**Council Meeting** 12/16/2024

Minutes taken by Emily Bessette, City Clerk

**Meeting**

Time: 7:00 PM

Presiding Officer: Mayor Anthony DaPrato

Council Present: Kaitlyn Ball, Kevin Seals, Cheryl Lister, Ronnie Moeller, Chad Moore

Absent: N/A

Attorney Tom Barnes: Present at 7:08PM

Employees: Dustin Bretsnyder, Emily Bessette, Shannon Seals

Visitors: Per Registry

**Call to Order**

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

**Reading of Minutes**

Motion by K. Seals to approve meeting minutes from 12/02/2024 with correction of “merry-go-round”, 2nd by Ball, motion carried.

**Zoning**

Four new houses are going into the Tucker subdivision.

Motion by K. Seals to approve zoning permit 2024-21, Lot 1 Blk A Tucker Subdivision House, second by Moeller, motion carried.

Motion by K. Seals to approve zoning permit 2024-22, Lot 17 Blk E Tucker Subdivision, second by Moore, motion carried.

Motion by K. Seals to approve zoning permit 2024-23, Lot 19 Blk E Tucker Subdivision, second by Moore, motion carried.

Motion by K. Seals to approve zoning permit 2024-24, Lot 18 Blk E Tucker Subdivision, second by Moeller, motion carried.

**ADT**

Stephen with ADT was present and explained the delays in service.

7:08pm *Barnes arrived at the meeting*

He did have a couple of different options. One included The City to pay the locksmith direct which would be an additional $772.51 equaling $9,946.24. ADT would absorb their cost to make up for some of the differences. This would make ADT’s installation free to use the money towards locksmith. The second option would be to wait and see how the onboarding process works out for Lock Doctor, which could take one to two months. The last option would be to cut ties with ADT. The only fee that would remain for ADT is the police department’s current system at $99. After questions, answers and discussion council came to a decision. Motion by Ball to move forward with ADT with paying Lock Doctor direct in the amount of $9,946.24, second by Moeller, Moore was opposed, motion carried.

**Renting City Hall**

Office staff would like clarification on if elected and nonelected personnel are to pay rental fees. All personnel are to pay rental fees for the use of City Hall.

**Cleaning of City Hall**

Gloria McBurney currently cleans park bathrooms and is willing to help keep City Hall clean. Discussion on issues the library had with her cleaning and who would be checking her work. There was also discussion on what areas she would all be cleaning. At this time the council would like her to stay out of the office areas due to confidentiality. Attorney Barnes suggested a contract that includes a confidentiality release. Staff will draw up a contract and bring it to the next meeting. The council believes biweekly at $40 a cleaning is doable.

**Ridgeway-Jim Shively**

Shively requested to be on the agenda but did not show. He was requesting to put Ridgeway Townships limb cuttings on city property at the water plant for rabbit habitat. Although the forestry dump is for Carbondale citizens the council agreed that would be a better option for Ridgeway and that the dump is open Saturday and Sundays 1-4.

**Maintenance**

Mulch and pads have arrived for the park.

The skid loader needs the front glass replaced now that it is cold outside. Motion by Lister to approve $491.99 to replace the window on the Bobcat, 2nd by Ball, motion carried.

The plow controller needs replaced. Motion by K. Seals to replace plow controller purchased at Tar Water for $400, 2nd by Moeller, motion carried.

The City has depleted it’s salt supply for roads. Estimated use is about 40-50 tons per year. Motion by K. Seals to purchase seventy-five tons of salt from Central Salt for $5,787.75, 2nd by Lister, motion carried. Funds will come from Street Reserve.

**Police Department**

Chief Seals has nothing new to report for the police department. With being absent and low staffed she does not have a monthly update. She continues to get caught up.

Axon cameras are working well.

Zane’s psychological evaluation is still in the works. The company used previously no longer does them. Zane is being patient with the process.

Code enforcement is picking back up.

**Christmas Bonus**

When bonuses were run through payroll employees lost about $40. Motion by Ball to increase employees’ bonus. Full-time employees will receive $175 and part-time employees $125, 2nd by Moore, motion carried.

**COLA**

Employees will receive a 2.5% pay increase for COLA. The pay scale will not change. Discussion on employees maxing out the pay scale by receiving COLA increases by not updating the pay scale. The council stated all employees would continue to receive COLA increases and if a raise is capped out due to COLA it will be adjusted on an individual basis so that nobody goes without. Discussion on how in the past there was employees who did not get a raise and that is why pay scale had been increased.

**Gordon CPA**

Gordon CPA completed 2023 audit and has quoted not to exceed $9,100 for 2024. Motion by K. Seals to hire Gordon CPA for 2024 Audit, not to exceed $9,100, 2nd by Moore, motion carried.

**Employee Handbook**

An updated handbook was emailed to the council for final approval. There was a consensus to approve the employee handbook to go into place January 1, 2025.

**Extension Request**

Follow up discussion on limiting extension requests. Lister voiced it is a courtesy for our community and that as long as they are communicating with the City office in a timely manner to allow extension request with no penalties other than the $10 late fee.

Motion by Lister to approve extension request, 2nd by Moore, motion carried.

**Follow Up**

There is no ordinance on hangtags. Discussion on no longer hanging hangtags as a three-day reminder to pay bill. Consensus to do away with hangtags and only hang them when water is shut off. All dates and information are given on utility bills. It has been posted on Facebook and the City’s website for approximately two weeks about the change. Consensus to only send out utility bills at the beginning of the month with no reminders.

Questions for maintenance on water testing. KDHE sends tests in the mail and maintenance drives the samples up to Forbes Fields. There have been times where the test kit was not received which caused a late submission. There is a calendar of all due dates. A consumer compliance report goes out yearly.

**Bills**

Motion by K. Seals that council looked at the bills, 2nd by Moore, motion carried.

**Adjourn**

Motion to adjourn by Ball, 2nd by Lister, Motion carried at 8:24pm.