

Regular Council Meeting

July 11, 2016

1. **Mayor Scott Schultz called the meeting to order at 7:30.** Present were Council Members Carla Lampe, Roger Jensen, Amanda Milne and Paula Keller. Also present were City Superintendent JR Landenberger, City Attorney Mike Day, City Clerk Lila Whitmore and Police Chief Darrell Thomas. Council member Bruce Swihart was absent.
2. **Minutes** from the June 27th meeting were distributed and read. It was moved by Amanda and seconded by Carla to approve the minutes as presented. Motion passed.
3. **Consent Agenda** – It was moved by Paula and seconded by Carla to approve the following items on the Consent Agenda: Permission for Clerk to pay insurance at time of billing; Permission for Clerk to pay utilities at time of billing; Permission for Clerk to pay utility incentives before the 25<sup>th</sup> of the month; Permission for Clerk to pay theater bills when due; Permission for Clerk to pay Payment Service Network bills when due. Motion passed.
4. **Visitors:** None
5. **Police Report:** Chief Thomas shared details regarding the court reporting software he would like to get for the Municipal Court. He will need to purchase a new computer to run this software which will cost approximately \$1100. The court reporting software package from Summit, which includes implementation services, will be \$5225.00. The annual software license fee and support agreement is \$825.00. This would be prorated for the remaining months of 2016. In addition, in order to interface this software with the Enterpol software for the police department there is a \$3000 fee from Enterpol Solutions. There will also be a \$750.00 annual support and maintenance agreement from Enterpol, again prorated for the remaining months of 2016. This support is in addition to the other Enterpol support and maintenance costs that were approved at the April 11 meeting. Darrell also indicated they need to purchase two battery backups at \$150.00 each. It was moved by Carla and seconded by Paula to authorize up to \$11,000 for the purchase of the computer, software, and battery backups, to be paid for from equipment reserve. Motion passed. Darrell also presented two quotes for a new desk for his office, one for \$1200 and the other for \$1769. Darrell indicated his preference would be the oak desk for \$1769. It was moved by Paula and seconded by Amanda to approve the purchase of a desk from Schultz's Furniture for \$1769. Motion passed. Darrell also indicated that the carpets in the police department are not in very good shape and they at least need to be cleaned. Chief Thomas requested 10 minutes of executive session for personnel. It was moved by Roger and seconded by Carla to accept and file the police report. Motion passed.
6. **New Business:**
  - a. **Fire Department Equipment** – Fire Chief Dan Blair informed the council that he needs to purchase bunker gear for one new fireman. The total cost is \$2039.54. He will be asking the county to pay for half and the city to pay for half. He would also like to purchase two handheld radios. The cost of these is \$4363.56. He is applying for a grant that will pay 50%. He will be asking the county to pay 25%, and is asking the city to pay 25%. Clerk Whitmore confirmed that there are sufficient funds in the Fire Department budget for these purchases. It was moved by Paula and seconded by Roger to authorize payment of \$1019.77 for the bunker gear and \$1090.89 for the radios. Motion passed.
  - b. **Bandshell Safety** – Troy Zwegardt addressed the Council regarding his concerns over the safety of the bandshell and specifically the railings around the seating area. He feels that the area could be made safer by installing additional cross bars on the railings. The Council agreed they would take a look into it.
  - c. **Audit Report** – Angela Ketterl with Adams, Brown, Beran & Ball presented the 2015 Financial Statement and Auditors' Report. There were no state statute compliance issues. The auditors made a few recommendations for process and procedures improvements which the Council will take into consideration and discuss further at a future meeting. Angela demonstrated for the Council a spreadsheet that is available on the Kansas Department of Administration website which contains formulas for mill rate calculations. A motion was made by Amanda and seconded by Carla to approve the auditor's report. Motion passed. Angela had recommended dissolving the LED Sign Fund and the Weinstein Recognition Fund. The Council discussed what to do with the money currently in these funds but no decisions were made.

- d. **Little Friends Daycare** – On behalf of Betty and Andy Waite, Clerk Whitmore presented their plans to run a daycare at 419 S. Adams. The property is currently being used as a daycare, but the Waite’s will need to be approved for their own variance as new owners of the property. The Council determined the property owners to be impacted by the business would be: Keith & Shirley Bracelin, Jim and Pam Bolin, Amanda Milne, Dwight and Mary Ellen Rose, Jeff and Bethany Zweygardt, and JR Landenberger. It was moved by Paula and seconded by Carla to approve granting the variance contingent upon Mr. and Mrs. Waite obtaining the required 80% signatures which will need to be confirmed by the City Clerk. Motion passed. This is not a zoning change and the re-designation from residential to commercial is for Betty and Andy Waite only. It was moved by Amanda and seconded by Paula to approve utility incentives for Little Friends Daycare/Betty and Andy Waite for up to \$100 a month for 6 months, contingent upon the variance request being granted. Motion passed.

