

Regular Council Meeting
November 28, 2016

1. **Mayor Scott Schultz called the special meeting to order at 6:30 pm.** Present were Council Members Paula Keller, Amanda Milne, Roger Jensen, Carla Lampe and Bruce Swihart. Also present were City Attorney Mike Day, City Superintendent JR Landenberger, Police Chief Darrell Thomas, and City Clerk Lila Whitmore. Council members reviewed and discussed the Personnel Policy. There are several changes that have been recommended based on current practices and regulations. The Council had some additional questions and instructed Clerk Whitmore to gather input from LKM. The document will be reviewed further at a future meeting. The Council also reviewed and approved recommended changes to the Debit/Credit Card Policy. Due to time constraints, the other policies were deferred for review until the end of the regular meeting.
2. **Mayor Scott Schultz called the regular meeting to order at 7:30 pm.**
3. **Minutes** from the November 14 meeting were distributed and read. It was moved by Amanda and seconded by Carla to approve the minutes as presented. Motion passed.
4. **Visitors:** None
5. **Police Report:** **a)** Chief Thomas reported that the court reporting software is now up and running. **b)** Darrell let the Council know that there was no training for new officer Matt Grogan during Thanksgiving week. He allowed Matt to have the week off without pay in order to move. **c)** The Sheriff's office continues to help with coverage. **d)** Chief Thomas talked about the need for a secure location or building in which to store evidence and perform vehicle searches. **e)** Chief Thomas requested 5 minutes of executive session for personnel. It was moved by Paula and seconded by Roger to accept and file the Police report. Motion passed.
6. **New Business:**
 - a. **Jill Bracelin Zoning Variance Request** – Ms. Bracelin presented her plans for a daycare to be located at 210 W. Emerson and requested a zoning variance for the property. The Council determined the property owners to be impacted by the business would be: Ferdinand Krien, Tina Kehl, Delbert and Sharon Barnhart, and First National Bank. It was moved by Bruce and seconded by Amanda to approve granting the variance contingent upon Ms. Bracelin 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 Jill Bracelin only.
 - b. **Stop Sign on Denison Street** – The stop sign in front of the Good Samaritan Village had been approved at a previous meeting. However, JR found out from the State that a stop sign cannot be used for speed control. He recommends placing a “Stop for Pedestrian in Crosswalk” sign there instead and painting a crosswalk. The loading zone still presents a problem with traffic flow and JR will visit with Mr. Paulsen about this.
 - c. **6 Month Review of Police Dept OT/Comp Time** – The Council discussed and agreed to allow Police Chief Thomas to continue to receive overtime pay instead of comp time while the department is short staffed. This will be reviewed again in 6 months. The Council also discussed the amount of overtime that new officer Matt Grogan is accruing due to travel to and from the KLETC. They would like him to accrue 60 hours comp time before being paid overtime. Matt can use a portion of this comp time instead of the time without pay previously approved by Chief Thomas. The Council also requested Clerk Whitmore confirm the Department of Labor rules regarding overtime as it applies to travel time, training time and actual hours worked.
 - d. Mayor Schultz was approached by an individual wanting to know if the City would be interested in contracting out the weed control and fertilizing for the city parks. The work is currently done by the city employees in the parks department. JR will look into this further.
7. **Old Business:**
 - a. **Property Cleanup** – The car is now gone from the Straub property on Washington street and the tow truck is licensed and operational. There are a couple of ongoing property issues with the individuals scheduled to appear in court in December.
 - b. **Pending Projects** – **a)** The dredging at Keller Pond that is being done by the County is ongoing. JR is expecting a bid from Brock McAtee for the trail project. **b)** JR will be talking with the people who submitted the tree trim bids, although the work now will likely not be completed until the Spring. **c)** Carla asked for input on what playground improvements could be done to utilize the remaining grant

funds. Clerk Whitmore suggested possibly painting some of the equipment. Carla indicated one of the slides is in need of repair. Carla will check into these possibilities. **d)** The Council discussed the possibility of hiring someone to maintain the LED sign as well as the City's website. Mande Miller, with the St. Francis Herald, indicated she might be interested in providing this service. The Council asked her to submit a proposal.

- 8. Public Building Commission Report** – JR reported that water is still running and the project is approximately 4 weeks behind schedule. Carrothers Construction is bringing in additional dewatering specialists to assist in finding a solution to the water problem. Attorney Day indicated that we do have a permit from the KDHE Division of Water Resources to discharge the water for 6 months so the City and PBC are in compliance. It was moved by Amanda and seconded by Bruce to accept and file the PBC report. Motion passed.
- 9. Building Permits** – It was moved by Roger and seconded by Carla to approve the following building permits: Gene Voeller – 414 E. Emerson, framed shed and fence; Dan Blair – 611 S. Scott, move shed and install carport and tower for antenna; Scott Schultz – 617 S. Denison, cedar fence with metal. The Schultz permit was approved with an exception to City Code Chapter 4 Article 4-209. Motion passed.
- 10. Superintendent Report** – **a)** Well 7 repair has been completed but we have not yet received the bill. **b)** JR is still waiting on a water tower painting and repair estimate from Cunningham. **c)** The Council agreed that city employees could be utilized for labor as a cost savings for the Keller Pond trail project. **d)** There was further discussion regarding contracting out lawn care services. The Council agreed that it could be put out for bids. JR would like time to put together comparisons of potential savings before advertising for bids. **e)** The Council instructed Clerk Whitmore to look for additional places to advertise the firetruck for bids in order to reach a broader audience in addition to the local newspaper. The Council might consider donating it to a museum but would like to see what kind of bids we get first. It was moved by Amanda and seconded by Bruce to accept and file the Superintendent Report. Motion passed.
- 11. Attorney Report** – none
- 12. Clerk Report** – **a)** Our auditors let us know that a federal judge in Texas has blocked the Department of Labor's ruling on overtime which was set to take effect on December 1st. This ruling would have required OT Pay for the Clerk's position. As of now, nothing changes with regards to Clerk Whitmore's pay. **b)** With Christmas falling on Sunday this year, the Council declared Monday December 26th and Monday January 2nd as holidays. With that being approved the second Council meeting in December will now be on December 27th. It was moved by Bruce and seconded by Paula to accept and file the Clerk report. Motion passed.
- 13. Council comments:** **Paula** – none **Amanda** – none **Roger** – none **Carla** – suggested looking into the possibility of converting the back part of City Hall into the police department's evidence area. It is currently used for storage. The Council will take a look at it. **Bruce** – requested 5 minutes of executive session for personnel.
- 14. Mayor Comments:** none
- 15.** There was further review of the following **personnel policies:** Safety Policy, Telecommunications Policy, and Travel Policy. These policies are recommended by LKM. The Council agreed they could be put into place. Attorney Day recommended all updated and new policies be disseminated to all employees. Clerk Whitmore will bring them to a future meeting ready for signatures and a motion to adopt.
- 16. Executive Session:** At 8:55 it was moved by Amanda and seconded by Roger to adjourn to **executive session** for personnel. At 9:00 it was moved by Paula and seconded by Bruce to come out of **executive session**. A motion was made by Bruce and seconded by Roger to approve a 5% raise in salary for DeseRay Headrick. Motion passed.
- 17.** At 9:02 it was moved by Roger and seconded by Amanda to adjourn to **executive session** for personnel. At 9:07 it was moved by Roger and seconded by Carla to come out of **executive session**. No decisions were made.
- 18. Adjournment:** A motion was made by Amanda and seconded by Paula to adjourn the meeting. Motion passed.