

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KS  
MONDAY, OCTOBER 15, 2018**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, October 15, 2018. Mayor Blubaugh called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and the Invocation. Council members present were Larry Zimmerman, Sarah Leland, Brent Traylor and Brook Brandenburg. Councilmember Torske was absent.

Also present were: Brian Silcott, City Administrator; Craig Crossette, Assistant to City Administrator; Teri Laymon, City Clerk; Matt Lawn, City Treasurer; Joseph Turner, Public Works Director and Fred Farris, Police Chief.

**APPROVAL OF THE AGENDA**

**MOTION:** Councilmember *Brandenburg* moved to approve the agenda. Councilmember *Traylor* seconded the motion. The motion carried unanimously.

**CITIZEN COMMENTS**

Janine Eilert, President of the Goddard Women’s Club invited the City Council to a free workshop “Preserving Our History and Yours”, Sunday, October 21<sup>st</sup>, 2018 from 2:00 to 4:00 p.m. at the Goddard Public Library. In collaboration with Humanities Kansas and the Kansas Historical Society the Women’s Club will unveil a collection of archived documents of the community.

**APPROVAL OF THE CONSENT AGENDA**

The City Clerk presented the consent agenda consisting of following items:

- Minutes of the regular city council meeting dated October 1, 2018
- Accounts Payable
  - October 4, 2018 for \$65,656.04
  - October 15, 2018 for \$56,115.04

**MOTION:** Councilmember *Zimmerman* moved to approve the consent agenda. Councilmember *Leland* seconded the motion. The motion carried unanimously.

**AMENDED UNIFIED PUBLIC OFFENSE CODE**

Assistant to the City Administrator, Craig Crossette stated that during the September 17<sup>th</sup>, 2018 Regular City Council Meeting the UPOC was updated. However, staff mistakenly omitted additional offenses that need to be reflected in the 2018 update.

The proposed ordinance would adopt the 2018 Edition of the UPOC and include the mistakenly omitted additional offenses. The amendments included in the proposed ordinance would maintain the City of Goddard’s compliance with applicable Kansas statutes while addressing local concerns. Ordinance 815 adopting the 2018 edition of the UPOC is repealed. Several changes are incorporated into the 2018 Uniform Public Offense Code and include:

- Section 3.2
  - Battery Against A Law Enforcement Officer. (Amended by HB 2458)
- Section 3.3
  - Assault and Assault of a Law Enforcement Officer. (Amended by HB 2458)
- Section 6.8
  - Criminal Littering (Added by Editor)
- Section 9.7
  - Making an Unlawful Request for Emergency Service Assistance. (New name for the crime of Giving a False Alarm amended by HB 2581)
- Section 9.9.1
  - Unlawful Possession of Marijuana and Tetrahydrocannabinols. (Added by Editor)
- Section 9.9.2
  - Unlawful Possession of Drug Paraphernalia and Simulated Controlled Substances. (Added by Editor)
- Section 10.1
  - Criminal Use of Weapons. (Amended by HB 2145)
- Section 10.27
  - Illegal Operations of An Amusement Ride.

The Police Department is responsible for the enforcement of the UPOC. The ordinance must be published in the official paper of record as the proposed ordinance amends sections of the UPOC which have been deemed unnecessary for the City. There must be at least three copies of the UPOC on file with the City Clerk. Each police officer is issued a copy of the most current UPOC adopted by the City Council.

**MOTION:** Councilmember *Traylor* moved to waive the reading of the Ordinance. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Traylor* moved to adopt said Ordinance. Councilmember *Brandenburg* seconded the motion.

**Roll Call Vote:**

Yea: Zimmerman, Leland, Traylor, Brandenburg

Nay:

***Ordinance #818***

**STREET SWEEPER PURCHASE**

Public Works Director, Joe Turner explained that most of the City's streets have not been swept in any significant way during the last 12 months as the current street sweeper built in 1995 has been decommissioned. Turner reviewed the major types of street sweeping technology and stated staff was focused on finding an excellent street sweeper with the versatility to tackle other important needs to increase its monthly usage and amortize the costs across a greater number of service hours to justify the expense.

Turner stated that staff tested five (5) different vehicles but the RAVO 5 iSeries offered by RED Equipment was the superior machine. Turner recommended the purchase of the RAVO 5 iSeries offering 4 different purchase options:

1. New Purchase: \$235,000
2. Lease Purchase (5 to 7 yr. term) with interest rates from 4.19 to 4.28 percent (**Exhibit C**)
3. Purchase 2018 Demo Model: \$230,000
4. Purchase 2015 Demo Model with less than 1,000 hours: \$165,000

Turner recommended allocating the expenditures to the Equipment Reserve Fund.

