

Eudora City Commission Meeting  
City Hall – 4 E. 7<sup>th</sup> Street  
Eudora, Kansas  
April 27, 2020  
7:00 pm

Call to Order

Mayor Tim Reazin

Vice Mayor Ruth Hughs participated remotely

Commissioner Jolene Born participated remotely

Commissioner Roberta Lehmann participated remotely

Commissioner Tim Bruce participated remotely

Quorum noted.

Pledge of Allegiance was recited.

Changes or additions to agenda

Mayor Reazin requested the Executive Session be removed from the agenda.

**Commissioner Hughs moved the City Commission approve the agenda with the noted change, motion seconded by Commissioner Lehmann, all ayes, motion carried, 5-0.**

Consent agenda items

A. Consider minutes of April 13, 2020 Eudora City Commission meeting

B. Consider warrants against the City of Eudora

C. Consider 1<sup>st</sup> Quarter Codes Department report

**Mayor Reazin moved the City Commission approve the consent items, motion seconded by Commissioner Born, all ayes, motion carried, 5-0.**

Public comments

Public comments were invited and none were submitted.

Business Items

A. Consider Proclamation declaring May National Bike Month, September 21<sup>st</sup> – September 27<sup>th</sup> as Bike to Work Week and September 22<sup>nd</sup> as Bike to Work Day

**Mayor Reazin moved the City Commission proclaim the month of May as National Bike Month, the week of September 21<sup>st</sup> – September 27<sup>th</sup> as Bike to Work Week and September 22<sup>nd</sup> as Bike to Work Day, motion seconded by Commissioner Bruce, all ayes, motion carried, 5-0.**

B. Consider Proclamation declaring May 3<sup>rd</sup> – 9<sup>th</sup> as Public Service Week

**Commissioner Hughs moved the City Commission approve the Proclamation proclaiming May 3<sup>rd</sup> – 9<sup>th</sup>, 2020 as Public Service Recognition Week, motion seconded by Commissioner Lehmann, all ayes, motion carried, 5-0.**

C. Consider 2020 Nottingham Center parking lot asphalt milling bids

Public Works Director Branden Boyd attended the meeting. Staff decided to leave the existing parking lot during the demolition to alleviate some of the mud and debris being tracked out of the site. It was decided to remove the asphalt now to allow a clean slate for the development. Both milling bids include moving the millings to the wastewater plant. The city intends to use the millings in other public works projects. Staff

recommends approval of Sunflower Paving's bid for \$29,702.40. Currently, staff is not sure of the depth of the asphalt which explains the different depth bids.

**Mayor Reazin moved the City Commission award Sunflower Paving the 2020 Nottingham Elementary School Parking Lot Asphalt Milling contract in an amount not to exceed \$29,702.40, motion seconded by Commissioner Hughs, all ayes, motion carried, 5-0.**

D. Presentation of COVID-19 Utility Payment Plan

Staff was instructed to create a payment plan to assist utility customers impacted by the COVID-19 virus. City Clerk Schmeck outlined the payment plan and explained the plan is to be available for accounts that were delinquent during the COVID-19 pandemic only. This policy can be used for any state of emergency or national disaster in the future. Any late payments during this time frame and during any approved payment contract will not affect a customer's ability to receive level payments or effect their current level payment plan. It was decided to add an ending date to the bullet point which states: Penalty fees assessed on the account at any time. The word assessed needs to be changed to assessed in the guidelines. Staff will update the City Commission should any changes need to be made to the guidelines once the complete results of the pandemic are known.

E. Recognize Assistant City Manager Leslie Herring

The city would have hosted a small reception in Ms. Herring's honor had we been able to meet but since the pandemic, times have changed. Matite took this time to formally recognize Herring and show our gratitude for her contributions to the organization and the community. All her accomplishments were geared toward making our organization and community better. We wish her the best and will miss her.

Mayor and City Commission Comments

**Mayor Reazin** thanked Herring for her work with the city and also thanked her for personally just tossing around ideas with him. The mayor also thanked staff for continuing to work through the COVID-19 pandemic and their individual struggles.

