

Regular City Council Meeting
January 14, 2014
7:30 PM

A. Call to Order: The Regular Meeting of the Richmond City Council was called to order by Mayor Shelden Snow.

Council Members Present: Claire Blackburn, Helen Feuerborn, Verlin Springer, Karen Peters and Doug McIntosh.

Staff present: Doyle Sobba, Jake Strobel and Marla Gadelman

Guests Present: Sister Loretta Roeckers, Connie Weber, Barbara Lane and Ken Manwarren.

B. Public Comment: Barbara Lane, Richmond Public Library, apologized that no one from the Library had been to the recent meetings, but they hoped to do better in the future.

C. CONSENT AGENDA:

Approval of Minutes of Meetings: Doug McIntosh made a motion to approve the minutes as written from the December 10, 2013, regular meeting. Karen Peters seconded the motion. Vote 5-0, motion passed.

Approval of Monthly Expenses: After discussion, Karen Peters made a motion to approve the expenses paid since the December 10, 2013, meeting. Helen Feuerborn seconded the motion. Vote 5-0, motion passed.

D. ITEMS OF BUSINESS:

1. **Consideration of Resolution Establishing Rate for Service Charges for Solid Waste Collections.** The Clerk explained that at the November, 2013, meeting the council approved Ottawa Sanitation for our solid waste provider and this Resolution simply establishes the rates to be charged and establishes a \$0.25 per residential customer administration fee. Doug McIntosh made a motion to approve Resolution No. 2014-1, as follows:

RESOLUTION NO. 2014-1

A RESOLUTION ESTABLISHING RATES OF SERVICE CHARGES FOR SOLID WASTE
COLLECTION IN THE CITY OF RICHMOND, KANSAS

WHEREAS, the Code of the City of Richmond, Kansas, 2013, provides that the city may contract for the collection of solid waste within the city limits and that the monthly charge for solid waste collection shall be set by resolution. (Code 2013, Section 15-501:518)

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Richmond, Kansas, in regular meeting duly assembled this 14th day of January, 2014, that the following monthly rates are hereby fixed for the collection of solid waste of the City of Richmond, Kansas, effective on February 1, 2014 billing for services used in January, 2014 :

- (a) The sum of \$10.10 for each residential dwelling unit serviced by Contractor; or
- (b) The sum of \$9.80 per month for any single senior citizen over the age of 65 requesting such reduction.
- (c) The sum of \$1.25 per month for rental of a polycart trash receptacle.
- (d) In addition to the foregoing fees, the sum of \$0.25 per residential household shall be collected as a service charge to defray the cost and maintenance of the collection and disposition of solid waste within the city.

This Resolution shall take effect upon its adoption by the Richmond City Council.

Karen Peters seconded the motion. Vote 5-0, motion passed.

2. Authorize Mayor to Execute Solid Waste Collection Contract. The Clerk stated that the City Attorney has approved the contract as written. Doug McIntosh made a motion to allow the Mayor to sign the Solid Waste Contract. Karen Peters seconded the motion. Vote 5-0, motion passed.

3. Consideration of Water Rate Resolution. Verlin Springer made a motion to approve Resolution No. 2014-2, Water Rate Resolution, as follows:

RESOLUTION NO. 2014-2

A RESOLUTION SETTING WATER RATES FOR WATER FURNISHED BY THE CITY OF RICHMOND, KANSAS.

WHEREAS, the Code of the City of Richmond, Kansas, 2013, provides that the rates for use of water shall be set by resolution. (Code 2013, Section 15-221)

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Richmond, Kansas, in regular meeting duly assembled this 14th day of January, 2014, that the following monthly rates are hereby fixed for the services to be rendered by the municipal waterworks system of the city of Richmond, Kansas for water used in January, 2014 and thereafter:

- (a) For the residents within the city limits of said city, there shall be a minimum monthly charge of \$7.00 regardless of the amount of water used.
- (b) For the residents within the city limits of said city the rate shall be \$8.16 for the first 1,000 gallons or portion thereof and \$8.16 for each 1,000 gallons furnished thereafter.
- (c) For customers outside the city limits of said city; there shall be a minimum monthly charge of \$10.00 regardless of the amount of water used.
- (d) For customers outside the city limits of said city the rate shall be \$10.20 for the first 1,000 gallons or portion thereof, and \$10.20 for each 1,000 gallons thereafter.
- (e) For all rural water districts purchasing water from said city, water rates shall be as contained in the agreements between the city and said water districts.

