

Special Council Meeting 5/6/21

Minutes taken by Paula Tryon City Clerk

Meeting Time: 7:00pm

Presiding Officer: Mayor John Ryan

Council present: Ryan, Moore, Seals, Sitz, Lister, Shreve in at 7:20pm

Employees Present: Poley and Tryon

Visitors: none

Call to Order

The special council meeting was called to order at 7:00pm by Mayor Ryan.

This meeting was held to discuss position descriptions for maintenance, office and forestry positions. The police descriptions have already been reviewed.

Maint 1, Maint 2 and Maint Helper positions were all approved with the exception that under Responsibilities No 4 the following would be added "The City provides the vehicle and funds for training expenses to receive a CDL when needed". The employee would pay for their own license.

City Clerk

Remove "Percent" section

Remove Utilities section and add to Treasurer description

Under Miscellaneous section change the first bullet point to read "When necessary, assist City Treasurer"

City Treasurer

Add "This position must be bonded"

Remove "Percent" section

City Treasurer section: remove item 1,2 & 5 and renumber what is left

"New" no 1 change to read Make bank deposits as necessary.

Add "Utilities" section under City Treasurer

Remove Court Clerk section- this will be a new position

Remove Rec Treasurer section- this belongs to the Rec Comm

Run ads for the Treasurer and Court/Compliance Clerk positions for two consecutive weeks. Deadline to turn in applications is May 28, 2021. Interviews will be June 7th.

Zoning

Zoning Administrator position is a paid position, secretary position is a voluntary position chosen from the zoning committee.

◆ Motion by Sitz, 2nd by Seals to dismiss @ 9:05 pm. Motion carried.

Council Meeting 05/03/21

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 present

Employees: Poley, Schuetz, Bretsnyder, Seals, & Tryon

Visitors: Kelli Moore, Gary Rush (OCHC), Traci Smith, Garrett Nordstrom (GAS), & Bruce Overturf

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 04/19/21 were read for council approval.

◆ Motion by Sitz, 2nd by Lister to approve the minutes as corrected, motion carried.

The minutes for the special meeting on 4/22/2021 with the City Council and Zoning board were read for approval.

◆ Motion by Sitz, 2nd by Shreve to approve as read. Motion carried.

Carbondale Community Historical Society, Inc

The city office had been contacted about follow-up on the possibility of the city giving toward the 150 Year Celebration. There was discussion about the amount requested and how they planned to spend what they had for a budget. No action was taken, council feels that there needs to be some adjustments to the budget and a discussion with the members.

Account 0035 request for council to forgive some of the bill. There was no one at the meeting from this residence and no written request, no action was taken.

A copy of the resignation of Kim Reynolds was given to the council, there was discussion concerning advertising for the open position. They will get the position description completed at Thursday's special meeting to have an ad for the OCHC on Monday.

Installation of Appointed Officers

Mayor Ryan nominated the following appointments:

Chief of Police - Shannon Seals

City Attorney- Sue DeVoe

City Treasurer – none at this time

Assist City Clerk – Tommi Poley

City Clerk – Paula Tryon

Municipal Court Judge – Frederick Godderz

Official Newspaper – Osage County Herald Chronicle

Official Depository – First Security Bank

● Motion by Lister, 2nd by Sitz to confirm all mayoral appointments. Motion carried. K Seals abstained on the Police Chief appointment.

Garrett Nordstrom spoke about the CDBG CV3 funds available for local businesses.

It could be a good opportunity for local businesses to get funding to keep employees, pay insurance, inventory, rent/mortgage. The maximum amount for a business with 5 or less employees is \$35,000.00 if there are over 5 employees the maximum is \$50,000.00. 51% of the employees must be low to moderate income. The administration fee for GAS would be \$3,325 for the City.

This item was tabled until the 5/17/21 meeting.

Library

Traci Smith reported.

The permanent shelving should be installed on 5/12/21.