**MOTION:** Councilmember *Traylor* moved to purchase the new RAVO 5 iSeries from RED Equipment for \$235,000 allocating the expenditures to the Equipment Reserve Fund. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

### **COMMUNITY DEVELOPMENT GUIDE**

Brian Silcott, City Administrator, presented a comprehensive informative guide to be utilized by developers and potential business owners. The purpose of the Community Development Guide is to market aspects of the City that could attract new development, walk users through the City's development requirements and processes, and provide a tool-kit for development best-practices.

Silcott revealed that the guide begins with an Online Quick Reference Guide which serves the purpose of immediately connecting developers with important items within the development process. This includes links to planning documents, ordinances, development assistance links, and other relevant website links such as the Goddard Planning Commission landing page.

Secondly, the guide outlines the City's mission and goals along with facts about Goddard, its demographics, history, and multitude of services and amenities such as the Library or Goddard USD 265 school system.

The guide also outlines the City's business plan goals for 2017 through 2022, which includes descriptions of the City's goals related to housing, community connectedness, amenities, the STAR Bond District, and more.

One of the guide's key features is the detailed information provided to walk users through the Goddard Development Process. This section helps potential developers through each step related to planning such as: the development review and application process, zoning, building permit acquisition, etc... The Navigating City Hall section helps developers streamline the process of navigating the city's regulations regarding building projects. From platting to business licensure acquisition, developers will have a step-by-step resource to make the process as easy as possible.

Lastly, the guide contains an Appendix which includes the Project Assistance and Property Development 101 sections. These sections help potential developers/business-owners who may be unaware of available funding assistance mechanisms such as Industrial Revenue Bonds (IRB's). It also helps developers who may be undertaking their first-ever project by explaining some best-practices for Property Development.

***No action required***

### **THIRD QUARTER DEPARTMENTAL REPORTS**

Brian Silcott presented and reviewed the Governing Body Work Plan for the Governing Body to consider as a guide for strategic tasks and meetings that includes Vision, Mission, Values and Objectives; City's Business Plan for 2017-1022; City of Goddard Strategic Process; Community Vision Plan; and 2017-2022 Capital Improvement Program.

Teri Laymon, City Clerk reviewed the Third Quarter Report for Administration.

Craig Crossette, reviewed the Community Development Third Quarter Report.

Joe Turner, Public Works Director, reviewed the Public Works Department Third Quarter Report

Fred Farris, Police Chief, reviewed the Police Department Third Quarter Report.

Matt Lawn, Treasurer, reviewed the Third Quarter Financial Report.

### **CITY ADMINISTRATOR'S REPORT**

To: Honorable Mayor and City Council

From: Brian W. Silcott, City Administrator

Cc: Department Directors & Staff

Re: City Administrator Report for the October 15<sup>th</sup> Regular City Council Meeting

Date: October 15, 2018

Below is a brief update on projects and future agenda items for the City.

Monument Sign Ordinance: The City's monument sign ordinance will take effect on January 1, 2022. Mayor Blubaugh has been approached by a member of the business community to request the Governing Body consider grandfathering existing signage. I had hoped to present this item tonight, however with the recent organizational realignment this item will be presented in 2019 Q1.

183<sup>rd</sup> Street Frontage Road Realignment: As I've mentioned in the previous handful of reports, this project is included in the Capital Improvement Program. Its purpose is to realign the frontage road at 183<sup>rd</sup> Street and the north frontage. The project will open access to the interior pad sites and alleviate vehicle back-ups/stacking at the current intersection by moving the frontage road access to the north end of First National Bank of Hutchinson's northern property line. Staff is working with the affected property owners to secure additional right-of-way required by KDOT to move the project forward. In addition to the additional KDOT imposed right-of-way requirements, there are utility conflicts that will need to be addressed. These costs are entirely at the expense of the City and are not eligible for KDOT funding reimbursement or assistance. I hope to present this project for construction project authorization in the fourth quarter of 2018.

