

Meeting 06/02/14 Taken by Paula Tryon, City Clerk \_\_\_\_\_

Regular Meeting: Time: 7:00 pm \_\_\_ presiding officer \_Mayor Towne

Council present: ✓Reed ✓ Ryan ✓Hudson ✓Curtis ✓Lister

Employees: ✓ Richardson ✓ Sherwood ✓ Kane ✓ DeVoe-CA ✓ Reynolds

Absent: none

Visitors: Randy Piper, Marvin Stevens, Larry & Kandy Hinck, Pat Cox, Sam Johnson, Shellanne Thompson from OS CO Herald –Chronicle & Gina Reynolds.

**Minutes read:** Minutes for Council meeting of 5/19/14 were read.

✓ Motion by Reed, 2<sup>nd</sup> by Lister to approve minutes as read. Motion carried.

### **Public Building Commission Annual Meeting**

✓ Motion by Reed, 2<sup>nd</sup> by Ryan to close the regular meeting and open the Carbondale Public Building Commission annual meeting. Motion carried

Call to order by Mayor Towne

Minutes for the meeting of 2013 were read.

✓ Motion by Ryan, 2<sup>nd</sup> by Lister to approve the minutes as read. Motion carried.

Appointment of officers for 2014 according to the bylaws:

President: Ruth Towne (Mayor)

Vice-President: George Reed

Treasurer: Cheryl Lister

✓ Motion to adjourn the Carbondale Public Building Commission meeting @ 7:07 pm by Ryan, 2<sup>nd</sup> by Reed.

Motion carried

Regular meeting called back to order @ 7:08pm.

### **Old Business:**

Ashton Traphagen: Requested to be put on the agenda but did not attend the meeting

Pat Cox and Sam Johnson gave a report on the Sewer Replacement Project.

A hand out was given to the City Council members to review the Sanitary Sewer Project.

Currently the project is ahead of schedule. Mr Johnson will be checking with Donna Crawford's office (Governmental Assistance Services) to see where the project stands with that office.

Since we are ahead of schedule this will give the City of Carbondale an advantage to getting a good contract with companies seeking work for next spring.

Mr Cox brought up the ADA handrail that is required for the sidewalk on the south side of Main St. Mayor Towne has contracted Rod Fannin and he stated he has been delayed by rains but that the hand rail should be finished by Friday 6/13/14.

Property Tax appeal: Sue DeVoe reported that there was one more place she could check about the appeal (the possibility of combining the properties into one parcel) but the City would probably have to pay the taxes on the new City Park property.

Kansas Department of Wildlife, Parks and Tourism: 2014 Annual Operation & Maintenance Assurance Statement for the Land & Water Conservation Fund. This has nothing to do with the City Park but is for the original swimming pool property; to permanently make this property an outdoor recreation park.

This department does offer funding when available; it would be a good idea to contact them in Jan 2015 to see if funding is available. A "big picture plan" will give us a better chance to get funding.

Pool Manual: The revised Swim Pool Manual was discussed.

✓ Motion by Reed to adopt the Swim Pool Staff Manual, 2<sup>nd</sup> by Hudson, motion carried.

Note: visors were purchased for the pool employees for the 2014 season.

**Police:** Chief Marty Kane reported activity for the past two weeks.

McNary and Williams are enrolled in the academy from 9/14-9/26/2014.

Edin is enrolled in the June 6<sup>th</sup> class for Racial Profiling in Manhattan.

Police Department schedules for June and July were given to the City Council.

The certificate for Officer Edin's attendance to the Managing the Evidence Room class has been received. A question was asked concerning the definition of full-time vs a part-time employee. A full-time employee is eligible to work unlimited hours; a part-time employee cannot exceed 1,000 hours per year. All invoices have PO's and are current. Councilman Reed addressed the topic of Purchase Orders. He suggested making two copies, one for the department (PD or Maintenance) and one for city hall. Regarding the Police Department pay schedule- only four officers plus the chief are allowed per pay period. Not more than five. No overtime is paid; extra hours (over 43 hours per week) are reimbursed through comp-time. Timesheets are filled out by the officers on a daily basis.

√ Councilman Curtis made a motion to reduce the administrative hours for the Chief from 51%-25%, 2<sup>nd</sup> by Ryan to open discussion. After discussion, Lister called the question to a vote: Reed- no, Ryan- no, Hudson- no, Curtis- yes, Lister- no. Motion did not pass.

The new June schedule shows 6 employees per payperiod- this should be revisited. Atty DeVoe suggested that the city council needs to set guidelines for the Police Department. Weekend scheduling needs more visibility for the community. Councilman Reed asked that Chief Kane notify the Mayor and City Office when the officer on duty is leaving the city. For after-hours they should notify the Os Co Sheriff department if leaving the city while on duty.

◆ Work Schedule session set for Thurs 6/12/14 @ 7pm to go over Policy and Procedures for the Police Dept. Motion by Ryan, 2<sup>nd</sup> by Lister, motion carried.

**Maintenance:** Kevin Richardson reported for the maintenance department.

Bettis Asphalt will be in Carbondale next week, the Maintenance Dept is doing some patching on the roads now.

The Swim Pool has had a couple problems but is working fine now.

Alliance Pump has not replaced the pump at the water treatment plant yet.

The Water Rate Study from KRWA-

√ Motion by Curtis, 2<sup>nd</sup> by Ryan to table the Water Rate Study until the first meeting in July -7/7/14.

Richardson mentioned a request from a citizen to place a drinking fountain in the city park, he will get more information for a later date, as requested by council member Lister.

Some discussion regarding the park restrooms being locked. The Police Dept is to lock the restroom doors at 9pm each night; the Maintenance Dept unlocks the doors in the morning. Mayor Towne will notify Chief Kane that this needs to be done.

**Library:** Genea Reynolds reported for the City Library

Alice Smith has applied for two grants. Both were awarded to the Carbondale City Library.

The Summer Program begins on Wed 6/4/14 with a meteorologist as the guest speaker, they have a program scheduled every Wednesday through the month of June.

The Library board members will be meeting with the State Library Assoc in Lawrence.

The Library will have a pool party in July.

**New Business:**

New shut-off regulations were implemented in May (shut-off date moved from 19<sup>th</sup> to the 22<sup>nd</sup> of each month.

The Codification Regulations are almost ready.

Tornado siren information from Bryce Romine did not impact the City of Carbondale's siren at City Park per councilman Ryan.

The Advertisement for the City of Carbondale that will be in the new Guide to Osage County published by the Osage County Herald-Chronicle was reviewed and approved as corrected.

√ Motion by Lister, 2<sup>nd</sup> by Hudson, motion carried.

**Motion to Pay Approved Bills:**

√ Motion by Lister, 2<sup>nd</sup> by Ryan to pay all approved bills. Motion carried

**Motion to Adjourn:**

√ Motion to adjourn at 8:42 pm by Lister, 2<sup>nd</sup> by Reed. Motion carried.