

**KECHI CITY COUNCIL MEETING MINUTES**  
**January 10, 2019**

**I. CALL TO ORDER**

Mayor, John Speer called the regular meeting of the Kechi City Council to order. The time was 7 PM

**Council present:** Kevin Opat, Betty Washington, Brian Adams & Margaret McCormick. David McConaughay was absent.

**Staff present:** Robert Conger, City Administrator; Nicole Bailey, Finance Director; Larry Kallenberger, Director of Public Works; John Blevins, Chief of Police & Laura Hill, City Clerk; Andrew Kovar, City Attorney

**Visitors present:** Taylor Messick, Ark Valley News

**A. PLEDGE OF ALLEGIANCE**

**B. APPROVE CONSENT AGENDA**

**Motion by** Brian Adams to approve the consent agenda. Second by Betty Washington. Motion carried 4-0-0.

**Consent agenda**

1. **Approve minutes of December 13, 2018**
2. **Approve Appropriation Ordinance #745**

**C. APPROVE AGENDA**

**Motion by** Kevin Opat to approve the agenda. Second by Brain Adams. Motion carried 4-0-0.

**II. COMMUNICATIONS**

**A. PUBLIC FORUM**-None

**B. KECHI CIVIC GROUPS/COMMITTEES**-None

**III. OLD BUSINESS** -None

**IV. NEW BUSINESS**

**A. Resolution 19-692** – A resolution certifying the legal authority to apply for the Kansas small cities community development block grant program from the Kansas Department of Commerce and authorizing the mayor to sign and submit such an application

Nicole Bailey, Finance Director; summarized the following for the council:

- The City of Kechi is eligible to apply for a \$250,000 Community Development Block grant from the Kansas Department of Commerce to rehabilitate the property located at 100 E. Kechi Road “The Kechi Playhouse”. The purpose of the Small Cities Community Development Block grant program is to help cities improve the quality of their downtown commercial districts by assisting private property owners with the rehabilitation of blighted buildings.
- At the November 29, 2018 meeting, the City Council approved Resolution 18-690 certifying the legal authority for city staff to apply for 2018 funding.
- The completed application was acknowledged as received by the Kansas Department of Commerce on December 4, 2018.
- The application included a letter from the property owner detailing the intended improvements to the property and the property owner’s financial commitment. The City was notified on December 21, 2018 that because the project consisted of two phases a second letter is required for the application to meet threshold requirements. The City was subsequently denied 2018 funding but was encouraged to resubmit the application for 2019 funding.
- City staff has consulted with SCKEDD and the City Attorney, the only document in the original application needing revision is the resolution which specified the year of funding the City was applying for.

**Motion by Kevin Opat to Approve Resolution 19-692 certifying the legal authority to apply for the Kansas Small Cities Community Development Block Grant program from the Kansas Department of Commerce and authorizing the Mayor to serve as the official representative of the grantee and sign and submit the application. Second by Margaret McCormick. Motion carried 4-0-0.**

**Motion by Kevin Opat to Authorize the Mayor, as the City's official representative, to submit the final statement and all understandings and assurances contained therein, and direct and authorize the Mayor to act in connection with the submission of the final statement and provide such additional information as may be required. Second by Margaret McCormick. Motion carried 4-0-0.**

**B. WAMPO Transportation Policy Body Voting Member -** The City of Kechi has surpassed a population of 2,000 residents. As a WAMPO jurisdiction in good standing, the City of Kechi is entitled to voting member status on the TPB- Authorize Mayor to sign correspondence.  
Robert Conger, City Administrator; reported Kechi has been actively involved in the Wichita Area Metropolitan Planning Organization (WAMPO) Transportation Policy Body (TPB) for five years, being represented by the Sedgwick County Association of Cities (SCAC). SCAC represents all cities in the WAMPO region of less than 2,000 population with one vote on the TPB.  
The City of Kechi has surpassed a population of 2,000 residents. As a WAMPO jurisdiction in good standing, the City of Kechi is entitled to voting-member status on the TPB.