**Commissioner Bruce** – No comment.

**Commissioner Hughs** commented although the thought of Herring leaving is difficult, it is an amazing opportunity for her. Hughs complimented Herring's energy and enthusiasm. Hughs also commented on Herring's willingness and ability to help her personally.

**Commissioner Born** – No comment.

**Commissioner Lehmann** thanked Herring for embracing her during the time she worked with Herring.

City Manager and Staff Comments

**City Manager Barack Matite** commented the dates for the rescheduled retreat did not work because the pandemic is still limiting gatherings. Matite will contact the facilitator and set a date for the strategic planning retreat once the Governor's orders are known. Matite understands the Commission wants this retreat to happen before in depth talks regarding the 2021 budget take place.

**Assistant City Manager Leslie Herring** joined the meeting remotely and commented she is honored to have been allowed to work on so many different projects and to suggest changes in so many different areas of the city. Herring thanked the Commission for allowing her to proceed with ideas and suggestions regarding the community. Herring will be eternally grateful for the opportunity to work in Eudora for the last four years.

**Director of Public Works Branden Boyd** thanked Herring for her work with public works. Herring did a lot of behind the scenes work especially before the Public Works Director position was filled. It's important to recognize Herring as she has done a lot of work for all departments.

**Police Chief Wes Lovett** did not attend meeting.

**Fire Chief Ken Keiter** did not attend meeting.

**Parks & Recreation Director Sally Pennington** joined the meeting remotely and thanked Herring for her help. Pennington started taking pictures of the pool for an update but decided to make a video to show the Commission what was happening in Parks & Recreation even though buildings are closed to the public.

**City Clerk Pam Schmeck** – No comment.

**Mayor Reazin moved to recess for Proposed 2020 Street Projects and 2020 Budget: Preliminary Outlook work sessions**, motion seconded by Commissioner Born, all ayes, motion carried, 5-0.

#### Work Session

##### A. Proposed 2020 Street Projects

Public Works Director Boyd presented the proposed street projects for 2020. It has been particularly challenging this year because of the budget uncertainty. Staff has forecasted where they think the budget will be and which projects can be completed this year. Part of the proposed street project is ongoing improvements that were set by Consultant Norm Bowers including chip seal, mill & overlay, curb & gutter replacement and Intech Business Park joint repair. Last year the design improvements at 8<sup>th</sup> and 9<sup>th</sup> Streets at Church Street were approved along with sidewalk improvements on Church Street from 7<sup>th</sup> Street to 10<sup>th</sup> Street. The proposed 2020 street improvements that will be going out to bid with a base bid and an alternate bid. Bid day will be May 19<sup>th</sup>; the bids will be considered at the second meeting in May. The plan is to have a notice to proceed ready to go the next day. Hopefully, we will have a start date of June 8<sup>th</sup>. Matite commended staff for a remarkable job working together on this project. Matite explained how he proposes to fund the street projects. Although staff has estimated the revenues, these numbers could go up or down depending on the results of the pandemic. Matite will calculate the percentage of fund balances once bids come in and sent them to the Commission. Consensus of the Commission was to move the second meeting in May to Wednesday, May 27<sup>th</sup>.

##### B. 2020 Budget: Preliminary Outlook

Matite thanked Budget Analyst Renee Davis and Financial Consultant Brad Smith for their work on forecasting the 2020 budget. The pandemic is impacting the sales tax revenue the city will receive from Douglas County. The budget is also impacted by not processing late fees and disconnect fees to utility customers. There may be a fluctuation in the revenue from property taxes. Parks & Recreation is currently shut down which is not bringing in revenue at all. Considering all options, staff has created three financial forecast scenarios. Matite discussed all three scenarios.

Mayor Reazin brought the meeting to order at 8:37 pm.

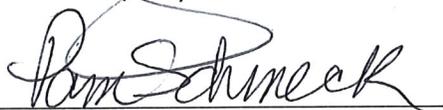
**Commissioner Bruce moved to adjourn**, motion seconded by Mayor Reazin, all ayes, motion carried, 5-0.

Meeting adjourned at 8:38 pm.



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Tim Reazin, Mayor



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Pam Schmeck, City Clerk