

The Regular Council Meeting was called to order by Mayor Ken Hampton at 7:01 p.m. in the Haysville Municipal Building, 200 West Grand Avenue.

Roll was taken by Recording Secretary Misti Elliott: Slocum here, Ewert here, Kanaga here, Kessler here, Rardin here, Konkel here. Conrady and Pierce were absent.

Invocation was given by Pastor Phyllis Provost-Saas, Haysville United Methodist Church.

Mayor Ken Hampton led everyone present in the Pledge of Allegiance.

Mayor Ken Hampton announced that Jamie Pegg with the Haysville Heat was in the audience. Hampton invited Mr. Pegg to speak.

**Jamie Pegg, Haysville Heat**, stated that since he had been out of town sporadically, the Heat had hired Rusty Warkins as an Assistant General Manager.

Under Special Order of Business, Mayor Ken Hampton presented the final draft of the Broadway Corridor Study.

**Scott Dunakey** stated that he was presenting the Final Draft of the South Broadway Corridor Plan. Dunakey gave a summary of the recommended transportation project and advised that the summary was a package of twelve construction projects broken down into four road projects, four intersection projects and four sidewalk projects. Dunakey advised that the total package came to about 7.4 million dollars but that there were other options in the 7 million to 9 million dollar range. Dunakey stated that the first priority of the road projects was to add a five lane roadway from Grand Avenue south to 79<sup>th</sup> Street. Dunakey stated that project would be needed by 2015. Dunakey said the second priority was a three lane roadway from 79<sup>th</sup> Street to 87<sup>th</sup> Street, then five lanes from Grand north to the floodway and the lowest priority would be a five lane roadway between 63<sup>rd</sup> Street south to the floodway. Dunakey stated that casino traffic may impact the project depending on the effect it would have on Broadway. Dunakey advised that the first priority for intersection improvements was 79<sup>th</sup> and Broadway and that project could be warranted sooner than the anticipation date of 2015. Dunakey said there were alternative methods to upgrade that intersection in the interim. Dunakey stated the intersections at 63<sup>rd</sup> Street and Grand Avenue did not need much improvement as they were both fairly new. Dunakey spoke about a possible roundabout improvement at 87<sup>th</sup> Street and Broadway and gave an example of what it may look like. Dunakey stated that it was advisable to add sidewalks as the road projects were completed. Dunakey advised of transportation policy and land use recommendations as the projects were completed.

Councilperson Mike Conrady entered the meeting at 7:14 p.m.

Dunakey went on to discuss design recommendations and stated that they were recommended only for buildings that had Broadway frontage and would not be too expensive. Dunakey touched on public amenity recommendations and the gateway

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signage program. Councilperson Kessler asked who would actually fund the roadway projects. Dunakey stated there were a variety of funding sources available but it would likely be State funded, however that didn't mean that KDOT would initiate the project. Dunakey advised that since US Highway 81 was a part of the Kansas Connecting Link Program the community would work closely with the area engineer and they would work with the City in the application process for funding the project.

Mayor Ken Hampton presented A RESOLUTION OF THE GOVERNING BODY OF HAYSVILLE KANSAS, APPROVING OF THE SOUTH BROADWAY CORRIDOR PLAN.

Planning/Community Relations Coordinator Jeana Morgan stated that the Planning Committee had received the same presentation at the January 26<sup>th</sup> meeting and would recommend approval. Morgan advised that the resolution was to endorse the South Broadway Corridor Plan.

Motion by Kessler - Second by Rardin

I'd like to make a motion that we approve this South Broadway Corridor Plan.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.

Motion declared carried.

Under Special Order of Business, Mayor Ken Hampton presented Meter Reading/Utility Billing Adjustment Information and Proposal.

