

**CITY COMMISSION MINUTES**  
**April 25, 2017**

The Newton City Commission convened in regular session at 7:00 p.m. on April 25, 2017 at City Hall, 201 East 6<sup>th</sup> Street. Attending were Mayor Hague, Vice Mayor Nygaard, Commissioners Davis, Koehn and Valentine, City Manager Myers, City Attorney Towle, City Engineer/DPW Loomis, Director of Community Planning and Development Bergeron, Director of Communications McDaniel, Chief Metzler, Chief Murphy and City Clerk Duerksen.

Pastor Rachel Miller with Shalom Mennonite Church provided the invocation. The Mayor then led in the Pledge of Allegiance and presided over the items of business.

**CONSENT AGENDA**

1. **Consider the minutes of April 11, 2017 meeting.**
2. **Mayor's appointment: Harvey County Planning Commission – Duane Miles, term ending 4-30-2020; Warkentin Board – Jamie Rose & Melody Spurney, terms ending 4-30-2020.**

**MOTION:** Commissioner Davis moved and Commissioner Koehn seconded to approve the consent agenda. Motion carried.

**REGULAR AGENDA**

3. **Recognition of community service and achievement:**
  - A. **Recognize Newton High School welding students for their work in creating the "snowflakes" used in the downtown planters during the winter months.**

Mike McConnell, Newton High School Welding Technology instructor, introduced the students who were instrumental in creating the metal snowflake art to be displayed in downtown planters during the winter months. Students fabricated and arranged the production schedule for this project.

- B. **Recognize members of the Newton Nitros swim team who won the Small Team Title at the Missouri Valley Short Course Championships in Topeka.**

Clint Bailey, Newton Nitros swim coach, introduced the students who participated in the season championship swim meet in Topeka. The Nitros took 1<sup>st</sup> place in the small team division (50 swimmers or less).

4. **Consider a proclamation declaring April 28 as Arbor Day in Newton.**

Jackie Krehbiel, Park Horticulturist, read the proclamation declaring April 28 as Arbor Day in Newton. Tree plantings are planned for April 27 at Slate Creek School and April 28 at the Girl Scout house. Newton has been recognized as a Tree City for 41 years.

**MOTION:** Vice Mayor Nygaard moved and Commissioner Valentine seconded to accept the proclamation as read. Motion carried.

**5. Consider a proclamation declaring May 7-14 as Music Week.**

Eileen Kloster, Newton Music club president, read the proclamation declaring May 7-14 as Music Week. This year the theme is “Adventure in Life”.

**MOTION:** Commissioner Davis moved and Commissioner Koehn seconded to accept the proclamation as read. Motion carried.

**6. Consider a proclamation declaring the week of May 14-20 as National Police Week and May 14 as Peace Officers’ Memorial Day.**

Chief Murphy read the proclamation declaring the week of May 14-20 as National Police Week and May 14 as Peace Officers’ Memorial Day.

**MOTION:** Commissioner Davis moved and Vice Mayor Nygaard seconded to accept the proclamation as read. Motion carried.

**7. Discuss the recommendations from the Retail Development Task Force and next steps.**

Director of Community Planning & Development Bergeron presented the recommendations from the Retail Development Task Force. The task force, which includes representatives of the business community, retailers, Realtors, the school district, Chamber of Commerce, and others, met several times over the past eight weeks to create and prioritize needs for continuing retail development and growth of Newton. Their recommendations follow:

1. The community needs a strong, versatile, genuine, action-oriented brand. A spin-off committee will be formed in coming weeks to begin developing a branding/marketing proposal.
2. The city needs to add or update several types of signage. This includes gateway signage to welcome travelers to Newton, wayfinding signs to direct people to downtown and other points of interest, and advertising signs to promote Newton’s businesses and assets.
3. Business retention and expansion is more of a priority than new development. The community should find ways to focus resources on existing businesses and their needs.
4. The business community needs data, including consumer spending data and travel patterns. The task force recommends spending up to \$10,000 in City funds to obtain the data and analysis.

5. The community needs a single one-stop-shop webpage for existing or prospective retailers to access data, links and resources to aid in business development. The Chamber of Commerce may be the appropriate agency to house the webpage.
6. Existing and prospective retailers need training and mentoring resources on such topics as business plans, online marketing, utilizing data, customer service, etc. Again, the Chamber may be the appropriate coordinator of such training.
7. Require a Return on Investment or Cost-Benefit Analysis for every project or development requesting public assistance, funding or investment. This is already a required step for projects requesting some type of tax abatement, but the task force recommends a policy requiring an ROI study for every project seeking public assistance.

Dan Heinze, business owner, expressed his enthusiasm for what is happening in Newton right now and the collaboration to share a vision for a better community. He said it was time for Newton to go from good to excellent. The priorities presented can build on each other and be done concurrently. He noted groups have been down this road before, but the ideas and plans get put on the shelf. Those serving on the task force came in without individual agendas and wanted to do what was good for the whole community.

**MOTION:** Commissioner Koehn moved and Commissioner Valentine seconded to accept the recommendation of the Retail Development Task Force and directed staff to facilitate directives as outlined. Motion carried.

The task force was thanked for all their work.

**8. Receive plans and specifications for Centennial Park sewer and set date to receive bids.**

City Engineer/DPW Loomis presented plans and specifications for sewer to Centennial Park. In January, the Commission approved moving forward with design of a force main that will serve restroom facilities at the park. Construction of the lines will not take a significant amount of time, however, lead time on the lift station pumps will be several months. The estimated cost of the project is \$330,000. The improvements will be paid with sewer capital reserve funds.

**MOTION:** Commissioner Davis moved and Commissioner Koehn seconded to approve plans and specifications and set June 8 at 2:00 p.m. to receive bids. Motion carried.

**9. Receive bids and award contract to the low bidder for the Airport Runway 8-26 project, subject to FAA approval and approval of Task Order 3 with HNTB.**

City Engineer/DPW Loomis presented the bids for the Airport Runway 8-26 project. Bids have been presented to the Harvey County Commission and approved. Cost of the project is a

90/10 FAA/local match funding. The City and County will each pay \$22,764 towards the project. Staff is also requesting the Commission approve task order 3 HNTB.

<b>BIDDER</b>	<b>BID AMOUNT</b>
Tri City Seal Co., Inc.	\$203,309.80
American Road Maint.	\$242,100.00
Maxwell Asphalt, Inc.	\$333,700.00
Vance Brothers, Inc.	\$377,060.00
<b>Engineer's Estimate</b>	<b>\$293,200.00</b>

**MOTION:** Commissioner Davis moved and Commissioner Valentine seconded to award the contract to the low bidder, Tri City Seal Co., Inc. in the amount of \$203,309.80, subject to FAA approve. Motion carried.

**MOTION:** Vice Mayor Nygaard moved and Commissioner Koehn seconded to approve Task Order #3 with HNTB. Motion carried.


**10. Citizen's Forum.**

There was no one to speak.

In other business it was noted that staff would be interviewing candidates for the Director of Finance position. Dewayne Pauls and Stan Broadhagen were thanked for their investment in the community. A legislative update was given on the status of current legislation and issues to pay attention to. The new Newton Travel Guide was highlighted.

**11. Adjournment.**

There being no further business, the meeting was adjourned.



Mayor

ATTEST:



City Clerk