

ANDOVER CITY COUNCIL
Tuesday, April 10, 2012
Minutes

1. Mayor Ben Lawrence called the meeting to order.

Present were Council Members Byron Stout IV, Sheri Geisler, Clark Nelson, Caroline Hale, and Troy Tabor. Staff in attendance were: Police Chief Mike Keller, Chief Financial Officer Donna Davis, Fire Chief Jim Shaver, Assistant City Administrator Jennifer McCausland, City Attorney Norman Manley, Public Works and Community Development Director Les Mangus, City Clerk Susan Renner, City Administrator Sasha Stiles, and City Engineer Mike Thompson. Council Member Dave Tingley resigned at the March 27, 2012 meeting.

2. Roll Call

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

4. Pledge of Allegiance was led by Mayor Ben Lawrence.

5. There were no comments during the Public Forum.

6. Acceptance of Agenda

Sasha Stiles stated a 2011 tax levy comparison for Butler and Sedgwick Counties was on the bench. She added there was an error in item 12) Neighborhood Revitalization Program, item b - the Resolution - there was a reference to Augusta where it should have said Andover. The signature copy has been corrected.

A motion was made by Council Member Clark Nelson, seconded by Council Member Troy Tabor to accept the agenda with the additional information and correction of the resolution. Motion carried 5/0.

7. Mayor Ben Lawrence proclaimed April 8 - 14, 2012 as National Public Safety Telecommunicators' Week.

8. 2011 Association of Public Safety Communications Officer-Kansas Chapter Telecommunicator of the Year Award - Michelle Matson

Communications/IT Director Bill Duggan presented Michelle Matson and thanked her for her efforts. Her recognition information is attached to these minutes.

9. Andover Chamber of Commerce request for City membership - Malik Idbeis and Travis Griffin

Malik Idbeis, Andover Chamber of Commerce President, and Travis Griffin, member, asked the Council for renewal of the City membership for 2012-2013 in the amount of \$5,000. Mr. Idbeis added this membership supports the effort to continue helping the Chamber to grow our city.

Council Member Sheri Geisler expressed concern for the use of tax payer monies and inquired what other membership options there were.

Denise Kelley, Chamber of Commerce Executive Director, stated there are five levels ranging from \$250 - \$10,000, but the City falls into the \$5,000 category.

Mr. Idbeis stated the membership helps the chamber to bring in additional business building the tax base.

A motion was made by Council Member Clark Nelson, seconded by Council Member Byron Stout to approve the renewal of the 2012 membership with the Chamber of Commerce in the amount of \$5,000. Motion carried 5/0.

10. Consent Agenda

- a. Approval of Minutes
 - i. City Council Workshop March 26, 2012
 - ii. City Council Meeting March 27, 2012
- b. Receive & file reports
 - i. Fire - March 2012
- c. Receive & file minutes
 - i. CVB: November 22, 2011
- d. Approval of appropriation ordinance B-06-12 in the amount of \$ 251,241.75.
- e. Approval of non-elected personnel items

Robert Mayer, Park Department Crew Chief, to interim Parks Facility Maintenance Manager, with an hourly increase from \$15.15 per hour to \$16.15 per hour effective April 4, 2012.

Jim Sims, Park Department Facility Maintenance Manager, to Technically Skilled Maintenance worker, with a decrease in pay from \$25.04 per hour to \$17.00 per hour effective April 4, 2012.

- f. Approval of a Mayoral appointment of Martha Slater Farrell to the Library Board for the term April 2012 to April 2016.

- g. Approval of the Police Department purchase of two vehicles

Vehicle #1, 2013 Ford SUB Police Interceptor from Rusty Eck Ford, Wichita, in the amount of \$24, 723; Vehicle #2, 2011 Ford Crown Victoria Police Interceptor from Olathe Ford, Olathe, Kansas in the amount of \$26,264, plus associated equipment and installation charges from various vendors for a total amount of \$59,078.95.
- h. Approval of Police Department General Orders O2519 "Investigation of Officers Use of Deadly Force; P3109 "Good Morning Andover Program"
- i. Approval of the 2012 YMCA Corporate Wellness agreement in the amount of \$3,000.

A motion was made by Council Member Clark Nelson, seconded by Council Member Byron Stout to approve the consent agenda as presented. Motion carried 5/0.

11. [Mayoral appointment of Kris Estes as Council Member to complete the term of Dave Tingley which expires April 2013.](#)

Council Member Caroline Hale stated she met Ms. Estes in January at the Envisioning meetings and was impressed with her enthusiasm and her resume and believes she will bring a lot to the council.

