

## **Council Meeting 04/01/2024**

Minutes taken by Emily Bessette, City Clerk

**Meeting:** Time: 7:00 PM

Presiding Officer: Mayor Anthony DaPrato

Council Present: Ball, Seals, Lister, Moore

Council Absent: Shreve

Attorney Vignery: Present

Employees: Shannon Seals, Emily Bessette, Dustin Bretsnyder

Visitors: Per Registry

### **Call to Order**

The meeting was called to order at 7:00pm by Mayor Anthony DaPrato.

### **Reading of Minutes**

The minutes for the council meeting on March 18, 2024 were read for council input and approval. Motion to approve corrected and completed minutes by Ball, second by Seals, motion carried.

Future meeting minutes will be sent to council the Friday before the next meeting to allow them to review and make any changes needs. Minutes will not be read out loud.

### **Mary Burgett – Lions Club**

Mary talked about the Farmers Market. They will set up in the same spot as last year at the fairgrounds. They will start May 22, 2024 go no later than the end of September 2024. Seals motioned to allow the farmers market from May to end of September, second by Ball, motion carried.

### **Mike Wegley**

Mr. Wegley came to introduce himself. He bought 224 Main street and is also on the fire department. He has some different ideas to use 224 Main for but nothing is set in stone just yet. He does iron work that he would like to sell out of it. He stated it would be okay to set up the town Christmas tree on his lot where it has been in the past. He was asked about the wilderness explores setting up lemonade stand and he will have to check on liability. He wants to put up a 25 foot flag pole and will involve zoning in the process.

### **Library**

Trak put in a bid to cover bottom side of owning and repair leak at the library. This will keep the birds out. Motion by Seals to pay \$1,727 to Trak, 2<sup>nd</sup> by Moore, motion carried.

### **Police Department**

S. Seals will be going to the High School on Wednesday morning for a career day with Mr. Staab.

Officer Hamm has started working, is proactive and has been making stops.

### **Maintenance**

Mayor Daprato and Bretsnyder went to KRWA conference. They learned some new things and met resources. Mayor Daprato learned that in executive sessions that time has to be stated when they will resume normal meeting and not given by minutes and that there is to be no whispering during meetings.

There was a water line break that was fixed. The break caused some brown water but lines were flushed and water is clear.

Jonathan Clark started with maintenance department and is doing well.

Proseal is willing to do an evaluation of the streets.

Millings fixed the big pothole by school.

Next month Bretsnyder will bring in his evaluation of the roads and list of being fixed. Kansas, Wilson and North streets they are looking at renting a milling machine.

Follow up on Jones Drive not draining, Bretsnyder will shovel out the drain.

### **Apartment Billing**

Discussion on apartment billing for water and sewer rates. K. Seals helping Bessette simplify the calculations but creating a helpful spreadsheet. Talk about the billing process for the apartments but no decisions made. Ball would like to see old records of how it has been billed.

### **Open Position**

Talked about job descriptions and how job descriptions can be changed at a later time. It was stated that the clerk is the office manager not Human Resources but does handle the paperwork for hire. Clerk also monitors website and Facebook. Job descriptions will be gathered and new ones will be made. Proceed to hiring open positions. There was discussion on if clerk or treasurer would do payroll and it will be revisited.

### **BG Consultants Agreement**

Signed by Mayor Daprato. Motion to approve agreement with BG Consultants, 2<sup>nd</sup> by Ball, motion carried.

### **Edmonds Gov Tech**

Put on hold.

### **Signing of checks**

Currently policy is to have three signatures on checks which can include one stamped signature. While K. Seals was out of town some bills were paid with only two signatures. A stamp will be made of K. Seals signature to avoid this in the future.

### **Notes and FYI**

Computers for maintenance arrived. They came with some free cyber security.

### **Executive Session**

Motioned by Seals, 2<sup>nd</sup> by Lister, Motion carried.

Executive session for 30 minutes from 8:05 to 8:35.

No decisions made.

### **Clerk/Treasurer**

Motion by Seals to hire Emily Bessette at \$20.60 effective back dated 3/11/24. Second by Moore.

### **Health/Dental coverage**

Bessette will check on dental coverage to see who is active. Three individual employees were not deducted due to clerical error. Those three employee's fees will be written off at the cities cost and the three employees will not be held accountable for clerical error. Motioned by Seals, 2<sup>nd</sup> by Moore, Motion carried.

### **Council**

Seals presented Great Bend letter of council attendance. Talk about policy and ordinance and Mayor Daprato is currently updating himself and reading through policy and ordinance and will look for specific policy on attendance of council. Mayor Daprato will reach out to Justin Shreve on his attendance and his plan going forward. Motion by Seals that discussion needs to happen, 2<sup>nd</sup> by Moore. Motion carried.

April 12<sup>th</sup> and 13<sup>th</sup> Mayor Daprato and Moore will be attending City Leaders Academy: Foundation Program. It was offered to all council.

### **Adjourn**

Seals motioned to adjourn. Second by Lister. Motion carried. Meeting adjourned at 8:56 pm.