**7. Old Business:**

- a. **Property Cleanup** – There are several property cleanup cases on the docket scheduled for August 17. Also, in light of the concerns and complaints received from the public regarding the animals being kept at the Empire Motel, Attorney Day recommended that the Chief of Police arrange for a formal interview with the owner of the property to determine a detailed count and identification of the various species being kept there, and to answer other questions that have been brought up.

- b. **Pending Projects:**

**Bird City Recycling** – Carol Sloper is writing a grant application for the City of Bird City to establish a recycling center. There was discussion regarding people leaving trash at the recycling center. The council authorized JR to check into what it would cost to install surveillance cameras at the recycling center.

**Scout Hut Siding** – The repairs are scheduled. This item can now be removed from the pending projects list.

**Library Landscaping** – The overgrown tree will be removed.

**Sail Shades** – We are waiting on quotes from tenshon.com

**Business Electrical Upgrade Policy** – Mike and JR will begin working on a policy for this.

**8. Pool Report** – none

- 9. Public Building Commission Report** – There will be a special meeting on July 12 at 3pm with the contractor with regards to placement of the pool. The regular PBC meeting will be held Thursday July 14 and final decisions should be made at that time on design and estimation of cost. It was moved by Paula and seconded by Amanda to accept and file the PBC Report. Motion passed.

- 10. Building Permits** – It was moved by Amanda and seconded by Carla to approve the following building permits: Keith Bracelin – 409 S. Adams, enclosing patio with a screen; Travis Milne – 520 E. Third, wood fence; Gene Voeller – 414 E. Emerson, enclose a car port; and per JR’s inspection: Brent Rueb – 511 S. River, addition to a house; Kent Kechter – 411 E. Whittier, exterior home improvements. Motion passed.

- 11. Superintendent Report** – **a)** KDHE will be here Tuesday to check the current composting site and try to come up with a permanent solution. **b)** The Council agreed that an employee whose anniversary date is approaching would be allowed to use 2 days of accumulated vacation past his anniversary date. **c)** The siren has been ordered. It needs to be moved further away from dispatch because it interferes with communication when it is sounding during an emergency. The Hospital Board has agreed that it could be located there but they would not want it to sound 3 times a day, only at noon. JR reminded everyone that the primary purpose for the siren is as an emergency siren. There was considerable discussion regarding the location but no decision made. **d)** It was moved by Amanda and seconded by Roger to authorize payment to Brock McAtee Construction of \$12,963 for the intersection at Fourth and Denison and \$22,835 for the intersections at the Hospital. This amount includes an additional \$950 that JR approved for work that needed to be done, but which is above what the Council had previously authorized. Motion passed. **e)** We are waiting on parts to fix the street sweeper. It was moved by Paula and seconded by Carla to accept and file the superintendent report.

- 12. Attorney Report** – Attorney Day had nothing to report.

- 13. Clerk Report** – **a)** It was moved by Amanda and seconded by Carla to authorize payment of a \$367 bill to Nextech which had not been included in the monthly pay cycle. Motion passed. **b)** Clerk Whitmore talked about the budget process and deadline dates. In order to publish the public hearing in the August 4 paper, a

special meeting will need to be held during the week of July 25<sup>th</sup> to review and approve the budget. The Council tentatively agreed that the best time would be July 29 at 7:30 AM. It was moved by Carla and seconded by Amanda to accept and file the clerk report. Motion passed.

**14. Council comments:** **Paula** – none, **Amanda** – none, **Roger** – asked about when online bill pay will be available. Clerk Whitmore indicated she and Jen have had training and hope to have the software up and running by September 1, **Carla** – none.

**15. Mayor Comments:** none

**16.** All bills on **Ordinance #992** were reviewed. It was moved by Amanda and seconded by Paula to approve the bills in the amount of \$511,932.35. Motion Passed.

**17.** At 10:10 PM it was moved by Amanda and seconded by Paula to adjourn to executive session for personnel.

**18.** At 10:15 it was moved by Amanda and seconded by Roger to come out of executive session. It was moved by Amanda and seconded by Roger for Darrell to hire a part time police officer at the rate discussed in executive session, contingent upon Darrel confirming there is no cost other than travel and regular salary for the person to attend the 2 week academy training. Motion passed.

**19. Adjournment:** A motion was made by Carla and seconded by Paula to adjourn the meeting. Motion passed.

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City Clerk