, 2019 in the amount of \$664,257.13 (Check #69416 thru #69554).
- d. 2019 Audit Services Contract: Busby, Ford and Reimer

MOTION: *Stivers* moved to approve the Consent Agenda as submitted.
McCreath seconded. Motion declared carried.

EVANS BUILDING IRB ORDINANCE:

An ordinance authorizing the issuance of industrial revenue bonds for Evans Building was submitted for Council approval.

MOTION: *Stivers* moved to adopt the ordinance authorizing the issuance of taxable Industrial Revenue Bonds Series 2019 in an amount not to exceed \$4,205,000.
McCreath seconded. Motion declared carried.

City Clerk assigned Ordinance #970.

GARVER ENGINEERING UTILITY EXPANSION AGREEMENT:

A contract with Garver Engineering for a utility expansion study was submitted for Council approval.

MOTION: *Fitzmier* moved to approve the Garver Engineering contract for a utility expansion study in an amount not to exceed \$76,700 and authorize the Mayor to sign pending approval of the City Attorney as to form.
Herington seconded. Motion declared carried.

PERSONNEL POLICY REVISION:

Revisions to the personnel policy's job descriptions, organization chart and pay scale were submitted as follows to the Council for approval:

1. Geographical Information System (GIS) Technician
 - a. As outlined in the 2019 budget workshop, this is an important position that is currently being “unofficially” filled by a part-time public works maintenance worker.
 - b. New Job Description attached
 - c. Organization chart adjustments for this position:
 - i. Deleted 1- PT Public Works Maintenance Worker position
 - ii. Added “GIS Technician” under Public Works
 - d. Pay scale equivalent to Maintenance III Worker

2. Water and Wastewater Operator

- a. To be more in line with similar positions across the State, the title of “Water and Wastewater Controller” should be renamed “Water and Wastewater Operator.”
- b. Job Description altered to reflect new title
- c. Pay scale remains the same

3. Water and Wastewater Technician

- a. As discussed for some time, the ever-increasing operational demands for the wastewater treatment plant requires a dedicated full-time position
- b. New Job Description attached
- c. Organization chart adjustments for this position:
 - i. Deleted 1- FT Public Works Maintenance Worker position
 - ii. Added “Water and Wastewater Technician” under “Water and Wastewater Operator.”
- d. Pay scale equivalent to Water and Wastewater Operator
 - i. Pay scale to be evaluated during 2021 budget process

4. City Compliance Officer

- a. This position currently is supervised by the Deputy City Administrator and the Public Works Director which is a confusing chain of command
- b. Research indicates this position is often under the Engineering Department or Police Department; in our case the Police Department offers the best support for the position.
- c. Budget note: This position will continue to be funded under public works in the 2020 Budget and moved to the Police Department in the 2021 Budget
- d. Organization chart: position moved from Public Works to Police Department
- e. Job Description altered to reflect new chain of command
- f. Pay scale remains the same

MOTION: *Fitzmier* moved to approve the updates to the Personnel Policy.
Stivers seconded Motion declared carried.

NW BYPASS TOLL FEASIBILITY STUDY AGREEMENT:

An agreement with the Kansas Turnpike Authority, KDOT, Sedgwick County and the City of Goddard for a NW Bypass toll feasibility study was submitted for Council approval.

MOTION: *Fitzmier* moved to approve the agreement for the NW Bypass Toll Feasibility Study Agreement in an amount not to exceed \$2,000 and authorize the Mayor to sign.
Herington seconded. Motion declared carried.

EXECUTIVE SESSION:

Mayor Clasen requested to enter executive session for 20 minutes to discuss preliminary acquisition of land matters.

MOTION: *Stivers* moved to recess to an executive session pursuant to the exception relating to preliminary discussions concerning the acquisition of real property under the Kansas Open Meetings Act. The executive session is estimated to last 20 minutes returning to the open meeting at 9:00 pm.
Herington seconded. Motion declared carried.

Council entered executive session at 8:40 pm and reconvened at 9:00 pm. No action was taken.

ADJOURNMENT:

With no further business before the Council,

MOTION: *Stivers* moved to adjourn.
McCreath seconded. Motion declared carried.
Meeting adjourned.

Respectfully submitted by:

Jocelyn Reid, City Clerk