

## **Council Meeting 02/01/2021**

Minutes taken by Paula Tryon, City Clerk

**Meeting:** Time: 7:00 pm Presiding officer: Mayor John Ryan

Council present: Ryan, Moore, Shreve, Seals, Sitz & Lister

Council Absent: none

Atty DeVoe absent

Employees: Bretsnyder, Kreshel, Reynolds, Seals, Schuetz & Tryon

Visitors: Gary Rush (OCHC) Kelli Moore, Bruce Wayne Overturf, Kailynn Sade & baby

### **Call to Order**

The meeting was called to order @ 7:00pm by Mayor John Ryan.

### **Reading of Minutes**

The minutes for the council meeting on 1/18/2021 were read for council approval.

✦ Motion by Seals, 2<sup>nd</sup> by Shreve to approve the minutes as corrected, motion carried.

### **Library proposed change order**

The Library project will need a 90-day extension due to a potential change order to add built in shelving to the project to use more of the CDBG grant funds. Mayor Ryan noted that the shelving would be permanently attached on the North and West walls, some would also be attached to the floor. Library Board president Lonnie Hinck will be meeting with the Friends of the Library (Steering Committee) on Thursday regarding fund-raising for the rest of the furnishings. The new bid for built-in shelving is \$39,636.78 this includes installation and a 10% markup for Shirley. Mayor Ryan requested confirmation that CDBG would cover 40% of the expense before moving forward with the change. This could take 5-10 days, then if approved by CDBG it would take 45 days to deliver the shelves.

✦ Motion by Sitz to recess from the council meeting and enter into a meeting of the Public Building Commission @ 7:26pm, Shreve 2<sup>nd</sup>. Motion carried.

✦ Motion by Sitz to approve the request for a 90-day extension on the Library Building Project to get the built-in shelves purchased, delivered, installed, billed and paid for before the grant closing date. Shreve 2<sup>nd</sup> the motion, motion carried.

✦ Motion by Sitz, 2<sup>nd</sup> by Lister to adjourn the PBC meeting and reopen the council meeting @ 7:27 pm, motion carried.

Mayor noted that the council meeting was reopened

✦ Motion by Shreve to approve the bid from Shirley for the proposed change order for built-in shelving for the Library for \$39,636.78 upon approval for payment from CDBG grant administrators, Sitz 2<sup>nd</sup>, motion carried.

### **Compliance @ 123 S First**

Mr Overturf was present for an explanation of what was needed for the property to be in compliance Pictures of the property were reviewed by the council.

✦ Motion by Sitz, 2<sup>nd</sup> by Lister to revisit the property condition at the March 1 council meeting, Motion carried.

### **Library**

Kelli Moore reported for the Library board.

The Library bank statements were included in the council packet, along with a printout of the City account with the Library donation check deposit of \$45,000.00

A letter from the Library requesting appointment of Jessica Rosine to the Library Board was reviewed by the City Council.

📌 Motion by K Seals to approve the request, Shreve 2<sup>nd</sup>, motion carried.

### **Police Dept**

Chief Seals reported.

Facebook site is doing well.

Officer activity reports were in the council packet.

Request for Officer Kreshel to attend a Tactical Medical for First Responders class in Hutchinson on 2/23/21. There will be a \$45.00 charge for a room but no registration fee. Justin will use a police vehicle for transportation.

📌 Motion by Sitz, 2<sup>nd</sup> by Shreve to approve the request for training and housing expense totaling \$45.00 and use of department vehicle. Motion carried.

Chief Seals applied for a grant for new ballistic vests. She was notified on Friday that the City has been approved for four ballistic vests. After a conversation with the US Deputy Sheriff's Association, she realized that this was for an undervest but would be able to purchase an outer vest for \$150.00 to \$300.00 each above what the USDSA would provide.

📌 Motion by Sitz, 2<sup>nd</sup> by Shreve to allow up to \$1,500.00 for four new outer vests, to be paid out of the Police Equipment Reserve, motion carried.

### **Maintenance Dept**

Dustin Bretsnyder reported.

The bid forms to put riprap on the water side of the Strowbridge Reservoir dam are out. He needs the bids to fill out the CFAP Competitive Development Grant Application.

The Water tower will need inspected this year; Dustin has contacted the contractor that has been used for the past two inspections. The last inspection was in 2016.

The flooring project will start on Wed 2/17.

Dustin & Jordan installed two ceiling fans out in the water plant to keep the heat out of the ceiling and down where they are working.

The bed is fully installed on Jordan's truck. Ashton Traphagen will be submitting a bill for electrical work on the truck.

Dustin is searching equipment sites for a backhoe and skid loader.

### **Other departments**

A history of water and sewer rate changes was included in the council packet.

**Ordinance 524-2021** was presented establishing water and sewer rate increases.

📌 Motion by Lister, 2<sup>nd</sup> by Sitz to approve with the change on Section 3 b3 to remove "effective from and after this date" to read "Ord 499-2017". Motion carried.

Discussion regarding the salary scale especially the City Clerk and Treasurer positions and the employee handbook.

📌 Motion by Sitz, 2<sup>nd</sup> by Shreve to have a special meeting on 2/8/2021 @ 7pm to work on the salary scale and the employee handbook, motion carried.

Clerk Tryon was asked to get an ad worked up for an assistant City Clerk position so the council can move forward with getting someone hired, deadline to apply is 3/1/2021 at noon.

City Hall floor plan was discussed, no final decision was made.

**Zoning change /public hearing notice:** A request was made for 322 N Topeka. It is currently zoned as residential, but it has had a business on it. Request to change the zoning to business B-2 to allow for a business and residence to be on the property. You cannot run a business from an address that is zoned as residential. Public hearing will be 3/11/2021 @ 7pm.

📌 Motion by Lister, 2<sup>nd</sup> by Sitz to publish the notice of public hearing for the zoning change. Motion carried.

Clerk Tryon brought to the council's attention that an annual report from the Library board is required according to K.S.A. 12-1225. Kelli Moore will let Lonnie know.

Councilperson Lister asked about the board of directors' appointments for the cemetery board. John Ryan was in attendance of the meeting on 1/28/2021.

This includes Ridgeway and Fairfax townships, John Ryan is chairperson, Lonnie Hinck is saxton, Christy (Hinck) is the new secretary/treasurer, replacing Kandy Hinck. They will be checking with the previous contractor for mowing responsibilities.

The inventories for City Hall & Maintenance and the City Treasurer's annual report were in the FYI folder.

#### **Motion for paying approved bills**

📌 Motion by Sitz, 2<sup>nd</sup> by Shreve to pay all approved bills, motion carried.

#### **Adjournment**

📌 Motion by Sitz, 2<sup>nd</sup> by Shreve to adjourn at 9:13pm, motion carried.