Director of Governmental Services Carol Neugent advised that staff had developed a presentation that was intended to address the two main action requests that were made at the last meeting; the first, that an adjustment procedure be developed for customers who were affected by the misreads and secondly, that no one would be shut off before the current meeting. Neugent stated that considering comments and questions that came from the last meeting, it appeared that there was a level of misunderstanding when it came to meter reading and the utility billing process. The presentation was to better explain those processes. Neugent explained the segments of the presentation and stated that at the conclusion of the presentation everyone would have a more informed understanding of how meter reading and utility billing works, staff's recommendations for adjustments and improvements made to the procedures. Neugent stated that she would like to start with how the basic process worked. She advised that when the customer uses water during the month of August, the meter is read in the first eight days of September and on October first the customer receives their bill for the August usage, payments are then due by the twentieth. Neugent then introduced Director of Public Works Randy Dorner to begin the presentation.

Director of Public Works Randy Dorner provided a three page handout to Council and stated that the first page was a layout of the City broken down into twelve different sections known as water "books" for the City. Dorner advised that when he says they have read a "book" they are referring to that section of town. Dorner stated the second

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page was pictures of actual meters used by the City. Dorner said that there were no meters being used in the City that were more than twenty years old and that the meters in "book 5," on the first page were replaced with radio read meters last year. Dorner said that the last page was a diagram of a typical residential water service. Dorner stated that meters start with an upload from the utility billing software at City Hall which is downloaded into the Route Manager software and placed into the handheld units by "books". Dorner stated that only one "book" would fit into a handheld unit so each book would need to be loaded into the unit separately. Dorner stated there were direct read meters, touch pad meters and radio read meters. Dorner stated that three types of information were entered into the unit; the meter number, the house address, and the previous read. There was also a place to enter the new reading and a place for notes. Dorner explained each meter type and how they were read. Dorner stated that when it was discovered that there may have been a problem with the readings in December the "books" in question were read again before the information was sent to the utility billing clerk. Dorner explained that due to the continuous nature of the water meter, once the identified meters were reread that number was an accurate reading. Dorner stated that even if the past monthly readings were incorrect any subsequent readings would account for differences in the previous readings. Dorner advised that meters were calibrated for the customers who had concerns and two were found to be out of tolerance and those customers were adjusted accordingly. Dorner stated that the water used in the calibrations would be adjusted off of those customers' water bills so they would not be charged. Dorner stated that after the meters are read and the information is uploaded to the Route Manager software, the information then goes to the utility billing clerk.

City Clerk Janie Cox advised that the utility billing clerk receives the disk and loads it on her computer. She then prints a Meter Reader Interface Update Report. Cox distributed the report to Council and explained how to read it. Cox stated the utility billing clerk would go through the report and compare usage to the previous month usage. For usage determined to be high or low, the clerk would then fill out a reread sheet and send it to the water supervisor. The water supervisor would have a different employee read the meter a second time. Cox explained that after the reread sheets were returned to the billing clerk, she would then compare that reading to the report and make corrections, if the readings were incorrect. Cox stated it took about one and a half days for the clerk to go through the report. Cox stated that the bills are due on the twentieth of the month and on the twenty-first a penalty calculation is done for those who have not yet paid. Cox stated that after the penalties have been calculated, the bills are printed. The bills are then mailed out on the last working day of the month. Cox stated that water shut off day usually falls on the second Wednesday of the month. Cox advised that delinquent notices are sent out two weeks before shut off day in the form of pink cards and one week before shut off day with green cards. Cox stated that at the last Council meeting the City was instructed not to shut anyone off until the issue was resolved and that a shut off day had fallen in that time frame, so shut off day had been postponed until February 15<sup>th</sup>. Cox said notices were sent out to all delinquent customers not affected but that the wording had been changed.

