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**MINUTES  
CITY COMMISSION MEETING  
CITY HALL, 701 WASHINGTON ST.**

Wednesday, March 18, 2020

5:30 p.m.

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The governing body met in regular session on March 18, 2020, at 5:30 p.m. via remote access, with the following members being present: Commissioners Matthew, Hasch, Snavely, Lambertz, and Wentz.

Absent: None.

Other Officers: City Manager Amy Lange, City Clerk Stacey Smith, Finance Director Amber Farha, and City Attorney Justin Ferrell.

There being a quorum present, Mayor Matthew called the meeting to order.

Visitors: Jim Lowell, Toby Nosker, Dwight Whitead, Denise de Rochefort-Reynolds, Kim Sprague, Kim Reynolds, Sabrina Scott, Dorothy Breault, Penny May. Staff present: Ron Copple, Public Works Director; Jeremy Arnold, Utilities Director; Ric Fredrickson, Police Chief; Bruno Rehbein, Building Inspector; Chris Atkins, Recreation Director; Eric Voss, Fire Chief.

The invocation was followed by the reciting of the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Amy Lange removed the recognition of police officer, and added an ordinance under the action items on annual appropriations.

Commissioner Lambertz moved to approve the agenda as amended. Commissioner Wentz seconded. Motion carried.

**PUBLIC COMMENTS**

Denise de Rochefort-Reynolds, Frank Carlson Library director, updated the commission on the library's response to the CoronaVirus situation. The library's closure was directed by the American Library Association. The board is actively doing what it can to keep people informed.

**PROCLAMATIONS/RECOGNITIONS/PRESENTATIONS/ITEMS SCHEDULED AT A CERTAIN TIME**

***Youth Art Month Proclamation***

Kim Sprague, elementary art teacher, presented the proclamation. She stated the community is fortunate to have art education.

The proclamation was read, and the mayor declared March to be Youth Art Month.

**ACTION AGENDA** (*Action Expected*)

***Approval of March 4, 2020 Minutes***

Commissioner Hasch moved to approve the minutes from March 4, 2020. Commissioner Wentz seconded. Motion carried.

***Approval of Appropriation Ordinance #5***

Commissioner Wentz moved to approve appropriation ordinance #5. Commissioner Snavely seconded. Motion carried.

***Downtown Improvement Program Grant Request***

Kim Reynolds stated the funds have not been utilized for several years. The property at 219 W. 6th is owned by Darren Hill, and the grant would be used for soffit, fascia, and paint on the front. The owner has received a quote of \$3118.50 for this work, which would preserve the original architecture. Ms. Reynolds encouraged the commissioners to consider adding more funds to this program.

Commissioner Snavely moved to approve the downtown improvement grant for Darren Hill in the amount of \$3118.50. Commissioner Lambertz seconded. Motion carried.

***Frank Carlson Library Appointment***

Jane Jewell has declined a second term. John Van Meter has expressed interest.

Commissioner Wentz moved to appoint John Van Meter to the library board for a four-year term. Commissioner Hasch seconded. Motion carried.

**Zoning Change Ordinance – 2118 Republican**

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF CERTAIN SPECIFICALLY DESCRIBED PROPERTY IN THE CITY OF CONCORDIA, KANSAS, AND ORDERING THE OFFICIAL CITY ZONING DISTRICT MAP TO BE CHANGED TO REFLECT SUCH AMENDMENTS.

Thereupon, Commissioner Wentz moved that said Ordinance be passed. The motion was seconded by Commissioner Snavelly. Said Ordinance was duly read and considered, and upon being put, the motion for the passage of said Ordinance was carried by the vote of the governing body, the vote being as follows:

Yea: Commissioners Matthew, Hasch, Snavelly, Lambertz, and Wentz.

Nay: None.

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance No. 2020-3158, was signed by the Mayor and attested by the Clerk and was directed to be published one time in the official newspaper of the City.

**Planning Commission & Board of Building Trades Appointment**

Steven Conner has expressed an interest in both boards, and would serve in the general public at large position. The Board of Building Trades is a vacated position and the term would expire in May. The planning commission's position is also a vacated position, and the term would expire in November of 2022.

Commissioner Snavelly moved to appoint Steven Conner to the planning commission and Board of Building Trades. Commissioner Lambertz seconded. Motion carried.

**Rec. 2020-2095 and Commission Policy 2020-1**

There was presented to the City Commission a Resolution setting a policy for utility bill accounts.

Thereupon, on motion of Commissioner Lambertz, seconded by Commissioner Wentz, the Resolution was adopted by the following roll call vote:

Yea: Commissioners Matthew, Snavelly, Hasch, Lambertz, and Wentz.

Nay: None.

