

CITY COUNCIL WORKSHOP MEETING

Monday August 24, 2015

6:00 p.m.

Andover Central Park Lodge

Minutes

Members present:

Mayor Ben Lawrence, City Council Members Caroline Hale, Clark Nelson, Sheri Geisler, Kris Estes, Quentin Coon, and Troy Tabor.

Others in attendance:

City Administrator Mark Detter, Director of Public Works and Community Development Les Mangus, City Clerk Susan Renner, Assistant City Administrator Jennifer McCausland and Management Intern Zahra Ehtisham.

Guests:

Jay Keener, AXA Advisors, Wichita

Mayor Ben Lawrence called the meeting to order at 6:00p.m.

United Way Campaign

Zahra Ehtisham asked the Council if they would like staff to have a larger presence in the annual United Way campaign.

After discussion the council concurred donations were a personal decision and did not think they should be required of staff.

Retirement program (non-police & fire)

Jay Keener explained the current employee retirement program allows employees to withdraw funds from their retirement account.

After discussion the council concurred it was up to each staff member to maintain their retirement benefits. No change to the current policy.

Preliminary design for pedestrian/bike overpass on Kellogg

Les Mangus explained this project was identified in the WAMPO Move 2040 plan and placed for funding in 2020-2025. To be ready for application for TIP funding the scope of the project and estimated costs need to be determined including a location. Staff has worked with Parson Brinckerhoff on many of the city's planning documents and request to use their services for this project.

After discussion the council approved staff to move forward with Parson Brinckerhoff. Staff will present an agreement at the next Council meeting.

Purchasing policy

Mark Detter explained with the updating of the City's Policy Handbook and Employee Handbook it provided staff the opportunity to bring the policies current and/or revise policies to reflect how things are currently handled.

After discussion the Council concurred the policy could be revised as presented with the exception of the purchasing authorization amounts for non-capital purchases by the City Administrator and Chief Financial Officer limited to \$5,000 and Senior Management staff limited to \$2,500 and the removal of proposed item 4 addressing the use of Request for Proposal/Qualifications. Staff will bring the policy to Council for approval at a future council meeting.

A motion was made by Council Member Hale, seconded by Council Member Geisler at 7:05 p.m. to adjourn. Motion carried 6/0.

Respectfully Submitted by

Susan Renner

City Clerk

Approved this 8th day of September, 2015, by the City Council, City of Andover, Kansas.