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Comptroller Will Black stated many customers received bills in January that were much higher than the regular bill and customers were concerned that the amount of water billed could not possibly have been used. Black stated that he had prepared charts to take a closer look at the concern. Black showed a chart of the 2010 Usage vs. 2011 Adapted Usage for 1216 W. 4<sup>th</sup> St. Black explained the comparison and how he had come to that conclusion. Black also showed comparisons between the 2011 Billed Water vs. the 2011 Adapted Usage. Black stated there was a large variance between what was billed and what 2011 would have looked like based on the 2010 usage pattern in those months. Black pointed out that the November billing, which was the bill received in January, was very high. Black also stated that it was easy to see how that much water could have been used in 2011 based on the pattern set forth in 2010. Black advised that the accounts that conformed to the pattern were adjusted. Black stated that he compared the first seven months of water usage in 2011 with the first seven months of usage in 2010 and came up with a ratio of usage. Once he got the ratio to determine whether the usage had increased or decreased he took the usage in August, September, October and November of 2010, multiplied it by that ratio to get a total amount for 2011 average bill and divided it by four months to get an average bill for those months. He then took the January 1, 2012 bill found the difference in those bills and that was the proposed adjustment. Black showed two different accounts and how the adjustment applied to each. Black stated that he looked at every water account in the City, and that out of 3,801 accounts 207 were adjusted. Those bills were withheld to make the proper adjustments pending Council approval. Black stated that a letter would be sent to those customers explaining the decision by Council and what their adjustment would be. Black stated that no penalties would be applied to those accounts for January or February. Black gave examples of other bills that did not conform to the pattern but were adjusted.

Joe Hickle handed out a memo from PEC documenting a meeting held with City Staff for the purpose of reviewing the equipment, the meter reading process and the generating of bills. Hickle stated they were looking for procedures that the City has to safeguard against inaccuracies in the billing process. Hickle pointed out several procedures that PEC recommended and those the City had already implemented including having the meter readers initials imputed in the readers, assigning rereads to a different employee, testing and replacing older meters, changing calibration tolerances to one and a half percent rather than two percent, random testing of meters, third party testing, forced reads, follow up actions, and software alerts to flag high usage. Hickle stated that it appeared the meters were working properly and the corrections being made were relative to the cumulative amount of water that a customer used. He believed the payment request was fair.

Director of Governmental Services Carol Neugent handed out a list of actual adjustments proposed. Neugent stated that a motion would be needed to accept the adjustment methodology as presented, approve the adjustments as distributed and also set a due date for those specific accounts. Neugent advised that within the accounts, some customers had not yet paid January bills or February bills and there was a need for them to get caught up so there would not be huge bill in March. Neugent stated that staff's

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recommendation was to have a March 20<sup>th</sup> due date for the specified accounts. Councilperson Seth Konkel asked if the amounts on the list were the adjusted amounts. Comptroller Will Black stated that the amounts listed were the amount to be adjusted from the bill. Konkel asked what the average consumption from the Meter Reader Interface Update Report was based on. City Clerk Janie Cox stated it was an average from the time the customer had started the service and it was not a number the City used. Konkel asked what the original bills ran, to ensure the adjustments were fair. There was general discussion about certain accounts. Councilperson Russell Kessler asked how staff decided which accounts would be credited. Black explained how he came to those decisions. Kessler asked if the March 20<sup>th</sup> due date was approved, what the cut off date to avoid shut off would be. Neugent stated it would be April 11<sup>th</sup>.

Motion by Kanaga-Second by Ewert

Mr. Mayor I move the we accept the methodology as presented by Will for adjustments and also the specific adjustment presented to us with a due date of March 20<sup>th</sup>, 2012.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.

Motion declared carried.

Under Presentation and Approval of Minutes Mayor Ken Hampton presented for approval the Minutes of January 23, 2012.

Motion by Ewert -Second by Rardin

If there are no questions, I'd like to make a motion that we approve the minutes of January 23<sup>rd</sup>, 2012.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.

Motion declared carried.

Under Citizens to be Heard, Mayor Ken Hampton presented Carlton (Buster) Johnson.

