



CITY OF HUMBOLDT

OFFICE OF CITY ADMINISTRATION

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AGENDA

REGULAR CITY COUNCIL MEETING

Monday, April 10, 2023 – 6:00 P.M.

1. Reciting of Pledge of Allegiance
2. Invocation by Blake Stanwood, Humboldt United Methodist Church
3. Public comments on non-agenda items--not to exceed fifteen (15) minutes and three minutes per person and/or topic.
4. **CONSENT AGENDA:** All items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so request, in which event the item will be removed from the consent status and considered in its normal sequence on the agenda.
 - a. Approval of Minutes of Regular Council Meeting, March 13, 2023.
 - b. Warrant Ordinance (expenditures)
5. CDBG Hearing for Growing Place
6. Consider documents, resolutions 04-10-2023 and 04-10-2023A, Administration Agreement, and Interlocal Agreement for the Growing Place CDBG: Taylor Hogue, SEKRPC and Janie Works, Growing Place
7. Approve Pay Request for water project – Cole
8. Consider Proclamation for Child Abuse Prevention Month – Representatives from CASA, Hope Unlimited and Kansas Children's Service League
9. Consider request to close street for auction at 322 Osage on June 10 – Stephanie Swagg
10. Consider blocking street for Farmer's Market – Calvin Parker
11. Consider agreement to assess housing needs and work to implement a housing plan – Jeri Hammerschmidt, First Step Builders
12. Consider request for patio seating – Austin Honaker, Red Beard BBQ
13. Discuss KDHE warning to reduce daily flow, system assessment, and reduction of I&I from sump pumps and roof gutters during rain events. – Cole
14. Approve Mayor's Appointments and select Council President – Mayor Davis
15. Executive Session to discuss non-elected personnel – Cole
16. City Administrator's Report – Cole
17. Adjourn

**REGULAR CITY COUNCIL
MEETING MINUTES
Monday, April 10, 2023 – 6:00 P.M.**

The Council met in regular session on Monday, April 10, 2023, in the Community Room at City Hall. Mayor Davis called the meeting to order at 6:00 p.m. with the following Councilmembers present: Holinsworth, Crawford, Cloutier, McDaniel and Shreeve. Councilmembers Goodner, Bowman and Hart were absent. Also present: City Administrator Cole Herder, City Clerk Staci Johnson, Chief Shannon Moore, Eddie Harner, Nick Reynolds – The Humboldt Union, Jeremy Bulk - Public Works Director, Calvin Parker, Alisha Turner, Alexandria Gumfory, Donita Garner, Heather Owens, Jerri and Chris Hammerschmidt, Taylor Hogue, Jonah and Blake Stanwood, Austin Honaker, Stephanie Swaggerty, Joe Weiner, and City Attorney Fred Works.

The meeting was opened with the Pledge of Allegiance and Pastor Blake Stanwood gave the invocation.

Public Comments: No Public Comments.

Consent Agenda:

- a. Approval of Minutes of Regular Council Meeting, March 13, 2023.
- b. Warrant Ordinance No. 297 dated April 10, 2023, in the amount of \$299,659.98
- c. Warrant Ordinance No. 298 dated April 26, 2023, in the amount of \$ 41,432.72

Motion by Cloutier, second by Crawford to approve the Consent Agenda. Motion carried unanimously.

A Public Hearing regarding the Growing Place Expansion was opened at 6:02 p.m. after discussion Mayor Davis closed the Public Hearing at 6:05 p.m.

Motion by Holinsworth, second by Cloutier to adopt Resolution No. 04-10-2023 a resolution assuring the Kansas Department of Commerce that funds will be continually provided for the operation and maintenance of improvements to the Child Care project to be financed with Community Development Block Grant Funds. Motion carried unanimously.

Motion by Cloutier, second by Crawford to adopt Resolution No. 04-10-2023A a resolution certifying legal authority to apply for the 2023 Kansas Small Cities Community Development Block Grant Program from the Kansas Department of Commerce and authorizing the Mayor/Commissioner to sign and submit such an application. Motion carried unanimously.

Motion by Cloutier, second by McDaniel to approve the Residential Anti-displacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974. Motion carried unanimously.

Motion by Holinsworth, second by McDaniel to approve the Statement of Assurances and Certifications. Motion carried unanimously.

Motion by Holinsworth, second by McDaniel to sign the Inter-Local Agreement between the City of Humboldt and The Growing place. Motion carried unanimously.

