

Regular City Council Meeting
Rescheduled from November 11, 2014

November 13, 2014
7:30 PM

A. Call to Order: The Regular Meeting of the Richmond City Council (rescheduled from November 11, 2014) was called to order by Mayor Sheldon S. Snow.

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

Staff present: Jake Strobel and Marla Gadelman.

Guests Present: Charlie Brenzikofer

B. Public Comment: None.

C. CONSENT AGENDA:

Approval of Minutes of Meetings: Helen Feuerborn made a motion to approve the minutes as written from the October 14, 2014, meeting. Karen Peters seconded the motion. Vote 4-0, motion passed.

Karen Peters made a motion to approve the minutes as written from the October 16, 2014, special meeting. Helen Feuerborn seconded the motion. Vote 4-0, motion passed. The agenda for the November 13, 2014, meeting should be corrected to reflect the special meeting was held on October 16, 2014, not October 17, 2014, as shown on the agenda.

Karen Peters made a motion to approve the minutes as written from the October 20, 2014, study session. Helen Feuerborn seconded the motion. Vote 4-0, motion passed.

Approval of Monthly Expenses: Karen Peters made a motion to approve the expenses paid since the October 14, 2014, meeting. Verlin Springer seconded the motion. Vote 3-1, motion passed.

D. ITEMS OF BUSINESS:

1. City's Liability and Property insurance coverage – Charlie Brenzikofer. Mr. Brenzikofer reported that Continental Western, the city's current insurance carrier, is no longer going to write coverage for municipalities and has canceled all municipality policies on their books. Mr. Brenzikofer provided a quote from EMC who currently writes policies for about 430 cities in Kansas and provides a specific program for municipalities which is a dividend program. Although not guaranteed, EMC has paid a dividend for a number of years based on losses and premiums throughout their entire system. EMC has valued the City's properties much higher than Continental Western has in the past. EMC writes replacement cost on every building, not actual cash value as written by Continental Western. Coverage is on a blanket

basis which means if one building is underinsured we can pull from other buildings to pay for that building. The quote provided is for nearly a million dollars' worth of more coverage. The policy is quoted at \$1,000 deductible. EMC writes all policies to renew on April 1, so the quote provided is from now until April 1, 2015, which will qualify Richmond for the dividend program for this year. Workers compensation coverage is also included in the quote based on our payroll. EMC will require an inspection of the dam every five years. We are due for an inspection at this time and it must be done by March 30, 2015. The Clerk reported that she had talked with BG Consultants to request an estimate of what it would charge to inspect the dam again. BG Consultants did our last dam inspection and the report required some minor repairs. Brian Kingsley will be in contact with the Clerk to provide an estimate. The previous dam report was provided to Mr. Brenzikofer. Council members are also covered under EMC's linebacker coverage for decisions that may be made by city officers and officials. Discussion was held regarding coverage for tools and other equipment owned by the City. Scheduled and unscheduled items were also discussed. After further discussion Mr. Brenzikofer will add coverage to \$15,000 for miscellaneous tools, and will add as scheduled items the lawnmower and skid loader. Doug McIntosh made a motion to purchase the EMC insurance policy from Elliott Insurance Group for \$11,452.00 with the proposed addition of coverage. Verlin Springer seconded the motion. Vote 4-0, motion passed.

2. City Employees' Medical Insurance Coverage, Blue Cross Blue Shield. We have received the renewal proposal for the employees' medical insurance coverage through Blue Cross Blue Shield. The premium increased from \$1,508 per month to \$1,529 per month. The medical premiums are based on each employee's age. Verlin Springer made a motion to accept the Blue Cross Blue Shield renewal proposal. Karen Peters seconded the motion. Vote 4-0, motion passed.