Most of the other furnishings have been ordered by Lonnie.

The opening of the new building could be the 2nd week of July if all furnishings have arrived.

Council requested that all accounts be put on the QuickBooks program for easier reporting.

A copy of the 1st quarter report from the Library was given to the council.

No final walk through has occurred yet.

The Library Lease agreement was reviewed due to blank spaces in the form. Pg. 1 at top, the date of Apr 19th was inserted, on pg. 5 the same date was inserted at the bottom of the page.

On pg. 5 the Lessee address was added – Library Board President, PO Box 330, Carbondale, KS 66414.

Construction Ins coverage is due, council was asked how they wanted to pay this.

● Motion by Sitz to pay one year for \$3,720.00 if they will rollover the balance to be applied to the regular coverage after the building is complete. If a rollover is not possible pay the premium on a monthly basis. Shreve 2nd, motion carried.

Police Dept

Shannon Seals reported.

Discussion regarding the sale of the PD building it may be Aug or Sept before there are any decisions about the building,

Sitz asked about the possibility of having a PD/court clerk to help handle administrative work for the department, possibly find a part-time clerk to work in the police dept.

The Durango that was tagged for the city has 5,000 miles to go before it will be released.

Executive Session

● Motion by Sitz, 2nd by Shreve to recess from the regular council meeting at 8:06 pm and enter into an executive session for 15 minutes for personnel matters of non-elected personnel.

Discussion on specific personnel matters, not general personnel policies. Motion carried.

Mayor Ryan declared the executive session out at 8:21 pm.

Sitz noted that they were in executive session for 15 minutes with no decisions made.

The sheriffs dept will be purchasing Motorola 800 mhz radios with Os Co Cares Funds, The city can make payments for the 4 personal and 3 vehicle radios needed over a 7 year period. Chief Seals spoke to KDWPPT about closing the lake for the Heroes on the Water event, they said that the city just needed to notify the public when this would happen. They have found quality uniforms at Godfreys for approximately \$300.00 per officer. Activity reports were given to the council.

Maintenance

Dustin Bretsnyder reported

The door locks at city hall were replaced and one lock on a shop door was replaced to match the other door.

The generator is fixed now.

Street work has started.

The culvert at Osborn & Kansas was crushed is has since been replaced.

One bid from Trak Roofing and Construction to replace the roof on City Hall was received. The bid was \$22,250.00. This was tabled until the 5/17/21 meeting hoping to get more bids.

Applehanz roofing referred Dustin to another roofing company- have not heard from them J&W Construction does not work on flat roofs.

Norris St has a large area to be patched. There are 14 repairs on two streets, they plan to start on Tuesday afternoon.

Dustin asked for confirmation about mowing the grass at the library. Once the Library is in the building the Library is responsible for mowing.

Zoning Board

Justin Shreve is doing the Admin work for now. They need more members to be fully functional.

● Motion by Lister to give the mayor permission to sign any zoning permits approved by the members of the zoning board until further notice, Seals 2nd. Motion carried. Shreve abstained.

Code enforcement is done by the Police Dept.

Coffee's are working on getting rid of the trailer on their property at 217 N Kansas.

JUS Annual Software Assurance +15support hours

● Motion by Sitz, 2nd by Shreve to approve the \$600.00 payment for the annual contract, motion carried.

Community Garden

Justin Shreve's son is working on his Eagle scout badge and would like to have a community garden as his project. He would commit to this for three years. These would be raised planters. He will have a presentation at May 17th council meeting

Permission was requested to close the city office on 5/25/21 for a budget workshop via Zoom.

● Motion by Sitz, 2nd by Lister to approve the request, motion carried.

There is a special meeting on Thursday 5/6/2021 to discuss position descriptions.

Motion to pay approved bills

- Motion by Sitz, 2nd by Lister to pay all approved bills, motion carried.

Adjournment

- Motion by Sitz, 2nd by Lister to adjourn at 9:08 pm, motion carried.