Drainage Issues: Staff is working to assess the possible options to alleviate the standing water issue at 1<sup>st</sup> Street & Goddard Rd. We hope to schedule a television inspection of the culvert to determine if the at-grade drainage pipe is blocked or has collapsed. This determination will provide the best course of action to mitigate the drainage issue. Staff has provided a drainage and construction easement to the property owners being impacted by the storm water runoff of the City Hall parking lot and alleyway. I will provide an update once more information is known about the easement.

Internal Policies: Staff is working to develop a streamlined development permitting form & fee process. We will also include concrete driveway standards, and a policy to address water meter cans located in driveways. The water meter cans are installed at the time of the watermain installation, essentially predetermining their

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location in relation to where the lot is located. We will create a standard that allows for a larger can and more durable meter lid.

Zoning Code Amendment: We often say that municipal codes and policies are living documents that evolve over time. With the recent realignment of the community development department, the need to amend the City's recently adopted Planned Unit Development District zoning and site plan design and approval process has come to light. The current process requires a full design on the front end, thus limiting the intended purpose of the PUD zoning district. This purpose is to permit greater flexibility, and more creative and imaginative design for developments than generally is possible under conventional zoning regulations by establishing planned unit development districts which are in general harmony with the purpose and intent of the Zoning Regulations and with the Comprehensive Plan of the City, but in which permitted uses, densities, open space requirements and other elements may vary from those applicable in any other districts established in the Regulations. Most of the changes will be striking parts of the PUD section of the zoning code that are duplicated within the site plan approval process.

Bike/Ped Plan: The next open house for this project is tentatively slated for November 28<sup>th</sup> at p.m. at Pathway Church. The next steering committee meeting is scheduled for Tuesday, October 23<sup>rd</sup> from 5:30 pm to 6:30 p.m. The approval of the plan will begin in December 2018 to January 2019. Assistant to the City Administrator Craig Crossette is the City's lead on this project. He is working with the consultants to revise the project webpage to include updates and action items from previous meetings, as well as, revising the consultant's social media campaign. Craig has also undertaken an inhouse approach to social media as well.

Clover Leaf Farms Preliminary Plat Application: I am pleased to report that the City has received an application for a preliminary plat for Clover Leaf Farms, generally located at the northeast corner of Goddard Road and Martens Drive. This plat is for 144 platted properties, including eight commercial lots. The existing zoning is R-2 and C-2. The C-2 zoning district is classified as "C-2 General Business District" and is established to provide for retail businesses and for service establishments not generally in the Central Business District because of their need for space, the particular nature of their operations and their accessibility to the motoring public. Off-street parking is required and screening in order to reduce possible adverse environmental effects on adjacent residential properties. The R-2 zoning district is classified as "R-2 Two-Family Residential District and is established to permit medium density two- family dwelling units with both public sewerage and water supply and to allow certain community facilities. It is not intended generally for single-family residential use, except as incidental to the area. R-1 and R-1A Single Family and Medium Density Single Family use is allowed.

Industrial Revenue Bonds: There will be a special meeting on Monday, October 22 at p.m. for issuance of up to \$55,00,00 in sales and property tax exempt industrial revenue bonds. This action is being undertaken in accordance with STAR Bond development agreement and state statutes. In addition to this item, staff will also present an item for the refinancing of Dove Estates Phase I IRBs. This is not part of the recent resolution of intent that was approved at the August 20<sup>th</sup> regular meeting.

Respectfully Submitted,  
Brian W. Silcott,  
City Administrator

**GOVERNING BODY COMMENTS**

Mayor Jamey Blubaugh stated that he appreciates all of staff for their hard work.

**EXECUTIVE SESSION**

**MOTION:** Councilmember *Traylor* moved to recess into executive session for preliminary discussion relating to the acquisition of real estate K.S.A, 75-4319 (b)(6) with the City Administrator. The City Council will reconvene the open meeting in the City Council Chambers after 15 minutes at 9:00 p.m. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

*The City Council recessed into executive session at 8:45 p.m. and reconvened at 9:00 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.*

**MOTION:** Councilmember *Traylor* moved to recess into executive session for preliminary discussion relating to the acquisition of real estate K.S.A, 75-4319 (b)(6) with the City Administrator. The City Council will reconvene the open meeting in the City Council Chambers after 20 minutes at 9:20 p.m. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

*The City Council recessed into executive session at 9:00 p.m. and reconvened at 9:20 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.*

**ADJOURNMENT**

**MOTION:** Councilmember *Leland* moved to adjourn the regular meeting. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 9:22 p.m.  
Teri Laymon, City Clerk*