3. Employee Wage Adjustments from Annual Evaluations. Verlin Springer made a motion to go into executive session at 8:33 PM for 10 minutes for the purpose of discussing employees wage adjustments. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

Verlin Springer made a motion to come out of executive session. Doug McIntosh seconded the motion. Vote 4-0, motion passed. Time: 8:43 PM

Verlin Springer made a motion that at the beginning of the next pay period, November 22, 2014, we give Marla Gadelman a 10% raise, Doyle Sobba a 3% cost of living raise, and Jake Strobel a 2% cost of living raise to be re-evaluated when Jake obtains his sewer certification. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

4. Replenish the cash box for utility payments. Marla Gadelman explained that sometime during her recent medical absence the cash utility box which is used to make change for utility bill payments came up short of its \$100 balance. During the last month or so several people have been taking payments and making change including herself, Jake Strobel, Doyle Sobba, Dealy Sims, the temporary person to fill in for Marla, and Jen Brenzikofer who also filled in for Marla. It is unknown how the cash box became short. After discussion, Doug McIntosh made a motion that Marla withdrawal \$26.72 from the General Fund to replenish the utility cash box. Karen Peters seconded the motion. Vote 4-0, motion passed.

5. Doug McIntosh requested that the council receive a breakdown of each employee's number of hours worked each pay period and not just the lump sum amount paid as shown on the

Expenditure Report presented to the council for approval at each meeting. The Clerk explained that it is her understanding that the Expenditure Reports are public information and the public is not entitled to the specific information he is requesting. The public is entitled to know if someone is employed, their title, and the gross or total compensation received by an employee. Mr. McIntosh is specifically requesting to see each employee's time sheets showing the number of hours worked and drawn from accrued vacation, sick and banked hours. The information requested could be provided to the council members if they are in executive session and the information could only be discussed in executive session. The Clerk will provide the time sheets to the council as long as they are in executive session.

E. Staff Reports. Jake Strobel reported that he put the snow plow on the small truck and is ready for any snow. He plans to haul rock tomorrow so the big plow is not on the dump truck yet.

Marla Gadelman reported with we received a tax statement for the property the fair association purchased and donated to the City this past year. The forms to have the property exempted from taxes has been requested from the county but has not been received at this time. The application for tax exemption will be completed and filed as soon as it is received.

Marla Gadelman reported that she completed her certification program at Wichita recently. This program provided her the 120 hours needed to become a Certified Municipal Clerk but Marla reported that she needs to belong to IIMC for two years and provide proof of additional training and community service before she actually becomes a Certified Municipal Clerk.

Marla Gadelman also reported that she has started training Peg Wichman in case she needs someone to fill in if she needs to be out of the office again. Peg Wichman indicated that she would be willing to be paid \$10.00 per hour, the same as we paid Jennifer Brenzikofer when she filled in for the clerk.

BG Consultants are to deliver to us soon plan sheets that show our current and future water lines and meters. Once everything is satisfactory to Doyle, the plans will be presented to the Council by BG Consultants for its approval also.

Governmental Suites fall training is scheduled for three different days next week, but Marla reported that she will be unable to attend because of her radiation treatments. Marla understands from the software developer that the utility billing portion of GS is being completely changed and GS will no longer support the current version of the utility bill program after January, 2015. The software developer has informed Marla that arrangements will be made to get her the new utility billing program that is being provided at the fall training and will work with her to convert our information to the new program. The cost for Governmental Suites will be increasing slightly in 2015, but Marla believes it will still be substantially less than other popular utility, payroll and accounting programs used by other cities.

Doug McIntosh made a motion to hire Peg Wichman as a contract worker to assist the City Clerk as needed for \$10.00 per hour beginning November 12, 2014. Karen Peters seconded the motion. Vote 4-0, motion passed.

F. Council Comments and/or Reports. None.

Adjournment: Karen Peters made a motion to adjourn the meeting. Doug McIntosh seconded the motion. Vote 4-0, motion passed.

APPROVED:

By:



Shelden Snow, Mayor

ATTEST:



Marla Gadelman, City Clerk