A motion was made by Council Member Byron Stout, seconded by Council Member Sheri Geisler to approve the Mayoral appointment of Kris Estes to the vacant City Council position. Motion carried 5/0.

12. [Neighborhood Revitalization Program](#)

- a. Public Forum

George Beliveau, 931 Maplewood Ct, was upset with the proposed revisions and has not had time to gather other upset residents. His concerns were with City services, the schools, and the re-sale of a home competing with a new home sale that offers a five year tax rebate. The only benefits are to the builders, do they live in Andover, and do they buy their products here. He did believe the commercial side could be beneficial.

Kim Quastad, 1607 N Singletree, stated he is a local builder and does a lot of business in and out of Andover and has taken advantage of the existing NRP for improvements in the current localized district designated. He believes the amended program will have a negative effect on existing NRP overlays. He believes the commercial side makes more sense; he spent a lot of money on a commercial building in Andover that sat vacant two years; he took a loss on lease rates and spent over \$50,000 in taxes; and the building is now fully leased. Mr.

Quastad added that if the City wants to bring in businesses they need to abolish the Site Plan Review Committee.

Mayor Ben Lawrence clarified it is a 100% tax rebate but the county keeps 5% for administration and we are currently only talking about the city tax which is roughly 24%. He added the other taxing districts have some issues with the revised program and he is not sure the program is going to be successful with any of the entities.

Council Member Sheri Geisler stated there was an open position on the Site Plan Review Committee and the subcommittee is making great progress in moving toward prescriptive standards.

Bill Osborn, 908 E 13th, sees this as the government picking winners and losers at the expense of those that have been living here. He believes the City does not have a problem with people wanting to move to Andover.

Mayor Ben Lawrence stated there is a problem with people wanting to build in Andover due to the mill levy difference on the east and west side of 159th and with Wichita offering a program it puts the City at an additional tax disadvantage.

Mark Folger, 121 E. King Street, stated when we allow one person to not pay tax we are making everyone else pay for their share. He stands against the program although he owns a business and might be able to take advantage of the program. He added there has always been a difference in the taxes.

Council Member Byron Stout asked if there were any builders in attendance who would like to speak.

Kevin Mullen, Ritchie Development, clarified how the State pays schools for students and stated a single family residential permit including all impact fees is about \$6,000, more than twice the amount of property tax rebate they were asking for.

Sasha Stiles confirmed that amount was for a two year period (not five) and Donna Davis added of the permit fees received by the City \$2,370 goes to the City of Wichita for a water tap fee. Mr. Mullen stated when he attends the April 24th meeting he will have more detailed information.

Council Member Clark Nelson asked Mr. Mullen what he thought would be the impact if the City of Andover does nothing. Mr. Mullen listed communities that have adopted a program and stated it is hard to sell homes in their Cornerstone Addition when they can buy the same home on the west side of 159th, still be in the Andover School District and pay a lower tax rate.

Council Member Byron Stout inquired what the impact has been for activity for re-sale homes. Mr. Mullen stated the programs have not been running long enough to provide an answer.

Council Member Sheri Geisler asked for clarification regarding the similarity of the programs offered in the surrounding communities. Mr. Mullen responded they are not the same and in hind sight believes the Wichita program format was a mistake.

Mayor Lawrence closed the public forum.

Council Member Clark Nelson is concerned and aware of those that are inclined to do nothing and he supports in theory Mr. Osborn's position but believes Andover has suffered and it mandates some kind of break or jumpstart in the economy and is in support of the program as prepared by staff.

Council Member Caroline Hale stated she has spoken with many upset Andover residents that she thought would be in attendance at this meeting. She clarified the other taxing entities did not have to participate and that any program would not be extended to those living in the Andover school district but in Sedgwick County. She also believes we are picking and choosing and has had a difficult time with the program.

Council Member Troy Tabor does not believe he has enough data to determine whether or not we should have a program and if so what kind of program. He would also like to know what impact this has had on other communities.

Council Member Sheri Geisler stated she has had concerns from the start for current citizens. She researched and found there are five re-sale homes to every one new home. Andover has not been a community that just does because other communities do. She believes the point is moot if the other taxing entities are not on board.

Council Member Byron Stout feels there could be some tweaking to the current proposal and would like to see encouragement to provide jobs and new residents for Andover and believes this is an opportunity for some kind of action.

Mayor Ben Lawrence stated the urgency of a program was brought on by the passing of the City of Wichita's program which doubled Andover's disadvantage. The longer it takes to make a decision the less immediate impact it will have. He believes the win for the City of Andover is on the commercial property side.

