

ANDOVER CITY COUNCIL WORKSHOP  
MINUTES  
Central Park Lodge - Room #2  
1607 E. Central Avenue  
Monday, August 29, 2016 at 6:00 p.m.

Mayor Ben Lawrence called the meeting to order.

Council Members present were Troy Tabor, Sheri Geisler, Clark Nelson, Kris Estes, Caroline Hale, and Phil White.

Staff: Assistant City Administrator Jennifer McCausland, Public Works and Community Development Director Les Mangus, City Clerk Susan Renner, and City Administrator Mark Detter.

Guests: Joe Williams and Meagan Bottenberg representing Cox Communications.

**Cox Communications Cable Line Burial Agreement**

Mr. Williams and Ms. Bottenberg explained how Cox Communications failed to understand the notice received from Westar regarding the removal and moving of their lines along with Westar's burial of lines on Andover Road from 13<sup>th</sup> Street south to US 54. Although an oversight on their part Cox Communications would still be asking for monetary assistance from the city to move their lines underground as opposed to putting up poles; defeating the whole purpose of the project.

The Council concurred, although disappointed, to move forward with an agreement with Cox Communications in the amount of \$60,000 to offset their cost to remove and bury their lines. The agreement is to be presented at the August 30, 2016 meeting for council consideration.

**Agenda management software**

Susan Renner provided a presentation regarding the purchase of agenda management software. Ms. Renner outlined the benefits for staff, council and citizens and provided a quote from iCompass Technologies. She had looked at several different companies and believes this program to be of the most benefit at the lowest cost.

The Council concurred and will consider an agreement at the August 30, 2016 meeting.

### **HR policies, including vacation policy**

Jennifer McCausland presented a revised City of Andover Employee Handbook and referenced the changes through a memo. The changes have been reviewed by the city attorney and include many changes due to the Affordable Care Act and other state and federal laws. A change in the vacation policy was reviewed and updated to meet industry standards. Ms. McCausland would like to present the handbook to the council for consideration at the September 13, 2016 meeting. Changes to personnel items are presented to the Council on the consent agenda.

The council discussed the vacation policy and felt they would have enough time to recommend changes or approve at the September 13 meeting

### **Policy and Guideline Handbook to replace current Code of Municipal Policies**

Mark Detter explained since the council authorized staff to remove the Employee Handbook from the Code of Municipal Policies the city attorney determined there needed to be a change to the name from Code of Municipal Policies. Changes to this handbook will be presented to the Council by resolution.

A resolution is on the August 30 agenda for consideration to make the name change and outline the development and maintenance process. Resolutions to update the purchase policy and add a public land use policy will be presented at a future meeting.

### **Amphitheater Architect Request for Qualifications (RFQ)**

Mark Detter explained the RFQ process and the CVB would review them before consideration by the Council.

A motion was made by Council Member Geisler, seconded by Council Member Council Member Hale, at 7:30 p.m. to adjourn.

*Adjourn*

Respectfully Submitted by

Susan Renner  
City Clerk

Approved this 13<sup>th</sup> day of September, 2016, by the City Council, City of Andover, Kansas.