**Carlton Johnson, 140 Ballard**, stated that there were seventeen churches in the area and the he and his daughter had bought the building where Beehler Realty was located and wanted to give away seventeen appliances to needy families that the area churches would choose. Johnson stated that he had talked with the West Haysville Baptist Church and asked them to pick a family. Johnson said he was renovating John Noah's fathers home and would be donating it to a family who had lost their home due to the economy. Johnson stated that the home would be completely furnished. Johnson said that he wanted to give back to the community. Johnson said that he would also be opening a barbeque at Noah's Donuts in the afternoons on Wednesday's, Thursday's, and Friday's and also a few hours on Saturday's. Johnson stated that he just wanted to let Council know what he wanted to do.

Under Citizens to be Heard, Mayor Ken Hampton presented Mike Martins, Haysville Fall Festival.

Martins was not present.

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There were no Licenses or Bonds.

There were no Ordinances and Resolutions.

Under Notices and Communications, Mayor Ken Hampton asked for Governing Body Announcements.

Councilperson Pat Ewert advised that the Senior Center would be closed on Monday February 20<sup>th</sup> for Presidents' Day and there would be a Senior Breakfast on February 25<sup>th</sup> from 8:00 to 9:00 a.m. Ewert also stated that the Alzheimer's Support Group would be meeting on February 16<sup>th</sup> at 2:00 p.m.

Mayor Ken Hampton presented a letter from Cox Communications for Price Adjustments

Mayor Ken Hampton advised there was a new business license for Haysville 2 You, 401 Sarah Lane, Apt. #B11, Delivery Services

Under Other Business, Mayor Ken Hampton presented a Contract Agreement with USD 261 for Plagens-Carpenter Sports Complex.

Director of Recreation Georgie Carted stated that it was the standard agreement and it would be going to the School Board on the 20<sup>th</sup>.

Motion by Kanaga– Second by Konkel

Mr. Mayor I move that we approve the contract for Plagens-Carpenter Field with USD 261 pending School Board approval.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.  
Motion declared carried.

Mayor Ken Hampton presented an Authorization for Contract Continuation for the John Deere 310 Backhoe.

Director of Public Works Randy Dorner stated that the City had leased the John Deere backhoe for the last four years. Dorner stated that there had be changes in the fuel emissions which was driving the prices of the tractors up and he would like to lease the current tractor for another year because it was not required to meet the emission controls. Councilperson Seth Konkel asked if there was an increase in the cost of the lease. Dorner stated there was not.

Motion by Konkel– Second by Rardin

If there are no other questions Mr. Mayor, I would move that we approve the contract renewal with John Deere.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.  
Motion declared carried.

Mayor Ken Hampton presented an Authorization to Purchase UHF Radio Equipment.

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Chief of Police Jeff Whitfield stated before Council was a request to approve UHF radio equipment. Whitfield advised that the FCC mandated that all radio frequencies must be narrowbanded by January 1, 2013 and the 400 MHz equipment currently used by the police department was not in compliance with the new mandate. Whitfield stated that after taking bids, he was requesting approval to purchase the UHF radio equipment from PROCOM LMR in the amount of \$10,164.00.

Motion by Konkel- Second by Slocum

I would move that we approve the radio purchase from PROCOM LMR in the amount of \$10,164.00.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.  
Motion declared carried.

There was no Old Business

Mayor Ken Hampton asked for Department Reports.

City Clerk Janie Cox had nothing to report.

Governmental Services Director Carol Neugent had nothing to report.

