

ANDOVER CITY COUNCIL
Tuesday, June 14, 2011
Minutes

1. [Call to Order](#)

The Andover City Council met for a regular meeting on Tuesday, June 14, 2011 at 1609 E Central Avenue in Andover City Hall. Mayor Lawrence called the meeting to order at 7:00 p.m.

2. [Roll Call](#)

City Council Members present were Caroline Hale, Clark Nelson, Sheri Geisler, Dave Tingley, Byron Stout IV, and Troy Tabor. Others in attendance were: City Administrator Sasha Stiles, Assistant City Administrator Jennifer McCausland, Director of Public Works and Community Development Les Mangus, Administrative Services Director Donna Davis, Fire Chief Jim Shaver, Police Chief Mike Keller, City Clerk Susan Renner, IT/Communications Director Bill Duggan, City Engineer Mike Thompson, City Bond Counsel J.T. Klaus, and City Attorney Norman Manley.

3. [Invocation](#)

Pastor Robert Lukenbill of the Andover Police Department Chaplains.

4. [Pledge of Allegiance](#)

Mayor Lawrence led the pledge of allegiance.

5. [Public Forum](#)

No one from the public came forward to discuss anything.

6. [Acceptance of Agenda](#)

Sasha Stiles requested the addition of a Resolution to amend Resolution 08-01 and the presentation of the bid tab for the 2011 Street Rehab project agenda item 9.

A motion was made by Council Member Clark Nelson, seconded by Council Member Sheri Geisler to accept the agenda as amended. Motion carried 6/0.

7. Consent Agenda

- a. Approval of Minutes
 - i. City Council Workshop - May 23, 2011
 - ii. City Council Meeting - May 24, 2011
- b. Receive & file reports
 - i. Finance - May 2011
 - ii. Fire - May 2011
 - iii. Library - April 2011 Finance, May 2011 Directors, 2012 Budget
- c. Receive & file minutes
 - i. Library - March 9, 2011 & April 13, 2011
 - ii. PAI - April 8, 2011
- d. Approval of appropriation ordinance B-10-11 in the amount of \$ 508,701.08.
- e. Approval of non-elected personnel items:
Kyle Johnson, Wastewater Department, from Operator I to Operator II, with a pay increase from \$12.77 per hour to \$13.77 per hour effective May 23, 2011.
- f. Approval of Healthy Wichita Declaration and participation agreement to provide leadership to promote the role of good health in our community.
- g. Approval of Police Department General Orders; M1110 Fiscal Management; M1207 Promotions; O2111 Interview Rooms; O2113 Patrol - Special Use Vehicles; O2116 Mobile Data Computers
- h. Approval of the recommendation of the Street Department Space Needs & Concept Design RFP Committee to hire GLMV Architects for conceptual architectural services for the new Street Department maintenance building.

A motion was made by Council Member Byron Stout, seconded by Council Member Sheri Geisler to approve the Consent Agenda as presented. Motion carried 6/0.

J.T. Klaus, Triplett Woolf & Garretson, City Bond Counsel, presented a resolution to amend Resolution 08-01, due to an error in the amount for the Cornerstone 3rd Addition water improvements. Resolution 08-01 shows the petition amount at \$342,000, it should have been \$364,000, and the actual cost was \$309,400 which was below either amount.

A motion was made by Council Member Caroline Hale, seconded by Council Member Sheri Geisler to approve a resolution correcting resolution 08-01 of the City of Andover. Motion carried 6/0. Resolution number 11-16 was assigned.

8. [Devon Claycamp, Wholesale Fireworks, 1611 Ledgerwood, Andover, made a request to extend the dates of fireworks discharge.](#)

Mayor Lawrence stepped down from the bench due to what could be perceived as a conflict of interest.

Jacob Marrietta, Wholesale Fireworks, 1611 Ledgerwood, Andover, requested an extension of the dates for citizen discharge of fireworks to begin on June 27 when stands begin selling the fireworks.

The change of discharge dates will not affect the dates for allowing public discharge at the 13th Street Park which will remain July 2 through July 5.

A motion was made by Council Member Clark Nelson, seconded by Council Member Troy Tabor to approve a resolution repealing and replacing Resolution 11-09 establishing the times and dates for permitted sales and for the permitted discharge of fireworks within the City of Andover, Kansas extending the dates of discharge on private property from June 27 through July 1, from 10:00 a.m. to 10:00 p.m. and not affecting the dates or time of allowable discharge at the 13th Street Park on July 2 through 5. Resolution number 11-17 was assigned. Motion carried 6/0.

9. [Review of bids for 2011 Street Rehab Project](#)

Mike Thompson, Poe & Associates, City Engineer, presented bids received for the 2011 Street Rehabilitation project. Mr. Thompson stated there were revisions to the project including extending the limits on Andover Road to include concrete patching north of 3rd Street and extending the asphalt resurface south of Village Road to where concrete paving starts north of Kellogg and extended the pavement markings through the Kellogg intersection to Cloud Avenue.

Three bids were received; Cornejo \$548,091.80; APAC \$585,123.95; and LaFarge \$653,254.79.

A motion was made by Council Member Clark Nelson, seconded by Council Member Sheri Geisler to accept the bid of \$548,091.80 from Cornejo as the low bidder for the 2011 Street

Rehab Project and to authorize the Mayor to sign the contract after review of bonds and insurance by the City Attorney. Motion carried 6/0.

10. Friends of the Library agreement for use of coffee shop area in the Andover Public Library

Sasha Stiles explained an agreement had been prepared to present to Council but after a discussion with City Counsel Norman Manley staff felt the agreement was more formal than necessary once the library's presented idea of a snack shop was changed to a bake sale.