Motion by Cloutier, second by McDaniel to approve the agreement for Administrative Consulting Services for a 2023 Kansas Small Cities Community Development Block Grant Project for Non-Profit Childcare and Early Education Facilities. Motion carried unanimously.

Motion by Holinsworth, second by Cloutier to approve Exhibit E – Request for disbursement from KDHE Revolving Loan Program, Project #3092 in the amount of \$42,560.00. Motion carried unanimously.

Representatives from CASA, Hope Unlimited and Kansas Children’s Service League presented the council with a proclamation declaring April as Child Abuse Prevention Month. Mayor Davis hereby proclaims the month of April as Child Abuse Awareness and Prevention Month.

Stephanie Swaggerty would like approval to close the 300 block of Osage for an auction on June 10th, 2023. Motion by Holinsworth, second by Crawford to close street. Motion carried unanimously.

Calvin Parker would like to host the Allen County Farmers’ Market again this year in front of the City Hall, blocking off 8th Street from Bridge to New York Street. Calvin will take care of blocking the road. The Farmers’ market will start the first Saturday in May from 8-11 am. Motion by Cloutier, second by Crawford. Motion carried unanimously.

Jeri Hammerschmidt, First Step Builders, LLC is a Consulting Agency to assess housing needs and work to implement a housing plan. They will provide assessment of housing needs within agreed upon area, develop framework for addressing housing needs, assist process to obtain additional benefits, resources through various agencies and programs, and work to implement a housing plan for Humboldt. City Administrator Herder’s recommendation is to use the economical fund to pay the initial fee of \$1000.00 but, shall not exceed \$5000.00. Motion by Shreeve, second by Crawford to proceed with First Step Builders, LLC. Motion carried unanimously.

Austin Honaker owner of Red Beard BBQ would like to have patio seating on the sidewalk of eighth street. Motion by Holinsworth, second by Shreeve to allow patio seating. Motion and second was withdrawn prior to vote. City Attorney Fred Works said, “he would get something ready” for Honaker before the 24th so, he can present it again at the next council meeting May 8, 2023.

City Administrator Herder spoke on a letter we received from Kansas Department of Health and Environment warning to reduce daily flow, system assessment and reduction of I&I from sump pumps and roof gutters during rain events. The KDHE has reviewed the Discharge Monitoring Reports from the wastewater treatment facility. It was noted during review that the facility has been operating near or over the permitted facility design flow of 0.25 MGD, with an average for 2020 and 2021 of .30 MGD, and .24 MGD for 2022. KDHE is requiring the facility to submit a report detailing how the city plans to address higher flows at the WWTF.

The Mayor made the following annual appointments:

- City Attorney: Fred Works
- City Treasurer: Lora Hunt
- Municipal Judge: Patti Miklos
- City Inspector: Jeremy Bulk
- Chamber of Commerce Representative: Herder & Peters
- Swimming Pool, Parks and Buildings: Cloutier, Shreeve & Hart
- Ordinances, Insurance and Claims: Bowman, Goodner & Shreeve
- Utilities (Utility Hearing, Gas, Water and Sewer) Bowman, Hart & Goodner
- Public Safety (ADA, Fire, Police, Animal Control): Bowman, Hart & Cloutier
- Finance and Licenses: Shreeve, Crawford & Cloutier
- Personnel: Holinsworth, McDaniels & Crawford
- Growth Committee: McDaniels, Holinsworth & Cloutier
- Street Committee: Holinsworth, Goodner & McDaniels

City Planning Committee/Zoning Board of Appeals

- Joe Works: 2020-2023
- Craig Newman: 2022-2025
- Matt Korte: 2020-2023
- Bob Johnson: 2020-2023

Humboldt Library

- Michelle Umholtz
- Niccole Beagley
- Krista Brady
- Kelly Francis
- Ruby Crawford
- Nan Kaufman
- Terri LeRoy

Housing Authority

- Carolyn Moore: Expires 2024
- Judy Arbeiter: Expires 2024
- Otis Crawford Expires 2026
- Donna Ellsworth: Expires 2027
- Darrell Krone: Expires 2026

- Official City Newspaper: The Humboldt Union
- Official Depositories: Emprise Bank, Community National Bank and Municipal Investment Pool.

Motion by Cloutier, second by Holinsworth to accept the Mayor's appointments. Motion carried unanimously.

Motion by Cloutier, second by Holinsworth to appoint Otis Crawford as President of the Council. Motion carried unanimously.

