

February 17, 2004
6:15 P.M.
City Hall Commission Room

The Commissioners of the City of Horton met for a regularly scheduled meeting on Tuesday, February 17, 2004 at 6:15 p.m. in the Commission Room at City Hall.

Mayor White opened the meeting and the prayer was given by Pastor Larry Parrish of the United Methodist Church.

Present: Mayor White, Commissioners Smith, Stirton, Lentz and McClain.

The Mapping Project, Sale of Water, Update on Law Enforcement Grant and the sewer Plant/Smoke Study items were moved to the end of the agenda immediately following the Mayor's Agenda. The agenda was approved as amended.

The following corrections were made to the minutes: Under the discussion of the strategic plan, it was changed to read the task force recommended creating a position that would report back to the Commission and that Mayor White recommended, on behalf of the committee, that the strategic plan be approved. Motion by Commissioner Smith that the minutes of the February 3, 2004 meeting be approved as corrected. Seconded by Commissioner Lentz. All aye.

Motion by Commissioner McClain to approve Appropriation Ordinance #2755 (Payroll) in the amount of \$28,142.24. Seconded by Commissioner Stirton. All aye.

Motion by Commissioner McClain to approve Appropriation Ordinance #2756 (Disbursements) in the amount of \$132,020.16. Seconded by Commissioner Lentz. All aye.

Discussion of Homestead Project

City Attorney, Tim Keck, reported that he had the agreement ready and a marketing package that he will e-mail to Mr. Leighton. Mr. Leighton stated he is putting together members for the board. The Commission directed to determine a lot, advertise the program, and take applications. The Board will review the applications and make a recommendation to the Commission. Motion by Commissioner Smith to adopt the Horton Homestead Program. Seconded by Commissioner McClain. All aye.

Government Acquisitions

Renewal of the application for a patrol car through the government acquisition program was presented. This program provides vehicles to communities free by putting advertisements on the vehicles. Motion by Commissioner Stirton to sign the renewal application for the patrol car. Seconded by Commissioner McClain. All aye.

Library Repairs

Mr. Leighton reported that he had written a letter to the Librarian, Rita Higley, advising her that Topeka Mud jacking would be coming to inspect the basement walls of the Library when the weather permits. He also advised her that Eldon Gibbs would be installing push bars on the doors of the basement to bring the exits up to codes. Snow removal will be done by the city crews. There was discussion about the time frame in which snow would be removed. The City Attorney advised that the law states that you must act reasonably. Mr. Leighton was instructed to set parameters for the snow removal and inform the Librarian by letter.

Update on Firing Range

Mr. Leighton has been in contact with the Kansas Department of Wildlife and Parks concerning the firing range completion. Wood will need to be added to the back berm and to the sides of the framework. Harold Arnold has suggested using bridge planking. When the weather warms up Mr. Arnold will measure and determine a plan and then have the plan approved by the State.

Mr. Leighton was directed to draft a letter to request a set of revised plans for the firing range from the Department of Wildlife and Parks.

Feasibility Study

Commissioner Lentz and Mr. Leighton attended the HIDC meeting and presented several options for a feasibility study on a restaurant, motel and housing. There was also an option for an Economic Development Profile, which would include a motel and restaurant study. HIDC voted to have the Economic Development Profile done at a cost of \$7,000. They requested that the funds be provided from the city Industrial Fund. The consensus of the Commission was to provide the funding.

Mission Lake Study

A memo was received from Dan Harden, BG Consultants., reporting that when the weather clears up a bathymetric survey will be completed on Mission Lake. Mayor White pointed out that this study is not simply to make a deeper lake but the primary aim is to restore Mission Lake to a viable drinking water source.

Blue Building/Fairgrounds

Mr. Leighton reported that in the spring the intention is to hold fundraisers in order to install air conditioning in the Blue Building. The City also wants to paint the building. Mayor White requested that Mr. Leighton get quotes for repairs.

Concerning the Fairgrounds, it was suggested that Mr. Leighton check with the landowners where the demolition derby used to be held to see if that land could be used for additional carnival rides during the fair. It was also suggested that Mr. Leighton check with the Senior Citizens to see if their facility could be used as a changing room for the style show participants.

Advisory Board Meetings

The Commission would like to meet with the different advisory boards of the City. They would like to discuss the Homestead Program and the setback issues with the Planning and Zoning Board.

The Commission requested that the Park Board attend the next meeting on March 1. They would also like for Dr. Davies, the school superintendent, and the student representatives to attend to discuss the student projects.

Director of Economic Revitalization

The position recommended by the Community Planning Committee by the Strategic Plan was discussed. Mr. Leighton will put together a job description and an advertisement. The recommended salary is \$40-\$50,000 a year. Mr. Leighton will present a budget for this position and options for where the funds will be found to finance the position.

Commissioner Smith recommended that the ordinance for appointed positions be amended to include this position.

Commissioner Lentz wanted to make sure this would be a separate department under the General Operating Fund.