BE IT FURTHER RESOLVED, by the City Council of Richmond, Kansas, that the above rates shall increase by 2% each January 1 for the next five years, ending December 31, 2018, unless it shall be determined prior to each January 1 by the then city council that such increase shall not be necessary.

BE IT FURTHER RESOLVED, that Resolution No. 2013-1 is hereby repealed.

This Resolution shall take effect upon its adoption by the Richmond City Council.

Doug McIntosh seconded the motion. Vote 5-0, motion passed.

4. **Consider authorizing Kansas Rural Water Association to prepare and post Consumer Confidence Report for 2013.** The Clerk explained that having KRWA prepare and post the CCR for \$75.00 is cheaper than us having to mail the CCR to all of our customers considering postage and supplies. KRWA provides a link to their website and a link is also provided on our website. This meets the notice requirement. Helen Feuerborn made a motion to accept the \$75.00 charge by KRWA to have them prepare and post our CCR for 2013. Claire Blackburn seconded the motion. Vote 5-0, motion passed.

5. **Consider allowing City Clerk to attend Clerk's Spring Conference.** The Clerk stated the conference is Wednesday through Friday, March 12-14, 2014, in Wichita. The cost is \$250.00 plus a hotel room for three nights. Doug McIntosh made a motion to allow the City Clerk to attend the Spring Conference. Verlin Springer seconded the motion. Vote 5-0, motion passed.

6. **Employee Handbook – Bereavement Policy and Unused Vacation and Sick Leave.** Doug McIntosh questioned the bereavement policy in the employee handbook at the December meeting. The Handbooks states:

E-7. **Funeral Leave.** In the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or close relatives by marriage of the employee or employee's spouse), full-time and part-time employees shall be granted funeral leave not to exceed three consecutive working days. Such leave may be charged against any unused or vacation leave, unless the employees elects to take leave without pay. Employees shall be granted one day off for second tier relatives (aunt, uncle, nephew, niece, first cousins by marriage of the employee or employee's spouse).

Mr. McIntosh would like to amend the policy to allow an employee to be paid for up to three days without the need to use vacation or other unused leave. The Clerk is unsure whether we will need a resolution or simply amend the policy. Doug McIntosh made a motion to amend the policy as follows:

E-7. **Funeral Leave.** Full-time and part-time employees shall be granted paid funeral or bereavement leave for up to three working days in the case of death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents or close relatives by marriage of the employee or employee's spouse). Employees shall be granted one day paid for second tier relatives (aunt, uncle, nephew, niece, first cousins by marriage of the employee or employee's spouse). If an employee desires additional leave, such leave may be charged against any unused or vacation leave, unless the employee elects to take leave without pay.

Karen Peters seconded the motion. Vote 5-0, motion passed.

The City Clerk stated she had emailed the City Attorney for his thoughts on whether we can buy-back unused vacation time. She has received no response. Mr. McIntosh suggested the Clerk contact the League of Kansas Municipalities concerning this issue. The City Clerk will

also try to train someone to fill in while she is out of the office. This matter was tabled until additional information could be obtained.