Chief of Police Jeff Whitfield reported that after some questions and concerns about the transfer to 911 he had prepared an update. Whitfield stated that 911 took over all emergency call taking and dispatching duties for the Haysville Police Department as of October 5, 2011. Since that time, the Haysville Police Department and Sedgwick County 911 had worked together to transition and work out any issues identified throughout the process. Whitfield stated that the transition of forwarding phone calls occurred without issue. Whitfield explained that as part of the study that was done by Management Partners it was recommended that 911 add five people to run an additional board or radio channel and it was his understanding that Sedgwick County had done that and the positions were staffed before any radio channel additions took place. Whitfield stated that on December 12, 2011 Sedgwick County 911 did add a new channel to handle the suburban agencies and Haysville switched to that channel at that time, along with Derby. Whitfield stated that they have not noted any reduction in service or decrease in response time since the change. Whitfield stated that the Community Resource Specialists continue to route calls through 911. Those include any call for service including dog at large calls. The Community Resource Specialists answer calls to the 529-5912 number 24 hours a day 7 days a week for general, administrative, or to report or check on lost dogs. Whitfield stated that officers are not dispatched to calls on that number, the calls are transferred to 911. Whitfield advised that afterhours calls for utility issues and walk-in complaints were handled in the same manner as in the past.

Public Works Director Randy Dorner advised that the Grand and Meridian stoplights would be flashing for four to five days. Dorner said that during that time the stop signs

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would be taken down and the lights should be fully operational in about a week. Dorner stated that the LED lights should be in by the first part of March.

Recreation Director Georgie Carter stated that several programs were coming up. Carter said that there was no school on the coming Thursday, Friday and next Monday, so there would be Schools Out Service on those days. Carter said that registrations were being taken for Blast Ball, the Shamrock Shuffle 5K Run, Daddy Daughter Date Night, and Spring Soccer.

There were no Appointments.

Mayor Ken Hampton presented Off Agenda Citizens to be Heard.

**Kelly Kennedy, 1216 W. 4<sup>th</sup>**, asked if he could have a chance to see what his adjustment was. Councilperson Mike Conrady looked up his address on the adjustment list and advised him of what his adjustment would be.

There was no Executive Session.

Mayor Ken Hampton presented the Bills to be Paid for the First Half of February.

Motion by Ewert- Second by Slocum

If there are no questions on the bills, I make a motion that we pay the bills for the first half of February.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.

Motion declared carried.

Under Consent Agenda, Mayor Ken Hampton presented a Thank You Card from Parents as Teachers.

Under Council Items Mayor Ken Hampton asked for comments, requests, or updates.

Councilperson Seth Konkel asked that as the City moved toward paperless meetings what the possibility would be to repost Council Packets online with all handouts. Konkel stated that he would like a plan as to how that could be addressed. Mayor Ken Hampton stated that they could look into that possibility.

Councilperson Russell Kessler asked about the 79<sup>th</sup> and Meridian intersection and what could be done to increase Meridian from two to four lanes from 71<sup>st</sup> St. south to 79<sup>th</sup> St. Mayor Ken Hampton stated that a Meridian Corridor Study was going to start in the near future. Director of Governmental Service Carol Neugent stated that it would be looked at in the study, but and that it was critical to get drainage in on Meridian before anything could be done. Neugent stated that the Meridian Corridor Study began last month and is to be complete by the end of the year and if it were identified in the study that four lanes

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were needed it would just be a matter of applying for funding. Hampton stated the \$100,000.00 had been set aside for that particular project, if it occurs.

Councilperson Mike Kanaga asked if he understood correctly that the City would be expanding the use of radio read meters, and if that would shorten the time it would take to bill customers. Director of Public Works Randy Dorner stated that it could shorten the process because it would not take as long to read a book, but that it would also depend on the billing process. Director of Governmental Services Carol Neugent stated that it had been talked about because it was difficult to explain the billing when the water was used two months in the past. Dorner stated that it was a five year plan and that twenty-five percent per year of the City would have replacement meters.

Councilperson Pat Ewert asked how the customers would be notified about the water adjustments. Director of Governmental Services Carol Neugent stated that they would receive letters with a corrected bill.

Mayor Ken Hampton presented for approval Adjournment.

Motion by Rardin- Second by Konkel

Mr. Mayor, I make the motion we adjourn.

Conrady yea, Slocum yea, Ewert yea, Kanaga yea, Kessler yea, Rardin yea, Konkel yea.

Motion declared carried.

The Regular Council Meeting adjourned at 8:25 p.m.

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Janie Cox, City Clerk