Carolyn Kaplan, Friends of the Library representative, stated as a service to their patrons they want to offer snacks and cold drinks during the Summer Reading Program and ask for a contribution. In addition they would like to survey the patrons to determine the need of a snack bar or coffee shop.

Norman Manley, City Attorney, explained the City owns the building and when anything outside the normal day to day business of a library is going to take place it needs to be brought to the City Council to determine if it would interfere with ad valorem tax exemption.

Mayor Lawrence explained the City does not want to go through another tax liability issue brought on by a vendors presence in the library like that of an earlier date and asked the library to communicate these types of things with the City Council and the City Attorney.

Council concurred the City Attorney would write a Memorandum of Understanding between the City, the Library, and the Friends of the Library, to present to the Council at the next meeting.

No action by the Council was necessary at this time.

11. American Tower land lease agreement (cell tower)

Sasha Stiles stated when this lease was renewed in 2007 American Tower did not receive an original signed agreement. There were no changes to the agreement.

A motion was made by Council Member Sheri Geisler, seconded by Council Member Troy Tabor to approve the resigning of the American Tower land lease agreement Motion carried 6/0.

12. City of Andover Emergency Operations Plan

Sasha Stiles presented the Emergency Operations Plan and stated these are general guidelines for an emergency situation. Ms. Stiles added staff, led by Fire Chief Shaver, has spent many hours putting this plan together.

A motion was made by Council Member Caroline Hale, seconded by Council Member Sheri Geisler, to approve as presented. Motion carried 6/0.

13. Security and audio/visual upgrades for police department remodel

Bill Duggan explained with the remodel of the old city hall facility it was necessary to secure the court room and offices and upgrade the audio/visual system for police department training purposes in the court room.

A motion was made by Council Member Sheri Geisler, seconded by Council Member Byron Stout to approve the security and audio/visual upgrade proposals for police department remodel in the amount of \$1,484 from Sound Products, Derby, Kansas and \$3,223.53 from 4PC, Andover Kansas. Motion carried 6/0.

14. Data back-up disaster recovery service contract

Bill Duggan explained the amount of electronic data stored has exceeded current off-site data back up.

A motion was made by Council Member Dave Tingley, seconded by Council Member Clark Nelson to approve the purchase of data back-up disaster recovery services with OneSource Technology, Derby, Kansas, in the amount of \$798 per month for the first year and \$1,298 per month thereafter. Motion carried 6/0.

15. A resolution amending the Code of Municipal Policies, City of Andover, Chapter 2, Personnel, Article 2-1.2 Position & Salary Classification Plan (Assistant Public Works Director)

Sasha Stiles stated this resolution adds the position of Assistant Public Works Director to the Code of Municipal Policies. Staff is looking to incorporate the Building Official position (currently open) into an Assistant Public Works Director position which would also relieve some of the day to day work load for the Director of Public Works.

A motion was made by Council Member Sheri Geisler, seconded by Troy Tabor, to approve resolution as presented. Resolution number 11-18 was assigned. Motion carried 6/0.

16. Member Items

Council Member Byron Stout had none.

Council Member Sheri Geisler

- Commented on the amount of sales tax collected for the City Hall project; January-March 2011 \$399,743.42.
- Inquired if the City was restricting businesses from having large signage.
 - Sasha Stiles clarified the City was not, it is at the property owners discretion what size and type of signage they present to the Site Plan Review Committee.
- Stated LED signs are very bright and she would like to make sure they are not allowed close to residential areas.
- Passed on a comment from a citizen that the City wide trash collection was organized very well.
- Stated Congressman Pompeo was here with an outstanding turnout. She will be contacting him regarding any assistance he could provide for the financing of the waste water plant expansion.

Council Member Dave Tingley had none.

Council Member Clark Nelson

- Stated when an executive session break is taken the sound is still aired.
 - Sasha Stiles explained the microphones at the bench are always on.

Council Member Caroline Hale

- Inquired when the meetings will begin streaming on the City web-site.
 - Sasha Stiles responded currently training and should be on line soon.
- Attended WAMPO today and will be learning engineer speak and the acronyms. Very interesting and will keep everyone posted.

Council Member Troy Tabor

- Asked what type of authority the Site Plan Review Committee has.
 - Les Mangus explained the Site Plan Review Committee reviews aesthetics and functionality. Mr. Mangus confirmed the City Hall and Library projects had been presented to the Site Plan Review Committee.
- Inquired if someone did not follow through or complete a project as approved is there anything the Site Plan Review Committee can do about it?
 - Les Mangus explained the building permit could be revoked if the approved plans were not adhered to.

Mayor Ben Lawrence

- Announced that longtime volunteer Jan Cox had resigned leaving an open position on the Planning Commission. If anyone is interested please email him their information.

Sasha Stiles reminded Council of the employee family picnic on Saturday, June 18, at 3:00 p.m.

Sasha Stiles stated Horse Creek Cabin would be dedicated by the City Council on Monday, 6:30 p.m. prior to the City Council Workshop.

Les Mangus stated Greater Andover Days will be held September 29 through October 1. Things are progressing well with a schedule of events similar to years past with the exception of the family tail gate party on Friday night and those permits may be purchased through the Chamber of Commerce.

17. Adjourn

A motion was made by Council Member Dave Tingley, seconded by Caroline Hale, to adjourn. Motion carried 6/0.

Respectfully Submitted by

Susan Renner
City Clerk

Approved this 28th day of June, 2011, by the City Council, City of Andover