7. Any other necessary city business.

a. Mr. McIntosh requested clarification about the number of hours worked, comp time or banked time and overtime. The City Clerk will check with the League of Kansas Municipalities concerning this matter. No action was taken at this time.

b. Dump truck. Doyle Sobba reported that the dump truck is still not working although they worked on it all day. The pump was bad and a new pump was purchased and has been installed but the bed will not raise. After talking with several mechanics, we believe the cylinder may need repaired. After discussion, Doug McIntosh made a motion to fix the dump truck. Claire Blackburn seconded the motion. Vote 5-0, motion passed.

c. Tree Trimming. The Clerk reported that she had emailed the City Attorney about whether a Request for Proposal was necessary and the wording to be used to get "apples to apples" bids. The City Attorney responded that he agreed we need to get bids for like services, but he did not provide any suggestions. The City Clerk is not comfortable writing the RFP or bid request. She will contact Blaine Finch's law partner, Dan Covington, to see if he can assist us.

d. Rural Water Agreement. The City Clerk also asked Blaine Finch where he is on an agreement with Anderson County Rural Water. She received no response. The Clerk will also talk to Dan Covington regarding the agreement.

e. Grant Award. Doug McIntosh asked when we would hear whether we received a grant. The Clerk stated we should hear within a week or so. Brian Kingsley delivered the Engineering Contract today and mentioned the awards normally are announced around January 15. We have received an application for temporary financing from KDHE through the Kansas Public Water Supply Loan Fund. Part I of the loan application needs to be returned to KDHE by April 15, 2014. The remaining portions can be returned when completed. Rita Clary will be here on January 23 to assist with the application. The Clerk reported that several public hearings will be required as a part of the temporary loan process. Numerous financial documents and other information will also be required. The Clerk hopes to learn more about the process when she meets with Rita Clary. Rita Clary assisted the Clerk with signing up on SAMS.gov which is a requirement for the grant and loan process. The Clerk informed Phillip Fishburn that we no longer required his services since we are also working with Kansas Rural Water Association.

E. Staff Reports. Jake Strobel reported we have been having trouble with the carbon pump at the water plant. The pump is outdated and we are having trouble finding parts. He believes parts will be located to keep the pump going for the next year or two. Jake will begin checking on the cost of a new pump.

Jake Strobel wanted to let the Council know that he recently purchased a snow plow that would fit on the dump truck if the Council would be interested in purchasing it from him at a later time.

Doyle Sobba reported that our salter is now working. A control box, new cable and controller were received from Princeton. We help Princeton jet their sewer lines and now Princeton has helped us with our salter.

Doyle Sobba and Jake Strobel will be attending a free Public Water Supply System Operator Training school on January 22 and 23, 2014, in Ottawa. This school will provide needed credit hours for Doyle's water license.

Doyle Sobba may attend a training provided by Dig Safe in Ottawa in the evening of January 22.

Doyle Sobba reported that KCPL is installing some new poles in town.

Marla reported that Brian Kingsley and Blaine Finch have finally worked out the language in the Engineering Contract that was approved in August, 2013, subject to approval by Blaine Finch. The contract has now been approved by Blaine Finch and Brian Kingsley delivered the contract for signature by the Mayor. The contracts will be sent by UPS on Wednesday to USDA.

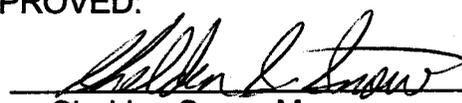
Jake Strobel reported that he did not pass the recent test for his water license. Doyle reported the class on January 22 and 23 would be helpful to prepare Jake for his water license test. The tests are not specific to small water systems and cover other types of water systems that we are not familiar with.

F. Council Comments and/or Reports. Verlin Springer questioned what became of the Cleveland Street dog issue with the dog killing chickens. The Clerk has not received any recent complaints about killing chickens. Marla is not aware of how many dogs the owners have now. Verlin reported counting eight dogs outside in a pen. No kennel license has been approved for the property. The City Clerk will send a letter to the owners advising them that they are violating City Code.

Adjournment: Doug McIntosh made a motion to adjourn the meeting. Karen Peters seconded the motion. Vote 5-0, motion passed. Time: 9:10 PM

APPROVED:

By:


Sheldon Snow, Mayor

ATTEST:


Marla Gadelman, City Clerk