Sasha Stiles explained the concerns she was aware of from the other taxing entities and how the resolutions and ordinances work to begin the process and approve a program. She confirmed the resolution allows us to enter in to an agreement, not approve a program.

Norman Manley stated whether the resolution are passed now or at a later date, a public hearing cannot be held until there is a program.

A motion was made by Council Member Clark Nelson, no second to adopt the resolution authorizing and directing the Mayor to execute a new interlocal agreement with the Board of the Butler County Commissioners, Unified School District #385 and Butler Community College. Motion died for lack of second.

Jack Ritchie, Ritchie Development, Wichita, stated he would like to take the Monarch Landing price range and move it into the Cornerstone development but the builders look at the difference in taxes in the Counties and choose the location they prefer to build at. After five years the City will get the taxes forever and commercial developers will say you have to have rooftops to bring in the commercial businesses. He added real estate is a long term game.

After additional discussion the council determined to continue efforts to develop program proposals.

Mayor Lawrence did not feel it appropriate to pass or table either of the resolutions but to continue to solicit public input and work with the other agencies in an effort to design a plan..

- b. Resolution for inter-local agreements
- c. Resolution to set public hearing date

13. [Poe & Associates proposal for platting of the Andover Industrial Park](#)

Mayor Ben Lawrence suggested this item be tabled pending an Envisioning Committee recommendation.

A motion was made by Council Member Byron Stout, seconded by Council Member Troy Tabor to table the Poe & Associates proposal for platting of the Andover Industrial Park. Motion carried 5/0.

14. [Industrial Park Marketing RFP](#)

Mayor Ben Lawrence believes this item should also be tabled pending a firm conclusion by the Envisioning Committee.

A motion was made by Council Member Troy Tabor, seconded by Council Member Byron Stout to table the Industrial Park Marketing RFP and directed Jennifer McCausland to request a 30 day extension for consideration. Motion carried 5/0.

15. Executive session for discussion of legal matters

A motion was made by Council Member Byron Stout, seconded by Council Member Caroline Hale to enter executive session at 9:38 p.m. for discussion of legal matters to include the governing body, city administrator, public works director, and city counsel for ten minutes. Motion carried 5/0.

A motion was made by Council Member Troy Tabor, seconded by Council Member Byron Stout to come out of executive session at 9:52 p.m. Motion carried 5/0.

No action was taken as a result of the executive session.

16. Member Items

Council Member Clark Nelson

- Welcomed Kris Estes
- Commended Mayor Lawrence and staff for their documentation, projections and project updates which was to be the content of the April 9 Workshop Meeting that was cancelled.

Council Member Caroline Hale

- Appreciates the email updates.
- Inquired about the password policy.

Council Member Troy Tabor had none.

Council Member Sheri Geisler

- The Site Plan Review sub-committee has been making progress.
 - Les Mangus stated an ordinance and guidelines have been drafted for parking, street, signs, etc.

Council Member Byron Stout had none.

Sasha Stiles inquired if any council members would be available to greet the spouses' tour from the Governors Turkey Hunt on Friday, at 10:35 a.m. at the Andover Antique Mall.

Sasha Stiles asked Council to return their 2013 budget priority worksheet to her.

17. Adjourn

A motion was made by Council Member Sheri Geisler, seconded by Council Member Byron Stout to adjourn. Motion carried 5/0.

Respectfully Submitted by

Susan Renner
City Clerk

Approved this 24th day of April, 2012 by the City Council, City of Andover, Kansas.

Award Nominee Information

Name: Michelle Matson	
Agency: Andover Police Department	
Job Title: Master Communications Officer I	
Agency Address: Address line 1: 909 N. Andover Road Address line 2 (if applicable): P.O. Box 783 City: Andover State: KS Zip code: 67002	
Agency Phone Number (including area code): (316) 733-5177	Agency Fax Number (including area code): (316) 733-9648
Email address: mmatson@andoverks.com	

Nominator Information

Name (one individual only, please): William Duggan	
Agency: Andover Police Department	
Job Title: Director of Communications/IT	
Agency Address: Address line 1: 909 N. Andover Road Address line 2 (if applicable): P.O. Box 783 City: Andover State: KS Zip code: 67002	
Agency Phone Number (including area code): (316) 733-5177	Agency Fax Number (including area code): (316) 733-9648
Email address: wduggan@andoverks.com	How did you learn of the award? <input checked="" type="checkbox"/> APCO web site <input checked="" type="checkbox"/> Email from APCO <input type="checkbox"/> Postcard from APCO <input type="checkbox"/> Link from APCO's MySpace page <input type="checkbox"/> Link from NPSTW page <input checked="" type="checkbox"/> Link from APCO's conference page <input type="checkbox"/> Through a colleague <input type="checkbox"/> Through an APCO chapter Other (please explain):

The Criteria

Nominators – **Please answer each question on this form individually under the questions.**

You may do so by expanding the space after each question or repeating the questions on additional pages as needed to answer each question separately. Each answer has a number value so questions left unanswered will negatively influence the scoring of the nomination.