**Motion by Margaret McCormick to authorize the Mayor to sign the correspondence on behalf of the City of Kechi and forward it to the listed recipients. Second by Brian Adams. Motion carried 4-0-0.**

### **C. Personnel Policy Revisions**

Robert Conger, City Administrator; presented the following summary of changes that have been made or update within the personnel policy after the adoption of the new Pay Plan and other policy adopted the past year, reporting that each modification has been reviewed by the City Attorney.

#### **General Changes:**

- 1) Punctuation, spelling, formatting, and word usage changes were made throughout the document.
- 2) Removed the word "permanent" throughout where describing full- and part-time employees.

**B-2. Job Descriptions:** Noted that job descriptions are found in Appendix E.

**C-1. Definitions:** Added the word "College" as a more descriptive term to fit the definition of "Intern".

**D-2. Pay Increases:** **b)** Replaced the words "cost-of-living" with "market adjustments", retaining the Council's discretion whether or not to issue a CPI adjustment.

**e)** Modified statement to match McGrath's longevity recommendation of a \$35 per year award for each year served, beginning with eight years of service.

**D-3. Performance Evaluations:** Replaced previous guidelines for personnel evaluations, with McGrath's recommended Performance Management System, found in Appendix C.

**D-6. Call-Out Policy:** **a)** Clarified wording to define when overtime will be awarded for on-call employees.

**b)** For water testing on Saturday and Sunday, added "holidays" to the water-testing criteria for a one-hour call-out allowance.

**c)** Added McGrath recommendation for on-call scheduling, including compensation.

**E-1. Hours of Work:** **a)** Removed the word "permanent" and references to "probation periods".

b) Removed section entirely, defining “permanent part-time employees”.

**E-4. Holidays:** Removed all references to “permanent” employees.

**E-5. Vacation Leave:** As recommended by McGrath, replaced previous vacation leave calculations with two, hourly accrual tables: one for general employees, and one for department directors and professional staff.

Removed previous vacation accrual references throughout.

Removed all references to “permanent” employees throughout.

**E-7. Sick Leave:** a) Replaced wording to match McGrath’s recommended method of accrual.

**Article O. DISCIPLINE:** Added this section as approved by City Council in 2018.

**APPENDIX B. City of Kechi Salary Schedule:** Added McGrath’s recommended salary schedule.

**APPENDIX C. Performance Management System:** Replaced previous performance evaluation form with McGrath’s recommended Performance Management System, including performance evaluation forms.

**APPENDIX D. DEFINITIONS:** Unchanged.

**APPENDIX E. JOB DESCRIPTIONS:** Added job descriptions provided by McGrath.

**Motion by** Brian Adams to adopt the Kechi Employee Policies, as revised January 10, 2019. Second by Betty Washington. Motion carried 4-0-0

**D. Brush Disposal Site Hours**

Laura Hill, City Clerk asked the council to continue to allow for the brush disposal site to be open the 2<sup>nd</sup> Saturday of the month from 9 AM to 1 PM and allow one public works employee to monitor the site, through Clean Up Day on April 13<sup>th</sup>.

**Motion by** Betty Washington to allow the brush disposal site to be open only on the 2<sup>nd</sup> Saturday from 9 AM to 1 PM and authorize one Public Works employee to work & monitor the site. Second by Margaret McCormick. Motion carried 4-0-0.

**V. EXECUTIVE SESSION**

**A. Non-elected Personnel**

**Motion by** Betty Washington to go into executive session for the purpose of discussing items relating to non-elected personnel for 30 minutes and to include the council, Mayor, City Attorney & City Administrator, Second by Margaret McCormick. Motion carried 4-0-0.

**Return to regular Session 7:53 PM**

**Motion by** Kevin Opat to authorize the City Administrator to fill the open position in the Police Department. Second by Betty Washington. Motion carried 4-0-0.

**VI. ADJOURNMENT**

**Motion by** Brian Adams to adjourn. Second by Margaret McCormick. Motion carried 4-0-0. The time was 8 PM

Signed: \_\_\_\_\_  
John Speer, Mayor

Attest: \_\_\_\_\_  
Laura Hill, City Clerk