

**ANDOVER CITY COUNCIL  
Tuesday, December 13, 2011  
Minutes**

1. Called to order by Mayor Lawrence at 7:04 p.m.

2. Roll Call

Present were Mayor Ben Lawrence, Council Member Byron Stout IV, Council Member Sheri Geisler, Council Member Dave Tingley, Council Member Clark Nelson, Council Member Caroline Hale, Council Member Troy Tabor, Administrative Services Director Donna Davis, Police Chief Mike Keller, Fire Chief Jim Shaver, Assistant City Administrator Jennifer McCausland, City Attorney Norman Manley, Public Works & Community Development Director Les Mangus, City Administrator Sasha Stiles, and City Clerk Susan Renner.

3. Invocation was given by Pastor Robert Lukenbill of the Andover Church of Christ.

4. Pledge of Allegiance was led by Mayor Lawrence.

5. Public Forum

No comments were made.

6. Acceptance of Agenda

Sasha Stiles stated on the bench there were two information items regarding agenda item 10) Andover Historical Society; 2011 Overview and Budget Projections for 2012 and for agenda item 11) a revised vacation policy drafted from the direction of the Council at the previous nights workshop.

A motion was made by Council Member Clark Nelson, seconded by Council Member Byron Stout to accept the agenda with additional items as presented. Motion carried 6/0.

7. Public Hearing

a. 2011 Budget Amendment

No comments were made.

8. Consent Agenda

- a. Approval of Minutes
  - i. City Council Workshop: November 28, 2011
  - ii. City Council Meeting: November 29, 2011

- b. Receive & file reports
  - i. Finance: November 2011
  - ii. Fire: November 2011
- c. Receive & file minutes
  - i. Planning Commission: October 18, 2011
- d. Approval of appropriation ordinance B-22-11 in the amount of \$ 340,352.26
- e. Approval of non-elected personnel items

Erin Allen, Police Department new hire, Communications Officer, at a wage of \$14.00 per hour, effective December 8, 2011.

Marlena Graham, Police Department new hire, Communications Officer, at a wage of \$13.50 per hour, effective December 8, 2011.

Lance Parker, Police Department, status change from MPO II/SRO to MPO II, with a decrease in pay from \$18.53 per hour to \$18.34 per hour, effective December 26, 2011.

Heath Kintzel, Police Department, status change from Police Officer to SRO, with no salary change, effective December 26, 2011.

Cory Mattke, Fire Department, status change from Reservist to Part Time Firefighter, at a wage of \$11.00 per hour, effective January 1, 2012.

Justin Luinstra, Fire Department, status change from Reservist to Part Time Firefighter, at a wage of \$11.00 per hour, effective January 1, 2012.

Andrew Saville, Fire Department, status change from Reservist to Part Time Firefighter, at a wage of \$11.00 per hour, effective January 1, 2012.

Jeffrey Banks, Park Department new hire, Maintenance Worker, at a wage of \$10.50 per hour, effective December 1, 2012.

Jason Dehaven, Street Department, Semi-Skilled Maintenance Worker, longevity increase from \$12.36 per hour to \$12.67 per hour, retroactive to September 14, 2011.

Sasha Stiles, Administration, City Administrator, longevity increase from \$38.70 per hour to \$39.67 per hour, retroactive to September 9, 2011.

- f. Approval of Cereal Malt Beverage license renewals for 2012
  - 1. Golden Garden Restaurant  
544 N Andover Road  
Vanna Lee, Owner
  - 2. Cedar Pines of Andover  
1208 W Highway 54  
Robert Bauer, Manager
  - 3. City of Andover  
1607 E Central  
Ben Lawrence/Sasha Stiles
  - 4. Milaan, LLC (Timbuktu)  
1251 N Andover Rd  
Larry Sell/Michelle Sell
  - 5. Presto C Stores, LLC (Primo)  
514 S Andover Rd  
Shannon Bass, Manager
- g. Approval of a check request for CVB funds for the hotel voucher program to Andover Express Inn in the amount of \$1,880. (10/31/11 - 12/2/11)
- h. Approval of KDOT/LaFarge change order 21 for the South Andover Road project for a retaining wall in the amount of \$11,363.59

A motion was made by Council Member Clark Nelson, seconded by Council Member Caroline Hale to approve consent agenda items a through h. Motion carried 6/0.

9. [2011 Budget Amendment](#)

Sasha Stiles reviewed the funds being amended.

A motion was made by Council Member Byron Stout, seconded by Council Member Troy Tabor to approve the amendment to the 2011 Budget as presented. Motion carried 6/0.

10. [Andover Historical Society](#)

- a. Request for Grant of Public Funds
- b. 2012 Lease Agreement - 937 N Andover Road

Sasha Stiles explained the requests made by the Historical Society and introduced Bill Ellison who gave a presentation on the progress to date and future plans for the Historical Society Museum.

Mr. Ellison stated there has been a tremendous amount of work done to the building (937 N Andover Road) and the grand opening was held on July 30. In 2012 they will be focused on marketing, a membership drive, and recruiting volunteers.

A motion was made by Council Member Sheri Geisler, seconded by Council Member Dave Tingley to approve the Grant for Public Funds request in the amount of \$1,999.92 (\$166.66 monthly) to assist with utility bills and renew the lease of the facility at 937 N Andover Road for 2012. Motion carried 6/0.

