

04.3.2020

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# Memo

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**To:**  
Frontenac City Council

Comments:

**From:**  
John Zafuta,  
City Administrator

This information is to provide the Council with staff comments and recommendations on agenda items for the upcoming council meeting on April 6, 2020.

**Re:**  
City Council Meeting  
April 6, 2020

*1. Agenda Item – Ordinance 2020-05 – Traffic Control Devices*

We've fielded some questions regarding placing stop signs in various areas, and while it's not unusual for cities to place signs, it's good practice to have an ordinance setting out who makes those decisions. We've included Ordinance 2020-05 authorizing the City Council to place traffic markings, by simple resolution. The language in this Ordinance is directly from the League of Municipalities and also calls for the City to maintain a map of traffic control devices throughout the City. We're looking at the placing of additional stop signs in the Capaldo area and expect to have a recommendation to the Council by next meeting.

Recommendation: I recommend approving the ordinance as presented.

*2. Agenda Item – Ordinance 2020-06 – Appropriations Ordinance for 2020*

Based on recent events related to Covid-19, it came to light that the City needs to have a procedure to continue to make appropriations in the event that the Council cannot meet due to an unforeseen emergency. Ordinance 2020-06 authorizes staff to continue routine payments through the end of the year. It is expected that we will continue our current procedure which includes the City Council approving the appropriations. This Ordinance should be used sparingly and will be reviewed at the end of the year.

Recommendation: I recommend approving the ordinance as presented.

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*3. Agenda Item – 2020 Street Paving*

Staff met with Triad Engineering regarding 2020 street paving. Triad has been involved in the city street paving for several decades. They provided a map of past overlays and used past history, input from public works, and the IMS study from 2019 to recommend our paving projects for 2020. I've included attachment "A" and "B" showing the streets which were selected as a result. Costs are based on asphalt at \$85/ton which may vary greatly depending on the state of the economy. Some streets require milling while others will require a simple overlay. It is recommended that some, which have a solid base but deeper cracks, have installed a waterproofing membrane to protect the base from expansion due to moisture. I've also had discussion with the City of Pittsburg about cost-sharing Atkinson, from Broadway to the overpass. We've tentatively agreed to share the cost of overlay in our city limits. Sugarcreek Road from Smucker's north to Capaldo Road is shown as an option but is of significant cost and can be maintained for another year if we limit the truck traffic. Our budget directly assigned to paving is \$125,000. We have an additional \$80,000 in Economic Development which can be used if necessary. I expect costs will be significantly lower due to oil prices.

Recommendation. Proceed with Triad Engineering with the recommendations in attachment "A" and "B" including the Atkinson project, utilizing the idle Economic Development funds.

*4. Agenda Item – EMC Insurance Renewal*

Current events affected us getting our insurance renewal prepared in time for the April 1<sup>st</sup> renewal. We were able to bind our coverage until Council meets to discuss and approve it. The City Clerk and I went through the policy with our broker in order to update property lists and assess our coverage needs. The renewal shows an 8% increase from last year, which we are budgeted for. After some evaluation, we included increasing coverage on our cyber policy which will allow us to work with an outside firm to increase our security, thereby reducing our premiums. Other than that, most of the premium changes were expected. We'll be paying the insurance firms directly instead of through a broker, so you'll see several different payments on this appropriation and the next.

Recommendation. I recommend renewing our property and liability insurance through EMC, FirePak through Continental Western, and cyber through Coalition.

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**Attachment A**

**Street Paving (Estimated Costs)**

Lanyon from Crawford to Cayuga	Mill and Overlay	\$22,324
Cayuga transition at Overpass	Mill, Overlay and Seal	\$1,553
Crawford from Ginardi to North County Road	Overlay	\$11,647
McKay patch north lane east of Cow Creek Bridge	Mill, Overlay and Seal	\$4,271
Alley behind Town Hall/Labette Bank	Overlay and Seal	\$11,162
Cherokee from McKay to Carlton	Overlay	\$15,301
Red Bud Lane patch work	Mill and Overlay	\$3,640
Shawger from Cayuga to Labette	Mill and Overlay	\$12,132
Mt. Carmel Road from Leighton to First	Overlay and Seal	\$11,566
First Street from Jefferson to Mt. Carmel	Overlay and Seal	\$10,321
Jefferson from ≈Washington to ≈Mckinley	Overlay	\$4,416
Cherokee from McKay to Granby	Overlay	\$8,153
Cherokee from Lincoln to McKinley	Overlay	\$9,536
Linn from Ginardi to dead-end	Overlay	\$3,518
Linn from Arnott to McKahn	Overlay	\$4,125
		<b>\$133,665</b>
Atkinson from just west of Hugh to overpass	Mill and Overlay	\$27,642
Sugarcreek Rd from water tower to Capaldo Rd	Overlay	\$86,383