City Administrator's Agenda

Mr. Leighton informed the Commission that the Sac & Fox Fire Contract has been signed by both parties.

City Spring Clean-up will be held on April 3.

Commissioner's Agenda

Commissioner Smith

Commissioner Smith inquired about the bids on the idle funds. Mr. Leighton reported he would have bid documents and policies to present at the next meeting.

Commissioner Stirton

No report.

Commissioner Lentz

No report.

Commissioner McClain

Commissioner McClain reported that there would be a Wind Energy Conference in Wichita and he would like to attend if possible.

Mayor White

Mayor White received a letter from the Department of Commerce and Housing stating they had received the easements on the water project.

Mayor White received a letter from the Department of Housing and Resources Corporation stating they had received the application for tax credits for a housing project in Horton.

Mayor White met with representatives from the Department of Commerce one of the representatives deals with recruitment of businesses and the other deals with the retention and expansion side of businesses in Kansas. They indicated that for the City of Horton to be taken seriously they would need to have property identified and under the control of the City for potential businesses. These properties would need to have utilities run to them. The Department of Commerce website needs to be updated.

A recycling program was discussed for the City of Horton. Mr. Leighton has been in contact with Judy Paden about setting up a program. Mr. Leighton will seek information from other areas currently participating in such a program and present the information to the Commission. Ms. Paden will be asked to attend the 2nd meeting in March.

Mapping Project

Mr. Leighton reported that he had been asked to have the utilities located and mapped for the City of Horton by KRWA. Steve Duryea began this project. Sometime during his work on this project, he left the employment of KRWA. He didn't think KRWA would get complete the maps in a timely manner and stated he could finish the project quickly. The draft maps are done and are being checked by the City employees for accuracy then the final maps will be printed. Mr. Leighton spoke with Elmer Ronnebaum of KRWA and he told Mr. Leighton that the City is not involved in their dealing with Mr. Duryea.

There were no written contracts with either KRWA or Mr. Duryea. The Commission did not authorize the change from KRWA to Duryea's company.

Mr. Leighton was instructed to find out if Mr. Duryea is bonded and insured. He was also told to ask KRWA to look at the maps and give their approval on them. Mr. Leighton stated he would contact both parties and report at the next meeting.

Sale of Water

Mr. Leighton reported that the City sold water to a contractor and he was charged a premium price. The Commission questioned this decision because they felt the Kickapoo Tribe was told he did not have any water to sell them. Mr. Leighton advised that we are no longer in a drought situation and that he told the Kickapoo Tribe we could not meet their daily requirements for water. This contractor purchased approximately 400,000 gallons over a 2-month period. The Commission felt that they should have been informed before the sale of water and that a written contract should have been drawn up.

It was decided that the City needs to develop some policies and procedures on miscellaneous water sales.

Update on Law Enforcement Grant

Mr. Leighton presented the Commission with an outline of what was purchased with this grant. An amendment to what was going to be purchased was made in December. The Commission reiterated that Mr. Leighton needs to communicate with them.

Update on Sewer Plant/Smoke Study

Commissioner McClain had requested that KRWA give the City an idea of the cost of a smoke study of the sanitation lines. This would be for the distribution system not the plant.

Mr. Leighton will meet with the Engineer on the 18th to gather information for the plant study.

Executive Session to Discuss Personnel

Motion by Commissioner Smith to go into executive session for 30 minutes to discuss personnel to include the Commission and the City Attorney. Seconded by Commissioner Lentz. All aye.

Motion by Commissioner Smith to go back into executive session for 15 minutes to discuss personnel to include the Commission and the City Attorney. Seconded by Commissioner Stirton. All aye.

Motion by Commissioner Smith to go back into executive session for 15 minutes to discuss personnel to include the Commission, City Attorney and Mr. Leighton. Seconded by Commissioner Stirton. All aye.

Upon reconvening, Commissioner Smith stated that the Commission was reaffirming the directives of November 13, 2003. These directives included that Mr. Leighton would keep the Commission informed of any developments involving the City staff and the community. This would include direct communication with the Commissioner in charge of the effected areas as well as e-mail communication with the other Commissioners and then they will follow up at their discretion. He is to work 40 hours, Monday through Friday. He will present the Mayor with time sheets every two weeks and the Mayor will inform the Commission if they vary from the agreed upon hours. Mr. Leighton will construct work schedules outlining tasks on an annual, monthly and weekly schedule. There will be no new hires unless approved by the Commission. Commissioner Smith then added that Mr. Leighton would be limited on spending to \$1,000 without consulting the Commission first.

Commissioner Smith then asked Mr. Leighton if he understood the directives and if he could conform to them. Mr. Leighton replied that he could.

Mayor White asked if Mr. Leighton understood this was his last warning and Mr. Leighton said he did.

Mayor White stated that the Commission and the Mayor feel confident that Mike is more than competent to do this job.

The meeting adjourned at 9:39 p.m.

Candy Schmitt, City Clerk

Dale A. White, Mayor