11. [A resolution amending the Code of Municipal Policies, City of Andover, Chapter 2, Personnel, Article 2 -6 Personnel Handbook. \(vacations\)](#)

Sasha Stiles stated the resolution on the bench has been revised from the one in their packets following last evenings workshop.

A motion was made by Council Member Clark Nelson, seconded by Council Member Sheri Geisler to adopt a resolution amending the Code of Municipal Policies, City of Andover, Chapter 2, Personnel, Article 2 -6 Personnel Handbook as presented on the bench. (Vacations) Motion carried 6/0. Resolution 11-27 was assigned.

Council Member Clark Nelson stated he would like vacation hours reported on a quarterly basis and to look at this policy again in one year.

12. [A resolution ordering the abatement of certain nuisance conditions located at 643 South Verna, Andover, Kansas.](#)

Police Chief Keller explained all required steps to correct this problem have been taken and this resolution will allow the Police Department to remedy the issue of two abandoned vehicles at 643 S Verna.

A motion was made by Council Member Caroline Hale, seconded by Council Member Sheri Geisler to adopt a resolution ordering the abatement of certain nuisance conditions located at 643 South Verna, Andover, Kansas. Motion carried 6/0. Resolution number 11-28 was assigned.

13. [Communications antenna purchase and tower climb for emergency radio system](#)

Bill Duggan explained Butler County will be removing their antenna from the 13<sup>th</sup> Street cell tower and he believes it is in the City's best interest to maintain a presence on the tower. By the installation of the three antennas and coaxial cable, and maintenance of the existing cabinet in the shelter, we will retain a presence and will be ready for use if necessary. The cost of the tower climb for our installation can be shared with Butler County if done at the same time they remove their antenna. Mr. Duggan requested authorization to implement the plan at a cost not to exceed \$7,000.

A motion was made by Council Member Caroline Hale, seconded by Council Member Troy Tabor to approve the communications antenna purchase and tower climb for emergency radio system as requested in an amount not to exceed \$7,000. Motion carried 6/0.

14. [North Meadow HOA Sprinkler repair](#)

Les Mangus explained this is the second request for damages to irrigation systems due to construction on the 21st Street project. The North Meadows HOA property ownership has been confirmed and staff suggests the acceptance of the low bid from Treescapes in the amount of \$2,106.64.

A motion was made by Council Member Byron Stout, seconded by Council Member Caroline Hale to *reimburse* the North Meadow HOA for the low bid from Treescapes, of Andover, in the amount of \$2,106.64 for repair of the North Meadow HOA irrigation system and the property owner is to sign a release of claims in exchange for the payment. Motion carried 6/0.

15. [Discussion: Railroad right of way between Andover and Augusta](#)

Mayor Lawrence provided some background information about the railroad corridor from Augusta to and through Andover and the ownership, maintenance responsibilities, and preservation of the corridor. Mayor Lawrence, Augusta Mayor Williams and Butler County Administrator Johnson have discussed the maintenance of the corridor from the east Andover city limit to the west Augusta city limit. Mayor Lawrence would like to formally address the Butler County Commission, who is currently responsible for this portion of the corridor, as they are pushing for a January 1, 2012, deadline for either Andover, Augusta, or both to assume the maintenance responsibility.

Norman Manley commented that Butler County has hired a law firm to work with the Transportation Board to determine who is responsible for the right of way corridor. He was not comfortable with the city entering an agreement to maintain this property which would be outside the city limits. He added if someone hurt themselves the city could be potentially liable.

The Council concurred for the Mayor to address the Butler County Commissioners and ask for more time to discuss the issue and make a decision.

16. [Member Items](#)

Council Member Byron Stout had none.

Council Member Sheri Geisler

- Stated Hometown Christmas was again a wonderful event and the tree in the plaza was beautiful.

- Mayor Lawrence stated the hopes are to purchase a permanent pre-lit tree and begin a lighting tradition.

Council Member Dave Tingley

- Stated he had received a letter from a young lady in the Andover school district asking about the broken and missing Christmas decorations along Andover Road.
  - Mayor Lawrence stated Les Mangus and Street Superintendent Bill Braitsch have discussed this and the costs of decorations are extremely expensive and there is the additional cost of getting electricity to the poles. He added the Park Planning Committee should take a look at the issue and draft a plan to present to the Council and then look for a way to pay for them.

Council Member Clark Nelson

- Gave an update on the committee formed to look at prescriptive standards. All members of the Site Plan Review Committee are interested and want to participate on the committee. He will determine interest with the Planning Commission at their December 20th meeting. Mr. Nelson also encouraged business owners, developers, builders, etc. to consider being a part of the committee as well. Council Members Troy Tabor and Dave Tingley are also on this committee.

Council Member Caroline Hale

- Wished everyone a Merry Christmas

Council Member Troy Tabor

- Inquired about the business in the home on South Andover Road
  - Les Mangus explained the zoning regulations on home occupations are not real clear. He has spoken to the owner and some issues have been addressed.

17. Adjourn

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

Respectfully Submitted by

Susan Renner  
City Clerk

Approved this 27<sup>th</sup> day of December, 2011 by the City Council, City of Andover