EL DORADO

CITY COMMISSION MEETING

CALL TO ORDER – May 4, 2015

INVOCATION – Pastor Bill Caughey, Grace Lutheran Church

PLEDGE OF ALLEGIANCE -

PROCLAMATION

- El Dorado Elks Lodge National Youth Week
- Poppy Month

PERSONAL APPEARANCE

- Marlene Avery, President of El Dorado Municipal Band - Annual Presentation

1. Public Comments

This agenda item will be governed by the Public Comment Policy

The Mayor opened the floor for Public Comments

PUBLIC COMMENT POLICY:

Citizens are encouraged to address the City Commission during regularly scheduled meetings. This policy is intended to provide some guidelines to ensure that all El Dorado citizens have a chance to address the Commission.

1. Each citizen will state their name and address before making comments.
2. There are no residency requirements.
3. Each citizen will have 5 minutes to present his or her comments.
4. An extension of time, if necessary, may be approved but must be by a majority of the City Commission.
5. Comments or questions will be directed only to the City Commission.
6. Citizens will follow the decorum policy.
7. Debate or argument between parties in the audience will not be allowed.
8. Certain legal issues may not be discussed. (Examples include but are not limited to personnel issues, lawsuits, etc.)
9. Violation of this public comment policy will result in the citizen being directed to cease or resume sitting.

Approved by the Commission this 2nd day of May 2005.

2. Consent Agenda

1. Consider approval of City Commission meeting minutes from April 20, 2015.

2. Appropriation ordinance 4-15 in the amount of $2,392,771.05

Commissioner ________________ moved that the Consent Agenda, as presented, be approved.

Commissioner ________________ seconded the motion.

3. Appointment Of A Vice-Mayor

BACKGROUND

Our City Commission form of government calls for the Commission to appoint a Vice-Mayor to serve for the Mayor in his/her absence. The position is a one-year term. Previous Vice-Mayors were David Chapin (2014-2015) Bill Young (2013-2014) Nick Badwey (2012-2013), Shane Krause (2011-2012), David Chapin (2009-2010 and 2010-2011) and Steve Reynolds (2008-2009).

Normal Commission/Manager Protocol is for the next most senior Commissioner to take his/her turn. In this instance it would be Commissioner Badwey.

REQUIRED ACTION

Select and appoint a Vice-Mayor

STAFF RECOMMENDATION

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION

Commissioner ___________moved to appoint Commissioner __________ as Vice-Mayor for a one-year term.

Commissioner __________ seconded the motion.

4. Advisory Board Appointments

BACKGROUND

At the April 29th Special City Commission meeting, the Commission reviewed renewal applications and new applications for advisory boards resulting in the following recommendations:

Board	Name	Term Expiration
Airport	Kendra Wilkinson	Ex-officio
Airport	Colin Rowell	5/1/18
Airport	Harold Cooper	5/1/16
Appeals/Code	Dave Stewart	5/1/19
Appeals/Code	Robbie Pollard	5/1/17
Appeals/Code	Sharon Wilkinson	5/1/19
Zoning Appeals	Albert Hogoboom	5/1/18
Convention & Tourism	Rod Seel	5/1/17
Convention & Tourism	Andrea VanAuken	5/1/17
Convention & Tourism	Steve Reynolds	5/1/17
Convention & Tourism	Kaytlan Berry	5/1/17
El Dorado Inc.	Vince Haines	5/1/17
El Dorado Inc.	Greg Lewis	5/1/19

El Dorado Inc.	Kim Smith	5/1/19
El Dorado Inc. Housing	Vince Haines	5/1/17
El Dorado Inc. Housing	Greg Lewis	5/1/19
Joint Corrections	Miles Erpelding	5/1/18
Library	Vince Haines	Ex-officio
Library	Judith Cole	5/1/19
Library	Debra Hill	5/1/19
Library	Nicole Lewis	5/1/19
Planning	Dan Bullock	5/1/18
Planning	Sam McVay	5/1/18
Prairie Trails	Brad Demo	5/1/18
Prairie Trails	Nick Badwey	Ex-officio
Prairie Trails	Carol Lee	5/1/18
Prairie Trails	Jake Currier	5/1/18
Prairie Trails	Mark Heidebrecht	5/1/18
REAP	Vince Haines	5/1/16
REAP	Kurt Bookout	5/1/16
REAP	Herb Llewellyn	5/1/16
Butler County Solid Waste	Nick Badwey	5/1/17
Butler County Solid Waste	Brad Meyer	5/1/18
Tree Board	Bill Johnson	5/1/18

There are two available seats on the Zoning Appeals Board, four available seats on the Convention and Tourism Committee and one remaining available seat on the tree board.

SUGGESTED MOTIONS

MOTION 1

Commissioner __________________ moved to decrease the number of members on the Prairie Trails Advisory Board from nine to seven.

Commissioner ___________________ seconded the motion.

MOTION 2

Commissioner __________________ moved to temporarily suspend the Recycling and Solid Waste Advisory Board.

Commissioner ___________________ seconded the motion.

MOTION 3

Commissioner __________________ moved to approve the advisory board appointments as presented

Commissioner ___________________ seconded the motion.

5. Personnel Policy Change Proposal

BACKGROUND

Developed by the City Manager as a training tool to prepare supervisors to become managers, the Middle Managers Committee is composed of a supervisor from every department appointed by their Department Head to participate in a monthly meeting to discuss employee needs and concerns.

