

**CITY COUNCIL MEETING MINUTES
CITY OF LAKE QUIVIRA KANSAS
November 7th, 2022
6:30 p.m.**

Present

Mayor Brady Lilja
Council President Dave McCullagh
Councilmember Gayle Best – via Zoom
Councilmember Angela Gupta
Councilmember Annie Noland
City Attorney Michelle Daise
City Administrator / City Treasurer Erin Leckey
Chief of Police Fred Grenier

Absent:

Councilmember Greg Prieb, II
City Clerk / Court Administrator Kathy Bounds

Visitor's:

Chip Zimmer 430 Navajo

Call to Order

Mayor Lilja called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Mayor Lilja led the Pledge of Allegiance. All were welcomed to participate.

Public Comments:

None.

Visitors:

No comments or concerns presented.

New Business:

Consider approval for the purchase of Citizenserve building software:

Mayor Lilja and Building Official Jake Heller briefed the Council on the Citizenserve software, users, benefits, and expense. Council Member Best identified concerns for residents who may not understand how to submit documents online. Jake Heller, Building Official, assured he would be available to assist anyone needing help with online submissions. Treasurer Erin Leckey briefed the council this is not a budgeted item and would be paid out of reserve funds. Additionally, the City Council briefly discussed potentially increasing building fees. Jake

indicated he would reach out to other area cities, including the City of Shawnee, to request their fee schedule to determine if we need to adjust our fees and he will provide feedback to the Council.

Council President Dave McCullagh made a **motion** to approve the use of Citizenserve Building Software to – subject to legal review – and authorize the mayor to sign the contract. Council Member Noland seconded the motion. **Vote: 4-0. Motion carried.**

Council President Dave McCullagh made a **motion** to authorize payment to the City of Shawnee for Citizenserve from reserve funds, not to exceed \$7,900. Councilmember Best seconded the motion. **Vote: 4-0. Motion carried.**

Consider Professional Services Agreement with Olsson Engineering related to the dam/spillway project: City Attorney Daise explained the primary difference in the agreement was exhibit A – Scope and Services and requested Councilmember Noland to provide more detail. City Attorney Daise continued to go over the process, amount, and term of the agreement. Treasurer Leckey also identified that payment for this item would need to come from the reserve funds. Councilmember Noland briefed the council on the Scope and Services.

Councilmember Noland made a **motion** to Approve the professional Services Agreement with Olson Engineering related to the dam/spillway project. Council President McCullagh **seconded** the motion. **Vote: 4-0. Motion Carried.**

Council Member Noland made a **motion** to use reserve funds, not to exceed \$100,000.00, for payment of the professional services agreement to Olsson Engineering. Council President McCullagh **seconded**. **Vote: 4-0. Motion Carried.**

South Spillway Discussion:

Mayor Lilja and Bill Cole briefed the Council regarding a leak on the south spillway pipe and an estimate for repairs of \$19,000.

Consensus of the Council was responsibility of the repairs needs to be determined, and to obtain a second quote for the repairs.

A point of safety concern regarding the protection grate covering the pipe. Follow up to be conducted regarding the presence of the protection grate.

Dam Seepage Discussion:

Mayor Lilja, Councilmember Noland, and Bill Cole briefed the Council about the possible seepage from the dam. Bill Cole identified that the water was tested and is not Water One. It may be a spring and the amount of water is not a concern. It was suggested that we continue to monitor the area and develop a monitoring policy/plan.

2022 Performance Reviews / Timing Discussion:

Councilmember Noland informed the council and staff of trying to get more aligned with the year end. Evaluations will be sent out soon and requested an expedient return.

Discussion regarding health insurance coverage and premiums:

City Attorney Daise and City Administrator Leckey brief the council on possibility offering health insurance to part time staff, and the possibility of this assisting with the benefit of recruiting part time officers. It was determined to review options and develop a policy.

Approval of Minutes from: October 3, 2022, Regular Council Meeting.

Motion: Council Member Best made a motion to approve the amended minutes from the Regular Council Meeting held on October 3, 2022. **Second:** Council President McCullagh seconded. **Vote: 3-0 (Councilmember Nolan abstained). Motion carried.**

Approval of Minutes from: October 25, 2022, Special Council Meeting.

Motion: Council President McCullagh made a motion to approve the minutes from the Special Council Meeting held on October 25, 2022. **Second:** Councilmember Nolan seconded. **Vote: 4-0. Motion carried.**

Treasurer's Report:

The October monthly treasurer's report was submitted by City Treasurer Leckey for review and consideration. **Motion:** Council President McCullagh made a motion to approve the October 2022 treasurer's report. **Second:** Councilmember Gupta seconded. **Vote: 4-0. Motion carried.**

SMAC Report – Bill Cole

No Report.

SIP Report – Bill Cole

No Report.

Police Chief Report:

Chief Grenier presented his report for review and questions. Questions were asked regarding a past burglary case and neighborhood notice. During inquiries Chief Grenier and City Attorney Daise informed the Council of the release/protection of information regarding an open investigation and open records. Chief Grenier informed the council that the incident in question was not sufficient to warrant a media release or neighborhood warning.

Committee Reports:

Dam & Spillway Committee: No new update.

Land Development Committee: No new update.

City Attorney's Report: None.

Council Reports:

Councilmember Best: updated the council on the City Hall remodel bid packages and interest in inquiring on any grant options to help fund the project.

Councilmember Best received a bid, and anticipates receiving another bid, within the next couple of weeks related to the City Hall Front Terrace and ADA Ramp Compliance Project. A third contractor had to withdraw from the bidding process due to time constraints with other projects he is working on.

Councilmember Best confirmed the Mayor's Christmas tree lighting ceremony for November 26th and the carolers have been confirmed.

Council President McCullagh: The new Veeder-Root system has been installed and the remote access is a huge win.

Councilmember Noland: No report.

Councilmember Prieb: Absent.

Councilmember Gupta: Seed Update: Seeds were re-ordered and put out and we have more for the spring.

Mayor's Report:

McAnany Construction will be conducting pothole repair next week.

Mayor Lilja and Chief Grenier met with Mike Olson and Win Zoellner of the Safety and Security Committee regarding Q Inc adopting the full 2022 STO.

Mayor Lilja revisited tree clearing informing the Council of the discovery of Shawnee potentially having equipment and possibilities to contract with them to perform the clearing. Councilmember Best clarified that the company out of Topeka was more commercialized than what we need. Treasurer Lecky also briefed the Council on Q Inc's billing for tree trimming etc.

Old Business:

None.

Adjournment:

Motion: Council President McCullagh made a motion to adjourn at 8:53 p.m. **Second:** Councilmember Gupta seconded. **Vote: 4-0. Motion carried.**

The meeting adjourned at 8:23 p.m.

Respectfully submitted by:

Fred Grenier

filling in for Kathy Bounds, City Clerk



AREAS OF RESPONSIBILITY

Brady Lilja - Quivira Inc., Q2 Board, Lake Quivira Foundation and Police.

Gayle Best - Tree City, Railroad, Aesthetics, Landfill, City Hall and Holliday Drive.

Vacancy - Dam/Spillway, Litigation, 4th of July/Fireworks, and Holliday Drive.

Dave McCullagh - Budget/Finance, Ordinances, Gas Station, Landfill Odor, Deer Harvest and Research.

Annie Noland - Employee Performance Reviews and Issues, Insurance, Web Presence and vacant fire station space.

Greg Prieb - Roads, Lake Preservation, Zoning and Development, Building Requirements and City Hall.