- 1. Describe the nominee's public safety communications agency. Please include staffing levels, size, and discipline (law, fire, EMS, PSAP only, etc.).**

Andover Police Department – Emergency Communications provides dispatch services for Andover Police Department and Andover Fire & Rescue. The City of Andover has a population of just under 12,000, while the surrounding Bruno Township fire district adds approximately another 3,500. Communications is staffed by a single Communications Officer, with assistance provided during the day by a working Supervisor. Additional staff may be called in as necessary. Andover received 5,500 911 calls in 2011.

- 2. Describe the nominee's daily and additional pertinent duties and responsibilities.**

MCO Matson is currently assigned to day shift. Andover works an 8-day on, 6-day off rotation, with 6 of the 8 days being twelve-hour shifts. Matson is the primary dispatcher during her shifts. Our dispatchers also do records entry for the police department, receive administration calls and route them accordingly and receive walk-ins to our station. Matson is also responsible for our department's 911 community education program, "911 For Kids" and all ordering, inventory, and disbursement of office supplies/equipment for the department. Matson is also learning the KIBRS records duties performed by the Communications Supervisor, to assist in those tasks as needed and in the Supervisor's absence.

In 2011, Matson has also served on the Andover Police Department's Awards Committee, which meets to recognize accomplishments by employees and citizens.

- 3. Tell us how long the nominee has been at this job and any previous public safety communications positions the nominee has held.**

MCO Matson has been with Andover Police Department as a Communications Officer since April 2005 and attained the promotion to Master Communications Officer in July 2008. Additionally, Matson was the Civilian Employee of the Year in 2007. Matson had no previous experience when she joined our team.

- 4. Describe how the nominee functions as a team player.**

MCO Matson is easily the "heart" of our team. Since her first day, she has been dedicated and committed to not only being part of the team, but leading it in spirit and commitment. Throughout her tenure, Matson has been the one who has taken responsibility for recognizing birthdays and anniversaries, decorating and celebrating holidays, and recognizing other special events. Matson is also a member of the Andover

Fire & Rescue auxiliary, supporting that department through their community outreach, pancake feeds, etc.

Since her hiring, Matson has been the "face" of the department at community events as McGruff (Take a Bite Out of Crime). In 2010, Matson developed Andover's community education program, utilizing the "911 For Kids" curriculum. Matson became "Red E Fox" and continues to participate in our community events such as Greater Andover Days, National Night Out, Hometown Christmas, and Safe Halloween. In addition, she presents 911 For Kids to school groups, Latchkey programs and anywhere else requested.

In 2011, Matson worked with Major Randleas of Sedgwick County 911 to host the Fall 2011 APCO Conference. This conference received excellent reviews and Matson was instrumental in the planning and execution (as was Elora!!). Additionally, Matson organized a wealth of door prizes for the well-received Casino Night, which she also helped to organize.

In 2011 Matson was instrumental in developing a "Good Morning Andover" program to check on elderly and disabled individuals by phone each day, which was implemented by the department in early 2012.

5. Describe how the nominee demonstrates his/her knowledge of the profession and flexibility in task assignments. Provide an example of how the nominee may go above and beyond what may be required of an individual in this position.

Matson is always able to be depended on to work when needed, and adjust her schedule to accommodate changes. In 2011, Andover had its first turnover in over two years, and Matson stepped up and worked overtime without issue or complaint. Dayshift frequently has additional duties with police records, and Matson performs these tasks without hesitation.

Matson's knowledge is superior for her experience, and twice in 2011 Matson served as acting supervisor when both the Communications Supervisor and Director were out of town for training. During both of these occasions, Matson ran Communications without incident or issues.

Another example of her dedication and going above and beyond for the department, in 2011 Matson was put on a plan to force her to use her vacation time, which has built up beyond what is authorized to be carried by city employees. What could be seen by some as a "negative" is actually an example of Matson's loyalty to her department, career and fellow employees, as she does not like to take extra time off, would prefer to be at work, and does not like to make her co-workers adjust their schedules to cover for her.

6. Describe the nominee's personal and professional interaction via radio and telephone with agency clients and members.

Matson is the most positive and professional member of our department on the radio/phone. She is unfailingly polite and the safety and well-being of "her" officers is her primary concern. Matson has received many compliments from other agencies on her handling of calls and demeanor.