In 2013, the Committee began to investigate Sick Leave payout. Information was gathered from surrounding communities in regard to their leave payout policies and the Committee discussed potential changes to the City of El Dorado plan. Several alternatives were discussed including paying out a portion of sick leave upon termination and rewarding employees who are not utilizing sick leave. These conversations never amounted to a formal proposal for policy change.

When the Committee reestablished in August of 2014, they voted to continue their work on the Sick Leave Policy. Those discussions lead to a consensus among the group for a policy change which has since been vetted and approved by the Department Heads.

The proposed change has three major components. The first is a change to the language of the Sick Leave Policy allowing time to be used for the care of immediate family members. The second recommendation would create the potential for a portion of unused sick leave to be paid upon termination. Finally, the proposal contains a change to the payable hours for employees leaving the organization with over twenty years of service. (Supporting Documents Enclosed)

POSSIBLE ACTIONS

1. Approve the policy changes as presented.
2. Approve the policy changes with amendments.
3. Return policy to committee with recommendations.

STAFF RECOMMENDATION

Approve changes as presented.

SUGGESTED MOTION

Commissioner __________ moved that the recommendation of the Mid-Manager Committee to make adjustments to the Paid Time-Off Policy be approved with an effective date of January 1, 2016.

Commission __________ seconded the motion.

6. Aerial Fire Truck Lease Agreement Resolution

BACKGROUND

The City Commission approved a bid from Pierce in the amount of $1,151,551.93 for purchase of an Aerial Fire Truck at the April 6, 2015 Commission meeting. Payment options were considered and it was determined that the best option would be a lease purchase. The City Commission approved a lease bid from Intrust Bank at the April 20, 2015 meeting. The total cost for the truck through the lease purchase option will be $1,288,642.80 including $137,090.87 in financing costs. The proposed monthly payment will be $10,738.69.

STAFF RECOMMENDATION

Approve the proposed Resolution

SUGGESTED MOTION

SUGGESTED MOTION

Commissioner _________ moved to approve Resolution _____ and enter into a lease agreement with Intrust Bank for an Aerial Fire Truck.

Commissioner _______________ seconded the motion.

7. Set A Hearing Date For Project No 354

BACKGROUND

Project No. 354 is complete. The City Commission must set a hearing date to spread the costs to the properties involved.

Project No. 354– Repave Atchison Street (Locust-CaveSprings) CaveSprings (Atchison-Denver)
Final Cost $89,486.32
Improvement District Cost $14,782.47

REQUIRED ACTION

To set a date for the assessment hearing.

STAFF RECOMMENDATION

Set the hearing for May 18, 2015.

SUGGESTED MOTION

Accepting the project and setting assessment hearing date.

Commissioner _____________________ moved to set the public hearing for 7:00 p.m. on May 18, 2015 to be held for the purpose of considering the proposed assessments of the cost of Project No. 354, and further direct individual mailings to each owner liable for the special assessments.

Commissioner ___________________ seconded the motion.

8. Set A Hearing Date For Project No 416

BACKGROUND

Project No. 416 is complete. The City Commission must set a hearing date to spread the costs to the properties involved.

Project No. 416– Paving 4th Avenue (School to Boyer)
Final Cost $509,246.41
Improvement District Cost $293,450.24

Improvement District Cost $[illegible]

REQUIRED ACTION

To set a date for the assessment hearing.

STAFF RECOMMENDATION

Set the hearing for May 18, 2015.

SUGGESTED MOTION

Accepting the project and setting assessment hearing date.

Commissioner ____________________ moved to set the public hearing for 7:00 p.m. on May 18, 2015 to be held for the purpose of considering the proposed assessments of the cost of Project No. 416, and further direct individual mailings to each owner liable for the special assessments.

Commissioner __________________ seconded the motion.

9. Set A Hearing Date For Project No 417

BACKGROUND

Project No. 417 is complete. The City Commission must set a hearing date to spread the costs to the properties involved.

Project No. 417 – Paving 5th Avenue (School to Boyer)
Final Cost $299,328.84
Improvement District Cost $182,380.16

REQUIRED ACTION

To set a date for the assessment hearing.

STAFF RECOMMENDATION

Set the hearing for May 18, 2015.

SUGGESTED MOTION

Accepting the project and setting assessment hearing date.

Commissioner ____________________ moved to set the public hearing for 7:00 p.m. on May 18, 2015 to be held for the purpose of considering the proposed assessments of the cost of Project No. 417, and further direct individual mailings to each owner liable for the special assessments.

Commissioner __________________ seconded the motion.

10. New Business - Discussion Items

This item is for open discussion by the City Commission.

The Mayor opened the floor for Commissioner's comments.

11. City Manager's Report

City Manager will provide updates of current community issues.

12. Executive Session

BACKGROUND

This item is for the purpose of discussing legal matters.

SUGGESTED MOTION

Commissioner __________________ moved to recess into an Executive Session for the purpose of discussing legal matters, and to reconvene the regularly scheduled meeting in the City Commission room at __________ p.m.

Commissioner __________________ seconded the motion.

ADJOURNMENT

Commissioner __________ moved to adjourn the meeting at ____ p.m.

Commissioner___________ seconded the motion.

Respectfully submitted,

Herbert E. Llewellyn, Jr.
City Manager