Motion by Holinsworth, second by Cloutier that the Governing Body recess to executive session as authorized by the Open Meetings Law for discussion of non-elected personnel. Meeting will be recessed for ten minutes at 7:17 p.m. and will resume regular session at 7:27 p.m. in the Community Room at City Hall. Mayor Davis, City Administrator Herder, Councilmembers, Public Works Director Jeremy Bulk and City Attorney Fred Works were requested to be present in executive session. Motion carried unanimously

Meeting resumed regular session at 7:27 p.m. No action was taken.

City Administrator's Report:

Street Improvements: Work has started to prepare roadbed for the project on 6th, Central, Sycamore, 11th, and a three block of Neosho between 9th and 12th. The roads will be ground up, rocked, contoured, and compacted in preparation for chip and seal in July or August. During this time, roads will be dusty when dry and sloppy when wet.

Cemetery Sexton: The Mt. Hope Cemetery Board has named Cindy Holinsworth as Sexton. The phone number for the Sexton will be 620-473-6100.

Cemetery Work Day: Mount Hope Cemetery will be having a spring cleanup day on Saturday, April 29th starting at 8 AM. We need help with painting the flower urns and fence at the entrance of the cemetery, raking leaves, trimming shrubs and removing small limbs. You are welcome to come any time and jump in and help. If you have landscaping tools, bring them with you. (Ex. Rake, Scoop Shovel, Loping Shears and/or Chainsaw). Trucks and trailers are also needed.

Statement of Substantial Interest: If you have had changes in Substantial Interest elected officials are required to file an update by the end of April.

Leachate from Acadia: After receiving initial loads of leachate, we determined that it did not match the lab results that we were provided. The ammonia was too high for us to continue treating and we suspended further deliveries. A clarification is that our agreement was not to pay for the leachate, but to receive \$0.05 per gallon.

Spring Cleanup: The City will pick up brush and tree limbs on Monday, April 24th. JKS will pick up trash on Friday and Saturday, April 28th and 29th. The flyers will be included in the utility billing that will go out at the end of March.

Lead and Copper Survey: The Federal Government is mandating a survey of all waterlines in all communities by October 2024. We included a survey for homeowners to complete in the utility billing that will be sent out by the end of March. It is important for all residents to complete the survey as much as possible, even if it means reporting as 'unknown'.

On the City side, we must also complete the survey, even though we're going to be replacing all the lines. We recently purchased a used hydro excavator trailer which essentially allows us to use high pressure water to liquify the soil, then use a vacuum to pump out the hole. We will use this initially in water meter pits, possibly saving hours of hand digging out each of the pits, but it will also be very useful when excavating around utility lines.

Swimming Pool: The two managers from last year, Cara Roach and Byron Marshall, will be returning this year. We have hired four returning lifeguards and one new lifeguard. We have applications for four more that I will be interviewing soon, which will complete our staff.

Pet Clinic: The Clinic was held on April 1st. 46 people brought animals. We sold 40 dog tags and 10 cat tags. We have a total of 76 dog tags. Thanks to Red Barn Veterinary for their services and to Waggin' Tails for the use of their facility.

Legislative issues: I have spent a lot of time over the past couple months hearing about legislative issues and tracking those that will affect Humboldt. It has been crazy and very confusing to follow the process.

- Lehigh State Park was approved by both chambers and is pending approval by the Governor.
- For now, it seems that the local sales tax on food/groceries is still in effect. The state sales tax is on track to be reduced to zero in 2024 instead of 2025.
- I believe SB 210 failed which would have allowed party affiliation on local government races. I believe that HB 2150, which repeals the ability for cities to plan and zone three miles beyond their city limits, failed to get out of committee.

Financial Audit: The 2022 Financial Audit was completed on Monday, March 20, 2023.

Small and Rural Local Government Research: Justin Moen, a doctorate student in the School of Public Affairs and Administration at the University of Kansas, is conducting a study of public employees working in small cities, towns, and villages across the United States for his dissertation. The goal of this research is to better understand personnel development strategies in rural and/or remote communities. He is particularly interested in Humboldt and has asked my permission to shadow my activities for several days in the coming months. I have agreed to participate.

Personnel Changes:

Maintenance Department: Hired Jacob McDonald.

Police Department: Hired Terry McDonald as part time Police Officer.

Motion by Shreeve, second by Cloutier to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:38 pm.


Nobby Davis, Mayor

Attest:



Staci Johnson, City Clerk