7. Describe the nominee's overall performance throughout the year.

In 2011, Andover Emergency Communications, after just installing a new office phone system (November 2010), installed a new 911 system, new PCs using Windows 7 instead of Windows XP, and installed a new radio system (moving from UHF to a multi-site trunked 800 MHz system shared throughout Butler County). Matson learned and adapted to each of these changes without issue and was able to teach others, including patrol officers, in their functions. Matson also, on her own, began taking computer classes at the local college to improve her skills.

8. Explain how the nominee exemplifies the "customer service" skills that often define how the calling public and public safety agencies dispatched perceive call takers and dispatchers.

Matson is responsible for developing Customer Service training for our agency, and was responsible for arranging the class taught by our own MCO Hooper at the 2010 Fall APCO Conference. Her commitment to 911 education, as demonstrated by her 911 For Kids program, shows her belief in her profession and sharing that vision with others.

On February 2, 2011, during what is one of the worst snow storms in recent history, Matson received a 911 call from a house-bound grandmother caring for two infants. Due to the blizzard like conditions, as well as the snow pile in her driveway from the street clearing, the grandmother was unable to leave the house to get formula. Matson recognized the distress of the grandmother, and instead of passing this off as "not a police call", Matson worked with a patrol officer to go to Dillon's and deliver the needed supplies.

Again, Matson created Andover's community education for 911, utilizing the "911 For Kids" curriculum and enjoys presenting Red E Fox to the public whenever possible.

9. In one page or less, describe why the candidate should receive the 2011 Kansas APCO-International Public-Safety Communications Telecommunicator of the Year award.

For a small agency, with only 7 Communications Officers, 2011 was an extraordinary year for MCO Matson. On February 2, (and Feb. 3), Matson was the dispatcher on duty during what was one of the worst snow storms in recent history. Businesses, schools, and churches were all closed and the Kansas governor declared a state of emergency in 53 counties. Matson handled all the ensuing calls (over 50 dispatched calls – high for us on a single shift, and not including admin line calls) including traffic assists, accidents, and other related calls without complaint, either from her or the public and officers. Her involvement in helping the homebound grandmother described above demonstrates her commitment and compassion for her community.

On June 9th, Andover was issued two tornado warnings. This was the series of funnel reports that went over Goddard and Bel Aire. Matson worked through the activations, handling traffic from both police and fire spotters and responders, as well as citizen calls, with professionalism and calm confidence.

On August 2nd at approximately 14:10 hours, an explosion occurred at Global Propane, killing one person and injuring three. Over 180 personnel from 21 different emergency service agencies responded. In addition to the Global Propane facility, three homes were destroyed, several damaged, and two large housing areas in Andover (Flint Hills and Tuscany) were evacuated. Though the incident occurred in Butler County Fire District #3's jurisdiction (Rose Hill), Andover Fire assumed Incident Command for the call. Several of the cellular towers on the north end of the incident are routed to Andover's PSAP. Matson handled over the first hour of the incident solo, with only the Chief of Police's Administrative Assistant helping with some admin line calls. I was notified about backed up traffic at an intersection, and when I checked with Matson as to what was going on, she was calm and in control. Without asking, I never would have known she was working a major incident. Matson continued to work the incident until the end of her shift at 23:00 hours and remained after that to assist the oncoming shift briefing and coordination.

On September 1st, at approx. 1:21 pm, a grass fire was reported near 13th and County Line Road. Responding officers reported the road was closed due to smoke, and shortly thereafter, the call escalated as a home became involved. Apparatus from five fire departments, in addition to law enforcement, responded. While officers were checking the residence for occupants, one officer became overcome by smoke and called for assistance. Matson worked the call and the response for the injured officer, again with calm professionalism and dependability.

Not only was MCO Matson able to show her dedication and "skill" during some high stress incidents, but these are in addition to her daily devotion to her profession. Her emphasis on public education demonstrates her commitment to seeing 911 as a profession...not just a job. Her positive attitude is a motivating force in the work place. She considers all of her charges "her family" and treats them as such. She works tirelessly to recognize their accomplishments, birthdays, anniversaries, etc. while also making the department a better place with her decorating and celebrating for the holidays.

Michelle Matson is a committed, compassionate member of our profession. Her involvement in APCO has only strengthened her resolve that 911 be viewed as a career. Her involvement in the 2011 Fall conference showed her dedication and enthusiasm. Michelle is an invaluable member of our team and worthy of being recognized as the 2011 Telecommunicator of the Year.