

**Council Meeting 01/07/2019**

Minutes taken by Paula Tryon, City Clerk

**Meeting:** Time: 7:00 pm Presiding officer: Mayor Fulton

Council present: Fulton, Ryan, Shreve, Hinck, Sitz & Lister

Council Absent:

Employees: Bretsnyder, Haugh, Tryon & Atty DeVoe

Visitors: Kandy Hinck, Sam Johnson (BG), Julie Nelson (OCHC), Kevin Seals

Mayor Fulton opened the meeting at 7:00pm

**Reading of Minutes**

The minutes were read for the meeting on 12/17/18.

☉ Motion by Hinck to accept the minutes as read. Lister 2<sup>nd</sup>, motion carried.

**Sewer Project**

Sam Johnson spoke to the council members regarding the close out of the Sewer project. The following were presented to the council:

1. Project has come in \$64,305.99 under budget
2. Substantial Completion Cert dated 12/28/18- seeding, fence and tree removal by 4/12/19.
3. Contractor's Affidavit dated 1/2/19
4. Release of Final Estimate by Surety- Warranty in effect until 12/28/19
5. Change Order #4 to increase \$716.27 for additional rip rap, bank stabilization and underrun of erosion control quantities
6. Final pay application #2 for \$118,973.01.
7. Completion of Work Certificate

☉ Motion by Hinck, 2<sup>nd</sup> by Ryan to approve the Substantial Completion Certificate. Motion carried.

☉ Motion by Hinck, 2<sup>nd</sup> by Sitz to approve change order #4 in the amount of \$716.27. Motion carried.

☉ Motion by Hinck, 2<sup>nd</sup> by Shreve to approve the final payment application #2 for \$118,973.01. Motion carried.

☉ Motion by Hinck, 2<sup>nd</sup> by Lister to approve the Completion of Work Certificate. Motion carried.

Mayor Fulton signed the Cert of Substantial Completion, Change Order #4, Contractor's Pay Application #2 and the Completion of Work Certificate. Sam Johnson took the signed forms with him and will send copies to the City.

Shreve noted that he had videoed the **Bury Creek** bed south of Main St. The area between Center and Ridgeway and south to City limit needs to be cleared out.

**Library**

No one in attendance.

**Police Dept**

Shannon Seals represented the Police Dept.

No new information about the KHP vehicle.

Nothing more reported.

## **Maintenance Dept**

Dustin Bretsnyder reported.

He requested that 2 maintenance employees attend the KRWA Annual Conference 3/26-3/28. in Wichita. They would go to Wichita on the 25<sup>th</sup>, they each need a room for three nights.

\$170.00 per person to attend the conference (\$340.00), 3 lunches each at \$10.00 each (\$60.00), Awards Banquet @ \$25.00 each (\$50.00), Meet and Greet @ \$15.00 each (\$30.00) = \$480.00 for both.

Red Roof Inn @ \$60.00 per person per night = \$360.00 plus \$25.00 test fee for Gail. Total is \$865.00.

⊙ Motion by Sitz, 2<sup>nd</sup> by Shreve to sent two maintenance persons to the conference. Motion carried.

The #1 pump at the main lift station was not working correctly, Alliance Pump has been called.

B&B Brothers may need to be called to pump out the lagoon, one pump is still working.

Hach annual maintenance has been done, a lens was replaced but mixing old systems with new systems causes a light to throw, Dustin will check more on this.

The yellow tractor is still at Berry, the seals are causing problems.

Mayor Fulton asked about the intersection at Center and Commercial. Dustin said that Black was working at the intersection today.

VFD problem – Mark will get bids this week.

## **Other Dept**

**Employee Performance Evaluations-** Tryon reminded council that it is Employee Performance Evaluation time if they are going to do evaluations. Tryon requested that she get an evaluation and also stated that it is good record keeping for future needs.

Mayor Fulton asked that Tryon get evaluation forms to the supervisors for their employees.

Logan Annual Maintenance Contract-

⊙ Motion by Ryan, 2<sup>nd</sup> by Sitz to approve the contract with a monthly rate of \$25.00 per month. Motion carried.

## **Rural Water District 5 contract**

Council approved with a correction in #1 for working of purchase amounts compared to pump size to be updated to read “The maximum amount of water purchased by Seller cannot exceed maximum amount produced by Seller’s Pump”.

⊙ Motion by Hinck, 2<sup>nd</sup> by Shreve to approve the contract as corrected. Motion carried.

## **Executive Session**

⊙ Motion by Ryan, 2<sup>nd</sup> by Sitz to close the Regular session and move into an executive session for 15 minutes at 7:39 pm for personnel matters of non-elected personnel, discussion on specific personnel matters, not general personnel policies. Motion carried.

7:54 Mayor Fulton declared the executive session out. Council President Ryan stated that the council was in Executive Session for 15 minutes with no decisions made.

⊙ Motion by Sitz 2<sup>nd</sup> by Ryan for the following:

A part-time position will be created with following benefits:

- \$375.00 clothing /safety shoe allowance
- Take vehicle home while on-call
- Week-end hours are part of the regular hours worked.
- No sick leave, vacation leave, comp time
- No certifications required
- Maintenance Supervisor will set the hours worked

Use old job description for maintenance part time position.

☉ Motion by Ryan, 2<sup>nd</sup> by Shreve to place an ad for a full-time maintenance position (Maintenance II). Motion carried.

☉ Motion by Sitz, 2<sup>nd</sup> by Shreve to change Brad Haugh position from full-time to part time effective immediately. Haugh will keep same hourly pay. Motion carried.

#### **Notes & FYI**

**New pay scale** information was given to the council, salaries for employees with the 2.8% cola raise were included.

Copies of **Good Neighbor letters** were given to the council.

Annual financial reports were given to the council.

Shreve asked how many cars a commercial business can have for their restoration business. Atty DeVoe will check the regulations.

#### **Motion for Paying approved bills**

☉ Motion by Sitz, 2<sup>nd</sup> by Ryan to pay all approved bills.

#### **Adjournment**

☉ Motion by Sitz, 2<sup>nd</sup> by Lister to adjourn the meeting at 8:09 pm. Motion carried.