Thereupon, the Mayor declared said Resolution passed and the Resolution was then duly numbered Resolution No. 2020-2095 was signed and approved by the Mayor and attested by the Clerk.

**Public Works Half Ton Pickup Purchase**

Two bids were received for the half ton pickup, as follows:

Farm Country Ford	\$27,761.28
Concordia Chevy/Buick	\$28,164.50

Farm Country did not meet all the required specs. Staff recommended the purchase from Concordia Chevy. This vehicle also includes several other options, including backup camera.

Commissioner Wentz moved to approve the purchase of the half ton truck from Concordia Chevy/Buick for \$28,164.50. Commissioner Hasch seconded. Motion carried.

**Public Works Mower Purchase**

Two bids were received for the riding mower for the parks and sports complex, as follows:

Krier Mower and Electric	\$15,662.10	Grasshopper
PrairieLand Partners	\$15,300.00	John Deere

Ron Cople said the Grasshopper is a zero turn, with an electric deck, which makes the work much easier.

Commissioner Lambertz moved to approve the purchase of the Grasshopper riding mower for the parks department from Krier Mower & Electric for \$15,662.10. Commissioner Snavelly seconded. Motion carried.

**Sports Complex Mower Purchase**

Commissioner Lambertz moved to approve the purchase of the Grasshopper riding mower for the sports complex from Krier Mower & Electric for \$15,662.10. Commissioner Snavelly seconded. Motion carried.

**Deed of Lot 1, Block 199 to Kansas Dept. of Transportation**

With the widening of the highway at 1st & Lincoln, KDOT has a portion of the property for their signage, storm drainage, and lighting. Because of this, we have been informed we can't sell the property at any time in the future. Staff agreed it would be best to deed the property to KDOT out of the land bank.

Commissioner Hasch moved to approve the quitclaim deed of Lot 1, Block 199, to the Kansas Dept. of Transportation. Commissioner Wentz seconded. Motion carried.

**Ordinance 2020-3159 Annual Appropriations**

AN ORDINANCE APPROPRIATING THE AMOUNTS SET UP IN EACH FUND IN THE BUDGET FOR THE REMAINDER OF CALENDAR YEAR 2020, PROVIDING FOR THE PAYMENT OF ALL CLAIMS AND CHARGES AGAINST THE ACCOUNTS PROVIDED FOR THEREIN.

Thereupon, Commissioner Wentz moved that said Ordinance be passed. The motion was seconded by Commissioner Snively. Said Ordinance was duly read and considered, and upon being put, the motion for the passage of said Ordinance was carried by the vote of the governing body, the vote being as follows:

Yea: Commissioners Matthew, Hasch, Snively, Lambertz, and Wentz.

Nay: None.

Thereupon, the Mayor declared said Ordinance duly passed and the Ordinance was then duly numbered Ordinance No. 2020-3159, was signed by the Mayor and attested by the Clerk and was directed to be published one time in the official newspaper of the City.

**Addendum to Business Continuity Plan – Public Health Emergency**

The emergency operations plan was drafted in 2013. There is nothing noted within this document about public health emergencies. The updated plan would be vital for receiving reimbursements from FEMA. It covers a watch and a warning situation. We are currently in a watch with the CoronaVirus, due to no confirmed cases in Cloud or adjacent counties. Amy Lange walked the commissioners through each section of the plan, which includes both internal and external protocols for communication, personnel, operational, and financial considerations.

The plan allows for the city manager to limit meetings and the closing of certain city properties, and when non-essential personnel should be sent home.

Commissioner Lambertz suggested including counties further out, and after discussion, it was decided to name a radius of 100 miles.

Commissioner Lambertz moved to approve the addendum to the emergency operations plan, with the change. Commissioner Wentz seconded. Motion carried.

**REPORTS**

**Manager's Report**

Amy Lange said employees had recently donated 3250 items to the resource center, plus \$520 cash for perishable items. She said the city is working collaboratively with other organizations in town during this pandemic. At this point, the City Hall lobby is still open, with touch points minimized. Plaza events through April 13 have been canceled. She asked that the commission recess this meeting to 5:30 p.m. tomorrow, after the county meets, for any unexpected business.

**Staff Reports**

Eric Voss discussed the recent fight for air climb in Kansas City, where several employees participated. Once again, Levi Whitley won the event with the fastest time.

Ron Copple said the concrete has been poured at 1st & Lincoln, and hopefully the project would be completed by the end of next week.

**Mayor/Commissioner Comments & Reports**

All commissioners commended city employees for the extra work during this time.

**ADJOURN**

There being no further business, at 6:51 p.m. it was moved and seconded to recess to March 19 at 5:30 p.m. at City Hall. Meeting will once again be via remote access.



/s/ Stacey Smith  
City Clerk